

British Columbia, Chapter 30  
SOCIETY OF FIRE PROTECTION ENGINEERS

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CONSTITUTION

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British Columbia Chapter  
of the  
Society of Fire Protection Engineers  
CONSTITUTION AND BY-LAWS

**ARTICLE I**

**NAME**

Section I-1

The name of the organization shall be the "British Columbia Chapter of the Society of Fire Protection 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 II-1

The objectives of the Chapter shall be to advance 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 II-2

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 II-3

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

**ARTICLE III**

**MEMBERSHIP**

Section III-1

Membership in the Chapter shall be open to individuals who are Follows, Members, Associate Members, Affiliates, Engineering Technologists, Engineering Technicians, student Members, or Honorary Members of the Society of Fire Protection Engineers. Membership shall include individuals residing or working in the general area of British Columbia. See also Section 111-5.

Section III-2

All applications for Chapter membership shall be submitted to the Treasurer who shall verify the applicants membership status in the Society. The applicant shall be notified in an appropriate manner of the Chapter

membership and shall be recorded by the Treasurer.

Section III-3 Except for Student Members, all members shall have voting privileges. Each member shall be entitled to one vote in the affairs of the chapter.

Section III-4 Chapter members who become ineligible due to loss of membership in the Society of Fire Protection Engineers shall forfeit their voting privileges in the Chapter, but may have their privileges reinstated if they were suspended.

Chapter members who fail to pay their dues when payable or within sixty days thereof shall be forthwith suspended but shall be automatically reinstated, if within six months of such suspension they remedy the condition for which they were suspended.

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

Section III-5 The Chapter recognizes the need to maintain a liaison with individuals in fire-related fields of endeavour 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 of the Chapter mailing list.

**ARTICLE IV**

**CHAPTER LEADERSHIP**

- Section IV-1 Officers of the Chapter shall be President, 1st Vice President, 2nd Vice President, Immediate Past President, Secretary, and Treasurer. With the exception of Immediate Past President, officers shall be elected by the members and hold office for one year or until their successors are elected and qualified. all officers shall serve without salary.
- Section IV-2 There shall be an Executive Committee consisting of President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Immediate Past President, and up to three (3) members elected by the Chapter for a term of one year.
- Section IV-3 The President and a majority of the Executive Committee shall hold the grade of Fellow, Honorary Member, Member, or Associate Member in the society of Fire Protection Engineers.
- Section IV-4 The President and 1st Vice President shall not serve for more than two consecutive terms in any one elective office.
- Section IV-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 V-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 Executive Committee as considered necessary or by request of three or more members of the Committee. The President may appoint special or standing committees, as occasion may require, subject to majority approval of the Executive Committee. If, for any reason, the President is not available, the 1st Vice President shall have the powers of the President.
- Section V-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 of Secretary. The Secretary shall issue all notice 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 V-3 It shall be the duty of the Treasurer to maintain all financial records of the Chapter, to collect dues, to dispense cheques for expenses, to prepare an annual budget, to prepare current financial statement for each regularly scheduled Chapter meeting, and to perform other duties usual to the office of Treasurer,

Section V-4 The President and 1st Vice President shall be the Chairman and Vice-chairman respectively of the Executive Committee.

Section V-5 The Executive Committee shall meet at least quarterly, but may meet as often as necessary or desirable at the discretion of the Chairman.

Section V-6 A majority of the committee shall constitute a quorum at any meeting of the Executive Committee.

Section V-7 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.

#### **ARTICLE VI**

#### **EXPENDITURES AND APPROPRIATIONS**

Section VI-1 The Executive Committee may authorize expenditures up to and including 25% of the Chapter's current available monies. All expenditures or appropriations exceeding 25% of the Chapter's available monies shall be approved by vote of the membership at a schedule or a called meeting. Necessary expenditures required by the Secretary and the Treasurer for stationary, postage and

incidentals, not to exceed \$500.00, are exempt from a membership vote.

Section VI-2 The Chapter shall in no way incur financial or contractual obligations upon the Society without full written approval of the Board of Directors of the Society of Fire Protection Engineers.

**ARTICLE VII MEETINGS**

Section VII-1 The Chapter will strive for six monthly meetings each year. In case of a special meeting, at least 10 days written notice will be given to those individuals on the chapter mailing list.

Section VII-2 At the Annual Business Meeting the President shall present 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 at the close of the elected term.

Section VII-3 In order to transact business at any meeting of the Chapter, there shall be at least 15 people present.

Section VII-4 Roberts' Rules of order shall govern the transaction of business in all meetings unless inconsistent with these articles.

Section VII-5 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 all 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 VIII DUES**

Section VIII-I 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 given to said individuals of their delinquency.

Section VIII-2

Processing of annual handling and mailing fees for those individuals and organization who receive chapter publications but are not members of the Society will be equivalent to Chapter Dues. This includes the amount payment due date, and actions regarding non-payment of such fees.

**ARTICLE IX**

**AMENDMENTS**

Section IX-1

These articles may be amended at any regular meeting by a two-thirds vote of the members present. Proposals for amendments shall be submitted in writing to the Secretary. These proposals shall be distributed in writing to the membership and read at the meeting immediately preceding that at which the amendments are to be voted upon.

Section IX-2

The waiting period may be waived upon approval of the Executive Committee and a majority of all members of the Chapter.

Section IX-3

All changes to the Chapter Constitution shall be submitted to the Society Board of Directors.

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