

INTERNATIONAL ASSOCIATION OF EMERGENCY MANAGERS

IAEM EUROPA

Administrative Policies and Procedures

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Subject

Page

TABLE OF CONTENTS

	1-4
I. GOVERNANCE STRUCTURE	5
A. BOARD OF DIRECTORS	5
Job Duties	5
B. EXECUTIVE BOARD	5
II. ADMINISTRATION	5
A. ADMINISTRATIVE MANAGEMENT	5
B. FISCAL MANAGEMENT	
1. General	6
2. Budget	6
3. Funding	6
4. Travel	7
5. Reimbursement	7
6. Funding to Councils	7
C. CORRESPONDENCE AND COMMUNICATIONS	
1. General	8
2. Minutes	8
3. Position Papers	8
D. STANDARDS OF BEHAVIOR	
1. Code of Ethics	9
2. Conflict of Interest	10
3. Endorsement Policy for Election/Appointment	10
E. STRATEGIC PLANNING MANAGEMENT	
1. Purpose of Policy	10
2. Strategic Planning Roles & Responsibilities	10
3. Strategic Plan Implementation Process	11
4. Strategic Plan Update Process	11

5.	Strategic Planning Performance Measures	11
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III. COMMITTEES

A.	GENERAL	11
B.	STANDING COMMITTEES	
1.	Web & E Management	12
2.	Membership and Marketing	12
	i Awards, Nominations, Accreditations & Credentials Working Group	
	ii Editorial and Communications Working Group	
3.	Emergency Management Standards	12
	i Training and Education Working Group	
4.	Governance	12
5.	Global Affairs	13
6.	Councils	13
C.	ASSOCIATION ADVISORY FORUM	14
D.	CEM COMMISSION	14
E.	SCHOLARSHIP COMMISSION STRUCTURE	14

IV. CONFERENCES AND MEETINGS

A.	GENERAL	16
B.	PRESS COVERAGE	16
C.	CONFERENCES	
1.	Annual Conference	16
2.	Mid-Year Workshop	17
D.	MEETINGS	17
1.	Membership	17
2.	Board of Directors	18
3.	Association Advisory Forum	19
4.	Standing/Special Committee	19

V. VOTING

A.	GENERAL	19
B.	ISSUES	20

VI. ELECTIONS

A.	OFFICERS OF BOARD	20
B.	DIRECTORS	20
C.	COUNCIL OFFICERS	20
D.	ELIGIBILITY FOR ELECTION TO COUNCIL OFFICES	21
E.	CAMPAIGN RULES	21

VII. MEMBERSHIP

A.	GENERAL	21
B.	CATEGORIES	
	1. Individual	21
	2. Affiliate	22
	3. Honorary	22
	4. Life	22
	5. Student	22
C.	DUES	22
D.	SERVICES	23
	1. General	23
	2. Rosters	23
	3. Publications	23

VIII. COUNCILS **24**

A.	Definition	24
B.	Council Operations	24

IX. REGIONS **25**

A.	Definition	25
B.	Regional Operations	25

X. CHAPTERS

XI. CHARTERING IAEM STUDENT CHAPTERS

A.	General	
	26	
B.	Chapter Bylaws	26
C.	Petitioning to Start an IEMSA Chapter	27
D.	Formal Charter Requirements	28
E.	Membership and Dues	28
F.	Application Review Process	28
G.	Tax Exempt Status	29
H.	Reporting Requirements	29
I.	De-Charting	29

XI. AWARDS

A.	TYPES OF AWARDS	29
B.	MEDIA CONTEST	31
	1. Announcement of Contest	31
	2. Eligibility	31
	3. Limitations	31
	4. Requirements	31
	5. Judging	31
	6. Awards	31
	7. Returns	31
	8. Categories	32
	(a) Category A: Newsletters	32
	(b) Category B: Special Publications	32
	(c) Category C: Individual Media Items	32
	(d) Category D: Audio Visual	32
	(e) Category E: Computer Products	33

XII. WEB SITE

A.	GENERAL	33
B.	MANAGEMENT	33
C.	SUBMITTING MATERIALS	33
D.	DISCUSSION LIST GUIDELINES	33

I. GOVERNANCE STRUCTURE

A. IAEM EUROPA BOARD OF DIRECTORS

The Association is governed by an International Board of Directors and each of its Councils are governed in this way.

The IAEM Europa Board is comprised of:

- I. Officers of IAEM Europa
- II. Regional Presidents
- III. National Representatives where no Region has been established.
- IV. Immediate Past President

The members of the IAEM Board shall be known as Directors of IAEM Europa

Job Duties

- I. Establish IAEM Europa strategic policy and oversee IAEM Europa programmes and activities as a member of the Board.
- II. Represent and serve members within IAEM Europa. This includes participation in IAEM Europa Board calls and the annual in-person meetings.
- III. Facilitate IAEM programmes and priorities by way of routine two-way communications with the IAEM Europa membership and its Regions.
- IV. Actively work to retain current members by reinforcing IAEM benefits, and recruit new members.
- V. Appoint and support National, and Regional representatives, to carry out their duties.
- VI. Ensure that IAEM Europa bylaws are implemented.

If it is determined that a director is unable to fulfil job duties, the IAEM Europa President will declare the vacancy and will ensure that it is filled in accordance with IAEM Europa Bylaws Article IV, Section 7. For purposes of duty II above, two unexcused absences constitute an inability to participate. An absence may be excused by communicating with the IAEM Europa President prior to a meeting. Every attempt should be made to arrange an alternate representative.

B. EXECUTIVE BOARD

The Executive Board, comprised of the elected officers of President, Vice President, Secretary, Treasurer and Immediate Past President shall be established for the purpose of sharing the IAEM Europa Presidents duties.

It is the intention of the Association to make the best possible use of its skilled leadership within this team. A Vice President has the opportunity to acquire skills and experience needed for performing the duties of the President and the Immediate Past President provides valued experience and continuity of relationships between the Association and the other organisations it interacts with. Each support the President, along with the IAEM 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 International Board and, thereby, the Association membership as a whole. In accordance with contractual agreement, the staff may provide daily administrative functions of the organisation, 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 authorisation of the Chairman of the Board or the IAEM International Board and in cooperation with the management firm.

