

# INTERNATIONAL ASSOCIATION OF EMERGENCY MANAGERS – USA Council

## Administrative Policies and Procedures

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## **I. GOVERNANCE STRUCTURE**

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

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

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

#### **Job Duties**

1. Establish IAEM policy to include strategic guidance and oversee IAEM programs and activities as a member of the Board.
2. Represent and serve members within the respective constituencies. This includes participation in IAEM Board calls and three annual in-person meetings.
3. Facilitate IAEM programs and priorities by way of routine two-way regional communications involving members in the attainment of IAEM Vision, Mission and Key Results Areas.
4. Actively work to retain current members by reinforcing IAEM benefits, and recruit new members.
5. Appoint and support state, country, campus or other appropriate representatives to help carry out duties.
6. Ensure that regional bylaws are implemented.

If it is determined that a director is unable to fulfill job duties, the IAEM president will declare the vacancy and will ensure that it is filled in accordance with IAEM Bylaws Article IV, Section 6. For purposes of job duty #2, two unexcused absences constitute an inability to participate. An absence may be excused by communicating with IAEM headquarters. Every attempt should be made to arrange an alternate representative.

### **B. EXECUTIVE COMMITTEE**

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

### **C. PRESIDENTIAL TEAM**

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

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

## **II. ADMINISTRATION**

### **A. ADMINISTRATIVE MANAGEMENT**

The Association shall retain an association management firm to perform the administrative and management functions required for the effective and efficient continued operation of the Association. This firm shall provide the

Association's staff including an Executive Director and shall be directly responsible to the Executive Committee and, thereby, the Association membership as a whole. In accordance with contractual agreement, the staff may provide daily administrative functions of the organization, fiduciary accountability, coordination of meetings and exhibits, government relations services, membership promotion, membership services, public relations communications, and other tasks as required by the contract.

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

Any contact with agents as outlined above shall be only with the authorization of the President or the Executive Committee and in cooperation with the management firm.

## **B. FISCAL MANAGEMENT**

### **1. GENERAL**

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

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

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

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

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

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

Officers and agents of the Association are entitled to reimbursement for expenses incurred on behalf of the Association only under the following conditions: 1) the person is authorized to make the expenditure by the president; 2) the expenditure is within annual budgeted levels for the applicable line item, such as postage, travel, etc.; 3) the request is eligible under the administrative guidelines of the Association; 4) there are sufficient funds to cover the expense.

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

### **2. BUDGET**

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

The draft budget shall indicate all major categories and subordinate line items of anticipated revenues and

expenses such as membership dues, publications, conference fees, and contract revenue and expenses. A description of reserve funds and forecast of changes in financial position shall also be provided annually.

The proposed budget for each fiscal year shall be developed and disseminated to the Board of Directors immediately preceding the Annual Conference. Final approval of the budget by the Board of Directors shall take place at least 30 days prior to the commencement of the new fiscal year.

### 3. FUNDING

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

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

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

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

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

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

### 4. TRAVEL

Authorized expenses reimbursable for approved travel for Association business must be in accordance with the IAEM USA Travel Policy (see attachment 1). This policy applies to all USA council, regions, students and other travel conducted with Association funds, to include grant or contract work. IAEM-USA Regions may add additional regional level travel and expense restrictions, provided it is in alignment with this policy.

### 5. REIMBURSEMENT

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

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

### 6. FUNDING TO REGIONS

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

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

clearly describing the amount to be carried over and the purpose. Funds will be tracked by the IAEM membership director and statements will be provided at the beginning of each fiscal year and as often as needed.

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

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

## **C. CORRESPONDENCE & COMMUNICATIONS**

### **1. GENERAL**

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

Copies of official correspondence shall be provided to IAEM headquarters.

### **2. MINUTES**

Accurate minutes of all Association meetings shall be retained.

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

The Secretary shall assure that the minutes are forwarded to the Headquarters office for official retention. The Secretary shall also assure that all official records are passed to his/her successor upon expiration of his/her term of office.

Board decisions that may change the Administrative Policies and Procedures or affect the Bylaws, will be forwarded to the Executive Staff and the Chair of the Bylaws Committee for inclusion.

### **3. POSITION PAPERS**

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

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

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

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

When the Board of Directors adopts a legislative policy, the Executive Director, the President, or the Chair of the Government Affairs Committee or their designees may respond to official inquiries.

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



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

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

- Permission to use the IAEM registered logo is extended only during the year that membership is valid. Permission to use this logo is automatically withdrawn if membership is not renewed or terminated for any reason.

-The member's first and last name must also appear on any material that incorporates the IAEM registered logo.

