

**MIDDLE TENNESSEE CHAPTER
SOCIETY OF FIRE PROTECTION ENGINEERS
CONSTITUTION AND BY-LAWS**

ARTICLE I NAME

Section I-1: The name of the organization shall be the “Middle Tennessee 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 science and practice of fire protection engineering and its allied fields, to maintain a high ethical standard among its members, and to foster fire protection engineering education. Additionally, the Chapter will promote fire safety awareness through prevention, protection, and 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 geographic area served by the Chapter shall include the counties traditionally known in the three Grand Divisions of the state as Middle Tennessee. (See attached map).

Section II-4: 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 Fellows, Professional Members, Associate Members, Affiliate Members, Student Members, or Honorary Members of the Society or members of SFPE Allied Professional Group. Membership shall include primarily individuals residing or working in Middle Tennessee.

Section III-2: All applications for Chapter membership shall be submitted to the Secretary who shall verify the applicant’s membership status in the Society. The Secretary shall notify applicants of the disposition of their applications and shall maintain a Chapter roster.

Section III-3: Except for Student Members, all Chapter members must be members of the Society or members of SFPE Allied Professional Group to have full 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 shall forfeit their voting privileges in the Chapter, but may have their privileges reinstated if they remedy the condition for which they were suspended from the Society.

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Chapter Members who fail to pay their Chapter dues when payable or within sixty days thereof shall be forthwith suspended but shall be automatically reinstated if within six months of such suspension, Chapter dues are paid in full.

Section III-5: By action of the Executive Committee after due notice and hearing (if requested by the Chapter member), Chapter membership may be terminated if the Executive Committee 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 Executive Committee shall in any such case specify the procedure to be followed.

Section III-6: 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 fee. The amount of the fee is equivalent to the Chapter dues.

ARTICLE IV CHAPTER OFFICERS AND EXECUTIVE COMMITTEE

Section IV-1: Officers of the Chapter shall be President, Vice President, Immediate Past President, Secretary, and Treasurer. (The position of Secretary and Treasurer may be combined at the discretion of the Executive Committee). With the exception of the 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, Vice President, Secretary, Treasurer, Immediate Past President, and two members elected by the Chapter for a term of not less than one year.

Section IV-3: The President and a majority of the Executive Committee shall hold the grade of Fellow, Honorary Member, Professional Member, of Associate Member in the Society.

Section IV-4: The President and Vice President shall not serve for more than two consecutive terms in any one elective office.

Section IV-5: Vacancies 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: The President shall preside at all meetings and shall perform other duties usual to the office. The President shall call meetings of the Executive Committee as

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considered necessary or by the request of three or more members of the Committee.

The President may appoint special or standing committees, as he deems necessary, subject to the majority approval of the Executive Committee.

- Section V-2: The Vice President shall have the powers and prerogatives of the President when the President is unavailable. The Vice President shall also serve as Membership Chair and Program Chair.
- Section V-3: The Secretary shall record all official actions of the Chapter. Additional duties shall include issuing any notices of meetings; maintaining a membership roster; and submitting, at least annually, a membership list and minutes of the meetings to the Secretary-Treasurer of the Society.
- Section V-4: The Treasurer shall maintain all financial records of the Chapter. Additional duties shall include collecting dues/fees; dispensing checks for expenses; preparing an annual budget; maintaining current financial statements and reporting financial status to the Chapter at Chapter meetings. If the offices of Secretary and Treasurer are combined, then the duties of the Secretary/Treasurer shall include any of the above listed duties.
- Section V-5: The President and the Vice President shall be the Chair and Vice Chair, respectively, of the Executive Committee.
- Section V-6: The Executive Committee shall meet at least semi-annually, but shall meet as often as necessary or desirable, at the discretion of the Chair.
- Section V-7: A majority of the Executive Committee shall constitute a quorum at any meeting.
- Section V-8: 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. Results will be reported to the Chapter.
- Section V-9: It shall be a specific duty of the Executive Committee to promote the advancement of fire protection engineering through the Professional Practice.
- Section V-10: It shall be a specific duty of the Executive Committee to promote the continued Technical Excellence of the Chapter including, but not limited to, technical Chapter meetings, annual seminars, and presence in the community.
- Section V-11: It shall be a specific duty of the Executive Committee to advance fire protection engineering education within the community.

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ARTICLE VI EXPENDITURES, APPROPRIATIONS AND BANKING

Section VI-1: The Executive Committee may authorize expenditures up to and including 25% of the Chapter's current available funds or \$1500.00, whichever is less. All expenditures exceeding 25% of the Chapter's current available funds OR exceeding \$1500.00 shall be approved by vote of the membership at a scheduled or a called meeting.

Section VI-2: Necessary expenditures required by the Secretary for stationery, postage and incidentals, not exceeding \$100.00 per month, are exempt from an Executive Committee or membership vote.

Section VI-3: The President and the Treasurer shall have the signature authority on Chapter bank accounts. All bank checks obligating the Chapter shall be set up to require two signatures.

Section VI-4: 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.

Section VI-5: Expenditures approved by the Executive Committee in accordance with the provisions of Article X (Scholarships) do not require the approval of the Chapter membership, but shall be reported to the members at the next scheduled meeting of the Chapter.

ARTICLE VII MEETINGS

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

Section VII-2: At the Annual Business Meeting in November, the retiring 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 5 members present or 20% of the total membership of the Chapter (whichever is greater).

Section VII-4: Roberts Rules of Order shall govern the transaction of business at all meetings unless inconsistent with these articles.

Section VII-5: A Nominating committee consisting of a minimum of two chapter members (approved by the membership) and chaired by the Immediate Past President 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

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Committee. This list shall not preclude additional nominations from the floor preceding the voting at the annual meeting.

ARTICLE VIII DUES

Section VIII-1: Annual dues shall be determined by a vote of the Chapter membership. Dues and fees shall be payable upon acceptance of applications and on or before January 1st of each year thereafter. Those who fail to pay dues or fees within the prescribed time shall be suspended after due notice in writing is given to said individuals of their delinquency. The annual dues for the Chapter are \$25.00. The amount of Annual dues may be changed upon a recommendation of the Executive Committee and a majority vote of the Chapter.

Section VIII-2: 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 for an individual member. 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. All proposals shall be distributed in writing to the membership and/or posted on the official website of the Chapter. Proposals shall be 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 majority of the members present.

Section IX-3: Amendments to these articles must be submitted to the Board of Directors of the Society for approval. Amendments become effective when approved by the Society.

ARTICLE X SCHOLARSHIP

Article X-1: The scholarship fund serviced by the Chapter shall be known as the Middle Tennessee SFPE Scholarship Fund.

Article X-2: The scholarship shall be funded by the Chapter proceeds at a minimum rate of 25% of annual net revenues. Corporate sponsorships and private donations specifically earmarked for the scholarship fund will be transferred to the scholarship fund in full.

Article X-3: The Executive Committee shall meet annually to determine if a scholarship will be awarded for the year. Scholarships shall be awarded to approved applicants that are pursuing careers in the field of Fire Protection.

Article X-4: The Executive Committee will approve applicants and disperse scholarship amounts as directed by Article VI, Expenditures and Appropriations.

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Article X-5: Approved applicants will be selected from the group of applicants meeting the filing deadline based on the quality of the scholarship application information and the potential return to the field of Fire Protection.

Article X-6: Scholarship eligibility, determination, award, and notification shall be made within 60 days of the filing deadline.

Article X-7: Scholarships shall not be automatically renewed from year to year. Previous recipients must re-apply for consideration in following years. Approved applicants shall be pursuing formal education in the field of Fire Protection, as demonstrated by:

- Enrollment in an Institution of Higher Education seeking an ABET-accredited undergraduate degree in the fields of Fire Safety, Fire Protection Engineering Technology, of Fire Protection Engineering.
- Enrollment in an Institution of Higher Education seeking an ABET-accredited advanced degree in the field of Fire Protection Engineering or Fire Protection Research.
- Currently working in the field of Fire Protection and seeking formal Fire Protection education at an institution acceptable to the Executive Committee (practical training is not considered formal education).

Article X-8: Scholarships can be funded each year to a maximum of 20% of available scholarship funds. Of the funding allocated, scholarships will be disbursed according to the following schedule:

- Undergraduate scholarships – 60% maximum
- Graduate scholarships – 25% maximum
- Continuing Education scholarships – 15% maximum

Deviations from the disbursement schedule shown above must be approved by a vote of the membership at a scheduled or called meeting.

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