

INTERNATIONAL ASSOCIATION OF EMERGENCY MANAGERS

Administrative Policies and Procedures

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I. GOVERNANCE STRUCTURE

The Board of Directors at the worldwide level is known as “Global IAEM” to distinguish it from councils.

A. BOARD OF DIRECTORS, JOB DUTIES

The Association is governed by a Board of Directors. The IAEM Board is comprised of representatives of the Councils as defined in Section VIII COUNCILS.

- 1) Establish IAEM strategic policy and oversee IAEM programs and activities as a member of the Board.
- 2) Elect officers: a Chairman of the Board, Business Director, Membership & Marketing Director, Communications Director and Professional Standards Director.
- 3) Represent and serve members within the respective Council areas. This includes participation in IAEM Board calls and two annual in-person meetings.
- 4) Facilitate IAEM programs and priorities by way of routine communications from their Councils to their regions and chapters involving members to accomplish the IAEM Vision, Mission and Key Results Areas.
- 5) Actively work to retain current members by reinforcing IAEM benefits, and recruit new members.
- 6) Support the Councils, their Regions and Chapters.
- 7) Ensure that Council bylaws are implemented.

If it is determined that a director is unable to fulfill job duties, the IAEM Chairman of the Board will declare the vacancy and will ensure that it is filled in accordance with IAEM Bylaws Article IV, Section 6. For purposes of job duty #3, two unexcused absences constitute an inability to participate. An absence may be excused by communicating with IAEM headquarters. Every attempt should be made to arrange an alternate representative.

II. ADMINISTRATION

A. ADMINISTRATIVE MANAGEMENT

The Association shall retain an association management firm to perform the administrative and management functions required for the effective and efficient continued operation of the Association. This firm shall provide the Association's staff including Chief Executive Officer and shall be directly responsible to the Strategic Management Group and, thereby, the Association membership as a whole. In accordance with contractual agreement, the staff may provide daily administrative functions of the organization, fiduciary accountability, coordination of meetings and exhibits, government relations services, membership promotion, membership services, public relations communications, and other tasks as required by the contract.

In addition to association management services, the Association may retain professional services for such activities as financial auditing, legal counsel, legislative assistance or other specific tasks. Such consultants shall answer to the Chief Executive Officer.

Any contact with agents as outlined above shall be only with the authorization of the Chairman of the Board or the IAEM Board and in cooperation with the management firm.

B. FISCAL MANAGEMENT

1. GENERAL

It is the policy of the Association to adhere to sound fiscal practices and to administer its affairs in such a manner as to ensure fiscal solvency.

The Chief Executive Officer administers the fiscal policies as set by the Board of Directors and is responsible for the maintenance of adequate and appropriate records for the receipt and expenditure of all funds.

The Business Director is responsible to the members for verifying that the financial records of the Association are

maintained and that the fiscal guidelines are followed. Specific tasks include an Annual Report to the membership on the general fiscal condition of the Association and finance reports to the Board of Directors at least quarterly.

All Association funds shall be disbursed on official Association checks from approved bank accounts.

Officers and agents of the Association are entitled to reimbursement for expenses incurred on behalf of the Association only under the following conditions:

- 1) the person is authorized to make the expenditure by the Chair, Business Director or Chief Executive Officer;
- 2) the expenditure is within annual budgeted levels for the applicable line item;
- 3) the request is eligible under the administrative guidelines of the Association;
- 4) there are sufficient funds to cover the expense.

Requests for reimbursement should be submitted to the Chief Executive Officer, together with appropriate documentation within 30 days of the expenditure. Requests for reimbursement of travel expenses shall be accompanied by a trip report.

2. BUDGET

The Association shall develop, approve and adhere to a reasonable budget that shall be adopted annually by the Board of Directors. The Strategic Management Group has the authority to re-program funds within the budget.

The draft budget shall indicate all major categories and subordinate line items of anticipated revenues and expenses. A description of reserve funds and forecast of changes in financial position shall also be provided annually.

Final approval of the budget by the Board of Directors shall take place at least 30 days prior to the commencement of the new fiscal year.

3. TRAVEL EXPENSES

Councils will define the travel expense reimbursement policy for travel incurred within the Councils. The Chief Executive Officer will establish and publish the travel expense reimbursement policy for Board travel.

4. FUNDING TO COUNCILS

The Association will provide funding to the Councils from the apportioned amount of the membership dues collected. Councils operations may be reimbursed on an as-needed basis if Council funds are deposited into the central IAEM Account. Councils are free to establish their own bank accounts in the name of their Council i.e. IAEM USA. In doing so they will be responsible for all local tax issues relating to that account.

Examples of appropriate use of the Council funding includes travel for the Council Board to conduct IAEM business and promote IAEM membership, and support for regionally-organised activities, meetings and communications.

5. FUNDING TO IAEM

When Councils collect dues on behalf of IAEM, funds and member records will be remitted to IAEM from the apportioned amount of the membership dues, within 30 days of receipt. All new membership applications will be processed and sent to IAEM Headquarters within five (5) days of receipt.

C. CORRESPONDENCE & COMMUNICATIONS

1. GENERAL

Only the IAEM officers and authorized agents may communicate on behalf of IAEM. The Association must assure that the concerns of its membership are answered in a timely fashion. The CEO will maintain a file on official correspondence.

Copies of official correspondence shall be provided to IAEM headquarters.

2. MINUTES

Accurate minutes of all Association meetings shall be made and forwarded to the CEO for retention.

These records shall be available to members upon request. The Business Director is responsible for the accuracy of Board meeting minutes and the Board shall approve all minutes with corrections. Association minutes shall include attendees at the meeting, major discussion points, motions made and votes taken.

The Secretary at Council, Regional or Chapter meetings is responsible for the accuracy of all meeting minutes and shall assure that the minutes are forwarded to the Headquarters office for official retention. The Secretary shall also assure that all official records are passed to his/her successor upon expiration of his/her term of office.

Board decisions that may change the Administrative Policies and Procedures or affect the Associations Bylaws, will be forwarded to the Executive Staff for inclusion in the necessary agendas of Association business.

3. POLICY STATEMENTS

From time to time, the Association may issue statements on pertinent public policy issues. The Board of Directors may formally identify issues and adopt a policy, may refer the matter to an existing or special committee for deliberation and investigation, or may vote to not endorse any policy on the issue.

A consensus of the Board of Directors is required for the dissemination of an official position paper.

The CEO will maintain a log for tracking and locating such papers.

Any member aware of issues affecting the Association and its membership should forward such information to a member of the Board of Directors.

When the Board of Directors adopts a policy, the CEO, the Chairman of the Board, or Communications Director or their designees may respond to official inquiries.

