

**MID-SOUTH CHAPTER OF THE  
SOCIETY OF FIRE PROTECTION ENGINEERS**

**CONSTITUTION AND BY-LAWS**

---

ARTICLE 1      NAME

Section 1-1:      The name of the organization shall be the "Mid-South 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 2      OBJECTIVES

Section 2-1:      The objectives of the Chapter shall be to advance the art and 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.

Section 2-2:      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.

Section 2-3:      The Chapter shall abide by the Constitution and By-Laws of the Society.

ARTICLE 3      MEMBERSHIP

Section 3-1:      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 individuals residing or working in the general area of Memphis, TN and within a 200-mile radius of the city limits.

Section 3-2:      All applications for Chapter membership 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 3-3:      Except for Student Members, all members shall have voting privileges. Each member shall be entitled to one vote in the affairs of the Chapter.

Section 3-4:      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 Chapter 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 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.

Section 3-5:      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

**MID-SOUTH CHAPTER OF THE  
SOCIETY OF FIRE PROTECTION ENGINEERS**

**CONSTITUTION AND BY-LAWS**

---

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. This handling and mailing fee shall be set by the Executive Committee.

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.

Section 3-6 The Chapter recognizes that there are individuals who, through their involvement, have made a lasting positive impact on the Chapter. The Chapter wishes to encourage and accept the support and participation of these individuals in Chapter activities. The Chapter will recognize these individuals by extending the status of lifetime paid membership in the Chapter. Individuals can be nominated in writing, with an explanation why lifetime status should be extended. The nomination shall be submitted to the Executive Board for discussion and vote at the next Executive Board meeting. *A maximum of one lifetime member may be appointed per year.*

**ARTICLE 4 CHAPTER LEADERSHIP**

Section 4-1: 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 and hold office for one year or until their successors are elected and qualified. All officers shall serve without salary.

Section 4-2: There shall be an Executive Committee consisting of President, Vice President, Secretary, Treasurer, and the Immediate Past President.

Section 4-3: 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 of Fire Protection Engineers.

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

Section 4-5: Vacancies in office may be filled, until the next election, by majority vote of the Executive Committee.

Section 4-6: Terms for the elected officers will be the calendar year starting January 1 and ending December 31.

**ARTICLE 5 DUTIES OF OFFICERS AND EXECUTIVE COMMITTEE**

Section 5-1: 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 one 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. Other specific duties of the President are listed in the Chapter By-Laws.

**MID-SOUTH CHAPTER OF THE  
SOCIETY OF FIRE PROTECTION ENGINEERS**

**CONSTITUTION AND BY-LAWS**

---

- Section 5-2      The Vice President will assume the roles and duties of the President when the President is not available or able to perform the duties of the President and will have the duties, the powers and prerogatives of the Chapter President. Other specific duties of the Vice President are listed in the Chapter By-Laws.
- Section 5-3:      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 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, and other pertinent information to the Secretary-Treasurer of The Society of Fire Protection Engineers. Other specific duties of the Secretary are listed in the Chapter By-Laws.
- Section 5-4:      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. Other specific duties of the Treasurer are listed in the Chapter By-Laws.
- Section 5.5:      The President and Vice-President shall be the Chairman and Vice Chairman respectively of the Executive Committee.
- Section 5-6:      The Executive Committee shall meet at least quarterly, but may meet as often as necessary or desirable at the discretion of the Chairman.
- Section 5-7:      A majority of the Committee shall constitute a quorum at any meeting of the Executive Committee.
- Section 5-8:      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 immediately to the Chapter for further action.
- ARTICLE 6      EXPENDITURES AND APPROPRIATIONS
- Section 6-1:      The Executive Committee may authorize expenditures up to and including 25% of the Chapter's current available monies, or \$500 whichever is less. All expenditures or appropriations exceeding 25% of the Chapter's current available monies or \$500 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 and incidentals, not exceeding \$50.00 are exempt from a membership vote but require approval of the Executive Board.
- Section 6-2:      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 of Fire Protection Engineers.
- Section 6-3:      All checks for expenditures or appropriations must be signed by the Treasurer and the President. In the absence of the President, the Treasurer and a member of the Executive Committee, other than the President, must sign the check.
- Section 6-4      An annual budget for the next fiscal year must be prepared by the Chapter Treasurer, approved by the Executive Board and presented at the Annual Chapter Meeting.

