

ISCRAM Bylaws

Approved by the Board 3 May 2011
Approved 11 May 2011 by the 2011 General Assembly

1. Purpose

These bylaws are a guide to the management and activities of the international non-profit known as ISCRAM. They expand on and complement the organization and structure of ISCRAM as defined in the non-profit's Creation – Constitution (Deed D18115 executed on April 22, 2009).

Article 19 of the Constitution empowers the Board of Directors with “[t]he establishment of internal rules.” These bylaws are the statement of these ISCRAM internal rules, which hold in all cases where they do not contradict the Constitution. Should a contradiction exist, the Constitution will always take precedence.

2. Mission

ISCRAM's primary mission is to foster a community dedicated to promoting research and development, exchange of knowledge and deployment of information systems for crisis management, including the social, technical and practical aspects of all information and communication systems used or to be used in all phases of management of emergencies, disasters and crises.

To this end, ISCRAM endeavors to:

- promote and facilitate cooperation among all parties involved in this domain, including researchers, practitioners and professionals, technical experts and other experts and policy makers
- develop activities that contribute to the primary mission
- promote and disseminate best practices and research results on the development, maintenance, delivery, and management of information and communication systems for crisis response and management
- promote and facilitate leading-edge education and training in this domain
- achieve these goals through conferences, research, education programs, and standards activities.

3. Finances

A. Annual Budgeting

The Constitution states that the General Assembly will “approve the yearly accounting report and budget proposal” (Article 9). This report will cover the previous calendar year and the status of the current year, and the proposed budget will be for the coming year.

This will be proposed by the Treasurer and approved by the Board before being presented to the General Assembly. The budget proposal will include operating plans and associated costs for officers and committees for the coming fiscal year. Expenses not included in the approved annual budget must be individually approved by the Board following the procedures outlined in article 17 of the Constitution.

B. Annual Contribution

As part of the annual budgeting process, the Board shall review and reconfirm or adjust the annual membership contribution. Any change shall be approved by the General Assembly and reported promptly to the membership through the website or other appropriate means.

C. Fundraising

ISCRAM may raise funds in a number ways, for example:

- raising revenues by other means such as advertising, shows, and requests for contributions, providing that such means are consistent with the Constitution.
- charging its members, affiliates, and nonmembers for special publications and other special services furnished at their request.
- charging nonmembers for regular publications including a shipping and handling surcharge to cover those expenses.

All proposed charges or other fundraising activities must be approved by the Board and, if more than a one time charge, must be incorporated into future annual budget proposals.

D. Other Financial Matters

1. Each ISCRAM conference, seminar, or other similar activity will operate under a Board-approved budget and utilize Board-approved banking procedures for the deposit and disbursement of funds related to that activity. Establishment of accounts for such activities should be coordinated by the ISCRAM Treasurer.
2. An ISCRAM activity may be conducted as a joint operation with any other society or organization provided the Board approves the charter of operations of that joint activity. Such a charter may or may not include a financial commitment by ISCRAM.

4. Membership and the General Assembly

Articles 5 – 8 of the Constitution describe the qualifications, obligations, and duration of ISCRAM membership. The General Assembly is composed of active members and meets face-to-face a minimum of once a year.

Articles 9 – 12 of the Constitution describe the composition, powers and meeting procedures for the General Assembly.

5. The Board

A. Number and Tenure of the Elected Members

As specified in Article 13 of the Constitution, the Board shall consist of no less than 4 and no more than 10 Directors, each of whom is elected to a two-year term. At least one third of the members will be elected each year. Board members may serve a maximum of five consecutive terms.

B. Meetings and Procedures

There are two types of Board meetings:

(1) Formal Meetings: these are held a minimum of twice a year and follow the constitutional rules and processes as outlined in Articles 16 and 17 of the Constitution.

(2) Informal Meetings: these are held at the discretion of the Chair and, within the guidelines of the Constitution and these Bylaws, follow rules and processes established by the Board.

The primary purpose of informal meetings is operational guidance beyond that normally handled by the Management Committee and discussion intended to achieve the “unanimous written agreement” called for in Article 17 of the Constitution. Decisions at informal meetings require attendance of more than half of the directors and are limited to decisions that have no impact on the current or upcoming budgets.

