



SFPE Standing Rules

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TABLE OF CONTENTS

A. ANTI-HARASSMENT POLICY.....	5
1. Purpose.....	5
2. Responsibility.....	5
3. Definition of Sexual Harassment	5
4. Definition of Other Harassment	5
5. Scope of Policy	5
6. Reporting	6
7. Investigation	6
8. Retaliation Prohibited.....	6
9. Disciplinary Action	6
10. Appeals and Questions	6
B. ANTITRUST POLICY	6
1. Impartiality.....	6
2. Avoiding Collusion	6
3. Improper Topics.....	7
C. NON-DISCRIMINATION POLICY	7
1. Purpose.....	7
2. Responsibility.....	7
3. Scope	7
4. Reporting	7
5. Retaliation Prohibited.....	9
6. Disciplinary Action	9
7. Appeals and Actions	9
D. ACCESSIBILITY FOR PERSONS WITH DISABILITIES	9
E. LIMITED ENGLISH PROFICIENCY POLICY AND PROCEDURE	10
F. DIVERSITY POLICY	11
G. WHISTLEBLOWER POLICY.....	12
1. Encouragement of Reporting	12
2. Protection from Retaliation	12
3. Format and Content.....	12
4. Submission	12
5. Investigation and Resolution	12
H. EVENT CONDUCT POLICY	13
I. PRIVACY POLICY.....	13

J. BRAND STANDARDS	23
K. CODE OF ETHICS	30
1. Filing a Complaint	30
L. MEMBERSHIP	31
1. Application for Membership	32
2. Member Designations	32
3. Member Grades	32
4. Appeals	34
5. Good Standing	34
6. Reinstatement	34
M. DUES	34
1. Amounts	35
2. Special Dues Statuses	35
3. Changes to Membership Dues	35
4. Payment	35
N. CHAPTERS.....	35
1. Charter.....	36
2. Operation	36
3. Chapter President's Council (CPC).....	38
4. Chapter Leadership Forum (CLF).....	38
5. Student Chapters.....	38
6. Marketing Chapter Activities.....	38
7. Chapter Foundations.....	38
O. REGIONAL GROUPS.....	38
P. STANDING COMMITTEES	38
1. Research, Tools, and Methods (RTM)	38
2. Professional Qualifications (CPQ).....	39
3. Continuing Professional Development (CPD).....	39
4. Members and Chapters (CMC).....	39
Q. PROFESSIONAL ETHICS AND STANDARD OF CONDUCT COMMITTEE.....	39
R. NOMINATING COMMITTEE.....	39
S. BOARD OF DIRECTORS NOMINATIONS AND ELECTIONS	39
1. Annual Elections	40
2. Qualifications of Board Members	40
3. Other Considerations	40
4. Call for Nominations.....	41
5. Petition Process	42
6. Campaigning	42
7. Balloting Process	43
8. Certification of Election.....	43
9. Filling Vacancies for Unexpired Terms	43
T. AWARDS & RECOGNITION	43

1. John J. Ahern President's Award	45
2. D. Peter Lund Award	45
3. Fire Protection Person of the Year Award.....	45
4. David A. Lucht Lamp of Knowledge Award	45
5. John L. Bryan Mentoring Award	45
6. Harold E. Nelson Service Award	45
7. Rolf H. Jensen Award for Outstanding Committee Service.....	45
8. SFPE Trailblazer Award	45
9. Hat's Off Award	45
10. The Award for Chapter Excellence (ACE)	45
11. 5 Under 35 Award	45
U. PARTICIPATION IN PUBLIC AFFAIRS.....	44
V. SFPE REPRESENTATION OUTSIDE THE SOCIETY.....	45
1. Appointment	46
2. Qualifications.....	46
3. Selection	46
4. Authority and Responsibilities	47
5. Reporting of Final Action.....	47
W. POSITION STATEMENTS	47
1. Purpose.....	47
2. Origin	47
3. Review	47
4. Availability	47
X. AMENDMENTS	47

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, 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
- U.S. Department of Homeland Security regulation 6 C.F.R. Part 19

4. Reporting

Any individual covered by this policy who believes that they have been subjected to discrimination should contact the Chief Executive Officer at 301-915-9723 or ntboston@sfpe.org, or the SFPE President at president@sfpe.org. Reporting may be made anonymously. However, if an individual chooses to submit an anonymous report, this may inhibit SFPE's ability to investigate the charge without further information.

All complaints will be treated seriously and investigated promptly. Confidentiality will be honored to the extent permitted as long as the rights of others are not compromised. The current President and the CEO applewebdata://dd5f1bbf-964e-4c1e-9983-6b072a07df38/, in consultation with legal counsel (when warranted), will investigate the charge to determine whether there has been a violation of the Policy. Depending upon the circumstances, they may engage a third party to further investigate the facts and circumstances reported and/or appoint an ad hoc committee to conduct the investigation and recommend disciplinary action, if warranted.

When a report is filed, the individual accused of the violation will be notified of the complaint and informed of the investigation process within thirty (30) days of the initial complaint being filed. This individual will be able to respond to the complaint and provide input to the investigation within thirty (30) days of receiving the complaint.

SFPE is committed to providing individuals with disabilities an equal opportunity to participate in and benefit from SFPE's programs, activities, and services, including access to the complaints process. Individuals may request reasonable accommodations from SFPE in the complaints process. Those with limited English proficiency may also request language assistance in the complaints process. To request reasonable accommodations, contact the Chief Executive Officer at 301-915-9723 or ntboston@sfpe.org. Individuals may request an accommodation at any time, though some requests – such as requests for sign language interpretation or language assistance – require at least 15 days advance notice. Anyone can request a reasonable accommodation on behalf of an individual who seeks to engage in the complaints process. Once a request for reasonable accommodation in the complaints process is received, the CEO may need to obtain more information about the request to better understand the needs. For this reason, SFPE may take up to 15 business days to review the request to determine:

- Whether the requested accommodation will be effective in allowing the individual to participate in the complaints process;
- Whether the requested accommodation is reasonable, or an equally effective alternative to the requested accommodation is available; and
- Whether providing the individual with the requested accommodation would fundamentally alter the nature of SFPE's operations or impose undue financial or administrative burdens on SFPE.

