

**ILLINOIS EMERGENCY
SERVICES MANAGEMENT
ASSOCIATION**

CONSTITUTION & BY-LAWS

**AN ILLINOIS NOT FOR PROFIT
ORGANIZATION**

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ARTICLE I – IDENTITY & SCOPE OF THE ORGANIZATION

The organization described in this document is the Illinois Emergency Services Management Association, a non-profit organization incorporated by and under the laws of the State of Illinois. The Association shall consist of representatives of political subdivisions within the state as accorded recognition by the Illinois Emergency Management Agency Act of 1994, or revisions of such Act, and life and honorary members and representatives from the ranks of industrial, commercial and educational institutions as may receive recognition under the Constitution and By-Laws of the Association. Within the territorial limits of the State of Illinois, this Association shall be sectioned into regional or geographical patterns as established by the Illinois Emergency Services Management Association Executive Board as established by the Association Policies and Procedures.

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ARTICLE II – PURPOSE & OBJECTIVES

The broad objectives of the Illinois Emergency Services Management Association are to assist state and local government to maintain an effective emergency services and disaster management program locally and statewide; to be a vital and effective element of our National Incident Management System and Homeland Security Initiatives; and, through research, educational and information programs, to advance the professional standards of individuals so engaged. Within these broad objectives, the Association has as its purposes:

Section 1 - Purpose

- A. To coordinate the efforts of its members in a common cause, to protect the lives and property of all persons within its territorial limits from enemy action or natural disaster, and to preserve our national security.
- B. To evaluate and disseminate the common experiences and collective judgment of local EMA/ESDA organizations and those other specialists trained in and responsible for emergency management activities.
- C. To serve as a clearing house for the collective experiences, ideas and/or suggestions as well as successful course of action among our members and to make this material available to our members and agencies, both private and governmental.
- D. To provide opportunities for the members to keep abreast of new developments and approved principles relating to emergency management and to encourage members to take advantage of these services.
- E. To act in concert with and in a professional advisory capacity to other organizations regarding emergency management/preparedness matters.

Section 2: Objectives:

To establish a medium for effecting liaison between public safety, industrial, commercial and educational organizations and emergency management agencies.

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ARTICLE III – MEMBERSHIP & MEMBERSHIP DUES

There shall be six classifications of membership listed as follows:

- A. **DELEGATE:** Membership in the Association shall be extended to a political subdivision, (i.e.: County, Township, City, Village or Incorporated Town) and such membership rights and duties shall be exercised only by the individual responsible for the administration of their emergency management program and with the duty of carrying out the requirements of the Illinois Emergency Management Agency Act of 1994 and any revisions of said Act. A Delegate membership will be accorded to the individual who has been appointed by their political subdivision to be the coordinator, director or liaison charged with the responsibility and has met all educational requirements to hold that position as outlined in the Illinois Emergency Management Agency Administrative Rules.
- B. **PROFESSIONAL/TECHNICAL:** Individuals with responsibility in emergency management/preparedness, emergency services or related fields, other than as a qualified delegate member who are sponsored by a Delegate member of the Association. Individuals in local, state, and Federal governments, as well as public safety, health and medical, private industry, educational, military, local emergency response planning and coordination also qualify for professional/technical membership.
- C. **ASSOCIATE:** Individuals sponsored by a delegate member of their political subdivision, who do not qualify for a professional/technical membership, but are concerned with and are involved with the emergency management/preparedness program in their discipline.
- D. **AFFILIATE:** Individuals, businesses, groups, and organizations from the private and/or non-profit sectors, sponsored by a delegate member that support the goals and objectives of the Association and/or provide a service and product useful to the emergency management/preparedness, emergency services and related fields.
- E. **HONORARY:** Honorary membership may be awarded to individuals and/or businesses, groups and organizations from private and non-profit sectors for outstanding contributions to the advancement of emergency management/preparedness or distinguished contributions to the advancement of the goals and objectives of the Association.
- F. **LIFE:** Life membership shall be accorded to each Delegate or Professional/Technical member who have been continuous member for 15 years or more, and is no longer associated with a political subdivision in a capacity which would make them eligible for such membership., and Those who are Past-Presidents of this Association and are no longer associated with a political subdivision in a capacity which would make them eligible for such membership having serviced their term of office, shall be by virtue of their accomplishments be known as Past-Presidents/Life Members.

