



INTERNATIONAL ASSOCIATION OF EMERGENCY MANAGERS – USA Council

ADMINISTRATIVE POLICIES AND PROCEDURES
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I. GOVERNANCE STRUCTURE

A. DIRECTORS

The International Association of Emergency Managers - USA Council (hereinafter “IAEM-USA”) is governed by a Board of Directors. The Board is comprised of:

- The officers (the President, First Vice President, Second Vice President, Immediate Past President, Treasurer, and Secretary).
- A representative for each of the geographic regions as defined in IAEM-USA Bylaws Article IV Officers, Section 4, Duties of Directors.
- Ex-Officio members include the Executive Director (contracted association management firm), Assistant Executive Director (contracted association management firm), and the Diversity, Equity, and Inclusion Advisor (Board-appointed representative from the Diversity, Equity, and Inclusion Standing Committee).

1. JOB DUTIES

Expanded on what is in IAEM-USA Bylaws Article IV Officers:

- i. Establish IAEM-USA policy to include strategic guidance and oversee IAEM-USA programs and activities as a member of the Board
- ii. The Board is responsible for studying issues and needs, gathering facts, deliberating the issues, and writing “policy” that is reviewed annually; and does so through the delegation of assignments to committees and solicits input from caucuses as a matter of course.
- iii. Represent and serve members within the respective constituencies. This includes participation in IAEM-USA Board calls and up to three annual in-person meetings.
- iv. Approve the annual IAEM-USA budget as outlined herein.
- v. Facilitate IAEM-USA programs and priorities by way of routine two-way regional communications involving members in the attainment of IAEM-USA Vision, Mission, and Key Results Areas (see Strategic Plan).

- vi. Actively work to retain current members by reinforcing IAEM-USA benefits and recruit new members.
- vii. Appoint and support state, campus, or other appropriate representatives to help carry out duties.
- viii. The First Vice President should ensure that regional bylaws are maintained and enforced, with the assistance of the regional presidents and the Bylaws Committee. The First Vice President serves as a liaison to the regional presidents.
- ix. The Second Vice President serves as a liaison to the committees, caucuses, ad hoc committees, and commissions.
- x. Complete and submit annually an “IAEM-USA Disclosure of Other Interests and Confidentiality Form.”
- xi. Service as a liaison to at least one IAEM-USA standing committee, caucus, ad hoc committee, or commission. See Section III Committees for more details about Board Liaison responsibilities.
- xii. Prepare a job description for each position identified in the Bylaws and present it to the Board for approval.
- xiii. Regularly seek new candidates to foster leadership development for the organization.

2. UNABLE TO FULFILL JOB DUTIES

If it is determined that a director is unable to fulfill job duties, the IAEM-USA President will declare the vacancy and will ensure that it is filled in accordance with IAEM-USA Bylaws Article IV, Section 8, Vacancy in Elected Offices. For purposes of job duty #2, two unexcused absences constitute an inability to participate. An absence may be excused by communicating with IAEM-USA headquarters. Every attempt should be made by the regional president to arrange an alternate representative to be present at all meetings.

B. EXECUTIVE COMMITTEE

IAEM-USA officers, Executive Director, and the member-at-large chosen by the other regional presidents comprise the Executive Committee. The Executive Committee is vested with the responsibility of administering routine IAEM-USA business economically

and efficiently. Minutes of Executive Committee meetings will be provided to the IAEM-USA Board seven days before the next Board meeting.

C. PRESIDENTIAL TEAM

The Presidential Team includes the current President, First Vice President, Second Vice President, and Immediate Past President of IAEM-USA. The President retains the major responsibilities of that position while supported in the tasks by the other elected officers. The First Vice President shall assist the President in the absence or disability of that officer, and likewise, the Second Vice President shall assist the First Vice President. The Presidential Team works in concert with the Executive Director.

IAEM-USA intends to make the best possible use of its skilled leadership within this Presidential Team. The First Vice President and Second Vice President have the opportunity to acquire skills and experience needed for performing the duties of the President and the Immediate Past President provides valued experience and continuity of relationships between the Association and the other organizations. Each officer supports the President along with the Executive Director in the performance of the executive responsibilities of the office.

II. ADMINISTRATION

A. ADMINISTRATIVE MANAGEMENT

IAEM-USA shall retain an association management firm to perform the administrative and management functions required for the effective and efficient continued operation of the non-profit organization. This firm shall provide the IAEM-USA's staff including an Executive Director and shall be directly responsible to the Executive Committee and, thereby, the IAEM-USA membership as a whole. Under the contractual agreement, the staff may provide daily administrative functions of the organization, fiduciary accountability, coordination of meetings and exhibits, government relations services, membership promotion, membership services, public relations communications, and other tasks as required by the contract.

In addition to association management services, IAEM-USA may retain professional services for such activities as financial auditing, legal counsel, investment guidance, legislative assistance, marketing, or other specific tasks. Such consultants shall answer to the Executive Director.

B. FISCAL MANAGEMENT

1. GENERAL

It is the policy of the Association to adhere to sound fiscal practices and to administer its affairs in such a manner as to ensure fiscal solvency.

The Executive Director administers the fiscal policies as set by the IAEM-USA's Board of Directors and is responsible for the maintenance of adequate and appropriate records for the receipt and expenditure of all funds.

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. Specific tasks include an Annual Report to the membership on the general fiscal condition of the organization and finance reports to the Board of Directors monthly.

IAEM-USA has formally adopted Financial Procedures that, at a minimum, do not conflict with the financial reporting and filing procedures of the organization. IAEM-USA will follow Generally Accepted Accounting Principles (GAAP) or Other Common Basis of Accounting (OCBOA), shall document all income and expenditures, and may conduct an annual compilation audit of the account by direction from the Executive Committee. It is recommended that a more extensive review audit or full audit be approved by the IAEM-USA Board of Directors upon a change in the Treasurer position, As warranted for cause, or on a regular basis as determined by the Board of Directors.

IAEM-USA headquarters shall produce monthly IAEM-USA Finance Reports that include all programs of the association.

All organization funds shall be disbursed on officially printed IAEM-USA checks or approved electronic transfers from approved bank accounts.

Officers and agents of IAEM-USA are entitled to reimbursement for expenses incurred on behalf of the organization only under the following conditions:

1. The person is authorized to make the expenditure;
2. The expenditure is within annual budgeted levels for the applicable line item, such as postage, travel, etc.;
3. The request is eligible under the administrative guidelines of the Association; and
4. There are sufficient funds to cover the expense.

Requests for reimbursement should be submitted to the Executive Director, together with required documentation within 30 days of the expenditure.

2. BUDGET

IAEM-USA shall develop, approve and adhere to a budget that shall be adopted annually by the Board of Directors at least 15 days prior to the next fiscal year. The Executive Committee has the authority to reprogram funds within the budget.

A draft budget shall indicate all major categories and subordinate line items of anticipated revenues and expenses such as, but not limited to, membership dues, publications, conference fees, and contract revenue and expenses. A description of reserve funds and a forecast of changes in financial position shall also be provided at the Annual Business Meeting.

The proposed budget for each fiscal year shall be developed by the IAEM-USA Treasurer in conjunction with the Executive Director during the first quarter of the calendar year and disseminated to the Board of Directors preceding the Annual Board Retreat.

3. FUNDING

Funding for the administration and operation of IAEM-USA may come from a variety of sources. These may include receipts from donations, memberships, subscriptions to publications, advertising revenue, proceeds from conferences and exhibits, and interest on savings. Sponsorships for IAEM activities must be coordinated at the headquarters level. Because such revenue is limited, and because IAEM has so many active regions, caucuses, committees, programs, and associated participants, IAEM HQ must coordinate the planned requests, sources, entitlements, and collections.

In addition, IAEM-USA may prepare formal proposals to agencies involved in emergency management projects which could be benefited from the expertise of its members. The Board of Directors shall propose and approve to concept IAEM-USA 's submission for specific projects, which shall include a draft budget.

At the direction of the Board of Directors and as the contractual agreement allows, the Executive Director may be responsible for the preparation of the proposals. These must be approved by the Executive Committee.

The Executive Director, in close coordination with the President, may be authorized to act on behalf of IAEM-USA in negotiating and executing such contracts.

The President shall appoint IAEM-USA members to assist in the development of the proposal and staff projects. Consideration will be given to the appointment of the member initiating the funding proposal, as appropriate.

Due to the nature of the negotiating process, the Board of Directors must maintain confidentiality related to the purpose, scope, and financial requirements of any proposal, contract, or legal issue until it has been finalized by the authorized agents.

4. TRAVEL

Authorized expenses reimbursable for approved travel for IAEM-USA business must be in accordance with the IAEM USA Travel Policy (see Appendix D). This policy applies to all IAEM-USA Council commissions, regions, and other travel conducted with IAEM-USA funds, including grant or contract work.

Those traveling on behalf of IAEM must execute a release and waiver of liability (see Appendix M).

5. REIMBURSEMENT

All requests for reimbursement, including those incurred while working on a grant or contract, must be submitted on appropriate forms with proper documentation.

6. USE OF IAEM FREQUENT TRAVEL ACCOUNT POINTS

IAEM-USA may maintain frequent traveler accounts in programs such as Delta SkyBonus, World of Hyatt, and similar programs. Points accumulated in such programs belong to IAEM-USA and will be used when possible, for approved travel.

The IAEM-USA Treasurer and Executive Director will make usage decisions to best benefit the IAEM-USA operating budget. If points are at risk of expiring and cannot be used for a flight for IAEM business before the expiration date, this may include awarding upgrades and other travel amenities to those traveling on behalf of IAEM.

7. FUNDING TO REGIONS

IAEM-USA shall provide funding to the U.S. Regions.

IAEM-USA headquarters maintains a Regional Activity Fund calculated annually by multiplying \$10 per member in good standing for each region, based on the previous fiscal year's averaged membership.

IAEM-USA headquarters will inform each region of their available funds at the beginning of the fiscal year. The region shall return an annual budget to IAEM-USA headquarters within 45 days using the prescribed template (see Appendix F). In the absence of receipt of the required budget, access to regional funds may be suspended. IAEM-USA will receive all regional income and pay all regional expenses on behalf of the region. The region must supply required documents to justify the expense before payment or reimbursement.

Regional funds must be used within the year. Regions can request that any unused funds be carried over for a specific purpose. They must submit a written carry-over request to the IAEM-USA Treasurer and Executive Director before the conclusion of the fiscal year, clearly describing the amount to be carried over and the specific purpose(s).

IAEM-USA headquarters shall forward monthly Regional Finance Reports to the Regional Presidents, Regional Treasurers, and the IAEM-USA Treasurer. Regions are prohibited from spending more funds than they have in revenue.

The funds will be dispersed upon request of the Regional President. Examples of the appropriate use of the Regional Activity Fund include travel for the Regional President or designee to conduct IAEM-USA business and promote IAEM-USA membership, and support for regionally organized activities, meetings, and communications. Special consideration for expenditures should be given to engage Student members; regional budgets should include annual expenditures on Student engagement. Regions may annually transfer the balance of their fund to the IAEM-USA scholarship program and funds may not be used to support other organizations outside of the IAEM-USA Council without the prior approval of the IAEM-USA Board of Director's Executive Committee.

8. FUNDING TO CAUCUSES AND COMMITTEES

IAEM-USA may provide funding to the U.S. Caucuses, Standing Committees, Ad Hoc Committees, Commissions, Task Forces, and other working bodies for specific, board-approved activities. Any funding is managed through the annual budget request process.

The IAEM-USA Treasurer and Executive Director monitor the use of the funds, which must be used for the intended purpose and are contingent upon performance. Variances may be requested as circumstances merit, through Executive Committee approval. Any U.S. Caucuses, Standing Committees, Ad Hoc Committees, Commissions or Task Forces, etc. who have an approved budget for one or more projects/programs must remain within their budget, they may not exceed their approved funding. Should there be

a surplus left after the completion of a project(s)/program(s), it will be addressed as part of the next budget cycle. Unless otherwise approved by the Board, funds revert back to the IAEM-USA general fund each year.

C. PROCESS FOR CONSIDERATION OF BUSINESS OPPORTUNITIES

1. STEP 1

All business opportunities will be submitted to Association and Society Management International, Inc. (ASMI) staff for initial review and comment. ASMI will consider the following questions and provide comments as appropriate when submitting the issue before the IAEM-USA Board of Directors.

1. Is the opportunity a good financial risk?
 - a) This includes the potential commitment of significant personnel and resources from ASMI and a draft budget.
 - b) Has the potential partner organization been adequately researched to assure a level of confidence in its reliability, reputation, and fiscally sound?
2. Will it create conflicts with any current ASMI or IAEM-USA contracts or obligations?
3. Will it create conflicts with any current ASMI or IAEM-USA partner organizations?
4. Will it alienate any future members or sponsors?
5. Will it compete or appear to compete with any members or sponsors?
6. Where does this opportunity link to the IAEM-USA Strategic Plan?
7. What are the potential benefits to IAEM-USA of this partnership?
8. Does the opportunity provide a strategic advantage to the Association not otherwise defined?

2. STEP 2

The business opportunity, with comments from ASMI, is submitted to the IAEM-USA Board of Directors if time allows. Otherwise, the opportunity will be considered and acted on by the IAEM-USA Executive Committee in coordination with ASMI staff. The board, along with ASMI, will make the final determination whether to pursue the opportunity or not to pursue the opportunity.

3. STEP 3

Should the Board vote to pursue the opportunity, ASMI will finalize negotiations/arrangements with other parties as the authorized agents of IAEM-USA. Depending on the circumstances, it may be preferable for either IAEM-USA or ASMI to be the contracting party. ASMI will make this decision as appropriate.

D. CORRESPONDENCE & COMMUNICATIONS

1. GENERAL

Only the IAEM-USA officers and authorized agents (including but not limited to the Executive Director) may communicate on behalf of IAEM-USA, using official platforms. Records must be maintained as outlined in the Retention Policy implemented by the management company. See the IAEM Email User Guide and the Email Account Policy (Appendix C).

2. IAEM BRANDING / LOGO USE

IAEM-USA is the registered owner of the service and certification marks “IAEM,” (“IAEM with design”, “AEM,” “CEM,” “EMEX” and other intellectual property and associated design elements that are registered to IAEM-USA in the United States Patent and Trademark Office. The appropriate symbol to denote such intellectual proper protection must be used (@, ™, et. al.) whenever the IAEM-USA marks are displayed.

IAEM-USA members in good standing with the organization may, without prior IAEM-USA Board approval, use the registered IAEM design logo on printed and electronic communications to evidence their membership in IAEM-USA.

- Permission to use the IAEM registered logo is extended only during the year that membership is valid. Permission to use this logo is automatically withdrawn if membership is not renewed or terminated for any reason.
- The member’s first and last name must also appear on any material that incorporates the IAEM registered logo.
- The typeface and graphic elements of the logo may not be re-typeset, altered, or modified in any way.
- All elements of the logo typeface and graphics must be clearly legible and recognizable.

- Preferred logo colors are PMS 542 and black.

Recognized IAEM-USA Standing Committees, Ad Hoc Committees, Task Forces, Commissions, and Caucuses may make use of the IAEM registered logo with the ® symbol to brand a particular IAEM-USA project, assignment, or endeavor. Use of the IAEM registered logo that modifies or alters in any way the registered mark must be submitted to and approved in advance by the IAEM-USA Board of Directors. If additional wording or an image is added to the currently registered IAEM logo and approved, the modified logo shall not display the ® symbol. The overall IAEM identity and logo should be the primary design element, with minor wording and a small image added to designate a specific unit/effort within IAEM-USA. For example, the IAEM-USA Universities and Colleges Caucus may add to the IAEM logo a small academic symbol and the words “Universities and Colleges Caucus.”

All IAEM Councils and IAEM Student Chapters are allowed to use the IAEM logo for business pertaining to the Council or Student Chapter.

No material modifications to the IAEM registered logo will be permitted. Misuse of the logo may result in penalties, including loss of membership.

3. MINUTES

Accurate minutes of all IAEM-USA Board and Business meetings shall be made and retained.

These records shall be available to members upon request. The IAEM-USA Secretary is responsible for the accuracy of meeting minutes and the Board shall approve all minutes with corrections. IAEM-USA minutes shall include attendees at the meeting, major discussion points, motions made, and actions taken.

The Secretary shall assure that the minutes are forwarded to the IAEM-USA headquarters office for official retention. The Secretary shall also assure that all official records are passed to his/her successor upon expiration of his/her term of office.

Board decisions that may change the Administrative Policies and Procedures or affect the IAEM-USA Bylaws, will be forwarded to the Executive Committee and the Chair of the IAEM-USA Bylaws Committee for inclusion.

4. POSITION PAPERS

From time to time, IAEM-USA may issue position papers on pertinent public policy issues. The Board of Directors may formally identify issues and adopt a policy, may refer

the matter to an existing or special committee for deliberation and investigation, or may vote to not endorse any policy on the issue.

A majority vote of the Board of Directors is required for the dissemination of an official position paper.

When an IAEM-USA position is required, and time is of the essence and it is not possible to get the Board of Director's action and approval, a majority of the Executive Committee may take an action on the position on behalf of the Association. The Board of Directors will be apprised of the position taken as soon as practical.

The Executive Director will maintain a log for tracking and locating such papers. The Executive Director shall maintain a physical copy of all papers at IAEM-USA headquarters.

Any member aware of issues affecting IAEM-USA and its membership should forward such information to a member of the Board of Directors.

When the Board of Directors adopts a legislative policy the Executive Director, the President, or the Chair of the U.S. Government Affairs Committee or their designees may respond to official inquiries.

E. CORRESPONDENCE & COMMUNICATIONS

1. CODE OF PROFESSIONAL CONDUCT

All Each IAEM member in good standing has a continuing duty to adhere to the principles and tenets of the IAEM Code of Professional Conduct. This obligation of IAEM membership extends to all members participating in IAEM business, activities, and/or events, as well as to all individuals, regardless of membership status, who have been awarded the AEM® or CEM® professional certification issued by IAEM. The duty to adhere to the Code mandates that the emergency manager will act prudently and responsibly beyond the requirements of law and codes. The Code of Professional Conduct further embodies the certification program philosophy and objectives.

PREAMBLE

The IAEM Code of Professional Conduct seeks to address a range of issues that impact emergency management professionals in their day-to-day work. Maintenance of public trust and confidence is central to the effectiveness of the Emergency Management Profession. This Code aims to ensure and justify public trust and confidence in the services provided by members.

PRINCIPLES

The members of IAEM-USA shall conduct themselves in accordance with the basic principles of RESPECT, COMMITMENT, and PROFESSIONALISM.

- i. **RESPECT.** Respect for supervising officials, professional colleagues, associates, and the people we serve through compliance with the laws, regulations and recognized professional practices applicable to the emergency management profession.
- ii. **COMMITMENT.** IAEM-USA members commit themselves to promote decisions that engender trust among those we serve. We commit to continuous improvement by fairly administering the affairs and responsibilities of our positions, by fostering honest and trustworthy relationships, and by striving for impeccable accuracy and clarity in what we say or write. We commit to enhancing stewardship of resources and the caliber of service we deliver while striving to improve the quality of life in the community we serve.
- iii. **PROFESSIONALISM.** IAEM-USA is an organization that actively promotes professionalism to ensure public confidence in Emergency Management. Our reputations are built on the faithful discharge of our duties as professionals. Our professionalism is founded on Education, Safety, and Protection of Life and Property.

CODE OF PROFESSIONAL CONDUCT

- i. **Quality.** Members shall aim to maintain high-quality work at all times and apply the 'Principles of Emergency Management'¹ in their professional undertakings. Quality may be assessed by audits, monitoring, quality processes, or other appropriate means.
- ii. **Professional Independence.** IAEM-USA members, however employed, owe a primary duty of loyalty to the people in the community they serve and the environment they affect. Their practice should be performed according to high standards and ethical principles, maintaining respect for human dignity. Emergency management practitioners shall seek to ensure professional independence in the execution of their functions. The term professional independence relates to the function of the practitioners within the organization in which they practice. Their role may be advisory or executive in nature.
- iii. **Legal Requirements.** Members must abide by the legal and regulatory requirements relating to their practice, and practitioners have a duty to make

¹ <http://www.iaem.com/publications/Reports.htm>

themselves aware of the applicable legal and regulatory requirements for the communities in which they practice.

