



**Council for the Accreditation
of Emergency Management
& Homeland Security Education
(CAEMHSE)**

BYLAWS

05 December 2019

ARTICLE I

Incorporation

The Council for the Accreditation of Emergency Management Education, effective 05Dec19 doing business as (dba) the Council for the Accreditation of Emergency Management & Homeland Security Education, is a non-profit, educational association incorporated under the laws of the State of South Carolina (Charity Public ID: P54212). This organization shall also be known by the initials or acronym “CAEMHSE”.

ARTICLE II

PURPOSE, MISSION, AND VISION

Section 1. Purpose. The CAEMHSE will foster and promote quality education through the assessment and accreditation of higher education programs in emergency management and homeland security.

Section 2. Mission. The CAEMHSE serves the emergency management and homeland security higher education communities by promoting the highest academic standards for educational institutions, through an accreditation program that ensures high quality curriculum and instruction, and continually advances the quality of education within the field.

Section 3. Vision. To advance, endorse, and facilitate quality emergency management and homeland security higher education through an evaluative accrediting process that will strengthen and contribute to the emergency management profession, and promote public and community resilience.

ARTICLE III

OFFICES

The principal office shall be located at such place as the Board of Directors shall from time to time designate, provided that at all times the CAEMHSE shall maintain a registered office and registered agent, where incorporated: South Carolina.

ARTICLE IV

MEMBERSHIP AND SPONSORSHIP

Section 1. Membership and Types. Membership categories carry a dues payment responsibility. (See Section 3 and TAB A to the CAEMHSE Guide to Emergency Management and Homeland Security Education Accreditation Assessment.)

A. Academic Program Membership

An academic institution interested in supporting the mission of the CAEMHSE.

B. Accredited Program Membership

An Emergency Management or Homeland Security (or related) program at an academic institution offering associate's, bachelor's, master's, and/or doctoral academic credit or credentials, supporting the mission of the CAEMHSE.

C. Individual Membership

An individual member is defined as any person, from any field, with an interest in emergency management and homeland security academic program accreditation and credentialing, and who agrees to support the mission of the CAEMHSE.

D. Government and Corporate Membership

Government or Corporate members shall be companies, corporations, consulting firms, contractors, emergency management and/or homeland security departments or offices in government, and other entities which are major sources of employment of emergency management and homeland security graduates, and which support the mission of the CAEMHSE.

Section 2. Corporate Sponsorship (To be developed – DRAFT CONTENT FOLLOWS)

Corporate sponsorship shall be encouraged to assist in the financial support of the organization, and/or its activities, as supportive of emergency management and/or homeland security education. Such sponsorship shall not obligate the CAEMHSE to the corporate sponsor by or for any means other than display of corporate logos on the CAEMHSE website or other visual venues.

Section 3. Dues and Fees

- A. The term of membership for which dues are paid is August 1 through July 31.
- B. Dues and Fees shall be established by the Board of Directors. (TAB A to the CAEMHSE Guide to Emergency Management and Homeland Security Education Accreditation Assessment)
- C. Dues and fees shall be paid by August 1st, and if not paid by that date shall be considered delinquent. Members whose dues are delinquent for a period of 30 days, or who have not made arrangements to extend the payment deadline, shall forfeit membership.
- D. Membership in CAEMHSE is a requirement for applying for accreditation assessment.
- E. Maintaining CAEMHSE membership is a requirement for continuing accreditation. Accredited programs that let their CAEMHSE membership lapse may lose their accreditation status.

Section 4. Membership Year. The Membership Year will be August 1 to July 31.

**ARTICLE V
BOARD OF DIRECTORS**

Section 1. Governance. The affairs and business of the CAEMHSE shall be governed by a Board of Directors, who can be residents of any state.

Section 2. Composition of the Board. Directors shall be members of the organization. The composition of the Board of Directors shall be representative of the types of membership (Academic, Individual (including practitioners), Government, and Corporate), as follows.

- A. Not less than six (6) individuals from the Academic membership category, with the intention that about half be representative of the emergency management education community, and half be representative of the homeland security education community;
- B. Not less than two (2) individuals from the Government or Corporate membership category;
- C. And not less than two (2) individuals from the Individual membership (with a focus on practitioner) category.
- D. The President shall be a voting member of the Board, if needed to break a tie vote.

Section 3. Election and Term of Office of Directors

- A. Any member may nominate a person for Director. Nominations shall be voted upon by CAEMHSE officers and current Board members.
- B. A Director shall serve a three (3) year term. A person may serve on the Board of Directors for a maximum of two successive full terms, and may be nominated as a Director again after a gap of two (2) years. Partial terms during which the person filled a vacancy will not be counted.

Section 4. Removal of a Director. Any member of the Board of Directors may be removed from office by vote of two thirds of the members of the Board of Directors.

