

**SOUTHERN NEVADA 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 "Southern Nevada 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.

Section II-2:      The Chapter shall not speak for the Society 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, and the Constitution and By-Laws outlined in this document.

**ARTICLE III**      **MEMBERSHIP**

Section III-1:      Membership in the Chapter shall be open to individuals who are Fellows, Professional Members, Associates, Affiliates, Student Members, or Honorary Members of The Society or members of the SFPE Allied Professional Group. Membership shall include, but not be limited to, individuals residing or working in the general area of Southern Nevada.

Section III-2:      All applications for Chapter membership shall be submitted to the Membership Committee Chair who shall verify the applicant's membership status in the Society. After being voted upon favorably at a meeting of the Executive Committee, the applicant shall be notified in an appropriate manner of the Chapter membership and shall be recorded in the Chapter roster.

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

Section III-4:      By action of the Executive Committee after due notice, and hearing if requested by the Chapter member, the membership of the 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.

Chapter members who become ineligible due to loss of membership for unethical professional conduct or reasons other than membership renewal 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.

Section III-5: 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 publication and participation in meetings and other events upon payment of an annual handling fee. Upon receipt of annual handling fees, the Treasurer shall notify the Secretary who shall confirm receipt of fees to the applicants and formally enter their names on the Chapter mailing list.

#### **ARTICLE IV**      **CHAPTER LEADERSHIP**

Section IV-1: Officers of the Chapter shall be President, Vice President, Immediate Past President, Secretary, and Treasurer. With the exception of the Immediate Past President, officers shall be elected by the members at the annual business meeting, and shall 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 the Officers and four (4) Members-at-Large elected by the Chapter. Members-at-Large shall hold office for a term of two (2) years or until their successors are elected and qualified.

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.

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, and ratified by a majority vote at the next regular Chapter meeting.

Section IV-6: No member may simultaneously hold more than one position on the Executive committee.

#### **ARTICLE V**      **DUTIES OF OFFICERS AND EXECUTIVE COMMITTEE**

Section V-1: It shall be the duty of the Executive Committee to formulate the policies of the Chapter, conduct the ordinary business activities and perform other duties as prescribed by the Constitution and By-Laws.

Section V-2: 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. The President may appoint special or standing committees, 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-3: 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 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.
- Section V-4: It shall be the duty of the Treasurer to maintain all financial records of the Chapter, to collect dues, to dispense checks for expenses, to prepare an annual budget, to prepare a current financial statement for each regularly scheduled Chapter meeting, and to perform other duties usual to the office of Treasurer.
- Section V-5: The President and Vice-President shall be the Chairman and Vice Chairman respectively of the Executive Committee.
- Section V-6: The Executive Committee shall meet at least quarterly, but may meet as often as necessary or desirable at the discretion of the Chairman, or by request of two or more members of the Executive Committee.
- Section V-7: A majority of the Committee shall constitute a quorum at any meeting of the Executive Committee. No Committee business shall be conducted without a quorum.
- 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. Negative or advisory results will be reported to the Chapter at the next scheduled meeting for further action.
- Section V-9: By action of the Executive Committee after due notice, and hearing if requested by the Chapter member, any Officer or Member-at-Large may be dismissed from the Executive Committee if the Executive Committee determines that the individual has improperly performed the duties of their post.

## **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 funds. Expenditures and appropriations exceeding 25% shall be approved by vote of the membership at a scheduled or a called meeting. Necessary expenditures required by the Secretary and the Treasurer for stationery, postage, or similar expenses 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.

## **ARTICLE VII**      **MEETINGS**

- Section VII-1: Meetings shall be held at least quarterly and there shall be one meeting being designated as the Annual Business Meeting. In case of a special meeting, at least 10 days notice will be given to those individuals on the Chapter mailing list.

- Section VII-2: At the Annual Business 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, 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 25% of the total membership of the Chapter in attendance at the meeting.
- 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 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-1: The annual dues of each Chapter member shall be determined by the Executive Committee, with approval of the membership. Dues shall be payable upon acceptance of application for new members and on or before January 1st of each year thereafter
- Section VIII-2: Chapter members who fail to pay their dues when payable, or within sixty (60) days thereof, shall be forthwith suspended, after due notice is given to said individuals of their delinquency, but shall be automatically reinstated if within six months of such suspension they pay their dues in full.

#### **ARTICLE IX** **AMENDMENTS**

- Section IX-1: These articles may be amended in the following manner. Proposals for amendments shall be submitted by any Chapter Member in good standing, in writing, to the Executive Committee. The Executive committee shall present the proposals to the Constitution and By-Laws Committee, who shall review the proposals and provide recommendations to the Executive Committee for action on any changes. Any further action of the proposals requires a three-quarters affirmative vote by the Executive Committee. The tentatively approved proposals shall be distributed in writing to the membership and read at the regular meeting immediately preceding that at which the amendments are to be voted upon. Passage of the proposed amendments requires a two-thirds vote of the members present at the meeting.
- Section IX-2: All changes in the Chapter Constitution and By-Laws shall be submitted to the Society Board of Directors. All amendments shall become valid after approval by the Chapter membership, and after review and approval by the Society Board of Directors.

#### **ARTICLE X** **COMMITTEES**

- Section X-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 X-2: The President shall designate the Chair of each Special Committee as necessary with reinstatement on an annual basis.

Section X-3: The following Committees are established as Standing Committees:

Constitution and By-Laws: This committee will maintain a current master copy of the Constitution and By-Laws. The Committee will review all proposed amendments to the Constitution and By-Laws and provide recommendations to the Executive Committee for action on any changes.

Programs: This committee will recommend appropriate features for meetings and field trips and procure qualified speakers for presentation of subjects and information on or associated with Fire Protection Engineering. The Committee will extend the courtesies of the chapter to guest speakers and introduce them. The Committee will arrange all details of meetings and chapter activities. The Vice-President will fulfill the duties of the Chairman of the Programs Committee.

Membership Committee: This committee will inform all qualified individuals of membership opportunities in the Society and local Chapter. The Committee will screen applications for Chapter membership and introduce new members.

Nominating Committee: This committee will present nominations for all Chapter Officers and Executive Committee positions. The Nominating Committee will report to the Secretary at least thirty (30) days prior to the Annual Business Meeting. The following statement will 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."

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