

The New Jersey Emergency Management Association
Chartered by the U. S. Civil Defense Council
Charter No. 1



"CONSTITUTION AND BY-LAWS"

ARTICLE I
NAME AND GEOGRAPHICAL LIMITS

SECTION I The name of this Association shall be known as the NEW JERSEY EMERGENCY MANAGEMENT ASSOCIATION and herein after shall be referred to as Association.

SECTION II The Geographical and/or Territorial limits with respect to Active Membership shall be confined to New Jersey residents. Annual conferences, conventions, seminars, etc. may be held outside of the territorial limits of New Jersey. It will be authorized by a two-thirds vote at a regular or special meeting.

ARTICLE II
PURPOSE

SECTION I The purpose of said Association shall be as follows:

- A. To promote the efforts of it's members in a common goal and to protect the lives and property of all residents within the geographical limits of New Jersey, and whenever necessary, beyond said scope, against any and all enemy, natural or manmade disasters for the preservation of our local and national security.
- B. Members of said Association shall act as a sounding board for ideas and suggestions brought to their attention in order to evaluate problems, recommendations, and necessary action relative to the Association Membership. Dispositions of same shall be submitted in writing to the proper authorities.

- C. Said Association shall encourage and set forth efforts and planning to assist other organizations having to do with emergency management affairs.
- D. Members of said Association shall neither verbally, in writing, or by deed or action represent the Association without approval of the Executive Board or Membership. Further, no Member or Officer of said Association will be at liberty to use their Membership for personal or political gain whatsoever.
- E. Members of said Association shall make diligent effort to promote membership in this Association. Members shall seek acquaintance-ship with persons outside of said Association who are affiliated with either public or private entities who have an interest in emergency management and or planning.
- F. Members of said Association shall join together in a concerted effort to influence Legislators of this state, or any other state whenever necessary to improve emergency management and the best interest of this Association. These efforts must originate from the Association at a regular or special meeting called by the President.
- G. Members of said Association shall make a strong effort to enlighten the general public by approval and authorized dissemination of emergency management concerns and association efforts to clarify and all documentation of authorized and official information.
- H. Members of said Association shall vigorously make efforts to educate the general public concerning matters of Local, Federal and Personal Survival in natural or manmade emergencies or disasters.

ARTICLE III

MEMBERSHIP

SECTION I Membership in said Association shall be open to any political sub-division of government in the State of New Jersey. Appropriate application shall be submitted to the Corresponding Secretary, if there is no Membership Chairman. The prescribed fee as set forth

in the by-laws will then be forwarded to the Treasurer.

Fee Schedule shall be as structured by this Association (See Art. V). Renewal or membership each year will require payment either by check, Money Order or Voucher only from individual members or the political subdivision which they represent.

SECTION II There shall be one Representative from each political subdivision of government such as Coordinator, Director, Executive or any other such person affiliated with the political subdivision who will act as Representative after approval from the Authorized Representative. Each Representative or his or her Designee will be permitted only one Active Membership. The Representative of the Designee who is classified as an Active Member, may hold office in the Association. Designee must be indicated on the Membership Application in order to vote.

SECTION III Each Accredited Representative or Designee will be entitled to all voting rights and privileges concerning Association Business. The New Jersey State Emergency Management Director, Deputy Director or their Designee may represent New Jersey State Police Office of Emergency Management and shall have one vote. The Federal Emergency Management Agency, Region II Director, Deputy Director or their Designee may represent FEMA Region II and shall have one vote.

SECTION IV Honorary Membership by application of any person or persons may be accepted and approved by the Membership. Upon approval and discretion of the Membership Committee said application will be brought onto the floor through the Executive Committee. The Applicant must perform outstanding service towards the advancement of Emergency Management in the State. Honorary Members will not pay dues and will not be entitled to vote.

SECTION V Associate Membership, by application, may be obtained by any person or persons.

SECTION VI Membership will be open to Industrial/Institutional or Professional/Technical) and or Private Institutions. The Applicant must qualify as a Professional or Technical person within his or her

respective field of employment. Upon acceptance the Representative shall be entitled to recommend enrollment by other Staff Members of his or her Organization as an Associate Member. Members or their Designee in this category shall not be entitled to hold office or vote.

SECTION VII Affiliate Membership will be open to any emergency management club or other type of organization which was created exclusively to work toward the betterment of emergency management affairs. Affiliated Members will not have the right to vote or hold office.

