



*INTERNATIONAL ASSOCIATION OF  
EMERGENCY MANAGERS – USA Council*

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**ADMINISTRATIVE POLICIES AND PROCEDURES  
APPROVED JUNE 1, 2026**

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## **GOVERNANCE**

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### *Board of Directors*

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The International Association of Emergency Managers - USA Council (hereinafter “IAEM-USA”) is governed by a Board of Directors as defined in the IAEM-USA Bylaws.

### *Responsibilities*

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In addition to the duties and responsibilities listed in the IAEM-USA Bylaws, Directors have the following responsibilities:

- Facilitate IAEM-USA programs and priorities through routine two-way regional communications involving members in attaining the IAEM-USA Vision, Mission, and Strategic Plan.
- Actively work to retain current members by reinforcing IAEM-USA benefits and recruiting new members.
- Participate in and support the advocacy efforts of the emergency management enterprise.
- Complete and submit an “IAEM-USA Disclosure of Other Interests Form” and a “Confidentiality Form” annually before participating in official board business.
- Complete all required Board Member training modules.

Three unexcused absences from regularly scheduled board business constitute an inability to fulfill responsibilities. Following the second unexcused absence, the board member will be notified that one more unexcused absence will result in their seat being declared vacant. An absence may be excused by communicating with IAEM-USA headquarters prior to the start of the meeting. Each regional president should make every attempt to arrange an alternate representative to be present at all meetings.

If it is determined that a director is unable to fulfill responsibilities, the IAEM-USA President will declare a vacancy and will ensure that it is filled in accordance with IAEM-USA Bylaws.

### *Board Orientation*

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Once election results are finalized, IAEM-USA will provide a required Board Orientation for newly elected board members prior to the first board meeting of the year. The Orientation will include information on director and officer duties, fiduciary responsibility, Bylaws, Administrative Policies and Procedures, Association finances, and current IAEM-USA projects and activities.

### *Executive Committee*

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The Executive Committee, as defined in the IAEM-USA Bylaws, is responsible for administering routine IAEM-USA business economically and efficiently. A summary of Executive Committee meetings will be provided to the IAEM-USA Board during the subsequent Board meeting.

### *Presidential Team*

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The Presidential Team includes the current President, First Vice President, Second Vice President, and Immediate Past President of IAEM-USA. The President retains the major responsibilities of this position while supported in the tasks by those on the Presidential Team. The First Vice President shall assist the President in the absence or disability of that officer, and likewise, the Second Vice President shall assist the First Vice President. The Presidential Team coordinates with the Executive Director.

IAEM-USA intends to make the best possible use of its skilled leadership within this Presidential Team. The First and Second Vice Presidents should have the skills and experience needed to perform and support the duties of the President and the Immediate Past President. Each officer on the Presidential Team supports the President and the Executive Director in performing the executive responsibilities of the office.

## **Elections**

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### *Election Schedule*

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The standardized election schedule is as follows:

- Nominations Period Opens: First Monday in June
- Nominations Period Closes: First Monday in July
- Verification of Eligibility: Second Friday in July
- Election Begins: First Friday in August
- Election Ends: First Tuesday in September

### *Officers*

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The officers of IAEM-USA shall be elected to their terms by a plurality of eligible votes cast. The Second Vice President automatically succeeds to the office of First Vice President, and the First Vice President succeeds to the office of President.

- The First Vice President serves as liaison to the regional presidents.
- The Second Vice President serves as liaison to the committees, caucuses, ad hoc committees, and commissions.

In order to be placed on the ballot for election to an office, the candidate must meet the requirements in the IAEM-USA Bylaws and submit the following to the IAEM-USA Secretary according to an elections schedule established by the Board of Directors.

- A letter stating candidacy;
- A letter from the candidate's immediate supervisor supporting the time and travel necessary to satisfactorily fulfill the requirements of the office (if there is no direct supervisor, such as if the candidate is self-employed, the candidate should submit a letter of explanation);
- A brief resume.

### *Regional Officers*

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In addition to the above officers, IAEM-USA Regional Officers are elected by constituencies within their region. The Regional Officer elections are accomplished electronically during the same period as IAEM-USA Officer elections. IAEM-USA headquarters will conduct regional elections in coordination with the current regional president to:

- Identify open regional positions
- Solicit candidates from the region
- Share and post ballots to appropriate voting members
- Announce and market the voting period
- Establish a voting deadline
- Announce the winners

To be elected, appointed, or remain as a Regional President, the candidate must be an Individual member in good standing. Requirements for elected, appointed, or returning Regional Officers are found in each region's bylaws.

### *Campaign Rules*

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The following policies and procedures apply to Council and Regional elections:

- During the campaign for officer or director, all candidates shall conduct themselves in accordance with the Code of Ethics and Professional Conduct at all times.
- Current members serving in leadership positions (e.g., board members, committee chairs, etc.) may not use said leadership position to support or not support a candidate.
- Individuals seeking election to Officer or Director positions may utilize IAEM-USA resources to communicate with members regarding their campaign, such as:
  - IAEM Website
    - IAEM-USA staff will facilitate the use of the IAEM website for both National and Regional candidates.
  - Bulletin Newsletter
    - Candidate statements for National offices will be included in the Bulletin
  - One Email message to all IAEM-USA or Regional members sent by IAEM-USA staff.
    - IAEM Listservs shall not be used for the purpose of campaigning.
    - Candidates may utilize the IAEM-USA Membership Directory to make personal contacts.
- Candidates may utilize other platforms (e.g., social media, personal email, etc.) to campaign as long as the material does not infer that IAEM-USA sponsors the candidate.
- Candidates may utilize personal funds to pay for additional advertisements in the IAEM Bulletin and the IAEM Dispatch at published rates.
  - IAEM funds may not be used for this purpose.

Alleged violations of these campaign rules shall be reported to the IAEM-USA Secretary for investigation. If in violation, a recommendation of dismissal may be given to the IAEM-USA Board.

### *Voting*

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Full voting rights are granted to all membership categories.

### *Voting Procedures*

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Matters requiring action of IAEM-USA membership must be presented via electronic ballot to all voting members in good standing and must pass by a plurality of eligible votes cast unless otherwise specified.

Ballots will be made available electronically (via email) to IAEM-USA members in good standing prior to the elections. The ballots will be cast electronically and supervised by IAEM-USA staff and the Sergeant-at-Arms. IAEM-USA Staff will proctor the issuance and counting of all ballots.

The Board of Directors will hear all challenges to voting results at a Special Meeting called by the President.

## IAEM-USA REGIONS

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IAEM-USA is geographically divided into regions aligned with the FEMA Regions:

Region	Included States and Territories
1	Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont
2	New York, New Jersey, Puerto Rico, U.S. Virgin Islands
3	Delaware, Pennsylvania, Maryland, Virginia, West Virginia, Washington, DC
4	Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee
5	Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin
6	Arkansas, Louisiana, New Mexico, Oklahoma, Texas
7	Iowa, Kansas, Missouri, Nebraska
8	Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming
9	Arizona, California, Nevada, Hawaii, Guam, Northern Mariana Islands, American Samoa
10	Alaska, Idaho, Oregon, Washington, Army Post Office (APO), Armed Forces Europe (AE), Armed Forces the Americas (AA), and Fleet Post Office (FPO)

### IAEM-USA Regional Operations

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- Each Region operates as a sub-unit of IAEM-USA.
- Each Region shall formally adopt Regional Bylaws in accordance with the Regional Bylaw template and ensure the Regional Bylaws do not conflict with the IAEM-USA Bylaws or APPs
- Each Region shall develop an annual budget to manage all regional funds.
- Each Region may determine appropriate additional methods to fund regional operations.
- Each Region shall comply with IAEM-USA's financial reporting and filing procedures by providing all financial records, including payment records and other documents necessary to justify all expenditures.
- Each Region will control any income earned in the name of IAEM-USA within that Region according to an approved annual budget for the Region. All funds themselves belong to IAEM-USA. Funds are maintained in accounts managed by the IAEM-USA Treasurer and Executive Director; regions may not establish local accounts.
- Each Region shall submit all remaining financial documents to IAEM-USA headquarters by June 15 of each year to be included in the annual financial reports.

## **GROUPS**

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### *General*

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The IAEM-USA Council has various groups, including, but not limited to, Standing Committees, Ad Hoc Committees, Caucuses, Consortiums, Commissions, and Task Forces.

- Standing Committees are charged with work on the organization's ongoing operational functions.
- Commissions are charged with managing the quality and standards for a specific program within IAEM.
- Caucuses are groups developed to foster collaboration around a specific focus or function within the emergency management profession.
- Consortiums are groups developed to foster collaboration with outside organizations around a specific sector in the emergency management profession.
- Ad Hoc Committees are charged with periodic work, such as updating the organization's Bylaws or Strategic Plan.
- Task forces are small groups assigned by the president to complete a short-term project or develop recommended actions for the Board of Directors regarding a specific issue.

### *Standing Committees*

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- Awards and Recognition Committee
- Diversity, Equity and Inclusion Committee
- Community and Member Engagement Committee
- Conference Committee
- Government Affairs Committee

### *Commissions*

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- Certification Commission
- Scholarship Commission

### *Consortium*

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- Critical Infrastructure

### *Caucuses*

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- Accessibility and Whole Community Inclusion
- Business Resilience
- County Emergency Managers
- Children and Disasters
- Disaster Cost Recovery and Finance
- Emerging Professionals
- Emerging Technology
- Energy
- Faith-Based Organizations
- Healthcare
- Higher Education Academician
- K-12 Education

## *IAEM-USA Administrative Policies and Procedures*

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- Mental Health and Wellness
- Mitigation, Climate Resilience and Adaptation
- Municipal Emergency Management
- State Emergency Management Associations
- Training
- Tribal Affairs
- Uniformed Services
- Universities and Colleges
- Weather

New Caucuses can be formed by presenting an issue paper identifying the need and purpose of the group to the IAEM-USA Board. The issue paper shall have a minimum of 20 signatures from IAEM-USA members in order to be presented to the IAEM-USA Board.

### *Ad Hoc Committees*

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- Bylaws
- Strategic Planning

## *Group Operations*

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### *Group Leadership*

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All IAEM-USA groups shall have a chair and vice-chair, at minimum. Additional leadership positions may be added with the approval of the IAEM-USA Board of Directors. All group leaders will assume responsibility for their office immediately following the Annual Conference or as otherwise approved by the IAEM-USA Board of Directors.

In the event of a chair vacancy, the President will inform the Board at the next meeting, and the group's Vice Chair will fill the position on an interim basis. The President will work with the interim Chair to fill the vacancy.

Group Leaders are required to complete and submit an "IAEM-USA Disclosure of Other Interests Form" and a "Confidentiality Form" annually before participating in official IAEM business and to complete all required training modules.

### *Leadership Selection Process*

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#### **Committees:**

Before being sworn in, the incoming IAEM-USA President shall develop a slate of members in good standing to serve in leadership positions for each standing committee, ad hoc committee, special appointment, and global appointment. This slate of members shall include recommendations from the staff liaison and Executive Director. The slate of appointments will be circulated to incoming and returning board members prior to the new board's first meeting.

Recommendations for leadership appointments may result from a consideration of the following factors:

- Be a member in good standing

- Able to attend the Annual Conference
- Able to attend additional meetings during the year
- Able to devote eight or more hours a month to IAEM-USA business
- Able to weigh and consider issues in an objective manner
- Able to communicate with other committee members in an open and direct manner

Past committee participation will also be considered.

**Caucuses:**

Caucus members may nominate themselves or another caucus member for leadership positions. IAEM-USA staff will prepare a ballot for each caucus before the Annual Conference. Each caucus member may vote, and the results will be shared before the Annual Conference.

**Commissions:**

The Certification Commission Chair, Vice Chair, two at-large members and up to two non-voting support operations members are nominated by a majority vote of the Certification Commission's voting members annually to serve a one-year term and appointed by the IAEM-USA Board of Directors. The one (1) year term will begin at the annual conference.

The Scholarship Commission Chair and Vice Chair are nominated by a majority vote of the voting members of the Scholarship Commission biannually to serve a two-year term and appointed by the IAEM-USA Board of Directors. The two (2) year term will begin on January 1<sup>st</sup>. The IAEM-USA Board and the IAEM Global Board appoint representatives to the Commission on an annual basis.

*Group Liaisons*

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Each group will be assigned a Board Liaison and a Staff Liaison. The IAEM-USA President shall communicate the slate of appointments to all nominated members in a timely manner. In the event a nominee does not receive the Board's approval, the President will work directly with the Board to identify an alternate. Chair and Vice Chair appointments will be for a period of one (1) year. Each year, the incoming IAEM-USA President will have the opportunity to develop a slate of nominations. The selection of members of standing committees and caucuses should consist of a geographically representative group, may include all categories of membership, and shall represent various interests, if possible.

*Board Liaison Duties*

1. Board liaisons assigned to **Commissions and/or Committees** will be required to attend meetings and be able to provide feedback to the Board when considering requests from those groups.
2. Board liaisons assigned to **Caucuses** will be expected to attend caucus meetings at least quarterly and provide information and encouragement to their assigned Caucuses.
  - Reach out and introduce themselves to the leadership of the group(s) to which they are assigned.
  - Act as the liaison to the Board for communication to/from the caucus.
  - Communicate and coordinate with the assigned Staff Liaison.
  - Talk to the Chair and ensure meetings are scheduled for the year and goals that align with the IAEM-USA Board strategic goals are developed.

## *IAEM-USA Administrative Policies and Procedures*

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- Discuss IAEM-USA's financial situation and ensure their budget (if any) is submitted on time
- Encourage them to utilize the IAEMconnect Community. for their caucus and post their information, agenda, minutes, etc. The Caucuses should encourage all members to join the IAEMconnect Community.
- Complete the quarterly progress report for the Board with the caucus leadership. If the caucus doesn't schedule regular meetings, talk to the chair and potentially bring the issue to the First Vice President.

### *Staff Liaison Duties*

A staff member will be assigned for each group to act as the staff liaison for that group. The level of support provided may differ depending on the type of group; however, staff liaisons provide support in these core areas:

- Rosters: creating, reviewing and maintaining accurate rosters
- Meetings: supporting group leaders with setting up meetings and providing tech support when needed, and coordinating schedules with other groups
- Communications: supporting group leaders with disseminating group information
- Initiatives: coordinating with other staff to prevent duplication of efforts and encourage group collaboration, ensuring initiatives are properly publicized
- Processes: ensuring group leaders have access to and fully understand how to effectively use IAEM-USA tools and resources

### *Group Objectives and Plan of Action*

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Each group will create a plan of action for the year that includes objectives and strategies for achieving those objectives. The plans will be submitted to the President for approval and shared with the Board. Additionally, the President may establish specific objectives for groups.

All groups will work with their Board Liaison to provide written progress reports to the Board of Directors via the Second Vice President and Executive Director before the Quarterly Meeting of the Chairs. Groups without progress on established objectives and active meeting schedules will be automatically removed unless the Board directs specific activity. If a group is inactive for a 6-month period, the President has the responsibility to nominate a new chair or dissolve the group.

### *Group Members and Guests*

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Participants in Standing Committees, Caucuses, Ad Hoc Committees, and Commissions are required to be IAEM members in good standing. Members interested in joining a committee or caucus can email the group chair. The Chair will work with the staff liaisons to maintain the roster during the year.

At the discretion of the Chair(s), guests may be invited to enhance the conversation within any group. Guests will not have voting authority and will be allowed to attend on a meeting-by-meeting basis. Commissions may adopt policies that may contain exceptions or deviations from this standard.

## Standing Positions

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The President shall appoint, with Board approval, the following standing positions:

- **Sergeant-at-Arms**  
The Sergeant-at-Arms is responsible for maintaining order at membership meetings and ensuring Robert's Rules of Order are followed. The Sergeant-at-Arms also supervises elections in coordination with IAEM-USA staff.
- **Parliamentarian**  
Duties of the Parliamentarian are established in accordance with the duties found in the most recent version of Robert's Rules of Order.
- **Chaplain**  
The Chaplain is responsible for monitoring members who have passed away and including them in the IAEM-USA Annual Memorial. As appropriate, the Chaplain may provide non-denominational blessings at the IAEM-USA meals and functions.

