

**NATIONAL CAPITAL REGION CHAPTER
OF THE
SOCIETY OF FIRE PROTECTION ENGINEERS**

CONSTITUTION AND BY-LAWS

**Ottawa, Ontario
Canada**

May 2002 (Revised June 2016)

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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 "**National Capital Region 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 professional and ethical standing 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. No action by this Chapter shall be binding on the Society without specific prior authorization of the Board of Directors 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 Fellows, Members, Associates, Affiliates, Student Members, or Honorary Members of the Society of Fire Protection Engineers or members of the SFPE Allied Professional Group. Membership shall include, but is not restricted to, individuals residing or working in the general area of the National Capital Region of Canada.

Section III-2: All applications for Chapter membership shall be submitted to the Vice-President who shall verify the applicant's membership status in the Society. The applicant shall be notified in an appropriate manner of the Chapter membership and that status shall be recorded by the Treasurer.

Section III-3: Except for Student Members, all Chapter Members shall have voting privileges. Each Chapter 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.

Chapter Members who fail to pay their dues when payable or within sixty days thereof may be suspended by the Executive Committee and so advised by the Treasurer, 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, or 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: Any individual who is not a member of the Society, but wish to uphold the objectives of the Chapter, may participate in Chapter activities as Chapter Colleagues. 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 publication and participation in meeting and other events upon payment of an annual handling and mailing fee.

Upon receipt of the annual handling and mailing fees, the Treasurer shall notify the Vice-President who shall confirm receipt of fees to the applicants and formally enter their names on the Chapter mailing list as Chapter Colleagues.

Section III-6: Students and Chapter Colleagues shall be encouraged to voice their opinions and actively participate in Chapter affairs.

ARTICLE IV **OFFICERS AND EXECUTIVE COMMITTEE**

Section IV-1: Officers of the Chapter shall be President, Vice-President, Immediate Past President, Secretary, Treasurer, and at least two Directors. With the exception of the Immediate Past President, officers shall be elected by the eligible voting members of the Chapter at the Annual General Meeting and hold office for one year or until their successors are elected and qualified. All officers shall serve without salary.

The Presidents of the Algonquin College Student Chapter and the Outaouais College Student Chapter shall be non-voting members of the Executive Committee.

Section IV-2: There shall be an Executive Committee consisting of the Officers in Section IV-1 for a term of one year.

Section IV-3: The President and a majority of the Executive Committee of the Chapter shall hold the grade of Fellow, Honorary Member, Member, or 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 in office may be filled, until the next election, by majority vote of the Executive Committee.
- Section IV-6:** The President and Vice-President shall be the Chairman and Vice-Chairman respectively of the Executive Committee.
- Section IV-7:** The Executive Committee shall meet at least quarterly, but may meet as often as necessary or desirable at the discretion of the Chairman.
- Section IV-8:** A majority of the Executive Committee shall constitute a quorum at any meeting 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 at his discretion or by the request of three or more members of the Executive 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 Vice-President shall have the powers and prerogatives of the President.
- Section V-2:** It shall be the duty of the Vice-President to verify annually the Society membership status of each Chapter Member. The Vice-President shall also keep and maintain an annual register of the Chapter Members and Chapter Colleagues, and to submit at least annually a membership report to the Executive Committee.
- Section V-3:** It shall be the duty of the Treasurer to maintain all financial records of the Chapter, to collect dues and other fees, to dispense cheques for expenses, to prepare a current financial statement for each scheduled Annual General Meeting, and to perform other duties usual to the office of Treasurer. The Treasurer shall submit to the Executive Committee, at least annually, a list of all Chapter Members in good standing and a list of all suspended Chapter Members who fail to pay their dues within sixty days of their first notice.
- Section V-4:** It shall be the duty of the Secretary to record all official actions of the Chapter, to issues all notices of meetings, and to perform the duties usual to the office of Secretary. The Secretary shall submit, at least annually, a membership list, minutes of the meetings, notices of meetings, and other pertinent information to the Secretary-Treasurer of the Society.
- Section V-5:** It shall be the duty of the first Director as Program Director to develop and organize an annual program of activities to foster fire protection engineering education such as seminars and tours, including the Annual General Meeting, and to perform other duties usual to the office of the Program Director. The Program Director shall make all necessary arrangements for the accommodation of guest speakers and tours, including but not limited to: booking of rooms, caterers, and audio-visual equipment; posting of notices and advertisements; and purchasing of gifts for speakers.

