

Chapter Constitution

As amended ~~March 6, 2007~~ September 2023

ARTICLE 1. NAME

1.1: The name of the organization shall be the "New England 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. LOCATION

2.1: The location of the principal office of the Chapter shall be in the City of Boston, Massachusetts or elsewhere at the discretion of the Chapter President.

ARTICLE 3. DEFINITIONS

3.1: Wherever the term "the Board" is used, it shall mean the Executive Board of the Chapter, as defined in Article 8.2 of this Constitution.

3.2: Wherever the term "Chapter Year" is used, it shall be as defined in Article 10.5 of this Constitution.

3.3: Wherever the term "Member" is used, it shall mean an individual who is a member in good standing of the Chapter and who is also a member in good standing in any membership grade of the Society. (See Article 4 of the Society's Constitution.)

3.4: Wherever the term "~~Scholarship Fund~~ Charitable Fund" is used, it shall mean the Scholarship Charitable Endowment Fund authorized by Section 5.1 of this Constitution.

3.5: Wherever the term "New England" is used, it shall mean the states of Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont.

ARTICLE 4. ORGANIZATION

4.1: The Chapter is established pursuant to Article 5 of the Constitution of the Society of Fire Protection Engineers, as incorporated under the laws of the Commonwealth of Massachusetts, as a not-for-profit organization of individual members with voting rights vested in the individual members of the Chapter.

The New England Chapter was organized as a local chapter of the Society of Fire Protection Engineers on April 22, 1954 and its charter granted by the Society on May 19, 1955.

4.2: The Chapter may receive, own, and maintain funds and property and may use or apply the whole or any part of the income therefrom and the principal thereof as necessary to accomplish its objectives.

4.3: No income or assets of the Chapter may be used or inure for the personal profit of any individual, institution, or corporation.

4.4: The affairs of the Chapter shall be directed by the duly elected officers and directors.

4.5: Disbursement of Assets on Dissolution.

4.5.1: Upon dissolution of the Chapter, no member shall be entitled to any distribution or division of its remaining property or its proceeds and the balance of all money and other property received by the Chapter from any source, including its operations, after the payment of all debts and obligations of the Chapter of whatsoever kind and nature, shall be paid over to the Society.

4.5.2: The balance of all monies or investments remaining in the ~~Scholarship Endowment~~ Charitable Fund shall be paid over to the Society, with the stipulation that they be used only for the purposes of awarding scholarship grants.

ARTICLE 5. OBJECTIVES

5.1: 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. The Chapter shall establish, maintain, and develop a ~~Scholarship~~ Charitable Endowment Fund for the purpose of awarding ~~scholarship~~ grants according to criteria that are approved by the Chapter and are stated in its Bylaws.

5.2: The Chapter shall not speak for the Society on any local or national matter without specific written authorization of the Society.

5.3: The Chapter shall abide by the Constitution and Bylaws of the Society.

5.4: In accomplishing these objectives, the Chapter shall only engage in activities which are consistent with the Constitution and Bylaws of the Society. The Chapter shall not participate in or intervene in any political campaign on behalf of any candidate for public office.

ARTICLE 6. MEMBERSHIP

6.1: Membership in the Chapter shall be open to individuals who are Fellows, Members, Associate Members, Affiliates, Student Members, and Honorary Members of the Society. Membership shall include individuals residing or working in the New England states.

6.2: All applications for Chapter membership shall be submitted to the Treasurer. The Treasurer shall forward all applications for membership to the Membership Chairperson (Second Vice-President), who shall verify the applicants' status in the Society. Applicants shall be notified in an appropriate manner of their Chapter membership by the Membership Chairperson and shall be recorded by the Membership Chairperson and the Secretary.

6.3: Each member shall be entitled to one vote in the affairs of the Chapter. Except for Student Members, all Chapter members shall have voting privileges.

6.4: 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.

6.5: Chapter members who fail to pay their annual service fee when payable or within sixty days thereof shall be forthwith suspended, but shall be automatically reinstated if they remedy the condition for which they were suspended within six months of their suspension.

6.6: After due notice and after a hearing, if requested by the member, Chapter membership may be terminated if the Board finds any member guilty of unethical professional conduct, conduct prejudicial to the best interests of the Society or the Chapter, falsification of the membership application, or nonpayment of the annual service fee. Any individual whose membership has been suspended or terminated may apply for reinstatement and the Board shall, in any case, specify the procedure to be followed.