STANDARDS OF BEHAVIOR and IAEM CODE OF PROFESSIONAL CONDUCT

1) **Complaints**

a. Professional Standards Director

A complaint alleging a violation of the IAEM Code of Professional Conduct and/or Bylaws shall be first directed in writing to the IAEM Professional Standards Director ("PSD"). The PSD may exercise his or her reasonable discretion in refusing to accept a complaint he or she in good faith deems frivolous, retaliatory or harassing in nature, or unrelated to the IAEM Code of Professional Conduct and/or Bylaws. The PSD shall create and maintain a file on each complaint received and be responsible for providing the complaining party with written acknowledgment of receipt of the claim. The PSD shall provide written notice and a copy of the complaint to the IAEM Chief Staff Executive, the President of the IAEM Board of Directors and the IAEM Professional Standards Hearing Panel ("PS Hearing Panel"). All notifications provided under these procedures shall be in writing and may be provided **US Mail**, postage prepaid, and/or via electronic mail. Notice shall be deemed effective upon confirmation of sending of the electronic mail notification.

b. IAEM Professional Standards Hearing Panel

Members of the PS Hearing Panel shall be appointed by the President and approved by a majority vote of the IAEM Board of Directors. The PS Hearing Panel shall be comprised of not less than five (5) and not more than seven (7) IAEM member volunteers each holding CEM designations. The President and the Board will endeavor to achieve broad representation on the Hearing Panel from the US Regions and geographic Councils of the Association. The PS Hearing Panel shall be charged with hearing member disciplinary matters involving conduct described in Article III, Section 5 of the IAEM Bylaws, or which is alleged to be in violation of the Association's Code of Professional Conduct and/or Bylaws. Hearing Panel members shall be appointed to serve two (2) year terms and may serve no more than two (2) consecutive terms. Either party (candidate or Hearing Panel member) may raise objection if there is a bias prior to the hearing.

c. Form of Complaint

A complaint alleging conduct is a violation of the IAEM Code of Professional Conduct and/or Bylaws shall be submitted in writing to the PSD and include sufficient details identifying the conduct and the facts supporting the alleged claim, the specific IAEM Bylaw(s) and/or Code of Professional Conduct provision(s) alleged to have been violated and any supporting documentation. Such complaint, the response thereto, and supporting documentation shall be maintained by the PSD in the complaint file for a period of six (6) months following the closing of the file, at which time the entire complaint file shall be destroyed by the PSD.

2) Due Process Procedures

Upon receipt of the initial complaint, the PSD shall promptly issue written notice to the party against whom the charge(s) have been made, providing a copy of the complaint and any supporting documentation submitted with the complaint. Such individual shall be required to respond within thirty (30) calendar days from the date the electronic notice was issued with a written response to the allegation(s) and any supporting documentation to the PSD. As part of his/her written response, the party against whom the allegations are directed shall have the option to request that the matter be considered by the PS Hearing Panel solely on the papers submitted, or to request a hearing before the PS Hearing Panel. Such request shall be made affirmatively and in writing by electronic mail to the PSD. The PSD shall promptly forward such written request to the PS Hearing Panel for appropriate action. If a hearing is requested, at the sole and reasonable discretion of the PS Hearing Panel, such hearing may be conducted in person, by telephone conference or by video conferencing.

Upon conclusion of the PS Hearing Panel review and consideration of the underlying complaint, written responses and supporting documentation and hearing (if requested), PS Hearing Panel shall determine by a two-thirds (2/3rds) majority whether the conduct violated the IAEM Code of Professional Conduct and/or Bylaws. Such finding shall be reduced to writing and set forth the specific Code of Professional Conduct and/or Bylaw provisions violated, with a copy sent by electronic mail to the PSD, who will then forward an appropriate report to the parties involved in the complaint. Such report shall be issued not more than thirty (30) calendar days following the conclusion of the hearing or in the absence of a hearing being requested, within thirty (30) calendar days of distribution of the complaint materials to the PS Hearing Panel.

In the event of a Hearing Panel finding that the IAEM Bylaws and/or Code of Professional Conduct have not been violated, the PSD shall notify the parties involved in writing by electronic mail, with a copy of the notice included in the file on the matter, and the PSD will close the file.

If the PS Hearing Panel finds that an IAEM Bylaw or Code of Professional Conduct violation has occurred and been established by the evidence and testimony, it may consider various disciplinary action(s) to be taken by the Association, including, but not limited to:

- 1) Verbal or written warning to be issued to the party found to have committed the Bylaw and/or Code of Professional Conduct violation;
- 2) Written censure issued to the party found to have committed the Bylaw and/or Code of Professional Conduct

violation;

- 3) A written demand for restitution from the party found to have committed the Bylaw and/or Code of Professional Conduct violation, where appropriate and where the nature and/or scope of restitution has been reasonably determined;
- 4) Suspension of IAEM membership;
- 5) Termination of IAEM membership.

Written notice of the nature of its findings and any disciplinary action to be taken shall be included in the PS Hearing Panel's written findings to the PSD, which shall be promptly forwarded to the IAEM Board of Directors for consideration and final action. The Board may uphold the finding of the PS Hearing Panel or it may, in its reasonable discretion, and by two-thirds (2/3rds) majority vote of the Board, overrule the PS Hearing Panel. And issue its own findings in writing, which shall be final and conclusive of the matter. The PSD shall be charged with enforcing the assessed disciplinary measures. In the event of disciplinary action taken against the member, including, but not limited to, suspension or termination of IAEM membership, the written notice announcing such finding shall be issued in the name of the IAEM Board and under signature of the President of IAEM.

1. CODE OF PROFESSIONAL CONDUCT

PREAMBLE

IAEM has a Code of Professional Conduct that seeks to address a range of issues that impact the emergency management professional on their day-to-day work. Maintenance of public trust and confidence is central to the effectiveness of the Emergency Management Profession. This Code aims to ensure and justify public trust and confidence in the services provided by members of the International Associations of Emergency Managers (IAEM). It seeks to ensure that high levels of competence and professional conduct are maintained.

The members of the International Association of Emergency Managers (IAEM) adhere to the highest standards of ethical and professional conduct. The Code of Professional Conduct for the IAEM members and Certified Emergency Managers® (whether or not they are IAEM members) reflects the spirit and proper conduct dictated by the conscience of society and commitment to the well-being of all.

PRINCIPLES

The members of the Association agree to conduct themselves in accordance with the basic principles of **RESPECT**, **COMMITMENT**, and **PROFESSIONALISM**.

RESPECT

Respect for supervising officials, colleagues, associates, and most importantly, for the people we serve is the standard for IAEM members. We comply with all laws and regulations applicable to our purpose and position, and responsibly and impartially apply them to all concerned. We respect fiscal resources by evaluating organizational decisions to provide the best service or product at a minimal cost without sacrificing quality.

COMMITMENT

IAEM members commit themselves to promoting decisions that engender trust and those we serve. We commit to continuous improvement by fairly administering the affairs of our positions, by fostering honest and trustworthy relationships, and by striving for impeccable accuracy and clarity in what we say or write. We commit to enhancing stewardship of resources and the caliber of service we deliver while striving to improve the quality of life in the community we serve.

PROFESSIONALISM

IAEM is an organization that actively promotes professionalism to ensure public confidence in Emergency Management. Our reputations are built on the faithful discharge of our duties. Our professionalism is founded on Education, Safety and Protection of Life and Property.

CODE

1. Quality:
Members shall aim to maintain high quality work at all times and apply the 'Principles of Emergency Management'¹ in their professional undertakings. Quality may be assessed by audits, monitoring, quality processes, or other appropriate means.
2. Professional Independence
IAEM Members, however employed, owe a primary loyalty to the people in the community they serve and the environment they affect. Their practice should be performed according to high standards and ethical principles, maintaining respect for human dignity. Emergency management practitioners shall seek to ensure professional independence in the execution of their functions. The term professional independence relates to the function of the practitioners within the organisation in which they practice. Their role may be advisory or executive.
3. Legal Requirements
Members must abide by the legal requirements relating to their practice, and practitioners have a duty to make themselves aware of the appropriate legal requirements for the territory in which they practice.
4. Objectivity
Members called to give an opinion in their professional capacity shall be honest and, to the best of their ability, objective and reliable. Objectivity and reliability is based on the best current available knowledge, or in the absence of such knowledge, reference to appropriate emergency planning and management principles.
5. Competence
Members shall not undertake responsibilities as emergency management practitioners if they do not believe themselves competent to discharge them. Members shall acknowledge any limitations in their own competence. In pursuit of this members shall take all reasonable steps to obtain, maintain and develop their professional competence by attention to new developments and shall encourage others working under their supervision to do so.

Competence is defined as 'the possession of sufficient knowledge, experience and skill to enable a person to know what he or she is doing and to be able to carry out a task in the way in which a person competent in the activity would expect it to be done and to have an appreciation of one's own limitations'. Competence is maintained by undertaking continuing professional development and certification (CEM®) and may be supplemented at appropriate levels by membership of other specialist bodies.