Section V-6: It shall be the duty of the second Director as Newsletter Editor to issue at least two newsletters annually. The Newsletter Editor shall ensure that the content of the newsletter will advance the science and practice of fire protection engineering. The newsletter should be designed to communicate with the Chapter Members about the activities, services, benefits, position statements, actions of the Executive Committee, changes to the Constitution and By-Laws, and related activities of interest to the Chapter Members.

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 **NOMINATING COMMITTEE**

Section VI-1: A nominating committee shall be appointed annually by the Executive Committee and it shall consist of at least three (3) Chapter Members, including the Immediate Past President. The remaining members shall be Chapter Members in good standing. The Immediate Past President shall be the Chairman of the Nominating Committee.

Section VI-2: The Nominating Committee shall nominate the succeeding Officers for the coming year.

Section VI-3: The names of those nominated shall be mailed to all Chapter Members at least two (2) weeks prior to the Annual General Meeting.

Section VI-4: Other candidates shall be eligible for election as Officers provided their names are submitted to the Secretary, together with the signatures of five (5) supporting Chapter Members at least three (3) days before the Annual General Meeting.

ARTICLE VII **EXPENDITURES AND APPROPRIATIONS**

Section VII-1: Expenditures or appropriation of Chapter monies shall be authorized by majority vote of the Executive Committee. The Executive Committee may authorize expenditures up to and including 25% of the Chapter's current available monies. Any expenditure in excess of 25% of the Chapter's current available monies shall be approved by vote of the Chapter membership at a scheduled or a called meeting. Necessary expenditure required by the Secretary and/or the Treasurer for stationery, postage, and incidentals, not exceeding \$200.00, are exempt from such vote.

Section VII-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.

Section VII-3: All cheques shall be signed by the Treasurer and either the President or the Vice-President.

Section VII-4: The fiscal year for the Chapter shall commence on January 1st of each year and terminate on December 31st of the following year.

ARTICLE VIII **MEETINGS**

Section VIII-1: A minimum of four (4) meetings shall be held each year, one of which shall be known as the Annual General Meeting. In case of a special meeting, at least ten (10) days written notice shall be given to the Chapter Members.

Section VIII-2: At the Annual General Meeting, 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 VIII-3: Any five (5) voting Chapter Members shall constitute a quorum to transact business at Chapter meetings.

Section VIII-4: Motions and resolutions at all meetings shall be considered to be carried by a majority of the voting Chapter Members present at the Chapter meeting.

Section VIII-5: Roberts' Rules of Order shall govern the transaction of business in all meetings unless inconsistent with these articles.

ARTICLE IX **DUES AND FEES**

Section IX-1: The annual dues of each Chapter 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 IX-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. This includes the amount, payment, due date, and actions regarding nonpayment of such fees.

ARTICLE X

AMENDMENTS

Section X-1:

These articles may be amended at any regular meeting by a two-thirds () vote of the Chapter Members present. Proposals for amendment shall be submitted in writing to the Secretary and read at the meeting immediately preceding that at which the amendment is to be voted upon, unless the proposed amendment has been made available, in writing, to all Chapter Members at least fifteen (15) days prior to the vote.

Section X-2:

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

ARTICLE XI

DISSOLUTION

Section XI-1:

In the event of dissolution of the Chapter, all assets shall be distributed to an appropriate charitable organization.