

RHODE ISLAND ASSOCIATION OF EMERGENCY MANAGERS
Administrative Policies and Procedures

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PREFACE

The Rhode Island Association of Emergency Managers (herein called the Association) is an organization comprised of individuals professionally engaged or interested in the advancement of the emergency management profession and allied fields.

The Association, by virtue of the numbers of and diverse locations of its members, is administered by a Board of Directors, which bears the responsibility of determining policy and conducting the business of the Association. This Board will consist of a President, Vice President, Secretary, and Treasurer and if necessary, the Immediate Past President.

Adoption and authorization of these Policies and Procedures is addressed in the Bylaws Article V, Section 5.

I. ADMINISTRATION

A. ADMINISTRATIVE MANAGEMENT

1. Board of Directors

The Board of Directors is vested with the responsibility of determining Association policy and conducting the general business of the Association utilizing the Administrative Policies and Procedures and By-Laws of the Association.

2. Consultant/Professional Services

In addition to management services, the Association may retain professional services for such activities as financial auditing, legal counsel or other specific tasks. Such consultants shall answer to the Board of Directors, but shall not serve in a management capacity.

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 President may be authorized to administer the fiscal policies as set by the Board of Directors of the Association and is responsible for the maintenance of adequate and appropriate records for the receipt and expenditure of all funds. The President shall provide a financial report to the Board of Directors on a monthly basis.

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 on the general fiscal condition of the Association to be presented at the Summer Conference. This report will be available to members in written form upon request.

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

Officers and agents of the Association are entitled to reimbursement for expenses incurred on behalf of the Association under all 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 President, together with appropriate documentation within 30 days of the expenditure. Requests for reimbursement of travel expenses shall be accompanied by a trip report.

2. Budget

The Board of Directors shall develop, approve and adhere to a reasonable budget.

A 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 membership.

The Board of Directors shall be provided quarterly finance statements.

3. Funding

Funding for the administration and operation of the Association may come from a variety of sources. These may include, but not limited to, receipts from memberships, subscriptions to publications, advertising revenue, proceeds from conference 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 President may be responsible for the preparation of the formal proposal. The proposal, which must be approved by the Board, shall be delivered to the Board at least ten days prior to the Board's vote for action.

The Board of Directors may be authorized to act on behalf of the Association in negotiating and executing such contracts.

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 the authorized agents have finalized it.

4. Travel

Items not specifically listed below shall be reimbursed in accordance with existing Federal Travel Regulations (GSA Per Diem). Authorized expenses reimbursable for approved travel for Association business include:

a. The amount of the least expensive or most appropriate mode of travel. Use of a privately owned vehicle may be authorized for official travel and is reimbursable at the rate quoted in the current Federal Travel Regulations (GSA Per Diem).

b. Lodging costs shall be reimbursed at the actual amount. Travelers shall use the minimum rate available or minimum conference rate. Receipts are required.

c. Meals shall be reimbursed at actual and reasonable.

d. Cab fares up to \$10 are reimbursable without a receipt. Amounts over \$10 require a receipt. Parking expenses shall be reimbursed at the actual cost with a receipt. A receipt is not required for parking meter expenses. Parking violation citations will not be reimbursed.

e. Baggage transfers will be reimbursed at the rate of \$3 for check-in and \$3 for check-out of hotels.

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

5. Reimbursement

The Association may maintain credit cards for Association travel and related official business, which is authorized under these administrative guidelines. 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.

C. Correspondence and Communications

1. General

So that the Association may assure that the concerns of its membership are answered in a timely fashion, Association officers shall respond to official correspondence within ten working days of receipt of such correspondence. The Secretary will maintain a file on official correspondence.

Copies of official correspondence from RIAEM shall be e-mailed to the Association office for information to the Board, and for a file maintained by the Secretary.

The secretary for fiscal responsibility shall use internet e-mail as the primary notification and deliver of association business. It is the responsibility of the member to have a current e-mail address on file with the secretary for that purpose.

The Association will maintain an official RIAEM logo. It will be used on the letterhead of organizational material. The membership and the public are not allowed to use the logo without the permission of the President. Request to use the logo will go through the President and if appropriate, consultation of the Board of Directors.

