

# **SFPE GREATER CHARLOTTE CHAPTER CHAPTER BYLAWS**

## **ARTICLE I NAME**

Section I-1: The name of the organization shall be the “SFPE Greater Charlotte Chapter” and is herein referred to as “the Chapter.” The Chapter is chartered by the Society of Fire Protection Engineers (SFPE), a not-for-profit corporation, headquartered in Gaithersburg, Maryland, USA, and herein referred to as “the Society.”

## **ARTICLE II OBJECTIVE**

Section II-1: The objective of the Chapter shall be to advance the mission of SFPE, which is to define, develop and advance the use of engineering best practices; expand the scientific and technical knowledge base; and educate the global fire safety community, in order to reduce fire risk.

Section II-2: The Chapter shall not speak for the Society on any local or national matter without specific written authorization from the Society.

Section II-3: The geographic area served by the chapter shall include Charlotte, NC and surrounding area in NC & SC.

Section II-4: The Chapter shall abide by the Constitution and Bylaws and Standing Rules of the Society.

## **ARTICLE III MEMBERSHIP**

Section III-1: Membership in the Chapter shall be open to individuals who are eligible for Fellows, Professional Members, Members, and Student Members of the Society as well as other individuals as who may be interested and engaged in SFPE mission. Membership shall include primarily individuals residing or working in the geographic area served by the chapter.

Section III-2: Rights and privileges of Chapter membership are conferred on all members in good standing of the Chapter including full voting privileges and right to serve as an officer or board member of the chapter.

Section III-3: Chapter members who become ineligible due to loss of membership in the Chapter shall forfeit their voting privileges in the Chapter, but may have their privileges reinstated if they remedy the condition.

Section III-4: By action of the Chapter’s Board of Directors, after due notice and hearing, if requested by the Chapter member, Chapter membership may be terminated if the Chapter’s Board of Directors finds the individual 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 Chapter’s Board of Director’s shall in any such case specify the procedure to be followed.

## **ARTICLE IV CHAPTER LEADERSHIP**

Section IV-1: The affairs of the Chapter are managed by its Board of Directors. It is the Board’s duty to carry out the goals and objectives of the Chapter, and to this end, it may exercise all powers of the Chapter. The Board is subject to the restrictions and obligations set forth in these Bylaws as well as the Society’s Constitution and Bylaws, Standing Rules, policies and procedures, and code

of ethics.

Section IV-2: The governing body of the Chapter shall be a Board of Directors consisting of the key officers and directors as the Chapter deems necessary.

Section IV-3: Vacancies in office may be filled, until the next election by majority vote of the Board of Directors.

## **ARTICLE V NOMINATING COMMITTEE**

Section V-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 V-2: It shall be their duty to nominate candidates for the officers of the Chapter for the forthcoming year.

Section IV-3: The slate of candidates for officers shall be mailed by normal post or by e-mail, 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 VI OFFICERS AND EXECUTIVE COMMITTEE**

Section VI-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 VI-2: The Executive Committee shall consist of the officers of the Chapter and the immediate Past President.

Section VI-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 VI-4: No officers except the Secretary and Treasurer shall serve for more than two consecutive terms in any one elective office.

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

## **ARTICLE VII DUTIES OF OFFICERS AND EXECUTIVE COMMITTEE**

- Section VII-1: The elected officers shall perform those duties that are usual to their positions and that are assigned to them by the Board of Directors.
- Section VII-2: 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.
- Section VII-3: 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.
- Section VII-4: 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 VII-5: 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.
- Section VII-6: 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 on subjects and information on or allied to fire protection engineering and to extend courtesies of the Chapter to guest speakers.
- Section VII-7: 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 VII-8: 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.
- Section VII-9: 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.
- Section VII-10: 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 Greater Charlotte Chapter.

Section VII-11: 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.

Section VII-12: 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 VII-13: 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 VII-14: 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.

Section VII-15: The President and Vice-President shall be the Chairman and Vice Chairman respectively of the Executive Committee.

Section VII-16: The Executive Committee shall meet at least quarterly but may meet as often as necessary or desirable at the discretion of the Chairman.

Section VII-17: A majority of the Committee shall constitute a quorum at any meeting of the Executive Committee.

## **ARTICLE VIII MEETINGS**

Section VIII-1: A minimum of four meetings shall be held each year. In case of a special meeting, at least 10 days' notice will be given to Chapter members.

Section VIII-2: In order to transact business at any meeting of the Chapter, there shall be at least five members present or 20% of the total membership of the Chapter (whichever is greater).

Section VIII-3: The June meeting shall be known as the Annual Business Meeting. The fiscal year shall run July 1 to June 30.

**ARTICLE IX DUES**

Section IX-1: The amount of Chapter dues shall be fixed annually by the Board of Directors. Any member whose Chapter dues are unpaid shall not be in good standing, and shall not be entitled to vote, hold office or enjoy other privileges of Chapter membership, provided such member has been duly notified.

**ARTICLE X AMENDMENTS**

Section X-1: These bylaws may be amended by a two-thirds vote of the members present at any meeting in which a quorum is present, provided such proposed amendment(s) has been approved by the Chapter's board, and at least thirty days' notice has been given to all members of any proposed amendment(s).

**ARTICLE XI EXPENDITURES AND APPROPRIATIONS**

Section XI-1: Necessary expenditures for incidentals required by the Secretary and the Treasurer that do not exceed \$100.00 per incident are exempt from a membership vote.

Section XI-2: 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.

Section XI-3: 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 DISSOLUTION OF THE CHAPTER**

Section XII-1: If the membership of the Chapter votes and approves the dissolution of the Chapter, the President or presiding officer shall notify the Society.

Section XII-2: Upon the dissolution of the Chapter, assets shall be distributed for one or more purposes within the meaning of the section 501(c)6 of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or a state or local government, for a public purpose. For the purposes of dissolution, assets of the chapter shall be conveyed to a not for profit such as the SFPE Educational & Scientific Foundation which is currently a section 501(c)3 organization if they are exempt at the time of dissolution.

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