6.7: 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 such individuals the courtesies of regular Chapter publications and participation in meetings and other events upon payment of the annual service fee. Upon receipt of the annual service fee, the Treasurer shall notify the Membership Chairperson and Secretary, who shall record their names on the Chapter mailing list. Such individuals shall not have a vote in the affairs of the Chapter, shall not hold any office or position on the Board, and shall not refer to an affiliation with the Society or any of its Chapters in any advertising, letterheads, business cards, or similar published materials. Such individuals shall be known as "NEC Members".

6.8: The Board may confer the grades of Honorary Chapter Member or Life Chapter Member on any Chapter member in good standing who meets the requirements stipulated in the Bylaws.

ARTICLE 7. BRANCHES

7.1: The Board may, at its discretion and with the permission of the Board of Directors of the Society, establish Branches of the Chapter in specific geographical locations for purposes of discussion and advancement of the purposes of the Society.

7.2: A committee of the Chapter, chaired by an officer elected by the Chapter members, shall be formed to manage the affairs of the Branch.

7.3: Branches shall operate within and be fully accountable to the parent Chapter. A Branch may not elect officers or directors separate from those of the parent Chapter, nor shall it adopt its own Constitution and Bylaws.

ARTICLE 8. CHAPTER LEADERSHIP

8.1: Officers of the Chapter shall be President, First Vice-President, Second Vice-President, Immediate Past President, Secretary, and Treasurer. With the exception of the Immediate Past President, officers shall be elected by majority vote of the members and shall hold office for one year or until their successors are elected and qualified. All officers shall serve without salary.

8.2: There shall be an Executive Board (hereinafter referred to as the Board) consisting of the Chapter officers, the immediate Past President, and four Directors, each of whom shall be elected by majority vote of the members for a term of one year. Each member of the Board shall have a single vote. Committee chairpersons shall be non-voting members of the Board.

8.3: The President and a majority of the Board shall hold the grade of Fellow, Honorary Member, Member, or Associate Member in the Society.

8.4: No officer or director shall serve more than two consecutive terms in any Board position, except that the limitation on term of office for the Secretary and the Treasurer may be waived by the Board on an annual basis, upon recommendation of the Nominating Committee.

8.5: All incoming officers and directors shall begin their tenure of office at the first Board meeting following their election.

8.6: No officer or director may simultaneously hold more than one Board position.

8.7: The resignation of any officer or director shall be tendered to the Chapter President.

8.8: Vacancies in any Board position may be filled, until the next election, by a majority vote of the Board or as stipulated in the Bylaws.

ARTICLE 9. DUTIES OF OFFICERS AND EXECUTIVE BOARD

9.1: 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 Board as is considered necessary or by request of three or more members of the Board. The President may appoint special or standing committees as occasion may require, subject to the majority approval of the Board. If, for any reason, the President is not available, the First Vice-President shall have the powers and prerogatives of the President.

The last order of business of an outgoing President prior to turning over the gavel to the incoming President shall be to call for a motion to transfer available excess Chapter operating funds, less an amount equal to six months' operating expenses, to the ~~Scholarship~~ Charitable Endowment Fund.

9.2: 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. The Secretary shall issue all notices of meetings and shall maintain a roster and mailing list of all Chapter members and friends 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.

9.3: It shall be the duty of the Treasurer to maintain all financial records of the Chapter, to collect the annual service fee, to disburse funds 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. It shall also be the duty of the Treasurer to maintain the Scholarship-Charitable Endowment Fund in accounts that are separate from the Chapter's operating and other funds, to maintain all financial records of the Fund, and to recommend appropriate investments for the security and growth of the Fund in accordance with Section C.1 of the Chapter's Bylaws.

The Board may authorize the use of an outside agency, for a fee agreed upon by the Board, to collect fees and perform accounting services, but any withdrawal or disbursement of funds will remain the responsibility of the Treasurer.

9.4: The President and First Vice-President shall be the Chairperson and Vice-Chairperson, respectively, of the Board.

9.5: The Board shall meet at least quarterly, but may meet as often as necessary or desirable, at the discretion of the President.

9.6: A majority of the Board members shall constitute a quorum at any meeting of the Board.

9.7: It shall be a specific duty of the Board 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.