B. FISCAL MANAGEMENT

1. GENERAL

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

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

The IAEM Europa Treasurer is responsible to the members for verifying that the financial records of IAEM Europa are maintained and that the fiscal guidelines are followed. Specific tasks include an Annual Report to the membership on the general fiscal condition of IAEM Europa and finance reports to the IAEM Europa Board of Directors at least quarterly.

All Association funds shall be disbursed on officially printed Association cheques from approved bank accounts.

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

- 1) the person is authorised 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;

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.

2. BUDGET

IAEM Europa shall develop, approve and adhere to a reasonable budget that shall be adopted annually by the Board of Directors. The Executive Board 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 General Meeting. 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 IAEM Europa 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.

4. TRAVEL

Authorized expenses reimbursable for approved travel for Association business include:

- The amount of the least expensive or most appropriate mode of travel. Use of a privately owned vehicle may be authorized for official travel and is reimbursable at the rate agreed prior to travel. This rate will normally be the current rate for governmental travel in the country of travel not to exceed the cost of a common carrier.
- Lodging costs shall be reimbursed at the actual amount. Travellers shall use the minimum rate available or minimum conference rate. Receipts are required.
- Food and other appropriate out-of-pocket travel expenses are reimbursable with receipt for any expense over €15. Or, the traveller may request the daily governmental per diem for the locality. Note that reimbursement may not be requested for meals included in programmed events, and the amounts of these meals are deducted from the per diem rate.
- Cab fares up to €10 are reimbursable without a receipt. Amounts over €10 require a receipt. Parking expenses shall be reimbursed at the actual cost with a receipt. A receipt is not required for parking meter expenses. Parking or traffic violation penalties will not be

reimbursed.

- Baggage transfers will be reimbursed at the rate of €2 for check-in and €2 for check-out of hotels.
- Expenses over €15 require receipts.

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.

5. REIMBURSEMENT

All requests for reimbursement 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 IAEM EUROPA

The Association will provide funding to IAEM Europa from the apportioned amount of the membership dues collected. IAEM Europa operations may be reimbursed on an as-needed basis as its funds are deposited into the central IAEM Account. Examples of appropriate use of the Council funding includes travel for the Council Board to conduct IAEM business and promote IAEM membership, and support for regionally-organised activities, meetings and communications.

C. CORRESPONDENCE & COMMUNICATIONS

1. GENERAL

Only the IAEM officers and authorised 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.

In IAEM Europa only the President and Vice President may represent IAEM in official correspondence.

Copies of official correspondence shall be provided to IAEM headquarters.

2. MINUTES

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

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

The Secretary at meetings 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.

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

3. POSITION PAPERS

From time to time, IAEM Europa 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.

The Associations Executive Director will maintain a log for tracking and locating such papers.

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

When the IAEM Europa Board of Directors adopts a legislative policy, the Executive Director, the Chairman of the Association Board must be informed.

D. STANDARDS OF BEHAVIOUR

The IAEM Europa Board of Directors shall respond to any and all questions or claims of violations of “Standards of Behaviour” (Ethical, and Conflicts of Interest) by investigating the reported breach.

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 their Regional President or any member of the IAEM Europa Board of Directors. This inquiry should include specific details. The IAEM Europa 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.

If the inquiry involves an elected member, the involved party’s official capacity will be suspended pending the outcome of the investigation.

If the Board finds validity in the claim, it may appoint a person to investigate. If the inquiry pertains to the Certified Emergency Manager® designation or its use, the Board will involve the CEM® Commission.

Before a final determination is made, due process requires that the individual(s) against whom the claim has been lodged shall be notified in writing by registered mail of the allegation. Such individual(s) shall be afforded not less than 15 days after the receipt of notification an opportunity to reply to the allegation either in writing or by communication directly to a meeting of the Board.

If the Board determines by a two-thirds majority that a violation of the Code of Ethics or Conflict of Interest Policy has occurred, disciplinary actions that may be taken include, but are not limited to:

- 1) Verbal or written warning,
- 2) Written censure,
- 3) Demand for restitution,
- 4) Suspension of membership.

A determination shall be made by the Board and a response signed by the President as soon as possible.

The decision of the IAEM Europa Board may be appealed to the Association Board of Directors. The Associations Board of Directors may uphold the decision of the IAEM Europa Board or request that the decision or disciplinary action be reconsidered in line with recommendations they will make. The IAEM Europa Board will consider the recommendation(s) of the Association Board of Directors and finalise the determination of the complaint.

If the allegation made is against an officer of IAEM Europa the Association Board of Directors

shall consider the matter.

1. CODE OF ETHICS

PREAMBLE

Maintenance of public trust and confidence is central to the effectiveness of the Emergency Management Profession. The members of the International Association of Emergency Managers (IAEM) adhere to the highest standards of ethical and professional conduct. This **Code of Ethics** 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. The members of the Association conduct themselves in accordance with the basic principles of **RESPECT**, **COMMITMENT**, and **PROFESSIONALISM**.

ETHICS

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 organisational 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 calibre of service we deliver while striving to improve the quality of life in the community we serve.

PROFESSIONALISM

IAEM is an organisation 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.

2. CONFLICT OF INTEREST

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.

3. ENDORSEMENT POLICY FOR ELECTION/APPOINTMENT

If an endorsement is solicited or proposed for a candidate seeking a position affecting emergency management at the *International* level, information regarding the candidate should be circulated to the IAEM Association Board of Directors. After providing adequate time for response, the IAEM Association Board may submit the endorsement assuming no objections have been received.

For endorsement of candidates at the *Council* level, the IAEM Europa President should coordinate the endorsement. They should seek the input of their membership and their Council. After input is received, the Council President should compile a response and submit it with a draft letter of endorsement to the Chairman of the Board of Directors to be signed. The Board of Directors will be responsible for overseeing the election of IAEM Europa Officers.

