



SFPE Standing Rules

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A. 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 Code 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 or engineering technology curriculum and not have full-time employment. Proof of student status and a completed student application are required annually. All applicants must supply the following information: expected graduation date, degree, and school name. To qualify as a student member, you must be enrolled full-time (undergraduate or graduate) 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 must 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. A copy of the letter from the institution's registrar on university letterhead specifies that the applicant is currently enrolled as a full-time student.
- b. Individual Member - To be an Individual Member of SFPE, the applicant needs to have the desire to support the mission of SFPE. The Individual 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 be reviewed by the SFPE Qualifications Subcommittee 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) accredited post-secondary education institution.
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 engineering practice and being in responsible charge of fire protection engineering work. Being under qualified supervision for an extended period is essential.
6. Those without academic qualifications are asked to provide a detailed description of their practice of engineering and of being in responsible charge of fire protection engineering work. Being under qualified supervision for an extended period of time is essential. Refer to "Fire Protection Engineering" definitions.
7. Engineering practice may include experience in engineering fields other than fire protection.

NOTE A:

Responsible Charge

Responsible charge signifies responsibilities of the individual to make decisions for successful completion of work without relying upon the aid or advice from a superior as to methods, materials and standards to be utilized. It further signifies that these duties are carried out at the discretion of the individual and do not necessarily require authority from supervisors except as a matter of form.

NOTE B:

While SFPE recognizes the expertise evidenced by engineering degrees, master's degrees, and Professional Engineers designations by requiring fewer years of actual experience and responsible charge, it is still necessary to provide examples to demonstrate that one is indeed actually practicing engineering in a position of responsible charge. The degrees or designations do not, in themselves, satisfy the requirement to demonstrate responsible charge – many people achieve educational objectives but do not continue on to actively practice within their discipline.

- 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 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 SFPE Qualifications Subcommittee, and approved by the Board of Directors.

4. Appeals

An applicant 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 applicant's opinion, 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. Still, 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.

B. DUES

1. Amounts

The Board of Directors (BOD) establishes the annual dues:

- a. Fellows, Professional Members, and Members – Annual dues shall be established by the BOD and may change yearly based on the recommendation of the BOD.

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

2. Special Dues Statuses

- a. Retired Status - Dues shall be USD 75, as of January 1, 2025. This amount is subject to change yearly based on recommendations by the BOD. 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 full-time, 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 65 years of age, and
 - ii. have retired from full-time professional income-producing activities within the scope of fire protection/safety engineering, and
 - iii. have at least ten (10) years of 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 someone 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, defined as a GNI of USD 11,905 and less, as determined by the World Bank, will receive a 50 percent dues discount for Fellow, Professional Member, and Member grades of membership.
- d. Lifetime Status - There shall be no dues. This status shall be granted to an SFPE member after a total of 40 years of membership (not required to be consecutive).
- 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 previously 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 after that 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 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. Membership shall be suspended if dues remain unpaid 30 days after their due date.

C. 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 various events, activities, and resource access.
- 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 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 the SFPE chapter annual report.

b. Affiliate Chapter

- i. Purpose Statement: Facilitate networking, education, and local regional engagement through various events, activities, and access to resources.
- ii. Framework: The chapter is an independent body operating under an affiliate agreement with SFPE to represent SFPE 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 the 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 various 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. A leadership team of all SFPE member volunteers will lead them. Each group will have a high level of autonomy in determining its governance and activities but must 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 the recruiting new member strategy.
- iii. By December 31 of each year, the chapter president shall send 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, send them regular chapter publications, and routinely invite them to their chapter meetings. These persons shall not be referred to as "members" of the chapter or the Society. They shall not refer to an affiliation with SFPE or its chapters in any advertising, letterheads, business cards, or 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 can 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 apply 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 may, upon request, assist a chapter in marketing products, programs, or services, including events, webinars, seminars, meetings, or activities. The decision is to be made on a case-by-case basis by staff.

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 participate in fundraising or activities outside their defined area or in competition with the SFPE Foundation.

D. 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.

E. STANDING COMMITTEES

The Board of Directors has established the following four Standing Committees made up of SFPE members to assist the staff in delivering SFPE programs and furthering 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. 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 advice 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 forming new chapters, creating stronger ties between the chapter and SFPE, and finding opportunities for the chapters to help disseminate SFPE news and information relevant to their constituencies.