9.8: The Board shall be responsible for reviewing the report of the Scholarship and Fire Department Grant Committee for compliance with this Constitution and its Bylaws and for acting on the report in accordance with Section B.2 of the Bylaws.

ARTICLE 10. ADMINISTRATION

10.1: The administrative and financial functions of the Chapter shall be vested in the Board.

10.2: The Chapter shall not be bound by any agreement, written or oral, unless the agreement has been approved by the Chapter or by recorded vote of the Board.

10.3: Bylaws shall be established to guide the Board in governing the operations and activities of the Chapter.

10.4: The Board shall defer to the Society on all issues concerning the use of the name, insignia, and trademark of the Society.

10.5: The fiscal year of the Chapter shall begin on the first day of June and shall terminate on the thirty-first day of May and shall be known as the "Chapter Year".

10.6: The Board may authorize expenditures up to and including twenty-five percent (25%) of the Chapter's currently available moneys. All expenditures or appropriations exceeding twenty-five percent (25%) of the Chapter's available moneys shall be approved by vote of the membership at a scheduled or a called meeting. This shall not include such necessary expenditures required by the Secretary or Treasurer for stationery, postage, meeting expenses, and incidentals, up to one hundred dollars (\$100.00). However, an accounting of such expenditures shall be given with each Treasurer's report.

10.7: The Chapter shall in no way incur financial or contractual obligations upon the Society without full written approval by the Board of Directors of the Society.

10.8: Administration of the ~~Scholarship-Charitable~~ Endowment Fund shall be vested in a Scholarship Committee and a Fire Department Grant Committee that ~~is~~are duly established according to Section 11.3 and 11.5 of this Constitution and is operated according to Section C of its Bylaws.

10.9: The annual service fee shall be as stipulated in the Bylaws.

ARTICLE 11. COMMITTEES

11.1: Committees shall be of two classes: Standing Committees, which shall have a continuing function and whose duties shall be specified in the Bylaws; and Special Committees, which shall be established by the President for a specific purpose and whose tenure shall cease upon completion of said task and acceptance of a final report. A majority of the members of any committee shall constitute a quorum for carrying on a meeting of said committee.

11.2: Nominating Committee.

11.2.1: There shall be a Nominating Committee consisting of no fewer than three members appointed by the President at the second Board meeting of the Chapter Year. This Committee shall nominate the officers, directors, and Scholarship Committee members.

11.2.2: The report of the Nominating Committee shall be mailed by the Secretary to the Chapter Members at least thirty days prior to the Annual Meeting. The following statement shall be made part of the Nominating Committee report:

"Nomination of any eligible candidate may be made by any Chapter Member for election to any office if the candidate's name and proposed office are submitted in writing to the Secretary seven days prior to the Annual Meeting, together with the signatures of five members of the Chapter."

11.3: Scholarship Committee.

11.3.1: There shall be a Scholarship Committee whose purpose shall be:

(a) to establish, develop, and promote the growth of the ~~Scholarship~~ Charitable Endowment Fund;

(b) to administer ~~the Scholarships~~ Fund in accordance with this Constitution and its Bylaws;

(c) to identify students of quality who have demonstrated an interest in pursuing a career in fire protection and to support such students by means of appropriate scholarship grants, as available funding permits.

11.3.2: The duties of the Scholarship Committee shall be to solicit, identify, and recommend candidates to receive scholarship grants and to recommend the dollar amount of each grant. The Scholarship Committee shall report their recommendations to the Board not later than thirty days prior to the Annual Meeting of the Chapter.

11.3.3: If the report of the Scholarship Committee is not accepted by the Board in accordance with Section B.2 of the Chapter Bylaws, the Scholarship Committee shall submit a revised report not later than ten days prior to the Annual Meeting.

11.3.4: The Scholarship Committee shall consist of four voting members, one of whom shall be appointed by the Board to serve as Secretary and the others to be duly elected by the Chapter.

(a) The Secretary shall be appointed each year at the Annual Meeting and shall be eligible for reappointment to consecutive terms with no limitation on tenure.

(b) The three elected members shall be elected at the Annual Meeting to serve staggered three-year terms, with one new member being elected each year and the other two advancing to the next senior positions. The elected member who is senior in tenure shall chair the Committee. Elected members shall not be eligible to serve consecutive terms.

