



# INTERNATIONAL ASSOCIATION OF EMERGENCY MANAGERS – USA Council

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**ADMINISTRATIVE POLICIES AND PROCEDURES**  
**APPROVED NOVEMBER 11, 2017**

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## **I. GOVERNANCE STRUCTURE**

### **A. BOARD OF DIRECTORS**

The Association is governed by a Board of Directors. The Board is comprised of:

1. The officers (the Immediate Past President, President, First Vice President, Second Vice President, Treasurer, and Secretary);
2. A representative for each of the geographic regions as defined in Section VIII. MEMBERSHIP, E. REGIONS;
3. A representative of those in the “Student” category of IAEM membership.

#### **1. JOB DUTIES**

1. Establish IAEM policy to include strategic guidance and oversee IAEM programs and activities as a member of the Board.
2. The Board is responsible for studying issues and needs, gathering facts, deliberating the issues and writing “policy” that is reviewed annually; and does so through the delegation of assignments to committees and solicits input from caucuses as a matter of course.
3. Represent and serve members within the respective constituencies. This includes participation in IAEM Board calls and three annual in-person meetings.
4. Facilitate IAEM programs and priorities by way of routine two-way regional communications involving members in the attainment of IAEM Vision, Mission and Key Results Areas.
5. Actively work to retain current members by reinforcing IAEM benefits, and recruit new members.
6. Appoint and support state, country, campus or other appropriate representatives to help carry out duties.
7. Ensure that regional bylaws are implemented.
8. Complete and submit annually an “IAEM Disclosure of Other Interests and Confidentiality Form.”

9. Service as a liaison to at least one IAEM-USA committee, caucus or commission. See Section III Committees for more details about Board Liaison responsibilities.

If it is determined that a director is unable to fulfill job duties, the IAEM president 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 #2, 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.

## **B. EXECUTIVE COMMITTEE**

The Association officers and the executive director, along with a member-at-large chosen by the other directors, comprise the Executive Committee. The Executive Committee is vested with the responsibility of administering routine Association business economically and efficiently, including making budget variance decisions and reallocation of resources. Minutes of Executive Committee meetings will be provided to the IAEM Board within seven days of the meeting.

## **C. PRESIDENTIAL TEAM**

The Presidential Team includes the current President, First Vice President, Second Vice President and Immediate Past President of the Association. The President retains the major responsibilities of that position while supported in the tasks by the other elected officers. The First Vice President shall assist the President in the absence or disability of that officer, and likewise, the Second Vice President shall assist the First Vice President. The Presidential Team works in concert with the Executive Director.

It is the intention of the Association to make the best possible use of its skilled leadership within this Presidential Team. The First Vice President and Second Vice President have the opportunity to acquire skills and experience needed for performing the duties of President and the Immediate Past President provides valued experience and continuity of relationships between the Association and the other organizations. Each officer supports the President along with the Executive Director in the performance of the executive responsibilities of the office.

## **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 an Executive Director and shall be directly responsible to the Executive Committee 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 Executive Director.

Any contact with agents as outlined above shall be only with the authorization of the President or the Executive Committee 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 Executive Director 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 Treasurer 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.



## *IAEM-USA Administrative Policies and Procedures*

IAEM-USA has formally adopted Financial Procedures that, at a minimum, do not conflict with the financial reporting and filing procedures of the Association. IAEM-USA will follow good accounting practices, shall document all income and expenditures and shall conduct an annual compilation audit of the account in accordance with the guidelines established by IAEM-Global. It is recommended that a more extensive review audit or full audit be approved by the IAEM-USA Board of Directors upon a change in the Treasurer position, for cause, or on a regular basis as determined by the Board of Directors.

IAEM Headquarters shall product monthly IAEM-USA Finance Reports, to include the USA CEM® Program's Finance Report.

All Association funds shall be disbursed on officially printed 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 president;
2. the expenditure is within annual budgeted levels for the applicable line item, such as postage, travel, etc.;
3. the request is eligible under the administrative guidelines of the Association; and
4. there are sufficient funds to cover the expense.

Requests for reimbursement should be submitted to the Executive Director, together with appropriate documentation within 30 days of the expenditure. Requests for reimbursement of travel expenses shall be accompanied by a trip report, unless such travel is recorded by official IAEM meeting minutes.

## **2. BUDGET**

The Association shall develop, approve and adhere to a reasonable budget that shall be adopted annually by the Board of Directors. The Executive Committee 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 such as membership dues, publications, conference fees, and contract revenue and expenses. A description of reserve funds and forecast of changes in financial position shall also be provided annually.

The proposed budget for each fiscal year shall be developed and disseminated to the Board of Directors immediately preceding the Annual Conference. 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. FUNDING**

Funding for the administration and operation of the Association may come from a variety of sources. These may include receipts from donations, memberships, subscriptions to publications, advertising revenue, proceeds from conference and exhibits, and interest on savings.

In addition, the Association may prepare formal proposals to agencies involved in emergency management projects which could be benefited by the expertise of Association members. The Board of Directors shall propose and approve as to concept the Association's submission for specific projects.

At the direction of the Board of Directors and as contractual agreement allows, the Executive Director may be responsible for the preparation of the proposals. These must be approved by the Executive Committee.

The Executive Director, in close coordination with the President, may be authorized to act on behalf of the Association in negotiating and executing such contracts.

With the consent of the Board, the President shall appoint Association members to assist in the development of the proposal and staff projects. Consideration will be given to the appointment of the member initiating the funding proposal, as appropriate.

Due to the nature of the negotiating process, the Board of Directors must maintain confidentiality related to the purpose, scope and financial requirements of a proposal until it has been finalized by the authorized agents.

### **4. TRAVEL**

Authorized expenses reimbursable for approved travel for Association business must be in accordance with the IAEM USA Travel Policy (see Appendix A). This policy applies to all USA council, regions, students and other travel conducted with Association funds, to include grant or contract work. IAEM-USA Regions may add additional regional level travel and expense restrictions, provided it is in alignment with this policy.

## **5. REIMBURSEMENT**

All requests for reimbursement, including those incurred while working on a grant or contract, must be submitted on appropriate forms with proper documentation.

Any request for reimbursement for long distance telephone calls must be accompanied by a log listing each person called and the subject discussed.

## **6. FUNDING TO REGIONS**

The Association may provide funding to the U.S. Regions.

IAEM headquarters maintains a Regional Activity Fund calculated annually by multiplying \$10 per member in good standing for each region. Regional operations may be reimbursed on an as-needed basis. A Regional Finance Report Form must be submitted to headquarters by the Regional President or Regional Treasurer for IRS filing by June 30 each year for June 1-May 31 of the previous year. Regional funds must be used within the year. Regions can request that any unused funds be carried over for a specific purpose, however. They must submit a written carry-over request to the IAEM-USA Treasurer and Executive Director prior to the conclusion of the fiscal year, clearly describing the amount to be carried over and the purpose. Funds will be tracked by the IAEM membership director and statements will be provided at the beginning of each fiscal year and as often as needed.

IAEM headquarters shall forward monthly Regional Finance Reports to the Regional Presidents, Regional Treasurers and the IAEM-USA Treasurer.

The funds will be dispersed upon request of the Regional President. Examples of appropriate use of the Regional Activity Fund includes travel for the Regional President to conduct IAEM business and promote IAEM membership, and support for regionally-organized activities, meetings and communications. Regions may annually transfer the balance of their fund to the IAEM scholarship program unless the association ended its previous fiscal year in a deficit or projects its current fiscal year to be a deficit.

## **C. PROCESS FOR CONSIDERATION OF BUSINESS OPPORTUNITIES**

### *STEP 1*

All business opportunities will be submitted to ASMI staff for initial review and comment. ASMI will consider the following questions and provide comment as appropriate when submitting the issue before the IAEM-USA board.

1. Is the opportunity a good financial risk?
  - a) This includes the potential commitment of significant personnel and resources from ASMI.
  - b) Has the potential partner organization been adequately researched to assure a level of confidence in its reliability and reputation?
2. Will it create conflicts with any current ASMI or IAEM-USA contracts or obligations?
3. Will it create conflicts with any current ASMI or IAEM-USA partner organizations?
4. Will it alienate any future members or sponsors?
5. Will it compete or appear to compete with any members or sponsors?
6. Where does this opportunity link to the IAEM-USA strategic plan?
7. What are the potential benefits to IAEM of this partnership?

### *STEP 2*

The business opportunity, with comments from ASMI is submitted to the IAEM-USA board of directors if time allows. Otherwise the opportunity will be considered and acted on by the IAEM-USA Executive Committee in coordination with ASMI staff. The board, along with ASMI, will make the final determination either to pursue the opportunity or not to pursue the opportunity.

### *STEP 3*

Should the board vote to pursue the opportunity, ASMI will finalize negotiations/arrangements with other parties as the authorized agents of IAEM-USA. Depending on the circumstances, it may be preferable for either IAEM-USA or ASMI to be the contracting party. ASMI will make this decision as appropriate.

## **D. 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 Executive Director will maintain a file on official correspondence.

Copies of official correspondence shall be provided to IAEM headquarters.

### **2. IAEM BRANDING / LOGO USE**

IAEM with design element is registered in the United States Patent and Trademark Office. The ® symbol must be used with the IAEM with design logo.

