

Singapore, Oct 2009



IAEM Asia - BYLAWS

ARTICLE I - NAME

Section 1. Incorporation

The International Association of Emergency Managers (IAEM) is a non-profit organisation incorporated by and under the laws of the US State of Ohio. Asia Council is a compliant sub division of that organisation.

Section 2. Members

The IAEM Asia Council shall consist of individuals professionally engaged or interested in the promotion of emergency management and allied fields.

Section 3. Geographical Division

The IAEM Asia Council is a geographic division of the International Association as identified in the Administrative Policies and Procedures. It shall be know as 'Asia and be made up of membership from the countries of listed in [Appendix 1](#).

ARTICLE II - VISION AND MISSION

Section 1. Vision

IAEM seeks to be the leading international organization for knowledge, experience and training in emergency management. Asia Council will represent this vision in all its activities.

Section 2. Mission

To serve the emergency management community by:

- A. Encouraging the development of resilient communities to mitigate the impact of disaster.
- B. Acting as a clearinghouse for information on comprehensive emergency management issues.
- C. Providing a forum for problem-solving on emergency management issues.
- D. Developing and encouraging emergency management standards, programs and professionals.
- E. Fostering informed decision-making on emergency management public policy.

ARTICLE III - MEMBERSHIP

Section 1. Eligibility

Any person supportive of the IAEM's purposes is eligible for membership.

Section 2. Classification of Membership

A. Individual Member

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

B. Affiliate Member

Affiliate membership is available to any organisation/party which provides products, services or other resources which support IAEM and its members.

C. Honorary Member

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

D. Life Member

Life membership shall be accorded each Individual member who has been a member in good standing in Asia Council as defined in the Administrative Policies and Procedures for ten (10) years, provided that:

1. an individual is no longer otherwise eligible for Individual membership; or
2. past presidents of Council XV Asia shall be known as Past President - Life Members.

F. Student Member

Student membership shall be accorded to any individual attending full-time education.

Section 3. Dues and Fees

- A. The term for which IAEM membership dues are paid is **October 1 through September 30**.
- B. Dues shall be established in a manner as identified in the Administrative Policies and Procedures of the International Association. Council XV Asia membership may assess an additional fee to cover the cost of the council's activities.
- C. Dues and fees paid after September 30 will be considered delinquent. Members whose dues are delinquent for a period of thirty (30) days, who have not made arrangements to extend the payment deadline, shall forfeit membership.
- D. Past Presidents must pay their dues while still employed in emergency management. Thereafter, Past Presidents are accorded Life Membership.
- E. Dues are paid by the Council's membership to IAEM as per the declared Membership Dues, however additional dues may be requested to support the Council's activities and will be paid directly to the Council's account.

Section 4. Fiscal Year

The Fiscal Year is June 1 to May 31.

ARTICLE IV – OFFICERS of the COUNCIL

Section 1. Officers

The officers of the Council shall be the **President, Vice President, Secretary and Treasurer**. The position of Secretary and Treasurer may be fulfilled by the same elected individual if appropriate.

Section 2. Presidential Team

The President and Vice President may share the work and duties of the President.

Section 3. Duties of Officers

- A. The President shall represent the Council in a leadership capacity that advances the interests of IAEM Council XV and its membership. Among the President's duties are providing support and direction to working groups the Council President may establish; representing the Council at various functions and with other organisations; presiding at Council meetings and representing the Council on the IAEM Board of Directors; authorising expenditures within budget appropriations approved by the IAEM Board of Directors or the Council; and performing such other duties as required and provided for in the Administrative Policies and Procedures.
- B. The Vice President shall perform the duties of the President in the absence or disability of that officer and perform other duties as required by the Administrative Policies and Procedures.
- C. The Secretary shall maintain accurate records of the proceedings of all meetings of the Council's membership and those of its officers; and perform such other duties as required by the Administrative Policies and Procedures.
- D. The Treasurer shall maintain accurate up-to-date records of all monies and securities belonging to the Council in accordance with the Administrative Policies and Procedures.

Section 4. Qualifications of Officers and Directors

To be elected or appointed to a Council office, a member shall meet the following requirements:

- A. Have been an Individual member of IAEM for at least two (2) years prior to seeking office or performed the role of National Representative prior to standing for election. This qualification may be waived for the election of the Council's first President, Vice President, Secretary and Treasurer.
- B. In order to be placed on the ballot for election to office, the person must meet the qualifications as established in the Administrative Policies and Procedures.

Section 5. Method of Selection

The officers shall be selected as follows:

- A. The Council officers may be elected by its constituents for two (2)-year staggered terms as follows:

Year 1: President and Secretary Elected

Year 2: Vice President and Treasurer Elected

The Council will annually hold elections as detailed in the Administrative Policies and Procedures.

Section 6. Term of Office

- A. A. The term of office for the President, Vice President, Secretary and Treasurer shall be two (2) years each. The terms shall commence immediately following the installation of officers that shall be conducted at the Council Annual General Meeting (AGM).
- B. The officers may seek reelection to their present offices for up to three (3) consecutive terms for a total of six (6) years each.

Section 7. Vacancy in Elected Offices

- A. If a vacancy occurs in the office of President, the Vice President shall automatically assume the office of President. This does not preclude the Vice President from serving the term of office for which elected.
- B. If a vacancy occurs in the office of the Vice President, the position will remain vacant until the next election of officers at which time a Vice President will be nominated as a part of the slate of officers.
- C. If a vacancy occurs simultaneously in the office of the President and the Vice President, a majority of the Board of Directors shall elect a President Pro-Tempore from within the Board of Directors.
- D. If a vacancy occurs in the office of Secretary or Treasurer, the Regions President shall, with the Board of Directors' confirmation, appoint a qualified member to fill the vacancy for the remainder of the term.

