

# **Bylaws of the International Association of Emergency Managers – USA Student Chapter at California State University Long Beach (IAEM – USA at CSULB)**

## **Article I: Name**

1. This organization shall be called the International Association of Emergency Managers – USA Council Student Chapter at California State University, Long Beach IAEM – USA at CSULB (hereafter referred to as “the Chapter”)
2. This organization is a Chapter of the IAEM – USA Student Region (hereafter referred to as “the Region”) of the International Association of Emergency Managers - United States of America Council (hereafter referred to as “IAEM-USA”), a nonprofit organization incorporated by and under the laws of the State of Ohio.

## **Article II: Purpose**

1. The Chapter is organized and will be operated for professional and educational purposes to benefit and support its members, the Region, the IAEM-USA and the IAEM by promoting the following:
  - a. Support for the vision and mission of the IAEM, the IAEM-USA and the Region;
  - b. Academic and research excellence and opportunities within the fields of emergency management and homeland security as well as their related disciplines;
  - c. Meaningful opportunities for employment, professional development and networking;
  - d. Advocating the issues that are important to its members;

- e. Growth and diversity within the Membership of the Chapter; and
- f. Effective and efficient communication and involvement within the Chapter, with the Region, with the IAEM-USA, and with all parts of the IAEM

## **Article III: Membership**

### 1. Eligibility

- a. Student membership is available for up to six years to anyone enrolled at California State University, Long Beach studying emergency management or a related field. Proof of current enrollment is required. The ability to grant exceptions to these requirements due to extenuating circumstances shall be done by the IAEM Executive Director at the review of the Membership and Marketing Committee.

### 2. Rights of Membership

- a. Members in good standing shall:
  - i. Pay all applicable dues, fees, and other amounts owed in full;
  - ii. Abide by all applicable Bylaws and APPs including the IAEM-USA's Code of Ethics
- b. Members in good standing have the right to:
  - i. Run for and hold office or other positions within the Chapter or be eligible to be appointed to a position within the Chapter;
  - ii. Vote on items related to the Chapter in accordance to the processes outlined in the these Bylaws or Chapter Administrative Policies and Procedures (hereafter referred to as "Chapter APPs") including, but not limited to:
    - 1. Amendments to the Bylaws; and
    - 2. Election of Officers.
  - iii. Other benefits as set forth by the Chapter.

### 3. IAEM-USA Dues and Fees

- a. All Members are required to pay the IAEM-USA's yearly dues as identified in the IAEM-USA's APPs;
4. Chapter Dues and Fees
    - a. Further chapter dues and fees will be voted on by the Student Council during Student Council meetings. The inclusion, change or removal of chapter dues and fees can only be approved with a unanimous vote.
  5. Non Discrimination Policy
    - a. Membership and participation shall not be denied on the basis of perceived or actual: race, color, sex, religion, national origin, ancestry, ethnicity, age, sexual orientation, gender identity or expression, military or veteran status, political affiliation, marital status, disability or handicap (physical and mental), medical condition or any other protected category as defined by local, state or federal law.

#### **Article V: Advisor**

1. Each Chapter shall have an Advisor. The Advisor shall be a faculty or staff member of the California State University, Long Beach and a member of IAEM.
2. The Advisor shall be generally responsible for the activities of the Chapter. Specifically, the Advisor:
  - a. Helps provide guidance and continuity from year to year as student leadership and personnel change; and
  - b. Helps maintain University and the IAEM standards in all activities of the Chapter.

#### **Article VI: Executive Board: Terms, Qualifications, & Duties**

1. Executive Board and Officers
  - a. The Executive Board (herein after "The Student Council") shall be composed of all the officers of the Chapter (voting members) and the primary/alternate advisors (non-voting members). The officers shall be the President, Vice President, Secretary, and Treasurer.
2. Duties of the Officers
  - a. The President is the principal Officer of the Chapter and is responsible for leading the Chapter and managing its activities in accordance with the policies and procedures the Region, the IAEM-USA, the IAEM, and

these Bylaws. The duties of the President shall include but not be limited to:

- i. Serve as the primary Chapter contact to the Region, the IAEM-USA and the IAEM;
- ii. Organize, set the agenda, and preside at all meetings of the Chapter and of its Student Council; and
- iii. Distribute pertinent Region, IAEM-USA and IAEM information to the Chapter including, but not limited to, the annual IAEM Conference and its related activities (e.g. volunteers, poster competition, etc.), the IAEM Scholarship, and the FEMA Higher Education Conference.

b. The duties of the Vice President shall include but not be limited to:

- i. Perform the duties of the President in their absence and assist the President in the management of the Chapter
- ii. Serve as the chair for the Activities Committee; and
- iii. Other duties as assigned by the President.

c. The duties of the Secretary shall include but not be limited to:

- i. Assist the President in the management of the Chapter;
- ii. Record and distribute the minutes of all Chapter and Student Council meetings to the appropriate persons;
- iii. Handle official correspondence pertaining to Chapter business; and
- iv. Other duties as assigned by the President.

- d. The duties of the Treasurer shall include but not be limited to:
  - i. Assist the President in the management of the Region;
  - ii. Facilitate all financial interactions related to the Region including but not limited to collecting funds, making deposits, fundraising, paying bills, and facilitating reimbursements;
  - iii. Maintain the Region's financial records;
  - iv. Serve as the primary manager for all elections; and
  - v. Other duties as assigned by the President.