6. Abuse of Membership
Members shall not improperly use their membership of IAEM for commercial or personal gain.
7. Conflict of Interest
Members shall avoid their professional judgment being influenced by any conflict of interest and shall inform their employer, or client, of any conflict between their own personal interest and service to the relevant party. For example, a consultant may be aware that his/her recommendations are not being implemented, but continues to advise the organisation in order to avoid losing the revenue associated with

¹ <http://www.iaem.com/publications/Reports.htm>

the contract. The members, officers and agents of the Association shall act in the best interest of the Association at all times and shall avoid activities resulting in actual or implied personal gain in keeping with the highest standards of ethics and professionalism.

8. Confidentiality

Members shall not improperly disclose any information which may reasonably be considered to be prejudicial to the business of any present or past employer or client.

9. Professional Responsibility

Members shall accept professional responsibility for all their work and shall take all reasonable steps to ensure that persons working under their authority or supervision are competent to carry out the tasks assigned to them; are treated with fairness and equal opportunity; and accept responsibility for the work done on the authority delegated by them.

Where members have good reason to believe that their professional advice is not being followed, they shall take all reasonable steps to ensure that persons overruling or neglecting their advice are made aware of the potential adverse consequences which may result. In such instances it is advisable that such actions are recorded in writing.

10. Upholding the Aims and Objectives

Members shall have regard to the reputation and good standing of The Society, other members' professional practice and standards, and shall not knowingly bring them into disrepute. Disrepute amounts to the loss of a previously good reputation. It may arise from the conduct of a member who by act or omission lowers the professional reputation of The Association and its members in the view of right thinking members of The Association generally. At all times members shall seek to uphold the bylaws and APPs of the IAEM.

11. Professional Reputation

Members shall not in the course of their practice recklessly or maliciously injure, or attempt to injure, whether directly or indirectly, the professional reputation, prospects or business of another.

12. Members Relations Inter Se

Members shall at all times treat other members of the Association with the utmost respect and fairness, and at no time undermine their integrity and dignity. Members will at all times seek to work in a cooperative and productive way with each other.

Elected representatives have a particular responsibility in this regard; to ensure that all members and their views are heard, valued, and respected

14. Financial Propriety

Members shall maintain financial propriety in all their professional dealings with employers and clients. Any inducements which may be seen as prejudicial to professional independence or in breach of contractual or moral obligations should be discouraged.

III. WORKING GROUPS, COMMISSIONS AND COMMITTEES

A. GENERAL

The Association may have working groups to meet the mission and vision of the organization. WGs will have chairs that will be responsible for leading the WG and ensuring the assignments are accomplished in liaison with their designated director. The term of office for those in appointed positions is according to the term of service of the global chair.

- a. Each WG will establish goals and priorities for the year 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 WGs will provide written progress reports as scheduled by their Board liaison.

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.

Within 30 days of establishment of the WG the Chair shall determine the group's membership with liaison's approval.

The Chairman of the Board will assign members of the Board to serve as liaison to specific WGs to monitor the WG progress throughout the year and report to the Board.

The Chair(s) may appoint an Advisory Panel to their WG 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 WG.

B. STANDING WORKING GROUPS

In accordance with the Bylaws, the following Working Groups shall operate with primary objectives as listed below:

1. COMMUNICATIONS WORK GROUP

The Communications WG is responsible for overall communications strategy at the global level. A Web Work Group operates within the Communications WG and supervises the content of IAEM's website and the Association's internet presence, including email communications, web content and format. It makes recommendations to the Board of Directors for website enhancement, including prioritization of new features within the annual budget established by the Board. The WG establishes the use of web-based activities such as voting, membership database use, and marketing.

2. MEMBERSHIP AND MARKETING WORK GROUP

Analyze membership trends, assist in the development of membership recruitment campaigns, and assure that membership services are being provided.

3. AWARDS AND RECOGNITION WORK GROUP

Since it is the policy and practice of the Association to recognise and honour persons who have made special or significant contributions to the field of emergency management and have represented the profession well by their outstanding performance, the Committee will solicit nominations for awards, review nominations, interpret committee guidelines, determine eligibility, and assist in the procurement and presentation of awards at the Annual Conference.

Councils and/or Regions may also conduct their own Awards competition and provide annual Recognition.

4. GOVERNANCE WORK GROUP

The Governance WG will review Bylaws and APPs and make recommendations for revision by the Board and recommendation to the Councils. It will monitor adherence to provisions of the Bylaws and APPs and review Council Bylaws for consistency with the international bylaws. This WG will also provide the Board of the Association viable planning options to accomplish its strategic goals and objectives.

C. RECOMMENDED COMMITTEES OF COUNCILS

Councils will also establish standing committees. The recommended standing committees of each council are:

1. Government Affairs
2. Nominations

3. Membership & Marketing
4. Awards and Recognition
5. Conference
6. Training and Education
7. Governance

D. CEM® COMMISSION

IAEM provides the Certified Emergency Manager (CEM®) program as a service to the profession. The IAEM USA Board of Directors has final authority on CEM® requirements and policy. The USA Board establishes the CEM® budget and approves appointment of Commissioners.

The CEM® program is served by volunteer Commissioners, the major function of which is to serve as a peer review body. Commissioners evaluate AEM®/CEM® candidate submissions and also maintain policy under the Board's supervision. Commissioners are nominated by the Commissioner Nomination Task Force and approved by the USA Board. Commission roles and responsibilities, and CEM® procedures are outlined in the "IAEM CEM® Commission Manual;" the Commission has the latitude to make decisions on International applications to evaluate them based on the overall candidate qualifications.

The CEM® Executive Committee is composed of a chair, two vice chairs and two at-large members from among the Certification Commission and approved by the IAEM-USA Board. The CEM® Commission as a whole nominates the chair and two at-large members. One vice chair is nominated by the USA, Canadian, Latin American, and International Commissioners, and the other vice chair is nominated by the Asian, Oceania, and European Commissioners.

The Certification Executive Committee assures that the program remains open, fair and impartial; retains integrity; implements the mission of emergency management; and makes policy recommendations to the USA Board for approval.

The CEM® Commission elects its own chair and vice chairs annually.

CEM® is a registered trademark of the USA Council of the International Association of Emergency Managers and may only be used in connection with that program.

E. SCHOLARSHIP COMMISSION

The Scholarship Commission is appointed by the IAEM Board of Directors to conduct the business of the scholarship program. The Commission formulates its own slate of nominations for Board approval, and elects its own chair and vice chair annually. The Commission is installed at the IAEM Annual Conference each year. Terms are for two years and half the Commissioners are reappointed or replaced each year. An IAEM staff person will be a non-voting member on the Commission. The Professional Standards Director is the Scholarship Commission's liaison to the IAEM Board and also serves as a non-voting member on the Commission.

A major function of the Commission is to make scholarship awards. The Commission is charged to:

- Solicit applications, process candidates and make scholarship awards;
- Recommend program policy to IAEM Board of Directors;
- Assist with fundraising and marketing effort;
- Report to the IAEM Board on status of the scholarship program.

The Commission assures the program remains open, fair and impartial; retains integrity; and implements the mission of emergency management by assuring applicants have met the minimum standards outlined in the scholarship program.

The Commission is composed of the following:

- One Academic representative
- One Public partner representative
- One representative from each counsel
- One global Board representative
- One Past recipient
- One Bronze/Silver Donor representative
- One Gold/Platinum Donor representative
- Two Members At-large representatives
- IAEM HQ staff liaison
- Professional Standards Director

The Commission will meet at least annually. Meetings will be announced at least 30 days in advance. Some issues may require prompt or immediate action by the Commission. In such cases, business may be conducted by mail or conference call.

