

BY-LAWS

IAEM-USA

Universities & Colleges

SPECIAL INTEREST SECTOR CAUCUS

As Amended: 10/20/2009



Executive Summary & History

On May 22, 2007, President of IAEM, Mike Selves, utilized the authority vested in him to create a “special interest sector” ad-hoc committee entitled “Universities & Colleges” to represent the issues, goals, and objectives of higher education (university and college) emergency management practitioners. The creation of the committee was approved by the IAEM Board of Directors.

These By-Laws were accepted and established by the newly-created committee on May 25, 2007.

On November 14, 2007, the new IAEM President, Larry Gispert, continued the existence of the Committee.

On January 15, 2008, the Committee amended its By-Laws to reflect the conversion of IAEM into individual IAEM Councils, which created the IAEM-USA Council.

On November 16, 2008, the Committee amended these By-Laws to further ensure consistency with the new IAEM-USA organizational structure.

On November 16, 2008, IAEM-USA President Russ Decker continued the existence of the Committee for the 2008-2009 year.

On June 2, 2009, The IAEM-USA Board of Directors reclassified the UCC as a “Caucus” to reflect the special interest sector focus and perpetuity.

Authority

In accordance with Article VII, Section 2 of the International Association of Emergency Managers – USA Bylaws, adopted June 16, 2008:

“The President may appoint Ad Hoc (Special) Committees as deemed essential to the business and well-being of the Association. Such committees shall cease to function when their specific task has been completed. “

Policies

IAEM Administrative Policies and Procedures, adopted June 16, 2008, further state:

“The Association will have standing and ad hoc committees to meet the mission and vision of the organization. Committees will have chairs who will be responsible for leading the committee and ensuring the assignments are accomplished. The IAEM President will nominate chairs and vice chairs for each committee at least 30 days before the current chair’s term expires or within 30 days after a position becomes vacant. Nominations will be made from members in good standing and will be approved by the Board of Directors.

Some committees are active by the very nature of their assignment. Others need and deserve guidance and structure.

- a. Each committee will establish goals and priorities for the year at the Annual Conference, with a published meeting schedule (quarterly, monthly, etc.) to facilitate attainment of these goals. Such meetings may be via internet, teleconference or other meeting arrangements conducive to the advancement of committee goals.



b. All committees will provide written progress reports to the Board of Directors via the President and Executive Director on a quarterly basis.

c. Committees without established goals and active meeting schedules will be automatically removed unless the Board directs specific activity. If a committee is inactive for a 6-month period, the President has the responsibility to re-assign the chair or co-chair duties.

Chairs of standing committees will serve 2-year terms. The terms of service for chairs and co-chairs should be staggered. At the discretion of the Board of Directors, the chairs for the ad hoc committees may serve for the duration of their assignment or if the committee exists for more than two years.

The selection of members of committees shall consist of a geographic representative group, may include all categories of membership, and shall represent various interests, if possible.

Each standing committee also shall appoint its chair, vice chair or other designee to serve on the Strategic Plan Committee.

Within 30 days of appointment the Committee Chair(s) shall determine the committee's membership, with Board approval. Sources of membership may include: individuals from the IAEM headquarters volunteer database; Regional President recommendations; and individuals who express an interest to the Chair(s).

The President may assign members of the Board of Directors to serve as liaison to specific committees to monitor the committee's progress throughout the year and report to the Board of Directors.

Recommendations for appointment to any committee may result from a consideration of the following factors:

1. The appointed party must be a member in good standing;
2. Capability to attend the Annual and Mid-year Conferences;
3. Capability to attend additional meeting during the year, if funded by the Association;
4. Capability to devote eight or more hours a month to Association business, as may be required;
5. Capability to weigh and consider issues in an objective manner;
6. Capability to communicate with other committee members in an open and direct manner.

The Chair(s) may appoint an Advisory Panel to their Committee composed of individuals who are not IAEM members but have knowledge, skills, and abilities that would enhance the function of the Committee. Advisory Panel members will have no voting authority on the Committee.



