



CONSTITUTION

The International Society for Preparedness, Resilience, and Security

(Amended September, 2013)

ARTICLE I

Name

This organization shall be known as the International Society for Preparedness, Resilience, and Security (INSPRS).

ARTICLE II

Purposes

The purposes of this organization shall be to facilitate collaboration among academics, policy makers, practitioners and organizations who contribute to civil security, public safety, and national security by identifying and supporting best practices and innovation, trans-disciplinary research, policy development and analysis; advancing the inherent integrative nature of the various related homeland security disciplines by promoting coordination, communication, cooperation, and networking throughout the larger homeland security enterprise; fostering the well-being of its members by sponsoring meetings, conferences and other professional outreach and exchanges including the dissemination of peer reviewed research and other scholarly contributions to the body of knowledge; supporting development of future professionals through mentoring, grants, internships and advocacy; promoting the advancement of educational systems and structures including professional development, credentialing and accreditation; and promoting the scholarship of teaching and learning.

ARTICLE III

Membership

Section 1. The Society shall have as many classifications of membership as deemed necessary by the Executive Board. The Membership Committee shall establish any definitions, requirements, and exceptions associated with each membership classification, and present their recommendations to the Executive Board for approval.

Section 2. APPLICATION PROCEDURES: Application for membership in the Society shall be submitted on the form prescribed by the Executive Board and shall be received by the Executive Director.

Section 3. DUES: The annual dues for all categories of membership shall be set by the Executive Board and are due and payable to the Treasurer by a date determined by the Executive Board. The nonpayment of dues constitutes termination of membership, and such individual or institutions must be re-qualified for membership by the Executive Board.

Section 4. VOTING PRIVILEGES: Only individual members in good standing for the current year shall have voting privileges on all matters presented to the Society membership for a vote.

Section 5. RESIGNATIONS: Resignations of membership shall be submitted in writing to the Executive Director.

ARTICLE IV

Officers

Section 1. The officers of the Society shall be a President, a First Vice-President, a Second Vice-President, a Secretary, a Treasurer, Immediate Past President, and Trustees-at-Large. These officers shall perform the duties prescribed by this Constitution and By-Laws and by the parliamentary authority adopted by the Society, as prescribed in Article IX.

Section 2. The officers of the Society, who must be individual members in good standing, shall be eligible to seek and win office in accordance with the Election Code as adopted by the Executive Board.

Section 3. No officer except the Treasurer may serve consecutive terms in the same office.

Section 4. Nothing in Article IV, Section 3, shall preclude a person elected to fill the unexpired term of a Trustee from running for election to a full three-year term, provided that the unexpired term to which previously elected was of a duration of less than 18 months.

Section 5. Officers of the Society shall hold office until their successors shall be duly elected and qualified.

Section 6. The President shall preside at Annual or Special Meetings of the Society and all meetings of the Executive Board. The President shall automatically succeed to the office of Immediate Past President.

Section 7. The First Vice-President shall preside at Annual or Special Meetings of the Society in the absence, disability, suspension or removal of the President. The First Vice-President shall automatically succeed to the office of President should the President be unable to complete the elected term of office. In addition, the First Vice-President shall serve as President for the year following promotion to the office of First Vice-President.

Section 8. The Second Vice-President shall preside at Annual or Special Meetings of the Society in the absence, disability, suspension or removal of the President and First Vice-President. The Second Vice-President shall automatically succeed to the office of President should the President and First Vice-President be unable to complete the elected terms of office. In addition, the Second Vice-President shall serve as First Vice-President for the year following the election to Second Vice-President.

Section 9. The Secretary shall record the minutes of all Executive Board meetings and the annual Business Meeting of the INSPRS membership; forward such minutes to the Association Manager for distribution to the Executive Board; prepare a summary of the Executive Board minutes and Business Meeting minutes for publication; prepare a midyear and annual report of this activity for the Executive Board; transmit any policy changes to

the Association Manager; prepare the ballot for constitutional amendments; when the balloting does not coincide with regular elections, convene a Teller's Committee to count the ballots for votes on constitutional amendments/revisions and report the outcome of the vote to the Executive Board; serve as board liaison to committees as necessary; and perform all duties outlined in the Policies.