Members of the Commission may not apply for a scholarship.

IV. CONFERENCES AND MEETINGS

A. GENERAL

The Association may schedule and conduct a variety of conferences, meetings, seminars and workshops that are designed to meet the professional needs of Association members, provide for an exchange of information, establish a positive image reflecting the Association's goals and objectives, and conduct the official business of the Association.

All types of official assembly of the Association are subject to accepted open meeting practices upon payment of applicable membership dues and/or fees. Exceptions to this policy may exist in Strategic Management Group or Board of Directors meetings where issues of a sensitive, confidential, or contractual nature are to be discussed.

No person shall be allowed to disrupt any official assembly of the Association in the conduct of its business.

The EMEX logo/brand is specific to exhibitions held in conjunction with IAEM Conferences as approved by the IAEM Board and may not be used to identify any other event.

B. PRESS COVERAGE

Reporter attendance at IAEM events is welcomed and encouraged; since IAEM is the largest association in the world for emergency management professionals, it is important that trade publications remain informed of Association activities. A special press rate is extended to representatives of all such publications; the fees cover costs associated with such participation.

C. CALENDAR OF EVENTS

1. ANNUAL CONFERENCE PROGRAMME

IAEM's online calendar will list conferences and events of all IAEM councils. Any council event will be designated an official event of the association

Site options are to be solicited from appropriate parties in the Councils; interested hosts are to contact headquarters to indicate same.

IAEM staff, under the supervision of the Chief Executive Officer, initiates all proposal solicitations, contract

negotiations and facility arrangements. The CEO keeps the interested host informed and assists in preparing the site presentation for the Council's membership, using established rating criteria.

The host Council's Conference Committee, appointed by the Council President, recommends a program format and identifies possible speakers. IAEM staff performs all associated administrative tasks including speaker coordination, facility arrangements, preparation of conference materials, promotion, and exhibit production. The Board of Directors is apprised of conference preparations and may submit guidance for the 'international' content.

2. BOARD OF DIRECTORS

The Board will schedule its meetings a year in advance, and one meeting will occur in-person each year if possible. Read-ahead reference materials will be provided at least 15 days in advance.

If a director is unable to participate in a meeting of the Board of Directors, he/she shall follow Council bylaws or may appoint an Individual or Affiliate member of the Association in good standing from within that Council or category of membership represented by his/her seat, to serve as representative on the Board. The Chairman of the Board shall be notified of such appointment prior to allowing that alternate to vote as a member of the Board. If an officer is unable to participate in a Board meeting, he/she shall specify another officer to represent them.

The Association will conduct an Orientation for newly elected Board Members at the Annual Conference in conjunction with their first Board Meeting. The Orientation will include information on director and officer duties, Bylaws, Administrative Policies and Procedures, Association finances, and current IAEM projects and activities.

Meetings of the Board of Directors of the Association shall be held, at a minimum, twice annually.

Special meetings of the Board of Directors may be called by the Chairman of the Board at any time for the purpose of conducting specific business of the Association, provided that only the business that necessitated the meeting shall be acted upon at such special meetings.

The Chairman of the Board shall call a Special meeting when deemed necessary or upon the request of a majority of the Board of Directors.

Special meetings held through Conference Calls shall be conducted similar to face-to-face meetings, motions for action may be voted on and shall be clearly stated twice in order to decrease the possibility of misunderstanding, and votes shall be roll-call recorded.

V. VOTING

A. GENERAL

Voting rights are granted in accordance with the following membership categories:

Individual	Full voting rights
Life	Full voting rights
Affiliate	Full voting rights
Student	Partial voting rights (can only vote in Student Council or Student Region elections)
Honorary	No voting rights

All voting is handled electronically using the online election system that is part of the IAEM membership database. This preserves member confidentiality and assures that votes are cast only by members who are eligible to vote in a particular election. The election records remain a permanent part of the IAEM membership database.

B. PROCEDURES

Matters requiring action of the Association membership as defined in Bylaws Article VIII Rights of Members Section 1B shall be voted on as prescribed in Association Policies and Procedures section D1 and must pass by a majority of eligible votes cast unless otherwise specified in the Bylaws or Policies and Procedures.

Matters of business arising on the floor of the Annual General Membership Meeting require 90% approval to pass.

The proposition must be accomplished by a petition signed by 2% or no less than 50 members eligible to vote.

The Board may place propositions on the ballot with a two-thirds vote of the entire Board.

An online voting page will be set up for each Council officers election and each Council vote on bylaws amendments, including candidate statements, red-lined bylaws if applicable, voting process, voter eligibility, and a link to the online ballot. A report of voting results will be provided to the designated election officials for the Council elections. The IAEM-USA officers election ends each year during the Annual Conference. Other Council officers and Regional elections are handled online as described above, with the election dates specified by agreement with the current Council or Regional president.

All challenges of elections will be heard by the Board of Directors at a Special Meeting called by the Chairman of the Board.

VI. ELECTIONS

A. OFFICERS OF THE BOARD OF DIRECTORS

The officers shall be elected to their offices by a plurality of eligible votes cast by the members of the Board of Directors. Any appointed member of the Board of Directors may stand for election by their peers. Those standing may not vote, and in the event of a tied vote the Chairman of the Board at the time of the vote will cast a deciding vote. The elected Officers of the Board will serve one year but may stand for re-election if they are returned to the Board of Directors by their Council.

B. OFFICERS OF COUNCILS

Councils will define the roles and responsibilities of their officers in their bylaws.

The members of a Council will elect a President, Vice President, Secretary and Treasurer to represent their Council as defined by the Councils Bylaws.

VII. MEMBERSHIP

A. GENERAL

Membership recruitment campaigns will be coordinated by the Membership & Marketing WG chairperson with the CEO. Council Membership and Marketing Committees will inform the Executive Director of all membership and marketing projects so as not to cause duplication of effort on the international level and council level.

Membership applications shall be screened by the CEO to assure placement of members in the proper membership category at the time the application is received. Questions regarding appropriate placement will be referred to the Council President for contact with the applicant. Applicants who have selected an inappropriate category will be contacted by the CEO to resolve the issue.

Appeals to the decision of the CEO regarding membership applications shall be addressed by their Council President.

B. CATEGORIES

1. INDIVIDUAL

Individual membership is defined as an individual professionally engaged or interested in the furtherance of emergency management and allied fields. The membership belongs to the member jurisdiction or entity paying the dues. If the individual representing that jurisdiction or entity leaves, the membership may be transferred to another individual who manages the emergency management program.

Individual members have full voting rights, may run for international office, may chair or work on any committee as assigned, and have full rights of membership in the Association.

2. AFFILIATE

Affiliate membership is available to any organization/party which provides products, services or other resources which support IAEM and its members. The membership belongs to the organization/party paying the dues. The Affiliate may designate one person to represent the Affiliate member at conferences, committees, task forces, or other Association activities. That name shall be submitted to the Association and its CEO.

The assigned Affiliate representative may work on committees, have full voting rights with one vote per organization/party, but not hold office.

3. HONORARY

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

Honorary members may work on committees, but may not vote or hold office.

4. LIFE

Life membership shall be accorded to each Individual member who has been a member for 15 or more consecutive years and to Past Presidents of the Association who have served their term of office provided that the member is no longer associated with a political subdivision or organization/party in a capacity which would make them eligible for Individual membership.

The membership is for the remainder of the member's life. Life members have full voting rights and may chair or work on committees, but may not hold office.

5. STUDENT

Student membership is available for up to six years to anyone enrolled in a post-secondary institution, studying emergency management or a related field. Students must be enrolled full-time, or enrolled part-time and not working full-time. Any full-time student qualifies for this membership category regardless of employment status. Part-time students also qualify if they are not working full-time.

