

INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS



Bylaws and Constitution

April 2018

Complete document includes Bylaws and Constitution of the IFSAC Council of Governors (Article 1), Bylaws and Constitution of the International Fire Service Accreditation Congress (Article 5), Bylaws and Constitution of IFSAC Administration (Article 9), Bylaws and Constitution of the Certificate Assembly Board of Governors (Article 10), Bylaws and Constitution of the Certificate Assembly (Articles 11 and 12), Bylaws and Constitution of the Degree Assembly Board of Governors (Article 20), and Bylaws and Constitution of the Degree Assembly (Articles 21, 22, and 23). Note that the Bylaws and Constitution of the Congress, Article 5, address the organization as a whole. Each assembly and board in IFSAC have bylaws that contain rules specific to those groups.

Attention: The most recent amendments approved by members of the IFSAC are indicated by a vertical line next to the paragraph where the amendment has been made. The date these amendments were approved and in effect is indicated by the month and year shown on the cover page and in the footer section of this document.

As of April 2018, all bylaws are combined into a single document. This change allows for the ability to search for information or keywords within one document rather than four separate documents and make the document consistent from one section to the next. This also allows for a single set of definitions and appendices.

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ARTICLE 1

Bylaws and Constitution of the Council of Governors

ARTICLE 1.1 ENACTMENT

1.1.1 This Article Number 1 shall be the Constitution of the International Fire Service Accreditation Congress Council of Governors.

ARTICLE 1.2 RELATIONSHIP

1.2.1 Within the scope of defined responsibility, the International Fire Service Accreditation Congress Council of Governors, in pursuit of its objectives, will work in unison with the International Fire Service Accreditation Congress and the Administrative Office, Oklahoma State University, Stillwater, Oklahoma.

ARTICLE 1.3 NAME

1.3.1 The International Fire Service Accreditation Congress Council of Governors shall hereafter be referred to as the Council of Governors (or COG) or Council.

ARTICLE 1.4 FUNCTIONS

1.4.1 The functions of the Council are to:

- (A) Work with the Congress on issues of linkage between assemblies. [See A.1.4.1.](#)
- (B) Deal with issues that are common to the assemblies.
- (C) Recommend resolutions to the Congress to resolve disputes between the assemblies.

ARTICLE 1.5 COUNCIL OF GOVERNORS

1.5.1 The Council shall consist of eleven (11) members:

- (A) Three (3) members elected from the Certificate Assembly during the spring meeting.
- (B) Three (3) members elected from the Degree Assembly during the spring meeting.
- (C) One (1) member of the Administrative Office to serve as meeting facilitator. The administrative member will only vote in the event of a tie vote.
- (D) The public members from each assembly. [See A.1.5.1 \(D\).](#)
- (E) The chair of each assembly shall be an ex officio non-voting member of the Council.
- (F) Council members will serve a three (3) year term.

(G) A member's entity shall be an accredited voting member before the member is eligible for election to the Council or be appointed by the chairperson of the Council.

(H) To ensure representation on the Council remains balanced and uniform, no more than one entity representative shall serve on the Council at any given time. [See A.1.5.1 \(H\)](#)

1.5.2 A member may withdraw from the Council by delivering to the Administrative Office a written letter of resignation.

1.5.3 Any member of the Council who is elected as the chairperson or vice chairperson for their respective board shall step down from their position on the Council upon accepting the chairperson or vice chairperson position.

1.5.4 In the event of a vacancy occurring on the Council, the replacement process shall be:

(A) The chairperson of the respective assembly will appoint a replacement from the members of its assembly to serve until its next spring meeting.

(B) Any assembly in which a vacancy occurs must elect a new member to the Council to fill the unexpired term at its next spring meeting.

1.5.5 Members of the Council shall serve until replaced.

1.5.6 When the status of a council member changes, including changing employment, organizational representation, or funding source, the council member must notify the Council. The change in status of the council member including any change in classification or circumstances shall be considered by the Council when reviewing the appointment. If the council member no longer represents the original entity, termination of council membership will be automatic. [See A.1.5.6.](#)

1.5.7 If the entity is not in good standing the individual shall be removed from the Council.

1.5.8 A request for the removal of a council member for cause must be made in writing to the council chair and be supported by at least four members of the Council. The council chair shall provide written notice to the member in question within 10 working days. The member in question will have 30 days to reply. A council member's termination of appointment requires a 2/3 majority vote of the respective assembly present at the next scheduled meeting. [See A.1.5.8.](#)

1.5.9 The administrative member to the Council shall serve as facilitator.

1.5.10 Members of the Council, as such, shall not receive any remuneration for their services; however, the Administrative Office may reimburse the reasonable expenses of council members for their attendance at meetings of the Council in the event of extenuating circumstances or for special meetings. Extenuating circumstances shall be determined by electronic means or conference call among the Council, the chairs of the assemblies, and Administration. Input shall also be sought from the Finance Committee regarding the decision of extenuating circumstances.

ARTICLE 1.6 MEETINGS

1.6.1 A meeting of the Council shall be held during the semi-annual meeting of the International Fire Service Accreditation Congress. Ninety (90) days prior to the meeting, written notice of the meeting shall be published to each member. Agenda items may be provided to the Administrative Office between notification of the meeting (90 days) and printing of the agenda. 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.

1.6.2 At meetings of the Council, every question shall be determined by a simple majority vote of its members present unless specifically provided by these bylaws.

1.6.3 The administrative member of the Council shall not vote on any question put before the Council except to break a tie vote.

1.6.4 Council members are responsible for ensuring that the business and activities of the Council are conducted in accordance with the provisions of these bylaws and that the business and activities of the Council are appropriate for furthering the objectives stated therein.

1.6.5 The Council shall be allowed to have online or conference call discussions between regularly scheduled meetings. The Council may take action consistent with the bylaws of the Council relating to the management and operation of the activities within the provenance of the Congress as they deem expedient, provided that such action(s) shall have force and effect only until the next meeting of the Congress when such changes are placed before the members for decision. If action is taken during a call, records shall be kept and presented at the next public meeting. [See A.1.6.5](#)

1.6.6 The Council, may, in any regular meeting or regularly called special meeting, for the purpose of discussing certain matters privately, adopt a motion to enter into executive session; provided that, in any such motion proposing an executive session, the general nature of the discussion to be held and a limitation as to the time permitted for the discussion shall be specified ([See A.1.6.6](#)). Upon the adoption of any such motion, all persons not members of the Council, the parliamentarian or a member of the Committee on Rules who is not a member of the Council, or individuals requested by the chairperson of the Council by name shall excuse themselves from the room. And provided further, that:

(A) No binding action shall be taken while in any such executive session except for matters related to 1.6.6(E)(2).

(B) No topic(s) other than that (those) specified in the original motion authorizing the executive session shall be discussed.

(C) The time limit specified in the original motion authorizing the executive session shall not be exceeded.

(D) No minutes shall be kept and no recordings shall be made of any discussion occurring in an executive session.

(E) Matters discussed in executive session shall be limited to:

(1) Consideration of nominations for awards to be made; and

(2) Allegations or complaints of wrongdoing in office of elected officers, member organizations, agents, or employees.

(F) Any action(s) resulting from or out of any discussion held in executive session shall be taken immediately upon the return of the Council to regular session. The only exception would be matters related to 1.6.6(E)(2).

ARTICLE 1.7 AMENDMENTS

1.7.1 Amendments to these bylaws must be proposed in writing and submitted to the Administrative Office at least sixty (60) days prior to a regular or special meeting of the International Fire Service Accreditation Congress.

1.7.2 Properly proposed amendments to these bylaws shall be balloted at Congress meetings. They shall require a two-thirds majority vote of the members present and voting for adoption. Once the amendment has passed the Congress, it must be placed before each assembly and concurred by a majority vote of both assemblies.

1.7.3 Any amendments to these bylaws passed by the Congress and concurred by a majority vote of the assemblies shall take effect immediately upon completion of the meeting at which they are approved unless otherwise specified.

ARTICLE 5

Bylaws and Constitution of the Congress

ARTICLE 5.1 ENACTMENT

5.1.1 This Article Number 5 shall be the Constitution of the International Fire Service Accreditation Congress.

ARTICLE 5.2 GENERAL

5.2.1 The purpose of the Congress is to provide a forum for the consideration and/or arbitration of certain issues which involve the Congress itself or two or more assemblies of the Congress.

5.2.2 The International Fire Service Accreditation Congress, in pursuit of its objectives, shall conduct appropriate operations. Such operations will be based on an assessment of the needs and shall be carried out without remuneration to its members.

5.2.3 There shall be no remuneration to members of the Congress.

ARTICLE 5.3 NAME

5.3.1 This Congress shall be known as the International Fire Service Accreditation Congress, hereafter referred to as the Congress.

ARTICLE 5.4 MEMBERSHIP

5.4.1 Membership in any assembly shall qualify an individual as a member of the Congress. Membership in the Congress shall take place immediately upon membership in either assembly.

5.4.2 Members will only remain active members of the Congress while active members of their respective assemblies. Membership by a single entity in more than one assembly will not constitute multiple memberships in the Congress.

5.4.3 An entity will be considered withdrawn from the Congress upon withdrawing from an approved assembly unless active membership exists in another assembly.

ARTICLE 5.5 MEETINGS

5.5.1 Meetings of the Congress and its assemblies shall be held semi-annually; one in the spring and one in the fall. Ninety (90) days prior to the meeting, written notice of the meeting shall be published to each member. Agenda items may be provided to the Administrative Office between notification of the meeting (90 days) and distribution of the agenda (60 days). 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. [See A.5.5.1.](#)

5.5.2 Meetings of the Congress and its assemblies can be cancelled, delayed, or performed by alternative means in the case of extenuating circumstances. This decision shall be made by the chairs of the assemblies and Administration. [See A.5.5.2.](#)

5.5.3 The spring meeting shall include annual training for the membership and meetings of the Congress, assemblies, and committees. The fall meeting shall include the meetings of the Congress, assemblies, and their committees. Specific meeting dates shall be determined by the Congress. Specific meeting locations will be determined by the Administration office.

5.5.4 A voting member may appoint as proxy a member of the voting entity's staff or a voting member of the Congress. Such proxy, which is valid only for the meeting for which it is given, must be in writing and must be on record with the Administrative Office prior to the commencement of the meeting.

5.5.5 At meetings of the Congress, a quorum shall consist of more than thirty percent (30%) of the existing voting entity members including proxies. [See A.5.5.5.](#)

5.5.6 At meetings of the Congress and assemblies, every question shall be determined by a simple majority vote of its members present and proxy votes unless specifically provided by these bylaws. [See A.5.5.6.](#)

5.5.7 The Congress, Council, assemblies, and boards shall keep minutes of the proceedings of its meetings in which all actions taken are recorded. Minutes will be considered for approval by the Congress, Council, assemblies, and boards at the next meeting and shall be distributed within thirty days of approval.

5.5.8 Congress members are responsible for ensuring that the business and activities of the Congress are conducted in accordance with the provisions of these bylaws and are appropriate for furthering the objectives stated therein.

ARTICLE 5.6 SEAL

5.6.1 The seal of the Congress shall be shown on the original of these bylaws.

ARTICLE 5.7 FUNCTIONS

5.7.1 The functions of the Congress are to:

(A) Consider policy statements and operational guidelines submitted by any of the assemblies of the Congress or Council.

(B) Inform members of the fire service and educational community regarding the system of accreditation and of the International Fire Service Accreditation Congress, including recommendations of promotional materials, exhibits, etc.

(C) Develop and promote an awareness among state, provincial, territorial, federal government agencies, educational institutions, and those members of the public served by an accredited or certifying entity regarding the accreditation system.

(D) Ensure compliance with any recognized national or international standards of accrediting bodies, and where conflict may exist between accreditation standards, evaluate and approve specific standards for use by the Congress in measuring itself.

(E) Approve internal evaluation instruments by the Congress, separate and apart from specific instruments used by the separate assemblies.

(F) Work with the Administrative Office and Council concerning financial and long-range planning.

(G) Ensure nondiscriminatory accreditation processes.

ARTICLE 5.8 RULES AND REGULATIONS

5.8.1 Rules and regulations shall be prepared to clarify the provisions of the bylaws and constitution to provide guidance for the effective administration of the Congress.

5.8.2 The Council may prescribe rules and regulations consistent with these bylaws relating to the management and operation of the activities within the Congress as they deem expedient, provided that such rules and regulations shall have force and effect only until the next semi-annual meeting of the Congress when such changes are placed before the members for decision.

