

# HAWAII CHAPTER SOCIETY OF FIRE PROTECTION ENGINEERS

## CONSTITUTION AND BY-LAWS

### CONSTITUTION

(Approved by the Board \_\_\_\_)

#### ARTICLE I NAME

Section I-1: The name of the organization shall be the "Hawaii 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 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. Additionally, the Chapter will promote fire safety awareness through prevention, protection, and education.

Section II-2: The Charter shall not speak for the Society of Fire Protection Engineers on any local, national, or international matter without specific written authorization of the Society.

Section II-3: The location of the Principle office of the Chapter shall be the State of Hawaii as approved by the Executive Committee. The geographic area served by the Chapter shall include the State of Hawaii and the U.S. Territory of Guam.

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 the SFPE Allied Professional Group. Membership shall include primarily individuals residing or working in the geographic area served by the chapter. Other individuals may affiliate with the Chapter and participate in chapter activities to the extent permitted by the Constitution and By-laws of the Society. Such individuals shall not be classified as "members" of the Chapter. See Section III-S.

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

Section III-3: All Chapter members must be members of the Society or members of the 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. 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 as liaisons. The Chapter will accord them the courtesies of regular Chapter publication and participation in meetings and other events upon payment of an annual fee. The amount of the annual fee is equivalent to the Chapter dues.

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

Section IV-1: Officers of the Chapter shall be President, Vice President, Immediate Past President and 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 Choose one to three member(s) ejected 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, Professional 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 anyone 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: The President shall 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.

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 all notices of meetings; maintaining a 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 financial records of the Chapter. Additional duties shall include collecting dues/fees; dispensing checks for expense; 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 all of the above listed duties.

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 semi-annually, but meet as often as necessary or desirable, at the discretion of the Chairman.

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.

## **ARTICLE VI COMMITTEES**

- Section VI-1 Committees shall be of two classes: Committees which shall have a 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 VI-2 The President shall designate, with Board approval, the Chairs of each Committee, except as otherwise provided for by the Constitution.
- Section VI-3 The duties of each Committee shall be as specified in the Bylaws.
- Section VI-4 Committee actions shall avoid conflict in those areas clearly within the scope of the Society. In case of doubt, the Society headquarters should be consulted.
- Section VI-5 Committee members shall not place the Chapter in the position of giving fire protection engineering advice, either as an organization or by representation in the name of the Chapter.

## **ARTICLE VII EXPENDITURES, APPROPRIATIONS AND BANKING**

- Section VII-1: The Executive Committee may authorize expenditures up to and including 25% of the Chapter's current available funds. Expenditures exceeding 25% of the Chapter's current available funds shall be approved by vote of the membership at a scheduled or a called meeting. Necessary expenditures required by the Treasurer for stationery, postage and incidentals, not exceeding \$250.00, are exempt from an Executive Committee or membership vote.
- Section VII-3: The President and the Treasurer shall have signature authority on Chapter bank accounts.
- Section VII-3: 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 VIII MEETINGS**

- Section VIII-1: A minimum of four meetings shall be held each year. In case of a special meeting, at least 10 days notice will be given to Chapter members.
- Section VIII-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 for the past twelve months, and a statement of assets, liabilities, and net worth at the close of the elected term.
- Section VIII-3: In order to transact business at any meeting of the Chapter, there shall be at least five members present or 20% of the total membership of the Chapter (whichever is greater).
- Section VIII-4: Roberts Rules of Order shall govern the transaction of business at all meetings unless inconsistent with these articles.
- Section VIII-5: A nominating committee consisting of 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 all officers and Executive Committee members at large. This shall not preclude additional nominations from the floor preceding the voting at the annual meeting.

## **ARTICLE IX DUES**

- Section IX-1: Annual dues and fees shall be determined by a vote of the Chapter membership. Dues and fees shall be payable upon acceptance of applications and on or before October 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.

Section IX-2: The annual dues for the Chapter are \$0.0 USD. The amount of Annual dues may be changed upon a recommendation of the Executive Committee and a majority vote of the Chapter.

## **ARTICLE X AMENDMENTS**

Section X-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 X-2: The waiting period may be waived upon approval of the Executive Committee and majority of all members of the Chapter.

Section X-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.

## **BY-LAWS**

(Approved by the Board \_\_\_\_)

### Section A - Membership

A.1 All applications for Membership shall be submitted to the Treasurer.

A.2 The Treasurer shall forward new Membership applicants to the Secretary who will enter the applicant's name on the Membership roster.

A.3 The Secretary or Membership Chair shall notify the applicant in an appropriate manner.

A.4 Honorary Chapter Member may be conferred upon a person of age 60 or over who has been a Member or Associate of the Society for at least fifteen years, has rendered exceptional service to the Chapter and has made a substantial contribution to the profession of fire protection engineering. In special circumstances, Honorary Chapter Member may be conferred upon a person of acknowledged eminence in fire protection engineering or related sciences, regardless of age and regardless of prior membership status in the Chapter. A favorable report by the Board and a majority vote of the membership attending and present at any Chapter meeting shall be necessary to elect.

A.5 Any retired member 60 years of age or older who has been a Chapter Member or has paid Chapter dues, for at least five years, is eligible to make application to the Board for Life Chapter Member.