In addition, in some cases, SFPE may consult with the individual in an interactive process to determine on a case-by-case basis what accommodations can be made. If SFPE determines that the requested accommodation would fundamentally alter the nature of SFPE's operations or impose an undue financial or administrative burden, SFPE may deny the request. However, in the unlikely event that this occurs, SFPE will work with the individual to identify an alternative accommodation that allows them to effectively participate in the complaints process. SFPE will not request medical documentation after receiving the request for reasonable accommodation, and all questions will be limited to understanding the individual's ability to participate in the complaints process and the nature of an accommodation that would remove this barrier. The requesting individual will not be responsible for the cost of auxiliary aid or service provided by SFPE. Some examples of reasonable accommodations that SFPE can provide are: arranging for qualified sign language interpreters, providing on-site captioning, or producing alternate formats of print materials in braille, large print, or in electronic format.

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.

If an investigation substantiates that a violation of this Policy has occurred, the current President and the CEO will determine disciplinary action. If the report involves the current President or if the President has a conflict of interest, the Executive Committee, absent the President, will replace the President in this process. If the report involves the CEO or if the CEO has a conflict of interest, the Executive Committee will replace the CEO in this process. These actions may include, but are not limited to, a written or verbal warning, ejection from a meeting without refund, ban from publishing articles and/or online posting, ban on volunteer activities or holding officer or leadership role, ban on all activities, revocation of certification or awards, and/or recommendation to the Board of Directors of revocation of membership, or any other action deemed appropriate by SFPE. The action may be time-specific or lifetime based on the severity of the violation.

If the recommended consequence is revocation of membership, the Board of Directors will be required to approve the revocation per SFPE Constitution & Bylaws Article IV Section 8.

Those who have been accused will be informed of the outcome. Persons deemed to violate the Policy will receive written documentation of any actions taken. Those who report an incident and/or were involved will be informed of the outcome unless they request otherwise or their contact information is unavailable.

7. Appeals and Questions

Should either party wish to appeal a decision within thirty (30) days after it is made, they may appeal to the President of SFPE, who is required to bring the matter to the full Board of Directors for review within an additional sixty (60) days. The Immediate Past President or President-Elect might be asked to shepherd this appeal process if the President led the initial investigation. The timing of presidential terms will need to be considered. The aim is to ask a President who did not lead the investigation to lead the appeal. Grounds for appeal include a claim of procedural error, substantive or significant new evidence, or evidence of bias in the fact-finding and decision process. The Board may uphold, reject, or adjust the findings or ask for further investigation. The determination of the Board of Directors is final and cannot be appealed. The CEO's Office is responsible for record keeping of complaints and actions.

D. ACCESSIBILITY FOR PERSONS WITH DISABILITIES

1. Policy

SFPE will take all reasonable steps to accommodate persons with disabilities who are having difficulty accessing SFPE's publications, information, training, or other products. A notice with contact information to submit questions or requests will be included on the webpage. A reasonable accommodation is a change or modification to afford a qualified individual with a disability full enjoyment of SFPE's programs or activities unless modifications of policies,

practices, and procedures would fundamentally alter the nature of the program, service, or activity, or result in undue financial and administrative burdens to SFPE.

2. Procedures

To request reasonable accommodations, contact the Chief Executive Officer at 301-915-9723 or ntboston@sfpe.org. Individuals may request an accommodation at any time, though some requests – such as requests for sign language interpretation or language assistance – require at least 15 days advance notice. Anyone can request a reasonable accommodation on behalf of an individual who seeks to engage in SFPE’s programs or activities. Once a request for reasonable accommodation is received, the CEO may need to obtain more information about the request to better understand the needs. For this reason, SFPE may take up to 15 business days to review the request to determine:

- Whether the requested accommodation will be effective in allowing the individual to participate in the activity or program in which they are seeking participation;
- Whether the requested accommodation is reasonable, or an equally effective alternative to the requested accommodation is available; and
- Whether providing the individual with the requested accommodation would fundamentally alter the nature of SFPE’s program or impose undue financial or administrative burdens on SFPE.

In addition, in some cases, SFPE may consult with the individual in an interactive process to determine on a case-by-case basis what accommodations can be made. If SFPE determines that the requested accommodation would fundamentally alter the nature of SFPE’s operations or impose an undue financial or administrative burden, SFPE may deny the request. However, in the unlikely event that this occurs, SFPE will work with the individual to identify an alternative accommodation that allows them to effectively participate in the program or activity. SFPE will not request medical documentation after receiving the request for reasonable accommodation, and all questions will be limited to understanding the individual’s ability to participate in the program or activity and the nature of an accommodation that would remove this barrier. The requesting individual will not be responsible for the cost of auxiliary aid or service provided by SFPE. Some examples of reasonable accommodations that SFPE can provide are: arranging for qualified sign language interpreters, providing on-site captioning, or producing alternate formats of print materials in braille, large print, or in electronic format. In the case of accommodations for persons with LEP status, examples might include translation or interpretation services.

