
IAEM REGION V **BYLAWS**

Adopted, July 14, 2017

ARTICLE I- - NAME

Section 1. Incorporation

The International Association of Emergency Managers Region V (IAEM Region V) operates under the umbrella of the International Association of Emergency Managers (IAEM), a non-profit organization incorporated in and under the laws of the Commonwealth of Virginia. IAEM shall be referred to herein as the Parent Association.

Section 2. Identity

IAEM Region V shall consist of individuals who are members in good standing of the Parent Association and who work or reside in the geographic area defined in Section 3. Members will be professionally engaged or interested in the furtherance of emergency management.

Section 3. Geographical Division

IAEM Region V shall include the states of Illinois, Indiana, Michigan, Minnesota, Ohio and Wisconsin as well as all counties, cities, municipalities, townships, tribal lands and other subdivisions within those states.

ARTICLE II- - OBJECTIVE OF THE ASSOCIATION

Section 1. Objective

To support the vision and mission of the Parent Organization and to specifically serve the emergency management profession in IAEM Region V. Furthermore, IAEM Region V strives to provide members an avenue for exchange of information, lessons learned and best practices. Finally, IAEM Region V desires to strengthen regional collaboration and partnerships.

Section 2. Purposes

- A) To support the emergency management profession in reducing the effects of disasters on life, property, and the environment by working together to build disaster resilient communities.

- B) To function as a clearinghouse for discussion and education related to all--hazard emergency management issues.

- C) To provide a forum for creative and innovative problem solving on emergency management issues.
- D) To maintain and expand professional standards for emergency management practitioners in the Region.
- E) To foster informed decision making on public policy in the emergency management arena.

ARTICLE III - MEMBERSHIP

Section 1. Eligibility

Any person with membership in good standing with the Parent Association who works or resides within the geographic area of IAEM Region V shall be considered members of IAEM Region V. Regional membership shall be determined by the mailing address listed by the member with the Parent Association. A member may be affiliated with only one region of the Parent Association for voting and dues-payment purposes. However, members are not restricted from attending meetings or voicing opinions of interest to more than one region of the Parent Association.

Section 2. Dues and Fees

Dues and fees shall be set, collected, and paid in accordance with the by-laws of the Parent Association. Persons wishing to vote at IAEM Region V business meetings and elections must be current members in good standing of the parent organization at the time they cast their vote.

Section 3 Fiscal Year

The fiscal year for IAEM Region V will be the same as that established for the Parent Association, June 1 to May 31. Should the Parent Association change their fiscal year, the IAEM Region V fiscal year will change to reflect that of the Parent Association.

ARTICLE IV – OFFICERS

Section 1 Officers

The officers of IAEM Region V shall be a President, Vice-President, and Secretary.

Section 2. Duties of Officers

President

The President shall preside at meetings of IAEM Region V propose expenditures to membership, pending the availability of funds; serve as the Region's representative on the Parent Association Board of Directors; serve as liaison between the Parent Association and IAEM members in the Region; perform such other duties as required and provided for in the Administrative Policies and Procedures of the Parent Association.

The President, at their discretion, may select either the Vice-President or Secretary to serve as the Chair of the Region V Bylaws Committee. The Chair will present a report on recommended changes to the bylaws at the annual meeting or special meetings of the Region.

Payment of financial obligations must have the approval of the President, in accordance with the Administrative Procedures of the Parent Association. If the President is unable to fulfill this responsibility, the Vice President and Secretary may jointly authorize payment of expenditures.

Vice-President

The Vice-President shall perform the duties of the President in the absence or disability of that officer and perform such other duties as may be assigned by the President. The Vice-President may represent Region 5 at various meetings if the President is unable to attend; including the casting of votes on behalf of the Region if formally authorized to do so by the President and in accordance with the bylaws of the Parent Organization. In such cases, the Vice President will submit a written record of their actions to the President.

