

International Association of Emergency Managers
Region III
Bylaws

ARTICLE 1 – NAME

Section 1. Incorporation

The International Association of Emergency Managers (IAEM), Region III, is a geographical division of the United States Council of the International Association of Emergency Managers (IAEM-USA), a non-profit organization incorporated by and under the laws of the state of Ohio. IAEM-USA shall be referred to hereon as the parent association.

Section 2. Members

IAEM Region III shall consist of United States citizens or individuals legally residing or working in the geographic area defined in Section 3, who are professionally engaged or interested in the promotion of emergency management and allied fields.

Section 3. Geographical Division

IAEM Region III consists of Delaware, the District of Columbia, Maryland, Pennsylvania, Virginia, and West Virginia and those counties, cities, municipalities, townships, and other subdivisions within those areas.

ARTICLE II. VISION AND MISSION

Section 1. Vision

The vision of the IAEM-USA shall be recognized as the premier organization of emergency management professionals within the United States and shall be a leading partner with other councils of IAEM globally. As a geographical division of the IAEM-USA, the IAEM Region III shares this vision.

Section 2. Mission

The mission of the IAEM Region III is to serve its members by providing information; networking and professional development opportunities; and to advance the emergency management profession.

ARTICLE III. MEMBERSHIP

Section 1. Eligibility

Any member of the IAEM-USA in good standing and residing or working in the geographical division of IAEM Region III is eligible for IAEM Region III membership.

Section 2. Classification of Membership

A. Individual Member

Any individual IAEM-USA member, professionally engaged or interested in the promotion of emergency management and allied fields, and residing or working with the geographical division of IAEM Region III, shall be members of IAEM Region III.

B. Affiliate Member

Persons granted affiliate membership by IAEM-USA, residing and working within the geographical division of Region III, shall be members of the IAEM Region III.

C. Honorary Member

Persons granted Honorary Membership by IAEM-USA, residing or working within the geographical division of Region III, shall be members of the IAEM Region III.

D. Life Member

Persons granted Life Membership by IAEM-USA, residing or working within the geographical division of Region III, shall be members of the IAEM Region III.

E. Student Member

Persons granted student membership by IAEM, residing or working within the geographical division of Region III, shall be student members of the IAEM Region III.

Section 3. Dues and Fees

- A. The term of membership for which dues are paid is October 1 through September 30.

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- B. Dues and fees shall be paid in accordance with the bylaws of the IAEM-USA.

IAEM-USA Administrative Policies
and Procedures.

Section 4. Fiscal Year

The IAEM Region III fiscal year is June 1 to May 31.

Vice President

- A. The Vice President shall assist the President as a member of the Region III Officers. The Vice President shall perform the duties of the President in the absence or disability of the Officer and perform other duties as required by the Administrative Policies and Procedures of IAEM-USA.
- B. The Vice President will present a report on recommended Bylaw changes to the bylaws at the annual or special meetings.

ARTICLE VI OFFICERS

Section I. Officers

The officers of IAEM Region III shall be a President, Vice President, and Secretary/Treasurer.

Section 2. Duties of Officers

President

- A. The President shall represent Region III in a leadership capacity that best advances the interest of IAEM Region III and its membership.
- B. The IAEM Region III President shall act as a liaison between the region and the IAEM-USA. The President shall serve as a representative of IAEM-USA in the region in all matters pertaining to IAEM-USA. Subject to the approval of the IAEM-USA President, the Region III President shall act on his/her behalf in matters pertaining to the Region in accordance with the Administrative Policies and Procedures of IAEM-USA.
- C. Among the President's duties are appointing Region 3 committees and working groups and providing support and direction to committees; representing IAEM Region III at various functions and with other organizations; presiding at meetings of IAEM Region III; authorizing expenditures within Region III budget appropriations; and performing such other duties as required and provided for in the

Secretary/Treasurer

- A. The Secretary shall maintain accurate records of the IAEM Region III proceedings of all meetings of the Region III membership; maintain accurate up-to-date records of all monies and securities belonging to Region III, and perform such other duties as assigned by the President or as required by the Administrative Policies and Procedures of IAEM-USA.
- B. Payment of Region III financial obligations must have the approval of the Region III President in accordance with the Policies and Procedures of IAEM-USA. In the absence of the President, the Vice President may authorize payment of the expenditure.
- C. Region 3 financial records including annual reporting of income and expenditures, and records related to our nonprofit status will be maintained at IAEM headquarters by the Executive Director and IAEM-US Treasurer on behalf of the Region, and will be annually reviewed and approved by the Region 3 President and Secretary

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Treasurer at the close of the fiscal year.

shall be elected in years ending in even numbers.

- D. The Secretary/Treasurer shall be responsible for Region III fundraising activities.

Section 5. Term of Office

Section 3. Qualifications of Officers

- A. To be elected or appointed an officer, an IAEM Region III member shall meet the following requirements:
- a. Has been an individual member in good standing of IAEM-USA for a minimum of two consecutive years prior to seeking office and residing or working in the geographical division of the region.

- A. The term of office for the President, Vice-President, and Secretary/Treasurer shall be for two years. The term of office shall commence with the installation of officers of the IAEM-USA and of the Annual General Membership.