5.8.3 The authority of the Congress shall be limited to:

(A) Setting dates for the meetings of the Congress.

(B) Referring issues to the individual assemblies for concurrence.

(C) Addressing issues and developing methods by which the individual assemblies can be directed to work cooperatively on issues that would result in an increased effectiveness of IFSAC.

(D) Establishing cooperative committees between assemblies for combined issues.

5.8.4 Business before the Congress shall be for discussion purposes, with decision-making referred to each assembly for concurrence. The Congress may be utilized as an arbitration instrument or forum between assemblies, but concurrence by each assembly shall be required for the transaction of business.

5.8.5 The Congress should be utilized as a mechanism for an individual assembly to raise an issue addressed by other assemblies.

5.8.6 Any question coming before a meeting for which no provision has been made in these bylaws shall be decided according to *ROBERT'S RULES OF ORDER, NEWLY REVISED* or its successors.

ARTICLE 5.9 AMENDMENTS

5.9.1 Amendments to these bylaws must be proposed in writing and submitted to the Administrative Office at least sixty (60) days prior to a regular or special Congress meeting.

5.9.2 Properly proposed amendments to these bylaws shall be voted on at Congress meetings. They shall require a majority vote of the Congress to be referred to each assembly for concurrence.

5.9.3 Bylaw amendments must be concurred (approved) by all assemblies prior to taking effect.

5.9.4 Any amendments to these bylaws passed by the Congress and concurred by a majority vote of the assemblies shall take effect immediately upon completion of the meeting at which they are approved unless otherwise specified.

ARTICLE 5.10 COMMITTEES

5.10.1 The Congress shall establish committees with an equal number of members appointed from each assembly. Each committee shall have a clearly defined function or specific charge. Any ad hoc committee shall disband at the completion of its charge.

5.10.2 Standing committees of the Congress shall be composed of three voting members from each assembly to be appointed by the chairperson of the board of governors of each assembly unless otherwise specified. The chairperson and vice chairperson shall be elected by members of the committee from among its membership and shall serve one-year terms. Appointments shall be for a term of three years. Appointments will be made within 30 days of a vacancy.

5.10.3 Each committee shall endeavor to elect chairpersons and vice chairpersons from different assemblies. At least one-third of the members of committees formed under authorization of this article must be from voting entities of the Congress.

5.10.4 Standing Committees

(A) Finance Committee - The Finance Committee shall establish the criteria and procedures for budget development, management, and reporting. The Finance Committee is also responsible for reviewing and making adjustments to the budget as necessary. IFSAC Administration shall prepare the budget for submittal to the Committee for review of recommended changes as necessary. The Finance Committee will present the budget to the Council at the spring meeting for approval.

(B) Committee on Rules - The Committee on Rules shall receive and review all proposed amendments to the Constitution and Bylaws of the International Fire Service Accreditation Congress for conflicts, procedural concerns, and consistency with key documents-of-reference promulgated by organizations or bodies to which IFSAC itself subscribes or belongs (e.g.- NFPA 1000; CHEA bylaws and requirements). The Committee on Rules is additionally authorized to initiate and conduct such reviews on its own initiative on a periodic and continuing basis. The Committee on Rules shall report its findings and recommendations through the Council of the Congress. The IFSAC parliamentarian shall be an ex officio non-voting member of the Committee.

(C) Committee on Promotions - The Committee on Promotions shall be responsible for pursuing new members and testimonies from existing members, promote and support the ambassador(s), provide press releases to the public and internally, maintain the history of IFSAC by keeping the history book updated with photos and significant actions from the meetings, designing presentation materials, provide news and updates at approved social and professional networking websites and produce videos for prospective new members.

(1) All representatives of IFSAC are considered to be ambassadors and are encouraged to promote IFSAC (see bylaw 5.7.1(B) and 5.7.1(C)). The Ambassador Program is intended to be a formal extension of IFSAC for recruiting but is not limited to outside the United States. The Committee on Promotions shall develop and maintain for distribution to its members, sections

within the IFSAC Handbook, that detail policies and procedures of the Congress relating to the Ambassador Program in regards to oversight, evaluation, and qualifications. Revisions or amendments to the Ambassador Policy shall be handled in the same manner as bylaws (see Article 5.9).

(D) Ethics Committee - The Ethics Committee shall receive and review all questions concerning ethical discussions raised by member entities of the International Fire Service Accreditation Congress. Where necessary, they shall work in conjunction with the Rules Committee. The Ethics Committee shall report its findings and recommendations through the Council of the Congress.

(E) Committee on Business Operations - The Committee on Business Operations shall receive and review all proposed amendments to the Strategic Plan of the International Fire Service Accreditation Congress for conflicts, operational concerns, and consistency with key documents-of-reference promulgated by organizations or bodies to which IFSAC itself subscribes or belongs (e.g.- NFPA 1600, bylaws, and business plan). The Committee on Business Operations is additionally authorized to initiate and conduct such reviews on its own initiative on a periodic and continuing basis. The Committee on Business Operations shall report its findings and recommendations through the Council of the Congress. The IFSAC parliamentarian shall be an ex officio non-voting member of the Committee.

(F) Training and Mentoring Committee - The Training and Mentoring Committee shall coordinate and/or develop training programs and mentoring criteria. Mentoring criteria shall be approved by the Council. In addition, the Committee shall oversee the mentoring program within each assembly. Assembly specific training programs may be developed at the assembly level as appropriate. The Training and Mentoring Committee shall report their findings and recommendations through the Council of the Congress.

ARTICLE 5.11 IFSAC EMERITUS STATUS

5.11.1 Purpose: To recognize and honor IFSAC participants by nomination of their respective board upon their participation in IFSAC for a period of five consecutive years and:

(A) Who are no longer active in his or her fire service or related career; or

(B) Have retired from the organization or college he/she represented and have been granted emeritus status by that organization or institution; or

(C) Have retired from the organization or college he/she represented but may have returned to the same or other organization with a change in employment status. Possible examples, with the approval of the respective assembly and the Congress, might include:

(1) A person is full time within the organization or college, retires, then returns as a part-time employee or consultant but is no longer the organization or college's representative to IFSAC.

(2) A person retires from one organization or college but is not granted emeritus status from said organization or college; is or becomes employed elsewhere in a less than full-time capacity

but is not the organization or college's representative to IFSAC.

5.11.2 A nominee must be approved by the majority of their respective assemblies, and then referred to the next Congress meeting for approval. Individuals granted emeritus status shall:

- (A) Be invited, at his or her own expense, to IFSAC conferences and meetings.
- (B) Be allowed to speak at attended meetings with chair approval.
- (C) Maintain a non-voting status.
- (D) Be listed in the IFSAC member directory of each respective assembly as emeritus status.

ARTICLE 9

Bylaws & Constitution of IFSAC Administration

ARTICLE 9.1 ENACTMENT

9.1.1 This Article Number 9 shall be the Constitution of the International Fire Service Accreditation Administrative Office. [See A.9.1.1.](#)

ARTICLE 9.2 RELATIONSHIP

9.2.1 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 9.3 NAME

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

ARTICLE 9.4 ADMINISTRATIVE OFFICE

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

9.4.2 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.

9.4.3 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.

9.4.4 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 9.5 FUNCTIONS

9.5.1 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 9.6 DUTIES

9.6.1 To the Congress:

- (A) 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.
- (B) Provide administrative support to the Congress regarding IFSAC business and accreditation.
- (C) Maintain minutes of all meetings and distribute them within sixty (60) days of the meeting. Approved minutes shall be distributed within sixty (60) days.
- (D) Upon appointment/re-appointment to a committee, the committee member will be notified by administration.
- (E) IFSAC Administration will manage yearly checks for members.

9.6.2 Parliamentarian:

- (A) 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.

- (B) The parliamentarian shall serve until replaced.
- (C) Administration may reimburse the parliamentarian for reasonable expenses for their attendance at meetings of the Board.

9.6.3 To the Council of Governors:

- (A) One (1) member of the Administrative Office shall serve as meeting facilitator.
- (B) Provide administrative support to the Council regarding IFSAC business and accreditation.
- (C) Maintain minutes of all meetings and distribute them within sixty (60) days of the meeting. Approved minutes shall be distributed within sixty (60) days.
- (D) Maintain and update bylaws, policies, and procedures as necessary.

9.6.4 To the Certificate Assembly:

- (A) Receive and review membership applications in accordance with Assembly bylaws.
- (B) Manage the accreditation and reaccreditation process.
- (C) Schedule and facilitate all activities of site visits pursuant to policies and procedures.
- (D) Manage the administrative review process.
- (E) Manage the International Registry.
- (F) Provide administrative support to the Assembly regarding IFSAC business and accreditation.
- (G) Maintain minutes of all meetings and distribute them within sixty (60) days of the meeting. Approved minutes shall be distributed within sixty (60) days.
- (H) Maintain and update bylaws, policies, and procedures as necessary.
- (I) Upon appointment/re-appointment to a committee, the committee member will be notified by Administration.

9.6.5 To the Certificate Assembly Board of Governors:

- (A) Report appropriate and accurate information regarding IFSAC business and the accreditation process.
- (B) Provide administrative support to the Board regarding IFSAC business and accreditation.
- (C) Maintain minutes of all meetings and distribute them within sixty (60) days of the meeting. Approved minutes shall be distributed within sixty (60) days.

(D) Maintain and update bylaws, policies, and procedures as necessary.

9.6.6 To the Degree Assembly:

(A) Receive and review membership applications in accordance with Assembly bylaws.

(B) Manage the accreditation and reaccreditation process.

(C) Schedule and facilitate all activities of site visits pursuant to policies and procedures.

(D) Manage the administrative review process.

(E) Provide administrative support to the Assembly regarding IFSAC business and accreditation.

(F) Maintain minutes of all meetings and distribute them within sixty (60) days of the meeting. Approved minutes shall be distributed within sixty (60) days.

(G) Maintain and update bylaws, policies, and procedures as necessary.

(H) Upon appointment/re-appointment to a committee, the committee member will be notified by Administration.

9.6.7 To the Degree Assembly Board of Governors:

(A) Report appropriate and accurate information regarding IFSAC business and the accreditation process.

(B) Provide administrative support to the Board regarding IFSAC business and accreditation.

(C) Maintain minutes of all meetings and distribute them within sixty (60) days of the meeting. Approved minutes shall be distributed within sixty (60) days.

(D) Maintain and update bylaws, policies, and procedures as necessary.

ARTICLE 9.7 MEETINGS

9.7.1 All IFSAC related meetings shall be coordinated through Administration.

9.7.2 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.

9.7.3 The Administration Office may assess each individual registering for the semi-annual meetings a conference registration fee.

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

ARTICLE 9.8 AMENDMENTS

9.8.1 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 9.9 COMMITTEES

9.9.1 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.

ARTICLE 10

Bylaws and Constitution of the International Fire Service Accreditation Congress Certificate Assembly Board of Governors

ARTICLE 10.1 ENACTMENT

10.1.1 This Article Number 10 shall be the Constitution of the International Fire Service Accreditation Congress Certificate Assembly Board of Governors.

ARTICLE 10.2 RELATIONSHIP

10.2.1 Within the scope of defined responsibility, the International Fire Service Accreditation Congress Certificate Assembly Board of Governors, in pursuit of its objectives, will work in unison with the International Fire Service Accreditation Congress and the Administrative Office, Oklahoma State University, Stillwater, Oklahoma.

ARTICLE 10.3 NAME

10.3.1 The International Fire Service Accreditation Congress Certificate Assembly Board of Governors shall hereafter be referred to as the Certificate Assembly Board of Governors (or CABOG) or Board.

ARTICLE 10.4 FUNCTIONS

10.4.1 The functions of the Board are to:

- (A) Carry out policies established by the Certificate Assembly, hereafter referred to as the Assembly.
- (B) Provide suggested policy statements and administrative guidelines to the Assembly for approval in addition to those provided by the Assembly.
- (C) Encourage the professional development of the fire and emergency services internationally.
- (D) Clarify policy established by the Assembly.

- (E) Review appeals.
- (F) Meet semi-annually immediately prior to the Assembly meeting.
- (G) Establish a forum and dialogue between accredited entities that will encourage reciprocity between these entities.
- (H) Ensure certification is done on a valid and credible basis.
- (I) Act upon all accreditation applications.
- (J) Carry out policies established by the Assembly.
- (K) Act on recommendations of the assembly committees.

