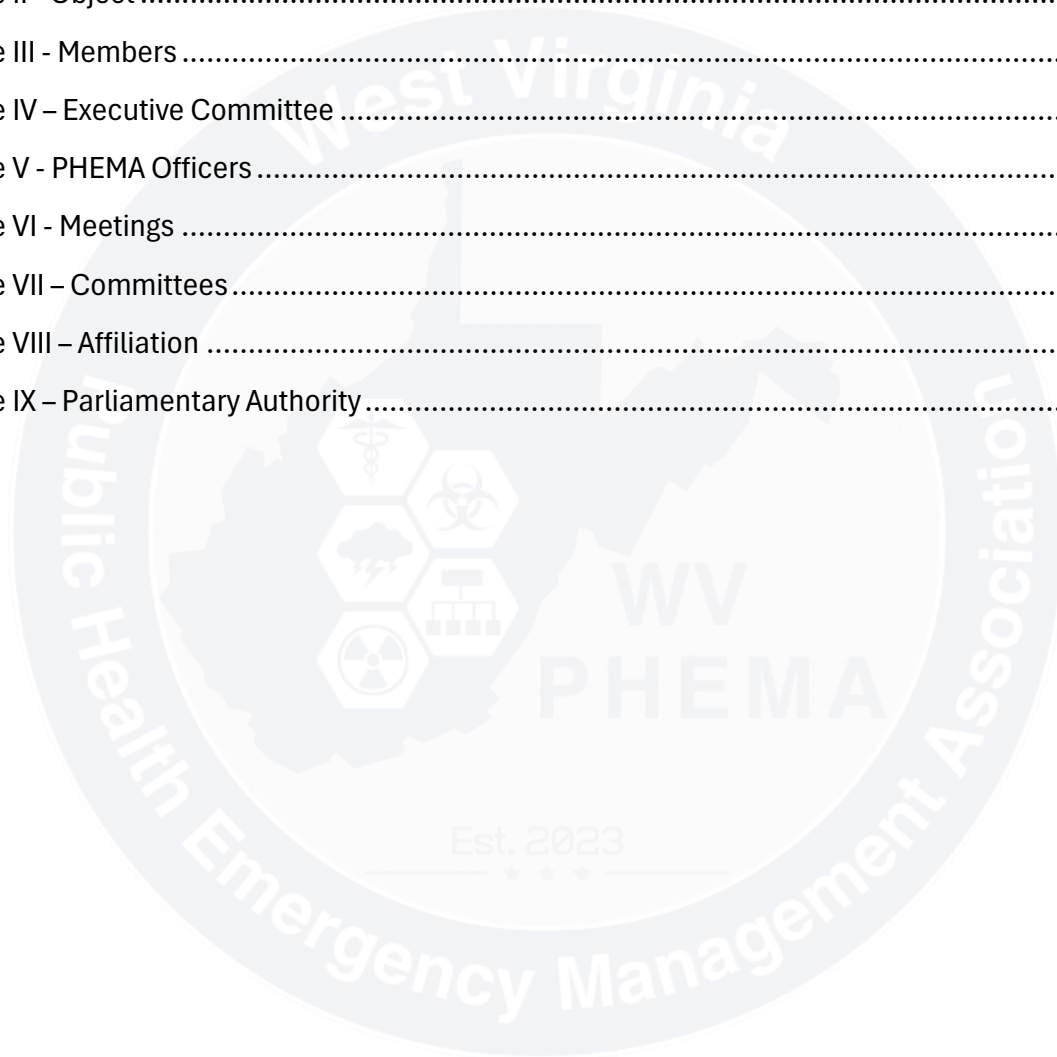


West Virginia Public Health Emergency Management Association Bylaws

Established 2023

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Article I - Name

- Section 1. The name of this organization shall be the West Virginia Public Health Emergency Management Association hereinafter referred to as “PHEMA”.

Article II - Object

- Section 1. Stimulate and foster consistent and effective Threat Preparedness programs.
- Section 2. Support development and coordination of threat preparedness efforts of participants.
- Section 3. Facilitate the adoption of standards and best practices for association members that will promote professional status equal to others with comparable responsibilities.
- Section 4. Encourage PHEMA members to maintain the high professional and personal conduct, and performance standards that represent the association.
- Section 5. Encourage continued education and development of initiative, leadership, and technical competence for all PHEMA partners.
- Section 6. Support recruitment of professionally trained candidates for new and/or vacant threat preparedness positions.
- Section 7. Promote and encourage effective local Threat Preparedness program development through inclusion of membership on committees.
- Section 8. Recognize outstanding contributions and achievements of PHEMA members.
- Section 9. Encourage preparedness partners to join the WV Public Health Association.