(c) At least one of the four members of the Committee shall have previously served at least four years on the Board as a director or officer or both.

(d) Current officers and directors shall not be eligible for appointment or election to the Scholarship Committee.

(e) If any member of the Scholarship Committee is not able to fulfill his or her responsibilities, that member shall resign from the Committee. The next tenured member(s) shall assume the vacated position(s) and the responsibilities thereof. The vacancy in the most junior position shall be filled by appointment by the Board and this appointee shall serve until the next regularly scheduled election.

11.3.5: Scholarship grants shall be derived solely from the ~~Scholarship-Charitable~~ Fund, as detailed in Section C.8, and from any other monies specifically provided for such purpose. ~~Any earnings of the Scholarship Fund that are not used for grants shall be reinvested in the Fund. Any monies given to the Chapter for scholarship purposes, but not specifically identified for awarding grants in the year given, shall also be invested in the Fund.~~

[Above Section moved to Section C.1.5]

~~11.3.6: The Scholarship Fund shall be used only for the purpose of generating income to be used for scholarship grants. In accordance with Section 9.3 of this Constitution, the Scholarship Fund shall be maintained in accounts that are separate from the Chapter's operating and other funds.~~

[Above Section moved to Section C.1.3]

~~11.3.7: Nothing in this Section shall prohibit the solicitation or establishment of other named or dedicated Scholarship Endowment Funds. Such endowment funds shall be governed by appropriate~~

~~amendments to this Constitution and its Bylaws that are specific to the objectives and impediments of each such fund. Nothing in this Section shall prohibit the solicitation or acceptance of a donation to provide for a one-time named grant.~~

[Above Section moved to Section C.1.4]

11.4: Audit Committee.

11.4.1: There shall be an Audit Committee whose duty it shall be to audit the financial records of the Chapter, verify the information contained therein, and certify the balance of accounts at the end of the Chapter Year.

11.4.2: The Audit Committee shall report to the Chapter Membership at the first meeting of the next Chapter Year following the audit.

11.4.3: Membership on the Audit Committee shall be by nomination and election at each Annual Meeting.

11.5: Fire Department Grant Committee.

11.5.1: There shall be a Fire Department Grant Committee whose purpose shall be:

(a) to establish, develop, and promote the growth of the Charitable Endowment Fund;

(b) to administer fire department grants in accordance with this Constitution and its Bylaws;

(c) to identify fire department programs within New England with a need for financial support to further the use of science and technology to improve fire prevention, preparedness, and control efforts within their communities.

11.5.2: The duties of the Fire Department Grant Committee shall be to solicit, identify, and recommend fire departments to receive grants and to recommend the dollar amount of each grant. The Fire Department Grant Committee shall report their recommendations to the Board not later than thirty days prior to the Annual Meeting of the Chapter.

11.5.3: If the report of the Fire Department Grant Committee is not accepted by the Board in accordance with Section B.2 of the Chapter Bylaws, the Fire Department Grant Committee shall submit a revised report not later than ten days prior to the Annual Meeting.

11.5.4: The Fire Department Grant Committee shall consist of four voting members, one of whom shall be appointed by the Board to serve as Secretary and the others to be duly elected by the Chapter.

(a) The Secretary shall be appointed each year at the Annual Meeting and shall be eligible for reappointment to consecutive terms with no limitation on tenure.

(b) The three elected members shall be elected at the Annual Meeting to serve staggered three-year terms, with one new member being elected each year and the other two advancing to the next senior positions. The elected member who is senior in tenure shall chair the Committee. Elected members shall not be eligible to serve consecutive terms.

(c) At least one of the four members of the Committee shall have previously served at least four years on the Board as a director or officer or both.

(d) Current officers and directors shall not be eligible for appointment or election to the Fire Department Grant Committee.

(e) If any member of the Fire Department Grant Committee is not able to fulfill his or her responsibilities, that member shall resign from the Committee. The next tenured member(s) shall assume the vacated position(s) and the responsibilities thereof. The vacancy in the most junior position shall be filled by appointment by the Board and this appointee shall serve until the next regularly scheduled election.

11.5.5: Fire Department grants shall be derived solely from the Charitable Fund, as detailed in Section C, and from any other monies specifically provided for such purpose.

