

BYLAWS of
INTERNATIONAL ASSOCIATION OF EMERGENCY MANAGERS
GLOBAL STUDENT COUNCIL
Approved March 16, 2017

ARTICLE I – NAME AND ORGANIZATION

Section 1. Incorporation

The International Association of Emergency Managers-Global Student Council (IAEM-GSC) is a non-profit unincorporated Council operating within the International Association of Emergency Managers. The International Association of Emergency Managers (IAEM) is a non-profit organization incorporated by and under the laws of the State of Ohio, USA.

Section 2. Members

The Association shall consist of students interested or engaged in the academic pursuit of emergency management and its allied fields.

Section 3. Organization

The Council shall be the international governing body of student regions and student chapter established pursuant to these Bylaws and shall provide the leadership, support, mentoring and administrative oversight of all student organizations allied with the IAEM.

Section 4. Fiscal Year

The Fiscal Year of the Global Student Council is June 1 to May 31.

ARTICLE II - VISION AND MISSION

Section 1. Vision

The International Association of Emergency Managers-Global Student Council will be the voice for all students pursuing education leading to a professional position in the emergency management or related fields.

Section 2. Mission

The mission of IAEM-GSC is to advance the profession through pursuit of higher education by promoting the principles of emergency management and its allied fields; to serve its members by providing information, networking, professional and educational development opportunities; and to promote the advancement of students in Emergency Management into the professional field.

ARTICLE III – MEMBERSHIP AND DUES

Section 1. Eligibility

Any person who meets the criteria of student membership class is defined as anyone enrolled in a post-secondary institution, studying emergency management or an allied field. Students must be enrolled full-time or be enrolled part-time and not working full time in the field of emergency management or an allied field. Student membership is available for up to six years. Extensions to the six-year limitation and

exceptions to the work limitation may be requested. Student members must be supportive of the Association's corporate and tax-exempt purposes. Continued IAEM membership shall be conditioned upon the individual remaining a member in good standing of the IAEM.

Section 2. Member in Good Standing

- A. IAEM student members shall be considered in "good standing" with the Association if all applicable dues and other amounts are paid in full and current and so long as the member belongs to the Global Student Council.
- B. Members in good standing shall at all times, respect and abide by the Code of Professional Conduct, and the bylaws of the Association and their Council. Failure to so abide may result in sanctions imposed by the Association under these Bylaws and the Administrative Policies and Procedures, up to and including termination of membership of the Association.
- C. A failure to maintain current good standing with the Global Student Council shall be grounds for immediate termination in the Association. Upon termination of membership in the Global Student Council, an individual is prohibited from reapplying for membership in another Council of the Association.

Section 3. Rights of Members

Student members in good standing have the right to:

- A. Hold office in any student organization they belong to according to the guidelines established in the Bylaws and the Administrative Policies and Procedures and those of the respective student organization;
- B. Vote according to the processes established in these Bylaws and the Administrative Policies and Procedures on (1) amendments to the Global Student Council's Bylaws; (2) open election of the Global Student Council's Secretary and Treasurer; (3) such other matters as are properly placed before the membership for a vote by the Board of Directors or as may be required.
- C. Serve on the Executive Committee, Board of Directors and on committees according to the guidelines set forth in these Bylaws and the Administrative Policies and Procedures of the Global Student Council.

Section 4. – Termination of Membership

Any person who fails to comply with the membership eligibility requirements set forth in Article III, Section 1 above, including any additional criteria that may be established by the IAEM Board of Directors from time to time, shall cease to be a student member of the Association. Any member who fails to pay dues, fines, fees or assessments, or other financial obligations within thirty (30) days of receipt of the invoice shall be deemed delinquent and to have forfeited IAEM membership. The IAEM Board of Directors may suspend or terminate the Association membership of any member for cause, including, but not limited to: 1) conduct detrimental to and not in the best interests of the Association and its membership, 2) conduct in violation of the Association's corporate and/or tax-exempt purposes or these Bylaws, or 3) conduct in violation of the Association's Code of Professional Conduct. Due process shall be afforded the member who is the subject of the disciplinary action in accordance with the procedures set forth in the Association's Administrative Policies and Procedures – "Standards of Behavior and the IAEM Code of Professional Conduct" as may be amended from time to time by the Global Board of Directors.

