



Region VIII Bylaws

March 2007

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ARTICLE I - NAME

Section 1. Incorporation

The International Association of Emergency Managers (IAEM) is a non-profit organization incorporated by and under the laws of the State of Ohio. IAEM Region VIII is a compliant subdivision of that organization.

Section 2. Members

IAEM Region VIII shall consist of individuals professionally engaged or interested in the promotion of emergency management and allied fields.

Section 3. Geographical Division

IAEM Region VIII is a geographic division of the International Association as identified in the Administrative Policies and Procedures.

ARTICLE II – VISION AND MISSION

Section 1. Vision

IAEM shall be recognized as a premier international organization of emergency management professionals.

Section 2. Mission

The mission of IAEM 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 person supportive of the IAEM's purposes is eligible for IAEM Region VIII 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 and its members.

C. Honorary Member

Honorary membership may be awarded annually by a majority vote of the Board of Directors to two 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 Administrative Policies and Procedures for 15 years;

1. 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

2. 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

Any student attending a post-secondary institution in a full-time capacity, as designed by that institution, OR, is attending a post-secondary institution in a part-time capacity and not employed fulltime in the emergency management field.

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. The regional membership may assess an additional fee to cover the cost of the region's business.

C. Dues and fees 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.

Section 4. Fiscal Year

The Fiscal Year is June 1 to May 31.

ARTICLE IV - OFFICERS

Section 1. Officers

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

Section 2. Duties of Officers

A. The President shall represent the Association in a leadership capacity that best advances the interest of IAEM Region VIII and its membership. Among the President's duties are providing support and direction to committees; representing the Association at various functions and with other organizations; presiding at meetings of the Association and the Board of Directors; authorizing expenditures within budget appropriations approved by the Board of Directors; and performing such other duties as required and provided for in the Administrative Policies and Procedures.

B. The Vice President shall assist the President as a member of the Board of Directors. The Vice President shall perform the duties of the President in the absence or disability of that officer and perform other duties as required by the Administrative Policies and Procedures.

C. The Immediate Past President shall assist the President as a member of the Board of Directors. The Immediate Past President shall assist in representing the Association as needed and perform other duties as required by the Administrative Policies and Procedures.

- D. The Secretary-Treasurer shall maintain accurate records of the proceedings of all meetings of Region VIII, maintain accurate and up-to-date records of all monies and securities belonging to the Association in accordance with the Administrative Policies and Procedures, and perform such other duties as required by the Administrative Policies and Procedures.

Section 3. Qualifications of Officers and Directors

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

- A. Have been an Individual member for a minimum of three continuous years prior to seeking office.
- B. In order to be placed on the ballot for election to office, the person must meet the qualifications as established in the Administrative Policies and Procedures.
- C. A person cannot hold and cannot run for more than one office at a time.

Section 4. Method of Selection

The officers shall be selected as follows:

- A. The President shall be elected at the Annual General Meeting of the membership if the Vice President does not choose to succeed the office of the President.
- B. The Vice President shall be elected at the Annual General Meeting of the membership and may succeed the office of President when the President's term ends or if the President terminates their involvement for any reason.
- C. The Secretary-Treasurer shall be elected at the Annual General Meeting of the membership in accordance with the Administrative Policies and Procedures.
- D. The person holding the office of President at the time of the election of officers shall be designated the Immediate Past President for the ensuing year.

Section 5. 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 installation of officers that shall be conducted at the IAEM Annual meeting.
- B. The President, Vice President, and Secretary-Treasurer may seek reelection to their present office.

Section 6. Vacancy in Elected Officers

- A. If a vacancy occurs in the office of President, the Vice President shall automatically assume the office of President.
- B. If a vacancy occurs in the office of Vice President, the position will remain vacant until the next elections of officers.
- C. If a vacancy occurs simultaneously in the office of the President and the Vice President, a majority of the membership shall elect a President Pro-Tempore from within Region VIII.

- D. If a vacancy occurs in the office of Secretary-Treasurer, the President shall appoint a qualified member to fill the vacancy for the remainder of the term.

ARTICLE V – BOARD OF DIRECTORS

Section 1. Membership

The Board of Directors shall consist of the Association Officers as defined in Article IV Section 1.