-The typeface and graphic elements of the logo may not be re-typeset, altered, or modified in any way.

-All elements of the logo typeface and graphics must be clearly legible and recognizable.

-Preferred logo colors are PMS \_\_\_\_ and \_\_\_\_.

Recognized IAEM committees, subcommittees, working groups, task forces and caucuses may make use of the IAEM registered logo with the ® symbol to brand a particular IAEM project, assignment or endeavor. Use of the IAEM registered logo that modifies or alters in any way the registered mark must be submitted to and approved in advance by the IAEM-USA Board of Directors. In the event that additional wording or an image is added to the currently registered IAEM logo and approved, the modified logo shall not display the ® symbol. The overall IAEM identity and logo should be the primary design element, with minor wording and a small image added to designate a specific unit/effort within IAEM. For example, the IAEM University & College Caucus may add to the IAEM logo a small academic symbol and the words "University & College Caucus."

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

#### **D. STANDARDS OF BEHAVIOR**

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

#### **Due Process Procedures**

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

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

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

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

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

Written notice of the nature of its findings and any disciplinary action to be taken shall be included in the USA Board's written findings. The President shall be charged with enforcing the assessed disciplinary measures. In the event of disciplinary action taken against the member, including, but not limited to, suspension or termination of IAEM membership, the written notice announcing such finding shall be issued in the name of the IAEM\_USA Board and under signature of the President of IAEM-USA.

## **Right to Appeal / Procedures**

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

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

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

### **1. CODE OF PROFESSIONAL CONDUCT**

#### *PREAMBLE*

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

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

## *PRINCIPLES*

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

### **RESPECT**

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

### **COMMITMENT**

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

### **PROFESSIONALISM**

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

## *CODE*

1. Quality:  
Members shall aim to maintain high quality work at all times and apply the 'Principles of Emergency Management'<sup>1</sup> in their professional undertakings. Quality may be assessed by audits, monitoring, quality processes, or other appropriate means.
2. Professional Independence  
IAEM Members, however employed, owe a primary loyalty to the people in the community they serve and the environment they affect. Their practice should be performed according to high standards and ethical principles, maintaining respect for human dignity. Emergency management practitioners shall seek to ensure professional independence in the execution of their functions. The term professional independence relates to the function of the practitioners within the organisation in which they practice. Their role may be advisory or executive.
3. Legal Requirements  
Members must abide by the legal requirements relating to their practice, and practitioners have a duty to make themselves aware of the appropriate legal requirements for the territory in which they practice.
4. Objectivity

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

Members called to give an opinion in their professional capacity shall be honest and, to the best of their ability, objective and reliable. Objectivity and reliability is based on the best current available knowledge, or in the absence of such knowledge, reference to appropriate emergency planning and management principles.

5. Competence

Members shall not undertake responsibilities as emergency management practitioners if they do not believe themselves competent to discharge them. Members shall acknowledge any limitations in their own competence. In pursuit of this members shall take all reasonable steps to obtain, maintain and develop their professional competence by attention to new developments and shall encourage others working under their supervision to do so.

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

6. Abuse of Membership

Members shall not improperly use their membership of IAEM for commercial or personal gain.

7. Conflict of Interest

Members shall avoid their professional judgment being influenced by any conflict of interest and shall inform their employer, or client, of any conflict between their own personal interest and service to the relevant party. For example, a consultant may be aware that his/her recommendations are not being implemented, but continues to advise the organisation in order to avoid losing the revenue associated with the contract. The members, officers and agents of the Association shall act in the best interest of the Association at all times and shall avoid activities resulting in actual or implied personal gain in keeping with the highest standards of ethics and professionalism.

8. Confidentiality

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

9. Professional Responsibility

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

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

10. Upholding the Aims and Objectives

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

11. Professional Reputation

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

12 Members Relations Inter Se

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

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

14. Financial Propriety

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

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 *National* level, information regarding the candidate should be circulated to the IAEM-USA Board of Directors. After providing adequate time for response, the IAEM-USA President may submit the endorsement assuming no objections have been received.

For endorsement of candidates at the *Regional* level, regional presidents should coordinate the endorsement. They should seek the input of their membership and/or the regional executive committee and state association presidents. After input is received, the regional president should compile a response and submit it with a draft letter of endorsement to Association headquarters to be signed by the IAEM-USA president.

