

**CONNECTICUT EMERGENCY MANAGEMENT ASSOCIATION
BY-LAWS**



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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 improving the emergency management profession in Connecticut.

ARTICLE III. MISSION STATEMENT

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

The following are the basic components to be utilized by CEMA and its members in solving problems with regard to 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 policy on issues relating to emergency management.

PROFESSIONAL DEVELOPMENT

To develop a system to provide membership with professional development opportunities.

ARTICLE IV. MEMBERSHIP

- A. Active membership shall be comprised of persons who are primarily responsible for the coordination and/or administration of emergency management programs in 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. Active members are representatives of their municipality and shall pay dues to CEMA according to the dues schedule listed within this document. Failure to pay dues will result in the member's municipality's voting privileges to be suspended.

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- B. Associate membership shall be comprised of any persons interested in furthering emergency management programs, including but not limited to representatives from regional planning agencies, private sector entities, government, corporate, professional, educational, student. Such associate members shall not: 1. vote, 2. hold office, 3. attend Executive Sessions. Associate members shall present their concerns on positions taken by the Association by presenting such concerns verbally then in writing to the attention of the CEMA President or Vice-President.

ARTICLE V. BOARD OF DIRECTORS

- A. The Board of Directors of this Association shall be comprised of a President, Vice-President, Secretary and Treasurer. The Association by-laws do not permit multiple board members from the same jurisdiction or tribal nation.
- B. The term of all Board of Directors Members shall be two (2) years. Elections shall be held immediately following the passage of these Association By-laws. Future regular elections will then be held at the June meeting of the Association every two years following the last election. Board of Directors members may serve contiguous terms if so desired by the membership in accordance with the Association By-laws.
- C. The duties of the Board of Directors shall be as follows:
1. The **PRESIDENT** shall preside at Board of Directors and Membership Meetings; enforce the provisions of these By-Laws; appoint Standing and Ad-Hoc Committees; appoint a replacement in the event of a vacancy of a member of the Board of Directors for the remaining term of that office; make other appointments as necessary; 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.
 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 Board of Directors as necessary.
 4. The **TREASURER** shall receive all money and disburse same with approval of the President and/or Vice-President, maintain the financial records of the Association current and in good order; maintain a current listing of all dues paying members; and render a report at each Executive Board Meeting, including an Annual Financial Report at the last Board of Directors Meeting prior to the Annual Meeting. The treasurer shall be bonded. The cost of this bond will be born by CEMA.

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Each bank transaction over five hundred dollars (\$500) must have the approval of two members of the Board of Directors. The financial records must be made available at each Association Meeting. A request for disbursement must be submitted to the Treasurer with a detailed description of expenses/intended expense with the signature of the Requestor or Agency.

The Board of Directors will prepare an Annual Operating Budget for the Association, make arrangements for an independent audit of CEMA's records as required, and make any other necessary financial decisions on behalf of the Association whenever necessary.

The Board of Directors shall meet as often as necessary to effectively manage the Association. Such meeting shall be reported to the membership at the next regularly scheduled Association meeting.

ARTICLE VI. MEMBERSHIP MEETINGS

- A. CEMA will hold a minimum of four membership meeting each year. One of these meetings will be the annual meeting for voting purposes. The membership will be provided with a minimum of 30 days notice prior to a membership meeting. The exception to this provision will be the need for an emergency meeting called by the Board of Directors.
- B. Ten percent (10%) of the Active (paid) membership shall constitute a quorum. The Treasurer will provide a current listing of the paid active membership for such determination.
- C. Membership with a petition of 10 Members can request a meeting.

ARTICLE VII. AMENDMENTS

The By-Laws may only be amended by the vote of those active members present at a CEMA meeting. Copies of the proposed amendments to the By-Laws will be distributed to the members at least 30 days prior to the vote.

ARTICLE VIII. 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 September 1 of every fiscal year.
- B. The fiscal year for CEMA shall be from July 1st to June 30th each year.
- C. Membership Fee Schedule:

TYPE OF MEMBERSHIP:

Active Membership-(Municipal, Tribal Nation) \$ 50.00

The fee for the first member of each Municipality or Tribal

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Nation will be \$50.00, the fee for each additional member of
the same Municipality will be \$25.00.

Associate Membership (non-voting)

Corporate/Organizational \$100.00

Individual \$ 50.00

Educational/Student \$ 25.00

D. Voting:

Each local jurisdiction or Tribal Nation with Active Membership will be
entitled to one vote.

ARTICLE IX. 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 three (3) Standing Committees: Membership, Training &
Education, and Legislative.

ARTICLE X. CONDUCT OF BUSINESS

In absence of by-law guidance, the most recent edition of Roberts Rules of Order shall
apply.

ARTICLE XI. DISCLAIMER OF ENDORSEMENTS

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

ARTICLE XII. DISSOLUTION OF THE ASSOCIATION

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