

BYLAWS OF THE Sustainable Material Management Extreme Events Reconnaissance (SUMMEER) Organization

ARTICLE I - NAME

The name of this organization shall be the Sustainable Material Management Extreme Events Reconnaissance (SUMMEER) Organization.

ARTICLE II – PURPOSE AND OBJECTIVES

Section 1 – Purpose

The primary purpose of the Organization is to advance the state-of-the-art and the state-of-the practice in sustainable management of post-disaster materials through pre- and post-disaster planning and reconnaissance activities including development of guidance documents, training stakeholders, facilitating data collection, archiving, and sharing, and supporting innovative research. The activities of the Organization serve to reduce the adverse impacts of the large quantities and wide varieties of debris and waste materials generated due to extreme disaster events. A broad range of natural disasters including geophysical events (earthquake, dry mass movement, volcanic activity), meteorological events (extreme temperature, fog, storm), hydrological events (flood, landslide, wave action), climatological events (drought, glacial outburst, wildfire), biological (epidemic, animal infestations and accidents), extraterrestrial events (impact, space weather) and technological events including industrial accidents (liquid/gas spill/leak, fire, facility collapse, explosion, radiation), transportation accidents (air, surface/subsurface, water), other accidents fall under the purview of the Organization.

Section 2 – Objectives

The main objectives of the Organization are:

1. Identify significant information and relevant data types and collect debris and waste data in response to extreme events.
2. Develop detailed guidelines and data standards for effectively collecting perishable multifaceted data for sustainable management of post-disaster materials.
3. Coordinate reconnaissance efforts to collect debris and waste data.
4. Develop training modules for effective reconnaissance activities and data collection approaches with a focus on the feasibility of post-disaster material recycling and reuse.

5. Train stakeholders and establish a group of well-prepared individuals for sustainable post-disaster materials planning and reconnaissance.
6. Generate data and broadly disseminate and share the data collected with stakeholders.
7. Advance research and practice in management of post-disaster materials through creating trained individuals, data collection and analysis, and standardized procedures.

ARTICLE III – PARTICIPANTS

Section 1 – Qualifications

The participants shall be interested in and abide to the obligations rendered by the Purpose and Objectives of the Organization as described in Articles I and II of these bylaws, respectively. Participation shall be open to academicians, researchers, and representatives from private industry, public agencies, professional organizations, and other relevant entities. The participants shall be available, agree to the conditions of, and voluntarily partake in the Organization. The rights and responsibilities of the participants shall be in accordance with the requirements and conditions as described in Section 2 below.

Section 2 – Types

The participants shall include trainees, regular members, Executive Board members, officers, and organizational partners. The trainees, regular members, Executive Board members, and officers shall have the same rights and privileges and abide by the same governing conditions, rules, and regulations as set forth in these bylaws.

a. Trainee

Trainees shall be individuals who receive training from the Organization. Trainees shall not have voting rights.

b. Regular Member

Regular members shall be individuals approved to participate in the activities of the Organization. Regular members shall be available to participate in the activities of the Organization including training, data collection and analysis, reconnaissance missions, and other relevant efforts. Regular members shall not have voting rights.

c. Executive Board Member

Executive Board members shall be individuals approved to participate in the activities of the Organization. Executive Board members shall be available to participate in the governance of the Organization. Executive Board members shall have voting rights.

d. Officer

Officers shall be individuals approved to participate in the activities of the Organization. Officers shall include Directors of the Organization, Chair of the Executive Board, and Secretary. Officers shall voluntarily provide leadership to the Organization and advance the Purpose and Objectives of the Organization as described in Articles I and II of these bylaws, respectively. Officers shall have voting rights.

e. Organizational Partners

Organizational partners shall be approved to participate in the activities of the Organization. Organizational partners shall be available to participate in the activities of the Organization including training, data collection and analysis, reconnaissance missions, and other relevant efforts. Organizational partners shall not have voting rights.

Section 3 – Approval to Participate

a. Application

Trainees shall apply to participate in training activities of the Organization in accordance with published guidelines. Application to become a regular member or organizational partner may be made at any time or in response to a targeted solicitation. Application to become an Executive Board member or an officer shall be in response to a targeted solicitation. Applications to become a regular or Executive Board member shall be made to the Secretary of the Organization. Guidelines for participation shall be developed by the Directors and the Executive Board.

b. New Participants

Regular members shall be approved to participate in the Organization by the Directors. A regular member may apply to become an Executive Board member. Individuals who are not regular members also may apply to become an Executive Board member provided they possess the required qualifications as described in Section 1 of Article III of the bylaws. Approval to become an Executive Board member shall be provided by the Executive Board. Approval to become an organizational partner shall be provided by the Executive Board.

c. Termination of Participation

Regular members, Executive Board members, officers, and organizational partners may resign at any time by informing the Secretary of the Organization. A participant (except

for the Directors) may be removed from participation by majority vote of the Executive Board with or without cause at any time.

Section 4 – Number of Participants

There is no limit on the number of participants to the Organization.

Section 5 – Terms and Conditions

Terms and conditions of participation and the application process shall be determined by the Directors and the Executive Board.

ARTICLE IV – ADMINISTRATION

Section 1 – Structure

The Organization shall be administered by a Director, Associate Directors, and an Executive Board. The Directors shall oversee the main administration of the Organization. The Executive Board shall provide support, guidance, and direction to the governance of the Organization. The Executive Board shall have five to nine members. The Directors shall be ex officio members of the Executive Board.