**E. STRATEGIC PLANNING MANAGEMENT**

1. PURPOSE OF POLICY

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

2. STRATEGIC PLANNING ROLES AND RESPONSIBILITIES

- a. Board of Directors – responsible for developing as needed the fundamental organizational assumptions and key issues list, which can be done in collaboration with staff; oversight responsibility for implementation and update of the Strategic Plan.
- b. President in collaboration with the Executive Committee – responsible for aligning of the Strategic Plan, work plan, management scope of work and budget with Board approval.
- c. Strategic Planning Committee – responsible for annually updating the Strategic Plan at the instruction of the Board; incorporating committee goals and objectives into the Strategic Plan; providing feedback to the Board on the implementation of the Strategic Plan and conducting as needed a competitive analysis, SWOT (Strengths-Weaknesses-Opportunities and Threats) analysis, and additional research at the instruction of the Board.
- d. Committee Chairs – annually providing updates on goals and objectives as needed to the Strategic Planning Committee.

3. STRATEGIC PLAN IMPLEMENTATION PROCESS

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

#### 4. STRATEGIC PLAN UPDATE PROCESS

- a. The Strategic Planning Committee will accept data provided by the Board and staff for the purposes of reviewing and updating, if needed, the Strategic Plan.
- b. The Strategic Plan must be reviewed on an annual basis and updated if needed,
- c. The Strategic Plan will be submitted for membership approval by the annual conference.

#### 5. STRATEGIC PLANNING PERFORMANCE MEASURES

The strategic planning process is considered successful when:

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

### III. COMMITTEES

#### A. GENERAL

The IAEM-USA Council has Standing Committees, Ad Hoc Committees and Caucuses. Standing Committees are bodies with an ongoing, operational function and Ad Hoc Committees are formed to complete a specific assignment of limited duration. Caucuses are groups with a special focus or function within the practice of emergency management. These are the current IAEM-USA groups:

##### Standing Committees

- Awards & Recognition
- Bylaws/Resolutions
- Conference
- Membership & Marketing
- Nominations & Credentials
- Standards & Practices
- Strategic Planning
- Training & Education
- Government Affairs
- Web

##### Ad Hoc Committees

- Children in Disasters
- Diversity
- EMI
- Emerging Technologies
- Federal Facility Emergency Managers
- Food & Agriculture

##### Caucuses

- Big Cities

- Emergency Services
- Faith-Based Organizations
- Hospital & Health Preparedness
- Public Private Partnership
- Special Needs
- Tribal Affairs
- Uniformed Services
- Universities & Colleges

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

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

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

The IAEM-USA CEM Commission elects its own chair and vice chair each year. Requirements for this position also include being a current CEM and having been re-certified at least once.

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

- a. Each committee will establish goals and priorities for the year at the Annual Conference, with a published meeting schedule (quarterly, monthly, etc.) to facilitate attainment of these goals. Such meetings may be via internet, teleconference or other meeting arrangements conducive to the advancement of committee goals.
- b. All committees will provide written progress reports to the Board of Directors via the President and Executive Director on a quarterly basis.
- c. Committees without established goals and active meeting schedules will be automatically removed unless the Board directs specific activity. If a committee is inactive for a 6-month period, the President has the responsibility to nominate a new chair.

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

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

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

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

The President may assign members of the Board of Directors to serve as liaison to specific committees to monitor

the committee's progress throughout the year and report to the Board of Directors.

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

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

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

## **B. STANDING COMMITTEES**

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

### **AWARDS AND RECOGNITION**

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

### **BYLAWS/RESOLUTIONS**

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

### **CONFERENCE**

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

### **MEMBERSHIP AND MARKETING**

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

### **NOMINATIONS AND CREDENTIALS COMMITTEE**

Collect letters of candidacy for any officer elected internationally, assure that all requirements of candidacy are met, present a slate of candidates to the membership at the Fall Conference, validate the credentials of voting members, and conduct elections in accordance with Robert's Rule of Order.

### **STANDARDS AND PRACTICES COMMITTEE**

The Standards and Practices Committee coordinates and integrates IAEM's involvement in standards-setting activities. It monitors various standard-setting initiatives and organizations affecting the EM profession such as CEM®, EMAP, NFPA 1600, ISO, ANSI and the UN. It also works with the U.S. Government Affairs Committee to detect standards-related issues involving the government. This committee also reviews the credentials of USA CEM Commission applicants, formulates nominations and presents the slate to the IAEM Board for approval prior to the



Annual Conference.

#### STRATEGIC PLANNING COMMITTEE

To provide a sustainable method for continual improvement and management of the association's strategic plan process, so that there is organization-wide sustainability of process, accountability, and measurable performance.

#### TRAINING AND EDUCATION COMMITTEE

The mission of the Training and Education Committee is to (1) analyze and publicize training and education which is available to upgrade the professional standards of the members of the Association, (2) participate in the development of training programs affecting emergency management activities, and (3) serve as a clearinghouse for information on training activities occurring at the Federal, State and local emergency management level.

