



**SOCIETY OF FIRE PROTECTION ENGINEERS**  
**Philadelphia-Delaware Valley Chapter**

***Executive Committee  
Constitution and By Laws  
Committee Organization***

**Revised: 14 August 2007  
Updated: 2 September 2009**

**SOCIETY OF FIRE PROTECTION ENGINEERS**  
**PHILADELPHIA-DELAWARE VALLEY CHAPTER**

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**EXECUTIVE COMMITTEE**  
**2009-2010**

**OFFICERS**

Richard A. Coppola, CFPS  
President

Michael P. Veneri, P.E., SET, CFPS  
1st. Vice President

James S. Davidson Jr., PE  
2nd. Vice President

M. G. (Top) Myers  
Treasurer

Joseph Stough  
Secretary

David G. Kriebel, PE  
Assistant Secretary

**DIRECTORS 2007 - 2009**

John Spitz Jr.

Bob Moser, PE

**DIRECTORS 2008 - 2010**

Irma R. Colabrese

Geeta Nandakumar

Robert T. Foraker II, CFPS  
Immediate Past President

Revised August 14, 2006

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**CONSTITUTION AND BY LAWS**

**ARTICLE I:** NAME

Section I-1: The name of the organization shall be the "Philadelphia-Delaware Valley Chapter of the Society of Fire Protection Engineers" (SFPE).

**ARTICLE II:** ORGANIZATION

Section II-1: The Chapter is organized as a chapter of the Society, a not-for-profit organization, and shall be operated under the provisions of this Chapter's Constitution and By Laws, and the Constitution and By Laws of the Society.

Section II-2: The location of the principle office of the Chapter shall be in the **Philadelphia metropolitan Area**.

Section II-3: The affairs of the Chapter shall be directed by the duly elected Board of Directors.

Section II-4: The Chapter may receive, own and maintain funds, real property or personal property and use or apply the whole or any part of the income **there from** and the principal thereof, as necessary in the accomplishment of the purpose of the Society.

Section II-5: No income or assets of the Chapter may be used **by or for** the personal profit of any individual institution, or corporation.

**ARTICLE III:** OBJECTIVES

Section III-1: The objectives of the Society and this Chapter are 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.

Section III-2: In accomplishing these objectives, the Chapter shall not engage in any activity which is not educational, scientific or charitable, or which is inconsistent with the objectives and policies of the Society.

**ARTICLE IV:** MEMBERSHIP

Section IV-1: Chapter membership shall be limited to individuals residing or working in Eastern Pennsylvania, Southern New Jersey, and the State of Delaware.

Section IV-2: **Chapter Membership** shall be limited to individuals who have attained membership **at any level in The Society of Fire Protection Engineers. Chapter Associates shall be individuals interested in fire protection and who support the objectives of the Philadelphia-Delaware Valley Chapter of SFPE. Student members shall be any student enrolled in a fire protection or fire safety curriculum who supports the objectives of the Chapter.**

Section IV-3: All applications for membership shall be submitted to the Secretary. The Board of Directors shall verify the eligibility of the applicant and make its recommendations to the membership at a regular meeting.

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- Section IV-4: Election to membership shall be a majority vote of the members present at any regularly called meeting of the Chapter.
- Section IV-5: Loss of membership in the Society of Fire Protection Engineers shall result in loss of membership in the Chapter.  
  
Reinstatement by the Society, within six months, will allow an individual to be reinstated in the Chapter without a re-election.
- Section IV-6: Except for Student Members, each member is entitled to one vote in the affairs of the Chapter. Voting by proxy shall not be permitted.