ARTICLE V - MEETINGS

Section 1. Meetings of the Membership Body

- A. The Annual General Meeting (AGM) of the membership shall occur at a time and place designated in accordance with the Administrative Policies and Procedures.
- B. With the majority approval of the Officers, a Special General Meeting (SGM) of the membership may be called by the Council President to address urgent matters that require the consideration of the full membership of the Council. Individual, Life and Affiliate members can request the President call such a meeting. The decision to call an SGM is the Council President's; however if the request is from a majority of the the Council's membership, an SGM must be held within sixty (60) days of the request.
- C. Any new business introduced at the AGM should be in writing and presented to the Officers ten (10) days prior to the AGM.
- D. Other meetings of the association membership and its subunits to advance the mission of the association are encouraged.

Section 2. Quorum

- A. A majority of the current, registered members of the IAEM Asia Council who are participating in person or by telephone at any meeting of the Council shall constitute a quorum.
- B. Any vote requires a simple majority unless otherwise specified in the Bylaws or Administrative Policies and Procedures.

Section 3. Voting

- A. The right to vote as a member of the Council may be exercised only after the appropriate membership fee has been paid for the current membership year (October 1 - September 30).
- B. Individual, Affiliate and Life members shall have the right to vote on any issue put before the body assembly of the organization provided they are either registered and in attendance at a business meeting of the Council, have returned a mail ballot distributed prior to the meeting, or can vote by any electronic means approved by the Officers.
- C. Voting by proxy is not permitted.

ARTICLE VI - COMMITTEES

Section 1. Standing Committees

- A. Within thirty (30) days after taking office, the Council President shall make appropriate amendments to a list of Working Groups established within the Council. The President shall then appoint and give a mandate to each of the Working Groups.
- B. Activities of Working Groups will be reported regularly to the IAEM Board.

Section 2. Ad Hoc Work Groups

The President may appoint Ad Hoc Work Groups as deemed essential to the business and well-being of the Council. Such work groups shall cease to function when their specific task has been completed.

ARTICLE VII - RIGHTS OF MEMBERS

Section 1. Members in Good Standing:

Members are considered to be "in good standing" if all applicable dues, fees and other amounts owed are paid in full.

Members in good standing are expected to abide by the Bylaws and the Code of Ethics (APP I.D.2).

Members in good standing have the right to:

- A. Hold office according to guidelines established in the Administrative Policies and Procedures.
- B. Vote, according to the process established in the Administrative Policies and Procedures on:
 - 1. Amendments to the Bylaws.
 - 2. Election of officers.
 - 3. Matters of business arising at the Regional Annual General Meeting.
 - 4. Matters listed for membership voting at the Association's Annual Meeting.
- C. Veto Administrative Policies and Procedures actions of the Board of Directors affecting the rights of members on:
 - 1. Changes in dues.
 - 2. Voting procedures.

Section 2. Procedures for changes to Associations Administrative Policies and Procedures

- A. Proposed changes to Administrative Policies and Procedures affecting the rights of members as defined in Article VIII - Section 1-C shall be published in advance of the Associations Annual Meeting or ninety (90) days prior to the date of implementation.
- B. A minimum of twenty (20) members may petition the President no less than thirty (30) days prior to the Associations Annual Meeting requesting that the proposed change be placed on the ballot for action at the Associations Annual Meeting.
- C. Actions of the Board in amending the Administrative Policies and Procedures may be vetoed only by a two-thirds (2/3) majority of the eligible members who vote.

ARTICLE VIII - AMENDMENT OF COUNCIL BYLAWS

These Bylaws may be amended by a two-thirds (2/3) majority of the votes cast, pursuant to the procedures established by the Administrative Policies and Procedures.

All proposed changes to the Bylaws must be circulated to Council members at least thirty (30) days prior to the Council Annual General Meeting. Any proposed changes which are supported by a ninety (90%) percent vote at the business meeting can, however, be adopted into the Bylaws without satisfying the thirty (30) day requirement.

ARTICLE IX- PARLIAMENTARY AUTHORITY

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

ARTICLE X - DISCLAIMER OF ENDORSEMENT

No individual member or group of members representing the IAEM or a Council of IAEM shall have authority to endorse or recommend any product, service, or organization in the name of the Association, or by elected or appointed title unless so authorized by the Board of Directors.

APPENDIX 1

Countries in Asia Council

West to east

1. Turkmenistan
2. Afghanistan
3. Uzbekistan
4. Tajikistan
5. Kyrgyzstan
6. India
7. Pakistan
8. Nepal
9. Bhutan
10. Bangladesh
11. Sri Lanka
12. Burma/Myanmar
13. Thailand
14. Cambodia
15. Laos
16. Vietnam
17. China
18. Mongolia
19. Korea
20. Japan
21. Taiwan
22. Hong Kong SAR/Macau
23. Philippines
24. Malaysia
25. Singapore
26. Brunei
27. Indonesia
28. East Timor

Alphabetical

1. Afghanistan
2. Bangladesh
3. Bhutan
4. Brunei
5. Burma/Myanmar
6. Cambodia
7. China
8. East Timor
9. Hong Kong SAR/Macau
10. India
11. Indonesia
12. Japan
13. Korea
14. Kyrgyzstan
15. Laos
16. Malaysia
17. Nepal
18. Mongolia
19. Pakistan
20. Philippines
21. Singapore
22. Sri Lanka
23. Taiwan
24. Tajikistan
25. Thailand
26. Turkmenistan
27. Uzbekistan
28. Vietnam