

Arizona Association of Emergency Managers



Bylaws

The bylaws of the Arizona Association of Emergency Managers (AzEM) were adopted this 17th day of April 2025 and supersede all previous bylaws and amendments.



ARTICLE I – NAME, PURPOSE, MISSION AND VISION

Section 1 – Name:

The name of the Association shall be the “Arizona Association of Emergency Managers” (herein referred to as AzEM). AzEM shall be a non-profit organization incorporated under the laws of the State of Arizona.

Section 2 – Purpose:

The AzEM membership shall be comprised of emergency management professionals from public, private, non-government organizations, and members of the non/not for profit sectors.

The purpose of this Association is to:

- Advance sound emergency management practices and services.
- Promote the safety and preservation of lives and property for Arizona residents and the public.
- Elevate and support the profession of emergency management by providing a forum for members to exchange ideas and influence Arizona's emergency management landscape through conferences, events, mentoring, educational support, service to others and outreach.
- Serving as a resource for local, county, state, tribal, and federal leaders on issues affecting the emergency management community.

Section 3 – Mission and Vision:

The Association's mission is to foster collaboration, share knowledge, and build strong partnerships among Emergency Management professionals. Through these efforts, along with professional and social engagement, the Association seeks to enhance the well-being of all its members.

Vision

The vision of AzEM is to be Arizona's leading organization for emergency management professionals, offering year-round services and opportunities to advance the Emergency Management field.

Strategic Plan

The Association shall maintain a Strategic Plan outlining specific goals and objectives to ensure its continuous growth and improvement. The AzEM Executive Board will review the plan annually and update it as needed.

The Strategic Plan shall be reviewed annually by the Executive Board with input from the General Membership. Members will have a 30-day period to submit comments, suggestions, or proposed changes prior to the review.



ARTICLE II – MEMBERSHIP

Section 1 – Eligibility for membership:

Application for membership shall be open to any individual or representative of private or public organizations, industries and businesses involved in, or with interests in, comprehensive emergency management activities that support the purpose statements in Article I, Section 2. Membership is also open to college students who meet the criteria specified in Section 3.

Section 2 – Annual membership dues:

The amount required for annual dues for membership categories shall be determined by a majority vote of the Executive Board and shall be paid annually. Notice of changes to dues will be communicated to all members when the change takes effect. Continued membership is contingent upon being up to date on membership dues. Members whose dues are delinquent shall forfeit their membership.

The membership renewal date for all new members who register and pay their member dues will be the anniversary of their initial membership date each subsequent year. Dues will be considered delinquent 30 days after the due date. The Executive Board shall establish the various membership rates on an annual basis.

Section 3 – General Membership of the Association:

General membership provides discounted attendance to the AzEM Annual Conference, access to member profiles, and all activities conducted by AzEM throughout the year. General members shall also be eligible to cast a representative vote in Association elections and other voting matters identified in these bylaws, providing annual membership dues are paid. An alternate or proxy for the General member cannot be designated.

Section 4 – General Membership categories:

General (Regular) Membership

Open to individuals actively engaged in or retired from emergency management or related fields within Arizona. General Members shall have full voting rights and access to all organizational resources and events.

The General Membership category is for those purchasing a single membership at the regular AzEM cost. If purchased by an organization, a General Membership may be transferred if that employee is no longer with that organization. The organization must submit in writing to the Board for approval as to the reason for the transfer.

- Bulk membership purchases are available to organizations, agencies, or entities wishing to enroll multiple individuals as members of AzEM under a single transaction. This option is designed to support group memberships while providing administrative and financial convenience.



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- Bulk memberships are available for groups of **five or more individuals** who meet the eligibility criteria for General Memberships.
- Group Memberships must be assigned to a person, as those memberships will carry with them all the benefits of the General Membership.
 - Group memberships may be transferred if one or more of the employees are no longer with that organization. The organization must submit in writing to the Membership Chair for approval as to the reason for the transfer.

Student membership:

Student memberships are available at a discounted rate by meeting the following criteria:

1. A student must be engaged in full-time or part-time academic studies as provided in documented copies of academic course load.
2. A student must submit a copy of their student ID to the Association.

As Student Memberships are part of the General Membership of the Association, it carries with it all the benefits of General Membership.

Annual dues for student membership may be waived for the first year by a majority vote of the Executive Board for students experiencing financial hardship. A written request must be included with student membership application process to be considered.