ARTICLE 10.5 CERTIFICATE ASSEMBLY BOARD OF GOVERNORS

10.5.1 The Board shall consist of twelve (12) members:

(A) Eleven (11) members are elected from Assembly represented entities during the spring meeting.

(1) A member's entity shall be an accredited voting member before the member is eligible for election to the Board or be appointed by the chairperson of the Board.

(2) To ensure representation on the Board remains balanced and uniform, no more than one entity representative shall serve on the Board at any given time. [See A.10.5.1\(A\)\(2\).](#)

(B) One (1) member elected from the general public during the spring meeting. [See A.10.5.1\(B\).](#)

(1) The public board member will not receive remuneration for their services. However, Administration may reimburse the public member for reasonable expenses for their attendance at meetings of the Board.

(2) The public board member shall:

(a) not be a member of the profession for which candidates are being prepared;

(b) not be associated with any entity seeking accreditation, program(s) being evaluated, and/or organization that is eligible for membership;

(c) have an understanding of accreditation;

(d) have the desire to serve as a consumer advocate;

(e) have the willingness to represent and protect the public interest; and

(f) be involved in the accreditation process for fairness and reasonable action.

(C) Board members will serve a three (3) year term.

(D) The chairperson shall appoint two (2) persons from the Assembly and one (1) person from the Administration as election officials.

(E) The Assembly shall have the ballots destroyed upon completion of elections.

10.5.2 A member may withdraw from the Board by sending to the Administrative Office a written letter of resignation.

10.5.3 In the event that a vacancy occurs on the Board, the replacement process shall be:

(A) The chairperson of the Board will appoint a replacement from a member entity to serve until the next spring meeting of the Assembly. The Assembly must elect a new board member at its next spring meeting after a vacancy occurs.

(B) If a vacancy occurs for the public board member position then the position will be filled in accordance with the election procedure outlined in 10.5.1(B).

10.5.4 Members of the Board shall serve until replaced.

10.5.5 When the status of a board member changes, including changing employment, organizational representation, or funding source, the board member must notify the Board. The change in status of the board member including any change in classification or circumstances shall be considered by the Board when reviewing the appointment. If the board member no longer represents the original entity, termination of board membership will be automatic.

10.5.6 The appointment of a member of the Board may be terminated for cause by a majority vote of the Assembly. A request for a letter ballot, for the removal of a board member, requires the support of at least six (6) members of the Board.

10.5.7 The chairperson and the vice chairperson of the Board shall be elected by the Assembly for a three (3) year term. The chairperson and vice chairperson shall be elected from the sitting Board members. The public board member is not eligible to be elected as chairperson or vice chairperson.

(A) In the event of a temporary absence or inability of the chairperson to fulfill the duties of the office, the vice chairperson shall perform the chairperson's duties as the acting chairperson until such time as the chairperson resumes his/her duties.

(B) In the event of a permanent vacancy of the chairperson, the vice chairperson of the Board shall perform the duties of the chairperson with all the rights, privileges and powers until the next regular meeting, during which the Assembly will elect a chairperson.

(C) In the event of a permanent vacancy of the vice chairperson, the chairperson shall appoint a member of the Board to perform the duties of vice chairperson until the next regular meeting, during which the Assembly will elect a vice chairperson.

10.5.8 Members of the Board shall not receive any remuneration for their services; however, the Administrative Office may reimburse the reasonable expenses of board members for their attendance at meetings of the Board in the event of extenuating circumstances or for special meetings. Extenuating circumstances shall be determined by electronic means or conference call among the Council of Governors, the chairs of the assemblies, and Administration. Input shall also be sought from the Finance Committee regarding the decision of extenuating circumstances.

10.5.9 A meeting of the Board shall be held during the meeting of the International Fire Service Accreditation Congress. Ninety (90) days prior to the meeting, written notice of the meeting shall be sent 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. Agenda items may be provided to the Administrative Office between notification of the meeting (90 days) and the printing of the agenda.

10.5.10 The Board shall act upon all initial and reaccreditation site visit reports. Decisions on accreditation status are the sole responsibility of the CABOG subject to the appeal process. These items shall be acted upon at the Board's next meeting. It shall take a majority vote of the Board to accredit or reaccredit an entity.

10.5.11 The Board may accredit certification levels conditionally upon completion of further steps or clarification of existing items by the entity, and may utilize the site team members to determine that the conditions have been met prior to implementation of the accreditation.

10.5.12 The Board shall be allowed to have online or conference call discussions between regularly scheduled meetings. The Board may take action consistent with the bylaws of the Board relating to the management and operation of the activities within the provenance of the Assembly as they deem expedient, provided that such action(s) shall have force and effect only until the next meeting of the Assembly when such changes are placed before the members for decision. If action is taken during a call, records shall be kept and presented at the next public meeting. [See A.10.5.12.](#)

10.5.13 The Board may, in any regular meeting or regularly called special meeting, for the purpose of discussing certain matters privately, adopt a motion to enter into executive session; provided that, in any such motion proposing an executive session, the general nature of the discussion to be held and a limitation as to the time permitted for the discussion shall be specified. Upon the adoption of any such motion, all persons not members of the Board, the parliamentarian or a member of the Committee on Rules who is not a member of the Board of Governors, or individuals requested by the chairperson of the CABOG by name shall excuse themselves from the room. And provided further, that:

(A) No binding action shall be taken while in any such executive session except for matters related to 10.5.13(E)(2).

(B) No topic(s) other than that (those) specified in the original motion authorizing the executive session shall be discussed.

(C) The time limit specified in the original motion authorizing the executive session shall not be exceeded.

(D) No minutes shall be kept and no recordings shall be made of any discussion occurring in an executive session.

(E) Matters discussed in executive session shall be limited to:

(1) Consideration of nominations for awards to be made, and

(2) Allegations or complaints of wrongdoing in office of elected officers, member organizations, agents, or employees.

(F) Any action(s) resulting from or out of any discussion held in executive session shall be taken immediately upon the return of the CABOG to regular session. The only exception would be matters related to 10.5.13(E)(2).

10.5.14 At meetings of the Board, every question shall be determined by a simple majority vote of its members present unless specifically provided by these bylaws. [See A.10.5.14.](#)

ARTICLE 10.6 AMENDMENTS

10.6.1 Amendments to these bylaws must be proposed in writing and submitted to the Administrative Office at least sixty (60) days prior to a regular or special Assembly meeting.

10.6.2 Properly proposed amendments to these bylaws shall be balloted at Assembly meetings. They shall require a two-thirds majority vote of the voting entity members present and voting.

10.6.3 Any amendments to these bylaws passed by the Assembly shall take effect immediately upon completion of the meeting at which they are approved unless otherwise specified.

ARTICLE 11

Bylaws and Constitution of the International Fire Service Accreditation Congress Certificate Assembly

ARTICLE 11.1 ENACTMENT

11.1.1 This Article Number 11 shall be the Constitution of the International Fire Service Accreditation Congress Certificate Assembly.

ARTICLE 11.2 GENERAL

11.2.1 The purpose of the Certificate Assembly is to provide a self-governed system which accredits public fire service certification programs. Neither the Certificate Assembly nor the Board of Governors shall be allowed to certify nor be the standards-making body for the standard(s) for which accreditation is granted. This does not preclude individuals from participating in the NFPA standards-making process by serving on committees.

11.2.2 The International Fire Service Accreditation Congress Certificate Assembly, in pursuit of its objectives, shall conduct such operations as its members shall from time to time deem necessary.

11.2.3 There shall be no remuneration for members of the Certificate Assembly.

ARTICLE 11.3 NAME

11.3.1 This Certificate Assembly shall be known as the International Fire Service Accreditation Congress Certificate Assembly hereafter referred to as the Assembly.

ARTICLE 11.4 MEMBERSHIP

11.4.1 Evidence of empowerment shall be furnished for evaluation prior to the approval of an application for membership to participate as a voting or non-voting entity. Applications for membership and evidence of empowerment will be reviewed by the Assembly, together with a recommendation from its board of governors; the Assembly shall determine the membership status of any applicant. Evidence of empowerment must be shown by one (1) of the following:

(A) Show evidence of a legal act, legislation, resolution, or statute from a state, provincial, territorial, or federal government agency authorizing that entity to certify the professional competence of fire service personnel.

(B) Show significant evidence of support for their accreditation as a certifying entity from within their constituency.

(C) Show evidence of the existence of law broad enough in scope as to encompass certifying activities of the organization seeking accreditation.

11.4.2 It is the intent of the Assembly that only one voting entity shall represent any state, provincial, territorial, or federal government agency to ensure representation in the Assembly remains balanced and uniform. Membership, however, shall allow participation in the activity of the Assembly based upon four (4) classifications of membership. These are Voting Entity, Non-Voting Entity, Corresponding Member Entity, and Non-Voting Organizational Entity, defined as:

(A) Voting Entity shall include those entities whose application for membership and evidence of empowerment have been approved for voting membership by the Assembly. Voting members shall have a right to a voice and vote on all questions. All members shall be members in good standing. A voting entity must designate the voting representative in

writing to IFSAC Administration. The voting representative's name shall be held on record and listed in the membership directory. [See A.11.4.2\(A\).](#)

(B) Non-Voting Entity shall include those entities that may cover a smaller geographical area and/or have received delegated authority to certify to different levels of certification, each of which are not handled by the empowered voting entity. It may also include those who were empowered according to Article 12.1.9 prior to the membership of their state, provincial, territorial, or federal government agency. Non-voting entity members shall have a right to a voice on all questions, but shall not vote on issues. Non-voting entity members shall be members in good standing.

(C) Non-Voting Organizational Membership shall include a single representative from any national or international organization, whose membership consists primarily of individuals eligible for certification under any standard IFSAC may accredit to, or whose organization is responsible for the development of standards that may be used for certification as accredited by IFSAC. The organization shall indicate in its application the individual who will represent the organization. Non-voting organizational members shall have a right to a voice on all questions, but shall not vote on issues. Non-voting organizational members shall be members in good standing.

(D) Corresponding Membership shall include any organization or entity who wishes to receive IFSAC mailings until such time as they are ready to apply for membership under one of the categories specified in this article. Corresponding members shall have a right to a voice on all questions, but shall not vote on issues. Corresponding members shall be members in good standing.

11.4.3 Change in membership status shall be considered in the event that the Assembly is in receipt of a valid application for membership from a state, provincial, territorial, or federal government agency that supersedes the entity currently acting in this capacity. The change of status from voting entity to non-voting entity shall take place only when the superseding entity has received their accreditation status as defined by the applicable IFSAC bylaws, policies and procedures, and is actively providing certification services. See also 12.1.9 of these bylaws.

11.4.4 Any other changes in membership status shall require the submission of a new application for membership.

11.4.5 An entity may withdraw from the Assembly by sending to the Administrative Office a written letter of resignation.

11.4.6 Mentoring Program. All new members to the Assembly will be assigned a mentor. The goals of the mentoring program are to:

(A) Accelerate the new member's understanding of IFSAC.

(B) Provide new IFSAC members with information to enhance their IFSAC meeting

experience.

- (C) Provide guidance relating to the procedures and processes used in IFSAC.
- (D) Provide ongoing advice and support to facilitate the new member's progression through accreditation.
- (E) Provide a source of help and advice on all aspects of the member's role in IFSAC.
- (F) Support the transfer of knowledge acquired through training seminars into application leading to accreditation.

ARTICLE 11.5 MEETINGS

11.5.1 See 5.5.1

11.5.2 A voting entity member may appoint as proxy a member of the voting entity's staff or a voting entity member of the Assembly. Such proxy shall be valid only for the meeting for which it is given, must be in writing, and must be deposited with the Administrative Office prior to the commencement of the meeting.

11.5.3 At meetings of the Assembly, a quorum shall consist of more than thirty percent (30%) of the existing voting entity members including proxies. [See A.11.5.3.](#)

11.5.4 Assembly voting entity members are responsible for ensuring that the business and activities of the Assembly are conducted in accordance with the provisions of these bylaws and are appropriate for furthering the objectives stated therein. Assembly voting entity members shall have full membership rights including the right to be elected to the Board.

ARTICLE 11.6 MISSION STATEMENT AND FUNCTIONS

11.6.1 Mission Statement: To measure the level of professionalism of public and private fire services internationally through the accreditation of those entities who administer standardized written and/or manipulative examinations or other approved means of alternative evaluation of the required knowledge and skills to meet nationally and internationally recognized professional qualification standards.