IAEM members in good standing with the Association may, without prior IAEM-USA Board approval, use the registered IAEM design logo on business cards and business stationery to evidence their membership in IAEM, in official IAEM business communications as well as communications within the IAEM member community.

- Permission to use the IAEM registered logo is extended only during the year that membership is valid. Permission to use this logo is automatically withdrawn if membership is not renewed or terminated for any reason.
- The member's first and last name must also appear on any material that incorporates the IAEM registered logo.
- The typeface and graphic elements of the logo may not be re-typeset, altered, or modified in any way.
- All elements of the logo typeface and graphics must be clearly legible and recognizable.
- Preferred logo colors are PMS 542 and black.

Recognized IAEM committees, subcommittees, working groups, task forces and caucuses may make use of the IAEM registered logo with the ® symbol to brand a particular IAEM project, assignment or endeavor. Use of the IAEM registered logo that modifies or alters in any way the registered mark must be submitted to and approved in advance by the IAEM-USA Board of Directors. In the event that

additional wording or an image is added to the currently registered IAEM logo and approved, the modified logo shall not display the ® symbol. The overall IAEM identity and logo should be the primary design element, with minor wording and a small image added to designate a specific unit/effort within IAEM. For example, the IAEM University & College Caucus may add to the IAEM logo a small academic symbol and the words “University & College Caucus.”

No material modifications to the IAEM registered logo will be permitted. Misuse of the logo may result in penalties, including loss of membership.

### **3. MINUTES**

Accurate minutes of all Association meetings shall be retained.

These records shall be available to members upon request. The Association Secretary is responsible for the accuracy of 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 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 Bylaws, will be forwarded to the Executive Staff and the Chair of the Bylaws Committee for inclusion.

### **4. POSITION PAPERS**

From time to time, the Association may issue position papers 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 majority vote of the Board of Directors is required for the dissemination of an official position paper.

When an Association position is required, and time is of the essence and it is not possible to get Board of Directors action and approval, a majority of the Executive Committee may take an action on the position on behalf of the Association. The Board of Directors will be apprised of the position taken as soon as practical.

The Executive Director 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 legislative policy, the Executive Director, the President, or the Chair of the Government Affairs Committee or their designees may respond to official inquiries.

## **5. RESOLUTIONS<sup>1</sup>**

The resolutions process is a means to state opinion or take a stand on an issue. They can define what we support and can set directions to move forward. IAEM-USA resolution statements should address national issues. They can be directed at organizations or elected officials, such as members of Congress, federal agency officials or others. They voice the opinion of the many.

Because resolutions proposed and adopted by IAEM-USA represent a formal expression or sensing of the membership on specific issues, extreme care should be devoted to both their preparation and thoughtful content. A well written resolution stands a better chance of getting favorable consideration than a resolution which is vaguely worded and carelessly formulated.

### **Format**

The intent of a resolution should be clearly defined. Normally the title of the resolution reflects its intent. It should be free of errors of fact and law. A resolution should have material relevance to the purposes and programs of the organization. A resolution should deal with only one subject.

Resolutions begin with a preamble section (the "Whereas" statements), which provides the basic facts and reasons for the resolution, and conclude with "Resolved" statements, which identify the specific proposal for the requestor's course of action.

Although it precedes the resolving section in appearance, the preamble of a resolution should be prepared after the resolving section has been put in final form. This procedural sequence is recommended because once the intent of a resolution has been clearly stated, it is much easier to decide what statements are needed in the preamble to make clear the reasons for the resolution.

### **Whereas Statements**

Background or "Whereas" information provides the rationale for the "Resolved" course of action. The whereas statement(s) should lead the reader to your conclusion (resolved).

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<sup>1</sup> IAEM-USA's Resolutions process is based on "Guidelines for Writing Resolutions" by the American College of Emergency Physicians, <http://www.acep.org/About-Us/Guidelines-for-Writing-Resolutions/>

## *IAEM-USA Administrative Policies and Procedures*

In writing whereas statements, begin by introducing the topic of the resolution. Be factual rather than speculative and provide or reference statistics whenever possible. The statements should briefly identify the problem, advise the timeliness or urgency of the problem, the effect of the issue, and indicate if the action called for is contrary to or will revise current policy.

Inflammatory statements that reflect poorly on the organization will not be permitted.

### **Resolved Statements**

Resolved statements are the only parts of a resolution that the organization—and Board of Directors—can act upon. Conceptually, resolves can be classified into two categories: policy resolves and directives. A policy resolve calls for changes in policy. A directive is a resolve that calls for the Board or the organization to take some sort of action. Adoption of a directive requires specific action but does not directly affect policy.

A single resolution can both recommend changes in organization policy and recommend actions about that new policy. The way to accomplish this objective is to establish the new policy in one resolve (a policy resolve), and to identify the desired action in a subsequent resolve (a directive).

Regardless of the type of resolution, the resolve should be stated as a motion that can be understood without the accompanying whereas statements. When the organization adopts a resolution, only the resolve portion is forwarded to the Board of Directors for ratification. The "resolved" must be fully understood and should stand alone.

### **Resolutions Numbering**

The Resolutions process should be an orderly, controlled activity. Immediately on receipt of a resolution proposal, whether by written communication or by presentation at an annual meeting of the organization, the Chair of the Bylaws & Resolutions Committee shall apply/affix a sequencing number to the resolution: The format of the number shall be the year presented and a sequential number, separated by a hyphen (e.g., 2014-01). References to the proposed resolution should then be by title and sequence number (e.g., "Support of Term Limits, IAEM-USA Resolution 2014-01").

### **The Resolutions Process**

Any IAEM member can propose a resolution, at any time during the year. An excellent opportunity occurs at the Annual Membership Meeting. Resolutions may be voiced to the members attending, discussion can occur, and a sensing of the organization (obtained by a voice vote of the members present) may be obtained.



## *IAEM-USA Administrative Policies and Procedures*

The IAEM-USA leadership will then take the resolution under advisement. The proposed resolution may be assigned to a committee or caucus of the organization for discussion or other action. The IAEM-USA President, and not the Board, is responsible for determining the appropriate level of committee involvement for proposed resolutions, if needed, appropriate, or desired.

After committee or caucus vetting, the proposed resolution shall be returned to the President, who will present the proposed resolution for action by the Board of Directors.

For the Board of Directors to act in accordance with the wishes of the organization, the actions of the organization must be definitive. The Board of Directors should also recognize any sensing of the organization that took place during the presentation of the proposed resolution.

### **The Board shall:**

**Adopt the Proposed Resolution:** The Board may vote to approve a proposed resolution exactly as submitted;

**Adopt the Proposed Resolution as Amended:** The Board may vote to approve the resolution with additions, deletions, and/or substitutions, as a recommendation to be implemented through the Board of Directors. It is recommended that the revised wording be vetted with the originator to ensure original intent.;

**Refer the Proposed Resolution for Further Action:** The Board may vote to send the proposed resolution to (a) committee(s) or caucus(es) for action, together with Board recommendations or direction. If more than one committee or caucus is to be involved, the Board may want to assign coordination responsibility to a Vice President or to the Chair of the Bylaws and Resolutions Committee. The committee(s) or caucus(es) shall return the proposed resolution to the Board after its deliberations. The Board shall then act on the proposed resolution;

**Not Adopt the Resolution:** The Board may vote to reject the proposed resolution in its original or amended form. The president shall ensure a reply to the originator is undertaken; or

**Postpone Action on the Resolution:** The Board may vote to table action on an original or amended proposed resolution and defer it to a future meeting. It shall be

policy that proposed resolutions shall not age a year without either a vote or a return to the originator.

## **E. STANDARDS OF BEHAVIOR**

### **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 IAEM. It seeks to ensure that high levels of 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 also for the 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 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 OF PROFESSIONAL CONDUCT*

1. *Quality*. Members shall aim to maintain high quality work at all times and apply the ‘Principles of Emergency Management’<sup>1</sup> 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 organization 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

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

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 organization in order to avoid losing the revenue associated with 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 that 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 that 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
13. 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 obligation should be discouraged.

## **2. CONFLICTS OF INTEREST AND CONFIDENTIALITY POLICIES, PROCEDURES AND DISCLOSURE**

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.

*CONFLICTS OF INTEREST:*

The International Association of Emergency Managers – United States, Inc. (hereinafter “Association”) and its volunteer leaders, management and staff, and volunteers are dedicated to serving the interests of the Association and its membership in the most honorable and ethical manner possible. Among the Association’s duties is the responsibility to provide assurance to its constituencies that debates, decision-making, and all governance of the Association is conducted in an objective and bias-free manner. Among the continuing duties of the volunteer leaders of the Association is the duty of loyalty – to place the best interests of the Association foremost when acting on the Association’s behalf. This duty of loyalty, or “fiduciary duty,” encompasses the continuing obligation to avoid or disclose any “other interests” that could dilute, diminish, or divide a leader’s unqualified loyalty and complete commitment to the Association. Where such interests exist or even appear to exist, they are “conflicts of interest” that the Association is responsible to manage in order to ensure bias-free and ethical governance.

*CONFIDENTIALITY:*

It is the ongoing duty of all Association officers, directors, association management executives, staff and Association volunteers to at all times keep, maintain and protect the confidential and proprietary information and documentation of all nonpublic and proprietary information relating to the Association and its membership, except where such disclosure is authorized by the President and Executive Director of the Association or is legally mandated.

