

**Epsilon Pi Phi Constitution**

**ARTICLE I**

**NAME**

The name of this organization is Epsilon Pi Phi Emergency Management Honor Society, hereinafter referred to as EPP.

**ARTICLE II**

**MISSION**

The mission of EPP is to strive for the advancement, recognition, and reward of disaster/emergency management, disaster research and science, homeland security, and business continuity as a discipline and profession and to encourage a high standard of excellence and partnerships in these related fields of practice and study.

**ARTICLE III**

**MEMBERS**

EPP is a membership Society with two classes of members: active and national honorary. All rights and responsibilities of membership apply to both classes, unless otherwise specified.

Active

There are two types of active members: collegiate and alumni. Both types of active member must pay national dues and maintain the standards required of members to be in good standing.

A. Collegiate Members. A person may become a collegiate member of EPP either as an undergraduate student or as a graduate student.

1. To be eligible for selection to membership, an undergraduate student must be enrolled at the institution where the collegiate chapter is located and must:

1. be pursuing a degree or academic certificate studies program with a major or minor in emergency management,
2. have completed at least 12 hours in courses leading to an associate’s or baccalaureate degree and at least 15 hours of course work in emergency management;
3. rank within the top 20% of their class in general scholarship; and
4. provide one letter of reference from an academic advisor, faculty member or dean employed by the institution where the chapter is located if requested by the institution.

2. To be eligible for selection to membership, a graduate student must be enrolled in a graduate program at the institution where the collegiate chapter is located and must:

1. have accumulated the number of graduate credit hours used by the institution to determine at least one full-term equivalency in emergency management, or
2. have accumulated at least one full-term equivalency in another discipline and at least 15 credit hours in emergency management, or
3. actively be working on an approved thesis or dissertation in another discipline that investigates a problem in emergency management;
4. rank within the top 20% of their class; and
5. supply one letter of reference from an academic advisor, professor or dean employed at the institution where the chapter is located if requested by the institution.
6. Alumni Members: Graduates of an emergency management program or other discipline with a concentration in emergency/disaster management/homeland security meeting the GPA requirements. Graduates that were selected into Epsilon Pi Phi as students may continue membership as alumni.

B. National Honorary Members. A person who is not a collegiate or alumni member who has made significant contributions in the profession of emergency management, disaster management, or homeland security at any level of government, private sector organization, or educational institution may be offered honorary membership by majority vote of the Executive Council.

Section 2. Nondiscrimination in Membership

Membership in EPP is open to candidates who meet the requirements of membership listed above, including persons with access and functional needs, without regard to age, color, gender, national origin, race, religion, or sexual orientation or any other protected class.

Section 3. Privileges of Membership

1. Active members have the right to vote, hold office, be elected as delegate to the Assembly of Delegates, be elected or appointed to committees of EPP and the chapters to which the members belong and shall have such other privileges as the Executive Council or the Assembly of Delegates shall determine.
2. National honorary members have all the privileges of active members except the right to vote, hold office, or serve on committees.

Section 4. If a member fails to pay national dues or fails to meet standards of membership, active membership shall automatically terminate.

Section 5. Any member having resigned from membership may be reinstated upon application to the Executive Director and upon meeting such uniform terms and conditions as may be established by the Executive Council.

Section 6. Membership in EPP may be suspended or terminated by the Executive Council for just cause. Just cause for such suspension or termination of membership may be violation of this Constitution or any lawful rule or practice adopted by EPP or other conduct deemed by the Executive Council to be prejudicial to the best interests of EPP. A statement of the charges shall be sent by registered mail to the last recorded address of the member, accompanied by notice of the time and place of the meeting at which the charges are to be considered. At least thirty days’ notice shall be given, and the member shall have the opportunity to appear in person or to be represented by counsel and to present any defense to such charges before action is taken by the Executive Council. The Council may adopt such rules as may be necessary to assure due process to the member. The decision for suspension or termination shall be by a two-thirds vote of the Executive Council. A member suspended or terminated for just cause shall not be entitled to return of dues.

Section 7. The amount of any national dues,-and assessments for any class of membership in EPP shall be established by the Executive Council. The dues year shall be the same as the fiscal year.

**ARTICLE IV**

**EXECUTIVE COUNCIL OFFICERS AND STUDENT BOARD MEMBERS**

Section 1. The officers of EPP are the Past President, President, First Vice President, Second Vice President, Secretary, and Treasurer. These officers constitute the Executive Council. To be eligible for nomination to any national office except that of Student Board Member, a candidate must have had have previous service as an EPP or predecessor society officer, committee chair, committee member, chapter adviser, or alumni chapter officer and shall have been an active member for a minimum of twelve months prior to nomination.