11.6.2 The functions of the Assembly are to:

- (A) Consider policy statements and operational guidelines as submitted by the Board or Assembly members.
- (B) Inform members of fire services regarding the system of accreditation.
- (C) Develop and promote an awareness among state, provincial, territorial, and federal governments, and those served by the certifying entity regarding the accreditation system.

(D) Identify and provide accreditation services to a single entity in each state, province, territory, and federal government agency which requests said services.

(E) Apply, to every extent possible, nationally recognized standards of professional competence for fire and emergency services personnel and other standards as adopted by the CABOG, in both the career and volunteer fire service as a foundation for both certification and international accreditation.

(F) Utilize all evaluating systems available to ensure certification is completed on a valid and credible basis.

(G) Ensure nondiscriminatory certification processes.

(H) Seek recognition from agencies who evaluate, accredit, recognize, or approve accrediting bodies.

ARTICLE 11.7 RULES AND REGULATIONS

11.7.1 The Assembly shall review and adopt or revoke any interim rules and regulations which have been prescribed by the Board under these bylaws.

11.7.2 Rules and regulations shall be prepared to clarify the provisions of the bylaws and constitution to provide guidance for the effective administration of the Assembly.

11.7.3 The Assembly shall elect board members at its spring meeting.

11.7.4 The chairperson of the Board shall preside over meetings of the Assembly.

(A) In the absence of the chairperson of the Board, the vice chairperson shall preside over meetings of the Assembly.

11.7.5 The chairperson shall preserve order and conduct impartially the business during meetings, taking no part in debates while presiding, and shall decide all points of order, subject to an appeal to the meeting assembled by any member of the Assembly.

11.7.6 Upon an appeal of a decision of the chairperson, the chair may state reasons for the decision and shall then put the question as follows: "Shall the decision of the chair be sustained?" and the vote shall be taken without debate.

11.7.7 A two-thirds vote of voting entity members present and voting shall be necessary to reverse a decision of the chairperson.

11.7.8 Every member, when speaking or offering a motion, shall respectfully address the chairperson. No member shall speak twice on any question, except to answer a question asked of that member, or until every other member has had an opportunity to speak to the question under discussion.

11.7.9 When speaking, members shall confine themselves to the question under discussion and shall avoid all personalities or indecorous language, and all motions shall be placed in writing if so requested.

11.7.10 A member called to order shall withhold further comment(s) until the point of order in question has been decided.

11.7.11 An amendment to an amendment shall be in order but further amendments shall not be entertained.

11.7.12 A motion for the previous question shall always be in order, except when a member is in possession of the floor, and must be put without debate. The motion, if supported by a two-thirds vote of the members present and voting, shall be declared carried and no further discussion or amendment shall be in order until the main motion has been decided.

11.7.13 A motion to adjourn shall always be in order except when a member is in possession of the floor or when it has been decided that a vote be now taken. A motion to adjourn is not debatable, but a motion to adjourn to a given time is debatable.

11.7.14 Any question coming before a meeting for which no provision has been made in these bylaws shall be decided according to *ROBERT'S RULES OF ORDER, NEWLY REVISED* or its successors.

ARTICLE 11.8 AMENDMENTS

11.8.1 Amendments to these bylaws must be proposed in writing and submitted to the Administrative Office at least sixty (60) days prior to a regular or special Assembly meeting.

11.8.2 Properly proposed amendments to these bylaws shall be balloted at Assembly meetings. They shall require a vote of two-thirds of the members present and voting for adoption.

11.8.3 Any amendments to these bylaws passed by the Assembly shall take effect immediately upon completion of the meeting at which they are approved unless otherwise specified.

ARTICLE 11.9 REVISION AND AMENDMENTS TO THE CRITERIA FOR CERTIFICATE ACCREDITATION

11.9.1 The Criteria for Certificate Accreditation may be revised or amended upon a majority vote of the Assembly delegates.

11.9.2 Proposals to amend or revise the accreditation criteria may be offered and discussed fully at any regular or special meeting of the Assembly.

ARTICLE 11.10 COMMITTEES

11.10.1 Committees may be established by the Board or the chairperson of the Board. Each committee shall have a clearly defined function or specific charge. The appointment of

committees outside of regular Assembly meetings shall be reported at the next meeting of the Assembly following the appointment. Committees shall report at subsequent meetings of the Board and Assembly. Any such committee shall disband at the completion of its charge or at the conclusion of the term of office of the Board chairperson in whose term it was appointed, unless the committee is continued by action of the newly elected chairperson. At least one-third of the members of committees formed under authorization of this article must be from voting entities of the Assembly.

11.10.2 Standing committees of the Assembly shall be appointed by the chairperson of the Board of Governors. The chairperson and vice chairperson shall be elected by members of the committee from among its membership and shall serve one-year terms. Appointments shall be for a term of three years. Appointments will be made within 30 days of a vacancy. [See A.11.10.2.](#)

11.10.3 Standing Committees

(A) Standards Review Committee - The Standards Review Committee shall be composed of four members. The role of the Committee is to advise the Board whether or not a standard other than an NFPA Standard meets IFSAC's definition of a bona fide standard. In addition, the Committee shall review all standards, including NFPA standards, that the Board requires clarification as to the suitability for accreditation. The Standards Review Committee shall report their recommendation to the Board for final approval.

(B) Committee on Site Teams - The Committee on Site Teams shall be composed of seven members from accredited entities.

The Committee on Site Teams shall develop and maintain, for distribution to members, policies and procedures of the Assembly relating to the accreditation of certifying entities.

(1) The Committee on Site Teams shall develop a site visit checklist.

(2) The Committee on Site Teams shall work with the Training and Mentoring Committee in coordinating the delivery of site team training to ensure consistent site visits.

(C) Correlating Committee - The Correlating Committee shall be a standing committee of the Certificate Assembly. This Committee shall be composed of seven members from accredited entities. Initially, three of these members shall be appointed for a term of one year, two members for a term of two years, and two members for a term of three years. Subsequent appointments shall be for a term of three years.

(1) The Correlating Committee shall develop and maintain, for distribution to members, correlation sheets for all NFPA standards that detail those JPRs that must be addressed according to the Criteria for Certificate Accreditation. NFPA content updates and editorial revisions may be final approved by a majority vote of the Committee. Form or format changes to the correlation sheets shall be reported to the Certificate Assembly for final approval.

(2) The Correlating Committee will work together with the Standards Review Committee and the Committee on Site Teams to identify and resolve related issues.

(3) The chair of the IFSAC Correlating Committee shall serve as the primary member of the NFPA Technical Correlating Committee. Another member of the IFSAC Correlating Committee, appointed by the Board chair, shall serve as an alternate.

(4) The Correlating Committee shall report to the Certificate Assembly Board of Governors at its meetings.

ARTICLE 12

Administrative Policies of the International Fire Service Accreditation Congress Certificate Assembly

ARTICLE 12.1 ACCREDITATION

12.1.1 Within five (5) years from the date of election to membership, each entity shall be accredited for at least one (1) level of certification. If at the completion of the five (5) year period, an entity does not have at least one (1) level accredited, an assessment shall be reviewed and the Board will evaluate the progress of that entity every six (6) months, recommending status as a voting member to the Assembly.

12.1.2 The Assembly shall establish and publish criteria for certificate accreditation containing at least the following:

(A) Items to be reviewed, documented, or evaluated prior to accreditation.

(B) Minimum criteria for evaluated items.

(C) Documentation to be completed by an entity seeking accreditation before and/or during the site visit.

The Criteria for Certificate Accreditation shall be the process and standard used by site teams for review and evaluation of entity applications for accreditation, and shall form the basis for site team training programs.

12.1.3 Site visits shall be conducted following the policies and procedures established by the Assembly.

12.1.4 The site team shall examine all aspects of the applicant certification system in relation to the Criteria for Certificate Accreditation. Within thirty (30) days of the completion of the examination, the site team shall prepare and submit to the Administrative Office a consensus report that includes at least:

- (A) Evaluation documentation as provided for in the Criteria for Certificate Accreditation.
- (B) A narrative report of findings.
- (C) A recommendation to:
 - (1) Accredited certification levels applied for.
 - (2) Accredited only certain levels.
 - (3) Accredited levels conditionally upon further action by the applicant.
 - (4) Deny accreditation.
 - (5) Any combination of these actions deemed appropriate by the site team.
- (D) Any voluntary recommendations that are in order for the applicant, but not required for accreditation.

12.1.5 A recommendation by the site team for conditional accreditation shall include specific details as to what condition(s) must be met prior to granting of accreditation, and how completion of the conditions will be measured.

(A) Documentation of completion of conditional accreditation items submitted by the entity must be reviewed by all members of the site team within thirty (30) days of submission.

(B) Within thirty (30) days of review of the documentation of completion of conditional accreditation items, the site team leader shall submit through the Administrative Office a final report to the chairperson of the Board containing a recommendation to grant or deny accreditation.

12.1.6 Upon receipt of a site team report, the chairperson of the Board shall cause the report to be distributed to the members of the Board of Governors and shall place consideration of the report on the agenda of the next Board of Governors meeting.

12.1.7 Accredited entities may add certification levels to their certificate accreditation status by submitting, on a form provided by the Administrative Office, an application and such other materials as may be necessary to demonstrate compliance with the Criteria for Certificate Accreditation.

(A) The Administrative Office shall be responsible for arranging the administrative review of the application and supporting documentation with a trained site team member. The site team member will provide the Administrative Office with a report stating that the entity has met the criteria for the additional levels sought, and/or detailing the deficiencies found in the application. The Administrative Office shall promptly notify the applicant entity, in writing, of

(1) any additional levels that have been accredited and/or (2) any deficiencies needing further clarification.

(B) The entity requesting an administrative review for a certification level in which a purchased or testing service test bank is used must request specific permission from the copyright holder for the test bank to release the test bank for administrative review. A separate release must be obtained for each instance of submission of such test banks. The original test bank will be returned to the applicant entity by registered mail upon completion of the administrative review.

(C) Any test bank submitted for review shall be reviewed in a secure setting and in such a manner that the test bank shall not be duplicated nor the rights of the holder of the copyright violated in any way.

12.1.8 Should the scope of the certifying entity change, the Administrative Office of the Assembly shall be notified. At any time during the accreditation process, the certifying entity shall be allowed to withdraw some or all of its programs from the accreditation process.

12.1.9 In states, provinces, territories, and federal jurisdictions where no interest is shown to participate in the Assembly by those entities, local jurisdictions may apply. It is clearly understood that at such time as the state, province, territory, or federal government agency does make application and is accredited and providing certification services, the local jurisdiction will no longer be recognized as a voting member of the Assembly and shall no longer have accredited authority to issue certificates unless such authority is delegated to it by the superseding entity.

(A) In those cases described in 12.1.9 where more than one local jurisdiction (college, etc.) applies for membership, it is the intent of the Assembly that only one voting representative shall represent the state, province, or territory.

(1) Representation on the Assembly can be determined in one of the following ways:

(a) All entities within the jurisdiction wishing a vote must form a coalition and select one individual from the coalition to represent all entities with the coalition.

(b) All entities within the state, province, or territory will be admitted into the Assembly as non-voting members in accordance with 11.4.2(B).

12.1.10 Any entity presently active and accredited under the *Procedures and Criteria for Accreditation and Certification of the National Board for Fire Service Professional Qualifications* (NBFSPQ) may continue accreditation under the jurisdiction of the Assembly.

(A) A site visit, as soon as is practical, to the previously accredited entity shall be required to evaluate current system procedures.

(B) The continuation of certificate accreditation will only apply to those fire service levels originally authorized by the NBFSPQ prior to February 1991.

ARTICLE 12.2 REACCREDITATION

12.2.1 Reaccreditation shall be required on a five (5) year basis. The five (5) year period shall begin at the time of the initial certificate accreditation received by the entity.

(A) Failure to attain accreditation prior to the Board of Governors meeting following the due date of a reaccreditation site visit or any granted extensions will result in loss of ability to issue seals.

(B) In order to regain the ability to issue seals the entity shall successfully complete the requirements for reaccreditation.

12.2.2 Extension of reaccreditation will be considered by the Board upon request by the entity.

(A) An entity may be granted an extension of reaccreditation by the Board upon showing of circumstances that hindered or prevented the entity's ability to prepare for the reaccreditation visit.