Section 5 – Non-voting membership:

The Executive Board shall have the authority to establish and define additional non-voting categories of membership.

Affiliate Membership (this is a proposal to include supporting professionals to strengthen relationships):

Affiliate memberships would be open to individuals, private organizations, and entities in adjacent fields that support the mission and goals of AzEM. This includes professionals in public safety, healthcare, education, environmental sciences, infrastructure management, and other fields that intersect with emergency management. Affiliate Members are non-voting members but may participate in meetings, trainings, and events to contribute their expertise and collaboration. These members may receive discounts for attendance at AzEM events and receive reduced fees for a table or booth at the AzEM Annual Conference.

Section 6 – General Membership resignation and termination:

Any member may resign their membership by filing a written resignation with the Association. Resignation shall not relieve a member of unpaid dues, or other charges previously accrued. A member can have their membership terminated, for cause, by majority vote of the membership. A member who resigns or is terminated shall not receive a refund of dues already paid.



ARTICLE III – EXECUTIVE BOARD

Section 1 – Executive Board responsibilities and compensation:

The AzEM Officers and Committee Chairs shall comprise the Executive Board. The Executive Board is responsible for carrying out the prescribed policy and direction of the Association, and will manage day-to-day business conducted by the Association, its committees and sub-committees. Nominations for Executive Board positions will be solicited from the General Membership of the Association, and elections shall be by vote of the General Membership during the annual meetings. The Executive Board shall consist of the positions identified in Article III, Section 2 and members shall receive no compensation for the performance of their duties. Elected Board members will receive one free year of membership in exchange for time and efforts during the two-year term, to take effect on the second year of term. All positions shall report out on activities at Executive Board meetings and annual meetings and perform other duties as necessary.

Section 2 – Officer and Committee Chair positions, terms of office and duties:

Even Years Elections	Odd Years Elections
President	Vice-President
Secretary	Communications Officer
Membership Officer	Treasurer
Member at Large #1	Member at Large #2
Liaison Officer	

The President shall:

- Serve for a two (2) year term, running for elections in even numbered years. The previous President shall become the *Immediate Past-President* following their term.
- Preside at meetings of the Association and the Executive Board.
- Provide oversight over the AZEM Strategic Plan.
- Key legislative liaison for all matters relating to emergency management, and the mission and vision of the Association.
- Serve as ex-officio member of all committees except the Elections Committee.
- Serve as the administrative officer of the Association.
- Form special or ad-hoc committees and appoint sub-committee chairpersons as needed.

The Immediate Past President shall:



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- The Past President will assist for the first year with the transfer of projects, to ensure continuity within the executive board.
- The Past President will also provide details on the strategic plan, bylaws, recent meetings and financial standing.
- The Past President will be invited; however, not required, to attend AzEM board meetings.

The Vice President shall:

- Serve for a two (2) year term, running for elections in odd numbered years.
- Provide succession and support for the President's roles and responsibilities.

The Secretary shall:

- Serve for a two (2) year term, running for elections in even numbered years.
- Maintain records of the proceedings of all meetings.
- Prepare and distribute an agenda prior to each meeting.
- Keep on file all board reports and meeting minutes. Copies of the minutes shall be sent to all members of the Executive Board within 15 days of the close of meetings.
- Verify ballots, and record and keep voting tallies.

The Treasurer shall:

- Serve for a two (2) year term, running for elections in odd-numbered years.
- Receive and deposit, in bank accounts of the Association, all monies of the Association; and shall disburse and invest such funds as directed by the Executive Board.
- Keep proper books of accounts.
- Be responsible for all tax reporting requirements.
- Make available all financial records and shall present an itemized fiscal report at each regular meeting of the Executive Board, and an annual report at the annual meeting of the Association.
- Prepare an annual budget and a statement of income and expenditures closing the fiscal year to be presented, upon approval of the Executive Board, to the membership at the Association's regular Annual Meeting.
- Invoice and collect the annual Association fees/dues from Association members.
- Complete all required updates and annual reports to maintain the Association's good standing with the Arizona Corporation Commission.

Two (2) Members at Large shall:

- Serve for a two (2) year term. One Member at Large shall be elected in alternating years to provide continuity to the Board.
- Provide support and guidance to the Executive Board by serving on various committees as directed by the President of the Association.



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- Members at Large shall represent the interests of the general membership, assist
 - with outreach initiatives and provide support to standing committees as directed by the President. Specific responsibilities include attending board meetings, participating in special projects, and serving as liaisons between the membership and the Executive Board.