Section 5. Resignations. A Director may resign at any time through written notice to the President, a Vice President, or the Secretary, who shall present it to the Board. The resignation shall be effective at the time specified in the notice or upon receipt, if no time is specified. Acceptance of resignation shall not be necessary to make it effective.

Section 6. Vacancies. In the event of the death, resignation, inability or unwillingness to act, or removal of a Director, the Board of Directors shall elect a successor to serve for the unexpired term. The Board will insure that appointees filling vacancies are from an appropriate membership category so as to maintain balance between academics, practitioners, and the private sector.

Section 7. Meetings. There shall be an annual meeting of the Board of Directors each year. The CAEMHSE President shall preside at the meeting. Other business of the Board may be conducted electronically (conference calls, or the like).

Section 8. Powers, Roles, and Responsibilities of the Board of Directors. The roles and responsibilities of the Board of Directors shall include the following:

- A. establish and implement CAEMHSE policy; establish and revise, as necessary, the CAEMHSE's dues structure and rates; and adopt rules and regulations for the conduct of the business of the CAEMHSE;
- B. establish accreditation policies;

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- C. Provide oversight of the accreditation process and vote on extending accreditation, based on assessment reports;
- D. set the policy framework regarding the financial affairs of the CAEMHSE;
- E. represent the CAEMHSE to the public;
- F. promote the integrity of the accreditation process, including the independent operation of the CAEMHSE; and
- G. support the officers of the CAEMHSE in the interpretation and promotion of the accreditation program.

Section 9. Quorum. A simple majority of the members of the Board of Directors shall constitute a quorum.

Section 10. Voting. Each Board member shall be entitled to cast one vote. A simple majority is required to pass all motions placed before the Board, with the exception of amendments to the Bylaws, which require a two-thirds majority. The CAEMHSE President may vote to break a tie.

ARTICLE VI OFFICERS

Section 1. Officers. The officers of the Board of Directors shall be President, Vice President for emergency management interests (EM VP), Vice President for homeland security interests (HS VP), Past President, Secretary, Treasurer, and such other officers as the Board of Directors may authorize. The offices of Secretary and Treasurer may be combined.

Section 2. Executive Committee. The six officers identified in Section 1, and such other members of the Board as may be elected by the Board of Directors, will constitute the Executive Committee. The Executive Committee shall be empowered to act for the Board of Directors when the Board of Directors is not in session on matters of accreditation processes and business affairs which are delegated from the Board of Directors to the Executive Committee, except that the Executive Committee may not grant or withdraw accreditation under any circumstances.

Section 3. Election. At the annual meeting, each year, the Board of Directors shall elect replacements for officers that have served three (3) years: Vice Presidents (2), Secretary, and Treasurer. Whenever an officer position becomes vacant, the Board of Directors shall elect a new officer from among CAEMHSE members. Election shall be by secret ballot with all Directors present having the privilege of voting. One of the Vice Presidents, at the end of his/her term in office, shall automatically become President (unless declining to serve), the then-serving President shall automatically become Past President, and the currently serving Past President shall automatically be deemed to have resigned his/her office.

Section 4. Term of Office. Each officer shall be elected to a three year term, commencing on the 1st day of August. No person may hold the same office for more than two successive terms, and may be nominated as an officer again after a gap of two (2) years. This rule may be overridden by the Directors, by vote, in the interests of the organization. The Directors may designate longer terms for the Secretary and Treasurer, for reasons of good continuity and management.

Section 5. Removal/Resignation. Any officer may be removed from office by a vote of two-thirds of the members of the Board of Directors. Any officer may resign at any time by giving written notice to the President. Any such resignation shall take effect at the time specified therein or, if no time is specified, upon delivery. Acceptance of the resignation shall not be necessary to make it effective.

Section 6. Vacancies. A vacancy in any office because of death, resignation, removal, or incapacity shall be filled by a vote of the Board of Directors, provided, however, that a vacancy in the Presidency be filled by a Vice President, and a vacancy in the Past President not be filled until the current President leaves that position.

Section 7. President. The President shall preside at all meetings of the Board of Directors, live or online. The President may sign on behalf of the CAEMHSE all contracts, documents, and instruments authorized by the Board of Directors. The President may vote to break a tie in Board voting.

Section 8. Vice Presidents and Past President. The Emergency Management Vice President, Homeland Security Vice President, and Past President, in that order, shall act as President in the absence or incapacity of the President, and when so acting, shall have all the responsibility, power, and authority of the President. The Acting President (under this section) shall obtain approval from at least one of the other two officers listed in this section BEFORE such action is taken.

Section 9. Secretary. The Secretary shall have charge and custody of the CAEMHSE seal and shall have authority to affix it to any instrument, and, when affixed, it may be attested by the Secretary's signature. The Board may authorize another Officer to affix the seal of the CAEMHSE and to attest the fixing by his or her signature. The Secretary shall be responsible for maintaining a true and accurate accounting of the proceedings of the Board of Directors.