Proof of current enrollment must be uploaded at the time of membership application and renewal. Students will be members of both the Student Council and the Council in which they reside or matriculate (by choice, based on the postal address they use for their membership record). IAEM staff in consultation with each geographic council may define a process for granting extensions to the six year limitation and exceptions to the work limitation by request.

Student membership may participate on committees but may not vote or hold office (except within the Student Council and except for the Student Council President, who has a voice in vote on the Board of Directors as well as in all business matters of the Association.) Students may vote on bylaws, elections and business matters of the Student Region within their geographic Council and the Global Student Council.

C. DUES

Membership dues are established at the following rates:

Individual Membership (based on council)	\$55-\$185
Affiliate Membership	\$810
Student Membership	\$45 (\$10 Global Student Council, \$5 International Student Development Fund, \$10 Geographic Council with which the student is associated, \$10 Student Region with which the student is associated, \$10 IAEM Global fund)

Membership is based on an anniversary year. This means that membership will be valid for one year from join/renew date.

The CEO has the authority to grant free membership.

D. SERVICES

1. GENERAL

IAEM adopted the following Value Proposition and Commitment statements as a way to encapsulate the benefit and importance of being an IAEM Member.

IAEM Value Proposition – IAEM connects people and ideas to inspire leadership, achievement and collaboration within the emergency management profession.

IAEM Commitment — IAEM provides exceptional experiences, a vibrant community, and essential tools that make you and your organization more successful.

It is the policy of this Association to provide services to its members including but not limited to:

- a. information relating to emergency management;
- b. assistance with professional development programs including CEM® and scholarship competition;
- c. participation in program design through appointment to committees or work groups;
- d. assistance in local program development through information sharing and problem solving forums;
- e. online directory of members to facilitate networking;
- f. monthly newsletter.

Affiliate members will be included in the online IAEM Member Directory, receive discounted space fees at the annual EMEX Exhibit, a monthly Bulletin and weekly eDispatch subscriptions with discounted advertising rates, and other entitlements as detailed on the IAEM webpage.

In accordance with contractual requirements, it shall be the responsibility of the CEO to provide membership services.

2. ROSTERS

It shall be the policy of this Association to provide its members with rosters of the leadership and membership of the Association. Leadership includes the Board, committee chairs, and staff.

Immediately following the Annual Conference, leadership contact information shall be published in the BULLETIN and/or posted online.

In accordance with contractual requirements, on March 15 of each year, the Executive Director shall prepare and disseminate to the membership a roster listing all members of the Association. This roster shall contain a listing of the name, title, business address, telephone number, membership category, and region of all members.

Association rosters are the exclusive property of the Association and shall not be used for any commercial gain or purpose without the receipt of a signed Memorandum of Understanding indicating the party will not reproduce the list, use of which constitutes a one-time rental agreement.

3. PUBLICATIONS

The primary vehicle through which information shall be provided to Association members is the IAEM BULLETIN.

In accordance with contractual requirements, the CEO shall publish and distribute the BULLETIN to all members on a schedule determined by the Board of Directors as reflected in the annual budget.

Complimentary receipt of the IAEM BULLETIN may be provided at the discretion of the CEO or Editor, to such contacts as press, professional organizations, national partners and elected officials/staff.

Each member of the Association is encouraged to submit items of interest for publication in the BULLETIN. The IAEM USA Board is responsible for making decisions regarding the format, content of the BULLETIN. See also page 11 of these Administrative Policies and Procedures for policies on editorial content.

On the approval of the USA Board of Directors, special reports, concept or position papers, or other documents may be published and distributed to the membership of the Association.

Information published by the Association may or may not reflect the position of the Association. Questions regarding the source of information disseminated shall be referred to the Executive Director.

VIII. COUNCILS

A. Definition

The Association is geographically divided into Councils. A Council may be formed when a geographic area not smaller than a country) contains one or more properly constituted Regions of 75 members. In some cases multiple small countries may form a Council, e.g. countries of the Caribbean. In the interim those international members without sufficient local members to create a new region are members of the International Development Council until reaching the required number to form their own.

IAEM Councils are as follows:

- **IAEM Asia** - Afghanistan, India, Pakistan, Nepal, Bhutan, Bangladesh, Sri Lanka, Burma/Myanmar, Thailand, Cambodia, Laos, Vietnam, Greater China (China, Hong Kong, Macau, and Taiwan), Mongolia, Korea (north and south), Japan, Philippines, Malaysia, Singapore, and Indonesia.
- **IAEM Canada**
- **IAEM Europa** - Albania, Andora, Armenia, Austria, Azerbaijan, Belarus, Belgium, Bosnia & Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, England, Estonia, Finland, France, Georgia, Gibraltar, Germany, Greece, Greenland, Guernsey, Hungary, Iceland, Isle of Man, Israel, Italy, Jersey, Kazakhstan, Kosovo, Kyrgyzstan, Latvia, Liechtenstein, Lithuania, Luxembourg, Macedonia, Malta, Moldavia, Monaco, Montenegro, Netherlands, Northern Ireland, Norway, Poland, Portugal, Republic of Ireland, Romania, Russia, San Marino, Scotland, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Tajikistan, Turkey, Turkmenistan, Ukraine, Uzbekistan, Vatican and Wales
- **IAEM Latin America & Caribbean** – (more than 50 countries in Latin America and the Caribbean)
- **IAEM Oceania** - Australia, New Zealand, Norfolk Island, Fiji, New Caledonia, Papua New Guinea, Solomon Islands, Vanuatu, Kiribati, Marshall Islands, Federated States of Micronesia, Nauru, Palau, Cook Islands, French Polynesia, Niue, Pitcairn, Samoa, Tokelau, Tona, Tuvalu, Wallis & Futuna Islands.

- **IAEM International Development**
- **IAEM Student**
- **IAEM USA** – (regions are defined below)

Future Councils are envisaged as:

- IAEM Central America
- IAEM South America
- IAEM Eastern Mediterranean
- IAEM Africa

B. Council Operations

Each Council is operated as a sub-unit of the International organisation. They elect a President who serves on the IAEM Board, and has administrative and fiduciary responsibility to the IAEM Board. They will select additional Board members dependent upon the seats allocated.

When a region undertakes to become a Council, the body needs to be approved by the IAEM Board.

When requesting such recognition they must submit a constitution for the new Council that formally adopts the IAEM Bylaws and demonstrates compliance with the APP's. The request must be supported by nominations for election to the post of President, Vice President, Secretary and Treasurer of the new Council that will be put to the new Councils members once it has been recognised by the Board. The Membership Committee can assist new Councils with this procedure.

No activities or transactions may be undertaken in the name of the new Council until the new body has been recognised by the IAEM Board. All development activities of a new Council must take place under the title and management structure of the IAEM Board.

Each Council shall formally adopt Bylaws that at a minimum do not conflict with the Bylaws or Policies and Procedures of the Association.

The Global Student Council role is to mentor student regions with their operations (such as giving guidance on how to elect their representative to the GSC Board and how to prepare their annual budget/plan for their geographic council approval), to foster development of student regions in areas that have unaffiliated students, and to organize activities involving all student regions such as those that occur onsite at the IAEM Annual Conference.

The geographic councils are responsible for the financial oversight and approval of annual work plans/budgets for their respective student regions (currently Canada, Oceania and USA Student Regions).

The Global Student Council is responsible for establishment of annual work plans/budgets for the Global International Development Fund, Global Student Council apportionment and dues portions received from the unaffiliated students. The Global Board will review and approve allocations for these accumulated funds annually.

