

DRAFT

BYLAWS OF THE INTERNATIONAL ASSOCIATION OF EMERGENCY MANAGERS – UNITED STATES OF AMERICA STUDENT REGION (IAEM-USA STUDENT REGION)

ARTICLE I: NAME

1. The International Association of Emergency Managers – United States of America Student Region or IAEM-USA Student Region (hereafter referred to as “the Region”) is a part of the International Association of Emergency Managers (IAEM) and a region of the International Association of Emergency Managers - United States of America Council (hereafter referred to as “IAEM – USA”), a non-profit organization incorporated by and under the laws of the State of Ohio.
2. This organization is also a region of the International Association of Emergency Managers – Student Council (hereafter referred to as “IAEM-SC”), a non-profit organization incorporated by and under the laws of the State of Ohio.

ARTICLE II: MISSION

1. The Region is organized and will be operated for professional and educational purposes to benefit and support the IAEM-USA Student Members (hereafter referred to as “Members”) by promoting the following:
 - a. Support for the vision and mission of the IAEM, the IAEM – USA and the IAEM – SC;
 - b. Academic and research excellence and opportunities within the fields of emergency management or a related field;
 - 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 Region, and all parts of the IAEM;
 - f. Effective and efficient communication within the Region and with all parts of the IAEM; and

DRAFT

- g. Involvement in all parts of the IAEM as a strong, equal, and mutually beneficial member.

ARTICLE III: MEMBERSHIP

1. Eligibility

- a. All Student Members in good standing of IAEM – USA are automatically members of the Region.
 - i. IAEM – USA student membership guidelines are spelled out within their Bylaws and Administrative Policies and Procedures (APP's).

2. Rights of Membership

- a. Members in good standing shall:
 - i. Pay all applicable dues, fees, and other amounts owed in full; and
 - ii. Abide by all applicable Bylaws, APP's, and Code's of Ethics
- b. Members in good standing have the right to:
 - i. Hold office or other positions within the Region;
 - ii. Vote on items related to the Region in accordance to the processes outlined in the Region Bylaws or APP's including, but not limited to:
 - 1. Amendments to the By-laws; and
 - 2. Election of Officers.
 - iii. Participate within the Region based on established guidelines; and
 - iv. Other benefits as set forth by the Region.

3. Dues and Fees

- a. All Members are required to pay the IAEM - USA's yearly dues as identified in their APP's.
- b. Region Chapters are permitted to collect additional local chapter dues

DRAFT

4. Non Discrimination Policy

- a. Membership and participation shall not be denied on the basis of actual or perceived: 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, medical condition or any other protected category as defined by local, state or federal law.

ARTICLE IV: OFFICERS

1. Officers and the Executive Committee

- a. The Officers of the Region shall be the President, First Vice President, Second Vice President, Secretary, Treasurer, and Past-President. The Executive Committee shall be composed of all the Officers of the Region.

2. Duties of Officers

- a. The duties of the President shall include but not be limited to:
 - i. Serve as the principal Officer and primary contact for the Region and is responsible for leading the Region and managing its activities in accordance with the policies and procedures of the IAEM, the IAEM – USA, the IAEM-SC and the Region;
 - ii. Serve as a full member of the IAEM – USA Board of Directors representing the Region. Participation is required at all meetings including conference calls;
 - iii. Serve as a full member of the IAEM – SC Board of Directors representing the Region. Participation is required at all meetings including conference calls;
 - iv. Organize, set the agenda, and preside at all meetings of the Region and the Executive Committee;
 - v. Appoint all Regional liaisons or representatives including those to the IAEM - USA Committees;
 - vi. Serve as primary liaison in the recruitment of new members;
 - vii. Serve as the primary liaison to Chapter Presidents; and
 - viii. Communicate pertinent information to the Membership.

DRAFT

- b. The duties of the First 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 Region;
 - ii. Serve as the primary liaison to Members not affiliated with a Chapter;
 - iii. Serve as the primary liaison in assisting in the formation of new Chapters;
 - iv. Serve as the primary manager for all issues related to academics in the areas of emergency management, homeland security and their related fields; and
 - v. Other duties as assigned by the President.
- c. The duties of the Second Vice President shall include but not be limited to:
 - i. Perform the duties of the President in the absence of both the President and the First Vice President, and assist the President with the management of the Region;
 - ii. Serve as the primary manager for all issues related to employment and internships in the areas of emergency management, homeland security and their related fields;
 - iii. Serve as the primary manager for all issues related to professional development in the areas of emergency management, homeland security and their related fields; and
 - iv. Other duties as assigned by the President.
- d. The duties of the Secretary shall include but not be limited to:
 - i. Assist the President in the management of the Region;
 - ii. Record and distribute the minutes of all Region meetings to the appropriate persons;
 - iii. Serve as the primary manager of the Region's publications (i.e. Newsletter, etc.);

DRAFT

- iv. Serve as the primary manager of the Region's online presence (i.e. Website, Facebook, Myspace, etc.);
 - v. Handle official correspondence pertaining to Region business;
 - vi. Maintain all non-financial records of the Region; and
 - vii. Other duties as assigned by the President.
 - e. 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 regional voting;
 - v. Preparation, in conjunction with the IAEM-USA, of a monthly Region Financial Report for the Executive Committee and Region; and
 - vi. Other duties as assigned by the President.
- 3. Qualifications for Elected Officers
 - a. All Officers, except the Past President, must be students at the time of their election. All Officers, including the Past President, must be IAEM – USA members in good standing for their entire term office as outlined in the IAEM - USA By-laws and APP's.
- 4. Elections
 - a. Elections will be coordinated by the Treasurer and completed a minimum of 14 days prior to the Council's Annual Conference (including run-off's).
 - b. All Officers shall be elected by a majority of the votes cast by the Members.
 - c. Voting must be online and available to all Members for a minimum of 7 days.
- 5. Terms of Office

DRAFT

- a. All Officers will be elected to serve a one-year term, commencing on the last day of the IAEM – USA Annual Conference.
- b. All officers may run for re-election or for another office if all eligibility requirements are met.