C. Attendance and Proxies

1. When a Board member fails to attend two consecutive Formal Meetings or three consecutive Informal Meetings without prior notice, the chair shall poll the individual to determine whether he or she will attend future meetings or wishes to resign. Failure to attend a third consecutive Formal Meeting or a fourth consecutive Informal Meeting with or without prior notice will result in the polling of the Board as to the possible removal of the member.

2. As stated in Article 17 of the Constitution, during a Formal Meeting of the Board a director can be represented by another director provided a written proxy letter is provided.

6. Officers and the Management Committee

As stated in Article 15 of the Constitution, the Board elects from among its members a President, Vice-President, Treasurer and Secretary.

A. President

1. The Board President is responsible for the general supervision of the Society’s affairs; presides at all meetings of the Board and at general Society meetings; and is an ex-officio member of all Society committees.

2. The President represents ISCRAM and its interests at joint meetings of the Society or its leadership with the members or leadership of one or more other societies or other organizations.

3. The President is chosen by a majority vote of the elected Board members at the first Formal Meeting of the year in which she or he will serve. The previous year's President will serve until this election occurs, even if he or she is no longer on the Board. The President's term of office is two years; the President can be re-elected to a maximum of two consecutive terms. The President's term of office cannot exceed his or her term on the Board.

4. The President shall have no vote on the Board unless the vote is by secret ballot or the vote is needed to break a tie.

B. Vice-President

1. The Vice-President represents the President whenever the President is absent or otherwise is unable to perform the duties of office.

2. Because of the significant role the annual ISCRAM international conference plays in the Society's finances as well as in its image both within and outside the Society, the Vice President is also the chair of the Meetings Committee (see below).

3. The Vice-President is chosen by a vote of the elected Board members at the first meeting of the year in which she or he will serve. The Vice President term of office is two years and she or he can be re-elected to a maximum of two consecutive terms.

C. Treasurer

1. The Treasurer is responsible for the financial management of ISCRAM. Specifically, the treasurer is responsible for:

- Preparing the annual accounting report and budget proposal for discussion and approval by the Board and General Assembly
- Reporting to the Board on the Society's financial status at each formal Board meeting and at other times when the Society's financial status warrants
- Serving as liaison between ISCRAM and financially linked organizations or activities (e.g. ISCRAM conference committees) on budgetary and financial matters
- Authorizing reimbursement of ISCRAM members for expenses incurred as part of their Society responsibilities (providing that such expenditures have been approved in advance by the Board)
- Working with the chairs of standing and ad hoc committees on the financial details of activities they undertake and funding proposals incorporated into the annual budget proposal

2. The Treasurer may delegate any of these duties to an appointed assistant treasurer approved by the Board.

3. The Treasurer is chosen by a vote of the elected Board members, serves a two-year term, and may serve up to six consecutive terms.

D. Secretary

1. The Secretary is responsible for preparing and distributing notices as directed by the Board; preparing the agenda for and recording the minutes of all Board or general Society meetings; and preparing reports of the Society's activities as required.
2. The Secretary is chosen by a vote of the elected Board members, serves a two year term, and may serve up to six consecutive terms.

E. The Management Committee

1. As stated in article 21 of the Constitution, the President, Vice-President, Treasurer and Secretary form the management committee. The management committee is responsible for daily management of ISCRAM.
2. The President may, with approval of the Board, appoint Ad Hoc members to the Management Committee as needed.

7. Standing Committees and Functions

1. The President shall, with the approval of the Board, appoint the following standing committees and their chairs as soon as possible after each annual election. Committee Chairs will serve for one year. There are no restrictions on consecutive committee chair appointments.
2. Standing committees have full authority to carry out their delegated responsibilities within their annual budget approved by the Board. Expenditure and contractual decisions not within the delegated budget must be discussed with and approved by the Board.

A. Membership and Member Services

1. The Membership and Member Services Committee (MAMC) is responsible for recruiting and sustaining membership in ISCRAM. The committee is also responsible for maintaining appropriate membership records, establishing contact with new members, and publishing information to support recruiting and member activities.
2. To execute these responsibilities, the committee:
 - Conducts membership campaigns
 - Contacts new members to welcome them and encourage their participation in the Society
 - Develops and executes member services
 - Manages termination of membership as described in Article 7 of the Constitution
 - Contacts members who do not renew to identify their reasons for leaving
3. A report and recommendation on membership numbers, activities and strategies for ISCRAM shall be prepared annually.

