
IAEM Region 1 BYLAWS

ARTICLE I – IDENTITY

Section 1. Parent Organization

IAEM-USA Region 1 is a legal sub-unit of IAEM-USA and is subject to all provisions of the IAEM-USA Bylaws. Information regarding formation, identification, membership eligibility, membership classifications, and fiscal management can be found in the IAEM-USA Bylaws and Administrative Policies and Procedures (APPs).

Section 2. Membership
IAEM-USA Region 1 shall consist of the IAEM-USA members based per their IAEM-USA membership in the US states of Maine, New Hampshire, Vermont, Rhode Island, Massachusetts, and Connecticut.

ARTICLE II – REGIONAL LEADERSHIP

Section 1. Officers

The officers of IAEM-USA Region 1 shall be the President, Vice-President, Secretary-Treasurer and Immediate Past President.

Section 1.1. Duties of Officers

A. President

The President shall preside at meetings of IAEM Region 1, propose expenditures to membership pending the availability of funds; serve as the Region’s representative on the IAEM-USA Board of Directors, and when not available, appoint the Vice-President, another officer, or an alternate (in this priority) and notify the IAEM-USA President and Executive Director of such appointment prior to allowing that alternate to vote as a member of the Board; serve as liaison between the IAEMUSA and IAEM-USA members in the Region; perform such other duties as required and provided for in the Administrative Policies and Procedures of IAEM-USA.

The President serves as a liaison to at least one IAEM-USA standing committee, caucus, ad hoc committee, task force or commission. See Section III - Committees for more details about Board Liaison responsibilities. At their discretion, the President may select Regional Committee Chairs.

Payment of financial obligations must have the authorization of the President, in accordance with the Administrative Procedures of IAEM-USA. If the President is unable to fulfill this responsibility, the Vice-President and Secretary/Treasurer may jointly authorize payment of expenditures.

B. Vice-President

The Vice-President shall perform the duties of the President in the absence or disability of that officer and perform such other duties as may be assigned by the President. The Vice-President may represent and cast votes on behalf of Region 1 at various meetings if the President is unable

to attend, in accordance with the Bylaws of IAEM-USA. In such cases, the Vice-President will submit a written record of his/her actions to the President. The Vice President may perform such other duties as required and as referenced in the Regional Position Description.

C. Secretary/Treasurer

The Secretary/Treasurer shall maintain accurate records of the proceedings for all meetings of the Region membership, executive board, and perform such other duties as required. The Secretary-Treasurer may perform such other duties as required and as referenced in the Regional Position Description.

The Secretary/Treasurer shall maintain accurate up-to-date records of all monies and securities belonging to the Region and provide a review to the Executive Committee on a monthly basis. The Treasurer is responsible to the members for verifying that the financial records of IAEM-USA are maintained and that the fiscal guidelines are followed.

D. IMMEDIATE PAST PRESIDENT

The Immediate Past President shall provide valued experience and continuity of relationships between the Region and other organizations. The Immediate Past President may perform such other duties as required and as referenced in the Regional Position Description and requested by the President.

Section 1.2. Qualifications of Officers

To be elected or appointed a regional officer (President, Vice President, or Secretary-Treasurer), members must meet the requirements as prescribed by the IAEM-USA Bylaws as well as have served in another elected Board position prior to being appointed into their role.

Section 1.3. Method of Selection

1. The Vice-President and Secretary-Treasurer shall be elected in accordance with the IAEM-USA Bylaws.
2. The Vice-President shall be elected for a two-year term offset from the cycle of the President.

Section 1.4. Term of Office

1. The term of office for regional officers shall be for two years and shall commence in accordance with the IAEM-USA Bylaws.
2. Regional officers are subject to term limits as defined in the IAEM-USA Bylaws.

Section 1.5. Vacancy in Office

Whenever an office becomes vacant by death, resignation, removal, or any other cause, it shall be filled in the following manner:

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- A. Should the vacancy occur in the office of President, the Vice-President shall immediately assume the duties of the President and shall serve for the remainder of the current term.
 - B. Should the vacancy occur in the office of Vice-President with more than six months remaining, a special election shall be held to elect a new Vice-President. If less than a six month term remains, the office shall be left vacant until the next election.
 - C. Should the vacancy occur in the office of Secretary-Treasurer, the President shall, with the Vice President's confirmation, appoint a qualified member to fill the vacancy for the remainder of the term.
 - D. Should a vacancy occur simultaneously in both the offices of the President and Vice-President, a special election shall be held to fill the unexpired terms of both offices.

Section 1.6. Removal of an Officer

Executive Board Members (as defined in Article II Section 2) of IAEM-USA Region 1 may be removed from office for cause. Causes for removal may include, but are not limited to:

- A. The member no longer meets the qualifications of the office.
- B. The member is no longer able to or has not adequately fulfilled the duties of the office to which they have been elected.
- C. Conduct unbecoming of a member of the Association.

The member in question shall receive written notice of the charges made against them by the Regional Membership or Regional Executive Board and afforded not less than fifteen (15) days after receipt of said charges to reply in writing to the Regional Executive Board. A two-thirds (2/3) majority vote of the Regional Executive Board, excluding the member in question, is required for removal.

Section 2 - EXECUTIVE BOARD

The Executive Board shall consist of the President, Vice-President, Secretary-Treasurer, Immediate Past President, other elected positions (identified below), and ex officio (non-voting) advisors as appointed by the Region 1 President and confirmed by the Vice President.

Section 3 – State Representatives

Each state in Region 1 will provide one member to represent their state at the regional level. These representatives will be elected by members from their states. Each representative will serve a one-year term that shall commence immediately following the installation of officers at the IAEM-USA Annual Conference. If no State Representative is elected, the IAEM Region 1 President with confirmation by the Vice President may appoint one. State Representatives perform the duties outlined in the Region 1 position description.

Section 4 – Student Liaison

Region 1 will provide one member to represent students at the regional level. This position will be elected by Region 1 members. The student representative will serve a one-year term that shall commence immediately following the installation of officers at the IAEM-USA Annual Conference. If no Student

Liaison is elected, the IAEM Region 1 President with confirmation by the Vice President may appoint one. The Student Representative performs the duties outlined in the Region 1 position description.

Section 5 – Communications Liaison

Region 1 will provide one member to facilitate regional communications. This position will be elected by Region 1 members. The Communications Liaison will serve a one-year term that shall commence immediately following the installation of officers at the IAEM-USA Annual Conference. If no Communications Liaison is elected, the IAEM Region 1 President with confirmation by the Vice President may appoint one. The Communications Liaison performs the duties outlined in the Region 1 position description.

ARTICLE III - AMENDMENT OF REGIONAL BYLAWS

The Bylaws of IAEM-USA Region 1 may be amended by a two-thirds (2/3) majority of votes cast. Proposed changes to the Bylaws must be circulated to the membership thirty (30) days prior to the vote being taken. **Approved By Regional Vote: (Insert Date Here)**

Signed:

Region 1 President

Region 1 Vice-President

Region 1 Secretary-Treasurer

Region 1 Immediate Past President