



## SFPE Standing Rules

**ADOPTED 11/07/15**

AMENDED 03/21/2017

AMENDED 10/8/2017

AMENDED 10/28/2018

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## A. MEMBERSHIP

### 1. Application for Membership

- a. Each applicant shall submit a member application and associated member dues using the online application at the SFPE website. Each applicant shall attest to the accuracy of all information submitted. Each applicant shall also subscribe to the following: "If granted membership, I agree to subscribe to the Constitution & Bylaws, Standing Rules, and the Canons of Ethics of the SFPE."

### 2. Member Designations

- a. Upon approval, applicants shall be permitted to use the initials "MSFPE" or "PMSFPE" or "FSFPE" after their names to denote the membership grades of Member, Professional Member or Fellow, respectively, in the Society.

### 3. Member Grades

- a. Student Member – A Student Member shall be enrolled full-time in an engineering curriculum or an engineering technology curriculum and not have full-time employment. Proof of student status is required annually in addition to a completed student application. All applicants must supply the following information: expected graduation date, degree and school name. To qualify as a student member, you must be currently enrolled as a full-time student (undergraduate or graduate programs) in degree programs or recognized colleges or universities.

DEGREE TYPE	CREDIT HOUR REQUIREMENT
Undergraduate Students (Bachelor's Degree)	12 credit hours per semester
Graduate/Doctoral Students (Master's Degree and Ph.D.)	9 credit hours per semester
Other full time student or not meeting the minimum requirement	Must submit letter from your University registrar stating you are currently enrolled as a full-time student.

In order to complete your student membership application, you will be required to submit verification of your full-time status. These are the documents SFPE accepts to verify your full-time status:

- A screen shot or copy of your current class schedule with name of institution, name of student, date and number of credit hours currently taking
- Copy of letter from the institution's registrar on university letterhead specifying that the applicant is currently enrolled as a full-time student.

- b. Member - To be a Member of the SFPE, the applicant needs to have a desire to support the mission of the SFPE. The Member Grade is not a qualifications-based grade of membership and is the initial grade of membership assigned to the applicant.
- c. Professional Member – To be a Professional Member of the SFPE, the application must submit to a qualifications-based review. All membership requests to Professional Member shall undergo a review by the Standing Committee on Membership and Chapters, to confirm the applicant meets the education and experience requirements identified in the chart below. One Fellow or Professional Member sponsor/reference shall be provided with the application for the grade of Professional Member. All sponsors/references shall be in a position to attest to the candidate's qualifications.

Category	Education	Years of Engineering Practice	Years of Responsible Charge of FPE
1	PE (Professional Engineer) in Fire Protection, or graduate of an engineering curriculum of accepted standing <sup>1</sup>	4	3
2	Bachelor of Science degree in physical science (math, physics, chemistry) from a university of accepted standing <sup>2</sup> or a bachelor's degree in a fire protection engineering technology program of accepted standing <sup>3</sup>	4	3
3	Graduate of an engineering technology curriculum of accepted standing <sup>3</sup>	6	3
4	Master or Doctor of Science degree in engineering or science <sup>4</sup>	3	3
5	Education in engineering or physical sciences which demonstrates a knowledge of the principles of engineering <sup>5</sup>	6	3
6	Associates degree in engineering or physical science, or Bachelors in engineering or physical science from a non-accredited program	8	3
7	Baccalaureate or higher degree other than engineering or physical science <sup>6</sup>	10	3
8	Other <sup>7</sup>	14	4

Notes:

1. "Accepted standing" is defined as an engineering curriculum which is ABET (Accreditation Board for Engineering and Technology) accredited (USA); CEAB (Canadian Engineering Accreditation Board) accredited (Canada); FEANI listed (European Federation of National Engineering Associations); the Fire Protection and Safety Engineering curriculum at Illinois Institute of Technology (USA), or equivalent. This also includes programs outside North America that have been reviewed and accepted by ECEI (Engineering Credentials Evaluation International) or WES (World Education Services) and found to be comparable to those accredited in the USA.

2. "Accepted standing" is defined as a college/university (USA) which is an accredited institution of post-secondary education.
  3. "Accepted standing" is defined as an engineering technology curriculum which is ABET (USA) or similarly accredited.
  4. From a curriculum of accepted standing.
  5. Credit is given based upon college transcripts and grades received in engineering principles, math and science courses, which demonstrate a knowledge of the principles of engineering. Credit is also given for a PE in a field other than Fire Protection Engineering, Engineering Intern (passed the Fundamentals of Engineering exam) designation, or Certified Safety Professional (CSP).
  6. Those without academic qualifications are asked to provide a detailed description of their practice of engineering and of being in responsible charge of fire protection engineering work. Being under qualified supervision for an extended period of time is essential.
  7. Engineering practice may include experience in engineering fields other than fire protection engineering.
- d. Fellow – A Fellow is the highest grade of membership in the SFPE. To be eligible to become a Fellow, individuals must have been a Professional Member for at least 10 consecutive years. Election to a Fellow shall be in recognition of service to the Society, and significant accomplishment and stature in fire protection engineering or fire safety engineering. Elevation to the grade of Fellow requires nomination by at least five Fellows or Professional Members (not more than two Members or Fellows from the same organization), reviewed and recommended by the CMC Subcommittee on Qualifications, and approval by the Board of Directors.

#### **4. Appeals**

- a. An applicant who is not deemed eligible for Student Member or recommended for election to the grades of Professional Member or Fellow may file an appeal with the Board of Directors, but such appeals will only be considered if the applicant is able to submit additional information for consideration. The information submitted should endeavor to supply evidence which, in the opinion of the applicant, supports election to the membership grade requested. Such appeals must be in writing, clearly stating the issues upon which the appeal is based. The applicant may request a personal hearing at the next scheduled meeting of the Board of Directors.

#### **5. Good Standing**

- a. To remain in good standing, members must be current in all financial obligations to the SFPE and comply with the SFPE governing documents. Members not in good standing shall not be eligible to vote, hold office, or serve on a committee.
- b. Failure to comply with the SFPE Code of Ethics for Fire Protection Engineers may result in suspension or termination of membership, or other actions deemed appropriate by the Board of Directors.