*SUMMARY OF POLICY:*

The Association’s policy is to require that volunteer leaders, including officers and directors, disclose “other interests” as defined in this policy at least once a year or more frequently if and when “other interests” arise. In that event, the Association’s Board, or delegated representatives or committee of the Board, must decide what if anything to do in reaction to disclosures of “other interest” according to the Association’s procedures for doing so. In most cases it will be decided that the proper corrective course is the disclosure of the “other interests” to the Board or other appropriate body of the Association. However, in some cases the volunteer leader might be asked to “recuse” – refrain from participating in the debate or resolution (vote) of matters where the volunteer leader has “other interests.” In rare cases the volunteer leader might be asked to resign from his or her position on the Board or elsewhere in the governance structure of the Association.

***“OTHER INTERESTS”:***

*To what “volunteer leaders” does this policy apply?*

The governing Board of the Association has determined that this policy applies to officers, directors, management executives and staff and to volunteers of the Association.

*What “other interests” are to be disclosed?*

Prompt and full disclosure is expected of the following “other interests” (which list is not intended to be all-inclusive):

- Ownership, employment, or volunteer or agency interest or involvement in a commercial entity or nonprofit organization that competes with the Association;
- Ownership, employment, or volunteer or agency interest or involvement in a commercial entity or nonprofit organization that is, or seeks to be, a vendor of products or services to the Association; or
- Position as a spokesperson, consultant, employee, or agent for another commercial or nonprofit organization that advances opposing or adverse public policy positions from those of the Association.

Please note that the term “Association” also refers to any of the Association’s subsidiaries, including all councils, regions, or chapters.

Please also note that the volunteer leader should disclose these “other interests” personally and for close business associates and family members.

*When and how is disclosure to be made to the Association?*

Disclosure is to be made at least annually when requested by the Board, and after that at any time throughout the year when an “other interest” arises or becomes known that was not disclosed at the time of, or has significantly changed since, the annual disclosure was completed and signed by the volunteer leader. Disclosure should always be in writing and signed by the volunteer leader. Disclosure forms are provided by the Association for that purpose and may be requested by contacting the Association’s Executive Director. Volunteer leaders should feel free to provide additional information as appropriate.

*What information is to be disclosed about “other interests”?*



The volunteer leader should provide sufficient information and supporting documentation, where appropriate, about any “other interest” so as to permit an effective and objective evaluation of what effect the “other interest” may have on the leader’s participation in the Association’s governance.

*What about confidential information on “other interests”?*

Any confidential information provided should be clearly marked as such on the volunteer leader’s disclosure form. The Association will endeavor to keep the information confidential. However, if a requirement of confidentiality precludes the Board from fairly and objectively evaluating the disclosure, the Board may respond accordingly in its recommendations and/or findings regarding appropriate corrective measures.

### *CORRECTIVE MEASURES*

It is the Association’s prerogative, not the disclosing volunteer leader’s, to make determinations regarding corrective measures with respect to “other interests.” The Board or its delegated representatives or body will be charged with doing so. Among the corrective measures available to be recommended are the following:

- *Disclosure to the Board.* In most cases, it is expected that the possibility of subjectivity or bias will be sufficiently offset by disclosing the “other interest” to the entire Board, of which the disclosing volunteer leader is or may be a member. The Board will be expected to take the individual’s “other interest” into consideration when discussions, debates, or decisions occur within the Board. The Association, its Board, and the volunteer leader will all have fully discharged their duties.
- *Recusal.* In some cases it may be determined that the avoidance of conflicts of interest, or even the mere appearance of conflicts of interest will dictate that the disclosing individual should avoid discussions, debates, and decision making/voting on subjects related to the disclosure. The volunteer leader will remain a member of the Board or body affected but will withdraw from portions of the meeting or activities as appropriate.
- *Resignation.* There could be situations, expected to be rare, in which the volunteer leader’s “other interest” is so extensive or pervasive that, in the view of the Board or its representatives, the leader’s involvement in discussions, debates, or decision-making/voting in the Board or other



body on any subject will be adversely affected. If resignation is not forthcoming, the Board will decide on alternatives consistent with the Association's Bylaws, policies and procedures, and governing state law.

#### *PROCEDURES*

The appropriate steps in implementing this policy are as follows:

- *Annual disclosure.* Volunteer leaders will be asked to complete the attached disclosure form annually. Forms should be submitted at other times as well if "other interests" arise or become known.
- *Review, evaluation and recommendation.* The Board or a designated representative(s) of the Board will review the annual disclosure forms. The volunteer leader may be asked to provide additional information as a result of this review. If the reviewing body or individual(s) determines that no action is required, then none will be taken. If the reviewing body or individual(s) determines that disclosure to the full Board is the appropriate corrective measure, this will be undertaken with notice to the volunteer leader. If other corrective measures are recommended, the matter will come before the Board.
- *Governing Board.* The Board will make the final determination of the appropriate corrective action to be recommended to the volunteer leader and any subsequent action or procedures that may become expedient.

Any questions about the Association's Conflicts of Interest and Confidentiality policies or procedures should be raised with the Executive Director and/or the Association's President.

### **3. DUE PROCESS PROCEDURES**

The Board of Directors of the IAEM-USA Council shall respond to any and all questions or claims of violations of "Standards of Behavior". Any member with questions regarding a violation of the IAEM Code of Ethics or Conflict of Interest Policy may submit the inquiry in writing to any member of the Board of Directors. This inquiry should include specific details. The IAEM-USA Council President shall determine the appropriate schedule for review of the matter, whether at the next scheduled Board meeting or a special meeting called to address the inquiry.

Upon receipt of the initial complaint, the IAEM-USA Legal Counsel 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. 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 USA Board solely on the papers submitted, or to request a hearing before the Board. Such request shall be made affirmatively and in writing by electronic mail to the Legal Counsel. The Legal Counsel shall promptly forward such written request to the USA Board for appropriate action. If a hearing is requested, at the sole and reasonable discretion of the USA Board, such hearing may be conducted in person, by telephone conference or by video conferencing.

Upon conclusion of the USA Board review and consideration of the underlying complaint, written responses and supporting documentation and hearing (if requested), USA Board 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, The Legal Counsel 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 Board.

In the event of a finding that the IAEM Bylaws and/or Code of Professional Conduct have not been violated, the Legal Counsel 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 President will close the file.

If the USA Board 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 USA Board's written findings. The President 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-USA Board and under signature of the President of IAEM-USA.

#### **4. RIGHT TO APPEAL / PROCEDURES**

The decision of the IAEM-USA Council may be appealed to the IAEM Global Board of Directors. The Board of Directors may uphold the Council's decision or request that the decision or disciplinary action be reconsidered in line with recommendations they will make. The Council will consider the recommendation(s) of the Board of Directors and finalize the determination of the complaint.

If the allegation is made against a Council Board member the IAEM Global Board of Directors shall consider the matter.

In cases where criminal activity is suspected, the matter will be turned over to the proper civil authority and the procedures outlined above may not apply.

### **F. STRATEGIC PLANNING MANAGEMENT**

#### **1. PURPOSE OF POLICY**

To provide a sustainable method for continual improvement and management of the association's strategic planning process.

#### **2. STRATEGIC PLANNING ROLES AND RESPONSIBILITIES**

- a. Board of Directors. Responsible for developing as needed the fundamental organizational assumptions and key issues list, which can

be done in collaboration with staff; oversight responsibility for implementation and update of the Strategic Plan. Approves Goals, Objectives and Tasks.

- b. President in collaboration with the Executive Committee. Responsible for aligning of the Strategic Plan, work plan, management scope of work and budget with Board approval.
- c. Strategic Planning Committee. Responsible for annually updating the Strategic Plan at the instruction of the Board; incorporating committee goals and objectives into the Strategic Plan; providing feedback to the Board on the implementation of the Strategic Plan and conducting as needed a competitive analysis, SWOT (Strengths-Weaknesses-Opportunities and Threats) analysis, and additional research at the instruction of the Board.
- d. Committee Chairs. Annually providing updates on goals and objectives as needed to the Strategic Planning Committee.
- e. Membership. Approve Vision, Mission and Key Results Areas.

### **3. STRATEGIC PLAN IMPLEMENTATION PROCESS**

- a. The Strategic Planning Committee will submit the completed Strategic Plan to the Board for approval.
- b. The approved Strategic Plan will be utilized to create the annual work plan and budget.
- c. The approved Strategic Plan (excluding competitive information) is made available to all association members.

### **4. STRATEGIC PLAN UPDATE PROCESS**

- a. The Strategic Planning Committee will accept data provided by the Board and staff for the purposes of reviewing and updating, if needed, the Strategic Plan.
- b. The Strategic Plan must be reviewed on an annual basis and updated if needed,
- c. The Strategic Plan will be submitted for membership approval as needed, after periodic SWOT analyses indicate changes to the Vision, Mission or Key Results Areas.

## 5. STRATEGIC PLANNING PERFORMANCE MEASURES

The strategic planning process is considered successful when:

- a. The fundamental organizational assumptions, key issues, competitive analysis, SWOT analysis are updated for accuracy as needed.
- b. The Strategic Plan is reviewed by June of each year, and updated if needed.
- c. The Board approves the Strategic Plan by June of each year.
- d. The President in collaboration with the Executive Committee aligns the Strategic Plan, work plan, management scope of work and budget by July of each year.