Section 2. There shall be three collegiate Student Board Members, who shall be elected by the Assembly of Delegates at the National Convention.

Section 3. Officers shall be elected by ballot. Each active member shall be eligible to vote. Completed ballots shall be submitted within the voting period in order to be counted. Student Board Members shall be elected by the Assembly of Delegates.

Section 4. Officers shall be elected at the National Convention to a two year term or until their successors are elected.

Section 5. No member shall be eligible to serve more than two consecutive terms in the same office. A member having served more than half a term shall be deemed to have served a term. The term of office shall begin on August 1st following the election.

Section 6. Any elected officer or Student Board Member may be removed for just cause. Just cause for such removal may be violation of this Constitution or any lawful rule, practice, or procedure adopted by EPP or other conduct deemed by the Executive Council to be prejudicial to the best interest of EPP. For removal of an elected officer/Student Board Member for cause, it shall be necessary for the Executive Council to hold a formal hearing. A statement of the charges shall be sent by registered mail to the last recorded address of the officer/Student Board Member, accompanied by notice of the time and place of the meeting at which the charges are to be considered. At least thirty days’ notice shall be given, and the officer/Student Board Member shall have the opportunity to appear in person or to be represented by counsel and to present any defense to such charges before action is taken. The Executive Council shall adopt such rules as may be necessary to assure due process to the officer/Student Board Member. The decision for removal shall be by a two-thirds vote of the Executive Council.

Section 7. Should the office of President become vacant, the First Vice President shall become President automatically, to serve for the unexpired term and for the term immediately following. If the Office of the First Vice President becomes vacant, the Second Vice President shall become the First Vice President automatically, to serve for the unexpired term and for the term immediately following. A vacancy in any other office shall be filled by the Executive Council.

Section 8. No member other than an EPP employee shall receive compensation for service to EPP.

Section 9. The Executive Council may authorize reimbursement of expenses incurred in the performance of their duties for EPP and prescribe procedures for approval and payment of such expenses.

**ARTICLE V**

**DUTIES OF Executive Council and Officers**

Section 1.The Executive Council shall conduct the business of EPP in between meetings of the Assembly of Delegates.

Section 2. The officers shall perform the duties prescribed by this Constitution and by the parliamentary authority adopted by EPP.

Section 3. The President shall preside at all meetings of the Assembly of Delegates and Executive Council, serve as liaison to the Constitution Committee, serve as an ex officio member of all committees except the Nominating Committee, and provide leadership of EPP on behalf of the members.

Section 4. The First Vice President shall preside in the absence of the President and fill any vacancy in the office of President, recommend appointments for expiring committee memberships to the Executive Council and shall have such other duties as may be determined by the Executive Council to accomplish EPP priorities.

Section 5. The First Vice President shall fill any vacancy in the office of Vice President, serve as the primary liaison for Chapter membership and development, and shall have such other duties as may be determined by the Executive Council to accomplish EPP priorities.

Section 6. The Second Vice President shall be responsible for the promotion of EPP through conferences, printed materials, various retail items, etc, shall oversee the website and social media, and shall have such other duties as may be determined by the Executive Council to accomplish EPP priorities.

Section 7. The Secretary shall keep a record of all proceedings of the Assembly of Delegates and the Executive Council and of all decisions made by electronic ballots, develop an annual summary of EPP activities and accomplishments for inclusion in EPP history, provide leadership for maintaining the policies and procedures manuals, and shall have such other duties as may be determined by the Executive Council to accomplish EPP priorities.

Section 8. The Treasurer shall facilitate all financial interactions related to EPP, including but not limited to collecting funds, making deposits, fundraising, paying bills, and facilitating reimbursements. They shall have other such duties as may be determined by the Executive Council to accomplish EPP priorities.

Section 9. The Collegiate Representatives are full members of the Executive Council and represent an ownership of diverse members who have many points of view and shall have such other duties as may be determined by the Executive Council to accomplish EPP priorities.

**ARTICLE VI**

**MEETINGS**

Section 1. The meeting of EPP shall be known as the National Convention; it shall be held at a time and place the Executive Council shall determine and at which time the Assembly of Delegates shall meet.

Section 2. The Assembly of Delegates

The voting members of the Assembly of Delegates shall consist of the voting members of the Executive Council, one delegate from each collegiate chapter, and one delegate from each alumni chapter with a membership of 100 members or fewer. An additional delegate for each 100 members above a membership of 100 shall be allowed alumni chapters. A quorum shall consist of a majority of the registered voting delegates.

Section 3. The official call to National Convention giving the time and place of the meetings of the Assembly of Delegates shall be published in an official publication of EPP at least 90 days in advance of the National Convention.