#### U.S. GOVERNMENT AFFAIRS COMMITTEE

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

#### WEB COMMITTEE

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

### **C. CEM® COMMISSION**

The IAEM Certified Emergency Manager® Program is a global program – see the Global APPs for more information about its governance and operations. (NOTE: I recommend that we spell out better in the Global and IAEM-USA APPs that while the overall CEM Program is managed globally, that the Councils are responsible for the finances of their respective CEM Commissions).

### **D. SCHOLARSHIP COMMISSION**

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

### **E. STANDING POSITIONS**

The President shall appoint the following positions.

#### 1. Sergeant-at-Arms Duties

Maintain order at meetings of the membership in accordance with Robert's Rules of Order (as interpreted by the Association Parliamentarian), assist in the validation of membership credentials during elections, and assure that professional courtesy is exhibited towards all guests and members of the Association. The sergeant-at-arms will ensure that absentee ballots are added to votes cast on-site.

#### 2. Parliamentarian Duties

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

#### 3. Chaplain Duties

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

appropriate, at IAEM meals and functions.

#### **IV. CONFERENCES AND MEETINGS**

##### **A. GENERAL**

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

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

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

##### **B. PRESS COVERAGE**

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

##### **C. CONFERENCES**

###### **1. ANNUAL CONFERENCE**

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

The Conference Committee is responsible for the program, including identification of session content and speakers. The Conference schedule is coordinated with the IAEM staff. IAEM staff performs all associated administrative tasks including speaker coordination, facility arrangements, preparation of conference materials, promotion, and exhibit production. The Board of Directors is apprised of conference preparations.

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

All annual conference and mid-year meeting registration fees are waived for IAEM-USA Past Presidents.

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

IAEM conducts a Mid Year Meeting each year.

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

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

As agreed to by contract, the Executive Director, in coordination with the President, may be responsible for making

facility arrangements, preparing conference materials, coordinating with supporting agencies, detailing financial arrangements and maintaining appropriate records.

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

#### **D. MEETINGS**

##### **1. MEMBERSHIP**

Voting by the membership (as defined in Bylaws Article VIII Rights of Members Section 1B) shall be conducted by electronic ballot prior to and in conjunction with the Annual General Membership Meeting.

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

Note that public policy positions require a majority vote of the entire Board, not just those present, as addressed on page 8 regarding "Position Papers."

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

Meetings of the Board of Directors of the Association shall be held, at a minimum, at the following times:

- a. First meeting of the term - immediately following the Annual Conference. Incoming and outgoing board members will meet together to ensure a smooth transition in the conduct of the business of the Association;

- b. Additional meetings – occur as deemed necessary by the IAEM President, including one in conjunction with the Mid Year Meeting;
- c. Last meeting of the term - immediately prior to the Annual Conference.

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

The President shall call a Special meeting upon the request of a majority of the Board of Directors.

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

If it becomes necessary to conduct Association business at a time that is not reasonable for the Board of Directors to meet together, a Conference Call may serve as a Special meeting when intentionally scheduled and conducted to take action on Association business. Such Conference Call meetings are not subject to the ten day advance notice requirement. However, 25 hours notice must be provided in order to ensure an optimal time for all Board members to be included.

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

General members of the Association are welcome at all meetings as observers and may provide input when invited to do so. The President has the prerogative to call the Board into Executive Session which shall be open only to Board members.

### 3. EXECUTIVE COMMITTEE

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

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

### 4. STANDING/SPECIAL COMMITTEE

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

Committee meetings 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 Conference for all issues and offices. The ballots will be cast electronically and supervised by the Web Committee Chair and the Sergeant-at-Arms.

## **B. PROCEDURES**

Matters requiring action of the Association membership as defined in Bylaws Article VIII Rights of Members Section 1B shall be voted on as prescribed in Association Policies and Procedures section IV Conferences D1 and must pass by a 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.

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

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

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

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

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

## **VI. ELECTIONS**

### **A. OFFICERS**

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

In order to be placed on the ballot for election to an office, the candidate must 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 fulfill 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 Nominations and Credentials Committee Chair by the time the registration desk closes on the first scheduled day of the Annual Conference.