**ARTICLE V: OFFICERS AND DIRECTORS**

- Section V-1: Officers of the Chapter shall be a President, First Vice President, Second Vice President, Secretary, Assistant Secretary, and Treasurer. The President shall be a Fellow, **Professional Member** or Associate Member of **The SFPE**. The Vice Presidents, Secretary, Assistant Secretary, and Treasurer shall hold **any** grade of membership in **The SFPE**. Officers shall be elected by the **Chapter** and hold office for one year or until their successors are elected and qualified. All officers shall serve without a salary.
- Section V-2: There shall be a Board of Directors consisting of the President, First and Second Vice Presidents, Secretary, Assistant Secretary, Treasurer, latest Past President and four Directors elected by the Chapter. **The four Directors shall be elected** at alternate business meetings to serve a term of two years or until their successors are elected and qualified. A majority of the Board of Directors shall hold the grade of Fellow, Honorary Member, Member or Associate Member.
- Section V-3: No member of the Board of Directors shall serve for more than two consecutive terms in any one office, except for the Secretary, Assistant Secretary and Treasurer.
- Section V-4: Vacancies in office may be filled, until the next regularly scheduled election, by majority vote of the Board of Directors.

**ARTICLE VI: DUTIES OF OFFICERS AND DIRECTORS**

- Section VI-1: It shall be the duty of the President to preside at all meetings and to perform other duties usual to the office. He shall call meetings of the Board of Directors at his discretion or by request of three or more members of the board. He may appoint special or standing committees, as occasion may require, subject to majority approval of the Board of Directors.
- Section VI-2: It shall be the duty of the First Vice President to preside at all meetings in the absence of the President and to otherwise assume the powers and prerogatives of the President. He shall also be the Chairman of the **Program Committee**.
- Section VI-3: If for any reason the President and the First Vice President are not available, the Second Vice President shall have the powers and prerogatives of the President.

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- Section VI-4: It shall be the duty of the Secretary and of the Assistant Secretary to record all official actions of the Chapter and to perform the duties usual to the office of Secretary. This shall include notices of all meetings and a register of the members of the Chapter. Also, the office of Secretary and Assistant Secretary shall submit a membership list, minutes of the meetings, notices of the meetings, notices of meeting dates and other pertinent information to the membership and to the Executive Director of the Society.
- Section VI-5: It shall be the duty of the Treasurer to record all official financial transactions of the Chapter and to perform the duties usual to the office of Treasurer. He shall keep a record of all receipts and disbursements for the year and prepare a statement of assets, liabilities, and net worth for the annual meeting. **He shall submit notices of dues to the Chapter.**
- Section VI-6: The President and First Vice President shall be the Chairman and Vice Chairman respectively of the Board of Directors.
- Section VI-7: The Board of Directors shall meet at least quarterly, but may meet as often as necessary or desirable at the discretion of the Chairman. **These meetings can be face-to-face or by another electronic means of communication.**
- Section VI-8: At least three (3) Chapter Officers and one (1) Director shall constitute a quorum at any meeting of the Board of Directors.
- Section VI-9: It shall be a specific duty of the Board of Directors 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.
- Section VI-10: The term of office of members regularly elected shall begin immediately at the close of the Annual **Business Meeting.**

**ARTICLE VII: EXPENDITURES AND APPROPRIATIONS**

- Section VII-1: No expenditures or appropriations of Chapter monies shall be authorized except by majority vote of the Board of Directors. This shall not include such necessary expenditures required by the Secretary or Treasurer for stationery, postage, and incidentals.
- Section VII-2: The Chapter shall in no way incur financial or contractual obligations for which the Society may be responsible without approval of the Board of Directors of the Society.
- Section VII-3: All general operating and program expense charges shall be funded with the annual dues and event fees. The annual budget shall reflect this budget and be in balance.
- Section VII-4: The Chapter's Outreach investment accounts were developed to provide outreach through support and or funding of the educational programs and scholarships to the Delaware Valley fire protection community. These funds cannot be used for general operating or program expenses unless the board declares a specific emergency by a two-thirds vote of the entire Board.

**ARTICLE VIII: CHAPTER MEETINGS**

- Section VIII-1: **Chapter Meetings** shall be held at least quarterly, one meeting being designated by the Board of Directors as the **Annual Business Meeting.**
- Section VIII-2: At the **Annual Business Meeting**, the President and the Treasurer shall present an annual report covering the past

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fiscal year. The President's report shall review the Chapter's activities and include recommendations for the future. The Treasurer's report shall show the receipts and disbursements for the year and a statement of assets, liabilities, and net worth at the close of the fiscal year.