- iv. *Objectivity*. Members called to give an opinion in their professional capacity shall be honest and, to the best of their ability, objective and reliable. Objectivity and reliability are based on the best current available knowledge, or in the absence of such knowledge, reference to appropriate emergency planning and management principles.
- v. *Competence*. Members shall not undertake responsibilities as emergency management practitioners if they do not reasonably believe themselves competent to discharge them efficiently and effectively. Members shall acknowledge any limitations in their own competence. In pursuit of this, members shall take all reasonable steps to obtain, maintain and develop their professional competence by attention to new developments and shall encourage others working under their supervision to do so.
 - i. Competence is defined as “(t)he possession of sufficient knowledge, experience, and skill to enable a person to know what he or she is doing and to be able to carry out a task in the way in which a person competent in the activity would expect it to be done and to have an appreciation of one’s own limitations. Competence is maintained by undertaking continuing professional development and certification such as (AEM®/CEM®) and may be supplemented at appropriate levels by membership of other specialist bodies.
- vi. *Abuse of Membership*. Members shall not improperly use their membership in the IAEM-USA for commercial or personal gain.
- vii. *Conflict of Interest*. Members shall avoid their professional judgment being influenced by any conflicting interest and shall inform their employer, or client, of any real or potential conflict between their own personal interest and their service and professional obligations to the relevant party. For example, a consultant may be aware that his/her recommendations are not being implemented but continues to advise the organization in order to avoid losing the revenue associated with the contract. The members, officers and agents of the IAEM-USA shall act in the best interest of the organization at all times and shall avoid activities resulting in actual or implied personal gain in keeping with the highest standards of ethics and professionalism.
- viii. *Confidentiality*. Members shall not improperly or without prior written authority disclose or disseminate any information, data or documents that may

reasonably be considered to be confidential or proprietary to IAEM, its officers, directors or other members or which may be prejudicial, confidential or proprietary to the business of any present or past employer or client of an IAEM member. The duty to maintain the confidentiality of such information, data or documents is also of critical importance within the business of many of IAEM-USA's groups, including, but not limited to the Board of Directors, Executive Committee, standing committees, caucuses, ad hoc committees, commissions. The business of and discussions conducted in such IAEM-USA group meetings should be treated as strictly confidential, only being shared with non-participants upon the completion of any action taken and the written approval of the group to such disclosure. Confidential information, data and documentation of IAEM and its various groups should be communicated to outside parties only by IAEM staff or other authorized IAEM officials.

- ix. *Professional Responsibility.* Members shall accept professional responsibility for their work and shall take reasonable steps to ensure that persons working under their authority or supervision are competent to carry out the tasks assigned to them; are treated with fairness and equal opportunity; and accept responsibility for the work done under the authority delegated by them.

Where members have good reason to believe that their professional advice is not being followed, they shall take all reasonable steps to ensure that persons overruling or neglecting their advice are made aware of the potential adverse consequences that may result. In such instances it is advisable that such actions are recorded in writing.

- x. *Upholding the Aims and Objectives.* Members shall have regard for the reputation and good standing of the IAEM-USA and other members' professional practice and integrity and shall not knowingly or recklessly bring them into disrepute.
- xi. *Professional Reputation.* Members shall not in the course of their practice intentionally, recklessly, or maliciously injure or damage, or attempt to injure or damage, whether directly or indirectly, the professional reputation, prospects, or business of another member of the IAEM-USA or the Association.
- xii. *Members Relations Inter Se.* Members shall at all times treat other members of the IAEM and the IAEM-USA with the respect, professionalism and fairness, and at no time undermine their integrity, reputation, and dignity. Members will at all times seek to work with one another in a professional, cooperative, and productive way.

IAEM-USA Administrative Policies and Procedures

- xiii. *Financial Propriety*. Members shall maintain financial propriety in all their professional dealings with employers and clients. Any inducements which may reasonably be seen as prejudicial to a member's professional independence, or which are in breach of contractual or moral obligation(s) should be avoided.
- xiv. *IAEM-USA Code of Professional Conduct*. All participants of the IAEM, including those holding the IAEM certifications, are expected to at all times while participating in the IAEM events, conferences, conventions, virtual programs, webinars, or other activities treat their fellow members and professionals within the emergency management community with the utmost dignity and respect and to adhere to the policies of IAEM as adopted by its Board of Directors from time to time, including, but not limited to the IAEM Non-Discrimination and Anti-Harassment Policy (Appendix N).

COMPLAINT AND HEARING PROCESS

- i. **Complaint**: A complaint alleging a violation of the IAEM Code of Professional Conduct, the IAEM-USA Bylaws, or other IAEM-USA Board approved policy , must be submitted in writing, along with relevant supporting documentation that the complaining party (Complainant) intends to rely upon. The complaint must set forth the specific nature and facts of the complaint and each IAEM Code of Professional Conduct or Bylaw provision or policy that is claimed to have been violated. The written complaint must be submitted to the IAEM-USA headquarters at 201 Park Washington Court, Falls Church, VA 22046-4527 or by electronic mail at info@iaem.com. It should be marked to the attention of the IAEM-USA Executive Director or in the alternative, the Assistant Executive Director. Furthermore, the Complainant shall specify in the complaint whether he/she requests the opportunity to present the complaint at a telephone or video hearing before the IAEM-USA assigned hearing panel. If no such written request is made by the Complainant or the Respondent at the time of filing of the initial complaint or response to the same, the matter shall be proceed for consideration by the assigned hearing panel based solely on the papers submitted by the respective parties.
- ii. **Initial Review**: Upon receipt, the complaint shall be reviewed for completeness and to ensure that it states a valid and good faith claim under the Code of Professional Conduct, IAEM-USA Bylaws, or other IAEM-USA Board-approved policy. IAEM-USA reserves the right to refuse or reject a complaint where in the reasonable and good faith belief of the Executive Director or his/her designee, in consultation with the IAEM-USA President or other appropriate official and/or legal counsel, the complaint is deemed incomplete, frivolous, retaliatory, or

harassing in nature, or not falling under the intended scope of the IAEM Code of Professional Conduct, the IAEM-USA Bylaws, or other IAEM-USA Board-enacted policy. If deemed complete and made in good faith, the IAEM-USA Executive Director or other designated staff member will create a complaint file which shall be kept in the confidential records of the IAEM-USA headquarters location in Falls Church, Virginia. If the complaint is deficient in its allegations, the Complainant will be notified in writing by the IAEM-USA Executive Director or the Assistant Executive Director of such deficiency. If the Complainant fails to satisfactorily correct the deficiency within ten (10) days of the date of such notice, the Executive Director is authorized to dismiss the complaint and close the file. Files created shall be retained by the IAEM-USA at its headquarters offices for a period of twelve (12) months following the issuance of a decision and/or the closing of the file, at which time the file will be destroyed.

- iii. Notice to Parties: IAEM-USA, by its Executive Director or his/her designee, shall confirm receipt and acceptance of the complaint to the Complainant and provide a complete copy of the same, along with submitted supporting documents to the party against whom the complaint is directed (Respondent). The Complainant and Defendant will be notified of the identity of the individuals assigned to the hearing panel with the right of the Complainant or Respondent to challenge the qualifications of an assigned panel member. All notices under these procedures shall be sent by US Mail, 1st Class postage prepaid or by overnight delivery or electronic mail to the electronic mail addresses of record for or provided by the Complainant and Respondent.
- iv. Response: The Respondent will be provided with thirty (30) days from the date of the written notice to submit to the IAEM-USA Headquarters, 201 Park Washington Court, Falls Church, VA, 22046 or to info@iaem.com, to the attention of the Executive Director or Assistant Executive Director, a detailed written response to the complaint, which shall include any relevant and supporting documents upon which the Respondent intends to rely. As part of the response, the Respondent must include a clear statement as to whether he or she wishes to have the assigned hearing panel consider the matter solely on the papers submitted by the parties, or if he/she requests the opportunity to present his/her response to the allegations at a telephone or video hearing before the assigned hearing panel. If neither the Complainant nor Respondent request an actual hearing, either by telephone or video conference, the assigned hearing panel shall consider and decide the matter solely on the documents submitted by the parties. A hearing must be conducted if either

party so requests.

- v. Assignment: Upon receipt of the Respondent's written response to the complaint, the IAEM-USA Executive Director or designee will promptly forward both the complaint and the response and all submitted supporting documentation to a hearing panel selected by the IAEM-USA President from among qualified and experienced IAEM-USA member volunteers and who has been previously appointed by the President of IAEM-USA and approved by the IAEM-USA Board of Directors to hear and act upon such complaints. The hearing panel shall be comprised of not more than seven (7) and not less than three (3) IAEM-USA member volunteers as described above. Panel volunteers will be appointed to serve one (1) year terms and may serve no more than two (2) consecutive terms. Either the Complainant or the Respondent may challenge the qualification or bias of a member of the Panel assigned to hear the complaint. The decision to disqualify such hearing panel member shall be within the sole and reasonable discretion of the President of IAEM-USA based on reasons provided by the challenging party.
- vi. Hearing. If either party requests a hearing on the matter, IAEM-USA, by its Executive Director or designee, will endeavor to schedule the hearing within sixty (60) days of the receipt of the Respondent's answer to the complaint, thus allowing the assigned members of the hearing panel sufficient opportunity to review the complaint, response, and all supporting documents. Notice of the date of such hearing shall be communicated to each party by electronic mail, written notice sent by US Postal Service, 1st class postage prepaid, overnight delivery or personally via telephone communication. The hearing may be conducted by telephone or video conference, at the sole discretion of the members of the hearing panel. Members of the assigned hearing panel shall select from among its members one member to serve as the principal hearing officer who shall be charged with conducting the hearing in a fair, orderly, and efficient manner. Neither party to the complaint may be represented by legal counsel during the hearing, nor may legal counsel for the Complainant or Respondent appear at the hearing.
- vii. Finding. Upon conclusion of the hearing, the assigned panel members shall convene to determine, based upon the evidence and testimony presented by the parties in writing and, where applicable, at the hearing, whether a violation of the Code of Professional Conduct or the IAEM-USA Bylaws or other IAEM-USA Board-adopted policy as stated in the complaint, has occurred. Such decision shall be made by majority vote of the assigned panel members

within thirty (30) days of the conclusion of the hearing or in the case where no hearing has been requested, within sixty (60) days of the panel's receipt of the complaint, response and supporting materials. The panel's decision shall be issued in writing setting forth the specific Code of Professional Conduct, IAEM-USA Bylaw provision, or IAEM-USA Board-adopted policy violated and the basis for such finding. The written decision of the hearing panel shall be provided to the IAEM-USA Executive Director or designee to be promptly communicated to the parties. In the event that a hearing panel determines that no violation has occurred as alleged, both parties will similarly be notified in writing or by electronic mail by the IAEM-USA Executive Director or designee.

- viii. Disciplinary Action. In the event that the assigned hearing panel finds that a violation has occurred, it shall include as part of its written finding a recommendation only as to the nature of the discipline it reasonably deems may be appropriate in light of the allegations and panel findings. Such discipline may include, but is not limited to:
- o Verbal or written non-public warning to be issued to the party found to have been in violation of the Code of Professional Conduct, IAEM-USA Bylaws or other IAEM-USA Board-adopted policy;
 - o Written non-public censure issued to the party found to have committed the violation, such censure to issue by the IAEM-USA Board of Directors in writing and shared with the parties;
 - o Suspension of IAEM membership;
 - o Termination of IAEM membership;
 - o Suspension or revocation of an IAEM issued credential (CEM® or AEM®)
- ix. Action by the Board: Within ten (10) days of issuance of the hearing panel's findings and recommendation(s), a complete copy of the same shall be provided to the IAEM-USA Board of Directors for its consideration and final decision. The Board of Directors may affirm the decision of the hearing panel by majority vote of the voting members of the Board at a meeting of the Board where a quorum is present, or in its reasonable discretion, may overrule the finding of the hearing panel and issue its own finding. In its sole discretion and by a majority vote of its members, the Board may also request the opportunity

to hear from both parties either by telephone or video conference on the specific issues addressed by the hearing panel and for which the Board has additional questions or concerns. In such case, the parties will be notified in writing and such Board opportunity will be scheduled within thirty (30) days of such written notice. The scope of any additional hearing requested by the Board shall be strictly limited to those issues identified by the Board. With or without an additional hearing before the Board, the finding of the Board shall be issued in writing in the name of the Board, signed by the Board President, and conclusive and binding upon the parties. In the event of disciplinary measures assessed by the Board against a party, the Executive Director, in consultation with IAEM-USA's legal counsel and the IAEM-USA Board President, shall be charged with enforcing the same in a manner and by means consistent with the intent of the Board.

2. CONFLICTS OF INTEREST AND CONFIDENTIALITY POLICIES, PROCEDURES AND DISCLOSURE

The members, officers and agents of IAEM-USA shall act in the best interest of the organization at all times and shall avoid activities resulting in actual or implied personal gain in keeping with the highest standards of ethics and professionalism.

CONFLICTS OF INTEREST:

The IAEM-USA and its volunteer leaders, management and staff, and members are dedicated to serving the interests of the organization and its membership in the most honorable and ethical manner possible. Among the continuing duties of the organization's volunteer leaders, management and staff and volunteers are those of providing assurance to its constituencies that debates, decision-making, and all governance of the organization is conducted in an objective and bias-free manner. Among the continuing duties of the volunteer leaders of IAEM-USA is the duty of loyalty – to place the best interests of the organization foremost when acting on the behalf of IAEM-USA. This duty of loyalty, or “fiduciary duty,” encompasses the continuing obligation to avoid or disclose any “other interests” that could dilute, diminish, or divide a leader's unqualified loyalty and complete commitment to IAEM-USA. Where such interests exist or even appear to exist, they are “conflicts of interest” that the organization is responsible to manage in order to ensure bias-free and ethical governance.

CONFIDENTIALITY:

It is the ongoing duty of all IAEM-USA officers, directors, association management executives, staff and volunteers to at all times keep, maintain and protect the confidential and proprietary information and documentation of all nonpublic and proprietary

information relating to the IAEM-USA and its membership, except where such disclosure is authorized by the President and Executive Director of IAEM-USA or is legally mandated.

SUMMARY OF POLICY:

IAEM-USA's policy is to require that volunteer leaders, including officers and directors, disclose "other interests" as defined in this policy at least once a year or more frequently if and when "other interests" arise. In that event, the IAEM-USA Board, or delegated representatives or committee of the Board, must decide what if anything to do in reaction to disclosures of "other interest" according to the organization's procedures for doing so. In most cases it will be decided that the proper corrective course is the disclosure of the "other interests" to the Board or other appropriate body of the organization. However, in some cases the volunteer leader might be asked to "recuse" – refrain from participating in the debate or resolution (vote) of matters where the volunteer leader has "other interests." In rare cases the volunteer leader might be asked to resign from his or her position on the Board or elsewhere in the governance structure of IAEM-USA.

"OTHER INTERESTS":

To what "volunteer leaders" does this policy apply?

The governing Board of IAEM-USA has determined that this policy applies to officers, directors, management executives and staff and to volunteers of the organization.

What "other interests" are to be disclosed?

Prompt and full disclosure is expected of the following "other interests" (which list is not intended to be all-inclusive):

- Ownership, employment, or volunteer or agency interest or involvement in a commercial entity or nonprofit organization that competes with the IAEM-USA; or
- Ownership, employment, or volunteer or agency interest or involvement in a commercial entity or nonprofit organization that is, or seeks to be, a vendor of products or services to the IAEM-USA or
- Position as a spokesperson, consultant, employee, or agent for another commercial or nonprofit organization that advances opposing or adverse public policy positions from those of the IAEM-USA.

IAEM-USA Administrative Policies and Procedures

Please note that when referencing the IAEM-USA, this policy also includes any of the IAEM-USA subsidiaries, including but not limited to standing committees, caucuses, ad hoc committees, task forces, commissions, regions and/or chapters.

Please also note that the volunteer leader should disclose these “other interests” personally and for close business associates and family members.

When and how is disclosure to be made to IAEM-USA?

Disclosure is to be made at least annually when requested by the Board, and after that at any time throughout the year when an “other interest” arises or becomes known that was not disclosed at the time of, or has significantly changed since, the annual disclosure was completed and signed by the volunteer leader.

Disclosure should always be in writing and signed by the volunteer leader.

Disclosure forms are provided by IAEM-USA for that purpose and may be requested by contacting the organization’s Executive Director. Volunteer leaders should feel free to provide additional information as appropriate.

What information is to be disclosed about “other interests”?

The volunteer leader should provide sufficient information and supporting documentation, where appropriate, about any “other interest” so as to permit an effective and objective evaluation of what effect the “other interest” may have on the leader’s participation in the IAEM-USA’s governance.

What about confidential information on “other interests”?

Any confidential information provided should be clearly marked as such on the volunteer leader’s disclosure form. The IAEM-USA will endeavor to keep the information confidential. However, if a requirement of confidentiality precludes the Board from fairly and objectively evaluating the disclosure, the Board may respond accordingly in its recommendations and/or findings regarding appropriate corrective measures.

CORRECTIVE MEASURES

It is the exclusive prerogative of the IAEM-USA and its leadership, not the disclosing volunteer leader’s, to make determinations regarding corrective measures with respect to “other interests.” The Board or its delegated representatives or body will be charged with doing so. Among the corrective measures available to be recommended are the following:

- **Disclosure to the Board.** In most cases, it is expected that the possibility of subjectivity or bias will be sufficiently offset by disclosing the “other interest” to the entire Board, of which the disclosing volunteer leader is or may be a member. The Board will be expected to take the individual’s “other interest” into consideration when discussions, debates, or decisions occur within the Board. The IAEM-USA, its Board, and the volunteer leader will all have fully discharged their duties.
- **Recusal.** In some cases, it may be determined that the avoidance of conflicts of interest, or even the mere appearance of conflicts of interest will dictate that the disclosing individual should avoid discussions, debates, and decision making/voting on subjects related to the disclosure. The volunteer leader will remain a member of the Board or body affected but will withdraw from portions of the meeting or activities as appropriate.
- **Resignation.** There could be situations, expected to be rare, in which the volunteer leader’s “other interest” is so extensive or pervasive that, in the view of the Board or its representatives, the leader’s involvement in discussions, debates, or decision-making/voting in the Board or other body on any subject will be adversely affected. If resignation is not forthcoming, the Board will decide on alternatives consistent with the IAEM-USA Bylaws, APPs, and governing state law.

PROCEDURES

The appropriate steps in implementing this policy are as follows:

- **Annual disclosure.** Volunteer leaders will be asked to complete the attached disclosure (Appendix E) form annually. Forms should be submitted at other times as well if “other interests” arise or become known.
- **Review, evaluation and recommendation.** The Board or a designated representative(s) of the Board will review the annual disclosure forms. The volunteer leader may be asked to provide additional information as a result of this review. If the reviewing body or individual(s) determines that no action is required, then none will be taken. If the reviewing body or individual(s) determines that disclosure to the full Board is the appropriate corrective measure, this will be undertaken with notice to the volunteer leader. If other corrective measures are recommended, the matter will come before the Board.
- **Governing Board.** The IAEM-USA Board will make the final determination of the appropriate corrective action to be recommended to the volunteer

leader and any subsequent action or procedures that may become expedient.

Any questions about the IAEM-USA's Conflicts of Interest and Confidentiality policies or procedures should be raised with the Executive Director and/or the organization's President.

F. STRATEGIC PLANNING MANAGEMENT

1. PURPOSE OF POLICY

To provide a sustainable method for continual improvement and management of the association's strategic planning process.

2. STRATEGIC PLANNING ROLES AND RESPONSIBILITIES

- a. Board of Directors. Responsible for developing as needed the fundamental organizational assumptions and key issues list, which can be done in collaboration with staff. Maintain oversight responsibility for implementation and update of the Strategic Plan. Approves Strategic Plan including the Key Results Areas and associated Goals.
- b. President in collaboration with the Executive Committee. Responsible for aligning the Strategic Plan, work plan, management scope of work and budget with Board approval.
- c. Strategic Planning Ad Hoc Committee. Responsible for annually updating the Strategic Plan at the instruction of the Board; incorporating standing committee goals and objectives into the Strategic Plan; providing feedback to the Board on the implementation of the Strategic Plan and conducting as needed a competitive analysis, SWOT (Strengths-Weaknesses-Opportunities- Threats) analysis, prepare a summary report with recommendations, and additional research at the instruction of the Board.
- d. Standing Committee Chairs. Provide updates on goals and objectives as needed to the Strategic Planning Ad Hoc Committee.
- e. Membership. Approve any Vision and Mission revisions in the Bylaws.

3. STRATEGIC PLAN UPDATE PROCESS

- a. The Strategic Planning Ad Hoc Committee will accept data provided by the Board and staff for the purposes of reviewing and updating, if needed, the Strategic Plan.
- b. The Strategic Plan must be reviewed on an annual basis and updated if needed.
- c. The Strategic Plan will be submitted to membership for approval as needed, after periodic SWOT analyses indicate changes to the Vision or Mission.