F. PROFESSIONAL ETHICS COMMITTEE

1. Professional Ethics Committee Membership

SFPE members serving on the Professional Ethics 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, updates it as needed, and establishes the processes for complaints.

With the concurrence of the Board of Directors, the President shall appoint the Professional Ethics Committee. There shall not be more than seven members of the Professional Ethics Committee. Candidates will be identified by the Professional Ethics Committee. SFPE members serving on the

Professional Ethics Committee will meet the following general qualifications.

- a. SFPE membership grade status of Professional Member or Fellow.
- b. Demonstrated experience in leadership roles with the Society. Examples include Society Fellows, Past Presidents, past Board Directors, and past Committee Chairs.
- c. A minimum of twenty years of experience practicing in the profession.
- d. A keen understanding of SFPE's vision, objectives, and strategic initiatives.

2. Code of Ethics complaint process

In the practice of their profession, SFPE members must maintain and constantly improve their competence and perform under a standard of professional behavior that 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. The following is the process to file an ethical 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, identify the specific canons alleged to be violated, and 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 must be submitted on the form available on the SFPE website to the Chief Executive Officer, and all communication between the parties involved and the Society is 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 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. The Society will not 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 Professional Ethics Committee. The Professional Ethics Committee 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 Professional Ethics Committee, 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 Professional Ethics Committee 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 outlined in "Appeals" below.

g. If the Committee for Professional Ethics 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 Professional Ethics Committee 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 Committee for Professional Ethics with requested changes or revisions. The Committee for Professional Ethics reports may only be released in total and without further changes. The Society will notify both parties of the Executive Committee's decision. The accused SFPE member may appeal the decision 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. The Society must receive appeals to the Board of Directors 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 or Chief Executive Officer 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 virtual meeting. Legal counsel of any party having a direct interest 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 appealed further.

G. NOMINATING COMMITTEE

The list below shows general clauses regarding the committee procedures and also general qualifications regarding the members of the committee.

1. SFPE members serving on the Nominating Committee and candidates for the Nominating Committee will meet the following general qualifications.
 - a. The immediate past president chairs the committee for one (1) year, the second year he or she will become vice chair of the committee. There is an expectation that he or she will sit on the committee for two (years).
 - b. Members should hold SFPE membership grade status of Professional Member or Fellow.
 - c. Members should show demonstrated commitment to and involvement with the Society. Examples include Society Fellows, Past Presidents, Past Committee Chairs, and tenure on Standing Committees.
 - d. Members should have sufficient experience and skill to competently evaluate new Board candidates consistent with the qualifications established by the Board and expressed in the Standing Rules.
 - e. Members should have a keen understanding of SFPE's vision, objectives, and strategic initiatives.
 - f. Members should have knowledge and awareness of SFPE members that could be recruited as nominees for the Board.
 - g. Members should be committed to participating in committee meetings, including several virtual meetings per year. Terms of service are for two (2) years and begin on January 1.
 - h. Members shall have the ability to work collaboratively and engage in proper debate and discussion as needed.
 - i. The Board may also specify additional qualifications for nominees of the Nominating Committee in any given election cycle.
 - j. The specific vetting procedures, of board candidates, used each year (background research, interviews, etc.) by the committee are chosen by the chair (at his discretion).

H. PAST PRESIDENTS' COMMITTEE

1. The Past Presidents of SFPE are an advisory group who provide feedback on strategic, and governance issues related to the society. This group works directly under the supervision of the board.
2. Membership includes anyone who has served as the President of SFPE. On a voluntary basis, the group is chaired by the member who most recently held the position of president. If this person is unavailable, the next most recent past president shall be offered the position until a chair is appointed.
3. The group meets at the SFPE Annual Conference and virtually as needed. SFPE staff schedule and document all meetings.
4. The SFPE Immediate Past President serves as the Chair of the Past Presidents' Committee.

I. 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 following year's Nominating Committee. The Immediate Past-President shall serve as the Chair of the Nominating Committee. If they cannot 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 three 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 unsuccessful in seeking an Officer position does not thereby lose their current Director position.
- g. SFPE committee chairs may run for a Board position anytime during their term.
- h. The Board may also specify additional qualifications desired for nominees of the Board of Directors 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 following year's Nominating Committee.

- b. The Call for Nominations shall identify any additional specific qualifications that the Board desires 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 nomination period shall close 30 days after the Call for Nominations is issued, though it 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 following 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 following 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.