The Membership Officer shall:

- Serve for a two (2) year term, running for elections in even numbered years.
- Serve as Chair of the Membership Committee.
- Prepare an official membership roster of the Association members.
- Lead outreach efforts for conference vendors and sponsors.
- Promote membership drives.

The Communications Officer shall:

- Serve for a two (2) year term, running for elections in odd numbered years (terms can be adjusted by the Executive Board on an as needed basis and only with a unanimous vote).
- Maintain all social media platforms for AzEM (Facebook, Instagram, and LinkedIn)
- Promote the organization through newsletters and outreach events.
- Assist in keeping the website up to date.
- Review the social media strategy plan quarterly and make revisions as needed.
- Keep the board up to date on member engagement.

The Liaison Officer shall:

- Act as a bridge between the board, association members, and external stakeholders to ensure clear and consistent messaging about initiatives, events, and policies.
- Represent the concerns, needs, and perspectives of members to the board, helping shape policies and programs that align with the associations' mission.
- Build and maintain relationships with industry professionals, government agencies, and community organizations to enhance collaboration, sponsorships, and resource-sharing opportunities.

Section 3 – Resignation, termination, and absences of the Executive Board:

Resignation from the board must be in writing and received by the Secretary. A board member may be terminated from the board due to excess absences, or more than two unexcused absences from board meetings in a year. An Executive Board member may be removed for cause by a two-thirds vote of the responding general association membership.

Section 4 – Vacancies:

When a vacancy exists of any Officer or Committee Chair, the Secretary must receive nominations for the vacated position from current Executive Board members. The Executive



Board may vote on an interim replacement to serve in the vacated position until a formal vote is completed by the General Membership. Nominations for vacated positions shall be sent to Association members to be voted upon at the annual meeting, or special meeting if necessary to expedite filling the position.

Section 5 – Order of Succession:

The following order of succession will be in effect should the President be unavailable to fulfil his or her responsibilities at meetings or other activities.

1. President
2. Vice-President
3. Immediate Past President
4. Secretary
5. Treasurer
6. Liaison Officer
7. Communications Officer
8. Members at Large
9. Membership Officer
10. Members with most seniority

The following order of succession will be in effect should the Treasurer be unavailable to fulfil his or her responsibilities at meetings or other activities.

1. Secretary
2. As appointed by the President

The following order of succession will be in effect should the Secretary be unavailable to fulfil his or her responsibilities at meetings or other activities.

1. Member at Large
2. As appointed by the President

Section 6 – Executive Board meetings and voting:

The Executive Board shall meet at least quarterly to discuss the day-to-day business of the Association such as carrying out policy and direction of the Association, and tasking and receiving updates from Committee and Sub-Committee Chairs. Special Meetings of the Executive Board may be called by the President and/or at the request of three elected member of the Board, at any time, provided advance notice is given. All Executive Board members shall have voting privileges at board meetings, special meetings, and the annual meeting of the General Membership. Executive Board will vote on matters affecting the day-to-day business of the Association (including Association expenditures). Matters relating to bylaw revisions and election of AZEM Board Members must be accomplished through a vote of the General Membership.

Section 7 – Administration and documentation:



The Executive Board shall conduct the administrative matters of the Association, to include an independent annual review of all financial records for the preceding fiscal year. The Executive Board shall provide minutes of its meetings upon request of any member of the Association. All Association documentation shall be retained in accordance with the State of Arizona document retention policies.

Section 8 – Financial Control Procedures

Annual Review of Cash and Tax Filings

Taxes will be filed annually. The Board may choose to use a professional firm but is at the discretion, vote and approval of Board members.

1. Annual review of cash, to ensure that AzEM is compliant with standard accounting practices.
2. Annual filing of AzEM Federal and State taxes.

Mail Retrieval Controls

The process for retrieving mail from the AzEM's Post Office Box is as follows:

1. Mail will be checked at a minimum of once per month.

Payments Received Controls

To properly account for payments received, the preferred primary method of payment will be by credit card through the AzEM website at www.azemergencymanagers.org. Cash or a cash alternative such as Zelle must include the payment description so that it can be properly debited from any outstanding payments to AzEM from members, sponsors, events, or as needed.

When any cash or checks are received by the organization, the following process will be followed to log all amounts received as well as deposited into the AzEM Chase Checking account.