4. STRATEGIC PLANNING PERFORMANCE MEASURES

The strategic planning process is considered successful when:

- a. The fundamental organizational assumptions, key issues, competitive analysis, and SWOT analysis are updated for accuracy as needed.
- b. The Strategic Plan is a focus of the Annual Board Retreat.
- c. The Strategic Planning Ad Hoc Committee makes updates as needed within 30 days of the Retreat.
- d. The Board approves the Strategic Plan prior to approving the budget each year.
- e. The President in collaboration with the IAEM-USA Executive Committee aligns the Strategic Plan, work plan, management scope of work and budget within 30 days of approval of the budget.

II. Groups

E. GENERAL

The IAEM-USA Council has a variety of groups, including but not limited to Standing Committees, Caucuses, Ad Hoc Committees, Commissions, and Task Forces.

Standing Committees are bodies with an ongoing, operational function. They are permanent committees appointed to deal with a specified subject. **Ad Hoc Committees**

are formed to explore the need for a caucus in an area relating to emergency management. Such committees have a limited duration of a year to establish whether or not a caucus will be pursued. The Ad Hoc Committee is formed by submission of an issue paper to the Board. **Caucuses** are groups with a special focus or function within the practice of emergency management. They meet occasionally (monthly, quarterly) and provide advice to the organization. These groups of individuals could provide IAEM-USA with program and product advice from the unique perspective of a particular industry or topic. **Task Forces** and their Chairs are appointed by the President. They are small groups, (typically four to twelve) brought together to solve a problem identified by the President. Appointees of the Task Force possess a specific set of skills, often come from different parts of the organization, and are selected for their expertise, history in the organization and interest in the project. The Task Force has the same duration term as the appointing President and is specific in focus. Typically, the Task Force is provided with a problem statement by the President and asked to prepare recommendations for consideration by the Board. **Commissions** are a group of people who have been given the official job of controlling quality/standards for something. Commission membership is determined by selection criteria necessary for the assignment.

These are the current IAEM-USA groups:

1. STANDING COMMITTEES

- Awards and Recognition
- Bylaws
- Conference
- Diversity, Equity, and Inclusion
- Editorial
- EMEX Advisory Board
- U.S. Government Affairs
- Membership
- Nominations and Credentials
- Training and Education

2. AD HOC COMMITTEES

- Strategic Planning

3. CAUCUSES

- Access and Whole Community Inclusion
- Allied Professionals Caucus
- Children and Disaster
- Weather
- Critical Infrastructure and Business Continuity
- Disaster Cost Recovery and Finance
- Emerging Technology
- Emerging Professionals
- Faith-Based Organizations
- Healthcare
- K-12
- Mitigation, Climate Resilience and Adaptation
- Partnerships
- State Emergency Management Associations
- Transportation
- Tribal Affairs
- Uniformed Services
- Universities and Colleges

4. TASK FORCES

(Short duration, specific in focus, formed periodically as needed.)

5. COMMISSIONS

- Certification Commission
- Scholarship Commission

New Caucuses and Ad Hoc Committees can be formed with the approval of the IAEM-USA Board by presenting an issue paper identifying the group's purpose, tasks, and composition. In order to be recognized as a caucus the issue paper must include at least 20 IAEM-USA members who are supportive of the creation of the caucus. or interested in serving as participants; an ad hoc committee also requires submission of an

issue paper and can be appointed by the Board to initiate activity and assemble the critical mass needed of a caucus.

As per the Bylaws, within 30 days of being sworn in, the IAEM-USA President will nominate members in good standing to serve as chairs and vice chairs for each standing committee, ad hoc committee, caucus, special appointments, and global appointments. Appointments will be approved by the Board of Directors. Board Liaisons for each group will be identified at that meeting. As the incoming President formulates the slate of nominations, he/she will seek input (e.g., intentions, performance observations, and recommendations) utilizing a poll of the current chairs and vice chairs, as well as the currently assigned Board and Staff Liaisons. Once the data has been gathered, the incoming President will begin the process of communicating directly with prospective chairs and vice chairs. Vice chairs will be given special consideration in the event a chair chooses to not stay on. In light of the fact there are dozens of positions to be considered, the polling and communications will take place approximately 3 months prior to the first meeting of the new Board. The next step in developing the slate of nominations will be to gather representatives from the incoming Board of Directors as well as the Executive Director, Assistant Executive Director, and Diversity, Equity, and Inclusion Advisor to contribute to the assessment of the various candidates. Engaging representatives of the incoming Board will greatly facilitate an efficient approval process and will keep the incoming Board members aware of the candidates being considered for nomination by the incoming President. The incoming President will retain the authority to make decisions relating to the slate of nominations.

As identified in the Bylaws Article VII, the President will present the slate of nominations within 30 days of being sworn in. The slate will be offered by the President at the first and/or second meeting of the new Board. In the event a nominee does not receive the Board's approval, the President will work directly with the Board to identify an alternate.

Participants in Standing Committees, Caucuses, and Ad Hoc Committees, and Commissions are required to be IAEM members in good standing. At the discretion of the Chair(s), they may invite guests to their Standing Committee, Caucus, and Ad Hoc or Commission who are not IAEM-USA members but have special expertise or a role that would enhance the discussion before the Standing Committee, Caucus, or Ad Hoc Committee. The guests will have no voting authority on the Standing Committee, Caucus, or Ad Hoc Committee and will be allowed to attend on a meeting-by-meeting basis. Note: Commissions have their own Policy Guidance which may contain exceptions or deviations from this standard.

IAEM-USA Administrative Policies and Procedures

In the event of a vacancy of the Chair, the President will inform the Board at the next meeting. The President will inform the vice chair of the vacancy. The vice chair will automatically fill the vacant position. In that circumstance, the President will work with the new Chair to fill the vacancy of the vice chair. In the event of the Chair is filled but there is a vacancy of a vice chair, the President will contact the Chair about recommendations to share with the Board at the next meeting.

Chair and vice chair appointments will be for a period of one year. Each year, the process will start again for the incoming President to develop a slate of nominations. Nominees recommended for selection shall serve in one leadership position within the groups. This can be waived at the discretion of the Board. For groups with their own Policy Guidelines, the Guidelines should be revised to assist in supporting these standards for fairness and equal opportunity.

The Certification Commission Chair is nominated annually by a majority vote of the voting members of the Certification Commission and appointed by the IAEM-USA Board. Two Vice Chairs will be nominated annually and appointed by the IAEM-USA Board. One Vice Chair is elected by commissioners representing the IAEM-USA, Canadian and Latin American-Caribbean Councils from among themselves, and the other Vice Chair is elected by commissioners representing the IAEM Asia, Oceania and Europa Councils.

The Scholarship Commission Chair and Vice Chair are nominated biannually to serve a two-year term by a majority vote of the voting members of the Scholarship Commission at the meeting during the Annual Conference and appointed by the IAEM-USA Board of Directors. The IAEM-USA Board and the IAEM Global Board appoint representatives to the Commission annually.

Some committees are active by the very nature of their assignment. Others need and deserve guidance and structure.

- 1) Each group is supported by a Board Liaison as determined by the President.
The liaisons should:
 - a) Reach out to the leadership of the group(s) to which they are assigned and introduce him/herself.
 - b) The liaison role is to:
 - i. Act as the liaison to the IAEM-USA Board and Second Vice President
 - ii. Convey questions and concerns from the group to the Board as well as report back with the Board's input

- iii. Participate, as available and appropriate, in group's meetings and other activities
 - iv. Provide feedback on organizational issues to ensure that the group is focusing on activities within their purpose and according to IAEM-USA governing documents
 - v. Share pertinent information from recent Board meetings
 - vi. Troubleshoot when needed and solve issues at the lowest organizational level
 - 1. Elevate issues to the Second Vice President that cannot be resolved
 - vii. Provide updates at monthly board meetings as appropriate
 - viii. Communicate and coordinate with the assigned Staff Liaison.
 - ix. If not possible to attend the meeting, review the minutes as soon as they are available from the Staff Liaison.
 - x. Maintain a high level of understanding of Board organizational structure (officers, regional presidents, groups, etc.), ASMI staff (executive director, assistant executive director, program managers, etc.), IAEM Bulletin, IAEM Dispatch, and upcoming events.
 - xi. Maintain familiarity with the Budgetary Process and the Official Documents (Administrative Policies and Procedures, Bylaws)
- 2) The President will establish annual objectives (known as "marching orders") for each of the groups. The objectives will be shared with the Board during the discussions on leadership appointments. The marching orders will be shared during the Leadership Orientation which will be scheduled once the leadership appointments have been announced. During the Orientation, a published quarterly meeting schedule to facilitate the attainment of these objectives. These meetings will be known as the Quarterly Meeting of the Chairs. The meetings may be conference calls for video conferences or other meeting arrangements conducive to the advancement of group's objectives.
- 3) All groups will provide written progress reports to the Board of Directors via the Second Vice President and Executive Director prior to the Quarterly Meeting of the Chairs.
- 4) Groups without progress on established objectives and active meeting schedules will be automatically removed unless the Board directs specific activity. If a group is inactive for a 6-month period, the President has the responsibility to nominate a new chair or dissolve the group.

The selection of members of standing committees and caucuses should consist of a geographically representative group, may include all categories of membership, and shall represent various interests, if possible.

Within 30 days of appointment the Staff Liaison will work with the Chairs to determine the group's membership for the new year, with Board approval. Changes to the roster may occur during the year managed by staff in coordination with the Chair. Sources of membership may include individuals from the IAEM-USA headquarters member database; Regional President recommendations; and individuals who express an interest to the Chair(s).

Recommendations for leadership appointments to any Standing Committee, Caucus, or Ad Hoc Committee may result from a consideration of the following factors:

1. The appointed party must be a member in good standing;
2. Capability to attend the Annual Conference and Annual Board Retreat;
3. Capability to attend additional meeting during the year, if funded by IAEM-USA;
4. Capability to devote eight or more hours a month to IAEM-USA business, as may be required;
5. Capability to weigh and consider issues in an objective manner;
6. Capability to communicate with other committee members in an open and direct manner.

F. STANDING COMMITTEES

In accordance with the IAEM-USA Bylaws, the following are purpose statements for Standing Committees:

1. AWARDS AND RECOGNITION

Since it is the policy and practice of IAEM-USA to recognize and honor persons who have made special or significant contributions to the field of emergency management and have represented the profession well by their outstanding performance, the Awards and Recognition Standing Committee will solicit nominations for awards, review nominations, interpret committee guidelines, determine eligibility, and assist in the procurement and presentation of awards.

2. BYLAWS

The Bylaws Standing Committee reviews the Bylaws and make recommendations for revision by the membership, monitors adherence to provisions of the Bylaws, reviews the Administrative Policies and Procedures (APPs) with IAEM-USA Executive Committee for consistency to the Bylaws, provides IAEM-USA Regions with Bylaw samples, and reviews IAEM-USA Regional Bylaws for consistency with IAEM-USA Bylaws.

In addition to other members of the Committee, each IAEM-USA Regional President can appoint one member to serve on the committee for a one-year term. The Chair and Vice-Chair shall be limited to no more than two consecutive years. The role of the Chair is to schedule and facilitate meetings. The Vice-Chair shall facilitate meetings in the absence of the Chair. The chair shall not steer discussions or attempt to sway committee members to vote in a certain manner. The Chair shall also not vote on issues except in the event of a tie vote. The Vice-Chair shall only vote in the absence of the Chair and in the event of a tie vote.

3. CONFERENCE

The Conference Standing Committee plans, coordinates and develops the program of the IAEM Annual and Virtual Conferences. The Committee will be responsible for all facets of the program including topics, schedule, speakers and coordination of any training or seminars offered in conjunction with the conferences. The Committee coordinates its activities with IAEM and IAEM-USA staff, host jurisdiction, or virtual platform coordinator. See also Section IV Conferences and Meetings.

An essential requirement of participation on the Conference Standing Committee is the continuing duty of Committee members to maintain strict confidentiality when dealing with matters relating to speaker selection and content. In this case, to ensure the continued integrity of IAEM's speaker review and selection process, the Committee maintains guidelines that ensure IAEM staff, and each Committee volunteer uses his/her best efforts to guarantee the confidentiality of speaker submissions and content. Specifically, a condition of participation on the Conference Standing Committee is that each Committee member must acknowledge and agree in advance that he/she shall not disclose, disseminate, share, or discuss any aspect of the speaker review and selection process or the specifics of any speaker submission with any other party, except as narrowly permitted below. If a Committee member has questions or concerns regarding a speaker submission or the review and selection process, he/she must direct such questions or concerns only to the Conference Chair or if applicable, the Co-Chairs and to no other party or parties. Any unauthorized disclosure, dissemination or discussion of a speaker submission or the selection process with any party other than the Conference

Chair or Co-Chairs will result in the immediate suspension or termination of the member's position and participation on the Conference Committee. The key to ensuring strict adherence to this Confidentiality and Non-disclosure requirement is to limit contact regarding particular submissions only with the Conference Chair or if applicable, the Co-Chairs.

In the event of a violation of these requirements, upon receiving notice of the same, the Conference Committee Chair or Co-Chairs shall notify the Committee member alleged to be in violation of these requirements and secure a written and/or telephone/video response explaining the member's actions. The decision of the Conference Committee Chair or if applicable, the Co-Chairs on such matter will be left to their reasonable discretion and shall be final and conclusive of the matter.

4. DIVERSITY, EQUITY, AND INCLUSION

The IAEM Diversity, Equity, and Inclusion Standing Committee works to bring awareness and resources to enhance the diversity and inclusion practices within IAEM and in the profession of emergency management in the United States. This is accomplished through conversation, training, and the review and recommendation of policies and procedures to strengthen the culture of diversity and inclusion among emergency managers. In this context, diversity includes, but is not limited to, age, religion, gender, gender identification, sexual orientation, language, race, ethnicity, national origin, physical or mental ability, learning style, and socioeconomic status. The impact of the resources and trainings shared by the Standing Committee, influences practices among the membership who represent the public, private, governmental emergency management practitioners, and community stakeholders.

5. EDITORIAL

The Editorial Standing Committee is responsible for producing the IAEM newsletter, the *IAEM Bulletin*, working with the editor and the Executive Director to determine the editorial calendar, any special focus issues, identify authors, review content, and otherwise support newsletter production. Annually, the Standing Committee will submit the editorial calendar to the Board for approval.

In the event that the Editorial Committee has determined that an article needs to be edited or not published, the writer disagrees, and an agreement on wording cannot be reached, the IAEM-USA Editorial Committee Board Liaison should be enlisted as a mediator. If the parties cannot reach a mediated agreement, the Editorial Committee Board Liaison, working with the IAEM-USA President and Newsletter Editor, will review

the positions of the Editorial Committee and the author, and will then make the final decision in the matter.

6. MEMBERSHIP

The Membership Standing Committee analyzes membership trends and assists in the development of membership recruitment, engagement, and retention campaigns.

7. NOMINATIONS AND CREDENTIALS

The Nomination and Credentials Standing Committee collects letters of candidacy for all candidates running for IAEM-USA national office, assures that all requirements of candidacy are met, presents a slate of candidates to the membership, and supervises campaigns per Article VI Elections, Section C Campaign Rules (page 43).

Each IAEM-USA Regional President will appoint one member to serve on the committee for a one-year term. The Chair and Vice-Chair shall be limited to no more than two consecutive years. The role of the Chair is to schedule and facilitate meetings. The Vice-Chair shall facilitate meetings in the absence of the Chair. The chair shall not steer discussions or attempt to sway committee members to vote in a certain manner. The Chair shall also not vote on issues except in the event of a tie vote. The Vice-Chair shall only vote in the absence of the Chair and in the event of a tie vote.

8. TRAINING AND EDUCATION

The U.S. Government Affairs Standing Committee advances the U.S. legislative and regulatory interests of the IAEM-USA through pro-active coordination with other organizations. Also, monitors proposed legislation at the Federal, State and/or Local level which may impact emergency management activities or the goals of the organization or may set a precedent for the future legal implications. This Committee focuses on governmental legislation, rules, and regulations impacting government, private, and industry-based legislation.

9. U.S. GOVERNMENT AFFAIRS

The Training and Education Standing Committee is responsible for leading nationwide efforts to provide diverse and accessible training and education programs to all emergency management entities, regardless of industry or organizational structure.

The Training and Education Standing Committee is tasked to:

- analyze and publicizes training and education which is available to upgrade the professional standards of the members of the IAEM-USA,

- participate in the development of training programs affecting emergency management activities, and
- serve as a clearinghouse for information on training activities occurring at the Federal, State and Local emergency management level.

G. COMMISSIONS

1. CERTIFICATION COMMISSION

The IAEM Associate Emergency Manager/Certified Emergency Manager (AEM®/CEM®) Program is a global program owned by IAEM-USA Council. For more specific details regarding the governance and operations of the Commission please see the Commission's Certification Manual.

It is also important to note here the continuing duty of confidentiality that arises with participation on the Certification Commission. As with the Conference Committee, there is an ongoing obligation on the part of each Certification Commission member and volunteer to maintain in strictest confidence the work of the Commission, including but not limited to applications submitted and their contents, as well as the discussions and deliberations that take place during Commission meetings. Each Commission volunteer is expected to sign an acknowledgement of this important and continuing duty of confidentiality.

2. SCHOLARSHIP COMMISSION

The Scholarship Program is a global program owned by the IAEM-USA Council. See the IAEM-USA Scholarship Manual for more information about its governance and operations.

H. STANDING POSITIONS

The President shall appoint the following positions.

1. SERGEANT-AT-ARMS DUTIES

Maintain order at meetings of the membership in accordance with Robert's Rules of Order (as interpreted by the organization's Parliamentarian) and assure that professional courtesy is exhibited towards all guests and members of IAEM-USA. The Sergeant-at-Arms supervises elections with ASMI Staff.

2. PARLIAMENTARIAN DUTIES

Duties of the Parliamentarian are established in accordance with the duties found in Robert's Rules of Order Newly Revised.

3. CHAPLAIN DUTIES

The Chaplain is responsible for compiling the list of members and friends who have passed away during the year and presenting this list during the Memorial Service. The Chaplain also provides non-denominational blessings, as appropriate, at the IAEM-USA meals and functions.

III. CONFERENCES AND MEETINGS

E. GENERAL

The IAEM-USA will schedule and conduct a variety of conferences, meetings, seminars, workshops, webinars, and Think Tanks that are designed to meet the professional needs of its members, provide for an exchange of information, establish a positive image reflecting the organization's goals and objectives, and conduct the official business of the IAEM-USA.

All types of official assembly of the IAEM-USA are subject to accepted open meeting practices upon payment of applicable membership dues and/or fees. Exceptions to this policy may exist in Executive Committee or Board of Directors meetings where issues of a sensitive, confidential, or contractual nature are to be discussed.

No person shall be allowed to disrupt any official assembly of the organization or its membership in the conduct of its business.

Meetings may only be recorded by authorized staff with notification to attendees that an official recording is being captured.

F. PRESS COVERAGE

Reporter attendance at IAEM events is welcomed and encouraged; since the IAEM is the largest association in the world for emergency management professionals, it is important that trade publications remain informed of all activities of the IAEM and its Councils, including IAEM-USA. A special press rate is extended to representatives of all such publications; the fees cover costs associated with such participation.

G. ANNUAL CONFERENCE

The ASMI staff is responsible for recommending annual conference sites, based on the best business interests of the organization. Staff, under the President's supervision, initiates all proposal solicitations, contract negotiations and facility arrangements. The Executive Director of the IAEM-USA keeps the interested host informed. Attractive location, geographic rotation, low attendee cost, attractive facilities, room rates, facility service record, airfare and travel accessibility, low cost to IAEM-USA, and other criteria will be considered. The final selection of the conference site rests with the IAEM-USA Board.

The Conference Standing Committee is responsible for the program, including identification of session content and speakers. The Conference schedule is coordinated with staff. ASMI staff performs all associated administrative tasks including speaker coordination, facility arrangements, preparation of conference materials, promotion, and exhibit/sponsorship production. The Board of Directors is apprised of conference preparations.

Staff works with the IAEM-USA Treasurer to determine the conference budget and registration fees in conjunction with the overall budgeting process.

Full conference registration fees are waived, if self-funded and not covered by an employer, for the current IAEM-USA officers, as defined in Section I.A.1 herein and for former IAEM-Global Chairs, IAEM-USA Presidents and one guest of their choice, and the IAEM-USA Conference Committee Chair and Vice Chairs.

The incoming IAEM-USA President is entitled to up to four tickets to the Presidential Banquet for the Annual Conference at which they will be sworn in.

Travel expenses will be covered by IAEM-USA with pre-authorization, for IAEM-USA officers whose travel is otherwise self-funded and not covered by an employer.

