



SFPE Standing Rules

ADOPTED 11/07/15

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A. MEMBERSHIP

1. Application for Membership

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

2. Member Designations

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

3. Member Grades

- a. Student Member – To be a Student Member of the SFPE, the applicant must be pursuing an undergraduate or graduate degree, and are admitted and enrolled as full-time students. An individual holding the grade of Student Member in good standing, upon verification of graduation, may be automatically upgraded to the grade of Member. Student Members are not allowed to vote in the Society.
- b. Member - To be a Member of the SFPE, the applicant needs to have a desire to support the mission of the SFPE. The Member Grade is not a qualifications-based grade of membership and is the initial grade of membership assigned to the applicant.
- c. Professional Member – To be a Professional Member of the SFPE, the application must submit to a qualifications-based review. All membership requests to Professional Member shall undergo a review by the Standing Committee on Membership and Chapters, to confirm compliance with the education and experience requirements identified in the chart below. One Fellow or Professional Member sponsor/reference shall be provided with the application for the grade of Professional Member. All sponsors/references shall be in a position to attest to the candidate's qualifications.

Category	Education	Years of Engineering Practice	Years of Responsible Charge of FPE
1	PE (Professional Engineer) in Fire Protection, or graduate of an engineering curriculum of accepted standing 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	Associates degree in engineering or physical science, or Bachelors in engineering or physical science from a non-accredited program	8	3
7	Baccalaureate or higher degree other than engineering or physical science ⁶	10	3
8	Other ⁷	14	4

Notes:

1. "Accepted standing" is defined as an engineering curriculum which is ABET (Accreditation Board for Engineering and Technology) accredited (USA); CEAB (Canadian Engineering Accreditation Board) accredited (Canada); FEANI listed (European Federation of National Engineering Associations); the Fire Protection and Safety Engineering curriculum at Illinois Institute of Technology (USA), or equivalent. This also includes programs outside North America that have been reviewed and accepted by ECEI (Engineering Credentials Evaluation International) or WES (World Education Services) and found to be comparable to those accredited in the USA.
2. "Accepted standing" is defined as a college/university (USA) which is an accredited institution of post-secondary education.
3. "Accepted standing" is defined as an engineering technology curriculum which is ABET (USA) or similarly accredited.
4. From a curriculum of accepted standing.
5. Credit is given based upon college transcripts and grades received in engineering principles, math and science courses, which demonstrate a knowledge of the principles of engineering. Credit is also given for a PE in a field other than Fire Protection Engineering, Engineering Intern (passed the Fundamentals of Engineering exam) designation, or Certified Safety Professional (CSP).
6. Those without academic qualifications are asked to provide a detailed description of their practice of engineering and of being in responsible charge of fire protection engineering work. Being under qualified supervision for an extended period of time is essential.
7. Engineering practice may include experience in engineering fields other than fire protection engineering.

- d. Fellow – A Fellow is the highest grade of membership in the SFPE. To be eligible to become a Fellow, individuals must have been a Professional Member for at least 10 consecutive years. Election to a Fellow shall be in recognition of service to the Society, and significant accomplishment and stature in fire protection engineering or fire safety engineering. Elevation to the grade of Fellow requires nomination by at least five Fellows or Professional Members, reviewed and recommended by the CMC Subcommittee on Qualifications, and approval by the Board of Directors.

4. Appeals

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

5. Good Standing

- a. To remain in good standing, members must be current in all financial obligations to the SFPE and comply with the rules and regulations in 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 Code of Ethics may result in suspension or termination of membership.
- c. A member in any grade who fails to pay dues when payable for more than 90 days shall have membership suspended.

6. Reinstatement

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

B. DUES

1. Amounts

The Board of Directors has established the following annual dues:

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

2. Special Dues Statuses

- a. Retired Status - Dues shall be \$75.00. Upon application and approval by SFPE Headquarters (HQ), members will continue to receive the same benefits they had previously received. If the retired member re-enters the workforce, the dues will revert back to the previous associated dues rate. To be eligible for retired status, individuals in the grade of Fellow, Professional Member or Member, shall:
 - be at least 67 years of age, and
 - have retired from ALL professional income producing activity, and
 - have at least ten (10) years continuous membership in the SFPE (other than Student Member) immediately preceding the request for retired status.
- b. Recent Graduate Status – Dues shall be \$75.00. A Recent Graduate is defined as a person who was previously qualified as a student member and who has graduated from an undergraduate degree program, master’s degree program or Ph.D. program within six months of entering the workforce. Recent Graduate dues shall apply for a maximum of three years following graduation before upgrading to the full dues rate.
- c. Developing Country Status - Members living in developing countries, as defined by the World Bank, will receive a 50 percent discount for Fellow, Professional Member and Member grades of membership.
- d. Life Status - Dues shall be \$75.00. This dues status shall be granted to an SFPE member upon request if the person has been paying dues to the SFPE for 40 years and is at least 67 years of age. These members retain their full rights and privileges of their member grade, but shall pay annual dues at the same rate as those at retired status.
- e. Honorary Status - Dues will not be charged for those members who have previously been designated an honorary status, but this status is no longer available.

- f. Member for Life Status – Dues will not be charge for those who have previously been designated as a Member for Life (these individuals paid a lump sum at one time), but this status is no longer available.

3. Changes to Membership Dues

The dues component of the Society's estimated income for the following fiscal year shall be evaluated annually, but not later than December 31 of the year prior to an increase taking effect. The membership shall be advised as soon as feasible thereafter of any changes, but not later than December 31 of the year prior to the increase taking effect.

4. Payment

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

C. CHAPTERS

1. Charter

- a. Applications for charter as a chapter shall be accompanied by a list of the names of at least 10 members of the proposed chapter, a list of provisional officers and a written constitution and bylaws based upon the model documents established by the SFPE.

2. Operation

- a. Each chapter shall operate under the approved chapter constitution and bylaws. Chapter constitution and bylaws must remain current. All revisions shall be submitted to the SFPE Board of Directors for approval. The SFPE HQ shall maintain copies of all of all chapter constitution and bylaws and all subsequent revisions to them shall not be in force until approved by the SFPE Board of Directors.
- b. The board of directors of a chapter shall consist of officers and directors and shall hold the member grade of Fellow, Professional Member or Member in the SFPE.
- c. By December 31 of each year, the president of the chapter shall submit to the SFPE a list of chapter membership with contact information and a completed chapter evaluation form.

- d. 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 should be encouraged to apply for Society membership.
- e. 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.
- f. Chapters may assess dues upon their members as they see fit.
- g. All chapter assets remaining after the dissolution of a chapter shall be given over to the SFPE Foundation.

3. Chapter Coordination Groups (CCGs)

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

4. Chapter President’s Council (CPC)

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

5. Chapter Leadership Forum

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

6. Student Chapters

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

D. CORPORATE 100 PARTNER PROGRAM

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

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

E. SFPE FOUNDATION

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

F. IDENTITY AND USE OF LOGO

1. Official Insignia

- a. The insignias pictured below are the official insignias of the Society.



2. Use of Insignia and Name of SFPE

- a. Use of the Society letterhead or official insignia is expressly prohibited for any purpose other than official business of the Society or its chapters, including student chapters. Society committees and sections shall use the standard Society letterhead as authorized by the Society.
- b. Color, or black and white reproductions of the insignia or official letterhead, should be good, high resolution replications of the master artwork authorized by the Society. Use of the insignia should be in good taste and limited to documents, literature, publications, merchandise, advertising and ceremonial applications connected with sanctioned Society or chapter activities.
- c. Chapters are permitted to use the logo with their chapter name. The logo will be produced by the SFPE HQ and distributed to the chapters. An example of a chapter logo is shown below.



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



- e. Professional Members are permitted to use the logo herein identified for Professional Members in the signature lines of their correspondence and on business cards, for the sole purpose of conveying membership status in the SFPE. Use of the logo shall not imply

endorsement of any product, service or opinion of Society. Use of the logo shall be in good taste and shall not be included on any promotional materials.



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



- g. The words “Member, “Professional Member” and “Fellow” and “Engineering a Fire Safe World” may be translated into other languages when appropriate for the intended use.
- h. Corporate 100 members are permitted to use the logo herein identified for Corporate 100 members in the signature lines of their correspondence and on business cards, for the sole purpose of conveying membership status in the Corporate 100 program of the SFPE. Use of the logo shall not imply endorsement of any product, service or opinion of Society. Use of the logo shall be in good taste and shall not be included on any promotional materials.



