

IAEM REGION ???



BYLAWS (Non-US Regions)

October 2005

BYLAWS

ARTICLE I - NAME

Section 1. Incorporation

The International Association of Emergency Managers (IAEM) is a non-profit organization incorporated by and under the laws of the state of Ohio.
Region ??? is a compliant sub division of that organization.

Section 2. Members

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

Section 3. Geographical Division

The IAEM Region ??? is a geographic division of the International Association as identified in the Administrative Policies and Procedures.

ARTICLE II - VISION AND MISSION

Section 1. Vision

IAEM shall be known as the premier international organization for excellence in emergency management globally. Region ??? will represent this vision in all its activities.

Section 2. Mission

To serve the emergency management community by:

- A. Encouraging the development of resilience of communities to mitigate the impact of disaster.
- B. Acting as a clearinghouse for information on comprehensive emergency management issues.
- C. Providing a forum for creative and innovative problem-solving on emergency management issues.
- D. Maintaining and expanding standards for emergency management programs and professionals.
- E. Fostering informed decision-making on public policy in the emergency management arena.

ARTICLE III - MEMBERSHIP

Section 1. Eligibility

Any person supportive of the IAEM's purposes is eligible for membership.

Section 2. Classification of Membership

A. Individual Member

Individual membership is defined as an individual 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 IAEM and its members.

C. Honorary Member

Honorary membership may be awarded annually by a majority vote of the Board of Directors to two persons for outstanding contributions towards the advancement of Emergency Management.

D. Life Member

Life membership shall be accorded each Individual member who has been a member in good standing as defined in the Administrative Policies and Procedures for 15 years;

1. Providing that the Individual Member is no longer associated with an emergency management function in a capacity which would make them eligible for Individual membership; or
2. Those who are past presidents, having served their term of office, shall by virtue of their accomplishments be known as Past President - Life Members.

E. Student Member

Student membership shall be accorded to any individual attending school full-time.

Section 3. Dues and Fees

A. The term of membership for which dues are paid is October 1 through September 30.

B. Dues shall be established in a manner as identified in the Administrative Policies and Procedures of the International Association. The regional membership may assess an additional fee to cover the cost of the region's business.

C. Dues and fees shall be paid by September 30 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.

D. Past Presidents must pay their dues while still employed in emergency management. Thereafter, Past Presidents are accorded Life Membership.

E. Dues are paid by the Regions membership to IAEM as per the declared Membership Dues, however additional dues may be requested to support the Regions Activities and will be paid directly to the Regions account.

Section 4. Fiscal Year

The Fiscal Year is June 1 to May 31.

ARTICLE IV – OFFICERS of the REGION

Section 1. Officers

The officers of the Region shall be the President, Vice President, Secretary-Treasurer

Section 2. Presidential Team

The President and Vice President will share the Presidential workload and duties.

Section 3. Duties of Officers

- A. The President shall represent the Region in a leadership capacity that best advances the interest of IAEM-Region ??? and its membership. Among the President's duties are providing support and direction to working groups the Regional President may establish; representing the Region at various functions and with other organizations; presiding at meetings of the Association and the Board of Directors; authorizing expenditures within budget appropriations approved by the Board of Directors; and performing such other duties as required and provided for in the Administrative Policies and Procedures.
- B. The Vice President shall perform the duties of the President in the absence or disability of that officer and perform other duties as required by the Administrative Policies and Procedures.
- C. The Secretary-Treasurer shall maintain accurate records of the proceedings of all meetings of the Regions membership and those of its officers; and perform such other duties as required by the Administrative Policies and Procedures.
- E. The Secretary-Treasurer shall maintain accurate up-to-date records of all monies and securities belonging to the Region in accordance with the Administrative Policies and Procedures.

Section 5. Qualifications of Officers and Directors

To be elected or appointed to an office, a member shall meet the following requirements:

- A. Have been an Individual member of IAEM for a minimum of three continuous years prior to seeking office.
- B. In order to be placed on the ballot for election to office, the person must meet the qualifications as established in the Administrative Policies and Procedures.

Section 6. Method of Selection

The officers shall be selected as follows:

- A. The Regions Presidents shall be elected by its constituents for a two-year staggered. Regions will annually hold elections as detailed in the Administrative Policies and Procedures.