For endorsement of candidates at the *Regional* level, The Regions President should coordinate the endorsement. They should seek the input of their membership and their Regions Board. After input is received, the Regional President should compile a response and submit it with a draft letter of endorsement to the IAEM Europa President to be signed. The IAEM Europa Board will be responsible for overseeing the election of Regional Officers.

For endorsement of candidates at the *Chapter* level, the Regions President should coordinate the endorsement. They should seek the input of their membership and the Chapter Board. After input is received, the Regional President should compile a response and submit it with a draft letter of endorsement to the Board of the Region in which that Chapter is situated for approval and to be signed by the Regional President. The Regions will be responsible for overseeing the election of Chapter Officers.

E. IAEM EUROPA STRATEGIC PLANNING

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. IAEM Europa Board of Directors are responsible for developing as needed the fundamental organisational assumptions and key issues list, which can be done in collaboration with staff; oversight responsibility for implementation and update of the Strategic Plan.
- b. The IAEM Europa President, in collaboration with the IAEM Europa Executive Board, is responsible for aligning of the Strategic Plan, work plan, management scope of work and budget with IAEM Europa Board approval.
- c. The IAEM Europa President and Executive Board are responsible for annually updating the Europa 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.

3. EUROPA STRATEGIC PLAN IMPLEMENTATION PROCESS

- a. The approved Europa Strategic Plan will be utilised to create the annual work plan and budget.
- b. The approved Europa Strategic Plan (excluding competitive information) must be disseminated to all association members.

4. EUROPA STRATEGIC PLAN UPDATE PROCESS

- a. The Executive Director and Staff will accept data provided by the IAEM Europa Board for the purposes of reviewing and updating, if needed, the Associations Strategic Plan.
- b. The Europa Strategic Plan must be reviewed on an annual basis and updated if needed,
- c. The Europa Strategic Plan will be submitted for membership approval by the AGM.

5. EUROPA STRATEGIC PLANNING PERFORMANCE MEASURES

The strategic planning process is considered successful when:

- a. The fundamental organisational assumptions, key issues, competitive analysis, SWOT analysis are updated for accuracy as needed.
- b. The Europa Strategic Plan is reviewed by June of each year, and updated if needed.
- c. The IAEM Europa 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 Association will have standing and ad hoc committees to meet the mission and vision of the organisation.- Committees will have chairs that will be responsible for leading the committee and ensuring the assignments are accomplished. IAEM Europa will mirror this structure having where required standing and ad hoc committees and work groups.

i. Committees to the Association

The IAEM Europa President will nominate chairs and co-chairs for each committee and work group established to support the IAEM Europa Board of Directors at least 30 days before the

current chair's term expires or within 30 days after a position becomes vacant. Nominations will be made from members in good standing and will be approved by the IAEM Europa Board of Directors.

ii. Committees to a Council

The Council President will nominate chairs and co-chairs for each committee established to support their Council at least 30 days before the current chair's term expires or within 30 days after a position becomes vacant. Nominations will be made from members in good standing and will be approved by the Council Board

iii. Committees to a Region

The Regional President will nominate chairs and co-chairs for each committee established to support the Region at least 30 days before the current chair's term expires or within 30 days after a position becomes vacant. Nominations will be made from members in good standing and will be approved by the Regions Board.

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

- a. Each committee will establish goals and priorities for the year at the Association AGM or their Councils AGM, with a published meeting schedule (quarterly, monthly, etc.) to facilitate attainment of these goals. Such meetings may be via internet, teleconference or other meeting arrangements conducive to the advancement of committee goals.
- b. All committees will provide written progress reports to their Board or Council on a quarterly basis.
- c. Committees without established goals and active meeting schedules will be automatically removed unless the body that appointed them directs specific activity.
- d. If a committee is inactive for a 6-month period, the Chairman of the Board, Council or Regional President that the Committee reports to has responsibility to re-assign the chair or co-chair duties.

Chairs of standing committees will serve 2-year terms. The terms of service for chairs and co-chairs should be staggered. At the discretion of the appointing Board or Council, the chairs for the ad hoc committees may serve for the duration of their assignment or if the committee exists for more than two years.

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

Within 30 days of appointment the Committee Chair(s) shall determine the committee's membership, with Board or Council 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 Chairman of the Board, Council or Regional President may assign members of their Board to serve as liaison to specific committees to monitor the committee's progress throughout the year and report to their Boards.

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 OF IAEM EUROPA

In accordance with the Bylaws, the following Standing Committees shall operate with primary objectives as listed below:

1. WEB & E-MANAGEMENT COMMITTEE

The Web Committee supervises the content of IAEM Europas web site and its internet presence including email communications, web content and format. It makes recommendations to the Board of Directors for web site enhancement, including prioritisation of new features within the annual budget established by the Board.

2. MEMBERSHIP AND MARKETING COMMITTEE

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

A Work Group of this Standing Committee will be:

i. AWARDS, NOMINATIONS, ACCREDITATIONS AND RECOGNITION WORKING GROUP

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

This Committee will also oversee nominations for elections and accreditations within the Association.

This in no way precludes Councils or Regions from making their own Awards.

A Work Group of this Standing Committee will be:

ii. EDITORIAL & COMMUNICATIONS WORKING GROUP

The Editorial Committee is responsible for producing the IAEM newsletter, working with the editor and the executive director to determine the editorial calendar, any special interest issues, identify authors, review content, and otherwise support newsletter production. Annually, the Editorial Committee will submit the editorial calendar to the Board for Approval.

3. TRAINING AND EDUCATION COMMITTEE

The mission of the Training and Education Committee is to (1) analyse and publicise training and education which is available to upgrade the professional standards of the members of the Association, (2) participate in the development of training programmes affecting emergency management activities, (3) serve as a clearinghouse for information on training activities occurring within the IAEM Europa.

4. IAEM EUROPA GOVERNANCE COMMITTEE

Review Bylaws and make recommendations for revision by the membership. Monitor adherence to provisions of the Bylaws. Review the IAEM Europa Administrative Policies and Procedures for consistency to the Bylaws. Provide IAEM Councils with Bylaw samples. Review IAEM Council Bylaws for consistency with the international Bylaws. Develop resolutions outlining the position and policy of the Association on specific issues, as appropriate. Present proposed resolutions to the membership for adoption at the Annual Conference. Oversee governance activities of the Regions.