- c. A member in any grade who fails to pay dues when payable for more than 90 days shall have membership suspended.

## 6. Reinstatement

- a. Any individual whose membership has been suspended for failure to pay dues may be reinstated provided that the individual makes payment in full to become current. In such a case, membership will be backdated to the previous anniversary date. An individual can also elect to rejoin the Society by paying the annual dues, but the membership anniversary date will then be commensurate with when payment was received, and the member will start anew in calculating eligibility for member upgrades or status such as Professional Member, Fellow or Life Member. In hardship cases, reinstatement of dues can be waived at the discretion of the CEO. The individual will be reinstated at the same membership level attained at the time of the membership expiration.

## B. DUES

### 1. Amounts

The Board of Directors has established the following annual dues:

- a. Fellows, Professional Members and Members - Dues shall be \$215.00 USD.
- b. Student Members - There shall be no dues.

### 2. Special Dues Statuses

- a. Retired Status - Dues shall be \$75.00. Upon application and approval by SFPE Headquarters (HQ), members will continue to receive the same benefits they had previously received prior to approval. If the retired member re-enters the workforce, the dues will revert back to the prior membership dues rate. To be eligible for retired status, individuals in the grade of Fellow, Professional Member or Member, shall:
  - i. be at least 67 years of age, and
  - ii. have retired from ALL professional income producing activities within the scope of fire protection/safety engineering, and
  - iii. have at least ten (10) years continuous membership in the SFPE (other than Student Member) immediately preceding the request for retired status.
- b. Recent Graduate Status – Dues shall be \$75.00. A Recent Graduate is person who was previously qualified as a student member and who has graduated from an undergraduate degree program, master’s degree program or Ph.D. program within six months of entering

the workforce. Recent Graduate dues shall apply for a maximum of three years following graduation before upgrading to the full dues rate.

- c. **Developing Country Status** – Members living in countries with less than \$35,000 USD gross national income (GNI) per capita, [as defined by the World Bank](#), shall receive a 25 percent dues discount for Fellow, Professional Member and Member grades of membership. Members living in developing countries, which is defined as a GNI of \$11,905 USD and less, [as defined by the World Bank](#), will receive a 50 percent dues discount for Fellow, Professional Member and Member grades of membership.
- d. **Life Status** - Dues shall be \$75.00. This dues status shall be granted to an SFPE member upon request if the person has been paying dues to the SFPE for 40 years and is at least 67 years of age. These members retain their full rights and privileges of their member grade, but shall pay annual dues at the same rate as those at retired status.
- e. **Honorary Status** - Dues are not charged for those members who have previously been designated an honorary status. This status, however, is no longer available.
- f. **Member for Life Status** – Dues are not charged for those who have previously been designated as a Member for Life (these individuals paid a lump sum at one time). This status, however, is no longer available.

### **3. Changes to Membership Dues**

Membership dues shall be evaluated annually, but not later than December 31 of the year prior to an increase taking effect. The membership shall be advised as soon as feasible thereafter of any changes, but not later than December 31 of the year prior to the increase taking effect.

### **4. Payment**

- a. Annual dues shall be payable upon making application to the Society.
- b. Annual dues to the Society shall be in addition to any local chapter dues.
- c. Subsequent dues payments are due on the member's anniversary date. If dues are not received by the due date, the member's status will not be good standing. If dues remain unpaid 90 days after their due date, membership shall be suspended.



## C. CHAPTERS

### 1. Charter

- a. Applications for charter as a chapter shall be accompanied by a list of organizing members based on the chapter model selected, a list of provisional officers and a written governance document based upon the model established by the SFPE.

### 2. Operation

- a. Each chapter shall operate under the approved chapter governance document. Chapter constitution and bylaws must remain current. All revisions shall be submitted to the SFPE Board of Directors for approval. The SFPE HQ shall maintain copies of all chapter governance documents, and all subsequent revisions to them shall not be in force until approved by the SFPE Board of Directors.

The three model chapter structures are described below.

#### **INCORPORATED CHAPTER**

Purpose Statement: Facilitate networking, education, and local community engagement through a variety of events, activities, and access to resources.

Framework: The chapter is an independent body chartered by SFPE to operate in a geographical area. Must meet minimum requirements to maintain charter. These groups will have minimal structure and draw resources and assistance from SFPE.

#### Minimum Requirements for Charter:

- Maintain, and show proof of, current incorporation and state registration within the U.S. or equivalent outside the U.S.
- 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 with SFPE HQ (to verify above).
- Complete SFPE chapter annual report.

## **AFFILIATE CHAPTER**

Purpose Statement: Facilitate networking, education, and local regional engagement through a variety of events, activities, and access to resources.

Framework: The chapter is an independent body operating under an affiliate agreement with SFPE to be SFPE's representative in a specific region. Must have an active affiliate agreement and three (3) SFPE members.

Only open to non-North American based organizations and SFPE will still offer individual membership around the globe.

### Minimum Requirement for Operating:

- Active affiliate agreement.
- Align mission and bylaws with SFPE mission, Constitution and Bylaws.
- Have a leadership team.
- Have three (3) SFPE members as SFPE representatives.
- Complete SFPE chapter annual report.
- Make no unauthorized commitments on behalf of SFPE.
- Indemnify and hold SFPE HQ harmless.

## **NETWORKING CHAPTER**

Purpose Statement: Facilitate networking, education, and local community engagement through a variety of events, activities, and access to resources.

Framework: Networking Chapters form organically based on convenient/local geographical areas. These groups will have minimal structure and draw resources and assistance from SFPE. They will be led by a leadership team of all SFPE member volunteers. Each group will have a high level of autonomy in determining its governance and activities but will be required to liaise actively with SFPE. The model is deliberately adaptable to allow for an area's unique characteristics. Membership is free, as part of SFPE membership, in other words, 100% of Networking Chapter members are members of SFPE. [Non-members are actively welcomed to attend events as a non-member as part of recruiting new member strategy.]

By December 31 of each year, the president of the chapter shall submit to the SFPE a list of chapter membership with contact information and a completed chapter evaluation form.

