



EPSILON PI PHI
Emergency Management
Honor Society

Canada Chapter

The National Chapter of the Academic Honor Society
for Emergency Management
Foundation for Higher Education Accreditation

EPSILON PI PHI

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Epsilon Pi Phi is an academic honor society established by the Foundation for Higher Education Accreditation (FFHEA) for Disaster Research, Emergency Management, and Business Continuity programs in 2006.

BY LAWS

The By Laws were created to guide the operation of Epsilon Pi Phi as a national honorary society for Disaster Research, Emergency Management, or Business Continuity programs and to provide a foundation for establishing chapters. Epsilon Pi Phi recognizes that modifications to criteria may be required to encompass all levels and delivery methods of higher education programs.

ARTICLE I: NAME

The name Epsilon Pi Phi shall be the name of this society.

ARTICLE II: MISSION AND VISION

Epsilon Pi Phi is a specialized academic honor society for emergency management, disaster research and science, and business continuity. The mission of Epsilon Pi Phi is to strive for the reward, advancement and recognition of emergency management as a discipline and profession and to encourage a high standard of excellence in the related fields of practice and study.

Emergency management, disaster research, and business continuity are integrated and comprehensive activities that demand the highest standards of skills, knowledge and expertise to explore, expound and implement ways to protect the population **AT ALL TIMES**, including times of crisis. We strive to support and encourage the knowledge and training needed to prepare, respond, recover mitigate and prevent disasters resulting from all hazards. This high standard of skills, knowledge, and expertise can only be achieved through a lifelong commitment to professional education and **TRAINING SUPPLEMENTED** through research, **WRITING**, and publication.

Our vision is that Epsilon Pi Phi will provide a foundation for excellence in the development of exceptional professional and academic leaders for emergency management, , disaster research and business continuity.

Epsilon Pi Phi is also an avenue in which to bind its members with true and lasting friendships, to strive for the advancement of the field as a science and profession and to aid its members in the attainment of their ambition/goals in the field. Epsilon Pi Phi intends to become an Associate Member of the Association of College Honor Societies when it exhibits five years of status as a

national honor society and as a Member when it meets the ten-year requirement as a national honor society.

ARTICLE III: MEMBERS

Membership Eligibility: The society has three classes of members (Student, Alumni & Honorary) with the following requirements:

I. Students:

(1) ***Undergraduate/College Diploma Student Members***: Membership shall be open to individuals who meet all of the following requirements:

(a) Regularly enrolled and pursuing a degree or academic certificate studies program with a major or minor in emergency management,

(b) Have completed 50% of emergency management course work and 60% of total academic course work.

(c) Maintain an “A-” for overall average and an “A” in the major courses.

(d) Must have one letter of reference. The letter must be from an academic advisor, professor or dean of the academic institute the student is attending.

(2) ***Graduate Student Members***: Graduate student membership shall be open to individuals who meet all of the following requirements:

(a) Regularly enrolled and pursuing a graduate degree in a full time program (minimum 30 hours) as considered by the Appropriate Ministry of Colleges and Education;

Or completing a full time Graduate Degree with a concentration of at least 50% coursework in emergency management;

Or proposed a thesis or dissertation in another discipline investigating a problem in emergency management.

(b) Have completed at least one-half of the academic hours required for the degree program (if not already qualified as an Epsilon Pi Phi honor society member as undergraduate).

(c) Graduate level students must maintain an overall “A” average

(d) Must have one letter of reference. The letter must be from an academic advisor, professor or dean of the academic institute the student is attending.

II. Alumni:

- (1) Alumni Members: Graduates of an emergency management program or other discipline with a concentration in emergency management, or business continuity meeting the GPA requirements. Graduates that were selected into Epsilon Pi Phi as students may continue membership as alumni.

*Graduates that do not meet the GPA requirements but have made significant contributions to the field since graduation may qualify if the following requirements are met:

- (a) Employed as an emergency management, disaster researcher, or business continuity professional for at least three years,
- (b) Professionally certified or pursuing certification in emergency management, disaster research, or business continuity by a recognized certifying body, and
- (c) Actively involved in the profession in one of the following ways:

Active as an officer or committee chairperson, or member in an emergency/disaster management or other professional organization at the local, provincial, or federal level.