## **MEMBERSHIP**

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Article II of the IAEM-USA Bylaws provides general information regarding membership, including membership categories and the rights of members in good standing.

### **Membership Categories**

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#### **1. Individual Membership**

- For those engaged in emergency management and related fields.
- Full voting rights.
- Eligibility to run for national office.
- Ability to chair or serve on any committee.

#### **2. Affiliate Membership**

- Available for organizations supporting the emergency management field.
- Participation in groups.
- One vote per organization.
- Eligible for elected regional officer positions.
- Cannot hold national officer positions.
- May designate one primary and up to three (3) secondary representatives to represent the affiliate organization at conferences, committees, task forces, or other IAEM-USA activities. The names of the four (4) representatives should be submitted to IAEM-USA staff.

#### **3. Emerging Professionals Membership**

- For those employed less than 12 months or recent graduates.
- This membership lasts for two consecutive years.
- Full voting rights.
- Participation in groups.
- Eligible for regional officer positions.
- Cannot hold national officer positions.

#### **4. Honorary Membership**

- Awarded annually by the IAEM-USA Board to individuals who have significantly advanced emergency management.
- May participate in groups.
- Cannot vote or hold office.

#### **5. Life Membership**

- Conferred to members with 15 or more consecutive years of membership and to Past Presidents of IAEM-USA.
- Full voting rights.
- Ability to chair or serve on committees.
- Cannot hold office.

#### **6. Student Membership**

- For those enrolled at least half-time in an accredited program, available for up to six years.
- Students may participate in committees and regional leadership opportunities. Extensions to the six-year limitation may be granted by IAEM-USA staff in special circumstances.

## IAEM-USA Administrative Policies and Procedures

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- Under special circumstances, the IAEM-USA staff may require proof of current enrollment.
- Students will be members of the USA Region in which they reside or matriculate (by choice, based on the postal address they use for their membership record).
- Student members may participate on committees and in regional leadership opportunities.

### Dues

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Membership dues shall be established by the Board of Directors in accordance with Article III Section 11 of the IAEM-USA Bylaws. Members will be given adequate notice of adjustments to the rate. Membership is valid for one (1) calendar year and is not automatically renewed. To remain in good standing, membership must be renewed within thirty (30) days of the expiration date.

The Executive Director of IAEM-USA is authorized to waive membership fees at their discretion.

Currently, IAEM-USA membership dues are established at the following rates:

Level of Membership	Annual Dues Total	Global Board Contribution
Individual	\$229	\$7
Affiliate	\$1,049	\$524
Emerging Professional	\$129	\$0
Student	\$55	\$5
Honorary	\$0	\$0
Lifetime	\$0	\$0

### Termination or Resignation of Membership

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Termination or resignation of membership is outlined in Article III of the IAEM-USA Bylaws.

### Services

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It is the policy of IAEM-USA to provide the following services to its members:

- information relating to emergency management;
- legislative updates;
- participation in organizational programs through appointment to standing committees, caucuses, ad hoc committees, task forces, commissions, or special global appointments;
- assistance in local program development through information sharing and problem-solving forums.

Affiliate members will receive special space in the annual directory, the opportunity for a discounted exhibit fee at the annual conference, one complimentary e-blast to annual conference participants, and a monthly bulletin subscription.

In accordance with contractual requirements, it shall be the responsibility of the Executive Director to ensure membership services are provided.

## Rosters

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It shall be the policy of IAEM-USA to provide its members with rosters of the organization's leadership and membership. Leadership includes the Board, group chairs, and the IAEM-USA staff.

Leadership contact information will be published in the IAEM Bulletin and/or posted online immediately following the Annual Conference.

The IAEM-USA rosters are the exclusive and proprietary property of the organization and shall not be used for any commercial gain or purpose without the receipt of a signed Memorandum of Understanding indicating the party will not reproduce or share the list nor will they imply endorsement or support of the IAEM-USA for the content of their message. Use of these rosters constitutes a one-time rental agreement. The IAEM-USA Treasurer and the IAEM-USA Secretary will help monitor usage to ensure that the terms of the rental agreement are satisfied.

## **ADMINISTRATION**

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### **Administrative Management**

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IAEM-USA shall retain an association management firm to perform administrative and management functions required for the effective and efficient continued operation of the non-profit organization. This firm shall provide the IAEM-USA's staff, including an Executive Director, and shall be directly responsible to the Executive Committee and, thereby, the IAEM-USA membership as a whole. Under the contractual agreement, IAEM-USA staff may provide daily administrative functions of the organization, fiduciary accountability, coordination of meetings and exhibits, government relations services, membership promotion, membership services, public relations communications, and other tasks as required by the contract.

In addition to association management services, IAEM-USA may retain professional services for activities such as financial auditing, legal counsel, investment guidance, legislative assistance, marketing, or other specific tasks. Such consultants shall report to the Executive Director.

### **Fiscal Management**

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The Association shall adhere to sound fiscal practices and administer its affairs in a manner that ensures fiscal solvency.

The Executive Director administers the fiscal policies set by the IAEM-USA's Board of Directors, and is responsible for the maintenance of adequate and appropriate records for the receipt and expenditure of all funds.

The IAEM-USA Treasurer is responsible for verifying that all financial records of IAEM-USA are maintained and fiscal guidelines are followed. An Annual Report should be developed to provide an overview of the general fiscal condition of the organization.

IAEM-USA has formally adopted Financial Procedures that, at minimum, do not conflict with the organization's financial reporting and filing procedures. IAEM-USA will follow Generally Accepted Accounting Principles (GAAP) or Other Common Basis of Accounting (OCBOA), shall document all income and expenditures, and may conduct an annual compilation audit of the account by direction from the Executive Committee. It is recommended that a more extensive review audit or full audit be approved by the IAEM-USA Board of Directors upon a change in the Treasurer position, as warranted for cause, or on a regular basis as determined by the Board of Directors.

IAEM-USA headquarters shall produce monthly IAEM-USA Finance Reports for the IAEM-USA Board that include all programs of the association.

All organization funds shall be disbursed on officially printed IAEM-USA checks or approved electronic transfers from approved bank accounts.

### *Budget*

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IAEM-USA shall develop, approve, and adhere to a budget that shall be adopted annually by the Board of Directors at least 15 days prior to the next fiscal year. The Executive Committee has the authority to reprogram funds within the budget.

A draft budget should indicate all major categories and subordinate line items of anticipated revenues and expenses, such as, but not limited to, membership dues, publications, conference fees, and contract revenue and expenses. A description of reserve funds and a forecast of changes in financial position shall also be provided at the Annual Business Meeting.

The proposed budget for each fiscal year shall be developed by the IAEM-USA Treasurer in conjunction with the Executive Director during the first quarter of the calendar year and disseminated to the Board of Directors preceding the Annual Board Retreat.

### *Funding*

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Funding for the administration and operation of IAEM-USA may come from a variety of sources. These may include receipts from donations, memberships, subscriptions to publications, advertising revenue, proceeds from conferences and exhibits, and interest on savings. Sponsorships for all IAEM activities must be coordinated at the headquarters level. Because such revenue is limited and because IAEM has many active regions, caucuses, committees, programs, and associated participants, IAEM HQ must coordinate the planned requests, sources, entitlements, and collections.

### *Project Proposals*

---

IAEM-USA may prepare formal proposals to agencies involved in emergency management projects that could benefit from its members' expertise. The Board of Directors shall propose and approve IAEM-USA's submission for specific projects, which shall include a draft budget. At the direction of the Board of Directors and as the contractual agreement allows, the Executive Director may be responsible for the preparation of the proposals. These must be approved by the Executive Committee. The Executive Director, in close coordination with the President, may be authorized to act on behalf of IAEM-USA in negotiating and executing such contracts.

The President shall appoint IAEM-USA members to assist in the development of the proposal and IAEM-USA staff projects. Consideration will be given to the appointment of the member initiating the funding proposal, as appropriate.

Due to the nature of the negotiating process, the Board of Directors must maintain confidentiality related to the purpose, scope, and financial requirements of any proposal, contract, or legal issue until the authorized agents have finalized it.

### *Travel*

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All authorized travel expenses should be approved for reimbursement in accordance with the IAEM-USA Travel Policy. This policy applies to all IAEM-USA Council commissions, regions, and other travel conducted with IAEM-USA funds, including grant or contract work.

*Funding to Regions*

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IAEM-USA headquarters maintains a Regional Activity Fund calculated annually by multiplying the previous fiscal year's averaged membership by \$10 per member in good standing for each region. However, each region will be allocated a minimum of \$5000, including any approved regional carryover funds from the previous year. IAEM-USA headquarters will inform each region of their available funds during the budget development process.

The region shall return an annual budget to IAEM-USA headquarters using the prescribed template by the deadline established by the IAEM-USA Treasurer. In the absence of receipt of the required budget, access to regional funds may be suspended. The Regional President is responsible for dispersing regional funds appropriately to serve the regional membership. Special consideration should be given to expenditures for engaging student members, which should be reflected annually in the regional budget.

All regional funds must be expended every year. Any unused funds can be carried over to the next budget by formal request to the IAEM-USA Treasurer and Executive Director. Regions must justify how carryover funds will be utilized. Regions have the option to transfer the balance of their funds to the IAEM-USA scholarship program annually. However, funds may not be used to support other organizations outside of the IAEM-USA Council without the prior express approval of the IAEM-USA Board of Directors Executive Committee.

IAEM-USA will receive all regional income and pay all regional expenses on behalf of the region. The region must supply all required documentation to justify the expense before payment or reimbursement. IAEM-USA staff is responsible for sending monthly Regional Finance Reports to Regional Presidents, Regional Treasurers, and the IAEM-USA Treasurer.

Regions are prohibited from spending more funds than they have in revenue without prior approval from the IAEM-USA Treasurer.

*Funding to Caucuses and Committees*

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IAEM-USA may provide funding to the U.S. Caucuses, Standing Committees, Ad Hoc Committees, Commissions, Task Forces, and other working bodies for specific, board-approved activities. Any funding is managed through the annual budget request process.

The IAEM-USA Treasurer and Executive Director monitor the use of these funds, which must be used for the intended purpose and are contingent upon performance. Expenditures may not exceed approved budgets without prior approval.

*Process for Considering Business Opportunities*

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All potential business opportunities should be submitted to the Executive Director for initial review and comment. IAEM-USA staff will provide feedback on the business opportunity proposal and then submit it to the IAEM-USA Board of Directors for review. If the opportunity requires expedited action, the IAEM-USA Executive Committee and IAEM-USA staff will coordinate to decide what action to take. The board will coordinate with IAEM-USA staff to determine whether or not to pursue the opportunity. If the business opportunity is approved, IAEM-USA staff will finalize negotiations/arrangements as the authorized agents of IAEM-USA.

## *Correspondence & Communications*

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All correspondence and communication should be coordinated to ensure IAEM-USA is speaking with one voice. IAEM-USA officers and IAEM-USA staff are authorized agents who may communicate on official platforms on behalf of IAEM-USA. All records must be maintained as outlined in the Records Retention Policy.

## *Publications*

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IAEM-USA produces two publications: IAEM Bulletin and IAEM Dispatch. The Community and Member Engagement Committee, in conjunction with IAEM-USA staff, determines the schedule, format, and content of the IAEM Bulletin. The IAEM Dispatch format and content is managed by staff following the contract with Multiview.

The IAEM Bulletin is a members-only publication. In addition, libraries may request and receive complimentary access to the IAEM Bulletin.

On the approval of the Board of Directors, special reports, concept or position papers, or other documents may be published and distributed to the membership of the IAEM-USA.

Information published by IAEM or IAEM-USA may or may not reflect the position of IAEM or IAEM-USA. Questions regarding the source of information disseminated shall be referred to the IAEM-USA Executive Director.

## *Website*

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The IAEM Website is maintained as a communication tool for emergency managers and those interested in supporting the profession. The website contains information concerning IAEM, its structure, policies, the Certification Program, committees of the organization, IAEM-USA Regions, conferences, and special topics of interest.

General oversight of the website is delegated to the Executive Director and maintained by IAEM-USA staff. Major changes in design and content require Board approval.

Documents housed on the website more than two (2) years old should be removed and archived. Standing committees, ad hoc committees, caucuses, task forces, commissions, regions, and other bodies should monitor their relevant pages and provide relevant content and updates to the staff liaison and the Communications Director.

## *Minutes*

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Accurate minutes of all IAEM-USA Board and business meetings shall be made and retained. Minutes shall be available to members upon request. The IAEM-USA Secretary is responsible for the accuracy of meeting minutes, and the Board shall approve all minutes with corrections. IAEM-USA minutes shall include attendees, major discussion points, motions made, and actions taken.

The IAEM-USA Secretary shall ensure that the minutes are forwarded to the IAEM-USA headquarters office for official retention and that all official records are passed to their successor upon the expiration of their term of office.

## *IAEM-USA Administrative Policies and Procedures*

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Any digital recording of meetings done for the purpose of taking minutes must abide by the IAEM Recording Policy. Once the minutes are approved by the IAEM-USA Board of Directors, recordings shall be deleted.

### *Position Papers*

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IAEM-USA may issue position papers on pertinent public policy issues. The Board of Directors may formally identify issues and adopt a policy, refer the matter to an existing or special committee for deliberation and investigation, or vote not to endorse a policy on the issue.

A majority vote of the IAEM-USA Board of Directors is required for the dissemination of an official position paper.

When an IAEM-USA position is needed, and the Board is not available for action and approval, a majority of the Executive Committee may agree on behalf of the Board to take action. The Board of Directors will be apprised of the position taken as soon as practical.

The Executive Director is responsible for maintaining and logging records of all position papers.

When the Board of Directors adopts a legislative policy, the Executive Director, the President, the U.S. Government Affairs Committee Chair, or their designees may respond to official inquiries.

### *Strategic Planning Management*

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Strategic planning offers a sustainable approach for continuous improvement in managing the association's goals and objectives.

### *Roles and Responsibilities*

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- IAEM-USA Board of Directors: Develops organizational assumptions and key issues in collaboration with IAEM-USA staff. They oversee the Strategic Plan's implementation and approval.
- IAEM-USA President and Executive Committee: Align the Strategic Plan, work plan, management scope, and budget with Board approval.
- Strategic Planning Ad Hoc Committee: Updates the Strategic Plan annually as instructed by the Board, incorporates standing committee goals, provides implementation feedback, and conducts necessary analyses.
- Standing Committee Chairs: Update the Ad Hoc Committee on goals and objectives as needed.
- IAEM-USA Membership: Approves revisions to the Vision and Mission in the Bylaws.

### *Strategic Plan Update Process*

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The Ad Hoc Committee reviews data from the IAEM-USA Board and IAEM-USA staff to assess and update the Strategic Plan annually. Changes will be presented to the membership when SWOT analyses indicate a need for revision.

*Performance Measures*

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Success in strategic planning is indicated by:

- Regular updates to organizational assumptions and analyses.
- The Strategic Plan being a focus of the IAEM-USA Annual Board Retreat.
- Updates from the Ad Hoc Committee within 30 days post-Retreat.
- The IAEM-USA Board's annual approval of the Strategic Plan before the budget.
- Alignment of the Strategic Plan and budget by the IAEM-USA President and Executive Committee within 30 days post-budget approval.

## **CONFERENCES AND MEETINGS**

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IAEM-USA will schedule and conduct a variety of conferences, meetings, seminars, workshops, and webinars designed to meet the professional needs of its members, facilitate the exchange of information, establish a positive image reflecting the organization's goals and objectives, and conduct the official business of the IAEM-USA.

All types of official assemblies of the IAEM-USA are subject to accepted open meeting practices upon payment of applicable membership dues and/or fees. Exceptions to this policy may exist in Executive Committee or Board of Directors meetings where sensitive, confidential, or contractual issues are to be discussed.

No person shall be allowed to disrupt any official assembly of the organization or its membership in the conduct of its business.

### **IAEM-USA Board of Directors Meetings**

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The Board of Directors of IAEM-USA will meet at the following times:

- First meeting of the term
- Monthly meetings as called
- Annual Board Retreat
- Additional meetings as needed and called by the IAEM-USA President
- Last meeting of the term, prior to the Annual Conference

Special Meetings may be called by the IAEM-USA President or upon request from a majority of the Board. A ten-day written notice is required for meetings necessitating travel, but this can be waived by a two-thirds vote of the Board. A 24-hour written or oral notice is always required to ensure participation.