ARTICLE 12. MEETINGS

12.1: A minimum of four monthly meetings shall be held each year. In case of a special meeting, at least 10 days written notice shall be given to those individuals on the Chapter's mailing list. The last meeting of the Chapter Year shall be known as the Annual Meeting.

12.2: At the Annual 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.

12.3: Twenty members in good standing shall constitute a quorum for carrying on Chapter business.

12.4: The rules of procedure in meetings shall be according to "Roberts' Rules of Order", when consistent with this Constitution and its Bylaws.

ARTICLE 13. AMENDMENTS

13.1: These articles may be amended at any regular meeting of the Chapter by a two-thirds vote of the members present. Proposals for amendments may be submitted by any Chapter member in good standing or may be proposed by action of a three-fourths vote of the Board. Proposals for amendments shall be submitted to the Secretary in writing and shall be distributed in writing to the membership.

13.2: Proposed amendments shall be posted in the Chapter publication or shall be mailed to each member separately so that the membership is notified of the proposed amendments at least ten days prior to a Chapter meeting.

13.3: Proposed amendments shall be subject to discussion and comment at the next two consecutive Chapter meetings following posting of the amendments.

13.4: An amendment shall become valid after approval by the membership and after review and approval by the Board of Directors of the Society.

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Chapter By-Laws

As amended ~~February, 2001~~ September 2023

SECTION A. MEMBERSHIP

A.1: Addition of a member to the roster and mailing list of the Chapter shall be by application and payment of the appropriate annual service fee to the Treasurer.

A.2: Addition of an individual in a fire-related field of interest ("NEC Member") to the mailing list of the Chapter shall be by application and payment of the appropriate annual service fee to the Treasurer.

A.3: Any member or other individual who does not submit a renewal application, with the appropriate service fee, within sixty (60) days of the final request shall be removed from the Chapter roster and/or mailing list.

A.4: The Secretary shall be responsible for maintaining a roster and mailing list. The Secretary shall also be responsible for mailing renewal applications and service fee requests at the beginning of the Chapter year. A second request shall be included with the meeting notice for the first meeting of the Chapter year. A follow-up notice may be sent at the discretion of the Board.

A.5: The grade of Honorary Chapter Member may be conferred upon any person of age 60 or over who has been a member of the Chapter for at least fifteen years, has rendered exceptional service to the Chapter, and has made a substantial contribution to the profession of fire protection engineering. In special circumstances, Honorary status may be conferred upon a person of acknowledged eminence in fire protection engineering or related sciences, regardless of age and regardless of his or her years of prior membership. A favorable report by the Board and a majority vote of the membership present at any Chapter meeting shall be necessary to elect a member to Honorary status.

A.6: Any member 60 years of age or over who has been a member of the Chapter for at least five years, upon written request to the Board and upon payment of an amount equal to three times the annual service fee, may apply to the Board for Life Membership.

A.7: The annual service fee shall be waived for student members of the Chapter.

SECTION B. DUTIES OF THE EXECUTIVE BOARD

B.1: The Board shall establish the policies of the Chapter and perform such other duties as may be required by the Constitution and Bylaws.

B.2: The Board shall act on the report of the Scholarship Committee and Fire Department Grant Committee by verifying that the provisions of this Constitution and its Bylaws have been met and by voting to accept or reject the report in its entirety. If the Board votes to accept the report, the Board shall present the report to the Chapter members at the Annual Meeting of the Chapter and shall ask the membership to vote to confirm the report. If the Board votes to reject the report, it shall do so only on the basis of the number of grants and/or their value and shall provide valid reasons for rejection.

The Board shall review and act on any revised report of the Scholarship Committee and/or Fire Department Grant Committee in like manner. If the Board rejects ~~the a~~ revised report, then no grants shall be awarded that year and the grant monies shall be reinvested in the Scholarship Charitable Endowment Fund.

B.3: At the first meeting of the fiscal year, the Board shall provide the Scholarship Committee with a scholarship budget, as determined in Section C.8.

SECTION C. ~~SCHOLARSHIP CHARITABLE~~ ENDOWMENT FUND AND ~~SCHOLARSHIP~~ GRANTS

C.1 Charitable Endowment Fund

C.1.1: The assets of the Scholarship Charitable Endowment Fund shall be invested in at least four separate and diverse investment instruments allocated among at least two different institutions so as to protect the assets from adverse financial incident. No more than one-third of the assets of the Fund shall be placed in any one instrument. Investment shall be limited to secure financial instruments and conservative "no-load" mutual fund instruments, chosen so as to protect the assets of the Fund, yet provide reasonable growth and income.

