

**SOCIETY OF FIRE PROTECTION ENGINEERS,  
SOUTHERN CALIFORNIA CHAPTER BYLAWS**

**ARTICLE A – DEFINITIONS**

1. Chapter – Society of Fire Protection Engineers, Southern California Chapter
2. SFPE - International Society of Fire Protection Engineers

**ARTICLE B – CHAPTER GOALS**

Five specific goals have been identified, which include the following:

1. Membership: to increase the active membership in both the local chapter and the International organization, to enhance our visibility and share knowledge within the Fire Protection Community.
2. Professional Practice: to advance fire safety by enhancing the professional capability and performance of our membership.
3. Education: to develop and improve fire protection engineering education for members and others interested in fire protection and provide an opportunity to advance their technical and professional competence.
4. Technical Excellence: to share knowledge through informative programs, symposiums, support of research and development, and other activities to enhance the technical knowledge and expertise of our membership and the fire protection community.
5. Relationships: to relate with organizations, individuals, and the public to accomplish the purpose of SFPE.
6. Administration: to develop an administrative and financial system to support these objectives.

**ARTICLE C – ELECTION OF OFFICERS**

As noted in the Constitution, Election of Officers shall be held at the Chapter's regular business meeting in May. Only members who have been in good standing for the three consecutive months prior to the election are entitled to vote. Election is by majority vote of the eligible members present.

In order to be nominated for the position of President, the nominee shall hold the position of Professional, Fellow, or Honorary Member of SFPE International and be a member in good standing of the Southern California Chapter. Nominees for other executive board positions shall be members of SFPE International and members in good standing of the chapter.

No two persons from the same company may serve as officers of the Executive Board at the same time.

**ARTICLE D – SUCCESSION OF OFFICERS**

The normal order of succession of the officers is Treasurer, Secretary, Second Vice President, First Vice President, and President.

**ARTICLE E – OFFICER'S JOB DESCRIPTIONS**

The officers are in their official capacity to represent and speak on behalf of the Chapter as authorized by its Constitution, Bylaws, and policies. It is expressly intended that officers share the workload in representing the Chapter, as a whole, in relationships with other organizations, and the public at-large. It is further intended that the Past President and President share in efforts to fulfill the top-level official functions of the Chapter.

### **Section E1 – Past President**

The Immediate Past President shall be a member of the Executive Committee and assist the President in fulfilling the duties of the office.

### **Section E2 – President**

#### Responsibilities:

1. Responsible for overall leadership, direction, coordination of activities, and goal attainment of the Chapter.
2. Support all aspects of SFPE and of the Chapter.
3. Overall responsibility for success of the Chapter and its activities.
4. Promote SFPE internally and externally.
5. Encourage membership growth within the Chapter, including membership upgrades as requirements are met.
6. Oversee activities of officers, committee chairs, and all other representatives of the Chapter.
7. Ensure Chapter activities are consistent with the Constitution and By-laws of SFPE and the Chapter.
8. Interface with International SFPE throughout the year.
9. Maintain a working knowledge of all Chapter activities.

#### Duties:

1. Preside as Chair at Chapter business meetings.
2. Preside as Chair at Executive Committee meetings.
3. Call regular meetings of Executive Committee, and when requested by 3 or more members of the Executive Committee.
4. Appoint standing committees, subject to the approval of the Executive Committee.
5. Within SFPE guidelines, speak on behalf of the Chapter, and represent the Chapter among other professional organizations, government bodies, and the public. Interface with other organizations within the fire protection community, engineering community, government agencies, and the public, to promote SFPE and the Chapter directly, or through appointed representatives from the Chapter membership.
6. Represent the Chapter at the annual SFPE Senate meeting. If unable to attend, appoint an alternate and a second Senator to represent the Chapter, with the consensus of the Executive Committee.
7. With the approval of the Executive Committee, appoint a Nomination Committee at the January meeting and charge them to recommend nominees for vacancies at the March Executive Committee meeting. The President shall announce nominees to the membership at the April business meeting and open the floor to other nominations. The President, or the President's appointee, shall conduct the elections at the May business meeting and introduce the new Executive Committee at the June business meeting.
8. Prepare an agenda for each Executive Committee meeting.
9. At least annually, the President shall review those eligible for special recognition by the Chapter.

### **Section E3 – First Vice President**

**Responsibilities:**

In charge of oversight and development of chapter membership. Maintain a current Chapter membership list, encourage new membership at all levels, and provide a liaison between the local Chapter and International SFPE on membership issues.

**Duties:**

1. Preside over Executive Committee and general business meetings, in the absence of the President.
2. Encourage membership growth. Encourage members to upgrade, as requirements are met.
3. Send note welcoming new members into the chapter.
4. Send note of introduction and invitation to new members of International located in the Southern California area.
5. Provide information at meetings and other venues on how to join the Chapter and International SFPE.
6. Maintain membership data for the Chapter.
7. Update the Chapter membership form as needed.

