

# **ADMINISTRATIVE POLICIES & PROCEDURES OF THE INTERNATIONAL ASSOCIATION OF EMERGENCY MANAGERS – STUDENT COUNCIL (SC APPS)**

## **I. IAEM – SC DUES STRUCTURE**

Dues will be collected at the rate of \$30 per Student member per year.

Dues will be distributed as follows:

- \$15 – IAEM administrative fee
- \$10 – Student Region (*of that member*)
- \$3 – Student Development Fund
- \$2 – Student Council

The Student Development Fund will be used for the following:

- To increase membership in areas outside of established Student Regions;
- To increase membership and support activities in newly formed Student Regions; and
- To increase membership and support activities in struggling Student Regions.

## **II. REMOVAL FROM THE BOARD**

Officers and members of the Board may be removed according to the criteria outlined in the Bylaws. The process for doing this will be as follows:

- a. The IAEM-SC President shall inform the Officer or Board Member to be removed of the intended action in writing a minimum of 20 days prior to voting.
- b. Prior to the vote, the Officer or Board Member to be removed is entitled to request, in writing, a hearing on the motion. Upon receipt of the request, the President must schedule a hearing within 14 days.
- c. The hearing shall be the first item on the agenda for that meeting and the Officer or Board Member to be removed will be given up to 10 minutes to state their objections or comment on the motion. Upon completion, the remaining Officers and Board Members may question the member to be removed.

- d. After comments and questions, the Officer or Board Member to be removed will be asked to leave the hearing. The remaining Officers and Board Members shall discuss the matter and then vote. The vote to remove must pass with a two-thirds majority.
- e. Directly following the meeting, the President shall send the Officer or Board Member written notification of the decision made. If the member is removed, a replacement shall be chosen per the process outlined in the Bylaws.
- f. If the President is the Officer to being removed then all duties previously listed shall fall to the IAEM-SC Vice President.

### **III. IAEM STUDENT REGIONS**

#### **A. General**

The IAEM believes that students in emergency management and its related fields are key to the professions future success. Because of this, the IAEM seeks to support students in multiple ways. One way is the establishment of student Regions under the various IAEM Councils.

#### **B. Minimum Requirements**

All Student Regions must meet the following requirements:

1. Meet all the requirements of their respective Geographic Councils;
2. Operate under a set of Bylaws that include:
  - a. Mission, goals and/or purpose;
  - b. A process for democratically electing officers (including terms, qualifications and duties);
  - c. The IAEM – Student Council (IAEM – SC) non-discrimination policy; and
  - d. All IAEM and local legally required Bylaw content
3. The President of the Student Region shall serve as a full voting member of their respective Geographic Council's executive body;

4. Student members shall be allowed to participate in their respective Geographic Council's committee's;
5. Include all Student Members within their respective Geographic Council;  
and
6. Have discretion in the disbursement of their Regional funds.

#### C. Dues and Fees

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 Region.

1. IAEM – SC will hold in trust the membership dues for those Geographic Council's lacking a Student Region until one is established.
2. The IAEM – SC may approve the use or disbursement of these funds for:
  - a. Activities that benefit the Student Members of that Geographic Council; or
  - b. To assist in the establishment of a Student Region in that Geographic Council.
3. 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. Approval Process

The process of developing and approving a Student Region is overseen jointly by its Geographic Council and the IAEM – SC. All Student Regions must incorporate the minimum requirements contained within Section B and must be approved by both their Geographic Council and the IAEM – SC.

#### E. Organizational Structure and Administration

While the newly formed Student Region will remain a part of both the Student Council and their Geographic Council, all administrative functions outside of these guidelines will lie with the Geographic Council.

### **IV. IAEM STUDENT CHAPTERS**

## A. General

The IAEM believes that students in emergency management and its related fields are key to the professions future success. Because of this, the IAEM seeks to support students in multiple ways. One way is the establishment of student Chapters under the various Student Regions.

## B. Minimum Requirements

All Student Chapters must meet the following requirements:

1. Meet all the requirements of their respective Geographic Councils;
2. Operate under a set of Bylaws that include:
  - a. Mission, goals and/or purpose;
  - b. A process for democratically electing officers (including terms, qualifications and duties);
  - c. The IAEM – Student Council (IAEM – SC) non-discrimination policy; and
  - d. All IAEM and local legally required Bylaw content including but not limited to the following:
    - i. IAEM and its Regional Chapters are organized exclusively for educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
    - ii. No part of the net earnings of the organization or its subordinate regions or chapters shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization or its subordinate regions or chapters shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or

distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization or its subordinate regions or chapters shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

iii. Upon the dissolution of the organization or its subordinate regions or chapters, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

3. Have an advisor who is an IAEM member and faculty or staff member of their respective post-secondary institution;
4. Be a recognized student organization at their respective post-secondary institution;
5. A minimum of ten members; and
6. All members must be members of the IAEM.

#### C. Naming

The official naming convention of all Student Chapters shall follow this example:

IAEM-USA Student Chapter at John Doe University (IAEM-USA at John Doe University)

#### D. Approval Process

The process of developing and approving a Student Chapter is overseen jointly by its Geographic Council and their Student Region. All Student Chapters must incorporate the minimum requirements contained within Section B and be approved by both their Geographic Council and their Student Region.

#### E. Organizational Structure and Administration

While the newly formed Student Chapters will remain a part of both the Student Council and their Geographic Council / Student Region, all administrative functions outside of these guidelines will lie with the Geographic Council / Student Region including, but not limited to, chartering and dechartering of Student Chapters.

#### F. Tax Exempt Status

IAEM Student Chapters will be covered under their educational institutions Group Exemption. For those chapters that cannot, they will be covered under IAEM's Group Exemption and will be responsible for ensuring it meets the eligibility requirements as a tax-exempt organization described in Internal Revenue Code (IRC) Section 501(c)(3).

Chapters will be required to submit financial reports annually to IAEM Headquarters, and meet other established reporting requirements in order to maintain their exemption status.

IAEM staff will request an Employer Identification Number (EIN) for each fully chartered chapter that does not already have one. The EIN can be requested by phone or by completing an IRS Form SS-4, Application for Employer Identification Number. Each Chapter will be notified of their EIN for their reporting purposes. At the discretion of the institution, chapters may be able to use the EIN of the institution for this purpose.

As the Central Organization, IAEM will include with its annual report to the IRS a separate list of subordinates (Chapters) that have changed their name or address during the year, are no longer included in the group exemption letter, or have been added to the group exemption letter.

Chapters not complying with established requirements may be de-chartered and will lose their exemption status.