Section 5. Dues

Dues shall be established from time to time by the IAEM Global Student Council Board of Directors in a manner identified in the Administrative Policies and Procedures and at a level sufficient to cover the IAEM GSC's operating and administrative costs.

- A. Association membership dues, including membership dues in excess of the Association's due that have been established by the Global Student Council, are to be paid to the Association. The Association will distribute that portion of membership dues representing the Student Regions' due directly to the Student Regions.

- B. The term of membership for which dues are paid is annual as specified in the Administrative Policies and Procedures.
- C. Dues include the base amount established by the IAEM Global Student Council Board of Directors to sustain Council operations. Regions determine an additional amount above the base rate needed to cover the costs of their own activities on their members' behalf.
- D. Dues and fees shall be paid as stipulated in the Administrative Policies and Procedures and thereafter will be considered delinquent. Members whose dues are delinquent for a period of 30 days and who have not made arrangements with the Association to extend the payment deadline with good cause shall forfeit membership.

ARTICLE IV – MEETINGS AND VOTE OF MEMBERS

Section 1. Meetings of the Membership

- A. Annual General Meeting – The Annual General Meeting of the membership shall occur on the occasion of the annual International Association of Emergency Managers conference unless notice is given by the IAEM-GSC Board of Directors.
- B. Special Meeting – with the majority approval of the Board of Directors, a Special General Meeting of the membership may be called by the Board to address urgent matters that require the consideration of the Association's membership. A Special Meeting of membership may also be called by written petition directed to the President and signed by not less than ten percent (10%) of the Student members.
- C. New Business – Any new business introduced at the annual business meeting should be presented to the Board of Directors during the call for new business.
- D. Regional Meetings – other meetings of the membership are encouraged through its Regions to advance the mission of the Students.
- E. Notice – Not less than thirty (30) days prior written or electronic notice shall be given of the date, time, place and purpose of any meeting of the Global Student Council. Electronic notice includes electronic mail (e-mail), social media notifications and other electronic means as they become available.

Section 2. Quorum

- A. A majority of the IAEM-GSC's eligible voting members who are registered and present at the Annual IAEM-GSC General Meeting shall constitute a quorum for purposes of conducting business.
- B. If a quorum is present, the affirmative vote of a majority of the members present and eligible to vote shall be necessary for the adoption of any matter voted upon by the membership, unless otherwise required by law, or provided in these Bylaws.

ARTICLE V – EXECUTIVE COMMITTEE

Section 1. Executive Committee

- A. The Executive Committee of the IAEM – Global Student Council shall be the President, Vice President, Secretary, Treasurer, and the Immediate Past-President.
 - 1. The Executive Committee will have the responsibility for setting the agenda for the IAEM-GSC Board of Directors goals and initiatives.
 - 2. The Executive Committee shall have discretion in the disbursement of the IAEM-GSC's funds. The Executive Committee may adopt rules for the conduct of its business and may appoint such agents as it deems necessary.
 - 3. Except as otherwise prohibited by law or these Bylaws, the Executive Committee may exercise the powers of the Global Student Council Board of Directors (hereafter referred to as the "Board") when the Board is not in session, and shall conduct the administrative business of IAEM GSC between meetings of the Board.

4. 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 Global SC Administrative Policy & Procedures (APP).
5. The Executive Committee shall report any action taken to the Board at the next meeting of the Board for ratification, as well as, provide the Board minutes of its meetings and quarterly reports.

