

# **KENTUCKY EMERGENCY MANAGEMENT ASSOCIATION BY-LAWS**

## **ARTICLE I PURPOSE OF THE ASSOCIATION**

The purpose of the Association, as set forth in Article IV of the Articles of Incorporation, Shall Be:

- A. To promote and support adequate Emergency Management Services in the Commonwealth of Kentucky, together with the civic awareness and educational understanding thereof.
- B. To coordinate the efforts of our members in a common front to protect the lives and property of all persons within the territorial boundaries of Kentucky against enemy action and natural or man-caused disasters, and to preserve our national security.
- C. To serve as a clearinghouse for ideas, suggestions, and courses of action between our members in furtherance of these purposes.
- D. To coordinate the efforts and plans of our member counties with other organizations having to do with national defense and disaster and emergency preparedness.
- E. To enjoy the mutual benefits and advantages of fellowship.
- F. In general, to do any and all acts, extend credit and make and perform contracts ordinarily incidental to the carrying out of the aforementioned purpose.
- G. To enter into, engage in, and terminate business at the option of the Executive Council and in accordance with these by-laws.
- H. To borrow money for any purpose of this Association and to secure the same by pledge or mortgage of the whole or any part of the property of this corporation, both real and personal.
- I. To prepare, compile, publish, and distribute pamphlets, newspapers, magazines, and brochures covering all facets of emergency preparedness and related fields.

ARTICLE II  
**MEMBERSHIP AND VOTING**

**SECTION 1: MEMBERSHIP**

The membership in this association shall be in one of the following five classifications.

- A. **INDIVIDUAL MEMBER:**  
A local Emergency Management Director/Deputy, EM Staff or KyEM Personnel.
- B. **GROUP MEMBERS:**  
An Emergency Management Office and Staff. Any Group who is affiliated with Emergency Management. Maximum of 3 votes per group.
- C. **CORPORATE MEMBERSHIP:**  
Any corporation, business who has a continued interest and development in Emergency Management.
- D. **ASSOCIATE MEMBER:**  
Non EMA member (No voting Privileges)
- E. **CURRENT ACTIVE LIFE TIME MEMBER:**  
The following individuals have been placed in this category for recognition of their dedication to KEMA. They have been vested with voting rights. The Life Membership will be valid as long as they are associated with Emergency Management.

MAE BURCH  
RICHARD PAYNE

**SECTION 2: VOTING**

- A. For the purpose of assuming fair and definitive consideration of all pertinent questions, any member may make or second a motion in any meeting or conference of this Association or of its Committees, provided; however, that only Active Members and Group Members (having up to 3 votes per group), may vote on such motion.
- B. Election of Officers will be by secret ballot or a show of hands. All nominees shall hold a current membership in the association prior to nomination.
- C. Other issues to be voted on by show of hands, unless otherwise directed by the presiding officer.

### SECTION 3: QUORUM

Before any business may be transacted at any regular or special conference, the Secretary shall first determine and certify to the presiding officer the presence of a quorum, which shall consist of a majority of those Active Members/Group Members, registered for the conference.

At any regular or special meeting of the Executive Council where adequate notice of such meeting has been given to all members, any three or more members of the Executive Council may act and conduct the business of the Executive Council.

**ARTICLE III  
ADMINISTRATION AND OFFICES**

**SECTION 1: ADMINISTRATION AND OFFICES**

**A. EXECUTIVE COUNCIL**

The Kentucky Emergency Management Association shall be governed by the Executive Council which shall be made up of the President, Executive Vice-President, Five Regional Vice-Presidents, the Secretary/Treasurer, Conference Chair, and a representative from the Department of Local Government (DLG). Each member shall perform duties as may be herein after set forth.

**B. OFFICERS**

The Officers of this Association shall be the President, the Executive Vice-President, the five Regional Vice-Presidents, and the Secretary/Treasurer.

**C. SELECTION OF OFFICERS**

1. The selection of officers shall be elected every two years at large by and from among the Active Members for terms commencing immediately upon the certification of their election at the general Conference at which elected, and ending upon certification of the election of their successors at the annual General Conference.
2. It is the intent of this section that the term of office of each elected and appointed officer shall be for a period of two (2) years more or less, depending upon the interval between annual Conferences at which elections are held.
3. All officers may succeed themselves for successive terms.