## B. DIRECTORS

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

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

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

## C. CAMPAIGN RULES

1. The following policies and procedures apply to Council and Regional elections. Regions may have policies and procedures that are more stringent than these policies.
2. Candidates and their surrogates shall conduct themselves and their campaigns at all times in accordance with the IAEM Standards of Behavior.
  - a. Members serving in leadership positions (i.e. board members or committee chairs, etc.) may not use that position in support or non-support of a candidate. This does not preclude highlighting their achievements as part of their own campaign literature (if running for office). With the exception of the above, the position title may not be used in any correspondence (in any media) related to the election or campaign within IAEM-USA.
3. Individuals seeking election to the offices of President (when needed), First Vice President (when needed), Second Vice President, Secretary and Treasurer, and Regional Offices shall have multiple IAEM-USA sponsored opportunities to make statements to the members of the Association regarding their election.
  - a. IAEM-USA Newsletter & Website: Each Council and Regional candidate may submit a statement with their stance on issues pertinent to IAEM and their election to office two months prior to election. Council candidate statements will be posted in the IAEM-USA newsletter and website. Regional candidate statements will be posted to IAEM-USA regional websites. Council candidate statements will be limited to 500 words while Regional candidate statement requirements will be defined by the regional bylaws or APPS.
  - b. Direct Mail: Council and Regional candidates will receive mail labels complimentary from IAEM headquarters for one direct letter or postcard to members as a campaign tool. The cost of this mailing will be born by the candidate.
  - c. Promotional Items: Promotional items may not exceed .50¢ (fifty cents U.S.) in value.
  - d. Annual Conference: All Council candidates shall be afforded equal opportunity to address the membership 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.
    - i. 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.
  - e. IAEM Listservs: Other than the initial announcement of the election, the candidates, and the subsequent reminders to vote, the IAEM-USA discussion list and the IAEM regional listservs may not be used for the purpose of a campaign or to promote a candidate running for election to any office within IAEM-USA.
4. Candidates may conduct other forms of non-IAEM-USA sponsored campaigning (i.e. social media, personal emails, etc.) provided it does not conflict with this policy.
5. **BOARD TO DECIDE**: Candidates may pay for additional advertisements in IAEM online and print media at

published rates. **OR:** Candidates may not place additional paid advertising using IAEM media such as newsletter and banner ads.

6. Violations of this policy may be reported to the IAEM-USA Nominating & Credentialing Committee for investigation and recommendation to the IAEM-USA Board
7. The IAEM staff will facilitate the use of the IAEM website in preparation for the election of officers.
8. The ballot shall be made available to the voting membership in the month preceding the Annual Conference.

## **VII. MEMBERSHIP**

### **A. GENERAL**

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

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

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

### **B. CATEGORIES**

#### **1. INDIVIDUAL**

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

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

#### **2. AFFILIATE**

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

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

#### **3. HONORARY**

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

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

4. LIFE

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

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

5. STUDENT

Student membership is available up to six years to anyone enrolled in a college or university degree program, studying emergency management or a related field. Proof of current enrollment is required. The Executive Director may grant exceptions to the six year limitation due to extenuating circumstances upon review by the Membership & Marketing Committee.

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	\$170 (\$120 US portion, \$50 global portion)
Affiliate Membership	\$795 (\$295 US portion, \$500 global portion)
Honorary Membership	No Dues
Life Membership	No Dues
Student Membership	\$30 (\$5 student council, \$10 US budget, \$15 global portion)

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

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 organizations, national partners and elected officials/staff.

Each member of the Association is encouraged to submit items of interest for publication in the BULLETIN. The Communications Committee is responsible for making decisions regarding the format, content of the BULLETIN.

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

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

## VIII. REGIONS

### A. DEFINITION

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

<u>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,	<u>U.S. Region 5</u> Illinois, Indiana, Michigan, Minnesota,	<u>U.S. Region 10</u> Alaska, Idaho, Oregon, Washington

New Hampshire, Rhode Island, Vermont	Ohio, Wisconsin	
<u>U.S. Region 2</u> New York, New Jersey, Puerto Rico, Virgin Islands	<u>U.S. Student Region</u> All Students of the U.S.A. Student Council.	

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

**B. REGIONAL OPERATIONS**

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

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

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

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

Each Region shall formally adopt Financial Procedures which, at a minimum, do not conflict with the financial reporting and filing procedures of the Association. Each Region shall follow good accounting practices, shall document all income and expenditures and shall conduct an annual inspection of the account conducted by the regional vice president in accordance with the guidelines established by the International Office. Financial records including payment records and other documents should be retained for 7 years by the region, or sent to IAEM HQ for retention.

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

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

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

**NOTE: How the student Regions are managed financially needs to be resolved at the Global Board level. My thoughts are that either the USA Student Region needs to falls under the USA Board for financing, or they fall under the Global Board. Whoever manages their budget should also cover their travel expenses and insure Regional Student financial reporting compliance as required by other non-student regions.**

**A. IAEM Global Compliance**

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

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

## B.General

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

Chapters may either be Provisional or Chartered. Provisional Chapters are those that have completed the first step in the Chapter formation process and have been approved by the IAEM-USA SR. Provisional Chapters then have six months to complete the second set of requirements. Upon completion, and after the approval of the IAEM-USA SR and the IAEM-USA Board, Provisional Chapters will be given Chartered Chapter status.