Section 10. The Treasurer shall receive, transfer, and disperse all monies; maintain fiscal records for the Society; and provide periodic financial reports at times to be determined by the Executive Board. The Treasurer shall prepare and submit all yearly tax statements, as well as a written report at the Business Meeting during the Annual Meeting. The Treasurer shall provide oversight to the operations of the Secretariat, including evaluation of Secretariat personnel.

Section 11. The Trustees-at-Large shall participate in all Society functions; provide communication to/from the membership; serve as board liaison to committees as necessary; recruit new members; assist in Society operations as necessary; and perform all duties outlined in the Policies and prescribed by the Board. Trustees-at-Large do not have any voting rights associated with INSPRS Board activities.

Section 12. The Immediate Past President shall chair the Nominations and Elections Committee, select the members of the committee, solicit nominations from the membership, prepare a slate of candidates for the mid-year Executive Board Meeting, convene a Teller's Committee to count the ballots, report the outcome of the vote to the Executive Board, and perform all duties outlined in the Policies.

Section 13. Any officer may be suspended from office by a two-thirds vote of the Executive Board and may be removed from office by two-thirds vote of the regular members present and voting at an Annual or Special Meeting.

ARTICLE V

Meetings

Section 1. ANNUAL MEETING: The site of annual meetings of the Society shall be selected by the Executive Board. Meetings may be scheduled several years in advance. Exact dates may be set by the host institution(s) as approved by the Executive Board.

Section 2. SPECIAL MEETINGS: The Executive Board shall have the power to call a special meeting of the Society at a date and place prescribed by the Board when same shall be deemed necessary. All regular members must be notified of a special meeting at least thirty (30) days in advance of the meeting.

Section 3. A quorum for an annual or special meeting shall be the number of regular members present and voting. However, no voting decisions affecting official policies of the Society shall become operative until reported to the Executive Board, and referred by the Board to the voting membership of the Society for consideration and approval. Such voting decisions shall become operative only upon approval by majority vote of respondents among the Society's voting membership.

ARTICLE VI

The Executive Board

Section 1. The officers of the Society as specified in Article IV, Section 1, of this Constitution and By-Laws shall constitute the Executive Board.

Section 2. The Executive Board shall have general supervision of the affairs of the Society between its annual meetings, fix the hour and place of its meetings, make recommendations to the Society, and perform such other duties as are specified by the Constitution and By-Laws. The Executive Board shall be subject to the orders of the Society, and none of its acts shall conflict with action taken by the Society.

Section 3. The President of the Society shall serve as the Chairperson of the Executive Board.

Section 4. The Executive Board shall be the policy-making body of the Society subject to the provisions of the second sentence of Article VI, Section 2. It shall fill all offices vacated between elections by whatever procedure it determines desirable. It shall prepare an annual budget for the Society, and its Chairperson shall be responsible for the preparation of the program for the Annual Meeting.

Section 5. Any regular, lifetime or honorary member may submit a proposed resolution, in writing, to the Executive Board, and it shall be mandatory that the Chairperson include it as an agenda item for consideration at the next meeting of the Executive Board. Such a resolution must be received at least thirty (30) days prior to the scheduled meeting.

Section 6. Minutes shall be kept of all meetings of the Executive Board, and its actions shall be reported to the membership at each annual meeting of the Society.

Section 7. A quorum of the Executive Board shall consist of one-half of the voting members plus one.

ARTICLE VII

Regionalization

Regional organizations may be established and associated with the International Society for Preparedness, Resilience, and Security in accordance with policies and procedures established in INSPRS Regional Organization Policy Guidelines as adopted by the INSPRS Executive Board.

ARTICLE VIII

Committees and Task Forces

Section 1. The Society shall have as many committees or task forces as deemed necessary by the Executive Board or by the chairs of each standing committee. The Society shall maintain the following Standing Committees as a minimum in order to fulfill its mission:

- a. Membership and Outreach;
- b. Governance, Strategic Planning, and Operations;
- c. Education Standards;
- d. Professional Development, Research, and Policy Analysis

Section 2. The Executive Board shall authorize the formation of any permanent Standing Committee, including the selection of the initial Chairperson of said committee. The duly

appointed Chairperson shall select candidates for membership of their respective committee, and seek approval of each candidate by the Executive Board.

