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A. ANTI-HARASSMENT POLICY

It is the policy of SFPE that all participants who are involved with SFPE activities will enjoy an environment free from all forms of harassment. As a professional society, SFPE is committed to providing an atmosphere that encourages the free expression and exchange of all ideas.

1. Purpose
   In pursuit of that ideal, SFPE is dedicated to the philosophy of equality of opportunity and treatment for all persons and members, regardless of gender, gender identity or expression, race, color, national or ethnic origin, religion or religious belief, age, marital status, sexual orientation, disabilities, veteran status, or any other reasons. Harassment, sexual or otherwise, is a form of misconduct that undermines the integrity of SFPE. Violators of this policy will be subject to discipline.

2. Responsibility
   It is the responsibility of the SFPE Chief Executive Officer to ensure that all aspects of this policy are adhered to, and any complaints will be sent to the Board of Directors.

3. Definition of Sexual Harassment
   Sexual harassment refers to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Behavior and language that are welcome/acceptable to one person may be unwelcome/offensive to another. Consequently, individuals must use discretion to ensure that their words and actions communicate respect for others. This is especially important for those in positions of authority since individuals with lower rank or status may be reluctant to express their objections or discomfort regarding unwelcome behavior.

   Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, is personally offensive, debilitates morale, and therefore, interferes with work effectiveness. The following are examples of behavior that, when unwelcome, may constitute sexual harassment: sexual flirtations, advances, or propositions; verbal comments or physical actions of a sexual nature; sexually degrading words used to describe an individual; a display of sexually suggestive objects or pictures; sexually explicit jokes; unnecessary touching.

4. Definition of Other Harassment
   Harassment based on any other protected characteristic is also strictly prohibited. This conduct includes, but is not limited to epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes and display or circulation of written or graphic material that denigrates or shows hostility or aversion toward an individual or group.

5. Scope of Policy
   This policy applies to all attendees at SFPE activities, including engineers, students, guests, staff, contractors, and exhibitors, participating in the engineering sessions, tours, and social events of any SFPE activities.
6. **Reporting**
   Any individual covered by this policy who believes that they have been subjected to harassment should contact the Chief Executive Officer or President. They are not required or expected to discuss the concern with the alleged offender. All complaints will be treated seriously and be investigated promptly. Confidentiality will be honored to the extent permitted as long as the rights of others are not compromised.

7. **Retaliation Prohibited**
   SFPE will not tolerate any form of retaliation against persons who file a complaint or assist in the investigation. Retaliation is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

8. **Disciplinary Action**
   Individuals engaging in behavior prohibited by this policy as well as those making allegations of harassment in bad faith will be subject to disciplinary action. Such actions range from a verbal warning to ejection from the membership of the Society, the meeting, or activity in question without refund of registration fees. Repeat offenders may be subject to further disciplinary action, such as being banned from participating in future SFPE meetings or other activities. SFPE is granted the right to terminate the membership of any member.

9. **Appeals and Questions**
   In the event that the individual is dissatisfied with the results of the investigation, they may appeal to the President of the Society. Any questions regarding this policy should be directed to the Chief Executive Officer or President.

**B. ANTITRUST POLICY**

SFPE is committed to strict compliance with federal and state antitrust laws. The antitrust laws are designed to promote free and open competition and to penalize collusive conduct by competing companies that unreasonably lessens business rivalry. It is the responsibility of every member, volunteer, and staff person to be guided by this policy of strict compliance with the antitrust laws in all the Society’s activities.

1. **Impartiality**
   The Society may not play any role in the competitive decisions of its members and how each member independently chooses to compete in the marketplace.