## III. COMMITTEES

### A. GENERAL

The IAEM-USA Council has Standing Committees, Ad Hoc Committees, Task Forces, Commissions and Caucuses.

**Standing Committees** are bodies with an ongoing, operational function. They are permanent committees appointed to deal with a specified subject. **Ad Hoc Committees** are formed to complete a specific assignment of limited duration. They are dissolved when their work is done. **Task Forces** are a small group (typically four to twelve) brought together to solve a problem. Members possess a specific set of skills, often come from different parts of the organization, and are selected for their expertise, history in the organization and interest in the project. The Task Force has a short duration and is specific in focus. **Commissions** are a group of people who have been given the official job of controlling quality/standards for something. Membership is determined by selection criteria necessary for the assignment. **Caucuses** are groups with a special focus or function within the practice of emergency management. They meet occasionally and provide advice to the organization. These groups of individuals could provide IAEM with program and product advice from the unique perspective of a particular industry or topic.

These are the current IAEM-USA groups:

**1. STANDING COMMITTEES**

- Awards & Recognition
- Bylaws
- Conference
- Membership & Marketing
- Nominations & Credentials
- Training & Education
- Government Affairs
- Digital Engagement

**2. AD HOC COMMITTEES**

- Disaster Behavioral Health
- Disaster Cost Recovery
- Diversity
- EMEX Advisory Board
- EMI
- Standards & Practices
- State EM Associations
- Strategic Planning
- Utilities Emergency Managers

**3. CAUCUSES**

- Access & Inclusion
- Children in Disasters
- Climate Change, Water & Weather
- Community Service & Faith-Based Organizations
- Emerging Technologies
- Federal Facility Emergency Managers
- Food & Agriculture

- Healthcare
- Public Private Partnership
- Tribal Affairs
- Uniformed Services
- Universities & Colleges

#### **4. TASK FORCES**

- (Short duration, specific in focus, formed periodically as needed.)

#### **5. COMMISSIONS**

- Certification Commission
- Scholarship Commission

New groups can be formed with the approval of the IAEM-USA Board by presenting an issue paper identifying the group purpose, tasks, and composition. Caucuses must have at least 20 participants in order to be recognized as a caucus; an ad hoc committee can be appointed to initiate activity and assemble the critical mass needed.

The IAEM President will nominate members in good standing to serve as chairs and vice chairs for each standing committee, ad hoc committee and caucus during the first Board meeting after taking office. Appointments will be approved by the Board of Directors. Board Liaisons for each group will be identified at that meeting. As the incoming President formulates the slate of nominations, he/she will seek input from the current committee/caucus leadership.

In the event of a vacancy of the chair, the vice chair will assume the position. In the event of the vacancy of the vice chair, the President will work with the chair and the 1st Vice President to nominate a replacement, to be approved by the Board.

The CEM® Commission Chair is nominated annually by a majority vote of the voting members of the CEM® Commission and appointed by the IAEM-USA Board. Two vice chairs will be nominated annually and appointed by the IAEM-USA Board. One Vice Chair is elected by commissioners representing the USA, Canadian and Latin American-Caribbean Councils from among themselves, and the other Vice

Chair is elected by commissioners representing the Asia, Oceania and Europa Councils.

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

- a. Each committee, caucus, and commission is supported by a Board Liaison as determined by the President. The liaisons should:
  - a. Reach out to the leadership of the group(s) to which they are assigned and introduce him/herself.
  - b. The liaison role is to:
    - i. Act as the liaison to the IAEM USA Board and 2<sup>nd</sup> Vice President
    - ii. Participate, as available and appropriate, in group's activities
    - iii. Provide feedback on organizational issues to ensure that the group is focusing on activities within their purpose and according to IAEM governing documents
    - iv. Troubleshoot when needed and solve issues at the lowest organizational level
      1. Elevate issues to the 2<sup>nd</sup> Vice President that cannot be resolved
    - v. Provide updates at monthly board meetings as appropriate
  - b. The Board will establish annual goals and priorities for each committee at the Annual Conference, with a published meeting schedule (quarterly, monthly, etc.) to facilitate attainment of these goals. Such meetings may be via internet, teleconference or other meeting arrangements conducive to the advancement of committee goals.
  - c. All committees will provide written progress reports to the Board of Directors via the Second Vice President and Executive Director on a quarterly basis.
  - d. Committees without established goals and active meeting schedules will be automatically removed unless the Board directs specific activity. If a committee is inactive for a 6-month period, the President has the responsibility to nominate a new chair.

Appointments are annual and may be renewed. The terms of service for chairs and vice-chairs should be staggered and the IAEM Presidential Team regularly should seek new candidates to foster leadership development for the Association.



## *IAEM-USA Administrative Policies and Procedures*

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

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

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

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

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

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

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

### **B. STANDING COMMITTEES**

In accordance with the Bylaws, the Standing Committees functions are:

## **1. AWARDS AND RECOGNITION**

Since it is the policy and practice of the Association to recognize and honor 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 Awards and Recognition Committee will solicit nominations for awards, review nominations, interpret committee guidelines, determine eligibility, and assist in the procurement and presentation of awards.

## **2. BYLAWS**

Review Bylaws and make recommendations for revision by the membership. Monitor adherence to provisions of the Bylaws. Review the Administrative Policies and Procedures with IAEM Executive Staff for consistency to the Bylaws. Provide IAEM Regions with Bylaw samples. Review IAEM Regional Bylaws for consistency with the international Bylaws.

## **3. CONFERENCE**

The Conference Committee plans, coordinates and develops the program of the IAEM Annual Conference. The Committee will be responsible for all facets of the program including topics, schedule, speakers and coordination of any training or seminars offered in conjunction with the conference. The committee coordinates its activities with IAEM staff and the host jurisdiction. See also Section IV Conferences and Meetings.

## **4. DIGITAL ENGAGEMENT COMMITTEE**

This committee focuses on the use of interactive digital tools and techniques by which the activities and benefits of IAEM can be shared among membership. The Digital Engagement Committee will promote and facilitate the exchange of ideas, experiences, best practices, and lessons-learned through the use of digital media tools. These include: the IAEM website, social networking sites, email, discussion boards and other web-based technologies. These tools will allow IAEM's leadership, committees and membership to gather insight and information, encourage interaction and communication, make informed decisions, and enable collaboration.

## **5. MEMBERSHIP AND MARKETING**

Analyze membership trends and assist in the development of membership recruitment and retention campaigns.

## **6. NOMINATIONS AND CREDENTIALS COMMITTEE**

Collect letters of candidacy for all candidates running for IAEM-USA national office, assure that all requirements of candidacy are met, present a slate of candidates to the membership, and supervise campaigns per Article VI Elections, Section C Campaign Rules (page 43).

## **7. TRAINING AND EDUCATION COMMITTEE**

The Training and Education Committee:

1. analyzes and publicizes training and education which is available to upgrade the professional standards of the members of the Association,
2. participates in the development of training programs affecting emergency management activities, and
3. serves as a clearinghouse for information on training activities occurring at the Federal, State and local emergency management level.

## **8. U.S. GOVERNMENT AFFAIRS COMMITTEE**

Advance the U.S. legislative and regulatory interests of the Association through proactive coordination with other organizations. Monitor proposed legislation at the Federal, State and/or Local level which may impact emergency management activities or the goals of the Association or may set a precedent for the future legal implications.

## **C. CEM® COMMISSION**

The IAEM Certified Emergency Manager (CEM)® Program is a global program owned by IAEM-USA Council. Councils are responsible for the finances of the Council-level operations. See the Global APPs for more information about its governance and operations.

## **D. SCHOLARSHIP COMMISSION**

The IAEM Scholarship Program is a global program – see the IAEM Global APPs for more information about its governance and operations.

## **E. STANDING POSITIONS**

The President shall appoint the following positions.

### **1. SERGEANT-AT-ARMS DUTIES**

Maintain order at meetings of the membership in accordance with Robert's Rules of Order (as interpreted by the Association Parliamentarian) and assure that professional courtesy is exhibited towards all guests and members of the Association. The Sergeant-at-Arms supervises elections with the Web Content Manager.

### **2. PARLIAMENTARIAN DUTIES**

Duties of the Parliamentarian are established in accordance with the duties found in Robert's Rules of Order Newly Revised (1990 edition, p.456-8 and 602-3).

### **3. CHAPLAIN DUTIES**

The Chaplain is responsible for compiling the list of members and friends who have passed away during the year and presenting this list during the Memorial Service. The Chaplain also provides non-denominational blessings, as appropriate, at IAEM meals and functions.

## **IV. CONFERENCES AND MEETINGS**

### **A. GENERAL**

The Association will 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 Executive Committee 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.

Meetings may only be recorded by authorized staff.

## **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. CONFERENCES**

### **1. ANNUAL CONFERENCE**

IAEM staff is responsible for recommending annual conference sites, based on the best business interests of the organization. Staff, under the President's supervision, initiates all proposal solicitations, contract negotiations and facility arrangements. The Executive Director keeps the interested host informed. Attractive location, geographic rotation, low attendee cost, attractive facilities, room rates, facility service record, airfare and travel accessibility, low cost to IAEM, and other criteria will be considered. The final selection of the conference site rests with the Board.