**IAEM-USA
Universities & Colleges
Caucus
BY-LAWS**

Title, Mission, Disambiguation,
Organization

Title

The committee shall be known as the “Universities & Colleges Caucus.” Acceptable abbreviations include “UC Caucus” or simply, “UCC”.

Mission

The mission of the Universities & Colleges Caucus is to represent the emergency management issues surrounding college and university campuses. Although they are a part of the communities in which they reside; higher education institutions take on special and sometimes unique considerations when preparing their students, faculty, staff, and visitors for responding to, recovering from and mitigating against emergencies. The purpose of this caucus is to provide emergency managers from higher education institutions a voice on a national and international scale to ensure their needs are also being addressed by government and industry officials.

Disambiguation

This caucus shall be differentiated from the “Training & Education” committee, which represents the academic side of emergency management education, as many higher education institutions now offer emergency management training. The “Universities & Colleges” caucus represents emergency management practitioners and others associated with the practical application of emergency management on campus.

Caucus Organization

The Caucus shall have the following composition:

- 1.) Chair
- 2.) Vice-Chair
- 3.) Secretary (2nd Vice-Chair)
- 4.) Immediate Past Chair
- 5.) IAEM USA Council - Region 1 Representative
- 6.) IAEM USA Council - Region 2 Representative
- 7.) IAEM USA Council - Region 3 Representative
- 8.) IAEM USA Council - Region 4 Representative
- 9.) IAEM USA Council - Region 5 Representative
- 10.) IAEM USA Council - Region 6 Representative
- 11.) IAEM USA Council - Region 7 Representative
- 12.) IAEM USA Council - Region 8 Representative
- 13.) IAEM USA Council - Region 9 Representative
- 14.) IAEM USA Council - Region 10 Representative
- 15.) IAEM USA Council - Student Region Representative

 	IAEM-USA Universities & Colleges Caucus BY-LAWS	Membership Eligibility, Chair, Vice-Chairs
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Membership Eligibility Requirements

In accordance with IAEM-USA Administrative Policies and Procedures, all members of this caucus shall be IAEM-USA members in good standing.

All members of this caucus shall be designated as an emergency management practitioner by their respective higher education institution (university or college).

An “emergency management practitioner” is defined as a university or college employee who has been designated by his or her administration with a primary role in administering emergency preparedness and management functions at their institution.

It is preferred, although not required, that caucus members possess CEM certification.

Chair

In accordance with IAEM-USA Administrative Policies and Procedures, the caucus Chair shall be nominated by the IAEM-USA President at least 30 days before the current chair’s term expires or within 30 days after a position becomes vacant.

Nominations will be made from IAEM-USA members who meet the aforementioned membership eligibility requirements and will be approved by the IAEM-USA Board of Directors.

The Chair will serve a 1-year term beginning and ending at the Annual IAEM-USA Conference. At the discretion of the next IAEM President, the Chair may serve multiple consecutive terms.

Vice-Chair & Secretary (2nd Vice-Chair)

In accordance with IAEM-USA Administrative Policies and Procedures, the caucus Vice-Chairs shall be nominated by the IAEM-USA President at least 30 days before the current Chair’s term expires or within 30 days after a position becomes vacant.

Nominations will be made from IAEM-USA members who meet the aforementioned membership eligibility requirements and will be approved by the IAEM-USA Board of Directors.

The Vice-Chairs will serve a 1-year term beginning and ending at the IAEM-USA Annual Conference. At the discretion of the next IAEM-USA President, the Vice-Chairs may serve multiple consecutive terms.

The Vice-Chair will be responsible for developing, updating, and monitoring the progress of the Caucus Strategic Plan and By-Laws.

The Secretary (2nd Vice-Chair) will be responsible for ensuring all official Caucus business is documented, including but not limited to issuance of meeting agendas and minutes.

Immediate Past Chair

In accordance with IAEM-USA Administrative Policies and Procedures, the Caucus Immediate Past Chair previously had been nominated by the IAEM-USA President, installed, and served one or more terms as Chair of the Caucus.

In addition, the Immediate Past Chair must meet the aforementioned membership eligibility requirements during his/her term.

