

**UNITED KINGDOM CHAPTER  
SOCIETY OF FIRE PROTECTION ENGINEERS**

**CONSTITUTION**

**ARTICLE I      NAME**

- Section I-1: The name of the organization shall be the “United Kingdom 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.”
- Section I-2: The Chapter is a “Unincorporated Association” for the purposes of tax and legal status.

**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. Additionally, the Chapter will promote fire safety awareness through prevention, protection, and 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.
- Section II-3: The location of the principal office of the Chapter shall be London as approved by the Executive Committee. The geographic area served by the chapter shall include England, Wales and Scotland.
- 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-5.
- Section III-2: All applications for Chapter membership and affiliation shall be submitted to the Secretary who, for members, shall verify the applicant's membership status in the Society. The Secretary 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 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 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 publications 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, Secretary and Treasurer. With the exception of the Immediate Past President, officers shall be elected by the members and hold office for two years 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 two member(s) elected by the Chapter for a term of two years.

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 any one elective office.

Section IV-5: A nominating committee consisting of a minimum of two chapter members (approved by the Secretary) and chaired by the Immediate Past-President shall report in writing to the members, at least 30 days preceding the Annual Business Meeting, seeking a list of nominations for all Officers and Executive Committee members at large. This shall not preclude additional nominations from the floor preceding the voting at the Annual General Meeting.

Section IV-6: 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 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 Executive 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 President 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; ensuring all taxes are paid to Her Majesties Revenue and Customs (HMRC), maintaining current financial statements and reporting financial status to the chapter at chapter meetings.

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 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 EXPENDITURES, APROPRIATIONS AND BANKING**

Section VI-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 £100.00, are exempt from an Executive Committee or membership vote.

Section VI-2: The Treasurer shall have signature authority on Chapter bank accounts.

Section VI-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 VII MEETINGS**

Section VII-1: A minimum of two meetings shall be held each year. In case of a special meeting, such as the Annual General Meeting or Extraordinary General Meeting at least 10 days notice will be given to Chapter members.

Section VII-2: At the Annual General Meeting the President shall present an annual report reviewing the activities of the Chapter during the past twelve months and recommending future activities. The Secretary-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 five members present or 20% of the total membership of the Chapter (whichever is greater).

Section VII-4: Roberts Rules of Order shall govern the transaction of business at all meetings unless inconsistent with these articles.

Section VII-5 An Extraordinary General Meeting (EGM) can be called by members of the Chapter on receipt for a request for an EGM, in writing, by no less than 51% of the total membership of the Chapter. The EGM should be chaired by the Secretary who should also provide an agenda.

## **ARTICLE VIII DUES**

Section VIII-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 1 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 delinquencies.

2: The annual dues for the Chapter are £0.0. The amount of Annual dues may be changed upon a recommendation of the Executive Committee and a majority of all members of the Chapter.

## **ARTICLE IX AMENDMENTS**

Section IX-1: These articles may be amended at any 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 IX-2: The waiting period may be waived upon approval of the Executive Committee and majority of all members of the Chapter.

Section IX-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.

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