C.1.2: The maximum amount available for grants shall be limited to five percent (5%) of the average Fund valuation, as determined on the last business day in May for each of the three preceding fiscal years. This amount may be augmented or replaced by other monies, including donations and other chapter funds, as determined by the Board. The Scholarship and Fire Department Grant Committee is not required to recommend disbursement of all available monies from the Fund.

[Above section relocated from previous Section C.8]

C.1.3: The Charitable Fund shall be used only for the purpose of generating income to be used for scholarship and fire department grants. In accordance with Section 9.3 of this Constitution, the Charitable Fund shall be maintained in accounts that are separate from the Chapter's operating and other funds.

[Above section relocated from previous Section 11.3.6]

C.1.4: Nothing in this Section shall prohibit the solicitation or establishment of other named or dedicated Endowment Funds. Such Endowment Funds shall be governed by appropriate amendments to this Constitution and its Bylaws that are specific to the objectives and impediments of each such fund. Nothing in this Section shall prohibit the solicitation or acceptance of a donation to provide for a one-time named grant.

[Above section relocated from previous Section 11.3.7]

C.1.5: Any earnings of the Charitable Fund that are not used for grants shall be reinvested in the Fund. Any monies given to the Chapter for charitable purposes, but not specifically identified for awarding grants in the year given, shall also be invested in the Charitable Fund.

[Above section relocated from previous Section 11.3.5]

C.2: Scholarship Grant

~~C.2~~C.2.1: Candidates for scholarship grants shall be solicited by the Scholarship Committee in a manner deemed appropriate by the Committee, subject to the constraints imposed by Section 11.3 of the Constitution.

~~C.3~~C.2.2: Candidates for scholarship grants shall: (1) have demonstrated a sincere interest in pursuing a career in fire protection; (2) have graduated from a secondary school or are attending a college or university located in Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island or Vermont; (3) be registered as full-time students at an institution that has ABET-accredited curricula; and (4) shall be matriculating towards a Bachelor of Science or graduate degree in an engineering discipline.

~~C.4~~C.2.3: Each scholarship grant shall be at least \$1,000.00 and shall be free of any obligation on the part of the recipient. With the exception of grants derived from other sources in accordance with Section ~~11.3.7 C.1~~ of the ~~Constitution~~By-Laws, the primary and largest scholarship grant given each year shall be named the A. L. Brown Scholarship Grant, in honor of Arthur L. Brown, Charter member of the New England Chapter and long-time Chair of the Chapter's Education Committee. Other grants may be given to honor other individuals, as recommended by the Committee.

~~C.5C.2.4~~: Scholarship grants shall be announced at the Annual Meeting of the Chapter. However, actual awarding of grants shall be made at the first meeting of the following Chapter Year. Before grants are awarded, the succeeding Scholarship Committee shall verify in writing, with the registrar of the institution(s), that recipients meet the criteria of Section ~~C.3-C.2.2~~ of these Bylaws.

~~C.6C.2.5~~: Any grant that is not awarded, regardless of reason, shall be returned to the ~~Scholarship Charitable~~ Endowment Fund.

~~C.7C.2.6~~: An incumbent Scholarship Committee shall not make any commitments of any nature with regard to growth of the endowment, disbursements, or continued support to an individual student. Any repeat applicants shall be re-evaluated by the succeeding Scholarship Committee.

~~C.8: The maximum amount available for scholarships from the A.L. Brown Scholarship Fund shall be limited to five percent (5%) of the average Fund valuation, as determined on the last business day in May for each of the three preceding fiscal years. This amount may be augmented or replaced by other monies, including donations and other chapter funds, as determined by the Board. The Scholarship Committee is not required to recommend disbursement of all available monies from the Fund.~~

[Above Section moved to Section C.1.2]

C.3: Fire Department Grant

~~C.3.1: Candidates for fire department grants shall be solicited by the Fire Department Grant Committee in a manner deemed appropriate by the Committee, subject to the constraints imposed by Section 11.5 of the Constitution.~~

~~C.3.2: Candidates for Fire Department Grants shall: (1) Be a governmental unit of a city, town, county, state, commonwealth or fire district in the New England region that supports fire prevention, and (2) Use funds for public purposes~~