**ARTICLE VIII**

**EXECUTIVE DIRECTOR**

The Executive Director shall serve under the direction of the Executive Council as the chief executive officer of EPP. The Executive Director shall have overall strategic and operational responsibility of EPP; be responsible for overall relations with chapters, members, and external groups; supervise and manage the offices of EPP and engage all employees; serve as custodian of properties, deeds, records, and archives belonging to EPP and hold, invest, and disburse monies according to policies established by the Executive Council; provide leadership for long-range planning; serve as or appoint an Editor of EPP publications; and coordinate and expedite work of the Executive Council, and national committees

**ARTICLE X**

**CHAPTERS**

Section 1. Collegiate Chapters

1. A chapter of EPP may be established in a college or university in the United States of America and its territories offering a baccalaureate or advanced degree as defined in Article II. The institution shall be fully accredited by one of the following accrediting agencies, the New England Association of Schools and Colleges, the Middle States Association of Colleges and Schools, the North Central Association of Colleges and Schools, the Southern Association of Colleges and Schools, the Northwest Association of Schools, Colleges, and University, or the Western Association of Schools and Colleges, and the program shall meet uniform criteria determined by the Executive Council.
2. International chapters may be established according to uniform criteria determined by the Executive Council.
3. An institution desiring a charter for a collegiate chapter shall petition the Executive Council of EPP. The petition shall be approved by upper administration of the institution. The qualifications of such petitioning groups shall be examined by the Executive Council and if approved, a charter may be granted.

Section 2. Alumni Chapters

1. An alumni chapter may be established in a geographic locality.
2. At least fifteen alumni members of EPP living in a geographic area and desiring to form an alumni chapter may petition the Executive Council for a charter. Upon approval of their aims and proposed program, the Executive Council may grant a charter.

Section 3. Chapters in Good Standing. A chapter in good standing shall comply with the Constitution, shall meet uniform criteria determined by the Executive Council, shall have filed all required reports with the Executive Director, and shall be current in all financial obligations to EPP. The Executive Council shall apply uniform criteria to determine those chapters which are not in good standing. Only chapters in good standing shall be eligible to vote in an electronic ballot or to have a delegate to the National Convention.

Section 4. Chapters Not in Good Standing.

A chapter shall be declared inactive by the Executive Council in the event that (1) the institution at which the chapter is located fails to meet the requirements listed in Section 1 of this Article or (2) the chapter requests inactive status.

A chapter may be placed on probation by the Executive Council if it fails to meet the criteria for a chapter in good standing for two consecutive years. A chapter may be suspended for cause by the Executive Council by a two-thirds vote. Sufficient cause for such suspension may be violation of this Constitution or any lawful rule or procedure adopted by EPP. Due notice shall be given by the Executive Council to the chapter in question by registered mail, and reasonable opportunity shall be allowed for the chapter to meet the requirements or correct infractions before final action to suspend is taken.

Section 5. Each chapter shall determine the number of meetings to be held during the year, not less than 2, and report the same on the Chapter Annual Report.

Section 6. A chapter must have at least three elected officers representing the functions of President, Vice President, Secretary, and Treasurer. The elected officers shall be the members of the Chapter Executive Committee.

Section 7. Collegiate chapters shall have chapter advisory councils. A chapter advisory council shall consist of two or more professional members, at least one of whom shall be a member of the faculty of the institution.

Section 8. Chapter dues shall be determined by the chapter.

Section 9. Chapter names shall be designated according to the Name of the University

Section 10. Alumni chapter names shall be chosen by the members of the chapter.

Section 11. Election of Members. Nominations of collegiate members shall be made by the university, or by petition of the individual. National honorary members shall be nominated by a chapter or active member and elected by the Executive Council by a two-thirds vote.

**ARTICLE XIV**

**PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern EPP in all cases to which they are applicable and in which they are not inconsistent with this Constitution and any special rules of order EPP may adopt.

**ARTICLE XV**

**AMENDMENT OF CONSTITUTION**

This Constitution may be amended in the following way:

Section 1. An amendment approved by the Executive Council by majority vote may be adopted by the Assembly of Delegates by a two-thirds vote, provided that the amendment has been submitted in writing to the chapters 30 days before the meeting.

**ARTICLE XVI**

**DISSOLUTION**

Upon dissolution of the Society, and after it debts and obligations have been paid or provision made therefore, the remaining assets of Epsilon Pi Phi, if any, shall be liquidated and the net proceeds, of any, of such liquidation shall be transferred to a corporation or other entity exempt from federal income taxation under Section 501c3 of the Internal Revenue Code, as amended.

LEGISLATIVE HISTORY

Approved January 6, 2017, by the Executive Council and Assembly of Delegates.