Section 2. Duties

- A. The duties of the **President** shall include, but not be limited to:
 - a. Serve as the principal officer of and the primary contact for the IAEM-GSC, and be responsible for leading the IAEM-GSC and effectively managing its activities in accordance with the Bylaws, policies, and procedures of the IAEM and the IAEM-GSC.
 - b. Serve as a voting member of the IAEM Global Board of Directors representing the IAEM-GSC. Participation is required at all Global and Global Student Council meetings, including conference calls.
 - c. Organize, set the agenda, and preside at all meetings of the IAEM-GSC membership, the IAEM-GSC Board, and of the Executive Committee.
 - d. Approve all Global Student Council liaisons or representatives including those to the IAEM Committees upon consultation with the IAEM GSC Board.
 - e. Communicate pertinent information with students.
 - f. As a member of the Executive Committee, this officer is a voting member for all pertinent business of the IAEM-GSC.
- B. The duties of the **Vice President** shall include but not be limited to:
 - a. Perform the duties of the President in his or her absence and assist the President in the management of the Global Student Council.
 - b. Serve as the primary liaison in assisting in the formation of new Student Regions and Student Chapters.
 - c. Organize all IAEM annual conference student activities and be the student liaison to the IAEM Conference Committee. This may involve coordinating activities from student regions along with the IAEM-GSC.
 - d. Such other duties as assigned by the President from time to time.
 - e. As a member of the Executive Committee, this officer is a voting member for all pertinent business of the IAEM-GSC.
- C. The duties of the **Secretary** shall include but not be limited to:
 - a. Record and distribute the minutes of all IAEM-GSC meetings to the appropriate persons;
 - b. Serve as the primary coordinator of the IAEM-GSC's participation in all IAEM publications (i.e. the Bulletin and the weekly Dispatch)
 - c. Supervise the IAEM-GSC's online presence (i.e. Website and Social Media. etc.).
 - d. Handle official correspondence pertaining to IAEM-GSC business. Maintain all non-financial records of the IAEM GSC.
 - e. Such other duties as assigned by the President from time to time.
 - f. As a member of the Executive Committee, this officer is a voting member for all pertinent business of the IAEM-GSC.
- D. The duties of the **Treasurer** shall include but not be limited to:
 - a. Facilitate all financial interactions related to the IAEM-GSC including but not limited to, collecting funds, making deposits, paying bills, and facilitating reimbursements;
 - b. Maintain the IAEM GSC financial records;
 - c. Preparation, in conjunction with the IAEM staff, of a quarterly IAEM-GSC Financial Report for the Board.

- d. Such other duties as assigned by the President from time to time.
 - e. As a member of the Executive Committee, this officer is a voting member for all pertinent business of the IAEM-GSC.
- E. The duties of the **Immediate Past President** shall include but not limited to:
- a. Provide guidance and mentorship to the Board of Directors and the Executive Committee.
 - b. Provide wisdom as the resident Parliamentarian for the IAEM-GSC.
 - c. Serve as the primary manager for Global Student Council voting.
 - d. Serve as the tie-breaker in the case of any tie votes among the Executive committee.
 - e. May be asked to conduct other duties as requested by the President from time to time.
 - f. As a member of the Executive Committee, this officer is a voting member for all pertinent business of the IAEM-GSC.

Section 2. Term

The term of office for all executive committee members of the Board of Directors shall be one (1) year, commencing January 1st and ending on December 31st or until their successors take office.

Section 3. Selection of Officers

- A. The Board will elect from the members of the Executive Committee a Vice President by a simple majority of the Board at a meeting at which quorum of the Board is present. The Vice President shall automatically succeed to the office of President at the conclusion of the one (1) year term of each President. The Vice President shall be selected October 15.
- B. The IAEM-GSC will elect from all eligible student members a Secretary and Treasurer. Candidacy for office for the following office will require a nomination presented to the Vice President by November 1. Voting will take place between November 15 and December 1. The election will be won by a simple majority of the votes cast by voting members of the IAEM-GSC.

Section 4. 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 members of the Board entitled to vote 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 vote of the members of the Board entitled to vote to fill the remainder of that Officer's term. Nominations for these open positions will be accepted from the IAEM-GSC.

Section 5. Officer Removal

May be suspended or removed from the Board for good cause upon a two-thirds (2/3rds) vote of the Executive Committee. Good cause shall include but is not limited to a violation of the IAEM Code of Professional Conduct, a violation of the IAEM and/or IAEM-GSC Bylaws, Administrative Policy & Procedures (APP), and policy of nondiscrimination, or absence, unexcused by the President, from two (2) consecutive meetings of the Board. Prior to such suspension or removal, the Officer is to be provided twenty (20) days written notice of the proposed Board action and an opportunity for a hearing either in person, or by telephone, or video conference before the Board.