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

The Secretary shall assure that the minutes are forwarded to the Association 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.

3. Position Papers

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

The Board of Directors 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 President, or the Chair of the Legislative Committee may respond to official inquiries.

D. Standards of Behavior

1. Endorsement Policy for Appointment

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

2. CODE OF ETHICS

Preamble

Maintenance of public trust and confidence is central to the effectiveness of the Emergency Management profession. Members of the Rhode Island Emergency Management Association (RIAEM) adhere to the highest standards of ethical and professional conduct. This Code of Ethics for the RIAEM members reflects the spirit and proper conduct dictated by the conscience of society and commitment to the well-being of all. The members abide by the Associations core values of RESPECT, COMMITMENT, and PROFESSIONALISM.

Respect

Respect for supervising officials, colleagues, associates, and most importantly, for the people we serve is the standard for RIAEM 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

RIAEM 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

RIAEM 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.

3. 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.

The Board of Directors shall respond to any and all questions or claims of conflict of interest. Any member with questions regarding conflict of interest may submit the inquiry in writing to any member of the Board of Directors. This inquiry should include specific details. The 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.

The Board shall make a determination and a response signed by the President as soon as possible.

If the Board of Directors finds validity in the claim, the Board may appoint a person to investigate. However, before a final determination is made, due process requires that the individual(s) against whom the claim has been lodged shall be notified in writing by registered mail of the allegation. Such individual(s) shall be afforded not less than 30 days after the receipt of notification the opportunity to reply to the allegation either in writing or by appearing before the Board of Directors.

If the Board of Directors determines by a two-thirds majority that a conflict of interest has occurred, disciplinary actions that may be taken include, but are not limited to: 1) Verbal or written warning, 2) Written censure, 3) Demand for restitution, 4) Suspension of membership.

The decision of the Board of Directors is final. In cases where criminal activity is suspected, the matter may be turned over to the proper civil authority and the procedures outlined above may not apply.

4. Action(s) Taken Against Members

Members who become involved with acts that lead to infractions and violations that are contrary to the professional and ethical standards of the association shall be presented to the Board of Directors for review.

II. COMMITTEES

A. General

The Association shall use standing and special committees to meet the professional objectives of the membership and will continue to do so as long as it proves to be a productive method.

The duties of committees may be combined or changed at the discretion of the Board of Directors, and shall be reviewed and ratified as necessary to assure current and accurate responsibilities.

Within 30 days after taking office, the President shall appoint one or more chairpersons who are members in good standing and give a list of tasks to be accomplished, in writing, to each committee. The President may at his or her discretion, reassign the chair or co-chair.

The President may appoint members to various committee or boards in the state that have an interest in having a member from this association. They shall not appoint a member to more than one board or committee. The selection of members of committees shall consist of a geographic representative group, may include all categories of membership, and shall represent various interests, if possible.

Within 30 days of appointment the Committee Chair(s) shall determine the committee's membership. Sources of membership may include: individuals from the RIAEM volunteer database, 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 Conference;

3. Capability to attend additional meetings during the year, if funded by the Association;
4. Capability to weigh and consider issues in an objective manner;
5. Capability to effectively communicate with other committee members.

The Chair(s) may appoint an Advisory Panel to their Committee composed of individuals who are not RIAEM 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.

All committee chairpersons shall file a report with the President of any function attended on behalf of a committee or the Association and shall submit quarterly written reports to Board documenting the activities of the committee.

B. Standing Committees

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

1. Legislative

This committee has numerous responsibilities including, but not limited to providing education information to State of Rhode Island Legislature pertaining to issues important to the emergency management program and keeping the membership informed on these issues. This committee will also coordinate with Emergency Management organizations at the National level in support of an emergency preparedness program. This committee will monitor proposed legislation at the Federal, State and/or Local level that may impact emergency management activities or the goals of the Association or may set a precedent for the future legal implications.

Specific Tasks Included:

Keeping the membership informed upon the status of FEMA's and RIEMA's budgets, additional funding requests from Rhode Island Legislature, disaster assistance legislation, and other issues concerning the emergency management program. Working with other coalition organizations to establish a system of information distribution for members to be kept informed of the current status of issues. The Chair shall inform the President prior to taking any action with the state legislature.

