

IAEM-USA REGION 4 BYLAWS

ARTICLE I - NAME

Section 1. Incorporation

The International Association of Emergency Managers USA, here after referred to as IAEM- USA, Region 4 is a non-profit organization incorporated by and under the laws of the Commonwealth of Virginia. IAEM-USA Region 4, here after referred to as Region 4, is a sub-unit of the International Association of Emergency Managers USA Council.

Section 2. Members

The Region 4 shall consist of individuals professionally engaged or interested in the promotion of emergency management and allied fields.

Section 3. Geographical Division

The Region 4 is a geographic division of the International Association as identified in the Administrative Policies and Procedures of IAEM-USA. States in Region 4 are Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee.

ARTICLE II - VISION AND MISSION

Section 1. Vision

Region 4 shall be known as the premier organization for excellence in emergency management for professionals within Region 4 and shall be a leading partner with other regions within IAEM-USA.

Section 2. Mission

The mission of Region 4 is to advance the profession by promoting the principles of emergency management; and to serve its members by providing information, networking, and development opportunities.

ARTICLE III - MEMBERSHIP

Section 1. Eligibility

Any person who meets the criteria of a membership class defined in Section 2 below who is supportive of the Association's corporate and tax-exempt purposes and who qualifies for and continuously remains a member in good standing is eligible for membership in Region 4. Continued membership shall be conditioned upon the individual remaining a member in good standing of IAEM-USA and Region 4 for which he or she qualifies for membership based on geographic location, residence, and business address.

Section 2. Classification of Membership

A. Individual Member

Individual membership is available to any person 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 Region 4 and its members.

C. Honorary Member

Honorary membership may be awarded annually by IAEM-USA according to the IAEM-USA Bylaws and acknowledged by Region 4.

D. Life Member

Life membership shall be accorded through IAEM-USA according to the IAEM-USA Bylaws and acknowledged by Region 4.

E. Student Member

Student membership shall be available as stated in the IAEM-USA Bylaws, and acknowledged by Region 4. Proof of current enrollment may be required. Students who become members of the Student Council and IAEM-USA Student Region may still participate as non-voting members in Region 4. Stu-

dents who do not join the Student Council and IAEM-USA Region maintain full Region 4 privileges.

Section 3. Dues and Fees

A. The term of membership is 12 months and is based on the date on which new members join IAEM.

B. Dues shall be established in a manner as identified in the Administrative Policies and Procedures of IAEM-USA.

C. Dues and fees shall be paid by due date 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.

Section 4. Fiscal Year

The Fiscal Year is June 1 to May 31.

ARTICLE IV - OFFICERS

Section 1. Officers

The officers of the Region 4 shall be the President, President-Elect, Secretary-Treasurer, and Immediate Past President.

Section 2. Presidential Team

There shall be a Presidential Team comprised of the elected officers of President, President-Elect and Immediate Past President for the purpose of sharing Presidential workload and duties.

Section 3. Duties of Officers

A. The President shall represent Region 4 in a leadership capacity that best advances the interest of Region 4 and its membership. Among the President's duties are providing support and direction to committees; representing Region 4 at various functions and with other organizations; presiding at meetings of Region 4 and the Officers; authorizing expenditures within budget appropriations approved by the Officers; and performing such other duties as required and provided for in the IAEM-USA Administrative Policies and Procedures.

B. The President-Elect shall assist the President as a member of the Presidential Team. The President-Elect shall perform the duties of the President in the absence or disability of that officer and perform other duties as required by the IAEM-USA Administrative Policies and Procedures.

C. The Immediate Past President shall assist the President as a member of the Presidential Team. The Immediate Past President shall assist in representing Region 4 as needed, and perform other duties as required by the IAEM-USA Administrative Policies and Procedures.

D. The Secretary-Treasurer shall maintain accurate records of the proceedings of all meetings of the membership and the Officers; and perform such other duties as required by the IAEM-USA Administrative Policies and Procedures.

E. The Secretary-Treasurer shall maintain accurate up-to-date records of all monies and securities belonging to Region 4 in accordance with the IAEM-USA Administrative Policies and Procedures.

Section 4. Qualifications of Officers

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 two continuous years prior to seeking office.

B. Served as a committee chair, or been an active committee member for two consecutive years.

C. 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.

D. A person cannot hold and cannot run for more than one office at a time.

Section 5. Method of Election

The officers shall be elected as follows:

A. The President-Elect shall succeed to the office of President when the President's term ends or if the

president terminates that involvement for any reason.

B. President-Elect and Secretary-Treasurer shall be elected via electronic voting, in accordance with Paragraph D. below and the IAEM-USA Administrative Policies and Procedures.

C. 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.

D. The election will take place through electronic voting via the IAEM-USA website. Elections will take place at least 30 days in advance of the IAEM-USA Annual General Meeting of the membership. Results of the election will be announced to the Region 4 membership upon completion of voting. Candidates interested in pursuing election as a Region 4 officer may make announcements and communicate with members in accordance with IAEM-USA Administrative Policies and Procedures.

1. Appoint a Nominating Committee. The Nominating Committee is responsible for soliciting candidates and verifying credentials (with support from IAEM-USA staff).

2. Solicit candidates from the region via e-mail. Provide due date at least 45 days in advance of voting. Candidates must provide the following:

- Office sought (President-Elect or Secretary-Treasurer)
- Name
- Preferred contact information (address, email, phone)
- A statement of qualifications
- Letter of support from immediate supervisor
- Any other requirements to meet qualifications in the IAEM-USA APP or IAEM-USA Region 4 Bylaws

3. Provide list of qualified candidates to membership via e-mail and the IAEM-USA Website.

4. Region 4 Secretary-Treasurer shall email reminders of the opening and closing dates of the times of the electronic election twice in advance of the election and midway through the election period to encourage participation.

