

# Constitution and Bylaws

## ARTICLE I

### IDENTITY

Section 1. The name of this organization is the “South Carolina Emergency Management Association,” hereafter referred to as “SCEMA” or the “Association.”

## ARTICLE II

### MISSION

Section 1. The mission of this Association shall be to advocate for, promote, and represent the field of emergency management in order to enhance the safety of all citizens of and visitors to the State of South Carolina.

This mission will be achieved through the following objectives:

1. Provide a platform to enhance comprehensive emergency management programs within the State of South Carolina.
2. Promote unity among members dedicated to mitigating, preparing for, responding to, and recovering from all hazards.
3. Promote professional development within the emergency management community.
4. Foster positive relationships among federal, state, and local governmental agencies, private industry, and volunteer organizations.
5. Serve as a clearinghouse for the sharing of ideas, recommendations, and lessons learned between our members.
6. Act in concert with and in a professional advisory capacity to other organizations regarding emergency management in South Carolina.

## ARTICLE III

### ORGANIZATION STRUCTURE

Section 1. The governing body of this Association shall be the general membership when assembled at membership and special meetings, whose purpose shall be to conduct business of the Association.

Section 2. Between membership and special meetings, the governing authority shall be vested in an Executive Committee who shall report any and all actions to the general membership at the next meeting.

## **ARTICLE IV MEMBERSHIP**

- Section 1. Membership in this association shall be by payment of an annual membership fee. Fee amount(s) are subject to change annually by vote of the Association following the recommendation of the Executive Committee.
- Section 2. No person shall be ineligible for membership by reason of race, creed, color, gender, sexual orientation, or religion.
- Section 3. There shall be four types of membership in the association:
1. Individual Member: All persons actively engaged in an emergency management program or individuals who may have a direct or indirect role or responsibility in the emergency management field shall be eligible for individual membership.
  2. Corporate Member: All public or private companies, government agencies, or not-for-profit organizations which may have a direct or indirect interest in the emergency management field shall be eligible for corporate membership.
  3. Lifetime Member: As a sign of appreciation for distinguished service with a minimum of five (5) active years in the Association, upon retirement from the emergency management profession and by affirmative vote of the majority of its membership present, lifetime membership may be conferred on a retired member of the Association and the member so honored shall continue as an individual member entitled to all the privileges and incidents thereto but shall no longer be required to pay dues.
  4. Honorary Member: Honorary membership may be conferred upon individuals that have made a significant contribution to the field of emergency management or during a disaster but are not employed in emergency management. No more than two (2) honorary memberships may be conferred in a fiscal year. Honorary members shall not have voting privileges nor shall they be allowed to hold elected office within the Association or serve on any committees of the Association.
- Section 4. Revocation of Membership
1. Any member may have their membership revoked for cause. Causes for revocation include, but are not limited to:
    - a. Does not meet the qualifications for membership in the Association.
    - b. Conduct unbecoming of a member of the Association.

2. The member in question shall receive written notice of the charges made against them by the Association membership or Executive Committee and afforded not less than fifteen (15) days after receipt of said charges to reply in writing to the Executive Committee. A simple majority vote of the Executive Committee is required for revocation.
3. Any member whose membership has been revoked by the Executive Committee may appeal the revocation to the membership at the next quarterly meeting. The revocation may be overturned at this meeting by a two-thirds (2/3) majority vote of the Association.
4. An individual whose membership has previously been revoked may be reinstated by a two-thirds (2/3) majority vote of the Association at a regular quarterly meeting, granted that a period of not less than two (2) years has passed since revocation.

**ARTICLE V**  
**VOTING RIGHTS OF MEMBERS**

- Section 1. Each Individual, Corporate, and Lifetime Member of the Association shall be considered a voting member. Honorary Members shall not be considered voting members.
- Section 2. Members may appoint a delegate to vote in their absence provided such delegate is a voting member of the Association. A letter of proxy must be presented by the delegate at the meeting to ensure that each recognized member will be able to cast only one vote.
- Section 3. A quorum shall consist of thirty-three percent (33%) of the eligible voting members of the Association.
- Section 4. All votes put before the Association membership except changes to the Constitution and Bylaws or revocation of membership will be decided by a simple majority. A simple majority is defined as fifty percent (50%) plus one vote of votes cast when a quorum is present.
- Section 5. Changes to the Constitution and Bylaws and revocation of membership requires a two-thirds (2/3) majority vote. A two-thirds (2/3) majority vote is defined as two-thirds (2/3) of all votes cast when a quorum is present.

**ARTICLE VI**  
**OFFICERS**

Section 1. The elected officers of the Association shall be: President, President-Elect, Treasurer, and Secretary. The immediate Past President, if still an active member, shall also be an officer.

Section 2. Term of Office:

1. The term of each office for all officers shall be for a period of two (2) years and shall commence immediately following the fourth quarter meeting during the year of election.
2. The President, President-Elect, and Treasurer shall take office in odd numbered years.
3. The Secretary shall take office in even numbered years.
4. Upon expiration of the term of President, the President-Elect shall automatically assume the role of President.
5. No individual may serve more than six (6) consecutive years as a member of the executive committee through any combination of offices held. Following the sixth (6<sup>th</sup>) year of service, the individual is not eligible to seek office for one (1) year.

Section 3. Qualifications:

1. No person shall hold any office in the Association unless qualified as an Individual Member of the Association as defined in Article IV, Section 3 of these bylaws.
2. No person shall hold any office in the Association unless that person has been a member of the Association for not less than three (3) years.
3. No person shall hold the office of President or President-Elect of the Association unless qualified as an Individual Member of the Association as defined in Article IV, Section 3 of these bylaws and:
  - a. Is a fulltime employee in the Emergency Management Profession working whose primary job function is that of an emergency management practitioner.
  - b. Has been a member of the Association for not less than five (5) years.
  - c. Currently holds the designation of "South Carolina Certified Emergency Manager."
4. Prior to being placed on the ballot for any Association office, the individual must guarantee in writing that they have the full backing of the governing

body of their jurisdiction or employer with a letter from their governing body stating such.

Section 4. Nomination of Officers

1. The Nominating Committee shall solicit nominations for offices due to be elected during the current year and shall present a list of nominees to the Association during the second quarterly meeting of each year.
2. Nominations for office may be made from the floor during either the second or third quarterly meeting provided that the nominated individual meets the qualifications set forth in these bylaws and that the nomination is made by a voting member of the Association. A candidate may not self-nominate from the floor.
3. Any candidate nominated from the floor must guarantee in writing that they have the full backing of the governing body of their jurisdiction or employer with a letter from their governing body stating such within 60 days pursuant to Article VI, Section 3, Subsection 4.
4. If the nomination occurs during the third quarterly meeting and the individual is elected but fails to produce the required letter within 60 days, the candidate shall forfeit the office to the recipient of the next highest number of votes that has successfully produced a letter of support.

Section 5. Election of Officers:

1. Officers shall be voted on at the third quarterly meeting of each year.
2. All elections shall be presided over by the Chair of the Nominating Committee or their designee.
3. In all elections where more than one person is the candidate for an office, a secret ballot shall be required. In all elections where only one person is the candidate for an office, voting may occur via yeas and nays at the discretion of the Chair of the Nominating Committee or their designee.
4. In the event that more than one person is nominated for an office, a simple majority of the votes cast shall be required for election. All ballots shall be counted and verified by not less than two members of the Nominating Committee.
5. If no candidate receives a simple majority of the votes on the first ballot, votes shall be cast on another ballot for the two candidates receiving the highest number of votes on the first ballot. In the event of a tie affecting the final election, another ballot shall be taken. If a tie still exists following the

third ballot, the election shall be decided by a vote of all five members of the Executive Committee.

Section 6. Vacancies:

Whenever a vacancy occurs in any office of the Association by death, resignation, removal, or any other cause it shall be filled in the following manner:

1. Should the vacancy be to the incumbent President, the President-Elect shall immediately assume the duties of the President and will serve for the remainder of the current term plus the term in which the President-Elect would have normally served as President.
2. Should the vacancy be to the incumbent President-Elect, this office shall be filled by election at the next quarterly meeting.
3. Should the vacancy be to either the incumbent Secretary or the incumbent Treasurer, the President shall appoint an individual member of the Association to fulfill the remainder of the term.

Section 7. Removal from Office

1. Any elected officer may be removed from office for cause. Causes for removal include, but are not limited to:
  - a. No longer meets the qualifications of the office.
  - b. Conduct unbecoming of an officer of the Association.
2. The officer in question shall receive written notice of the charges made against them by the Association membership or Executive Committee and afforded not less than fifteen (15) days after receipt of said charges to reply in writing to the Executive Committee. A simple majority vote of the Executive Committee, excluding the officer in question, is required for removal.
3. Any officer who has been removed by the Executive Committee may appeal the removal to the membership at the next quarterly meeting. The removal may be overturned at this meeting by a two-thirds (2/3) majority vote of the Association.

**ARTICLE VII  
DUTIES OF OFFICERS**

Section 1.     President

1. The President shall preside at all meetings of the Association and of the Executive Board.
2. The President shall sign all records of the Association.
3. The President or their designee shall serve as the Association's representative at the Regional and National levels. If this duty cannot be fulfilled by the President-Elect, an alternate will be appointed by the President.
4. The President shall perform generally all duties usually performed by the Presidents of like organizations and such other duties as shall be, from time to time, required by the Association.

Section 2.     President-Elect

1. The President-Elect shall perform all duties of the President in case of the absence or disability of the President.
2. The President-Elect shall perform additional duties as delegated by the Executive Committee.

Section 3.     Secretary

1. The Secretary shall keep the minutes of all proceedings of both the Association and the Executive Committee and make a proper record of the same, which shall be attested by the Secretary.
2. The Secretary shall perform additional duties as delegated by the Executive Committee.

Section 4.     Treasurer

1. The treasurer shall receive and have in charge all monies and securities belonging to the Association or collected in its name and shall disperse or otherwise deal with the same as shall be ordered by the Executive Committee.
2. The Treasurer shall keep an accurate account of all monies received and disbursed and shall make a report of the same to the membership at each quarterly meeting.

3. Upon vacating office by expiration of term, resignation, or any other means, the Treasurer shall turn over to their successor or the Executive Committee, an audited account of his/her stewardship of all monies and properties of the Association under control of the Treasurer.
4. The Treasurer shall perform additional duties as delegated by the Executive Committee.

Section 5. Immediate Past President

1. The Immediate Past President shall serve as an advisor to the Executive Committee.
2. The Immediate Past President shall perform additional duties as delegated by the Executive Committee.

**ARTICLE VIII  
EXECUTIVE COMMITTEE**

Section 1. The Executive Committee shall consist of the President, President-Elect, Secretary, Treasurer, and Immediate Past President of the Association.

Section 2. The Executive Committee shall meet annually to determine priorities for the ensuing calendar year and such other times as may be called by the President.

Section 3. No decisions will be made by the Executive Committee outside the duties authorized within these bylaws without prior approval of the Association membership.

Section 4. The Executive Committee may meet to act on behalf of the Association in between quarterly meetings provided that all members of the Executive Committee are notified in advance. A meeting of the Executive Committee shall be defined as any meeting, physical or virtual, in which a quorum of the Executive Committee is assembled to discuss any business pertaining to the Association. At such meetings, any three (3) members of the Executive Committee shall constitute a quorum.

Section 5. A detailed summary of any actions taken by and/or meetings held by the Executive Committee must be presented to the membership of the Association at the next quarterly meeting.

**ARTICLE IX  
COMMITTEES AND CAUCUSES**

Section 1. Standing Committees are bodies within the Association that have an ongoing operational function. The following Standing Committees and corresponding chairpersons shall be appointed by the President:

1. Constitution and Bylaws Committee
2. Credentialing Committee

3. Legislative Committee
4. Media and Technology Committee
5. Nominating Committee
6. Scholarship Committee
7. Workshop Committee

Section 2. Ad hoc committees may be appointed by the President, subject to approval by the Executive Committee, to complete a specific assignment of limited duration and shall cease to function when their specific task has been completed.

Section 3. Caucuses are groups with a special focus or function within the practice of emergency management. Caucuses may be created within the Association by a simple majority vote of the membership. Current caucuses include:

1. Higher Education Caucus
2. K-12 School Caucus
3. Public Health Caucus

## **ARTICLE X DUTIES OF STANDING COMMITTEES**

Section 1. Constitution and Bylaws Committee

1. Periodically review the Constitution and Bylaws of the Association to ensure the document reflects the structure and activity of the Association.
2. Monitor adherence to provisions of the Constitution and Bylaws.
3. Review administrative policies and procedures with the Executive Committee for consistency to the Constitution and Bylaws.
4. Receive, review, and evaluate proposed changes to the Constitution and Bylaws as either: 1) submitted by the Association's membership, 2) requested by the Executive Committee, 3) necessitated by outside influences (such as changes in laws or other instruments that supersede the organization's authority), or 4) determined by the Constitution and Bylaws Committee to be in the best interests of the organization. Additional information regarding amendments to the bylaws can be found in Article XVI.
5. Serve as parliamentarians during all Association meetings.
6. Other duties as designated by the Executive Committee.

Section 2. Credentialing Committee

1. The South Carolina Emergency Management Division Training and Exercise Manager shall serve as chair of the Credentialing Committee.
2. The primary duty of the Credentialing Committee is to manage the South Carolina Certified Emergency Manager (SCCEM) Program.
3. Receive and evaluate SCCEM application packets for completion.
4. Approve successful SCCEM applications. Approval must be by unanimous vote of the Credentialing Committee.
5. Award SCCEM certificates to successful candidates at quarterly meetings.
6. Award SCCEM plaque and lapel pin at annual SCEMA Awards Banquet.
7. In conjunction with the South Carolina Emergency Management Division Training Section, maintain SCCEM records.

Section 3. Legislative Committee

1. Develop, monitor, and maintain the legislative priorities of the Association.
2. Coordinate legislative strategy sessions to help define the Association's legislative agenda.
3. Prepare and promote the Association's legislative agenda.
4. Remain aware of all proposed legislation at the federal, state, and local levels that may impact emergency management activities or the goals of the Association.
5. Make recommendations to the Executive Committee and membership regarding Association positions relative to legislative issues and request action by the membership, as appropriate.
6. Maintain liaison with state and federal legislators and appropriate associations, committees, and task forces in matters relating to emergency management.
7. Provide educational information to federal and state legislators pertaining to issues important to the emergency management program.
8. Draft legislation and testify for or against legislation as appropriate and directed by the Association, informing the President prior to taking any direct action with the State Legislature or Congress.
9. Coordinate with emergency management organizations at the national level in support of the emergency management program.

Section 4. Media and Technology Committee

1. Manage all public information and public outreach functions of the Association. including responding to media requests.
2. Manage the SCEMA website, social media accounts, and other information applications, including specialized cell phone and computer applications.
3. Develop all graphics for use by the Association.
4. Maintain the graphic identity of the Association.
5. Other duties as designated by the Executive Committee.

Section 5. Nominating Committee

1. Solicit and vet members for election to Executive Committee positions in accordance with Article VI, Section 4 of these bylaws.
2. Conduct elections for all Executive Committee positions in accordance with Article VI, Section 5 of these bylaws.
3. Review all applications for all annual awards given by the Association and select the most appropriate responsive application for each award.
4. Other duties as designated by the Executive Committee.

Section 6. Scholarship Committee

This Section Currently in Development.

Section 7 Workshop Committee

1. Develop the annual SCEMA workshop.
2. Establish a budget and secure adequate funding for the annual SCEMA workshop through registration fees and sponsorships.
3. Other duties as designated by the Executive Committee.

**ARTICLE XI  
MEETINGS**

Section 1. The Association shall meet quarterly at a time and place to be fixed by the Executive Committee.

Section 2. The fourth quarter meeting shall occur during the Association's Annual Workshop.

Section 3. Special meetings may be called whenever the need arises. These meetings shall be called by the Executive Committee. All members must be given a thirty (30) day notice of the meeting.

Section 4. Meetings shall be presided over by the President. In the absence of the President, the President-Elect shall preside. If neither the President nor President-Elect are present,

the remaining Executive Committee Members shall collectively appoint a President Pro Tempore from the body of the membership to preside over the meeting.

**ARTICLE XII  
BUDGET**

- Section 1. The Executive Committee shall develop annually a budget for the Association.
- Section 2. The proposed budget shall be presented to the membership for approval at the fourth quarterly meeting of the Association. Approval shall be by simple majority.
- Section 3. Any amendments to the budget must be approved by a simple majority vote of the membership.
- Section 4. Expending Authority of the Executive Committee.
1. The Executive Committee shall have the authority to expend funds on behalf of the Association as approved by the membership in the annual budget.
  2. As part of its annual budget, the Association shall set an amount of funds for discretionary spending by the Executive Committee, provided that funds are available. These expenditures may only be utilized to promote the Association.
  3. The Executive Committee shall not expend more than \$1,000 from its discretionary funding on a single expense without prior approval from the membership.
  4. All expenditures by the Executive Committee shall be reported in detail to the membership at the next quarterly meeting.

**ARTICLE XIII  
FISCAL YEAR**

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

**ARTICLE XIV  
PARLIAMENTARY AUTHORITY**

- Section 1. Robert's Rules of Order, Newly Revised shall be the parliamentary authority where practical for all matters of procedure not specifically covered by the Constitution and Bylaws of this organization.

**ARTICLE XV  
DISSOLUTION**

- Section 1. In the event of dissolution of the South Carolina Emergency Management Association, any property owned by the Association shall be distributed to a not-for-profit organization approved by the membership within thirty (30) days after the account is rendered.

**ARTICLE XVI  
AMENDMENTS**

Section 1. The Constitution and Bylaws may be amended at any meeting of the Association by a two-thirds (2/3) majority vote of members present at such meeting, provided that notice of such amendment was circulated by the Secretary to all members at least thirty (30) days in advance of said meeting and provided further that such notice shall contain a copy of the amendment. Proposed amendments must be submitted by and/or through the Constitution and Bylaws Committee to the Executive Committee at least sixty (60) days in advance of said meeting.

Section 2. All proposed amendments must be submitted by and/or through the Constitution and Bylaws Committee.

Revised July 13<sup>th</sup>, 2017:

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President Mario Formisano

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President-Elect Sam Hodge

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Secretary Angela Leopard

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Treasurer Brandon Ellis

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Immediate Past President Susanne Peebles

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Bylaws Committee Chair Joshua Morton

Previous Revisions:

April 4<sup>th</sup>, 2010

March 22<sup>nd</sup>, 2011

March 5<sup>th</sup>, 2014