The Immediate Past Chair will serve a term that coincides with the Chair, beginning and ending at the Annual IAEM-USA Conference.

The Immediate Past Chair shall serve as an advisor to the Chair and Caucus, serve on workgroups as designated by the Chair, and be delegated other duties and projects at the Chair's discretion.

Regional Representatives

In accordance with IAEM-USA Administrative Policies and Procedures, Regional Representatives shall be appointed by the Caucus Chair at least 30 days before the current chair's term expires or within 30 days after a position becomes vacant.

Appointments will be made from IAEM-USA members who meet the aforementioned membership eligibility requirements.

To promote the diversity of the Caucus, a Regional Representative should not work for the same institution as either the Chair or Vice-Chairs.

Regional Representatives will serve one-year terms, beginning and ending at the IAEM-USA Annual Conference. Regional Representatives may serve multiple consecutive terms if appointed by the Chair to do so.

Regional Representatives shall solicit input from higher education institutions within their region on topics before the Caucus, as appropriate. They shall foster active dialogue of all institutions by encouraging them to join appropriate discussion groups, email list serves, and obtain IAEM-USA membership.

Each Regional Representative is to designate one (1) Alternate who can fulfill the roles and responsibilities of the Representative in his/her absence at meetings and conferences. Alternates are subject to the same membership eligibility requirements. To encourage diversity and increased participation, alternates should not represent the same institution as the primary Representative.

Regional Representatives are permitted, and strongly encouraged, to create regional sub-structures as they see fit to efficiently administer the roles and responsibilities of their office.

Workgroups

As necessary to further the Strategic Plan of the Caucus, the Chair may establish Workgroups to address specific issues. The Workgroup shall be lead by a member of the Caucus (Chair, Vice-Chair, or Regional Representative). The Workgroup membership is appointed by the Caucus Chair and may include any individual deemed appropriate for the task, regardless of Caucus membership. Workgroups are limited to the term of the appointing Chair and may be reconvened by subsequent Caucus Chairs as needed.

Special Project Coordinators

As necessary to further the Strategic Plan of the Caucus, the Chair may designate Special Project Coordinators to work on specific projects or issues that do not necessarily rise to the level of a full Workgroup. The Caucus Chair may designate any individual as Special Project Coordinator deemed appropriate for the task, regardless of Caucus or IAEM membership. Special Project Coordinators are limited to the term of the appointing Chair and may be reconvened by subsequent Caucus Chairs as needed.

Associate Members

The designation of “Associate Member” is granted to any current IAEM-USA member who serves in the role of emergency management practitioner at a higher education institution. It is only a form of recognition. It does not reflect any special role, responsibility, position, status, or privilege with respect to the Caucus.

Advisory Panel

In accordance with IAEM-USA Administrative Policies and Procedures, the Caucus Chair may appoint an Advisory Panel to the Caucus composed of individuals who are not IAEM-USA members but have knowledge, skills, and abilities that would enhance the function of the Caucus. Advisory Panel members have no voting authority on the Caucus.

The Universities & Colleges Caucus may have an Advisory Panel not to exceed ten (10) persons.



Appointments to the Advisory Panel will be made by the Caucus Chair for a term not to exceed one (1) year at a time. Appointments may be renewed if deemed necessary.

Advisory Panel members may be an:

- 1.) Emergency management practitioner from a higher education institution (university or college), who does not maintain current IAEM-USA membership. Or,
- 2.) Emergency management practitioner from another level of government (local, state or federal), who is an IAEM-USA member in good standing, and can contribute to the goals and objectives of the Caucus. Or,
- 3.) Other emergency management consultant or academic, who is an IAEM-USA member in good standing, and can contribute to the goals and objectives of the Caucus. Or,
- 4.) Other subject matter experts, regardless of IAEM-USA membership, with insight on evolving issues, when necessary.