(B) An entity may be granted an extension of reaccreditation by the Board until the following Board meeting. A second extension of accreditation may be granted by the Board upon showing of a good faith effort to prepare for the reaccreditation visit. No extension, or combination of extensions, of the accreditation may exceed one (1) year from the due date of the reaccreditation site visit.

(C) Failure to attain reaccreditation prior to the Board meeting following the approved extension of accreditation will result in loss of accreditation status.

12.2.3 Site visits shall be conducted following the policies and procedures established by the assembly.

ARTICLE 12.3 APPEAL PROCESS

12.3.1 The Assembly reserves the right to grant, deny, or withdraw accreditation. The Assembly shall give to the entity a written notice of intent to deny or withdraw the certificate accreditation and the reasons therefore. Upon receipt of the intent to withdraw certificate accreditation, the affected entity has thirty (30) days to respond. Withdrawal of certificate accreditation requires a two-thirds vote of the Assembly.

12.3.2 A copy of the written notice to deny or withdraw certificate accreditation shall be forwarded to the applicant entity and each member of the Assembly via registered mail within fourteen (14) days of the ruling.

12.3.3 The entity may request a hearing before the Board to be held at the next scheduled Assembly Board meeting. A decision shall be rendered in writing by the Board within thirty (30) days of the end of the hearing.

12.3.4 If, after a hearing before the Board, an entity is aggrieved by a decision of the Board to deny or withdraw the accreditation, the entity may, within thirty (30) days of receipt of written final notice of denial or withdrawal, appeal to the Assembly. The Assembly may confirm the notice of denial or withdrawal given by the Board, or may grant or continue the certificate accreditation subject to any conditions the Assembly may specify.

12.3.5 The Administrative Office shall forward a copy of the final notice of denial or withdrawal of certification to each member of the Assembly.

12.3.6 Referrals back to the Administrative Office for action can be made at any time during the appeal process.

12.3.7 The Administrative Office will be the focal point for communications during all appeal process interaction.

12.3.8 The site visitation team has the authority and responsibility to review and resolve deficiencies at the local level to minimize the need for an appeal.

12.3.9 Site team members shall not be involved in the voting process for appeals.

ARTICLE 12.4 FEE STRUCTURE

12.4.1 Membership fees shall be assessed in July. Fees shall be based on a fee schedule approved by the Board.

12.4.2 Application Fees for Accreditation and Reaccreditation: Any certifying entity applying for initial accreditation or reaccreditation shall submit, together with its application, the fee(s) as specified by the fee schedule.

12.4.3 Non-Payment of Fees: Members who have not paid the current year's dues 30 days before the spring meeting will have all rights and privileges of membership revoked, including the right to vote and to issue IFSAC seals and certificates.

ARTICLE 12.5 CERTIFICATES AND SEALS

12.5.1 The Assembly shall reserve the right to control the use and distribution of any certificates bearing the IFSAC seal.

12.5.2 No entity shall issue an IFSAC seal or seal number for any level for which the individual has not successfully completed a level appropriate examination administered by the issuing entity. Entities shall have a written policy that requires an examination for all seals issued by the entity.

12.5.3 Nothing in these criteria shall prevent the accredited entity from issuing other certificates provided that IFSAC is not referred to in the wording on the certificate or seal.

12.5.4 The Administrative Office, as a service, may issue to individuals an additional certificate of international certification. Such certificates will be issued only to individuals who have been certified by an accredited entity and whose information can be verified through the International Registry. The Administrative Office may advertise and charge a fee for this service.

ARTICLE 12.6 DATA COLLECTION/REPORTING

12.6.1 The accredited entity shall provide to the Administrative Office the following information for inclusion in the International Registry ([See A.12.6.1](#)):

- (A) Name of individual certified
- (B) Level of certification
- (C) IFSAC seal number issued for each certification
- (D) Date of certification
- (E) Individual's date of birth (to be used for identification of a person/record when verification of certification is requested)

(1) If the accredited entity is prohibited from collecting birthdate information due to jurisdictional laws, regulations, or the mandates of a superseding authority, the entity may use an alternative identification format that is acceptable to IFSAC Administration and can be included in the registry database.

12.6.2 Data transfer procedures will be determined in advance between the Administrative Office and the accredited entity.

12.6.3 Seal issuance shall be reported annually.

ARTICLE 20

Bylaws and Constitution of the International Fire Service Accreditation Congress Degree Assembly Board of Governors

ARTICLE 20.1 ENACTMENT

20.1.1 This article number 20 shall be the Constitution of the International Fire Service Accreditation Congress Degree Assembly Board of Governors.

ARTICLE 20.2 RELATIONSHIP

20.2.1 The International Fire Service Accreditation Congress Degree Assembly Board of Governors, in pursuit of its objectives, will work in unison with the International Fire Service

Accreditation Congress and the Administrative Office, Oklahoma State University, Stillwater, Oklahoma.

ARTICLE 20.3 NAME

20.3.1 The International Fire Service Accreditation Congress Degree Assembly Board of Governors shall hereafter be referred to as the Degree Assembly Board of Governors (or DABOG) or Board.

ARTICLE 20.4 FUNCTIONS

20.4.1 The functions of the Board are to:

- (A) Carry out policies established by the Degree Assembly, hereafter referred to as the Assembly.
- (B) Provide suggested policy statements and administrative guidelines to the Assembly for approval in addition to those provided by the Assembly.
- (C) Encourage the professional and educational development of fire and emergency services.
- (D) Clarify policy established by the assembly.
- (E) Review appeals.
- (F) Meet at least semi-annually immediately prior to the Assembly meeting.
- (G) Establish a forum and dialogue between accredited entities that will encourage cooperation.
- (H) Ensure that the program accreditation process is done on a valid and credible basis.
- (I) Act upon all accreditation applications.

ARTICLE 20.5 DEGREE ASSEMBLY BOARD OF GOVERNORS

20.5.1 The Board shall consist of eleven (11) members:

- (A) Ten (10) members elected from Assembly represented entities during the spring meeting.
- (B) One (1) member elected from the general public during the spring meeting. This member shall have an understanding of accreditation, educational processes, and emergency services. [See A.20.5.1\(B\).](#)

(1) Administration may reimburse the public member for reasonable expenses for their attendance at meetings of the Board.

(C) Board members will serve a three (3) year term.

(D) A member's entity shall be an accredited voting member before the member is eligible for election to the Board or be appointed by the chairperson of the Board.

(E) To ensure representation on the Board remains balanced and uniform, no more than one entity representative shall serve on the Board at any given time.

20.5.2 A member may withdraw from the Board by sending to the Administrative Office a written letter of resignation.

20.5.3 If a vacancy occurs on the Board, the replacement process shall be:

(A) The chairperson of the Board will appoint a replacement from a member entity to serve until the next spring meeting of the Assembly.

(B) The Assembly must elect a new board member at its next spring meeting after the vacancy occurs.

20.5.4 Members of the Board shall serve until replaced.

20.5.5 When the status of a board member changes, including changing employment, organizational representation, or funding source, the board member must notify the Board. The change in status of the board member including any change in classification or circumstances shall be considered by the Board when reviewing the appointment. If the board member no longer represents the original entity, board membership will be reviewed.

20.5.6 The appointment of a member of the Board may be terminated for cause by a majority vote of the Assembly. A request for a letter ballot for the removal of a board member requires the support of at least five (5) members of the Board.

20.5.7 The chairperson of the Board shall be elected by the Assembly for a one (1) year term. The chairperson shall be elected from the sitting Board members. The public board member is not eligible to be elected as chairperson. In the event of a vacancy, the vice chairperson shall become the interim replacement until the next regular meeting, during which the Assembly will elect a chairperson to complete the remainder of the one (1) year term.

(A) A person elected as chairperson shall not serve more than three consecutive terms for that position, but shall be eligible for reelection after at least a one (1) year hiatus from that position.

20.5.8 The vice chairperson of the Board shall be elected by the Assembly for a one (1) year term. The vice chairperson shall be elected from the sitting Board members. The public board member is not eligible to be elected as vice chairperson. In the event of a vacancy, the chairperson shall appoint an interim replacement until the next regular meeting, during which the Assembly will elect a vice chairperson to complete the remainder of the one (1) year term.

(A) The vice chairperson, in the event of an absence or inability of the chairperson to fulfill the duties of the office, shall become the acting chair with all the rights, privileges and powers as if he/she had been the duly elected chairperson.

(B) A person elected as vice chairperson shall not serve more than three consecutive terms for that position, but shall be eligible for reelection after at least a one (1) year hiatus from that position.

20.5.9 The Board shall have a parliamentarian to interpret rules and regulations to ensure existing rules and regulations are followed during regular business and meetings.

(A) The parliamentarian of the Board shall be elected by the Assembly for a one (1) year term. In the event of a vacancy, the chairperson shall appoint an interim replacement until the next regular meeting, during which the Assembly will elect a parliamentarian for the next one (1) year term.

(B) A person elected as parliamentarian shall serve as the parliamentarian for both the Board and Assembly.

(C) The person elected as parliamentarian for the Board shall interpret rules and regulations pertaining to the Board and Assembly arising during regular Board or Assembly business and meetings.

(D) The parliamentarian for the Board will consult with the parliamentarian for the Congress where interpretation issues arise.

(E) In the event the parliamentarian of the Board is absent from a regular Board or Assembly meeting, the chairperson of the Board shall appoint a temporary replacement from a member entity to serve for the duration of the regular meeting.

(F) Outside regular Board and Assembly business and meetings, the parliamentarian for the Congress shall be consulted where interpretation issues arise.

(G) The parliamentarian of the Board shall not have voting rights outside their membership status on the Board or Assembly.

20.5.10 Members of the Board shall not receive any remuneration for their services; however, the Administrative Office may reimburse the reasonable expenses of board members for their attendance at meetings of the Board in the event of extenuating circumstances or for special meetings. Extenuating circumstances shall be determined by electronic means or conference call among the Council of Governors, the chairs of the Degree and Certificate Assembly, and Administration. Input shall also be sought from the Finance Committee regarding the decision of extenuating circumstances.

20.5.11 A meeting of the Board shall be held during the semi-annual meetings of the International Fire Service Accreditation Congress. Agenda items may be provided to the

Administrative Office between notification of the meeting (90 days) and printing of the agenda (60 days).

20.5.12 The Board shall keep minutes of the proceedings of its meetings in which all actions taken by the Board shall be recorded. Minutes will be considered for approval by the Board at its next meeting.

20.5.13 At the next Board meeting, the DABOG shall act upon all initial and reaccreditation reports submitted since their last meeting. The accreditation or reaccreditation of a program shall be the sole responsibility of the DABOG, subject to appeal as provided, and such accreditation or reaccreditation shall be by a majority vote of the DABOG.

20.5.14 The Board shall be allowed to have online or conference call discussions between regularly scheduled meetings. The Board may take action consistent with the bylaws of the Board relating to the management and operation of the activities within the provenance of the Assembly as they deem expedient, provided that such action(s) shall have force and effect only until the next semi-annual meeting of the Assembly when such changes are placed before the members for decision. If action is taken during a call, records shall be kept and presented at the next public meeting. [See A.20.5.14.](#)

20.5.15 The Board may, in any regular meeting or regularly called special meeting, for the purpose of discussing certain matters privately, adopt a motion to enter into executive session; provided that, in any such motion proposing an executive session, the general nature of the discussion to be held and a limitation as to the time permitted for the discussion shall be specified. Upon the adoption of any such motion, all persons not members of the Board, the parliamentarian or a member of the Committee on Rules who is not a member of the Board of Governors, or individuals requested by the chairperson of the DABOG by name shall excuse themselves from the room. And provided further, that:

(A) No binding action shall be taken while in any such executive session except for matters related to 20.5.15(E)(2);

(B) No topic(s) other than that (those) specified in the original motion authorizing the executive session shall be discussed;

(C) The time limit specified in the original motion authorizing the executive session shall not be exceeded;

(D) No minutes shall be kept and no recordings shall be made of any discussion occurring in an executive session; and

(E) Matters discussed in executive session shall be limited to:

(1) Consideration of nominations for awards to be made.

(2) Allegations or complaints of wrongdoing in office of elected officers, member organizations, agents, or employees.

(F) Any action(s) resulting from or out of any discussion held in executive session shall be taken immediately upon the return of the DABOG to regular session. The only exception would be matters related to 20.5.15(E)(2).