5. 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 chosen by the Nominating Committee must adhere to the campaign rules once their candidacy is announced to the membership.

6. 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 not only to the nominee or candidate but also to other members or surrogates who may act 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 that could potentially be deemed campaigning.

The Board of Directors is responsible for determining if a violation has occurred and determining 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 and 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.

7. 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 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. 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.

8. Certification of Election

The Secretary-Treasurer shall certify the results and announce them to the membership in no more than ten days following the closure of voting.

9. 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 a vote of the Board of Directors can fill the vacancy. The process for filling a mid-term Board vacancy shall be as follows:

- a. When a vacancy occurs in a term with 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 with 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 ten days of such action being taken.

J. 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 Spotlight 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. SFPE Ahern President's Award

The President designates the John J. Ahern President's Award to recognize an individual who has made a significant, conspicuous contribution that deserves exceptional recognition by the Society and its leadership.

2. SFPE Lund Award for Professional Recognition

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 contributed 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 apparent, lasting effects.
 - d. The individual must come from beyond SFPE (i.e., cannot qualify for the grades of Fellow or Professional Member).
- 4. SFPE Lucht Award for Contributions to Education**
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. SFPE 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. SFPE Nelson Award for Inspired Service**
The Nelson Award recognizes outstanding service to SFPE by an SFPE member.
 - 7. SFPE Jensen Award for Committee Service**
The 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. SFPE Spotlight Award**
The Spotlight 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. SFPE Award for Chapter Excellence**
The Award for Chapter Excellence (ACE) recognizes a chapter's service to SFPE and its members. Awards are based on an annual evaluation of chapter accomplishments given by the chapter leadership at a time, and in a format 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.

K. PARTICIPATION IN PUBLIC AFFAIRS

SFPE members are urged to participate in and lend their talents to public issues actively. In such activities, the individual member can 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 problems 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 provide an unbiased engineering analysis of an issue or the proposed solutions publicly. It is, however, inappropriate for SFPE or a chapter to lobby for the adoption of a specific position on any other basis.

L. 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 SFPE members or staff representation, 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 use 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 & 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 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 attending 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 sources.

3. Selection

Selection and appointment shall be based on the applicant's qualifications under the provisions above.

The person selected shall be familiar with the policies of the Society, if any, which influence the other organization's activities. The person should preferably be a member of a committee or task group with parallel or related interests, or a staff member.

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 other organization's activities 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 directions from the Advisory Group before expressing an SFPE position.

Any proposed actions 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 with 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 ensures that all interested and concerned members, committee members, and task group members can be properly informed of activities in which the Society participates.

M. 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.

N. AMENDMENTS

These Standing Rules may be amended without notice by the Board of Directors by a vote of two-thirds 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.

O. 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 and is prohibited. 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 participants in SFPE activities. For events in particular, this policy applies to engineers, students, guests, staff, contractors, and exhibitors, as well as any person participating in the engineering sessions, tours, and official 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, or if the harassment occurs at an SFPE event, any SFPE Officer. 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 people who, in good faith, 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 (consistent with the membership termination provisions in the Bylaws), 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.

9. Appeals and Questions

If 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.

P. 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, including agreements among competitors not to compete against each other.
- 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. Wages and other compensation paid to a member's employees
- c. Any member's confidential future marketing or business plans
- d. Allocation of customers or geographic division of markets by members
- e. Refusal to deal with a company because of its pricing or distribution practices
- f. Information concerning any member's costs, profits, inventory, market share, or other commercial information of a non-public nature

4. Enforcement

Individuals engaging in behavior prohibited by this policy may be subject to disciplinary action, including suspension or termination of membership.

Q. 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.

R. 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. Incidents of alleged harassment will be addressed under the Anti-Harassment Policy.

S. PRIVACY POLICY

SFPE respects the privacy of its members and other persons who participate in SFPE activities; is transparent on how personal data is utilized; implements reasonable measures to protect the security of personal information; and otherwise conforms to all applicable laws.

T. BRAND STANDARDS

SFPE Brand Standards can be found on the SFPE website (www.sfpe.org)

APPENDIX -- STANDING RULES FOR FEDERAL CONTRACTS

The following Rules shall apply in connection with, and to the extent required by, federal contracts or grants received by SFPE.

A1. 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.

A2. 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.

A3. 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 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 people 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 301-718-2910, 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, 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 accommodation 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 301-661-5986 or chris@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.

A4. 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 301-718-2910 or chris@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 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.