E. 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 may be provided at no cost to the requester through arrangements with local organizations providing interpretation or translation services, technology, telephonic interpretation services, or translation of written materials. 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 using the [series of videos](#) developed by the U.S. Department of Justice, 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

SFPE works mainly with engineers and building code officials who communicate in English but occasionally may encounter individuals who prefer Spanish or another language. At the point of first contact with an LEP person, the project manager or staff interacting with that individual will: (1) assess whether the individual is an LEP person by determining their primary language; and (2) secure an appropriate language assistance service at no cost to the requester. An individual's primary language is identified using language identification cards at www.dhs.gov/CRCL and www.lep.gov. If interpreters are required, then SFPE will secure those services from a qualified contractor. If a 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 printed materials and webpages, associated with SFPE activities, programs, and offerings, including in languages that reflect relevant demographics, primarily Spanish. The notice will clearly state that language assistance is available at no cost to the requester and will also include information on how to file complaints with the recipient and or the DHS Office for Civil Rights and Civil Liberties (CRCL) at crcl@hq.dhs.gov. More information about filing a complaint with CRCL can be found at <http://www.dhs.gov/crcl>.

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.

F. 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 provides 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.

G. 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.

H. 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.

I. PRIVACY POLICY

This Privacy Policy explains our data practices regarding Personal Data (as defined below) that we collect in connection with SFPE offerings and activities, including:

- your use of the websites www.sfpe.com (where you can learn more about the SFPE's products and services and request information and content), [SFPE Connect](#) (where SFPE members can engage and network with other SFPE members within the SFPE Forum, "Social Link"), www.sfpe.org/ContactUs (where SFPE members and non-members receive help and support), www.sfpe.org/calendar (where SFPE members and non-member can sign up for webinars, conferences, online exam reviews, and seminar), <http://www.informz.com> (where SFPE members and non-members receive email marketing and announcements) (each a "Website" and, collectively, the "Websites")
- your use of our mobile applications "APP" for SFPE members and non-members used for SFPE's conferences and seminars
- events you may attend (for example, conferences)
- SFPE services or products you may purchase

We are not responsible for the privacy policies or privacy practices of Clients or other third parties.

By using our Websites and/or Apps, you consent to the policies and practices described in this Privacy Policy. If you do not agree with the data practices described in this Privacy Policy, you should not use our Websites or Apps. SFPE is not responsible for the privacy policies or privacy practices of Clients or other third parties.

1. Our Collection of Your Personal Data

SFPE collects and uses information that alone or in combination with other information, could be used to identify you ("Personal Data") to deliver our products and services, process

applications to join programs, inform you of various opportunities, and provide support, as described below (please also see the “How We Use Information” section below).

Personal Data That You Voluntarily Provide To Us. SFPE primarily collects Personal Data provided to us by individuals when they interact with our products, services, and customer service. For example, you may voluntarily provide us with Personal Data when you sign up to participate in our conferences, sign up for a seminar, ask to download content (such as a white paper or a brochure), submit a web form, call or email us directly, request a demonstration of our products or services, or submit your business card.

The types of Personal Data that we collect vary based on the services offered, but generally include your name, address, telephone number, company name, job title, e-mail address, and other information that you voluntarily submit to us.

Moreover, when you create a profile in the [SFPE Forum](#) on our Website or our Apps, we will collect the information that you elect to upload to your profile, such as a biography, your education and job history, and company information. We also collect information that is provided, posted, or uploaded by users to the SFPE Forum. We do not control the content that users post to our user group. You should carefully consider whether you wish to submit Personal Data and whether you wish to make your profile available to other users, and you should tailor any content you submit appropriately. You should also review any additional terms and conditions that may govern your use of our services.

Information Received from Other Sources. We may receive information about you from publicly available and third-party databases or services that provide information about business people and companies, or from third parties from whom we have purchased information (including an individual’s name, job title, business contact information, and information about the business where the individual works), and combine this data with information we already have about you. This helps us to update, expand and analyze our records, identify new customers, and provide products and services that may be of interest to you. We will obtain your consent before contacting you if required by the law of the country in which you are located.

Automatically Collected Data. As you interact on our Websites, we may collect information about your computer or device and visits to one or more of our Websites (“**Automatically Collected Data**”) through cookies, web beacons and other technologies, Internet Protocol (IP) address tracking/URL tracking, and other tools (collectively, “**Tracking Technologies**”). The types of Automatically Collected Data collected on our Websites through the use of these and other tools that we may add from time to time may include: the search terms you used, new or returning user information, browser information, computer or device type, operating system, internet service provider, website usage, referring/exit pages, platform type, date/time stamp, number of clicks, and ads viewed. Please see the “Tracking Technologies” section below to learn more about how we use Tracking Technologies.

Service Data. In providing our services to the SFPE members and non-members, through the Platforms or otherwise, we process on behalf of SFPE members and non-members information, including Personal Data that the SFPE members and non-members upload to, integrate with, or otherwise submit to our services. Our SFPE members and non-members decide what data to submit (this typically includes information about their customers, prospects, employees, consultants or independent contractors, suppliers, and other individuals or third parties). We

only collect such information under the direction of the SFPE members and non-members and have no direct relationship with the individuals whose Personal Data we process.

2. The Legal Basis for Collecting Personal Data

There are several legal bases for SFPE's collection and processing of Personal Data:

- For the legitimate interests of SFPE, including the several uses listed below;
- To perform a contract;
- Based on consent; and
- Legal compliance.

3. How We Use Information

Provide our products and services and respond to requests. We use the Personal Data we collect from you (unless otherwise restricted by law) to:

- Provide you support or other services you have ordered from us, as well as product updates, product patches, fixes, and other similar operational communications. For EU Data Subjects, such use is necessary for the performance of the contract between you and us.
- Respond directly to your information requests (including registrations or other specific requests) or other inquiries. For EU Data Subjects, such use is necessary to respond to or implement your request before entering into a contract with us.
- Facilitate your engagement in the SFPE Forum. For EU Data Subjects, such use is necessary for the performance of the contract between you and us.

Membership. We use Personal Data to serve you as a member of SFPE, including providing members-only notices and processing dues payments.