Section 3. The President may establish any temporary or Ad Hoc Committee or task force and appoint their members and chairperson.

Section 4. Any member of a committee must be a Society member in good standing and may be removed from their capacity as a committee member upon completion of any established term limits or by order of the Executive Board.

ARTICLE IX

Parliamentary Authority

The rules contained in the current edition of Robert's Rule of Order Newly Revised shall govern the Society in all cases in which they are applicable and in which they are not inconsistent with the Constitution and By-Laws and any special rules of order the Society may adopt.

ARTICLE X

Amendment of Constitution and By-Laws

The Constitution and By-Laws may be amended by a two-thirds vote all members of the Society in good standing. This vote must be taken in accordance with the Election Code as adopted by the Executive Board.

ARTICLE XI

Interpretation of Constitution

In case of question on the meaning or intent of any language in this document, the questions shall be referred to the Chair, Governance Committee, for interpretation of the language and/or provision by review and consideration of the entire Committee. This interpretation, upon formal filing with the Secretariat for inclusion as an appendix to the Constitution and By-Laws, shall be the official interpretation, subject to invalidation by action of the Executive Board by whatever method it chooses.

ARTICLE XII

Dissolution

If the Executive Board decides that it is necessary or advisable to dissolve the Society, it shall call for a dissolution vote among all members. Members shall be given at least thirty (30) days notice of the vote, including a statement of the terms of the proposed resolution. If the proposed dissolution is confirmed by a two-thirds (2/3) majority of those voting, the Executive Board shall have the power to realize any assets held by or on behalf of the Society. This vote must be taken in accordance with the Election Code as adopted by the Executive Board. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given and transferred to such other charitable institution or institutions having objectives similar to the objectives of the Society as the members of the Executive Board may determine, or failing that, shall be applied for some other charitable purpose. A copy of the statement of accounts, or account and statement, for the final accounting period

of the Society must be prepared by the Executive Board for any and all such purposes as may require it.

BY-LAWS

The International Society for Preparedness, Resilience, and Security

ARTICLE I

Election Code

Section 1. INCORPORATION INTO CONSTITUTION AND BY-LAWS: The Election Code is hereby incorporated into the Constitution and By-Laws and made an integral part thereof.

Section 2. ELECTION OF OFFICERS: The Second Vice-President, the Secretary, the Treasurer, Regional Trustees, and Trustees-at-Large shall be elected by mail ballot or via an electronic ballot by majority vote of those electors, as specified by Constitution Article IV, Section 2, casting valid ballots.

Section 3. TERM OF OFFICE: Second Vice-President: The Second Vice-President will serve one year in that capacity upon election, one year as First Vice-President, and one year as President, the latter two offices being held by virtue of his original election as Second Vice-President without subsequent election.

Section 4. TERM OF OFFICE: Secretary: The Secretary shall serve a term of three years.

Section 5. TERM OF OFFICE: Treasurer: The Treasurer shall serve a term of three years. The Treasurer may serve consecutive terms.

Section 6. TERM OF OFFICE: Trustees-at-Large: Trustees-at-Large shall be appointed for life. All former Executive Board members who have faithfully completed their term of service may request Trustee-at-Large designation from the Executive Board. Upon two-thirds (2/3) majority vote of the Executive Board, Trustee-at-Large designation shall be granted. Trustees-at-Large may be suspended from office by a two-thirds majority vote of the entire Executive Board and may be removed from office by two-thirds vote of the Regular Membership.

Section 7. NOMINATIONS AND ELECTIONS COMMITTEE: (1) A Nominations and Elections Committee shall be appointed by the Immediate Past President, immediately after leaving the office of President, to conduct the annual election. The Nominations and Elections Committee shall consist of at least five (5) Regular Members of the Society and the Immediate Past President who shall serve as Chair. At least one appointed member shall be selected from each of the five regions of the country so as to make the Committee broadly representative of the diverse constituent interests of the Society.

(2) The Nominations and Elections Committee shall canvass the general membership to obtain suggestions for candidates, and it may on its own initiative consider possible nominees.

All candidates shall be contacted by the Committee to determine their willingness to serve if elected and requested to provide such materials as the Committee requires for the electoral process.