G. STANDING COMMITTEES

1. Organization

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

- a. The Standing Committee on Community Outreach and Advocacy (COA) will be responsible for advancing the recognition of the profession; increasing the public’s awareness of the profession and the services provided; and guiding the Society and its chapters in reaching

- out to the public, to allied professionals, to industry members, and to the code enforcement community for the purpose of increasing the stature of fire protection engineering and fire safety engineering. This Committee will also recommend and monitor positions taken by the Society on emerging technical, legislative, and regulatory issues as well as provide support for marketing and public relation's initiatives implemented by, and on behalf of, the Society.
- b. The Standing Committee on Continuing Professional Development (CPD) is charged with developing and maintaining a strategic continuing education plan for the Society; developing core educational content – including reading materials, publications, quizzes, test, presentations - that aligns with the competency criteria (developed by the Committee on Professional Qualifications); providing guidance on topics and content for workshops, symposia and conferences, which meet the body of knowledge transfer and continuing education needs of members worldwide; providing guidance on the delivery formats and methods to facilitate global delivery of core educational content; implementing the instructor review and approval process as defined in the standing rules; and providing guidance on use of relevant education from other allied organizations. This committee will not have involvement with university curriculum or formatting educational content to fit different delivery mechanisms.
 - c. The Standing Committee on Members and Chapters (CMC) is responsible for the recruitment and retention of members as well as recognizing member achievements. Committee members will also receive recommendations of fire protection engineers or related professionals to consider recognition for their stature or significant, noteworthy accomplishments. The committee will foster communication among chapters, HQ and the Board of Directors. The committee is also responsible for helping in the formation of new chapters, creating stronger ties between the chapter and SFPE and identifying opportunities for the chapters to help in disseminating the SFPE news and information that is relevant to their constituencies.
 - d. The Standing Committee on Professional Qualifications (CPQ) is charged with developing, disseminating and maintaining an occupational competency standard for the fire protection engineering profession, to include minimum criteria for professional licensing and credentialing; sustaining an engineering licensure examination within the standards (e.g. item quality and quantity, testing format, test specification refresh frequency, clean audit statement, etc.) established by the United States (U.S.) National Council of Examiners for Engineering and Surveying (NCEES); establishing and promoting the profession's Code of Ethics and providing impartial evaluations on questions of ethics within the professional; facilitating the development of new fire protection engineering programs and courses; promoting new and existing courses in fire protection engineering; and assisting in new and continuing accreditation of fire protection engineering and technology programs.

- e. The Standing Committee on Research, Tools and Methods (RTM) shall identify, develop, and oversee SFPE's technical products and research work, review new innovations, and help to establish the research agenda for the fire safety engineering profession.

2. Appointment Process

- a. Committee members shall be members of the Society, except for special circumstances where approved by the Board of Directors. There shall be no limit to the number of members participating on the standing committees.
- b. Members who are interested in serving as a member of a standing committee need to complete an online application.
- c. Selection criteria include competency and experience in the subject area of the committee and demonstrable ability to actively participate in the activities of the committee. Geographic, gender, ethnic and market sector diversity is desired and will be considered in appointment decisions.
- d. All committee appointments, including the chair(s) and committee members, shall be for three-year terms beginning January 1 and each shall be eligible for two additional terms. Appointment to additional terms will be based on prior active participation and individual contributions towards achieving the objectives and deliverables of the committee. The Board of Directors will make appointments based on recommendations from the chair (or recent chair, if applicable) and the staff liaison.
- e. The committee chair and subcommittee chairs may appoint standing committee members to subcommittees as needed.

3. Chair(s)

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

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

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

4. Staff Liaison

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

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

- h. Report to the committee chair and committee as a whole on decisions of the board of directors or other committees that impact the committee's activities.
- i. Assist the committee in proposing products and services that will further the goals and objectives of the Society.

5. Committee Member Responsibilities

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

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

6. Committee Charge

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

7. Committee Accountability

The committee may not commit to expenditures of funds. If proposing a program or activity that

may involve expenditure of funds, committees must submit a program description and budget to the CEO for inclusion in the Society's budget.

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

8. Committee Reports

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

9. Committee Meetings

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

H. NOMINATIONS AND ELECTIONS

1. Process

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

- a. The Secretary-Treasurer shall be responsible for preparation and distribution of ballots to all persons who are members in good standing at the time of the distribution. The use of electronic ballots shall be permitted.
- b. 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.
- c. 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.