Publication of a substantive article regarding emergency management in a professional or academic publication, or

Ongoing involvement in designing and delivering coursework in emergency/disaster management or business continuity topics.

III. Honorary:

- (1) Honorary Members: Individuals who have made significant contributions in the profession of emergency/disaster management, disaster research or business continuity at any level of government, private sector organization, or educational institution may be offered membership by majority vote.

ARTICLE IV: MEMBERSHIP FEES

- (2) Membership fee is \$25.00USD and paid to the National Honor Society through a PayPal account. There may be additional fees as required by the chapter.

- (3) Only members who have paid all required fees may vote, hold office, or receive publications and educational benefits of the society, without restriction based on the original class of membership. Induction of new members will normally occur at the start of the membership year.

ARTICLE V: ACHIEVEMENT LEVELS

Members can be recognized based on two Levels of Achievement that work in tandem with the curriculum in obtaining the Certified Emergency Manager certification (CEM). These Levels are fundamental in recognizing those students who are willing to go beyond general requirements and commit additional time and effort into their field.

Achievement Levels: Earned by members based on the completion of the following requirements:

A \$10.00USD application fee is required for each achievement level application.

The Silver Level:

Note: This Level must be completed before you can apply for the Gold Level. Applications can be downloaded from the Foundation's website

1. Have completed 1 of the following disaster/emergency management training.
 - Basic Emergency Management from home Province Emergency Management Office or the Canadian Emergency Management College/Public Safety Canada
 - IS-3 Radiological Emergency Management
 - IS-5 A An Introduction to Hazardous Materials
 - IS-100 An Introduction to Incident Command
 - IS-120 An Orientation to Community Disaster Exercises
 - IS-230 Principles of Emergency Management
2. Have completed 1 of the following general management training.
 - IS 240-Leadership and Influence
 - IS-241-Decision Making and Problem Solving
 - Other approved management course (ie:Human Resources, Sociology,COOP/COG) *

** If general management training is included in your degree please remember you will need additional coursework for the CEM.*

3. Have completed a minimum of 10 hours of volunteer service in an emergency management related capacity. An emergency management related organization is any public, private or not for profit organization with an emergency management focus. An example would be any Red Cross, Salvation Army, St. Vincent de Paul Society, CERT, etc.
4. Have participated in a significant community service-learning project, which furthers the nations/communities knowledge concerning issues of disaster or emergency management. An example of such a project might include speaking to a group of grade students with the purpose of educating them about the nuances of what an emergency manager does.
5. Must contribute to the profession by completing your choice of at least 1 of the following categories of professional contributions in the field of disaster/emergency management.

- **Professional Conference.** This category requires attendance at one professional conference, such as IAEM's annual conference or your Province emergency management annual conference. Other acceptable conferences are those hosted by Public Safety Canada, Provincial or local agencies, schools; businesses; or industries with an emergency management role.
- **Research Publication or Conference Presentation:** This category requires the candidate to have presented at a professional conference or provided research publication related to the field of emergency management.
- **Legislative Contact.** To satisfy this category, a candidate must have contacted an elected official at the national or provincial level regarding an emergency management issue. While a personal visit can be very effective, a written letter works best here because of the documentation requirement.

The Gold Level:

Note: Any preceding Level must be completed before you can apply for Higher Levels. The professional contribution utilized to satisfy the Silver Level cannot be used to satisfy the requirement of the Gold Level.

Applications can be downloaded from the Foundation's website.

1. Have completed 1 of the following disaster/emergency management training.
 - IS-139 Exercise Design
 - IS-208 State Disaster Management
 - IS-235 Emergency Planning
 - IS 275 The EOC's Role in Community Preparedness, Response and Recovery Activities
 - An approved Public Safety Canada, provincial or local emergency management training (must be pre-approved)
2. Have completed 2 of the following general management training.
 - IS-240 Leadership and Influence
 - IS-241 Decision Making and Problem Solving
 - IS-242 Effective Communication
 - IS-244 Developing and Managing Volunteers
 - Other approved management course not already part of degree program
3. Have completed a minimum of 20 hours of volunteer service in an emergency management related capacity. An emergency management related organization is any public, private or not for profit organization with an emergency management focus. An example would be any Red Cross, Search and Rescue, Salvation Army, St. Vincent DePaul Society, etc.
4. Have participated in a significant community service-learning project, which furthers the nations/communities knowledge concerning issues of disaster or emergency management. An

example of such a project might include speaking to a group of grade students with the purpose of educating them about the nuances of what an emergency manager does.