Section VIII-3: In order to transact business at any meeting of the Chapter, there shall be a minimum of 10% of the voting membership (see Article IV-2) present. (All fractions deleted).

Section VIII-4: Unless otherwise provided in these articles, Roberts' Rules of Order shall govern the transaction of business in all meetings.

Section VIII-5: A nominating committee shall be appointed by the President, with the approval of the Board of Directors, and it shall be the duty of the board to report to the members, at least 30 days preceding the annual meeting, a list of nominations for all officers and vacancies on the Board of Directors to be voted on at the annual meeting.

The Members shall be notified in writing two weeks prior to the meeting at which this action is to be taken.

Other nominations, signed by at least five voting members, and received by the Secretary not less than 30 days before the annual meeting, shall also be submitted to all members before the meeting. Other nominations not so received by the Secretary shall not be considered.

Section VIII-6: The Chapter shall not speak for the Society of Fire Protection Engineers on any local or national matters without specific authorization of the Society, nor shall they engage in any political or other activities inconsistent with the constitution and by-laws of the Society.

**ARTICLE IX**

**DUES**

Section IX-1: The annual dues, corresponding to July 1 - June 30 fiscal year, shall be payable upon election for a new member and on or before September 1 of each fiscal year thereafter. New members admitted to the Philadelphia-Delaware Valley Chapter after March 1st shall be admitted upon payment of one-half the annual dues for the remainder of the fiscal year. Nominal Dues shall be assessed annually to the Membership by action of the Chapter.

Section IX-2: Members who fail to pay dues within the prescribed time shall be suspended by the Treasurer, after due notice of the delinquency in writing to said Member.

**ARTICLE X**

**AMENDMENTS**

Section X-1: These articles may be amended at any regular meeting by a two-thirds vote of the voting members of the Chapter present when consistent with Section VIII-3. Proposals for amendments shall be submitted in writing to the Secretary and read at the meeting immediately preceding that at which the amendment is to be voted upon unless all voting members shall have had at least fifteen days' prior notice of the changes to be acted upon.

Section X-2: The waiting period may be waived upon approval of the Board of Directors and a majority of all voting members of the Chapter.

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### STANDING COMMITTEES

For the purpose of advancing the objectives of the Society and to offer Chapter members the opportunity to take an active part in the social and professional activities in fire protection engineering, the Chapter has established the following committees:

1. Program Committee      **First Vice President**

To promote fire protection engineering technology transfer among Chapter members and to the community at large through:

- a) Planning programs for Chapter meetings and seminars.
- b) Planning joint meetings with other Societies in conjunction with the Cooperation with Other Societies Committee.
- c) Promoting the technical enrichment of the members of the Chapter.
- d) Planning tours of area facilities.
- e) Planning and implementing fire protection engineering promotional packages to area schools.

2. Membership Committee      **Second Vice President**

To increase the membership of the Chapter, and hence the Society through:

- a) Recruiting new members.
- b) Publicizing Society membership benefits.
- c) Encouraging the upgrading of memberships.
- d) Identifying and promoting Chapter members for grade of Fellow.

3. Professional Activities Committee      **Past President**

To further the legal recognition of fire protection engineering as a profession practiced in the public interest for the production of life and property through:

- a) Monitoring engineering registration activity at states in the Delaware Valley area.
- b) Promote development of NCEE exam questions.
- c) Keeping the Chapter membership informed of engineering registration legislation, exam dates, state and federal trends.
- d) Coordination with the Society Engineering Registration Committee.

4. Cooperation with Other Societies' Committee      **Past President**

To establish and maintain working relationships with other engineering societies, associations, and technical groups through:

- a) Establishing communications with these groups.
- b) Exchange of information of common interest.
- c) Encouraging the exchange of speakers and presentation of technical papers with other chapters of SFPE and with other groups.
- d) Promotion of participation and cooperation in the functions and programs of National Engineers Week and other engineering recognition programs.
- e) Maintaining contact with the Engineers Club and its member group.