Section 2 – Dues & Assessments;

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- A. Membership Dues: Membership dues shall be paid annually, in advance in an amount and at a time established by the Executive Board and confirmed by the membership.

- B. Special Assessments: Special assessments may be made in a manner prescribed by the Executive Board with prior approval of the membership.

Section 3 – Removal of Member:

By two-thirds (2/3) vote of the Executive Board, at an Executive Board meeting or Special Meeting with a quorum present, any member of the Association may be suspended of this membership or terminated for any activity or behavior which may be deemed contrary to the best interest of the Association.

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ARTICLE IV – VOTING RIGHTS

Section 1 – Voting Rights:

Voting rights for all members are contingent upon meeting and maintaining qualifications for membership and payment of all dues, fees and special assessments.

Section 2 – Voting Membership:

Membership shall be accorded voting rights as follows:

- A. **Delegate:** shall be accorded one (1) full vote per membership
- B. **Professional/Technical:** shall be accorded one (1) full vote per membership
- C. **Associate:** shall be considered a non-voting membership.
- D. **Affiliate:** shall be considered a non-voting membership
- E. **Honorary:** shall be considered a non-voting membership.
- F. **Life:** shall be accorded one (1) full vote per membership.

Section 3 – Proxy/Absentee Voting:

Voting by proxy will not be permitted. Absentee voting shall be permitted as prescribed in the Association Policies and Procedures.

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ARTICLE V – OFFICERS OF THE ASSOCIATION

Section 1 – Officers:

- A. Officers Elected: Officers elected by the voting membership shall be:
1. President
 2. First Vice-President
 3. Second Vice-President
 4. Secretary
 5. Treasurer
- B. Officers Appointive/Regionally Elected: Regional Vice-Presidents shall be elected by their Region and Installed to the executive board by the President. Each region shall certify to the President at least thirty days prior to the Annual Meeting of the Association their selection of Regional Vice-President for the ensuing year.
- Regional Vice-Presidents must hold membership from a political subdivision located within the region from which they are selected.
- C. Officer Appointed: Officers appointed by the President and with consent by the Executive Board shall be:
1. Executive Secretary
- D. Officer Designated: If a vacancy occurs in the office of Immediate Past-President the next most Immediate Past-President will assume the position with the consent of the Executive Board.

Section 2 – Qualifications for elective/Appointive Office:

With the exception of the office of Regional Vice-President, no person may be elected or appointed to an office or continue to hold an elective or appointed office unless they are a member in good standing of the Association and with at least one year consecutive membership prior to being elected or appointed.

All persons elected or appointed to office shall exhibit qualities of leadership and have an active interest in the Association and emergency management/preparedness program. The Office of President, First Vice-President, and Second Vice-President must hold a delegate membership. The Office of Secretary and Treasurer and Regional Vice-President must hold, at a minimum, a Pro/Tech Membership.

Section 3 – Method of Selection:

An election shall be held at the Annual Meeting of the Association.

- A. President: the person holding the Office of First Vice-President shall automatically be designated as the President.
- B. First Vice-President: the person holding the Office of Second Vice-President shall automatically be designated as the First Vice-President.

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- C. First Vice-President Elect: in the event of a mid-term Presidential appointment of the Second Vice-President, the appointed Second Vice-President must run for and be elected from the open ballot to the Office of First Vice-President by the membership at the next annual election in accordance with the same procedures for the Second Vice-Presidential election..
- D. Second Vice-President, Secretary, Treasurer: Not less than ninety (90) days prior to the election date, prospective candidates for office shall place their names and qualifications in the hand of the nominating committee for consideration of placement on the Official Ballot.
- E. Nomination from the Floor: nomination of additional candidates for the office of Second Vice-President, Secretary, Treasurer, shall be permitted from the floor in accordance with Article IV, Elections/Voting, Section C of Officers in the Policies and Procedures.

