

CONSTITUTION AND BYLAWS



CAROLINAS CHAPTER OF THE SOCIETY OF FIRE PROTECTION ENGINEERS

Revision Date: March 2006

ARTICLE I **NAME**

Section 1

The name of the organization shall be the Carolinas Chapter of the Society of Fire Protection Engineers, and is herein referred to as the Chapter. The Chapter is chartered by The Society of Fire Protection Engineers, a not-for-profit corporation, herein referred to as the Society.

ARTICLE II **LOCATION**

Section 1

The location of the principal office of the Chapter shall be in the City of Charlotte, North Carolina. The Chapter shall solicit membership from the two Carolinas.

ARTICLE III **OBJECTIVES**

Section 1

The objectives of the Chapter shall be to advance the art and science of fire protection engineering and its allied fields, to maintain a high professional and ethical standing among its members and to foster fire protection engineering education.

Section 2

The Chapter shall speak only for itself and not for the National Society of Fire Protection Engineers on any local or national matter without specific written authorization of the Society.

Section 3

The Chapter shall abide by the Constitution and By-Laws of the Society.

ARTICLE IV MEMBERSHIP

Section 1

- la. Membership in the Chapter shall be limited to individuals who are Fellows, Members, Associate Members, Affiliates, Engineering Technologists, Engineering Technicians, Student Members, or Honorary Members of the national Society of Fire Protection Engineers, or members of the SFPE Allied Professional Group.
- lb. Except for Student Members, all members shall have voting privileges. Each member shall be entitled to one vote in the affairs of the Chapter.

Section 2

All applications for Chapter membership shall be submitted to the Executive Committee, who shall verify the applicant's membership status in the national Society of Fire Protection Engineers. Following approval for Chapter membership by the Executive Committee, the applicant shall then be notified in an appropriate manner of the applicant's membership status in the chapter. The applicant's membership will be entered in the Chapter records by the Executive Committee.

Section 3

- 3a. Chapter members who become ineligible due to loss of membership in the national society of Fire Protection Engineers shall forfeit their voting privileges in the Chapter, but may have their privileges reinstated if they remedy the condition for which they were suspended.
- 3b. Chapter members who fail to pay their dues when payable or within sixty days thereof shall be forthwith suspended by the Executive Committee, but shall be automatically reinstated, if within six months of such suspension they remedy the condition for which they were suspended.
- 3c. By action of the Executive Committee, after due notice, and hearing if requested by the chapter member, the membership of a Chapter member may be terminated if the Executive Committee finds the member guilty of unethical professional conduct, conduct prejudicial to the best interest of the chapter, or of falsification of membership application. Any individual whose Chapter membership has been suspended or terminated may apply for reinstatement and the Executive Committee shall, in any such case, specify the procedure to be followed.

Section 4

The Chapter may maintain a mailing list of interested persons and organizations that are not members of the national Society of Fire Protection Engineers and may charge them an annual handling and mailing fee.

ARTICLE V MEETINGS

Section 1

- 1a. There shall be not less than eight Chapter meetings in each year. The June meeting shall be known as the Annual Business Meeting. The fiscal year shall run July 1 to June 30.
- 1b. Meetings shall be called by the Executive Committee or by written request of not less than five members of the Chapter to the Secretary.
- 1c. At the Annual Business Meeting, the retiring President shall present an annual report reviewing the activities of the Chapter during the past twelve month and recommending future activities. The Treasurer shall present a report showing receipts and disbursements for the past twelve months, and a net worth at the close of the elected term.

Section 2

At least ten days written notice shall be given to the members for all meetings.

Section 3

Robert's Rules of Order shall govern the transaction of business in all meetings unless inconsistent with these articles.

Section 4

In order to transact business at any meeting of the Chapter, there shall be at least 10 members present or 20% of the total membership of the Chapter (whichever is greater). .

ARTICLE VI **NOMINATING COMMITTEE**

Section 1

The Nominating Committee shall be appointed and shall report in writing to the members, at least 30 days preceding the Annual Business Meeting.

Section 2

It shall be their duty to nominate candidates for the officers of the Chapter for the forthcoming year.

Section 3

The slate of candidates for officers shall be mailed by the Executive Committee to the Chapter members at least two weeks prior to the annual business meeting. This shall not preclude the nomination of any other candidate, but no person shall be eligible for election to any office unless such name shall have been submitted to the Executive Committee on or before the annual business meeting, together with the signature of five Chapter members.