~~C.3.4: Fire Department grants shall be announced at the Annual Meeting of the Chapter. However, actual awarding of grants shall be made at the first meeting of the following Chapter Year.~~

~~C.3.5: Any grant that is not awarded, regardless of reason, shall be returned to the Charitable Endowment Fund.~~

~~C.3.6: An incumbent Fire Department Grant Committee shall not make any commitments of any nature with regard to growth of the endowment, disbursements, or continued support to an individual department. Any repeat applicants shall be re-evaluated by the succeeding Fire Department Grant Committee.~~

SECTION D. ADDITIONAL DUTIES OF OFFICERS

D.1: The President shall serve as " Ex-Officio" member of all committees.

D.2: The President shall sit as a Senator at the Senate meeting of the Society. If the President cannot attend and/or the First Vice-President cannot attend, then the President shall designate an alternate or alternates to represent the Chapter.

D.3: The First Vice-President shall sit as a Senator at the Senate meeting of the Society, if the Chapter membership exceeds fifty members at that time.

D.4: The First Vice-President shall serve as Chairperson of the Program Committee.

D.5: The First Vice-President shall, in the absence of the President, assume the duties and authority of the President. In the event of a vacancy in the office of President, ~~he~~ they shall serve as President until the next regularly scheduled election. The First Vice-President shall also assume such other duties as are assigned to ~~him~~ them by the Board.

D.6: The Second Vice-President shall serve as Chairperson of the Membership Committee and the Publications Committee.

D.7: In the event of a vacancy in the office of First Vice-President, the Second Vice-President shall serve as First Vice-President until the next regularly scheduled election. In the event of a vacancy in the office of Second Vice-President, the Board shall elect an Acting Second Vice-President to serve until the end of the Chapter Year or until a Second Vice-President is elected.

D.8: The Secretary shall maintain the Constitution and Bylaws of the Chapter.

D.9: The Treasurer shall receive all moneys for deposit, keep complete records of all transactions, collect payments and service fees, and maintain records thereof. ~~He~~They shall give bond in such amount as the Board shall name at the expense of the Chapter. ~~He~~ They shall, within one month after the close of the Chapter Year, deliver to ~~his~~their successor all moneys, vouchers, books and papers, and a report covering the entire Chapter Year.

The Board may authorize the use of an outside agency, for a fee agreed upon by the Board, to collect fees and perform accounting services, but any withdrawal or disbursement of funds will remain the responsibility of the Treasurer.

SECTION E. COMMITTEES

E.1: Membership on committees, other than the Nominating, Scholarship, [Fire Department Grant](#), and Audit Committees, shall be at the discretion of the Chapter President. Committees shall assume the duties specified in the Bylaws and/or as assigned by the Board.

E.2: Only Chapter members shall chair committees.

E.3: Committee chairpersons shall appoint such additional members as needed to complete the task. Committee chairpersons are responsible for understanding Chapter goals and objectives as stated in the Long-Range Plan and shall direct their Committee's work so as to achieve those goals and objectives.

E.4: Committees shall report on their activities at the Board and Chapter meetings, at the request of the President.

E.5: The following Standing Committees are established:

E.5.1: PROGRAM COMMITTEE: This Committee shall recommend appropriate topics for meetings and shall organize field trips. It shall procure qualified speakers for presentation of subjects and information on or allied to fire protection. This Committee shall arrange all details of meetings and Chapter activities (such as dinners and audio/visual equipment). This Committee shall also be responsible for organizing the Annual Seminar.

E.5.2: MEMBERSHIP COMMITTEE: This Committee shall recruit qualified individuals for membership in the Chapter and for Society membership. This Committee shall also extend a welcome letter to new Chapter members.

E.5.3: PUBLICATIONS COMMITTEE: This Committee shall publish the Chapter's quarterly publication, Firebrand, and shall maintain liaison with the Publications Committee of the Society. This Committee may disseminate to the Chapter members, information on new developments, products, and applications in fire protection. This Committee shall publish such other material as deemed advisable by the Board.

E.5.4: PUBLIC RELATIONS: This Committee shall establish and maintain personal contacts with local mass communications media, including newspapers, industry publications, and safety publications. It shall actively promote newsworthy occurrences in the Chapter and in coordination with the various Chapter committees.

