

## SFPE CHAPTER PROGRAM RESTRUCTURING GUIDELINES

SFPE will offer members three types of chapters: the Incorporated Chapter (current), Networking Chapter (new), and an Affiliate Chapter for non-North American groups (new).

The modification of chapter structure does not change the purpose of chapters as set forth in the Constitution and Bylaws: The Society's Bylaws charge the chapters with conducting programs that carry out SFPE's purpose and objectives, allowing members to exert their influence in the ever-changing fire protection engineering field. The modification rather addresses the need for flexibility in chapter structures to address member's needs and the mission.

What is modified:

- Provides an option for groups unable or uninterested in sustaining a traditional chapter
- Provides an affiliation option for non-North American groups to address specific membership/structure issues raised
- Provides chapters an option for local-only member category
- Updates the chapter charter to reflect option and clarify performance metrics
- Sets up option for tiers of services

What does not change:

- Current chapter structure (we are adding options for less formal and non-North American)
- Student chapters
- Term "Chapter" - To members, we will use the common term "Chapter." These descriptive terms of traditional and contemporary (or whatever terms are agreed upon) as well as the detailed descriptions provided in the document are intended for the use of SFPE and Chapter leadership.

### Chapter Definitions & Requirements

*Note: these terms and definitions are for internal use; see note above.*

**Incorporated Chapter:** an independent body chartered by SFPE; must have current state incorporation and current by-laws within the U.S. or equivalent outside the U.S.; a leadership team; and meets the basic requirements to maintain charter.

*Note: this is minimal change to the current model; it allows for local-only members and requires only **one** of the leadership team – designated as the SFPE representative – to be a paid SFPE member (naturally, it is preferred that this be the president or chair.)*

- Operates under a Charter and Chapter Operating Policies
- Minimum Requirements for Charter:
  - Align mission and bylaws with SFPE mission, Constitution and Bylaws

- Have a leadership team
- Appoint a SFPE member as SFPE representative
- Support SFPE Position Statements and other Public Policy positions; adopt no conflicting positions
- Maintain the dual membership requirement as defined by SFPE (either 10% of paid chapter members hold SFPE Professional Member Grade or higher; **OR** 20% are SFPE members).
- Share membership list and contact information (to verify above)
- Complete annual SFPE Chapter Evaluation Form
- Earn a 75% satisfaction rating by members (conducted annually by SFPE on behalf of the chapter; this is a target to assure meeting members' needs)
- Access to:
  - Free registration for Chapter Leadership Forum
  - Full access to leadership webinars & resources [Enhanced]
  - Use of SFPE logo and name (in accordance with guidelines)
  - Conference call support through GoToMeeting [New]
  - List of Speaker and Workshop ideas [New]
  - Group tax exemption available under the Society's umbrella; must file own 990
  - SFPE provided D&O, General Liability
  - Eligible for chapter awards such as the Awards for Chapter Excellence (ACE)
  - Representation on the Chapter Relations Subcommittee

→ Add-on Possibility: Additional support for those chapters which do not offer local-only membership:

- Dues billing & membership data services [SFPE collects local dues and remits to chapter; can collect processing fee]
- On-line community exclusive to chapter
- One SFPE sponsored technical training per year

**Networking Chapter:** local group open to only SFPE Members in a given area which operates as an unincorporated group within SFPE.

*Note: designed to provide a chapter-lite option for areas which do not wish to or are unable to host a chapter; bylaws and board not required however will have a volunteer leadership team and follow guidelines set by SFPE Board.*

- Operates under an agreement
- Minimum Requirements for Operating:
  - Have a leadership team
  - Follow SFPE Mission, Constitution and Bylaws

- Support SFPE Position Statements and other Public Policy positions; adopt no conflicting positions
- No local-only members (may involve non-members as paid guests)
- Share all data
- Complete annual SFPE Chapter Evaluation Form
- Earn a 75% satisfaction rating by members (conducted by SFPE annually; this is a target to assure meeting members' needs)
- Access to:
  - Member contact info (to facilitate communications and networking, allowed by law)
  - Financial support (SFPE sets up small budget which is allocated on a request basis; they can charge for gatherings to offset costs)
  - SFPE sponsored technical training option (based on feasibility)
  - On-line community for chapter leaders (discussion group and idea swapping)
  - On-line community exclusive to group [New]
  - Free registration for Chapter Leadership Forum
  - Full access leadership webinars and resources [Enhanced]
  - Use of SFPE logo and name (in accordance with guidelines)
  - Eligible for chapter awards such as the Awards for Chapter Excellence (ACE)
  - Conference call support through GoToMeeting [New]
  - Representation on the Chapter Relations Subcommittee
  - List of Speaker and Workshop Ideas [New]

**Affiliate Chapter (non-North America):** Independent organization operating under an affiliate agreement with SFPE to be SFPE's representative in the specific region; must have an active affiliate agreement and 3 SFPE members.

*Note: Only open to non-North America based organizations and SFPE will still offer individual membership around the globe.*

- Operates under an affiliate agreement
- Minimum Requirements for Operating:
  - Active affiliate agreement
  - 3 SFPE Members as SFPE representatives
  - Align mission and bylaws with SFPE mission, Constitution and Bylaws
  - Complete annual SFPE Chapter Evaluation Form
  - Make no unauthorized commitments on behalf of SFPE
  - Indemnify and hold harmless
- Access to:
  - A copy of SFPE magazine to represent SFPE
  - Discounts on products and services paid for in bulk
  - Participate on SFPE committees
  - Participate in SFPE regional groups
  - Full access leadership webinars and resources (to the three designated representatives)

## Supporting Materials

**SFPE Chapter Support** – List of services to be made available to chapter leaders

*Current (or to be added as soon as viable)*

- Conference call support through GoToMeeting [New]
- One SFPE sponsored training/workshop per year [New]
- List of Speaker and Workshop ideas [New]
- On-line community for chapter leaders (discussion group and idea swapping) [New]
- Paid registration leadership training workshop [New]
- Leadership webinars
- Volunteer leadership training resources (e.g., tools, templates and guides which assist the volunteer in doing their job while building their knowledge base) [Enhanced]
- Use of SFPE logo and name (in accordance with guidelines)
- Eligible for chapter awards such as the Awards for Chapter Excellence (ACE)
- Representative on the Chapter Relations Subcommittee
- Website Development and hosting (for fee) [New]
- Access to Staff Liaison
- Free registration for Chapter Leadership Forum

*Future (these are not confirmed, they are recommended and require additional research)*

- Dues billing & membership data services [New]
- Event support (e.g. event registration platform, marketing support) [New]
- Communication support (blast/marketing emails) [New]
- On-line community exclusive to chapter [New]
- Assistance in filing 990 [New]

## Documents

SFPE Incorporated Chapter Charter – North American Chapters

SFPE Networking Chapter Charter – Agreement for Networking Chapters

SFPE Affiliate Chapter Agreement – Non-North American Chapters

Model Chapter Bylaws

Chapter Leadership Resource Portal (on-line)