5. Complete a 1000 word essay discussing either of the following:
 - The professionalization of emergency management.
 - Emergency management theoretically based and practically applied.
6. Must contribute to the profession by completing your choice of at least 2 different categories of professional contributions in the field of disaster/emergency management
 - **Professional Conference.** This category requires attendance at one professional conference, such as IAEM's annual conference or your provincial's emergency management annual conference. Other acceptable conferences are those hosted by national, provincial, regional or local agencies; schools; businesses; or industries with an emergency management role. (cannot be combined with conference presentation)
 - **Research Publication or Conference Presentation:** This category requires the candidate to have presented at a professional conference or provided research publication related to the field of emergency management.
 - **Special Assignment.** A special assignment has a beginning and ending date. The conclusion of the special assignment must result in a product or decision that addresses a specific disaster/emergency management issue and makes a significant contribution or impact. Special assignments will be created in conjunction with your faculty advisor and approved by a HS representative. An example of a special assignment is promoting emergency preparedness in local community/academic institute/neighborhood/etc; or creating and administering a service-learning project; or some similar special assignment.
 - **Legislative Contact.** To satisfy this category, a candidate must have contacted an elected official at the national or provincial level regarding an emergency management issue. While a personal visit can be very effective, a written letter works best here because of the documentation requirement.

ARTICLE V: CHAPTER ORGANIZATION

Epsilon Pi Phi is governed by Robert's Rules of Order (Newly Revised) as long as they are not inconsistent with the adopted by laws.

Epsilon Pi Phi invites all accredited institutions with disaster/emergency management/ or business continuity degree programs to join as local chapters.

Establishment of chapters at other colleges and universities is welcomed, subject to the following requirements:

- (1) Accreditation: The institution must be recognized by the province where school is located

(2) Membership Requirements: Students or individuals accepted into membership of the local chapter must meet all applicable requirements for membership as listed above.

(3) Canada Chapter Advisement: A college or university faculty member must be available to serve as an advisor to the chapter.

(4) Institutional Requirements: The proposed chapter must meet all institutional requirements at the college or university for establishment as an honor society. All student chapter applications must have requirements verified by the chapter officers/advisor and a checklist sent to the national chapter via email at ffhea.epp@gmail.com or website <http://www.ffhea.org>. A process for students must be in place and provided to students. Certificates will be mailed upon verification by National Chapter and Board of Director review.

(5) Activity: The chapter must meet at least twice per calendar year and conduct or sponsor at least one educational activity related to emergency management each year.

(6) Fees: Fees for active members are remitted to the Treasurer of the society through an invoice process. Chapters may charge such additional local dues as are necessary for their operation. Chapter fees are \$75.00 USD and will be invoiced through PayPal unless other arrangements are made in advance of chapter invitation and recognition.

VI: OFFICERS

Epsilon Pi Phi National Chapter has a full time Director/Chair, to ensure continuity in the society and to act as an advisor for prospective and recognized chapter and student members.

The Executive Board of Directors at the local level will consist of the following officers and shall be nominated from the floor and elected by a majority vote of members present:

President: The President will control meetings for the affairs of the chapter, represent the chapter in both internal and external meetings/events and will preside at chapter and executive board meetings.

Vice President: The Vice President will resume responsibilities of the President during his/her absence and will provide supervision and direction in committees that he/she may be appointed to. The Vice President will work with the Secretary and Treasurer on fund raising ideas and projects/events for the chapter.

Secretary: The Secretary shall take all meeting notes and provide electronic copies to members of the Chapter. The Secretary may also assist with web site articles and maintenance of member records.

Treasurer: The Treasurer will bill members, collect and disburse all appropriate funds for the chapter and maintain the budget. The Treasurer is required to give a written annual report of activities and budget. The Treasurer will report to the committee at each meeting on status of budget and funding needs as necessary.