B. Publications and Academic Standards

1. The Publications and Academic Standards Committee (PASC) is an advisory resource for the Board, a strategic and policy making body for ISCRAM publications, and a support group for publication editors and the academic community. Its mission is to enhance the quality and promote the professional stature of ISCRAM communication products and academic services.

2. To execute these responsibilities, the PASC:

- Conducts negotiations with publishers, etc. Agreements are non-binding until approved by the ISCRAM Board and signed by the President.
- Develops editorial and education strategies and processes for adoption by the ISCRAM Board. Once these processes and strategies are approved, the PASC is charged with delivering and monitoring them.
- Monitors and reports to the Board on the quality and availability (e.g. searches and citation counts) of ISCRAM communication products, and recommends remedial action when appropriate
- Reviews proposals for ISCRAM sponsored publications and makes recommendations to the Board
- Acts as ombudsman in author–editor issues
- Selects the winners of the annual best paper awards
- Develops and executes services for and partnerships with the academic community
- Ensures that the academic standards applying to ISCRAM-related programs and publications are coherent, consistent, transparent, and compliant with the best practices within the scientific disciplines involved

3. PASC Membership will consist of: the PASC Chair, chief editors of ongoing ISCRAM publications, and other members appointed by the Chair. “Ongoing ISCRAM publications” are those with a formal Board-approved publication agreement signed by the President.

4. A report and recommendation on publication and educational strategies for ISCRAM shall be prepared annually. This report should include:

- activities and outcomes of the previous 12 months
- proposals for any developments in the coming year
- proposed budget for the coming year

C. Marketing and Communications

1. The Marketing and Communications Committee (MACC) is responsible for the packaging and communication of information relevant to ISCRAM members and partners, including the ISCRAM website and its design and use. MACC is responsible for coordinating with officers and standing committees to develop and guide the implementation of the Society’s marketing strategy. The committee helps prepare news and information about the Society’s membership opportunities, activities, and achievements. The committee also works with the standing committees and officers to establish and maintain communication channels with appropriate media to secure suitable publicity.

2. To execute these responsibilities, the committee:

- Develops and presents to the Board a marketing strategy to ensure that the Society has defined the appropriate products, pricing, and promotions to effectively target its selected markets
- Coordinates with the officers and appropriate committee chairs to ensure that the Society's marketing strategy and communications are executed in a consistent, professional, and timely manner
- As requested, coordinates with other committees to prepare and arrange for publication of publicity
- Coordinates with the Board and other committees to prepare publications of general news items and announcements concerning the Society's activities and members, perhaps through a newsletter

3. MACC provides an annual report to the board that includes activities and outcomes of the previous year, proposed new communication initiatives, and the policies and budget needed to implement new initiatives and improve current communication strategies.

D. Meetings

1. The Meetings Committee is chaired by the Vice-President. This committee proposes, plans and provides oversight of major ISCRAM meetings.

2. At a minimum, the Meetings Committee consists of the conference chairs of the past two years' ISCRAM conferences, the general chair of the current year's ISCRAM conference, and the general chairs of any future ISCRAM conferences who have already been appointed.

The Vice-President may also appoint other members with conference expertise who can serve as advisors and mentors to current and future conference chairs, and contribute their knowledge to the planning of future conferences and to the resolution of problems that may arise in the planning for conferences.

2. To execute these responsibilities, the committee:

- Recruits prospective proposals and general chairs for future ISCRAM conferences, for approval by the Board
- Works with appointed general chairs to develop and guide conference committees
- Identifies potential locations for future conferences
- Advises the conference committees and the Board on best practices, matters of conference policy and ways to avoid potential problems
- Provides status reports to the Board on ISCRAM conferences and meetings

E. Nominations and Elections

1. Each year, the President will appoint a non-Board member of ISCRAM to chair the annual election procedures. These procedures are provided in a separate document.

2. Each year, at least one third of the Board Directors shall be elected by the General Assembly. Election procedures are described in Article 11 of the Constitution and are managed by the Nominations Chair.

8. Ad Hoc Committees

The President may establish Ad Hoc Committees to address specific needs as they arise. These committees will be established for a maximum of one year and may be renewed for additional years as needed. The creation, renewal, composition and funding of ad hoc committees will be approved by the Board.

9. Amendments

These Bylaws can be amended by a two-thirds vote of the Board. Votes on amendments to the Bylaws must be conducted by secret ballot and with 100% participation of the Board.