Section 2. Board Meetings

- A. The Board of Directors shall meet to conduct business at such times as the President may direct, provided that the members of the Board shall be notified at least ten (10) days in advance of such meetings.
- B. The President may call a Special Board meeting when deemed necessary or at the written request of a majority of the Board of Directors. At such special board meetings, only the business that necessitated the meeting shall be acted upon.
- C. Assuming it may be necessary to conduct a meeting of the Board via the electronic media, procedures for conducting such a meeting shall be as established in the Administrative Policies and Procedures.
- D. A tie vote is a lost vote because a majority was not obtained.

Section 3. Quorum

A majority of the members of the Board of Directors shall constitute a quorum.

Section 4. Designation of Appointed Agents

- A. The President and Board of Directors shall provide in the Administrative Policies and Procedures for the selection and appointment of any appointed agents, paid or unpaid.
- B. The duties and responsibilities of any appointed agents shall be delineated in the Administrative Policies and Procedures.

ARTICLE VI – MEETINGS

Section 1. Meetings of the Membership Body

- A. The Annual Meeting of the membership shall occur at a time and place designated in accordance with the Administrative Policies and Procedures.
- B. With the majority approval of the Board, a Special General Meeting of the membership may be called by the President to address urgent matters that require the consideration of the full membership of the Region VIII Association. 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 Board of Directors prior to the Annual Conference.

Section 2. Quorum

- A. A majority of the voting members who are registered and present shall constitute a quorum.

- B. Business requires a majority of the vote unless otherwise specified in the Bylaws or Administrative Policies and Procedures.

Section 3. Voting

- A. The right to vote as a member of the Association 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 (consistent with Article VIII) on any issue put before the body assembly of the organization provided they are either registered and in attendance at the business meeting of the Association or have returned a mail ballot distributed prior to the meeting.
- C. Mail ballots are permitted. If a mail ballot is submitted, a member present at the Annual General Meeting who has already cast the ballot may not re-cast it in person.
- D. Voting by proxy is not permitted.

ARTICLE VII – COMMITTEES

Section 1. Standing Committees

Within thirty (30) days after taking the Oath of Office, the President shall, with the consent of the Board of Directors, make appropriate amendments to the list of Standing Committees in the Administrative Policies and Procedures. The President shall then appoint and give a mandate to each of the Standing Committees.

Section 2. Ad Hoc Committees (Special Committees)

The President may appoint Ad Hoc (Special) Committees as deemed essential to the business and well-being of the Association. Such committees shall cease to function when their specific task has been completed.

ARTICLE VIII – RIGHTS OF MEMBERS

Section 1. Members in Good Standing

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 Bylaws and Code of Ethics (APP I.D.2).

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

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

- C. Veto Administrative Policies and Procedures actions of the Board of Directors affecting the rights of members on:
 - 1. Change in dues.
 - 2. Voting procedures.

Section 2. Procedures for Administrative Policies and Procedures

- A. Proposed changes to Administrative Policies and Procedures affecting the rights of members as defined in Article VIII – Section 1-C shall be published in advance of the annual meeting or 90 days prior to the date of implementation.
- B. A minimum of twenty members may petition the IAEM President no less than 30 days prior to the annual meeting requesting that the proposed change be placed on the ballot for action at the annual meeting.
- C. Actions of the IAEM Board in amending the Administrative Policies and Procedures may be vetoed only by a two-third majority of the eligible members who vote.

Article IX – AMENDMENT OF BYLAWS

The Regional Bylaws shall be reviewed the first quarter of every even year.

Amendments require a two-thirds (2/3s) majority of the votes cast. The proposed changes to the Regional Bylaws must be circulated to the membership 30 days prior to the actual voting on any said changes. Voting will last for one week and will be conducted electronically over the Region’s list serve. Members’ votes will be sent to the President, Vice President and Secretary-Treasurer to be counted and recorded. Any proposed changes which are supported by a majority vote at the business meeting can, however, be adopted in to the Bylaws without satisfying the 30-day requirement.

Article X – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order, Newly revised, shall govern the proceedings of the Region in all cases not provided for in these Bylaws or in the Administrative Policies and Procedures.

Article XI – DISCLAIMER OF ENDORSEMENT

No individual member or group of members representing the Association 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 Board of Directors.

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

Adopted: May 23, 2007