20.5.16 At meetings of the Board, every question shall be determined by a simple majority vote of its members present unless specifically provided by these bylaws. [See A.20.5.16.](#)

ARTICLE 20.6 AMENDMENTS

20.6.1 Amendments to these bylaws shall be proposed in writing and submitted to the Administrative Office at least sixty (60) days prior to a regular or special Assembly meeting.

20.6.2 Properly proposed amendments to these bylaws shall be balloted at Assembly meetings. They shall require a two-thirds majority vote of the members present and voting.

20.6.3 Any amendments to these bylaws passed by the Assembly shall take effect immediately upon completion of the meeting at which they are approved unless otherwise specified.

ARTICLE 21

Bylaws and Constitution of the International Fire Service Accreditation Congress Degree Assembly

ARTICLE 21.1 ENACTMENT

21.1.1 This Article Number 21 shall be the Constitution of the International Fire Service Accreditation Congress Assembly of Fire-Related Degree Granting Programs.

ARTICLE 21.2 NAME

21.2.1 This assembly shall be known as the International Fire Service Accreditation Congress Assembly of Fire-Related Postsecondary Educational Programs, hereafter referred to as the Degree Assembly.

ARTICLE 21.3 GENERAL

21.3.1 The purpose of the Assembly is to provide a self-governed system that accredits fire-related postsecondary educational programs.

21.3.2 The International Fire Service Accreditation Congress and the Assembly, in pursuit of its objectives, shall conduct such operations as its members shall from time to time deem necessary.

21.3.3 There shall be no remuneration to members of the Assembly.

ARTICLE 21.4 MEMBERSHIP

21.4.1 Membership with IFSAC shall follow policies of substantially equivalent application of standards and policies to US and non-US institutions and programs alike.

(A) Membership Categories:

(1) Voting Member: Membership in this category is limited to those in postsecondary educational institutions that have programs accredited or sanctioned in any of the following manners. For institutions not located in the United States and its territories, exceptions may be considered by the Assembly on a case-by-case basis.

(a) Institutional accreditation by a regional or institutional accrediting organization accepted by the Assembly.

(i) Institutions located in the United States and its territories shall be accredited by one of the regional accrediting organizations recognized by the United States Department of Education.

(ii) When required by the regional accrediting organization, the institution shall be specifically accredited to grant college degrees via the distance learning method by the regional accrediting organization.

(b) State or provincial sanction or accreditation by the authority having jurisdiction in that state or province.

(i) Institutions not located in the United States and its territories shall be accredited by a regional or institutional organization of said country, or by state sanction as defined by said country.

(c) Accreditation or reaccreditation will be limited to voting members.

(2) Corresponding Member: Organizations or individuals interested in accreditation of fire-related postsecondary educational programs may become corresponding members by payment of an annual fee. Corresponding members may not vote as members of IFSAC and are not eligible for accreditation. However, if otherwise eligible, they may serve on committees and special working groups, and otherwise fully participate in the activities of the Assembly.

21.4.2 College System Membership. Membership and subsequent accreditation of system-wide state programs will be granted to those institutions using the following throughout the entire system:

(A) Identical degree title and requirements at all locations.

(B) A single transcript.

(C) An approved standard curriculum (approved by central authority). Curriculum must be the same, including syllabus, course title, numbering, course prefix, and course description.

(D) Identical policies and procedures.

(E) A single administration.

(F) A unified budget with a single administrator.

(G) A single set of program outcomes and assessments.

21.4.3 The Administrative Office will verify the requirements of Article 21.4.1(A)(1) as they pertain to new voting member applicants and notify the chair of the Board of their findings. The chair will then authorize the Administrative Office either to notify the applicant that they are accepted as a voting member or must wait for a vote of the Assembly. If there is any question as to the Article 21.4.1(A)(1) credentials of the applicant, the matter will be presented, and acceptance determined by a majority vote of the Assembly at the next regular meeting.

(A) IFSAC Administration will manage yearly checks for members regarding:

(1) Contact information

(2) Regional accreditation status

(3) Any substantive changes within the program

(4) Updated student achievement links

(B) Renewal of membership. Membership renewal fees are invoiced annually and are payable upon receipt of said invoice.

21.4.4 Each member institution shall designate a voting representative to the Assembly.

21.4.5 Any institution may withdraw from the Assembly by sending a written letter of resignation to the Administrative Office.

(A) The Administrative Office shall notify the chair that a letter of resignation has been received and the chair shall authorize the Administrative Office to withdraw the program's accreditation.

(B) If a program seeks membership following the withdrawal of its accreditation, the program must apply pursuant to Article 21.4. After establishing membership, the program shall follow Article 22.5 to establish program accreditation.

21.4.6 Mentoring Program. All new members and/or new representatives to the IFSAC Assembly will be assigned a mentor. The goals of the mentoring program are to:

- (A) Accelerate the new member's understanding of IFSAC.
- (B) Provide new IFSAC members with information to enhance their IFSAC meeting experience.
- (C) Provide guidance relating to the procedures and processes used in IFSAC.
- (D) Provide ongoing advice and support to facilitate the new member's progression through accreditation.
- (E) Provide a source of help and advice on all aspects of the member's role in IFSAC.
- (F) Support the transfer of knowledge acquired through training seminars into application leading to accreditation.

ARTICLE 21.5 MEETINGS

21.5.1 See 5.5.1.

21.5.2 A voting entity member may appoint as proxy a member of the voting entity's staff or a voting member of the Assembly. Such proxy, which is valid only for the meeting for which it is given, must be in writing, and must be deposited with the Administrative Office prior to the commencement of the meeting.

21.5.3 At meetings of the Assembly, twenty percent (20%) of the members of record sixty (60) days prior to the opening of the meeting, including proxies, shall constitute a quorum. At meetings of the Assembly, a majority of the members registered at that meeting shall constitute a quorum for that meeting.

21.5.4 Assembly members are responsible for ensuring that the business and activities of the Assembly are conducted in accordance with the provisions of these bylaws and are appropriate for furthering the objectives stated therein. Assembly members shall have full membership rights including the right to be elected to the Board.

ARTICLE 21.6 MISSION STATEMENT AND FUNCTIONS

21.6.1 Mission Statement: To plan and administer a high quality, uniformly delivered accreditation system with an international scope for postsecondary degree programs relating to fire protection.

21.6.2 The functions of the Assembly are to:

- (A) Develop and/or adopt criteria for accreditation.
- (B) Establish policies and operational guidelines to be carried out by the Board.

- (C) Promote networking among postsecondary institutions that offer degree programs in fire-related disciplines.
- (D) Develop and promote an awareness among government agencies, postsecondary institutions, and those members of the public served by the accredited program regarding the accreditation system.
- (E) Identify and provide accreditation services to member entities.
- (F) Ensure the objectives of this Assembly are completed in a non-discriminatory fashion.
- (G) Utilize appropriate criteria to ensure accreditation is completed on a valid and credible basis.
- (H) Seek recognition from agencies who evaluate, accredit, recognize, or approve accrediting bodies.

ARTICLE 21.7 RULES AND REGULATIONS

21.7.1 The Assembly shall review and adopt or revoke any interim rules or regulations which have been prescribed by the Board under these bylaws.

21.7.2 Rules and regulations shall be prepared to clarify the provisions of the bylaws and constitution to provide guidance for the effective administration of the Assembly.

(A) Definitions found in the Criteria for Degree Accreditation are applicable to both the criteria and the bylaws.

21.7.3 The Assembly shall elect board members at its spring meeting.

21.7.4 The chairperson of the Board shall preside over meetings of the Assembly.

(A) In the absence of the chairperson of the Board, the vice chairperson shall preside over meetings of the Assembly.

21.7.5 The chairperson shall preserve order and conduct impartially the business during meetings, taking no part in debates while presiding, and shall decide all points of order, subject to appeal by any member of the Assembly.

21.7.6 Upon an appeal of a decision of the chairperson, the chair may state reasons for the decision and shall then put the question as follows: "Shall the decision of the chair be sustained?" and the vote shall be taken without debate.

21.7.7 A two-thirds vote of members present and voting shall be necessary to reverse a decision of the chairperson.

21.7.8 Every member, when speaking or offering a motion, shall respectfully address the chairperson. No member shall speak twice on any question, except to answer a question asked of that member, or until every other member has had an opportunity to speak to the question under discussion.

21.7.9 When speaking, members shall confine themselves to the question under discussion and shall avoid all personalities or indecorous language, and all motions shall be placed in writing if so requested.

21.7.10 A member called to order shall withhold further comment(s) until the point of order in question has been decided.

21.7.11 An amendment to an amendment shall be in order but further amendments shall not be entertained.

21.7.12 A motion for the previous question shall always be in order, except when a member is in possession of the floor, and must be put without debate. The motion, if supported by a two-thirds vote of the members present and voting, shall be declared carried and no further discussion or amendment shall be in order until the main motion has been decided.

21.7.13 A motion to adjourn shall always be in order except when a member is in possession of the floor or when it has been decided that a vote be now taken. A motion to adjourn is not debatable, but a motion to adjourn to a given time is debatable.

21.7.14 Any question coming before the meeting for which no provision has been made in these bylaws shall be decided according to *ROBERT'S RULES OF ORDER, NEWLY REVISED* or its successors.

ARTICLE 21.8 AMENDMENTS

21.8.1 Amendments to these bylaws must be proposed in writing and submitted to the Administrative Office at least sixty (60) days prior to a regular or special Assembly meeting.

21.8.2 Properly proposed amendments to these bylaws shall be balloted at Assembly meetings at which a quorum is present. They shall require a two-thirds majority vote of the members present and voting.

21.8.3 Any amendments to these bylaws passed by the Assembly shall take effect immediately upon completion of the meeting at which they are approved unless otherwise specified.

ARTICLE 21.9 COMMITTEES

21.9.1 Committees may be established by the Board or the chairperson of the Board. Each committee shall have a clearly defined function or specific charge. The appointment of committees outside of regular Assembly meetings shall be reported at the next meeting of the Assembly following the appointment. Committees shall report at subsequent meetings of the

Board and Assembly. Any such committee shall disband at the completion of its charge or at the conclusion of the term of office of the Board chairperson in whose term it was appointed, unless the committee is continued by action of the newly elected chairperson. At least one-third of the members of committees formed under authorization of this article must be voting members of the Assembly.

21.9.2 Standing committees of the Assembly shall be appointed by the chairperson of the Board of Governors. The chairperson and vice chairperson shall be elected by members of the committee from among its membership and shall serve one-year terms. Appointments shall be for a term of three years. Appointments will be made within 30 days of a vacancy. [See A.21.9.2.](#)

21.9.3 Standing Committees

(A) Degree Assembly Criteria Revision and CHEA Compliance Committee - This committee shall be composed of four members. The fourth member shall come from Administration.

(1) The Degree Assembly Criteria Revision and CHEA Compliance Committee shall ensure Degree Assembly criteria for accreditation meets CHEA requirements and is consistent with the mission of the Assembly. The Degree Assembly Criteria Revision and CHEA Compliance Committee shall report their work during Board and Assembly meetings.

(B) Degree Assembly Committee on Promotions - This committee shall be composed of three members.

(1) The Committee shall develop promotional strategies to support the mission of the Assembly. Members of the Committee shall serve as the Assembly's representatives on the Congress Committee on Promotions. The Committee shall report their work during Board and Assembly meetings.

ARTICLE 21.10 FEE STRUCTURE

21.10.1 Membership fees shall be assessed in July. Fees shall be based on a fee schedule approved by the board.

21.10.2 Application Fees for Accreditation and Reaccreditation: Any postsecondary educational entity applying for initial accreditation or reaccreditation shall submit, together with its application, the fees specified by the fee schedule.

21.10.3 Non-Payment of Fees: Members who have not paid the current year's dues 30 days before the spring meeting will automatically be dropped from membership and the IFSAC accreditation of any degree programs run by the institution will be revoked.

ARTICLE 22

Policies and Procedures for Accreditation of Fire-related Degree Granting Programs of the International Fire Service Accreditation Congress Degree Assembly

ARTICLE 22.1 SCOPE

22.1.1 This article shall apply to the accreditation of fire-related programs offered by postsecondary degree-granting institutions.

ARTICLE 22.2 PURPOSE

22.2.1 Accreditation is a process of external peer review in which a private non-governmental agency or congress grants public recognition to an institution or specialized program of study that meets certain established qualifications and educational standards, as determined through initial and subsequent periodic evaluation.

