



# Bylaws and Constitution

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## **IFSAC Administration**

### **Article 09**

1st Edition

April 2017

This document includes Bylaws and Constitution for IFSAC Administration (Article 09). Bylaws for the IFSAC Council of Governors (Article 01), IFSAC as a whole (Article 05), the Certificate Assembly and its board of governors (Articles 10, 11, 12), and the Degree Assembly and its board of governors (Articles 20, 21, 22, 23), contain rules and regulations specific to those groups.

**Attention:** This article is new as of April 2017. Bylaws regarding IFSAC Administration which were in Articles 01, 05, 10, 11, 12, 20, 21, 22, and 23 have been removed from those articles and included in Article 09 with its creation. Future amendments to these bylaws approved by members of the IFSAC will be indicated by a vertical line next to the paragraph where the amendment is made. The date amendments are approved and in effect is indicated by the month and year shown on the cover page and in the footer section of this document.

# ARTICLE 09

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## **ARTICLE 09.1 ENACTMENT**

09.1.1 This Article Number 09 shall be the Constitution of the International Fire Service Accreditation Administrative Office.

## **ARTICLE 09.2 RELATIONSHIP**

09.2.1 Within the scope of defined responsibility, the International Fire Service Accreditation Congress Administrative Office, in pursuit of its objectives, will work in unison with the International Fire Service Accreditation Congress and the Assemblies.

## **ARTICLE 09.3 NAME**

09.3.1 The International Fire Service Accreditation Congress Administrative Office shall hereafter be referred to as IFSAC Administration or Administration.

## **ARTICLE 09.4 ADMINISTRATIVE OFFICE**

09.4.1 The Administrative Office shall be located at Oklahoma State University, Stillwater, Oklahoma.

09.4.2 Administrative Office personnel are employees of Oklahoma State University and fall under labor laws, benefits packages, policies, and procedures mandated by the University, the State of Oklahoma, and the United States of America.

09.4.3 Administration is subject to all Oklahoma State University regulations under the authority of the Board of Regents, President, and Dean of the College of Engineering, Architecture and Technology.

09.4.4 All contract negotiations and final signatures on contracts shall be provided by IFSAC Administration with approvals from Oklahoma State University per the laws and policy of the State of Oklahoma.

## **ARTICLE 09.5 FUNCTIONS**

09.5.1 The functions of Administration are to:

- a) Perform the daily operations of the Congress, Assemblies, Boards, and Committees of IFSAC.
- b) Be the central repository for recordkeeping, IFSAC files, paperwork, and archives.
- c) Be the primary point of contact for IFSAC business.
- d) Respond to public inquiries.
- e) Handle accounts receivable and accounts payable.

- f) Be the custodian of the seal of the Congress.
- g) Be representatives of IFSAC.

## **ARTICLE 09.6 DUTIES**

### 09.6.1 To the Congress:

- 09.6.1.1 The administrative officer or a representative of the Administrative Office shall facilitate the Congress meeting, shall preserve order, and shall facilitate impartially the business during meetings, taking no part in debates while presiding.
- 09.6.1.2 Provide administrative support to the Congress regarding IFSAC business and accreditation.

### 09.6.2 Parliamentarian

- 09.6.2.1 The administrative officer or a representative of the Administrative Office shall appoint the parliamentarian of the Congress. The Parliamentarian shall serve the Congress and its committees throughout the year, and deal with matters of parliamentary procedures, during regular business and meetings. The parliamentarian of the Congress shall serve in this capacity for the whole of the organization, unless otherwise stated within these bylaws.
- 09.6.2.2 The Parliamentarian shall serve until replaced.

### 09.6.3 To the Council of Governors:

- 09.6.3.1 One (1) member of the Administrative Office shall serve as meeting facilitator.
- 09.6.3.2 Provide administrative support to the council regarding IFSAC business and accreditation.
- 09.6.3.3 Maintain and distribute minutes of all meetings.
- 09.6.3.4 Maintain and update bylaws, policies, and procedures as necessary.

### 09.6.4 To the Certificate Assembly

- 09.6.4.1 Receive membership applications.
- 09.6.4.2 Manage the accreditation and re-accreditation process.
- 09.6.4.3 Coordinate site visits.
- 09.6.4.4 Manage the Administrative Review process.
- 09.6.4.5 Manage the International Registry.
- 09.6.4.6 Provide administrative support to the assembly regarding IFSAC business and accreditation.

- 09.6.4.7 Maintain and distribute minutes of all meetings.
- 09.6.4.8 Maintain and update bylaws, policies, and procedures as necessary.
- 09.6.5 To the Certificate Assembly Board of Governors
  - 09.6.5.1 Report appropriate and accurate information regarding IFSAC business and the accreditation process.
  - 09.6.5.2 Provide administrative support to the board regarding IFSAC business and accreditation.
  - 09.6.5.3 Maintain and distribute minutes of all meetings.
  - 09.6.5.4 Maintain and update bylaws, policies, and procedures as necessary.
- 09.6.6 To the Degree Assembly:
  - 09.6.6.1 Receive membership applications.
  - 09.6.6.2 Manage the accreditation and re-accreditation process.
  - 09.6.6.3 Coordinate site visits.
  - 09.6.6.4 Manage the Administrative Review process.
  - 09.6.6.5 Provide administrative support to the assembly regarding IFSAC business and accreditation.
  - 09.6.6.6 Maintain and distribute minutes of all meetings.
  - 09.6.6.7 Maintain and update bylaws, policies, and procedures as necessary.
- 09.6.7 To the Degree Assembly Board of Governors:
  - 09.6.7.1 Report appropriate and accurate information regarding IFSAC business and the accreditation process.
  - 09.6.7.2 Provide administrative support to the board regarding IFSAC business and accreditation.
  - 09.6.7.3 Maintain and distribute minutes of all meetings.
  - 09.6.7.4 Maintain and update bylaws, policies, and procedures as necessary.

**ARTICLE 09.7 MEETINGS**

- 09.7.1 All IFSAC related meetings shall be coordinated through Administration.
- 09.7.2 Ninety (90) days prior to the semi-annual meetings, administration will send written notice of the meeting to each member. Sixty (60) days prior to the meeting, notice of the agenda shall be published in sufficient detail to enable members to form a reasoned judgment.
- 09.7.3 The Administration office may assess each individual registering for the semi-

annual meetings a conference registration fee.

09.7.4 Administration in conjunction with the parliamentarian will determine if a quorum has been met for meetings.

#### **ARTICLE 09.8 AMENDMENTS**

09.8.1 The Administrative Office shall send a copy of all proposed amendments at least thirty (30) days prior to the next regular or special meeting.

#### **ARTICLE 09.9 COMMITTEES**

09.9.1 IFSAC Administration shall have at least one member on each committee serving in an ex-officio capacity. The term “committee” shall include standing committees, panels, task forces, ad hoc groups, and so forth.