

**CONNECTICUT EMERGENCY MANAGEMENT ASSOCIATION, INC.
BY-LAWS**



Page 1 of 8

ADOPTED 6/25/2008
AMENDED 6/26/2014
AMENDED 6/21/2016

**CONNECTICUT EMERGENCY MANAGEMENT ASSOCIATION, INC.
BY-LAWS**

ARTICLE I. NAME

The Official name of this organization shall be the Connecticut Emergency Management Association Inc. (CEMA) and herein after shall be referred to as “CEMA” and/or the “Association”.

ARTICLE II. PURPOSE

The Connecticut Emergency Management Association Inc. is a 501c (3) (6) nonprofit organization for the purpose of enhancing the emergency management and homeland security community of the State of Connecticut.

ARTICLE III. MISSION STATEMENT

It shall be the mission of the organization to provide a forum for Connecticut’s emergency management and homeland security community to foster cooperation and encourage communication, coordination, collaboration, professional development and emergency management program enhancement.

The following are the basic components to be utilized by CEMA and its members when collaborating for solutions to emergency management and/or homeland security matters.

COMMUNICATION

To provide a network whereby its members may communicate with local, regional, state, and national emergency management organizations and their members.

COORDINATION & COLLABORATION

To provide an environment for the coordination and collaboration among emergency management agencies in the development of mitigation, preparation, response, and recovery strategies.

REPRESENTATION

To represent the membership in matters pertaining to public policy on issues relating to emergency management and homeland security. CEMA shall be the collaborative public voice for Connecticut’s Emergency Management and Homeland Security Community.

PROFESSIONAL DEVELOPMENT

To promote professional development opportunities that foster professional and program growth.

**CONNECTICUT EMERGENCY MANAGEMENT ASSOCIATION, INC.
BY-LAWS**

ARTICLE IV. Membership/Application/Dues/Voting

Membership

There are four classifications of CEMA membership. They are Regular Member, Student Member, Corporate Member and Life Member.

Application

To become a Regular Member of CEMA an individual must:

1. Hold a position in the public or private sector that possesses responsibilities associated with emergency management, homeland security, continuity of operations and/or continuity of government.
2. Complete a Regular Membership Application as approved by the CEMA Board of Directors.
3. Deposit the Regular Member's dues to the CEMA Treasurer.

To become a Student Member of CEMA an individual must:

1. Be a student in an accredited certificate, associate, bachelor, masters or doctorate program relating to emergency management, homeland security, continuity of operations and/or continuity of government.
2. Complete a Student Membership application as approved by the CEMA Board of Directors.
3. Deposit the Student Member's dues to the CEMA Treasurer.

To become a Corporate Member of CEMA a business must:

1. Be a non-government commercial enterprise that is authorized to conduct business in the State of Connecticut whose products, services and philosophies are not in conflict with the mission statement of the Association.
2. Complete a Corporate Membership application as approved by the CEMA Board of Directors.
3. Deposit the Corporate Member's dues to the CEMA Treasurer.

To become a Life Member of CEMA, a Regular Member must:

1. Have been a Regular Member for Ten (10) years or have served on the CEMA Board of Directors.
2. Be nominated by a Member of the CEMA Board of Directors.
3. Be approved by the Membership at a meeting.

After receipt of a Regular, Student or Corporate Membership Application, the CEMA Board of Directors shall approve and/or deny said application within 30 days.

**CONNECTICUT EMERGENCY MANAGEMENT ASSOCIATION, INC.
BY-LAWS**

Any application denied membership may appeal the Board of Director's decision to the CEMA membership at the next regular or special meeting. A 2/3 affirmative vote of those voting members present may overrule the denial of a membership application by the Board of Directors.

DUES

The Fiscal Year for CEMA shall be from July 1st to June 30th each year.

Membership Dues notices shall be sent by the CEMA Treasurer to the Membership on June 1st of each year. Annual dues must be paid by July 30th.