Marketing. We also use your contact information to contact you by email or by phone regarding information that we think may be of interest to you. If you do not wish to receive marketing materials, brochures, or emails from SFPE, you may inform us of your preference by sending a letter or calling SFPE at the contact information below. You may also submit a contact form electronically through the Websites and unsubscribe from our marketing communications by clicking on the "unsubscribe" link located at the bottom of all of our e-mails.

We send you notifications from time to time to update you about any events or promotions that we may be running. If you no longer wish to receive these types of communications, you may turn them off at the device level. To ensure you receive proper notifications, we will need to collect certain information about your devices such as operating system and user identification information.

Where required by the applicable law (for example, if you are an EU Data Subject), we will send you marketing information or notifications only with your consent, which was given at the time you provided us with the Personal Data. In such case, if you do not provide us with your consent to the processing of your Personal Data for this purpose, we will not send you this information, (please refer to the "EU Data Subjects" section below for information on your rights). For California residents, please consult the "Your Privacy Rights" section below for additional considerations. With your permission, we may also use the information you provide to us as a testimonial posted on the Websites.

Correspondence. If you correspond with SFPE via e-mail, the postal service, our web forms, or other forms of communication, we may retain the correspondence and the information it contains. We may use the information for business purposes, including responding to your inquiry, notifying you of SFPE-related opportunities, and other marketing purposes (please read the Marketing section above for more information on our marketing practices and how to opt-out or unsubscribe).

URL and IP Address. SFPE collects information about users' IP addresses, including users' utilization of our Websites, to help us design our Websites to better suit our Website users' needs. We may use information about your IP address to help diagnose problems with our server, administer our Websites, analyze trends, track visitor movements, and gather the information that assists us in identifying visitor preferences. We also may use your IP address to enhance our security and investigate an actual or potential security incident. For EU Data Subjects, this use of your information is necessary for our legitimate interests in understanding how the Websites and our Services are being used by you, to improve your experience on it and ensure network and information security. For more information about what we mean by legitimate interests, and when we may process Personal Data for our legitimate interests, please see the "EU Data Subjects" section below.

Aggregated Data. We may also compile, anonymize, and/or aggregate Personal Data and other information collected about Websites' visitors, as described in this Privacy Policy, and use such anonymized and/or aggregated data for our business purposes, including disclosing such data to our partners, service providers, advertisers and/or other third parties for marketing or promotional purposes. This aggregate information does not identify you. For EU Data Subjects, this use of your Personal Data is necessary for our legitimate interests in understanding how the Websites and our products and services are being used by you and to improve your experience on it. For more information about what we mean by legitimate interests, and when we may process Personal Data for our legitimate interests, please see the "EU Data Subjects" section below.

Service Data. Our use of information collected through the Platforms on behalf of our SFPE members and non-members is limited to the purpose of providing the service for which the SFPE members and non-members have engaged with SFPE.

4. Disclosure of Information

SFPE discloses Personal Data that we collect (described above) following the terms outlined in this section. We share your Personal Data with third parties who provide certain services to us to assist us in meeting business operation needs. These parties are authorized to process your Personal Data, on our behalf and according to our instructions, only as necessary to provide these services to us. We share your Personal Data with the following service providers:

- Providers of payment processing and accounting, as necessary to process payment from our SFPE members and non-members
- Learning management systems that integrate with our platform
- Customer service providers
- Providers helping us fulfill subscription services (such as YM Careers, Multiview, Marketing General, Higher Logic)
- Providers of research and analytics services, including Google Analytics
- Providers of cloud computing infrastructure services

We may also disclose Personal Data to third parties in the following circumstances: (1) if you request or authorize (when required by the law, we will inform you in advance of the third parties to which we may provide your data and the purpose for doing so, and we will obtain your prior consent for such use); (2) the information is provided (a) to comply with the law (for example, to comply with a search warrant, subpoena or other legal process), (b) to enforce an agreement we have with you, (c) to protect our rights, property or safety, or the rights, property or safety of our employees or others, (d) to investigate fraud, or (e) to respond to a government request or to lawful requests by public authorities, including to meet national security or law enforcement requirements; (3) to address emergencies or acts of God; (4) to address disputes, claims, or to persons holding a legal or beneficial interest; (5) if we are involved in a merger, acquisition, financing due diligence, reorganization, bankruptcy, receivership, sale of company assets, or transition of service to another provider, in which case your Personal Data and other information may be transferred to a successor or affiliate as part of that transaction along with other assets.

We collect, store, and process the information from our Websites and Apps in the U.S. If you are outside the U.S., then your Personal Data and other information will be transferred to the U.S. The data privacy and data protection laws outside your country may offer less protection than the laws in your country. By using our services, Websites, and/or Apps or otherwise providing us with your Personal Data, you agree to the transfer of your Personal Data as described in this Privacy Policy. If you do not agree to such cross-border transfers of your Personal Data, please do not submit it through the Websites and/or Apps.

The Websites use interfaces with social media websites or platforms that are owned and/or controlled by third parties, such as Facebook, LinkedIn, Twitter, and others (“**Social Media Sites**”). If you choose to “like” or share information from a Website through any Social Media Sites, if you are a member of a Social Media Site the interfaces on our Websites may allow the Social Media Site to connect your website visit to your Personal Data. The information that you share with the Social Media Sites will be governed by the specific privacy policies and terms of service of the Social Media Sites and not by this Privacy Policy. You should review the privacy policy of that Social Media Site before choosing to access and use any Social Media Sites, including interacting with our pages on those sites.

5. Retention of Information

Personal Data may be retained for so long as necessary or useful to pursue the legitimate interests of SFPE. Other factors may include the duration of the business or contractual relationship between you and SFPE; archiving of historical information; and legal requirements, including limitations periods during which a legal claim might be brought.

6. How You Can Access and Change Information

SFPE acknowledges that you have the right to access your Personal Data. Our Websites and Apps allow you to access, correct, amend, or delete inaccurate data. In case you request us to remove data, we will respond within a reasonable timeframe.

