

CONSTITUTION AND BY-LAWS

METROPOLITAN NEW YORK CHAPTER

OF THE

SOCIETY OF FIRE PREVENTION ENGINEERS

JANUARY, 1990

ARTICLE I – NAME

Section 1.1: The name of the organization shall be the Metropolitan New York Chapter of the Society of Fire Protection and 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 – OBJECTIVES

Section 2.1: The objectives of the Chapter shall be to promote the art and science of fire protection engineering and its allied fields, to maintain a high ethical standard among its members and to foster fire protection engineering education.

Section 2.2: In accomplishing these objectives, the Chapter shall not engage in any activity which is not educational, scientific, or charitable. No substantial part of the activities of the Chapter shall be attempting to influence legislation and the Chapter shall not participate in or intervene in any political campaign on behalf of any candidate for public office.

Section 2.3: The Chapter shall not speak for the Society of Fire Protection Engineers on any local or national matter without specific written authorization of the Society.

Section 2.4: The Chapter shall abide by the Constitution and By-Laws of the Society.

Section 2.5: 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 III – MEMBERSHIP

Section 3.1: There shall be grades of membership (defined in the Constitution of the S.F.P.E.) as follows: Fellows, Members, Associates, Honorary Members, Students, Affiliates, and Engineering Technologists and Engineering Technicians. Membership shall include individuals residing or working in the New York Metropolitan Area. Chapter Adjuncts shall be persons who subscribe to the objectives of the Chapter.

- Section 3.2: All applications for membership shall be submitted to the Second Vice President, who shall confirm the applicants membership status in the Society of Fire Protection Engineers. After being voted upon favorably at a meeting of the Board of Directors, the applicants name will then be read at the next regular Chapter meeting and members present will vote on the applicant. If approved by the majority of members present, the applicant shall then be notified, in an appropriate manner, of his Chapter membership, which shall be duly entered in the Chapter records by the Secretary.
- Section 3.3: The annual dues of each member shall be in the amount as recommended by the Board of Director's and approved by a majority vote at the Annual Business Meeting for the calendar year, payable upon election for a new member and on or before February 28th of each calendar year thereafter. Persons becoming Chapter members on or after November 1 shall be exempt from the payment of Chapter dues for the current calendar year.
- Section 3.4: Any member of any grade who retires from all income producing activity because of age or physical infirmity, upon application to and approval of the Board of Directors, may be continued on the rolls of the Chapter with such benefits and dues as may be determined by the Board of Directors.
- Section 3.5: Each Fellow, Member, Associate, Affiliate and Honorary Member is entitled to one vote in the affairs of the Chapter. Students and Chapter Adjuncts may not vote.
- Section 3.6: Any member of any grade suspended from membership in the Society of Fire Protection Engineers shall be forthwith suspended by the Chapter Secretary, but shall be automatically reinstated if, within six month of such suspension, he remedies the condition for which he was suspended.
- Section 3.7: Chapter members who fail to pay their dues when payable or within 60 days thereof shall be forthwith suspended but shall be automatically reinstated, if within 6 months of such suspension they remedy the condition for which they were suspended.

Section 3.8: By action of the Board of Directors, after due notice, and hearing if requested by the Chapter member, the membership of a Chapter member may be terminated if the Board of Directors 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 Board of Directors shall in any such case specify the procedure to be followed.

Section 3.9: The Chapter recognizes the need to maintain a liaison with individuals in fire related fields of endeavor and interest who are not members of the Society. The Chapter encourages and accepts the support and participation of these individuals in Chapter activities. The Chapter will accord them the courtesies of regular Chapter publications and participation in meetings and other events upon payment of an annual handling and mailing fee. Upon receipt of annual handling and mailing fees, the Treasurer shall notify the Secretary who shall confirm receipt of fees to the applicants and formally enter their names on the Chapter mailing list.

ARTICLE IV – OFFICERS AND BOARD OF DIRECTORS

Section 4.1: Officers of the Chapter shall be: President, First Vice President, Second Vice President, Treasurer, Secretary, Assistant Secretary and Immediate Past President all being members of the Society of Fire Protection Engineers, elected by a majority of Chapter members at the Annual Business Meeting, to serve terms of one year or until their successors are elected. All officers shall serve without salary.

