

Epsilon Pi Phi Constitution

ARTICLE I

NAME

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

ARTICLE II

MISSION

The mission of the Society 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

Colleges and universities which grant baccalaureate or advanced degrees that support this mission may establish chapters with EPP. Undergraduate and graduate students and professionals of sound scholarship and character who support this mission may be elected to membership.

ARTICLE III

MEMBERS

EPP is a membership Society, with Active Members and National Honorary Members (“Members”) as set forth below. Unless otherwise designated, all references to meetings of Members and other related provisions within this Article shall apply to both Active and National Honorary Members.

An active member of EPP shall be a student or Alumni member who has met the membership requirements and who has been duly invited into the Society; and who maintains the standards required for good standing for active membership.

Section 1. Classes of Members. Members shall meet the following minimum criteria for membership.

A. Active Members. Collegiate or professional members who pay annual national dues shall be active members of EPP.

1. Collegiate Members. Collegiate members shall be students enrolled in undergraduate or graduate programs at the time of initiation.

a. Undergraduate students shall be enrolled in the institution represented by the chapter, and be

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

(b) Have completed 15 semester hours of course work in courses in emergency management and 24 semester hours of total academic course work.

(c) Maintain a minimum grade of A- (or 3.5 GPA) or rank in the top 20% of their class.

(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. *Exception to the letter of reference: If you are applying through your local chapter, the faculty advisor's or dean's signature on the application as verification of requirements met will serve as the reference letter requirement.*

b. Graduate students shall be enrolled in a graduate program in the institution represented by the chapter, and be

(a) Regularly enrolled and pursuing a graduate degree of at least 30 semester hours in an emergency management program,
Or completing a Graduate Degree of at least 30 semester hours in another discipline with a concentration of at least 15 semester hours in emergency management.

Or actively working on an approved 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 a minimum grade of A (3.75 GPA) or rank in the top 20% of their class

(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. *Exception to the letter of reference: If you are applying through your local chapter, the faculty advisor's or dean's signature on the application as verification of requirements met will serve as the reference letter requirement. Online universities are also exempt from this requirement if they are verifying information through the chapter president and faculty advisor.*

2. Alumni Members.

(1) 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. If there is no school chapter established, alumni might request membership into the national chapter.

B. National Honorary Members. Individuals who have made significant contributions in the profession of emergency/disaster management/homeland security at any level of government, private sector organization, or educational institution may be offered membership by majority vote of the Executive Council.

Section 2. Membership in EPP is open to qualified candidates including persons with access and functional needs, without regard to age, color, gender, national origin, race, religion, and/or sexual orientation.

Section 3. Privileges of Membership.

A. Active members shall 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.

B. National honorary members shall 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 dues/fees, 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. Sufficient 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, fees, 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, August 1st to July 30th

ARTICLE IV

OFFICERS AND STUDENT BOARD MEMBERS

Section 1. The officers of EPP shall be the Past President, President, President-Elect, First Vice President, Second Vice President, Secretary, and Treasurer. To be eligible for nomination to any national office except that of Student Board Member, a candidate shall 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 elected collegiate Student Board Members, who shall be elected by the Assembly of Delegates at the National Convention.

Section 3. Officers shall be elected by electronic 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 meeting 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. Sufficient 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 President-Elect shall become President automatically, to serve for the unexpired term and for the term immediately following. Should the office of President-Elect become vacant, it shall be filled by the First Vice President. 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, unless specifically authorized by the Executive Council.

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 OFFICERS AND STUDENT REPRESENTATIVES

Section 1. The officers shall perform the duties prescribed by this Constitution and by the parliamentary authority adopted by EPP.

Section 2. 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 3. The President-Elect 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 4. The First Vice President shall fill any vacancy in the office of President-Elect, 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 5. 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 6. 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 7. 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 8. The Student Board Members shall serve as fully participating members of the Executive Council and represent an ownership of diverse people 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 shall be the policy-making body of EPP, subject to this Constitution and the laws of the State of South Carolina. 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 VII

EXECUTIVE COUNCIL

Section 1. The Executive Council shall consist of the President, Past President, First Vice President, Secretary, Treasurer, Marketing Director, three Student Board Members, and Executive Director. The Executive Director shall be an ex officio member. There shall be a National Editor, unless this function is presumed by the Executive Director or other Board Officer. The Editor shall be appointed by the President and serve a three year term.

Section 2. The Executive Council shall have general supervision of EPP between annual meetings; shall develop governing policies that concern ends, executive limitations, board process, and board/executive director relations; and is vested with full power to conduct all business of EPP between annual meetings. The Executive Council shall be subject to the orders of EPP and none of its actions shall conflict with action taken by EPP. The duties of the Executive Council shall include: to report budget policy and financial status to the ACHS, the accrediting body for honor societies; review the reports of officers and committees of EPP and any recommendations and resolutions to come before the Assembly of Delegates and to make recommendations thereto; propose policies to the Assembly of Delegates for their consideration; adopt rules and regulations for the conduct of the affairs of EPP; and perform such other duties as are prescribed or permitted by law or by this Constitution and policies adopted thereafter.

Section 3. Regular meetings of the Executive Council shall be called by the President or by any three members of the Council. Meetings can be conducted in person, virtual on via conference call as approved and accepted by the Council

Section 4. Special meetings of the Executive Council may be called by the President and shall be called upon the written request of a majority of the voting members of the Executive Council. Ten days' notice shall be given except for meetings that be called during an emergency. Business shall be limited to that which is stated in the call.

Section 5. A majority of the voting members of the Executive Council shall constitute a quorum.

Section 6. Any action required or permitted to be taken at a meeting of the Council may be taken without a meeting, without prior notice, and without a vote if a consent in writing, setting forth the action so taken, is signed by a majority of the Council having not less than the minimum number of votes necessary to authorize or take the action at a meeting where all eligible Council members were present and voted. Such consent shall have the same effect as a vote of the Council and may be stated as such in any articles or document filed with the state.

Section 7. Each member of the Executive Council shall serve a two-year term, with the exception of the Executive Director, who will be a permanent member of the Board, and the student member, who will serve a one-year term. Each member of the Executive Council may serve for two consecutive terms. If for any reason, a member is unable to complete the full term, the Executive Director, with consent of the Council, will appoint a qualified person to fill the remainder of the unexpired term.

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 Assembly of Delegates, Executive Council, and national committees.

ARTICLE IX

COMMITTEES

Section 1. Committees shall be established by the Executive Council. The Committee Chair and members shall be appointed by the Executive Council with the exception of the Editorial Committee and the Nominating Committee, which shall be elected. To be eligible for service on a national committee, an individual shall have been an active member for the preceding twelve months prior to appointment.

Section 2. The Committees of EPP shall include the following:

- A. The Awards Committee shall review selection policies, review applications for awards, and select recipients. This is a staff committee.
- B. The Constitution Committee shall recommend to the Executive Council amendments to the Constitution and shall review and approve bylaws of individual chapters. This is a Executive Council committee.
- C. The Editorial Committee shall determine editorial policies, select guest editors and themes, identify and recommend reviewers, determine review procedures, and make recommendations for fiscal policies regarding publications to the Executive Council. The membership shall consist of six Alumni members and two student members. The editor shall serve as an ex officio member, without vote. Two Alumni members shall be elected by electronic ballot annually to serve three-year terms or until their successors are elected. The two student members shall be appointed annually by the Executive Council for terms of one year or until their successors are appointed. This is a staff committee.
- D. A Nominating Committee of five shall be elected by electronic ballot. Each active member shall be eligible to vote. Terms shall be for two years or until the successors are elected. Members of the Nominating Committee shall not serve consecutive terms. The Committee Chair shall be appointed annually by the Executive Council from among the five members. It shall be the responsibility of the Nominating Committee to propose at least one candidate for each office and committee vacancy to be filled. A member of the Nominating Committee may not be nominated for any office or committee vacancy without resigning as a member of the Nominating Committee. This is an Executive Council committee.

Section 3. A vacancy in any committee shall be filled by the Executive Council.

ARTICLE X

CHAPTERS

Section 1. Collegiate Chapters.

A. 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 its regional accrediting agency, and the program shall meet uniform criteria determined by the Executive Council.

B. International chapters may be established according to uniform criteria determined by the Executive Council.

C. A group 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.

A. An alumni chapter may be established in a geographic locality.

B. 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. National Chapter at Large A National chapter-at-large will be established for those individuals who qualify for membership, but their college or university does not have a chapter.

Section 4. 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 5. Chapters Not in Good Standing.

A. 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.

B. 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.

C. 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 6. 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 7. 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 8. Collegiate chapters shall have chapter advisory councils. A chapter advisory council shall consist of three or more professional members, at least one of whom shall be a member of the faculty of the institution.

Section 9. Chapter dues shall be determined by the chapter.

Section 10. Chapter names shall be designated according to the Name of the University

Section 11. Alumni chapter names shall be chosen by the members of the chapter.

Section 12. 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 XI

LEADERSHIP COUNCIL

At the conclusion of the term of office, each Executive Council President shall become a member of the Leadership Council. The Leadership Council shall recognize the contribution of Presidents and shall have such other duties as may be determined by the Executive Council or the Assembly of Delegates.

ARTICLE XII

PUBLICATIONS

Section 1. The official publication of EPP shall published and distributed regularly as a refereed journal and a communication link to the membership.

Section 2. Additional publications may be authorized by the Executive Council.

ARTICLE XIII

INSIGNIA

Section 1. The logo of Epsilon Pi Phi shall be represented by an angled view of the Jefferson Memorial inside an outline of Washington, D.C. with the Greek letters for Epsilon, Pi and Phi to the right of the building.

The national EPP colors are navy blue to represent integrity, knowledge and power; gold to represent learning and mental development; and hunter green, representing growth.

Honor cords may be worn by graduating students in the colors of the honor society.

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 its 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 501(c)(3) of the Internal Revenue Code, as amended.