2. Membership

This committee has an overall goal of increasing membership and quality of membership services in the Rhode Island Association of Emergency Managers. The committee will analyze membership trends, assist in the development of membership recruitment campaigns, and assure that membership services are being provided. This committee is charged with the responsibility of enhancing and improving the Association's contact and relationship with business and industry forces. Serve as representatives of the Association in activities involving private sector and non-profit organizations and develop public relations programs to further the involvement of those groups in emergency management activities.

Specific Tasks Included:

Outline a plan, which would achieve the above goal. The plan should be presented to the Board of Directors prior to the Annual Conference.

Specific Tasks Included:

Develop membership campaigns targeting the following: EMA employees; business and industry, educational facilities; elected officials (state and local); professional-technical members in related fields.

3. Constitution and By Laws

This committee is charged with the responsibility of analysis and preparation of Constitution and Bylaws. The committee will review Bylaws and make recommendations for revision by the membership. Monitor adherence to provisions of the Bylaws. Review the Administrative Policies and Procedures with RIAEM Board of Directors for consistency to the Bylaws.

Specific Tasks Included:

Preparation and submission to the members a copy of proposed amendments or changes to the Constitution and Bylaws at least 30 days in advance of the Annual Conference.

4. Professional Development

This committee shall develop and maintain a database of membership to include education background, areas of expertise, etc. Through a survey of the membership, report on the quality and quantity of training and education available through state and federal avenues, and compile a report to be presented to the Board of Directors prior to the conclusion of the year.

Specific Tasks Included:

To (1) analyze and publicize training which is available to reinforce and extend the professional credentials of Association members (2) participate in the development of training programs affecting emergency management activities (3) serve as a clearinghouse for information on training activities occurring at the Federal, State and local emergency management level (4) review the credentials of professional certification applicants and forward information to the RIAEM President/Board of Directors for award of certifications and public presentation.

This committee is also responsible for both the process of nomination of candidates for Association office and validating the credentials of voting members. The committee will collect letters of candidacy for any officer elected, assure that all requirements of candidacy are met so as to present a slate of candidates to the membership when called to assembly. The committee will validate the credentials of voting members, and conduct elections in accordance with Robert's Rule of Order. It shall review policies and procedures concerning the nomination of candidates and voting procedures so as to make a written recommendations to the Board of Directors when necessary.

5. Conference

The mission of the committee is to work in close coordination with the Board, to plan, coordinate and develop the RIAEM 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 President shall appoint a chairperson(s) from the general membership. The Conference Committee also provides recommendations to the membership regarding conference location and facilities, providing a choice of sites as appropriate. The Board of Directors is responsible for soliciting various proposals and information regarding site options, and makes final approval.

Specific Tasks Included:

Guidelines for working with the hotel facility in meeting room requirements, menu planning, and complimentary rooms, etc.; setting guidelines for conference program development, including speakers, audio-visual needs, head table seating arrangements, and protocol, etc.; setting guidelines for fiduciary accountability, including pre-conference budget. Assisting conference host with plans for the conference, including "special activities" for membership, guests, and family members.

6. Awards and Recognition (optional)

This committee is responsible for the development of competition guidelines, notification of membership, selection, and presentation of awards at the Annual Conference. 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.

Specific Tasks Included:

The selection of the "Emergency Management Award" recipient at the Annual Conference; presentation of "Service Award" certificates and pins to be presented at the Conference; and purchase of and presentation of "engraved plaques" to be presented to outgoing RIAEM Officers at the Conference Banquet.

7. Technology

This committee is responsible to serve the RIAEM leadership and membership as a focal point for technology policy, issues, and information. To establish a network bringing together emergency management practitioners and allied professionals to enhance and improve the provision of emergency management services to respective constituencies. To provide Technical resources based on the all-hazards concepts of comprehensive emergency management throughout the four phases of mitigation, preparedness, response and recovery.

Specific Tasks Included:

Maintain and oversee the RIAEM Website. Prepare a training seminar as requested by the Training & Education Committee for the Annual Conference. Provide reasonable technical assistance to members. Report on emerging technology relative to Emergency Management at the Conference.