Records will document attempts to notify Board members of meeting times and locations. If a regional president cannot attend, they must arrange for an alternate representative. The IAEM-USA President and Executive Director must be informed of this before the alternate votes.

General members may attend meetings as observers and can request an invitation through their regional president. Meeting access information will be provided upon approval. Occasionally, meetings may go into executive session, allowing only voting Board members and relevant staff to attend. Executive Committee Meetings In some instances the Board may go into Executive Session to the exclusion of IAEM members and staff. In such instance a member of the Board will be charged with taking notes.

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Records shall be maintained documenting all attempts to notify all members of the Executive Committee of the meeting times and locations.

### **Annual Membership Meeting**

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The annual membership meeting shall be held electronically prior to the annual conference. This meeting shall include, but not be limited to, information and updates on the state of the Association, including financial status, membership, and accomplishments from the previous year. The meeting will also include the annual memorial of members who have passed during the previous year.

## Annual Conference

The IAEM-USA staff is responsible for recommending annual conference sites based on the best business interests of the organization. IAEM-USA staff, under the President's supervision, initiates all proposal solicitations, contract negotiations, and facility arrangements. The Executive Director of the IAEM-USA keeps the interested host informed. Attractive location, geographic rotation, low attendee cost, attractive facilities, room rates, facility service record, airfare and travel accessibility, low cost to IAEM-USA, and other criteria will be considered. The final selection of the conference site rests with the IAEM-USA Board.

The Conference Standing Committee is responsible for coordinating with IAEM-USA staff all matters related to the Annual Conference, including identifying session content and speakers for pre-conference, conference and post conference sessions and events. All working groups that do any work related to the Annual Conference, work within the guidance of the Conference Standing Committee. The conference schedule is coordinated with IAEM-USA staff. IAEM-USA staff performs all associated administrative tasks, including speaker coordination, facility arrangements, preparation of conference materials, promotion, and exhibit/sponsorship production.

IAEM-USA staff works with the IAEM-USA Treasurer to determine the conference budget and registration fees as part of the overall budgeting process.

Full conference registration fees are waived, if self-funded and not covered by an employer, for the current IAEM-USA officers, as defined in Article V Section 1 of the IAEM-USA Bylaws, former IAEM-Global Chairs, former IAEM-USA Presidents and one guest of their choice, and the IAEM-USA Conference Committee Chair and Vice Chairs.

The incoming IAEM-USA President is entitled to up to four tickets to the Presidential Banquet for the Annual Conference at which they will be sworn in.

IAEM-USA will reimburse travel expenses, with pre-authorization, for IAEM-USA officers whose travel is otherwise self-funded and not covered by an employer.

## Virtual Conference

The Conference Committee is responsible for the program, including identifying session content and speakers. The Chair is responsible for coordinating the Virtual Conference in collaboration with the Vice Chairs. The Virtual Conference Committee will be a working group of Conference Committee members.

The Conference schedule is coordinated with IAEM-USA staff. IAEM-USA staff performs all associated administrative tasks including speaker coordination, virtual conference platform negotiations and coordination, marketing, promotion, and exhibitor/sponsorship production.

IAEM-USA Staff works with the IAEM-USA Treasurer to determine the conference budget and registration fees in conjunction with the overall budgeting process.

## *IAEM-USA Administrative Policies and Procedures*

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Full conference registration fees are waived, if self-funded and not covered by an employer, for the current IAEM-USA officers, as defined in Article V Section 1 of the IAEM-USA Bylaws, and for former IAEM-Global Chairs, former IAEM-USA Presidents, and the IAEM Conference Committee Chair and Vice Chairs.

### Press Coverage

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Reporter attendance at IAEM events is welcomed and encouraged; since the IAEM is the largest association in the world for emergency management professionals, it is important that trade publications remain informed of all activities of the IAEM and its Councils, including IAEM-USA. A special press rate is extended to representatives of all such publications; the fees cover costs associated with such participation. All non-registered press who arrive at the conference must be directed to the Communications and Director.

## **AWARDS AND RECOGNITION**

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### **Awards Program**

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The Purpose of the IAEM Awards Program is to recognize and honor people and organizations that have made special or significant contributions to the field of emergency management. The competition may be open to non-members and fees may apply unless determined to be cost-prohibitive by the IAEM-USA Board of Directors.

The IAEM-USA Awards and Recognition Standing Committee has full authority to administer all awards on behalf of the IAEM. If an IAEM Group, Region, or other entity wishes to establish any form of member or organization award or recognition, the concept shall be presented to the Awards and Recognition Standing Committee to consider. If accepted, the Awards and Recognition Committee will obtain approval from the IAEM-USA Board of Directors to offer a new award, then on Board approval, the Committee will include the new award in all regular Awards and Recognition activities in the future.

### **IAEM-USA Council Awards**

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- Preparedness Award
- Technology and Innovation Award
- Business and Private Sector Integration and Public Sector Partnership Award
- Career Excellence Award
- Emergency Manager of the Year Award
- Rising Star Award
- IAEM-USA Emergency Management Volunteer of the Year Award
- IAEM-USA Emergency Management Voluntary Organization of the Year Award
- EM Educator of the Year
- EM Education & Training Program of the Year
- Bravo Zulu Award
- Clayton R. Christopher Memorial Award (Presented by Region 4)

### **Student Awards**

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- Student of the Year Award
- Student Chapter of the Year Award
- Student Advocate of the Year Award

### **Uniformed Services Awards**

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- IAEM-USA Military Uniformed Services Emergency Manager of the Year Award
- IAEM-USA Civilian Uniformed Services Emergency Manager of the Year Award
- IAEM-USA Uniformed Services Auxiliary Member of the Year Award

## Recognition

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IAEM-USA presents the following recognition:

- 40 under 40
- IAEM-USA President's Executive Citations
- IAEM-USA Regional President's Citations
- IAEM-USA Membership Citation

## **STUDENT CHAPTERS**

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Any institution of higher education offering postsecondary and graduate degrees in emergency management or related field of study and is accredited by an appropriate regional or national accrediting agency as recognized by the US Department of Education, is eligible to form an IAEM-USA Student Chapter (hereafter in this section referred to as a “Chapter”), contingent upon the fulfillment of the procedures outlined in the *Starting a Student Chapter* guideline

Chapters may either be Provisional or Chartered. Provisional Chapters are those that are working to complete the requirements including gaining approval from their institution and establishing bylaws. Upon completion, and after the approval of the IAEM-USA Board, Provisional Chapters will be given Chartered Chapter status.

The official naming convention of all Chapters shall follow this example: IAEM-USA Student Chapter at John Doe University (IAEM-USA at John Doe University)

### Maintaining A Chartered Chapter

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Chapters must meet requirements set forth in the *Maintaining a Student Chapter* guideline to remain a chapter in good standing.

### Membership And Dues

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As per the IAEM-USA Bylaws, all Chapter members must be members of IAEM. In addition, Chapters may collect additional local chapter dues.

## APPENDIX: IAEM-USA PUBLISHED POLICIES

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### CODES AND CONDUCT

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#### IAEM-USA Code of Ethics and Professional Conduct

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Every IAEM-USA member in good standing has a continual duty to adhere to the principles and tenets of this IAEM Code of Ethics and Professional Conduct. This obligation of IAEM-USA members applies to all members engaging in IAEM-USA business, activities, and events, as well as to all individuals, irrespective of membership status, who have been awarded the AEM® or CEM® professional certification issued by IAEM-USA. The duty to follow the Code requires that members act prudently and responsibly beyond mere legal and code requirements. The Code of Professional Conduct further reflects the philosophy and objectives of the certification program.

#### Preamble

The IAEM-USA Code of Ethics and Professional Conduct addresses a range of issues affecting emergency management professionals in their daily work. Maintaining public trust and confidence is central to the effectiveness of the Emergency Management Profession. This Code aims to ensure and justify public trust in the services provided by its members.

#### Principles

Members of IAEM-USA shall adhere to the core principles of RESPECT, COMMITMENT, and PROFESSIONALISM.

- **RESPECT**  
Respect for supervising officials, professional colleagues, associates, and the people we serve through compliance with the laws, regulations, and recognized standards is essential in maintaining integrity and trust in our professional and community relationships.
- **COMMITMENT**  
IAEM-USA members make decisions that build trust, manage our responsibilities fairly, and communicate clearly. We aim to improve stewardship and service quality while supporting our community.
- **PROFESSIONALISM**  
IAEM-USA actively promotes professionalism to ensure public confidence in emergency management. Our reputations are built on the diligent fulfillment of our professional duties. Our professionalism is grounded in education, safety, and the protection of life and property.

#### Code

1. **Quality:** Members should consistently produce high-quality work and apply the 'Principles of Emergency Management.'
2. **Professional Independence:** IAEM-USA members have a primary duty of loyalty to the communities they serve and the environments they impact. Their work should uphold high ethical standards and respect for human dignity. Emergency management practitioners must

maintain professional independence, whether in advisory or executive roles within their organizations.

3. **Legal Requirements:** Members must comply with the legal and regulatory requirements of their practice and be aware of the applicable laws in their communities.
4. **Objectivity:** Members providing professional opinions should be honest, objective, and reliable, based on the best available knowledge. If such knowledge is lacking, they should refer to relevant emergency planning and management principles.
5. **Competence:** Members should not take on roles as emergency management practitioners unless they are confident in their ability to perform effectively. They must acknowledge their limitations and actively work to improve their professional competence by staying informed about new developments. Competence involves having the necessary knowledge, experience, and skills to perform tasks according to established standards while recognizing one's limitations. Maintaining competence requires ongoing professional development and certifications such as AEM® or CEM®, along with potential membership in relevant specialist organizations.
6. **Abuse of Membership:** Members are prohibited from misusing their IAEM-USA membership for any personal or commercial advantage. This commitment upholds the integrity of our organization and ensures that all members act in the best interest of the organization.
7. **Conflict of Interest:** Members must keep their professional judgment free from conflicting interests and inform their employer or client of any actual or potential conflicts. Members, officers, and agents of IAEM-USA are expected to act in the organization's best interest and avoid actions that result in personal gain, maintaining high ethical standards.
8. **Confidentiality:** Members must not disclose any information, data, or documents considered confidential or proprietary to IAEM or its affiliates without prior written consent. This includes protecting the interests of current and former employers or clients. Maintaining confidentiality is crucial for IAEM-USA groups, such as the Board of Directors and various committees. Discussions in these meetings are confidential and may only be shared with non-participants after approval. Only IAEM-USA staff or authorized officials are permitted to communicate confidential information to outside parties.
9. **Professional Responsibility:** Members are responsible for their professional work and must ensure that those they supervise are competent and treated fairly.
10. **Financial Propriety:** Members must maintain financial integrity in their dealings with employers and clients. They should avoid any inducements that could compromise their professional independence or violate ethical obligations.
11. **Professional Reputation:** Members must not intentionally or recklessly harm the professional reputation, prospects, or business of other IAEM-USA members.
12. **Members Relations:** Members must treat each other with respect and professionalism within the IAEM and IAEM-USA, avoiding any actions that undermine integrity or dignity. Collaboration should always be professional and productive.
13. **IAEM Code of Conduct:** All IAEM participants, including certified members, must treat their colleagues in the emergency management community with dignity and respect at all IAEM events

and adhere to the Board of Directors' policies, including the IAEM-USA Non-Discrimination and Anti-Harassment Policy.

## **Conflicts of Interest and Confidentiality Disclosure**

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The members, officers and agents of IAEM-USA shall act in the best interest of the organization at all times and shall avoid activities resulting in actual or implied personal gain in keeping with the highest standards of ethics and professionalism.

### ***Conflicts Of Interest***

The IAEM-USA and its volunteer leaders, management and staff, and members are dedicated to serving the interests of the organization and its membership in the most honorable and ethical manner possible. Among the continuing duties of the organization's volunteer leaders, management and staff and volunteers are those of providing assurance to its constituencies that debates, decision-making, and all governance of the organization is conducted in an objective and bias-free manner. Among the continuing duties of the volunteer leaders of IAEM-USA is the duty of loyalty – to place the best interests of the organization foremost when acting on the behalf of IAEM-USA. This duty of loyalty, or “fiduciary duty,” encompasses the continuing obligation to avoid or disclose any “other interests” that could dilute, diminish, or divide a leader's unqualified loyalty and complete commitment to IAEM-USA. Where such interests exist or even appear to exist, they are “conflicts of interest” that the organization is responsible to manage in order to ensure bias-free and ethical governance.

### ***Confidentiality***

It is the ongoing duty of all IAEM-USA officers, directors, association management executives, staff and volunteers to at all times keep, maintain and protect the confidential and proprietary information and documentation of all nonpublic and proprietary information relating to the IAEM-USA and its membership, except where such disclosure is authorized by the President and Executive Director of IAEM-USA or is legally mandated.

### ***Summary Of Policy***

IAEM-USA's policy is to require that volunteer leaders, including officers and directors, disclose “other interests” as defined in this policy at least once a year or more frequently if and when “other interests” arise. In that event, the IAEM-USA Board, or delegated representatives or committee of the Board, must decide what if anything to do in reaction to disclosures of “other interest” according to the organization's procedures for doing so. In most cases it will be decided that the proper corrective course is the disclosure of the “other interests” to the Board or other appropriate body of the organization. However, in some cases the volunteer leader might be asked to “recuse” – refrain from participating in the debate or resolution (vote) of matters where the volunteer leader has “other interests.” In rare cases the volunteer leader might be asked to resign from his or her position on the Board or elsewhere in the governance structure of IAEM-USA.

The governing Board of IAEM-USA has determined that this policy applies to officers, directors, management executives and staff and to volunteers of the organization. Prompt and full disclosure is expected of the following “other interests” (which list is not intended to be all-inclusive):

- Ownership, employment, or volunteer or agency interest or involvement in a commercial entity or nonprofit organization that competes with the IAEM-USA; or
- Ownership, employment, or volunteer or agency interest or involvement in a commercial entity or nonprofit organization that is, or seeks to be, a vendor of products or services to the IAEM-USA or

- Position as a spokesperson, consultant, employee, or agent for another commercial or nonprofit organization that advances opposing or adverse public policy positions from those of the IAEM-USA.

Please note that when referencing the IAEM-USA, this policy also includes any of the IAEM-USA subsidiaries, including but not limited to standing committees, caucuses, ad hoc committees, task forces, commissions, consortiums, regions and/or chapters.

Please also note that the volunteer leader should disclose these “other interests” personally and for close business associates and family members.

Disclosure is to be made at least annually when requested by the Board, and after that at any time throughout the year when an “other interest” arises or becomes known that was not disclosed at the time of, or has significantly changed since, the annual disclosure was completed and signed by the volunteer leader. Disclosure should always be in writing and signed by the volunteer leader. Disclosure forms are provided by IAEM-USA for that purpose and may be requested by contacting the organization’s Executive Director. Volunteer leaders should feel free to provide additional information as appropriate.

The volunteer leader should provide sufficient information and supporting documentation, where appropriate, about any “other interest” so as to permit an effective and objective evaluation of what effect the “other interest” may have on the leader’s participation in the IAEM-USA’s governance.

Any confidential information provided should be clearly marked as such on the volunteer leader’s disclosure form. The IAEM-USA will endeavor to keep the information confidential. However, if a requirement of confidentiality precludes the Board from fairly and objectively evaluating the disclosure, the Board may respond accordingly in its recommendations and/or findings regarding appropriate corrective measures.

