

**BYLAWS OF THE
INTERNATIONAL ASSOCIATION OF EMERGENCY MANAGERS –
STUDENT COUNCIL
(IAEM – SC)**

ARTICLE I: NAME

1. The International Association of Emergency Managers – Student Council (IAEM – SC) is a non-profit organization incorporated by and under the laws of the State of Ohio, USA, under the auspices of the International Association of Emergency Managers (IAEM).

ARTICLE II: MISSION

1. IAEM – SC is organized and will be operated for professional and educational purposes to benefit and support IAEM Student Regions and IAEM Student Members by promoting the following:
 - a. Support for the vision and mission of the IAEM;
 - b. Creating and maintaining successful Student Regions within the IAEM;
 - c. Facilitating and coordinating the common interests of the Student Members and Regions;
 - d. Advocating the issues that are important to Student Members;
 - e. Growth and diversity within the Student Membership and IAEM as a whole;
 - f. Effective and efficient communication and information sharing within the IAEM – SC and with all parts of the IAEM; and
 - 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 their respective Geographic Councils are automatically members of the IAEM – SC.

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 IAEM – SC;
 - ii. Vote on amendments to these Bylaws;
 - iii. Participate within the IAEM – SC based on established guidelines; and
 - iv. Other benefits as set forth by the IAEM – SC.

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 SC APPs and at a level sufficient to cover IAEM – SC's administrative costs.
- c. Student membership dues in excess of that set by the IAEM shall be established by the IAEM – SC. This total student membership cost will be paid to the IAEM. The IAEM will distribute that portion of membership dues representing the IAEM – SCs' due directly to the IAEM – SC. The IAEM – SC will set and distribute a portion of membership dues representing each Student Regions' due directly to the Student Regions.
 - i. IAEM – SC will hold in trust the membership dues for those geographic Council's lacking a Student Region until one is established.
 - ii. The IAEM – SC may approve the use or disbursement of the above mentioned funds for:
 - 1. Activities that benefit the Student Members of that geographic Council; or

2. To assist in the establishment of a Student Region in that geographic Council
- iii. Once a Student Region has been established, all funds held in trust for them by the IAEM – SC shall be transferred to the new Region.
- d. 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.

1. 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 AND EXECUTIVE COMMITTEE

1. Officers and the Executive Committee

- a. The Officers of the IAEM – SC shall be the President, Vice President, Secretary, Treasurer, and Past-President. The Executive Committee shall be composed of all the Officers of the IAEM – SC.
 - i. The Executive Committee may exercise the powers of the IAEM – SC Board of Directors (hereafter referred to as the “Board”) when the Board is not in session, and shall conduct the administrative business of IAEM – SC.
 - ii. The Executive Committee shall not act in a manner contrary to the directives issued by the Board, nor shall they take any action in conflict with these Bylaws and the SC APPs.
 - iii. The Executive Committee shall report any action taken to the Board at the next meeting of the Board as well as provide the Board minutes of its meetings and quarterly reports.

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 IAEM – SC and is responsible for leading the IAEM – SC and managing its activities in accordance with the policies and procedures of the IAEM and the IAEM – SC;
 - ii. Serve as a full member of the IAEM Global Board of Directors representing the Council. Participation is required at all meetings, including conference calls.
 - iii. Organize, set the agenda, and preside at all meetings of the IAEM – SC, the Board and of the Executive Committee;
 - iv. Appoint all IAEM – SC liaisons or representatives including those to the IAEM Committees; and
 - v. Communicate pertinent information and serve as the primary liaison to the Student Region representatives (the Board).
- b. The duties of the 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 Council;
 - ii. Serve as the primary liaison in assisting in the formation of new Student Regions; and
 - iii. Other duties as assigned by the President.
- c. The duties of the Secretary shall include but not be limited to:
 - i. Assist the President in the management of the IAEM – SC;
 - ii. Record and distribute the minutes of all IAEM – SC meetings to the appropriate persons;
 - iii. Serve as the primary manager of the IAEM – SC’s publications (i.e. Newsletter, etc.);
 - iv. Serve as the primary manager of the IAEM – SC’s online presence (i.e. Website, etc.);
 - v. Handle official correspondence pertaining to IAEM – SC business;
 - vi. Maintain all non-financial records of the IAEM – SC; and
 - vii. Other duties as assigned by the President.

- d. The duties of the Treasurer shall include but not be limited to:
 - i. Assist the President in the management of the IAEM – SC;
 - ii. Facilitate all financial interactions related to the IAEM – SC including but not limited to collecting funds, making deposits, fundraising, paying bills, and facilitating reimbursements;
 - iii. Maintain the IAEM – SC financial records;
 - iv. Serve as the primary manager for council-wide voting;
 - v. Preparation, in conjunction with the IAEM staff, of a monthly Council Financial Report for the Board; and
 - vi. Other duties as assigned by the President.

3. Selection of Officers

- a. The Board will elect from the members of the Board a President and Vice President by a simple majority.
- b. The Board will elect from outside the members of the Board a Secretary and Treasurer by a simple majority vote of the Board.

4. Terms

- a. The term of office for the President, Vice President, Secretary and Treasurer shall be one year.
- b. The term shall commence immediately following the installation of officers that shall be conducted at the first Board Meeting of each calendar year or until their successors take office.

5. Officer Vacancy

- a. If a vacancy should occur in the office of the President, the Vice President shall automatically assume office of the President. A new Vice President will then be chosen by simple majority vote of the Board to fill the remainder of the Vice President's term.
- b. If a vacancy should occur in the office of the Vice President, Secretary, or Treasurer, or President and Vice President simultaneously, a replacement will be chosen by a simple majority of the Board to fill the remainder of that Officer's term.

