

**CONSTITUTION OF THE
CHESAPEAKE CHAPTER OF THE SOCIETY OF
FIRE PROTECTION ENGINEERS**

ARTICLE I

NAME

Section 1 The name of the organization shall be The Chesapeake Chapter of the Society of Fire Protection Engineers.

ARTICLE II

LOCATION

Section 1 The location of the principal offices of the Chapter shall be in College Park, Maryland.

Section 2 The Chapter shall solicit members from Maryland, District of Columbia, Northern Virginia and Delaware.

ARTICLE III

DEFINITIONS

Section 1 Wherever the phrase "The Society" is used, it shall be construed to mean "The Society of Fire Protection Engineers."

Section 2 Wherever the term "Chapter" is used, it shall be construed to mean "The Chesapeake Chapter of the Society of Fire Protection Engineers."

Section 3 Wherever the term "member" is used, it shall be construed to mean "Member of the Chapter."

ARTICLE IV

ORGANIZATION

- Section 1 The Chapter is established under the constitution of the Society as a not-for-profit Chapter of individual members with voting rights vested in the individual members of the Chapter.

ARTICLE V

OBJECTIVES

- Section 1 The objectives of the Chapter shall be to promote the science and practice of fire protection engineering and its allied fields, to maintain a high ethical standing among its members and to foster fire protection engineering education.
- Section 2 The Chapter shall not speak for the Society on any local or national matter without specific written authorization of the Society. The Chapter shall abide by the Constitution and Bylaws of the Society.
- Section 3 In accomplishing these objectives, the Chapter shall not engage in an activity which is not educational, scientific, or charitable within the meaning of the United States Internal Revenue Code, as amended. 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.

ARTICLE VI

MEMBERSHIP

- Section 1 Membership in the Chapter shall be limited to individuals who are Fellows, Honorary Members, Members, Associates, Affiliates, Student Members or Allied Professionals of the Society.
- Section 2 All applications for membership shall be submitted in writing to the Chairman of the Membership Committee, who shall confirm the applicant's qualification for membership.
- Section 3 All members, except for Student Members, shall be voting members of the Chapter.
- Section 4 Members shall not place the Chapter in the position of giving fire protection advice, either as an organization or by representation in the name of the Chapter (constituent with the objectives of the Society).
- Section 5 Chapter members who become ineligible due to loss of membership in the Society shall forfeit their voting privileges in the Chapter, but may have their privileges reinstated if they remedy the condition for which they are suspended.

ARTICLE VII

OFFICERS AND EXECUTIVE COMMITTEE

- Section 1 Officers of the Chapter shall be a President, Vice President, Treasurer and Secretary, who shall be elected by the members at the Chapter's Annual Business Meeting and hold offices for two years or until their successors are elected and qualified. All officers shall serve without salary.
- Section 2 There shall be an Executive Committee including the President, Vice President, Treasurer, Secretary, immediate past President, all standing committee chairs and four at-large members elected by the Chapter. At each Annual Business Meeting two at-large members (the positions being alternated between meetings) shall be elected to the Executive Committee to serve a term of two years or until their successors are elected and qualified.
- Section 3 No officer (except the Treasurer and Secretary) or member of the Executive Committee shall serve for more than two consecutive terms in any one office. This does not apply to chairmanships or memberships of Standing Committees or Special Committees within the Executive Committee or the Chapter.
- Section 4 Vacancies may be filled, until the next election, by majority vote of the Executive Committee.
- Section 5 All incoming officers and Executive Committee members shall commence their tenure at the conclusion of the Chapter's Annual Business Meeting at which they were elected.

ARTICLE VIII

QUALIFICATION OF CHAPTER OFFICERS, EXECUTIVE COMMITTEE, AND DELEGATES

- Section 1 The President and Vice President shall be Fellows or Members in the Society. The Treasurer and Secretary shall be members in the Chapter.
- Section 2 The President and Vice-President of the Chapter shall have been members of the Chapter for at least two years. A majority of the Executive Committee shall hold the grade of Fellow, Member or Associate within the Society.
- Section 3 All Chapter representatives shall be appointed by the President.