Upon request, SFPE will provide you with information about whether we hold any of your Personal Data. You can update or correct your Personal Data or remove it from our system by requesting us at the contact information provided below. Requests typically receive a response within thirty (30) days. If access cannot be provided within that time frame, we will provide the requesting party with an estimated date by which the information will be provided. If for some reason access is denied, we will explain why access has been denied.

If you are an EU Data Subject, please see the “EU Data Subject” section below for information on your rights concerning the Personal Data we hold about you.

7. EU Data Subjects

Scope. This section applies if you are an individual located in the European Union (“EU”) (“EU Data Subject”). For these purposes, reference to the EU also includes the European Economic Area countries of Iceland, Liechtenstein, and Norway and, where applicable, Switzerland.

Data Controller. SFPE is the data controller for the processing of your Personal Data, but we act as a data processor on behalf of the SFPE Members and non-members for Personal Data that we process through the SFPE.

Your Rights. Subject to applicable law, you have the following rights concerning your Personal Data:

- **Right of access:** If you ask us, we will confirm whether we are processing your Personal Data and if so, provide you with a copy of that Personal Data (along with certain other details). If you require additional copies, we may need to charge a reasonable fee.
- **Right to rectification:** If your Personal Data is inaccurate or incomplete, you are entitled to have it rectified or completed. If we have shared your Personal Data with others, we will tell them about the rectification where possible. If you ask us, where possible and lawful to do so, we will also tell you with whom we shared your Personal Data so that you can contact them directly.
- **Right to erasure:** You may ask us to delete or remove your Personal Data and we will do so in some circumstances, such as where we no longer need it (we may not delete your data when other interests outweigh your right to deletion). If we have shared your data with others, we will tell them about the erasure where possible. If you ask us, where possible and lawful to do so, we will also tell you with whom we shared your Personal Data so that you can contact them directly.
- **Right to restrict processing:** You may ask us to restrict or ‘block’ the processing of your Personal Data in certain circumstances, such as where you contest the accuracy of that Personal Data or object to us processing it. We will tell you before we lift any restrictions on processing. If we have shared your Personal Data with others, we will tell them about the restriction where possible. If you ask us, where possible and lawful to do so, we will also tell you with whom we shared your Personal Data so that you can contact them directly.
- **Right to data portability:** Effective 25 May 2018, you have the right to obtain your Personal Data from us that you consented to give us or that is necessary to perform a contract with you. We will give you your Personal Data in a structured, commonly used, and machine-readable format. You may reuse it elsewhere.
- **Right to object:** You may ask us at any time to stop processing your Personal Data, and we will do so:
 - If we are relying on a legitimate interest to process your Personal Data — unless we demonstrate compelling legitimate grounds for the processing; or
 - If we are processing your Personal Data for direct marketing.
- **Rights concerning automated decision-making and profiling:** You have the right to be free from decisions based solely on automated processing of your Personal Data, including profiling, that affect you, unless such processing is necessary for entering into, or the performance of, a contract between you and us or you provide your explicit consent to such processing.

- **Right to withdraw consent:** If we rely on your consent to process your Personal Data, you have the right to withdraw that consent at any time. This will not affect the lawfulness of processing based on your prior consent.
- **Right to complain to the data protection authority:** If you have a concern about our privacy practices, including the way we have handled your Personal Data, you can report it to the data protection authority that is authorized to hear those concerns.

You may exercise your rights by contacting us as indicated under the “Contact Us” section below.

Legitimate Interest. “Legitimate interests” means the interests of SFPE in conducting and managing our organization. For example, we have a legitimate interest in processing your Personal Data to analyze how the Websites, Apps, and our products and services are being used by you, and to ensure network and information security, as described in this Privacy Policy. When we process your Personal Data for our legitimate interests, we make sure to consider and balance any potential impact on you, and your rights under data protection laws. Our legitimate interests do not automatically override your interests. We will not use your Personal Data for activities where our interests are overridden by the impact on you unless we have your consent or those activities are otherwise required or permitted by law. You have the right to object to processing that is based on our legitimate interests. For more information on your rights, please see the “Your Rights” section above.

Data Transfers. We have entered into Model Contractual Clauses for the transfer of Personal Data collected in the European Economic Area and Switzerland with certain service providers, customers, and other parties. Please contact us as described under the “Contact Us” section below to obtain a copy of the Model Contractual Clauses we use.

8. Our Security Measures to Protect Your Personal Data

We are committed to taking reasonable efforts to secure the information that you choose to provide us, and we use a variety of security technologies and procedures to help protect against unauthorized access to or alteration, disclosure, or destruction of Personal Data. We restrict access to Personal Data to our employees, contractors, and service providers (described in the “Disclosure of Information” section above) who need to know the information to operate, develop, or improve our services.

Unfortunately, no transmission of Personal Data over the Internet can be guaranteed to be 100% secure. Accordingly, and despite our efforts, SFPE cannot guarantee or warrant the security of any information you transmit to us, or to or from our online products or services. SFPE has no responsibility or liability for the security of information transmitted via the Internet. If you have questions about this Privacy Policy or the security of your Personal Data, please contact us as indicated under the “Contact Us” section below.

We retain your Personal Data for as long as your account is active or as needed to provide you services, comply with our legal obligations, resolve disputes, and enforce our agreements. We retain Personal Data collected through the Platforms we process on behalf of our SFPE members and non-members for as long as needed to provide services to our SFPE members and non-members and according to our contract with SFPE members and non-members.

9. Tracking Technologies

SFPE and its partners use cookies and other technologies to analyze trends, administer the Websites, and track users' movements around the Websites, to gather demographic information about our user base as a whole and to collect information about your browsing habits to make advertising relevant to you and your interests, as described below. When you first visit the Websites, you will be asked to consent to the use of cookies and similar technologies on the Websites following this Policy, and if you accept we will store cookies and similar technologies on your computer.