ARTICLE V: BOARD OF DIRECTORS (THE BOARD)

1. The Directors of IAEM – SC shall be:
 - a. The Officers; and
 - b. One student representative from each IAEM Student Region.
2. Duties of the Board of Directors
 - a. The Board of Directors shall act as liaisons between the IAEM – SC and the Student Regions or student members of their geographic Council. The Board shall supervise, control, and direct the affairs of the IAEM – SC; determine the SC APPs within the limits of these Bylaws; actively pursue the IAEM – SC mission; and have discretion in the setting dues and the disbursement of IAEM – SC funds. The Board of Directors may adopt rules for the conduct of its business and may appoint such agents as it considers necessary.
3. Qualifications of Directors
 - a. Each Director to the Board shall be a properly elected Officer from their Student Region in good standing
4. Removal
 - a. Directors and Officers
 - i. May be suspended or removed from the Board for good cause upon a two-thirds vote of the Board of Directors. Good cause shall include but is not limited to a violation of the IAEM Code of Ethics, violation of the IAEM – SC non discrimination policy, or absence, unexcused by the President, from two consecutive meetings of the Board. Prior to such suspension or removal, the Director is to be provided twenty (20) days written notice of the proposed Board action and an opportunity for a hearing before the Board.
 - ii. Should a Board member be removed, the students of that Region will appoint a new representative pursuant to that Regions Bylaws.
5. Council & National Representatives

- a. The President shall appoint, in accordance with these Bylaws, one (1) Council Representative for each geographic Council lacking an official Student Region.
 - i. Council Representatives shall be charged with working to increase membership and Chapters in their geographic Council, establish an official Student Region, be a link with their geographic Council, and other tasks as requested by the President or the Board.
Council Representatives shall be non-voting members of the Board
- b. The President may appoint, in accordance with these Bylaws, National Representatives for those countries or geographic areas that fall outside of an official Student Region.
 - i. National Representatives shall be charged with working to increase membership in their area, and other tasks as requested by the President or the Board. National Representatives shall not sit on the Board.

ARTICLE VI: APPOINTED POSITIONS AND TEMPORARY COMMITTEES

1. Appointed Positions

- a. All appointed positions within the Council shall be appointed by the President, subject to the approval of three-fifths of the votes cast by the Board;
 - i. Appointed positions include, but are not limited to Council Representatives and National Representatives.
- b. All candidates for appointed positions must be Members in good standing; and
- c. Appointed officials may be removed by a three-fifths majority vote of the Board.

2. Temporary Committees

- a. Temporary Committees may be created by a simple majority of the votes cast by the Executive Board;
 - i. A standing committee must be given a charter which includes a title, purpose, membership guidelines, and expiration date; and

- b. The Chair of each Temporary Committee shall be chosen by the President subject to the approval of three-fifths of the votes cast by the Executive Committee;
 - 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 VII: MEETINGS AND ACTIVITIES

1. Meetings

- a. The Board shall meet at least four times per term of office. Additional Board meetings will be initiated at the request of the President or a majority of the Board.
- b. The Executive Committee will meet at the request of the President or a majority of the Executive Committee.
- c. All meetings shall be publicly advertised at least 14 days in advance via electronic (e.g., web page, email) means.
- d. Every effort shall be made to have meetings via electronic means (i.e. teleconference). If a physical meeting is held, no Council funds may be utilized to facilitate that meeting, including but not limited to: travel, lodging, reimbursements, etc.

2. Quorum

- a. A simple majority of the Board or Executive Committee shall constitute a quorum for that body.
 - i. For the purposes of Board meetings, Council and National representatives shall not count towards 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 and Dues

- a. Amendments to these Bylaws may be submitted to the President by any Member in good standing.

- b. Proposed changes to the dues structure for IAEM-SC members must first be approved by a simple majority of the votes cast by the Board.
- c. The proposed changes to these Bylaws or Dues 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.
- d. These Bylaws or changes to the Dues structure may be amended by a two-thirds (2/3) majority of the votes cast by the Members.

5. SC APPs

- a. Changes to the SC APPs may be submitted to the President by any Member in good standing.
- b. The proposed changes to the SC APPs must be circulated to the Board 14 days prior to voting to allow Directors to consult their membership.
- b. SC APPs may be amended by a simple majority of the votes cast by the Board.

ARTICLE VIII: REGIONS AND CHAPTERS

1. Student Regions

- a. Student Regions are optional sub-divisions of Councils. They are jointly developed and approved by both the geographic Council and the IAEM – SC. The IAEM – SC shall set the minimum requirements for Student Regions, subject to the approval of a simple majority of the IAEM Global Board of Directors.

2. Student Chapters

- a. Student Chapters are optional sub-divisions of Student Regions that are chartered at educational institutions. They are jointly developed and approved by both the geographic Council and their Student Region. The IAEM – SC shall set the minimum requirements for Student Chapters, subject to the approval of a simple majority of the IAEM Global Board of Directors.

ARTICLE IX: 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 SC APPs.

ARTICLE X: DISCLAIMER OF ENDORSEMENT AND ENACTMENT

1. No individual member or group of members representing the IAEM – SC shall have authority to endorse or recommend any product, service, or organization in the name of the IAEM – SC, or by elected or appointed title unless so authorized by the Board.
2. This document shall take effect immediately upon its passage, and supersede all constitutions and Bylaws previously adopted.

Adopted: September 8, 2008

Amended: May 29, 2009