The Conference Committee is responsible for the program, including identification of session content and speakers. The Conference schedule is coordinated with the IAEM staff. 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.

Staff works with the IAEM-USA Treasurer to determine conference and meeting fees to meet financial goals.

All meeting registration fees are waived for spouses/guests of current and former IAEM-Global Chairs and IAEM-USA Presidents and Vice Presidents.

### **2. MID-YEAR MEETING**

IAEM-USA may conduct a Mid Year Meeting each year at the discretion of the Board.

Since one purpose of the Mid Year Meeting is to meet with Congress and other Federal officials who are involved in funding and legislation for emergency management programs, the Mid Year Meeting may be held in the Washington, D.C. area.

Another purpose of the Mid Year Meeting is to provide a working environment and facilities for committees to meet and conduct business. All committee chairs who want to hold meetings at the Mid Year Meeting must notify the Executive Director of that need eight weeks prior to the date of the Meeting.

As agreed to by contract, the Executive Director, in coordination with the President, may be responsible for making facility arrangements, preparing conference materials, coordinating with supporting agencies, detailing financial arrangements and maintaining appropriate records.

The President, with the assistance of the Executive Director, has responsibility and authority to develop the program, contact speakers, and extend invitations.

## **D. MEETINGS**

### **1. MEMBERSHIP**

Voting by the membership (as defined in Bylaws Article VIII Rights of Members Section 1B) shall be conducted by electronic ballot prior to the Annual General Membership Meeting. Matters of business that arise on the floor at the Annual General Membership Meeting shall comply with Article V Section B.

### **2. BOARD OF DIRECTORS**

For the purpose of conducting the business of the Association, a majority of the members of the Board of Directors shall constitute a quorum. Records shall be maintained documenting all attempts to notify all members of the Board of Directors of the meeting times and locations.

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

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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.

Note that public policy positions require a majority vote of the entire Board, not just those present, as addressed on page 14 regarding “Position Papers” except as provided in Section 4, when time is of the essence and a majority of the Executive Committee acts in lieu of the majority of the Board.

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, at the following times:

- a) First meeting of the term. Immediately following the Annual Conference. Incoming and outgoing board members will meet together to ensure a smooth transition in the conduct of the business of the Association;
- b) Additional meetings. Occur as deemed necessary by the IAEM President;
- c) Last meeting of the term. Immediately prior to the Annual Conference.

Special meetings of the Board of Directors may be called by the President 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 President shall call a Special meeting upon the request of a majority of the Board of Directors.

If a Special meeting requires travel, a ten-day notice is required, but may be waived by a two-thirds vote of the Board of Directors.

If it becomes necessary to conduct Association business at a time that is not reasonable for the Board of Directors to meet together, a Conference Call may serve as a Special meeting when intentionally scheduled and conducted to take action on Association business. Such Conference Call meetings are not subject to the ten-day

advance notice requirement. However, 25 hours notice must be provided in order to ensure an optimal time for all Board members to be included.

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.

General members of the Association are welcome at in-person meetings as observers and may provide input when invited to do so. IAEM-USA members wishing to observe other Board meetings may request an invitation from the IAEM-USA President through their regional president. Meeting access information will be provided after approval is received.

### **3. EXECUTIVE COMMITTEE**

Records shall be maintained documenting all attempts to notify all members of the Executive Committee of the meeting times and locations.

The provisions relating to Conference Call meetings outlined in the previous section (Board of Directors) shall apply to Executive Committee meetings.

### **4. STANDING/SPECIAL COMMITTEE**

Upon appointment of a Committee Chairperson and members, the Chairperson shall review the existing guidelines for the committee, make recommended changes and provide a scope of work to committee members.

Committee meetings will be held as scheduled by the Committee Chairperson.

Because of the wide geographical separation among committee members, most committee business may be accomplished by mail or conference calls.

Actions requiring a vote of members will be documented.

## **V. VOTING**

### **A. GENERAL**

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



## *IAEM-USA Administrative Policies and Procedures*

- Individual. Full voting rights
- Life. Full voting rights
- Affiliate. Full voting rights
- Student. No voting rights (except within the Global Student Council and the USA Student Region)
- Honorary. No voting rights

Ballots will be made available to members in good standing prior to the Annual Conference for all issues and offices. The ballots will be cast electronically and supervised by the Web Content Manager and the Sergeant-at-Arms.

### **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 IV Conferences D1 and must pass by a plurality of eligible votes cast unless otherwise specified in the Bylaws or Policies and Procedures. A plurality means that the “winning” vote/issue got more votes than any other option.

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

In order for a bylaws amendment to be placed on the ballot, the proposition must be submitted in writing using underline and strikeout text and clearly specifying the appropriate bylaws section.

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.

Per the Bylaws Article X, Bylaws amendments must pass with two-thirds approval of the votes cast.

In special circumstances where members lack the ability to vote online, issues requiring action of the Association membership may be voted on by mail-in ballot. Such issues, as proposed, shall be clearly stated as a part of the ballot and the

results of the vote shall be published in the next issue of the monthly IAEM Bulletin newsletter. The original ballots shall be maintained until validated by the Nominations and Credentials Committee and ordered for destruction.

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

## **VI. ELECTIONS**

### **A. OFFICERS**

The officers shall be elected to their terms by a plurality of eligible votes cast (whoever gets the most votes, wins). The President, First Vice President and Second Vice President serve for one year. The Secretary and Treasurer serve two-year terms, which end in alternate years. The Second Vice President automatically succeeds to the office of First Vice President, and the First Vice President succeeds to the office of President.

In order to be placed on the ballot for election to an office, the candidate must meet the requirements in Bylaws Article IV, Section 6 (A) and (B) and submit the following to the Nominations and Credentials Committee according to an elections schedule established annually by the Board of Directors. The schedule will allow adequate time for the Nominations & Credentials Committee to vet the credentials and prepare the ballots and online voting area, and the schedule will specify the voting period to conclude prior to the Annual Conference.

1. A letter stating candidacy;
2. A letter from the candidate's immediate supervisor supporting the time and travel necessary to satisfactorily fulfill the requirements of the office;
3. A brief resume.

In order to be eligible as a write-in candidate for office, the candidate must submit the above listed documents to the Nominations and Credentials Committee Chair by the time the election closes.

## **B. DIRECTORS**

In addition to the above officers, directors are elected from among the constituencies they represent (for the seats represented by the regions, student members). This is accomplished electronically at least a month prior to the IAEM Annual Conference in order for the newly-elected Regional President to participate at the Board Meetings occurring at that event. IAEM headquarters will conduct regional elections working with the current regional president to

- identify regional offices,
- solicit candidates from the region via e-mail,
- post a ballot online in the month preceding the conference,
- announce the voting,
- remind regional members of the voting deadline and
- announce the winners.

To be elected, appointed or remain as regional president, the candidate must be an Individual or Affiliate member in good standing.

## **C. CAMPAIGN RULES**

1. The following policies and procedures apply to Council and Regional elections. Regions may have policies and procedures that are more stringent than these policies.
2. Candidates and their surrogates shall conduct themselves and their campaigns at all times in accordance with the IAEM Standards of Behavior.
  - a. Members serving in leadership positions (i.e. board members or committee chairs, etc.) may not use that position in support or non-support of a candidate. This does not preclude highlighting their achievements as part of their own campaign literature (if running for office). With the exception of the above, the position title may not be used in any correspondence (in any media) related to the election or campaign within IAEM-USA.
3. Individuals seeking election to the offices of President (when needed), First Vice President (when needed), Second Vice President, Secretary

and Treasurer, and Regional Offices shall have multiple IAEM-USA sponsored opportunities to make statements to the members of the Association regarding their election.

- a. *IAEM Bulletin Newsletter & Website.* Each candidate for national Council office may submit a statement with their stance on issues pertinent to IAEM and their election to office two months prior to election. Council candidate statements will be posted in the IAEM Bulletin newsletter and website. Regional candidate statements will be posted to IAEM-USA regional websites. Council candidate statements will be limited to 500 words while Regional candidate statement requirements will be defined by the regional bylaws or APPS.
  - b. *Campaign Message to Voting Members.* Candidates for national office can have a message sent to all USA voting members by IAEM HQ. Candidates choose when they want the transmission to occur.
  - c. *Promotional Items.* Promotional items may not exceed .50¢ (fifty cents U.S.) in value.
  - d. *IAEM Listservs.* Other than the initial announcement of the election, the candidates, and the subsequent reminders to vote, the IAEM-USA discussion list and the IAEM regional listservs may not be used for the purpose of a campaign or to promote a candidate running for election to any office within IAEM-USA.
4. Candidates may conduct other forms of non-IAEM-USA sponsored campaigning (i.e. social media, personal emails, etc.) provided it does not conflict with this policy.
    - a. Note that candidates may use the IAEM Membership Directory to make personal contacts.
  5. Candidates may pay for additional advertisements in the IAEM Bulletin and the IAEM Dispatch at published rates. IAEM funds may not be used for this purpose.
  6. Violations of this policy may be reported to the IAEM-USA Nominating & Credentialing Committee for investigation and recommendation to the IAEM-USA Board.

7. The IAEM staff will facilitate the use of the IAEM website in preparation for the election of officers.
8. The ballot shall be made available via the IAEM website to the voting membership when the Nominations & Credentials Committee has completed its vetting of candidates' credentials.