2. **Avoiding Collusion**
   Member interaction through, and participation in, the Society may not be used to reach or facilitate agreements among members that unreasonably restrain competition, in particular:
   a. Price-Fixing: Agreements on prices of members’ products or services.
   b. Bid-Rigging: Agreements to coordinate bidding on prospective business.
   c. Market Allocation: Agreements to divide or allocate markets.
   d. Group Boycotts: Agreements not to do business with certain suppliers or customers.
3. **Improper Topics**

   The Society meetings, events, forums, discussion groups, networking opportunities, and other member offerings should avoid presentations, discussions, and conversations on topics that are particularly sensitive from an antitrust standpoint. These include:

   a. Current or future prices of any member’s products or services
   b. Any member’s confidential future marketing or business plans
   c. Allocation of customers or geographic division of markets by members
   d. Refusal to deal with a company because of its pricing or distribution practices
   e. Information concerning any member’s costs, profits, inventory, market share, or other commercial information of a non-public nature

C. **NON-DISCRIMINATION POLICY**

   It is the policy of SFPE that it does not and shall not discriminate based on race, color, and religion (creed), gender expression, age, national origin (ancestry), including limited English proficiency, disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include but are not limited to, hiring, and firing of staff, selection of volunteers and vendors, and provision of services. SFPE is committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

1. **Purpose**

   The purpose of this policy is to help ensure SFPE remains an open and inclusive organization and no one is unfairly denied the ability to participate in SFPE activities.

2. **Responsibility**

   It is the responsibility of the Chief Executive Officer to ensure that all aspects of this policy are adhered to.

3. **Scope**

   This policy applies to persons engaging or looking to engage in any SFPE activities, including employment. Further, with respect to grants, contracts, and similar activities, SFPE will comply with applicable provisions of laws and policies prohibiting discrimination to the extent applicable to SFPE according to their terms, including but not limited to:

   - Title VI of the Civil Rights Act of 1964
   - Section 504 of the Rehabilitation Act of 1973
   - Title IX of the Education Amendments Act of 1972
   - Age Discrimination Act of 1975

4. **Reporting**

   Any individual covered by this policy who believes that they have been subjected to discrimination should contact the Chief Executive Officer. All complaints will be treated seriously and be investigated promptly. Confidentiality will be honored to the extent permitted as long as the rights of others are not compromised.
5. **Retaliation Prohibited**
   SFPE will not tolerate any form of retaliation against persons who file a complaint or assist in the investigation in good faith. Retaliation is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

6. **Disciplinary Action**
   Individuals engaging in behavior prohibited by this policy as well as those making allegations of discrimination in bad faith will be subject to disciplinary action. SFPE is granted the right to terminate the membership of any member.

7. **Appeals and Questions**
   If the individual is dissatisfied with the results of the investigation, they may appeal to the President or another member of the Board of Directors. Any questions regarding this policy should be directed to the Chief Executive Officer or President.

D. **LIMITED ENGLISH PROFICIENCY POLICY AND PROCEDURE**

1. **Policy**
   SFPE will take reasonable steps to ensure that staff, volunteers, members, vendors, and other persons with Limited English Proficiency (LEP) have meaningful access and an equal opportunity to participate in SFPE, its activities, programs, and other benefits. Language assistance will be provided through arrangements with local organizations providing interpretation or translation services, and/or technology and telephonic interpretation services. All staff will be provided with notice of this policy and procedure, and staff that may have direct contact with LEP individuals will be trained in effective communication techniques, including the effective use of an interpreter.

   SFPE will conduct a regular review of the language access needs of its constituencies, as well as update and monitor the implementation of this policy and these procedures, as necessary.

2. **Procedures**
   At the point of first contact with an LEP person, a designated SFPE employee: (1) assesses whether the individual is an LEP person by determining his or her primary language; and (2) secures the appropriate language assistance service. An individual’s primary language is identified using language identification cards. If interpreters are required, then SFPE will secure those services from a qualified contractor. If translation of documents is required, SFPE also will affect the same through a qualified contractor.

3. **Notice to LEP Persons**
   SFPE will inform LEP persons of the availability of language assistance by providing written notice in the SFPE Rules posted on the SFPE website, as well as in brochures, programs, and related materials associated with SFPE activities, programs, and offerings, including in languages that reflect relevant demographics.

4. **Ongoing Monitoring**
   On an ongoing basis, SFPE will assess changes in demographics, types of services or other needs that may require reevaluation of this policy. In addition, SFPE will regularly assess the efficacy of the procedures, including but not limited to mechanisms for securing interpreter services,
equipment used for the delivery of language assistance, complaints filed by LEP persons, and feedback from members and other constituencies.