Annual Dues shall be proposed by the CEMA Board of Directors to the Membership prior to June 1st of each year. The Membership must adopt a dues schedule that can be no less than one hundred dollars (\$100) for Regular Members, fifty dollars (\$50) for Student Members and two hundred dollars (\$200) for Corporate Members.

Life Members shall not pay dues.

Membership dues shall not be waived.

VOTING

All Regular Members who are not delinquent with their Membership Dues may vote at all CEMA meetings.

Student, Corporate and Life Members may participate in meetings however are not entitled to vote.

There shall be no proxy voting or voting by absentee ballot.

ARTICLE V. BOARD OF DIRECTORS

A. The Board of Directors of this Association shall be comprised of a President, Vice-President, Secretary, Treasurer and Past President.

B. The following are the requirements to be elected to serve as a member of the Board of Directors.

- a. The President must be a Regular Member, current with their membership dues and that is serving as an Emergency Management Director for a Municipality of the State of Connecticut or Tribal Nation located within the State of Connecticut at the time of election. Such designation must be on file with the Secretary of State.

CONNECTICUT EMERGENCY MANAGEMENT ASSOCIATION, INC.
BY-LAWS

- b. The Vice President must be a Regular Member, current with their membership dues and that is serving as an Emergency Management Director, Deputy Director, Coordinator and/or Assistant for a Municipality of the State or Connecticut or Tribal Nation located within the State of Connecticut at the time of election.
 - c. The Secretary must be a Regular Member, current with their membership dues, who has been a member of CEMA for a minimum of twelve (12) months at the time of election.
 - d. The Treasurer must be a Regular member, current with their membership dues, who has been a member of CEMA for a minimum of twelve (12) months at the time of election.
- C. The Past President shall be the last President of CEMA who has maintained membership. In the event that no Past Presidents are current members, the President shall appoint a Regular Member, who has been a past member of the Board of Directors, who is current with their membership dues.
- D. The term of all Board of Directors members shall be two (2) years. Regular elections will be held at the June meeting of the Association every two years following the last election.
- E. Term Limits
- a. The Officers of CEMA may serve contiguous terms if so desired and approved by the membership in accordance with the By-laws, with no restrictions on the number of consecutive terms.
- F. The duties of the Board of Directors shall be as follows:
- a. The PRESIDENT shall preside at Board of Directors and Membership meeting; enforce the provisions of these By-Laws; appoint the Chairs and Members of the Nominating, Legislative, Membership and Professional Development Committees; appoint any ad-hoc committees, their committee charges and goals, appoint a replacement in the event of a vacancy of a member of the Board of Directors for the remaining term of that office; make other appointments as necessary; call regular and special meetings, present to the membership an annual operating budget for the Association and perform such other duties customarily pertaining to the Office.
 - b. The VICE PRESIDENT shall perform the duties of the President in his/her absence, disability or resignation, assuming the powers and performing the duties delegated to the Office.
 - c. The SECRETARY shall serve both as a recording and correspondence secretary for the Association. This shall include the taking of attendance at regular and special meetings and providing the minutes to the membership following each Association meeting. IN addition, the

CONNECTICUT EMERGENCY MANAGEMENT ASSOCIATION, INC.
BY-LAWS

Secretary will provide copies of CEMA correspondence to the members of the Board of Directors as necessary.

- d. The TREASURER shall receive all monies and disburse the same with the approval of the President and/or Vice President, maintain the financial records of the Association current and in good order; maintain a current listing of all dues paying members; and render a report at each Executive Board and Membership Meetings, including an Annual Financial Report at the last Board of Directors Meeting prior to the Annual Meeting. The Treasurer shall be bonded. The cost of this bond will be borne by CEMA. The Treasurer, prior to the disbursement of funds, shall ensure that all expenditures over five hundred (\$500) has the approval of two additional members of the Board of Directors.
- e. The Board of Directors shall meet as often as necessary to effectively manage the Association. Such meetings and/or decisions by the Board shall be reported to the Membership at the next regular or special meeting of CEMA.
- f. The Board of Directors shall prepare an annual operating budget of CEMA, make arrangements for an independent audit at least once every three years, to be reported to and approved by the Membership and make any other necessary financial decisions on behalf of CEMA whenever necessary.

