



**BYLAWS**  
**IAEM USA Region 10**

**Approved – Oct. 17, 2008**

## **ARTICLE I - NAME**

### **Section 1. Incorporation**

The United States Council of the International Association of Emergency Managers (IAEM USA) is a non-profit organization incorporated by and under the laws of the state of Ohio. IAEM USA Region 10 is a compliant sub-division of that organization.

### **Section 2. Members**

IAEM USA Region 10 shall consist of individuals within Region 10 who are professionally engaged or interested in the promotion of emergency management and allied fields.

### **Section 3. Geographical Division**

IAEM USA Region 10 is a geographic division of the International Association within Alaska, Idaho, Oregon and Washington as identified in the IAEM USA Administrative Policies and Procedures.

## **ARTICLE II - VISION AND MISSION**

### **Section 1. Vision**

IAEM USA shall be known as the premier international organization for excellence in emergency management globally. IAEM USA Region 10 will represent this vision in all activities.

### **Section 2. Mission**

To serve the emergency management community by:

- A. Encouraging the development of resilience of communities to mitigate the impact of disaster.
- B. Acting as a clearinghouse for information on comprehensive emergency management issues.
- C. Providing a forum for creative and innovative problem-solving on emergency management issues.
- D. Maintaining and expanding standards for emergency management programs and professionals.
- E. Fostering informed decision-making on public policy in the emergency management arena at the local, state, and national levels.

## **ARTICLE III - MEMBERSHIP**

### **Section 1. Eligibility**

Any person supportive of the IAEM USA mission is eligible for membership.

### **Section 2. Classification of Membership**

#### **A. Individual Member**

Individual membership is defined as an individual professionally engaged or interested in the promotion of emergency management and allied fields.

#### **B. Affiliate Member**

Affiliate membership is available to any organization/party which provides products, services or other resources which support IAEM USA and its members.

#### **C. Honorary Member**

Honorary membership may be awarded annually by a majority vote of the Board of Directors to two  
June 4, 2007

persons for outstanding contributions towards the advancement of Emergency Management.

#### D. Life Member

Life membership shall be accorded each Individual member who has been a member in good standing as defined in the IAEM USA Administrative Policies and Procedures for 15 years;

- Providing that the Individual Member is no longer associated with an emergency management function in a capacity which would make them eligible for Individual membership; or
- Those who are past presidents, having served their term of office, shall by virtue of their accomplishments be known as Past President - Life Members.

#### E. Student Member

Student membership shall be accorded to any individual studying in the field of emergency management and attending school full-time.

### **Section 3. Dues and Fees**

- A. The term of membership for which dues are paid is October 1 through September 30.
- B. Dues shall be established in a manner as identified in the Administrative Policies and Procedures of the International Association. IAEM USA Region 10 membership may assess additional dues to cover the cost of Region 10 business.
- C. Dues and fees, if established, shall be paid by September 30 and thereafter will be considered delinquent. Members whose dues are delinquent for a period of 30 days, who have not made arrangements to extend the payment deadline, shall forfeit membership.
- D. Past Presidents must pay their dues while still employed in emergency management. Thereafter, Past Presidents are accorded Life Membership.
- E. Dues are paid to IAEM USA as per the declared Membership Dues however additional dues may be requested to support IAEM USA Region 10 activities and will be paid directly to IAEM USA Region 10 account.

### **Section 4. Fiscal Year**

The Fiscal Year is October 1 to September 30

## **ARTICLE IV – STRUCTURE**

### **Section 1. Regional**

Region 10 will be governed by a Board of Directors comprised of a minimum of three (3) Regional Officers and a State Representative from each State in the Region. The President of Region 10 is a member of the IAEM USA Board of Directors.

### **Section 2. Student Chapters**

A Student Chapter may be formed within IAEM USA Region 10 in accordance with IAEM USA regulations. The purpose of a Student Chapter is to:

- Provide a unified voice to emergency management students within the Region
- Generate growth and sustainability within the profession and IAEM USA.
- Gain attention to increase the awareness of the needs of emergency management students
- Promote better resources and tools to existing educational and training programs
- Create career opportunities for students in all areas of the world
- Increase worldwide networking with other student networks

- Develop a worldwide job database through networking with other student chapters
- Widen the spectrum of community education and preparedness

## **ARTICLE V – IAEM USA REGION 10 BOARD**

### **Section 1. Board Members**

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

The State Representatives shall represent the States of Region 10: Alaska, Idaho, Oregon and Washington.

An individual may only hold one position at one time. Except that, the Immediate Past President may hold another office, but shall have only one vote on matters of business before the Board.

### **Section 2. Presidential Team**

The President, Vice President and Immediate Past President will share the Presidential workload and duties.

### **Section 3. Duties of the Board**

- A. The President shall represent the Region in a leadership capacity that best advances the interest of IAEM USA Region 10 and its membership. Among the President's duties are providing support and direction to committees the IAEM USA Region 10 President may establish; representing Region 10 at various functions and with other organizations; presiding at meetings of the Region and its Board of Directors; communicating with the Region 10 membership, authorizing expenditures within budget appropriations approved by the Board of Directors; and performing such other duties as required.
- B. The Vice President shall perform the duties of the President in the absence or disability of that officer and perform other duties as required.
- C. The Secretary-Treasurer shall maintain and accurate up-to-date records of all monies and securities belonging to the Region.
- D. The Secretary-Treasurer shall maintain accurate records of the proceedings of all meetings of the Region's membership and those of its officers and perform such other duties as required.
- E. The State Representatives will serve as liaisons between the IAEM USA members of their state and the IAEM USA Region 10 Board and shall represent their membership on regional issues.