### Section B - Duties of the Board of Directors

B.1 The Board shall formulate the policies of the Chapter and perform such other duties as may be prescribed by the Constitution and Bylaws.

B.2 The Board shall provide representation at the Society meetings in the event the President and/or Vice President cannot attend.

### Section C - Duties of officers

#### C.1 President

C.1.1 The President shall preside at all meetings and other duties usual to the office. Meetings of the Board may be called at the discretion of the President or by request to the President of three or more members of the Board. The President shall serve as ex-officio member of all committees.

#### C.2 Vice President

C.2.1 It shall be the duty of the Vice President to serve as liaison member of each committee provided for in the constitution and report to the President the apparent inability of any committee chairman to give attention to his assigned activity.

C.2.2 In the absence of the President, the Vice President shall assume the duties and authority of the President. The Vice President shall also assume such other duties as are assigned by the Board. In the event of a vacancy occurring in the office of President, the Vice President shall serve as President until the next election is held by the Chapter.

C.2.2 The Vice President shall sit as a Senator at the Society Senate meeting if at the time the members of the Chapter exceed 50.

### C.3 Secretary

C.3.1 The Secretary shall record all official actions of the Chapter and perform other duties usual to the office of the Secretary. The Secretary shall keep a register of the Chapter Membership and affiliations. The Secretary shall submit to the Membership up-to-date lists of the Chapter members, minutes of the meetings, and other information as requested by the Board of the Society. In addition, the Secretary shall submit annually a list of the Chapter Membership to the Society.

### C.4 Treasurer

C.4.1 The Treasurer shall maintain the financial records of the Chapter and perform the duties usual to the office and such other duties as assigned by the Board.

C.4.2 The Treasurer shall receive all monies for deposit, keep complete records of all transactions, collect member's dues and maintain a record thereof. The Treasurer shall be responsible for handling tickets for dinner meetings. The Treasurer shall present an audited financial report at each annual meeting of the Chapter covering the fiscal period to date. The Treasurer shall, within one month after the annual meeting, deliver to the successor all monies, vouchers, books and papers of the Chapter and distribute to the Membership a financial report covering the entire Chapter year.

## Section D - Committees

D.1 Committees shall assume duties specified in the Bylaws and as assigned by the Board.

D.2 Committee Chairs shall appoint such additional members as needed to complete the task.

D.3 Committee Chairs shall report at the Board Meeting, at the request of the President.

D.4 The following Committees may be established as needed:

D.4.1 Program Committee: This committee shall recommend appropriate features for meetings and field trips. It shall procure qualified speakers for presentation of subjects and information on or allied to fire protection engineering. The committee shall extend the courtesies of the Chapter to guest speakers and introduce them. This committee shall arrange all details of meetings and chapter activities (such as dinners, public address system, visual aid equipment and meeting announcements). In absence of a committee, the Program Chair if so elected or another Board Member may perform these duties.

D.4.2 Nominating Committee: This committee shall nominate the officers and directors. The

Secretary shall mail the Nominating committee report to the Members at least thirty days prior to the Annual Meeting. This committee shall be composed of Members only. In absence of a committee, a Board Member assigned by the President may perform these duties.

The following statement shall be made a part of the Nominating Committee report: "Nomination of any eligible candidate may be made by any Member for election to any office if the candidate's name is submitted to the Secretary seven days prior to the Annual Meeting, together with the signatures of five Members of the Chapter."

D.4.3. Education Committee. This committee shall organize Chapter-sponsored educational seminars,

D.4.4 Professional Practice Committee: The committee will be responsible for addressing issues affecting the practicing fire protection engineer. The committee will be responsible for organizing Chapter-sponsored PE study groups, and address PE registration issues as needed.

## Section E - Meetings

E.1 Notice of Chapter and special meetings shall be mailed to the Chapter Membership at least ten days before such meeting.

E.2 At the annual meeting, the retiring President shall present the Chapter Membership an annual report reviewing the activities of the Chapter during the past program year, making recommendations to the successor. The President shall submit a copy of this annual report to the Society after the annual business meeting.

E.3 The President may at any time or upon written request of a Membership of five call a meeting. Such request and a notice of every meeting shall state the object for which the meeting is called.

## Section F - Dues

F.1 The annual dues shall be set by the Board prior to the September meeting. Dues shall be payable on or before September 1.

F.2 Persons elected to Membership in the last quarter of the fiscal year shall be considered as fully paid for the next year.

F.3 Honorary Chapter Members shall be accorded the privileges of the grade of Member without payment of dues.

F.4 There shall be a onetime registration fee of ten dollars for Members granted Life Membership, such fee shall be submitted upon application to the board.

F.5 Any Member who fails to pay his dues within sixty days after September 1 shall be suspended from the Chapter by notification from the Secretary upon notification from the Treasurer, but shall be reinstated if the delinquent dues are paid.

F.6 Dues for new Members and Chapter Friends shall be submitted with application for such

status.

## Section G - Amendments

G.1 Amendments to these Bylaws may be proposed in writing at any meeting. Amendments shall become valid upon majority vote of Chapter Membership at subsequent Chapter meeting or online via email voting.