2. Campaigning

Within the SFPE, members have the privilege and responsibility of voting for candidates of their choice. However, all campaigning for any office at any level is expressly prohibited. There shall

be no circulation of information or campaign materials by anyone for a candidate or nominee, including but not limited to, electronic and postal mail, facsimile, telephone, printed materials, brochures or leaflets. Only information about the nominees or candidates from the Nominating Committee is allowed. Campaigning and campaign materials include, but are not limited to, the following:

- a. Personal email or postal correspondence which asks chapters for their assistance or support during the election;
- b. Distribution of books, pamphlets, resumés, photographs, other printed materials, ribbons, buttons, or trinkets which includes the candidate's name during the election cycle;
- c. Presentations or speeches which ask the chapters for their assistance or support during the election.

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

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

These rules do not apply to those who participate in the petition process who are seeking to be candidates on the Board of Director's slate.

3. 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 not later than 1 September."
- b. Qualified members desiring to be included on the ballot in this manner shall circulate a written petition stating, "I am seeking inclusion of my name and information on the ballot for the position of _____." The remainder of the petition shall consist of space for

handwritten (not electronic) signatures and printed names of members in good standing who agree that this person's name and information should be included on the ballot.

- c. Standardized information already submitted to the Nominating Committee, or prepared in the same format, adhering to the same guidelines, shall be included when the petition is submitted.
- d. The Secretary-Treasurer shall advise the petitioner of the minimum number of signatures required and that the names included on the petition will be verified as members in good standing as of the date the petition is submitted. It is advisable that more than the minimal number be submitted.
- e. The petition process is different than campaigning, which is governed by the campaign rules. Candidates who have been chosen by the Nominating Committee must adhere to the campaign rules once their candidacy is announced to the membership.

I. AWARDS & RECOGNITION

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

1. The John J. Ahern President's Award

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

2. The D. Peter Lund Award

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

3. Fire Protection Person of the Year

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

- a. The individual must have made an outstanding contribution to fire protection within recent years.
- b. The contribution must be broad in scope and at least of national importance.
- c. The contribution must have apparent lasting effects.
- d. The individual must come from beyond the SFPE (i.e., cannot qualify for the grades of Fellow or Professional Member.)

4. The David Lucht Lamp of Knowledge Award

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

5. The John L. Bryan Mentoring Award

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

6. The Harold E. Nelson Service Award

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

7. Rolf H. Jensen Award for Outstanding Committee Service

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

8. The Arthur B. Guise Medal

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

9. The Jack Bono Award for Engineering Communications

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

10. Student Scholar Award

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

11. Hat's Off Award

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

12. The Award for Chapter Excellence

The Award for Chapter Excellence (ACE) recognizes a chapter's service to the SFPE and its members. Awards are made based on an annual evaluation of chapter accomplishments.

J. SOCIAL NETWORKING

1. Official SFPE Accounts on Social Media Sites

Only the SFPE Headquarters has the authority to create SFPE accounts on public social media sites and to use the SFPE logo as part of those social media profiles. The SFPE chapters must use their chapter's logo in any social media profiles and must clearly designate that those accounts represent the chapter, not the SFPE Headquarters. The SFPE social media accounts must be administered and moderated by either a member of the SFPE HQ staff, or by a contractor or volunteer approved and trained by the SFPE HQ staff. The SFPE staff or volunteers charged with moderating the SFPE social media accounts are responsible for ensuring that questions or comments posted on those channels are addressed within an appropriate amount of time, and that posts comply with the guidelines for the SFPE accounts on public social media channels.

2. Administration and Management

Depending on the platform, posts may be automatically moderated by the social networking platform, over which the SFPE has no control. On sites over which the SFPE staff have control, social media site administrators have the authority to enforce the SFPE guidelines for use of that particular channel. While the SFPE is not responsible for comments posted on the SFPE-operated accounts on public social media platforms, nor can it be held liable for such, the SFPE has the right to moderate posts that are not in compliance with the SFPE guidelines for that particular social media channel or are otherwise deemed unsuitable per the discretion of the SFPE administrator.

3. Guidelines for the SFPE Accounts on Social Media Channels

The SFPE HQ staff are responsible for developing and posting guidelines for participation on any public social media platform on which the SFPE has an official presence, as necessary. At present, those platforms/accounts include: Facebook (Page), LinkedIn (the SFPE group and AYE group), and YouTube. The SFPE reserves the right to moderate comments or discussions posted on any SFPE social media channel that violate the terms of use of either the social media platform or the SFPE guidelines for use of that particular platform.