1. MEMBERSHIP VOTING

Voting by the membership (as defined in Bylaws Article VIII Rights of Members Section 1A) shall be conducted by electronic ballot prior to the Annual General Membership Meeting. Matters of business that arise on the floor at the Annual General Membership Meeting shall comply with Bylaws Article VI Section 2 and 3.

2. BOARD OF DIRECTORS

For the purpose of conducting the business of IAEM-USA, a majority of the members of its Board of Directors shall constitute a quorum. Records shall be maintained documenting all attempts to notify all members of the Board of Directors of the meeting times and locations.

If a regional president is unable to participate in a meeting of the Board of Directors, he/she shall coordinate the participation of the regional vice president/president-elect or other regional officer to represent the region at that meeting. The IAEM-USA President and Executive Director shall be notified of such appointment prior to allowing that alternate to vote as a member of the Board.

Note that public policy positions require a majority vote of the entire Board, not just those present, as addressed on page 17 regarding “Position Papers” except as provided in Section 4, when time is of the essence and a majority of the Executive Committee acts in lieu of the majority of the Board.

IAEM-USA will conduct a Board Orientation for newly elected Board Members in advance of the Annual Conference once the election results are established. The Orientation will include information on director and officer duties, Bylaws, Administrative Policies and Procedures, Association finances, and current IAEM-USA projects and activities.

Meetings of the Board of Directors of IAEM-USA shall be held, at a minimum, at the following times:

- First meeting of the term. Immediately following the Annual Conference;
- Monthly;
- An Annual Board Retreat;
- Additional meetings occur as deemed necessary by the IAEM-USA President;
- Last meeting of the term is immediately prior to the Annual Conference.

Special Meetings of the Board of Directors may be called by the President at any time for the purpose of conducting specific business of IAEM-USA, provided that only the business that necessitated the meeting shall be acted upon at such special meetings.

The President shall call a Special Meeting upon the request of a majority of the Board of Directors.

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If a Special Meeting requires travel, a ten-day notice is required, but may be waived by a two-thirds vote of the Board of Directors.

If it becomes necessary to conduct IAEM-USA business at a time that is not reasonable for the Board of Directors to meet together, a Video or Conference Call may serve as a Special Meeting when intentionally scheduled and conducted to take action on organization business. Such meetings are not subject to the ten-day advance notice requirement. However, 24-hours of notice must be provided in order to ensure an optimal time for all Board members to be included.

Special meetings held through Video or Conference Calls shall be conducted similar to face-to-face meetings, Motions for action may be voted on and shall be clearly stated twice in order to decrease the possibility of misunderstanding, and votes shall be roll-call recorded.

General members of IAEM-USA are welcome at meetings as observers and may provide input when invited to do so. IAEM-USA members wishing to observe Board meetings may request an invitation from the IAEM-USA President through their regional president. Meeting access information will be provided after approval is received. There are times when the meetings may go into executive session, allowing the presence of only voting members of the Board and relevant staff (such as matters discussing personnel, negotiations, ethics, litigation, security).

3. EXECUTIVE COMMITTEE

Records shall be maintained documenting all attempts to notify all members of the Executive Committee of the meeting times and locations.

The provisions relating to Video or Conference Call meetings outlined in the previous section (Board of Directors) shall apply to Executive Committee meetings.

H. VIRTUAL CONFERENCE

The Conference Committee is responsible for the program, including identification of session content and speakers. One of the Vice Chairs has lead responsibility for coordination of the Virtual Conference in collaboration with the Conference Chair. The Virtual Conference will be a working group of Conference Committee members.

The Conference schedule is coordinated with staff. ASMI staff performs all associated administrative tasks including speaker coordination, virtual conference platform

negotiations and coordination, marketing, promotion, and exhibitor/sponsorship production. The Board of Directors is kept apprised of the virtual conference process.

ASMI Staff works with the IAEM-USA Treasurer to determine the conference budget and registration fees in conjunction with the overall budgeting process.

Full conference registration fees are waived, if self-funded and not covered by an employer, for the current IAEM-USA officers, as defined in Section I.A.1 herein and for former IAEM-Global Chairs, IAEM-USA Presidents and the IAEM Conference Committee Chair and Vice Chairs.

IV. VOTING

E. GENERAL

Voting rights are granted in accordance with the following membership categories:

- Individual. Full voting rights
- Emerging Professional. Full voting rights
- Life. Full voting rights
- Affiliate. Full voting rights
- Student. No voting rights
- Honorary. No voting rights

Ballots will be made available to members in good standing prior to the Annual Conference for all issues and offices. The ballots will be cast electronically and supervised by the ASMI staff and the Sergeant-at-Arms.

F. PROCEDURES

Matters requiring action of IAEM-USA membership as defined in IAEM-USA Bylaws Article VI Meetings and Article VIII Rights of Members, Section 2 shall be voted on as prescribed in the organization's Policies and Procedures Section IV Conferences D1 and must pass by a plurality of eligible votes cast unless otherwise specified in the Bylaws or Policies and Procedures. A plurality means that the "winning" vote/issue received more votes than any other option.

Matters of business arising on the floor of the Annual General Membership meeting, not published in advance, require 90% approval of the eligible voting members present to proceed

In order for a Bylaws amendment to be placed on the ballot, the proposition must be submitted in writing using underline and strikeout text and clearly specifying the appropriate Bylaws section.

The proposition must be accomplished by a petition signed by 2% or no less than 50 members eligible to vote.

The IAEM-USA Board may place propositions on the ballot with a two-thirds vote of the entire Board.

Per the Bylaws Article X, Bylaws, eligible voting members must be given 30 days to vote on potential amendments, and the potential amendment must pass with two-thirds approval of the votes cast.

In special circumstances where members lack the ability to vote online, issues requiring action of IAEM-USA membership may be voted on by mail-in ballot. Such issues, as proposed, shall be clearly stated as a part of the ballot and the results of the vote shall be published in the next issue of the monthly IAEM Bulletin newsletter. The original ballots shall be maintained until validated by the Sergeant-at-Arms and ordered for destruction.

All challenges of elections will be heard by the Board of Directors at a Special Meeting called by the President.

V. ELECTIONS

E. OFFICERS

The officers of IAEM-USA shall be elected to their terms by a plurality of eligible votes cast (whoever gets the most votes, wins). The President, First Vice President, Second Vice President, and Immediate Past President serve for one year. The Secretary and Treasurer serve two-year terms, which end in alternate years. The Second Vice President automatically succeeds to the office of First Vice President, and the First Vice President succeeds to the office of President. The President automatically succeeds to the office of Immediate Past President.

In order to be placed on the ballot for election to an office, the candidate must meet the requirements in the IAEM-USA Bylaws Article IV, Section 9 (A) and submit the following to the Nominations and Credentials Standing Committee according to an elections schedule established annually by the Board of Directors. The schedule will allow adequate time for the Committee to vet the credentials and prepare the ballots and online voting area, and the schedule will specify the voting period to conclude prior to the Annual Conference.

- A letter stating candidacy;
- A letter from the candidate's immediate supervisor supporting the time and travel necessary to satisfactorily fulfill the requirements of the office (if there is no direct supervisor such as if the candidate is self-employed, the candidate should submit a letter of explanation);
- A brief resume.

In order to be eligible as a write-in candidate for office, the candidate must submit the above listed documents to the Standing Committee Chair by the time the election closes.

F. DIRECTORS

In addition to the above officers, IAEM-USA Directors are elected from among the constituencies they represent (for the seats represented by the regions). This is accomplished electronically at least a month prior to the IAEM Annual Conference in order for the newly elected Regional President to participate at Board-related meetings occurring at that event. IAEM-USA headquarters will conduct regional elections working with the current regional president to

- identify regional offices,
- solicit candidates from the region via e-mail,
- post a ballot online in the month preceding the conference,
- announce the voting,
- remind regional members of the voting deadline and
- announce the winners.

To be elected, appointed, or remain as regional president, the candidate must be an Individual or Affiliate member in good standing.

G. CAMPAIGN RULES

1. The following policies and procedures apply to Council and Regional elections. Regions may have policies and procedures that are more stringent than these policies.
2. Candidates and their surrogates shall conduct themselves and their campaigns at all times in accordance with the Code of Ethics and Professional Conduct.
 - a. Members serving in leadership positions (i.e., board members or committee chairs, etc.) may not use that position in support or non-support of a candidate. This does not preclude highlighting their achievements as part of their own campaign literature (if running for office). With the exception of the above, the position title may not be used in any correspondence (in any media) related to the election or campaign within IAEM-USA.
3. Individuals seeking election to the offices of President (when needed), First Vice President (when needed), Second Vice President, Secretary and Treasurer, and Regional Presidents shall have multiple IAEM-USA sponsored opportunities to make statements to the members of the Association regarding their election.
 - a. IAEM Bulletin Newsletter and Website. Each candidate for national Council office may submit a statement with their stance on issues pertinent to IAEM-USA and their election to office two months prior to election. Council candidate statements will be posted in the IAEM Bulletin newsletter and website. Regional candidate statements will be posted to IAEM-USA regional websites. Council candidate statements will be limited to 500 words while Regional candidate statement requirements will be defined by the regional bylaws or regional APPs.
 - b. Campaign Message to Voting Members. Candidates for national office can have a message sent to all USA voting members by IAEM-USA headquarters. Candidates choose when they want the transmission to occur.
 - c. Promotional Items. Promotional items may not exceed \$2.00 each in value.
 - d. IAEM Listservs. Other than the initial announcement of the election, the candidates, and the subsequent reminders to vote, the

IAEM-USA regional listservs may not be used for the purpose of a campaign or to promote a candidate running for election to any office within IAEM-USA.

- e. IAEM Logo. Candidates may use the plain IAEM logo during campaign messages. Candidates cannot say IAEM endorses them in any messages.
4. Candidates may conduct other forms of non-IAEM-USA sponsored campaigning (i.e., social media, personal emails, etc.) provided it does not conflict with this policy.
 - a. Note that candidates may use the IAEM-USA Membership Directory to make personal contacts.
5. Candidates may pay for additional advertisements in the IAEM Bulletin and the IAEM Dispatch at published rates. IAEM funds may not be used for this purpose.
6. Violations of this policy may be reported to the IAEM-USA Nominating and Credentials Committee for investigation and recommendation to the IAEM-USA Board.
7. The IAEM-USA staff will facilitate the use of the IAEM website in preparation for the election of officers.
8. The ballot shall be made available via the IAEM website to the voting membership when the Nominations and Credentials Standing Committee has completed its vetting of candidates' credentials.

VI. MEMBERSHIP

E. GENERAL

Membership recruitment campaigns will be coordinated by the Membership Standing Committee with the Executive Director and the IAEM-USA Secretary.

Membership applications shall be screened by the Executive Director to assure placement of members in the proper membership category at the time the application is received. Questions regarding appropriate placement will be referred to the Regional President for contact with the applicant. Applicants who have selected an inappropriate category will be contacted by the Executive Director to resolve the issue.

Appeals to the decision of the Executive Director regarding membership applications shall be addressed by the Board of Directors.

F. CATEGORIES

1. INDIVIDUAL

Individual membership is defined as an individual professionally engaged or interested in the furtherance of emergency management and allied fields. Individual members have full voting rights, may run for international office, may chair or work on any committee as assigned, and have full rights of membership in IAEM-USA.

2. AFFILIATE

Affiliate membership is available to any organization/party which provides products, services or other resources which support IAEM-USA and its members. The membership belongs to the organization/party paying the dues. The Affiliate may designate four people to represent the Affiliate member at conferences, committees, task forces, or other IAEM-USA activities. That name shall be submitted to IAEM-USA staff and its Executive Director.

The assigned Affiliate representatives may work on groups, have full voting rights with one vote per organization/party, and may hold an elected Regional officer position. Affiliate members may not hold an elected National officer position such as USA President, USA First Vice President, USA Second Vice President, USA Treasurer, and USA Secretary.

3. EMERGING PROFESSIONALS

The Emerging Professional membership will support new and early-career emergency management professionals who have been employed less than 12 months and who are starting out in the field or in a related position, and for IAEM student members who are new graduates (employed or not). Those who hold a CEM credential are not eligible for Emerging Professional Membership. Emerging Professional membership is only available for two consecutive years. Emerging Professional members shall be afforded a discounted dues fee as defined in the Administrative Policies and Procedures.

Emerging Professional members have full voting rights, may work on groups, and may hold an elected regional officer position. They may not hold an elected National officer position.

4. HONORARY

Honorary membership may be awarded annually by a majority vote of the IAEM-USA Board of Directors to persons for outstanding contributions towards the advancement of emergency management.

Honorary members may work on committees but may not vote or hold office.

5. LIFE

Life membership shall be conferred upon request to each Individual member who has been a member for 15 or more consecutive years and to Past Presidents of the IAEM-USA who have served their term of office provided that the member is no longer associated with a political subdivision or organization/party in a capacity which would make them eligible for Individual membership.

The membership is for the remainder of the member's life. Life members have full voting rights and may chair or work on committees but may not hold office.

6. STUDENT

Student membership is available up to six years to anyone enrolled in an emergency management related program at a regionally accredited university at least half time, as defined by the university. Students must be enrolled full-time, or enrolled part-time and not working full-time.

Under special circumstances, proof of current enrollment may be required by the ASMI staff. Students will be members of the USA Region in which they reside or matriculate (by choice, based on the postal address they use for their membership record). The IAEM-USA staff may grant extensions to the six-year limitation and exceptions to the work limitation by request.

Student members may participate on committees and in regional leadership opportunities but may not vote or hold national office (therefore cannot serve as regional president).

G. DUES

Membership dues are established at the following rates:

- Individual Membership. \$199 (\$187 US portion, \$12 global portion)
- Affiliate Membership. \$898 (\$449 US portion, \$449 global portion)
- Emerging Professionals Membership. \$99

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- Honorary Membership. No Dues
- Life Membership. No Dues
- Student Membership. \$55 (\$20 IAEM-US region portion, \$5 global portion)

Members will be given adequate notice of a dues adjustment and may petition the Board to change Administrative Policies and Procedures according to Bylaws Article VIII Rights of Members.

Past Presidents must pay their dues while still employed in emergency management. Thereafter, Past Presidents are accorded Life Membership.

Membership is based on an anniversary year. This means that membership will be valid for one year from the join/renew date.

The Executive Director has the authority to grant free membership. Such memberships shall be reported in the monthly Consent Agenda to the Board.

H. TERMINATION OF MEMBERSHIP

Any person who fails to comply with the membership eligibility requirements outlined in Bylaws Article III, Section 1, including any additional criteria that may be established by the IAEM-USA Board of Directors from time to time, shall cease to be a member of the Association.

Any member who fails to pay dues, fines, fees or assessments, or other financial obligations within 30 days of receipt of the invoice shall be deemed delinquent and to have forfeited IAEM-USA membership. T

The IAEM-USA Board of Directors may suspend or terminate the Association membership of any member for cause, including, but not limited to:

- conduct detrimental to and not in the best interests of the Association and its membership;
- conduct in violation of the Association's corporate and/or tax-exempt purpose; or
- conduct in violation of the Association's Bylaws and/or Code of Professional Conduct, after providing the member with reasonable written notice of the "for cause" charges, and the opportunity to respond to the charges in writing and/or at a meeting of the IAEM-USA Board of Directors, if so, requested by the membership in writing.

A vote of the IAEM-USA Board of Directors to terminate IAEM-USA membership for cause shall be by a two-thirds vote of the then constituted Board of Directors. Specific procedures for consideration of suspensions and terminations of membership shall be established by the IAEM Board of Directors.

I. SERVICES

1. GENERAL

It is the policy of IAEM-USA to provide the following services to its members:

- a. information relating to emergency management;
- b. legislative updates;
- c. participation in organizational programs through appointment to standing committees, caucuses, ad hoc committees, task forces, commissions, or special global appointments;
- d. assistance in local program development through information sharing and problem-solving forums.

Affiliate members will receive special space in the annual directory, opportunity for discounted exhibit fee at annual conference, one complimentary e-blast to annual conference participants, and monthly bulletin subscription.

In accordance with contractual requirements, it shall be the responsibility of the Executive Director to provide membership services.

2. ROSTERS

It shall be the policy of IAEM-USA to provide its members with rosters of the leadership and membership of the organization. Leadership includes the Board, group chairs, and the ASMI staff.

Immediately following the Annual Conference, leadership contact information shall be published in the IAEM Bulletin and/or posted online.

The IAEM-USA rosters are the exclusive and proprietary property of the organization and shall not be used for any commercial gain or purpose without the receipt of a signed Memorandum of Understanding indicating the party will not reproduce the list nor will they imply endorsement or support of the IAEM-USA for the content of their message,

use of which constitutes a one-time rental agreement. The IAEM-USA Treasurer and the Secretary will help monitor usage to ensure that the terms of the rental agreement are satisfied.

3. PUBLICATIONS

The primary vehicles through which information shall be provided to IAEM-USA members are the IAEM Bulletin and IAEM Dispatch.

In accordance with contractual requirements, the Executive Director shall publish and distribute the Bulletin to all members on a schedule determined by the Board of Directors as reflected in the annual budget.

Complimentary receipt of the IAEM Bulletin may be provided at the discretion of the Executive Director or Editor, to such contacts as press, professional organizations, national partners and elected officials/staff.

Each member of the IAEM-USA is encouraged to submit items of interest for publication in the Bulletin.

The Editorial Standing Committee is responsible for making decisions regarding the format, content of the Bulletin.

On the approval of the Board of Directors, special reports, concept or position papers, or other documents may be published and distributed to the membership of the IAEM-USA.

Information published by the IAEM, or the IAEM-USA may or may not reflect the position of the IAEM or the IAEM-USA. Questions regarding the source of information disseminated shall be referred to the IAEM-USA Executive Director.

VII. REGIONS

E. DEFINITION

IAEM-USA is geographically divided into regions. The boundaries of regions in the United States are as follow the FEMA regions:

- U.S. Region 1: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont
- U.S. Region 2: New York, New Jersey, Puerto Rico, U.S. Virgin Islands

- U.S. Region 3: Delaware, Pennsylvania, Maryland, Virginia, West Virginia, Washington, DC
- U.S. Region 4: Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee
- U.S. Region 5: Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin
- U.S. Region 6: Arkansas, Louisiana, New Mexico, Oklahoma, Texas
- U.S. Region 7: Iowa, Kansas, Missouri, Nebraska
- U.S. Region 8: Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming
- U.S. Region 9: Arizona, California, Nevada, Hawaii, Guam, Northern Mariana Islands, American Samoa
- U.S. Region 10: Alaska, Idaho, Oregon, Washington, Army Post Office (APO), Armed Forces Europe (AE), Armed Forces the Americas (AA), and Fleet Post Office (FPO).

Note that the regional numbering system is aligned with FEMA regions and is used to track staggered Board seats and regional elections.

F. IAEM-USA REGIONAL OPERATIONS

Each Region is operated as a sub-unit of IAEM-USA. Members in good standing of a region elect a President who serves on the Board of Directors and has administrative and fiduciary responsibility to IAEM-USA.

Each Region shall formally adopt Bylaws which, at a minimum, do not conflict with the IAEM-USA Bylaws or APPs of the organization.

Each Region may determine appropriate additional methods for funding regional operations working with the IAEM-USA Treasurer and Executive Director, beyond their portion of membership dues and shall produce an annual budget for use of regional funds.

Each Region shall comply with the financial reporting and filing procedures of IAEM-USA. Financial records including payment records and other documents will be retained according to established policy of the management company.

Any income earned in the name of IAEM-USA within a Region will be controlled by that Region according to an approved annual budget for the Region. All funds themselves

belong to IAEM-USA. Funds are maintained in accounts managed by the IAEM-USA treasurer and executive director; regions may not establish local accounts.

Each Regional President shall, within 15 days of the end of the IAEM-USA's fiscal year (June 1 - May 31), submit all remaining financial documents to IAEM-USA headquarters to be included in the annual financial reports.

VIII. CHARTERING IAEM-USA STUDENT CHAPTERS

E. IAEM-USA COMPLIANCE

All IAEM-USA Student Chapters shall be in full compliance with the requirements set forth within the IAEM-USA APPs. Nothing in this section shall be construed as to contradict that document as it relates to Student Chapters.

Changes to this Article (II) of the APPs shall require the approval by a majority vote of the IAEM-USA Board.

F. GENERAL

Any institution of higher education offering post-secondary and graduate degrees in emergency management or related field of study and is accredited by an appropriate regional or national accrediting agency as recognized by the US Department of Education, is eligible to form an IAEM-USA Student Chapter (hereafter in this section referred to as a "Chapter"), contingent upon the fulfillment of the following procedures.