Finances

- Each Council may determine the appropriate methods for funding Council and Regional operations, but shall report financial status to the Association headquarters.
- Each Council has the authority to establish a bank account in the name of the "IAEM 'Council Name.'"
- Each Council shall formally adopt Financial Procedures which, at a minimum, do not conflict with the financial reporting and filing procedures of the Association. Each Council shall follow good accounting practices, shall document all income and expenditures and shall conduct an annual audit of the account in accordance with the guidelines established by the International Office.
- Any income earned in the Association's name within a Council will be controlled by that Council, however, financial records must be provided to the International organisation as prescribed by the IRS.
- IAEM headquarters maintains accounts apportioned to each council and to each fund. Expenses incurred

within the councils and student regions may be reimbursed on an as-needed basis, or paid directly as authorized by council treasurers or presidents.

- A Regional/Council Finance Report Form (a Chapter Annual Report for student chapters) including copies of any bank statements must be submitted to headquarters by the treasurer or president for IRS filing by 30 June each year for 1 June-31 May of the previous year for distribution to the Board of Directors.
- Funds will be dispersed upon request of the council president. Examples of appropriate use of funds include travel for council leadership to conduct IAEM business and promote IAEM membership, support for activities organized within the council/region/chapter, meetings and communications.
- IAEM headquarters forwards monthly finance reports to the council treasurers and presidents.
- Student Regions for Canada, Oceania and USA receive their \$10/member allotment based on their member count on 31 May each year. This forms the basis of their student regional annual budget and must be used within the year and do not accrue. Unused funds may be carried over for a specific purpose with authorization prior to the end of the fiscal year 31 May. The student region treasurer or president must submit a written carry-over request to their geographic council president/treasurer and CEO prior to the conclusion of the fiscal year, clearly describing the amount to be carried over and the purpose. Otherwise, unused funds revert to the geographic council.
- Funds can accumulate year-to-year for the Global Student Council (\$2 dues allotment), International Development Fund (\$3) and \$10 dues allotments generated by dues payments from students who do not have a formal student regional structure (Asia, LATAM, Europa and International). These funds accumulate for the purpose of generating enough resources to support standing up a student structure in their council. The Global Board will review and approve allocations for these accumulated funds annually.

IX. REGIONS

A. Definition

- a) A Council may be geographically divided into regions. New regions may be formed when a geographic area, (perhaps, but not necessarily a country), reaches more than 75 members which would entitle them to a seat on their respective Council. In some cases multiple small countries may form a region, e.g. Countries of the Caribbean. In the interim those international members without sufficient local members to create a new region are members of the International Development Council until reaching the required number to form their own.

The boundaries of Regions of IAEM USA are as follows:

<u>U.S. Region 4</u> Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee	<u>U.S. Region 6</u> Arkansas, Louisiana, New Mexico, Oklahoma, Texas	<u>U.S. Region 9</u> Arizona, California, Nevada, Hawaii, U.S. Pacific Trust Territories
<u>U.S. Region 3</u> Delaware, Pennsylvania, Maryland, Virginia, West Virginia, Washington, DC	<u>U.S. Region 7</u> Iowa, Kansas, Missouri, Nebraska	<u>U.S. Region 8</u> Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming
<u>U.S. Region 1</u> Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont	<u>U.S. Region 5</u> Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin	<u>U.S. Region 10</u> Alaska, Idaho, Oregon, Washington
<u>U.S. Region 2</u> New York, New Jersey, Puerto Rico, Virgin Islands		

B. REGIONAL OPERATIONS

Each Region is operated as a sub-unit of its Council and elects a President who serves on the Board of Directors of

the Council. Regions have administrative and fiduciary responsibility to the International organization.

When 75 or more IAEM members undertake to support a newly formed Region, which is defined by a geographical boundary and is a viable body of IAEM membership; they are required to request that the IAEM Council recognize the establishment of the new Region.

When requesting such recognition they must submit a constitution for the new Region that formally adopts the IAEM Bylaws and demonstrates compliance with the APPs. The request must be supported by nominations for election to the post of President, Vice President and Secretary of the new Region that will be put to the new Region's members once it has been recognized by the Board. The Membership & Marketing WG can assist new Regions with this procedure.

No activities or transactions may be undertaken in the name of the new Region until the new body has been recognized by the IAEM Board. All development activities of a new Region must take place under the title and management structure of the Region that the 75 members are seeking to separate from. Creation of a new Region from within an existing Region can only take place with the majority support of that Region and the IAEM Board of Directors.

Each Region shall formally adopt Bylaws which, at a minimum, do not conflict with the Bylaws or Policies and Procedures of the Association.

Finances

- Each Region will use methods for funding operations as prescribed by the Council, and shall report financial status to both the Council and the Association headquarters.
- Each Region shall formally adopt Financial Procedures which, at a minimum, do not conflict with the financial reporting and filing procedures of the Association. Each Region shall follow good accounting practices, shall document all income and expenditures and shall conduct an annual audit of the account in accordance with the guidelines established by the International Office.
- Any income earned in the Association's name within a Region will be controlled by that Region, however, financial records must be provided to the International organisation as prescribed by the IRS.
- Each Region President shall, within 30 days of the end of the Association's fiscal year (June 1 - May 30), cause a financial report including copies of any bank statements to be submitted to the Council Board of Directors and the IAEM CEO.

C. Student Region Operations

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.

X. 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.

XI. AWARDS & RECOGNITION

IAEM conducts an annual **Awards Competition** and also provides **Recognition** for professional service and achievements.

The IAEM-USA Awards & Recognition Committee establishes judging criteria and processes for all awards, assembles judging panels and conducts the selection of recipients and presentation of awards. The competition may be open to non-members and fees may apply.

Non-members may ask an IAEM member to submit an entry on their behalf; however, the non-member entry fee will apply. That is, an award entry to recognize the work of a non-member may not be submitted by a member to avoid the non-member entry fee. Non-members who join IAEM within 60 days of submitting an entry may discount their membership fee by the amount of the entry fee.

A. AWARDS COMPETITION

A "Call for Entries" is released each year and submissions are collected through IAEM headquarters for the following categories:

- **Career Excellence Award** – recognizes a national/international leader who has made significant contributions throughout his/her career to promote and improve the emergency management profession. This award is presented to one individual selected by a judging panel from the entries received.
- **Academic Recognition Award** – recognizes an academic leader or institution that has made a significant contribution to the formal education of students pursuing a career in emergency management or through research and development of paradigms or standards that have helped shape the broader field of emergency and disaster management. This award is presented to one individual selected by a judging panel from the entries received.
- **Partners in Preparedness Award (Public/Private Partnerships)** – recognizes programs or processes that demonstrate innovative, multi-participant involvement between local governments/governmental entities and private sector businesses, non-governmental organizations/non-profits, or individuals which have resulted in effective and efficient incident management, emergency management or homeland security processes. There can be two divisions for this award: Division 1 for local governments and Division 2 for state/regional or council of government level structures.
- **Public Awareness Award** (newsletters, publications, public awareness campaigns, audiovisual products, public service announcements) - recognizes outstanding public awareness programs utilizing public education products and materials related to emergency management, homeland security, and/or disaster preparedness.

