

**UNIVERSITY OF MARYLAND  
FIRE PROTECTION ENGINEERING ALUMNI CLUB, INC.**

**BY-LAWS**

---

**ARTICLE I - NAME**

The name of this Organization shall be the University of Maryland Fire Protection Engineering Alumni Club, Inc. (hereinafter the Corporation).

**ARTICLE II - BASIC POLICY**

The club shall be non-commercial, non-sectarian, and non-partisan. The Club shall operate for the promotion of the growth, welfare and maintenance of the University of Maryland Department of Fire Protection Engineering, and carry on activities as a 501 (c) (3) status.

**ARTICLE III - PURPOSE**

The purpose of the Corporation shall be to:

1. Promote and support the University of Maryland Department of Fire Protection Engineering whenever and wherever possible and recognize outstanding alumni and students.
2. Maintain channels of communication among the alumni, staff, and students of the University.
3. Promote and offer programs to advance the professional development of current students and alumni. Increase the visibility of the University of Maryland Department of Fire Protection Engineering, promote the reputation of the alumni, and perform service that will contribute to the educational mission of the University and the College of Engineering.
4. Assist the University of Maryland Department of Fire Protection Engineering staff in identifying potential supporters and advocating the Department of Fire Protection Engineering to potential students and supporters.
5. Facilitate the exchange of information among alumni members.
6. Encourage the recognition and appreciation of alumni in the university family and in University affairs.
7. Provide alumni with information about events and developments at the University of Maryland Department of Fire Protection Engineering.
8. Support recruiting activities for new students.
9. Provide course support (guest lectures, materials, case studies) to enhance the learning experience within the Program.

10. Mentor undergraduates in independent study projects.
11. Act as a network to connect students with intern opportunities.
12. Collect and disburse funds for the achievement of these purposes.

#### **ARTICLE IV - MEMBERSHIP**

Membership in the University of Maryland Fire Protection Engineering Alumni Club is a prerequisite for serving as an officer in the Club. Active membership shall be open to all Certificate holders (graduates) of the University of Maryland Department of Fire Protection Engineering, either a Bachelor of Science degree or a Master of Science or Master of Engineering degree. Friends of the Club are also permitted to be a Member provided they are accepted by the Steering Committee and Officers of the Club.

Active members who join the Club within the first year after its formation shall be known as, and their membership cards shall so designate them as, CHARTER MEMBER. Membership after the first year of formation will be known as MEMBER.

The designation of LIFE MEMBER is a member that pays the one-time life membership dues.

Inactive members do not have to pay dues, but will not receive the benefits and discounts to that of an “active” member. There will be no membership cards for INACTIVE MEMBERS.

An HONORARY MEMBER may be an individual, a company or an organization deemed important to the Club or to the Department of Fire Protection Engineering as determined and approved by a two-thirds vote of the Steering Committee and the Chair of the Department of Fire Protection Engineering. An HONORARY MEMBER shall not pay dues.

#### **ARTICLE V - DUES**

The Annual Dues of this Club shall be thirty-five (\$35) dollars per year to all active members with the exception of graduating students.

Graduating students, at the time of graduation, shall be invited to join free for the first year as a gift from the Club.

The designation LIFE MEMBER is available to any active member and shall require payment of Five-Hundred (\$500) dollars.

Inactive members do not have to pay the thirty-five (\$35) dollars per year, but will not receive the benefits and discounts to that of an “active” member.

An HONORARY MEMBER shall not pay dues.

Dues for a spouse of a member who has taken the place of a deceased Alumni member will not pay dues.

## ARTICLE VI - EVENTS

The Corporation may allow individuals who are not members to participate in Corporate events and activities.

## ARTICLE VII - FINANCES

All financial accounts and records of the Corporation shall be submitted to the officers of the Corporation by the Treasurer at the close of each quarter and at the close of the fiscal year on June 30<sup>th</sup>, with copies to the Chair of the Department of Fire Protection Engineering.

When the Corporation Trustees decide to open a bank account on behalf of the club: 1) the account must be in the name of the Corporation (not an individual); 2) the Corporation must complete and submit appropriate paperwork to be a 501(c)(3) organization, and; 3) the Corporation must adhere to all IRS non-profit guidelines. Any payments over \$1,000.00 shall be approved in writing by two corporate officers.

## ARTICLE VIII - MEETINGS

1. **Annual Meeting.** At least one annual meeting shall be held at the direction of the Trustees. Typically, this meeting will be held at one of the Alumni Dinners arranged during the NFPA and SFPE Meeting.
2. **Regular Meetings.** Regular meetings of the Corporation shall be held at the direction of the Club Trustees. The business meeting schedule should be determined at the beginning of the year to allow posting on the University and Corporation correspondence, reports, and event lists. It is anticipated that these meetings will be held virtually via conference calls or web / internet meeting technology.
3. **Program or Department Related Meetings.** At least one officer or representative of the Corporation should attend the Fire Protection Engineering Board of Visitor's meeting each year, typically held in February. At least one officer or representative of the Corporation should attend the UMD ENFP Curriculum Advisory Committee Meeting each year, typically held in December. The Corporation Officer or representative(s) that attends these two meetings shall report back to the Corporation on key actions taken at the meeting.
4. **Voting.** If the manner of deciding any question has not been otherwise prescribed and voted on at the annual meeting or one of the regular meetings, it shall be decided by a majority vote of the Corporate Trustees.
5. **Calendar.** The Corporate year shall be: July 1 - June 30.
6. **Order of Business.** The order of business at all meetings of the Corporation shall be according to *Roberts Rules of Order Revised*, unless specified otherwise.