Chapters may either be Provisional or Chartered. Provisional Chapters are those that have completed the first step in the Chapter formation process and have been approved by the IAEM-USA. Provisional Chapters then have six months to complete the second set of requirements. Upon completion, and after the approval of the IAEM-USA Board, Provisional Chapters will be given Chartered Chapter status.

G. NAMING

The official naming convention of all Chapters shall follow this example:

IAEM-USA Student Chapter at John Doe University (IAEM-USA at John Doe University)

H. PROVISIONAL STUDENT CHAPTERS

An individual may request to form a Chapter by contacting the IAEM-USA staff member designated to handle those requests. Upon receipt of a request, the individual shall receive the following documents to complete in order to apply for Provisional Status:

- 1) *IAEM-USA Advisor Agreement*. Explains the expectations and responsibilities of Chapter Advisor and Alternate Advisor
- 2) *Chapter Bylaws*. A sample will be provided. Chapter bylaws must contain the minimum requirements including
 - a) Mission, goals, and/or purpose
 - b) A process for democratically electing officers (including terms, qualifications, and duties). Chapters must have at a minimum a President, Vice-President, Secretary & Treasurer (the Secretary & Treasurer positions can be combined)
 - c) IAEM-SC non-discrimination policy
 - d) IAEM-USA legally required Bylaw content (see section H below)
- 3) *University/College Organization Verification Form*. Denotes the Chapter has been accepted as an official organization at the school
- 4) *IAEM-USA Student Member Form*. Verifies a minimum of ten (10) paid IAEM-USA members
- 5) *Interim Chapter Information Form*. Contact, interim Officer and other necessary information related to the Chapter

The above forms will be submitted electronically to IAEM-USA headquarters who will file and then forward to the IAEM-USA Board for review. The IAEM-USA shall send the documents back to the individual for revision or approved for Provisional Status. Approved Provisional Chapters will also receive information on the remaining requirements that need to be met to become a Chartered Chapter.

I. HOW TO FORM A CHARTERED STUDENT CHAPTER

Provisional Chapters will have six months to complete the requirements for Chartered Status. Failure to do so will cause the organization to lose its Provisional Status. The Provisional Chapter must complete and submit the following within six months:

1. Elect Permanent Officers.
2. Chapter Information Form. Contact, Advisor, Officer, Financial and other necessary information related to the Chapter
3. Submit Minutes. Submit minutes from at least three meetings

The above forms will be submitted electronically to IAEM-USA headquarters which will file and then forward to the IAEM-USA Board for review. The IAEM-USA shall send the documents back to the individual for revision or recommend to the IAEM-USA Board of Directors that the Chapter be granted a Charter.

Approved Chartered Chapters will be notified by letter from the IAEM-USA President that their application was approved. The letter will include the formal charter certificate.

J. MAINTAINING A CHARTERED CHAPTER

The following are required to maintain Chartered Status as a Chapter:

1. Maintain regular communication with the IAEM-USA
2. Submit updates to the IAEM-USA including:
 - 1) Chapter Information Form (twice annually; see section J)
 - 2) Current Bylaws (annually)
 - 3) Current Bank or University Account Statement (annually)
 - 4) Current Membership Roster verifying a minimum of 10 paid IAEM-USA Members (annually)
 - 5) Summary of Activities Form (twice annually)

K. MEMBERSHIP AND DUES

As per the IAEM-USA Bylaws, all Chapter members must be members of IAEM. In addition, Chapters may collect additional local chapter dues.

L. IAEM REQUIRED CHAPTER BYLAW SECTION

To ensure Chapters maintain their non-profit status, the following clauses shall be required in all Chapter Bylaws:

IAEM-USA Administrative Policies and Procedures

1. IAEM-USA and its Chapters are organized exclusively for educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
2. No part of the net earnings of the organization or its subordinate regions or chapters shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization or its subordinate regions or chapters shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization or its subordinate regions or chapters shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.
3. Upon the dissolution of the organization or its subordinate regions or chapters, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

M. TAX-EXEMPT STATUS

IAEM-USA Chapters will be covered under their educational institutions' Group Exemption. For those Chapters that cannot, they will be covered under the IAEM's Group Exemption and will be responsible for ensuring it meets the eligibility requirements as a tax-exempt organization described in Internal Revenue Code (IRC) Section 501(c)(3).

Chapters will be required to submit financial reports annually to IAEM-USA Headquarters and meet other established reporting requirements in order to maintain their exemption status.

IAEM-USA staff will request an Employer Identification Number (EIN) for each fully chartered chapter that does not already have one. The EIN can be requested by phone or by completing an IRS Form SS-4, Application for Employer Identification Number. Each Chapter will be notified of their EIN for their reporting purposes. At the discretion of the institution, chapters may be able to use the EIN of the institution for this purpose.

As the Central Organization, IAEM-USA will include with its annual report to the IRS a separate list of subordinates (Chapters) that; have changed their name or address during the year, are no longer to be included in the group exemption letter, are to be added to the group exemption letter.

N. REPORTING REQUIREMENTS

Chapters shall twice yearly (June 30 & December 15) submit a Chapter Information Form to ASMI staff for distribution to the IAEM-USA Executive Director and IAEM-USA Board of Directors. Chapter Information Forms should include at least:

1. Current Faculty Advisor, Chapter contact information, Chapter Officers, Chapter Bylaws and a Summary of activities; and
2. If chapters have funds managed by their educational institution or otherwise, they should submit financial reports consistent with other IAEM-USA reporting requirements).

O. SANCTIONS

Sanctions may be levied against Any Chapter not complying with the requirements established in these APPs. Student Chapters receives a formal notice of violation and sanction levied in writing by IAEM-USA. Sanctions may include:

IAEM-USA Administrative Policies and Procedures

- 1) Warning: The organization must take action regarding the warning immediately. Continued similar misconduct will result in one of the more severe sanctions.
- 2) Probation: The minimum duration of probation is one full quarter and may result in the loss of some privileges (i.e., such as applying for program funding) granted to the chapter.
- 3) Suspension: The minimum duration of suspension is one full calendar year up to as a result of serious, intentional or repeated violation, and will result in loss of all privileges granted to the chapter.
 - a) Chapters suspended will be required to reapply for chapter status upon the end of the suspension period.
 - b) Chapters granted status will be placed on probation for one full quarter before allowing “full active status”.

Causes for sanction against a chapter may include but are not limited to failure to maintain a Faculty Advisor, falling under 10 members, misconduct as a chapter, violating IAEM-USA APPs, failure to maintain proper paperwork and / or follow required reporting requirements (i.e., Chapter Information Form), or other violation that is deemed inappropriate and against the IAEM Code of Ethics.

1. SANCTIONING PROCESS

- a) Any IAEM-USA Board Members, or IAEM-USA members can recommend a Student Chapter to be sanctioned; Chapters receiving a formal sanction from their university must submit such notice to the IAEM-USA President and Executive Director for review.
- b) The IAEM-USA President and Executive Director will create a report based on the reasons for sanctioning. Based on the report, they will recommend the appropriate sanction against a Chapter and send that report to the IAEM-USA Executive Committee.
- c) Upon receipt of the report and vote, the IAEM-USA Executive Committee may approve the recommendation.
- d) Suspending a Chapter requires two-thirds vote by the IAEM-USA Executive Committee in support of such suspension.

2. APPEAL OF SANCTION(S) AFTER DISPOSITION

- a) Warning or Probation sanctions are non-appealable. Only the sanction of Suspension is appealable.
- b) Chapters must provide a written rationale for the appeal to the IAEM-USA Board within fifteen (15) working days following the receipt of the findings and conclusions Council.
- c) A meeting will be scheduled with the IAEM-USA Regional President, IAEM-USA President (or designee), an IAEM-USA member-at-large, and the IAEM-USA Executive Director (Ex-Officio) to review the appeal to gain clarity as to the reasons for appeal. The task force may also invite the other individuals to clarify why the Chapter was found in violation.
- d) Within fifteen (15) working days following the meeting, the appealing chapter will be notified in writing of the decision by the IAEM-USA Board. All decisions are final.

IX. AWARDS AND RECOGNITION

E. AWARDS COMPETITION

The IAEM-USA Awards and Recognition Standing Committee establishes judging criteria and processes for all awards, assembles judging panels and conducts the selection of recipients and presentation of awards. The competition may be open to non-members and fees may apply unless determined to be cost-prohibitive by the IAEM-USA Board of Directors.

The IAEM-USA Awards and Recognition Standing Committee has full authority to administer all awards on behalf of the IAEM. If an IAEM Group, Region, or other entity wishes to establish any form of member or organization award or recognition, the concept shall be presented to the Awards and Recognition Standing Committee to consider. If accepted, the Awards and Recognition Committee will obtain approval from the IAEM-USA Board of Directors to offer a new award, then on Board approval, the Committee will include the new award in all regular Awards and Recognition activities in the future.

For purposes of consistent and clear member communications, there will be a single award entry period for all awards offered by the IAEM as determined by the Awards and

Recognition Committee in concert with the overall schedule of IAEM activities as provided by IAEM Headquarters.

Non-members may ask an IAEM-USA member to submit an entry on their behalf; however, the non-member entry fee will apply. That is, an award entry to recognize the work of a non-member may not be submitted by a member to avoid the non-member entry fee.

1. IAEM-USA COUNCIL AWARDS

- **Preparedness Award** recognizes an emergency management program that excelled on developing, implementing, and evaluating emergency management preparedness activity(ies) that engaged the whole community. Award Guidelines will state further qualifications for entry requirements.
- **Technology and Innovation Award** recognizes the development of technology and innovation to improve emergency management operations, public education, or the emergency management/homeland security field. Award Guidelines will state further qualifications for entry requirements.
- **Business and Private Sector Integration and Public Sector Partnership Award** recognizes a private sector business that collaborated with a public sector agency(ies) to demonstrate innovative, multi-participant involvement between local governments/governmental entities and private sector businesses, non-governmental organizations/non-profits, public or private schools, or individuals which have resulted in effective and efficient incident management, emergency management or homeland security activities to serve communities and the public. Award Guidelines will state further qualifications for entry requirements.
- **Career Excellence Award**
The Career Excellence Award recognizes a national leader who has made significant contributions throughout his/her career to promote and improve the emergency management profession in the USA. This award is presented to one individual selected by a judging panel from the entries received.
- **Emergency Manager of the Year**
Awarded to an individual in recognition of outstanding contributions to the overall field of emergency management. The award is awarded to an emergency management practitioner at any level (federal, state, tribal, local, academic, military, non-government organization, and private) as an employee, contractor, academic instructor or researcher, or volunteer.

- **Rising Star Award** recognizes an individual who entered the emergency management profession within five years of the award entry cycle who has displayed outstanding enthusiasm, innovation, and commitment and has made significant contributions to the field. Award Guidelines will state further qualifications for entry requirements.
- **IAEM-USA Emergency Management Volunteer of the Year Award** recognizes the services of a single individual who made extraordinary emergency management volunteer contributions during the previous calendar year. The nomination must be for an individual who participates as an active volunteer within a recognized emergency management volunteer organization. The individual recognized should have demonstrated exceptional contributions across the full spectrum of emergency management.
- **The IAEM-USA Emergency Management Voluntary Organization of the Year Award** recognizes the services of a U.S. voluntary organization that made extraordinary emergency management contributions during the previous calendar year. The organization must be recognized by IAEM and or FEMA as an emergency management organization (MOU, be a member of NVOAD, or other acknowledgement).

2. IAEM-USA REGIONAL AWARDS

In cooperation with Regions and groups indicated, the IAEM-USA Awards and Recognition Committee administers the following awards:

- **Clayton R. Christopher Memorial Award**
IAEM-USA presents this award annually in honor of Clayton R. Christopher, former Director of Clayton County, Georgia, Civil Defense from June 1962 to his death on October 29, 1976, while on business travel.

Any member of IAEM-USA is eligible for the Clayton R. Christopher Memorial Award, provided he or she is a local emergency management director/coordinator (city, county, tribal) who is currently working in that position or has retired no earlier than two years prior to the award year; and a member of IAEM-USA in good standing.

This award is judged by a team of two members from IAEM-USA Region 4 appointed by the President of Region 4, and two members appointed by the Chair of the Awards Committee. It is preferred that a past recipient of the Clayton R. Christopher Award serve on the judging panel. The Clayton R. Christopher Award

is administered by the IAEM-USA Awards and Recognition Committee in cooperation and with the sponsorship of IAEM-USA Region 4.

3. STUDENT AWARDS

- **Student of the Year Award** recognizes a student who has made significant contributions to the field of emergency and disaster management. This can be done through volunteer work, promotion of the field, and contribution in their community. High academic achievement is also required (both formal and/or continuing education). The nominee must be enrolled in a program of studies in the field of emergency management, homeland security, or related academic field offered by an accredited institution of higher learning; a member of the International Association of Emergency Managers-USA or IAEM during the calendar year of the call for entries; and nominated by an IAEM or IAEM-USA Member. No self-nominations accepted.
- **Student Chapter of the Year Award** recognizes an IAEM-USA registered student chapter that has made significant contributions in promoting the IAEM-USA and the student council and the field of emergency management through public awareness, increasing membership, showing leadership and initiative in education, and increasing the professionalism of emergency and disaster management.
- **Student Advocate of the Year** recognizes an individual who has gone above and beyond the call of duty to make strides in supporting, mentoring and promoting the work of emergency management students. Award Guidelines will state further qualifications for entry requirements.

4. UNIFORMED SERVICES AWARDS

- **IAEM-USA Military Uniformed Services Emergency Manager of the Year** award recognizes individuals serving in the uniformed services of the United States who have consistently demonstrated significant contributions to the field of emergency management while continuously self-developing as emergency managers. Nominations are open to members of the U.S. Armed Services, including U.S. Air Force, Army, Coast Guard, Marines, Navy, U.S. Public Health Service Commissioned Corps, and NOAA Commissioned Corps. *This award is sponsored by the IAEM-USA Uniformed Services Caucus.*
- **IAEM-USA Civilian Uniformed Services Emergency Manager of the Year** award recognizes individuals serving in the uniformed services of the United

States who have consistently demonstrated significant contributions to the field of emergency management while continuously self-developing as emergency managers. Nominations are open to members of the U.S. Armed Services, including U.S. Air Force, Army, Coast Guard, Marines, Navy, U.S. Public Health Service Commissioned Corps, and NOAA Commissioned Corps. *This award is sponsored by the IAEM-USA Uniformed Services Caucus.*

- **The IAEM-USA Uniformed Services Auxiliary Member of the Year Award:** recognizes the services of a single individual who made extraordinary emergency management volunteer contributions during the previous calendar year as a member of a uniformed services auxiliary organization. The nomination must be for an individual who participates as an active volunteer within one of the uniformed services auxiliaries, including members of the U.S. Coast Guard Auxiliary and the U.S. Air Force Civil Air Patrol. The individual recognized should have demonstrated exceptional contributions across the spectrum of any of the emergency management mission areas.

F. RECOGNITION

IAEM-USA presents the following recognition:

- **IAEM-USA President’s Executive Citations** – selected by the IAEM-USA President to recognize member(s) who have contributed greatly to the success of the IAEM and the emergency management profession.
- **IAEM-USA President’s Certificates of Recognition** – selected by the IAEM-USA President to recognize member(s) or organization(s) whom the President wishes to recognize for contributions to the benefit of one or more of its Group , its Board of Directors, or IAEM-USA in general.
- **Executive Citations** — to be selected by each Regional President to one or more member(s) of the region whose professional image and achievements enhance the field of emergency management and whose service is “above and beyond” in contributions to the Region and the profession.
- **Membership Citation** – presented to the individual who has recruited the newest members within the IAEM-USA Council each year.

X. WEBSITE

E. GENERAL

The IAEM Website is maintained as a communication tool for emergency managers and those interested in supporting the profession. The website contains information concerning IAEM, its structure and policies, the Certification Program, Committees of the organization, IAEM-USA Regions, Conferences, and special topics of interest.

General oversight of the website is delegated to the Executive Director and maintained under a contract authorized by the Board. Major changes in design and content required Board approval.

Documents more than two years old should be archived. Standing committees, ad hoc committees, caucuses, task forces, commissions, and other bodies should monitor their relevant pages.

F. SUBMITTING MATERIAL

- Members. Submit items through their Regional President. The material will be reviewed and approved by Executive Staff. All material is subject to editorial review.
- Committee Chairs and Board of Directors. Members submit information and reports to the Executive Director.

G. SOCIAL MEDIA POLICY

BY POSTING ON ANY IAEM OR IAEM COUNCIL SOCIAL MEDIA SITE, PARTICIPANTS HEREBY AGREE TO BE BOUND BY AND ADHERE TO THE FOLLOWING TERMS AND CONDITIONS:

IAEM and its Councils, including IAEM-USA, have created and opened publicly facing pages on social media sites for emergency management professionals to view content and/or videos and post comments about emergency management, including the exchange of ideas, relevant and useful information, problems and solutions that relate to the emergency management profession.

These IAEM and Council social media platforms include, but are not limited to various blogs, bulletin boards, networks, multi-media, and news media sites (“Social Media Sites”). By accessing, viewing, using, and/or posting any content related directly or

indirectly to a Social Media Site on the internet, you accept without limitation or qualification the following terms and conditions.

If you do not agree to the terms of this Policy, you should not view or post any content to a Social Media Site on the Internet. Your use of the Social Media Sites is deemed to be a binding and conclusive acceptance of this Policy and has the same effect as if you had physically signed an agreement.

1. You must be at least 18 years old to post any content on any Social Media Site.
2. You are strictly prohibited from posting any content to any IAEM or IAEM Council Social Media Site on the internet that violates any applicable laws and regulations, including but not limited to copyright and intellectual property rights laws regarding any content that you send or receive via this Policy; transmit any material, comment or information (by uploading, posting, e-mail, or otherwise) that is unlawful, false, disruptive, threatening, profane, abusive, harassing, embarrassing, tortuous, defamatory, obscene, libelous, or is an invasion of another's privacy, is hateful, malicious, racially, ethnically or otherwise objectionable as solely determined in IAEM's absolute discretion; impersonate any person or entity or falsely state or otherwise misrepresent your affiliation with a person or entity; transmit any material, comment or information (by uploading, posting, e-mail or otherwise) that you do not have a right to make available under any law or under contractual, professional or fiduciary relationships; transmit any material, comment or information (by uploading, posting, e-mail or otherwise) that infringes any patent, trademark, trade secret, copyright or other proprietary rights of any party; transmit (by uploading, posting, e-mail or otherwise) any unsolicited or unauthorized advertising of products or services, promotional materials, "junk mail," "spam," "chain letters," "pyramid schemes," or any other form of solicitation; transmit any material, comment or information (by uploading, posting, e-mail or otherwise) that contains software viruses, worms, disabling code, or any other computer code, files or programs designed to interrupt, destroy, or limit the functionality of any computer software or hardware or telecommunications equipment; harass another; or collect or store, or attempt to collect or store, personal data about third parties without their knowledge and consent; or to share confidential or proprietary information of any party.
3. IAEM and the IAEM Councils reserve the right to monitor, prohibit, restrict, block, suspend, terminate, delete or discontinue your access to any IAEM

or IAEM Council Social Media Site, at any time, without notice and for any reason, and in its sole and absolute discretion. IAEM and the IAEM Councils may remove, delete block, filter or restrict by any other means any materials on IAEM or IAEM Council Social Media Sites in IAEM or an IAEM Council's sole and absolute discretion. You understand and agree that IAEM and/or an IAEM Council may disclose your communications and activities in response to lawful requests by governmental authorities, or for the protection of IAEM and the IAEM Councils. You agree that in the event that IAEM or an IAEM Council exercises any of these rights hereunder for any reason, neither IAEM nor an IAEM Council will have any liability to you.

4. You hereby agree that you shall defend, indemnify and hold IAEM, IAEM Councils and their respective officers, directors, employees, agents, and volunteers harmless from and against, and shall promptly reimburse them for any and all losses, claims, actions, causes of action, liabilities, damages or injuries to persons, property, business or reputation, settlements, costs and expenses of any nature (including reasonable legal fees and court costs) to which any of them may become subject arising out of, resulting from or in any way connected with your posting of any content to a Social Media Site, any third party claims of infringement or any breach of this Policy.
5. YOU EXPRESSLY ACKNOWLEDGE THAT YOU ASSUME ALL RESPONSIBILITY RELATED TO THE SECURITY, PRIVACY, AND CONFIDENTIALITY RISKS INHERENT IN SENDING ANY CONTENT OVER THE INTERNET. By its very nature, a website and the internet cannot be absolutely protected against intentional or malicious intrusion attempts. Neither IAEM nor any IAEM Council controls the Third-Party Sites and the internet over which you may choose to send confidential or proprietary information or other content and therefore, IAEM and the IAEM Councils DO NOT WARRANT OR SAFEGUARD AGAINST ANY such interceptions or compromises to your information. When posting any content on an internet site, you should think very carefully about your privacy in disclosing detailed or private information about yourself and others. Furthermore, IAEM and the IAEM Councils DO NOT ENDORSE ANY PRODUCT, SERVICE, VIEWS OR CONTENT DISPLAYED ON THE SOCIAL MEDIA SITES.
6. You agree that any claim or dispute relating to your posting of any content on a Social Media Site on the internet shall be construed in accordance with the laws of the host country without regard to its conflict of law

provisions and you agree to be bound by and be subject to the jurisdiction of that country's laws.