**MID-SOUTH CHAPTER OF THE  
SOCIETY OF FIRE PROTECTION ENGINEERS**

**CONSTITUTION AND BY-LAWS**

---

**ARTICLE 7      MEETINGS**

- Section 7-1:**      A minimum of eight monthly meetings shall be held each year. In case of a special meeting, at least a ten-day written notice will be given to those individuals on the Chapter mailing list.
- Section 7-2:**      At the Annual Business Meeting, which will take place in the fourth quarter of the calendar year, 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. Elections of officers shall take place during the Annual meeting.
- Section 7-3:**      In order to transact business at any meeting of the Chapter, there shall be at least 20 % of the total membership of the Chapter.
- Section 7.4:**      Roberts' Rules of Order shall govern the transaction of business in all meetings unless inconsistent with these articles.
- Section 7-5:**      A nominating committee shall be appointed and shall report in writing 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 8      DUES**

- Section 8-1:**      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 31st of each year thereafter. A one month extension to this deadline may be approved by the Executive Board on an annual basis. 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 8-2:**      Processing of annual handling and mailing fees for those individuals and organizations that receive chapter publications, but are not members of the Society, will be a maximum of the equivalent to Chapter dues. This also pertains to the amount, payment, due date, and actions regarding nonpayment of such fees.

**ARTICLE 9      AMENDMENTS**

- Section 9-1:**      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 9-2:**      The waiting period may be waived upon approval of the Executive Committee and majority of all members of the Chapter.

**MID-SOUTH CHAPTER OF THE  
SOCIETY OF FIRE PROTECTION ENGINEERS**

**CONSTITUTION AND BY-LAWS**

---

**Mid-South Chapter SFPE By-Laws:**

Article 1        **Purpose and Application**

Section 1-1        These By-Laws will provide Chapter Operating Procedures followed by the chapter leadership and members in participating in chapter activities. These By-Laws are not considered a part of the Chapter Constitution.

Article 2        **Amendments**

Section 2-1        Articles of these By-Laws may be amended at any regular Executive Board meeting by a majority vote of the board members. Proposals for amendments shall be submitted in writing to the Board for review prior to a vote on any proposals. Approved changes to these By-Laws shall be distributed in writing to the membership and read at the next regular chapter meeting .

Article 3        **Chapter Leadership Duties and Responsibilities**

Section 3-1        **General Duties**

Section 3-1.1      If any officer(s) can not perform their assigned duties/functions as listed below, they must make this known to the other officers so the duties/functions may be re-assigned. This re-assignment will last only until the assigned officer can perform these duties/functions.

Section 3-1.2      Officers must maintain the chapter e-mail list on their computer or a computer accessible to them.

Section 3-1.3      All chapter officers may accept names of “Interested Individuals” or recruit new members (see subsection 4-5.1 for procedures).

Section 3-2        **President**

Section 3-2.1      Presides over all chapter meetings and Executive/Officer meetings and other meetings not to include committee and sub-committee meetings headed by another chapter officer or chapter member (5-1)

Section 3-2.2      Acts as Chairperson of the Executive Board

Section 3-2.3      Chairs, Calls for and schedules Executive Board and Officer Meetings (5-1)

Section 3-2.4      Appoints special and standing committees and committee/sub-committee chairperson subject to Executive Board approval (5-1)

Section 3-2.5      Prepares the Presidents Message (includes one message during the Summer Break)

Section 3-2.6      Assists in preparing meeting minutes (Chapter and Executive Committee meetings)