5. Electronic voting will occur for 10 business days.

6. Once the current President-Elect is sworn in at the IAEM-USA Annual Conference, the newly elected President Elect and Secretary/Treasurer will take office following the IAEM-USA Annual General Meeting.

E. If there should be no candidate for election to the office of Secretary-Treasurer during a regular election then the newly elected President shall, with the Officers' confirmation, make an appointment to fill the term.

Section 6. Term of Office

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

B. The President and President-Elect shall not succeed themselves in their respective offices.

C. The Secretary-Treasurer may seek reelection 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 President-Elect shall automatically assume the office of President. This does not preclude the President-Elect from serving the term of office for which elected.

B. If a vacancy occurs in the office of the President-Elect, the position will remain vacant until the next election of officers at which time a 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 the President-Elect, the Secretary/Treasurer shall call a special election to fill the unexpired terms of both offices. Should all three offices be vacant simultaneously, the Immediate Past President shall call a special election to fill the unexpired terms for all three offices.

D. If a vacancy occurs in the office of Secretary-Treasurer, with less than 6 months remaining, the President shall, with the Officers' confirmation, appoint a qualified member to fill the vacancy for the remainder of the term. If a vacancy in the office of Secretary-Treasurer occurs with more than 6 months remaining in the term, a special election is required.

E. If there should be no candidate for election to the office of Secretary-Treasurer during a special election called to fill a Secretary-Treasurer vacancy then the President shall make an appointment to fill the position for the remainder of the term.

Section 8. Officers Meetings

A. Within 30 days of the Annual Meeting of the membership, the Officers shall meet to determine policy for the ensuing year. The Officers shall meet to conduct business at such other times as the President may direct, provided that the Officers shall be notified at least ten (10) days in advance of such meetings.

B. The President may call a Special Officers meeting when deemed necessary or at the written request of a majority of the Officers. At such special officer meetings, only the business that necessitated the meeting shall be acted upon.

C. Assuming it may be necessary to conduct a meeting of the Officers via the electronic media; procedures established in the IAEM-USA Administrative Policies and Procedures shall be followed.

Section 9. Quorum

A majority of the members of the Officers shall constitute a quorum.

Section 10. Designation of Appointed Agents

A. The President and Region 4 Officers shall follow the IAEM-USA 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 IAEM-USA Administrative Policies and Procedures.

Section 11. Administrative Policies and Procedures

The IAEM-USA Policies and Procedures shall be used as the IAEM-USA Region 4 Policies and Procedures. All references in the Bylaws to Policies and Procedures apply to the IAEM-USA Policies and Procedures.

ARTICLE V - 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 Meeting of the membership may be called by the President to address urgent matters that require the consideration of the full membership of the 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.

D. Other meetings of the region membership to advance the mission of the region are encouraged.

Section 2. Quorum

A quorum at meetings identified in Section 1 of this ARTICLE is not required as the meetings identified are for information and networking, and not to conduct official business of Region 4.

Section 3. Voting

A. The right to vote as a member of Region 4 may be exercised only when the appropriate membership fee has been paid for the current membership year. This is verified through the electronic voting capability of the IAEM-USA website.

B. Individual, Affiliate and Life members shall have the right to vote (consistent with Article VII) on any issue put before the body assembly of the Region 4.

C. Voting by proxy is not permitted.

D. Elections will take place through electronic voting capability of the IAEM-USA website. Elections will take place at least 30 days in advance of the IAEM – USA Annual General Meeting of the membership. Results of the election will be announced to the Region 4 membership upon completion of voting via email and posted on the Region webpage.

ARTICLE VI - COMMITTEES

Section 1. Committees

Within thirty (30) days after taking the Oath of Office, the President shall, with the consent of the Officers, name Committees consistent with the IAEM-USA Administrative Policies and Procedures. The President shall then appoint chairpersons and give a mandate to each of the Committees. The Nominations and Credentials shall be a permanent Standing Committee.

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 Region. Such committees shall cease to function when their specific task has been completed.

Section 3. Advisory Committee

A. The President may appoint an Advisory Committee of up to eleven (11) members to serve a term concurrent with the President. The members of the Advisory Committee must be IAEM-USA members.

B. Should the President decide to appoint an Advisory Committee he/she shall select eight members from the various Region 4 State Emergency Management Associations with a preference, but not requirement, that they be elected officers of their State Emergency Management Association. The President may appoint three additional Advisory Committee Members chosen at-large within Region 4.

C. The Advisory Committee has no administrative authority and exists only to provide non-binding guidance and advice to the Region 4 Officers.

D. The Advisory Committee shall only meet at the call of the Region 4 President.

E. A majority of the Advisory Committee shall constitute a quorum.

F. The Advisory Committee shall provide minutes of its meetings to the Region 4 Officers.

G. All Advisory Committee member's terms of service end upon election of a new President. However, the new President may choose to reappoint any or all previous members.

ARTICLE VII - 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 IAEM-USA and Region 4 Bylaws and the IAEM 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 or Special 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 the next scheduled vote.

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 4 in all cases not provided for in these Bylaws or in the IAEM-USA Administrative Policies and Procedures.

ARTICLE X - DISCLAIMER OF ENDORSEMENT

No individual member or group of members representing the IAEM-USA Region 4 shall have authority to endorse or recommend any product, service, or organization in the name of the IAEM Association, or by elected or appointed title unless so authorized by the Officers.

This document shall take effect immediately upon its passage by the membership of Region 4, and supersede all constitutions and bylaws previously adopted.

**As amended by the IAEM-USA Region 4 membership
via electronic vote on November 16, 2014.**