ARTICLE IX

COMMITTEES

- Section 1 Committees shall be of two classes, Standing Committees, which shall have continuing function; and Special Committees, which shall be appointed by the President for the execution of a particular task, going out of existence upon the completion of said task and acceptance of a final report.
- Section 2 The President shall annually designate the Chair of each Standing Committee and Special Committee, except as otherwise provided for by the Constitution.
- Section 3 The duties of each Standing Committee shall be as specified in the Bylaws.

ARTICLE X

MEETINGS, ANNUAL REPORT, VOTING

- Section 1 Meetings shall be called by the President, or by written request of not less than five (5) members to the Secretary. There shall be not less than four (4) Chapter meetings in each fiscal year. The Annual Business Meeting shall be held in May or June of each year.
- Section 2 Ten (10) voting members in good standing shall constitute a quorum conducting Chapter business. A majority of the members of the Executive Committee shall constitute a quorum for conducting Executive Committee business. A majority of the members of any committee shall constitute a quorum for conducting committee business.
- Section 3 At the Annual Business Meeting, the President shall present to the members an annual report reviewing the activities and financial status of the Chapter during the past fiscal year.
- Section 4 Each voting member in good standing shall be entitled to one vote at all Chapter meetings.
- Section 5 The rules of procedure in meetings shall be according to "Robert's Rules of Order" when consistent with this Constitution and its Bylaws.

ARTICLE XI

ADMINISTRATION

- Section 1 The fiscal year of the Chapter shall begin on the first day of July and terminate on the thirtieth (30th) day of June.
- Section 2 The administrative and financial functions of the Chapter shall be vested in the Executive Committee.
- Section 3 The Chapter may receive, own, and maintain funds, real property or personal property and use or apply the whole or any part of the income therefrom and the principal thereof, and contribute funds or property to persons and organizations, as necessary in the accomplishment of the objectives of the Chapter.
- Section 4 No income or assets of the Chapter may be used by or for the personal profit of any individual, institution, or corporation except as provided for in this constitution.
- Section 5 No expenditure or appropriation of monies shall be authorized except by majority vote of the Executive Committee. This shall not include such necessary expenditures required by the Secretary and/or Treasurer for stationery, postage, incidentals, and transference of funds from members to caterers in conjunction with meetings.
- Section 6 The Chapter shall in no way incur financial or contractual obligations upon the Society without the full written approval of the Board of Directors of the Society.
- Section 7 The Chapter shall be bound only by an agreement, written or oral, which has been approved by the Chapter or Executive Committee.
- Section 8 Annual dues and handling shall be stipulated in the Bylaws.

ARTICLE XII

AMENDMENTS

- Section 1 Proposed amendments to the Constitution shall be submitted to the Chair of the Constitution and Bylaws Committee in written form by any member in good standing or by action of a majority vote of the Executive Committee.
- Section 2 Proposed amendments shall be posted in the Chapter publication, website, or by separate mailing at least 10 days prior to a Chapter meeting.
- Section 3 Proposed amendments shall be presented to the members at the next meeting following its posting.
- Section 4 Proposed amendments shall be valid when approved by a majority of the voting members in good standing.
- Section 5 All changes in the Constitution shall be submitted to the Society Board of Directors.

**BYLAWS OF THE
CHESAPEAKE CHAPTER OF THE SOCIETY OF
FIRE PROTECTION ENGINEERS**

SECTION A

MEMBERSHIP

1. Admission to Chapter membership shall be by majority vote of the Membership Committee. Appeals for membership status shall be directed to the Executive Committee for resolution.
2. After being voted upon favorably, the applicant shall then be notified in an appropriate manner of election to membership.
3. Upon approval for membership, the Secretary shall formally enter the applicant's name on the Membership roster.

SECTION B

DUTIES OF THE EXECUTIVE COMMITTEE

1. The Executive Committee shall formulate the policies of the Chapter and perform such other duties as may be prescribed by the Constitution and Bylaws.

SECTION C

DUTIES OF OFFICERS

1. President
 - a. The President shall preside at all meetings and perform other duties usual to the office. The President shall appoint the committees provided for in the Bylaws and such special committees as required, subject to majority approval of the Executive Committee. The President shall serve as Ex-Officio member of all committees.
2. Vice President
 - a. In the absence of the President, the Vice President shall assume the duties and authority of the President. The Vice President shall also assume such other duties as are assigned by the Executive Committee. In the event of a vacancy occurring in the office of the President, the Vice President shall serve as President until the next election is held by the Chapter.
 - b. It shall be the duty of the Vice President to serve as Liaison member of each committee provided for in the Constitution.

3. Treasurer
 - a. The Treasurer shall maintain the financial records of the Chapter and perform the duties usual to the office and such other duties as assigned by the Executive Committee.
 - b. The Treasurer shall receive all monies for deposit, keep complete records of all transactions, collect member's dues and maintain a record thereof. The Treasurer shall present a financial report at each meeting of the Chapter covering the fiscal period to that date. The Treasurer shall present a financial report at each Annual Business Meeting covering the preceding fiscal year. The Treasurer shall submit to the Executive Committee by July 1, of each calendar year; a projected budget. The Treasurer shall, within one month after the Annual Business Meeting deliver to the successor all monies, vouchers, books, and papers of the Chapter.
 - c. The Treasurer shall attend all Chapter Meetings, and other meetings as directed by the President; or shall appoint an appropriate representative to perform the required duties of the Treasurer for that meeting.
4. Secretary
 - a. The Secretary shall record all official actions of the Chapter and to perform other duties usual to the office of the Secretary. The Secretary shall keep a register of the Chapter membership, shall maintain an up-to-date list of voting members and shall issue all mailings. The Secretary shall submit to the membership the Chapter Membership Directory, notices of meeting dates, minutes of meetings and other pertinent information. The Secretary shall maintain a record of attendance at meetings.
 - b. The Secretary shall regularly submit notices of meetings, minutes of meetings, and such other pertinent information to the Secretary-Treasurer of the Society. In addition, the Secretary shall submit annually a list of Chapter members to the Society.
 - c. The Secretary shall attend all Chapter Meetings, and other meetings as directed by the President; or shall appoint an appropriate representative to perform the required duties of the Secretary for that meeting.

SECTION D

COMMITTEES

1. Committees shall assume duties specified in the Bylaws and as assigned by the Executive Committee.
2. Committee Chairs shall appoint such additional members as needed to complete the task.
3. A Committee Chair shall report at the request of the President.
4. The following Committees are established as Standing Committees:
 - a. Awards Committee: This committee shall develop and implement a Chapter awards program. The committee shall review the Chapter's membership directory and determine eligibility for Honorary and Fellow Membership in the Society. The Committee will consider for nomination any eligible individual for all Society and Chapter awards. The Committee shall develop criteria for special Chapter awards and nominate individuals for such awards.
 - b. Constitution and Bylaws Committee: This committee shall maintain a current master copy of the Constitution and Bylaws. The Committee shall review all proposed amendments to the Constitution and Bylaws as described in Section G of the Bylaws. The Committee shall render official interpretations for any and all portions of the Chapter Constitution and Bylaws.
 - c. Education Committee: This committee shall provide members with current information on laws, requirements of State Boards, and general trends that may be helpful for members to obtain registration. The Committee shall provide education assistance including scheduled tutorial sessions, as necessary.
 - d. Membership Committee: This committee shall solicit qualified individuals for membership in the Society and solicit local members of the Society for Chapter membership. The Committee shall screen applications for Chapter membership, determine eligibility for voting privileges of members, and introduce new members.
 - e. Nomination Committee: This committee shall present nominations for all Chapter Officers and Executive Committee positions. The Nominating Committee report shall be mailed by the Secretary to the members at least thirty (30) days prior to the Annual Business Meeting. The following statement shall be made a part of the Nominating Committee report:

"Any Chapter member may nominate eligible candidates for any office by submitting the nominee's name to the Secretary for publication in the Annual Business Meeting notice. Each nominee shall be endorsed by at least five (5) members."

This committee shall be Chaired by the immediate Past President of the Chapter. If that person cannot perform this function, another committee chair shall be assigned by the current Chapter President and the Executive Committee.

- f. Program Committee: This committee shall recommend appropriate features for meetings and field trips. The Committee shall procure qualified speakers for presentation of subjects and information on or allied to Fire Protection Engineering. The Committee shall extend the courtesies of the Chapter to guest speakers and introduce them. The Committee shall arrange all details of meetings and Chapter activities.
- g. Registration Committee: This committee shall be responsible for encouraging and coordinating the submission of questions by members for the Fire Protection Engineering section of the NCEES Professional Engineering Examination. The Committee may submit questions on behalf of the Chapter or lend assistance to members who individually wish to submit questions. The Committee shall monitor the activities of the appropriate board or association responsible for the registration and licensing of engineers within Maryland, Delaware, Virginia, and District of Columbia for the purpose of promoting the offering of the Fire Protection Engineering section of questions on the NCEES Professional Engineering Examination by these jurisdictions.
- h. Liaison Committee: This committee shall provide information about other related organizations' events from which our membership can benefit. The committee shall also represent our Chapter in organizations with related interests in the fire protection engineering, fire safety or engineering related fields. The committee shall extend open invitations from the Chapter to related organizations to participate in our Chapter.

SECTION E

MEETINGS

1. Notice of Chapter meetings shall be made to the members at least ten (10) days before such meeting.

SECTION F

DUES

1. The annual dues of each member shall be established by the executive committee each fiscal year, payable on or before January 1.
2. Any member who fails to pay dues within sixty (60) days after January 1 shall be suspended by notification from the Secretary upon notification from the Treasurer, but shall be reinstated without application if within six (6) months of such suspension the delinquent dues are paid.
3. Dues for new members shall be submitted with application for such status.

SECTION G

AMENDMENTS

1. All proposed amendments shall be submitted in writing to the Constitution and Bylaws Committee. The Committee shall study proposals to determine the effects on the existing Constitution and Bylaws and what consequences would or could result by their passage. The Committee will review its findings with the author and assist if desired, in formulating a finalized proposed amendment. The author's final proposal and recommended actions by the Constitution and Bylaws Committee shall be submitted to the Secretary for posting.
2. At the next Chapter meeting the proposed amendment shall be presented for motion and voted upon by the voting members in good standing. Proposed amendments shall be valid when approved by a majority of the voting members in good standing.
3. An approved amendment shall become effective upon official notification to the Chapter by posting in the Chapter publications.
4. All changes in the Bylaws shall be submitted to the Society Board of Directors.

SECTION H

VOTING PROCEDURES

1. Voting procedures shall be according to "Robert's Rules of Order" when consistent with the Constitution and its Bylaws."
2. Letter Ballots
 - a. These letter-ballot procedures shall be used for election of officers when necessary, amendments to the Constitution, and such other occasions as may be directed by vote of the Executive Committee.
 - b. The Secretary shall be responsible for preparation and mailing of letter-ballots to all persons who are voting members at the time of mailing. In the event of any question being raised, the Secretary shall certify to the voting eligibility of all voters as of the time of the mailing the ballots.
 - c. In voting by letter-ballot, the voter shall indicate the appropriate choices, sign the ballot, and return the ballot to the Secretary.
 - d. Only signed ballots received by the Secretary within sixty (60) days of the time of mailing shall be considered valid.
 - e. The Secretary shall present the results of the voting and shall return all ballots to the President in not more than ten (10) days following the closure of voting.
 - f. Election results shall become effective upon official notification to the Chapter by posting in the Chapter publication.