E. DIVERSITY POLICY

SFPE recognizes our talented and diverse workforce, both employees and members, as a key competitive advantage. Our success reflects the quality and skill of the individuals carrying out the mission of the Society. SFPE is committed to seeking out and retaining the finest talent to ensure high-quality growth and performance.

Diversity benefits individuals, teams, and the Society as a whole. We recognize that each employee and member bring their own unique capabilities, experiences, and characteristics to their work. We value such diversity at all levels of the Society in all that is done. It is important to the Society to continue to strive for this diversity within our membership, staff, and leadership.

SFPE treats all people with respect and dignity. We aim to create and foster a supportive and inclusive environment in which all individuals realize their maximum potential. We recognize the importance of reflecting the diversity of the Society in our workforce. The diverse capabilities that reside within our talented workforce, positions SFPE to anticipate and fulfill the needs of our diverse membership, both domestically and internationally, providing high-quality products and services.

SFPE is diverse along many dimensions. Our diversity encompasses differences in ethnicity, gender, language, geography, age, sexual orientation, religion, socio-economic status, physical and mental ability, thinking styles, experience, and education. We believe that the wide array of perspectives that results from such diversity promotes innovation and business success. Managing diversity makes us more creative, flexible, productive, and competitive.

As a global organization, SFPE represents and utilizes people from all around the world. We believe that our workforce from many different cultural, linguistic, and national backgrounds provide us with valuable knowledge for understanding complex international markets. This carries through all aspects of the workforce including but not limited to recruitment, career development, membership, and committees, as well as leadership in the Society.

F. WHISTLEBLOWER POLICY

1. Encouragement of Reporting
   The Society encourages the reporting of suspected illegal practices or serious violations of the Society’s adopted policies, including illegal or financially improper conduct by the Society itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy include financial improprieties, accounting or audit matters, and ethical violations.

2. Protection from Retaliation
   The Society prohibits retaliation for the making of good faith reports under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken.
3. Format and Content
A report under this policy must be in writing and must sufficiently describe the suspected conduct that is the basis for the report. Reports should identify the person who prepared and is submitting the report, though anonymous reports may be considered if sufficiently detailed.

4. Submission
A report must be submitted to the Chief Executive Officer or President. If both of those persons are implicated in the report, it may be directed to the President-Elect or the Secretary-Treasurer.

5. Investigation and Resolution
The proper recipient of a report under this policy will notify the full Executive Committee (excluding any Executive Committee member implicated in the report), and these persons will conduct or oversee an investigation of the allegations contained in the report, consulting with legal, financial, and other advisors as they deem useful. Upon completion of the investigation, the Executive Committee will take appropriate action to affect the termination and correction of illegal, improper, or unethical practices determined to have occurred, if any, and effect disciplinary action against persons, if any, found to have engaged in such practices. The Executive Committee will inform the Board of Directors upon the initiation of any investigation and the resolution, as well as provide interim reports as the Executive Committee deems appropriate.

G. EVENT CONDUCT POLICY

SFPE is committed to providing a harassment-free event, and therefore the following conduct by event attendees is prohibited: 1) harassment of any person based on race, gender, sexual orientation, disability, or any other protected status, as provided by local, state, or federal law; 2) sexual harassment of any person, including unwelcome attention, stalking and physical contact; 3) abusive conduct that has the purpose or effect of unreasonably interfering with another person’s ability to enjoy or participate in the event, including social events related to the conference; and 4) undue interruption of any event, speaker or session.

If a person is found by the Society to have engaged in conduct that violates this policy, appropriate action will be taken, which may include, but is not limited to, expulsion from the event, restriction from attendance at future SFPE events, and/or withdrawal of membership. Individuals who witness, become aware of, or experience conduct in violation of this policy should report such conduct to the Chief Executive Officer or President.

H. IDENTITIY AND USE OF INSIGNIA POLICY

1. Official Insignia
The insignias pictured below are the official insignias of the Society.
2. **Use of Insignia and Name of SFPE**

Use of the Society letterhead or official insignia is expressly prohibited for any purpose other than official business or events of the Society or its chapters, including student chapters; Chapter Foundations; regional groups; and Corporate 100 members. Society committees and sections shall use the standard Society letterhead as authorized by the Society. Use of the SFPE insignia and/or name by any other company, organization, or entity, without the prior written permission of the Board of Directors is expressly prohibited except as indicated below.