Advisor: A college/university faculty or staff member may serve as an advisor to the chapter and the Executive Board of Directors and will assist with administration and activities of the chapter as necessary.

Each officer shall serve a one-year term and may not hold more than one office at a time. Officers may not serve more than two consecutive terms in the same office. The official term of office is September 1 through August 31 to account for activities leading up to fall semester and the year-end reports.

A new roster must be submitted to the national chapter annually. Forms are available on the website <http://www.ffhea.org> A new chapter may not have all officer positions filled but are encouraged to start with a minimum of officer, advisor and treasurer.

VII: MEETINGS

The chapter must meet at least twice per year and conduct or sponsor or be involved in at least one educational activity related to emergency management per year.

The last meeting of the membership year shall be in June and shall constitute the annual meeting.

The Executive Director or the Executive Board of Directors may call special meetings. Notice of the special meeting must be given at least 14 business days in advance and state the purpose of the meeting in the invitation.

VIII: EXECUTIVE BOARD OF DIRECTORS

The Executive Board of Directors will consist of the President, Vice President, Secretary, Treasurer, and Faculty/University Advisor.

The Executive Board of Directors will schedule chapter meetings, conduct chapter business in between meetings, make recommendations to the chapter and national chapter and perform various additional duties as outlined in the by-laws. The President may elect to schedule executive meetings to be held in person, via email or phone.

The Executive Board of Directors will report any activity subsequent to the previous regular meeting. No act committed by the Executive Board of Directors or the chapter shall be in conflict with these by laws.

IX: COMMITTEES

The President of the Executive Board of Directors may appoint special committees as deemed necessary to fulfill the mission of the chapter.

X: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern Epsilon Pi Phi in all cases to which they are applicable and in which they are not inconsistent with these by laws and any special rules of order Epsilon Pi Phi may adopt.

XI: AMENDMENT OF BY LAWS

These By Laws may be amended at any regular meeting during the first year of establishment and at any annual meeting after the initial year by a two-thirds vote of the collected votes if prior notice has been given during the prior meeting. Otherwise, a majority of the entire registered membership is required to amend any Bylaw.

XII: INSIGNIA

The logo of Epsilon Pi Phi is the Jefferson Memorial Building (as a monument for education) with stairs that represent the foundation principles to attain excellence in the discipline and profession of disaster/emergency management/. The words EPSILON PI PHI are above the pillars in capital letters and in a block below the stairs the chapter identification are present. This logo may be reproduced to put on shirts, bags, jackets, pins, hats and other forms of promotional material to represent Epsilon Pi Phi. The national society colors are hunter green and marine blue.

APPLICATION FORM – Suggested Edits for Canadian Chapter

The line that reads “The college/university is accredited by” could read better as “Province of School Registration”

Under Degree Type *MA (Masters of Arts)* must be added to accommodate both masters programs (disaster management is considered a social science and therefore is conferred as arts in Canada – so far anyhow). A degree type for *College Diploma* should also be added (needs to be qualified though to be – I would suggest – equivalent to one year full time (although the student does not need to attend full time) studies as defined by the province of registration, meaning they are in class for at least 15 credit hours per week or online equivalent – this is the same metric for receiving government student loans and is quite rigorous).

Added to “My Program GPA” should be college/university maximum GPA (will be either 4.0, 4.3 or 4.33 I believe – there could be other rating systems I have not found yet). This will help determine the granting honors grade. For example I have a 4.0 which sounds excellent but the metric is 4.33 – I only have an A grade not A+ as suggested.

NOTES:

I spoke to the IAEM Canada Student Region executive at our last meeting in December. Everyone on the executive is very excited about the prospect of having an honors society in Canada and are ready to sell the idea to the various schools and students both IAEM members and non. Obviously I believe that a strong connection to IAEM is a bonus as it provides the student with access to an honors society and to the wealth of information and connection provided by IAEM. However, some thought should be made to the development of relationships with various provincial emergency management association in Canada. There are many who choose to affiliate with a provincial emergency management association rather than the IAEM and we want to capture this group as well.

I am beginning to make a list of programs that I know of that would meet the criteria for students to become members of the Epsilon Pi Phi Society to help reduce the work in confirming these colleges and programs. I will forward as soon as I have this information.