(A) The purpose of this accreditation process is to provide an independent and objective judgment of the quality of the educational program, the degree to which that program's goals are achieved, and to encourage continued improvement.

22.2.2 This article shall describe the policies and procedures for accreditation of postsecondary programs in fire-related fields of study.

ARTICLE 22.3 RESPONSIBILITIES

22.3.1 The International Fire Service Accreditation Congress Degree Assembly is a voluntary, peer-driven, self-governed system which accomplishes its mission through action of the Assembly acting directly or upon recommendation of its board of governors or committees. The granting of accreditation or reaccreditation shall be as provided for in Article 23 of these bylaws.

22.3.2 All proposals for policies and procedures on accreditation for the approval of the Assembly shall be presented in accordance with Assembly bylaws. The Board shall review all proposed policies, procedures, and accreditation criteria and advise the Assembly of the impact and/or effect the proposal will have on the mission of the Assembly. The Board may initiate proposals on policies and procedures to the Assembly.

22.3.3 All action on the accreditation or reaccreditation of a program is the responsibility of the DABOG and shall be based on the report of the accreditation team.

22.3.4 The accreditation process will be administered based on the policies, procedures, and criteria approved by the Assembly. The decision on accreditation actions shall be by vote of the DABOG. Such vote may be appealed by the affected member via the established appeal process.

22.3.5 If there is a conflict between accreditation policies, procedures, or criteria and national, state/regional, or local laws governing the institution or program, these are to be communicated with the IFSAC Administration for review, appropriate resolution, and reporting to the Board. When conflicts are discovered regarding specific criteria or bylaws, the Board shall have the authority to waive specific requirements for cause. Such waivers shall be documented and reported to the Assembly at the next meeting.

22.3.6 Decisions on accreditation status are the sole responsibility of the DABOG subject to the appeal process.

ARTICLE 22.4 OBJECTIVES OF ACCREDITATION

22.4.1 The purposes previously stated herein are fundamental to accreditation processes in fire-related postsecondary degree granting institutions. Accreditation seeks to attain the following specific objectives:

(A) To serve the public, industry, and the fire service profession by encouraging the development of improved fire-related education.

(B) To identify for prospective students, student counselors, parents, potential employers, public bodies, and officials, fire-related programs which meet or exceed the minimum Assembly criteria.

(C) To provide stimulation leading to curricular improvement in existing programs and to assist in the development of educational models for establishing new fire-related science and technology.

ARTICLE 22.5 ACCREDITATION/REACCREDITATION

22.5.1 The Assembly shall establish and publish criteria for program degree and academic certificate accreditation. The criteria for degree accreditation shall be the process, standard and criteria used by evaluation teams for review and evaluation of institutional postsecondary educational programs for accreditation, and shall form the basis for evaluation team training programs.

22.5.2 Programs seeking accreditation shall be voting members at the time of application for accreditation.

22.5.3 All accreditations or reaccreditations shall be for a term of five (5) years. The five (5) year period shall begin on the date that accreditation is granted by the DABOG and end at the conclusion of the fifth anniversary date of that accreditation. This applies to all accreditation scenarios including initial accreditation, reaccreditation, a conditional accreditation, a provisional accreditation, or any extension period(s).

(A) Accredited programs should make their best effort to be prepared for a reaccreditation site visit based upon the five (5) year period from their prior visit. This will aid the Administrative Office with scheduling site visits within workable time parameters.

22.5.4 When a program that is located outside of the United States requests accreditation through the Assembly, the Administrative Office in conjunction with the program requesting accreditation will contact appropriate governmental and non-governmental accreditation or quality assurance entities in the country of the program requesting accreditation and report the finding to the DABOG. Likewise, when a U.S. program requests accreditation through the Assembly, the Administrative Office will contact the relevant regional accrediting organization to verify the accreditation status of the program's institution and report the finding to the DABOG.

22.5.5 Programs may apply for accreditation and reaccreditation by submitting a complete application for accreditation along with appropriate documentation and a completed self-study document to the Administrative Office at least ninety (90) days before a requested site visit. The Administrative Office will conduct an initial review of the application and document(s) for completeness (not for content). The Administrative Office will then follow the established Degree Assembly's Program Evaluation Information and Procedures and appendices for the selection of site team members and scheduling the site visit. Once that process is completed, the site team shall receive the applicant program's self-study sixty (60) days prior to their site visit to allow for a thorough review.

(A) One application for accreditation or reaccreditation shall suffice when the programs of study and degrees awarded are considered to be substantially related or connected, considering such factors as common or shared administration, staff and resources, curriculum, and location.

(B) When in question, substantially related or connected shall be as determined by a majority vote of the DABOG.

22.5.6 A site visit will be carried out only if a program has had a graduate prior to the on-site visit.

22.5.7 The evaluation team shall examine all aspects of the applicant program in relation to the criteria for degree accreditation. Within thirty (30) days of the completion of the examination, the site team shall prepare and submit to the Administrative Office and the program applicant (which will allow the applicant time to comment on preliminary findings) a consensus report that includes at least:

(A) Evaluation checklist documentation as provided for in the criteria for degree accreditation.

(B) A narrative report of findings.

(C) Based upon findings, a recommendation to take one of the following actions:

(1) Grant initial accreditation

- (2) Deny initial accreditation
- (3) Grant reaccreditation
- (4) Deny reaccreditation
- (5) Grant conditional reaccreditation
- (6) Deny conditional reaccreditation
- (7) Grant provisional accreditation based on the requirements of the authority having jurisdiction pursuant to 22.5.8.
- (8) Deny provisional accreditation.
- (D) Any requirements that must be met by the agreed upon timetable.
- (E) Any voluntary recommendations that are in order for the applicant, but not required for accreditation.

22.5.8 For programs outside of the United States where regional accreditation does not apply, a program may be granted provisional accreditation. Any program granted provisional accreditation must have substantially met the criteria for accreditation. Full accreditation will only occur when a site team concurs that all criteria have been met, makes their report, and a motion to accredit as approved by the DABOG. Full accreditation will be for a period of five (5) years from the date of the original DABOG meeting granting provisional accreditation, and subsequent reaccreditation shall be based upon the original provisional accreditation date.

(A) Provisional accreditation shall only be granted for a period of up to two years. During the provisional period the evaluation team shall require written progress reports one month prior to each DABOG meeting showing efforts to meet criteria.

(B) At the time full accreditation is granted, the institution may retroactively issue an IFSAC certificate for the academic year prior to the granting of full accreditation.

22.5.9 Conditional accreditation will be considered for reaccreditation only.

(A) A program may be granted conditional reaccreditation at the next regularly scheduled DABOG meeting following its site visit if the program is making good faith effort to complete deficiency remediation based upon the requirements timetable.

(B) If adequate time was available prior to the first regularly scheduled DABOG meeting for the program to complete deficiency remediation, but the institution fails to show a good faith effort according to the requirements' timetable, the site team shall present the recommendation at that meeting to deny reaccreditation.

(C) If adequate time is not available prior to the first regularly scheduled DABOG meeting, a conditional reaccreditation may be granted to the program until the following regularly scheduled DABOG meeting. At that meeting the site team shall present one of the following recommendations:

- (1) Grant reaccreditation based upon the original five (5) year accreditation date.
- (2) Deny reaccreditation.

(D) All site teams making conditional reaccreditation recommendations shall submit documents to the IFSAC Administration for distribution to the DABOG describing the specific details as to the condition(s) that must be met prior to the granting of accreditation, and how completion of these conditions will be measured.

- (1) Documentation of completion of conditional reaccreditation items submitted by the program must be reviewed by all members of the site team within thirty (30) days of submission.
- (2) Within thirty (30) days of review of the documentation of completion of conditional reaccreditation items, the site team leader shall submit through the Administrative Office a final report to the chairperson of the DABOG containing a recommendation to grant or deny reaccreditation. Acceptance by the site team and the Board chair of documentation provided by the program automatically grants full accreditation.

(E) If a program has not been granted reaccreditation following the second regularly scheduled DABOG meeting after its site visit resulting in conditional reaccreditation, the program's accreditation shall be automatically denied.

22.5.10 Upon loss of accreditation, the IFSAC Administration shall send a letter to the program, using a verifiable delivery receipt method, making notification that the program shall cease the use of all IFSAC logos and/or text indicating accredited status. The Administration shall follow-up as necessary to ensure compliance.

22.5.11 Extensions of reaccreditation will be considered by the DABOG upon request by the program.

(A) A program may be granted an extension of reaccreditation by the DABOG upon showing of circumstances that hindered or prevented the program's ability to prepare for the reaccreditation visit.

(B) A program may be granted an extension of reaccreditation by the DABOG until the following Board meeting. A second extension of reaccreditation may be granted by the DABOG upon showing of a good faith effort to prepare for the reaccreditation visit. No extension, or combination of extensions, of the reaccreditation may exceed one (1) year, and if reaccreditation is granted, the five (5) years will be based upon the original reaccreditation date.

(C) Failure to attain accreditation prior to the DABOG meeting following the second extension of accreditation will result in loss of accreditation status.

22.5.12 A degree completion certificate may be offered to graduates of the program for the academic year prior to the site visit if it is determined by the DABOG upon a recommendation by the site team that the program followed by these graduates is essentially the same as the one reviewed.

22.5.13 Administrative reviews conducted for the purpose of adding an additional program or programs of study, including academic certificates, to an existing program's accreditation status shall adhere to the following:

(A) Accredited postsecondary degree-granting institutions shall submit an application for administrative review to add a program or programs of study and any other such materials as may be necessary to demonstrate compliance with the Criteria for the Accreditation of Fire-Related Degree-Granting Programs of the International Fire Service Accreditation Congress Degree Assembly. This shall be submitted to the IFSAC Administrative Office.

(B) The Administrative Office shall arrange for an administrative review of an application for to add a program or programs of study to a program's accreditation status. The administrative review shall be conducted by a trained site team member. A member of the most recent accreditation or reaccreditation site team should be utilized if possible. If this is not possible, two (2) trained site team members will be used. When such review has been arranged, the Administrative Office will notify the requesting program to send all supporting documentation, their most recent self-study, site visit report, and evaluator checklist.

(C) The application for administrative review shall include a self-study addressing each criterion pertaining to the program(s) for which application for administrative review is made. When the information pertaining to the new program(s) would repeat the information provided in the original self-study, the program may state "no impact" for the comment.

(D) The reviewer(s) will provide the Administrative Office with a report stating that the program has met the criteria for the additional program(s) sought, and/or detailing the deficiencies found in the review. The Administrative Office shall promptly notify the applicant:

(1) That a recommendation to add the program(s) of study to the program's accreditation status shall be forwarded to the DABOG.

(2) That deficiencies were identified and must be addressed before a recommendation to accredit the program(s) of study will be forwarded to the DABOG.

22.5.14 For substantive changes in an accredited program of study the following shall be adhered to:

(A) Accredited entities shall notify the Administrative Office of any substantive changes to a program of study including, but not limited to, fire-related administrative structure, ability to

deliver instruction, or change in location, made by the accredited program or its institution between site visits.

(B) When in question, a substantive change shall be determined by a majority vote of the DABOG.

(C) The Administrative Office shall notify the DABOG when a substantive change has been made to an accredited program or institution.

(D) At the next regular meeting of the DABOG an examination of all aspects of the reported changes, in relation to the criteria for degree accreditation, shall be conducted.

(E) Based on the findings of the examination, a majority vote of the DABOG shall occur as to which of the following actions will be taken:

(1) Continue accreditation status.

(2) Direct the program to submit an administrative review as described in 22.5.13.

(3) Withdraw accreditation

22.5.15 Final decision to grant initial accreditation, reaccreditation, a conditional reaccreditation, a provisional accreditation, or any request of accreditation that was denied or withdrawn of a program will be posted to the IFSAC website for public viewing. Supporting documentation will also be posted to provide basis of judgement for the decision of the DABOG.

22.5.16 Programs shall have the right of appeal pursuant to Article 22.7.

ARTICLE 22.6 ESTABLISHMENT AND REVISIONS TO CRITERIA, DOCUMENTS, AND GUIDES PERTAINING TO ACCREDITATION

22.6.1 The criteria for degree accreditation may be revised or amended upon a two-thirds vote of the Assembly delegates and proxies present and voting. This shall be done only after the proposed revision has been provided to the Administrative Office at least sixty (60) days prior to a semi-annual meeting of the Assembly. The proposed revisions shall be furnished to the delegate members at least thirty (30) days prior to the meeting.