7. You agree that you shall not provide any content on any Social Media Site that contains any product or service endorsements, or any content that may be construed as political lobbying, solicitations, or contributions or use the Social Media Sites to link to any sites or political candidates or parties or use the Social Media Sites to discuss political campaigns.
8. THIS POLICY MAY BE UPDATED AT ANY TIME WITHOUT NOTICE, AND EACH TIME A USER ACCESSES A SOCIAL NETWORKING/MEDIA SITE, THIS OR ANY NEW POLICY WILL GOVERN USAGE EFFECTIVE UPON POSTING. To remain in compliance, IAEM and IAEM-USA recommend that you review the Policy, as well as the other IAEM website policies, at regular intervals. By continuing to post any content after such new terms are posted, you accept and agree to any and all such modifications of this Policy.

H. Online DISCUSSION COMMUNITY GUIDELINES

1. PURPOSE OF THE ONLINE DISCUSSION COMMUNITY

The International Association of Emergency Managers Online Discussion Community is to provide a forum for emergency managers to exchange ideas, thoughts, problems, and solutions that relate to the emergency management profession. The community has one general list that is open to IAEM and IAEM-USA members and non-members (as a service to the community) and IAEM and IAEM-USA committees, caucuses, and formal groups may create or close groups to conduct official business discussions.

The IAEM-USA communications manager approves individual membership in the Ning Community. Anyone that abuses the community may be expelled or monitored.

DISCLAIMER FROM IAEM

Neither IAEM nor IAEM-USA assumes any responsibility for the opinions and information posted by others. In no event shall IAEM or IAEM-USA be held liable for any special, indirect, or consequential damages or damages whatsoever resulting from loss of use, data, or profits, arising out of or in connection with the use or performance of any information posted on this site.

RULES OF CONDUCT FOR THE IAEM ONLINE COMMUNITY

All users of the IAEM Community must agree to the rules of conduct outlined below.

IAEM-USA Administrative Policies and Procedures

- I agree that I will not post any communications that are normally considered libelous, defamatory, false, obscene, indecent, lewd, pornographic, violent, abusive, threatening, harassing, disruptive, or that may constitute grounds for civil liability.
- I agree not to request contributions for political candidates or solicit attendance at partisan political events.
- I agree not to use false, misleading, or duplicative addresses in order to disguise the destination of any content transmitted through this service.
- I agree not to upload, post, email, or otherwise transmit any material to the best of my knowledge that contains software viruses, or any other computer code, files, or programs designed to interrupt, destroy, or limit the functionality of any computer software or hardware or telecommunications equipment.
- I agree not to upload, post, email, or otherwise transmit any unsolicited or unauthorized advertising, promotional materials, junk mail, spam, chain letters, pyramid schemes, or any other form of such solicitation.
- I agree not to upload, post, email, or otherwise transmit any copyrighted or proprietary information, personnel records, or other information restricted from public dissemination without proper authorization as provided by law.
- I understand that failure to observe these rules and to conduct myself with appropriate etiquette will result in my removal from the IAEM Online Community.

DON'T FILE A COMPLAINT TO THE ENTIRE COMMUNITY

If you disagree with the relevance/usefulness of posted information, don't post a complaint to the community. Instead, please send an email message to the IAEM Communications Manager, at info@iaem.com and express your opinion.

INTELLECTUAL PROPERTY

IAEM-USA reserves all rights to its intellectual property. IAEM-USA property including its logo and other marks, membership lists, work products, and other materials may not be used or copied in part or in whole without permission from the IAEM-USA Board.

APPENDIX A – IAEM-USA Investment Policy

Approved by IAEM-USA Board of Directors on January 19, 2021.

This policy establishes investment objectives, policies, guidelines, and investment tolerances relating to the assets held by IAEM-USA, presently and in the future that are and will be used primarily for investment purposes. It provides a framework within which staff and a brokerage firm will be expected to exercise judgment and offer recommendations in structuring and managing the IAEM-USA investment portfolio as directed by the Board of Directors or assignees. In doing so, the Policy:

- Clarifies the delegation of duties and responsibilities concerning the management of invested funds.
- Communicates the objectives of the Board, staff, and any investment managers involved in the management of invested funds.
- Identifies the criteria against which the investment performance of IAEM-USA's investments will be measured.
- Reserve Funds are not intended to be used in the day-to-day operations of IAEM-USA. Utilization requires approval by the Board of Directors in conjunction with the budget process or separate action.
- Not all invested funds may be "Reserve Funds." Refer to the IAEM-USA Reserve Funds Policy for additional information.
- Serves as a review document to guide the ongoing oversight of the management of IAEM-USA's investments.

Delegation of Responsibilities

The Board of Directors has oversight regarding all decisions that will impact IAEM-USA's invested funds. The Board of Directors delegates the day-to-day supervision of the management of investment funds to the IAEM-USA Treasurer and the Executive Director.

Treasurer

- Reviews the performance reports provided by the brokerage firm.
- Reviews annually IAEM-USA's investment policy and practices, and as appropriate recommends modifications to the Executive Committee and Board of Directors.

Board of Directors

- Selects the brokerage firm with staff collaboration
- Annually reviews investments and practices as appropriate and recommends any modifications to the IAEM-USA Treasurer and Executive Director.
- Approves and monitors adherence to the investment policy.
- Assigns actions to IAEM-USA Treasurer and staff.

Executive Director

- Ensures that monthly financial reports to the Board of Directors appropriately reflect financial performance of investments.
- Provides the IAEM-USA Executive Committee and Treasurer with detailed investment performance reports, as requested.
- Collaborates with brokerage firm with respect to their duties.

Brokerage Firm

- Recommends alternatives as to dollar amounts to be placed in a mix of investment instruments, based on best financial management practices and Allowable Investment Instruments defined below.
- Manages the investment portfolio, that is, has full discretion in collaboration with IAEM-USA Treasurer and Executive Director to buy, sell, invest and reinvest assets consistent with the policy guidelines set forth in this document.
- Account statements and analyses are available online on the Brokerage website.
- Meets with the IAEM-USA Treasurer and Executive Director no less than twice annually to review the portfolio.

Allowable Investment Instruments

- **Fixed Income** – U.S. Government & Agency Bonds, Corporate Bonds, and Mutual Funds.
- **Equities** – Common Stock, mutual funds, and exchange-traded funds (ETF).
- **Cash Equivalents** – U.S. Federally Insured Certificate of Deposits and Money Market Funds that invest in Government-backed securities.
- **Investment Bearing Checking or Savings Accounts**

Investment Considerations

The Executive Committee must consider the purposes of both IAEM-USA and its' assets in managing and investing invested funds. All individuals responsible for managing and investing IAEM-USA's invested funds must do so in good faith and with the care that an ordinarily prudent person in a like position would exercise under similar circumstances.

In making any decision relative to the expenditure of invested funds, each of the following factors by way of example only might be considered:

- General Economic conditions.
- The possible effect of inflation or deflation.
- Expected tax consequences, if applicable, of investment decisions or strategies.
- The role that each investment or course of action plays within the overall investment portfolio.
- Expected total return from the income and appreciation of investments.
- Other resources of the organization.
- The needs of the organization and the fund to make distributions and preserve capital.
- Related costs of the transaction and/or brokerage fees

Guidelines for Investing

Cash and Money Market Funds 10% of Assets: At all times there will be a minimum cash, money market, or other highly liquid securities of 10% of IAEM-USA's invested portfolio.

Prohibited Investments: all alternatives including but not limited to initial public offerings, restricted securities, private placements, derivatives, options, futures, and margined transactions.

Performance Measurement Standards

It will be the responsibility of the IAEM-USA Treasurer and Executive Director to review the performance of the investment account and investment policy guidelines and report to the Board of Directors semi-annually with any updates and recommendations as needed.

The benchmarks to be used in evaluating the performance of fixed income and equity investments will be:

- **Equities** – The goal is to at least match the average annual return of the S&P 500 Index or other appropriate Index over a full market cycle (3-5 years).
- **Fixed Income** – Maintain a moderately conservative diversified portfolio without alternatives. Given that the overall objective of these funds is to achieve capital preservation and appreciation, the goal is to limit exposure to the downside of the market pullbacks.

APPENDIX B – Reserves Policy

Approved by the Board of Directors on October 20, 2018.

IAEM-USA's Reserves Fund Policy explains the importance of financial reserves and provides guidelines for maintaining and expending them.

1) Section 1. Definition of Reserves

Reserves are defined as the accumulated net surpluses of the organization, i.e., the unrestricted net assets as reported on the Balance Sheet. The reserves fund generally resides in the investment accounts except for the restricted Scholarship Program investments.

2) Section 2. Use of Reserves

Decisions to budget the use of reserves must be accompanied by a plan to replenish such funds.

The primary purpose of the reserve is to ensure that IAEM-USA has adequate funds available in the event of an unanticipated catastrophic event or business situation that reduces reserves and threatens the financial viability of the organization.

A second purpose of the reserve is to provide for new or unanticipated operational needs that surface during or outside the annual budgeting process that cannot be supported by available operational resources.

A third purpose of the reserve is to support special projects in the event a single or multiple strategic initiatives should surface outside of the annual budgeting process. This means that should a strategic initiative surface during the course of the year, a recommendation may be made to the full Board of Directors to fund such an initiative. An initiative is defined as a chance for IAEM-USA to invest in an action that will benefit the IAEM-USA Membership or the emergency management profession.

3) Section 3. Funding Requirements

IAEM-USA shall have a goal of maintaining reserves of no less than fifty percent (50%) of annual budgeted expenses. In the event, the goal of 50% of annual operating expenses is not achieved and reserves are less than 45% of average annual operating expenses, the Treasurer shall notify the Board of a variance.

IAEM-USA Administrative Policies and Procedures

Where reserves are below 40%, the IAEM-USA Board may direct the Executive Director to put a cap on any new-project funding or special initiative funding through the reserves. Also, this occurrence would trigger a process through which the Executive Committee would convene to recommend necessary and sufficient corrective actions to pursue a recovery plan by 1) using the next year's budget surplus sufficient to rebuild the reserves' floor to a minimum of 40% of annual budgeted expenses, or 2) using a two-year budget cycle to rebuild the reserves' floor to a minimum of 40% of annual budgeted expenses. In either case, the recommendations shall be presented to the Board for immediate action.

IAEM-USA shall maintain no more than 150% of annual operating expenses for one year.

When it appears that at the end of the current fiscal year, reserves will reach an amount exceeding 150% of the current fiscal year's operating budget, the Executive Committee shall propose usage(s) for the reserves for the current year and/or for the next year on a pre-paid basis, so that reserves do not exceed 150% at the end of the fiscal year. The proposed usage will be presented to the Board of Directors in conjunction with the annual budgeting process.

APPENDIX C – E-mail Accounts Policy

Approved by the IAEM-USA Board on September 18, 2018.

The use of IAEM-USA email addresses denotes official communications of the Association, and the use is strictly controlled by administrative policy and procedures and the IAEM-USA Email User Guide. IAEM-USA email addresses come with a monetary cost along with staff time to administer, monitor, and transfer addresses to successor users.

IAEM-USA Standing Committees, Caucuses, Ad Hoc Committees, and Commissions in good standing, may petition the IAEM-USA Board of Directors for the establishment of dedicated email addresses for leadership positions (i.e., Chair, Vice-Chair, Secretary) within their caucus or committee. In order to be considered for this privilege, caucus/committee leadership must submit, to the IAEM-USA Board of Directors, a justification for their request, along with a statement of support from their IAEM-USA Board Liaison. The justification documents will be reviewed by the IAEM-USA Board of Directors for action.

The request justification must include the following:

- Caucus/Committee name
- Statement of caucus/committee purpose
- Number of active caucuses IAEM-USA members
- Current caucus/committee leadership, including IAEM liaison
- Established caucus/committee meeting schedule
- Detailed description of activities and projects
- Explanation of why the email address(es) is (are) are needed
- Expected benefits/outcomes of the use of the email address(es)

The IAEM-USA Board of Directors will use the following criteria when reviewing the request:

- Is the caucus/committee well-established and active with engaged membership?
- The number of IAEM-USA members of the caucus/committee?
- Does the caucus/committee leadership demonstrate dedication and commitment to the caucus/committee purpose and IAEM-USA principles?
- Does the caucus/committee have identified goals, projects, and/or deliverables?
- Does the caucus/committee regularly meet deadlines associated with their deliverables?
- Is the caucus/committee responsible for some type of product?

IAEM-USA Administrative Policies and Procedures

- Does the caucus/committee have on-going relationships with entities and/or individuals outside of IAEM-USA that exist irrespective of leadership changes?

Once the IAEM-USA Board of Directors acts on the request, the Board Liaison for the caucus/committee will communicate the Board's decision to the leadership. If the request is approved, the Board Liaison will work with caucus/committee leadership and IAEM-USA staff to facilitate the establishment of the approved email addresses. The Board of Directors' action is final.

Caucus and committee email addresses are provisional and will be reviewed on an annual basis and may be revoked at the discretion of the IAEM-USA Board of Directors at any time for any reason, including, but not limited to, annual budget approval.

APPENDIX D – Travel & Expense Policy

International Association of Emergency Managers United States of America Council Travel and Expense Reimbursement Policy

Purpose

The Board of Directors of the International Association of Emergency Managers, United States of America Council (IAEM-USA) (hereinafter “the Association”) recognizes that board members, officers, and employees (“Personnel”) of the organization may be required to travel or incur other expenses from time to time to conduct IAEM-USA business and to further the mission of this non-profit organization. The purpose of this Policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) to provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by Personnel. It is the policy of IAEM-USA to reimburse only reasonable and necessary expenses incurred by Personnel. This policy applies to all individuals traveling on behalf of the USA council and its entities for travel conducted with IAEM-USA funds, including grant or contract work. IAEM-USA Regions may add additional regional level travel and expense restrictions, provided it is in alignment with this policy.

When incurring business expenses, IAEM-USA expects individuals to:

- Exercise discretion and good business judgment with respect to those expenses, while ensuring the expenses incurred bring value back to the organization.
- Be cost-conscious and spend organization money as carefully and judiciously as the individual would spend his or her own funds.
- Report expenses, on appropriate IAEM-USA forms, supported by the required documentation, as they were actually spent.
- Submit the travel reimbursement request within 30 days of completion of travel or risk denial of reimbursement.

Expense Report

IAEM-USA Administrative Policies and Procedures

Expenses will not be reimbursed unless the individual requesting reimbursement submits a written Expense Report. An “IAEM-USA Travel Expense Form” shall be submitted within 30 days of the completion of travel if travel expense reimbursement is requested. Request for reimbursement shall be accompanied by a trip report for any Association-funded events not covered by formal IAEM-USA minutes (i.e., IAEM-USA Board and USA Certification Commission meetings), and must include:

- The individual’s name.
- If travel reimbursement is requested, then document the date, origin, destination, purpose, and benefit to the IAEM-USA of the trip.
- An itemized list of all expenses for which reimbursement is requested.

Receipts

Receipts are required for all expenditures over \$75 that are not billed directly to IAEM-USA, such as airfare and hotel charges. No expense will be reimbursed unless the individual requesting reimbursement submits written receipts, the date, and the total expenses. A credit card receipt or statement may be used to document the vendor and date of an expense, provided other required details of the expenditure are fully documented.

Meals and Incidental Expenses

Food and other incidental expenses are reimbursable at the current published Federal per diem rate for the event locality. Meals included in programmed events will not be reimbursed, and the amounts of any such claimed meals will be deducted from the per diem rate. Reimbursement for actual expenses that exceed the Federal per diem rates may be approved by the Executive Director.

General Travel Requirements

Individuals should make known travel reservations no less than 21 days in advance of travel.

- General Travel. In determining the reasonableness and necessity of travel expenses, authorization by the Executive Director is required. Persons authorizing travel shall consider how IAEM-USA and sub-Regions will benefit from the travel and weigh those benefits against the anticipated costs of the travel. The same considerations shall be taken into account in deciding whether the benefits to IAEM-USA and the sub-Regions outweigh

the costs. Less expensive alternatives, such as participation by telephone or video conferencing, shall be considered whenever possible.

- Conference Fees. Individuals may include conference registration fees as part of their travel claim and should make every attempt to secure the lowest rate possible (early bird instead of late fees).
- Personal and Spousal Travel Expenses. Individuals traveling on behalf of IAEM-USA or a Region may incorporate personal travel or business with their IAEM-USA-related trips; however, they shall not arrange travel at a time that is less advantageous to IAEM-USA or involves greater expenses to the organization to accommodate personal travel plans. Any additional expenses incurred as a result of personal travel, including but not limited to extra hotel nights, additional stopovers, meals, or transportation, are the sole responsibility of the individual and will not be reimbursed by IAEM-USA. Expenses associated with travel of an individual's spouse, family, or friends will not be reimbursed.

Air Travel

- General. Individuals shall make their own travel arrangements and submit for reimbursement, however, airfares in excess of \$700 (including taxes and fees) for the Continental United States must be approved by the Executive Director, before purchase.
- Frequent Flyer Miles and Compensation for Denied Boarding. Personnel traveling on behalf of IAEM-USA may accept and retain frequent flyer miles and compensation for denied boarding for their personal use. Individuals may not deliberately patronize a single airline to accumulate frequent flyer miles if less expensive comparable tickets are available on another airline.
- Cancellation Insurance. Personnel may purchase airfare cancellation insurance offered through the airlines, at IAEM-USA expense, if there is a risk that personal or work-related issues may result in a potential cancellation of planned IAEM-USA travel. The cost of this insurance should be considered for those traveling from outside the continental United States.

Alternate Transportation

Individuals who wish to use other forms of transportation, such as bus or train, may do so provided the costs do not exceed that of traveling by air. Any ground transportation cost comparison will include reimbursement for mileage at the IAEM-USA approved rate

and any additional lodging, meal and incidental expenses incurred above those had the individual traveled by air.

Lodging

Lodging costs shall be reimbursable at the Federal per diem rate for the event locality. Lodging costs over the Federal per diem rate may be reimbursed at the actual amount with the prior approval of the Executive Director. Individuals shall use the minimum rate available or the minimum conference rate. Receipts are required if lodging is paid by the individual.

Ground Transportation

Individuals are expected to use the most economical ground transportation appropriate under the circumstances and should generally use the following, in this order of desirability:

- *Courtesy Cars*. Many hotels have courtesy cars, which will take you to and from the airport at no charge. Personnel should take advantage of this free service whenever possible. Another alternative may be a shuttle or bus.
- *Transportation Network Companies*. When courtesy cars and airport shuttles are not available, an Uber, Lyft, or taxi is often the next most economical and convenient form of transportation when the trip is for a limited time and minimal mileage is involved. Shared rides with another IAEM-USA member are encouraged whenever possible. Fares up to \$75 are reimbursable without a receipt.
- *Rental Cars*. The use of rental cars, if absolutely necessary, shall be approved by the Executive Director in advance of travel. Regional Presidents may approve the use of rental cars for regional use.

The use of public transportation (i.e., city bus or metro) is not prohibited but the traveler is responsible for loss, damage, or personal injury resulting from this form of transportation.

Personal Cars

Individuals are compensated for use of their personal cars when used for IAEM-USA business at the current published Federal Travel Regulation rate. When individuals use their personal car for such travel, a copy of the shortest route using MapQuest or other mapping programs is requested to support mileage reimbursement.

In the case of individuals using their personal cars to take a trip that would normally be made by air, mileage will be allowed at the currently approved rate; however, the total reimbursement will not exceed the sum of the lowest available round trip coach airfare. The not to exceed total reimbursement includes mileage at the IAEM-USA approved rate and any additional lodging, meal and incidental expenses incurred above those had the individual traveled by air.

Parking/Tolls

Parking and toll expenses, including charges for hotel parking, incurred by individuals traveling on organization business will be reimbursed. The costs of parking tickets, fines, car washes, valet service, etc., will not be reimbursed. Airport parking is reimbursable at the daily or long-term rate, whichever is lower. On-airport parking is permitted for short IAEM-USA business trips., For extended trips, individuals should use off-airport facilities.

Entertainment

Entertainment expenses are not reimbursable.