ARTICLE VI - BOARD OF DIRECTORS

Section 1. Board of Directors

The Directors of the IAEM Global Student Council shall be:

- A. The Executive Committee of the IAEM Global Student Council.
- B. Each Region shall provide one representative to share regular updates with the GSC Board of Directors and to bring to the regional board any information from the GSC.
- C. Any regularly formed committee shall provide one representative to supply information about ongoing initiatives.

Section 2. Duties

The Board of Directors shall act as liaisons between the Association, other Councils, Student Regions and chapters and other student members of the Association. The Board shall supervise, control and direct the affairs of the IAEM Global Student Council; determine the IAEM-GSC's Administrative Policies and Procedures within the limits of the Bylaws and actively pursue the IAEM-GSC's purposes. The Board of Directors may adopt rules for the conduct of its business and may appoint such agents as it considers necessary.

Section 3. Qualifications of Directors

To qualify for service to the Board of Directors, a director shall meet the following requirements:

- A. Must qualify as a student at the beginning of their term, under the Association's current definition of a student.
- B. Student Regions shall determine their representatives to the Board of Directors using their own method of selection.
- C. Regional Representatives must be appointed consistent with their Student Region's bylaws.
- D. Committees will be represented by the Chairperson of the committee. This Chairperson will be selected by the members of the committee. If the Chairperson is unable to attend, the Chair may appoint someone else in their place.
- E. The Executive Committee reserves the right to refuse any Director and may request that the originating entity send an alternative selection.

Section 4. Quorum

A majority of the members of the Board of Directors shall constitute a quorum.

Section 5. Removal of Directors

A Director may be suspended or removed from the Board of Directors for good cause upon a two-thirds vote of the entire Board of Directors. Good cause shall include but is not limited to a violation of the Association's Code of Ethics or absence, unexcused by the Chairman of the Board, from two consecutive meetings of the Board of Directors. 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 of Directors.

Should a Board member be removed, the students of the affected Student Region or Committee will elect a new representative pursuant to existing Bylaws.

ARTICLE VII MEETINGS AND ACTIVITIES

A. Meetings

- a. The Board of Directors shall meet to conduct business at such times as the President may direct, provided that the Board shall conduct a minimum of four (4) meeting each year. The members of the Board shall be notified in accordance with the APPs. One of these four (4) meetings is the general membership meeting at the annual conference.
- b. The Executive Committee will meet at the request of the President or by written petition signed by a simple majority of the members of the Executive Committee.
- c. The Board of Directors will meet at the request of the President or by written petition signed by a simple majority of the members of the Board of Directors. At such special board meetings, only the business that necessitated the meeting shall be acted upon.
- d. Notice of meetings of the GSC Board of Directors shall be provided by electronic mail, and may also be provided by a letter sent by US Postal Service, postage prepaid, or facsimile. Notice shall be not less than ten (10) days in advance of the scheduled meeting.
- e. Every effort shall be made to have meetings of the GSC Board, Executive Committee or GSC committee via electronic means (i.e. telephone or video conference). If an in-person meeting is held, limited Global SC funds may be utilized to facilitate that meeting, including but not limited to: travel, lodging, reimbursements, etc. The expenditure of GSC funds for such purposes shall be subject to the prior approval of a majority of the members of the Global SC Executive Committee authorized to vote.

B. Voting

- a. Except where otherwise required by law or in these Bylaws, a simple majority of the voting members shall be required to carry all motions other than amendments to these Bylaws.

ARTICLE VIII –APPOINTED POSITIONS AND TEMPORARY COMMITTEES

A. Appointed Positions

- a. All appointed positions within the Global Student Council shall be appointed by the President, subject to the approval of simple majority of the votes cast by the members of the Board entitled to vote.
- b. All candidates for appointed positions must be student members in good standing of IAEM and the GSC.
- c. Appointed officials may be removed by a two-thirds majority vote of the members of the Board entitled to vote.
- d. Appointed positions need to be re-approved every year at the first board meeting of the year

B. Committees

Such committees, temporary committees, work groups, or task forces may be created from time to time by the GSC as may be deemed necessary to effectively and efficiently conduct the business of the GSC. Such committees, temporary committees, work groups, or task forces may be created by a simple majority of the votes cast by those members of the Board of Directors entitled to vote and present at a meeting at which a quorum of the Board is present.