E.5.5: SPEAKERS BUREAU: This Committee shall establish and maintain a list of Chapter volunteers who are qualified to give talks on fire protection subjects. This Committee shall actively promote its speakers for access and use by regional civic and professional organizations.

E.5.6: EDUCATION: This Committee shall promote the transfer of modern theory, principles, and practices to current and prospective fire protection engineers, allied professionals, and others. This Committee shall also actively promote fire protection engineering careers among area high school and college students.

E.5.7: COOPERATION WITH OTHER SOCIETIES: This Committee shall arrange for having the Chapter join in suitable cooperative activities with other societies, such as local professional groups of architects, safety engineers, and engineers in other fields. It may interchange Chapter newsletters with other societies, invite their representatives to Chapter meetings, and arrange for Chapter representatives to be invited to their meetings. Joint meetings and other activities are encouraged. This Committee shall also establish and promote cooperation between the fire service and the fire protection engineering profession in seeking solutions to the mutual problems of life safety, fire prevention, and fire protection.

E.5.8: PROFESSIONAL PRACTICE: This Committee shall advocate the development and application of engineering principles with integrity, objectivity, and technical quality. This includes, but is not limited to, support of Chapter activities in the development of codes and standards, active encouragement of the use of fire protection engineers, preparation of NCEES examination problems, and promoting Professional Engineering registration among members. This Committee shall also keep abreast of legislation on fire safety and engineering matters and shall recommend possible action to the Board. The chairperson of the Committee shall serve as the Chapter's coordinator for the preparation of problems for the Fire Protection Engineering Registration examination.

E.5.9: AUDIT: This Committee shall audit the Treasurer's books, verify the balance, and certify as to the accounts at the close of each Chapter year. It shall report to the membership at the first meeting of the Chapter year.

E.5.10: AWARDS: This Committee shall develop Chapter award selection procedures and criteria for approval by the Board, publicize Chapter award opportunities, nominate individuals for Chapter awards, and shall nominate individuals for the various SFPE National awards. Once nominations have been approved by the Board, this Committee shall be responsible for preparing the supporting documentation (where appropriate) and for acquiring symbols of recognition.

E.5.11: LONG RANGE PLANNING. This Committee shall annually review and update, if necessary, the Long-Range Plan of the Chapter. At the beginning of each Chapter Year, the Committee shall prepare a statement of goals and objectives for presentation to the Board and to the Chapter.

E.5.12: RESEARCH APPLICATIONS. This Committee shall identify priority needs and support projects that may lead to new and improved fire protection engineering principles and shall communicate these priority needs to the Chapter and to the Research Committee of the Society. This Committee shall also be responsible for monitoring new research findings, encouraging translation of research results for use by practicing engineers, and communicating modern technology to the Chapter.

E.5.13: CORPORATE SPONSORSHIP. This Committee shall be responsible for the administration of the Chapter's Corporate Sponsorship Program. This program is designed to generate additional income for programming and educational activities of the Chapter.

SECTION F. MEETINGS

F.1: Notice of Chapter and special meetings shall be mailed to the Members and NEC Members of the Chapter at least twenty days before such meeting.

F.2: The President may call a meeting of the Chapter at any time or shall call a meeting upon written request of five Members of the Chapter. Such request and a notice of every meeting shall state the object for which it is called and no subject not stated in the notice thereof shall be acted on at a meeting.

SECTION G. FINANCIAL

G.1: The annual service fee for all individuals maintained on the roster and mailing list of the Chapter shall be forty dollars (\$40.00).

G.2: Honorary Members and Student Members shall be accorded the privileges of Member without payment of the annual service fee.

G.3: The President, the First Vice-President, the Second Vice-President, the Secretary, and the Treasurer shall be the only Members of the Chapter authorized to draw funds from the Chapter accounts.

G.4: Disbursements of Chapter operating funds that do not exceed five hundred dollars (\$500.00) shall require only one authorized signature. Disbursements of Chapter operating funds that exceed five hundred dollars (\$500.00) shall require two separate authorized signatures.

G.5: Transfer or disbursement of funds in any amount from the ~~A. L. Brown~~ Charitable Fund shall require two (2) separate authorized signatures.

SECTION H. AMENDMENTS

H.1: Amendments to these Bylaws may be proposed in writing at any meeting. Amendments shall become valid upon majority vote of the Chapter.