Color, or black and white reproductions of the insignia or official letterhead, should be good, high-resolution replications of the master artwork authorized by the Society. Use of the insignia should be in good taste and limited to documents, literature, publications, merchandise, advertising, and ceremonial applications connected with sanctioned Society or chapter activities.

Chapters, Chapter Foundations, and Regional Groups are permitted to use the insignia with their chapter, Chapter Foundation, and regional group name. The insignia will be produced by SFPE and distributed to the chapters, Chapter Foundations, and regional groups. An example of a chapter insignia is shown below. Similar arrangements are to be used for Chapter Foundations and regional groups.

![Insignia Examples](image)

Only members of the Society are permitted to use the insignia herein identified for Members in the signature lines of their correspondence and on business cards, for the sole purpose of conveying membership status in SFPE. Use of the insignia shall not imply endorsement of any product, service, or opinion of Society. Use of the insignia shall be in good taste and shall not be included in any promotional materials. Individuals who are only members of local chapters are not members of the Society and therefore are not permitted to use the SFPE insignias.

![Insignia Examples](image)

Professional Members are permitted to use the insignia herein identified for Professional Members in the signature lines of their correspondence and on business cards, for the sole purpose of conveying membership status in SFPE. Use of the insignia shall not imply endorsement of any product, service, or opinion of Society. Use of the insignia shall be in good taste and shall not be included in any promotional materials.

![Insignia Examples](image)

Fellows are permitted to use the insignia herein identified for Fellow members in the signature lines of their correspondence and on business cards, for the sole purpose of conveying...
membership status in SFPE. Use of the insignia shall not imply endorsement of any product, service, or opinion of Society. Use of the insignia shall be in good taste and shall not be included in any promotional materials.

The words “Member, “Professional Member” and “Fellow” and “Engineering a Fire Safe World” may be translated into other languages when appropriate for the intended use.

Use of the insignia for promotion of events sponsored by chapters, chapter foundations, regional groups, and Corporate 100 members is permitted. The insignia will be produced by SFPE HQ and distributed to the chapters, chapter foundations, and regional groups. An example is shown below. Use of the insignia shall not imply endorsement of any product, service, or opinion of Society. Use of the insignia shall be in good taste and shall be used only to promote the sponsored event.

Corporate 100 members are permitted to use the logo herein identified for Corporate 100 members in the signature lines of their correspondence and on business cards, for the sole purpose of conveying membership status in the Corporate 100 program of SFPE. Use of the logo shall not imply endorsement of any product, service, or opinion of Society. Use of the logo shall be in good taste and shall not be included in any promotional materials.

I. CODE OF ETHICS

In the practice of their profession, 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. 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. SFPE will process complaints alleging a violation of the 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 Chief Executive Officer, and all communications between the parties involved and the Society are to be through the Chief Executive Officer or the Chief Executive Officer’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 the 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 Chief Executive Officer 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 allowed 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 outlined 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 outlined 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 outlined 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 the 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.

l. 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.

J. MEMBERSHIP

1. Application for Membership
   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 SFPE."

2. Member Designations
   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.

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

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:

i. A screenshot or copy of your current class schedule with the name of the institution, name of student, date, and number of credit hours currently taken.

ii. 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 SFPE, the applicant needs to have a desire to support the mission of 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 SFPE, the applicant must submit to a qualifications-based review. All membership requests to Professional Member shall undergo a review by the Standing Committee on Members 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 able to attest to the candidate's qualifications.

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

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 that 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). 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 is essential.

6. Engineering practice may include experience in engineering fields other than fire protection engineering.

d. **Fellow** – A Fellow is the highest grade of membership in SFPE. To be eligible to become a Fellow, an individual must have been a Professional Member for at least ten 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**

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 can 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 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 30 days shall have membership suspended.