### **Section E4 – Second Vice President**

**Responsibility:**

Coordinate the monthly business meetings, responsible for securing speakers for monthly meeting programs, as well as field trips and similar activities.

**Duties:**

1. Preside over the Executive Committee and general business meetings, in the absence of the President and First Vice President.
2. Obtain ideas for guest speakers and contact them to schedule meeting dates, times, and discuss meeting format. Arrange for any audio-visual equipment needed.
3. Coordinate venue, agenda, and other items associated with each meeting or program.
4. Recommend meeting changes, pricing, timing, locations to the executive board as appropriate.
5. Working with the treasurer, confirm number of attendees and any meal arrangements with venue; confirm payment.
6. Schedule at least one field trip per year, in lieu of a program speaker for a regularly scheduled business meeting.
7. Coordinate with the catering manager for meal choices and head count.
8. Introduce the speaker at the meeting.
9. Send thank you notes to speakers.
10. Present a monthly report to the Executive Committee on upcoming speakers.
11. Develop, post and transmit meeting announcements to membership at least 2 weeks prior to the event.

### **Section E5 – Treasurer**

**Responsibility:**

Handle all fiscal matters relating to the Chapter, as authorized by these Bylaws and the Executive Committee.

**Duties:**

1. Receive money for meetings, dues, etc.
2. Register attendees at Chapter meetings and other events.
3. Write checks for purchases, meals, contributions, etc.
4. Keep complete records of financial transactions
5. Issue monthly and annual financial reports.
6. Administer Chapter tax forms.
7. Submit records for annual Chapter audits.
8. Provide Secretary with copies of all financial reports and documents for archiving.

### **Section E6 – Secretary**

**Responsibility:**

Attend all Chapter Executive Committee and business meetings for the purpose of recording minutes. If the Secretary cannot attend a meeting, an alternate Executive Committee member shall record the minutes. Copies of the meeting minutes should be sent to the Executive Committee and standing committee chairs within 10 working days of the meeting. The Chapter Secretary is also the official keeper of vital Chapter records.

**Duties:**

1. Acts as the custodian of records for the Chapter correspondence generated by the Executive Committee.
2. Draft and transmit minutes of all official chapter board meetings.
3. Act as point person to maintain job listings and announce opportunities at meetings as appropriate.
4. Keep a record of all SFPE correspondence.

### **Section E7 - Members-At-Large**

**Responsibility:**

Serve on the Executive Committee

**Duties:**

1. Attend Chapter business meetings
2. Attend Executive Committee meetings
3. Serve on Chapter committees, as needed.
4. Represent the Chapter at functions, as necessary.

## ARTICLE F – FISCAL POLICIES

### Section F1 - Executive Committee

The Executive Committee shall establish the fiscal policy of the Chapter and establish management controls to ensure that policy is followed. The fiscal year shall be the calendar year.

### Section F2 - Chapter Banking and Financial Accounts

Upon leaving office, the outgoing Treasurer shall sign over signature rights for all Chapter banking and other financial accounts to the incoming Treasurer. However, the outgoing President's name shall be maintained on accounts for an additional term, as an alternate in case of an emergency.

### Section F3 - Annual Audit

The President shall appoint three Trustees from among their ranks to audit the financial records after each fiscal year, and not later than February 1 of each year. Results of the audit shall be presented at the Executive Committee meeting in March.

### Section F4 - Vendor Displays at Meetings

Vendors may display products or services at regularly scheduled business meetings, subject to availability of space and with the approval of the Program Chair. Vendors shall be limited to one table.

### Section F5 - Guest Speaker Meals

Guest speakers at monthly business meetings are provided lunch at no cost.

### Section F6 - Past Presidents Recognition.

Past presidents shall be recognized at chapter luncheon meetings and other venues as appropriate.

## ARTICLE G – STANDING COMMITTEES

This article defines standing committees formally created by the Executive Committee. The President, subject to approval of the Executive Committee, appoints standing committee members. Committee members and Chairpersons will be appointed or reappointed annually. In addition, the President may appoint ad hoc committees, at his or her discretion.

### Section G1 - General Responsibilities

Standing committees are responsible for fulfilling their purpose as defined by the Executive Committee and for providing annual reports to the Executive Committee. Committee chairs may attend board meetings upon the request of the president or board.

### Section G2 - Administration Committee

Responsibility:

Assist and guide the Chapter President and Executive board in carrying out their duties in accordance with these By-laws, the Constitution of the Chapter, and the goals and guidelines set forth by SFPE.

Duties:

1. Provide the President with ideas, direction, counsel, and support.
2. Report to the Executive Committee on Administration Committee activities.
3. Help to develop and refine long-range Chapter goals.
4. Review and amend job descriptions.
5. Develop and refine Executive Committee Membership criteria.

### **Section G3 - Relationships Committee**

Responsibilities:

1. Act as a liaison with outside interests who share goals similar to those of SFPE.
2. Bring organizations together to assist SFPE in meeting their long-term objectives.
3. Develop and maintain a calendar of fire protection engineering, related engineering associations and fire service organization activities.