## **VII. MEMBERSHIP**

### **A. GENERAL**

Membership recruitment campaigns will be coordinated by the Membership Committee chairperson with the Executive Director and the Association Secretary.

Membership applications shall be screened by the Executive Director 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 Regional President for contact with the applicant. Applicants who have selected an inappropriate category will be contacted by the Executive Director to resolve the issue.

Appeals to the decision of the Executive Director regarding membership applications shall be addressed by the Board of Directors.

### **B. CATEGORIES**

#### **1. INDIVIDUAL**

Individual membership is defined as an individual professionally engaged or interested in the furtherment of emergency management and allied fields. 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 Executive Director.

The assigned Affiliate representative may work on committees, have full voting rights with one vote per organization/party, but not hold the office of President, First Vice President and Second Vice President.

### **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 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.

Proof of current enrollment may be required by IAEM staff. Students will be members of both the USA Student Region and the USA Region in which they reside or matriculate (by choice, based on the postal address they use for their membership record). The IAEM-USA staff in consultation with the USA Student Region Board may grant extensions to the six year limitation and exceptions to the work limitation by request.

Student members may participate on committees but may not vote or hold international office (except for the Student Region 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 USA Student Region and the Global Student Council.

## **C. DUES**

Membership dues are established at the following rates:

- Individual Membership. \$185 (\$130 US portion, \$50 global portion)
- Affiliate Membership. \$810 (\$310 US portion, \$500 global portion)
- Honorary Membership. No Dues
- Life Membership. No Dues
- Student Membership. \$45 (\$2 student council, \$3 International Student Development Fund, \$25 US budget, \$15 global portion)

Members will be given adequate notice of a dues adjustment and may petition the Board to change Administrative Policies and Procedures according to Bylaws Article VIII Rights of Members.

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

The Executive Director has the authority to grant free membership.

## **D. SERVICES**

### **1. GENERAL**

It is the policy of this Association to provide the following services to its members:

- a. information relating to emergency management;
- b. legislative updates;
- 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.

Affiliate members will receive special space in the annual directory, opportunity for discounted exhibit fee at annual conference, 1 set of mailing labels for the annual conference participants, monthly bulletin subscription, and a membership plaque.

In accordance with contractual requirements, it shall be the responsibility of the Executive Director 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 nor will they imply endorsement or support of IAEM for the content of their message, use of which constitutes a one-time rental agreement. The IAEM-USA Treasurer and the Secretary will help monitor usage to ensure that the terms of the rental agreement are satisfied.

## **3. PUBLICATIONS**

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

In accordance with contractual requirements, the Executive Director 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 Executive Director 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 Communications Committee is responsible for making decisions regarding the format, content of the BULLETIN.

On the approval of the 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. REGIONS**

### **A. DEFINITION**

IAEM-USA is geographically divided into regions. The boundaries of regions in the United States are as follows:

- *U.S. Region 1:*
  - Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont
- *U.S. Region 2:*
  - New York, New Jersey, Puerto Rico, Virgin Islands
- *U.S. Region 3:*
  - Delaware, Pennsylvania, Maryland, Virginia, , West Virginia, Washington, DC
- *U.S. Region 4:*
  - Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee

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- *U.S. Region 5:*
  - Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin
- *U.S. Region 6:*
  - Arkansas, Louisiana, New Mexico, Oklahoma, Texas
- *U.S. Region 7:*
  - Iowa, Kansas, Missouri, Nebraska
- *U.S. Region 8:*
  - Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming
- *U.S. Region 9:*
  - Arizona, California, Nevada, Hawaii, Pacific Trust Territories
- *U.S. Region 10:*
  - Alaska, Idaho, Oregon, Washington
- *U.S. Student Region*
  - All Students of the U.S.A. Student Council.

Note that the regional numbering system is for internal use only to track staggered Board seats and regional elections.

### **B. REGIONAL OPERATIONS**

Each Region is operated as a sub-unit of IAEM-USA, elects a President who serves on the Board of Directors, and has administrative and fiduciary responsibility to IAEM-USA and also the International organization.

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

Each Region may determine the appropriate methods for funding regional operations, but shall report financial status to the Association headquarters

Each Region has the authority to establish a bank account in the name of the "IAEM Region \_\_\_\_". Any account so established shall bear the IRS Tax-exempt identification number of the International organization. This identification number is 31-6050147.

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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 inspection of the account conducted by the regional vice president in accordance with the guidelines established by the International Office. Financial records including payment records and other documents should be retained for 7 years by the region, or sent to IAEM HQ for retention.

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 organization as prescribed by the IRS.

Each Regional President shall, within 30 days of the end of the Association's fiscal year (June 1 - May 30), cause a financial report to be submitted to the Executive Director for distribution to the Board of Directors.

## **IX. CHARTERING IAEM-USA STUDENT CHAPTERS**

### **A. IAEM GLOBAL COMPLIANCE**

All IAEM-USA Student Chapters shall be in full compliance with the requirements set forth within the IAEM Global APPs. Nothing in this section shall be construed as to contradict that document as it relates to Student Chapters.

Changes to this Article (II) of the APPs shall require the approval of both the IAEM-USA and IAEM-USA Student Region (SR) Boards.

### **B. GENERAL**

Any institution of higher education offering post-secondary and graduate degrees in emergency management or related field of study, and is accredited by an appropriate regional or national accrediting agency is eligible to form an IAEM-USA Student Chapter (hereafter in this section referred to as a "Chapter"), contingent upon the fulfillment of the following procedures.

Chapters may either be Provisional or Chartered. Provisional Chapters are those that have completed the first step in the Chapter formation process and have been

approved by the IAEM-USA SR. Provisional Chapters then have six months to complete the second set of requirements. Upon completion, and after the approval of the IAEM-USA SR and the IAEM-USA Board, Provisional Chapters will be given Chartered Chapter status.

### **C. NAMING**

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

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

### **D. PROVISIONAL STUDENT CHAPTERS**

An individual may request to form a Chapter by contacting the IAEM-USA SR Officer designated to handle those requests. Upon receipt of a request, the individual shall receive the following documents to complete in order to apply for Provisional Status:

1. *IAEM Advisor Agreement*. Explains the expectations and responsibilities of Chapter Advisor and Alternate Advisor
2. *Chapter Bylaws*. A sample will be provided. Chapter bylaws must contain the minimum requirements including
  - a) Mission, goals, and/or purpose
  - b) A process for democratically electing officers (including terms, qualifications, and duties). Chapters must have at a minimum a President, Vice-President, Secretary & Treasurer (the Secretary & Treasurer positions can be combined)
  - c) IAEM-SC non-discrimination policy
  - d) IAEM legally required Bylaw content (see section H below)
3. *University/College Organization Verification Form*. Denotes the Chapter has been accepted as an official organization at the school
4. *IAEM-USA Student Member Form*. Verifies a minimum of ten (10) paid IAEM-USA members

5. *Interim Chapter Information Form.* Contact, interim Officer and other necessary information related to the Chapter

The above forms will be submitted electronically to IAEM headquarters who will file and then forward to the IAEM-USA SR Executive Board for review. The IAEM-USA SR shall send the documents back to the individual for revision, or approved for Provisional Status. Approved Provisional Chapters will also receive information on the remaining requirements that need to be met to become a Chartered Chapter.

#### **E. HOW TO FORM A CHARTERED STUDENT CHAPTER**

Provisional Chapters will have six months to complete the requirements for Chartered Status. Failure to do so will cause the organization to lose its Provisional Status. The Provisional Chapter must complete and submit the following within six months:

1. *Elect Permanent Officers.*
2. *Chapter Information Form.* Contact, Advisor, Officer, Financial and other necessary information related to the Chapter
3. *Submit Minutes.* Submit minutes from at least three meetings

The above forms will be submitted electronically to IAEM headquarters which will file and then forward to the IAEM-USA SR Executive Board for review. The IAEM-USA SR shall send the documents back to the individual for revision, or recommend to the IAEM-USA Board of Directors that the Chapter be granted a Charter. The IAEM-USA Board of Directors will send the documents back to the Student Region for revision or grant the Charter.

Approved Chartered Chapters will be notified by letter from the IAEM-USA President and IAEM-USA SR President that their application was approved. The letter will include the formal charter certificate.

#### **F. MAINTAINING A CHARTERED CHAPTER**

The following are required to maintain Chartered Status as a Chapter:

1. Maintain regular communication with the IAEM-USA SR
2. Submit updates to the IAEM-USA SR including:

- a) Chapter Information Form (twice annually; see section J)
- b) Current Bylaws (annually)
- c) Current Bank or University Account Statement (annually)
- d) Current Membership Roster verifying a minimum of 10 paid IAEM-USA Members (annually)
- e) Summary of Activities Form (twice annually)

#### **G. MEMBERSHIP AND DUES**

As per the IAEM-USA SR Bylaws, all Chapter members must be members of IAEM. In addition, Chapters may collect additional local chapter dues.

#### **H. IAEM REQUIRED CHAPTER BYLAW SECTION**

To ensure Chapters maintain their non-profit status, the following clauses shall be required in all Chapter Bylaws:

- 3. IAEM-USA and its 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.
- 4. 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.

5. 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.

## **I. TAX-EXEMPT STATUS**

IAEM 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 to be included in the group exemption letter, are to be added to the group exemption letter.