IAEM-USA Board Liaison

The IAEM-USA Board will designate one of its members to serve as Board Liaison to the Caucus. The Board Liaison serves as an intermediary with the IAEM-USA Board, in addition to the relationship between the IAEM-USA President and Caucus Chair. The Board Liaison is strongly encouraged to participate in all Caucus meeting and activities, but has no voting rights.

 	IAEM-USA Universities & Colleges Caucus BY-LAWS	Other IAEM Councils, Meetings, Dialogue
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Guest Representatives from other IAEM Councils

In an effort to further the Caucus's mission, the Caucus Chair may invite representation from other IAEM Councils. An IAEM Council Representative to this Caucus shall be a member in good standing of the respective IAEM Council.

The Council Representative shall be designated as an emergency management practitioner by their respective higher education institution (university or college).

An "emergency management practitioner" is defined as a university or college employee who has been designated by his or her administration with a primary role in administering emergency preparedness and management functions at their institution.

It is preferred, although not required, that a Council Representative possess CEM certification.

The IAEM Council Representative is nominated by the members of their respective Council and appointed by the IAEM Council President.

IAEM Council Representatives to this Caucus have full participatory rights as do Regional Representatives, less voting rights.

IAEM Council Representatives will serve one-year terms, beginning and ending at the IAEM-USA Annual Conference. IAEM Council Representatives may serve multiple consecutive terms if appointed by the Chair to do so.

IAEM Council Representatives shall solicit input from higher education institutions within their Council on topics before the Caucus, as appropriate. They shall foster active dialogue of all institutions by encouraging them to join appropriate discussion groups, email list serves, and obtain IAEM Council membership.

Each IAEM Council Representative is to designate one (1) Alternate who can fulfill the roles and responsibilities of the Representative in his/her absence at meetings and conferences. Alternates are subject to the same membership eligibility requirements. To encourage diversity and increased participation, alternates should not represent the same institution as the primary Representative.

Regional Representatives are permitted, and strongly encouraged, to create regional sub-structures as they see fit to efficiently administer the roles and responsibilities of their office.

Meetings, Dialogue

The Caucus shall meet, in physical person, at a minimum of once per year at the IAEM-USA Annual Conference.

As needed, additional in-person meetings may be scheduled to address specific issues of an important or urgent nature.

To further the advancement of the caucus goals, additional virtual meetings, whether by internet, teleconference or other meeting arrangements, shall be held at least quarterly.

Ongoing dialogue between Caucus Members via e-mail, telephone, and/or online discussion board is strongly encouraged.

Official Business, Quorum, Voting

Official business can be conducted at any publicized, scheduled meeting.

In order to conduct official Caucus business, a quorum must be established. A quorum is defined to be at least half of the current Caucus membership (Chair, Vice-Chairs, Immediate Past Chair, and Regional Representatives). The participation of either the Chair or a Vice-Chair is required.

Regional Representatives may send their designated alternate to attend a meeting on their behalf. The designated alternate may be counted to establish quorum.

A simple majority vote of quorum is required to approve official business, unless otherwise specified in the IAEM-USA Bylaws or Policies and Procedures. Each Caucus member (Chair, Vice-Chairs, Immediate Past Chair, and Regional Representatives) is allotted one vote.

If unable to attend a meeting where official business is conducted, Regional Representatives may delegate their vote by proxy to their designated Alternate from their same region. Votes may also be delegated by written proxy to other Regional Representatives, Chair, or Vice-Chair on the Caucus.

Standing Goals

In addition to the annual goals and priorities established at the IAEM-USA Annual Conference, the Caucus will always address the following standing goals:

Goal #1: To promote the importance of developing organized, comprehensive, all-hazard and integrative emergency management at all universities and colleges.

Goal #2: To facilitate networking, communication, and best-practice sharing between university and college emergency management practitioners.

Goal #3: To promote the inclusion of university and college emergency management practitioners in the multi-jurisdictional, multi-disciplined, and multi-hazard emergency planning conducted at the campus, local, regional, state and federal levels.

Goal #4: To facilitate awareness of current legislative and planning issues in emergency management and interpretation of their effects on universities and colleges.

Goal #5: To promote professionalism and professional development of university and college emergency management practitioners and/or programs.