Section 3-2.7      Acts as Vice-Chair on the chapter Program Committee

**MID-SOUTH CHAPTER OF THE  
SOCIETY OF FIRE PROTECTION ENGINEERS**

**CONSTITUTION AND BY-LAWS**

---

- Section 3-2.8 Assists other officers and committees/sub-committees as necessary
- Section 3-2.9 Acts as Chair of the chapter Strategic Planning committee
- Section 3-2.10 Acts as Chair of the Scholarship Committee
- Section 3-2.11 Acts as Vice-Chair of the Awards Committee
- Section 3-2.12 Acts as Chair of the Membership Committee
- Section 3-2.13 Takes on other duties commensurate with the office of Chapter President
- Section 3-2.14 Assures Chapter web site is up-to-date
- Section 3-3 **Vice President**
- Section 3-3.1 When President is not available, will perform the functions and duties and have the powers and prerogatives of the Chapter President (5-1)
- Section 3-3.2 Acts as Vice-Chair of the Executive Board and Co-Chair Executive/Officer meetings
- Section 3-3.3 Act as the Chair of the chapter Program Committee
- Section 3-3.4 Act as the Chair of the Community Activities Committee
- Section 3-3.5 Acts as Vice-Chair of the Membership Committee
- Section 3-3.6 Acts as Vice-Chair on the Seminar/Educational Committee
- Section 3-3.7 Acts as Chair of the Awards Committee
- Section 3-3.8 Acts as Vice-Chair of the Strategic Planning Committee
- Section 3-3.9 Supports the Chapter President as necessary
- Section 3-4 **Secretary**
- Section 3-4.1 Records all official actions of the chapter at Chapter meetings and Executive/Officer meetings (5-2)
- Section 3-4.2 Issues meeting notices and distributes the monthly Presidents message and issues other Chapter notices and letters.
- Section 3-4.3 Keeps and registers all member Applications. (5-2)
- Section 3-4.4 Maintains the Official Chapter Member and Contact List (5-2)
- Section 3-4.5 At least annually submits to the National Organization Executive Director, after the Chapter Annual Business Meeting the following:
- a. Official Member/Contact List (may be submitted as updated) (5-2)
  - b. Meeting Minutes (may be submitted after each meeting) (5-2)

**MID-SOUTH CHAPTER OF THE  
SOCIETY OF FIRE PROTECTION ENGINEERS**

**CONSTITUTION AND BY-LAWS**

---

- c. The Annual President's Report
- d. The Annual Financial Report (obtained from the Chapter Treasurer)

Section 3-4.6 Provides a copy of all chapter correspondence, documentation and updated Member/Contact list at least semiannually (June and December). All documents will be provided on CD and will be in an approved format (approved by the Executive Board)

Section 3-4.7 Supports the Chapter President as necessary

Section 3-5 **Treasurer**

Section 3-5.1 Maintains the financial records of the chapter (5-3)

Section 3-5.2 Collects all chapter dues for renewing and new members and provides a receipt for payment. (5-3)

Section 3-5.3 Dispenses checks for payment of chapter expenses (5-3)

Section 3-5.4 Prepares an annual budget for presentation during the previous year's Annual Meeting. (5-3)

Section 3-5.5 Provides a Treasure's report for presentation in June and at the Annual Chapter Business Meeting (5-3)

Section 3-5.6 Provides a complete annual Budget and Financial Report to the Secretary for submission to the National Organization Executive Director.

Section 3-5.7 Maintains a relationship with the chapter's banking institution.

Section 3-5.8 Provides a financial summary report during regular Executive Board meetings.

Section 3-5.9 Acts as Chair of the Corporate Sponsorship Committee

Section 3-5.10 Acts as Chair of the Seminar/Educational Committee

Section 3-5.11 Supports the Chapter President as necessary

Section 3-6 **Immediate Past President**

Section 3-6.1 Acts as Vice-Chairs of the Corporate Sponsorship Committee

Section 3-6.2 Voting member of the Executive Board

Section 3-6.3 Supports the activities of all committees as requested

Section 3-6.4 Supports the Chapter President as necessary

Section 3-6.5 Act as Chapter Historian

Article 4 **Operating Procedures**

**MID-SOUTH CHAPTER OF THE  
SOCIETY OF FIRE PROTECTION ENGINEERS**

**CONSTITUTION AND BY-LAWS**

---

Section 4-1      **Software**

Section 4-1.1    The chapter will use the Microsoft Office programs including, Word and Excel. PDF files may also be used if documents are presented to the chapter in this format