It shall present to the Executive Board, at its regular mid-year meeting, a slate of candidates for all offices to be elected, such slate to include whenever possible two (2) nominees for each office. When, in the judgment of the Committee, such inclusion is not possible, the Committee shall explain the inability to the Board for its edification and concurrence.

(3) The slate presented by the Committee shall require approval by the Executive Board; the Board is the final authority on the names of candidates to be on the ballot for each office, except as provided by Section 7 (4), Article One below.

(4) In addition to the candidates approved by the Executive Board, any regular member may have his or her name appear on the official ballot if he or she has the written endorsement of at least seventy-five (75) regular members of the Society. In order to be placed on a ballot additional petitions supporting the candidacy of a member must be received by the Chair of the Nominations and Elections Committee by June 15 in the calendar year of the election.

(a) Upon receipt of petitions in support of a member, the Chair shall examine and judge the authenticity of each petition to determine that the candidacy has the support of at least seventy-five (75) members.

(b) Upon determining that a member has the required number of required endorsements, the Chair shall report the name to the Executive Board for inclusion on the official ballot.

(c) The name of the member shall be included on the ballot, without action or approval by the Board, as an addition to those approved by the Board, as provided in Article I, Section 7 (3).

(d) All petitions shall be presented by the Chair of the Committee to the Executive Board and held until such time as the results of the election are officially promulgated.

Section 8. ELECTION PROCEDURES: (1) A printed ballot or electronic ballot shall be distributed to all regular members qualified to vote. The ballot shall include the names of the candidates for each office and a space for write-in candidates. Election materials will be distributed to the membership by December 31st of each year. Electronic ballot procedures shall carry out the intent and purpose of By-Laws Section 8.

(2) Enclosed with the printed and electronic ballot shall be biographical and goals statements by the candidates for each office. A self-addressed envelope shall be included in all printed ballot mailings.

(3) Thirty (30) days shall be allowed for the voting process, i.e., for the receipt of election materials and the return of marked ballots, either by standard mail or electronic mail. In the instructions accompanying the election material, a deadline for receipt of the ballots shall be announced. No ballots received after this date shall be counted.

(4) The Teller's Committee (Article I, Section 9) will then tabulate the results of the election and notify the entire membership of the Society and report the results to the Executive Board

(5) If no candidate for an office has received a majority of those valid ballots cast, a runoff election shall be held. Such ballot shall include only the two persons who receive the highest number of votes on the original ballot. A period not exceeding thirty (30) days shall be allowed for conducting the runoff election. The Chairman of the Teller's Committee shall retain the ballots and all other election material until the election has been certified at the annual meeting. The Executive Board may authorize the destruction of the ballots and other election material at its annual meeting provided there is no pending contest of the election.

(6) Anyone wishing to contest the election results must submit a formal, written petition to the Executive Board at or before its first session during the annual meeting setting forth all pertinent information. If this matter is not resolved by the Executive Board to the satisfaction of all parties directly concerned, it shall be presented to the membership during the scheduled business session for final disposition.

(7) If an election is held to be null and void by the Executive Board, the Board may authorize an election from the floor of the annual meeting. Article IV, Section 5, of the Constitution, applies.

Section 9. TELLER'S COMMITTEE: A Teller's Committee shall be appointed by the Immediate Past President immediately after leaving the office of President. This Committee shall receive all ballots returned by members, validate them, and tabulate the election results, reporting to the entire membership the results. The official certification of the results, however, will be by the Executive Board at the next annual meeting of the Society.

Section 10. AMENDMENT OF THE ELECTION CODE: (1) Amendments to the Election Code may be made only by the procedure specified in Article X of the Constitution. However, nothing in these provisions in the Election Code or Article X shall be deemed to preclude modification of purely administrative or clerical procedures or details by the Nominations and Elections Committee, the Teller's Committee, or the Executive Board necessitated by effective and efficient carrying out of the intent and purposes of the Code. In any such case, the decision of the Board shall be final, subject to the provisions of Article XI, Interpretation of the Constitution.

(2) Proposed amendments approved by the Executive Board shall be submitted by the Secretary to the membership using the same procedures provided for in Article I, Section 7, insofar as applicable. Amendments may be submitted at any time as determined by the Executive Board.