Secretary

The Secretary shall maintain accurate records of the proceedings for all meetings of the Region membership, maintain accurate up-to-date records of all monies and securities belonging to the Region, and such other duties as may be assigned by the President. In conduct of these duties the letter and spirit of the Parent Association Administrative Policies and Procedures will guide the Secretary.

The Secretary will coordinate all fundraising activities of Region V, including the support of fundraising for the IAEM Student Scholarship Program.

Section 3. Qualifications

To be considered for election as a Regional Officer, a member shall meet the following requirements:

1. Be an individual member in good standing for a minimum of two (2) continuous calendar years prior to seeking office.
2. Be a current IAEM member in good standing with dues paid for the current period and be a member of IAEM Region V at the time they notify the Parent Association of their candidacy..
3. If at any time an elected Regional Officer cease to be a member in good standing of the Parent Association, move out of Region 5 or leave the Emergency Management profession, that officer will automatically be removed from the elected office, creating a vacancy.

Section 4. Method of Selection

The officers shall be selected as follows:

1. The President and Secretary shall be elected in years ending in odd numbers. The Vice President shall be elected in years ending in even numbers.
2. Elections shall precede the annual meeting of the Parent Association. Elections will be conducted as prescribed by the Parent Association. Person(s) elected to office shall take office effective with the installation of Officers of the Parent Association at the annual meeting of the Parent Association.

Section 5. Term of Office

The term of office for President, Vice President, and Secretary shall be for two years.

Section 6. Term Limits

The following term limits shall apply for all Officer positions. Officers are eligible to serve two consecutive, two-year terms (4 consecutive years in total). In the event that an Officer is appointed to serve a non-expiring term, that Officer is eligible to finish the appointed term, plus two consecutive, two year terms.

Officers may run for the same position, as long as one, two-year term has passed since they last held the same position.

These bylaws do not restrict officers from seeking another officer position, once term limits have been reached on their current officer position.

Section 7. Vacancy in Elected Offices

If a vacancy occurs in the office of President, the Vice President will become the President, and the Secretary will become the Vice President until a regularly scheduled election or a special election can be held. The President will then appoint an interim Secretary from eligible IAEM Region V members in good standing. If the Secretary is unable to fill the role of the Vice President, the President will appoint an eligible member of IAEM Region V in good standing to complete the term. Appointment to a partial term does not preclude the person from serving two additional consecutive terms if subsequently duly elected to fill the office.

If a vacancy occurs simultaneously in the office of the President and the Vice President, the Secretary shall become acting President for a period not to exceed six (6) months, until a special election can be held, either electronically or in person.

Where no elected officer is available to fill the unexpired term until an election can occur, the IAEM-USA Council President shall appoint an eligible member in good standing of Region V to act as President for the remainder of the term. The President will then appoint a Vice President and a Secretary until an election can be held at the next meeting of the Parent Association or special electronic meeting.

Section 8. Removal of an Officer

A two--thirds vote of the Board of Directors of the Parent Association 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 charges to reply to the allegations set forth in the charge, either in writing or by appearing before the Board of Directors with or without personal legal counsel.

ARTICLE V - - QUORUM & COMMITTEES

Section 1. Quorum

A majority of the voting members of the Region who are registered and present at a business meeting and at least one member of the Executive Committee shall constitute a quorum.

Section 2. Committees

A. Executive Committee

The Executive Committee shall consist of the President, Vice President, Secretary of IAEM Region V.

The Executive Committee shall conduct the administrative business of IAEM Region V, subject to the limitations imposed upon them in the Administrative Policies and Procedures of the Parent Association.

The Executive Committee shall meet at the call of the President. Meetings of the Executive Committee may be in-person, online, or by phone.

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 Bylaws or the Bylaws and the Administrative Policies and Procedures of the Parent Association.

B. Ad Hoc Committees

From time to time the Executive Committee may appoint ad hoc committees to address items of interest to the Parent Association and/or IAEM Region V.