Other Expenses

- Telephone, Fax, Internet. Reasonable IAEM-USA business-related telephone, fax, and internet charges due to absence from the individual's place of business are reimbursable. In addition, reasonable and necessary gratuities that are not covered under meals may be reimbursed. Any request for reimbursement for long-distance telephone calls must be accompanied by a log listing each person called and the subject discussed.
- Laundry. Laundry service is reimbursable on an emergency basis only when the travel period is extended beyond the expected period. A receipt and a justification statement must be provided.
- Miscellaneous. Items not specifically listed above shall be reimbursed in accordance with existing Federal Travel Regulations.

Non-reimbursable Expenditures

IAEM-USA maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed. Expenses that are not reimbursable include, but are not limited to:

- First-class tickets or upgrades

IAEM-USA Administrative Policies and Procedures

- When lodging accommodations have been arranged by IAEM-USA and the individual elects to stay elsewhere, reimbursement is made at the amount no higher than the rate negotiated by the organization. Reimbursement shall not be made for transportation between the alternate lodging and the meeting site.
- Limousine travel
- Movies, liquor, or bar costs
- Spa or exercise charges (except when included in mandated hotel/resort fees)
- Clothing purchases
- Valet service
- Car washes
- Toiletry articles
- Expenses for spouses, friends, or relatives.

APPENDIX E – Disclosure of Other Interests & Confidentiality Form

International Association of Emergency Managers

United States of America Council

Disclosure of Other Interests and Confidentiality Form

As a volunteer leader of IAEM-United States, Inc. (the “Association”), I recognize that the organization must provide bias-free governance to its ’s constituencies and that I owe a duty of loyalty to the organization. One aspect of fulfilling my duty is to avoid or disclose “other interests” according to IAEM-USA’s policy and procedures on conflicts of interest. I am therefore disclosing the following “other interests” as defined by the organization. I will provide further information if requested and will cooperate with any review and evaluation on behalf of IAEM-USA.

1. Any ownership, employment, or volunteer or agency interest or involvement in a commercial entity or nonprofit organization that competes with the IAEM-USA:

2. Any ownership, employment, or volunteer or agency interest or involvement in a commercial entity or nonprofit organization that is, or seeks to be, a vendor of products or services to IAEM-USA:

3. Any position as a spokesperson, consultant, employee, or agent for another commercial entity or nonprofit organization that advances opposing or adverse public policy positions from those of IAEM-USA:

Note: A reference to IAEM-USA includes each of its regions and chapters and any other affiliated entities.

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Note: The volunteer leader should disclose these “other interests” personally and for close business associates and family members. Please use additional sheets or attached explanatory documents if appropriate.

Please clearly indicate whether any information provided herein is requested to be kept confidential by IAEM-USA.

CONFIDENTIALITY: As an IAEM-USA volunteer leader, member of association management or staff, or as an organization volunteer, I further acknowledge and agree to my continuing duty to at all times maintain the confidentiality of any and all IAEM-USA and IAEM-USA membership confidential and proprietary information and documentation and of my continuing obligation not to, directly or indirectly, disclose, share, or disseminate the same to any third party or to use such IAEM-USA or IAEM-USA membership confidential or proprietary information or documentation for my own or for any third party’s benefit without the prior disclosure to and written consent of the IAEM-USA’s Board of Directors.

I hereby acknowledge my continuing duty to disclose “other interests” fully and promptly and to at all times maintain the confidentiality of all IAEM-USA and IAEM-USA membership confidential and proprietary information and documentation. The information I have provided is accurate and complete to the best of my knowledge and ability.


Signature

Date:

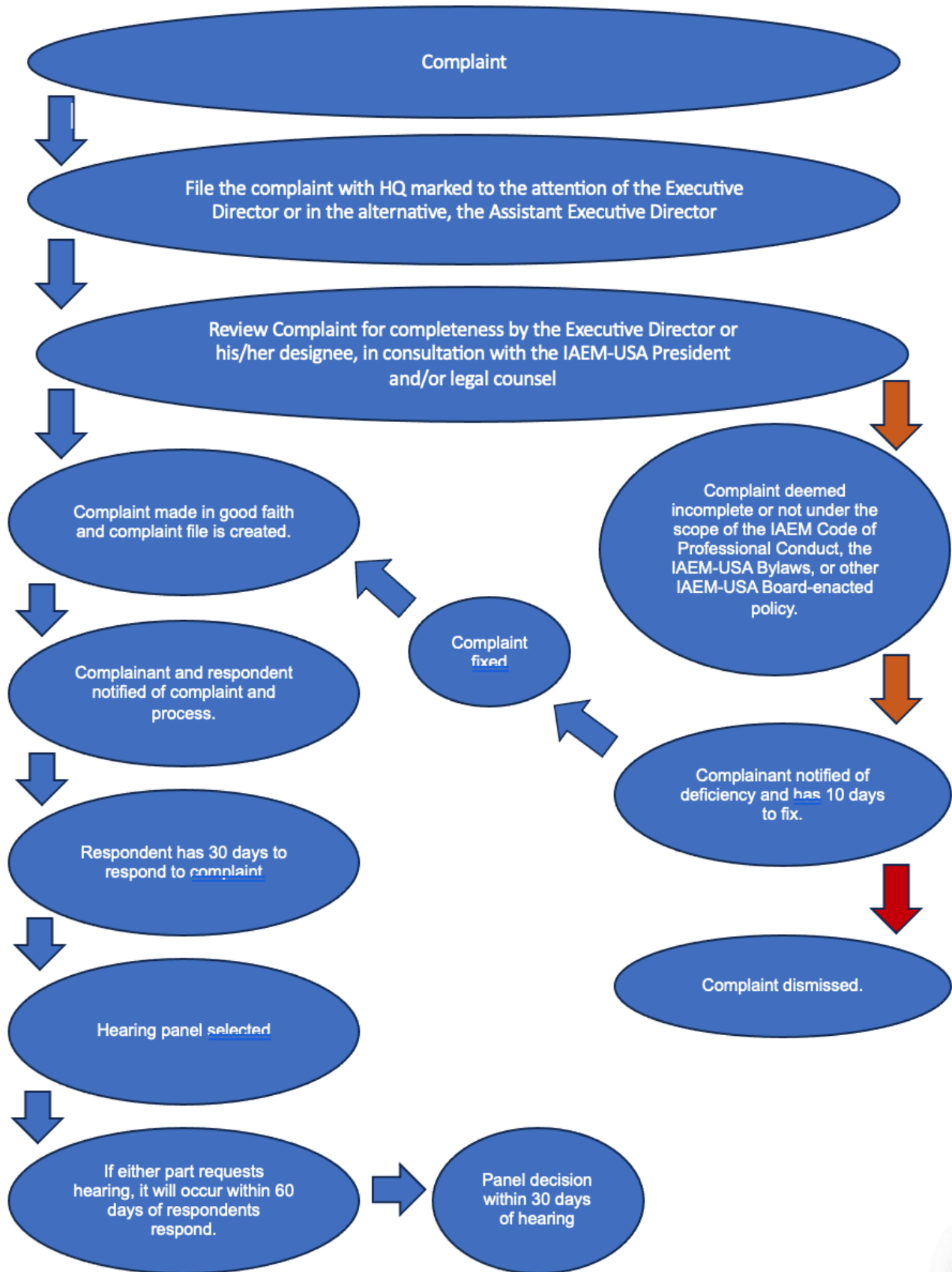
IAEM-USA Position

APPENDIX F – Regional Budget Template Example

This template is subject to change. Contact the IAEM Executive Director for the most current editable edition.

Region Budget / Monthly Report FISCAL YEAR 2020-2021						
Region Number: _____			Region President: _____ Region Treasurer: _____			
	Budget	Year to Date Actuals	Region Notes	Finance Dept. Notes	Suggested Use of Funds/Notations	
Beginning Balance (prior year carryover if any)	\$ -	\$ -				
Dues Allotment	\$0.00				This is # members in region at \$10 per member based on the prior year's regional membership. This is # student members in region at \$10 per member based on the prior year's regional membership. Estimate Budgeted Events Revenue if planning one.	
Student Dues Allotment						
Regional Events Revenue	\$0.00					
Total Allotment & Revenue	\$ -	\$ -				
EXPENSES						
	Budget	Year to Date Actuals				
IAEM Annual Conference Registration	\$0.00	\$ -			Regional Officers registration to Annual Conference (if not covered by employer) Attendance at State Conferences, i.e.: National Hurricane Conference, Regional Symposiums, and other Emergency Management Events Sponsorships/Exhibits at State Conferences, i.e. Regional Symposiums, and other Emergency Management Events Student participation at IAEM Annual Conference including Registration, Travel, and other Out of Pocket Expenses. Regional Events for Members and other Emergency Management Participants Regional Officers travel to Annual Conference (if not covered by employer) and other Emergency Management Events Office Supplies used for Regional activities Postage/Shipping used for Regional activities Monetary donations or Auction Items for Scholarship Program Site visits to campus chapters, Student events, and other costs to engage with Students within the Region Please describe the expense(s)	
Professional Outreach and Events Registration	\$0.00	\$ -				
Sponsorships & Exhibits	\$0.00	\$ -				
Student Stipends	\$0.00	\$ -				
Food & Beverage Events	\$0.00	\$ -				
Travel	\$0.00	\$ -				
Office Supplies	\$0.00	\$ -				
Postage & Shipping	\$0.00	\$ -				
Scholarship Donations	\$0.00	\$ -				
Student Outreach	\$0.00	\$ -				
Other	\$0.00	\$ -				
Subtotal Regional Activities	\$0.00	\$0.00				
IAEM REGIONAL CONFERENCES						
Speaker/Instructor Fees	\$0.00	\$ -			Use the following section as needed for your Regional Event(s) Required if liquor is being served gratis or sold for the event	
Speaker/Instructor Travel	\$0.00	\$ -				
Food & Beverage Expense	\$0.00	\$ -				
Office Supplies	\$0.00	\$ -				
Audio Visual	\$0.00	\$ -				
Space Rental	\$0.00	\$ -				
Bank/Credit Card Fees (@ 3.1% of event revenues)	\$0.00	\$ -				
Liquor Liability Insurance, if necessary						
Other	\$0.00	\$ -				
Subtotal Regional Conferences	\$0.00	\$0.00				
Total Expenses	\$0.00	\$0.00				
Net Balance Remaining	\$0.00	\$0.00				
Planned use of any Regional Carry-Over Funds			Please give a short description of how you plan to use any carry-over funds during the next fiscal year.			
Student Integration and Outreach			Please give a short description of how you plan to use regional Student membership dues, including any additional regional funds, on integrating students into the Region.			
Approved: _____ Hugh Daniels, IAEM USA Treasurer			Date: _____			

APPENDIX G – Due Process Flow Chart



APPENDIX H – Event Privacy & Photography/Recording Consent

By registering for and by your presence at any IAEM event (conferences, board, committee, caucus, commission, and any other gatherings organized or offered by IAEM), you consent to be photographed, filmed, videotaped, and/or otherwise recorded. Your registration or attendance constitutes your consent to such photography, filming, and/or recording and any use, in any and all media throughout the universe in perpetuity, of your appearance, voice, and name for any purpose whatsoever in connection with the IAEM event. You understand that all photography, filming, and/or recording will be done in reliance upon this consent given by you by entering the event venue. If you do not agree to the foregoing, please do not enter the event.

APPENDIX I – Return Policy & Shipping Policy

Satisfaction is guaranteed. IAEM merchandise sold through the online store may be returned for credit on the card used for purchase. Personalized items, IAEM memberships, and certification payments are non-refundable. Meeting cancellations are subject to the individual cancellation policies established for the meeting.

We ship our products via the U.S. Postal Service or other standard carrier.

APPENDIX J – Opt-In Language on Member Portal

As a member of IAEM, I hereby opt to receive and grant my permission to IAEM and its related parties, as defined in the IAEM Privacy Policy to send to me and I hereby consent to receive a hard copy or Commercial Electronic Messages from IAEM consistent with the IAEM Privacy and Spam & Member Directory Policies.

The following subscriptions are complementary to IAEM members. Check below for all in which you would like to be enrolled, at no additional charge.

- IAEM Bulletin* monthly newsletter

This publication keeps members abreast of association news, research, information, best practices, and related news affecting emergency management. It may include advertising.

- IAEM eDispatch* weekly newsletter

This publication provides short, contemporary news items and may include advertising.

- IAEM-USA Government Affairs Standing Committee Update*

Periodic updates focusing on U.S. legislative and regulatory news impacting the emergency management profession.

- IAEM-USA Communications*

Periodic messages such as notices about association elections, bylaws, and other business consistent with IAEM's non-profit mission.

- Regional Communications*

Periodic updates focus on activity applicable to the geographic region.

- Industry Communications*

Periodic messages addressing emergency management concerns including studies/research, news about technology, products and services, partner organization activities, and similar information.

APPENDIX K– IAEM Spam Policy and Directory User Agreement

The IAEM Member Directory is intended to be used as a tool for members to connect with other members. The Directory is not to be used to promote or market products and/or services. By accessing the Directory, you agree to abide by the Spam Policy and Directory User Agreement terms. The Directory is protected by copyright, and the contents may not be duplicated or reproduced without the express permission of IAEM.

In order to protect our customers' privacy, IAEM will immediately refer unauthorized Directory use to our legal counsel; IAEM expressly reserves all rights to take further action against those who violate our user agreement.

The U.S. Federal Trade Commission (FTC) indicates that the CAN-SPAM Act provides that “harvesting email addresses” is a violation of the Act that can give rise to criminal penalties, including imprisonment. Harvesting email addresses via unauthorized access to and use of email addresses secured from the IAEM database and using those email addresses to issue commercial messages is a violation of the CAN-SPAM Act and subjects the sender to both significant civil fines (\$16,000 per email) and criminal penalties.

The qualifications of members listed, and the information provided, are not verified by IAEM in any way. Individuals utilizing this database are urged to take reasonable steps to verify the qualifications of any IAEM member. By utilizing the IAEM Member Directory, you agree to hold IAEM harmless from any and all claims which may arise as a result of your using the information provided and agree to adhere to the IAEM Spam Policy & Member Directory Agreement, and any other regulations that may apply.

Member contact information included on IAEM's website is not posted for the purpose of promoting/marketing products/services to IAEM members, vendors, or the public. It is primarily posted for the purpose of allowing members to connect with members.

Communications with and between IAEM members should adhere to the following principles:

1. You should have a prior relationship with the person receiving your email, or the purpose of your communication should be limited to the intent of the IAEM Member Directory, which is to facilitate emergency managers' professional and non-commercial connections with colleagues. (Member enrollment in the Directory implies permission for this type of outreach.)
2. A valid “from” and “reply to” address must be included with each message.

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3. Any request to cease mailing from an individual or organization should be quickly honored.
4. A complaint involving a breach of this policy may be considered a violation of the IAEM Code of Ethics and Professional Conduct, and therefore referred to the appropriate IAEM body for its consideration. Should they find a breach occurred, remedies may be required. Sanctions may also be imposed such as suspending or terminating the member's membership and/or credential/certification with IAEM.

Please note that spam laws and regulations above and beyond IAEM's policies may apply to commercial electronic messages sent to individuals who have elected to list their contact information on the IAEM website.

IAEM adheres to the following policies:

1. IAEM confirms that persons wish to be on various IAEM subscription and communications lists through the member enrollment and renewal process. Members may opt-in or out of communications at any time by updating their online membership records.
2. There should always be a quick way to unsubscribe from any mail list and instructions are provided at the bottom of communications.
3. Any request to cease mailing from an individual or organization should be quickly honored

APPENDIX L– IAEM Privacy Policy

This IAEM Privacy Policy is intended to cover the following areas:

ABOUT IAEM

WHAT INFORMATION DOES IAEM COLLECT?

HOW DOES IAEM USE YOUR INFORMATION?

WHO MAY USE YOUR INFORMATION?

THIRD-PARTY

CHILDREN’S PRIVACY

HOW DOES IAEM PROTECT YOUR INFORMATION?

WHERE IS YOUR INFORMATION STORED AND PROCESSED?

MARKETING COMMUNICATIONS

HOW LONG DO WE KEEP YOUR INFORMATION?

CHANGE IN TERMS OF PRIVACY

SITE CONTENT

YOUR RIGHTS

HOW DO YOU CONTACT IAEM?

This policy applies to all of the personal information and data we collect about you, including information collected at events and information collected at <https://www.iaem.com/> and any other websites (including mobile access) where this policy is linked to; all of which are referred to as the “Site” in this policy.

The International Association of Emergency Managers (“IAEM”) recognizes the importance of protecting our users’ privacy. To that end we have created this Privacy Policy and a Spam Policy in order to demonstrate our commitment to privacy. Information on how Site content can and cannot be used is also discussed below. Please note that spam laws and regulations above and beyond IAEM’s policies may apply to commercial electronic messages sent to individuals who have elected to list their contact information on the Site.

We may occasionally amend this policy. Any new policy will automatically be effective when it is published on the Site. You should therefore return here regularly to view our most up to date policy. You should also print a copy for your records.

I. About IAEM

Details about the IAEM and its various worldwide councils on the *International Association of Emergency Managers website* (available at <https://www.iaem.com/>). The site is owned and operated by the International Association of Emergency Managers on behalf of its affiliates and subsidiaries. IAEM is incorporated in the state of Ohio, United States (EIN:31-6050147) and its registered office is located at 201 Park Washington Court, Falls Church, Virginia, United States 22046-4527.

We refer to IAEM together with its related group entities, including its various councils, regions, chapters, committees, caucuses and other subsidiaries as “we”, “us” or “our” in this Policy.

For the purposes of the General Data Protection Regulation (2016/679) (the “GDPR”), the Data Controller is the International Association of Emergency Managers, which is a 501(c) non-profit association incorporated in the State of Ohio and having its principal business address at 201 Park Washington Court, Falls Church, Virginia, United States 22045-4527.

II. What Information does IAEM collect?

Most of your information and data we collect (Personal Data) is provided directly by your members. This may include:

- Contact information – information such as name, job title, company name, department, email address, physical mailing address and telephone number;
- Professional information – such as your employment background, job description and related information;

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- Transaction information – your contact information, the services you are interested in, your purchasing requirements, your financial information including credit card or other payment information;
- Responses to surveys – information you provide in responding to a survey on the Site, via an app or email, on the telephone or otherwise;
- Details related to event participation – special requirements such as aids and dietary needs (which will be distributed to third parties as appropriate such as caterers and facilities to prepare for your participation);
- Photographic and audio images - By registering for and by your presence at any IAEM event (conferences, courses, board, committee, commission, other group meetings, or any events offered by the association), you consent to be photographed, filmed, videotaped and/or otherwise recorded. Your registration constitutes your consent to such photography, filming and/or recording and to any use, in any and all media throughout the universe in perpetuity, of your appearance, voice and name for any purpose whatsoever in connection with the IAEM event. You understand that all photography, filming and/or recording will be done in reliance upon this consent given by you by entering the event facilities (conference rooms, board rooms, exhibit halls, convention centers, and any other venue chosen for the activity). If you do not agree to the foregoing, please do not enter the event facilities.
- Certification application details – IAEM maintains the confidentiality of data submitted as part of the AEM®/CEM® certification process. Authorized IAEM personnel must access data in order to evaluate the candidate's credentials. IAEM publishes the names, organizations and locations of those earning the AEM®/CEM®.
- Scholarship application details – necessary to evaluate and determine recipients of IAEM scholarships.
- Awards competition – data related to professional projects and accomplishments from those applying for recognition from IAEM's annual Awards and Recognition program.

We may also collect, and process information obtained through the Site or the device you are using, including:

- Member information (including username and password);
- Location information (including GPS signals sent by a mobile device, location information gathered from social media networks or sensor or IP address data from your device;

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- Information from cookies, web beacons or from the internet, including your IP address, browser type, operating system, domain name, access times, which pages you visit within our Site and referring website addresses – for more on this please see the next section below on how we use your information;
- If you ask us to connect with other sites (for example if you ask us to connect with your Facebook account) we may get information that way too; and,
- We may record any telephone calls for quality assurance and training purposes, and we may record any virtual meetings such as webinars.

We may use publicly accessible information to verify information we are provided with and to manage and expand our organization.

Throughout the website there may be forms to request information and purchase or obtain products and/or services through IAEM. These forms typically ask for contact information, financial information, and demographic information. Information from these forms is used to deliver the information, products and/or services that you request. It may also be used to notify you of future IAEM programs, products, services and/or opportunities that may be of interest to you. When completing these forms, please do not supply another person's personal data to us unless we prompt you to do so, and you have received that individual's consent to do so.

III. How does IAEM use your collected information?

We use information collected about you as outlined in this Policy.