The proposed changes to the IAEM Europa Bylaws must be circulated to the membership 30 days prior to Annual General Meeting at which the vote for the adoption of the changes will be taken. This is to allow Councils to consult their membership and represent the majority view of their members in their vote at the Executive Board meeting.

5. EUROPA GOVERNMENT AFFAIRS COMMITTEE

Advance the legislative and regulatory interests of IAEM Europa through pro-active coordination with other global organisations. Monitor proposed legislation at the international and national level within Europa which may impact emergency management activities or the goals of the Association or may set a precedent for the future legal implications and activities of members.

C. ASSOCIATION ADVISORY FORUM

The Advisory Forum is appointed by the Chairman of the Board and is comprised of all active past presidents of the Association, the current Chairman of the Board, Executive Director and select additional members with specialised expertise. The Forum makes recommendations to the Board of Directors on ways and means to continually improve the Association's effectiveness. The Forum also has responsibility for implementing a leadership program for IAEM members.

The Forum shall be chaired by an eligible member appointed by the Chairman of the Board who shall serve a two year term. Forum projects may be assigned by the Board of Directors to Committees and Working Groups as appropriate. Forum meetings will be called by the Chairman of the Board as he requires.

D. CEM® COMMISSION

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

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

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

CEM® is a registered trademark of the Certificate of Emergency Management Programme and may only be used in connection with that programme.

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.

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

B. PRESS COVERAGE

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

C. CONFERENCES

1. ANNUAL CONFERENCE

The Annual Conference programme will outline the Council Conference events.

The Associations Board will select a Councils Conference event to be the Associations Annual Conference on the basis of sound business practices for the development of the Association.

Site options are to be solicited from appropriate parties in the Council areas, interested hosts are to contact headquarters to indicate same.

IAEM staff, under the Council President's supervision, initiates all proposal solicitations, contract negotiations and facility arrangements. The Executive Director keeps the interested host informed and assists in preparing the site presentation for the Councils membership, using established rating criteria.

At its first meeting, the new Board of Directors shall select an announced Council Conference to be that years Annual Association Conference.

The selection of a Councils Conference to be the Associations Annual Conference requires that the host Councils assign 25% of the profits made to the Associations funds. The remaining 75% of the profits will remain with the host Council.

All other Council Conferences will be supported by the Association and a profit share negotiated on a case by case basis.

Previous Conferences:

Geographic Area	Region	Site History
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US Council - East	I, II, III, IV	1988 - Mobile, AL 1993 - Greenville, SC 1995 - Providence, RI 1998 - Norfolk, VA 1999 - Louisville, KY 2003 - Orlando, FL 2006 - Orlando, FL
US Council - CENTRAL	V, VI, VII	1991 - Kansas City, MO 1994 - Chicago, IL 2000 - Austin, TX 2002 - Columbus, OH 2004 - Dallas, TX
US Council - WEST	VIII, IX, X	1992 - Colorado Springs, CO 1996 - Anchorage, AK 1997 - Phoenix, AZ 2001 - Riverside, CA 2005 - Phoenix, AZ 2007 - Reno

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

2. MID-YEAR MEETING

The Board will select a Councils Mid Year Event at which to base the Mid Year Association Board Meeting.

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 and in conjunction with the Annual General Membership Meeting.

The Board may establish a specific time at both the Annual and Mid-year Conferences for an open discussion among members to be known as the Members' Forum. All Board members shall attend unless excused by the Chairman of the Board. The following guidelines apply for conduct of the session:

- a. Since this forum is for members, officers and staff are restricted from speaking and may

only interject when requested by the speaker or to ask for clarification.

- b. This forum is to present information, express concerns, and suggest methods to resolve problems. Early termination may occur only as the result of a two-thirds vote of the members present.
- c. A sign-up sheet shall be available prior to the session and members will be asked to speak in the order in which they signed the roster.
- d. To allow all who wish to speak, each person shall be allowed a maximum of five minutes and can speak to any issue only once as long as there are others who have not had the same opportunity to speak.
- e. A summary of the session will be made to include speaker names and topics/issues.
- f. The association also provides an online discussion forum to address concerns throughout the year.

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

Note that public policy positions require a majority vote of the entire Board, not just those present, as per Section II Para C Point 3 of these APP's.

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. Second meeting - at a time designated by the Chairman of the Board in conjunction with the Mid Year Leadership and Committee Retreat;
- c. Last meeting of the term - immediately prior to the Annual Conference.

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

The Chairman of the Board shall call a Special meeting 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 all meetings as observers and may provide input when invited to do so. The Chairman of the Board has the prerogative to call the Board into Executive Session which shall be open only to Board members.

3. ASSOCIATION ADVISORY FORUM

Records shall be maintained documenting all attempts to notify all members of the Association Advisory Forum of the meeting times and locations.

Unless emergency conditions preclude, the Association Advisory Forum shall seek the concurrence of the Board of Directors on decisions which may have a major impact on Association operations.

The provisions relating to Conference Call meetings outlined in the previous section (Board of Directors) shall apply to Association Advisory 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 may be held in conjunction with the Annual or Mid-year Conference 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:

Individual	Full voting rights
Life	Full voting rights
Affiliate	Full voting rights
Student	No voting rights
Honorary	No voting rights

Ballots will be made available to members in good standing prior to and at the Annual Meeting for all issues and offices. The ballots will be cast electronically and supervised by the Web & E Management Working Group Chair.

B. PROCEDURES

Matters requiring action of the Association membership as defined in Bylaws Article VIII Rights

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

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

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.

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 Association 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 Chairman of the Board.

VI. ELECTIONS

A. OFFICERS OF THE BOARD OF DIRECTORS

The officers shall be elected to their offices by a majority of eligible votes cast the members of the Board of Directors. Any appointed member of the Board of Directors may stand for election by their peers. Those standing may not vote, and in the event of a tied vote the Chairman of the Board at the time of the vote will make a casting vote. The elected Officers of the Board will serve 1 year but may stand for reelection if they are returned to the Board of Directors by their Council.