### **Section 4. Qualifications of Officers and Directors**

To be elected or appointed to an office, or serve as a State Representative a member shall meet the following requirements:

- A. Is an Individual Member of IAEM USA in good standing.
- B. In order to be placed on the ballot for election, the person must meet the qualifications as established in the IAEM USA Administrative Policies and Procedures.

### **Section 5. Method of Selection**

The officers shall be selected as follows:

- A. The IAEM USA Region 10 officers shall be elected by its constituents for a two-year term. IAEM USA Region 10 will hold elections as detailed in the IAEM USA Administrative Policies and Procedures.

- B. The State Representatives shall be elected by the IAEM USA membership residing within their respective state.

### **Section 6. Term of Office**

- A. The term of office for the President, Vice President and Secretary-Treasurer shall be two years. The terms shall commence immediately following the election at the Region 10 Caucus held at the IAEM USA Annual Conference.
- B. The President and Vice President may seek re-election to their present office not to exceed a maximum of three consecutive terms.
- C. The Secretary-Treasurer may seek re-election to their present office not to exceed a maximum of three consecutive terms.
- D. State Representatives may seek re-election to their present office not to exceed a maximum of three consecutive terms.

### **Section 7. Vacancy in Elected Offices**

- A. If a vacancy occurs in the office of President, the Vice President shall automatically assume the office of President. This does not preclude that Vice President from serving the term of office for which elected.
- B. If a vacancy occurs in the office of a Vice President, the position will remain vacant until the next election of officers at which time a Vice President will be nominated as a part of the slate of officers.
- C. If a vacancy occurs simultaneously in the office of the President and Vice President, a majority of the Board of Directors shall elect a President Pro-Tempore from within the Board of Directors.
- D. If a vacancy occurs in the office of Secretary-Treasurer, the President shall, with the Board of Directors' confirmation, appoint a qualified member to fill the vacancy for the remainder of the term.
- E. If a vacancy occurs in a position of State Representative, the President shall contact the IAEM USA members of that state and request that they elect a new Representative.

## **ARTICLE VI - MEETINGS**

### **Section 1. Meetings of the Membership Body**

- A. The Annual Meeting of the membership shall occur at the IAEM USA Annual Conference at the Region 10 Caucus.
- B. With the majority approval of the Officers, a Special Meeting of the membership may be called by the IAEM USA Region 10 President to address urgent matters that require the consideration of the full membership of IAEM USA Region 10. Individual, Life and Affiliate members can request the President call such a meeting.
- C. Any new business introduced at the annual business meeting should be in writing and presented to the Officers 10 days prior to the Annual Meeting.
- D. Other meetings of the association membership and its subunits to advance the mission of the association are encouraged.
- E. When it is not possible for the membership to meet in person, meetings may be held by electronic means, including telephone conferences and e-mail. Written records will be kept of such meetings.

### **Section 2. Quorum**

- A. Business requires a majority of the vote of those members participating in the meeting, voting by e-mail or by mail ballot, distributed and returned, prior to the meeting, unless otherwise specified in the Bylaws.

### **Section 3. Voting**

- A. The right to vote as a member of the Region may be exercised only when the appropriate membership fee has been paid for the current membership year (October 1 - September 30).
- B. Individual, Affiliate and Life members shall have the right to vote on any issue put before the body assembly of the organization, provided they are either registered and in attendance at a business meeting of the Region, or have voted by electronic mail via the IAEM USA electronic voting system prior to the meeting.
- C. Voting by proxy is not permitted.

## **ARTICLE VII- COMMITTEES**

### **Section 1. Standing Committees**

- A. Within thirty (30) days after taking office the IAEM USA Region 10 President shall make appropriate amendments to the list of Regional Committees established within Region 10.
- B. Activities of Regional Committees will be reported monthly to the IAEM USA Board.

### **Section 2. Ad Hoc Work Groups**

The President may appoint Ad Hoc Work Groups as deemed essential to the business and well-being of the Region. Such committees shall cease to function when their specific task has been completed.

## **ARTICLE VIII - RIGHTS OF MEMBERS**

Members are considered to be "in good standing" if all applicable dues, fees and other amounts owed are paid in full.

Members in good standing are expected to abide by the IAEM USA Bylaws and the IAEM USA Code of Ethics.

Members in good standing have the right to:

- A. Hold office according to guidelines established in the IAEM USA Administrative Policies and Procedures.
- B. Vote, according to the process established in the IAEM USA Administrative Policies and Procedures on:
  - 1. Amendments to the Bylaws.
  - 2. Election of officers.
  - 3. Matters of business arising at the Annual Meeting.

## **ARTICLE VIII - AMENDMENT OF BYLAWS**

These Bylaws may be amended by a two-thirds (2/3s) majority of the votes cast, pursuant to the procedures established by the IAEM USA Administrative Policies and Procedures.

The proposed changes to the Bylaws must be circulated to the membership 30 days prior to electronic mail vote. Any proposed changes which are supported by a 90% vote of the members present at the June 4, 2007

business meeting can, however, be adopted into the Bylaws without satisfying the 30 day requirement.

#### **ARTICLE IX- PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rule of Order, Newly Revised shall govern the proceedings of the Region in all cases not provided for in these Bylaws.

#### **ARTICLE X - DISCLAIMER OF ENDORSEMENT**

No individual member or group of members representing the IAEM USA or IAEM USA Region 10 shall have authority to endorse or recommend any product, service, or organization in the name of the Association, or by elected or appointed title unless so authorized by the IAEM USA Board of Directors.

This document shall take effect immediately upon its passage by the membership, and supersede all constitutions and bylaws previously adopted.

Approved by membership by electronic mail vote held from October 13-17, 2008