ARTICLE IX - COUNCILS, REGIONS AND CHAPTERS

The organized structure of IAEM student organization shall be comprised of the following subdivisions:

Section 1. Councils

Councils are the legal sub-unit of the Association and are created by the Board of Directors subject to the provisions of the Administrative Policies and Procedures. The Student Council is a global council representing student interests. Student members are members of both the Student Council and a non-voting member of the most appropriate council of their home or school location.

Section 2. Regions

Student regions are optional sub-divisions of Councils and are created by Councils in accordance with their respective Bylaws. They are jointly developed and approved by both the geographic Council and the GSC. The GSC shall set the minimum requirements for student regions, subject to the approval of a simple majority of the IAEM Global Board of Directors.

Section 3. Chapters

Student Regions, with the approval of their respective geographic Council's governing body and the GSC, may create student Chapters in order to localize activities of their membership. Student chapters are optional subdivisions 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 Student Regions shall set the minimum requirements for Student Chapters, subject to the approval of a simple majority of the IAEM Global Board of Directors.

Section 4. Meetings

Student Regions and Chapters are encouraged to hold meetings, in accordance with their Bylaws.

Section 5. Authority

No Council, Region, Chapter or other subunit of the Association shall incur any debt, liability or other financial or contractual obligation on behalf of the Association without the prior written approval of the Association's Global Board of Directors (they may do so on behalf of the council).

ARTICLE X - AMENDMENT OF BYLAWS AND ADMINISTRATIVE POLICIES AND PROCEDURES

A. Bylaws

- a. Amendments to these Bylaws or a new set of Bylaws may be submitted to the President by any member of the GSC Board of Directors or by written petition signed by not less than ten percent (10%) of the Global SC members in good standing.
- b. Amendments to these Bylaws or a new set of Bylaws must be circulated in writing to the members of the Global SC Board not less than thirty (30) days prior to the Board vote to allow Directors to consult their membership.
- c. Amendments to these Bylaws or a new set of Bylaws will then be discussed at the next Board Meeting. The proposed changes may be altered at this time to meet the

concerns of the Directors. The Board must reach a two-thirds (2/3) majority vote at which a quorum is present to send the proposed changes to the membership for approval.

- d. Amendments to these Bylaws or a new set of Bylaws must then be voted on by the entire student population of the IAEM. A simple majority of at least ten (10) percent of the student population must be achieved for the proposed changes to pass. Voting for these changes must not exceed thirty (30) days.
- B. Administrative Policies and Procedures (APP)
- a. Changes to the GSC APP may be submitted to the President by any member of the Global SC Board of Directors.
 - b. Proposed changes to the Global SC APP must be circulated in writing to the members of the Global SC Board not less than thirty (30) days prior to the Board vote to allow Directors to consult their membership.
 - c. The Global SC APP may be amended by a simple majority of the votes cast by the members of the Global SC Board entitled to vote and present at a meeting at which a quorum is present.
 - d. To adopt an entirely new set of APPs will require the same procedure as amending or changing the Bylaws

ARTICLE XI - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rule of Order (Newly Revised) shall govern the proceedings of the Global Student Council in all cases not provided for in these Bylaws or in the Administrative Policies and Procedures.

ARTICLE XII – LANGUAGE

The official language of IAEM is English. Student Regions may use additional languages as desired.

ARTICLE XIII - DISCLAIMER OF ENDORSEMENT

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 in writing by the Global Board of Directors.

ARTICLE XIV. DISSOLUTION

Upon dissolution of the Global Student Council, any funds remaining after payment of the GSC debts and liabilities as required by law shall be distributed to one or more regularly organized and qualified charitable, educational, scientific, or philanthropic organizations selected by the Board of Directors.

ARTICLE XV ENACTMENT

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

Submitted to Board: _____

Date of Board Meeting for discussion: _____

Submitted to Membership for Voting: _____

Adopted: _____