## **J. REPORTING REQUIREMENTS**

Chapters shall twice yearly (June 30 & December 15) submit a Chapter Information Form to the IAEM-USA SR for distribution to the IAEM Executive Director and IAEM-USA Board of Directors. Chapter Information Forms should include at least:

1. Current Faculty Advisor, Chapter contact information, Chapter Officers, Chapter Bylaws and a Summary of activities; and
2. A mid-year balance sheet as of June 1, showing the current assets and liabilities of the Chapter and fund balance (June 30 only).

## **K. SANCTIONS**

1. Sanctions may be levied against Any Chapter not complying with the requirements established in these APPs. Student Chapters receives a formal notice of violation and sanction levied in writing by IAEM. Sanctions may include:
  - a) Warning: The organization must take action regarding the warning immediately. Continued similar misconduct will result in one of the more severe sanctions.
  - b) Probation The minimum duration of probation is one full quarter and may result in the loss of some privileges (i.e. such as applying for program funding) granted to the chapter.
  - c) Suspension The minimum duration of suspension is one full calendar year up to as a result of serious, intentional or repeated violation, and will result in loss of all privileges granted to the chapter.
    - (i) Chapters suspended will be required to reapply for chapter status upon the end of the suspension period.
    - (ii) Chapters granted status will be placed on probation for one full quarter before allowing “full active status”.
2. Causes for sanction against a chapter may include, but are not limited to: failure to maintain a Faculty Advisor, falling under 10 members, misconduct as a chapter, violating IAEM Student Region APPs or USA Council APPs, failure to maintain proper paperwork and / or follow required reporting requirements (i.e. Chapter Information Form), or



other violation that is deemed inappropriate and against the IAEM Code of Ethics.

## **1. SANCTIONING PROCESS**

1. Any IAEM-USA Council Board Member, IAEM-USA SR Leadership, or IAEM member can recommend a Student Chapter to be sanctioned; Chapters receiving a formal sanction from their university must submit such notice to the IAEM USA Student Region 1st Vice President for review.
2. The IAEM-USA SR Board shall create a report based on the reasons for sanctioning. Based on the report, the IAEM-USA SR Board shall recommend the appropriate sanction against a Chapter and send that report to the IAEM-USA Board.
3. Upon receipt of the report and vote, the IAEM-USA Board of Directors may approve the recommendation submitted by the IAEM – USA SR Board.
4. Suspending a Chapter requires two-thirds vote by the IAEM – USA Board of Directors in support of such suspension.

## **2. APPEAL OF SANCTION(S) AFTER DISPOSITION**

1. Warning or Probation sanctions are non-appealable. Only the sanction of Suspension is appealable.
2. Chapters must provide a written rationale for the appeal to the IAEM-USA Student Region 1st Vice President within fifteen (15) working days following the receipt of the findings and conclusions of the IAEM USA Council.
3. A meeting will be scheduled with the IAEM-USA Student Region President, IAEM-USA Council President (or designee), an IAEM member-at-large, and the IAEM Executive Director (Ex-Officio) to review the appeal to gain clarity as to the reasons for appeal. The task force may also invite the other individuals to clarify why the Chapter was found in violation.
4. Within fifteen (15) working days following the meeting, the appealing chapter will be notified in writing of the decision by the IAEM USA Student Region President. All decisions are final.

## **X. AWARDS AND RECOGNITION**

### **A. AWARDS COMPETITION**

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 unless determined to be cost-prohibitive by the Board of Directors.

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.

- **Academic Recognition Award**

The Academic Recognition Award recognizes a U.S. 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.

- **Career Excellence Award**

The Career Excellence Award recognizes a national leader who has made significant contributions throughout his/her career to promote and improve the emergency management profession in the USA. This award is presented to one individual selected by a judging panel from the entries received.

- **Partners in Preparedness Award**

The Partners in Preparedness Award recognizes programs or processes that demonstrate innovative, multi-participant involvement between 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.

- **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*

- 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*

- 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

In cooperation with Regions and Caucuses indicated, the IAEM-USA Awards Committee administers the following awards:

- **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.

## **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.*
- **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.*

### **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.*

### **Volunteer Emergency Management Awards**

The IAEM-USA Volunteer Emergency Management Awards recognize the contributions of volunteers who assist emergency managers in the United States. Volunteerism in emergency management always has been part of the framework and

fabric for the successful employment of integrated emergency management across the nation. Thousands of volunteer hours are provided annually to assist emergency managers across the spectrum of the emergency management mission areas. Without the support of volunteers, the field of emergency management would not be as capable and responsive as it is today. Three award categories are offered:

- **IAEM-USA Emergency Management Volunteer of the Year Award:** recognizes the services of a single individual who made extraordinary emergency management volunteer contributions during the previous calendar year. The nomination must be for an individual who participates as an active volunteer within a recognized emergency management volunteer organization. The individual recognized should have demonstrated exceptional contributions across the full spectrum of emergency management.
- **The IAEM-USA Emergency Management Volunteer Organization of the Year Award:** recognizes the services of a U.S. volunteer organization that made extraordinary emergency management contributions during the previous calendar year. The organization must be recognized by IAEM and or FEMA as an emergency management organization (MOU, other acknowledgements).
- **The IAEM-USA Uniformed Services Auxiliary Member of the Year Award:** recognizes the services of a single individual who made extraordinary emergency management volunteer contributions during the previous calendar year as a member of a uniformed services auxiliary organization. The nomination must be for an individual who participates as an active volunteer within one of the uniformed services auxiliaries, including members of the U.S. Coast Guard Auxiliary and the U.S. Air Force Civil Air Patrol. There are more than 55,000 Civil Air Patrol and more than 32,000 U.S. Coast Guard Auxiliary members serving in every state in the United States and Puerto Rico. The individual recognized should have demonstrated exceptional contributions across the spectrum of any of the emergency management mission areas.

## **B. RECOGNITION**

IAEM-USA presents the following recognition:

- **IAEM-USA President’s Executive Citations** – selected by the IAEM-USA President to recognize member(s) who have contributed greatly to the success of the IAEM and the emergency management profession.
- **IAEM-USA President’s Certificates of Recognition** – selected by the IAEM-USA President to recognize member(s) or organization(s) who the President wishes to recognize for contributions to the benefit of one or more of its Committees, its Board of Directors, or the Association in general.
- **Executive Citations** — to be selected by each Regional President 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 the profession.
- **Membership Citation** – presented to the individual who has recruited the most new members within the IAEM-USA Council each year.

## **XI. 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, Committees of the Association, Regions of the Association, Conferences, and special topics of interest. NOTE: Probably a good idea to specify in the APPs what IAEM-USA will cover (manage and finance) and what Global and the other Councils need to cover.

### **B. MANAGEMENT**

General oversight of the Web Site is delegated to the Executive Director 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 Executive Director.

### D. 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 disclosure 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.

## **E. DISCUSSION LIST GUIDELINES**

### **1. PURPOSE OF THE IAEM LISTSERV**

The International Association of Emergency Managers Listserv is designed to provide a forum for emergency managers to exchange ideas, thoughts, problems and solutions that relate to the emergency management profession. It is not a general discussion list.

If you ever want to remove yourself from this mailing list, you can send email to [info@iaem.com](mailto:info@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*

After May 1, 2001, IAEM staff will no longer 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 Director Dawn Shiley at [shiley@iaem.com](mailto: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.

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- 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](mailto: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. Listservs cannot be used for campaigning.

## **XII. INTELLECTUAL PROPERTY**

IAEM-USA reserves all rights to its intellectual property. IAEM property including its logo and other marks, membership lists, work products and other materials may

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not be used or copied in-part or in whole without permission from the IAEM-USA Board.

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## **APPENDIX A – Travel & Expense Policy**

### **International Association of Emergency Managers**

#### **United States of America Council**

#### **Travel and Expense Reimbursement Policy**

##### **Purpose**

The Board of Directors of the International Association of Emergency Managers, United States of America Council (IAEM-USA) (hereinafter “the Association”) recognizes that board members, officers, and employees (“Personnel”) of the Association may be required to travel or incur other expenses from time to time to conduct Association business and to further the mission of this non-profit organization. The purpose of this Policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) to provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by Personnel. It is the policy of the Association to reimburse only reasonable and necessary expenses actually incurred by Personnel. This policy applies to all individuals traveling on behalf of the USA council, regions, students and other travel conducted with Association funds, to include grant or contract work. IAEM-USA Regions may add additional regional level travel and expense restrictions, provided it is in alignment with this policy.

When incurring business expenses, the Association expects individuals to:

- Exercise discretion and good business judgment with respect to those expenses, while insuring the expenses incurred bring value back to the Association.
- Be cost conscious and spend Association money as carefully and judiciously as the individual would spend his or her own funds.
- Report expenses, on appropriate Association forms, supported by the required documentation, as they were actually spent.

##### **Expense Report**

Expenses will not be reimbursed unless the individual requesting reimbursement submits a written Expense Report. An “IAEM-USA Travel Expense Form” shall be submitted within 30 days of the completion of travel if travel expense

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reimbursement is requested. Request for reimbursement shall be accompanied by a trip report for any Association funded events not covered by formal IAEM-USA minutes (i.e. IAEM-USA Board and USA CEM® Commission meetings), must include:

- The individual's name.
- If reimbursement for travel is requested, then document the date, origin, destination, purpose and benefit to the Association of the trip.
- An itemized list of all expenses for which reimbursement is requested.