### ***Corrective Measures***

It is the exclusive prerogative of the IAEM-USA and its leadership, not the disclosing volunteer leader’s, to make determinations regarding corrective measures with respect to “other interests.” The Board or its delegated representatives or body will be charged with doing so. Among the corrective measures available to be recommended are the following:

- Disclosure to the Board. In most cases, it is expected that the possibility of subjectivity or bias will be sufficiently offset by disclosing the “other interest” to the entire Board, of which the disclosing volunteer leader is or may be a member. The Board will be expected to take the individual’s “other interest” into consideration when discussions, debates, or decisions occur within the Board. The IAEM-USA, its Board, and the volunteer leader will all have fully discharged their duties.
- Recusal. In some cases, it may be determined that the avoidance of conflicts of interest, or even the mere appearance of conflicts of interest will dictate that the disclosing individual should avoid discussions, debates, and decision making/voting on subjects related to the disclosure. The volunteer leader will remain a member of the Board or body affected but will withdraw from portions of the meeting or activities as appropriate.
- Resignation. There could be situations, expected to be rare, in which the volunteer leader’s “other interest” is so extensive or pervasive that, in the view of the Board or its

representatives, the leader's involvement in discussions, debates, or decision-making/voting in the Board or other body on any subject will be adversely affected. If resignation is not forthcoming, the Board will decide on alternatives consistent with the IAEM-USA Bylaws, APPs, and governing state law.

***Procedures***

The appropriate steps in implementing this policy are as follows:

- Annual disclosure. Volunteer leaders will be asked to complete the disclosure form annually. Forms should be submitted at other times as well if "other interests" arise or become known.
- Review, evaluation and recommendation. The Board or a designated representative(s) of the Board will review the annual disclosure forms. The volunteer leader may be asked to provide additional information as a result of this review. If the reviewing body or individual(s) determines that no action is required, then none will be taken. If the reviewing body or individual(s) determines that disclosure to the full Board is the appropriate corrective measure, this will be undertaken with notice to the volunteer leader. If other corrective measures are recommended, the matter will come before the Board.
- Governing Board. The IAEM-USA Board will make the final determination of the appropriate corrective action to be recommended to the volunteer leader and any subsequent action or procedures that may become expedient.

Any questions about the IAEM-USA's Conflicts of Interest and Confidentiality policies or procedures should be raised with the Executive Director and/or the organization's President.

### Disclosure of Other Interests & Confidentiality Form

As a volunteer leader of IAEM-USA (the “Association”), I recognize that the organization must provide bias-free governance to its ’s constituencies and that I owe a duty of loyalty to the organization. One aspect of fulfilling my duty is to avoid or disclose “other interests” according to IAEM-USA’s policy and procedures on conflicts of interest. I am therefore disclosing the following “other interests” as defined by the organization. I will provide further information if requested and will cooperate with any review and evaluation on behalf of IAEM-USA.

Any ownership, employment, or volunteer or agency interest or involvement in a commercial entity or nonprofit organization that competes with the IAEM-USA:

Any ownership, employment, or volunteer or agency interest or involvement in a commercial entity or nonprofit organization that is, or seeks to be, a vendor of products or services to IAEM-USA:

Any position as a spokesperson, consultant, employee, or agent for another commercial entity or nonprofit organization that advances opposing or adverse public policy positions from those of IAEM-USA:

Note: A reference to IAEM-USA includes each of its regions and chapters and any other affiliated entities.

Note: The volunteer leader should disclose these “other interests” personally and for close business associates and family members. Please use additional sheets or attached explanatory documents if appropriate.

Please clearly indicate whether any information provided herein is requested to be kept confidential by IAEM-USA.

CONFIDENTIALITY: As an IAEM-USA volunteer leader, member of association management or staff, or as an organization volunteer, I further acknowledge and agree to my continuing duty to at all times maintain the confidentiality of any and all IAEM-USA and IAEM-USA membership confidential and proprietary information and documentation and of my continuing obligation not to, directly or indirectly, disclose, share, or disseminate the same to any third party or to use such IAEM-USA or IAEM-USA membership confidential or proprietary information or documentation for my own or for any third party’s benefit without the prior disclosure to and written consent of the IAEM-USA’s Board of Directors.

I hereby acknowledge my continuing duty to disclose “other interests” fully and promptly and to at all times maintain the confidentiality of all IAEM-USA and IAEM-USA membership confidential and proprietary information and documentation. The information I have provided is accurate and complete to the best of my knowledge and ability.

Signature

Date

## **IAEM Privacy Policy**

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This IAEM Privacy Policy is intended to cover the following areas:

- About IAEM
- What Information does IAEM collect?
- How does IAEM use your information?
- Who may use your information?
- Third-party links and services
- Children’s Privacy
- How Does IAEM Protect Your Information?
- Where is your information stored and processed?
- Marketing communications
- How long do we keep your information?
- Change in terms of privacy
- Site content
- Your rights
- How do you contact IAEM?

This policy applies to all of the personal information and data we collect about you, including information collected at events and information collected at <https://www.iaem.com/> and any other websites (including mobile access) where this policy is linked to; all of which are referred to as the “Site” in this policy.

The International Association of Emergency Managers (“IAEM”) recognizes the importance of protecting our users’ privacy. To that end we have created this Privacy Policy and a Spam Policy in order to demonstrate our commitment to privacy. Information on how Site content can and cannot be used is also discussed below. Please note that spam laws and regulations above and beyond IAEM’s policies may apply to commercial electronic messages sent to individuals who have elected to list their contact information on the Site.

We may occasionally amend this policy. Any new policy will automatically be effective when it is published on the Site. You should therefore return here regularly to view our most up to date policy. You should also print a copy for your records.

### **About IAEM**

Details about the IAEM and its various worldwide councils on the International Association of Emergency Managers website (available at <https://www.iaem.com/>). The site is owned and operated by the International Association of Emergency Managers on behalf of its affiliates and subsidiaries. IAEM is incorporated in the state of Ohio, United States (EIN:31-6050147) and its registered office is located at 201 Park Washington Court, Falls Church, Virginia, United States 22046-4527.

We refer to IAEM together with its related group entities, including its various councils, regions, chapters, committees, caucuses and other subsidiaries as “we”, “us” or “our” in this Policy. For the purposes of the General Data Protection Regulation (2016/679) (the “GDPR”), the Data Controller is the International Association of Emergency Managers, which is a 501(c) non-profit association

incorporated in the State of Ohio and having its principal business address at 201 Park Washington Court, Falls Church, Virginia, United States 22045-4527.

### **What Information does IAEM collect?**

Most of your information and data we collect (Personal Data) is provided directly by your members. This may include:

- Contact information – information such as name, job title, company name, department, email address, physical mailing address and telephone number;
- Professional information – such as your employment background, job description and related information;
- Transaction information – your contact information, the services you are interested in, your purchasing requirements, your financial information including credit card or other payment information;
- Responses to surveys – information you provide in responding to a survey on the Site, via an app or email, on the telephone or otherwise;
- Details related to event participation – special requirements such as aids and dietary needs (which will be distributed to third parties as appropriate such as caterers and facilities to prepare for your participation);
- Photographic and audio images - By registering for and by your presence at any IAEM event (conferences, courses, board, committee, commission, other group meetings, or any events offered by the association), you consent to be photographed, filmed, videotaped and/or otherwise recorded. Your registration constitutes your consent to such photography, filming and/or recording and to any use, in any and all media throughout the universe in perpetuity, of your appearance, voice and name for any purpose whatsoever in connection with the IAEM event. You understand that all photography, filming and/or recording will be done in reliance upon this consent given by you by entering the event facilities (conference rooms, board rooms, exhibit halls, convention centers, and any other venue chosen for the activity). If you do not agree to the foregoing, please do not enter the event facilities.
- Certification application details – IAEM maintains the confidentiality of data submitted as part of the AEM®/CEM® certification process. Authorized IAEM personnel must access data in order to evaluate the candidate’s credentials. IAEM publishes the names, organizations and locations of those earning the AEM®/CEM®.
- Scholarship application details – necessary to evaluate and determine recipients of IAEM scholarships.
- Awards competition – data related to professional projects and accomplishments from those applying for recognition from IAEM’s annual Awards and Recognition program.
- We may also collect, and process information obtained through the Site or the device you are using, including:
  - Member information (including username and password);
  - Location information (including GPS signals sent by a mobile device, location information gathered from social media networks or sensor or IP address data from your device);
  - Information from cookies, web beacons or from the internet, including your IP address, browser type, operating system, domain name, access times, which pages you visit within

our Site and referring website addresses – for more on this please see the next section below on how we use your information;

- If you ask us to connect with other sites (for example if you ask us to connect with your Facebook account) we may get information that way too; and,
- We may record any telephone calls for quality assurance and training purposes, and we may record any virtual meetings such as webinars.

We may use publicly accessible information to verify information we are provided with and to manage and expand our organization.

Throughout the website there may be forms to request information and purchase or obtain products and/or services through IAEM. These forms typically ask for contact information, financial information, and demographic information. Information from these forms is used to deliver the information, products and/or services that you request. It may also be used to notify you of future IAEM programs, products, services and/or opportunities that may be of interest to you. When completing these forms, please do not supply another person's personal data to us unless we prompt you to do so, and you have received that individual's consent to do so.

#### **How does IAEM use your collected information?**

We use information collected about you as outlined in this Policy.

Our primary purpose in collecting your Personal Data is to provide you with the services you requested and those which we believe will optimize your use of the Site and membership in IAEM. We may use your Personal Data for the following purposes:

- To provide the information, services or support you request and related information and updates regarding IAEM and its various programs and organization events and conferences;
- To identify you, and to contact you from time to time with IAEM services and programs updates;
- To send other messages that are useful to the service we provide, including messages regarding our awards programs as well as messages from and regarding IAEM;
- To manage our relationship with you and to carry out any related administration;
- To provide personalized, targeted, or location-based content, services, and advertising from us and third parties;
- To promote services, or the services of our suppliers, including by email and via social media platforms (subject to the relevant marketing permissions);
- To acknowledge those earning the AEM® and CEM® through listings such as the Awards and Recognition Program, online listings, published in IAEM newsletters and other;
- To compare information for accuracy, and verify it with third parties\*;
- To detect, investigate and prevent activity we think may be potentially illegal, unlawful or harmful and to enforce our Policy or any other purpose referenced herein or therein\*;
- To carry out research, including market research, statistical research on site traffic, sales and other commercial information to assist us in improving the services we provide to you and tailor the Site\*;

- To keep track of the areas of our Site you visit, the amount of time you spend and the date and time you access our Site to enable us to tailor it to better match your interests and/or preferences.

In more legal terms, we process your Personal Data where we have your consent to do so, which you may withdraw at any time, or otherwise where this is necessary for:

- The performance of our contract with you for the provision of our services or to take preliminary steps at your request;
- Us to fulfil our legal obligations; or,
- The purposes of the legitimate nonprofit interests pursued by IAEM or by a third party.

A legitimate interest is when we have a business or commercial reason to use your information, so long as this is not overridden by your own rights and interests. Our legitimate interests are those indicated with an asterisk (“\*”) above, and we consider that we have implemented sufficient checks and protections to ensure that your rights and interests are not unreasonably intruded on.

\*However, you can object to processing on any of these bases at any time and, if you do so, we will stop processing the personal data unless we can show compelling legitimate grounds which override your rights and interests, or we need the data to establish, exercise or defend legal claims – see “Your rights” below.

## **Cookies**

Cookies are small pieces of information that are stored by your browser on your computer’s hard drive. Our Site uses “cookies” to help you access our Site. Also, our Site’s cookies help speed up navigation, keep track of items and help to provide you with custom-tailored content. In addition, we also use cookies to remember information that you gave us, so you do not have to re-enter it each time you visit our Site. We use four types of cookies, which we describe in this section.

**Essential:** cookies that are essential to provide you with services you have requested. For example, these include the cookies that make it possible for you to stay logged into your IAEM account. If you set your browser to block these cookies, then these functions and services will not work for you. In particular, we won’t be able to save your preferences about cookies.

**Performance:** cookies which measure how often you visit our sites and how you use them. We use this information to get a better sense of how our users engage with our site, so that users have a better experience. For example, we collect information about which of our pages are most frequently visited, and by which types of users. We also use third-party cookies to help with performance. For example, the Google Analytics cookie gives us information such as your journey between pages and whether you have downloaded anything.

**Functionality:** cookies that are used to recognize you and remember your preferences or settings when you return to our site, so that we can provide you with a more personalized experience.

**Advertising:** cookies that are used to collect information about your visit to our site, the content you have viewed, the links you have followed and information about your browser, device and your IP address. We have set out more details on this below.

These various technologies are used in analyzing trends, administering the Site, tracking users' movements around the Site and to gather demographic information about our user base as a whole. We may receive reports based on the use of these technologies on an individual as well as aggregated basis. As is true of most websites, we gather some information automatically and store it in log files. This information includes IP addresses, browser type, internet service provider, referring/exit pages, operating system, date/time stamp, and clickstream data.

### **Cookie Consent**

In most cases we will need your consent in order to use cookies on the Site. Exceptions to this apply such as where the cookie is essential in order for us to provide you with a service you have requested (e.g., to enable you to put items in your shopping basket and use our check-out process. If you visit our Site when your browser is set to accept cookies, we will interpret this as an indication that you consent to our use of cookies and other similar technologies as described in this policy. If you change your mind in the future about letting IAEM use cookies, you can modify the settings of your browser to reject cookies or disable cookies completely. If you do not want to accept cookies, you can change your browser settings so that cookies are not accepted. If you do this, please be aware that you may lose some of the functionality of this Site.

### **Who may use your information?**

We are committed to keeping your e-mail address confidential. However, subject to your permission, we share information that may be of interest to you from time-to-time from third parties for purposes of marketing programs and services.

Our Membership Directory is made available on the website to members only.

We may also disclose your personal data to enforce our policies, to comply with our legal obligations or in the interests of security, public interest or law enforcement in any country where we have entities or affiliates. For example, we may respond to a request by a law enforcement agency or regulatory or governmental authority. We may also disclose data in connection with actual or proposed litigation, or to protect our property, security, people and other rights or interests.

We share your information with third parties who help deliver our services to you. Examples include hosting our web servers, analyzing data, providing marketing assistance, and providing customer service. These companies will have access to your personal information as necessary to perform their functions, but they may not use that data for any other purpose.

You may have accessed our Site through a hyperlink from the website of one of our subsidiaries or trading partners. If so, you consent to your personal details and purchase information, including behavioral patterns, being shared with that trading partner in accordance with our contractual relationship with them.

If IAEM merges with or is acquired by another organization, and/or if its assets are transferred to a third party, your personal information, as a valuable asset, may also be transferred to the acquirer or the entity resulting from the merger, even if they are not in the same line of business as us. Our member database could be sold separately from the rest of the organization, in whole or in a number of parts. Potential purchasers or merger parties and their advisors may have limited access to data as part of the merger or acquisition process. However, use of your personal information will remain subject to this Policy. Similarly, your personal information may be passed on to a successor in interest in the unlikely event of a liquidation, bankruptcy or administration.

Please remember that when you share information publicly on the Site, for example a comment on a blog post, it may be indexable by search engines, including Google, which may mean that the information is made public.

### **Third party links and services**

The Site may use and contain links to third parties' websites. We are not responsible for the privacy practices or the content of those websites or services. Therefore, please read carefully any privacy policies on those links or websites before either agreeing to their terms or using those websites. If you have asked us to share data with third party sites (such as social media sites), their servers may not be secure. Note that, despite the measures taken by us and the third parties we engage, the internet is not secure. As a result, others may nevertheless unlawfully intercept or access private transmissions or data.

### **Children's privacy**

The IAEM Site is not directed to children under the age of 13. If you are not 13 years of age or older, you are not permitted to use the IAEM Site. IAEM does not knowingly collect Personal Data or information from children under the age of 13. If we learn that Personal Data of persons under the age of 13 has been collected through the IAEM Site, we will take prompt and appropriate measures to delete this information. If you are a parent or guardian and discover that your child or a minor under the age of 13 has posted, submitted or otherwise communicated Personal Data to the IAEM Site without your knowledge or consent, then you may alert IAEM by:

- Contacting our headquarters by emailing your request to [info@iaem.com](mailto:info@iaem.com); or,
- You can call +1 (703) 538-1795.

### **How does IAEM protect your information?**

We take what we consider to be appropriate technical and organizational measures to guard against unauthorized or unlawful processing of your Personal Data and against accidental loss or destruction of, or damage to, your Personal Data. While no system is completely secure, we believe the measures implemented by the Site reduce our vulnerability to security problems to a level appropriate to the type of data involved. We have security measures in place to protect our user database and access to this database is restricted internally. However, where you have a member's account for the Site, it remains your responsibility:

- To log off or exit from Site when not using it;

- To ensure no-one else uses the Site while your device is logged on to the Site (including by logging on to your device through a mobile, Wi-Fi or shared access connection you are using);
- To keep your password or other access information secret. Your password and log in details are personal to you and should not be given to anyone else or used to provide shared access for example over a network. You should use a password which is unique to your use of the Site – do not use the same password as you use for another site or email account; and,
- To maintain good internet security. For example, if your email account or Facebook account is compromised this could allow access to your account with us if you have given us those details and/or permitted access through those accounts. If your email account is compromised, it could be used to ask us to reset a password and gain access to your account with us. You should keep all of your account details secure. If you think that any of your accounts has been compromised you should change your account credentials with us, and in particular make sure any compromised account does not allow access to your account with us. You should also tell us as soon as you can so that we can try to help you keep your account secure and if necessary, warn anyone else who could be affected.

### **Where is your information stored and processed?**

Your Personal Data is generally stored on servers located in the United States. If you are located in another country or jurisdiction, you should be aware that once your Personal Data is submitted through the IAEM site, it will be transferred to our servers in the United States and that the United States does not have uniform data protection laws in place.

When you became a member of IAEM you agreed that we may transfer your Personal Data to countries outside the United States and European Economic Area. We will put in place appropriate security measures to safeguard your Personal Data where any such transfer is made. If we transfer your Personal Data outside your country, we will take steps to ensure that your privacy rights continue to be protected in compliance with applicable data protection law and this Policy.

### **Marketing communications**

If you have given permission, we may contact you about any of the following:

- IAEM Awards and Recognition Program;
- Council, Region and Chapter leader updates;
- Communities of practice;
- Updates on our credentialing or certification program, as well as updates specific to your credentialing status;
- Updates on our scholarship program, as well as updates specific to your scholarship application status, and notifications of donation campaigns;
- Existing member updates;
- Membership renewal reminders (only for existing members);
- Invitations to webinars and teleconferences designed to enhance your membership experience and/or professional practice;
- Invitations to participate in our initiated and/or supported research;
- Information about our industry and professional research and education; and/or,
- Events and educational programs and opportunities;

- Special discounts and other benefits available to you through your association with IAEM;
- Newsletters and other IAEM publications.

In compliance with the CAN-SPAM Act, GDPR, and CASL all email sent from our organization will clearly state who the email is from and provide clear information on how to contact the sender. In addition, all email messages will also contain concise information on how to remove yourself from our mailing list so that you receive no further email communication from us.

IAEM will maintain the information you send via email in accordance with applicable domestic and international law.

You should have a prior relationship with the person receiving your email. If you prefer not to receive any direct marketing communications from us and/or our partners, you can opt out at any time by emailing us at [info@iaem.com](mailto:info@iaem.com) or by calling us at +1 (703) 538-1795. See further “Your rights,” below.

#### **How long do we keep your information?**

We will retain your personal data only as long as is necessary for the purposes set out in this Policy, or as is required by applicable law, and then we will delete it.

#### **Change in terms of privacy**

IAEM reserves the right to alter its privacy policies. Any changes to the policy will be posted on this page. This Site is controlled and operated by IAEM from its offices within the United States. IAEM makes no representations that materials, information, or content available on or through this Site are appropriate or available for use in other locations, and access to them from territories where such materials, information, or content are illegal is prohibited. Those who choose to access this Site from other locations do so on their own volition and are responsible for compliance with applicable local laws.

#### **Site content**

You may access, download and print materials on this website for your personal and non-commercial use. You may not modify, copy, distribute, transmit, display, perform, reproduce, publish, license, create derivative works from, transfer, or sell any information, software, products or services obtained from this website without first obtaining written consent from an authorized representative of IAEM. Furthermore, you may not use the materials found on this website on any other websites or in a networked environment without first obtaining written consent from IAEM.

All materials on this Site (as well as the organization and layout of the Site) are owned and copyrighted by the International Association of Emergency Managers. © Copyright International Association of Emergency Managers (IAEM). All rights reserved. No reproduction, distribution, or transmission of the copyrighted materials at this Site is permitted without the written permission of IAEM.

## **Your rights**

Correction and Removal: If any of the information that we have about you is incorrect, or if you wish to have information (including your Personal Data) removed from our records, you may do so by:

- Contacting our headquarters by emailing your request to [info@iaem.com](mailto:info@iaem.com); or,
- You can call +1 (703) 538-1795.

Opting Out: As explained above, you have the right to opt-out of receiving marketing communications from IAEM and any authorized third parties. In addition, to the extent permitted by the laws of your country, you may have the right to object to the processing of your personal data for direct marketing purposes. If your objection is not to direct marketing in general, but to direct marketing by a particular channel (e.g., email or telephone), please specify the channel to which you are objecting.

Your European Rights: For European Residents only, you have the right to ask IAEM not to process your Personal Data for marketing purposes. You may exercise your right to prevent such processing by checking certain boxes on the forms we use to collect your Personal Data.

Further, to the extent permitted by the laws of your country, you may also have the right to access, correct, delete, restrict, be forgotten, or object to processing of, or request data portability of the personal data collected about you subject to some conditions and exceptions. You can find out more about these rights in the EU by reading the General Data Protection Regulation here: <https://gdpr-info.eu/>. In the EU you also have the right to lodge a complaint with a data protection regulator there.

IAEM contact details are below if you wish to inquire about any of those rights or would like to submit a request.

For Residents of California: For residents of California only, Section 1798.83 of the California Civil Code, as amended, requires select businesses to disclose policies relating to the sharing of certain categories of your Personal Data with third parties.

If you reside in California and have provided your Personal Data to IAEM, you may request from IAEM a disclosure of what information we share with third parties for use in direct marketing, who those third parties are and what they do. Such requests must be submitted to IAEM at [info@iaem.com](mailto:info@iaem.com) or by calling us at +1 (703) 538-1795. You also have the right to prevent disclosure of your personal information by contacting IAEM at [info@iaem.com](mailto:info@iaem.com) or by calling us at +1 (703) 538-1795.

## **How do you contact IAEM?**

If you have any questions about this Policy, the practices of this Site, or your dealings with this Site, we encourage you to contact us using the following details:

International Association of Emergency Managers  
201 Park Washington Court  
Falls Church, Virginia 22046-4527  
United States  
[info@iaem.com](mailto:info@iaem.com)  
Telephone +1 (703) 538-1795

## **Non-Discrimination & Anti-Harassment Policy**

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The International Association of Emergency Managers (IAEM) is dedicated to creating an environment where all individuals are treated with respect and dignity. Everyone has the right to work and participate in IAEM activities in a professional and harassment-free atmosphere. IAEM expects all interactions among management, members, volunteers, and event attendees to be professional and free from bias and discrimination.

The IAEM Board has established this policy to ensure that all participants—management staff, officers, directors, volunteers, members, and event attendees—can engage in activities free from harassment, discrimination, and inappropriate conduct. The Board is committed to ensuring everyone understands these policies, and any complaints will be investigated and resolved appropriately.

Any IAEM management staff member, officer, director, volunteer, or event attendee with questions or concerns about these policies should contact the IAEM Chair, Executive Director, or legal counsel.

These policies cannot be used to exclude individuals based on gender or any other protected characteristic from participating in IAEM activities. Discrimination or exclusion is not acceptable to avoid harassment claims. IAEM policies and the law strictly prohibit differential treatment based on sex or other protected characteristics in governance, volunteer roles, member activities, or events. The prohibitions against harassment, discrimination, and retaliation are intended to support these policies, not provide exceptions.

### **Equal Employment Opportunity**

IAEM is dedicated to providing equal opportunities for participation as officers, directors, members, volunteers, or event attendees. We strictly prohibit discrimination or harassment based on race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other legally protected characteristic.

### **Retaliation**

IAEM encourages reporting of any perceived discrimination or harassment and will investigate all reports promptly. Retaliation against those who report or participate in investigations is strictly prohibited.

### **Sexual Harassment**

Sexual harassment is illegal under federal, state, and local laws. It includes unwelcome sexual advances, requests for sexual favors, and any sexual conduct that interferes with an individual's work or creates a hostile or offensive environment.

Title VII of the Civil Rights Act of 1964 identifies two types of sexual harassment: a) quid pro quo and b) hostile work or volunteer environment. Sexual harassment includes a range of behaviors, such as: - Unwanted sexual advances or requests for favors - Sexual jokes and innuendos - Verbal abuse of a sexual nature - Comments about someone's body or sexual abilities - Leering, whistling, or inappropriate touching - Obscene gestures or comments - Displaying sexually suggestive materials These actions can

create an uncomfortable environment in the workplace or during volunteer activities.

### **Harassment**

Harassment based on any protected characteristic is strictly prohibited. This includes verbal, written, or physical conduct that demeans or shows hostility toward an individual due to their race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or other legally protected characteristics. Harassment can: a) create an intimidating or offensive work or volunteer environment, b) interfere with an individual's performance, c) impact employment or volunteer opportunities, or d) affect participation in IAEM-sponsored events or activities.

Harassing behavior includes, but is not limited to, derogatory language, slurs, negative stereotypes, threats, intimidation, and demeaning jokes. This also covers any hostile written or graphic materials shared at IAEM events or through IAEM equipment via email, phone, text messages, or social media.

### **Individuals and Conduct Covered**

These policies apply to all management staff, IAEM officers, directors, members, attendees, exhibitors, and volunteers at IAEM events and conferences.

Any conduct that violates these policies is unacceptable in the association's business and meeting environments.

### **Reporting an Incident of Harassment, Discrimination or Retaliation**

IAEM encourages reporting any incidents of discrimination, harassment, or retaliation, regardless of the offender's identity. Individuals who feel they have been affected should speak with the IAEM Executive Director or the current IAEM-USA President.

IAEM encourages individuals who believe they are experiencing unwelcome behavior to inform the offender that their conduct is inappropriate and request that it stop. Often, taking this step can resolve the issue on its own. However, IAEM understands that some individuals may choose to address the matter through formal complaint procedures.

### **Complaint Procedure**

To file a complaint, please visit [www.iaem.org/Complaint-Procedure](http://www.iaem.org/Complaint-Procedure).

## Complaint and Hearing Process

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### **Complaint**

A complaint alleging a violation of the IAEM Code of Professional Conduct, the IAEM-USA Bylaws, or other IAEM-USA Board approved policy, must be submitted in writing, along with relevant supporting documentation that the complaining party (Complainant) intends to rely upon.

1. The complaint must set forth the specific nature and facts of the complaint and each IAEM Code of Professional Conduct or Bylaw provision or policy that is claimed to have been violated.
2. A complaint may be filed in one of the following ways:
  - Submitted to the IAEM-USA headquarters at 201 Park Washington Court, Falls Church, VA 22046-4527.
  - Submitted by electronic mail at *hotline@iaem.com*.
3. Complaints should be marked to the attention of the IAEM-USA Executive Director or in the alternative, the Assistant Executive Director.
4. Complaints may not be submitted by a third party on behalf of an injured party.
5. Anonymous complaints may be dismissed if the corresponding documentation cannot be independently verified.
6. The Complainant shall specify in the complaint whether they request the opportunity to present the complaint at a telephone or video hearing before the IAEM-USA assigned hearing panel. If no such written request is made by the Complainant or the Respondent at the time of filing of the initial complaint or response to the same, the matter shall proceed for consideration by the assigned hearing panel based solely on the documentation submitted by the respective parties.

### **Initial Review**

Upon receipt, the complaint shall be reviewed for completeness and to ensure that it states a valid and good faith claim under the Code of Professional Conduct, IAEM-USA Bylaws, or other IAEM-USA Board-approved policy. IAEM-USA reserves the right to refuse or reject a complaint where in the reasonable and good faith belief of the Executive Director or his/her designee, in consultation with the IAEM-USA President or other appropriate official and/or legal counsel, the complaint is deemed incomplete, frivolous, retaliatory, or harassing in nature, or not falling under the intended scope of the IAEM Code of Professional Conduct, the IAEM-USA Bylaws, or other IAEM-USA Board-enacted policy. If deemed complete and made in good faith, the IAEM-USA Executive Director or other designated staff member will create a complaint file which shall be kept in the confidential records of the IAEM-USA headquarters location in Falls Church, Virginia. If the complaint is deficient in its allegations, the Complainant will be notified in writing by the IAEM-USA Executive Director or the Assistant Executive Director of such deficiency. If the Complainant fails to satisfactorily correct the deficiency within ten (10) days of the date of such notice, the Executive Director is authorized to dismiss the complaint and close the file. Files created shall be retained by the IAEM-USA at its headquarters offices for a period of twelve (12) months following the issuance of a decision and/or the closing of the file, at which time the file will be destroyed.

### **Notice to Parties**

IAEM-USA, by its Executive Director or his/her designee, shall confirm receipt and acceptance of the complaint to the Complainant and provide a complete copy of the same, along with submitted supporting documents to the party against whom the complaint is directed (Respondent). The Complainant and Defendant will be notified of the identity of the individuals assigned to the hearing panel with the right of the Complainant or Respondent to challenge the qualifications of an assigned

panel member. All notices under these procedures shall be sent by US Mail, 1st Class postage prepaid or by overnight delivery or electronic mail to the electronic mail addresses of record for or provided by the Complainant and Respondent.

### **Response**

The Respondent will be provided with thirty (30) days from the date of the written notice to submit to the IAEM-USA Headquarters, 201 Park Washington Court, Falls Church, VA, 22046 or to info@iaem.com, to the attention of the Executive Director or Assistant Executive Director, a detailed written response to the complaint, which shall include any relevant and supporting documents upon which the Respondent intends to rely. As part of the response, the Respondent must include a clear statement as to whether he or she wishes to have the assigned hearing panel consider the matter solely on the papers submitted by the parties, or if he/she requests the opportunity to present his/her response to the allegations at a telephone or video hearing before the assigned hearing panel. If neither the Complainant nor Respondent request an actual hearing, either by telephone or video conference, the assigned hearing panel shall consider and decide the matter solely on the documents submitted by the parties. A hearing must be conducted if either party so requests.

### **Assignment**

Upon receipt of the Respondent's written response to the complaint, the IAEM-USA Executive Director or designee will promptly forward both the complaint and the response and all submitted supporting documentation to a hearing panel selected by the IAEM-USA President from among qualified and experienced IAEM-USA member volunteers and who has been previously appointed by the President of IAEM-USA and approved by the IAEM-USA Board of Directors to hear and act upon such complaints. The hearing panel shall be comprised of not more than seven (7) and not less than three (3) IAEM-USA member volunteers as described above. Panel volunteers will be appointed to serve one (1) year terms and may serve no more than two (2) consecutive terms. Either the Complainant or the Respondent may challenge the qualification or bias of a member of the Panel assigned to hear the complaint. The decision to disqualify such hearing panel member shall be within the sole and reasonable discretion of the President of IAEM-USA based on reasons provided by the challenging party.

### **Hearing**

If either party requests a hearing on the matter, IAEM-USA, by its Executive Director or designee, will endeavor to schedule the hearing within sixty (60) days of the receipt of the Respondent's answer to the complaint, thus allowing the assigned members of the hearing panel sufficient opportunity to review the complaint, response, and all supporting documents. Notice of the date of such hearing shall be communicated to each party by electronic mail, written notice sent by US Postal Service, 1st class postage prepaid, overnight delivery or personally via telephone communication. The hearing may be conducted by telephone or video conference, at the sole discretion of the members of the hearing panel. Members of the assigned hearing panel shall select from among its members one member to serve as the principal hearing officer who shall be charged with conducting the hearing in a fair, orderly, and efficient manner. Neither party to the complaint may be represented by legal counsel during the hearing, nor may legal counsel for the Complainant or Respondent appear at the hearing.

### **Finding**

Upon conclusion of the hearing, the assigned panel members shall convene to determine, based upon the evidence and testimony presented by the parties in writing and, where applicable, at the hearing, whether a violation of the Code of Professional Conduct or the IAEM-USA Bylaws or other IAEM-USA Board-adopted policy as stated in the complaint, has occurred. Such decision shall be made by majority vote of the assigned panel members within thirty (30) days of the conclusion of the hearing or in the case where no hearing has been requested, within sixty (60) days of the panel's receipt of the complaint, response and supporting materials. The panel's decision shall be issued in writing setting forth the specific Code of Professional Conduct, IAEM-USA Bylaw provision, or IAEM-USA Board-adopted policy violated and the basis for such finding. The written decision of the hearing panel shall be provided to the IAEM-USA Executive Director or designee to be promptly communicated to the parties. In the event that a hearing panel determines that no violation has occurred as alleged, both parties will similarly be notified in writing or by electronic mail by the IAEM-USA Executive Director or designee.

### **Disciplinary Action**

In the event that the assigned hearing panel finds that a violation has occurred, it shall include as part of its written finding a recommendation only as to the nature of the discipline it reasonably deems may be appropriate in light of the allegations and panel findings. Such discipline may include, but is not limited to:

- Verbal or written non-public warning to be issued to the party found to have been in violation of the Code of Professional Conduct, IAEM-USA Bylaws or other IAEM-USA Board-adopted policy;
- Written non-public censure issued to the party found to have committed the violation, such censure to issue by the IAEM-USA Board of Directors in writing and shared with the parties;
- Suspension of IAEM membership;
- Termination of IAEM membership;
- Suspension or revocation of an IAEM issued credential (CEM® or AEM®)

### **Action by the Board**

Within ten (10) days of issuance of the hearing panel's findings and recommendation(s), a complete copy of the same shall be provided to the IAEM-USA Board of Directors for its consideration and final decision. The Board of Directors may affirm the decision of the hearing panel by majority vote of the voting members of the Board at a meeting of the Board where a quorum is present, or in its reasonable discretion, may overrule the finding of the hearing panel and issue its own finding. In its sole discretion and by a majority vote of its members, the Board may also request the opportunity to hear from both parties either by telephone or video conference on the specific issues addressed by the hearing panel and for which the Board has additional questions or concerns. In such case, the parties will be notified in writing and such Board opportunity will be scheduled within thirty (30) days of such written notice. The scope of any additional hearing requested by the Board shall be strictly limited to those issues identified by the Board. With or without an additional hearing before the Board, the finding of the Board shall be issued in writing in the name of the Board, signed by the Board President, and conclusive and binding upon the parties. In the event of disciplinary measures assessed by the Board against a party, the Executive Director, in consultation with IAEM-USA's legal counsel and the IAEM-USA Board President, shall be charged with enforcing the same in a manner and by means consistent with the intent of the Board.

## FINANCE

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### IAEM-USA Investment Policy

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This policy establishes investment objectives, policies, guidelines, and investment tolerances relating to the assets held by IAEM-USA, presently and in the future, that are and will be used primarily for investment purposes. It provides a framework within which staff and a brokerage firm will be expected to exercise judgment and offer recommendations in structuring and managing the IAEM-USA investment portfolio as directed by the Board of Directors or assignees. In doing so, the Policy:

- Clarifies the delegation of duties and responsibilities concerning the management of invested funds.
- Communicates the objectives of the Board, staff, and any investment managers involved in the management of invested funds.
- Identifies the criteria against which the investment performance of IAEM-USA's investments will be measured.
- Reserve Funds are not intended to be used in the day-to-day operations of IAEM-USA. Utilization requires approval by the Board of Directors in conjunction with the budget process or separate action.
- Not all invested funds may be "Reserve Funds." Refer to the IAEM-USA Reserve Funds Policy for additional information.
- Serves as a review document to guide the ongoing oversight of the management of IAEM-USA's investments.

#### Delegation of Responsibilities

The Board of Directors has oversight regarding all decisions that will impact IAEM-USA's invested funds. The Board of Directors delegates the day-to-day supervision of the management of investment funds to the IAEM-USA Treasurer and the Executive Director.

- **IAEM-USA Treasurer**
  - Reviews the performance reports provided by the brokerage firm.
  - Reviews annually IAEM-USA's investment policy and practices, and as appropriate recommends modifications to the Executive Committee and Board of Directors.
- **Board of Directors**
  - Selects the brokerage firm with staff collaboration
  - Annually reviews investments and practices as appropriate and recommends any modifications to the IAEM-USA Treasurer and Executive Director.
  - Approves and monitors adherence to the investment policy.
  - Assigns actions to IAEM-USA Treasurer and staff.
- **Executive Director**
  - Ensures that monthly financial reports to the Board of Directors appropriately reflect financial performance of investments.
  - Provides the IAEM-USA Executive Committee and IAEM-USA Treasurer with detailed investment performance reports, as requested.
  - Collaborates with brokerage firm with respect to their duties.

- **Brokerage Firm**
  - Recommends alternatives as to dollar amounts to be placed in a mix of investment instruments, based on best financial management practices and Allowable Investment Instruments defined below.
  - Manages the investment portfolio, that is, has full discretion in collaboration with IAEM-USA Treasurer and Executive Director to buy, sell, invest and reinvest assets consistent with the policy guidelines set forth in this document.
  - Account statements and analyses are available online on the Brokerage website.
  - Meets with the IAEM-USA Treasurer and Executive Director no less than twice annually to review the portfolio.

#### **Allowable Investment Instruments**

- Fixed Income – U.S. Government & Agency Bonds, Corporate Bonds, and Mutual Funds.
- Equities – Common Stock, mutual funds, and exchange-traded funds (ETF).
- Cash Equivalents – U.S. Federally Insured Certificate of Deposits and Money Market Funds that invest in Government-backed securities.
- Investment Bearing Checking or Savings Accounts

#### **Investment Considerations**

The Executive Committee must consider the purposes of both IAEM-USA and its' assets in managing and investing invested funds. All individuals responsible for managing and investing IAEM-USA's invested funds must do so in good faith and with the care that an ordinarily prudent person in a like position would exercise under similar circumstances. In making any decision relative to the expenditure of invested funds, each of the following factors by way of example only might be considered:

- General Economic conditions.
- The possible effect of inflation or deflation.
- Expected tax consequences, if applicable, of investment decisions or strategies.
- The role that each investment or course of action plays within the overall investment portfolio.
- Expected total return from the income and appreciation of investments.
- Other resources of the organization.
- The needs of the organization and the fund to make distributions and preserve capital.
- Related costs of the transaction and/or brokerage fees

#### **Guidelines for Investing**

- Cash and Money Market Funds 10% of Assets: At all times there will be a minimum cash, money market, or other highly liquid securities of 10% of IAEM-USA's invested portfolio.
- Prohibited Investments: all alternatives including but not limited to initial public offerings, restricted securities, private placements, derivatives, options, futures, and margined transactions.
- Performance Measurement Standards

It will be the responsibility of the IAEM-USA Treasurer and Executive Director to review the performance of the investment account and investment policy guidelines and report to the Board of Directors semi-annually with any updates and recommendations as needed.

The benchmarks to be used in evaluating the performance of fixed income and equity investments will be:

- Equities – The goal is to at least match the average annual return of the S&P 500 Index or other appropriate Index over a full market cycle (3-5 years).
- Fixed Income – Maintain a moderately conservative diversified portfolio without alternatives. Given that the overall objective of these funds is to achieve capital preservation and appreciation, the goal is to limit exposure to the downside of the market pullbacks.

## **Reserves Policy**

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IAEM-USA's Reserves Fund Policy explains the importance of financial reserves and provides guidelines for maintaining and expending them.

### **Section 1. Definition of Reserves**

Reserves are defined as the accumulated net surpluses of the organization, i.e., the unrestricted net assets as reported on the Balance Sheet. The reserves fund generally resides in the investment accounts except for the restricted Scholarship Program investments.

### **Section 2. Use of Reserves**

Decisions to budget the use of reserves must be accompanied by a plan to replenish such funds.

The primary purpose of the reserve is to ensure that IAEM-USA has adequate funds available in the event of an unanticipated catastrophic event or business situation that reduces reserves and threatens the financial viability of the organization.

A second purpose of the reserve is to provide for new or unanticipated operational needs that surface during or outside the annual budgeting process that cannot be supported by available operational resources.

A third purpose of the reserve is to support special projects in the event a single or multiple strategic initiatives should surface outside of the annual budgeting process. This means that should a strategic initiative surface during the course of the year, a recommendation may be made to the full Board of Directors to fund such an initiative. An initiative is defined as a chance for IAEM-USA to invest in an action that will benefit the IAEM-USA Membership or the emergency management profession.

### **Section 3. Funding Requirements**

IAEM-USA shall have a goal of maintaining reserves of no less than fifty percent (50%) of annual budgeted expenses. In the event, the goal of 50% of annual operating expenses is not achieved and reserves are less than 45% of average annual operating expenses, the IAEM-USA Treasurer shall notify the Board of a variance.

Where reserves are below 40%, the IAEM-USA Board may direct the Executive Director to put a cap on any new-project funding or special initiative funding through the reserves. Also, this occurrence would trigger a process through which the Executive Committee would convene to recommend necessary and sufficient corrective actions to pursue a recovery plan by 1) using the next year's budget surplus sufficient to rebuild the reserves' floor to a minimum of 40% of annual budgeted expenses, or 2) using a two-year budget cycle to rebuild the reserves' floor to a minimum of 40% of annual budgeted expenses. In either case, the recommendations shall be presented to the Board for immediate action.

IAEM-USA shall maintain no more than 150% of annual operating expenses for one year. When it appears that at the end of the current fiscal year, reserves will reach an amount exceeding 150% of the current fiscal year's operating budget, the Executive Committee shall propose usage(s) for the reserves for the current year and/or for the next year on a pre-paid basis, so that reserves do not exceed 150% at the end of the fiscal year. The proposed usage will be presented to the Board of Directors in conjunction with the annual budgeting process.

## **Travel & Expense Policy**

The Board of Directors of the International Association of Emergency Managers, United States of America Council (IAEM-USA) (hereinafter “the Association”) recognizes that board members, officers, and employees (“Personnel”) of the organization may be required to travel or incur other expenses from time to time to conduct IAEM-USA business and to further the mission of this non-profit organization. The purpose of this Policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) to provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by Personnel. It is the policy of IAEM-USA to reimburse only reasonable and necessary expenses incurred by Personnel. This policy applies to all individuals traveling on behalf of the USA council and its entities for travel conducted with IAEM-USA funds, including grant or contract work. IAEM-USA Regions may add additional regional level travel and expense restrictions, provided it is in alignment with this policy.

When incurring business expenses, IAEM-USA expects individuals to:

- Exercise discretion and good business judgment with respect to those expenses, while ensuring the expenses incurred bring value back to the organization.
- Be cost-conscious and spend organization money as carefully and judiciously as the individual would spend his or her own funds.
- Report expenses, on appropriate IAEM-USA forms, supported by the required documentation, as they were actually spent.
- Submit the travel reimbursement request within 30 days of completion of travel or risk denial of reimbursement.

### **Expense Report**

Expenses will not be reimbursed unless the individual requesting reimbursement submits a written Expense Report. An “IAEM-USA Travel Expense Form” shall be submitted within 30 days of the completion of travel if travel expense reimbursement is requested. Request for reimbursement shall be accompanied by a trip report for any Association-funded events not covered by formal IAEM-USA minutes (i.e., IAEM-USA Board and USA Certification Commission meetings), and must include:

- The individual’s name.
- If travel reimbursement is requested, then document the date, origin, destination, purpose, and benefit to the IAEM-USA of the trip.
- An itemized list of all expenses for which reimbursement is requested.

Receipts are required for all expenditures over \$75 that are not billed directly to IAEM-USA, such as airfare and hotel charges. No expense will be reimbursed unless the individual requesting reimbursement submits written receipts, the date, and the total expenses. A credit card receipt or statement may be used to document the vendor and date of an expense, provided other required details of the expenditure are fully documented.

### **Meals and Incidental Expenses**

Food and other incidental expenses are reimbursable at the current published Federal per diem rate for the event locality. Meals included in programmed events will not be reimbursed, and the amounts of any such claimed meals will be deducted from the per diem rate. Reimbursement for actual expenses that exceed the Federal per diem rates may be approved by the Executive Director.

### **Use of IAEM Frequent Travel Account Points**

IAEM-USA may maintain frequent traveler accounts in programs such as Delta SkyBonus, World of Hyatt, and similar programs. Points accumulated in such programs belong to IAEM-USA and will be used, when possible, for approved travel.

The IAEM-USA Treasurer and Executive Director will make usage decisions to best benefit the IAEM-USA operating budget. If points are at risk of expiring and cannot be used for a flight for IAEM business before the expiration date, this may include awarding upgrades and other travel amenities to those traveling on behalf of IAEM.

### **General Travel Requirements**

Individuals should make known travel reservations no less than 21 days in advance of travel.

General. In determining the reasonableness and necessity of travel expenses, authorization by the Executive Director is required. Persons authorizing travel shall consider how IAEM-USA and sub-Regions will benefit from the travel and weigh those benefits against the anticipated costs of the travel. The same considerations shall be taken into account in deciding whether the benefits to IAEM-USA and the sub-Regions outweigh the costs. Less expensive alternatives, such as participation by telephone or video conferencing, shall be considered whenever possible.

Conference Fees. Individuals may include conference registration fees as part of their travel claim and should make every attempt to secure the lowest rate possible (early bird instead of late fees).

Personal and Spousal Travel Expenses. Individuals traveling on behalf of IAEM-USA or a Region may incorporate personal travel or business with their IAEM-USA-related trips; however, they shall not arrange travel at a time that is less advantageous to IAEM-USA or involves greater expenses to the organization to accommodate personal travel plans. Any additional expenses incurred as a result of personal travel, including but not limited to extra hotel nights, additional stopovers, meals, or transportation, are the sole responsibility of the individual and will not be reimbursed by IAEM-USA. Expenses associated with travel of an individual's spouse, family, or friends will not be reimbursed.

### **Air Travel**

General. Individuals shall make their own travel arrangements and submit for reimbursement, however, airfares in excess of \$700 (including taxes and fees) for the Continental United States must be approved by the Executive Director, before purchase.

Frequent Flyer Miles and Compensation for Denied Boarding. Personnel traveling on behalf of IAEM-USA may accept and retain frequent flyer miles and compensation for denied boarding for their personal use. Individuals may not deliberately patronize a single airline to accumulate frequent flyer miles if less expensive comparable tickets are available on another airline.

Cancellation Insurance. Personnel may purchase airfare cancellation insurance offered through the airlines, at IAEM-USA expense, if there is a risk that personal or work-related issues may result in a potential cancellation of planned IAEM-USA travel. The cost of this insurance should be considered for those traveling from outside the continental United States.

Alternate Transportation. Individuals who wish to use other forms of transportation, such as bus or train, may do so provided the costs do not exceed that of traveling by air. Any ground transportation cost comparison will include reimbursement for mileage at the IAEM-USA approved rate and any additional lodging, meal and incidental expenses incurred above those had the individual traveled by air.

### **Lodging**

Lodging costs shall be reimbursable at the Federal per diem rate for the event locality. Lodging costs over the Federal per diem rate may be reimbursed at the actual amount with the prior approval of the Executive Director. Individuals shall use the minimum rate available or the minimum conference rate. Receipts are required if lodging is paid by the individual.

### **Ground Transportation**

Individuals are expected to use the most economical ground transportation appropriate under the circumstances and should generally use the following, in this order of desirability:

Courtesy Cars. Many hotels have courtesy cars, which will take you to and from the airport at no charge. Personnel should take advantage of this free service whenever possible. Another alternative may be a shuttle or bus.

Transportation Network Companies. When courtesy cars and airport shuttles are not available, an Uber, Lyft, or taxi is often the next most economical and convenient form of transportation when the trip is for a limited time and minimal mileage is involved. Shared rides with another IAEM-USA member are encouraged whenever possible. Fares up to \$75 are reimbursable without a receipt.

Rental Cars. The use of rental cars, if absolutely necessary, shall be approved by the Executive Director in advance of travel. Regional Presidents may approve the use of rental cars for regional use.

The use of public transportation (i.e., city bus or metro) is not prohibited but the traveler is responsible for loss, damage, or personal injury resulting from this form of transportation.

Personal Cars. Individuals are compensated for use of their personal cars when used for IAEM-USA business at the current published Federal Travel Regulation rate. When individuals use their personal car for such travel, a copy of the shortest route using MapQuest or other mapping programs is requested to support mileage reimbursement.

In the case of individuals using their personal cars to take a trip that would normally be made by air, mileage will be allowed at the currently approved rate; however, the total reimbursement will not exceed the sum of the lowest available round trip coach airfare. The not to exceed total reimbursement includes mileage at the IAEM-USA approved rate and any additional lodging, meal and incidental expenses incurred above those had the individual traveled by air.

Parking and toll expenses, including charges for hotel parking, incurred by individuals traveling on organization business will be reimbursed. The costs of parking tickets, fines, car washes, valet service, etc., will not be reimbursed. Airport parking is reimbursable at the daily or long-term rate, whichever is lower. On-airport parking is permitted for short IAEM-USA business trips., For extended trips, individuals should use off-airport facilities.

**Entertainment**

Entertainment expenses are not reimbursable.

**Other Expenses**

Telephone, Fax, Internet. Reasonable IAEM-USA business-related telephone, fax, and internet charges due to absence from the individual's place of business are reimbursable. In addition, reasonable and necessary gratuities that are not covered under meals may be reimbursed. Any request for reimbursement for long-distance telephone calls must be accompanied by a log listing each person called and the subject discussed.

Laundry. Laundry service is reimbursable on an emergency basis only when the travel period is extended beyond the expected period. A receipt and a justification statement must be provided.

Miscellaneous. Items not specifically listed above shall be reimbursed in accordance with existing Federal Travel Regulations.

**Non-reimbursable Expenditures**

IAEM-USA maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed. Expenses that are not reimbursable include, but are not limited to:

- First-class tickets or upgrades
- When lodging accommodations have been arranged by IAEM-USA and the individual elects to stay elsewhere, reimbursement is made at the amount no higher than the rate negotiated by the organization. Reimbursement shall not be made for transportation between the alternate lodging and the meeting site.
- Limousine travel
- Movies, liquor, or bar costs
- Spa or exercise charges (except when included in mandated hotel/resort fees)
- Clothing purchases
- Valet service
- Car washes
- Toiletry articles
- Expenses for spouses, friends, or relatives.

### Return Policy & Shipping Policy

Satisfaction is guaranteed. IAEM merchandise sold through the online store may be returned for credit on the card used for purchase. Personalized items, IAEM memberships, and certification payments are non-refundable. Meeting cancellations are subject to the individual cancellation policies established for the meeting.

We ship our products via the U.S. Postal Service or other standard carrier.

COMMUNICATIONS

Records Retention Policy and Procedures

IAEM adheres to the below recommendations for generally accepted, reasonable retention time periods for business records.

Electronic records are created, filed, indexed, stored and maintained using a standard system of file folders on a cloud-based server. All digital systems are automatically backed up online. The file back-up system is supervised by an outsourced Senior Network Engineer from American Technologies Services, Inc.

All business documents must be filed on the shared drive.

All records, whether hard-copy or electronic, are adequately safeguarded from damage or deterioration.

Document	Retention
Accounts payable ledgers and schedules	6 years
Accounts receivable ledgers and schedules	6 years
Audit reports of accountants	Indefinitely
Audit reports, operational	Indefinitely
Bank reconciliations	1 year
Bank statements	6 years
Charts of accounts	Indefinitely
Checks (canceled, see exceptions below)	6 years
Correspondence (general)	3 years
Correspondence (important)	Indefinitely
Credit card statements	3 years
Duplicate deposit slips	1 year
Electronic fund transfer documents	6 years
Employee personnel records (after termination)	6 years
Employment applications	3 years
Expense analyses and expense distribution schedules	6 years
Financial statements (end-of-year, other months optional)	Indefinitely
General and private ledgers (and end-of-year trial balance)	Indefinitely
I-9s (after termination)	1 year
Insurance policies (expired)	3 years
Inventories of products, materials, supplies	6 years
Invoices to customers/members	6 years
Invoices from vendors	6 years
Licenses	Indefinitely
Notes receivable ledgers and schedules	6 years
OSHA logs	5 years
Purchase receipts	6 years
Sales records	6 years

*IAEM-USA Administrative Policies and Procedures*

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Tax returns/worksheets, agents' reports, documents relating to income tax liability	Indefinitely
Time tracking records	6 years
Trade mark registrations	Indefinitely
Voucher register and schedules	6 years
Vouchers for payments to vendors, employees, etc. (including allowances and reimbursement of employees officers, etc., for travel and entertainment expenses)	6 years
W-4 forms	4 years
W-2's	Permanent
Workman's compensation documents	11 years

## IAEM Branding / Logo Use

IAEM-USA is the registered owner of the service and certification marks “IAEM,” (“IAEM with design”, “AEM,” “CEM,” “EMEX” and other intellectual property and associated design elements that are registered to IAEM-USA in the United States Patent and Trademark Office. The appropriate symbol to denote such intellectual property protection must be used (®, ™, et. al.) whenever the IAEM-USA marks are displayed.

IAEM-USA members in good standing with the organization may, without prior IAEM-USA Board approval, use the registered IAEM design logo on printed and electronic communications to evidence their membership in IAEM-USA.

Permission to use the IAEM registered logo is extended only during the year that membership is valid. Permission is automatically withdrawn if membership is not renewed or terminated for any reason.

The member’s first and last name must also appear on any material that incorporates the IAEM registered logo.

The logo’s typeface and graphic elements may not be re-typeset, altered, or modified in any way.

All elements of the logo typeface and graphics must be clearly legible and recognizable.

The preferred logo colors are PMS 542 and black. The blue hex color code used for marketing graphics from the logo is #7EADD3.

The hex color codes for the IAEM Annual Conference logo used for marketing graphics are #14498D and #FFC425.

The preferred fonts for marketing graphics are Bebas Neue, Bebas Neue Pro, and Montserrat.

Recognized IAEM-USA Standing Committees, Ad Hoc Committees, Task Forces, Commissions, and Caucuses may make use of the IAEM registered logo with the ® symbol to brand a particular IAEM-USA project, assignment, or endeavor. Use of the IAEM registered logo that modifies or alters in any way the registered mark must be submitted to and approved in advance by the IAEM-USA Board of Directors. If additional wording or an image is added to the currently registered IAEM logo and approved, the modified logo shall not display the ® symbol. The overall IAEM identity and logo should be the primary design element, with minor wording and a small image added to designate a specific unit/effort within IAEM-USA. For example, the IAEM-USA Universities and Colleges Caucus may add to the IAEM logo a small academic symbol and the words “Universities and Colleges Caucus.”

All IAEM Councils and Student Chapters are allowed to use the IAEM logo for business pertaining to the Council or Student Chapter.

No material modifications to the IAEM registered logo will be permitted. Misuse of the logo may result in penalties, including loss of membership.

### E-Mail Accounts Policy

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The use of IAEM-USA email addresses denotes official communications of the Association, and the use is strictly controlled by administrative policy and procedures and the IAEM-USA Email User Guide. IAEM-USA email addresses come with a monetary cost along with staff time to administer, monitor, and transfer addresses to successor users.

IAEM-USA Standing Committees, Caucuses, Ad Hoc Committees, and Commissions in good standing, are assigned dedicated email addresses for leadership positions (i.e., Chair, Vice-Chair, Secretary) within their caucus or committee.

## Social Media Policy

BY POSTING ON ANY IAEM OR IAEM COUNCIL SOCIAL MEDIA SITE, PARTICIPANTS HEREBY AGREE TO BE BOUND BY AND ADHERE TO THE FOLLOWING TERMS AND CONDITIONS:

IAEM and its Councils, including IAEM-USA, have created and opened publicly facing pages on social media sites for emergency management professionals to view content and/or videos and post comments about emergency management, including the exchange of ideas, relevant and useful information, problems and solutions that relate to the emergency management profession.

These IAEM and Council social media platforms include, but are not limited to various blogs, bulletin boards, networks, multimedia, and news media sites ("Social Media Sites"). By accessing, viewing, using, and/or posting any content related directly or indirectly to a Social Media Site on the internet, you accept without limitation or qualification the following terms and conditions.

If you do not agree to the terms of this Policy, you should not view or post any content to a Social Media Site on the Internet. Your use of the Social Media Sites is deemed to be a binding and conclusive acceptance of this Policy and has the same effect as if you had physically signed an agreement.

You must be at least 18 years old to post any content on any Social Media Site.

You are strictly prohibited from posting any content to any IAEM or IAEM Council Social Media Site on the internet that violates any applicable laws and regulations, including but not limited to copyright and intellectual property rights laws regarding any content that you send or receive via this Policy; transmit any material, comment or information (by uploading, posting, e-mail, or otherwise) that is unlawful, false, disruptive, threatening, profane, abusive, harassing, embarrassing, tortuous, defamatory, obscene, libelous, or is an invasion of another's privacy, is hateful, malicious, racially, ethnically or otherwise objectionable as solely determined in IAEM's absolute discretion; impersonate any person or entity or falsely state or otherwise misrepresent your affiliation with a person or entity; transmit any material, comment or information (by uploading, posting, e-mail or otherwise) that you do not have a right to make available under any law or under contractual, professional or fiduciary relationships; transmit any material, comment or information (by uploading, posting, e-mail or otherwise) that infringes any patent, trademark, trade secret, copyright or other proprietary rights of any party; transmit (by uploading, posting, e-mail or otherwise) any unsolicited or unauthorized advertising of products or services, promotional materials, "junk mail," "spam," "chain letters," "pyramid schemes," or any other form of solicitation; transmit any material, comment or information (by uploading, posting, e-mail or otherwise) that contains software viruses, worms, disabling code, or any other computer code, files or programs designed to interrupt, destroy, or limit the functionality of any computer software or hardware or telecommunications equipment; harass another; or collect or store, or attempt to collect or store, personal data about third parties without their knowledge and consent; or to share confidential or proprietary information of any party.

IAEM and the IAEM Councils reserve the right to monitor, prohibit, restrict, block, suspend, terminate, delete or discontinue your access to any IAEM or IAEM Council Social Media Site, at any time, without notice and for any reason, and in its sole and absolute discretion. IAEM and the IAEM Councils may remove, delete, block, filter or restrict by any other means any materials on IAEM or IAEM Council Social Media Sites in IAEM or an IAEM Council's sole and absolute discretion. You understand and agree that

IAEM and/or an IAEM Council may disclose your communications and activities in response to lawful requests by governmental authorities, or for the protection of IAEM and the IAEM Councils. You agree that in the event that IAEM or an IAEM Council exercises any of these rights hereunder for any reason, neither IAEM nor an IAEM Council will have any liability to you.

You hereby agree that you shall defend, indemnify and hold IAEM, IAEM Councils and their respective officers, directors, employees, agents, and volunteers harmless from and against, and shall promptly reimburse them for any and all losses, claims, actions, causes of action, liabilities, damages or injuries to persons, property, business or reputation, settlements, costs and expenses of any nature (including reasonable legal fees and court costs) to which any of them may become subject arising out of, resulting from or in any way connected with your posting of any content to a Social Media Site, any third party claims of infringement or any breach of this Policy.

YOU EXPRESSLY ACKNOWLEDGE THAT YOU ASSUME ALL RESPONSIBILITY RELATED TO THE SECURITY, PRIVACY, AND CONFIDENTIALITY RISKS INHERENT IN SENDING ANY CONTENT OVER THE INTERNET. By its very nature, a website and the internet cannot be absolutely protected against intentional or malicious intrusion attempts. Neither IAEM nor any IAEM Council controls the Third-Party Sites and the internet over which you may choose to send confidential or proprietary information or other content and therefore, IAEM and the IAEM Councils DO NOT WARRANT OR SAFEGUARD AGAINST ANY such interceptions or compromises to your information. When posting any content on an internet site, you should think very carefully about your privacy in disclosing detailed or private information about yourself and others. Furthermore, IAEM and the IAEM Councils DO NOT ENDORSE ANY PRODUCT, SERVICE, VIEWS OR CONTENT DISPLAYED ON THE SOCIAL MEDIA SITES.

You agree that any claim or dispute relating to your posting of any content on a Social Media Site on the internet shall be construed in accordance with the laws of the host country without regard to its conflict of law provisions and you agree to be bound by and be subject to the jurisdiction of that country's laws.

You agree that you shall not provide any content on any Social Media Site that contains any product or service endorsements, or any content that may be construed as political lobbying, solicitations, or contributions or use the Social Media Sites to link to any sites or political candidates or parties or use the Social Media Sites to discuss political campaigns.

THIS POLICY MAY BE UPDATED AT ANY TIME WITHOUT NOTICE, AND EACH TIME A USER ACCESSES A SOCIAL NETWORKING/MEDIA SITE, THIS OR ANY NEW POLICY WILL GOVERN USAGE EFFECTIVE UPON POSTING. To remain in compliance, IAEM and IAEM-USA recommend that you review the Policy, as well as the other IAEM website policies, at regular intervals. By continuing to post any content after such new terms are posted, you accept and agree to any and all such modifications of this Policy.

## **ONLINE DISCUSSION COMMUNITY GUIDELINES**

### **PURPOSE OF THE ONLINE DISCUSSION COMMUNITY**

The International Association of Emergency Managers Online Discussion Community (IAEMconnect) is a forum for emergency managers to exchange ideas, thoughts, problems, and solutions that relate to the emergency management profession. The community has one general list that is open to IAEM and IAEM-

USA members and sub-communities for various topics. IAEM and IAEM-USA committees, caucuses, and formal groups may create or close groups to conduct official business discussions.

Only members may post in IAEMconnect. Members must seek pre-approval to post an invitation to participate in a survey or research. Anyone that abuses the community may be expelled or monitored.

#### DISCLAIMER FROM IAEM

Neither IAEM nor IAEM-USA assumes any responsibility for the opinions and information posted by others. In no event shall IAEM or IAEM-USA be held liable for any special, indirect, or consequential damages or damages whatsoever resulting from loss of use, data, or profits, arising out of or in connection with the use or performance of any information posted on this site.

#### RULES OF CONDUCT FOR THE IAEM ONLINE COMMUNITY

All users of the IAEM Community must agree to the rules of conduct outlined below.

- I agree that I will not post any communications that are normally considered libelous, defamatory, false, obscene, indecent, lewd, pornographic, violent, abusive, threatening, harassing, disruptive, or that may constitute grounds for civil liability.
- I agree not to request contributions for political candidates or solicit attendance at partisan political events.
- I agree not to use false, misleading, or duplicative addresses in order to disguise the destination of any content transmitted through this service.
- I agree not to upload, post, email, or otherwise transmit any material to the best of my knowledge that contains software viruses, or any other computer code, files, or programs designed to interrupt, destroy, or limit the functionality of any computer software or hardware or telecommunications equipment.
- I agree not to upload, post, email, or otherwise transmit any unsolicited or unauthorized advertising, promotional materials, junk mail, spam, chain letters, pyramid schemes, or any other form of such solicitation.
- I agree not to upload, post, email, or otherwise transmit any copyrighted or proprietary information, personnel records, or other information restricted from public dissemination without proper authorization as provided by law.
- I understand that failure to observe these rules and to conduct myself with appropriate etiquette will result in my removal from the IAEM Online Community.

#### DON'T FILE A COMPLAINT TO THE ENTIRE COMMUNITY

If you disagree with the relevance/usefulness of posted information, don't post a complaint to the community. Instead, please send an email message to the IAEM Communications Manager, at [info@iaem.com](mailto:info@iaem.com) and express your opinion.

#### INTELLECTUAL PROPERTY

IAEM-USA reserves all rights to its intellectual property. IAEM-USA property including its logo and other marks, membership lists, work products, and other materials may not be used or copied in part or in whole without permission from the IAEM-USA Board.

### IAEM-USA Recording Policy

Only IAEM-USA authorized agents (i.e., IAEM headquarters staff, Board members, or Group leadership) may record IAEM proceedings. The use of such recordings is limited to professional development and similar training content delivery, and temporary recordings to aid in the production of meeting minutes or transcriptions. The latter recording is for internal use only.

It is the strict policy of IAEM-USA that no IAEM-USA meeting or event (including, but not limited to region, committee, task force, caucus, or other group meetings) shall be recorded without prior written or verbal notice to all meeting participants and the receipt before the commencement of recording of the unanimous written or oral consent of each participant. If any participant objects or declines to grant their consent, the recording of such meeting or event shall not be permitted. This policy is addressed to recording via any form of electronic or telephonic means, including, but not limited to, the use of any AI application. The recording of IAEM-USA meetings, including Board and Group meetings, is further subject to applicable state law.

Participant consent(s) to the recording shall be retained by IAEM-USA only for such time as is reasonably necessary to ensure the accurate production of minutes or transcription of the recording into written form. The unauthorized retention of a recorded version of IAEM-USA meetings or events by any party, or the sharing or distribution of a recorded version of any IAEM-USA meeting or event with any unauthorized party is strictly prohibited. Furthermore, posting or publishing of any such recording online or in social media is strictly prohibited without the prior written consent of IAEM-USA.

A violation of this policy may result in disciplinary action, up to and including termination of IAEM-USA membership and where applicable, prosecution under the applicable law.

### Event Privacy & Photography/Recording Consent

By registering for and by your presence at any IAEM event (conferences, board, committee, caucus, commission, and any other gatherings organized or offered by IAEM), you consent to be photographed, filmed, videotaped, and/or otherwise recorded. Your registration or attendance constitutes your consent to such photography, filming, and/or recording and any use, in any and all media throughout the universe in perpetuity, of your appearance, voice, and name for any purpose whatsoever in connection with the IAEM event. You understand that all photography, filming, and/or recording will be done in reliance upon this consent given by you by entering the event venue. If you do not agree to the foregoing, please do not enter the event.

### Opt-In Language on Member Portal

As a member of IAEM, I hereby opt to receive and grant my permission to IAEM and its related parties, as defined in the IAEM Privacy Policy to send to me and I hereby consent to receive a hard copy or Commercial Electronic Messages from IAEM consistent with the IAEM Privacy and Spam & Member Directory Policies.

The following subscriptions are complementary to IAEM members. Check below for all in which you would like to be enrolled, at no additional charge.

- IAEM Bulletin monthly newsletter  
This publication keeps members abreast of association news, research, information, best practices, and related news affecting emergency management. It may include advertising.
- IAEM eDispatch weekly newsletter  
This publication provides short, contemporary news items and may include advertising.
- IAEM-USA Government Affairs Standing Committee Update  
Periodic updates focusing on U.S. legislative and regulatory news impacting the emergency management profession.
- IAEM-USA Communications  
Periodic messages such as notices about association elections, bylaws, and other business consistent with IAEM's non-profit mission.
- Regional Communications  
Periodic updates focus on activity applicable to the geographic region.
- Industry Communications  
Periodic messages addressing emergency management concerns including studies/research, news about technology, products and services, partner organization activities, and similar information.

## IAEM Spam Policy and Directory User Agreement

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The IAEM Member Directory is intended to be used as a tool for members to connect with other members. The Directory is not to be used to promote or market products and/or services. By accessing the Directory, you agree to abide by the Spam Policy and Directory User Agreement terms. The Directory is protected by copyright, and the contents may not be duplicated or reproduced without the express permission of IAEM.

In order to protect our customers' privacy, IAEM will immediately refer unauthorized Directory use to our legal counsel; IAEM expressly reserves all rights to take further action against those who violate our user agreement.

The U.S. Federal Trade Commission (FTC) indicates that the CAN-SPAM Act provides that "harvesting email addresses" is a violation of the Act that can give rise to criminal penalties, including imprisonment. Harvesting email addresses via unauthorized access to and use of email addresses secured from the IAEM database and using those email addresses to issue commercial messages is a violation of the CAN-SPAM Act and subjects the sender to both significant civil fines (\$16,000 per email) and criminal penalties.

The qualifications of members listed, and the information provided, are not verified by IAEM in any way. Individuals utilizing this database are urged to take reasonable steps to verify the qualifications of any IAEM member. By utilizing the IAEM Member Directory, you agree to hold IAEM harmless from any and all claims which may arise as a result of your using the information provided and agree to adhere to the IAEM Spam Policy & Member Directory Agreement, and any other regulations that may apply.

Member contact information included on IAEM's website is not posted for the purpose of promoting/marketing products/services to IAEM members, vendors, or the public. It is primarily posted for the purpose of allowing members to connect with members.

Communications with and between IAEM members should adhere to the following principles:

- You should have a prior relationship with the person receiving your email, or the purpose of your communication should be limited to the intent of the IAEM Member Directory, which is to facilitate emergency managers' professional and non-commercial connections with colleagues. (Member enrollment in the Directory implies permission for this type of outreach.)
- A valid "from" and "reply to" address must be included with each message.
- Any request to cease mailing from an individual or organization should be quickly honored.

A complaint involving a breach of this policy may be considered a violation of the IAEM Code of Ethics and Professional Conduct, and therefore referred to the appropriate IAEM body for its consideration. Should they find a breach occurred, remedies may be required. Sanctions may also be imposed such as suspending or terminating the member's membership and/or credential/certification with IAEM.

Please note that spam laws and regulations above and beyond IAEM's policies may apply to commercial electronic messages sent to individuals who have elected to list their contact information on the IAEM website.

IAEM adheres to the following policies:

- IAEM confirms that persons wish to be on various IAEM subscription and communications lists through the member enrollment and renewal process. Members may opt-in or out of communications at any time by updating their online membership records.
- There should always be a quick way to unsubscribe from any mail list and instructions are provided at the bottom of communications.
- Any request to cease mailing from an individual or organization should be quickly honored.

### **IAEM Budget Carryover Limitation Policy**

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The IAEM Member Directory is intended to be used as a tool for members to connect with other members. The Directory is not to be used to promote or market products and/or services. By accessing the Directory, you agree to abide by the Spam Policy and Directory User Agreement terms

This policy establishes maximum limits on unspent budget funds that IAEM-USA Groups and Regions may carry forward from one fiscal year to the next. It is intended to promote responsible stewardship of IAEM resources, ensure equitable allocation of funds, and align financial practices with the fiscal governance framework established in the IAEM-USA Bylaws.

This policy is organized into two sections - the first governs IAEM-USA Groups and the second IAEM-USA Regions. Both parts share common definitions, reporting requirements, exception procedures, and enforcement provisions set forth in the shared sections below.

This policy is adopted pursuant to the following provisions of the IAEM-USA Bylaws (adopted October 22, 2024):

- Article I, Section 5 (Budget): Establishes that the Association shall create and manage a proposed budget consistent with its strategic plan, subject to Board review and approval, and that the Treasurer and Executive Director shall report on actual revenues and expenses.
- Article VI (IAEM-USA Groups): Establishes that IAEM-USA is supported by numerous Groups to address ongoing operational functions, specific assignments of limited duration, and discipline-specific issues.
- Article VII, Section 1 (Regions): Designates Regions as sub-units of IAEM-USA and delegates their formation and identification to administrative policies and procedures adopted by the Board.
- Article IX, Section 1 (Administrative Policies and Procedures): Authorizes the Board of Directors to establish rules, policies, and procedures setting forth the duties and responsibilities of those acting on behalf of IAEM-USA.
- Article X, Section 2 (Fiscal Year): Establishes that the fiscal year of the Association runs from June 1 through May 31 of the following year.

This policy applies to all properly constituted IAEM-USA Groups and all IAEM-USA Regions. It governs the treatment of unspent budget funds remaining at the close of each fiscal year (May 31).

#### **Definitions**

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**Fiscal Year:** The period running from June 1 through May 31 of the following calendar year, as established in IAEM-USA Bylaws, Article X, Section 2.

**Group:** An IAEM-USA operational body established under Bylaws Article VI, including committees, commissions, caucuses, and other Groups chartered by the Board of Directors to address ongoing functions or specific assignments.

**Region:** A geographic sub-unit of IAEM-USA constituted in accordance with Bylaws Article VII, Section 1, and applicable administrative policies and procedures adopted by the Board of Directors.

**Annual Budget Allocation:** The funds approved by the IAEM-USA Board of Directors for use by a Group or Region during a given fiscal year, including any dues revenue, conference proceeds, or other funds allocated.

**Carryover Balance:** The unspent portion of the budget remaining at the close of the fiscal year on May 31.

**Carryover Limit:** The maximum amount a Group or Region is permitted to carry forward to the next fiscal year.

**Excess Carryover:** Any portion of a Group's or Region's end-of-year balance exceeding its applicable carryover limit.

## IAEM-USA GROUPS

### Maximum Carryover Amount

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No IAEM-USA Group shall carry forward more than ten thousand dollars (\$10,000) in unspent budget funds from one fiscal year to the next. This carryover limit applies regardless of the source of funds unless an exception is granted.

### Disposition of Excess Carryover

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Any excess carryover held by a Group - for example, the amount by which its end-of-year balance exceeds \$10,000 - shall be retained by IAEM unless a written exception has been approved by the IAEM-USA Treasurer. Excess funds shall be applied toward IAEM-USA general operating needs or designated reserves as directed by the IAEM-USA Treasurer and Board of Directors.

### Exceptions

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A Group may request approval to retain an excess carryover balance for a specific documented purpose. Such a request must:

- Be submitted in writing to the IAEM-USA Treasurer and Executive Director no later than April 1 of the fiscal year ending May 31;
- Identify the specific purpose for which the funds are to be retained;
- State the amount of the requested exception and the anticipated timeline for

- expenditure; and
- Be approved by a majority vote of the IAEM-USA Board of Directors, consistent with Bylaws Article IV, Section 14.

Exception approvals are limited to one (1) fiscal year at a time. If the approved purpose is not fulfilled within the approved period, the retained funds shall become part of the IAEM-USA treasury.

## IAEM-USA REGIONS

### Maximum Carryover Amount

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No IAEM-USA Region shall carry forward more than five thousand dollars (\$5,000) in unspent budget funds from one fiscal year to the next. This Carryover Limit applies regardless of the source of funds unless an exception is granted pursuant to Section 6.3.

### Disposition of Excess Carryover

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Any excess carryover held by a Region - for example, the amount by which its end-of-year balance exceeds \$5,000 - shall be retained by IAEM-USA unless a written exception has been approved. Excess funds shall be applied toward IAEM-USA general operating needs or designated reserves as directed by the IAEM-USA Treasurer and Board of Directors.

### Exceptions

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A Region may request Board approval to retain an excess carryover balance for a specific documented purpose. Such a request must:

- Be submitted in writing to the IAEM-USA Treasurer and Executive Director no later than April 1 of the fiscal year ending May 31;
- Identify the specific purpose for which the funds are to be retained
- State the amount of the requested exception and the anticipated timeline for expenditure; and
- Be approved by a majority vote of the IAEM-USA Board of Directors, consistent with Bylaws Article IV, Section 14.

Exception approvals are limited to one (1) fiscal year at a time. If the approved purpose is not fulfilled within the approved period, the retained funds shall become part of the IAEM-USA treasury.

## SHARED PROVISIONS

### Reporting Requirements

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Each Group and Region shall submit a financial report to the IAEM-USA Treasurer and Executive Director within forty-five (45) days following the close of each fiscal year (by July 15). This report shall include:

- Total funds received during the fiscal year, itemized by source;
- Total funds expended during the fiscal year, itemized by category; End-of-year balance as of May 31;
- Amount of carryover the Group or Region intends to retain (not to exceed its applicable carryover limit absent an approved exception); and
- Confirmation of the remittance amount due, if any, for excess carryover funds.

The IAEM-USA Treasurer shall review all Group and Region financial reports and report findings to the Board of Directors at the next scheduled Board meeting, consistent with Bylaws Article V, Section 2(F).

### Compliance and Enforcement

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Failure to comply with this policy, including failure to remit excess carryover on a timely basis or to submit required financial reports, may result in one or more of the following actions by the IAEM-USA Board of Directors:

- Issuance of a formal written notice of non-compliance to the Group chair or Regional president.
- Reduction or withholding of funds for the subsequent fiscal year.
- Referral to the IAEM-USA Executive Committee for further review.
- Such other remedial action as the Board deems appropriate and consistent with the IAEM-USA Bylaws and applicable law.

### Policy Review

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This policy shall be reviewed no less than once every two (2) years by the IAEM-USA Treasurer, in coordination with the Executive Director and Board of Directors. The Board may amend this policy by majority vote at any regular or special Board meeting where a quorum is present, consistent with Bylaws Article IX, Section 1 and Article IV, Section 14.

### Effective Date

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This policy shall take effect upon adoption by the IAEM-USA Board of Directors and shall apply beginning with the next fiscal year after its adoption. Groups and Regions will be provided with written notice of the new policy and adoption.

## HEALTH AND INCLUSIVITY

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### Reasonable Accommodations

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IAEM is committed to providing individuals with disabilities an equal opportunity to participate in and benefit from IAEM programs, activities, and services.

Individuals may request *reasonable accommodations* from IAEM that they believe will enable them to have such equal opportunity to participate in our programs, activities, and services.

To request reasonable accommodations, please contact IAEM Headquarters at [info@iaem.com](mailto:info@iaem.com).

You may request reasonable accommodation from IAEM at any time. However, making the request in advance of a meeting, conference call, or visit will help ensure that IAEM is able to fulfill the request for accommodation.

For certain requests, such as requests for sign language interpretation or guides, IAEM requests at least four (4) week's advance notice. IAEM may contact you to obtain more information about your request and to understand your needs better. In addition, IAEM may review your request to determine:

- Whether the requested accommodation will be effective in allowing you to participate in the activity or program in which you are seeking participation;
- Whether the requested accommodation is reasonable, or an equally effective alternative to the requested accommodation is available; and
- Whether providing you with the requested accommodation would fundamentally alter the nature of IAEM's program or impose undue financial or administrative burdens on IAEM.

If IAEM determines that your requested accommodation would fundamentally alter the nature of the program or impose an undue financial or administrative burden, IAEM may deny your request. However, in the unlikely event that this occurs, IAEM will work with you to identify an alternative accommodation that allows you to effectively participate in the IAEM program, activity, or service.

## Access for Limited English Proficient (LEP) Persons

In compliance with Title VI of the Civil Rights Act of 1964 and Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency”, IAEM has established the following Language Access Procedure (LAP) to ensure that individuals with limited English proficiency (LEP) may access resources and services provided by IAEM. An “LEP individual” is defined as “an individual who does not speak English as their primary language and who has a limited ability to read, speak, write, or understand English.”

IAEM-USA will take reasonable steps to ensure access to all people, and that accommodation is available to facilitate participation by LEP and disabled persons. IAEM will link this policy to any IAEM event that requires pre-registration.

IAEM-USA will provide no-cost-appropriate auxiliary aids and services, including qualified interpreters to LEP persons, disabled persons who are deaf or hard of hearing, and other individuals as necessary to ensure effective communication or an equal opportunity to participate fully in the decision-making process.

### **Identification and Assessment of LEP Communities**

IAEM-USA is a national organization and pulled data from the 2019 Census Language used by the population in the United States. Out of the 22% of the U.S. population that use languages other than English, 62% speak Spanish and 3% speak Chinese. Our frequency of contact with LEP persons is less than 4 times per year. As our community evolves over time, we will continue to monitor shifts in our population’s demographics through assessments to ensure that we are adequately tracking LEP representation in our jurisdiction.

IAEM-USA is able to accommodate the needs of LEP persons through specialty contracts for translation services. You may request reasonable translations from IAEM at any time. However, making the request in advance of a meeting, conference call, or visit will help ensure that IAEM is able to fulfill the request for accommodation.

### **Requesting Translation Accommodations**

IAEM-USA brochures, policies, conference materials, and website information are available to be translated by request.

To request translation accommodations, please contact IAEM Headquarters at [info@iaem.com](mailto:info@iaem.com).

IAEM requests at least four (4) week’s advance notice for translation requests. IAEM may contact you to obtain more information about your request and to better understand your needs. In addition, IAEM may review your request to determine:

- Whether the requested translation will be effective in allowing you to participate in the activity or program in which you are seeking participation; and
- Whether providing you with the requested translation would fundamentally alter the nature of IAEM’s program or impose undue financial or administrative burdens on IAEM.

IAEM will contact the translation vendor once the request is approved. Once IAEM has contacted the translation vendor, IAEM will let the requestee know and will follow up once the vendor provides a turnaround time. IAEM will then provide the translated materials to the requestee once they are finished by the vendor.

For questions, please contact: Sharon Kelly, Membership Manager, at [info@iaem.com](mailto:info@iaem.com)