Section 4 – Term of Office:

- A. The term of office for an Elected Officer shall commence upon taking the Oath of Office and expire at the next swearing-in ceremony.
- B. The term of office for an Appointed Officer shall commence upon taking Oath of Office and expire at the next swearing-in ceremony.
- C. Upon completion of Term of Office or Removal from Office, and within thirty (30) days, all accounts, records, materials and monies properly the property of the Association, shall be placed in the hands of the Executive Board or the representative thereof.
- D. No person, elected or appointed, may hold more than one (1) elected or appointed office at the same time.

Section 5 – Vacancy in Office:

- A. Whenever a vacancy occurs in an office of the Association for a reason other than expiration of the Term of Office, the vacancy shall be filled in the following manner:
 - 1. President: if a vacancy occurs in the Office of President, the First Vice-President shall assume that office.
 - 2. First Vice-President: if a vacancy occurs in the Office of First Vice-President, the Second Vice-President shall assume that office.
 - 3. Second Vice-President: if a vacancy occurs in the Office of Second Vice-President, the President shall appoint, with the consent of the Executive Board, a successor to that office who shall serve out the term until the next general election of the Association.
 - 4. Secretary and Treasurer: if a vacancy occurs in the Office of the Secretary or Treasurer, the President shall appoint, with the consent of the Executive Board, a successor to that office who shall serve out the un-expired term at which time an election will be held.

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5. If a vacancy occurs in the Office of a Regional Vice-President, a special election will be held within the region and the President will install a new Regional Vice President to serve out the unexpired term.
6. Appointed Officers: if a vacancy occurs in the Office of Executive Secretary, the President shall appoint, with the consent of the Executive Board, a new appointee to serve out the un-expired term.

Section 6 – Removal of Elected Officer:

An officer may be removed from an office for just cause by 2/3 vote of the Executive Board. The cause for removal will be presented to the Executive Board at a regular scheduled meeting during the executive session with the vote occurring no sooner than the next regular scheduled meeting.

Section 7 – Nominating Committee:

- A. The President shall appoint a Nominating Committee consisting of one (1) delegate member from each region and a Chairman chosen from those selected. With the consent of the Executive Board the Committee shall be affirmed. This Committee shall be named at least ninety (90) days prior to election.
- B. This Committee shall receive the names and qualifications of prospective candidates for election to office. Upon examination and majority vote of Committee as to suitable qualifications, their name will be placed on the Official Ballot.

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ARTICLE VI – DUTIES

Section 1 – President:

- A. The President shall preside at all meetings of the Association and meetings of the Executive Board and perform all the duties incumbent upon an association President. The President shall be in attendance of a minimum of three (3) Executive Board meetings per year.
- B. The Executive Secretary shall be bonded in an amount established by the Executive Board, but in no event for less than Thirty Thousand dollars (\$1,000,000.00).

Section 2 – First Vice-President:

- A. In the event of the absence or disability of the President, the 1st Vice-President shall perform all the duties of President. The 1st Vice President shall be in attendance of a minimum of three (3) Executive Board Meetings per year.

Section 3 – Second Vice-President:

- A. In the event of the absence or disability of the President and the 1st Vice-President, the 2nd Vice-President shall perform all of the duties of the office. The 2nd Vice-President shall also serve the Executive Board as they may designate. The 2nd Vice-President shall be in attendance of a minimum of three (3) Executive Board Meetings per year.

Section 4 – Immediate Past President:

The Immediate Past-President shall act in an advisory capacity to the Executive Board and may preside at meetings of the Association when requested by the President, First Vice-President or Second Vice-President.

Section 5 – Regional Vice-Presidents:

Each Regional Vice-President shall act as a liaison officer between the Association and the members of their respective regions. Each shall serve on the Executive Board and as a representative of the Association in his/her region in all matters pertaining to the Association, subject to approval of the Executive Board. They shall communicate actions and decisions of the Executive Board to their regional members, communicate concerns of the membership to the Executive Board and conduct an annual meeting of their regional membership. Minutes of the Regional Meetings shall be transmitted to the Secretary for dissemination to the entire Executive Board.

Each Regional Vice-President may designate another member from within their region to represent them as a Delegate at Executive Board meetings or other functions. The Regional Vice-President must submit a letter to the President and Executive Board indicating this representative's name, term of service and authority. This designated member will be known as the Delegate Regional Vice-President and when authorized by the Regional Vice-President may have all of the powers of the Regional Vice-President. In no case can a Regional Vice-President and Delegate Vice-President from the same region vote on matters of the Association at Executive Board meetings.

Section 6 – Secretary

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At all meetings of the Association and all meetings of the Executive Board, the Secretary shall keep, or cause to be kept accurate records of such proceedings and upon approval of such records place them in a record book. The Secretary shall be in attendance at a minimum of three (3) Executive Board meetings per year.

Section 7 – Treasurer:

- A. The Treasurer shall have responsibility for all monies and securities belonging to the Association according to policies and procedures established by the Executive Board shall disburse or direct the disbursement of all Association funds. He/she shall keep, or cause to be kept, accurate accounts of all monies received or disbursed by the Association. At the expiration, or within thirty (30) days of the Term of Office, he shall turn over to his successor, or to the Executive Board an audited account of stewardship and all monies and property to the Association. The Treasurer shall be in attendance at a minimum of three (3) Executive Board meetings per year.
- B. The Treasurer shall be bonded in an amount as established by the Executive Board, but in no event for less than Thirty Thousand Dollars (\$1,000,000.00).

Section 8 – Executive Secretary:

- A. The Executive Secretary shall under the direction of the President, Executive Director or in the absence of the Executive Director the Executive Board, conduct the general administrative duties of the Association. They shall be paid in accordance with the services rendered as approved by the Executive Board. The Executive Secretary shall be an Ex-Officio member of the Executive Board but shall not be accorded voting rights. The Executive Secretary shall be in attendance at a minimum of four (4) Executive Board meetings per year.
- B. The Executive Secretary shall be bonded in an amount established by the Executive Board, but in no event for less than Thirty Thousand dollars (\$1,000,000.00).

Section 9 – Executive Director:

- A. The Executive Director shall under the direction of the President and Executive Board, conduct the general business of the Association. The Executive Director will administer the grants of the Association. They shall be paid in accordance with the services rendered as approved by the Executive Board. The Executive Director shall be an Ex-Officio member of the Executive Board but shall not be accorded voting rights. The Executive Director shall be in attendance at a minimum of four (4) Executive Board meetings per year.
- B. The Executive Director shall be bonded in an amount established by the Executive Board, but in no event for less than Thirty Thousand dollars (\$1,000,000.00).

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ARTICLE VII – EXECUTIVE BOARD

Section 1 – Membership

The Executive Board shall consist of the President, First Vice-President, Second Vice-President, Secretary, Treasurer, Regional Vice-Presidents and all Past-Presidents who hold a Delegate membership and pursuant to the articles of incorporation, this shall constitute the Board of Directors.

Section 2 – Meetings

- A. Regular Executive Board Meetings: within sixty (60) days following the election of Officers, the Executive Board shall meet to determine Association Policy for the ensuing year. The Executive Board shall meet to conduct regular business of the Association at such other times as the President may direct; provided that all Executive Board Members shall be notified at least ten (10) days in advance of such meetings. In accordance with Policies & Procedures Article III, Conferences and Meetings, Section A General, Executive Board Meetings.

- B. Special Executive Board Meetings: upon request of a majority of the elected officers of the Association, the President shall call a special meeting of the Board. At such meeting only business as necessitated the call may be transacted. In accordance with Article III, Conferences and Meetings, Section A General, Special Meetings.

Section 3 – Special Authority:

If it is impracticable to convene the Executive Board and circumstances demand that the President act on behalf of the Association, the President may be authorized to do so with the approval of a quorum of the Executive Board.

Section 4 – Quorum:

At meetings of the Executive Board, eight (8) Executive Board members present shall constitute a quorum.

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ARTICLE VIII – COMMITTEES

Section 1 – Committees, Appointment of:

Committees shall be appointed by the President for the purpose that, in his judgment, will best serve the interests of the Association and Emergency Management/Preparedness Programs.

Section 2 – Ex-Officio Membership:

The President and First Vice-President shall be Ex-Officio members of all committees, with the exception of the Nominating Committee.

Section 3 – Types of Committees:

There shall be three (3) types of committees in the Association.

- A. Standing Committee: these are continuing committees, established to advise upon the administrative and organizational affairs of the Association.
- B. Special Committees: those committees that are conducted with various aspects of the Emergency Management/Preparedness Programs, rather than the administrative affairs of the Association.
- C. Ad-Hoc Committee: these committees may be formed at any time for special purposes or assignment and shall cease to function when their specific task is completed.

Section 4 – Committee Composition:

Certain committees shall have a membership which is identified by the following annotations and the Policy & Procedure document of the Association rather than the President or Committee Chair preference. Those committees include but may not be limited to the:

- A. Budget Committee:
 - 1. The Budget Committee shall be composed of the statewide? Elected Officers of the Association, Executive Director and one Regional Vice-President appointed by the President from a region other than ones represented by the above listed committee membership.
 - 2. The Executive Secretary shall present an expenditure report to the committee and will remain at all Budget Committee meetings to answer to that report.
 - 3. The Association Secretary will record minutes of every committee meeting. In his/her absence, the President will assign another committee member to record the minutes.
 - 4. The Budget Committee shall meet prior to the fiscal year end to prepare a budget which shall be ratified by the Executive Board at their final meeting of the fiscal year.

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5. This budget and fiscal year end Treasurer's Report shall be distributed to the membership in the form of an annual report, which shall be published electronically by the end of the fiscal year and will also be distributed to the membership prior to the annual meeting.

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ARTICLE IX – MEETINGS OF THE ASSOCIATION MEMBERSHIP

Section 1 – Regular Meetings:

The Association Membership shall meet at times and places designated at least one (1) year in advance, and at such times and places as established by the Executive Board at the Annual Meeting of the Association.

Section 2 – Annual Meeting:

The first regular Membership Meeting shall be designated as the annual meeting.

Section 3 – Special Meeting:

By authority of the President or a majority vote of the Executive Board, a special meeting of the Membership of the Association may be convened for a special limited purpose, such specific limited purpose shall be in the notice of the meeting announcement at least thirty (30) days previous to the date set for the meeting and published to the Association Membership

Section 4 – Quorum:

At any Regular or Special Meeting of the Association, there shall be in attendance, voting delegates representing at least thirty-five (35) votes to constitute a quorum.

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ARTICLE X – FISCAL RESPONSIBILITY

The fiscal year of this Association shall be January 1st through December 31st.

No fund raising activity shall be undertaken by or on behalf of any regional organization without prior approval of the Executive Board.

ARTICLE XI – PARLIAMENTARY AUTHORITY

Robert's Rule of Order shall be the parliamentary authority for all matters of procedure not specifically covered by the Constitution, By-Laws, and/or Polices and Procedures of this Association.

ARTICLE XIII – AMENDMENT/REVISION PROCEDURE

This constitution may be amended and/or revised by two-thirds (2/3) vote of the members present at any regular membership meeting of the Association, providing that notice of such proposed amendments shall be circulated to all members at least thirty (30) days in advance of said meetings; and, provided further that such notice shall contain a copy of the amendment to be considered. Proposed amendments shall be submitted by or through the Constitution and By-Laws Committee or the Executive Board at least ninety (90) days in advance of the general meeting of the Association.