General

Our primary purpose in collecting your Personal Data is to provide you with the services you requested and those which we believe will optimize your use of the Site and membership in IAEM. We may use your Personal Data for the following purposes:

- To provide the information, services or support you request and related information and updates regarding IAEM and its various programs and organization events and conferences;
- To identify you, and to contact you from time to time with IAEM services and programs updates;
- To send other messages that are useful to the service we provide, including messages regarding our awards programs as well as messages from and regarding IAEM;

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- To manage our relationship with you and to carry out any related administration;
- To provide personalized, targeted, or location-based content, services, and advertising from us and third parties;
- To promote services, or the services of our suppliers, including by email and via social media platforms (subject to the relevant marketing permissions);
- To acknowledge those earning the AEM® and CEM® through listings such as the Awards and Recognition Program, online listings, published in IAEM newsletters and other;
- To compare information for accuracy, and verify it with third parties*;
- To detect, investigate and prevent activity we think may be potentially illegal, unlawful or harmful and to enforce our Policy or any other purpose referenced herein or therein*;
- To carry out research, including market research, statistical research on site traffic, sales and other commercial information to assist us in improving the services we provide to you and tailor the Site*;
- To keep track of the areas of our Site you visit, the amount of time you spend and the date and time you access our Site to enable us to tailor it to better match your interests and/or preferences.

In more legal terms, we process your Personal Data where we have your consent to do so, which you may withdraw at any time, or otherwise where this is necessary for:

- The performance of our contract with you for the provision of our services or to take preliminary steps at your request;
- Us to fulfil our legal obligations; or,
- The purposes of the legitimate nonprofit interests pursued by IAEM or by a third party.

A legitimate interest is when we have a business or commercial reason to use your information, so long as this is not overridden by your own rights and interests. Our legitimate interests are those indicated with an asterisk (“*”) above, and we consider that we have implemented sufficient checks and protections to ensure that your rights and interests are not unreasonably intruded on.

**However, you can object to processing on any of these bases at any time and, if you do so, we will stop processing the personal data unless we can show compelling legitimate grounds which override your rights and interests, or we need the data to establish, exercise or defend legal claims – see “Your rights” below.*

Cookies

Cookies are small pieces of information that are stored by your browser on your computer's hard drive. Our Site uses "cookies" to help you access our Site. Also, our Site's cookies help speed up navigation, keep track of items and help to provide you with custom-tailored content. In addition, we also use cookies to remember information that you gave us, so you do not have to re-enter it each time you visit our Site. We use four types of cookies, which we describe in this section.

- *Essential*: cookies that are essential to provide you with services you have requested. For example, these include the cookies that make it possible for you to stay logged into your IAEM account. If you set your browser to block these cookies, then these functions and services will not work for you. In particular, we won't be able to save your preferences about cookies.
- *Performance*: cookies which measure how often you visit our sites and how you use them. We use this information to get a better sense of how our users engage with our site, so that users have a better experience. For example, we collect information about which of our pages are most frequently visited, and by which types of users. We also use third-party cookies to help with performance. For example, the Google Analytics cookie gives us information such as your journey between pages and whether you have downloaded anything.
- *Functionality*: cookies that are used to recognize you and remember your preferences or settings when you return to our site, so that we can provide you with a more personalized experience.
- *Advertising*: cookies that are used to collect information about your visit to our site, the content you have viewed, the links you have followed and information about your browser, device and your IP address. We have set out more details on this below.

These various technologies are used in analyzing trends, administering the Site, tracking users' movements around the Site and to gather demographic information about our user base as a whole. We may receive reports based on the use of these technologies on an individual as well as aggregated basis. As is true of most websites, we gather some information automatically and store it in log files. This information includes IP addresses, browser type, internet service provider, referring/exit pages, operating system, date/time stamp, and clickstream data.

Cookie Consent

In most cases we will need your consent in order to use cookies on the Site. Exceptions to this apply such as where the cookie is essential in order for us to provide you with a service you have requested (e.g., to enable you to put items in your shopping basket

and use our check-out process. If you visit our Site when your browser is set to accept cookies, we will interpret this as an indication that you consent to our use of cookies and other similar technologies as described in this policy. If you change your mind in the future about letting IAEM use cookies, you can modify the settings of your browser to reject cookies or disable cookies completely. If you do not want to accept cookies, you can change your browser settings so that cookies are not accepted. If you do this, please be aware that you may lose some of the functionality of this Site.

IV. Who may use your information?

We are committed to keeping your e-mail address confidential. However, subject to your permission, we share information that may be of interest to you from time-to-time from third parties for purposes of marketing programs and services.

Our Membership Directory is made available on the website to members only.

We may also disclose your personal data to enforce our policies, to comply with our legal obligations or in the interests of security, public interest or law enforcement in any country where we have entities or affiliates. For example, we may respond to a request by a law enforcement agency or regulatory or governmental authority. We may also disclose data in connection with actual or proposed litigation, or to protect our property, security, people and other rights or interests.

We share your information with third parties who help deliver our services to you. Examples include hosting our web servers, analyzing data, providing marketing assistance, and providing customer service. These companies will have access to your personal information as necessary to perform their functions, but they may not use that data for any other purpose.

You may have accessed our Site through a hyperlink from the website of one of our subsidiaries or trading partners. If so, you consent to your personal details and purchase information, including behavioral patterns, being shared with that trading partner in accordance with our contractual relationship with them.

If IAEM merges with or is acquired by another organization, and/or if its assets are transferred to a third party, your personal information, as a valuable asset, may also be transferred to the acquirer or the entity resulting from the merger, even if they are not in the same line of business as us. Our member database could be sold separately from the rest of the organization, in whole or in a number of parts. Potential purchasers or merger parties and their advisors may have limited access to data as part of the merger or acquisition process. However, use of your personal information will remain subject to this Policy. Similarly, your personal information may be passed on to a successor in interest in the unlikely event of a liquidation, bankruptcy or administration.

Please remember that when you share information publicly on the Site, for example a comment on a blog post, it may be indexable by search engines, including Google, which may mean that the information is made public.

V. Third party links and services

The Site may use and contain links to third parties' websites. We are not responsible for the privacy practices or the content of those websites or services. Therefore, please read carefully any privacy policies on those links or websites before either agreeing to their terms or using those websites. If you have asked us to share data with third party sites (such as social media sites), their servers may not be secure. Note that, despite the measures taken by us and the third parties we engage, the internet is not secure. As a result, others may nevertheless unlawfully intercept or access private transmissions or data.

VI. Children's privacy

The IAEM Site is not directed to children under the age of 13. If you are not 13 years of age or older, you are not permitted to use the IAEM Site. IAEM does not knowingly collect Personal Data or information from children under the age of 13. If we learn that Personal Data of persons under the age of 13 has been collected through the IAEM Site, we will take prompt and appropriate measures to delete this information. If you are a parent or guardian and discover that your child or a minor under the age of 13 has posted, submitted or otherwise communicated Personal Data to the IAEM Site without your knowledge or consent, then you may alert IAEM by:

- Contacting our headquarters by emailing your request to info@iaem.com; or,
- You can call +1 (703) 538-1795.

VII. How does IAEM protect your information?

We take what we consider to be appropriate technical and organizational measures to guard against unauthorized or unlawful processing of your Personal Data and against accidental loss or destruction of, or damage to, your Personal Data. While no system is completely secure, we believe the measures implemented by the Site reduce our vulnerability to security problems to a level appropriate to the type of data involved. We have security measures in place to protect our user database and access to this database is restricted internally. However, it remains your responsibility:

- Where you have a member's account for the Site:

- To log off or exit from Site when not using it;
- To ensure no-one else uses the Site while your device is logged on to the Site (including by logging on to your device through a mobile, Wi-Fi or shared access connection you are using);
- To keep your password or other access information secret. Your password and log in details are personal to you and should not be given to anyone else or used to provide shared access for example over a network. You should use a password which is unique to your use of the Site – do not use the same password as you use for another site or email account; and,
- To maintain good internet security. For example, if your email account or Facebook account is compromised this could allow access to your account with us if you have given us those details and/or permitted access through those accounts. If your email account is compromised, it could be used to ask us to reset a password and gain access to your account with us. You should keep all of your account details secure. If you think that any of your accounts has been compromised you should change your account credentials with us, and in particular make sure any compromised account does not allow access to your account with us. You should also tell us as soon as you can so that we can try to help you keep your account secure and if necessary, warn anyone else who could be affected.

VIII. Where is your information stored and processed?

Your Personal Data is generally stored on servers located in the United States. If you are located in another country or jurisdiction, you should be aware that once your Personal Data is submitted through the IAEM site, it will be transferred to our servers in the United States and that the United States does not have uniform data protection laws in place.

When you became a member of IAEM you agreed that we may transfer your Personal Data to countries outside the United States and European Economic Area. We will put in place appropriate security measures to safeguard your Personal Data where any such transfer is made. If we transfer your Personal Data outside your country, we will take steps to ensure that your privacy rights continue to be protected in compliance with applicable data protection law and this Policy.

IX. Marketing communications

If you have given permission, we may contact you about any of the following:

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- IAEM Awards and Recognition Program;
- Council, Region and Chapter leader updates;
- Communities of practice;
- Updates on our credentialing or certification program, as well as updates specific to your credentialing status;
- Updates on our scholarship program, as well as updates specific to your scholarship application status, and notifications of donation campaigns;
- Existing member updates;
- Membership renewal reminders (only for existing members);
- Invitations to webinars and teleconferences designed to enhance your membership experience and/or professional practice;
- Invitations to participate in our initiated and/or supported research;
- Information about our industry and professional research and education; and/or,
- Events and educational programs and opportunities;
- Special discounts and other benefits available to you through your association with IAEM;
- Newsletters and other IAEM publications.

In compliance with the CAN-SPAM Act, GDPR, and CASL all email sent from our organization will clearly state who the email is from and provide clear information on how to contact the sender. In addition, all email messages will also contain concise information on how to remove yourself from our mailing list so that you receive no further email communication from us.

IAEM will maintain the information you send via email in accordance with applicable domestic and international law.

You should have a prior relationship with the person receiving your email. If you prefer not to receive any direct marketing communications from us and/or our partners, you can opt out at any time by emailing us at info@iaem.com or by calling us at +1 (703) 538-1795. See further “Your rights,” below.

X. How long do we keep your information?

We will retain your personal data only as long as is necessary for the purposes set out in this Policy, or as is required by applicable law, and then we will delete it.

XI. Change in terms of privacy

IAEM reserves the right to alter its privacy policies. Any changes to the policy will be posted on this page. This Site is controlled and operated by IAEM from its offices within the United States. IAEM makes no representations that materials, information, or content available on or through this Site are appropriate or available for use in other locations, and access to them from territories where such materials, information, or content are illegal is prohibited. Those who choose to access this Site from other locations do so on their own volition and are responsible for compliance with applicable local laws.

XII. Site content

You may access, download and print materials on this website for your personal and non-commercial use. You may not modify, copy, distribute, transmit, display, perform, reproduce, publish, license, create derivative works from, transfer, or sell any information, software, products or services obtained from this website without first obtaining written consent from an authorized representative of IAEM. Furthermore, you may not use the materials found on this website on any other websites or in a networked environment without first obtaining written consent from IAEM.

All materials on this Site (as well as the organization and layout of the Site) are owned and copyrighted by the International Association of Emergency Managers. © Copyright International Association of Emergency Managers (IAEM). All rights reserved. No reproduction, distribution, or transmission of the copyrighted materials at this Site is permitted without the written permission of IAEM.

XIII. Your rights

Correction and Removal

If any of the information that we have about you is incorrect, or if you wish to have information (including your Personal Data) removed from our records, you may do so by:

- Contacting our headquarters by emailing your request to info@iaem.com; or,
- You can call +1 (703) 538-1795.

Opting Out

As explained above, you have the right to opt-out of receiving marketing communications from IAEM and any authorized third parties. In addition, to the extent permitted by the laws of your country, you may have the right to object to the processing of your personal data for direct marketing purposes. If your objection is not to direct marketing in general, but to direct marketing by a particular channel (e.g., email or telephone), please specify the channel to which you are objecting.

Your European Rights

For European Residents only, you have the right to ask IAEM not to process your Personal Data for marketing purposes. You may exercise your right to prevent such processing by checking certain boxes on the forms we use to collect your Personal Data.

Further, to the extent permitted by the laws of your country, you may also have the right to access, correct, delete, restrict, be forgotten, or object to processing of, or request data portability of the personal data collected about you subject to some conditions and exceptions. You can find out more about these rights in the EU by reading the General Data Protection Regulation here: <http://www.eugdpr.org/the-regulation.html>. In the EU you also have the right to lodge a complaint with a data protection regulator there.

IAEM contact details are below if you wish to inquire about any of those rights or would like to submit a request.

For Residents of California

For residents of California only, Section 1798.83 of the California Civil Code, as amended, requires select businesses to disclose policies relating to the sharing of certain categories of your Personal Data with third parties.

If you reside in California and have provided your Personal Data to IAEM, you may request from IAEM a disclosure of what information we share with third parties for use in direct marketing, who those third parties are and what they do. Such requests must be submitted to IAEM at info@iaem.com or by calling us at +1 (703) 538-1795. You also have the right to prevent disclosure of your personal information by contacting IAEM at info@iaem.com or by calling us at +1 (703) 538-1795.

XIV. How do you contact IAEM?

If you have any questions about this Policy, the practices of this Site, or your dealings with this Site, we encourage you to contact us using the following details:

International Association of Emergency Managers
201 Park Washington Court

IAEM-USA Administrative Policies and Procedures

Falls Church, Virginia 22046-4527

United States

info@iaem.com

Telephone +1 (703) 538-1795

Fax +1 (703) 241-5603

APPENDIX M – IAEM Travel Release and Waiver of Liability

IAEM PARTICIPANT INFORMATION	
Name	
Address	
Cellular	Email
EMERGENCY CONTACT	
Name	
Address	
Phone Day	Evening Cellular
Other Information	

This Release and Waiver of Liability is executed on this ____ day of _____, 20__, by
 (Name) _____ (herein referred to as the IAEM Participant) in favor of the International Association of Emergency Managers (IAEM), a tax-exempt, nonprofit corporation, and its directors, officers, employees, volunteers, representatives, contractors and agents.

The IAEM Participant desires to travel and work and engage in activities as a volunteer for IAEM.

The IAEM Participant understands that the travel and activities as an IAEM volunteer may include a level of risk or other circumstances that may result in personal injuries or travel restriction.

The IAEM Participant freely, voluntarily, and without duress executes this Release and Waiver of Liability under the following terms:

1. **Waiver and Release:** I, the IAEM Participant, release and forever discharge and hold harmless IAEM, its officers, directors, volunteers, employees, agents,

representatives and contractors, as well as its successors and assigns (“Released Parties”) from any and all liability, claims, actions, and demands of whatever kind or nature, either in law or in equity, which arise out of or may hereafter arise from the volunteer services I provide to IAEM. I understand and agree that this Release and Waiver discharges IAEM from any liability or claim that I may have against IAEM and the Released Parties with respect to bodily injury, personal injury, illness, death, or property damage, lost wages, lost employment or financial hardship that may result from or arise out of the volunteer services I provide to IAEM, or which occur while I am providing any volunteer services.

2. **Compensation:** The IAEM Participant understands and agrees that the scope of the IAEM Participant’s relationship with IAEM is limited to a volunteer position and that no compensation is expected in return for services provided by the IAEM Participant; that IAEM will not provide any benefits traditionally associated with employment to the IAEM Participant; and that IAEM Participant is solely responsible for his/her own insurance coverage in the event of personal injury or illness as a result of Volunteer’s services to IAEM.
3. **Insurance:** Further, I understand and agree that IAEM assumes no responsibility for or obligation to provide me with financial or other assistance, including but not limited to medical, health, or disability benefits or insurance. I expressly waive any such claim for compensation, or liability on the part of IAEM beyond what may be offered freely by IAEM in the event of injury or medical expenses incurred by me.
4. **Travel:** I hereby Release and forever discharge IAEM from any claim whatsoever which arises in the event of national and/or international travel restriction, border closure or any other transportation constraint. I understand and agree that IAEM assumes no responsibility for or obligation to provide me with financial or other assistance, including but not limited to, lost wages, lost employment, lodging, meals, personal items, transportation costs or financial hardship incurred by the travel constraints.
5. **Medical Treatment:** I hereby Release and forever discharge IAEM from any claim whatsoever which arises or may hereafter arise on account of any first-aid treatment or other medical services rendered in connection with an emergency during my tenure as a volunteer with IAEM.
6. **Assumption of Risk:** I understand and agree that the volunteer services I render to IAEM may include activities that may be hazardous to me including, but not limited to, involving inherently dangerous activities. As a volunteer, I hereby expressly assume all risk of injury or harm from my voluntary participation in

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these activities and Release IAEM and the Released Parties from any and all liability.

By signing below, I express my understanding and intent to enter into this Release and Waiver of Liability willingly and voluntarily.

I, (*name*) _____ have executed this Release as of the day and year first above written.

IAEM Participant:

Witness:

(*Print*)

(*Print*)

(*Signature*)

(*Signature*)

APPENDIX N –Non-Discrimination & Anti-Harassment Policy

The International Association of Emergency Managers (IAEM) is committed to an environment in which all individuals are treated with respect and dignity. Each individual has the right to work and participate as a member or volunteer of IAEM and to participate in IAEM events or activities in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, IAEM expects that all relationships among persons, including management staff, officers, directors, members, volunteers and IAEM event attendees will be business-like and free of bias, prejudice and harassment.

This policy has been enacted by the Board to ensure that all management staff, officers, directors, volunteers, members and event attendees can actively participate in IAEM's activities in an environment free from unlawful harassment, discrimination, retaliation and other forms of inappropriate and/or offensive conduct. The IAEM Board of Directors will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

Any member of IAEM's management staff, any IAEM officer, director, member, volunteer or IAEM event attendee who has questions or concerns about these policies should talk with the IAEM Chair, its Executive Director or IAEM's legal counsel.

These policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in any IAEM activities or programs. In other words, no one should make the mistake of engaging in discrimination or exclusion to avoid allegations of harassment. The law and the policies of IAEM strictly prohibit disparate treatment on the basis of sex or any other protected characteristic with regard to participation in IAEM governance, program volunteer or member activities or other IAEM events or conferences. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

Equal Employment Opportunity

It is the policy of IAEM to ensure equal opportunity to participate as an IAEM officer, director, member, volunteer or event attendee without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. IAEM prohibits any such discrimination or harassment.

Retaliation

IAEM encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of IAEM to promptly and thoroughly investigate such reports. IAEM prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

Sexual Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, “sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, including when such conduct has the purpose or effect of unreasonably interfering with an individual’s performance or work as a volunteer or creating an intimidating, hostile or offensive work or volunteer activity environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo, and b) hostile work or volunteer environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual’s body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace or at association events or meetings of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work or volunteer environment, b) has the purpose or effect of unreasonably interfering with an individual’s work or volunteer performance, c) otherwise adversely affects an individual’s employment or volunteer opportunities, or d) adversely affects an individual’s participation in an IAEM sponsored event, activity or conference.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere at an IAEM event or meeting or using IAEM equipment by e-mail, phone (including voice messages), text messages, social networking sites, applications or other means.

Individuals and Conduct Covered

These policies apply to all management staff, IAEM officers, directors, members and volunteer members, including those attending and participating in IAEM events or conference.

Conduct prohibited by these policies is unacceptable in the association's business, volunteer or meeting environments.

Reporting an Incident of Harassment, Discrimination or Retaliation

IAEM encourages reporting of all perceived incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with the IAEM Executive Director, Chair or IAEM's legal counsel.

In addition, IAEM encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. IAEM recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

Complaint Procedure

Individuals who believe they have been the victims of conduct prohibited by this policy or reasonably believe they have witnessed such conduct should discuss their concerns with the IAEM Executive Director, IAEM Chair or IAEM's legal counsel. Upon review of the facts, the Executive Director, Chair or IAEM's legal counsel may refer the matter to the IAEM Board of Directors for further consideration and action.

IAEM encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated. The investigation may include individual interviews with the parties involved and, where

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necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

IAEM will endeavor to maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, but are not limited to, suspension or termination of IAEM membership, censure, removal from office in the case of an IAEM officer or director, removal from a volunteer leadership position, or revocation or suspension of the privilege of attending or participating in IAEM events or activities. The decision of the Board of Directors on such matter will be final.

False and malicious complaints of harassment, discrimination or, retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action, including, but not limited to, suspension or termination of membership, removal from office in the case of an IAEM officer or director, removal from a volunteer leadership position, or revocation or suspension of the privilege of attending or participating in IAEM events or activities.