Section 4.2: There shall be a Board of Directors which shall include the Officers, the latest Past President and four members elected by the Chapter. The four members shall be elected at the Annual Business Meeting in the following manner: At each annual business meeting, two members shall be elected to serve a term of two years or until their successors are elected. Chairman of standing committees provided for in Article VII shall be non-voting members of the Board of Directors.

Section 4.3: No officer (except the Treasurer, Secretary and Assistant Secretary), or member of the Board of Directors shall serve for more than two consecutive terms in any one office.

Section 4.4: The President and a majority of the Executive Committee shall hold a grade of Fellow, Honorary Member, Member, or Associate Member in the Society of Fire Protection Engineers.

Section 4.5: Vacancies in office may be filled, until the next election, by appointment of a majority vote of the Board of Directors.

ARTICLE V – NOMINATING COMMITTEE

Section 5.1: A nominating committee shall be appointed and shall report in writing to the members, at least 30 days preceding the Annual Business Meeting, a list of nominations for officers and vacancies on the Executive Committee to be voted on. This shall not preclude additional nominations from the floor preceding the voting at the Annual Meeting.

ARTICLE VI – DUTIES OF OFFICERS AND BOARD OF DIRECTORS

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. He shall call meetings of the Board of Directors at his discretion or by request of three or more members of the Board of Directors. He shall appoint the standing committees provided for in Article VII and such special committees as may be required, subject to approval of the Board of Directors as occasion may require. The President shall serve as “Immediate Past President” member of all committees. If for any reason the President is not available, the First Vice President, or in his absence, the Second Vice President shall have the powers and prerogatives of the President.

Section 6.2: It shall be the duty of the First Vice President to serve as liaison member of each committee provided for in Article VII.

Section 6.3: It shall be the duty of the Second Vice President to assume the duties of the First Vice President in his absence and also serve as Chairman of the Membership Committee.

- Section 6.4: It shall be the duty of the Board of Directors to formulate the policies of the Chapter and perform such other duties as may be prescribed by the Constitution and By-Laws.
- Section 6.5: 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 issue all notices of meetings. The Secretary shall keep a register of the members of the Chapter. The Secretary shall submit, at least annually, a membership list, minutes of the meetings and other pertinent information to the Secretary-Treasurer of the Society of Fire Protection Engineers.
- Section 6.6: It shall be the duty of the Assistant Secretary to perform such duties as are assigned by the Secretary.
- Section 6.7: It shall be the duty of the Treasurer to maintain all financial records of the Chapter, to collect dues, to dispense checks for expenses, 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 6.8: The President and Vice President shall be the Chairman and Vice Chairman respectively of the Executive Committee.
- Section 6.9: The Executive Committee shall meet at least quarterly, but may meet as often as necessary or describe at the discretion of the Chairman.
- Section 6.10: A majority of the Committee shall constitute a quorum at any meeting of the Executive Committee.
- Section 6.11: It shall be a specific duty of the Board of Directors to pass upon the desirability of any actions 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.

ARTICLE VII – COMMITTEES

Section 7.1: Committees shall be of two classes: Standing Committees, which shall have a continuing function, and Special Committees which shall be appointed by the President for execution of a particular task, going out of existence upon the completion of said task and acceptance of its final report.

Section 7.2: Each Standing Committee shall have a Chairman. The Chapter First Vice President shall serve as an alternate to the Chairman and assist him in the performance of his duties.

Section 7.3: Standing Committee Chairman shall report at each Board of Directors meeting, either in person or in absentia.

Section 7.4: Committee actions shall avoid conflict in those areas which are clearly within the scope of the Society at the National level. In case of doubt, the National Headquarters Secretary-Treasurer should be consulted.

Section 7.5: The following Standing Committees and their functions are hereby established:

PROGRAM COMMITTEE: This committee shall recommend appropriate features for meetings and field trips. It shall procure qualified speakers for presentation of subjects and information on or allied to Fire Protection Engineering, (e.g., extend the courtesies of the Chapter to guest speakers, introduce them and present a token gift at the conclusion of each talk).

ARRANGEMENTS COMMITTEE: This committee shall agree all details of meetings and chapter activities (such as luncheons, public address system, projectors and gifts for speakers) in cooperation with the Program Committee.

MEMBERSHIP COMMITTEE: This committee shall solicit qualified individuals for membership in the National Society, and solicit local members of the National Society for Chapter membership. (It may screen applications for Chapter membership, present to the Chapter applications for membership, and introduce new members).

PUBLICATIONS COMMITTEE: This committee shall edit and periodically publish the "Fire Mark" and maintain liaison with the Publications Committee of the National Society.

RESEARCH COMMITTEE: This committee shall keep abreast of new developments, products and applications in the fire protection field, disseminating such information promptly to the Chapter members.

PUBLIC RELATIONS: This committee shall establish and maintain personal contacts with local mass communications media, including newspapers, insurance industry publications and safety publications. (It may issue to these, preferably in advance, prompt notification of newsworthy occurrences in the Chapter, in coordination with the Program, Research and Publications Committees).

SPEAKERS'S BUREAU: This committee shall establish and maintain a list of Chapter member volunteers who are qualified by experience to give talks on fire protection subjects at meetings of other organizations. (The committee will, generally, maintain contact with technical societies and other organizations to suggest and arrange for appropriate speaking engagements at their local functions).

ENGINEERING: This committee shall promote fire protection engineering courses in colleges. It shall encourage members to elevate their status, through advice on advanced formal education and engineering registration. (It will, generally, keep abreast of legislation on fire safety and engineering matters and advise the Board of Directors, for possible action).

COOPERATION WITH OTHER SOCIETIES: This committee shall arrange for having the Chapter join in suitable cooperative activities with other societies, such as local groups of architects, safety engineers, engineers in the major fields, all with approval of the Board of Directors. (It will generally, interchange Chapter newsletter with other societies, invite their officers to our meetings and arrange for our officers to be invited to theirs).

AUDITING: This committee shall audit the Treasurer's books, verify the balance and certify as to the accounts at the close of each fiscal year.

SCHOLARSHIP: This committee shall supervise and administer such matters as the Board of Directors shall direct in connection with the New York Chapter – Society of Fire Protection Engineers Scholarship Fund.

ARTICLE VIII – EXPENDITURES AND APPROPRIATIONS

- Section 8.1: No expenditure or appropriation of Chapter monies shall be authorized except by majority vote of the Board of Directors. This shall not include necessary expenditures required by the Secretary for stationary, postage and incidentals.
- Section 8.2: The Chapter shall in no way incur financial obligations upon the Society without full approval of the Board of Directors of the Society.
- Section 8.3: The annual dues of each member shall be determined by a vote of the Chapter membership. Dues shall be payable upon acceptance of application for new members and on or before January 1st of each year thereafter. Those who fail to pay dues within the prescribed time shall be suspended after due notice in writing is giving to said individuals of their delinquency.
- Section 8.4: Processing of annual handling and mailing fees for those individuals and organizations who receive chapter publications but are not members of the Society will be equivalent to Chapter dues. This include the amount, payment due date, and actions regarding non-payment of such fees.

ARTICLE IX – MEETINGS

- Section 9.1: 9.1a. There shall be not less than four meetings in each year. The June meeting shall be known as the Annual Business Meeting.
- 9.1b. Meetings shall be called by the President or by written request of not less than (5) members of the Chapter to the Secretary.
- 9.1c. Meetings are restricted to members and their invited guests.

Section 9.2: At the Annual Business Meeting, the retiring President shall present to the Chapter members an annual report reviewing the activities of the Chapter during the past fiscal year and in addition, report the following:

Receipts and Disbursement during the fiscal year and
Assets and Liabilities at the end of the fiscal year.

The President shall submit a copy of this annual report to the Secretary-Treasurer of the Society of Fire Protection Engineers within thirty days after the annual business meeting.

ARTICLE X – PARLIAMENTARY PROCEDURES

Section 10.1: Twenty-five voting members or twenty-five percent of the total Chapter voting membership, whichever is less, shall constitute a quorum.

Section 10.2: Unless otherwise provided in these articles, Robert's Rules of Order shall govern the transaction of business in all meetings.

ARTICLE XI – AMENDMENTS

Section 11.1: Amendments to the foregoing articles or sections may be proposed in writing at any meeting, but no amendment if then passed by 2/3 of the voting members present, shall be valid until approved by 2/3 of the voting members present at a subsequent meeting.

Section 11.2: There shall be no suspension of these articles or sections.