## C.Naming

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

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

## D.Provisional Student Chapters

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

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

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

## E.How to Form a Chartered Student Chapter

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

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

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

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

#### F. Maintaining a Chartered Chapter

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

1. Maintain regular communication with the IAEM-USA SR
2. Submit updates to the IAEM-USA SR including:
  - a. Chapter Information Form (twice annually; see section J)
  - b. Current Bylaws (annually)
  - c. Current Bank or University Account Statement (annually)
  - d. Current Membership Roster verifying a minimum of 10 paid IAEM-USA Members (annually)
  - e. Summary of Activities Form (twice annually)

#### G. Membership and Dues

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

#### H. IAEM Required Chapter Bylaw Section

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

1. IAEM-USA and its Chapters are organized exclusively for educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
2. No part of the net earnings of the organization or its subordinate regions or chapters shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization or its subordinate regions or chapters shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization or its subordinate regions or chapters shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.
3. Upon the dissolution of the organization or its subordinate regions or chapters, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

#### I. Tax Exempt Status

IAEM Chapters will be covered under their educational institutions Group Exemption. For those Chapters that cannot, they will be covered under IAEM's Group Exemption and will be responsible for ensuring it meets the eligibility requirements as a tax-exempt organization described in Internal Revenue Code (IRC) Section 501(c)(3).

Chapters will be required to submit financial reports annually to IAEM Headquarters, and meet other established reporting requirements in order to maintain their exemption status.

IAEM staff will request an Employer Identification Number (EIN) for each fully chartered chapter that does not already have one. The EIN can be requested by phone or by completing an IRS Form SS-4, Application for Employer Identification Number. Each Chapter will be notified of their EIN for their reporting purposes. At the discretion of the institution, chapters may be able to use the EIN of the institution for this purpose.

As the Central Organization, IAEM will include with its annual report to the IRS a separate list of subordinates (Chapters) that; have changed their name or address during the year, are no longer to be included in the group exemption letter, are to be added to the group exemption letter.

#### J. Reporting Requirements

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

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

#### K. De-Chartering

Any Chapter not complying with the requirements established in these APPs may be de-chartered. These may include, but are not limited to: failure to maintain a Faculty Advisor, falling under 10 members, misconduct as a chapter, failure to maintain proper paperwork and / or follow required reporting requirements (i.e. Chapter Information Form), etc.

1. Any IAEM-USA or IAEM-USA SR Board Member can recommend a Student Chapter be de-chartered.
2. The IAEM-USA SR Board shall create a report based on the reasons for de-chartering. Based on the report, the IAEM-USA SR Board shall recommend the Chapter lose or keep its charter and send that report to the IAEM-USA Board.
3. Upon receipt of the report and vote, the IAEM-USA Board of Directors may de-charter a Chapter with a 2/3 majority vote.

### X. AWARDS AND RECOGNITION

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

#### A. AWARDS COMPETITION

The IAEM-USA Awards & Recognition Committee establishes judging criteria and process, assembles a judging panel and conducts the selection of recipients and presentation of awards. The competition may be open to non-members and fees may apply. A "Call for Entries" is released each year and submissions are collected through IAEM headquarters for the following categories:

- **Public Awareness Award** (newsletters, publications, public awareness campaigns, audiovisual products, public service announcements) - recognizes outstanding public awareness programs or public education

products related to emergency management, homeland security, and/or disaster preparedness. (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> places)

Public Awareness Award Divisions

- *Division 1:* Local Emergency Management Agency
- *Division 2:* State/Regional/National Government, International, or Non-Profit Organization
- *Division 3:* Commercial or Other For-Profit Organizations (such as colleges/universities or associations)

Public Awareness Award Judging Criteria

- 60% Content
- 20% Creativity/Originality/Design
- 20% Usefulness for Intended Audience/Impact

- **Technology and Innovation Award** (software/hardware, equipment, databases, freeware, Web sites) - recognizes the development of technology and innovation to improve emergency management operations, public education, or the emergency management/homeland security field (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> places)

Technology and Innovation Award Divisions

- *Division 1:* Local Emergency Management Agency
- *Division 2:* State/Regional/National Government, International, or Non-Profit Organization (such as colleges/universities or associations)
- *Division 3:* Commercial or Other For-Profit Organizations

Technology and Innovation Award Judging Criteria

- 60% Content
- 20% Creativity/Originality/Design
- 20% Usefulness for Intended Audience/Impact

- **Interagency Disaster Preparedness Award** (multi-agency partnerships) — co-sponsored by Homeland1.com, this award is 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. 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, organizational 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.