6. **Reinstatement**

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 statuses such as Professional Member, Fellow or Life Member. In hardship cases, reinstatement of dues can be waived at the discretion of the Chief Executive Officer. The individual will be reinstated at the same membership level attained at the time of the membership expiration.
K. DUES

1. Amounts
   The Board of Directors has established the following annual dues:
   
a. **Fellows, Professional Members, and Members** - Dues shall be USD 225 effective January 1, 2022.

b. **Student Members** - There shall be no dues.

2. Special Dues Statuses
   
a. **Retired Status** - Dues shall be USD 75. Upon application and approval by SFPE Headquarters (HQ), members will continue to receive the same benefits they had previously received before approval. If the retired member re-enters the workforce, the dues will revert 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 SFPE (other than Student Member) immediately preceding the request for retired status.

b. **Recent Graduate Status** – Dues shall be USD 75. A Recent Graduate is a 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 USD 35,000 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 USD 11,905 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 USD 75. This dues status shall be granted to an SFPE member upon request if the person has been paying dues to 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 before 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 before the increase taking effect.
4. Payment
   
a. Annual dues shall be payable upon making an 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 in good standing. If dues remain
   unpaid 30 days after their due date, membership shall be suspended.

L. CHAPTERS

1. Charter
   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 SFPE.

2. Operation
   
   Each chapter shall operate under the approved chapter governance document. Chapter
   constitution and bylaws must remain current. All revisions shall be submitted to the Board of
   Directors for approval. SFPE shall maintain copies of all chapter governance documents, and all
   subsequent revisions to them shall not be in force until approved by the Board of Directors. The
   three model chapter structures are described below.

   a. Incorporated Chapter

      i. Purpose Statement: Facilitate networking, education, and local community engagement
         through a variety of events, activities, and access to resources.
      ii. 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.
      iii. 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 an SFPE member as an 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.

   b. Affiliate Chapter

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

ii. 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.

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

iv. Minimum Requirements 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.

c. Networking Chapter

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

   ii. 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 welcome to attend events as a non-member as part of recruiting new member strategy.

   iii. By December 31 of each year, the President of the chapter shall send to SFPE a list of chapter members with contact information and a completed chapter evaluation form.

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 SFPE members to access the Chapter Leadership Resource Portal.

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.

Chapters may assess dues upon their members as they see fit.

All chapter assets remaining after the dissolution of a chapter shall be given over to the SFPE Foundation.
3. **Chapter President’s Council (CPC)**
   The Chapter President’s Council allows equal representation of all Society chapters and provides a means for communication between the chapter leadership and 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.

4. **Chapter Leadership Forum (CLF)**
   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.

5. **Student Chapters**
   Student members may file an application for student chapter status with the 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.

6. **Marketing Chapter Activities**
   SFPE will not assist a local chapter in marketing products, programs, or services, including events, webinars, seminars, meetings, or activities of any kind. This does not include paid advertising purchased by a local chapter in SFPE media. This policy does not apply to products, programs, or services that SFPE directly hosts, manages, or finances (e.g., bi-annual European Conference, bi-annual PBD conference, Engineering Solutions Symposiums) or any future activities or programs where SFPE has chosen to collaborate directly with a local chapter or regional group.

7. **Chapter Foundations**
   With the approval of the Board of Directors, a chapter, or group of chapters, may create a local Foundation to serve their specific and designated geographical area and serve local needs. A Chapter Foundation shall not partake in fundraising or activities outside their defined area or in competition with the SFPE Foundation.

**M. REGIONAL GROUPS**

With the approval of the Board of Directors, chapters may create a regional group in a specific geographical location for local advancement of the goals of the Society. A regional group shall function following the Constitution & Bylaws of SFPE and its associated chapters.

**N. STANDING COMMITTEES**

The Board of Directors has established the following four Standing Committees made up of SFPE members to assist the staff in the delivery of SFPE programs, and the furtherance of the SFPE mission.
1. **Research, Tools, and Methods (RTM)**
   The Standing Committee on Research, Tools and Methods (RTM) shall identify, develop, and oversee SFPE’s technical products and research work, review innovations, and establish and maintain the research agenda for the fire safety engineering profession.

2. **Professional Qualifications (CPQ)**
   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); 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.