- **What Are Cookies**

Cookies are pieces of data sent to your browser when you visit a website and stored on your computer's hard drive. Cookies may store user preferences and other information. For example, cookies can store your session information for easy log-in to a website or platform, or your language or user interface customization preferences or may allow websites to record your browsing activities (for example, number of page views, number of visitors, and time spent on each page). We use both session ID cookies and persistent cookies. A session ID cookie expires when you close your browser. A persistent cookie remains on your hard drive for a set period of time or until you delete it

Categories of Use	Purpose	
Strictly Necessary	These cookies allow us to link the actions of a user during a browser session to allow navigation around web pages, access to secure areas of the Websites or Platforms, and help make the services available through our Websites and Platforms work. Without these cookies, the basic functions of the Websites and Platforms would not work. On the Platforms, we use session cookies for authentication and authorization purposes and to track a visitor's identity during a particular session.	Because these cookies are strictly necessary to deliver our services, users cannot refuse them. You can block or delete these cookies by changing the browser settings as explained below.
Preferences	These cookies are used to store choices you make and your preferences regarding our services (such as your user name, language, or the region you are in, enabling user interface customization). These cookies allow us to provide enhanced, more personal features (such as enabling customer support for users, for example offering live support chat). These cookies are not essential for using our services. However, without these cookies, certain functionality may become unavailable or may not function properly. For example, on Websites, we use cookies for use in managing the display of items or content (such as PageSize, SortField). On the Platforms, we use user interface customization cookies to store the SFPE members' and non-members' preferences such as grid preferences (columns, sort order, etc.) or to enable certain functions, such as prepopulate the input of the RSS feed dialog.	You can block or delete these cookies by changing the browser settings as explained below.
Analytics	These cookies allow us to recognize and count the number	You can block or delete

	<p>of visitors and to see how visitors move around the Websites and Platforms when they are using it. This helps us to improve the way our Websites and Platforms work, for example by making sure visitors are finding what they need easily. The information collected through these cookies includes anonymous traffic statistics, like the number of page views, number of visitors, and time spent on each page.</p> <p>In particular, we use cookies from Google Analytics, a web analytics service provided by Google Inc. ("Google") for our products Real Magnet and Informz. The information collected by Google (including your internet protocol (IP) address) will be transmitted to and stored by Google on servers in the United States. Google will use this information on our behalf to evaluate your use of the Website, compile reports on the Websites activity, and provide further services to us relating to the Websites usage. Learn more about Google Analytics' privacy practices, and see a copy of Google's privacy policy, at the following link: https://support.google.com/analytics/answer/6004245?hl=en&ref_topic=2919631.</p> <p>We use Analytics cookies from the www.sfpe.org and SFPE Microsites used for conferences. These websites analyze and evaluate the use of our sites and improve our services and features.</p>	<p>these cookies by changing the browser settings as explained below. You can also prevent your data from being collected by Google Analytics on the Websites by downloading and installing the Google Analytics Opt-out Browser Add-on for your current web browser at the following link: https://tools.google.com/dlpage/gaoptout?hl=en.</p>
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In their use of our services, SFPE members and non-members may enable various integrations which may set additional cookies. These cookies are set and controlled by Clients for various purposes such as website usage tracking and analytics and enabling social media features. SFPE does not control the placement of such cookies. Use of these cookies is governed by the SFPE members' and non-members' privacy and cookie policies.

- **Other Technologies**

SFPE may use a tracking technique that employs embedded URLs to allow the use of the Websites without cookies. Embedded URLs allow limited information to follow you as you navigate the Websites, but are not associated with Personal Data and are not used beyond the session.

SFPE and its service providers may use embedded pixel technologies (or pixel tags) to identify unique user visits (as opposed to aggregate hits) and for advertising purposes. In addition, embedded pixels or other technologies may be used in e-mails and our online display advertising to provide information on when the e-mail or ad was opened to track marketing campaign responsiveness; information collected using these technologies may be associated with the recipient's e-mail address.

We may use widgets, which are interactive mini-programs that run on our site to provide specific services from another company (e.g., links to bookmarked sites), along

with buttons or other tools that link to other company's services (e.g., a "Like" button or third party map). The widget, button or tool may collect and automatically send Personal Data, such as your e-mail address, or other Information (such as your browser information, or IP address), to a third party. Cookies may also be set or used by the widgets, buttons, or tools to enable them to function properly or for other purposes, which may include advertising. Information collected or used by a widget, button, or tool, including cookie settings and preferences, is governed by the privacy policy of the company that created it.

We use mobile analytics software to allow us to better understand the functionality of our mobile software on your phone. This software may record information such as how often you use the Apps, the events that occur within the Apps, aggregated usage, performance data, and where the Apps were downloaded from. We do not link the information we store within the analytics software to any Personal Data you submit within the Apps.

- **Your Choices**

On most web browsers, you will find a "help" section on the toolbar. Please refer to this section for information on how to receive a notification when you are receiving a new cookie and how to turn cookies off. Please see the links below for guidance on how to modify your web browser's settings on the most popular browsers:

- [Internet Explorer](#)
- [Mozilla Firefox](#)
- [Google Chrome](#)
- [Apple Safari](#)

Please note that if you reject cookies or disable cookies, your use of certain features or functions on our Website or Platforms or service may be limited.

To find out more about cookies and similar technologies, including how to see what cookies and similar technologies have been set and how to manage and delete them, visit www.allaboutcookies.org and/ or the Network Advertising Initiative's online resources, at <http://www.networkadvertising.org> and follow the opt-out instructions there. If you access the Websites on your mobile device, you may not be able to control tracking technologies through the settings. If you wish to not have your information used to serve you targeted ads, you may opt-out by visiting the Network Advertising Initiative's online resources available [here](#) and following the opt-out instructions there, or if located in the European Union, visit the European Interactive Digital Advertising Alliance's Your Online Choices opt-out tool [here](#). By opting out of targeted advertisements you will no longer see advertisements on our Websites from third-party partners that participate in the Digital Advertising Alliance; however, you may continue to see other non-targeted advertisements on our Websites.

