

# **IESM-WIU CHAPTER CONSTITUTION**

Approved November 11, 2009

## **ARTICLE I**

### **Name**

The name of the organization shall be:

Illinois Emergency Services Management Association – Western Illinois University Chapter (IESMA-WIU Chapter).

The organization is a student organization at Western Illinois University.

## **ARTICLE II**

### **Objectives**

The objectives of the organization shall be:

- A. To promote interest in the emergency management field.
- B. To provide fellowship among students and faculty.
- C. To represent student regard to emergency management.
- D. To provide a forum for the presentation of innovation ideas to benefit of the university community.

## **ARTICLE III**

### **Membership**

#### **A. Eligibility**

##### **1. Full Members are:**

- a. Western Illinois University Emergency Management majors, minors, or faculty/staff
- b. Devoted interest in Emergency Management.
- c. Those possessing an overall grade point average (GPA) of 2.5

##### **2. Associate Members are:**

- a. Western Illinois University students or faculty/staff with interests in Emergency Management
- b. Those possessing an overall GPA of 2.5

## B. Rights and Responsibilities of Membership

### 1. Rights

#### a. Full Members

1. Hold officer or other committee positions within the IESMA-WIU Chapter
2. Vote for officers and on amendments to the Bylaws
3. Participate within the IESMA-WIU Chapter based on established guidelines
4. Other benefits as set forth by IESMA-WIU Chapter

#### b. Associate Members

1. Hold other positions within IESMA-WIU Chapter
2. Participate within the IESMA-WIU Chapter based on established guidelines

### 2. Responsibilities

- a. Shall pay all applicable dues, fees, and other amounts owed in full
- b. Abide by all applicable Bylaws
- c. Shall maintain at least a 2.5 grade point average (GPA) each term to remain in good standing with the WIU Chapter.
- d. No member may be elected to any officer position or committee chair position if his/her cumulative grade point average or average for the previous term's work is below a 2.5.
- e. Attend all meetings unless the secretary has approved the members absence (documentation may be required upon request of the executive board)
- f. All members shall be expected to participate in activities outside the regularly scheduled meetings (e.g., field trips, tours, and learning experiences outside the classroom)
- g. All members shall be expected to participate in fundraisers or activities.

### C. Dues and Fees

1. Dues are established at a level sufficient to provide for the Campus Chapter to meet the dues assessment as defined by the Illinois Emergency Services Management Association (IESMA) and to maintain an account in good standing with a banking establishment.
2. The term of membership for which dues are paid is consistent with the academic calendar.
3. Dues and fees shall be paid by September 30 for the fall semester, and February 28 for the spring semester. Thereafter, members will be considered delinquent. Members whose dues are delinquent for a period of 30 days and who have not made arrangements to extend the payment deadline, shall forfeit membership.
4. The total student membership cost will be paid to the IESMA-WIU Chapter.
5. Dues to IESMA for student membership are due to IESMA on January 1 of every calendar year. To maintain a member in good standing status within the Campus Chapter, IESMA annual dues must be paid by the member.

## **ARTICLE IV**

### **Officers**

#### A. Election of Officers – Executive Board

1. The Officers of this organization are President, Vice-President, Secretary, Treasurer, Past President, and faculty advisor(s).
2. Officers will be elected by handwritten vote of each active, full member. The faculty advisor(s) will certify the election. A majority of votes will constitute a victory.
3. Election of officers will take place during the spring semester.
4. Officers will assume office for the period of one year from the time of the election to the following election process.
5. Officers may seek re-election to their present offices not to exceed a maximum of two consecutive terms.

#### B. Duties of Officers

1. The duties of **President** shall include, but are not limited to:
  - a. Scheduling, approving the agenda for, and presiding at all meetings of the IESMA-WIU Chapter.