Public social media platforms are not owned or operated by the SFPE and, as such, the SFPE has no control over periodic changes to those platforms or the features included in a particular SFPE property hosted on that platform. The SFPE staff will make an effort to stay up to date with changes to the various social media platforms and to update participants of the SFPE properties on those platforms, but cannot be held responsible for changes in functionality or content housed on a public social media site. Examples include LinkedIn groups, Facebook pages, etc.

For any social media platform on which the SFPE has an official presence, the following guidelines will be adapted to the particular platform and posted in the About or other section. These guidelines may change over time and will be reviewed on an annual or more frequent basis by the SFPE staff to ensure they are in line with the latest functionality of the particular social media platform and/or the SFPE policies.

- a. The SFPE (platform name/description of account—e.g. Facebook Page, LinkedIn Group, etc.) is a place for the SFPE members and the public to share information about the fire protection engineering and fire safety engineering and allied fields. The SFPE staff maintain and monitor the [platform name/description of account], but the nature of the discussion here is a reflection of all the people who take the time to be a part of this online community. The following guidelines are meant to provide a framework for respectful participation. In addition to [name of platform]'s terms of use [link to terms], participants are also asked to

follow these additional guidelines. These guidelines are subject to change, according to evolving standards and interaction.

- b. Any comments and messages that attack, ridicule, denounce, impugn a person's character, or impute immoral or dishonorable attributes to community members on the basis of race or ethnicity, gender, age, religion, national origin, disability, sexual orientation or any other characteristic will be deleted. Repeat offenders may be blocked from posting/participating.
- c. Any comments and messages not relevant to topics covered by the SFPE may be deleted.
- d. Duplicate comments and repeated postings on the same topic cause confusion and clutter. When discovered, they will be deleted by the SFPE staff.
- e. The SFPE staff does monitor this platform, but not necessarily on a daily basis. Questions or comments requiring a response from the SFPE should be submitted via the [SFPE website](#) or by contacting the SFPE HQ directly.
- f. It is SFPE's policy to house all job postings in our career center (<http://jobs.sfpe.org>). Jobs posted on this platform will be deleted.

K. PARTICIPATION IN PUBLIC AFFAIRS

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

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

L. SFPE REPRESENTATION OUTSIDE THE SOCIETY

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

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

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

2. **Qualifications**

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

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

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

3. Authority and Responsibilities

- a. Following appointment, each SFPE representative to other organizations shall advance, insofar as possible, the purpose of the Society to advance the science and practice of fire protection engineering and its allied fields, to maintain a high ethical standard among its members and to foster fire protection engineering education. If questions of policy or technical issues arise in which the SFPE representative feels the need for additional guidance, assistance shall be sought through the CEO.
- b. In some cases, the scope of the activities of the other organization may be of such significance that the President may, at his discretion, appoint an Advisory Group to provide guidance and assistance to the SFPE representative. In such cases, the SFPE representative shall keep the Advisory Group fully informed of all issues and must secure direction from the Advisory Group prior to expressing an SFPE position.
- c. Any proposed actions that are contrary to Society policy as expressed by the Board of Directors shall be reported immediately and in advance to the CEO for communication to the Board of Directors, affected SFPE committees, subcommittees and others as appropriate.
- d. The Board reserves the right to direct the vote on the final actions by an SFPE representative.
- e. Approval or disapproval of any final or critical actions of other organizations by the SFPE representative shall be reported to the CEO so that such actions can be communicated, if appropriate, to affected SFPE committees, subcommittees or the entire membership of the SFPE. This reporting is for the purpose of assuring that all interested and concerned SFPE members and committee members and task group members can be kept properly informed of activities in which the Society is participating.

M. QUALIFICATIONS AND SELECTION OF INSTRUCTORS FOR CONTINUING PROFESSIONAL DEVELOPMENT COURSES

Authority, responsibility and accountability for entering into contracts with instructors for continuing professional development courses rests with the CEO, per the SFPE Board of Directors in accordance with the Constitution and Bylaws.

Given that the focus of the courses is to advance the knowledge and capabilities of attendees in technical aspects of fire protection / safety engineering, and that technical expertise and experience are critical factors, candidates for instructors shall hold the grade of Professional Member or Fellow in SFPE, except where this requirement is waived due to exceptional circumstances (e.g., the candidate instructor is a recognized technical expert, and a Member of the SFPE, but has not yet gained 10 years of professional experience: a situation which might exist particularly for computational modeling type courses, where technology and capabilities rapidly change and expertise may rest with younger members, or particular expertise from members of another professional association whose specialty course content presented is of value to the fire protection / safety engineer).