SECTION VIII Life Membership may be given upon a two-third vote of the Membership present at any regular or special meeting to any representative of the Association who has contributed towards the Association who has contributed towards the advancement of Emergency Management in the State of New Jersey. Said Life Member shall no longer be required to be associated with any political subdivision. All Past Presidents shall be Lifetime Members of the Association. All Life Member(s) shall be entitled to vote. A Life Member is not required to pay dues and is allowed to run for the office of Recording Secretary, Corresponding Secretary and Treasurer.

SECTION IX Active exempt membership shall automatically be granted to coordinators in good standing that have completed seven (7) years in the Association and an elected office term or have acted as a chairperson of a committee appointed by the President. Active exempt members shall pay the annual membership fee, due to their past experience, be allowed to vote and hold office without regard to their political employment status. An active exempt membership will be canceled for failure to pay the annual membership fee for two (2) years.)

ARTICLE IV

VOTING RIGHTS

SECTION I Each Active Member shall be entitled to one vote. Each Active Member shall be entitled to appoint a Delegate from his or her Emergency Management Organization to vote in person in place of the Active Member. The Active Member does not have the right to vote when delegating his or her vote. Should the Delegate maintain the Active Members vote said Delegate has

the right to hold office provided Active Member is in accord in writing. No Member shall be entitled to cast more than one vote nor may he or she cast an absentee ballot. All Active Members of their Designee shall attend not less than three (3) meetings in order to be elected or to hold office.

SECTION II In order to vote a Member must be a dues paid member and in good standing.

ARTICLE V

MEMBERSHIP DUES AND FEES

SECTION I The Membership Fee of Active Members shall be as structured by this Article, See Section II. The fee shall be paid annually during the first quarter of the year or upon admission to the Association and shall be credited for the year in which it is paid.

SECTION II ANNUAL MEMBERSHIP FEE SCHEDULE FOR THIS ASSOCIATION IS AS FOLLOWS: Revised 11/22/97 to commence January 1, 1999

<u>TYPE OF MEMBERSHIP:</u>	<u>FEE:</u>
ACTIVE MEMBER-MUNICIPAL OR COUNTY.....	\$50.00
INDUSTRIAL/INSTITUTIONAL.....	100.00
PROFESSIONAL/TECHNICAL.....	100.00
ASSOCIATE/AFFILIATE-NON-VOTING.....	15.00

SECTION III Membership Fees may be changed by the Executive Board with approval of the General Membership.

ARTICLE VI

OFFICERS

SECTION I The Elected Officers of this Association shall consist of President, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary, Treasurer and Three Members-At-Large, and two (2) Sgt. of Arms..

SECTION II Officers of this Association shall be elected for a Term of one (1) year from January First (1st) through December Thirty First (31st)

except for the Elected Members-At-Large.

SECTION III The Elected Members-At-Large shall be elected for a term of three (3) years - one (1) to be elected each year.

SECTION IV The President, 1 Vice-President, 2nd Vice President and the Recording Secretary, Corresponding Secretary, Treasurer and Two (2) Sgt. of Arms must run for Office at each Annual Meeting.

SECTION V Should an Office be vacated by resignation, death, or any other reason during the year the Association shall, at the next Regular Business Meeting, elect an eligible Member to fill the unexpired term of office.

SECTION VI All Elected Official are required to attend at least three membership meetings each year, but may be excused for "Just Cause" i.e. Illness, Death, or Conflict with Business schedule once. Additional absence must be approved by the President.

SECTION VII REMOVAL OF AN ELECTED OFFICIAL: An Elected Official may be removed from office for breach of trust, violating the rules and regulations of this Association, assault, or immoral conduct. Written charges outlining the offense and signed by four (4) active members must be filed with the Executive Board. The Executive Board shall review the charges and notify the officer in question in writing of the charges made against him or her. He or she will have fifteen (15) days after receiving the notice to respond to the allegations. His or her reply shall be in writing or by appearance before the Executive Board. The Executive Board will notify the Membership of any Recommended action to be taken and at the next Business Meeting the Membership shall, by a two-thirds (2/3) vote of the Active Members present, remove or retain the officer.

SECTION VIII Any officer who decides to run for another office, forfeits his or her current position, upon acceptance of nomination to the new position.