- b. Serving as the principle officer and primary contact for the IESMA-WIU Chapter
  - c. Leading the WIU Chapter and manage its activities in accordance with the IESMA-WIU Chapter Bylaws.
  - d. Appointing all IESMA-WIU Chapter liaisons or representatives.
2. The duties of the **Vice President** shall include, but are not limited to:
    - a. Performing the duties of the President in his/her absence
    - b. Overseeing the administration of all committees;
    - c. Appointing all chairs not otherwise provided for, subject to approval of the chapter.
    - d. Other duties as assigned by the President.
3. The duties of the **Secretary** shall include, but are not limited to:
    - a. Assisting the President in the management of the IESMA-WIU Chapter
    - b. Preparing the agenda for all meetings of the WIU Chapter with the approval of the chapter president
    - c. Recording and distribute the minutes of all IESMA-WIU Chapter meeting to the appropriate persons
    - d. Serving as primary manager of the IESMA-WIU Chapter publications and online host (i.e., Newsletter, website, etc.)
    - e. Maintaining all non-financial records of the IESMA-WIU Chapter
    - f. Performing other duties as assigned by the President
4. The duties of the **Treasurer** shall include but are not limited to:
    - a. Assisting the President in the management of the IESMA-WIU Chapter
    - b. Facilitating all financial interactions related to the IESMA-WIU Chapter including but not limited to collecting funds, making deposits, fundraising, paying bills, and facilitating reimbursements
    - c. Preparing WIU Chapter financial reports for the members at each chapter meeting
    - d. Performing other duties as assigned by the President.

5. The duties of the **Faculty Advisor(s)** shall be to:
  - a. Be present for WIU Chapter election certifications and business for which a vote is conducted
  - b. Act as signor for all requests for funds (checks) in consultation with the Treasurer

C. Recall of Officers

1. Officers are subject to recall for malfeasance in office
2. Recall procedures will be initiated at the request of a majority vote of active members.
3. A hearing will be conducted at a regular meeting for presentation of evidence from all concerned parties
4. A majority of those active members voting in a recall at the end of the hearing is necessary to remove any office

D. Vacancy in elected offices

1. If a vacancy occurs in the office of the President, the Vice President shall assume the office of President subject to approval by a majority vote. A new Vice President will be chosen by simple majority vote of full members to fill the remainder of the Vice President's term.
2. If a vacancy should occur in the office of the Vice President, Secretary, or Treasurer, or President and Vice President simultaneously, a replacement will be chosen by majority vote of full members to fill the remained of the officer's term.

E. Appointed Committees

1. Committees may be created by the IESMA-WIU Chapter Executive Board.
  - a. Any IESMA-WIU Chapter member is allowed to serve on a committee
  - b. The committee must be given a specific title, purpose, and guidelines
2. The Chair of each committee shall be chosen by simple majority of votes cast by IESMA-WIU Chapter members
  - a. The Chair shall be responsible for the overall organization and work product of the committee to which he/she is elected
  - b. Must communicate the progress with the IESMA-WIU Chapter officers

## **ARTICLE V Voting**

- A. This constitution and by-laws may be amended by two-thirds majority vote of those voting, Faculty Advisor being present.
- B. Voting on amendments must be conducted after a minimum notice of 2 weeks.
- C. All voting must be kept anonymous.
- D. The right to vote as a member of the chapter may be exercised only when the appropriate membership fee has been paid for the current membership year

## **ARTICLE VI Meetings**

- A. The Chapter shall meet at least once a month during the academic school year. Additional chapter meetings will be initiated at the request of the President or a majority of the officers.
- B. All meetings shall be publicly advertised at least one week in advance via electronic (web page, email) means.
- C. The order of business shall be:
  - 1. Roll Call
  - 2. President's report
  - 3. Vice President's report
  - 4. Treasurer's report
  - 5. Past President
  - 6. Faculty Advisor(s) report
  - 7. Chairs of committees reports
  - 8. Old business
  - 9. New business
  - 10. Adjournment

## **ARTICLE VII Not-for-profit Statement**

This organization is a non-for profit organization under Western Illinois University

## **ARTICLE VIII Statement for non-discrimination**

This organization shall not discriminate on the basis of race, color, religion, sex, age, sexual orientation, marital status, national origin, disability, and veteran status. This policy will include, but not limited to recruiting, membership, organization activities, or opportunities to hold office.

**ARTICLE IX**  
**Financial Obligation**

- A. Local dues and fundraising projects shall constitute the regular sources of funds for IESMA-WIU Chapter.
- B. Funds shall be expended upon authorization of the organization by the voting of the active members or in case of emergency expenditure upon the authorization of the executive committee and the approval of the faculty advisor(s).
- C. A majority of voting members of the IESMA-WIU Chapter may determine reasonable dues and fees assessed to each member at the beginning of each semester.

**ARTICLE X**  
**Statement of Non-Hazing**

This organization will not conspire to engage in hazing, or commit any act that causes or is likely to cause body danger, physical harm, or personal degradation or disgrace responsible in physical or mental harm to any fellow student or person attending the institution.

**ARTICLE XI**  
**Statement of Compliance with Campus Regulations**

This organization shall comply with all university and campus policies and regulations and local, state, and federal laws.