- b. Chapters are encouraged to maintain active liaison with persons in groups in related fields of endeavor or interest within their respective geographical areas. Such persons shall be an

SFPE member to access the Chapter Leadership Resource Portal.

- c. Chapters may accept support and encouragement from interested persons who are not members of the Society, may send them regular chapter publications, and may routinely invite them to their chapter meetings. These persons shall not be referred to as “members” of the chapter or the Society and shall not refer to an affiliation with SFPE or its chapters in any advertising, letterheads, business cards or similar published materials.
- d. Chapters may assess dues upon their members as they see fit.
- e. All chapter assets remaining after the dissolution of a chapter shall be given over to the SFPE Foundation.

### **3. Chapter Coordination Groups (CCGs)**

- a. With the approval of the Board of Directors, chapters may create regional Chapter Coordination Groups (CCGs) in specific geographical locations for purposes of local advancement of the purposes of the Society. A CCG shall function in accordance with the Constitution & Bylaws of the SFPE and its associated chapters.

### **4. Chapter President’s Council (CPC)**

- a. The Chapter President’s Council allows equal representation of all Society chapters and provides a means for communication between the chapter leadership and the SFPE on relevant issues and topics. Membership in the CPC shall be each of the chapters’ presidents. The chapter president has the option to designate a chapter member as an alternate.

### **5. Chapter Leadership Forum**

- a. There shall be an annual face-to-face Chapter Leadership Forum of the Society that serves as both a forum for information exchange among the chapters, and as an advisory body to the Board of Directors. All chapters are invited to send representatives and participate in the annual Chapter Leadership Forum.

### **6. Student Chapters**

- a. Student members may file an application for student chapter status with the SFPE Board of Directors. Student chapters shall be organized and operated under the guidance of a designated faculty advisor who shall be a member of the Society.

#### D. CORPORATE 100 PARTNER PROGRAM

- a. The Corporate 100 Partner Program membership levels and benefits are shown in the table below.

Corporate 100 Partners Program Benefits	Sustainer	Patron	Benefactor	Visionary
	\$1,000	\$2,500	\$5,000	\$10,000
	Est. direct savings of \$750 - \$1,750	Est. direct savings of \$1,525 - \$3,550	Est. direct savings of \$2,350 - \$5,400	Est. direct savings of \$3,500 - \$7500
Recognition in each issue of <i>Fire Protection Engineering</i> magazine	X	X	X	X
Recognition on SFPE web site	Listing	Listing with link	Logo with link	Logo with link
Unlimited use of Corporate 100 Partner logo	X	X	X	X
SFPE Online Store Credit	\$50	\$125	\$250	\$500
Discount on exhibits at SFPE North America and Europe conferences	5%	10%	15%	20%
Discount on sponsorships at SFPE North America and Europe conferences	5%	10%	15%	20%
Discount on ads in SFPE digital newsletters	5%	10%	15%	20%
Discount on ads in <i>Fire Protection Engineering</i> magazine	5%	10%	15%	20%
Discount on job postings on the SFPE job board	5%	10%	15%	20%
SFPE Corporate 100 Partner certificate	X	X		
SFPE Corporate 100 Partner plaque			X	X
Exclusive homepage placement of logo with link to your website				X
Individual SFPE membership(s)	1	2	3	5
Seat on Corporate Advisory Council			X	X
Exclusive event at SFPE North America Conference			X	X

#### E. SFPE FOUNDATION

- a. The SFPE Board of Directors shall select one board member for a three-year term to serve on the SFPE Foundation's Board of Governors and serve as a liaison between the SFPE Board of Directors and the Foundation.
- b. The SFPE Board of Directors shall review and approve all SFPE Foundation nominations to the Board of Governors.

## F. STANDING COMMITTEES

### 1. Organization

The Board of Directors has established the following Standing Committees made up of the SFPE members to assist the staff in the delivery of the SFPE programs, and the furtherance of the SFPE's mission:

- a. The Standing Committee on Community Outreach and Advocacy (COA) will be responsible for advancing the recognition of the profession; increasing the public's awareness of the profession and the services provided; and guiding the Society and its chapters in reaching out to the public, to allied professionals, to industry members, and to the code enforcement community for the purpose of increasing the stature of fire protection engineering and fire safety engineering. This Committee will also recommend and monitor positions taken by the Society on emerging technical, legislative, and regulatory issues as well as provide support for marketing and public relation's initiatives implemented by, and on behalf of, the Society.
- b. The Standing Committee on Continuing Professional Development (CPD) is charged with developing and maintaining a strategic continuing education plan for the Society; developing core educational content – including reading materials, publications, quizzes, test, presentations - that aligns with the competency criteria (developed by the Committee on Professional Qualifications); providing guidance on topics and content for workshops, symposia and conferences, which meet the body of knowledge transfer and continuing education needs of members worldwide; providing guidance on the delivery formats and methods to facilitate global delivery of core educational content; implementing the instructor review and approval process as defined in the standing rules; and providing guidance on use of relevant education from other allied organizations. This committee will not be involved with university curriculum or formatting educational content to fit different delivery mechanisms.
- c. The Standing Committee on Members and Chapters (CMC) is responsible for the recruitment and retention of members as well as recognizing member achievements. Committee members will also receive recommendations of fire protection engineers or related professionals to consider recognition for their stature or significant, noteworthy accomplishments. The committee will foster communication among chapters, HQ and the Board of Directors. The committee is also responsible for helping in the formation of new chapters, creating stronger ties between the chapter and SFPE and identifying opportunities for the chapters to help in disseminating the SFPE news and information that is relevant to their constituencies.

- d. The Standing Committee on Professional Qualifications (CPQ) is charged with developing, disseminating and maintaining an occupational competency standard for the fire protection engineering profession, to include minimum criteria for professional licensing and credentialing; sustaining an engineering licensure examination within the standards (e.g. item quality and quantity, testing format, test specification refresh frequency, clean audit statement, etc.) established by the United States (U.S.) National Council of Examiners for Engineering and Surveying (NCEES); establishing and promoting the profession's Code of Ethics and providing impartial evaluations on questions of ethics within the professional; facilitating the development of new fire protection engineering programs and courses; promoting new and existing courses in fire protection engineering; and assisting in new and continuing accreditation of fire protection engineering and technology programs.
- e. The Standing Committee on Research, Tools and Methods (RTM) shall identify, develop, and oversee SFPE's technical products and research work, review new innovations, and help to establish the research agenda for the fire safety engineering profession.