Section 4-2      **Applications**

Section 4-2.1    Applications will be submitted to the Chapter Secretary who will update the chapter Member list with the applicant's information. The check or funds will be given to the Treasurer along with the updated Member list. When the check has been deposited the member will be listed as paying the required dues on the Treasurer's records. The Treasurer will distribute a payment receipt to the new member.

Section 4-3      **Dues**

Section 4-3.1    Any Chapter officer may take dues payments. The payments must be provided to the Treasurer as quickly as possible. The Treasurer will credit dues payment once the funds have been deposited on the Treasurer's records. The Treasurer will distribute a payment receipt to the new/renewing member.

Section 4-4      **Messages and Meeting Notice**

Section 4-4.1    The previous meeting minutes, Presidents Message and next meeting notice along with other announcements will be sent out by the Secretary within two weeks following the previous meeting and at least two weeks prior to the next chapter meeting.

Section 4-4.2    The President will prepare the President's Message using Word and include any announcements to be included in the e-mail sent out by the Secretary. The Secretary will prepare the next meeting notice and send it out to all on the contact list by e-mail to include the President's Message and the Meeting Notice.

Section 4-5      **New Interested Contacts**

Section 4-5.1    Any Chapter Officer may take names of individuals interested in the chapter and requesting being placed on the chapter contact list. The officer should obtain contact information for these individuals, and ask that a Chapter Application be filled out. The officer obtaining the names must add these names to their e-mail list and send this information to the chapter Secretary for inclusion in the official Chapter Member and Contact List and e-mail list. If an application is completed, the office should give it to the chapter Secretary. The officer should include the other officers as recipients of this e-mail.

Section 4-6      **Purchases**

Section 4-6.1    Officers purchasing items for the chapter, after appropriate approvals have been received, shall provide receipt for the purchase to the Treasurer for reimbursement.

Section 4-7      **Records**

Section 4-7.1    All chapter records will be kept on a CD and updated quarterly by the Secretary or the Vice President if the Secretary is unable to perform this task. A "Hard Copy" of the

**MID-SOUTH CHAPTER OF THE  
SOCIETY OF FIRE PROTECTION ENGINEERS**

**CONSTITUTION AND BY-LAWS**

---

documents will be kept in a “Master File” maintained by the Chapter Secretary and passed on to the next incoming Secretary. During the last Executive Board Meeting of the current year, the records will be reviewed to determine which documents will be kept and which will be discarded.

**Section 4-8 Chapter History**

Section 4-8.1 The Official Chapter Historian will be the Immediate Past President. This individual will prepare a chronological history of the chapter under their presidency and place it in a “Chapter History Manual” along with a CD copy of the history documents. The updated history will be sent to the National Organization Executive Director.

**Section 4-9 Transition to Newly Elected Officers**

Section 4-9.1 The existing officers and the newly elected officers will meet at least once between the election meeting and the end of the calendar year to transfer necessary information to the officers elect and to assure a smooth transition. All documents and files will be transferred to the appropriate officer elect as outlined in the Officer Duties.

**Section 4-10 Committees**

Section 4-10.1 The following will be considered regular chapter standing committees which will be activated and commissioned to perform specific functions as deemed necessary by the Board:

- Program Committee
- Strategic Planning Committee
- Scholarship Committee
- Membership Committee
- Community Activities Committee
- Awards Committee
- Seminar Committee
- Corporate Sponsorship Committee

Section 4-10.2 The Board may establish additional standing committees as necessary either on a temporary or permanent basis.

Section 4-10.3 The Board will establish the leadership structure for each regular and temporary committee.

Section 4-10.4 The Board will establish specific duties or goals for the committees as considered necessary.