## **Article VII: Terms, Qualifications, Elections, Vacancies, & Removal**

### 1. Terms of Office

- a. Officers shall assume office on the first day of the upcoming semester. There is no limit to the number of terms an officer can hold.

### 2. Qualifications for Elected Officers

- a. All Officers shall be Chapter members in good standing as defined by these Bylaws.

### 3. Elections

- a. The Officers shall be elected by the majority of votes cast by the Members in an Election.

### 4. Vacancy

- a. If a vacancy should arise between elections the order of succession shall be: President, Vice President, Secretary, then Treasurer;
- b. Once the above order of succession has been followed, the following procedures will be followed to fill any remaining vacancies on the Student Council;
  - i. If there is less than half of the term left, the Student Council shall appoint a replacement by a majority vote to fill the remainder of the term; and

- ii. If more than half of the term is left, an election via online voting will be held within 30 days of the vacancy and a replacement shall be elected by a majority of the votes cast by the Members to fill the remainder of the term.

## 5. Removal of Office

### a. Officers

- i. A petition that describes the officer being removed and the reason(s) for removal, signed by at least 25% of the Members must be submitted to the Treasurer;
  - 1. If the official being recalled is the Treasurer, the duties of the Treasurer laid out under this Section shall be assumed by the President.
- ii. Once the petition has been verified by the Treasurer, a vote by the Members must be held within 21 days;
  - 1. The ballot shall read: "Shall           (insert name)           be removed from the position of           (insert position)          ?"
  - 2. Removal of office requires a three-fifths majority vote of the Members.
- vi. Any vacancy due to removal from office shall be filled pursuant to the previous Section.
- vii. No Member removed from an elected position shall be eligible for another elected or appointed position for a period of one year.

### b. Appointed Officials

- i. Appointed officials may be removed by a three-fifths majority vote of the Student Council; and
- ii. No Member removed from an appointed position shall be eligible for another elected or appointed position for a period of one year.

## **Article VIII: Appointed Positions and Temporary Committees**

## 1. Appointed Positions

- a. All appointed positions within the Region shall be appointed by the President
- b. All candidates for appointed positions must be Members in good standing

## 2. Temporary Committees

- a. Temporary Committees may be created by a simple majority of the votes cast by the Student Council;
  - i. A standing committee must be given a charter which includes a title, purpose, membership guidelines, and expiration date; and
- b. The Chair of each Temporary Committee shall be chosen by the President subject to the approval of three-fifths of the votes cast by the Student Council;
  - i. The Chair shall be responsible for choosing members of the Temporary Committee, subject to the approval of a plurality of the votes cast by the Student Council

## **Article IX: Meetings and Activities**

1. Meetings shall be held only in places that are open and accessible to the entire Membership.
2. All meetings of the Chapter shall be publicly advertised at least 24 hours in advance via written (e.g., flyers) or electronic (e.g., web page, email) means. Meetings for all Chapter members will be held in the "IAEM Student Chapter" BeachBoard shell at California State University, Long Beach's online BeachBoard medium.
3. Meetings will remain ongoing for 168 hours (7 days). This shall be deemed "Meeting Weeks" and run from Monday to Sunday. Meeting Weeks shall be the first week of each month.
4. All general meetings of the Chapter shall be publicly advertised at least 48 hours in advance via electronic (i.e. email, BeachBoard mail, BeachBoard announcement) means."
5. Student Council meetings will be held in the BeachBoard shell as a discussion board. These meetings will be permanent and ongoing. General members shall not participate in its discussions.

**Article X: Quorum, Amendments, Administrative Policies & Procedures (APPs), and Voting Procedures**

1. Quorum

- a. No official business shall be conducted unless a quorum of the body taking action is present. A quorum shall be defined as 30% of the members of that body;



## 2. Voting

- a. A simple majority of the voting members of the appropriate body shall be required to carry all motions other than amendments to these Bylaws.

## 3. Amendments of Bylaws

- a. Amendments to these Bylaws may be submitted to the President by any Member in good standing;
- b. These Bylaws may be amended by a majority of the votes cast by the Members; and
- c. The proposed changes to these Bylaws must be circulated to the Members 30 days prior to voting.

## 4. Chapter APPs

- a. Changes to Chapter APPs may be submitted to the President by any Member in good standing;
- b. After laying over at least one meeting, Chapter APPs may be approved or amended by a simple majority of the vote of the Student Council.

### **Article IX: Robert's Rules of Order**

1. Robert's Rules of Order will apply to all Chapter business unless otherwise specified in these Bylaws or the Chapter APPs.

### **Article X: Disclaimer of Endorsement and Enactment**

1. 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 Board of Directors;
2. No part of these Bylaws or the Chapter APPs may contradict the Bylaws or APPs of the Region, IAEM-USA or the IAEM; and
3. This document shall take effect immediately upon its passage by the IAEM-USA Board of Directors, and supersede all constitutions and Bylaws previously adopted.

## Article XII: IAEM Required Bylaw Contents

1. IAEM and its Regional 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.

Approved: *May 5<sup>th</sup>, 2017*  
Amended: