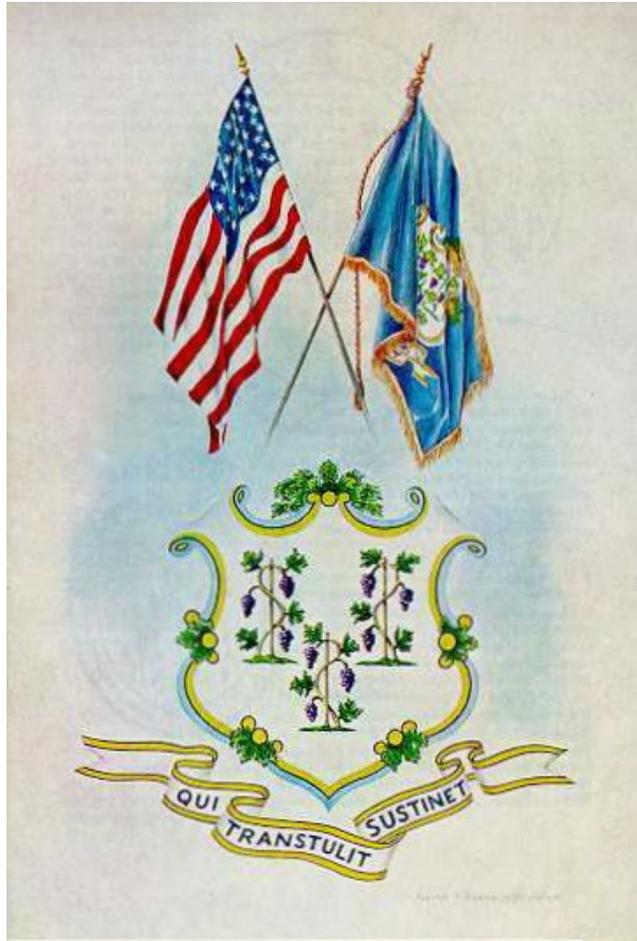


CONNECTICUT



EMERGENCY MANAGEMENT ASSOCIATION

By-Laws

**CONNECTICUT EMERGENCY MANAGEMENT ASSOCIATION
BY-LAWS**

ARTICLE I. NAME

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

ARTICLE II. PURPOSE

The Connecticut Emergency Management Association is incorporated as a nonprofit organization for the purpose of enhancing the emergency management profession in Connecticut.

ARTICLE III. MISSION STATEMENT

It shall be the mission of the organization to provide a forum for the emergency management community to foster cooperation, encourage communication, coordination, collaboration and program enhancement.

The following objectives will serve to provide a framework for creative and innovative problem solving on emergency management issues.

COMMUNICATION

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

COORDINATION & COLLABORATION

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

REPRESENTATION

To represent the membership in matters pertaining to public policies on issues relating to emergency management.

EDUCATION

To develop a system of informing and/or providing the membership with professional development opportunities.

ARTICLE IV. MEMBERSHIP

- A. Active membership shall comprise the primary dues-paying persons responsible for the coordination and/or administration of emergency management programs in the local jurisdictions. Local jurisdictions are defined as the Municipalities and Tribal nations in Connecticut as recognized by the Connecticut Department of Emergency Management and Homeland Security.

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- B. Associate membership shall be accorded to persons interested in furthering emergency management programs. Such membership will promote greater representation by members of other agencies: Regional Planning Agencies, and the Private Sector, Government, Corporate, Professional, and Educational/Student. Associate members do not have voting privileges, can not hold office, and shall be excluded from Executive Sessions. Associate members are encouraged to provide their concerns on positions taken by the Association in regards to emergency management issues. These concerns should be presented to the President or Vice-President through verbal followed by written communications to the association.

ARTICLE V. OFFICERS

- A. The Officers of this Association shall be President, Vice-President, Secretary and Treasurer.
- B. The terms of all Officers shall be one (1) year.
- C. The duties of the Officers shall be as follows:
1. The PRESIDENT shall preside at the General and Executive Board Meetings; enforce the provisions of these By-Laws; appoint Standing and Ad-Hoc Committees; appoint a replacement in the event of a vacancy of the Secretary or Treasurer for the remaining term of that office; and perform such other duties customarily pertaining to the Office.
 2. The VICE PRESIDENT shall perform the duties of the President in his/her absence, disability, or resignation, assuming the powers and performing the duties delegated by the Office.

The Officers will identify and appoint one candidate and alternate from each of the five regions to serve as “Elected Member at large” on the Executive Board.
 3. The SECRETARY shall serve both as a recording and correspondence secretary for the Association. This shall include providing the minutes to the membership following each association meeting. In addition, the Secretary will provide copies of CEMA correspondence to the members of the Executive Board.
 4. The TREASURER shall receive all money and disburse same with approval of the President, keep the books and accounts of the Association current and in good order; maintain a current listing of all dues paying members; and render a report at each Executive Board Meeting, including an Annual Financial Report at the Meeting. Prepare an Annual Operating Budget to be submitted to the first Executive Board Meeting prior to the Annual Meeting. The treasurer shall be bonded. The cost of this bond will be born by CEMA.

Each Association check must have 2 signatures. Officers authorized to sign checks shall be the Treasurer, President, and Vice President. The checkbook must be made available at each Executive Board Meeting so that the expenses incurred can be paid. A request for Disbursement must be submitted to the

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Treasurer with a detailed description of expenses/intended expense with the signature of the Requestor or Agency.

The Executive Board will make arrangements for an independent audit of CEMA's, records as required.

ARTICLE VI. EXECUTIVE BOARD

- A. The Executive Board of CEMA shall consist of all four (4) of the Elected Officers plus five (5) Regional Members-at-large or their alternates.
- B. The Executive Board shall meet once each Quarter of the Year. Members of the Executive Board will establish Executive Board meeting dates at the Annual Meeting for the upcoming year. If possible in conjunction with a Regular Membership Meeting.
- C. Special Meetings of the Executive Board shall be called by the President or at the written request of any two (2) Executive Board Members.
- D. The Executive Board will be responsible for developing a system to track and authorize purchases. A report of such expenditures shall be made available to the members.
- E. Five (5) Members of the Executive Board shall constitute a quorum to transact business.

ARTICLE VII. MEMBERSHIP MEETINGS

- A. CEMA shall meet at least once each quarter of the year. One of these meetings will be the annual meeting for election of officers. The membership will be provided with a minimum of 30 days notice prior to a membership meeting.
- B. Ten percent (10%) of the Active membership present shall constitute a quorum. The Treasurer will provide a current listing of the active membership for such determination.
- C. Membership with a petition of 10 Active Members, can request a meeting. Within a month of the receipt of the petition, the President shall hold a meeting for the exclusive purpose of addressing the petitioners' concern(s).

ARTICLE VIII. AMENDMENTS

These By-Laws may only be amended by 2/3 majority vote of those active members of CEMA present. Copies of the proposed amendments to the By-Laws will be distributed to the members at least 30 days prior to the vote.

ARTICLE IX. MEMBERSHIP FEES AND VOTING

- A. The Membership Fee of Active Members shall be as structured by this Article. Membership fees shall be determined by the active membership at the Annual Meeting and payable annually by July 1st of every year.
- B. Membership Fee Schedule:

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TYPE OF MEMBERSHIP:	FEE:
Active (voting) Membership-(Municipal, Tribal Nation)	\$ 50.00

The fee for the first member of each Municipality or Tribal Nation will be \$50.00, the fee for each additional member of the same Municipality will be \$10.00.

Associate Membership (non-voting)

Corporate/Organizational	\$100.00
Individual	\$ 50.00
Educational/Student	\$ 25.00

C. Voting:

Each local jurisdiction with Active Membership will be entitled to one vote per Municipality or Tribal Nation as defined by the Connecticut Department of Emergency Management and Homeland Security.

ARTICLE X. STANDING COMMITTEES

- A. The President shall have the power and authority to appoint standing committees. The duties of each standing committee shall be defined in their creation.
- B. CEMA shall have five (5) Standing Committees: Membership, Training & Education, Legislative, Planning & Mitigation, and By-Laws.

ARTICLE XI. CONDUCT OF BUSINESS

In the absence of guidance in the By-Laws, the most recent edition of Roberts Rules of Order shall be recognized as the reference for conduct of business.

ARTICLE XII. DISCLAIMER OF ENDORSEMENTS

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