Duties:

1. Coordinate with sister organizations, and bring topics of interest to the SFPE members.
2. Re-evaluate organizations with similar goals and set up liaisons with those organizations.
3. Maintain relationships with other organizations within the engineering community
4. Maintain liaisons with the fire service community.
5. Maintain liaisons with trade organizations, as appropriate
6. Expand relationships with the architectural community and building officials.
7. Represent the Society of Fire Protection Engineers at functions of organizations.

### **Section G4 - Scholarship Committee**

Responsibility:

Coordinate the Chapter's Scholarship Program. Coordinate with local colleges in the development of fire and life safety curricula.

Duties:

1. Solicit applicants.
2. Present recommendations to the Executive Committee.
3. Notify recipients.
4. Arrange for the transfer of funds.
5. Present each recipient with a framed Award Certificate and check at a designated chapter meeting.
6. Act as a liaison for local colleges and universities and assist in providing other resources and information, as needed.

### **Section G5 - Symposium Committee**

Responsibility:

Plan, organize and execute the annual fire protection engineering symposium.

Duties:

1. Select and secure venue
2. Procure speakers and organize event.
3. In coordination with the treasurer, develop budget and pricing, and obtain approval from the executive board.
4. Confirm final arrangements and preside over the event.
5. Present each speaker with a framed Appreciation Certificate.
6. Send thank you notes to speakers.
7. Provide final accounting to the chapter and executive board.

### **Section G6 - Golf Tournament**

Responsibility:

Plan, organize and execute an annual golf tournament, to benefit chapter projects.

Duties:

1. Select and secure venue
2. Organize event, prizes, participants and sponsors.
3. Develop budget and identify cost variables, obtain approval from the treasurer and executive board.
4. Confirm final arrangements and preside over golf tournament.
5. Provide final accounting to the chapter and executive board.
6. Recommend to the board proposed distribution of funds generated.

## **ARTICLE H – AWARDS AND RECOGNITIONS**

This article describes Chapter awards formally created by the Executive Committee. SFPE officers, committees or the members may make additional special awards and recognition, as the occasion may arise.

### **Section H1 - Honorary Membership**

The purpose of this Chapter award is to recognize persons who have made a highly significant contribution to the profession and to the Chapter. Nominations must be made by a Chapter member or by the Executive Board. The Executive Committee will determine if the individual meets the criteria. The honoree shall be exempted from paying annual chapter dues, and may be given complementary attendance at specific chapter events.

### **Section H2 - Past President Recognition**

Past Presidents will be recognized during general business meetings. The listing of Past Presidents shall also be posted on the website.

## **ARTICLE I – PARTICIPATION IN PUBLIC AFFAIRS**

Each member of SFPE is urged to actively participate in and lend his or her talents to public issues. In such activities, the individual member is free to express opinions and espouse positions. In general he or she is no more restricted than any other member of the public. An SFPE member does, however, have some special obligations. When speaking as a fire protection engineer, he or she is obliged to base engineering positions on the application of engineering principles and to clearly separate these from any position based on facts other than engineering determinations. When speaking as a qualified engineer, each member is urged to use membership in SFPE as part of any statement of qualifications. It is essential, however, that the member properly state his or her grade of membership and not ascribe or connote Chapter endorsement, unless such is formally obtained.

The Chapter, as appropriate, may actively participate in public issues. The prime objective is to emphasize the importance of the engineering aspects of the issues, and the need or advantage of using qualified fire protection engineers. It is proper for SFPE to point out the need for, or failure to properly involve and attend to, fire protection engineering in public issues. It is also appropriate for SFPE to serve the public by providing an unbiased engineering analysis of an issue or the proposed solutions. It is, however, inappropriate for SFPE to lobby for the adoption of a specific position on any other basis.

**ARTICLE J – CONFLICTS**

If any of the contents of these By-laws conflict with the Constitution, the Constitution will govern.

**ARTICLE K – AMENDMENTS TO BYLAWS**

These Bylaws may be amended by affirmative vote of at least a two-thirds majority of the Executive Committee. Notices of proposed amendments and the reasons therefore shall be mailed to all members of the Executive Committee not less than thirty days prior to a vote. Voting may be by email ballot should circumstances require.

All amendments to the Bylaws shall be reported to the membership as soon as possible through posting on the Chapter website, and announcement at the next regular business meeting of the Chapter.

The entire membership shall have access to the complete text of the Constitution and Bylaws, as currently amended, through posting on the Chapter website.



### CHAPTER HISTORY

**The Southern California Chapter of the Society of Fire Protection Engineers was founded on January 6, 1955. Meetings are held on the second Monday of each month, except July and August. There is a gala holiday meeting held in December, and a golf outing held in the spring. Presently, the meetings alternate between the Monterey Hills Restaurant in Monterey Park and other venues. The Society also sponsors regular tours to Southern California facilities that are of interest to the fire protection engineer.**

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