

TVSFPE Bylaws

ARTICLE I: NAME

Section I-1: The name of the organization shall be the Tennessee Valley Chapter of the Society of Fire Protection Engineers, a non-profit organization, and is herein referred to as the Chapter. The Chapter is chartered by the Society of Fire Protection Engineers, 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 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 limited to individuals who are Fellows, Members, Associate Members, Affiliates, Student Members, or Honorary Members of the Society of Fire Protection Engineers. Membership shall include individuals residing or working in the general area of the Tennessee Valley.

Section III-2: All applications for Chapter members shall be submitted to the Secretary, 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 shall be recorded by the Secretary.

Section III-3: Except for Student Members, all Chapter members shall have 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 of Fire Protection Engineers 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 shall be forthwith suspended by the Secretary and 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, 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: 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 the "courtesies" of regular Chapter publications and participation in meetings and other events upon payment of an annual handling and mailing fee.

Upon receipt of annual handling and mailing 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: OFFICERS AND EXECUTIVE COMMITTEE

Section IV-1: Officers of the Chapter shall be: President, Vice President, Immediate Past President, Secretary, and Treasurer. With the exception of Immediate Past President, officers shall be elected by 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, and 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, Member, or Associate Member in the Society of Fire Protection Engineers.

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

Section IV-5: Vacancies in office may be filled until the next election by a majority vote 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 as considered necessary or by request of three or more members of the 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 Secretary to record all official actions of the Chapter and to perform the duties usual to the office of Secretary. The Secretary shall issue all notices of meetings. 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, notices of meetings, and other pertinent information to the Secretary/Treasurer of the Society of Fire Protection Engineers.

Section V-3: 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-4: The President and Vice-President shall be the Chairman and Vice-Chairman, respectively, of the Executive Committee.

Section V-5: The Executive Committee shall meet at least quarterly, but may meet as often as necessary or desirable, at the discretion of the Chairman.

Section V-6: A majority of the Committee shall constitute a quorum at any meeting of the Executive Committee.

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: EXPENDITURES AND APPROPRIATIONS

Section VI-1: The Executive Committee may authorize expenditures up to and including 25% of the Chapter's current available monies or \$1,500, whichever is less. All expenditures or appropriations exceeding 25% of the Chapter's available monies or \$1,500 shall be approved by vote of the membership at a scheduled or a called meeting.

Expenditures approved by the Executive Committee in accordance with the requirements of Article X, Scholarship do not require approval of the Chapter membership, but shall be reported to the members at the next scheduled meeting of the Chapter.

Necessary expenditure required by the Secretary and the Treasurer for stationery, postage, and incidentals, not to exceed \$100.00, are exempt from a membership vote.

Section VI-2: The Chapter shall in no way incur financial obligations upon the Society without full written approval of the Board of Directors of the Society of Fire Protection Engineers.

ARTICLE VII: MEETINGS

Section VII-1: A minimum of eight monthly meetings shall be held each year. In case of a special meeting, at least 10 days written notice will be given to those individuals on the Chapter's mailing list.

Section VII-2: At the November 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 VII-3: In order to transact business at any meeting of the Chapter, there shall be at least six members present or 20% of the total membership of the Chapter (whichever is greater).

Section VII-4: Robert's 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 in writing to the members, at least 30 days preceding the November 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 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 1 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 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. 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. These proposals shall be distributed in writing to the membership and 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 a majority of all members of the Chapter.

ARTICLE X: SCHOLARSHIP

Section X-1: The scholarship fund serviced by the TVSFPE Chapter shall be known as the John D. Hoogesteger Memorial Scholarship Fund.

Section X-2: The scholarship shall be funded by Chapter proceeds at a minimum rate of 25% of annual net revenues except for donations specifically earmarked for the scholarship fund or other special projects.

Section 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.

The Executive Committee will approve applicants and disperse scholarship amounts as directed by Article VI Expenditures and Appropriations.

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.

Scholarship eligibility, determination, award, and notification shall be made within 60 days of the filing deadline.

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:

- Enrolled in an Institution of Higher Education seeking an undergraduate degree in the field of Fire Safety/Fire Protection Engineering Technology/Fire Protection Engineering.
- Enrolled in an Institution of Higher Education seeking an advanced degree in the field of Fire Protection Engineering or Fire Protection Research.

- Currently working in the field of fire protection and seeking continuing formal fire protection education at an institution acceptable to the Executive Committee (practical training is not considered formal education).

Section X-4: Scholarships can be funded by one of the following in any given year:

1. Up to a maximum of the accrued interest from the previous calendar year Scholarship Accounts (CDs and Savings), or
2. Up to a maximum of 25% of the profits from the previous year seminar, or
3. Up to \$2000 from the scholarship accounts.

Of the funding allocated, scholarships will be disbursed according to the following schedule:

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

Deviations for the disbursement schedule identified in Article X will be approved by a vote of the membership at a scheduled or called meeting.