Any Professional Member or Fellow interested in being an instructor should complete the Instructor Qualification Form and submit it to the SFPE. Particular attention will be paid to relevant education, professional qualifications, demonstrated technical expertise in the topic area, demonstrated practical applications experience in the topic area, as appropriate, and demonstrated teaching experience. An Instructor Qualification Form shall be submitted for each course a candidate is seeking approval (approval is by individual course). The SFPE staff may request demonstration of the candidates' teaching capability, such as by having them provide a live lecture at a mutually acceptable location and time, co-teach a course with an approved instructor, provide a recording of a lecture, course or similar instructional activity.

The developer of an approved course shall be considered an approved instructor, provided they meet the above criteria. The developer of a course shall have no particular advantage or preference in being selected for delivering any given course which utilizes that material: the decision shall be made by the SFPE staff based on such factors when / where the course is targeted for delivery, availability of instructors, requests from sponsors (such as in the case of the SFPE Chapters) and related practical and logistical issues.

The CEO may seek input from the Standing Committee on Continuing Professional Development (CPD) on suitable qualifications, expertise, capabilities and experience of candidate instructors, particularly with respect to expertise in the subject matter of the course for which the instructor is a candidate.

Upon decision, staff shall communicate to the candidate whether or not they are approved. If a candidate is not approved, the candidate may appeal the decision. To do so, the disapproved candidate should document their reasoning and submit it, along with the Instructor Qualification Form, through staff to the BOD for their review. The SFPE staff should likewise prepare and submit to the Board their rationale for not approving the candidate. Upon decision of the Board, the results will be communicated to the candidate through the SFPE staff.

N. POSITION STATEMENTS

1. Purpose

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

2. Origin

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

3. Review

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

4. Availability

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

O. CODE OF ETHICS

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

1. Filing a Complaint

- a. The SFPE will process complaints alleging a violation of the SFPE Code of Ethics against persons currently holding any grade of SFPE membership. The complaint must be in writing, must identify the specific canons alleged to be violated, and must be accompanied by documentation sufficient to preclude the need for research on the part of the Society. The Society is not obliged to conduct an independent investigation of the complaint or gather data beyond that provided by the Complainant.
- b. Complaints are to be submitted to the CEO of the Society, and all communications between the parties involved and the Society are to be through the CEO or the CEO's designee.
- c. The alleged violation must have occurred not more than five years before the filing of the complaint.
- d. Society members involved in deliberations on the complaint who, at any time during these procedures, believe that they may not be able to act objectively and impartially on the complaint, shall recuse themselves. In such cases, additional members may be recommended with Board of Director's approval until the complaint is resolved. In no case will the Society act with fewer than five members having reviewed the complaint.
- e. After determining that the persons named in the complaint currently hold membership in the Society, the CEO will distribute a copy of the complaint to the Subcommittee for Professional Ethics and Standards of Conduct. The Subcommittee for Professional Ethics and Standards of Conduct will consider all information relative to the complaint by a majority vote and decide, as expeditiously as possible, whether the complaint is relevant to one or more Code of Ethics, by responding in one of two ways: "affirmative" (the issues in the complaint, as filed, are considered to be relevant to one or more of the Code of Ethics); or, "negative" (the issues in the complaint, as filed, are not relevant to any of the Code of Ethics, and are either issues involving professional practice, technical matters or other issues of a non-ethical nature).
- f. If the vote on the complaint is affirmative, the accused SFPE member will be provided with a copy of the complaint and given the opportunity to respond to the allegations in writing within 30 days for consideration. At the discretion of the Subcommittee for Professional Ethics and Standards of Conduct, additional data may (but is not required to) be gathered in other ways, including a request for additional data from the Complainant or the accused SFPE member. If it is determined that there has been a breach of the Code of Ethics, the Subcommittee for Professional Ethics and Standards of Conduct will identify appropriate actions against the accused SFPE member, which may include removal as a member of the

Society, and recommend these with their report to the SFPE Executive Committee. The accused SFPE member may appeal the decision as set forth in “Appeals” below.