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5. Liaison with the Fire Services Committee

To advance cooperation between the fire services and the fire protection engineering profession in seeking solutions to fire protection problems through:

- a) Establishing and maintaining contact with fire service groups in the Delaware Valley.
- b) Cooperation in the development of public education programs.
- c) Development of programs in conjunction with the Program Committee for exchange of information.
- d) Coordination of speakers for fire service groups and institutions offering fire service training and educational programs.

6. Constitution and By Laws Committee                      **Freshman Director**

To periodically review and recommend changes to the Chapter's Constitution and By Laws to maintain consistency with the Society Constitution and By Laws and the Chapter's objectives.

7. Finance Committee

To review Chapter financial activities and status for consistency with the Chapter objectives through:

- a) Recommending Chapter dues levels annually.
- b) Developing Chapter operating budget annually.
- c) Maintaining Chapter investment accounts.
- d) Monitoring Chapter financial status.
- e) Performing other financial related projects as requested by the Executive Committee.

8. Scholarship Committee

To promote the Chapter scholarship activity through:

- a) Sending scholarship information packages to colleges and universities.
- b) Evaluation of college and university programs for compliance with scholarship criteria.
- c) Review of scholarship applications received by the Chapter.
- d) Recommending scholarship recipients to the Executive Committee.

9. Newsletter/ Publicity Committee

1. To enhance communication amongst Chapter members through regular publications of a Chapter newsletter.
2. **To assist the Executive Committee and other Committees of the Chapter in publicizing Chapter and member activities through:**
  - a) **Maintenance of newspaper, radio, and TV contacts.**
  - b) **Maintenance of sample news release bulletins for interested members.**
  - c) **Coordination with other Committees as appropriate.**

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**COMMITTEE MEMBERSHIP**

Awards	Chairman	Philip L. Gaughan SET
Constitution & By Laws	Chairman	Bob Moser, PE
Cooperation with Other Societies	Chairman	Philip Sconyo PE
Education	Chairman	Philip L. Gaughan SET
Finance & Budget	Chairman	M. G. (Top) Myers
Fire Service Liaison	Chairman	David Kriebel, PE
Historian	Chairman	L. Jeffrey Mattern
Long Range Planning	Chairman	John Spitz Jr.
Membership	Chairman	James S. Davidson Jr., PE
Newsletter/Publicity	Chairman	Joseph Stough
Nominations	Chairman	Robert T. Foraker II, CFPS
Professional Activities	Chairman	Philip Sconyo PE
Program	Chairman	Michael P. Venneri, P.E., SET, CFPS
Scholarship	Chairman	David Kriebel, PE

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**PAST PRESIDENTS**

1957	Warren J. Baker
1957-60	Walter Boon
1960-62	Erick Peterson
1962-64	Robert Fraim, PE
1964-66	Edward Brannick
1966-68	Joseph Smith
1968-70	Karl Spivak
1970-71	Harold O'Shell
1971-73	Robert Merz, PE
1973-75	Charles Barclay, PE
1975-77	Thomas Czarnecki, PE
1977-79	John D. Cook III, PE
1979-80	Bernard Smith, PE
1980-82	C. Shreve Davis, PE FSFPE
1982-84	James Allen, PE
1984-86	Harvey Searle
1986-88	James Gourley PE
1988-89	James Dewey PE
1989-91	Donald Sutton PE
1991-93	Frank J. Spitz, Jr., CM SET
1993-95	John E. Kampmeyer PE
1995-97	Santiago Carmona
1997-99	L. Jeffrey Mattern
1999-2001	Richard E. Oliver, PE
2001-03	Philip L. Gaughan, SET
2003-05	Philip Sconyo, PE
2005-07	Donald C. Lyons PE, CSP, CFPS, CPEA
2007-09	Robert T. Foraker II CFPS, CFI, CFPE, CET, M.Ed.