Section 2 – Officers

Officers shall consist of a Director and Associate Directors of the Organization, Chair of the Executive Board, and a Secretary.

Section 3 – Duties of Officers

a. Director

The Organization shall be administered by a Director. The Director shall oversee preparation and maintenance of documents and conduct of activities to fulfill the Purpose of and achieve the Objectives of the Organization as described in Articles I and II of the bylaws, respectively. The Director shall provide liaison and coordinate activities with the Extreme Event Reconnaissance and other related organizations within and outside the National Science Foundation.

b. Associate Directors

The Organization shall have two Associate Directors. The Associate Directors shall assist the Director in overseeing preparation and maintenance of documents and conduct of activities to fulfill the Purpose of and achieve the Objectives of the Organization as described in Articles I and II of the bylaws, respectively. The Associate Directors shall

oversee specific initiatives within the Organization as determined in collaboration with the Director.

c. Chair of the Executive Board

The Executive Board shall have a Chair. The Chair shall oversee the Executive Board to support the governance and activities of the Organization to fulfill the Purpose of and achieve the Objectives of the Organization as described in Articles I and II of the bylaws, respectively. The Chair may be one of the members of the Executive Board or the Director or one of the Associate Directors of the Organization may serve as the Chair of the Executive Board.

d. Secretary

The Organization shall have a Secretary. The Secretary shall assist with coordination of the activities of the Organization and perform duties as delegated by the Directors or the Chair of the Executive Board. The Secretary shall prepare minutes of the meetings of the Organization. The Secretary shall maintain a participant roster and manage the applications and status of all of the participants.

Section 4 – Election, Terms, and Evaluation

a. Election

New members of the Executive Board shall be elected by the Executive Board. An Ad Hoc Subcommittee on Nominations with at least three members shall be appointed by the Directors. The Nominations Subcommittee shall obtain consent and acceptance from nominees prior to submitting names for election.

Elections may be held during meetings of the Executive Board. Elections also may be held electronically outside of the formal meetings of the Executive Board.

b. Terms

The term of office shall be three years for the officers of the Organization except for the Directors. Officers may be reelected for consecutive or nonconsecutive terms of service.

c. Evaluation

The Directors of the Organization shall conduct self-evaluations every year of their terms that will be evaluated by the Chair of the Executive Board.

ARTICLE V – Meetings

Section 1 – General

The general body of the Organization shall hold one annual meeting. The general body shall consist of the regular members, Executive Board members, officers, and organizational members. Trainees may attend the General meetings. The trainees shall request and obtain permission to attend from the Directors prior to the meeting. The general body may meet for special purposes at any other time upon recommendation and agreement of the Directors or the Executive Board. The details of the meeting shall be announced to the participants of the Organization no less than three weeks prior to the meeting.

The Director or one of the Associate Directors shall preside over the meeting. The meetings shall be conducted in accordance with the Robert's Rules of Order in so far as these rules are not inconsistent with or in conflict with these bylaws.

The purposes of the meeting of the general body of the Organization are to inform the participants of the activities of the Organization, announce upcoming reconnaissance missions, seek input for Organization business, and disseminate opportunities for participation.

An agenda shall be prepared by the individual presiding over the meeting and shall be made available to the participants prior to the meeting. The minutes of the meeting shall be prepared by the Secretary and made available to the participants subsequent to the meeting.

Section 2 – Executive Board

The Executive Board shall meet regularly at a frequency not less than semi-annually. The Executive Board may meet for special purposes at any other time upon recommendation and agreement of the Directors or the Executive Board Chair.

The Chair of the Executive Board shall preside over the meeting. In the absence of the Chair, his/her designee or one of the Directors shall preside over the meeting. The meetings shall be conducted in accordance with the Robert's Rules of Order in so far as these rules are not inconsistent with or in conflict with these bylaws.

The purposes of the Executive Board meetings are to conduct Organization business to govern the Organization in accordance with the Purposes and Objectives of the Organization, elect Executive Board members, and approve participation of organizational members.

Action shall be taken at the Executive Board meetings for matters in front of the Board. Majority vote shall be required to pass an action. Action may be taken outside of the Board meetings for special purposes using electronic means. Majority vote also shall be required to pass an action in these cases.

Regular members of the Organization may attend the Executive Board meetings. The regular members shall request and obtain permission to attend from the Chair of the Executive Board prior to the meeting. If regular members are attending a Board meeting, a closed session may be held without the non-members of the Executive Board to conduct the required work of the Board.

An agenda shall be prepared by the Chair of the Executive Board (or other individual presiding over the meeting) and shall be made available to the members of the Board prior to the meeting. The minutes of the meeting shall be prepared by the Secretary and made available to the members of the Board subsequent to the meeting.

Section 3 – Quorum

There is no quorum requirement for the General meetings of the Organization as voting shall not be conducted during these meetings. Three members shall constitute a quorum for the Executive Board meetings.

Section 4 – Proxies

For Executive Board meetings, an officer or Executive Board member may vote at a meeting by providing a written proxy to an officer or Board member attending the meeting. An individual may only hold one proxy. The duly executed proxy shall be delivered and available prior to voting.

ARTICLE VI – AMENDMENTS

The bylaws may be amended at a given time by majority vote of the Executive Board. Officers or Executive Board members of the Organization may propose amendments to the bylaws.