Year 1 President and Secretary/Treasurer Elected
Year 2 Vice President Elected

Section 7. Term of Office

- A. The term of office for the President, Vice President and Secretary-Treasurer shall be two years. The terms shall commence immediately following the installation of officers that shall be conducted at the Regions Annual Meeting.
- B. The President and Vice President may seek reelection to their present office not to exceed a maximum of three consecutive terms.
- C. The Secretary-Treasurer may seek reelection to their present office not to exceed a maximum of three consecutive terms.

Section 8. Vacancy in Elected Offices

- A. If a vacancy occurs in the office of President, the Vice President shall automatically assume the office of President. This does not preclude the Vice President from serving the term of office for which elected.
- B. If a vacancy occurs in the office of the Vice President, the position will remain vacant until the next election of officers at which time a Vice 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 Vice President, a majority of the Board of Directors shall elect a President Pro-Tempore from within the Board of Directors.
- D. If a vacancy occurs in the office of Secretary-Treasurer, the Regions President shall, with the Board of Directors' confirmation, appoint a qualified member to fill the vacancy for the remainder of the term.

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 Officers, a Special Meeting of the membership may be called by the Regions President to address urgent matters that require the consideration of the full membership of the Region. 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 Officers 10 days prior to the Annual Meeting.
- D. Other meetings of the association membership and its subunits to advance the mission of the association are encouraged.

Section 2. Quorum

- A. A majority of the voting members who are registered and present at an Annual Meeting shall constitute a quorum.
- B. Business requires a majority of the vote unless otherwise specified in the Bylaws or Administrative Policies and Procedures.

Section 3. Voting

- A. The right to vote as a member of the Region may be exercised only when the appropriate membership fee has been paid for the current membership year (October 1 - September 30).
- B. Individual, Affiliate and Life members shall have the right to vote on any issue put before the body assembly of the organization provided they are either registered and in attendance at a business meeting of the Association or have returned a mail ballot distributed prior to the meeting.
- C. Voting by proxy is not permitted.

ARTICLE VI - COMMITTEES

Section 1. Standing Committees

- A. Within thirty (30) days after taking office the Regions President shall make appropriate amendments to the list of Working Groups established within the Region. The President shall then appoint and give a mandate to each of the Working Groups.
- B. Activities of Working Groups will be reported monthly to the IAEM Board.

Section 2. Ad Hoc Work Groups

The President may appoint Ad Hoc Work Groups as deemed essential to the business and well-being of the Regions. Such committees shall cease to function when their specific task has been completed.

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 Bylaws and the Code of Ethics (APP I.D.2).

Members in good standing have the right to:

- A. Hold office according to guidelines established in the Administrative Policies and Procedures.
- B. Vote, according to the process established in the Administrative Policies and Procedures on:
 - 1. Amendments to the Bylaws.
 - 2. Election of officers.
 - 3. Matters of business arising at the Annual Meeting.
- C. Veto Administrative Policies and Procedures actions of the Board of Directors affecting the rights of members on:
 - 1. Changes in dues.
 - 2. Voting procedures.

Section 2. Procedures for Administrative Policies and Procedures

- A. Proposed changes to Administrative Policies and Procedures affecting the rights of members as defined in Article VIII - Section 1-C shall be published in advance of the annual meeting or 90 days prior to the date of implementation.
- B. A minimum of twenty members may petition the President no less than 30 days prior to the annual meeting requesting that the proposed change be placed on the ballot for action at the annual meeting.
- C. Actions of the Board in amending the Administrative Policies and Procedures may be vetoed only by a two-third majority of the eligible members who vote.

encouraged to hold meetings, in accordance with their bylaws.

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 Administrative Policies and Procedures.

The proposed changes to the Bylaws must be circulated to the membership 30 days prior to said Annual Meeting. Any proposed changes which are supported by a 90% vote at the business meeting can, however, be adopted into the Bylaws without satisfying the 30 day requirement.

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 in all cases not provided for in these Bylaws or in the Administrative Policies and Procedures.

ARTICLE X - DISCLAIMER OF ENDORSEMENT

No individual member or group of members representing the IAEM or a Region of IAEM 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 membership, and supersede all constitutions and bylaws previously adopted.

Approved by membership at Annual Meeting held on:
At:

Signed:

Position:

Witness:

Position: