

CONSTITUTION AND BYLAWS OF THE MARYLAND EMERGENCY MANAGEMENT ASSOCIATION

May 2024

Definitions

Term	Definition
Annual Meeting	The Annual Meeting is a general meeting for Association members that is held once a year to discuss Association business and hold elections. This meeting is in addition to or in conjunction with the Annual Symposium.
Executive Decision	This occurs when 75% of the Executive Committee votes in favor or against the proposed motion, excluding financial or bylaw changes.
Ex-Officio	The most recent previous officer of an Executive Committee position. Ex-officio positions may be invited to join the Executive Committee for up to one year to support the transition of officers and provide guidance to the new Committee. This position holds no voting rights on the Executive Committee.
Good Standing	Good standing refers to an individual's membership status. An individual in good standing has paid their active membership fee within the designated registration period.
Majority Vote	A Majority Vote shall consist of 50% plus 1, which is required to pass a proposed motion.
Robert's Rules of Order	A framework that is comprised of codes and rules of ethics that helps groups facilitate orderly meetings that allow the majority to rule while allowing the minority voices to be heard.
Special Meeting	A meeting called by the President or Executive Committee that is not outlined in Article XIII.
Quorum (Association)	A quorum shall be found when ballots are received from 25% of active members.
Quorum (Executive Board)	At such meetings, any three Officers shall constitute a quorum.

CONSTITUTION AND BYLAWS OF
THE MARYLAND EMERGENCY MANAGEMENT ASSOCIATION

ARTICLE I
IDENTITY AND
SCOPE

- Section 1. The name of this Association shall be the Maryland Emergency Management Association, a non-profit organization incorporated under the laws of the State of Maryland.
- Section 2. The motto of the Association shall be “Partners in Preparedness.”

ARTICLE II
PURPOSE

- Section 1. The purpose of this Association shall be:
- (a). To promote and support all-hazard emergency management in the State of Maryland.
 - (b.) To coordinate the common efforts of its members to protect the lives and property of all persons within the State of Maryland against the effects of disasters or enemy attack.
 - (c.) To actively cultivate a culture of continuous professional development and uphold elevated ethical standards amongst partners in preparedness within the State of Maryland.
 - (d.) To evaluate, disseminate, and to act as repository for ideas and suggestions for the common experience and collective judgment of those specialists trained and responsible for all-hazard emergency management.
 - (e.) To act in concert with and in a professional advisory capacity to other organizations regarding all-hazard emergency management.
 - (f.) To promote Emergency Management-related scholarship opportunities for its members and raise funds for the Association’s Donald “Doc” Lumpkins Scholarship program.

ARTICLE III
MEMBERSHIP

- Section 1. Active Membership. The Active Membership of the Association consists of individuals who are affiliated with the federal, state, local private, or public sector of emergency management, emergency preparedness or Homeland Security. An active member must also be in good standing which is defined as an

individual who has paid their active membership fee within the designated registration period. Once the fee is paid during the membership year, active membership status is maintained, irrespective of events such as retirement, government reorganization, reduction in force, or other actions (except in cases of removal for cause).

- Section 2. Student. The Student Membership of this Association shall be comprised of those persons actively enrolled in a course of study and are not currently employed in the field, at any level, of emergency management, emergency preparedness, or Homeland Security. This category is only open to current students of an accredited college or university. Student members shall not be entitled to vote or hold office in this Association but will have the right to participate in all other association activities and/or the student council.
- Section 3. Life Membership. The Life Membership of this Association shall be composed of persons who were former, Active Members of this Association for five years or more who are no longer eligible for membership as set forth in Article III, Prior Active Members who are interested in retaining their affiliation with the Association shall not be entitled to vote or hold office in this Association, but will have the right to participate in all other Association activities.
- Section 4. Affiliated Membership. The Affiliate Membership is for individuals who do not work or live in the State of Maryland but are interested in participating in the Association. Affiliated Members shall not be entitled to vote or hold office in this Association, but will have the right to participate in all other Association activities.

ARTICLE IV VOTING AND AMENDMENTS

- Section 1. Every active member, physically or virtually, at a regular or special meeting of the Association shall be entitled to cast one vote on any issue coming before the membership. Voting by an absentee ballot or completely virtually is permitted when done through a means which is approved by the Executive Committee. Each member who wishes to cast a vote must have paid their dues prior to the meeting in order to vote.
- Section 2. A vote can be passed through one of two methods. The primary method of voting is votes cast by active members. A quorum shall be found when ballots are received from 25% of active members. This percentage will include absentee ballots or virtual votes if the meeting is hybrid. A Majority Vote shall consist of 50% plus 1, which is required to pass a proposed motion. The second method, to be used exclusively in emergency situations or for outcomes with minimal impact on the Association, is an Executive Decision. This occurs when 75% of the Executive Committee vote in favor or against the proposed motion, excluding financial or bylaw changes. If an Executive Decision is

made in response to an emergency situation, the outcome of that decision must be presented to the entire Association for a Majority Vote.

Section 3. This Constitution and Bylaws may be changed or amended at any Association meeting by Majority Vote.

Section 4. A notice of proposed changes or amendments shall be issued to all members at least thirty days in advance. If the criterium for Majority Vote is met on voting day, a decision will be made on the proposal.

ARTICLE V MEMBERSHIP FEES

Section 1. The Executive Committee will determine appropriate annual membership fees, for all membership types, based on the previous fiscal year's annual audit meeting held by September 30. The proposed annual membership fees will then be voted upon by active members.

Section 2. Funds raised by membership fees, during the fiscal year, shall not be used for the Annual Symposium unless approved in a vote of the membership during a regular or special meeting of the Association.

ARTICLE VI FISCAL YEAR

Section 1. The fiscal year of the Association shall be from July 1 through June 30.

Section 2. An audit of the previous fiscal year shall be completed by August 31 and these findings shall be shared with the Association by September 30.

ARTICLE VII OFFICERS

Section 1. The officers of this Association shall be a President, First Vice-President, Second Vice-President, Secretary, Treasurer and Parliamentarian. Officers shall be elected at the Annual Meeting by a majority vote of active members. The Parliamentarian will hold no voting rights on the Executive Committee.

Section 2. The ex-officios for the positions of President, Treasurer, and Parliamentarian can serve on the Executive Committee, as needed, for up to a year. The ex-officios hold no voting rights on the Executive Committee.

Section 3. The Student Council will have one to two representatives serve on the Executive Committee. The representatives hold no voting right on the Executive Committee.

- Section 4. Any active member, having been a member for a minimum of one year, may seek and hold an elective office in the Association.
- Section 5. The term of each office shall be for a period of one fiscal year, beginning July 1 after the election has occurred.
- Section 6. The consecutive term limit for President, First Vice President, and Second Vice President shall not exceed three terms. However, after leaving office for a year or serving in a different officer position, that member can seek re-election for the position of President, First Vice President, or Second Vice President.
- Section 7. In the event of the President's resignation or inability to complete their term, the First Vice President will automatically assume the role of President and promptly inform the Association's officers. The Second Vice President will then take the role of the First and Executive Committee will make the Association aware. A re-election will be held within 60 days of the Second Vice President vacancy. This process will remain true if the First Vice President resigns or is unable to complete their term. It is important to note that, under these specific circumstances, this appointment will not be considered a term served, as outlined in Section 6.
- Section 8. Should the Parliamentarian resign or be unable to fulfill their term, the Association will be notified and a re-election will be held within 60 days of the vacancy.
- Section 9. Should the Secretary or Treasurer resign or be unable to fulfill their term, the President will nominate a member meeting the qualifications outlined in Section 4 to complete the remainder of the term. The final decision on the nominee's fitness for the role will rest with the remaining officers. The Association will have the final say if the committee cannot come to a decision.

ARTICLE VIII DUTIES OF OFFICERS

- Section 1. The President shall: Preside at all regular and special meetings of the Association and be Chair of the Executive Committee, carry on the activities of the association between meetings, make arrangements for the holding of meetings, have authority to make expenditures for and on behalf of funds available in the treasury. At the Annual meeting the President shall report the state of the Association to the membership.
- Section 2. The First Vice President shall perform the duties of the President during the disability or absence of the President. Should the office of the President become vacant, the First Vice President shall succeed to that office. The First Vice President shall monitor all committees within the Association and may perform such other duties as requested by the President.

- Section 3. The Second Vice President shall monitor all caucuses within the Association. Moreover, the Second Vice President is empowered to call meetings of the Executive Committee to approve caucuses and their chairpersons. Additionally, the Second Vice President is responsible for the recruitment of new members to the Association.
- Section 4. The Secretary shall be the guardian of all records and property belonging to the Association. The Secretary shall prepare minutes of all Association and Executive Committee meetings. The Secretary shall be responsible for maintaining the roster of all association members, including current addresses and membership types. They are also responsible for making appropriate notice of meetings, sending out a list of active voting members at least one week before meetings, and carrying out any correspondence as necessary.
- Section 5. The Treasurer shall be the curator of all funds belonging to the Association. The treasurer shall maintain and prepare financial reports for each general membership and executive committee meeting of the association. Additionally, the treasurer will work with the secretary to ensure the active membership list is up to date. The treasurer shall receive and disburse funds in accordance with acceptable accounting procedures and shall deposit funds in a financial institution as agreed to by the executive committee. Upon approval of the President, the treasurer shall make payments for expenses incurred by the association. The Treasurer shall be bonded to the amount annually at the expense of the Association decided upon in the Audit Meeting, held in September.
- Section 6. The Parliamentarian shall support the Association by providing context surrounding the bylaws and an explanation of Robert's Rules of Order to ensure proper conduct for all meetings. As mentioned in Article VI, Section 1, the Parliamentarian will hold no voting rights on the Executive Committee.

ARTICLE IX NOMINATION OF OFFICERS

- Section 1. Nominations for officers may be made prior to or from the floor at the Annual Meeting with prior consent from the Nominee. Proof of consent, either verbal or written in form, must be provided to the Election Committee.
- Section 2. The Election Committee, Secretary, and Treasurer will work together to ensure that all nominees meet the criteria outlined in Article VII and that Article IV is upheld.

ARTICLE X COMMITTEES

- Section 1. All committees listed within this article, with the exception of the Executive

Committee, are responsible for creating and maintaining a Standard Operating Procedures. These procedures are subject to approval by the Executive Committee. The Executive Committee must adhere to the guidelines specified within the bylaws.

- Section 2. If a committee no longer deems their chairperson fit, the committee must bring this to the First Vice President. After three notifications, the First Vice President can remove the chairperson. If a committee loses their chairperson and no other individual assumes this position, it is the responsibility of First Vice President to bring this information forward to the Association so that a potential candidate can come forth.
- Section 3. The Executive Committee shall consist of the officers of the Association and/or the immediate ex-officios identified in Article VII Section 2. At times other than the Annual Meeting, the President, First Vice-President, Second Vice President Secretary, Treasurer, and Parliamentarian may meet to act for the Association, provided all members of the Executive Committee are given two (2) business days' notice of the meeting, the proceedings of the meeting are recorded, and the findings are presented to the Association. At such meetings, any three Officers shall constitute a quorum. It is important to note that as stated in Article VII Section 2, the ex-officio members hold no voting privilege on the Executive Committee and shall not be counted as part of the quorum.
- Section 4. The Audit Committee shall ensure an annual audit of the financial records of the Association and report the results of this audit to the Executive Committee first and then at the Audit Meeting following the end of the fiscal year. The Association Treasurer will be a member of this committee and will act as Chairperson if the role becomes vacant.
- Section 5. The Bylaws Committee reviews the existing bylaws and addresses concerns, proposes changes, and oversees the change process to accurately reflect the vision of the Association.
- Section 6. The Legislative Committee monitors legislation at the State and Federal level to report out potential impacts for emergency managers in the State of Maryland. The Legislative Committee may advocate for the Association and or the profession and field of emergency management at the State or Federal level with the approval of the Executive Committee.
- Section 7. The Certification Application Review Committee (CARC) manages, coordinates, and facilitates the Maryland Professional Emergency Management Program, as established by the Association. The purpose of this committee shall be *"To foster professional and high ethical standards among the practitioners of emergency management within the State of Maryland."*
- Section 8. The Scholarship Committee shall work to maintain the application process, evaluate applications, and conduct outreach to promote the scholarship. The Donald "Doc" Lumpkins Memorial Scholarship Program is designed to nurture,

promote, and develop future emergency management professionals by furthering the education of students studying emergency management and closely related career fields.

- Section 9. The Election Committee is responsible for overseeing all voting processes (in person, virtual, or hybrid) conducted within the association. This includes soliciting nominees from the membership, confirming the interest and qualifications of candidates, and making recommendations to the membership for nominees to serve as officers of the Association. Article IX Section 2 describes the working relationship between the Election Committee and members of the Executive Committee.
- Section 10. The Symposium Committee is responsible for all facets of planning the annual symposium.

ARTICLE XI CAUCUSES

- Section 1. A caucus is a collective interest group, formed without specific deliverables, and can be established at any time within the Association. To create a caucus, any member of the Association must propose a comprehensive caucus description and purpose, along with an estimated number of interested individuals and a potential chairperson, to the Executive Committee for final approval. If a caucus becomes dormant, meaning that there is no chairperson or meetings happening, the Second Vice President will contact any current members to reinvigorate the caucus. If the caucus remains dormant, the Second Vice President can dissolve the caucus.

ARTICLE XII STUDENT COUNCIL

- Section 1. The Student Council is established to ensure a representative voice for all student members within the organization. Through this council, one to two individuals will be chosen to act as representatives on the Executive Committee, allowing students to contribute actively, even though they are unable to vote directly.

ARTICLE XIII MEETINGS

- Section 1. The Annual Meeting of the Association will be held in either the month of May or June in conjunction with the annual symposium unless changed with the approval of the Executive Committee.
- Section 2. The Mid-Year Meeting of the Association will be held in November or December unless changed with the approval of the Executive Committee.

- Section 3. Executive Committee meetings of this Association shall be held at least once a quarter.
- Section 4. As a way of conducting Association business between the Annual and Mid-Year Meetings, alternate methods such as the use of a virtual platform, with a 72 hour notice, may be utilized.
- Section 5. The Audit Meeting of this Association will be held between September 1 and September 30 of each year to report the findings of the previous fiscal year audit.

ARTICLE XIV
PARLIAMENTARY
AUTHORITY

- Section 1. Robert's Rules of Order shall be parliamentary authority for all matters of procedure not specifically covered by the Constitution and Bylaws.

ARTICLE XV
ENDORSEMENTS

- Section 1. The Association is organized for the benefit of the members thereof, and neither the members nor the Association shall in any way be authorized to endorse or recommend the endorsement of any product in the name of the Association.