C. Professional Certification Program

RIAEM provides the Professional Certification Program as a service to the profession. The RIAEM Board of Directors has final authority on Certification requirements and policy. The Professional Development Committee, at the Direction of the President/Board, serves as the evaluation management team for certification and also maintains policies outlined in the Professional Certification Program manual. The President/Board of Directors allow the

Professional Development Committee latitude to make decisions on applications in order to evaluate submissions based upon overall candidate qualifications.

D. Optional Association Duty Positions

The President may appoint the following positions.

Sergeant-at-Arms

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.

Parliamentarian

Duties of the Parliamentarian are established in accordance with the duties found in Robert's Rules of Order Newly Revised.

Chaplain

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

III. 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 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. Conferences

1. Annual Conference

The Annual Conference shall take place sometime during the month of June every year. The conference shall be held in Rhode Island at a location designated as many years in advance as possible.

Site options are to be solicited from appropriate parties in the area. Conference Committee, under the President's supervision, initiates all proposal solicitations, contract negotiations and facility arrangements. The President keeps the interested host informed and assists in preparing the site presentation for the membership.

Special consideration will be given to attractive location; low attendee cost; events in one facility; attractive facilities; low room rates; facility service record; low cost to RIAEM; shops and restaurants.

The entire membership is presented with options at the Conference and a vote indicates the most popular site; the Board has final authority for conference location.

The Conference Committee in close coordination with the board recommends a program format and identifies possible speakers. Conference Committee performs all associated administrative tasks including speaker coordination, facility arrangements, and preparation of conference materials, promotion, and exhibit production.

C. Meetings

1. Membership

The election of officers shall be conducted during the Annual Conference business meeting.

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.

The Association will conduct an Orientation for newly elected Board Members following prior to their first Board Meeting. The Orientation will include information on officer duties, Bylaws, Administrative Policies and Procedures, and current issues and fiscal status. Meetings of the Board of Directors of the Association shall be held, at a minimum, at the following times:

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

b. Second meeting - at a time designated by the President.

The President may call special meetings of the Board of Directors 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 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.

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. 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. Actions requiring a vote of members will be documented.

IV. VOTING / ELECTIONS

A. General

Voting rights are granted in accordance with the following membership categories: For the purpose of fairness for the association each organization that is represented in the association shall be allowed only one vote for Elections, By-laws, Expenditures and Special Votes called by the President or the Board.

If more than one individual membership belongs to that organization then the highest-ranking member of the organization shall be given the authority to vote for that organization. In the event

they cannot attend a meeting when elections, By-Laws or Special Votes are being taken, they may designate someone else in their absence.

Individual	Full voting rights (see note above)
Life	Full voting rights
Associate	On votes before the membership excluding Elections, By-laws, Expenditures and Special Votes called by the President or the Board.
Corporate	(Designee Only) on votes before the membership excluding Elections, By-laws, Expenditures and Special Votes called by the President or the Board.
Honorary	No voting rights
Student	No voting rights

The president shall determine whether a voice vote, show of hands or written vote is used, supplemented by written absentee ballots received in advance of the business session from members in good standing. Designee votes must be forwarded in writing before meeting / if submitting electronic 2 hours prior to the scheduled start of the meeting.

B. Issues

Issues requiring action of the Association membership shall be voted on at a business meeting of the Association and must pass by a majority of eligible votes cast unless otherwise specified in the Bylaws or Policies and Procedures.

Absentee ballots may be cast on issues requiring action of the Association membership. The issue, as proposed, shall be clearly stated as a part of the ballot. If an amendment is made to the proposed issue from the floor at the business meeting, the Nominations and Credentials Committee shall invalidate such absentee ballots.

Issues requiring action of the Association membership may be voted on by mail-in or email ballot at the direction of the Board of Directors. 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.

The Board of Directors at a Special Meeting called by the President will hear all challenges of elections.

C. Association Officers

The officers shall be elected to their terms by a majority of eligible votes cast at the business meeting held in conjunction with the Annual Conference. The President, Vice President, Secretary and Treasurer will serve for two years and each have a two-term limit per office.

In order to be placed on the ballot for election to office, the candidate must submit the following to the Professional Development Committee 30 days prior to the first scheduled day of the Annual Conference:

- 1) A letter-stating candidacy;
- 2) A letter from the candidate's immediate supervisor (if applicable) 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 3, (A) and (B).