## **2. Standing Committee Appointment and Reappointment**

- a. Standing Committee members shall be members of the Society, except for special circumstances where approved by the Board of Directors. There shall be no limit to the number of members participating on the standing committees.
- b. Members who are interested in appointment or reappointment as a member of a Standing Committee need to complete an online application.
- c. Criteria considered for initial committee appointment includes but is not limited to competency and experience in the area of committee responsibility and demonstrable commitment and ability to actively participate in the activities of the committee. Geographic, gender, ethnic and market sector diversity is desired and will also be considered in appointment decisions.
- d. Appointment to additional terms will be based on prior active participation and individual contributions towards achieving the objectives and deliverables of the committee. In addition to factors outlined in Section G.2.c., considerations for reappointment to a Standing Committee include but are not limited to:
  - i. An established record of productive and consistent contribution and service to the work and activities of the Standing Committee during the member's immediate prior term. Members interested in reappointment to a Standing Committee shall detail their personal record of contribution and service on their online application for reappointment. It is emphasized that simple participation or attendance in Standing

Committee activities alone is not considered a sufficient record to support reappointment.

- ii. Endorsement of the reappointment application submitted by the Member by the relevant Standing Committee Chair and responsible staff liaison.
  - iii. All applications for Standing Committee reappointments shall be reviewed and approved by the Board of Directors.
- e. Any Standing Committee appointment or reappointment that is denied may be petitioned for reconsideration by the individual member to the SFPE Board of Directors. Such petitions for reconsideration shall be submitted in writing through the Chief Executive Officer within 14 days of member notification of the denial and shall provide additional information for consideration beyond that provided on the member's application.
- f. All committee appointments, including the chair(s) and committee members, shall be for three-year terms beginning January 1 and each member shall be eligible to apply for reappointment for two additional three-year terms to the same Standing Committee for a total of 9 years of eligibility on any one Standing Committee. Standing Committee appointments for more than 9 total years of service on any single Standing Committee may be allowed by special petition to and approval by the Board of Directors.
- g. The committee chair and subcommittee chairs may appoint standing committee members to subcommittees, task groups and other working groups as needed without Board of Directors approval.

### **3. Chair(s)**

The committee chair guides the committee in its work as outlined by the scope of work and charge from the Board of Directors through the office of the CEO. Specifically:

- a. With the staff liaison, develop a work plan that will allow the committee to effectively and efficiently discharge its responsibilities for the year.
- b. With the staff liaison, develop agendas and conduct committee meetings.
- c. Approve reports of committee meetings before their distribution.
- d. Work with the staff liaison to ensure that the work of the committee is carried out between meetings.

- e. Approve reports on committee activities, including requests to the Board of Directors for action.
- f. Report to the committee on decisions of the Board of Directors that affect the committee's work or activities.
- g. Guide the committee on proposing products and services that will further the goals and objectives of the Society.
- h. Make policy recommendations related to the scope of the committee to the Board of Directors.

#### **4. Staff Liaison**

The staff liaison serves as a non-voting, informed resource to the chair and members of the committee. The staff liaison assists the chair in facilitating committee discussions and activities that address the committee's charge and works with the chair to ensure that all committee work is consistent with the Society's goals and objectives. Specifically:

- a. Provide orientation for each committee chair and assist the chair in providing orientation for new and renewing committee members each year.
- b. Work with the chair to develop a plan of work that will allow the committee to effectively and efficiently discharge its responsibilities for the year.
- c. Work with the chair to develop agendas and conduct effective meetings.
- d. Provide administrative support for planning and execution of all committee meetings.
- e. Draft reports of committee meetings for review and approval by the committee chair.
- f. Work with the chair, committee members and other staff to ensure that the work of the committee is carried forth between meetings.
- g. Facilitate communication of committee activities, including requests for action and/or proposed policies, to the CEO and board of directors.
- h. Report to the committee chair and committee as a whole on decisions of the board of directors or other committees that impact the committee's activities.



- i. Assist the committee in proposing products and services that will further the goals and objectives of the Society.

## **5. Committee Member Responsibilities**

Committee members shall actively participate in the work of the committee; provide thoughtful input to the deliberations of the committee; focus on the best interests of the Society and the committee rather than on personal or constituent interests; and work toward fulfilling the committee's goals. Specific responsibilities:

- a. Review all relevant material before committee meetings. Make contributions and voice objective opinions on issues.
- b. Participate in committee meetings.
- c. Fulfill established objectives of the committee, such as review, product development, etc.
- d. Carry out individual assignments made by the committee or subcommittee chair.
- e. Work as part of the committee and staff team to ensure that the committee proposes policies and/or develops products and services that help association members who are responsible for programs within the scope of interest of the committee.
- f. Represent the committee in meetings of other association groups, as requested.
- g. Disclose real or perceived conflicts of interest, and refrain from voting in those instances.
- h. Refrain from discussion or activities that may violate antitrust laws.

## **6. Committee Charge**

At the conclusion of each year, the chair and staff liaison are expected to make recommendations to the Board of Directors through the office of the CEO regarding future work of the committee.

## **7. Committee Accountability**

The committee shall not commit to expenditures of funds. If proposing a program or activity that may involve expenditure of funds, committees must submit a program description and budget to the CEO for inclusion in the Society's budget.

The committee shall not express opinions or represent positions in the name of the association unless specifically authorized by the board.

## **8. Committee Reports**

The committee chair and staff liaison are responsible for keeping leadership and appropriate staff fully informed of committee activities. A written report of goals and achievements shall be provided to the Board of Directors at least once per year.

## **9. Committee Meetings**

The committees and subcommittees shall meet as needed. Meetings may be face-to-face or virtual. Each committee will be provided with an account which they can use to schedule and set-up virtual meetings. Committees are strongly encouraged to schedule face-to-face meetings in conjunction with the SFPE's conferences and other industry events where committee members are gathered.