10. Inapplicability of Privacy Policies of Any Linked Websites or Other Third Parties

This Privacy Policy only addresses SFPE's use and disclosure of your Personal Data. The Websites and Apps may contain links to other websites, so please be aware that we are not responsible for the privacy practices of other websites, and we are not liable for their misuse of Personal

Data. We encourage you to be aware that when you go to another website you should carefully read its privacy policy.

11. Children

The Websites and Apps are not intended for use by or targeted at children under 13, and we do not knowingly or intentionally collect information about children under 13.

12. Conditions of Use

By using the Websites, our Apps, and our services, you agree to the terms and conditions contained in this Privacy Policy and Conditions of Use and/or any other agreement that we might have with you. If you do not agree to any of these terms and conditions, you should not use the Websites, Apps, and/or any SFPE benefits or services. You agree that any dispute over privacy or the terms contained in this Privacy Policy and Conditions of Use and any other agreement we have with you will be governed by the laws of Maryland. You also agree to arbitrate any such dispute in Gaithersburg, Maryland, and abide by any limitation on damages contained in any agreement we may have with you.

13. Changes to the Privacy Policy

As SFPE, its products, and its services change from time to time, we may update this Privacy Policy to reflect changes to our information practices. We reserve the right to amend the Privacy Policy at any time, for any reason, and may do so by posting a new version online. Your continued use of the Websites, the Apps, and/or continued provision of Personal Data to us will be subject to the terms of the then-current Privacy Policy. If we make any material changes or if otherwise required by the applicable law, we will notify you by email (sent to the e-mail address specified in your account) or through a notice on this website before the change becomes effective. We encourage you to periodically review this page for the latest information on our privacy practices.

J. BRAND STANDARDS

1. Organization Name

ORGANIZATION NAME

The organization's name is the most important and most respected component of the brand. While there are several options, the preferred way to refer to the organization is:

- SFPE

Other approved uses of the name include:

- Society of Fire Protection Engineers
- Society of Fire Protection Engineers (SFPE)

When at least one of the above names has already been used, it is acceptable to refer to the organization as:

- The society

Do not use the following terms:

- ~~SFPE Global~~
- ~~SFPE National~~
- ~~SFPE International~~
- ~~SFPE HQ~~

2. Primary Logo



The SFPE Logo represents the mission of SFPE. Use the logo in good taste – it is the face of the Society and should be used with care and pride. The SFPE logo can be reproduced using in black, in white, or in full color.



The logo can be used as a standalone mark or as the signature with the tagline. The SFPE logo utilizes the current positioning statement, "Engineering a Fire Safe World," and should be used as the preferred logo option, when possible. If space or size limitations occur and restrict the readability of the tagline, please use the primary logo without the tag line. The logo should not be used in any other way without permission from the Society's Marketing Director.

3. SFPE Foundation

The SFPE Foundation is a charitable organization focused on enhancing the scientific understanding of fire and its interaction with the natural and built environment. The SFPE Foundation is a separate organization from SFPE with the official name of "SFPE Educational & Scientific Foundation;" however, the name "SFPE Foundation" is the preferred use of the organization's name.



The SFPE Foundation logo complements SFPE branding and should be used in a similar fashion and follow the guidelines established for the SFPE primary logo.

4. SFPE Europe

SFPE Europe is an international non-profit association focused on fire protection and fire safety engineering. Incorporated on 24th of July 2020, the official name of the organization is “Society of Fire Protection Engineers Europe.”

The name "SFPE Europe" is the preferred use of the organization’s name.



The SFPE Europe logo complements SFPE branding and should be used in a similar fashion and follow the guidelines established for the SFPE primary logo.

SFPE and SFPE Europe are separate organizations. When describing the efforts of both organizations, language such as “SFPE and SFPE Europe...” should be used.

5. SFPE Chapters

SFPE chapters are independent bodies chartered by SFPE to facilitate networking, education, and local community engagement in a geographical area. The nomenclature of SFPE chapter names consists of “SFPE” followed by the geographic area served and the word “Chapter” or words “Student Chapter.” Examples include:

- SFPE Southern California Chapter
- SFPE Hefei Student Chapter

When referring to the full group of SFPE and its 120+ chapters, appropriate terms include:

- SFPE and its chapters
- the Society and its chapters

- Chapter logos complement the Society's logo – examples shown below:



6. Office/Location Names

The names of SFPE and SFPE Europe physical offices are to be referred to as:

- Gaithersburg/Washington, DC – SFPE World Headquarters
- Brussels, BE – SFPE Europe Office

7. SFPE Membership

SFPE members support the goals and objectives of the Society. Members are encouraged to use professional credentials associated with their level of SFPE membership:




- Members: MSFPE
- Professional Members: members meeting appropriate education and practice requirements to use the PMSFPE credentials
- Fellows: Members who have amassed significant accomplishment and stature in fire protection engineering to use the FSFPE credentials; this is the highest professional honor bestowed by SFPE

In addition to the professional credentials, members are encouraged to use the membership logos to appropriately communicate their level of membership in SFPE:

MSFPE	PMSFPE	FSFPE
 MEMBER	 PROFESSIONAL MEMBER	 FELLOW

8. Logo Colors

The SFPE logo can be used only in the following colors and color combinations:

		
<p><u>Three-color:</u> Black = PMS Black 7 Blue = PMS 660 Red = PMS 1795</p>	<p><u>One-color:</u> Black = PMS Black 7</p>	<p><u>One-color:</u> White (on appropriate solid color background)</p>

9. Logo Usage

CLEAR SPACE – When using the logo in a layout, allow for ample white space around the logo and give it room to breathe. Don't let it be crowded out by other elements on the page. No matter what size the logo is used, allow space equal to the fire triangle as your guide for clear space around the logo.