In order to be nominated from the floor as a write-in candidate for office at the Conference, the candidate must submit the above listed documents to the Professional Development Committee Chair on the first scheduled day of the Conference.

Duties of Association Officers

The *President* shall preside at meetings of the Association and the Board of Directors, authorizes expenditures within budget appropriations approved by the Board of Directors and perform such other duties as required and provided for in the Administrative Policies and Procedures and By-Laws of the Association.

The *Vice president* shall perform the duties of the President in the absence or disability of that officer and perform such other duties as required by the Administrative Policies and Procedures and By-Laws of the Association.

The *Secretary* shall maintain accurate records of the proceedings of all meetings of the membership, the Board of Directors, and perform such other duties as required by the Administrative Policies and Procedures and By-Laws of the Association.

The *Treasurer* shall maintain accurate up-to-date records of all monies and securities belonging to the Association in accordance with the Administrative Policies and Procedures and By-Laws of the Association.

The *Immediate Past President* shall act in an advisory capacity to the Board of Directors for a period of two years immediately following his/her term as President.

D. Vacancy in Elected Office

If a vacancy occurs in the office of *President*, the Vice president shall automatically assume the office of *President*. This does not preclude the Vice president from serving the term of office for which elected.

If a vacancy occurs in the office of the *Vice president*, a special election shall be held within thirty days of an accepted resignation. The Secretary shall notify the voting membership in writing of the special election.

If a vacancy occurs simultaneously in the office of the *President* and the *Vice President*, a majority of the Board of Directors shall elect a *President Pro-Tempore* from within the Board of Directors.

If a vacancy occurs in either the office of *Secretary and/or Treasurer*, the President shall, with the Board of Directors' confirmation, appoint a qualified member to fill the vacancy for the remainder of the term.

V. MEMBERSHIP

A. General

The Membership Committee chairperson will coordinate membership campaigns with the President and the Association Secretary. Membership applications shall be screened by the Board of Directors 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 applicable point of contact for coordination with the applicant. Applicants who have selected an inappropriate category will be contacted by the President to resolve the issue.

The Board of Directors shall make a binding determination on any application, which appears to be in conflict with specified criteria.

B. Categories for Membership

Individual Member -Individual membership is defined as a person who is directly responsible for directing, planning, administering or coordinating emergency management activities for their respective organization be it public, private or non-profit. This membership category allows service on the Board of Directors, committees and to chair committees, with full general voting rights.

Lifetime Member -Lifetime membership may be awarded to an individual member who has been a member for ten (10) or more consecutive years, and to past Presidents of this association who have served their term of office (provided the member is no longer associated with a political subdivision or organization/party in a capacity which would make them eligible for Individual membership status). This membership category is in force for the remainder of the member's life. Life members have full voting rights and may chair or serve on committees, but may not hold office or serve on the Board of Directors.

Associate Member - Associate membership is defined as a person who supports emergency management activities. They may be an elected official, public safety organization member, emergency management support personnel, American Red Cross or CERT volunteer or any other person who believes in and supports the Association's purpose, who may not be eligible for membership in any other category. This membership category allows service on and to chair committees, but does not allow for Board of Director service. Voting rights extend to general matters (excluding Elections, By-Laws, Expenditures and Special Votes called for by the President or the Board of Directors).

Corporate Member- Corporate membership is defined as and afforded to any business or industry, political entity or other group or organization that is interested in furthering the emergency management profession and aligns with the purpose of this Association. This membership category allows service on and to chair committees, but does not allow service on the Board of Directors. Voting rights extend to general matters (excluding Elections, By-Laws, Expenditures and Special Votes called for by the President or the Board of Directors).

Honorary Member- 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 serve on committees, but may not vote or hold office.

Student Member - Student membership may be afforded to any individual attending and accredited post-secondary school in an emergency management program on a part-time or full time basis. This membership status is supported by a current transcript or student grade report stipulating course(s) of study and current year. Student members may serve on committees, but may not chair, vote or hold office or serve on the Board of Directors.