# **G. NOMINATIONS AND ELECTIONS**

## **1. Annual Elections**

The Society shall hold annual elections to elect a President-Elect, and a Secretary-Treasurer; to fill open seats on the Board of Directors; and to elect members to the next years Nominating Committee.

## **2. Desired Qualifications of Board Members**

- a. The following general qualifications are desired of SFPE Members serving on the Board of Directors of the Society:
  - i. SFPE membership grade status of Professional Member or Fellow.
  - ii. Demonstrated leadership commitment and involvement with SFPE and the Profession. Examples include service on an SFPE Committee or a Chapter Leadership position.
  - iii. Recognition as a leader in the fire protection community. Examples include executive positions in organizations and companies, engagement with other allied societies or organizations, and outstanding service on a fire safety technical committee.
  - iv. Relevant experience in organizational management. Examples include service on other Boards, and experience in strategic planning, operations, branding, fund raising, finance, global operations, and strategic alliances.

- v. SFPE values and seeks diverse leadership as defined by race, ethnicity, gender, religion, age, sexual orientation, nationality, disability, geography, professional level, etc. SFPE seeks leaders from all types and sizes of organizations.
  - vi. Commitment to participate in up to three face-to-face meetings, one of which will be outside of the U.S., and up to 10 virtual meetings per year. Terms of service are for three years and begin on January 1.
  - vii. Positive leadership attributes, and ability to work collaboratively and engage in appropriate debate and discussion when needed.
  - viii. Visionary and strategic thinking. Demonstrated ability in developing and implementing new and innovative programs within their sphere of influence. Examples include incorporating strategy, leadership, future focus, risk taking, and an entrepreneurial spirit.
- b. The Board may also specify additional qualifications desired for nominees in any given election cycle in order to acquire special expertise on the Board, or to provide additional diversity on the Board in relation to experience, expertise in particular areas (i.e. finance, law, fund raising, exterior relationships), geographically (USA, international) and demographically.

### **3. Desired Qualifications of Nominating Committee Members**

- a. The following general qualifications are desired of SFPE Members serving on the Nominating Committee of the Society:
  - i. SFPE membership grade status of Professional Member or Fellow.
  - ii. Demonstrated commitment to and involvement with the Society. Examples include Society Fellows, Past Presidents, Past Committee Chairs, and tenure on Standing Committees.
  - iii. Sufficient experience and skill to competently evaluate new Board candidates consistent with the qualifications established by the Board and expressed in the Standing Rules.
  - iv. A keen understanding of SFPE's vision, objectives and strategic initiatives.

- v. Knowledge and awareness of SFPE members that could be recruited as nominees for the Board.
  - vi. Commitment to participate in up to one face-to-face meeting, and up to 3 virtual meetings per year. Terms of service are for one year, and begin on January 1.
  - vii. Ability to work collaboratively and engage in appropriate debate and discussion as needed.
- b. The Board may also specify additional qualifications desired for nominees of the Nominating Committee in any given election cycle.

#### **4. Call for Nominations**

- a. The Secretary-Treasurer shall issue a call to the membership for nominations for President-elect, Secretary-Treasurer, Directors, and for election to the next year's Nominating Committee.
- b. The Call for Nominations shall identify any additional specific qualifications that are desired by the Board to maintain diversity on the Board in relation to experience, expertise in particular areas (i.e. finance, law, exterior relationships), geographically (the Americas, Europe, Asia, Oceania, etc.) and demographically.
- c. The Call for Nominations shall set forth the information and documentation required to be submitted by the Nominee to document the nominee's qualifications for the position sought.
- d. A member may seek nomination and run for only one office in an election cycle.
- e. The nominations period shall close 30 days after the Call for Nominations is issued.

#### **5. Nominating Committee Role in Recruiting and Vetting Candidates for Election**

- a. The Nominating Committee may recruit candidates for all open positions on the Board, including President-Elect and Secretary-Treasurer, and the next year's Nominating Committee.
- b. The Secretary-Treasurer shall submit a list of all nominations and supporting documentation to the Nominating Committee.

- c. The Nominating Committee shall review the nominations and documentation submitted by the Secretary Treasurer for the purpose of: 1.) Determining whether or not the information provided by the nominee complies with the request in the Call for nominations; 2.) Determining, based on the information provided by the nominee, whether such nominee meets the qualifications of the position sought; and 3.) Determining, based on the information provided, whether the nominee meets the additional specific qualifications identified by the Board in the Call for Nominations.
- d. The Nominating Committee shall report to the Secretary-Treasurer nominees for President-Elect, Secretary-Treasurer, Directors, and members for the next years Nominating Committee for election in accordance with the election procedures. The Nominating Committee shall propose at least one (1) candidate for each position to be filled. The Nominating Committee Report shall also identify whether or not such nominees meet the additional qualifications desired by the Board as identified in the Call for Nominations.
- e. The Secretary-Treasurer shall advise the membership of the nominating Committees' candidate list.

## **6. Petition Process**

- a. The SFPE Constitution and Bylaws, Article X Nominations and Elections, Section 2, states, "Additional nominations for any Officer or Director position may be made by written petition signed by 5% of members in good standing and received by the Secretary-Treasurer."
- b. Qualified members desiring to be included on the ballot in this manner shall circulate a written petition stating, "I am seeking inclusion of my name and information on the ballot for the position of \_\_\_\_\_." The remainder of the petition shall consist of space for handwritten (not electronic) signatures and printed names of members in good standing who agree that this person's name and information should be included on the ballot.
- c. Standardized information already submitted to the Nominating Committee, or prepared in the same format, adhering to the same guidelines, shall be included when the petition is submitted.
- d. The Secretary-Treasurer shall advise the petitioner of the minimum number of signatures required and that the names included on the petition will be verified as members in good standing as of the date the petition is submitted. It is advisable that more than the minimal number be submitted.

- e. The petition process is different than campaigning, which is governed by the campaign rules. Candidates who have been chosen by the Nominating Committee must adhere to the campaign rules once their candidacy is announced to the membership.