**D. VACANCY OF OFFICE**

1. Upon the death, resignation, incapacitation or reassignment outside of the Commonwealth of Kentucky, or in the case of Regional Vice Presidents, outside their region, of any elected or appointed officer, or in the event of the failure of any officer to carry out the duties of office, the Executive Council may declare such office vacant and appoint a successor to fill the unexpired term, of such office.

**ARTICLE IV  
MEETINGS**

**SECTION 1: CONFERENCE**

There shall be held annually a Conference of the Association each calendar year. Special Conferences may be called by a majority vote of the Executive Council. The Executive Council will determine the time and place of Special Conferences. The Secretary shall notify the total membership at least 30 days prior to the start of the conference as to the time and place.

**SECTION 2: EXECUTIVE COUNCIL MEETINGS**

- A. There shall be a meeting of the Executive Council in the third month of each quarter of the Fiscal Year. (Oct. 1 - Sept 31), at such time and place as the Executive Council may decide. The fourth quarter meeting of the Executive Council may, as determined by that body, be held immediately prior to or coincidentally with the Annual Conference of the Association.
  
- B. Such other meetings of the Executive Council as may be necessary to the proper conduct of the business of this Association shall be held in addition to those prescribed in the above paragraph. Such special meetings shall be at the call of the President or at the call of any three (3) members of the Executive Council. Special called meetings of the Executive Council other than by the President shall be by mail or E-mail to the full Executive Council.

**SECTION 3: MEETING RULES**

- A. This Association shall be governed by the current Robert's Rules of Order in all General or Special Conference meetings, Executive Council meetings, Regional meetings and Standing and Special Committee meetings.

**ARTICLE V  
COMMITTEES**

**SECTION 1: STANDING COMMITTEES**

- A. The Standing Committees of the Association shall be:
  - 1. Legislative
  - 2. Resolutions and By-Laws
  - 3. Finance and Budget
  - 4. Public Relations/Outreach/Membership
  - 5. Ethics Committee
  - 6. Local/State Interface Committee
  - 7. GEMW/KEMA Conference
  - 8. Training
  - 9. Kentucky Emergency Managers
  - 10. LEPC Issues - AD-Hoc Committee (1) Member
  - 11. Former Presidents/ Serve on Conference Committee
- B. The Chairperson of each Standing Committee must be appointed by the President with the approval of the Executive Council.
- C. The Chairperson of each committee will appoint the committee members.
- D. The duties of each standing committee of this Association shall be as determined by the President with the approval of the Executive Council.

**SECTION 2: SPECIAL COMMITTEE**

- A. The President shall appoint such special committees as deems necessary or as may be deemed necessary by the Executive Council to the proper conduct of the business of this Association. Members of such special committees may be chosen from within the Association at the discretion of the President, and remain in office until the work of the committee is completed.

**ARTICLE VI**  
**MEMBERSHIP FEES**

**SECTION 1: MEMBERSHIP FEES**

A. Each of the classification of members in this Association shall pay annually on or within thirty (30) days following the first day of each fiscal year, which is hereby established as being from the first day of June of each year through the last day of May of the following year. The annual membership fee as hereinafter set forth.

1.	INDIVIDUAL MEMBER:	\$50.00 per year
2.	GROUP MEMBERS:	\$100.00 per year
3.	CORPORATE MEMBERS:	\$200.00 per year
4.	ACTIVE LIFE TIME MEMBER:	no fee
5.	ASSOCIATE MEMBER:	\$25.00

B. The Secretary/Treasurer shall mail to each respective class of member, a statement indicating the amount of membership fee owed for the next fiscal year, not fewer than ten (10) days prior to the close of the current fiscal year.

**ARTICLE VII  
AMENDMENTS**

These By-Laws may be amended by a simple majority vote of the Executive Council present subject to ratification by General Membership at the next Annual Conference with a simple majority vote of those present. Such amendments shall become effective immediately upon approval, provided; however, that the amendment or amendments shall be submitted to the Active Membership at the next scheduled Annual Conference.

APPROVED BY EXECUTIVE:

\_\_\_\_\_  
PRESIDENT

RATIFIED BY MEMBERSHIP:

*Aune Jenkins*  
\_\_\_\_\_  
SECRETARY

\_\_\_\_\_  
MONTH            DAY            YEAR