6. Vacancy

- a. If a vacancy should occur in the office of the President the order of succession shall be: First Vice President, then Second Vice President.
- b. Once the above order of succession has been followed, the following procedures will be followed to fill any remaining vacancies on the Executive Committee;
 - i. If there is less than half of the term left, the Executive Committee shall appoint a replacement by a simple majority vote to fill the remainder of the term; or
 - 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 plurality of the votes cast by the Members to fill the remainder of the term.

7. Removal of Office

- a. A petition that describes the Officer being removed and the reason(s) for removal, signed by at least 15% of the Members must be submitted electronically to the Treasurer who will verify the accuracy and authenticity of the signatures within 7 days.
 - i. If the official being recalled is the Treasurer, the duties outlined in this Section shall be assigned to another member of the Executive Committee by a simple majority vote.
 - ii. For the purposes of this section, the term “signature” shall be defined as the Member name and an email address they can be contacted at.
- b. Once the petition has been verified an online vote by the Members must be held within 14 days.
 - i. The ballot shall read: “Shall (insert name) be removed from the position of (insert position)?”

DRAFT

- ii. Removal from office requires a three-fifths majority vote of those Members voting.
- iii. Voting must be online and available to all Members for 5 days.
- c. Any vacancy due to removal from office shall be filled pursuant to Article IV Section 6 of these Bylaws.

ARTICLE V: APPOINTED POSITIONS AND TEMPORARY COMMITTEES

1. Appointed Positions

- a. All appointed positions within the Region shall be appointed by the President, subject to the approval of three-fifths of the votes cast by the Executive Committee.
 - i. Appointed positions include, but are not limited to graduate student liaison, undergraduate student liaison, and IAEM-USA committee liaisons.
 - ii. The graduate student liaison and an undergraduate liaison shall be appointed from the Executive Committee, if available, or from within the Region if not.
- b. All candidates for appointed positions must be Members in good standing.
 - i. No Member removed from an appointed position shall be eligible for another appointed position for a period of one year.
- c. Appointed officials may be removed by a three-fifths majority vote of the Executive Committee.

2. Temporary Committees

- a. Temporary Committees may be created by a simple majority of the votes cast by the Executive Committee.
 - i. A standing committee must be given a charter that includes a title, purpose, membership guidelines, and expiration date.
- b. The Chair of each Temporary Committee shall be appointed by the President subject to the approval of three-fifths of the votes cast by the Executive Committee.

DRAFT

- i. The Chair shall be responsible for choosing members of the Temporary Committee, subject to the approval of a simple majority of the votes cast by the Executive Committee.

ARTICLE VI: MEETINGS

1. Meetings

- a. The Executive Committee will meet at least four times per term of office including once at the IAEM – USA’s Annual Conference and once at the Mid-Year Meeting. Additional Executive Committee meetings will be initiated at the request of the President or a majority of the Executive Committee.
- b. The Region shall meet at least once per year at the IAEM - USA Annual Conference.
- c. All meetings shall be publicly advertised at least 96 hours in advance via electronic (e.g., web page, email) means.

2. Quorum

- a. For Executive Committee and Committee meetings, a majority of that body shall constitute a quorum.
- b. For Region meetings, a majority of the voting members who are registered and present shall constitute a quorum.

3. 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.

4. Amendments of Bylaws

- a. Amendments to these Bylaws may be submitted to the President by any Member in good standing.
- b. The proposed changes to the Bylaws must be circulated to the Members 30 days prior to voting. Voting must be online and available to all Members for a minimum of 7 days.
- c. These Bylaws may be amended by a two-thirds (2/3) majority of the votes cast by the Members.

DRAFT

5. APP's
 - a. Changes to the APP's may be submitted to the President by any Member in good standing.
 - b. The proposed changes to the APP's must be circulated to the Board 96 hours prior to voting.
 - c. APP's may be amended by a simple majority of the votes cast by the Executive Committee.

ARTICLE VII: REGIONS AND CHAPTERS

1. Student Chapters
 - a. Student Chapters are optional sub-divisions of Student Regions. They are jointly developed and approved by both the IAEM – USA and the Student Region. The Student Region shall set the requirements for Student Chapters, so long as they conform to the minimum standards found in the IAEM APP's and are approved by a simple majority of the IAEM – USA Board of Directors.

ARTICLE VIII: ROBERT'S RULES OF ORDER

1. The rules contained in the current edition of Robert's Rule of Order (Newly Revised) shall govern the proceedings of Region in all cases not provided for in these Bylaws or in the APP's.

ARTICLE IX: 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. This document shall take effect immediately upon its passage, and supersede all constitutions and Bylaws previously adopted.

Adopted: