

**CONSTITUTION AND BY-LAWS
CHICAGO CHAPTER
OF
THE SOCIETY OF FIRE PROTECTION ENGINEERS
(REVISED SEPT 2001)**

ARTICLE I – NAME

Section I-1:

The name of the organization is the "Chicago Chapter of the Society of Fire Protection Engineers," a not-for-profit corporation in Illinois and is *hereafter* referred to as the "Chapter." The Chapter is chartered by the Society of Fire Protection Engineers, a not-for-profit corporation, *hereafter* referred to as the "Society."

ARTICLE II – LOCATION

Section II-1:

The location of the principal office of the Chapter shall be within the Chicago metropolitan area as approved by the Executive Committee.

Section II-2:

The geographical area served by the Chapter shall include central and northern Illinois and northwestern Indiana.

ARTICLE III – MISSION & OBJECTIVES

Section III-1:

The mission of the Chapter shall be to advance the science and practice of fire protection engineering and its allied disciplines. The objectives of the Chapter are:

- Maintain a high professional standing among its members.
- Provide educational opportunities for members and others with interest in fire protection engineering to advance their technical and professional competence.
- Support the ethical and competent practice of fire protection engineering.

Section III-2

The Chapter shall, as appropriate, participate in public affairs in accordance with the Society's guidelines on Participation in Public Affairs.

Section III-3

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

ARTICLE IV – MEMBERSHIP

Section IV-1

Membership in the Chapter is open to individuals who hold any grade of membership or those who are Allied Professionals in the Society. All applications for membership shall be submitted to the Secretary, or designate, who shall verify the eligibility of the applicant. Compliance with Articles III and VIII shall be necessary to maintain a member in good standing.

Section IV-2

Voting membership shall be limited to Chapter members in good standing who are Fellows, Members, Associates, Affiliates, Honorary Members, or Allied Professionals of the Society.

Section IV-3

Each voting member shall be entitled to one vote in the affairs of the Chapter.

Section IV-4

Non-voting membership shall be available to individuals who hold the membership grade of Student Member of the Society.

Section IV-5

Chapter members who lose membership in the Society shall concurrently forfeit their membership in the Chapter, but may have their Chapter membership reinstated if they remedy the condition for which they forfeited their Society membership.

ARTICLE V – OFFICERS & EXECUTIVE COMMITTEE

Section V-1:

Officers of the Chapter shall be President, Vice President, Secretary and Treasurer, all being either Fellows, Members, Associates, Honorary Members, or Affiliates of the Society. Allied Professionals of the Society can also hold any office except President of the Chapter. All officers shall serve without salary.

Section V-2:

Officers shall be elected by the members and hold office for one (1) year or until their successors are elected.

Section V-3:

There shall be an Executive Committee including the President, Vice President, Secretary, Treasurer, the most recent Past President (if any), and four (4) voting members elected by the Chapter. Two (2) voting members shall be elected at each annual business meeting to serve a term of two (2) years or until their successors are elected. At least 50% of the Executive Committee shall be either Fellows, Members, Associates, Affiliates, or Honorary Members of the Society.

Section V-4:

Five (5) members of the Executive Committee shall constitute a quorum.

Section V-5:

No person shall serve more than two (2) consecutive terms in any one elected office, and no member of the Executive Committee shall serve for more than two (2) consecutive terms. A term commences by election at the annual Business Meeting of the Chapter.

Section V-6:

Vacancies in office shall be filled either by appointment or special or annual elections, at the discretion of the Executive Committee.

ARTICLE VI – DUTIES OF OFFICERS & EXECUTIVE COMMITTEE

Section VI-1:

It shall be the duty of the President to call all meetings of the Executive Committee at discretion of the President or by request of three (3) or more members of the Executive Committee. The President may appoint special and standing committees, subject to approval of the Executive Committee, as may be required. The President shall preside over all Chapter and Executive Committee meetings.

Section VI-2:

The President shall submit a membership list, minutes of the Chapter meetings, and other pertinent information at least annually to the Secretary-Treasurer of the Society.

Section VI-3:

It shall be the duty of the Vice President to assume the duties of the President in the absence of the President. The Vice President shall also serve as an ex-officio of all standing committees.

Section VI-4:

It shall be the duty of the Secretary to record all official actions of the Chapter, issue notices of meetings, and to perform the duties usual to the office of Secretary.

Section VI-5:

It shall be the duties of the Treasurer to collect the annual dues, issue checks covering expenses of the Chapter, file annual income tax statement(s), maintain State of Illinois registration, and perform the duties usual to the office of the Treasurer. The Treasurer shall keep official membership roster of the Chapter.

Section VI-6:

It shall be the duties of the Executive Committee to make appointments, conduct the business affairs of the Chapter, and propose the activities of the Chapter. The Executive Committee shall not incur financial or contractual obligations upon the Society without full written approval of the Board of Directors of the Society.

ARTICLE VII – MEETINGS

Section VII-1:

Meetings shall be held at least quarterly, one (1) meeting in the month of November being designated as the annual Business Meeting.

Section VII-2:

At the annual business meeting, a report shall be presented by the President, reviewing the activities of the Chapter during the past year and recommending future activities, together with the annual financial report showing receipts and disbursements, and a statement of assets, liabilities, and net worth at the close of the fiscal year.

Section VII-3:

In order to transact business at any meeting of the Chapter, there shall be at least 10% of Chapter membership present. The Treasurer (or Secretary) shall verify that at least 10% of Chapter membership in good standing including two (2) Officers are present and report the number of members to the President before beginning the transaction of business.

Section VII-4:

“Robert’s Rules of Order” shall govern the transaction of business in all meetings unless precluded by these articles.

Section VII-5:

A nominating committee consisting of at least three (3) members (appointed in accordance with Section VI-1) shall report to the members by the October meeting a list of nominations for all officers and vacancies on the Executive Committee to be voted on at the annual business meeting. This shall not preclude additional nominations from any voting member provided that such nominations are received in writing by the Secretary at least fifteen (15) days before the annual business meeting. Election at the annual business meeting shall be by written ballot, if more than one person is nominated for any position.

ARTICLE VIII – DUES

Section VIII-1:

Annual Chapter Membership Dues shall be established by the Executive Committee for the calendar year, or any portion thereof, payable immediately for a new Chapter member and thereafter before March 31.

Section VIII-2:

A member, who has retired from all professional income-producing activity and has been a member of the Chapter for at least ten (10) years, may apply to the Chapter Secretary for Member for Life status. A Member for Life retains all Chapter voting and other privileges without the payment of Chapter dues as long as Society (regular, life or retired) membership is maintained.

Section VIII-3:

Members who fail to pay their Chapter dues shall be suspended from Chapter membership privileges. Reinstatement shall occur upon payment of all outstanding Chapter dues except that any suspended member may apply as a new member after a five (5) year lapse after suspension without being obliged to pay outstanding Chapter dues.

Section VIII-4:

Any member may resign at any time without prejudice to future reapplication for membership except that any outstanding Chapter dues at the time of resignation shall be made up at time of reapplication, subject, however, to the five (5) year lapse time of Section VIII-3. All resignations shall be made in writing to the Secretary.

Section VIII-5:

Special assessments of the Chapter membership, having been recommended by the Executive Committee, shall be subject to approval by a majority of the votes cast by at least 10% of Chapter membership in a mail ballot to the members. At least one (1) meeting shall occur between mailing of the ballot and the deadline for the ballot receipt.

ARTICLE IX – EXTERNAL LIAISON

Section IX-1:

The Chapter recognizes the need to maintain contact with individuals and groups in related fields of endeavor and interest who are not members of the Society. The Chapter encourages them to become Allied Professionals of the Society and accepts their support of Chapter activities and will accord them the courtesy of participation in meetings and other events upon payment of an appropriate fee (as determined by the Executive Committee). Upon receipt of the fee, the Treasurer shall formally enter their name on the Chapter mailing list.

ARTICLE X – AMENDMENTS

Section X-1:

Proposals for amendments shall be submitted in writing to the Secretary. An amendment not prepared by action of the Executive Committee shall be signed by at least ten (10) voting members.

Section X-2: All letter ballots shall require receipt from at least 10% of Chapter membership in order to pass by a 2/3 majority of ballots received (see Section X-4 below). A proposed amendment shall be submitted to letter ballot. Each voting member shall receive a ballot stating the proposed amendment. At least one (1) meeting shall occur between the mailing date of the ballot and the deadline for ballot receipt.

Section X-3:

In voting by letter ballot, the voter shall indicate approval or disapproval and then sign his or her name to the ballot for identification. The Treasurer shall certify the voting eligibility of all voters at the time of the mailing of the ballots. Ballots not signed or received after the deadline shall be rejected.

Section X-4:

The adoption of the amendment shall require a vote in its favor of at least 2/3 of the votes cast.

Section X-5:

Providing sufficient affirmative ballots have been cast, a proposed amendment shall be submitted to the Society's Board of Directors for approval at their next meeting. The amendment shall become effective upon written notice of approval from the Society.

XI – FINANCIAL

Section XI-1:

An annual financial audit of the prior fiscal year shall be conducted (not later than March 31 each year) by a committee (appointed by the President) of one Chapter officer, one member of the Executive Committee, and one representative of Chapter membership. The Treasurer shall be present for this audit. A report shall be presented to the Executive Committee for their approval at the next regular meeting after the audit.

Section XI-2:

The fiscal year of the Chapter shall be on a calendar year basis, effective January 1, 2002.

Section XI-3:

The financial interests and solvency of Chapter funds shall be guaranteed by a surety bond or appropriate insurance policy coverage, as determined by the Executive Committee.

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