## **7. Campaigning**

Within the SFPE, members have the privilege and responsibility of voting for candidates of their choice. However, all campaigning for any office at any level is expressly prohibited. There shall be no circulation of information or campaign materials by anyone for a candidate or nominee, including but not limited to, electronic and postal mail, facsimile, telephone, printed materials, brochures or leaflets. Only information about the nominees or candidates from the Nominating Committee is allowed. Campaigning and campaign materials include, but are not limited to, the following:

- a. Personal email or postal correspondence which asks chapters or other groups for their assistance or support during the election;
- b. Distribution of books, pamphlets, resumes, photographs, other printed materials, ribbons, buttons, or trinkets which includes the candidate's name during the election cycle;
- c. Presentations or speeches which ask chapters or other groups for their assistance or support during the election.
- d. The use of electronic social media such as Facebook, Twitter, LinkedIn, Instagram, etc.

These rules apply to not only the nominee or candidate, but other members or surrogates who may be acting on behalf of a nominee or candidate. During any election cycle, it is prudent that candidates and other members refrain from any correspondence, speeches or distribution of any materials which potentially could be deemed as campaigning.

The Board of Directors has the sole responsibility to determine if a violation has taken place, and to determine the penalty of any candidate for SFPE office who violates that procedure. The range of penalties can include, but is not limited to, removal from the ballot regardless of the outcome of votes cast, to being banned from all future elections for any office.

These rules do not apply to those who participate in the petition process who are seeking to be candidates on the Board of Director's slate during the petition process. If the petition process is successful, once the Nominating Committee includes the Petitioner on the Candidate List, the petitioner shall be bound by these campaigning restrictions.

## **8. Balloting Process**

These ballot procedures shall be used for election of Officers and Directors, Nominating Committee members, amendments to the Constitution and Bylaws, and such other occasions as may be directed by majority vote of the Board of Directors.

- a. The Secretary-Treasurer shall be responsible for preparation and distribution of ballots to all persons who are members in good standing at the time of the distribution.
- b. Ballots shall be sent out to the membership. Balloting shall open immediately upon distribution of the ballots and shall close 30 days after the balloting opens.
- c. The use of electronic ballots shall be permitted.
- d. In the event of any question being raised, the Secretary-Treasurer shall certify the eligibility of all voters as of the time of the distribution of the ballots.

## **9. Certification of Election**

- a. The Secretary-Treasurer shall certify the results and announce the results to the membership in not more than ten days following the closure of voting.

## **10. Filling Vacancies for Unexpired Terms**

In the case of an unexpired term on the Board of Directors being vacated, The SFPE Constitution & Bylaws grants that the vacancy can be filled by a vote of the Board of Directors. The process for filling a mid-term Board vacancy shall be as follows:

- a. When a vacancy occurs in a term that has less than one year remaining, the Board shall have the option of filling the remaining term of that vacancy, or leaving the seat open till the next regularly scheduled election.
- b. When a vacancy occurs in a term that has more than one year left, the Board shall fill the open seat, and that individual shall fill that seat until the regular expiration of that term.
- c. The Board shall vote on individuals to fill vacant Board terms at a duly constituted meeting of the Board. The individual who receives the most votes shall be appointed to the open Board seat. The ballot may be an open ballot, or a secret ballot, as determined by the Presiding Officer at the meeting.

The membership shall be notified of the Board actions to fill the vacant position within 10 days of such action being taken.

## **H. TRAVEL**

### **1. Authority**

The Board of Directors has the authority to establish policies with regards to travel. Such policies are to be included with the SFPE Policies and Procedures.

## **I. AWARDS & RECOGNITION**

This section describes Society awards formally created by the Board of Directors. Nominations for the awards may originate from individuals or chapters. Each award need not be given annually, and not more than one of each award shall be made annually, with the exception of the Hat's Off and Chapter Excellence awards.

### **1. The John J. Ahern President's Award**

The John J. Ahern President's Award is made by the President to recognize an individual who has made an important, conspicuous contribution that deserves very special recognition by the Society and its leadership.

### **2. The D. Peter Lund Award**

The D. Peter Lund Award is made by the Board of Directors in recognition of contributions to the advancement of professional recognition of the fire protection engineer.

### **3. Fire Protection Person of the Year**

The Fire Protection Person of the Year Award recognizes significant achievement in fire protection from areas beyond the SFPE. Selection of the award is made by the Board of Directors based on the following criteria:

- a. The individual must have made an outstanding contribution to fire protection within recent years.
- b. The contribution must be broad in scope and at least of national importance.
- c. The contribution must have apparent lasting effects.



- d. The individual must come from beyond the SFPE (i.e., cannot qualify for the grades of Fellow or Professional Member.)

**4. The David Lucht Lamp of Knowledge Award**

The David Lucht Lamp of Knowledge Award honors an organization, company or individual that has contributed substantially to increasing the opportunities for higher education in fire protection engineering.

**5. The John L. Bryan Mentoring Award**

This award is presented to an individual who exemplifies commitment and dedication to educating, training and advising fire protection engineers. The recipients are recognized for freely and unselfishly providing their expertise to less experienced individuals in order to help them enhance their education, advance their careers, and build their network in fire protection engineering.

**6. The Harold E. Nelson Service Award**

The Harold E. Nelson Award recognizes outstanding service to the SFPE by the SFPE members.

**7. Rolf H. Jensen Award for Outstanding Committee Service**

The Rolf H. Jensen Award recognizes persons who have rendered service on an SFPE committee in an unselfish, extraordinary and unusual manner above and beyond normal expectations; this service shall be in contribution to the SFPE goals and to the fire protection engineering profession. This award was formerly known as the Directors' Award for Outstanding Service.

**8. The Arthur B. Guise Medal**

The Arthur B. Guise Medal recognizes the contributions of Arthur B. Guise and eminent achievement in the advancement of the science and technology of fire protection engineering. Nominees need not be members of the SFPE.

**9. The Jack Bono Award for Engineering Communications**

The SFPE Foundation's Board of Governors established the Bono Award in 1994 to recognize the author(s) of the paper published in the SFPE's Journal during the prior year that has most contributed to the advancement and application of professional fire protection engineering.