ARTICLE VII

DUTIES OF THE OFFICERS

SECTION I PRESIDENT:
The President shall preside at all Regular or Special Meetings

of the Association or Executive Board. Said President shall perform all of the duties and shall have the responsibility to conduct and run the Association Business in accordance with the by-laws. He or she shall shall have the authority to appoint Committees with or without power to to act on behalf of the Association.

SECTION II FIRST VICE-PRESIDENT

The First Vice-President shall perform the duties and responsibilities of the President should the President be absent or disabled. He or she shall further carry out the Orders of the President or the Executive Committee in the absence of the President.

SECTION III SECOND VICE-PRESIDENT

The Second Vice-President shall perform the duties of the President and/or First Vice-President in their absence. In case the President, the First Vice-President and the Second Vice-President are absent or disabled, the Executive Committee has the power to elect a President. The Recording Secretary, Corresponding Secretary and Treasurer may also be filled or replaced in the same manner.

First Vice-President, and Second Vice-President pro-tempore until the presence, recovery or election of the above named Officers. The Secretary/Treasurer may also be filled or replaced in the same manner.

SECTION IV RECORDING SECRETARY

The Recording Secretary shall take and keep all minutes and proceedings of all Regular, Executive and Special Meetings and perform such duties as may be required of him or her by the Executive Board. Minutes shall be kept and read from a bound book. Copies of minutes, exactly as written in the minute book are to be distributed to the membership either by copy at the meeting of it time frame allows in the "Survivor". Tape recorders will be used as a backup for minutes.

SECTION V CORRESPONDING SECRETARY

The Corresponding Secretary will be responsible for all correspondence from and to the association and maintaining membership enrollment in conjunction with the Membership Chairman. He or she will also perform such duties as may be required by the Executive Board.

SECTION IV TREASURER

The Treasurer shall receive and have charge of all monies, securities and other assets belonging to the Association. He or she shall collect in the name of the Association all dues and other financial matters and further shall pay all bills and debts of the Association approved by a two-thirds (2/3) vote of the membership either at a Regular or Special Meeting. In an emergency the President and the Executive Committee may act with power on behalf of the Association. The Treasurer shall sign all checks and have them counter-signed by the President or First Vice-President or Second Vice-President should the offices be vacated either by absentee or disability. The Treasurer shall keep accurate records recorded in a hard covered journal and shall perform such duties as may be required of him or her by the Executive Board. A copy of the Treasurer's report must be handed out to the members present at each meeting. Such position shall be bonded at the expense of the Association. A yearly audit of the books will be made prior to the last quarter meeting at the Workshop/Seminar and presented to the membership at the last quarter meeting.

SECTION VII SARGENT OF ARMS

Both Sargent of Arms shall assist the Presiding Officer in maintaining order and perform other duties as requested by the Presiding Officer. It will be the duty of the Sargent of Arms that the room doors be secured during the election of officers and as requested.

ARTICLE VIII

NOMINATIONS AND ELECTION OF OFFICERS

SECTION I Nomination and election of all Elective Officers shall take place at the Annual Meeting held in the last Quarter of the year.

SECTION II Not less than sixty (60) days prior to the Annual Elections the President shall appoint a Nominating Committee of three (3) Active Members. This Committee shall select and nominate a complete Slate of Eligible Officers for the coming year. Selection of Candidates for office must be in accordance with Article III, Section II of this Constitution and By-Laws and each candidate must have attended at least three (3) Association Meetings during the year.

- SECTION III Nominations shall be taken from the floor on the day of Elections. Qualified Nominees, who give their consent, shall be given the opportunity to run for office.
- SECTION IV Election for all Elective Officers of this Association shall be by secret ballot cast by the eligible Members present at the time the elections are held. Elected Officers shall be sworn into office following the election at a time and place determined by the President.
- SECTION V All Annual elections must take place in the last quarter of the year at a legally constituted meeting of this Association.
- SECTION VI Prior to the election the President shall appoint an Elections Committee of three persons to conduct the Election and to tabulate the vote. The first named to be the Judge and the next two (2) to be tellers.
- SECTION VII A tie in the number of votes cast for any Office shall require that the Elections Committee, under Supervision of the Recording Secretary, re-examine the ballots cast to determine that the count is correct. If a tie still exists the President may call for a second ballot. If the tie still exists, the Office in question shall be determined by vote of confidence from the President.