### **Receipts**

Receipts are required for all expenditures over \$30 that are not billed directly to the Association, such as airfare and hotel charges. No expense will be reimbursed unless the individual requesting reimbursement submits written receipts, the date, and the total expenses. A credit card receipt or statement may be used to document the vendor and date of an expense, provided other required details of the expenditure are fully documented.

### **Meals and Incidental Expenses**

Food and other incidental expenses are reimbursable at the Federal per diem rate for the event locality. Meals included in programmed events will not be reimbursement, and the amounts of any such claimed meals will be deducted from the per diem rate. Reimbursement for actual expenses that exceed the Federal per diem rates may be approved by the Executive Director.

### **General Travel Requirements**

Individuals should make known travel reservations no less than 30 days in advance of travel.

- General Travel. In determining the reasonableness and necessity of travel expenses, authorization by the IAEM-USA, Regional or Student President is required. Persons authorizing travel shall consider the ways in which the Association and sub-Regions will benefit from the travel and weigh those benefits against the anticipated costs of the travel. The same considerations shall be taken into account in deciding whether the benefits to the Association and the sub-Regions outweigh



the costs. Less expensive alternatives, such as participation by telephone or video conferencing, shall be considered whenever possible.

- Conference Fees. Individuals authorized reimbursement of Conference Fees on behalf of the Association, should make every attempt to secure the lowest rate possible.
- Personal and Spousal Travel Expenses. Individuals traveling on behalf of the Association or a sub-Region may incorporate personal travel or business with their IAEM-related trips; however, they shall not arrange travel at a time that is less advantageous to the Association or involving greater expenses to the Association in order to accommodate personal travel plans. Any additional expenses incurred as a result of personal travel, including but not limited to extra hotel nights, additional stopovers, meals or transportation, are the sole responsibility of the individual and will not be reimbursed by the Association. Expenses associated with travel of an individual's spouse, family or friends will not be reimbursed.

## **Air Travel**

- General. Individuals shall make their own travel arrangements and submit for reimbursement, however, air fares in excess of \$600 (including taxes and fees) for the Continental United States must be approved by the Executive Director, prior to purchase.
- Frequent Flyer Miles and Compensation for Denied Boarding. Personnel traveling on behalf of the Association may accept and retain frequent flyer miles and compensation for denied boarding for their personal use. Individuals may not deliberately patronize a single airline to accumulate frequent flyer miles if less expensive comparable tickets are available on another airline.
- Cancellation Insurance. Personnel may purchase airfare cancellation insurance offered through the airlines, at Association expense, if there is a risk that personal or work related issues may result in a potential cancellation of planned Association travel. The cost of this insurance should be considered for those traveling from outside the continental United States.
- Saturday Stays. Personnel traveling on behalf of the Association are not required to stay over Saturday nights in order to reduce the price of

an airline ticket. An individual who chooses to stay over a Saturday night shall be reimbursed for reasonable lodging and meal expenses incurred over the weekend to the extent the expenses incurred do not exceed the difference between the price of the Saturday night stay ticket and the price of the lowest price available ticket that would not include a Saturday night stay. To receive reimbursement for such lodging and meal expenses, the individual must supply, along with the Expense Report, documentation of the amount of the difference between the price of the Saturday stay and non-Saturday stay airline tickets.

### **Alternate Transportation**

Individuals who wish to use other forms of transportation, such as bus or train, may do so provided the costs don't exceed that of travelling by air. Any ground transportation cost comparison will include reimbursement for mileage at the Association approved rate and any additional lodging, meal and incidental expenses incurred above those had the individual traveled by air.

### **Lodging**

Lodging costs shall be reimbursable at the Federal per diem rate for the event locality. Lodging costs in excess of the Federal per diem rate may be reimbursed at the actual amount with the prior approval of the Executive Director. Individuals shall use the minimum rate available or the minimum conference rate. Receipts are required if lodging is paid by the individual.

### **Ground Transportation**

Individuals are expected to use the most economical ground transportation appropriate under the circumstances and should generally use the following, in this order of desirability:

- *Courtesy Cars.* Many hotels have courtesy cars, which will take you to and from the airport at no charge. Personnel should take advantage of this free service whenever possible. Another alternative may be a shuttle or bus.
- *Taxis.* When courtesy cars and airport shuttles are not available, a taxi is often the next most economical and convenient form of transportation when the trip is for a limited time and minimal mileage is involved. Shared rides with another Association member are encouraged

whenever possible. Taxi fares up to \$30 are reimbursable without a receipt.

- Rental Cars. The use of rental cars, if absolutely necessary, shall be approved by the Executive Director in advance of travel. Regional Presidents may approve the use of rental cars for regional use.

The use of public transportation (i.e. city bus or metro) is not prohibited but the traveler is responsible for loss, damage, or personal injury resulting from this form of transportation.

### **Personal Cars**

Individuals are compensated for use of their personal cars when used for Association business at the current Federal Travel Regulation rate. When individuals use their personal car for such travel, a copy of the shortest route using MapQuest or other mapping program is requested to support mileage reimbursement.

In the case of individuals using their personal cars to take a trip that would normally be made by air, mileage will be allowed at the currently approved rate; however, the total reimbursement will not exceed the sum of the lowest available round trip coach airfare. The not to exceed total reimbursement includes mileage at the Association approved rate and any additional lodging, meal and incidental expenses incurred above those had the individual traveled by air.

### **Parking/Tolls**

Parking and toll expenses, including charges for hotel parking, incurred by individuals traveling on organization business will be reimbursed. The costs of parking tickets, fines, car washes, valet service, etc., will not be reimbursed. Airport parking is reimbursable at the daily or long term rate. On-airport parking is permitted for short Association business trips. For extended trips, individuals should use off-airport facilities.

### **Entertainment**

Entertainment expenses are not reimbursable.

### **Other Expenses**

- Telephone, Fax, Internet. Reasonable Association related telephone, fax and internet charges due to absence from the individual's place of

business are reimbursable. In addition, reasonable and necessary gratuities that are not covered under meals may be reimbursed. Any request for reimbursement for long distance telephone calls must be accompanied by a log listing each person called and the subject discussed.

- Laundry. Laundry service is reimbursable on an emergency basis only when the travel period is extended beyond the expected period. Receipt and a justification statement must be provided.
- Miscellaneous. Items not specifically listed above shall be reimbursed in accordance with existing Federal Travel Regulations.

### **Non-reimbursable Expenditures**

The Association maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed. Expenses that are not reimbursable include, but are not limited to:

- First class tickets or upgrades
- When lodging accommodations have been arranged by the Association and the individual elects to stay elsewhere, reimbursement is made at the amount no higher than the rate negotiated by the Association. Reimbursement shall not be made for transportation between the alternate lodging and the meeting site.
- Limousine travel
- Movies, liquor, or bar costs
- Spa or exercise charges
- Clothing purchases
- Valet service
- Car washes
- Toiletry articles
- Expenses for spouses, friends, or relatives.

## **APPENDIX B – Disclosure of Other Interests & Confidentiality Form**

### **International Association of Emergency Managers**

### **United States of America Council**

### **Disclosure of Other Interests and Confidentiality Form**

As a volunteer leader of IAEM-United States, Inc. (the “Association”), I recognize that the Association must provide bias-free governance to the Association’s constituencies, and that I owe a duty of loyalty to the Association. One aspect of fulfilling my duty is to avoid or disclose “other interests” according to the Association’s policy and procedures on conflicts of interest. I am therefore disclosing the following “other interests” as defined by the Association. I will provide further information if requested and will cooperate with any review and evaluation on behalf of the Association.

1. Any ownership, employment, or volunteer or agency interest or involvement in a commercial entity or nonprofit organization that competes with the Association:
  
  
  
  
  
  
  
  
  
  
2. An ownership, employment, or volunteer or agency interest or involvement in a commercial entity or nonprofit organization that is, or seeks to be, a vendor of products or services to the Association:
  
  
  
  
  
  
  
  
  
  
3. Any position as a spokesperson, consultant, employee or agent for another commercial entity or nonprofit organization that advances opposing or adverse public policy positions from those of the Association:

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**Note:** The “Association” includes IAEM, each of its councils, regions and chapters and any other affiliated entities.

**Note:** The volunteer leader should disclose these “other interests” personally and for close business associates and family members. Please use additional sheets or attached explanatory documents if appropriate.

Please clearly indicate whether any information provided herein is requested to be kept confidential by the Association.

**CONFIDENTIALITY:** As an Association volunteer leader, member of association management or staff or as an Association volunteer, I further acknowledge and agree to my continuing duty to at all times maintain the confidentiality of any and all Association and Association membership confidential and proprietary information and documentation and of my continuing obligation not to, directly or indirectly, disclose, share, or disseminate the same to any third party or to use such Association or Association membership confidential or proprietary information or documentation for my own or for any third party’s benefit without the prior disclosure to and written consent of the Association’s Board of Directors.

I hereby acknowledge my continuing duty to fully and promptly disclose “other interests” and to at all times maintain the confidentiality of all Association and Association membership confidential and proprietary information and documentation. The information I have provided is accurate and complete to the best of my knowledge and ability.

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Association Position