

**NORTHERN CALIFORNIA - NEVADA CHAPTER**  
**Constitution of the Society of Fire Protection Engineers (2007 Version)**

**ARTICLE I - NAME AND ORGANIZATION**

- Section 1** - The name of the organization is the "Northern California - Nevada Chapter of the Society of Fire Protection Engineers," a non-profit organization, and is herein referred to as the Chapter.
- Section 2** - The chapter is chartered by the Society of Fire Protection Engineers, herein referred to as the Society.

**ARTICLE II - OBJECTIVES**

- Section 1** - The objectives of the Chapter are to (a) advance *fire safety by enhancing the professional capability and performance of our membership*, (b) maintain a high professional and ethical standing among its members, and (c) foster fire protection education through collaboration with other entities.
- Section 2** - The Chapter shall not speak for the Society on any local or national matters without specific written authorization of the Society. No action by the Chapter shall be binding on the Society without specific prior authorization of the Board of Directors of the Society.
- Section 3** - The Chapter shall abide by the Constitution and By-laws of the Society.

**ARTICLE III - MEMBERSHIP**

- Section 1** - Membership in the Chapter shall be limited to individuals who are members of the Society. Membership shall include individuals residing or working within that portion of the State of California north of the northerly boundary of San Luis Obispo and Kern Counties, and the northerly and westerly boundary of Inyo County, and northern Nevada.
- Section 2** - All applications for Chapter membership shall be submitted to the Membership Chairperson, who shall verify the applicant's membership status in the Society. Election to membership shall be

by majority vote of the Chapter Executive Committee. Chapter membership shall be recorded by the Secretary and added to the roster by the Membership Chairperson. The applicant shall be notified in an appropriate manner.

- Section 3 -** All members of the Chapter, as defined in Section 1 of this Article, except for Allied Professionals and Students, shall have voting privileges and shall be entitled to one vote in the affairs of the Chapter.
- Section 4 -** Any Chapter member who becomes ineligible due to loss of membership in the Society shall be suspended from the Chapter, losing voting privileges. Such individuals may be reinstated without re-election, if the cause of such suspension is remedied within a six month period.
- Section 5 -** Chapter "Member With Honor" may be conferred to a Chapter member by the Executive Committee. Nominees for Chapter "Member with Honor" shall have been Chapter Members in good standing for 15 years, and shall be retired. Service in another chapter can be considered towards the time requirement. Chapter dues will be waived, and such Members shall be entitled to all Chapter privileges.
- Section 6 -** The Chapter may maintain a Chapter Guest List of interested persons and organizations who are not members of the Society, and may charge them an appropriate mailing fee, equal to the membership dues.

#### **ARTICLE IV ~ OFFICERS AND EXECUTIVE COMMITTEE**

- Section 1 -** Chapter officers shall be President, First Vice-President, Second Vice-President, Secretary, and Treasurer. Officers shall be elected by the Chapter membership and shall hold office for one year, or until their successors are elected and qualified. All officers shall serve without salary.
- Section 2 -** There shall be an Executive Committee consisting of the officers, the most recent Past-President active in the Chapter and four members elected at-large. *At-large members shall serve renewable one-year terms.*

**Section 3** - The President and a majority of the Executive Committee shall hold the grade of Fellow, Member with Honor, Member, or Associate Member in the Society.

**Section 4** - Except for the Secretary and Treasurer, no officer or member of the Executive Committee shall serve for more than two consecutive terms in any one elective office, beginning with election at a Chapter Annual Meeting.

**Section 5** - Vacancies in office may be filled until the next election by majority vote of the Executive Committee.

#### **ARTICLE V - DUTIES OF OFFICERS AND EXECUTIVE COMMITTEE**

**Section 1** - It shall be the duty of the President to preside at all meetings, and perform such other duties usual to the office. The President shall call meetings of the Executive Committee at his/her discretion, or at the request of three or more members of the Executive Committee, and may appoint special or standing committees, subject to the approval of the Executive Committee, as occasion may require. If, for any reason, the President is not available, such powers and prerogatives shall be exercised by the First Vice-President, or by the Second Vice-President, if the First Vice-President is unavailable *to address matters requiring urgent consideration.*

The First Vice-President shall be Chairman of the Membership Committee, and shall keep a register of the members of the Chapter. He/She should submit the register to the Secretary/Treasurer of the Society at least annually.

The Second Vice-President shall be Chairman of the Program Committee, and shall be responsible for the issuance of all meeting notices, which shall be sent out at least two weeks before each meeting. He/she should also submit the meeting notices to the Secretary/Treasurer of the Society.

**Section 2** - 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. The Secretary shall issue notices of any special meetings, and submit the above and other pertinent information to the Secretary-Treasurer of the Society at least annually.

**Section 3 -** It shall be the duty of the Treasurer to collect all Chapter dues, pay disbursements as authorized by the Executive Committee, prepare an annual budget, and maintain all financial records and reports for the Chapter. The Treasurer shall notify the *Chairperson* of the Membership Committee of members delinquent and suspended for failure to pay dues.

**Section 4 -** The President and First Vice-President shall be Chairman and Vice Chairman, respectively, of the Executive Committee. The Committee shall meet at least quarterly, and a majority of the Committee will constitute a quorum at any meeting.

**Section 5 –** It shall be the duty of the Executive Committee to act on any items submitted for its consideration. Actions will be reported to the Chapter for information or further action, as appropriate.

#### **ARTICLE VI - EXPENDITURES AND APPROPRIATIONS**

**Section 1 –** The Executive Committee may authorize expenditures up to 25% of the Chapter's available funds. Expenditures exceeding 25% of such funds shall be approved by the membership at a regular or special meeting.

**Section 2 –** The Chapter will in no way incur financial obligations upon the Society without specific written approval of the Board of Directors of the Society.

#### **ARTICLE VII - MEETINGS**

**Section 1 -** Regular business meetings shall be held (3<sup>rd</sup> Friday of the month) at such place and time as may be designated by the Executive Committee. The meeting in May shall be designated as the Annual Business Meeting. No meetings will be held in July, August or December, unless agreed to by the Executive Committee.

**Section 2 -** At the Annual Business Meeting, the retiring President shall submit to the members an annual report reviewing the activities of the Chapter for the past fiscal year, and submit recommendations, if any, for future Chapter activities. The Treasurer shall submit a report showing receipts and disbursements for the year and a financial statement showing the Chapter's assets, liabilities and net

worth at the close of the fiscal year. The President shall submit copies of these financial reports to the Secretary-Treasurer of the Society within 30 days of the Annual Business Meeting.

**Section 3 -** In order to transact business at any general meeting of the Chapter, there shall be at least 10 voting members or 20% of the total Chapter voting membership present (whichever is greater). For Executive Committee meetings, at least 50% shall be present.

**Section 4 -** Roberts' Rules of Order shall govern the transaction of business at all meetings, unless they are inconsistent with these Articles.

### **ARTICLE VIII - ELECTION OF OFFICERS**

**Section 1 -** A Nominating Committee shall be appointed in January by the President, with the approval of the Executive Committee. That committee shall submit a list of nominees for all officers and vacancies on the Executive Committee in March. No name shall be submitted without that nominee's Consent. The President shall present the list of nominees to the membership, and shall call for any other nominations from the floor in April. In the event there is more than one nominee for any office, the election for that office shall be by secret ballot. Elections shall be held at the Annual Chapter Business Meeting in May.

**Section 2 -** Newly elected officers and members of the Executive Committee will be installed at the June business meeting.

### **ARTICLE IX - DUES**

**Section 1 -** The annual Chapter dues for members and those on the Guest List will be set by the Executive Committee with the approval of the membership. Dues shall be payable on January 1st of each year. Persons failing to meet their dues or fee obligations before March 1st will be notified of such delinquency by the Treasurer or *Chairperson* of the Membership Committee, as directed by the President, and advised that they will be suspended unless such dues or fees are received by the first of the following month. Dues will be decided during the summer Executive Committee meeting.

### **ARTICLE X - AMENDMENTS TO THE CONSTITUTION**

**Section 1** - These Articles may be amended at any regular meeting by a two-thirds vote of the eligible voting members present. Proposals for amendments shall be submitted in writing to the membership or posted on the Chapter web site, prior to the meeting at which the amendment is to be voted on.

**Section 2** - In compliance with the Society Constitution, approved amendments and the revised Chapter Constitution and Bylaws shall be submitted to the Board of Directors of the Society for final approval.