ARTICLE XIII – DISCLAIMER OF ENDORSEMENTS

No individual member or group of members representing the Association shall have the authority to endorse or recommend any product or service in the name of the Association.

ARTICLE XIV – REVOCATION

This Constitution and By-Laws revokes the Constitution adopted at the annual meeting of the Association at East Peoria, Illinois on April 16, 2004, and all subsequent amendments thereto.

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ARTICLES XV – MISCELLANEOUS

Section 1 – Definitions:

Unless otherwise specifically set forth herein, words and phrases in this constitution shall have the following meaning:

- A. “Shall” is mandatory and “May” is permissive.
- B. The masculine gender shall include the feminine gender.
- C. “Political Subdivision” means any County, Township, City, Village, or Incorporated Town.
- D. “Emergency Management/Preparedness” as used in this Constitution shall mean all of the measures undertaken to minimize the effects of enemy attack or natural disaster, to relieve distress among disaster victims and to aid in the recovery and rehabilitation period after disaster. It shall include such activity as the development of appropriate organizational and operational plans; the recruitment and training of personnel; the establishment of systems for warning the public against impending disaster; and, the establishment of a system of shelters for protection against the effects of nuclear attack.
- E. “Association” whenever used shall mean the Illinois Emergency Services Management Association (IESMA).
- F. “ESDA” whenever used shall mean Emergency Services and Disaster Agency.
- G. “EMA” whenever used shall mean Emergency Management Agency.

Section 2 – Validity:

If any provision of this Constitution and By-Laws, or application thereof to any person or circumstances, is held invalid by a court of law, the remainder of this Constitution and By-Laws and the application of its provisions to other persons or circumstances shall not be affected thereby.

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ARTICLE XVI – REGIONAL CHARTER

Section 1 – Regional Organization:

If a Regional Organization, conforming to regional boundaries as established by the Illinois Emergency Services Management Association, Executive Board and provided they have a minimum of ten (10) Delegate members and adopt a constitution in harmony with the Illinois Emergency Services Management Association Constitution, a Charter shall be issued by the President with consent of the Executive Board.

Section 2 – Annual Charter Fee:

The Executive Board of the Association may authorize an annual charter fee for each Regional Organization upon begin issued a charter from the President and may authorize an annual renewal of charter fee.

Section 3 – Charter Revoked:

A Regional Charter may be revoked by the Executive Board for failure to maintain minimum membership requirements.

Section 4 – Fund Raising:

No fund raising activity shall be undertaken by or on behalf of any Regional Organization chartered under this Article unless prior approval has been obtained from the Illinois Emergency Services Management Association's Executive Board.

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ARTICLE XVII – ADMINISTRATIVE POLICIES & PROCEDURES

The Executive Board shall, at its first meeting after this Article is adopted, establish a set of Policies and Procedures which shall be mandatory upon all Officers of this Association in the conduct of Association affairs.

The Policies and Procedures shall establish administrative standards and procedures, and when deemed appropriate, interpret the provision of this Constitution. The Executive Board is empowered to formulate the Policies and Procedures and make changes thereto. Such provisions of the Policies and Procedures shall be drafted so as not to conflict with this Constitution. Policies and Procedures enacted shall become effective by a vote of a simple majority of the Executive Board members present at any regular meeting of the Executive Board or a Special Executive Board Meeting when called for that purpose.

Amendment, changes or deletions to previously enacted Policies and Procedures shall be by two-thirds (2/3) majority vote of members present at any regular or special called meeting.

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ARTICLE XVIII – EFFECTIVE DATE

This Constitution will take effect the day following adjournment of the meeting at which it was adopted.

APPROVAL

Approved by the membership at the annual meeting of the Illinois Emergency Services Management Association.

April 18, 2008

Decatur, Illinois

Which replaces the Constitution adopted April 16, 2004 in East Peoria, Illinois and all revisions and amendments thereto.

Secretary

President