ARTICLE VII **OFFICERS AND EXECUTIVE COMMITTEE**

Section 1

Officers of the Chapter shall be the President, First Vice President, Second Vice President, Secretary, and Treasurer. The Officers shall be known as the Chapter Board. Officers shall be elected by the members at the annual business meeting and shall hold office for one year or until their successors are elected and qualified. All officers shall serve without salary. Multiple officer positions may be filled by one person if necessary.

Section 2

The Executive Committee shall consist of the officers of the Chapter and the immediate Past President.

Section 3

The President and at least two other officers of the Chapter shall hold the grade of Fellow, Honorary Member, Member, or Associate Member in the national Society of Fire Protection Engineers.

Section 4

No officers except the Secretary and Treasurer shall serve for more than two consecutive terms in any one elective office.

Section 5

Vacancies in office may be filled, until the next election, by majority vote of the Executive Committee.

ARTICLE VIII **DUTIES OF OFFICERS AND EXECUTIVE COMMITTEE**

Section 1

- 1a. It shall be the duty of the President to preside at all meetings and to perform other duties usual to the office. The President shall call meetings of the Executive Committee at personal discretion or by request of three or more members of the Executive Committee. The President shall appoint special committees as may be required, subject to majority approval of the Executive Committee. The President shall serve as a member of all committees.
- 1b. It shall be the duty of the President to present to the Chapter members at the annual business meeting an annual report reviewing the significant activities during the past fiscal year. The report should include the amount of receipts and disbursements made during the fiscal year and the amount of assets and liabilities of the Chapter as of the end of the fiscal year.
- 1c. It shall be the duty of the President to submit a copy of the annual report to the Executive Director of the national Society of Fire Protection Engineers within 30 days after the annual business meeting.
- 1d. It shall be the duty of the President to audit the Treasurer's books, verify the balance, and certify as to the accuracy of the books at the close of the fiscal year.

Section 2

- 2a. It shall be the duty of the First Vice President to assume the powers and prerogatives of the President if for any reason the President is not available.
- 2b. It shall be the duty of the First Vice President (Program Chairman) to provide appropriate programs or field trips for meetings, to procure qualified speakers for presentation or subjects and information on or allied to fire protection engineering and to extend courtesies of the Chapter to guest speakers.
- 2c. It shall be the duty of the First Vice President to make arrangements for meetings and field trips. This should include the meeting place, meals, public address system, projectors, etc.

Section 3

- 3a. It shall be the duty of the Second Vice President (Membership Chairman) to solicit qualified individuals for membership in the national Society of Fire Protection Engineers and solicit local members of the national Society for Chapter membership. The Second Vice President shall screen applications for Chapter membership, present to the Executive Committee applications for Chapter membership approval, and introduce new members.
- 3b. It shall be the duty of the Second Vice President to promote attendance at Chapter meetings and to encourage and assist Chapter members where qualified to upgrade their national membership level.
- 3c. It shall be the duty of the Second Vice President to encourage persons interested in fire protection engineering to join the national SFPE and the Carolinas Chapter.

Section 4

- 4a. It shall be the duty of the Secretary to record all official actions of the Chapter and to perform the

duties usual to the office of the Secretary. The Secretary shall issue all notices of meetings. The Secretary shall keep a current register of the Chapter membership and shall issue notices of all meetings. The Secretary shall submit, at least annually, to the membership and to the national Society of Fire Protection Engineers an up-to-date list of Chapter members, recommendations by the Nominating Committee, minutes of meetings and other pertinent information.

- 4b. It shall be the duty of the Secretary to maintain an interested parties' mailing list as a supplement to the Chapter membership list. No name shall appear on the interested parties' mailing list for more than one year unless approved by the Executive Committee.

Section 5

It shall be the duty of the Treasurer to receive and disperse all money per instructions of the Executive Committee, keep complete records of all transactions, collect dues and maintain a record thereof. The Treasurer shall give bond in such amount as the Executive Committee shall name at the expense of the Chapter. It shall be the duty of the Treasurer to prepare an annual budget, to prepare a current financial statement for each regularly scheduled Chapter meeting, and to perform other duties usual to the office of Treasurer.

Section 6

- 6a. It shall be the duty of the Executive Committee to formulate the policies of the Chapter and to make recommendations to the chapter membership as needed. It shall be a specific duty of the Executive Committee to pass upon the desirability of any action submitted to the Chapter for its consideration with respect to basic policy. Negative or advisory results will be reported immediately to the Chapter for further action.
- 6b. The President and Vice-President shall be the Chairman and Vice Chairman respectively of the Executive Committee.
- 6c. The Executive Committee shall meet at least quarterly, but may meet as often as necessary or desirable at the discretion of the Chairman.
- 6d. A majority of the Committee shall constitute a quorum at any meeting of the Executive Committee.

ARTICLE IX COMMITTEES

Section 1

Committees shall be appointed by the President with approval of the Executive Committee for the execution of a particular task, going out of existence upon the completion of said task and acceptance of its final report

Section 2

Each Committee shall have a Chairman who shall be responsible for the performance of the Committee and the presentation of the final report.

Section 3

The Committee Chairman shall make progress report, as directed by the Executive Committee.

Section 4

Committee actions should avoid conflict in those areas which are clearly within the scope of the national Society of Fire Protection Engineers. In case of doubt, the national Society headquarters should be consulted.

Section 5

Committee members shall not place the Chapter in the position of giving fire protection engineering advice, either as an organization or by representation in the name of the organization.

ARTICLE X

DUES

Section 1

The annual dues of each member shall be determined by the Executive Committee and presented to the Chapter for vote by its members. Dues shall be payable upon acceptance of application for new members, and will be due by all members on or before September 30. Members who fail to pay dues within the prescribed time shall be suspended after due notice in writing is given to said individuals of their delinquency by the Executive Committee.

Section 2

Persons becoming Chapter members on or after May 1 shall be exempt from the payment of Chapter dues for the current fiscal year.

Section 3

Annual dues billing shall be mailed to the membership promptly following the annual business meeting.

Section 4

Processing of annual handling and mailing fees for those individuals and organizations that receive Chapter publications but are not members of the Society will be equivalent to Chapter dues. This includes the amount, payment, due date, and actions regarding nonpayment of such fees.

ARTICLE XI

EXPENDITURES AND APPROPRIATIONS

Section 1

- 1a. Prior to the first meeting of the new fiscal year, the Treasurer shall prepare a budget of known and previously committed expenditures expected to be paid during the upcoming year. The budget shall be reviewed and approved by the Executive Committee for submittal to the Chapter for a vote of its members. The voting on the proposed budget shall be held during the first meeting of the fiscal year. Once approved, no additional approval from the membership will be required to disburse funds for expenditures included as part of the approved budget. Necessary expenditures for incidentals not included in the budget required by the Secretary and the Treasurer that do not exceed \$100.00 per incident are exempt from a membership vote. Any expenditure in excess of \$100.00 that is not included as part of the approved budget is required to be approved by a vote of the membership.
- 1b. The Executive Committee, by majority vote of its members, shall have authority to allocate expenditures of the Chapter ' s available monies up to \$200.00 per incident.
- 1c. The Chapter shall in no way incur financial obligations upon the National Society of Fire Protection Engineers without full written approval of the Board of Directors of the National Society of Fire Protection Engineers.

ARTICLE XII **BRANCH CHAPTERS**

Section 1

The Chapter shall encourage the development of Branch Chapters of the Carolinas Chapter in cities further than two hours driving time from Charlotte, NC or other existing Branch Chapters.

Section 2

A Branch Chapter may be formed upon acceptance by the Executive Committee of a written petition by five Chapter members. The petition shall include a proposed Charter and Bylaws, plus a feasibility study to include a financial plan and potential membership.

Section 3

A Branch Chapter shall abide by the Constitution and Bylaws of the national Society of Fire Protection Engineers and the Carolinas Chapter.

Section 4

After approval by the Executive Committee and after favorable majority vote at the regular Chapter meeting with a voting quorum present, funds shall be made available to assist with payment of expenses during the initial formation of the Branch Chapter.

Section 5

The amount and limitations of the funds shall be recommended by the Executive Committee and approved by Chapter majority vote.

ARTICLE XIII AMENDMENTS

Section 1

Amendments to the foregoing articles or sections may be proposed in writing to the Executive Committee at any meeting. The Executive Committee shall make a recommendation to the Chapter at the next regularly scheduled meeting at which a voting quorum is present.

Section 2

If approved by a majority of the voting members at the meeting, a proposed amendment shall be submitted for a mail vote to the voting members of the Chapter.

Section 3

A proposed amendment shall become an amendment to this Constitution and Bylaws when approved by two-thirds of the votes received from Chapter members within 60 days of the date of the mailing required in Section 2. The waiting period may be waived upon approval of the Executive Committee a majority of all members of the Chapter.

Section 4

There shall be no suspension of these articles or sections. All amendments or revisions must be acceptable to the national Society of Fire Protection Engineers.