MINIMUM SIZE – The primary logo and logo signature will work well at small sizes. For print applications the primary logo and logo signature should not be used smaller than 1.25". For web applications, the primary logo should not be used smaller than 125 pixels wide.

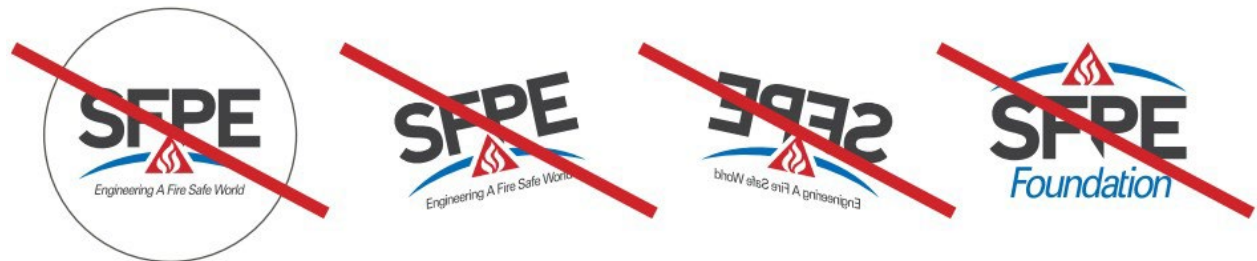


USAGE – INCORRECT USES

Never use the SFPE logo in any of the following ways or deviate from the branding color scheme.



Condensed | Stretched/Expanded | Without Global Halo or Fire Triangle | Different Color



Contained in a Shape | Rotated or Flipped | Rearranged

10. Color Palette

PRIMARY COLORS – The primary colors reflect the core of the brand and speak to the distinctiveness of the Society. The colors should be reproduced consistently to reinforce the brand. Never deviate from the color palette.

	PMS	CMYK	RGB	WEB
Black	Black 7 C	0 0 0 90	65 66 67	424143
Blue	660	84 56 0 0	49 110 182	316EB6
Red (to be used sparingly)	1795	12 99 96 3	208 35 42	D0232A
Gold	1375	78 78 0 56	255 151 26	FF971A
Dark Blue	2745	9 6 17 0	23 229 240	191970
Tan	454	9 6 17 0	231 229 211	E7E5D3
Cool Gray 1	Cool Gray 1	0 0 0 6	239 240 240	EFF0F0
Cool Gray 2	Cool Gray 2	0 0 0 10	230 231 232	E6E7E8

11. Typography

On the SFPE website:

Header 1 = Jost Semibold, 38 font-size; Header 2 = Jost Semibold, 24 font-size; Header 3 = Jost Semibold, 19 font-size; Header 4 = Jost Semibold, 16 font-size; Header 5 = Jost Semibold, 14 font-size;

Body/Paragraph = Open Sans, Montserrat, Verdana, 12 or 11 font-size

HEADINGS

JOST SEMIBOLD

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

1234567890

BODY

Open Sans

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

1234567890

Font for SFPE social media graphics (font size can vary based on graphic need) as follows:

Aileron Heavy
Aileron Regular
Aileron Thin

K. 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 Directors' 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.

L. 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," "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.

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 the 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.

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 ¹	4	3

2	Bachelor of Science degree in physical science (math, physics, chemistry) from a university of accepted standing ² or a bachelor's degree in a fire protection engineering technology program of accepted standing ³	4	3
3	Graduate of an engineering technology curriculum of accepted standing ³	6	3
4	Master or Doctor of Science degree in engineering or science ⁴	3	3
5	Education in engineering or physical sciences which demonstrates a knowledge of the principles of engineering ⁵	6	3
6	Associate degree in engineering or physical science, or bachelor's in engineering or physical science from a non-accredited program	8	3
7	Baccalaureate or higher degree other than engineering or physical science ⁶	10	3
8	Other ⁷	14	4

Notes:

1. "Accepted standing" is defined as an engineering curriculum that 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 on 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 that, 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.

M. DUES

1. Amounts

The Board of Directors has established the following annual dues:

- a. Fellows, Professional Members, and Members - Dues shall be USD 229 effective January 1, 2023.
- 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, 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 of continuous membership in SFPE (other than Student Member) immediately preceding the request for retired status.
- b. Recent Graduate Status – Dues shall be discounted 50 percent from the regular membership dues rate. A Recent Graduate is a person who has graduated from an undergraduate degree program, master's degree program, or PhD 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 takes 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 takes 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.

N. 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 an SFPE Professional Member Grade or higher, or 20% are SFPE members).
 - Share the membership list and contact information with SFPE HQ (to verify the 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.

O. REGIONAL GROUPS

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

P. 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, and 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 for 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.

Q. 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 it as needed as well as establishes the processes for complaints.

R. 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.

S. 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 limit of total board service and must be a current board member or have served on the board within the last two years.
- c. Applicants for Secretary-Treasurer are required to be a current board member and have served at least one year on the Finance & Audit Committee.
- d. The Board of Directors cannot be composed of more than two members from the Foundation's Board of Governors.
- e. A Board member may be a nominee for an Officer position at 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.
- h. 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, and Directors, and 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 that include 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 for any candidate for the 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 and 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.

T. 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 in 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 SFPE Trailblazer Award

The SFPE Trailblazer Award recognizes individuals who have pioneered advancements associated with the engineering fire safety of the built environment – specifically those who have demonstrated a profound, continuous, and trailblazing commitment to fundamental scientific understanding, technical vigor, and the ability to translate fire science principles into practical building design solutions to benefit future generations of engineering fire safety professionals and the public at large.

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.

U. 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 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.

V. 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 that 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.

W. 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.

X. 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.