



**Society of Fire Protection Engineers
San Diego and Imperial Counties Chapter**

Chapter Constitution and ByLaws

ARTICLE I

Name

- Section.1.1 The name of the organization shall be the San Diego and Imperial Counties Chapter of the Society of Fire Protection Engineers, a non-profit organization; hereafter referred as to the Chapter.
- Section 1.2 The Society of Fire Protection Engineers shall be hereafter referred as the Society.
- Section 1.3 The Executive Committee shall be referred to hereafter as the Chapter Board.

ARTICLE II

Geographic Area

- Section 2.1 The Chapter shall draw it's members from individuals residing or working in the southern California areas primary from the Greater San Diego and Imperial Counties, and Baja California.

ARTICLE III

Objectives

- Section 3.1 The objectives of the Chapter shall be to advance the art and science of fire protection engineering and it's allied fields, to maintain a high ethical standard among its members and to foster fire protection engineering education and professionalism.
- Section 3.2 The Chapter shall not speak for the Society on and local or national matter without specific written authorization of the Society.
- Section 3.3 The Chapter shall abide by the Constitution and By-Laws of the Society.

ARTICLE IV

Membership

- Section.4.1 Membership shall be open to individuals who hold any grade of membership in the Society.



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- Section 4.2 In addition, a Chapter Affiliate Member status is provided as a means of recognizing those wishing to support the local Chapter, but who do not maintain the Society membership.
- Section 4.3 The President and a majority of the Chapter Board shall hold the grade of Fellow, Professional Member, or Member in the Society.
- Section 4.4 Except for student members and members who fails to pay their dues all members shall have Chapter voting privileges. Each member shall be entitled to one vote in the affairs of the Chapter.
- Section 4.5 Any Chapter member or Affiliate who fails to pay chapter dues when payable, or within 90 days, shall be forthwith suspended by the Vice President of Membership, but shall be automatically reinstated if within six (6) months of such suspension, he or she remedies the condition causing the suspension.
- Section 4.6 All applications for Chapter membership shall be submitted to the Chapter Vice President-Membership who shall verify the applicant's membership status in the Society. The applicant shall be notified in an appropriate manner by the Chapter membership and shall be recorded by the Treasurer and added to the roster of the Vice President-Membership.
- Section 4.7 Any Chapter Affiliate Member shall be upgraded to Chapter Member after notifying the Vice President-Membership of their SFPE membership status.
- Section 4.8 Any Chapter or Affiliate Member whose actions are detrimental to the best interests of the Chapter may be expelled. Any motion to expel a Chapter or Affiliate Member shall be made first to the Executive Committee which shall decide what action should be taken. A decision for expulsion shall be by secret ballot and must be confirmed by two-thirds of the total chapter membership.

ARTICLE V

Officers and Chapter Board

- Section 5.1 Officers of the Chapter shall be those of President, Vice President of Membership, Vice President of Operations, Vice President of Programs, Vice President of Administration, Secretary, Treasurer, Vice President of



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Social Media and Web Manager. Officers shall be elected by majority of those members present at the annual business meeting and shall hold office for a term of one (1) year, or until their successors are duly elected and installed. Officers shall serve without remuneration.

Section 5.2 There shall be a Chapter Board consisting of the elected officers and the past President.

Section 5.3 No officer and no member of the Chapter Board, with the exception of the Treasurer, shall serve more than two Consecutive Terms in any one (1) office, beginning with the election at the annual business meeting, or with the appointment to office. However, the Chapter Board shall be permitted to vote to extend the term of service for any Officer beyond two consecutive terms.

Section 5.4 A term of office shall begin immediately after the close of the annual meeting at which officers are elected or upon appointment by the executive committee to fill an unexpired term.

Section 5.5 In the event of an elective office becoming vacant, for whatever reason, a successor shall be appointed by majority vote of the Chapter Board, and approval by a majority of the members present at the first regular meeting following such appointment.

Section 5.7 The President shall be an ex-officio member of all committees.

Section 5.8 There shall be two Member-at-Large Officer positions available.

ARTICLE VI

Duties of Officers and Chapter Board

Section 6.1 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 Chapter Board as considered necessary or by request of three (3) or more members of the Chapter Board. The President may appoint special and standing committees as occasion may require, subject to majority approval by the Chapter Board. If, for any reason the President is not available, the Vice President-Administration shall have the powers and duties of the President.



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- Section 6.2 It shall be the duty of the Vice President-Administration to carry out the duties functions and responsibilities of the President in the absence of the President. It shall also be the specific duty of the Vice President-Administration to supervise and coordinate the activities of various Committee Chairmen to ensure timely and functional committee efforts. The Vice President-Administration shall chair the Strategic Planning Committee and shall be responsible for managing the development of Chapter goals toward realization of the strategic plan.
- Section 6.3 It shall be the duty of the Vice President-Membership to carry out the duties functions and responsibilities of the Vice President-Administration in this officer's absence. It shall be the duty of the Vice President-Membership to receive all applications for Chapter membership, verify the applicant's membership status in the Society, and notify the applicant of the outcome in an appropriate manner. The Vice President-Membership shall maintain a register of the members of the Chapter. In addition, the Vice President-Membership shall issue all notices of meetings and other activities and Chapter Functions.
- Section 6.4 It shall be the duty of the Vice President-Programs to obtain speakers for the presentation portion of regular monthly meetings. The Vice President-Programs shall make all necessary arrangements for the speaker and shall provide for provisional speakers in the event of cancellations. The Vice President-Programs shall communicate on a timely basis to the Board regarding monthly meeting speakers and scheduled annual speaker planning.
- Section 6.5 It shall be the duty of the Vice President-Operations to arrange for meeting facilities. The Vice President-Operations shall coordinate with the meeting facility management as well as the Vice President-Programs to ensure that the facility is properly equipped to meet the needs of the membership and guests. In addition, the Vice President-Operations shall coordinate the Annual Golf Tournament such as appointing the Golf Chairman.
- Section 6.6 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 Secretary. The Secretary shall keep a register of the members of the Chapter, which is to be provided by the Vice President-Membership. Upon request, the



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Secretary shall submit a membership list, minutes of the meetings, and other pertinent information to the Secretary-Treasurer of the Society.

- Section 6.7 It shall be the duty of the Treasurer to maintain all financial records of the Chapter, to collect dues, to deposit checks for expenses, to prepare an annual budget, to prepare a current financial statement for each regularly scheduled Chapter meeting, collect monthly meeting reservations and payments from members and guests, to maintain for the Vice President-Membership a current roster of Chapter members in good standing, and to perform other duties usual to the Office of Treasurer.
- Section 6.8 The Vice President of Social Media shall maintain the social media accounts for the Chapter, making posts about chapter activities, and upcoming meeting and events. Furthermore, it shall also be the specific duty of the Vice President of Social Media to increase the community Fire Protection awareness of the Chapter and develop specific annual membership and publicity goals.
- Section 6.9 The Web Manager shall maintain the Chapter web site including but not limited to; postings for upcoming Chapter meetings and events, Corporate Sponsors and jobs, with resource links, Officer and Board Members and perform all other web site functions; including, making payments for maintaining the web site active and current.
- Section 6.10 The President and Vice President-Administration shall be the Chairman and Vice Chairman respectively of the Chapter Board. All other Chapter officers shall be members of this Chapter Board.
- Section 6.11 The Chapter Board shall meet at least quarterly, but may meet as often as necessary or desirable, at the discretion of the President.
- Section 6.12 The majority of the Chapter Board shall constitute a quorum at any meeting of the Chapter Board.
- Section 6.13 It shall be a specific duty of the Chapter Board 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.



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ARTICLE VII Meetings and Business

- Section 7.1 A minimum of eight monthly meetings shall be held each year. One of these meetings (May or June) shall be designated by the Chapter Board as the annual business meeting for the conducting of specific Society and Chapter business. For annual or special meetings, at least ten days' notice shall be posted on the website and emailed to the chapter membership.
- Section 7.2 At the annual business meeting, the President shall present to the Chapter an annual report reviewing the activities of the Chapter during the past twelve months and recommending future activities. The Treasurer shall present a report showing receipts and disbursements for the past twelve months, and a statement of assets, liabilities and net worth.
- Section 7.3 In order to transact business at any meeting of the Chapter, it will be based on the majority of the total Chapter members present at the meeting.
- Section 7.4. Robert's Rules of Order shall govern the transaction of business in all Chapter meetings except where inconsistent with these articles.
- Section 7.5 A nominating committee shall be appointed by the President with the approval of the Executive Committee, and it shall be the duty of the nominating committee to submit to the Chapter members, at least thirty (30) days prior to the annual business meeting, a list of nominations for all officers and vacancies on the Executive Committee to be voted on. This shall not preclude additional nominations from the floor proceeding the voting at the annual meeting.
- Section 7.6 The Chapter shall not incur any financial obligation for the Society.
- Section 7.7 The Chapter shall not speak for the Society on any local or national matters without specific authorization from the Society.

ARTICLE VIII Chapter Dues

- Section 8.1 The Chapter Membership Period shall be from September 1st through August 31st of the following year.



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- Section 8.2 The annual Chapter dues shall be payable in August through the Chapter web site at the September meeting of each year.
- Section 8.3 Dues for new Chapter Members shall be due and payable upon election in the Chapter. If elected during or after the December meeting, such dues shall be prorated for the remaining membership period to the end of August.
- Section 8.4 The amount of the annual dues is \$25.00. Membership of the Society does not exempt Chapter dues.
- Section 8.5 The amount of the annual dues shall be determined by the Board as it deems appropriate, subject to approval by a majority vote of the Chapter quorum at the annual business meeting.

ARTICLE IX Amendments

- Section 9.1 These articles may be amended at any regular meeting by a two-thirds vote of Chapter Members present. Proposals for amendments shall be submitted in writing to the Secretary. These proposals shall be distributed to the membership and read at the meeting at which the amendment is to be voted upon.
- Section 9.2 The waiting period may be waived upon approval of the Chapter Board and a majority of all Chapter members.
- Section 9.3 All changes to the Chapter Constitution shall be submitted to the Society Board of Directors.