1. The following information related to a check received will be captured on the Cash Receipts Log:
 - Date Received
 - Name on Check/Name of Cash Contributor
 - Account/Class
 - Amount
 - Notes
 - Initial #1
 - Initial #2

This log will be a cumulative accounting for each fiscal year.

2. At each AzEM Board Meeting the Cash Receipts Log will be reviewed. The log entries for each month will be reconciled to the Chase Checking Statement and Treasurer's Report.



ARTICLE IV – COMMITTEES AND SUB-COMMITTEES

Section 1 – Committee formation:

The Executive Board may create sub-committees as needed, and the Association President shall appoint all sub-committee chairs. The Committee and Sub-Committee Chairs will be responsible for recruiting members of their respective committees, establishing minimum/maximum personnel on their committees, scheduling and directing committee meetings, and ensuring accurate documentation of committee activities. The Committee and Sub-Committee Chairs shall ensure a report is completed and provided to the Executive Board documenting the status of deliverables of the committee, recommended actions to be taken by the Board, or disbanding of the committee based on completed taskings.

In addition:

- *Membership Chair and Public Relations Chair* are full-time nominated members of the Executive Board.
- *Sub-Committee Chairs* must be members of the AZEM General Membership, but do not need to be members of the Executive Board.
- *Sub-committee members/volunteers* do not need to be paid members of the AzEM General Membership. This will offer them an opportunity to be engaged in supporting the Association before deciding to become a paid member.
- Each Sub-Committee shall have one Executive Board member to serve as an advisor to ensure the Board’s and General Membership’s interests are represented.
 - Executive Board members may serve as both Chair and Advisor if needed.
- Executive Board members should serve on no more than one sub-committee to ensure they are not over-tasked.
- As most Sub-Committees will have time-bound taskings, they are expected to meet (face- to-face or via telephone) at least once each month, or on a schedule prescribed by the AzEM President or Vice President. Ideally, active sub-committees should at least plan to meet just prior to the AzEM Executive Board meetings. This will give the Sub- Committee Chairs an opportunity to brief the board on the status of activities.
 - The Chair will work with Sub-Committee members to assign individual taskings for the Sub-Committee’s area of responsibility.
 - The Chair will maintain a list of action items for each meeting.
 - If the Chair is unable to attend the regularly schedule Executive Board meeting, the Chair will provide a status summary to the AzEM Secretary in advance of the board meeting.

ARTICLE V – MEETINGS OF THE ASSOCIATION

Section 1 – Regular meetings of the Executive Board:

Refer to Article III, Section 6, Executive Board meetings and voting.



Section 2 – Annual Meeting:

An annual meeting of the General Membership of the Association shall occur at a time and place designated by the Executive Board. At the annual meeting, the general members shall elect officers, receive reports on the activities of the Association, and provide input regarding the strategic direction of the Association for the coming year(s). The annual meeting typically takes place at an annual conference where the Association provides opportunities for the general membership to network and learn about best practices in emergency services.

Section 3 – Mid-Year Meeting:

A Mid-Year Meeting of Association may be convened at a time and place designated by the Executive Board. At the Mid-Year Meeting (which may also be in conference format), members shall receive reports on the activities of the Association and focus on the direction and accomplishments of the Association. In lieu of a Mid-Year meeting, the Executive Board may provide an update to the general membership by other means.

Section 4 – Special meetings:

A special meeting may be called by the President, the Executive Board, or by a simple majority of the General Membership. A petition signed by five (5) percent of Association voting members constitutes a call for a special meeting. Upon approval by the Executive Board, the General Membership may vote on an issue slated for action by a mail-out ballot, electronic ballot or by email.

Section 5 – Voting and quorum:

All issues to be voted on shall be decided by a simple majority of those present at either an Annual or Mid-Year meeting. This includes special meetings called in accordance with these bylaws in which the vote takes place, or by those responding with a ballot vote by the designated deadline. The General Membership present at any properly announced meeting shall constitute a quorum for conducting business and voting, without regard for number of members present. The Executive Board shall have a simple majority present to conduct business, and votes shall be carried by a majority of those present.

While the Executive Board will vote on matters affecting the day-to-day business of the Association (including Association expenditures), the General Membership shall vote on matters relating to bylaw revisions and election of Executive Board Members. If a vote on matters is conducted electronically, a non-vote from members will be expressed in written form to its determination so that a majority vote can be established if responses are not received within the identified timeline.