- g. If the Subcommittee for Professional Ethics and Standards of Conduct votes negatively, this decision, with its reasons, will be sent to the SFPE Executive Committee for affirmation and official notification to the Complainant. The Complainant may appeal the decision as set forth in “Appeals” below.
- h. The Subcommittee for Professional Ethics and Standards of Conduct’s findings and conclusions will be sent in a written report to the Executive Committee, which may affirm the report or return the report to the Subcommittee for Professional Ethics and Standards of Conduct with requested modifications. Reports of the Subcommittee for Professional Ethics and Standards of Conduct may only be released in total and without further modifications. The Society will notify both parties of the decision of the Executive Committee. The accused SFPE member may appeal the decision as set forth in “Appeals” below.
- i. Any report prepared by the Society relating to the complaint will be made available to the Complainant and the accused SFPE member. No public release of information is authorized by any parties involved in the complaint unless approved by the Board of Directors.
- j. Appeals to the Board of Directors must be received by the Society within 90 days of the day that the official notification of the decision of the Executive Committee was sent by first class mail.
- k. Upon filing of an appeal, the President will appoint an Appeals Ad Hoc Task Group comprised of five members of the Board, not more than two of whom are on the Executive Committee. A Chair will be appointed from the Appeals Ad Hoc Task Group. In cases where the Executive Committee has voted negatively, the Complainant will be notified of the time and date of the hearing on the appeal and will be invited to attend. In cases where the Executive Committee has voted affirmatively, both the accused SFPE member and the Complainant will be notified of the time, date and location of the hearing on the appeal and will be invited to attend. The hearings may be in the form of a conference call. Legal counsel may attend the hearings.
- 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.

P. ANTI-HARASSMENT

1. Statement of Policy

It is the policy of the SFPE that all participants in Society activities will enjoy an environment free from all forms of discrimination, harassment, and retaliation. As a professional society, the SFPE is committed to providing an atmosphere that encourages the free expression and exchange of engineering ideas. In pursuit of that ideal, the SFPE is dedicated to the philosophy of equality of opportunity and treatment for all 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 reason not related to engineering merit. Harassment, sexual or otherwise, is a form of misconduct that undermines the integrity of Society meetings. Violators of this policy will be subject to discipline.

2. 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.

3. Definition of Other Harassment

Harassment on the basis of 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.

4. Scope of Policy

This policy applies to all attendees at Society activities, including engineers, students, guests, staff, contractors, and exhibitors, participating in the engineering sessions, tours, and social events of any SFPE or chapter meeting or other activity.

5. Reporting an Incident

Write everything down (times, places, nature of the incident, and comments made). Save emails, notes, etc. Tell someone you trust. It is likely that you will have to write and sign an official letter of complaint, documenting the nature of the harassment and/or discrimination. Be as detailed as possible. Supporting documentation and statements from witnesses should be submitted with your letter.

Any individual covered by this policy who believes that he or she has been subjected to harassment should contact the SFPE CEO or other Society Officer. Other Society Officers include the President, Past-President, President-Elect, and Secretary-Treasurer. He or she is 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.

6. The Investigation

- a. The Executive Committee will name an impartial investigator, usually a Society Officer or Board member. Any named investigator who believes they have a conflict of interest should not serve as an investigator.
- b. In most cases, the complainant will be interviewed first and the written complaint reviewed. If the complainant has not already filed a formal complaint, he or she should be asked to do so.
- c. The details of the complaint should be explained to the alleged offender by the investigator.
- d. The alleged offender should be given a reasonable chance to respond to the evidence of the complainant and to bring his or her own evidence.
- e. If the facts are in dispute, further investigatory steps may include interviewing those named as witnesses.
- f. If, for any reason, the investigator is in doubt about whether or how to continue, he or she will seek appropriate counsel.
- g. When the investigation is complete, the investigator should report the findings to the CEO of the Society or other Society Officer, as appropriate.

7. Retaliation Is Prohibited

The 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 meeting or activity in question without refund of registration fees and the reporting of their behavior to their employer. Repeat offenders may be subject to further disciplinary action, such as being banned from participating in future Society or chapter meetings or other activities. The SFPE is granted the right to terminate the membership of any member.

9. APPEAL & QUESTIONS

In the event that the individual is dissatisfied with the results of the investigation, he or she may appeal to the President of the Society. Any questions regarding this policy should be directed to the SFPE President or other Society Officer.