Membership on such committees will be solicited at the Annual Meeting of the Region and/or at other times throughout the year as necessary.

Section 1. Establishing a Committee

When the need for a committee is determined by the Region's Executive Committee, the President shall send a call for participation to Region membership.

Section 2. Committee Organization

Once a committee has been formed, the committee will be chaired by a member of the Region's Executive Committee. Region members appointed to the committee shall work at the pleasure of the assigned Executive Committee member.

Section 3. Committee Termination

Once the committee has created a draft product that has been reviewed by membership and voted for or against adoption (if applicable), the committee will terminate its existence, unless specifically requested by the President to continue work on the effort.

Section 4. Designation of Appointed Agents

The President shall have the authority to appoint unpaid agents or representatives to represent the IAEM Region V at meetings and on committees where work of interest to the Region membership is conducted.

The duties and responsibilities of any appointed agents shall be as delineated in the President's letter of appointment. Appointed agents will not have the authority to commit financial assets of the Region Association without the express permission of the President.

ARTICLE VI – MEETINGS

Section 1. Meetings of the Regional Membership Body

The membership of IAEM Region V shall meet annually in a business meeting at the annual conference of the Parent Association. Other meetings of the membership may be held throughout the year at the discretion of the Executive Committee.

Such additional meetings of the Region V membership may be conducted virtually. When a virtual meeting is required, the President shall coordinate an appropriate forum to conduct the business at hand. Virtual meetings may be accomplished through the following, but not limited to methods: webinar, video conference, conference call, or online survey used for casting of votes.

Section 2. Voting Rights

A majority of the eligible voting members who are registered and present at a business meeting plus one member of the Executive Committee shall constitute a quorum.

Business requires a majority of the vote unless otherwise specified in the Bylaws or

Administrative Policies and Procedures of the Parent Association.

The right to vote as a member of the Region association may be exercised only when the appropriate membership fee has been paid.

Individual, Affiliate and Life members shall have the right to vote (consistent with Article VIII) on any issue put before the body if they are either registered and in attendance at a business meeting of the Region V Association or have returned a ballot distributed prior to the meeting.

Mail or virtual ballots are permitted. Mail or email ballots must be physically received and opened by the Secretary prior to any meeting being called to order. In the case of elections, mailed and emailed ballots must be received and opened by the Secretary prior to the posted end of the voting period. All mailed ballots must contain the printed name and signature of the member; and all email ballots must clearly indicate the name of the in order to validate eligibility. Online virtual voting may also be used. If a mail or virtual ballot is submitted, a member present at the Business Meeting who has already cast a mail or virtual ballot may not re-cast in person.

Voting by proxy is not permitted.

ARTICLE VII – AMENDMENT OF BYLAWS

These Bylaws will typically be amended by a two--thirds (2/3) majority of the votes cast online. By-Laws will be voted upon virtually following the general procedures of the Parent Association.

Amendments to the By-Laws may also be voted on at the annual business meeting of the IAEM Region V Association.

All proposed changes to the Bylaws must be circulated to the Region membership thirty (30) days prior to beginning of voting.

Bylaws amendments may be proposed at the annual in-person business meeting of the Region. In order for such amendments to be forwarded to the overall Region membership, the proposal must receive the vote of 2/3 of the voting members present at the annual meeting, and then posted virtually to the overall Region membership for at least 30 days. At that time, an online vote would be conducted requiring a 2/3 majority of valid votes cast online to pass.

ARTICLE VIII – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of the Democratic Rules of Order shall govern the proceedings of the Association in all cases not provided for by these Bylaws or in the

Administrative Policies and Procedures of the Parent Association.

ARTICLE IX – 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 IAEM Region V Association, or by their elected or appointed IAEM title.

ARTICLE X – EFFECTIVE DATE

This document shall take effect immediately upon its approval by the IAEM Region V membership, and supersedes all constitutions and Bylaws previously adopted.

Adopted this 14th day of July in the year 2017