## **10. Student Scholar Award**

This award was established in 2006 by the SFPE Foundation's Board of Governors to recognize high-performing students who are conducting research to advance the science and practice of fire protection engineering. Nominations are accepted from undergraduate, graduate and post-graduate students and are judged on scientific quality and relevance of their research to the fire protection engineering profession.

## **11. Hat's Off Award**

The Hat's Off Award is designed to recognize Society members who, in the course of their SFPE assignments, "put forth that extra effort" or "walked that extra mile" to ensure that the effort expended was the absolute best.

## **12. The Award for Chapter Excellence**

The Award for Chapter Excellence (ACE) recognizes a chapter's service to the SFPE and its members. Awards are made based on an annual evaluation of chapter accomplishments submitted by the Chapter Leadership at a time, and in a format, as established by SFPE Staff.

## **13. The Margaret Law Award**

The Margaret Law Award was established in 2018 by the SFPE Board of Directors. The award recognizes individuals who have pioneered advancements associated with engineering fire safety of the built environment. This award is named in honor of the outstanding achievements of Margaret Law, MBE, BSc CEng FIFireE FSFPE, a pioneering woman in the fields of fire safety science and fire protection engineering.

## **14. The Jean-Claude de Smedt Award**

SFPE Europe established the Jean-Claude de Smedt Award in 2018 to recognize significant contributions to the advancement of the recognition of the fire engineering profession in Europe. This award is named in honor of Jean-Claude de Smedt, the first chair of the ECCG (formerly SFPE Europe) and one of the driving forces of SFPE in Europe. In honor of his remarkable work in promoting the profession in Europe, this award recognizes individuals who have most contributed to increase the recognition of the fire engineering profession in Europe. An award committee will consider nominations submitted from around Europe. The award is endowed by SFPE Europe and the recipient(s) will be announced at the SFPE Europe conference.

## **J. PARTICIPATION IN PUBLIC AFFAIRS**

The SFPE members are urged to actively participate in and lend their talents to public issues. In such activities, the individual member is free to express opinions and espouse positions. In general, the member is no more restricted than any other member of the public. An SFPE member does, however, have some special obligations. When speaking as a fire protection engineer, the member is obliged to base engineering positions on the application of engineering principles and to clearly separate these from any position based on facts other than engineering determinations. When speaking on behalf of a client, the client relationship must be publicly disclosed. When speaking as a qualified engineer, each member is urged to use membership in the SFPE as part of any statement of qualifications. It is essential, however, that the member properly state his or her grade of membership and not ascribe or connote Society endorsement, unless such endorsement is formally obtained from the Board of Directors.

The SFPE as a Society (or chapter or other element thereof) will, as appropriate, actively participate in public issues. The prime objectives are to emphasize the importance of the engineering aspects of the issues and the advantage of using qualified fire protection engineers, where appropriate. It is proper for the SFPE and its chapters to point out the need for, or failure to properly involve and attend to, fire protection engineering in public issues. It is also appropriate for the SFPE to publicly provide an unbiased engineering analysis of an issue or the proposed solutions. It is, however, inappropriate for the SFPE or a chapter to lobby for the adoption of a specific position on any other basis.

## **K. SFPE REPRESENTATION OUTSIDE THE SOCIETY**

This policy is to address the selection and responsibilities of those individuals who are appointed to represent the SFPE to other organizations. The policy is intended to apply to organizations who either request or make available positions for one or more individuals to represent the SFPE. These may include codes and standards development committees, organizational advisory committees, and committees and boards of related professional organizations. It should also be noted that while the policy permits representation by the SFPE members or staff, the Board of Directors proposes to limit the SFPE representation to codes and standards writing organizations to staff personnel. The policy is intended to apply to any organization whose activities would affect the overall membership of the SFPE. Where a state or local organization requests representation by an individual SFPE Chapter, the policy need not apply. However, individual SFPE Chapters are encouraged to apply similar criteria in the selection and responsibilities of representatives to such organizations. While such representatives may represent an SFPE Chapter, only representatives selected in accordance with this policy will be authorized to state that they represent the Society.

### **1. Appointment.** Appointment of members and their tenure.

- a. SFPE representatives to other organizations shall be appointed by the Board of Directors who may seek the recommendation of any SFPE committee or task group concerning the appointment of such representatives.
- b. All such appointments are subject to annual review and reappointment by the Board of Directors. Those members who exhibit lack of interest, knowledge, or responsibility shall not be reappointed and may be removed for cause at any time.
- c. Representation to another organization shall not in and of itself constitute an endorsement of the organization or of any document developed by the organization.

## **2. Qualifications**

Each candidate shall submit statements to the CEO indicating the following.

- a. Evidence of knowledge and competence in the work of the other organization.
- b. Assurance of ability to participate actively in the work of the other organization including responsibilities in responding to correspondence and attendance at meetings.
- c. Identification of the person or organization that would fund participation.
- d. Agreement to notify the CEO of a change in status including employment or funding source.

Selection and appointment shall be based on the qualifications of the applicant under the provisions above. The person selected shall be familiar with the policies of the Society, if any, which impinge on the activities of the other organization. The person should preferably be a member of an SFPE committee or task group having parallel or related interests, or a member of the SFPE staff.

## **3. Authority and Responsibilities**

- a. Following appointment, each SFPE representative to other organizations shall advance, insofar as possible, the purpose of the Society 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. If questions of policy or technical issues arise in which the SFPE representative feels the need for additional guidance, assistance shall be sought through the CEO.
- b. In some cases, the scope of the activities of the other organization may be of such significance that the President may, at his discretion, appoint an Advisory Group to provide

- guidance and assistance to the SFPE representative. In such cases, the SFPE representative shall keep the Advisory Group fully informed of all issues and must secure direction from the Advisory Group prior to expressing an SFPE position.
- c. Any proposed actions that are contrary to Society policy as expressed by the Board of Directors shall be reported immediately and in advance to the CEO for communication to the Board of Directors, affected SFPE committees, subcommittees and others as appropriate.
  - d. The Board reserves the right to direct the vote on the final actions by an SFPE representative.
  - e. Approval or disapproval of any final or critical actions of other organizations by the SFPE representative shall be reported to the CEO so that such actions can be communicated, if appropriate, to affected SFPE committees, subcommittees or the entire membership of the SFPE. This reporting is for the purpose of assuring that all interested and concerned SFPE members and committee members and task group members can be kept properly informed of activities in which the Society is participating.