ARTICLE IX

EXECUTIVE BOARD

- SECTION I The Executive Board of this Association shall consist of all eight (8) of the Elected Officers plus three (3) Elected Members-at-large.
- SECTION II The Executive Board shall meet once each Quarter of the Year. The meetings shall be on the third (3rd.) Wednesday of the month chosen for the Meeting and, if possible in conjunction with the Regular Membership Meeting.
- SECTION III Special Meetings of the Executive Board shall be called by the President or at the written request of any two (2) Executive Board Members.
- SECTION IV Six (6) Members of the Executive Board shall constitute a quorum to transact business.

SECTION V All Executive Board Members shall be notified by mail at least one (1) week in advance of the stated meeting. An emergency meeting can be done by phone.

SECTION VI All Executive Board Meetings are subject to the rules and regulations of this Constitution and by-laws.

SECTION VII All Active Members of this Association are invited to attend Executive Board Meetings.

ARTICLE X

COMMITTEES:

SECTION I The President shall have the power and authority to appoint such Standing Committees, who must be in good standing, to serve on behalf of the Members and in the best interest of the Association.

SECTION II Special Committees shall be appointed by the President as directed by the Membership and/or the Executive Board.

SECTION III All Committees shall have the appropriate number of Members to satisfy their needs. The first (1) named Member shall be Chairperson.

SECTION IV All Appointed Committees shall meet promptly after their appointment in order to transact their business.

SECTION V All Members appointed to Committees shall serve unless excused by the President.

ARTICLE XI

DUTIES OF STANDING COMMITTEES:

SECTION I The duties of the Standing Committees shall be established by the President in accordance with the Executive Board and membership requirements.

ARTICLE XII

MEETINGS:

SECTION I This Association shall conduct at least four (4) general membership meetings each year, one in each quarter of the year. The fourth(4th) Quarter Meeting shall be known as the Annual Meeting and the Nomination of officers will take place at this meeting.

SECTION II The President shall determine the Month and day of the of the general membership meetings. If possible, the meetings shall be held on the Third (3rd) Wednesday of the month chosen for the meeting and in conjunction with the Executive Board.

SECTION III Special meetings of the general membership shall be called by the President at the direction of the Executive Board or upon written request signed by any four (4) active members.

SECTION IV A Quorum to transact business at a general membership meeting shall be fifteen (15) active members including the elected officials.

SECTION V All Members shall be notified by mail at least one (1) week in advance of the advance of the scheduled meeting.

SECTION VI All general membership meetings shall be subject to the Rule Rules and Regulations of the Constitution and By-Laws.

SECTION VII The Association will endeavor to conduct one (1) Seminar/Workshop per year to further and improve said Association. The Seminar/Workshop shall be held at a location within the State of New Jersey no earlier than May First (1st) nor later than November Twenty-Fifth (25th). The time and place to be determined by the Executive Board.

ARTICLE XIII

FISCAL YEAR

SECTION I The Fiscal Year of this Association shall be January 1st thru December 31st

SECTION II Any new members accepted and paying dues after October 1st in any fiscal year shall have dues credited to the following year.

SECTION III The Membership Chairman, in conjunction with the Corresponding Secretary will bill members for dues for the following Fiscal Year in December of each year.

ARTICLE XIV

PARLIAMENTARY AUTHORITY

SECTION I ROBERT'S RULES OF ORDER" shall be the Parliamentary Authority for all matters of procedure not specifically covered by the Constitution and by-laws of this Association.

ARTICLE XV

AMENDMENTS

SECTION I This Constitution And By-Laws may be amended and supplemented as follows at any Annual or General Meeting of the Association, requiring two meetings for final passage the first meeting will require a proposal reading without vote and the second meeting, final reading followed by discussion and final vote by a two-thirds (2/3) vote of the Active Members at such Meeting. Proposed changes shall be circulated by the Corresponding Secretary to all voting members after first reading and thirty (30) days in advance of the next meeting. The Corresponding Secretary can utilize the Survivor if the time frame is adequate for notification.

- A. All amendments shall be in writing. Exact wording of the changes proposed shall be required. Amendments shall be submitted to the Executive Board before any regular meeting and shall be signed by the active voting member proposing such amendment.

SECTION II Any authorized Amendments, changes, additions or deletions of the by-laws shall not be nor will they have the Authority of "EX POST FACTO".

**NEW JERSEY
EMERGENCY
MANAGEMENT
ASSOCIATION**



**BY-LAW COMMITTEE
REVISIONS**

FINAL READING AND PASSAGE
NOVEMBER 20, 1999