B. DIRECTORS

In addition to the above officers, directors are selected from among the constituencies they represent (for the seats represented by the regions) on their Councils . This is typically done at caucuses during the Annual Conference, or by mail ballot. To be elected, appointed or remain as regional president, the candidate must be an Individual or Affiliate member in good standing. Only Council Officers or Regional Presidents can take up seats on the Board of Directors to represent their Councils.

Councils with more than one Region will be allocated additional seats on the Board of Directors
Any Council with 500+ individual members is assigned a second seat on the Board of Directors
Any Council with 1000+ individual members is assigned a third seat on the Board of Directors
Any Council with 2000+ individual members is assigned a fourth seat on the Board of Directors

Councils will select their Board of Directors Representatives from the Councils Officers and Regional Presidents.

C. COUNCIL OFFICERS

Councils will define the roles and responsibilities of their Officers in their Bylaws.

The members of the Regions within a Council will elect a President and Vice President(s) to represent their Council as defined by the Councils Bylaws.

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

D. ELIGIBILITY FOR ELECTION TO COUNCIL OFFICES

In order to be placed on the ballot for election to an office, the candidate must submit the following to the Nominations and Credentials Committee 60 days prior to the Annual General Membership meeting.

1. A letter stating candidacy;
2. A letter from the candidate's immediate supervisor supporting the time and travel necessary to satisfactorily fulfil the requirements of the office;
3. A brief resume; and
4. Meet the requirements in Bylaws Article IV, Section 6, (A) and (B).

In order to be eligible as a write-in candidate for office at the Annual Conference, the candidate must submit the above listed documents to the Councils Nominations and Credentials Committee Chair by the time the registration desk closes on the first scheduled day of the Annual Conference.

E. CAMPAIGN RULES

Individuals seeking election to the offices of President, Vice President (First and/ or Second), Secretary and Treasurer have three opportunities to make statements to the members of the Association regarding their election.

1. Candidates may submit a 400-500 word statement of their stance on issues pertinent to IAEM and their election to office, to the IAEM newsletter editor for publication two months prior to the election.
2. Candidates may mail one direct letter or postcard to members as a campaign tool and will receive the mail labels complimentary from IAEM headquarters. Such mailings may not include absentee ballot copies (which are the responsibility of the IAEM Nominations and Credentials Committee and the IAEM staff) nor may they include any promotional items exceeding .50¢ (fifty cents U.S.) in value. If the content of the mailing is derogatory to

- other candidates, the candidate initiating the mailing may be disqualified.
3. All candidates shall be afforded equal opportunity to address the membership at the Annual Conference during a general session prior to the polls closing. They may make a statement of their positions on IAEM issues and discuss their personal qualifications to hold the office they seek.
 4. Candidates may not use the IAEM discussion list or regional list serves to promote themselves.
 5. IAEM staff will facilitate the use of the IAEM web site in preparation for the election of officers.

All candidates' campaign material at the Annual Conference (signs, posters, etc) will be subject to the rules of the conference facility regarding display, mounting and distribution.

The ballot shall be made available to the voting membership in the month preceding the Annual Conference.

VII. MEMBERSHIP

A. GENERAL

Membership recruitment campaigns will be coordinated by the Membership & Marketing Committee chairperson with the Executive Director and the Association Secretary. Council Membership and Marketing Committees will inform the Executive Director of all Membership and Marketing Projects so as not to cause duplications of effort on the International level and Council level.

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 furtherance of emergency management and allied fields. The membership belongs to the member jurisdiction or entity paying the dues. If the individual representing that jurisdiction or entity leaves, the membership may be transferred to another individual who manages the emergency management program.

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

2. AFFILIATE

Affiliate membership is available to any organisation/party which provides products, services or other resources which support IAEM and its members. The membership belongs to the organisation/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 organisation/party, but not hold office .

3. HONORARY

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

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

4. LIFE

Life membership shall be accorded to each Individual member who has been a member for 15 or more consecutive years and to Past Presidents of the Association who have served their term of office provided that the member is no longer associated with a political subdivision or organisation/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

This membership is available to any individual attending a post-secondary institution in a full-time capacity, as designated by that institution, OR, is attending a post-secondary institution in a part-time capacity and not employed in full-time in emergency management. The student's status must be verified, when requested by the Association, by an official of the institution. 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.)

C. DUES

Membership dues are established at the following rates:

Individual Membership	Will be set by each Council
Affiliate Membership	Will be set by the IAEM Board
Honorary Membership	No Dues
Life Membership	No Dues
Student Membership	Will be set by the Student Council

Individual Membership dues are allocated in the following way:

Central Administration	\$35
International Association Activity	\$15
Council Activities	\$10 Minimum
Regional Activities	\$10 Minimum
<u>\$70 is therefore the minimum individual membership rate</u>	

Membership rates for the coming year for all categories of membership and all Councils will be announced on or before 1st of August every year.

Members will may petition the Board to change Administrative Policies and Procedures according to Bylaws Article VIII Rights of Members.

For the time period April 1 to September 30 new members (defined as those who have not paid dues within the last three years) may join at a pro-rated basis. The Executive Director also has the authority to grant several months' free membership to new applicants, depending on the time of year.

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, use of which constitutes a one-time rental agreement.

3. PUBLICATIONS

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

In accordance with contractual requirements, the 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 organisations, 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. COUNCILS

A. Definition

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

The boundaries of Councils in the Association are as follows:

IAEM USA
IAEM CANADA
IAEM EUROPA
IAEM OCEANIA
IAEM INTERNATIONAL DEVELOPMENT
IAEM STUDENTS

Future Councils are envisaged as:

SOUTH EAST ASIA
ASIA
CENTRAL AMERICA
SOUTH AMERICA
EASTERN MEDITERREAN REGION
AFRICA

B. Council Operations

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

When 2 or more Regions undertake to support a newly formed Council, which is defined by a geographical boundary and is a viable body of IAEM membership; they are required to request that the IAEM Board recognise the establishment of the new Council. [The new Council shall not have a boundary smaller than the national boundary in which the requesting Regions are located.](#)

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

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

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

Each Council may determine the appropriate methods for funding Council and Regional operations, but shall report financial status to the Association headquarters.