## **L. POSITION STATEMENTS**

### **1. Purpose**

Position statements shall be related to matters of great importance, have broad concern and be international in scope. Topics should be of relevance and significance to the profession. There shall be no positions taken on partisan political matters.

### **2. Origin**

Chapters and members are encouraged to review all position statements and submit comments and recommendations to the Board of Directors. When drafting proposed position statements, the preparer should be aware of germane existing statements to avoid redundancy.

### **3. Review**

In addition to receiving new proposed statements, the Board of Directors shall review all existing resolutions that have been in force for ten years for relevance to the SFPE programs, timeliness, change of opinion and new information. The Board of Directors shall reaffirm, amend or rescind such statements. Position Statements in force for fewer than ten years may also be reviewed.

#### 4. Availability

Statements shall continue to be on record and available on the SFPE website until rescinded by the Board of Directors.

### M. CODE OF ETHICS

In the practice of their profession, the SFPE members must maintain and constantly improve their competence and perform under a standard of professional behavior which requires adherence to the highest principles of ethical conduct with balanced regard for the interests of the public, clients, employers, colleagues and the profession. The SFPE members are expected to act in accordance with the [SFPE Code of Ethics](#) and all applicable laws, and actively encourage others to do so.

#### 1. Filing a Complaint

- a. The SFPE will process complaints alleging a violation of the SFPE Code of Ethics against persons currently holding any grade of SFPE membership. The complaint must be in writing, must identify the specific canons alleged to be violated, and must be accompanied by documentation sufficient to preclude the need for research on the part of the Society. The Society is not obliged to conduct an independent investigation of the complaint or gather data beyond that provided by the Complainant.
- b. Complaints are to be submitted to the CEO of the Society, and all communications between the parties involved and the Society are to be through the CEO or the CEO's designee.
- c. The alleged violation must have occurred not more than five years before the filing of the complaint.
- d. Society members involved in deliberations on the complaint who, at any time during these procedures, believe that they may not be able to act objectively and impartially on the complaint, shall recuse themselves. In such cases, additional members may be recommended with Board of Director's approval until the complaint is resolved. In no case will the Society act with fewer than five members having reviewed the complaint.
- e. After determining that the persons named in the complaint currently hold membership in the Society, the CEO will distribute a copy of the complaint to the Subcommittee for Professional Ethics and Standards of Conduct. The Subcommittee for Professional Ethics and Standards of Conduct will consider all information relative to the complaint by a majority vote and decide, as expeditiously as possible, whether the complaint is relevant to one or more Code of Ethics, by responding in one of two ways: "affirmative" (the issues in the complaint, as filed, are considered to be relevant to one or more of the Code of Ethics); or,

“negative” (the issues in the complaint, as filed, are not relevant to any of the Code of Ethics, and are either issues involving professional practice, technical matters or other issues of a non-ethical nature).

- f. If the vote on the complaint is affirmative, the accused SFPE member will be provided with a copy of the complaint and given the opportunity to respond to the allegations in writing within 30 days for consideration. At the discretion of the Subcommittee for Professional Ethics and Standards of Conduct, additional data may (but is not required to) be gathered in other ways, including a request for additional data from the Complainant or the accused SFPE member. If it is determined that there has been a breach of the Code of Ethics, the Subcommittee for Professional Ethics and Standards of Conduct will identify appropriate actions against the accused SFPE member, which may include removal as a member of the Society, and recommend these with their report to the SFPE Executive Committee. The accused SFPE member may appeal the decision as set forth in “Appeals” below.
- g. If the Subcommittee for Professional Ethics and Standards of Conduct votes negatively, this decision, with its reasons, will be sent to the SFPE Executive Committee for affirmation and official notification to the Complainant. The Complainant may appeal the decision as set forth in “Appeals” below.
- h. The Subcommittee for Professional Ethics and Standards of Conduct’s findings and conclusions will be sent in a written report to the Executive Committee, which may affirm the report or return the report to the Subcommittee for Professional Ethics and Standards of Conduct with requested modifications. Reports of the Subcommittee for Professional Ethics and Standards of Conduct may only be released in total and without further modifications. The Society will notify both parties of the decision of the Executive Committee. The accused SFPE member may appeal the decision as set forth in “Appeals” below.
- i. Any report prepared by the Society relating to the complaint will be made available to the Complainant and the accused SFPE member. No public release of information is authorized by any parties involved in the complaint unless approved by the Board of Directors.
- j. Appeals to the Board of Directors must be received by the Society within 90 days of the day that the official notification of the decision of the Executive Committee was sent by first class mail.
- k. Upon filing of an appeal, the President will appoint an Appeals Ad Hoc Task Group comprised of five members of the Board, not more than two of whom are on the Executive Committee. A Chair will be appointed from the Appeals Ad Hoc Task Group. In cases where the Executive Committee has voted negatively, the Complainant will be notified of the time

and date of the hearing on the appeal and will be invited to attend. In cases where the Executive Committee has voted affirmatively, both the accused SFPE member and the Complainant will be notified of the time, date and location of the hearing on the appeal and will be invited to attend. The hearings may be in the form of a conference call. Legal counsel may attend the hearings.

- I. Within one week of the conclusion of the hearing, the members of the Appeals Ad Hoc Task Group, by majority vote, will issue a recommendation to the Board of Directors, to be sent along with any dissenting opinions of the committee members, who, by majority vote, will decide the appropriate action. The accused SFPE member and the Complainant will be notified of this decision which shall not be further appealed.

#### **N. AMENDMENTS**

- a. These Standing Rules may be amended without notice by the Board of Directors by a two-thirds vote of the Board Members present and voting OR by a majority of the members present and voting, provided advance written electronic notice of the proposed amendment has been given to the Board of Directors at least 14 days prior. Any change in Standing Rules that affects members, chapters or operations shall specifically set forth the effective date. Notice shall be provided to the members of any changes that affects members, chapters or operations within 10 days of their adoption by the Board of Directors.