## B. RECOGNITION

IAEM-USA presents the following recognition:

- **Executive Citations** — to be nominated by each Regional President to a member of the region whose professional image and achievements enhance the field of emergency management.
- **Membership Citation** – presented to the individual who has recruited the most new members within the IAEM-USA Council each year.
- **U.S. National Security 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.

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

## **B. MANAGEMENT**

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

## **C. SUBMITTING MATERIAL**

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

*Committee Chairs and Board of Directors members* submit information and reports to the Executive Director.

## **D. SOCIAL MEDIA POLICY**

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

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

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

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

1. You must be at least 18 years old to post any content on any Social Media Site.
2. You are strictly prohibited from posting any content to any **IAEM OR IAEM COUNCIL** Social Media Site on the internet that violates any applicable laws and regulations, including but not limited to copyright and intellectual property rights laws regarding any content that you send or receive via this Policy; transmit any material, comment or information (by uploading, posting, e-mail, or otherwise) that is unlawful, false, disruptive, threatening, profane, abusive, harassing, embarrassing, tortuous, defamatory, obscene, libelous, or is an invasion of another's privacy, is hateful, malicious, racially, ethnically or otherwise objectionable as solely determined in IAEM's absolute discretion; impersonate any person or entity or falsely state or otherwise misrepresent your affiliation with a person or entity; transmit any material, comment or information (by uploading, posting, e-mail or otherwise) that you do not have a right to make available under any law or under contractual, professional or fiduciary relationships; transmit any material, comment

or information (by uploading, posting, e-mail or otherwise) that infringes any patent, trademark, trade secret, copyright or other proprietary rights of any party; transmit (by uploading, posting, e-mail or otherwise) any unsolicited or unauthorized advertising of products or services, promotional materials, "junk mail," "spam," "chain letters," "pyramid schemes," or any other form of solicitation; transmit any material, comment or information (by uploading, posting, e-mail or otherwise) that contains software viruses, worms, disabling code, or any other computer code, files or programs designed to interrupt, destroy, or limit the functionality of any computer software or hardware or telecommunications equipment; harass another; or collect or store, or attempt to collect or store, personal data about third parties without their knowledge and consent; or to share confidential or proprietary information of any party.

3. IAEM and the IAEM Councils reserve the right to monitor, prohibit, restrict, block, suspend, terminate, delete or discontinue your access to any **IAEM OR IAEM COUNCIL** Social Media Site, at any time, without notice and for any reason and in its sole and absolute discretion. IAEM and the IAEM Councils may remove, delete block, filter or restrict by any other means any materials on **IAEM OR IAEM COUNCIL** Social Media Sites in IAEM or an IAEM Council's sole and absolute discretion. You understand and agree that IAEM and/or an IAEM Council may disclose your communications and activities in response to lawful requests by governmental authorities, or for the protection of IAEM and the IAEM Councils. You agree that in the event that IAEM or an IAEM Council exercises any of these rights hereunder for any reason, neither IAEM nor an IAEM Council will have any liability to you.
4. You hereby agree that you shall defend, indemnify and hold IAEM, IAEM Councils and their respective officers, directors, employees, agents and volunteers harmless from and against, and shall promptly reimburse them for , any and all losses, claims, actions, causes of action, liabilities, damages or injuries to persons, property, business or reputation, settlements, costs and expenses of any nature (including reasonable legal fees and court costs) to which any of them may become subject arising out of, resulting from or in any way connected with your posting of any content to a Social Media Site, any third party claims of infringement or any breach of this Policy.
5. YOU EXPRESSLY ACKNOWLEDGE THAT YOU ASSUME ALL RESPONSIBILITY RELATED TO THE SECURITY, PRIVACY, AND CONFIDENTIALITY RISKS INHERENT IN SENDING ANY CONTENT OVER THE INTERNET. By its very nature, a website and the internet cannot be absolutely protected against intentional or malicious intrusion attempts. Neither IAEM nor any IAEM Council controls the Third Party Sites and the internet over which you may choose to send confidential or proprietary information or other content and therefore, IAEM and the IAEM Councils DO NOT WARRANT OR SAFEGUARD AGAINST ANY such interceptions or compromises to your information. When posting any content on an internet site, you should think very carefully about your own privacy in disclosing detailed or private information about yourself and others. Furthermore, IAEM and the IAEM Councils DO NOT ENDORSE ANY PRODUCT, SERVICE, VIEWS OR CONTENT DISPLAYED ON THE SOCIAL MEDIA SITES.
6. You agree that any claim or dispute relating to your posting of any content on a Social Media Site on the internet shall be construed in accordance with the laws of the host country without regard to its conflict of law provisions and you agree to be bound by and be subject to the jurisdiction of that countries' laws.