C. Dues

Membership dues are established at the following minimum rates: (per year)

Individual Membership \$50.00

Associate Membership \$25.00

Corporate Membership:

\$150.00 for 1-10 corporate employees

\$250.00 for 11 or more corporate employees

Honorary Membership No Dues

Life Membership No Dues

Student Membership \$15.00

Dues paid cover the twelve month (1 year) period forward of the date of payment. Dues owed in arrears will be requested by formal invoice issued through USPS. Any proposed dues increase schedule and rationale shall be presented to the general membership for approval at monthly meetings, or at the annual conference.

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.

2. Rosters

It shall be the policy of this Association to provide its members with rosters of the officers and membership of the Association. Immediately following the Annual Conference, the name, address and telephone numbers for the following duty positions shall be published at the Association web site:

President, Vice President, Secretary, Treasurer, Immediate Past President and Committee Chairpersons

3. Information

The Secretary may publish and distribute a NEWSLETTER to all members available on the website and subject to available staff, interest and funding allocated by the Board of Directors as reflected in the annual budget. Each member of the Association is encouraged to submit items of interest for publication in the NEWSLETTER. The Board of Directors is responsible for making decisions regarding the format, content and distribution of the NEWSLETTER.

With 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 President.

VI. AWARDS

Members wishing to nominate any individual for an award should forward their nominations to the Secretary for distribution to an Awards and Recognition Chairperson. The Awards and Recognition Chairperson shall render in writing to the President a determination of eligibility for all awards to be given by the Association as outlined in the Committee guidelines.

The President or an appropriate designee shall present awards and recognitions at a time that is consistent with Association protocol.

A. Types of Awards

The Association authorizes the following awards:

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

2. Presidential Citation - to be selected and awarded, as warranted, by the Association President to an outstanding contributor and representative of the principles and practices for which the Association stands.

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

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

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

VII. INFORMATION TECHNOLOGY

(WEBSITE)

A. General

The RIAEM Web Site www.riaem.com and www.riaem.org are maintained as a primary communication tool for the membership. The Web Site will contain information concerning the Association, its structure and policies, the Certification Program, Committees of the Association, Scope of the Association, Conferences, and special topics of interest including vendor and sponsor ads that are paid for by our supporting industry.

B. Management

General oversight of the Web Site is delegated to the President and maintained under a contract authorized by the Board. The President can name a Webmaster to maintain the site. Major changes in design and content required Board approval.

C. Submitting Material

Material will be reviewed and approved by Board of Directors. All material is subject to editorial review. Committee Chairs and Board of Directors members submit information and reports to the President.

(SOCIAL MEDIA)

A. General

Social Media such as Facebook, Twitter or any other similar technology requires the vote of the membership to be used by the organization. It will then be voted on annually to continue. No member is allowed to start a social media site representing it as being affiliated with this organization.

B. Management

The President with the consent of the Board of Directors may chose an individual to act as the manager of the social media site. This manager may only manage the site and is responsible for following the directions of the President and Board of Directors as to content and material that is posted and shared on the site Oversight of any approved social media use rests with the President and Board of Directors. At any point it is deemed not in the best interest of this association the Board of Directors may vote to have the site removed or discontinued.

(EMAIL)

A. General

The Association shall maintain E-mail accounts for the Board of Directors only. Additional accounts to committee chairs may or may not be available. These accounts are to be used for the purpose of the association and are not for personal use. Inappropriate emails will not be tolerated and loss of use and removal from the organization may occur. Board and Committee members must transfer their accounts to their replacements.

VIII Adoption of Administrative Policies and Procedures

The adoption of this administrative policy and procedure guide will be maintained as follows:

A. At the Board meeting immediately following the Annual meeting, the Board of Directors shall ratify and/or amend the Administrative Policies and Procedures which shall set forth the duties and responsibilities of all those who act on behalf of the Association.

B. Any Individual member of the Association may submit to the Board of Directors an amendment to the Administrative Policies and Procedures. Such amendments shall be considered and acted upon by a roll call vote of the Board of Directors.

C. Annually, all members shall be informed electronically of any amendments or changes adopted in the latest version of the Administrative Policies and Procedures.

ADOPTED

PRESIDENT _____

DATE_____

SECRETARY _____

DATE_____