Section 10. Treasurer. The Treasurer shall have charge and custody of, and be responsible for all funds and securities of the corporation; see that an adequate accounting system is maintained to give a true and accurate accounting of the financial transactions of the corporation, and that reports of such transactions are presented to the Board of Directors. An external annual audit is recommended, and may be called for at any time by any officer or member of the Board of Directors. The duties of Treasurer may be combined with that of the Secretary, if in agreement, or with the President.

Section 11. Annual Report. The Treasurer and Secretary shall present to the Board of Directors, at the Annual Meeting, an Annual Report of all activities, to include financial and accrediting activities. The Treasurer shall present a report following the close of the fiscal year (01August – 31 July). These reports shall be filed and maintained within the CAEMHSE's records. All reports shall be made available to members upon request.

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ARTICLE VII

ACCREDITATION: STANDARDS AND ASSESSMENTS

Section 1. Standards. The CAEMHSE assesses college and university educational programs in emergency management and homeland security, in accordance with professional accreditation standards accepted by educational peer groups.

Section 2. Procedure. The CAEMHSE shall adopt a uniform procedure for consistently assessing and evaluating academic programs for accreditation. This procedure is detailed in the Accreditation Assessment document (Guide to Emergency Management and Homeland Security Education Accreditation Assessment).

Section 3. Authority. The Board of Directors shall have final authority to determine the accreditation of individual programs in academic education for selected academic levels in emergency management and homeland security in accordance with the policies and procedures adopted by the Board of Directors. Granting or withdrawing accreditation shall require the vote of two thirds of the members of the Board of Directors.

Section 4. Eligibility. Requests for accreditation will be accepted only from academic programs in emergency management and homeland security, based in colleges and universities which are (a) accredited by a regional accrediting association in the United States, approved by the U.S. Department of Education, or (b) members in the Association of Universities and Colleges of Canada, or comparable agencies in other countries; or (c) accredited by the appropriate recognized specialty accrediting agency. Specialized programs outside of a traditional college or university setting may be considered on a case by case basis, should the program demonstrate that it can meet the accreditation standards.

ARTICLE VIII

ADMINISTRATION

Section 1. Gifts. The Board of Directors and/or the President may accept on behalf of the CAEMHSE any grant, contribution, gift, or bequest for the general benefit and purposes of the CAEMHSE.

Section 2. Indemnification and Hold Harmless. The CAEMHSE shall indemnify all individuals serving or those who have served as officers, directors, committee members, volunteers, or employees of the CAEMHSE against any and all liabilities (including reasonable attorneys' fees) arising out of or relating to such individuals' activities as officers, directors, committee members, volunteers or employees subject to any limitation of the laws of the State of South Carolina limiting the right of the CAEMHSE as an South Carolina Non-Profit corporation to indemnify officers, directors, committee members, volunteers or employees. Expenses incurred in defending an action, suit or proceeding may be paid by the CAEMHSE upon receipt of an agreement by the officer, director, committee members, volunteer or employee to repay such amount if it is ultimately determined that the individual is not entitled to be indemnified by the CAEMHSE under this Section. In addition, the CAEMHSE may purchase and maintain

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insurance policies insuring such individuals against any and all liability resulting from said individuals' activities as an officer, director, committee member, volunteer or employee regardless of whether or not the CAEMHSE would be empowered to so indemnify without purchasing said insurance.

Section 3. Information. With the exception of accreditation assessment reports, for any particular college or university program, all actions of the CAEMHSE regarding accreditation shall be made available to the public.

Section 4. Fiscal Year. The Fiscal Year shall be August 01 through July 31.

ARTICLE IX AMENDMENT OF BYLAWS

Amendments to these Bylaws may be proposed by any Officer, Director, or member. A vote of two-thirds (2/3s) majority of the Board of Directors, or the members of the organization, shall be required.

ARTICLE X PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order (Newly Revised) shall govern the proceedings of the CAEMHSE in all cases not provided for in these Bylaws.

ARTICLE XI PROVISION FOR DISTRIBUTION OF ASSETS

Upon dissolution of the CAEMHSE, and after its debts and obligations have been paid or provision made therefore, the remaining assets of the CAEMHSE, if any, shall be liquidated and the net proceeds, of any, of such liquidation shall be transferred to a corporation or other entity exempt from federal income taxation under Section 501(c)(3) or 501(c)(4) of the Internal Revenue Code, as amended. The decision of to which organization will receive the funds shall be made by a majority vote of the Board of Directors.

ARTICLE XII DISCLAIMER OF ENDORSEMENT

No individual member or group of members representing the CAEMHSE shall have authority to endorse or recommend any product, service, or organization in the name of the CAEMHSE, or by elected or appointed title unless so authorized by the Board of Directors.

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These CAEMHSE Bylaws were voted for adoption, unanimously, by more than 2/3ds of the Directors, by email, 05 December 2019.

(Previous version, now superseded, was 05 June 2018)