## ARTICLE IX – CLUB LEADERSHIP

The Corporation shall be lead by a Board of Trustees of at least 3 people, which shall include the officers. The Trustees shall serve as the main contacts, university liaisons, and responsible parties for the Corporation. The Trustees may organize its Committees and set responsibilities as they see fit, as long as all requirements for maintaining Corporate “active” status, as described below, are met by the Corporation.

1. **President.** The term for Trustees and Officers shall be two terms. A term is two years. The positions of Trustees and President, Secretary and Treasurer shall be held by the same person for no more than one term consecutively. In the first year of organization, three of the five remaining Steering Committee Members (other than Corporate Leaders, Secretary and Treasurer) shall have a one year term so that terms of steering committee members can be staggered to maintain continuity of the committee and leadership.
2. **Election.** Elections shall be held at the annual alumni dinner associated with the NFPA Annual Conference. The Club membership shall elect the Trustees and Officers by simple majority vote based on the membership in attendance. If elections cannot be held or a simple majority cannot be met, the Trustees and Officers may be appointed by the Chair of the Department of Fire Protection Engineering.
3. **Quorum.** A quorum of the Trustees shall be two (2) members out of three (3). A quorum of the membership shall consist of twenty percent (20%) of the active Club members. A quorum of annual and regular business meetings must consist of a majority of the members present at the meeting.
4. **Nomination Committee.** A Nomination Committee shall be appointed by the Trustees. The Nomination Committee shall be composed of the outgoing President plus two (2) active members of the Corporation and the Chair of the Department of Fire Protection Engineering. This committee will be selected by January 1 of each year. The duties of this Committee will be to solicit nominees for the Steering Committee and prepare the election ballot.
5. **Active Status.** The Corporation is considered “active” when the following items are achieved:
  - Maintain a minimum of 10% of the Department of Fire Protection Engineering Graduates as Members of the Corporation.
  - Held one annual meeting.
  - Held at least one regular Trustee meeting per semester.
6. **Responsibilities.** The Trustees shall have general supervision of the affairs of the Corporation including its business meetings, schedule of activities, committee appointments, budget, and perform such other duties as specified by these by-laws.
7. **Emergency.** In the event of an emergency, the Corporation leaders may poll the Trustees by email or telephone. Any such poll shall subsequently be recorded in the minutes along with the nature of the emergency.

## 8. Duties of the Leadership.

- a. President
  - i. Serves as Chair of the Club. Calls and presides at all Club meetings and events.
  - ii. Appoints and approves all chairpersons, subject to the approval of the Trustees, and serves as ex-officio member of all committees, except the nominating committee.
  - iii. Assures a smooth transition to new Club leadership; plans for his/her successor.
  - iv. Serves as liaison with the university, and represents the Club in University and Community affairs.
  - v. Recruits and maintains volunteer support for the Club.
  - vi. Assures regular communication with the Trustees and the wider alumni population.
  - vii. Submits an annual report to the Chair of the Department of Fire Protection Engineering by November of each year.
  
- b. Secretary
  - i. Records the proceedings of all meetings and forwards meeting reports to the Chair of the Department of Fire Protection Engineering.
  - ii. Forwards updated and new alumni addresses to the appropriate Corporate Member that is maintaining the Alumni Data Base.
  
- c. Treasurer
  - i. Submits a budget to the Trustees for the fiscal year July 1 - June 30.
  - ii. Makes all deposits and disbursements as authorized by the Trustees.
  - iii. Provide financial report at all annual meetings.
  - iv. Maintains the financial records and submits an Annual Report to the Chair of the Department of Fire Protection Engineering.

## ARTICLE X - COMMITTEES

The President shall appoint all committee chairs, subject to the approval of the Trustees. Committee members are invited to attend Trustee meetings at the discretion of the Officers. The Trustees should choose a committee structure which supports its vision and service to the university, alumni, and local community. Possible committees include:

- Nominating Committee: To elect new Trustees and other officers.
- Event and Activities Committees: To schedule, plan and execute club events.
- Communications Committee: To determine communications vehicle and schedule for keeping alumni informed, including the clubs web page.
- Membership Committee: To develop membership plans, maintain the alumni data base, recruit new Club Members, and increase membership.
- Fund Raising Committee: To raise and distribute money for special projects at the request of the Chair of the Department of Fire Protection Engineering at the University of Maryland.

## **ARTICLE XI - PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Roberts Rules of Order*, shall govern the Club in all cases to which they are applicable and in which they are consistent with the by-laws and any special rules of order the Club may adopt.

All motions, with the exception of those amending the By-Laws, must be made, seconded and have a majority vote of the quorum of the members present at the respective meeting. (See Article IX for definition of a quorum)

## **ARTICLE XII - AMENDMENT OF BY-LAWS**

These by-laws may be amended at any regular business meeting of the Club by a vote of two-thirds of a quorum, by secret ballot, including proxy voting, and all proposed amendments must be 1) announced at the previous meeting to the vote; 2) submitted in writing to all members of the Club, and 3) approved by the Trustees and the Chair of the Department of Fire Protection Engineering.

FINAL Distributed for review on June 10, 2012

Approved and Adopted: \_\_\_\_\_

Revision #1: Sept. 1, 2012 \_\_\_\_\_

Revision #2: \_\_\_\_\_