Article III - Members

- Section 1. There shall be four (4) classes of membership: full, life, honorary, and associate.
- Section 2. Any person shall be eligible for membership who is engaged in some field of threat preparedness upon payment of annual dues.
- Section 3. Membership may be extended by a majority vote of the Executive Committee to persons in fields closely related to threat preparedness and having a common bond with threat and emergency management.
- Section 4. Lifetime PHEMA membership shall be offered to members with 30 years of full membership or those 60 years of age or older with at least 15 years of full membership.
- Section 5. Upon nomination by the awards committee, honorary membership may be conferred by the Executive Committee on any person who has rendered outstanding service to the goals and ideals of PHEMA.
- Section 6. The Executive Committee, may upon the recommendation of the awards committee, confer associate membership on any person who has rendered valuable contribution or service to PHEMA or to the threat preparedness profession.
- Section 7. Nominations for honorary and associate membership will be considered by the awards committee upon recommendation of five (5) active members of PHEMA.
- Section 8. Full and life members shall be entitled to all the rights and privileges of members including, but not limited to, the right to vote, to hold office and attend all meetings of PHEMA.
- Section 9. Honorary and associate members shall be entitled to all the rights and privileges of members, except the right to vote or hold office.
- Section 10. The dues of full members shall be payable to PHEMA on January 1st each year. A late fee will be imposed starting April 1st each year.
- Section 11. Annual membership dues shall be recommended by the Executive Committee and ratified at the annual meeting or a special meeting called for this purpose by

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two-thirds of voting members present. Notice of any proposed change must be sent to all full and life members no less than 30 days prior to the voting date.

- Section 12. In the event the Executive Committee determines the PHEMA to be in financial need, it will be the Committee's prerogative to assess each full member a determined amount not to exceed \$20.00 per year.
- Section 13. Life, honorary, and associate members shall be exempt from dues and assessments of PHEMA.
- Section 14. A full member whose dues have not been paid by the first general, or special meeting of the PHEMA, following January 1 of the current calendar year shall cease to be a member of PHEMA.
- Section 15. A former member of PHEMA may be reinstated upon the payment of the current annual dues.
- Section 16. To maintain their positions and/or their voting privileges, members of the Executive Committee must have paid their dues by January 1 of the current calendar year.
- Section 17. The Executive Committee may expel or suspend any PHEMA member for conduct determined improper by the Committee.
- Section 18. A PHEMA member who has been suspended or expelled by the Executive Committee may appeal to the full membership at the next annual meeting if they have filed due notice with the President at least 15 days prior. The membership will then vote by secret ballot to confirm or dismiss the findings of the Executive Committee. The decision will be by a majority of the votes cast.
- Section 19. A member in good standing is a full member who has paid the current dues.

Article IV – Executive Committee

Section 1. The Executive Committee shall consist of voting members as follows: One (1) representative from each of the seven (7) State Threat Preparedness Regions; One (1) representative from hospitals; One (1) representative from emergency medical services; One (1) representative from emergency management all of which must work within the State of West Virginia, for a total of (10) voting members.

In addition, the State's Center for Threat Preparedness (CTP) shall appoint one (1) non-voting member to the Executive Committee, as designated by the State Director for CTP.

Section 2. A simple majority of Executive Committee members, one of whom shall be the president or vice president, shall constitute a quorum for the transaction of business at any meeting of the Committee.

Section 3. All members of the Executive Committee shall be entitled to one (1) vote on the Committee and shall be full members in good standing.

Section 4. The Executive Committee shall meet at least quarterly, including the annual meeting, the first to be held within 30 days following the annual meeting.

Section 5. As provided in the Bylaws, the Executive Committee shall ratify all appointed officers, special committee appointments, and others as the need arises.

Section 6. The Executive Committee shall receive from the Bylaws committee any proposed amendments for consideration and approval. The Committee shall see that the proposed amendments receiving approval are properly sent to the active membership.

Section 7. The Executive Committee, program planning committee and president shall work together to arrange all PHEMA meetings including time and place for each.

Article V - PHEMA Officers

- Section 1. PHEMA officers of President, Vice-President, Secretary, and Treasurer will be elected from the ten (10) members of the Executive Committee.
- Section 2. Appointed Officers:
- a. Appointed officers shall be appointed by the President and affirmed by the Executive Committee. Affirmation shall take place by the first meeting of the Executive Committee following the annual meeting and shall be by secret ballot. Appointed officers shall serve at the will and pleasure of the Executive Committee and shall serve for a term of one (1) year. Appointed officers may be reappointed by a newly elected President.
 - b. Other officers of PHEMA may be appointed when deemed necessary and upon resolution of the Executive Committee.
- Section 3. Executive Committee officers shall be elected annually at the PHEMA annual conference business meeting. The nominating committee shall be appointed by the President to include a chairman (must be an Executive Committee member that is not seeking election to office) and 3 members at large, all full or life members in good standing. After verifying the nominees' willingness to serve and before publishing their names, this committee shall submit to the President the names of members in good standing for each vacant elective position.
- Section 4. All full and life members in good standing with PHEMA shall have the right to vote for candidates running for elected office. Ballots will be sent to each of these members at least 10 days prior to the first day of the annual meeting. They will also be available at the registration desk for those paying their dues at the meeting. Members may return their ballots to the nominating committee or be deposited into a locked box at the meeting. Ballots will be anonymous, however, measures will be taken to ensure only one vote is cast by each qualified member, including correlating qualified member counts with ballot counts.
- Section 5. Any member of the Executive Committee unable to fulfill the responsibilities of office shall cease to be a member of the Committee.
- Section 6. Term limits and duties of the officers:

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- a. Executive Committee officers are elected for one-year terms. The elected President has the duty to direct the business of PHEMA. Within 30 days after the annual meeting each year, standard and special committees shall be formed, and committee chairmen appointed by the President. Executive Committee and committee members shall serve one- year terms.
- b. The PHEMA Vice President shall assist the President as requested and will perform the President's duties in his/her absence or as requested. He/she shall serve as chairman of the audit committee. The Vice President shall succeed to the office of President in the event that the President is unable to perform his/her duties. In the event of death or resignation of the Vice President, the Executive Committee shall appoint an Executive Committee member in good standing to fill the unexpired term until the next election of officers.
- c. The treasurer shall have custody of the funds of PHEMA and pay all bills of PHEMA by check; shall make financial reports at Executive Committee meetings, general meetings, and present a financial report for the year-to-date at the annual meeting. The treasurer shall have a completed yearly expenditure schedule with receipts and disbursement records in detail ready for review by the audit committee. The treasurer will be responsible for ensuring a minimum balance of \$500 in the association account.
- d. The Secretary shall keep the minutes of all meetings of the PHEMA or the Executive Committee; be the custodian of all books and records; provide Executive-Committee members sufficient notification of all meetings and a copy of the minutes within thirty (30) days following any meeting of the PHEMA or the Executive Committee and shall perform other duties as may be assigned by the Executive Committee. They shall be responsible for the registration at all annual and special meetings of the PHEMA and shall serve as a member of the program planning committee.
- e. There are no automatic term limits for appointed or elected service.
- f. The Executive Committee will appoint an editor for the PHEMA newsletter. The editor of the PHEMA Newsletter shall work closely with the Executive Committee in the editing of the newsletter. The editor shall prepare and edit the PHEMA Newsletter for PHEMA.
- g. In the event of a vacancy on the executive committee as a result of lack of participation from one or more of the Threat Preparedness Regions the Executive Committee shall appoint an active member in good standing with

PHEMA to fill the vacancy until a successor is duly elected at the next annual meeting in accordance with the Bylaws.

Article VI - Meetings

- Section 1. PHEMA shall meet at least quarterly, two general meetings and two virtual, the times and sites to be fixed by the Executive Committee.
- Section 2. Special meetings of PHEMA may be called by the president under direction of an Executive Committee majority or upon the request of 25% or more of the voting membership. Written notice of the purpose, time and place of the meeting shall be sent to all members by the secretary at least ten (10) days prior to the set date. Only business indicated on that notice shall be conducted at a special meeting.
- Section 3. One-fourth of PHEMA active membership shall constitute a quorum for the transaction of business at any general or special meeting.
- Section 4. Virtual options will not be provided for conferences. This decision may be re-evaluated should circumstances change.

Article VII – Committees

- Section 1. PHEMA standing committees are: audit, awards, bylaws, grant deliverables, membership, nominating, PIO, and program planning. PHEMA special committees are established through Executive Committee action.
- Section 2. Any vacancy of chairman or member of a standing or special committee shall be filled by presidential appointment of a PHEMA member in good standing by the next scheduled meeting of the Executive Committee, unless other action is specified in the Bylaws.
- Section 3. All appointments to standing committees shall be made by the president.
- Section 4. The audit committee, chaired by the vice president, shall audit PHEMA accounts annually and prior to the appointment of a new treasurer. A statement of

PHEMA's financial condition shall be submitted to the Executive Committee and filed with the secretary after each audit.

- Section 5. PHEMA full or lifetime members can submit or recommend individuals for Threat Preparedness Professional of the Year, Outstanding Exercise of the Year, Outstanding Community Outreach of the Year, and Partner of the Year to the awards committee. The awards will be presented during the annual meeting.
- Section 6. The bylaws committee shall monitor the rules and regulations that govern PHEMA, will receive and consider recommendations from PHEMA members and will make recommendations to the Executive Committee for possible submissions to the membership for action.
- Section 7. The program planning committee shall work closely with the president and Executive Committee to arrange to coordinate all aspects of PHEMA meeting programs.
- Section 8. The legislative committee shall work with the president and Executive Committee to provide membership with information regarding pertinent legislation, shall survey the membership for specific interests, revise proposed legislation, prepare position statements, request hearings and speak for PHEMA membership.
- Section 9. All new subcommittees are to be approved by the Executive Committee

Article VIII – Affiliation

- Section 1. The Parliamentary authority shall be governed by Robert's Rules of Order, for all matters not covered in these Bylaws.

Article IX – Parliamentary Authority

- Section 1. Amendment of PHEMA Bylaws may be passed by two-thirds of the voting members present at any meeting but must be preceded by submission of the proposed amendment in writing to and considered by the Bylaws committee, be approved by the Executive Committee, and mailed to voting full and life members at least ten (10) days prior to the voting date. Publication of the

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proposed change of the Bylaws in the PHEMA Newsletter shall satisfy the requirement of notification of the membership.