Public Awareness Award Divisions (First place will be awarded for each division)

Division 1: Local Emergency Management Agency

Division 2: State/Regional/National Government, International, or Non-Profit Organization

Division 3: Commercial or Other For-Profit Organizations (such as colleges/universities or associations)

- **Technology and Innovation Award** (software/hardware, equipment, databases, freeware, web sites and smartphone applications) - recognizes the development of technology and innovation to improve emergency management operations, public education, or the emergency management/homeland security field

Technology and Innovation Award Divisions (First place will be awarded for each division)

Division 1: Local Emergency Management Agency

Division 2: State/Regional/National Government, International, or Non-Profit Organization (such as colleges/universities or associations)

Division 3: Commercial or Other For-Profit Organizations

- **Student Awards**

Student of the Year Award recognizes a student who has made significant contributions to the field of emergency and disaster management. This can be done through volunteer work, promotion of the field, and contribution in their community. High academic achievement is also required (both formal and / or continuing education). The nominee must be: enrolled in a program of studies in the field of emergency management, homeland security, or related academic field offered by an accredited institution of higher learning; a member of the International Association of Emergency Managers during the calendar year of the call for entries; and nominated by an IAEM Member. No self-nominations accepted. *This award is jointly sponsored by the IAEM-USA Student Region and IAEM-Global Student Council.*

Student Ally Award is presented to an individual (IAEM member or non-member) or organization that has

assisted, promoted, or supported IAEM students in their activities in the field of emergency management/homeland security and higher education. Examples could be individuals who ensured student involvement in emergency management programs or someone who guides students towards their degrees or CEM / AEM credentials. No self-nominations accepted. *This award is jointly sponsored by the IAEM-USA Student Region and IAEM-Global Student Council.*

Student Chapter of the Year Award recognizes an IAEM-registered student chapter which has made significant contributions in promoting the IAEM and the student council and the field of emergency management through public awareness, increasing membership, showing leadership and initiative in education, and increasing the professionalism of emergency and disaster management. *This award is sponsored by the IAEM-USA Student Region.*

- Uniformed Services Awards

The IAEM Military Uniformed Services Emergency Manager of the Year and the IAEM Civilian Uniformed Services Emergency Manager of the Year awards recognize individuals serving in the uniformed services of the United States who have consistently demonstrated significant contributions to the field of emergency management while continuously self-developing as emergency managers. Nominations are open to members of the U.S. Armed Services, including U.S. Air Force, Army, Coast Guard, Marines, Navy, U.S. Public Health Service Commissioned Corps, and NOAA Commissioned Corps. *These awards are sponsored by the IAEM-USA Uniformed Services Caucus.*

B. RECOGNITION

The Association authorizes the following awards:

- **IAEM Chairman's Citation** — selected by the Chairman to recognize member(s) who have contributed greatly to the success of the IAEM and the emergency management profession.
- **Membership** — to be presented to the individual who has been most active and successful in the recruitment of new members.
- **Certificates of Appreciation** — to be awarded by or on behalf of the Chairman to any person at any time to recognize specific achievements or participation in special events.

IAEM Councils are authorized to present annual recognition as well, including:

- **Executive Citations** — to be selected by each Council President (or Regional President if a council has established regions) to one or more member(s) of the region whose professional image and achievements enhance the field of emergency management and whose service is "above and beyond" in contributions to the Region and profession.

Councils may create their own additional awards and recognition programs.

IAEM USA will also award the following:

Student Chapter Adviser of the Year recognizes the chapter advisor who has gone above and beyond the call of duty. This individual has made great strides in promoting the work of the student chapter and IAEM students as a whole. This may have been demonstrated through the formation of a chapter, maintaining a high level of activity for the chapter, or in general assisting students further their education and career goals. Must have been a member of the International Association of Emergency Managers during the calendar year of 2012. No self-nominations accepted. *This award is sponsored by the IAEM-USA Student Region.*

Student Research Awards

This is an opportunity for IAEM-USA Student Region members to showcase their research, and have it judged by experts in the field of emergency management. USA Council only. Announcement of award winners will be made after the presentations at the IAEM Annual Conference. *This award is sponsored by the IAEM-USA Student Region.*

Clayton R. Christopher Memorial Award

IAEM-USA presents this award annually in honor of Clayton R. Christopher, former Director of Clayton County, Georgia, Civil Defense from June 1962 to his death on October 29, 1976, while on business travel. Any member of IAEM-USA is eligible for the Clayton R. Christopher Memorial Award, provided he or she is a local emergency management director/coordinator (city, county, tribal) who is currently working in that position or has retired no earlier than two years prior to the award year; and a member of IAEM-USA in good standing.

The award is presented to a member in recognition of unselfish devotion and outstanding contributions to the overall emergency management program. All nominations must contain written justification for the award. IAEM members may nominate a local (city/county/tribal) emergency management director/coordinator deserving of the award regardless of the geographical location within the United States of the nominee or the nominator. Self-nominations are not permitted.

This award is judged by a team of two members from IAEM Region 4 appointed by the President of Region 4, and two members appointed by the Chair of the Awards Committee. It is preferred that a past recipient of the Clayton R. Christopher Award serve on the judging panel.

The Clayton R. Christopher Award is administered by the IAEM-USA Awards Committee in cooperation and with the sponsorship of IAEM Region 4.

Uniformed Services Awards

The IAEM-USA Military Uniformed Services Emergency Manager of the Year and the IAEM-USA Civilian Uniformed Services Emergency Manager of the Year awards recognize individuals serving in the uniformed services of the United States who have consistently demonstrated significant contributions to the field of emergency management while continuously self-developing as emergency managers. Nominations are open to members of the U.S. Armed Services, including U.S. Air Force, Army, Coast Guard, Marines, Navy, U.S. Public Health Service Commissioned Corps, and NOAA Commissioned Corps. *These awards are sponsored by the IAEM-USA Uniformed Services Caucus.*

XII. WEB SITE

A. GENERAL

The IAEM Web Site is maintained as a communication tool for emergency managers and those interested in supporting the profession. The Web Site contains information concerning the Association, its structure and policies, the Certified Emergency Manager (CEM®) Program, Work Groups of the Association, Councils and Regions of the Association, Conferences, and special topics of interest.

B. MANAGEMENT

General oversight of the Web Site is delegated to the CEO and maintained under a contract authorized by the Board. Major changes in design and content required Board approval.

C. SUBMITTING MATERIAL

Individual members submit items through their Regional President. Material will be reviewed and approved by Executive Staff. All material is subject to editorial review.

Committee Chairs and Board of Directors members submit information and reports to the CEO.

D. DISCUSSION LIST GUIDELINES

Purpose of the IAEM Listserv:

The International Association of Emergency Managers Listserv is designed to provide a public forum for emergency managers to exchange ideas, thoughts, problems and solutions that relate to the emergency management profession. At the present time, the IAEM Listserv is not limited to IAEM members. This listserv should be used solely to share ideas and information related to emergency management. It is not a general discussion list.

If you ever want to remove yourself from this mailing list, you can send email to <Majordomo@iaem.com> with the following command in the body of your email message:

unsubscribe iaem-list

or from another account, besides [this email address]:

unsubscribe iaem-list [this email address]

If you ever need to get in contact with the owner of the list, (if you have trouble unsubscribing, or have questions about the list itself) send email to <owner-iaem-list@iaem.com> . This is the general rule for most email lists when you need to contact a human.

Disclaimer From IAEM:

IAEM assumes no responsibility for the opinions and information posted by others. In no event shall IAEM be held liable for any special, indirect, or consequential damages or damages whatsoever resulting from loss of use, data or profits, arising out of or in connection with the use or performance of any information posted on this site.

Volunteer To Be an IAEM Listserv Moderator:

IAEM staff does not police the IAEM Listserv. IAEM is looking for IAEM members who regularly subscribe to the IAEM Listserv to volunteer to be peer moderators of the listserv. If you would like to volunteer to serve your association in this capacity, please contact IAEM Communications Manager Dawn Shiley at shiley@iaem.com.

Rules of Conduct for the IAEM Listserv:

All users of the IAEM Listserv must agree to the rules of conduct outlined below. Your agreement to the following is assumed when you send a message through the IAEM Listserv.

* I agree that I will not post any communications that are normally considered libelous, defamatory, false, obscene, indecent, lewd, pornographic, violent, abusive, threatening, harassing, or disruptive, or that may constitute grounds for civil liability.

* I agree not to request contributions for political candidates or solicit attendance at partisan political events.

* I agree not to use false, misleading, or duplicative addresses in order to disguise the destination of any content transmitted through this service.

* I agree not to forge headers or otherwise manipulate identifiers in order to disguise the origin of any content

transmitted through this service.