Each Council has the authority to establish a bank account in the name of the "IAEM 'Council

Name". Any account so established shall bear the IRS Tax-exempt identification number of the International organisation. This identification number is 31-6050147.

Each Council shall formally adopt Financial Procedures which, at a minimum, do not conflict with the financial reporting and filing procedures of the Association. Each Council shall follow good accounting practices, shall document all income and expenditures and shall conduct an annual audit of the account in accordance with the guidelines established by the International Office.

Any income earned in the Association's name within a Council will be controlled by that Council, however, financial records must be provided to the International organisation as prescribed by the IRS.

Each Council 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. REGIONS

A. Definition

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

The boundaries of Regions of IAEM USA are as follows:

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

Note that the regional numbering system is for internal use only to track staggered Board seats and regional elections. The numerical reference is not used as part of the international regions' official name.

B. REGIONAL OPERATIONS

Each Region is operated as a sub-unit of its Council, and elects a President who serves on the Board of Directors of the Council, and has administrative and fiduciary responsibility to the International organisation.

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

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

Each Region shall formally adopt Bylaws which, at a minimum, do not conflict with the 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 organisation. This identification number is 31-6050147.

Each Region shall formally adopt Financial Procedures which, at a minimum, do not conflict with the financial reporting and filing procedures of the Association.

Each Region shall follow good accounting practices, shall document all income and expenditures and shall conduct an annual audit of the account in accordance with the guidelines established by the International Office.

Any income earned in the Association's name within a Region will be controlled by that Region, however, financial records must be provided to the International organisation as prescribed by the IRS.

Each 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.

X. CHAPTERS

A subdivision of a Region may be established where the Region, with its Council's support, believes such a sub division will benefit its members. Such divisions are intended to support the growth of new Regions. For example IAEM Europa may choose to establish an Italian Chapter to support the growth of an Italian Region within the Councils area of governance. Chapters established by Regions are required to have bylaws and a governance structure for their activities that meets the approval of their Council.

Chapters are also the subdivision of Student Regions and for reasons of governance are required to be Chartered.

XI. CHARTERING IAEM STUDENT CHAPTERS

A. 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 IEMSA Chapter, contingent upon the fulfilment of the following procedures.

A minimum of ten (10) student members are required for the organisation of a chapter. Membership is open to all students having an interest in Emergency Management. Membership shall not be denied on the basis of race, sex, age or other criteria.

B. Chapter Bylaws

Chapter Bylaws are required for an organisation to receive a full charter. Chapters will adopt their own bylaws for operations, provided that those bylaws are not inconsistent with the IAEM Bylaws or the Charter Agreement. Chapter shall submit all bylaw amendments to IAEM to ensure compliance with this paragraph. While not required, there are some items contained in the Charter Agreement which the Chapter may wish to incorporate in their Bylaws.

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

a. IAEM Student Chapters are organised exclusively for educational purposes, including, for such purposes, the making of distributions to organisations that qualify as exempt organisations under section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

b. No part of the net earnings of the organisation 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 organisation 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

organisation or its subordinate regions or chapters shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organisation 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 organisation or its subordinate regions or chapters shall not carry on any other activities not permitted to be carried on (a) by an organisation 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 organisation, contributions to which are deductible under section 170(c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

c. Upon the dissolution of the organisation 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 organisation is then located, exclusively for such purposes or to such organisation or organisations, as said Court shall determine, which are organized and operated exclusively for such purposes.

C. Petitioning to Start an IEMSA Chapter

The Membership and Marketing Committee, working closely with the IEMSA Regional Leadership, shall facilitate the completion and submission of petitions.

Petitioning the International Association of Emergency Managers (IAEM) to establish an International Emergency Management Student Association (IEMSA) Chapter is the first part of the chartering process. If the petition is approved by the Association, the designation "Provisional Chapter" will be awarded, pending completion of the remaining chartering requirements. The Chapter Petition may also be completed and submitted at the same time as the documents required for a formal charter. Provisional Chapters will not be included in IAEMs Group Exemption for 501c3 status.

Eligible institutions will complete and submit an "Application to Petition the International Emergency Management Association to Establish an International Emergency Management Student Association Chapter." Provisional Chapter requirements required for the petition include:

- A member of the department's faculty must be designated Chapter Advisor who is, or agrees to join IAEM not later than the submission date for provision chapter status. The chapter will also identify an alternate advisor.
- Support from the appropriate level of school administration for starting an IEMSA Chapter. This will normally be the Dean of School, the Provost of the College/University, or like person.

- At least 10 student members who have declared their interest in the principals and goals of this organisation and emergency management.
- A list of interim¹ officers to include at a minimum a President, Vice President (or President Elect), Secretary², and Treasurer.

D. Formal Charter Requirements

After receiving “Provisional Chapter” status, organisations have one year to complete the remaining requirements to receive their full charter and all the associated benefits. These requirements can be completed and submitted along with the “Provisional Chapter” requirements. Requirements to receive a full charter include:

- Proof of completion of school’s requirement to become a recognized Student Association or written approval by the appropriate level of school administration to form the Chapter.
- Develop and adopt Chapter Bylaws.

¹The officers will be considered “interim” unless they were elected in accordance with adopted chapter bylaws.

²The position of Secretary and Treasurer can be combined into one position.

- Elect officers in accordance with adopted Bylaws. The Officers should include at a minimum a minimum a President, Vice President (or President Elect), Secretary³, and Treasurer.
- Complete and submit a “Chapter Profile.”
- Conduct at least five (5) meetings and submit copies of the minutes.
- Submit the required non-profit status information including a financial report with a list of the Chapter’s current assets and liabilities (if any).

E. Membership and Dues

The local chapter will establish chapter dues and collect dues for members who wish to be Student Members of IAEM. Local chapter members are not required to be Student Members of IAEM; however the local chapters may set this requirement. IAEM does strongly encourage all IEMSA members to become IAEM Student Members so they can receive maximum benefits the Association.