3. **Continuing Professional Development (CPD)**
   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, tests, 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 the use of relevant education from other allied organizations. This committee will not be involved with the university curriculum or formatting educational content to fit different delivery mechanisms.

4. **Members & Chapter Relations (CMC)**
   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 from 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 finding opportunities for the chapters to help in disseminating SFPE news and information that is relevant to their constituencies.

O. **PROFESSIONAL ETHICS AND STANDARD OF CONDUCT COMMITTEE**

SFPE members serving on the Professional Ethics & Standard of Conduct Committee establish and promote the profession’s Code of Ethics and provide impartial evaluations on questions of ethics within the profession. The committee routinely reviews the Code of Ethics and updates as needed as well as establishes the processes for complaints.
P. NOMINATING COMMITTEE

SFPE members serving on the Nominating Committee, and candidates for the Nominating Committee, will meet the following general qualifications.

a. SFPE membership grade status of Professional Member or Fellow.
b. Demonstrated commitment to and involvement with the Society. Examples include Society Fellows, Past Presidents, Past Committee Chairs, and tenure on Standing Committees.
c. Sufficient experience and skill to competently evaluate new Board candidates consistent with the qualifications established by the Board and expressed in the Standing Rules.
d. A keen understanding of SFPE’s vision, objectives, and strategic initiatives.
e. Knowledge and awareness of SFPE members that could be recruited as nominees for the Board.
f. Commitment to participate in committee meetings including up to one face-to-face meeting and several virtual meetings per year. Terms of service are for one year and begin on January 1.
g. Ability to work collaboratively and engage in proper debate and discussion as needed.
h. The Board may also specify additional qualifications for nominees of the Nominating Committee in any given election cycle.

Q. BOARD OF DIRECTORS 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 year’s Nominating Committee. The Immediate Past-President shall serve as the Chair of the Nominating Committee. If they are not able to serve, then a Chair will be appointed by the Board.

2. Qualifications for Board Members
   SFPE members serving on the Board of Directors, and candidates for the Board, will meet the following general qualifications.

   a. SFPE membership grade status of Professional Member or Fellow.
   b. Demonstrated leadership commitment and involvement with SFPE and the profession.
   c. Commitment to take part in meetings, including face-to-face meetings with at least one outside of the U.S. and several virtual meetings per year.

3. Other Considerations

   a. No more than one Board member may be employed by the same company or organization, or subsidiary thereof, at any time, with the exception that a sitting Board member may remain even if their employment changes or their company, organization, or subsidiary is merged or acquired by another while they are in office, such that they
become an employee of the same company, organization, or subsidiary as another Board member.
b. Applicants for President-Elect should have 3-years available to serve without exceeding the 10-year maximum of total board service.
c. The Board of Directors cannot be composed of more than two members from the Foundation’s Board of Governors.
d. The Board may also specify additional qualifications desired for nominees of the Nominating Committee in any given election cycle.
e. A Board member may be a nominee for an Officer position any time during their term.
f. A Board member who is not successful in seeking an Officer position does not thereby lose their current Director position.
g. SFPE committee chairs may run for a Board position at any time during their term.

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 achieve the diversity and inclusion goals set forth by the Board and as defined in SFPE policy.
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, though may be extended by the Nominating Committee if necessary.
f. Members of the Board of Directors and 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.
g. The Nominating Committee shall conduct interviews of all persons submitting proper applications. The interview process should be transparent and consistent from year to year.
h. The Nominating Committee shall propose at least one (1) candidate for each position to be filled.
i. The Nominating Committee, through its Chair, shall present to the Board of Directors the Nominating Committee’s nominees for President-Elect, Secretary-Treasurer, Directors, and members for the next year’s Nominating Committee. This presentation shall (a) identify whether such nominees meet the additional qualifications desired by the Board as identified in the Call for Nominations; (b) identify all persons who applied for each position; and (c) explain the Nominating Committee’s rationales for each nomination, including why each nominee was selected and other applicants were not nominated.
j. The Board of Directors may, following the above presentation by the Nominating Committee Chair, direct the Nominating Committee to reconvene and reconsider one or more of the nominations.
k. Upon finalization of the Nominating Committee’s nominations, including following any reconsideration as provided in subsection i, above, the Secretary-Treasurer shall advise the membership of the nominating Committees’ candidate list.
4. 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 wanting 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. More than the minimal number should be given.