* I agree not to upload, post, email, or otherwise transmit any material to the best of my knowledge that contains software viruses or any other computer code, files, or programs designed to interrupt, destroy, or limit the functionality of any computer software or hardware or telecommunications equipment.

* I agree not to upload, post, email, or otherwise transmit any unsolicited or unauthorized advertising, promotional materials, junk mail, spam, chain letters, pyramid schemes, or any other form of such solicitation.

* I agree not to upload, post, email or otherwise transmit any copyrighted or proprietary information, personnel records, or other information restricted from public dissemination without proper authorization as provided by law.

* I understand that failure to observe these rules and to conduct myself with appropriate etiquette will result in my removal from the IAEM Listserv.

Don't File a Complaint to the Entire Listserv:

If you disagree with the relevance/usefulness of posted information, don't send a complaint to the entire list. Instead, please send an email message to Dawn Shiley, IAEM Communications Director, at shiley@iaem.com and express your opinion. Ms. Shiley will address the posting.

11 Things To Keep in Mind When Sending a Message to the IAEM Listserv:

1. When responding to the IAEM Listserv, keep your message brief.
2. Include a portion or summary of the message you are responding to, but don't forward the entire message.
3. Stick to the topic of emergency management.
4. Do not attach pictures, programs, word processor documents, or other files to your message.
5. Have an opening and closing in your message.
6. Be careful when using humor in your message.
7. Don't send a meaningless message with no content, such as "I agree."
8. Identify yourself. At least provide your first and last name, as well as your title and company/jurisdiction.
9. Avoid flaming individuals on the Listserv. If you have a conflict with an individual, send your comments to the offender directly by private email message.
10. Don't be critical of people's queries posted to the Listserv. Remember that we're here to learn, share, and grow through this communications forum.
11. Listserves cannot be used for campaigning.

Discipline

If a participant fails to comply, two warnings are issued then the participant is removed from the Listserv.

E. SOCIAL MEDIA POLICY

BY POSTING ON ANY IAEM OR IAEM COUNCIL SOCIAL MEDIA SITE, PARTICIPANTS HEREBY AGREE TO BE BOUND BY AND ADHERE TO THE FOLLOWING TERMS AND CONDITIONS:

IAEM and its Councils have created and opened publicly facing pages on social media sites for emergency management professionals to view content and/or videos post comments about emergency management, including the exchange of ideas, relevant and useful information, problems and solutions that relate to the emergency management profession.

These IAEM and Council social media sites include, but are not limited to various blogs, bulletin boards, networks, multi-media and news media sites ("Social Media Sites"). By accessing, viewing, using and/or posting any content related directly or indirectly to a Social Media Site on the internet, you accept without limitation or qualification the following terms and conditions.

If you do not agree to the terms of this Policy, you should not view or post any content to a Social Media Site on the internet. Your use of the Social Media Sites is deemed to be a binding and conclusive acceptance of this Policy and has the same effect as if you had actually physically signed an agreement.

1. You must be at least 18 years old to post any content on any Social Media Site.
2. You are strictly prohibited from posting any content to any **IAEM OR IAEM COUNCIL** Social Media Site on the internet that violates any applicable laws and regulations, including but not limited to copyright and intellectual property rights laws regarding any content that you send or receive via this Policy; transmit any material, comment or information (by uploading, posting, e-mail, or otherwise) that is unlawful, false, disruptive, threatening, profane, abusive, harassing, embarrassing, tortuous, defamatory, obscene, libelous, or is an invasion of another's privacy, is hateful, malicious, racially, ethnically or otherwise objectionable as solely determined in IAEM's absolute discretion; impersonate any person or entity or falsely state or otherwise misrepresent your affiliation with a person or entity; transmit any material, comment or information (by uploading, posting, e-mail or otherwise) that you do not have a right to make available under any law or under contractual, professional or fiduciary relationships; transmit any material, comment or information (by uploading, posting, e-mail or otherwise) that infringes any patent, trademark, trade secret, copyright or other proprietary rights of any party; transmit (by uploading, posting, e-mail or otherwise) any unsolicited or unauthorized advertising of products or services, promotional materials, "junk mail," "spam," "chain letters," "pyramid schemes," or any other form of solicitation; transmit any material, comment or information (by uploading, posting, e-mail or otherwise) that contains software viruses, worms, disabling code, or any other computer code, files or programs designed to interrupt, destroy, or limit the functionality of any computer software or hardware or telecommunications equipment; harass another; or collect or store, or attempt to collect or store, personal data about third parties without their knowledge and consent; or to share confidential or proprietary information of any party.
3. IAEM and the IAEM Councils reserve the right to monitor, prohibit, restrict, block, suspend, terminate, delete or discontinue your access to any **IAEM OR IAEM COUNCIL** Social Media Site, at any time, without notice and for any reason and in its sole and absolute discretion. IAEM and the IAEM Councils may remove, delete block, filter or restrict by any other means any materials on **IAEM OR IAEM COUNCIL** Social Media Sites in IAEM or an IAEM Council's sole and absolute discretion. You understand and agree that IAEM and/or an IAEM Council may disclose your communications and activities in response to lawful requests by governmental authorities, or for the protection of IAEM and the IAEM Councils. You agree that in the event that IAEM or an IAEM Council exercises any of these rights hereunder for any reason, neither IAEM nor an IAEM Council will have any liability to you.
4. You hereby agree that you shall defend, indemnify and hold IAEM, IAEM Councils and their respective officers, directors, employees, agents and volunteers harmless from and against, and shall promptly reimburse them for , any and all losses, claims, actions, causes of action, liabilities, damages or injuries to persons, property, business or reputation, settlements, costs and expenses of any nature (including reasonable legal fees and court costs) to which any of them may become subject arising out of, resulting from or in any way connected with your posting of any content to a Social Media Site, any third party claims of infringement or any breach of this Policy.
5. **YOU EXPRESSLY ACKNOWLEDGE THAT YOU ASSUME ALL RESPONSIBILITY RELATED TO THE SECURITY, PRIVACY, AND CONFIDENTIALITY RISKS INHERENT IN SENDING ANY CONTENT OVER THE INTERNET.** By its very nature, a website and the internet cannot be absolutely protected against intentional or malicious intrusion attempts. Neither IAEM nor any IAEM Council controls the Third Party Sites and the internet over which you may choose to send confidential or proprietary information or other content and therefore, IAEM and the IAEM Councils **DO NOT WARRANT OR SAFEGUARD AGAINST ANY** such interceptions or compromises to your information. When posting any content on an internet site, you should think very carefully about your own privacy in disclosing detailed or private information about yourself and others. Furthermore, IAEM and the IAEM Councils **DO NOT ENDORSE ANY PRODUCT, SERVICE, VIEWS OR CONTENT DISPLAYED ON THE SOCIAL MEDIA SITES.**
6. You agree that any claim or dispute relating to your posting of any content on a Social Media Site on the internet shall be construed in accordance with the laws of the host country without regard to its conflict of law provisions and you agree to be bound by and be subject to the jurisdiction of that countries' laws.

7. You agree that you shall not provide any content on any Social Media Site that contains any product or service endorsements, or any content that may be construed as political lobbying, solicitations or contributions or use the Social Media Sites to link to any sites or political candidates or parties or use the Social Media Sites to discuss political campaigns.
8. THIS POLICY MAY BE UPDATED AT ANY TIME WITHOUT NOTICE, AND EACH TIME A USER ACCESSES A SOCIAL NETWORKING/MEDIA SITE, THIS OR ANY NEW POLICY WILL GOVERN USAGE EFFECTIVE UPON POSTING. To remain in compliance, IAEM recommends that you review the Policy, as well as the other IAEM website policies, at regular intervals. By continuing to post any content after such new terms are posted, you accept and agree to any and all such modifications of this Policy.

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