- B. To be placed on the ballot for election to the office of Region 3 President, Vice President, or Secretary the member must:
1. Have been an individual member for a minimum of two consecutive years prior to seeking office except the Student Region representative.
 2. In order to be placed on the ballot for election to office, the person must meet the qualifications as established in the IAEM-USA Administrative Policies and Procedures.
- C. A person cannot run for more than one regional office or be a member of more than one region at a time

Section 6. Vacancy in Elected Offices

- A. If a vacancy occurs in the office of President, the Vice President shall automatically assume the office of the President.
- B. If a vacancy occurs in the office of the Vice President, the Secretary/Treasurer will become the Vice President until a Special Election can be held. If the Secretary/Treasurer is unable to fill the role of the Vice President, the President will appoint a member of the IAEM Region III to complete the term.
- C. If a vacancy occurs simultaneously in the office of the President and the Vice-President, the Secretary /Treasurer shall become Acting President for a period not to exceed six months, until a Special Election can be held.
- D. Where no elected officer is available to fill the unexpired term until an election can occur, the IAEM-USA President shall appoint a member of IAEM Region III to act as President for the remainder of the term. The appointed Region III President will then appoint a Vice-President and a Secretary/Treasurer until a special election can be held or at the next meeting of the IAEM-USA (either midyear or the annual meeting, whichever occurs first).

Section 4. Method of Selection

- A. The officers shall be elected as follows:
1. The President and Secretary/Treasurer shall be elected in years ending in odd numbers; the Vice President

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Section 7. Removal of an Officer

A two-thirds vote of the IAEM Region III membership is required to remove an elected or appointed officer from office for cause. However, before the action becomes final, due process requires that the officer be notified, in writing, by registered mail of the charges which have been made and must be afforded not less than fifteen (15) days after receipt of said letter to reply to the allegations set forth in the charge, either in writing or by appearing before the executive committee with or without legal counsel.

ARTICLE V. EXECUTIVE COMMITTEE

Section 1. Executive Committee

The Executive Committee shall consist of IAEM Region III officers as defined in Article VI.

Section 2. Quorum

A majority of the members of the Executive Committee shall constitute a quorum.

Section 3. Duties of the Executive Committee

The executive committee shall conduct the administrative business of IAEM Region III subject to the limitations imposed upon them in the Administrative Policies and Procedures of the IAEM.

The executive committee shall meet at the call of the president.

A majority of the executive committee shall constitute a quorum.

The executive committee shall maintain minutes of its meetings and provide a report of its activities to the membership at the annual meeting.

The executive committee shall not have the power to:

Take any action in conflict with the Region III Bylaws or the Bylaws and

Administrative Policies and
Procedures of the IAEM-USA.

Section 5. Designation of Appointed Agents

The President shall have the authority to select and appoint paid or unpaid agents.

A Region III Presidential letter of appointment shall delineate appointed agents with their roles and responsibilities outlined in the Administrative Policies and Procedures of the IAEM-USA.

Appointed agents will not have the authority to commit financial assets of IAEM Region III without the written permission of the IAEM Region III President.

ARTICLE VI. MEETINGS

Section 1. Meetings of the Membership Body.

The IAEM Region III membership shall meet at the annual IAEM-USA conference. Other meetings of the membership may be held throughout the year.

Special meetings of the membership may be held except for the purpose of electing officers which shall be held in accordance with the IAEM-US Administrative Policies and Procedures, with at least 30 days notice to the membership.

Section 2. Voting Rights

Individual, Affiliate, and Life members (consistent with Article VII) shall have the right to vote on any issue put before the IAEM Region III membership provided they are a member in good standing as prescribed by the Administrative Policies and Procedures

Voting by proxy is not permitted.

ARTICLE VII. COMMITTEES

Section 1. Ad Hoc Committees

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

ARTICLE VIII RIGHTS OF MEMBERS

Section 1. Members Rights

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

Members in good standing are expected to abide by the Bylaws and the Code of Ethics as established in the Administrative Policies and Procedures of IAEM.

Individual, Affiliate, and Life members in good standing have the right to:

Hold office according to the guidelines established in the IAEM Region III Bylaws and the Administrative Policies and Procedures of the IAEM on:

Amendments to the Bylaws
Election of officers
Matters of business arising at the annual meeting, other meetings, or special meetings.

ARTICLE IX. REGIONS AND CHAPTERS.

Section 1. Region

The IAEM Region III is a legal sub-unit of the IAEM-USA and shall adopt Bylaws that comply with the Bylaws of IAEM-USA.

Section 2. Chapters.

The IAEM Region III may establish chapters within the geographic division to localize activities of the membership. Chapters shall not be established for geographical divisions smaller than a State, the District of Columbia, or a Territory.

Student chapters of the IAEM Region III membership must be established according

to the Administrative Policies and Procedures of IAEM-US.

ARTICLE X. AMENDMENT OF BYLAWS

The IAEM Region III Bylaws may be amended by a two-thirds majority of the votes cast in an election duly authorized and conducted in accordance with the bylaws of both the National IAEM-US and Region 3 bylaws.

The proposed changes to the Bylaws must be circulated to the IAEM Region III membership 30 days prior to the announced election date

ARTICLE XI. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rule of Order, Newly Revised, shall govern the proceedings of the IAEM Region III in all cases not provided for into these Bylaws or in the Administrative Policies and Procedures of IAEM.

ARTICLE XII. DISCLAIMER OF ENDORSEMENT

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

Adopted: (date to be inserted).