The local chapter will be responsible for collecting the annual dues and membership forms from its members who wish to be Student Members of IAEM. IAEM will send invoices for the Student Members to the local Chapter and the dues and forms will be provided back to IAEM by September 15 of each year.

F. Application Review Process

Charter requests will be reviewed twice a year; at the IAEM Annual Conference and the Mid-Year Workshop. All chartering requests will be sent to IAEM Headquarters and will be due no later than three weeks prior to the scheduled review date.

The Membership and Marketing committee will establish an adhoc committee to facilitate guiding post-secondary institutions in the application process. Each applicant will have a specific point of contact on that committee consisting of one Membership and Marketing committee member and at least one member of the Student Region. The adhoc committee will review, discuss, and make recommendation to the full Membership and Marketing committee on applications. If the application is successfully recommended, the Chair, Membership and Marketing shall forward a copy of the application packet to the IAEM staff for dissemination to the board and the matter shall be placed before the board at the next board meeting (mid-year or annual). If the application is not successfully recommended, the Chair, Membership and Marketing committee shall send a letter to the institution outlining what steps are necessary to complete the process. If an institution wishes to appeal the decision of the adhoc committee, the Chair, Membership and Marketing committee will forward the packet and all correspondence to IAEM headquarters to be brought before the next monthly board meeting.

Approved Provisional Chapters will be notified by letter from the IAEM President and Student

³The position of Secretary and Treasurer can be combined into one position.

Region President, that their application was approved. The letter will include information on the remaining requirements that need to be met to achieve a full charter.

Approved Chartered Chapters will be notified by letter from the IAEM President and Student Region President, that their application was approved. The letter will include the formal charter agreement for their signature. Once the signed original of the agreement is received by IAEM Headquarters, the formal charter certificate will be sent to the Chapter.

G. Tax Exempt Status

IEMSA Chapters will be covered under IAEM's Group Exemption and will be responsible for ensuring it meets the eligibility requirements as a tax-exempt organisation described in Internal Revenue Code (IRC) Section 501(c)(3).

Chapters will be required to submit financial reports annual to IAEM Headquarters, and meet other established reporting requirements in order to maintain their exemption status. Chapters not complying with established requirements may be de-chartered and will lose 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 Organisation, 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.

H. Reporting Requirements

Chapters shall, within 30 days of the end of IAEM'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. Failure to provide the Annual Report can result in termination of this Charter. Annual Reports should include: listing of newly elected Chapter Officers; any changes of Faculty Advisor or mailing address; a mid-year balance sheet as of June 30th, showing the current assets and liabilities of the Chapter and fund balance.

I. De-Chartering

Any Chapter not complying with the requirements established in the Association's Policies and Procedures may be de-chartered as determined by the IAEM Board of Directors in its sole discretion. These may include, but are not limited to: failure to maintain a Faculty Advisor, falling under 10 members, misconduct as a chapter.

XI. AWARDS

Members wishing to nominate any individual for an award should forward their nominations through their Regional President to the Awards Chairperson.

The Awards Chairperson shall render in writing to the President a determination of eligibility for all awards to be given by the Association as outlined in the Committee guidelines.

Awards and recognitions shall be presented by the President or an appropriate designee at a time that is consistent with Council protocol. **Submission deadline is September 1 of each year. Please be specific on how you would like the wording on the award, if you should win.**

A. TYPES OF AWARDS

The Association authorizes the following awards:

Presidential IAEM Citation — to be selected and awarded, as warranted, by the Board of Directors to an outstanding contributor and representative of the principles and practices for which the Association stands.

Executive Citations — to be nominated by each Council President, and awarded by the Board of Directors, to a member of the Association within each Council whose professional image and achievements enhance the field of emergency management.

Member Citation — to be nominated by each Regional President, and awarded by the Board of Directors, to a member of the Association within each Region whose professional image and achievements enhance the field of emergency management.

Honorary Citations — to be selected and awarded, as warranted, by the Board of Directors to individuals who have visibly and actively supported the Association in its efforts to improve the level of international preparedness.

Membership — to be selected by the Board of Directors, on recommendation of the Membership Committee, to the individual who has been most active and successful in the recruitment of new members.

Certificates of Appreciation — to be awarded by or on behalf of the President to any person at any time to recognize specific achievements or participation in special events.

The Business and Industry Preparedness award is to be based on excellence in implementing a program that: plans for multiple hazards, sets implementation priorities, is cost effective, links all levels of the organisation, and coordinates with local emergency response and management agencies. The program must be repeatable by similar organisations in business and industry. Only the most outstanding nominee for each year will be given this award.

The Partners in Preparedness — two plaques should be given, one for the local government agency, and one for the supporting industry partner.

Media Awards — to be judged by an ad hoc committee prior to the IAEM Annual Conference. Media award categories may include newsletters, publications, news or promotional story, audio/visual promotions, or other types of emergency management related information promulgated through the media.

IAEM USA will also award the following:

Interagency Disaster Preparedness Award — to recognize and encourage the crucial role of interagency cooperation in keeping citizens and communities safe from both natural and manmade disasters in the post-9-11 world. Homeland Protection Professional magazine and the International Association of Emergency Managers have established the annual Interagency Disaster Preparedness Award. To be eligible for consideration, a program must be an ongoing multi-agency effort whose mission is primarily disaster and/or terrorism mitigation, prevention, response, and/or recovery. “Ongoing” means that a program must have a mission, organisational structure and funding arrangements designed to keep it in operation for an extended (year to year) period, rather than, for example, a coalition established solely or primarily to plan for a special event or in response to a disaster. “Multi-agency” means that programs and initiatives must have active, ongoing participation from a variety of agencies with differing primary missions, whether consisting of agencies reporting to the same level of government, agencies reporting to different levels of government, military-civilian program or public-private initiatives. Entry is open to U.S. and Canadian emergency response, emergency management and emergency support agencies (such as public health and public works) and their municipal, county, tribal, state, military or federal jurisdictions or parent agencies. Entries will be judged on the extent to which their collaborative efforts can demonstrate results in disaster or terrorism preparedness. Judging will be a panel appointed by HPP magazine and IAEM. Previous award winners are ineligible to compete, but previous “honorable mentions” may enter again.