ARTICLE VI – NOMINATIONS, ELECTIONS and INSTALLATION OF OFFICERS

Section 1 – General:



Whenever possible, nominations, elections and installation of officers will coincide with the annual meeting of the general membership of the Association. While terms of office are specified in Article III, terms of office will coincide with the annual meeting. Should there be no annual meeting or should there be other circumstances that prevents timely nominations, elections and installation of officers, the Executive Board may hold a special session to determine the best course of action and will inform the general membership of the results.

Section 2 – Nominations:

Members of the Association (as defined in Article II herein) may nominate themselves or any other AzEM member for any office. Write-in candidates must be Association members who also meet the minimum requirements of these bylaws. Only members who have maintained membership for at least 6 months may be nominated to hold Executive Board positions.

Section 3 – Ballots:

The secretary for the Association shall ensure that ballots will be prepared showing the names of candidates and offices sought. Ballots will be prepared with sufficient space to allow for nominations of write-in candidates.

Section 4 – Election Results:

Ballots shall be counted by two (2) members of the Executive Board and one (1) general member of the association. The Secretary shall record the votes to be presented to the President, who will then convey the election results to the general association membership.

Section 5 – Installation of Officers:

Officers shall assume their new positions immediately following the announcement by the President at the annual meeting and may elect to conduct their first meeting as the new Executive Board at the conclusion of the annual meeting.

ARTICLE VII – ADOPTION OF PUBLIC POLICY POSITIONS

Section 1 – Position proposals

Any member in good standing may submit at any time to the Executive Board a public policy position proposal related to Emergency Management; said proposal to include a recommended position statement, a summary of the issue involved, a list of the parties to which an adopted position would be addressed, and a narrative detailing the justifications for the position. The board may also appoint a public policy sub-committee to develop policy positions or may develop policy position proposals at regular board meetings.

Section 2 – Proposal review

The Executive Board will meet within 14 days of developing or receiving a position proposal to review the proposal and vote on whether to recommend the proposal to the General



Membership. The member(s) who submitted the proposal will be invited to attend the meeting to support the proposal; a majority vote of the Executive Board will be required to recommend the proposal to the General Members. The Executive Board may revise the proposal and include the proposal in a position paper to present for a vote of the General Membership. The Executive Board may decide to hold non-urgent policy positions for discussion and vote at an upcoming conference or special meeting, or to utilize General Membership emails to seek adoption of positions on time sensitive issues.

Section 3 – Proposal adoption

If a policy position adoption is considered urgent by the Executive Board, within seven days of voting to recommend the policy position to the membership, a ballot with the proposal will be emailed to all members in good standing for return to the Executive Board within seven (7) days of the original email date; the proposal will also be posted on the website. A majority of the total number of returned ballots at the end of the seven (7) days will be required to adopt the proposal; the Executive Board will then within seven (7) days take such action as necessary to forward the adopted position to the appropriate parties.

If a policy position adoption is not considered to be urgent or time sensitive, the policy position will be considered for adoption at the next conference or special meeting, with a majority vote of those present required for adoption.

ARTICLE VIII – REVIEW, AMENDMENTS AND ADOPTION OF BYLAWS

Section 1 – Review:

The AzEM Bylaws shall be reviewed by the Executive Board and provided to all general association members at least annually or as needed. A Bylaws Sub-Committee may be formed by the President to review and update the bylaws.

Section 2 – Revisions:

Bylaws may be repealed, revised or amended; or substitute bylaws may be adopted by a majority vote of the General Membership present at the Annual Meeting, Mid-Year Meeting, or a special meeting called for this purpose. Proposed amendments and revisions must be submitted to the Secretary to be sent out with Board announcements at least 21 days prior to a meeting.

Section 3 – Adoption:

Any changes to the bylaws shall be reviewed by the Executive Board, and with a simple majority vote of the Board, will be presented to the general membership for adoption. Draft bylaws may be presented by email, virtual or in person at an Annual, Mid-Year or special meetings. If emailed, approval of the draft bylaws shall require a majority of email replies from all of the General Membership with voting rights. If in person, approval of the draft bylaws shall require a simple majority of General Members present with voting rights.

APPROVAL OF BYLAWS



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These bylaws were approved by the Executive Board and a majority of the General Membership of the Arizona Association of Emergency Managers and were adopted this 17th day of April 2025 and supersede all previous bylaws and amendments.

Ericka Huston

Ericka Huston
President

Joseph Cruz

Joseph Cruz
Secretary