

IAEM-USA REGION 2 BYLAWS

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.

Section 2. Members

IAEM-USA shall consist of United States citizens or individuals legally residing in the US or its territories¹ professionally engaged or interested in the promotion of emergency management and allied fields.

ARTICLE II - VISION AND MISSION

Section 1. Vision

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.

Section 2. Mission

The mission of IAEM-USA 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 IAEM-USA purposes is eligible for membership.

Section 2. Classification of Membership

A. Individual Member

Individual membership is defined as an individual professionally engaged or interested

¹ "United States" or "USA" is intended to refer to U.S. states as well as territories throughout this document.

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 IAEM USA 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 IAEM USA 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 and no longer employed in emergency management, having served their term of office, shall by virtue of their accomplishments be known as Past President - Life Members.

E. Student Member

Student membership is available for up to six years to anyone enrolled in a college or university degree program, studying emergency management or a related field. Proof of current enrollment is required. The Executive Director may grant exceptions to the six-year limitation due to extenuating circumstances upon review by the Membership & Marketing Committee.

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 and at a level sufficient to cover IAEM-USA's administrative costs.
- 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. Region 2 Officers

The officers of IAEM-USA Region 2 shall be the President, Vice President, Secretary, Treasurer, and Immediate Past President.

Section 2. Executive Committee

There shall exist an Executive Board comprised of the elected officers of President, Vice President, Secretary, Treasurer, and Immediate Past President for the purpose of sharing Presidential workload and duties.

Section 3. Duties of Officers

- A. The President shall represent IAEM-USA Region 2 in a leadership capacity that best advances the interest of IAEM, the Region and its membership. Among the President's duties are providing support and direction to committees; representing the Region and/or IAEM-USA at various functions and with other organizations; presiding at meetings of the Region and the Executive Board authorizing expenditures within budget appropriations approved by the Executive Board; and performing such other duties as required and provided for in the By Laws.
- B. The Vice President shall assist the President

as a member of the Executive Board. 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 Immediate Past President shall assist the President as a member of the Executive Board. The Immediate Past President shall assist in representing Region 2 and IAEM-USA as needed, and perform other duties as required.
- D. The Secretary shall maintain accurate records of the proceedings of all meetings of the membership and the Executive Board, and perform such other duties as required.
- E.. The Treasurer shall maintain accurate up-to-date records of all monies and securities belonging to Region 2.

Section 4. Duties of Executive Committee

The Presidents shall act as liaisons between IAEM-USA and the Region 2 constituents. The President shall serve as the representative of IAEM-USA in the Region in matters pertaining to IAEM-USA at the request of the IAEM-USA President.

Section 5. Qualifications of Officers & Directors

- A. To be elected or appointed an officer, a member shall meet the following requirements:
 - 1. Have been an Individual member for a minimum of two consecutive years prior to seeking office.
 - 2. Served as a regional officer, committee chair, or been an active committee member for two consecutive years.
 - 3. 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.
- B. A person cannot hold and cannot run for more than one office at a time. The Secretary and the Treasurer may be a combined position.

Section 6. Method of Selection

The officers shall be selected as follows:

- A. The Regional 2 President, Vice President, Secretary, and Treasurer shall be elected by their constituents for two-year staggered terms. Regions 2 will biennially hold elections as detailed in the IAEM-USA Administrative Policies and Procedures.
- B. The person holding the office of President at the time of the election of officers (if not reelected) shall be designated the Immediate Past President for the ensuing two years.

Section 7. Term of Office

- A. The term of office for the President, Vice President, Secretary, and Treasurer shall be for two years. The term shall commence immediately following the installation of officers that shall be conducted at the IAEM-USA Annual General Meeting.

Section 8. Vacancy in Elected Offices

- 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 the Vice President, the Secretary shall automatically assume the office of Vice President.
- C. If a vacancy occurs in either the office of Secretary and/or Treasurer, the President shall, with the Executive Board confirmation, appoint a qualified member to fill the vacancy for the remainder of the term.

Section 9. Executive Board

- B. The President may call a Special Executive Board meeting when deemed necessary or at the written request of a majority of the Executive Board members. 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 IAEM USA Administrative Policies and Procedures.

Section 10. Quorum

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

ARTICLE VI - MEETINGS

Section 1. Meetings of the Region 2 Membership Body

- A. The Annual General Meeting of the Region 2 membership shall occur at IAEM USA Annual Conference.
- B. With the majority approval of the Executive 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 Region 2.
- C. Any new business introduced at the annual business meeting should be in writing and presented to the Executive Board prior to the Annual Conference.
- D. Other meetings of the Region 2 membership, to advance the mission of the Region and IAEM USA, are encouraged.

Section 2. Quorum

- A. A majority of the voting members who are registered and present at an Annual General Meeting shall constitute a quorum.
- B. Business requires a majority of the vote unless otherwise specified in the Bylaws or the IAEM USA Administrative Policies and Procedures.

Section 3. Voting

- A. The right to vote as a member of IAEM-USA and Region 2 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 Region provided they have voted in the manner prescribed by the IAEM USA Administrative Policies and Procedures prior to the Annual meeting.
- C. Voting by proxy is not permitted.

ARTICLE VII - COMMITTEES

Section 1. Standing Committees

The President may appoint Ad Hoc (Special) Committees as deemed essential to the business and well-being of Region 2. 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 the Code of Ethics as established in the IAEM USA Administrative Policies and Procedures.

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

- A. Hold office according to guidelines established in the Region 2 Bylaws and 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 General Meeting.

be overruled only by a two-thirds majority of the eligible members who vote.

ARTICLE IX – REGIONS AND CHAPTERS

Section 1. Regions

- A. Regions are legal sub-units of IAEM-USA. Each region shall adopt bylaws that substantially comply with the bylaws of IAEM-USA.
- B. Formation and identification of regions is defined in the IAEM USA Administrative Policies and Procedures.

Section 2. Chapters

Regions may establish Chapters within their geographic area to localize activities of their membership. Chapters shall not be established for geopolitical areas smaller than a State or territory. Student chapters are established according to the IAEM USA Administrative Policies and Procedures.

ARTICLE X - AMENDMENT OF BYLAWS

A. 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.

B. The proposed changes to the Bylaws must be circulated to the membership 30 days prior to the vote. Any proposed changes which are supported by a 90% vote at the Annual General Membership Meeting can, however, be adopted into the Bylaws without satisfying the 30 day requirement.

ARTICLE XI - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rule of Order, Newly Revised, shall govern the proceedings of IAEM USA Region 2 in all cases not provided for in these Bylaws or in the IAEM USA Administrative Policies and Procedures.

ARTICLE XII - DISCLAIMER OF ENDORSEMENT

No individual member or group of members representing IAEM-USA or IAEM USA Region 2 shall have authority to endorse or recommend any product, service, or organization in the name of IAEM-USA, 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 Region 2 membership, and supersede all constitutions and bylaws previously adopted.

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