U.S. Emergency Management Award — to be selected and awarded by the IAEM USA Council to an individual who, through unselfish and dedicated leadership has significantly contributed to the furtherance of a strong civil defense/emergency management program in the USA.

B. MEDIA CONTEST

1. ANNOUNCEMENT OF CONTEST

The IAEM Media Awards Contest will be announced in late spring in the IAEM Bulletin and via the IAEM Web site, as well as through e-mail blasts to IAEM members, listserv participants, and media contacts.

2. ELIGIBILITY

Recipients of Division 1 (local) awards must be current IAEM members. Recipients of Division 2 and 3 awards need not be current IAEM members.

3. LIMITATIONS

Contestants may submit no more than one entry per category.

4. REQUIREMENTS

Contestants must provide with their submissions a cover letter including the following information:

- (1) how they created their project
- (2) the distribution methods they employed
- (3) if appropriate, how they obtained funding
- (4) a statement granting IAEM the right to reprint their entries
- (5) the exact wording they want included on the award certificate, if they should win
- (6) whether they want their entry mailed back to them after the Annual Conference

Entries must have been published or developed during the period of August 1 of the previous year to July 31 immediately preceding the IAEM Annual Conference for which they are being submitted.

A label must be attached to the front cover of the entry showing the name of the contestant, the category, and the appropriate division if applicable.

Entries should be submitted to IAEM headquarters no later than September 1.

5. JUDGING

IAEM headquarters will organize a judging panel, and the Awards Committee Chairperson will be funded if possible with "Board/Committees" funds to travel to headquarters and be present during the judging.

The judging panel will have a minimum of three people involved in the print and electronic media, educators, community leaders or other appropriate individuals. The determination of the

judging panel will be final.

6. AWARDS

1st, 2nd and 3rd Place awards will be provided at the discretion of the judging panel. Staff will generate award certificates to be presented at the IAEM awards ceremony. A slide show of the winning entries will accompany the awards presentations.

Also, winning entries will be displayed at the IAEM Annual Conference.

A listing of the winning entries will be posted on the IAEM Web site.

7. RETURNS

Each contestant is responsible for retrieving entries on the last day of the Conference or appointing an individual to pick up his/her items. IAEM will discard unretrieved entries after the Conference.

8. CATEGORIES

Within each category, entries will be judged in the following divisions:

Division 1 – Local Emergency Management Agency

Division 2 - State/Regional/International Government or Non-Profit Organisation

Division 3 - Commercial or Other For-Profit Organisation

CATEGORY A: NEWSLETTERS

Judging will be based on the following:

60% Content

20% Layout/appearance

20% Usefulness for intended audience

CATEGORY B: SPECIAL PUBLICATIONS

Subcategory 1 - Posters

Subcategory 2 - Brochures

Subcategory 3 - Educational Campaigns

Subcategory 4 - Reference Materials

Judging is the same as Category A.

CATEGORY C: INDIVIDUAL MEDIA ITEMS

Any single media item is eligible which relates to emergency management. Entries should be neatly mounted or laminated.

Within Category C, there are the following subcategories:

- Subcategory 1 - News/Promotional Story
- Subcategory 2 - News/Promotional Photo
- Subcategory 3 - Editorial

Judging will be based on the following:

- 60% Content
- 20% Usefulness for intended audience
- 20% Impact

CATEGORY D: AUDIO VISUAL

Any videotapes or audiotapes relating to and promoting emergency management are eligible. Entries must be developed by or with a local emergency management agency. Videos may be in VHS ½", CD or DVD format. Audiotapes can be submitted on the standard-sized cassette or on micro cassette.

Within Category D, there are the following subcategories:

- Subcategory 1 - Videotapes
- Subcategory 2 - Audiotapes

Judging will be based on the following:

- 50% Content
- 25% Originality
- 25% Production Quality

CATEGORY E - COMPUTER PRODUCTS

Commercial products are ineligible. Items that may be submitted include Internet sites, bulletin board, and interactive software.

Judging will be based on the following:

- 50% Content
- 25% Originality
- 25% Production Quality

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, Councils and Regions of the Association, Conferences, and special topics of interest.

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. DISCUSSION LIST GUIDELINES

Purpose of the IAEM Listserv:

The International Association of Emergency Managers Listserv is designed to provide a public forum for emergency managers to exchange ideas, thoughts, problems and solutions that relate to the emergency management profession. The IAEM Listserv is for IAEM Members only, but a 3 month trial period is permitted for new subscribers to the list. This listserv should be used solely to share ideas and information related to emergency management. It is not a general discussion list.

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

unsubscribe iaem-list

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

unsubscribe iaem-list [this email address]

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

Disclaimer From IAEM:

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

Volunteer To Be an IAEM Listserv Moderator:

After August 1, 2007, 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.

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 libellous, defamatory, false, obscene, indecent, lewd, pornographic, violent, abusive, threatening, harassing, or disruptive, or that may constitute grounds for civil liability.
- * I agree not to request contributions for political candidates or solicit attendance at partisan political events.
- * I agree not to use false, misleading, or duplicative addresses in order to disguise the destination of any content transmitted through this service.
- * I agree not to forge headers or otherwise manipulate identifiers in order to disguise the origin of any content transmitted through this service.
- * I agree not to upload, post, email, or otherwise transmit any material to the best of my knowledge that contains software viruses or any other computer code, files, or programs designed to interrupt, destroy, or limit the functionality of any computer software or hardware or telecommunications equipment.
- * I agree not to upload, post, email, or otherwise transmit any unsolicited or unauthorized advertising, promotional materials, junk mail, spam, chain letters, pyramid schemes, or any other form of such solicitation.
- * I agree not to upload, post, email or otherwise transmit any copyrighted or proprietary information, personnel records, or other information restricted from public dissemination without proper authorization as provided by law.
- * I understand that failure to observe these rules and to conduct myself with appropriate etiquette will result in my removal from the IAEM Listserv.

Don't File a Complaint to the Entire Listserv:

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

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

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

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