

CONSTITUTION AND BY LAWS OF THE NEW ZEALAND CHAPTER OF THE SOCIETY OF FIRE PROTECTION ENGINEERS

ARTICLE I : NAME

The name of the organisation shall be the "New Zealand 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, as not-for-profit corporation, herein referred to as the Society. **The Chapter is a Technical Group of the Institution of Professional Engineers New Zealand, herein referred to as the Institution.**

ARTICLE II : OBJECTIVES

Section I - i

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 II - ii

The Chapter shall not speak for the Society or the Institution on any local or national matter without specific authorisation of the Society and Institution.

Section II - iii

The Chapter shall abide by the Constitution and By-Laws of the Society and the rules and ethics of the Institution of Professional Engineers New Zealand.

ARTICLE III : MEMBERSHIP

Section III - i

Membership in the Chapter shall be open to individuals who are Fellows, Members, Associate Members, Affiliates, Student Members, or Honorary Members of the Society. Membership shall include individuals residing or working in general area of New Zealand and Pacific Islands.

Section III - ii

All applications for Chapter membership shall be submitted to the Secretary / Treasurer 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 / Treasurer.

Section III - iii

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 III - iv

Chapter members who become in-eligible due to loss of membership in the Society shall forfeit their voting privileges in the Chapter, but shall 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 60 days thereof shall be forthwith suspended 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 the falsification of membership application. Any individual whose membership has been suspended or terminated may apply for reinstatement and the Executive Committee shall in such case specify the procedure to be followed.

Section III - v

The Chapter recognises the need to maintain a liaison with individuals in fire related fields of endeavour and interest who are not members of the Society. The Chapter encourages and accepts the support and participation of those individuals in Chapter activities. The Chapter will accord them 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 the annual handling and mailing fee, 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 : CHAPTER LEADERSHIP

Section IV - i

Officers of the Chapter shall be President, Vice President, Secretary / Treasurer. **Unless unavailable the Chapter Vice President shall succeed the Chapter President without election, all other 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 - ii

There shall be an Executive Committee consisting of President, Vice President, Secretary / Treasurer, and two members elected by the Chapter for a term of one year. **Additional members of the Executive Committee may be co-opted on to that committee by vote of more than half the serving committee members.**

Section IV - iii

The President, and a majority of the Executive Committee shall hold the grade of Fellow, Honorary Member, Member or Associate Member in the Society.

Section IV - iv

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

Section IV - v

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 - i

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 - ii

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 all 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.

Section V - iii

It shall be the duty of the Treasurer to maintain all financial records of the Chapter, to collect dues, to dispense cheques 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 - iv

The president and Vice President shall be the Chairman and Vice Chairman respectively of the Executive Committee.

Section V - v

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 - vi

A majority of the Committee shall constitute a quorum at any meeting of the Executive Committee.

Section V - vii

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 shall be reported immediately to the Chapter for further action.

ARTICLE VI : EXPENDITURES AND APPROPRIATIONS

Section VI - i

The Executive Committee may authorise expenditures up to and including 25% of the Chapter's current available monies. All expenditures or appropriations exceeding 25% of the Chapter's available monies shall be approved by vote of the membership at a scheduled or called meeting. Necessary expenditure required by the Secretary and the Treasurer for stationary, postage, and incidentals, not to exceed \$100.00 are exempt from membership vote.

Section VI - ii

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 - i

A minimum of 4 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 mailing list.

Section VII - ii

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 VII - iii

In order to transact business at any meeting of the Chapter, there shall be at least six members present.

Section VII - iv

Westminster Rules of Order shall govern the transaction of business in all meetings unless inconsistent with these articles.

Section VII - v

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 VIII : DUES

Section VIII - i

The annual dues of each member shall be determined by a vote of the Chapter Membership. Dues shall be payable upon acceptance of application of new members and on or before January 1 or 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 - ii

Processing of annual handling and mailing fees for those individuals and organisations 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 - i

These articles may be amended by Postal Ballot of current members with two thirds affirmative vote. Proposals of amendments shall be submitted in writing to the Secretary / Treasurer. These proposals shall be distributed in writing to the membership and amendments are to be voted upon by Postal Ballot.

Section IX - ii

The waiting period shall be a minimum of 30 days from date of mailing.

Section IX - iii

All changes in the Chapter Constitution shall be submitted to the Society Board of Directors.

Section IX - iv

No addition to or alteration or rescission of the rules shall be approved if it affects the charitable objects, the Personal Benefit clause or the Winding-Up clause.

ARTICLE X : WINDING UP

Section X - i

If upon the winding up or dissolution of the Organisation there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members of the Organisation but shall be given or transferred to some other charitable organisation or body having objects similar to the object of the first organisation, or for some other charitable purpose, within New Zealand.