Q. CONFLICT OF INTEREST

1. Application Policy

This policy applies to board members, staff and certain volunteers of SFPE. A volunteer is covered under this policy if that person has been granted significant independent decision making authority with respect to financial or other resources of the organization. Persons covered under this policy are hereafter referred to as “interested parties.”

2. Determining a Conflict of Interest

A conflict of interest may exist when the interests or concerns of an interested party may be seen as competing with the interests or concerns of the organization. There are a variety of situations, which raise conflict of interest concerns including, but not limited to, the following:

- a. Financial Interests – A conflict may exist where an interested party or a relative or business associate of an interested party directly or indirectly benefits or profits as a result of a decision or transaction entered into by the organization. Examples include situations where:

- The organization contracts to purchase or lease goods, services, or property from an interested party or a relative or business associate of an interested party;
 - The organization purchases an ownership interest in or invests in a business entity owned by an interested party or by a relative or business associate of an interested party;
 - The organization offers employment to an interested party or a relative or business associate of an interested party, other than a person who is already employed by the organization;
 - An interested party or a relative or business associate of an interested party is provided with a gift, gratuity, or favor of a substantial nature from a person or entity which does business or seeks to do business with the organization;
 - An interested party or a relative or business associate of an interested party is gratuitously provided use of the facilities, property, or services of the organization;
- b. Other Interests – A conflict may also exist where an interested party or a relative or business associate of an interested party obtains a non-financial benefit or advantage that he/she would not have obtained absent his/her relationship with the organization, or where his/her duty or responsibility owed to the organization conflict with a duty or responsibility owed to another organization. Examples include:
- An interested party seeks to obtain preferential treatment by the organization for her/himself, a relative, or business associate;
 - An interested party seeks to make use of confidential information obtained from the organization for her/his own benefit or for the benefit of a relative, business associate, or other organization; or
 - An interested party seeks to take advantage of an opportunity or enables a relative, business associate or other organization to take advantage of an opportunity which she/he has reason to believe would be of interest to the organization.

3. Disclosure of Actual or Potential Conflict of Interest

- a. An interested party is under a continuing obligation to disclose any actual or potential conflict of interest as soon as it is known or reasonably should be known.
- b. An interested party shall completely disclose the material facts about any actual or potential conflicts of interest. The disclosure statement shall be completed upon his/her association with the organization, and shall be updated annually thereafter. An additional disclosure statement shall be filed at such time as an actual or potential conflict arises.
- c. The disclosure statements shall be provided to the CEO of the organization.
- d. In the case of staff or volunteers with significant decision making authority, the disclosure statement shall be provided to the CEO of the organization. The CEO's disclosure statement shall be provided to the President of the board. The Secretary-Treasurer of the Board shall

file copies of all disclosure statements with the official corporate records of the organization.

- e. Whenever there is reason to believe that an actual or potential conflict of interest exists between the SFPE and an interested party, the board of directors shall determine the appropriate organizational response.

4. Procedures for Addressing Conflict of Interest – Specific Transactions

Where an actual or potential conflict exists between the interests of the SFPE and an interested party, with respect to a specific proposed action or transaction, the SFPE shall refrain from the proposed action or transaction until such time as the proposed action or transaction has been approved by the disinterested members of the board of directors of the organization. The following procedures shall apply:

- a. An interested party who has an actual or potential conflict of interest with respect to a proposed action or transaction of the corporation shall not participate in any way in, or be present during, the deliberations and decision making of the organization with respect to such action or transaction.
- b. The disinterested members of the Board of Directors may approve the proposed action or transaction upon finding that it is in the best interests of the corporation. The board shall consider whether the terms of the proposed transaction are fair and reasonable to the organization and whether it would be possible, with reasonable effort, to find a more advantageous arrangement with an entity that is not an interested party.
- c. Approval by the disinterested members of the board of directors shall be by vote of a majority of directors in attendance at a meeting at which a quorum is present. An interested party shall not be counted for purposes of determining whether a quorum is present, or for purposes of determining what constitutes a majority vote of directors in attendance.
- d. The minutes of the meeting shall reflect that the conflict disclosure was made, the vote taken and, where applicable, the abstention from voting and participation by the interested party.

5. Violations of Conflict of Interest Policy

If the Board of Directors has reason to believe that an interested party has failed to disclose an actual or potential conflict of interest, it shall inform the person of the basis for such belief and take the appropriate action.

R. AMENDMENTS

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