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

## **E. DISCUSSION LIST GUIDELINES**

### **Purpose of the IAEM Listserv:**

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

If you ever want to remove yourself from this mailing list, you can send email to <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 May 1, 2001, IAEM staff will no longer police the IAEM Listserv. IAEM is looking for IAEM members who regularly subscribe to the IAEM Listserv to volunteer to be peer moderators of the listserv. If you would like to volunteer to serve your association in this capacity, please contact IAEM Communications Director Dawn Shiley at shiley@iaem.com.

### **Rules of Conduct for the IAEM Listserv:**

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

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

for civil liability.

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

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

\* I agree not to forge headers or otherwise manipulate identifiers in order to disguise the origin of any content transmitted through this service.

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

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

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

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

#### **Don't File a Complaint to the Entire Listserv:**

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

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

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

## **XII. INTELLECTUAL PROPERTY**

IAEM-USA reserves all rights to its intellectual property. IAEM property including its logo and other marks, membership lists, work products and other materials may not be used or copied in-part or in whole without permission from the IAEM-USA Board.



# International Association of Emergency Managers United States of America Council Travel and Expense Reimbursement Policy

## Purpose

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

When incurring business expenses, the Association expects individuals to:

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

## Expense Report

Expenses will not be reimbursed unless the individual requesting reimbursement submits a written Expense Report. An “IAEM-USA Travel Expense Form” shall be submitted within 30 days of the completion of travel if travel expense reimbursement is requested. Request for reimbursement shall be accompanied by a trip report for any Association funded events not covered by formal IAEM-USA minutes (i.e. IAEM-USA Board and USA CEM Commission meetings), must include:

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

## Receipts

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

## **Meals and Incidental Expenses**

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

## **General Travel Requirements**

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

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

Conference Fees. Individuals authorized reimbursement of Conference Fees on behalf of the Association, should make every attempt to secure the lowest rate possible.

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

## **Air Travel**

General. *Individuals shall make their own travel arrangements and submit for reimbursement, however, air fares in excess of \$600 (including taxes and fees) for the Continental United States must be approved by the Executive Director, prior to purchase.*

Frequent Flyer Miles and Compensation for Denied Boarding. *Personnel traveling on behalf of the Association may accept and retain frequent flyer miles and compensation for denied boarding for their personal use. Individuals may not deliberately patronize a single airline to accumulate frequent flyer miles if less expensive comparable tickets are available on another airline.*

Cancellation Insurance. Personnel may purchase airfare cancellation insurance offered through the airlines, at Association expense, if there is a risk that personal or work related issues may result in a potential cancellation of planned Association travel. The cost of this insurance should be considered for those traveling from outside the continental United States.

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

## **Alternate Transportation**

Individuals who wish to use other forms of transportation, such as bus or train, may do so provided the costs don't

exceed that of travelling by air. Any ground transportation cost comparison will include reimbursement for mileage at the Association approved rate and any additional lodging, meal and incidental expenses incurred above those had the individual traveled by air.

## **Lodging**

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

## **Ground Transportation**

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

Courtesy Cars. Many hotels have courtesy cars, which will take you to and from the airport at no charge. Personnel should take advantage of this free service whenever possible. Another alternative may be a shuttle or bus.

Taxis. When courtesy cars and airport shuttles are not available, a taxi is often the next most economical and convenient form of transportation when the trip is for a limited time and minimal mileage is involved. Shared rides with another Association member are encouraged whenever possible. Taxi fares up to \$30 are reimbursable without a receipt.

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

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

## **Personal Cars**

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

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

## **Parking/Tolls**

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

## **Entertainment**

Entertainment expenses are not reimbursable.

## **Other Expenses**

Telephone, Fax, Internet. Reasonable Association related telephone, fax and internet charges due to absence from the individual's place of business are reimbursable. In addition, reasonable and necessary gratuities that are not covered under meals may be reimbursed. Any request for reimbursement for long distance telephone calls must be accompanied by a log listing each person called and the subject discussed.

Laundry. Laundry service is reimbursable on an emergency basis only when the travel period is extended beyond the expected period. Receipt and a justification statement must be provided.

Miscellaneous. Items not specifically listed above shall be reimbursed in accordance with existing Federal Travel Regulations.

## **Non-reimbursable Expenditures**

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

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