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.

5. Campaigning

Within 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. 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 an 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 slate, the petitioner shall be bound by these campaigning restrictions.

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

   a. The Secretary-Treasurer shall be responsible for the 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.

7. **Certification of Election**
   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.

8. **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 until 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 only until the next election and in no event for more than one year.
   c. The Board shall vote on individuals to fill vacant Board terms. 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’s actions to fill the vacant position within 10 days of such action being taken.

R. **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, except for the Hat's Off and Chapter Excellence awards. If award recognition is separate from Board service, an SFPE Board member can be considered for an award. No one person can be put forward for more than one award each year.

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 recognizes contributions to the advancement of professional recognition of the fire protection engineer.

3. **Fire Protection Person of the Year Award**  
The Fire Protection Person of the Year Award recognizes significant achievement in fire protection from areas beyond SFPE. Selection of the award is 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 clear lasting effects.
   d. The individual must come from beyond 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 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 SFPE by an SFPE member.

7. **Rolf H. Jensen Award for Outstanding Committee Service**  
The Rolf H. Jensen Award recognizes persons who have given service on an SFPE committee in an unselfish, extraordinary, and unusual manner above and beyond normal expectations; this service shall be in contribution to SFPE goals and the fire protection engineering profession.

8. **The Margaret Law Award**  
The Margaret Law Award was established in 2018 by the Board of Directors. The award recognizes individuals who have pioneered advancements associated with the 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.

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

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

11. **5 Under 35 Award**
    SFPE established the 5 Under 35 Award to recognize five individuals each year who best represent the industry's top rising leaders who are giving back to the fire protection engineering profession and the community.

S. **PARTICIPATION IN PUBLIC AFFAIRS**

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 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 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.

SFPE 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 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 SFPE to publicly provide an unbiased engineering analysis of an issue or the proposed solutions. It is, however, inappropriate for SFPE or a chapter to lobby for the adoption of a specific position on any other basis.

T. **SFPE REPRESENTATION OUTSIDE THE SOCIETY**

This policy is to address the selection and responsibilities of those individuals who are appointed to represent 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 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 SFPE members or staff, the Board of Directors proposes to limit 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 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 under this policy will be authorized to state that they represent the Society.

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

   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.

   All such appointments are subject to annual review and reappointment by the Board of Directors. Those members who exhibit a lack of interest, knowledge, or responsibility shall not be reappointed and may be removed for cause at any time.

   Representation to another organization shall not in and of itself constitute an endorsement of the organization or any document developed by the organization.

2. **Qualifications**
   Each candidate shall submit statements to the Chief Executive Officer 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 Chief Executive Officer of a change in status including employment, or funding source.

3. **Selection**
   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 a committee or task group having parallel or related interests, or a member of the staff.

4. **Authority and Responsibilities**
   Following the 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 more guidance, assistance shall be sought through the Chief Executive Officer.

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 before expressing an SFPE position.

Any proposed actions that are contrary to Society policy as expressed by the Board of Directors shall be reported at once and in advance to the Chief Executive Officer for communication to the Board of Directors, affected committees, subcommittees, and others as appropriate.

The Board reserves the right to direct the vote on the final actions by an SFPE representative.

5. Reporting of Final Action

Approval or disapproval of any final or critical actions of other organizations by the SFPE representative shall be reported to the Chief Executive Officer so that such actions can be communicated, if appropriate, to affected committees, subcommittees, or the entire membership of SFPE. This reporting is to assure that all interested and concerned members, committee members, and task group members can be kept properly informed of activities in which the Society is participating.

U. POSITION STATEMENTS

1. Purpose

Position statements shall be related to matters of significant importance, have a 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 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.
V. AMENDMENTS

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 affect members, chapters, or operations shall specifically set forth the effective date. Notice shall be provided to the members of any changes that affect members, chapters, or operations within 10 days of their adoption by the Board of Directors.