

IAEM Region 12: Student Region Bylaws

Article 1

Section 1 Incorporation

IAEM Region 12 is a region of the International Association of Emergency Managers (IAEM), a non-profit organization incorporated by and under the laws of the State of Ohio.

Section 2 Members

IAEM Region 12 is made up of the Student Members of the IAEM. This membership consists of:

1. Student members affiliated with recognized IAEM chapters.
2. Unaffiliated student members.

Article 2 Purpose

The purpose of Region 12 is to provide a forum for student involvement in IAEM and the Emergency Management profession.

Article 3 Membership

Section 1 Eligibility

Anyone meeting the requirements for Student Membership as outlined in the IAEM Administrative Policies and Procedures and Bylaws. “Membership is available to any individual attending a post-secondary institution ~~and is not employed in full-time emergency management.~~ The student’s status must be verified, when requested by the Association, by an official of the institution. No person may be a student member for more than six years in total. Exceptions will be reviewed on a case by case basis by IAEM”

The student member is responsible and required to inform the Region 12 Secretary and IAEM staff if there is a change in their eligibility as a student member. Failure to accurately represent the member’s status may result in punitive action in accordance with IAEM policy.

Section 2 Classification

There is one classification for student members IAEM Student Member

Section 3 Rights of Membership

- According to the Association’s Administrative Policies and Procedures (APP) and By-laws, “Student members may participate on committees but may not vote or hold international office (except for the Student Region President, who has a voice in vote on the Board of Directors as well as in all business matters of the Association).”
- Members are 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 By-laws and the Association’s Code of Ethics as outlined in the Administrative Policies and Procedures.

Members in good standing have the right to:

- Hold office of the Student Region according to guidelines established in the Administrative Policies and Procedures
- Vote within the Region 12, according to the process outlined in the region 12 bylaws or established in the APP on issues concerning:
 - A) Amendments to the By-laws.
 - B) Election of Officers.
 - C) Matters of business arising at the annual caucus.
 - D) Eligible to be appointed to a position

Section 4 Dues and Fees

- A) All Student Members are required to pay the Association's dues of \$25 (student rate) per year.
- B) IAEM Region 12 Chapters are permitted to collect additional local chapter dues.
- C) The term of membership for which dues are paid is October through September 30th.
- D) Dues shall be established as identified in the Association's Administrative Policies and Procedures

Article 4 Officers

Section 1 Method of Selection and Intent to Run

The Region 12 Board (executive council) representatives are elected and appointed annually at the IAEM Annual Conference during the student caucus.

- A) A President, Vice President and Treasurer are elected by majority vote of students present at the student caucus.
- B) The Secretary and Graduate Representative are appointed by the President.
- C) The Undergraduate Representative is appointed by the Vice President.
- D) Students are only allowed to run for one office per year.
- E) It is encouraged but not required to be present to run for office

Intent to run

- A) Students who desire to run for the Region 12 Board (executive council) are required to make their candidacy and qualifications known 10 days in advance of the IAEM Annual Conference. Intent and Qualifications must be sent to the Region 12 President, Vice President and Treasurer as per the outlined date to be eligible to run for office.
- B) The Treasurer will distribute the candidate's desire to run and their qualifications to all Region 12 members seven (7) days in advance of the annual caucus.

Section 2 Term of Office

The term of office for all executive council members will be one year from IAEM Annual Conference to next Annual Conference.

All officers may run for re-election and succeed themselves in their respective offices, if all eligibility requirements are met.

Section 3 Qualifications of Elected Officers

The officers and members of the Executive Council of the IAEM shall be President, Vice President, Secretary, Treasurer, Graduate Representative, Undergraduate Representative and Past President.

All Officers, except Past President, must be students and an IAEM member in good standing as outlined in IAEM By-laws and APP ~~for the entire term of office~~ at the time of their election. The office holder of the Past President position does not have to be a student member, but must be a current IAEM member in good standing.

Section 4 Duties of Officers

- A) The Region 12 President shall serve as a full member of the Board of Directors for IAEM to represent the student region. Participation is required at all meetings of the IAEM Board, including monthly conference calls, Annual Conference, Mid-Year meeting, and any special meeting sessions called by the President of IAEM. The Region 12 President shall communicate to the student members any student related issues or IAEM information, and shall assist in the creation of new IAEM Chapters and liaison with existing local chapters.
- B) Vice President shall perform the duties of the President in their absence, assist the President with their duties, and perform other duties as assigned by the President. The Vice President is also responsible for organizing all volunteer projects requested at the annual conference by IAEM.
- C) The Secretary shall take minutes of Region 12 meetings. The Secretary in accordance to the bylaws will conduct issues involving the voting on proposed by law changes. In the absence of the President and Vice President, shall preside at meetings of IAEM, as well as provide leadership in achieving Region 12 goals and objectives and perform such other duties as required as assigned by the President.
- D) The Treasurer shall attend all general and Executive Council Region 12 meetings and maintain accurate, up-to-date records of all monies and securities belonging to Region 12. The Treasurer shall issue a financial report at every general regional meeting. The treasurer is responsible to ensure compliance of all IAEM rules, regulations, policies and procedures concerning monies and assets held by Region 12.
- E) The Graduate Representative is responsible for representing Graduate students on the Executive Council. The Graduate Representative shall attend all general and Executive Council meetings and assist the Vice President in organizing all other volunteer projects requested at the annual conference by IAEM. The Graduate Representative shall perform other duties as assigned by the President.
- F) The Undergraduate Representative is responsible for representing the Undergraduate students on the Executive Council. The Undergraduate Representative shall attend all general and Executive Council meetings and assist the Vice President in organizing all other volunteer

projects requested at the annual conference by IAEM. The Undergraduate Representative shall perform other duties as assigned by the President.

- G) The Past President shall assist the President. The Past President is a voting member of the Executive Council and, assists in representing the region as directed by the current President.

Section 5 Vacancy in Elected and Appointed Offices

- A) If a vacancy occurs in the office of President, the Vice President will automatically assume the office of President.
- B) If a vacancy occurs simultaneously in the office of the President and Vice President, the Secretary shall automatically assume the office of President until a majority of the Executive Board can elect a new a President and Vice President Pro-Tempore from within the Executive Board.
- C) If a vacancy occurs in either the office of Treasurer or Vice President the President shall, with the Executive Board's confirmation, appoint a qualified member to fill the vacancy for the remainder of the term.
- D) If a vacancy occurs in any other appointed position, such positions will be filled in accordance with the Article 4 Section 1

Article V Meetings

The Region 12 will meet at least four times to include one meeting at the Annual Conference. The remaining meetings will be arranged by the Region 12 President and conducted through conference calls. Additional meetings may be arranged by the Region 12 President as needed. A majority of the Executive Council (five members) must participate in the meeting in order to constitute a quorum.

Article VI Amendment of Bylaws

These Bylaws may be amended by a two-thirds (2/3s) majority of the votes cast. Votes cast can only be made by email.

The proposed changes to the Bylaws must be circulated to the membership 30 days prior to the actual voting on any said changes. Voting will last for one week.

Voting will be done electronically over the regions list serve. Member's votes will be sent to the President, Vice-President and Secretary to be counted and recorded.

Article VII 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 Board of Directors.

This document shall take effect immediately upon its passage by the IAEM Board of Directors, and supersede all constitutions and bylaws previously adopted.

Adopted 2/20/2006