ARTICLE VI. MEMBERSHIP MEETINGS

Schedule of Meetings

- A. CEMA will hold a minimum of four (4) membership meetings each year (once a quarter). One of these meetings will be the bi-annual meeting for the purpose to elect the Board of Directors. The membership will be provided with a minimum of twenty (20) days notice prior to a membership meeting. The exception to this provision will be the need for an emergency or special meeting.
- B. Ten (10) Regular Members may make written petition to call a special meeting of CEMA. The petition with original signatures must either be hand delivered or sent by certified mail to the CEMA President. In the event the President is unable to receive notification, the Vice President may receive the petition. Upon receipt and verification by the President that the provision for petition for a special meeting has been met, the President shall call said meeting within the (10) business days.

Meeting Attendance – Determination of Quorum

CONNECTICUT EMERGENCY MANAGEMENT ASSOCIATION, INC.
BY-LAWS

- A. Ten percent (10%) of the Regular Membership that have paid dues, shall constitute a quorum. The Treasurer will provide a current listing of Regular Members for such determination.

- B. Teleconferencing (Via telephone or video [Skype for example]) is permitted, however, the members electing to use the telephone or video conference method shall not be counted towards the needed number of members attending to constitute a quorum nor shall their votes on any issues be counted.

Standing Agenda

- A. CEMA shall have the following standing agenda at all of its regular membership meetings:
 - Call to Order
 - Calling of the Membership Roll
 - Introduction of Guests and New Members
 - Reading of the Minutes – Review and Action
 - Communications
 - Executive Board Report – Review and Action
 - Treasurer’s Report – Review and Action
 - Reports of Committees
 - Appointments / Elections
 - Old Business
 - New Business
 - Good of the Association
 - Next Meeting Logistics
 - Adjournment

- C. CEMA shall have the following standing agenda at all of its special and/or emergency meetings:
 - Call to Order
 - Calling of the Membership Roll
 - Detail Immediate Business
 - Adjournment

**CONNECTICUT EMERGENCY MANAGEMENT ASSOCIATION, INC.
BY-LAWS**

Conduct of Business

In the absence of By-Law guidance, the most recent edition of Robert's Rules of Order shall apply.

ARTICLE VII. AMENDMENTS

Regular Members may propose changes, deletions or additions to these By-Laws.

All proposed changes, deletions or additions to the current By-Laws shall be made in writing and submitted to the President of CEMA who will add the topic for discussion at the next regular or special meeting of CEMA.

The Regular Member(s) that request the change, deletion or addition shall make a presentation to the CEMA membership as scheduled by the President.

Following the presentation, the proposed changes, deletions or additions to the By-Laws shall be put to a vote at the next regular or special meeting provided that the meeting is at least thirty (30) calendar days from the date of presentation. The Secretary shall forward the proposed changes, deletions or additions to the By-Laws to the Regular Members within three (3) business days of the presentation.

The required affirmative vote for a By-Law change is sixty percent (60%) of the Regular Members present at the meeting when a vote is taken.

All adopted By-Laws changes will be included in the present version of the By-Laws. The new version of the amended By-Laws shall be sent to all members within thirty (30) calendar days of their adoption.

The President may, at any time, establish a By-Laws Committee to review and make suggestions to the present version of the By-Laws.

ARTICLE VIII. DISCLAIMER OF ENDORSEMENTS

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

ARTICLE IX. DISSOLUTION OF THE ASSOCIATION

Upon dissolution, the assets of the Association will be dispersed in accordance with federal and state guidelines.