22.6.2 Proposals to amend or revise the accreditation criteria may be offered and discussed fully at any regular or special meeting of the Assembly.

ARTICLE 22.7 APPEAL AND REVOCATION POLICY AND PROCEDURES

22.7.1 In the event an institution wishes to appeal an action of *not to accredit* taken by the DABOG, a written notice of intent to appeal must be given to the manager of IFSAC within thirty (30) calendar days of the date of notification of the action. Upon receipt of such notice, the manager shall place that appeal on the agenda of the next meeting of the Assembly. The manager

shall notify the chair of the DABOG, leader of the accreditation team responsible for the visit report, and the appellant member entity of such action.

22.7.2 Upon being notified of the appeal of the *not to accredit* decision, the chair of the DABOG and the leader of the accreditation team responsible for the visit report shall submit a written report that will be part of the meeting packet explaining the reasons for the decision *not to accredit*. The appellant member entity shall also provide a written report on their reasons for seeking an appeal of the decision. Failure to submit a required report will be considered to be favorable to the other side. During the appeal process a member being reaccredited will remain an accredited entity pending decision of the Assembly. A member not accredited will not have accreditation until the appeal to the Assembly is successful.

22.7.3 As provided for in Article 22.7, time shall be provided during the assembly meeting for a presentation on the reasons for the *not to accredit* decision from both the chair of the DABOG on behalf of the Board and the leader of the accreditation team responsible for the visit report on behalf of the team. The appellant member will follow with a presentation on their reason for the appeal. In no case will any of these presentations take longer than twenty (20) minutes.

22.7.4 Upon completion of the presentations, a ballot vote of the voting members of the Assembly will be taken, with the members of the accreditation visit team not allowed to vote. A majority vote of the Assembly is required on whether to grant accreditation or reaccreditation on appeal. If the appeal is allowed, accreditation will be granted under the same provisions as if the program had been granted accreditation by DABOG action. The five (5) year term will end in accordance with the bylaws.

22.7.5 Any questions regarding the continued compliance of programs during the accreditation period shall be directed to the manager of IFSAC who will notify the chair of the DABOG. If it appears to the chair of the DABOG that an accredited program is not in compliance with IFSAC criteria, the accredited member is notified. If the response from the accredited member is not adequate, the DABOG may institute a revocation-for-cause. The accredited member will be notified of the reasons why revocation is to be instituted. In order to place a revocation for cause before the DABOG, an on-site visit by a representative of the Board may be scheduled to determine the facts. If circumstances warrant, this visit may be conducted at Assembly expense. A report showing the reasons for revocation for cause will be introduced at the next meeting of the DABOG. The accredited member will be notified of the action within five (5) working days of the decision of the DABOG. The decision constitutes a *not to accredit* action and as such may be appealed. In this case accreditation is continued until the appeal procedure has been completed.

ARTICLE 22.8 PUBLIC RELEASE POLICY

22.8.1 Accreditation by the International Fire Service Accreditation Congress is based on a member institution satisfying minimum educational criteria. The period or terms of accreditation do not attest to the relative ranking of the program against other accredited member programs.

22.8.2 Accreditation is specific to a program and therefore all statements on the status of accreditation must refer only to those programs that are actually accredited. Accreditation of one program does not apply to any other program.

22.8.3 Public announcement of the accreditation status should only relate to attainment of that status. Any reference to accreditation by the Assembly contained in college catalogs and other publications of member schools must clearly indicate the programs actually accredited by the Degree Assembly of the International Fire Service Accreditation Congress, 1812 West Tyler Avenue, Stillwater, Oklahoma 74078-8075, <https://ifsac.org>. If the institution offers a non-accredited program at the same level in the same field as a program accredited by the Degree Assembly of the International Fire Service Accreditation Congress, the institution must indicate in public descriptions of the program that it is not accredited by the Assembly.

22.8.4 No implication should be made that because an institution is accredited by a regional or governmental body that a program also has Assembly accreditation.

22.8.5 Member institutions are encouraged to make their accreditation status public, but no direct quotation may be made from any Assembly document or statement to the institution. All correspondence and reports relating to the accreditation process, site visit, self-study reports, response to the site visit, progress reports, and surveys are to be treated as confidential and should only be released to authorized personnel at the Assembly or member institution involved in the accreditation process.

22.8.6 All documents relating to the structure, policies, procedures, and accreditation standards of the Assembly are available to the general public upon written request.

22.8.7 Wherever the policy of the institution or governmental body that oversees the institution's licensure or other matters require the release of the accreditation information of files, the requested information must be released in its entirety. All requests must be in writing.

22.8.8 Following each meeting of the Assembly, accreditation actions taken with the respect to all programs, with the exception of notification of intent to withdraw accreditation, are disclosed to all appropriate agencies and the general public.

22.8.9 If accreditation is withdrawn or discontinued, the institution shall no longer refer to the program as accredited by the Assembly.

ARTICLE 22.9 LANGUAGE FOR PREPARATION OR SUBMISSION OF DOCUMENTS BY AND FOR THE DEGREE ASSEMBLY

22.9.1 All submissions to and documents prepared by and for the Assembly shall be in the English language.

22.9.2 All meetings and records of the Board and Assembly shall be conducted and recorded in the English language.

22.9.3 All costs for translation of documents or meetings shall be borne by the institution submitting or receiving the information or attending the meeting, unless otherwise provided for by action of the Assembly.

ARTICLE 22.10 CONDUCT AND ETHICS

22.10.1 All persons who conduct business on behalf of the Assembly shall be bound by accepted academic standards of conduct and applicable copyright laws. All persons who perform any functions for the Assembly may not personally gain by any materials that are part of an institution's accreditation package. Failure to abide by these rules of conduct will subject that person to action by the Assembly.

ARTICLE 23

Principles of Accreditation of Fire-related Degree Granting Programs of the International Fire Service Accreditation Congress Degree Assembly

23.1 The institution shall have clear and publicly stated purposes consistent with the program's mission and appropriate to an institution granting postsecondary degrees in a fire-related field of study.

23.2 The institution shall have the human, physical, and learning resources necessary to accomplish its stated purposes.

23.3 The institution shall be organized in such a manner that it is able to effectively accomplish its educational and other stated purposes.

23.4 The institution shall be accomplishing its educational and stated purposes.

23.5 The institution shall be able to continue to accomplish its stated purposes and strengthen its educational effectiveness.

23.6 The institution shall demonstrate integrity in its practices and relationships.

Terms and Definitions

Many of the following terms and definitions can also be found in or apply to other IFSAC documents other than these bylaws including those containing Degree Assembly accreditation criteria, Certificate Assembly accreditation criteria, and site visit information and procedures.

Academic Credit: Credit applicable toward a degree or credential at the institution awarding it, accepting it on transfer, or acknowledging equivalency from an adequately substantiated learning experience.

Academic Year: Instruction equivalent of two semesters of approximately 15 weeks apiece or 3 quarters of approximately 10 weeks apiece, either of which may include examination days.

Accredit: To give official authorization to or approval of; to provide with credentials; to recognize or vouch for as conforming to a standard.

Accreditation: (1) Verification that the accredited entity meets the objectives in the bylaws and administrative policies of the Assembly. (2) The process by which a private, non-governmental body evaluates an educational institution or program of study and formally recognizes it as having met certain predetermined criteria or standards. The process involves an initial and periodic self-study and evaluation by peers. Accreditation implies stimulation toward quality improvement beyond the minimum standards specified by the accrediting body.

Accreditation – Institutional: A status of affiliation with a recognized accrediting body that accords accreditation to an entire institution, indicating that each of its parts is contributing to the achievement of the institution's missions and objectives, although not necessarily all on the same level.

Accreditation – Regional: A status of affiliation accorded an institution by a recognized accrediting association or commission that conducts accreditation procedures.

Accreditation – Specialized: A status of affiliation accorded a unit or program by a recognized specialized accrediting body. The unit accredited may be a school, department, program, or curriculum by a recognized specialized accrediting body. It may be a part of a total educational institution or may be an independent, specialized institution.

Accreditation Association or Commission: A recognized and voluntary non-governmental body established to administer accrediting procedures. An accrediting body is formally acknowledged, or recognized, as being a reliable authority concerning the quality of education or training offered by educational institutions or programs by any statutory institution (i.e., the US. Secretary of Education and/or the Council on Postsecondary Accreditation). It is a voluntary organization and not established by the federal or state governments or any agency,

department, or office thereof. An accrediting body may be identified by scope (institutional or specialized program) or area (regional, inter-regional, or national).

Accreditation Status: Formal recognition given an institution or specialized program for meeting established standards of educational quality, as determined by regional, national, international or specialized non-governmental accrediting bodies.

Accreditation Status – Probationary: A term used by some associations to indicate that an accredited institution has certain deficiencies which must be corrected within a specified period of time in order to remain accredited.

Accredited Entity: An entity that has public fire service certification systems accredited by the Certificate Assembly.

Accrediting: The process whereby an agency or association grants formal recognition to a school, institute, college, university, or specialized program of study which meets certain established qualifications and educational standards, as determined through initial and periodic evaluations. The essential purpose of the accreditation process is to provide a professional judgment as to the quality of the educational institution or program offered and to encourage continual improvement thereof.

Acronyms: Acronyms used in any documents must be defined. For example, OSU is Oklahoma State University.

Adequate: Refers to the fact that a reasonable person would find evidence to support the fact that the specified criteria exists at least at the minimum level required to achieve the stated purpose.

Administration: Oklahoma State University will maintain an administrative office on the campus in Stillwater, Oklahoma. The manager of the Congress and necessary staff will conduct the day-to-day business of the Assembly and maintain appropriate records.

Admission Policy: The rationale which determines the applicants who shall be admitted to an institution. Consideration is given to the role assigned to the institution by its governing body; the programs, resources, and facilities of the institution; and the qualifications and goals of the applicant.

Adverse (Negative) Accrediting Action: The denial or withdrawal of accreditation or candidate status by a recognized accrediting association or commission.

Advisory Committee: A group of persons representing the communities and customers served by a program. They provide input, recommend policy and program content and act as a resource to the program administrator.

Appeal: An appeal of a decision in accordance with due process as described in the appeal procedures.

Application for Membership: Completion and submission of a form supplied by the Administrative Office, together with such other materials as these bylaws may require.

Approval: The official act of a state department of education or other recognized agency having official authority certifying that a unit of educational organization (a school, institute, college, university, or specialized program of studies) complies with the minimum legal requirements of such units. Official approval, granted by governmental agencies or the governing body of a school system, is distinguished from accreditation, which is accorded by voluntary non-governmental accrediting agencies.

Candidate for Accreditation: Candidate for Accreditation is a status of preliminary affiliation with IFSAC following a specified procedure for application, institutional self-study, and on-site evaluation. Candidacy is not accreditation and does not assure eventual accreditation. It is an indication that an institution is progressing toward accreditation.

Catalog: The official bulletin or publication of a postsecondary education institution stating admission and graduation requirements, majors, minors, current offerings, costs, faculty, and all other significant qualifications specified by that agency or association.

College: Generic term to denote any of the postsecondary educational institutions including universities eligible for accreditation or accredited by IFSAC. In the Handbook, the term does not refer to a specialized unit of a university campus; it is used as a synonym for "institution."

Committee: Includes panels, task forces, and so forth.

Complaint: A written complaint to IFSAC against an institution.

Computer Media: Computer media can be hard drives, removable drives (such as Zip disks), CD-ROM or CD-R discs, DVDs, flash memory, and USB drives.

Consultant: (1) An individual who receives remuneration for services. (2) A person who gives professional, educational, or technical advice and assistance. The services may or may not be performed under contract.

Content Validity: A test possesses content validity when a group of recognized content experts or subject-matter experts have verified that the test is legitimate and accurately measures each item. Content validity is formally determined and reflects the judgments of experts in the content or competencies assessed by the test.

Continuing Education Unit (CEU): A unit of measure for non-credit activities.

Cooperative Education: A combination program of study and practice conducted on an alternating schedule of half days, weeks, or other period of time providing employment for students with organized on-the-job training and correlated higher education instruction.

Correspondence, Instruction by: Instruction approved through appropriate institutional channels, which provides for the systematic exchange of course material by mail between the instructor and student.

Corresponding Member: Any organization or entity who wishes to receive IFSAC mailings (notifications, information, updates) and have the opportunity to attend meetings until such time as they are ready to apply for membership under one of the other membership types.

Course: A single instructional subject commonly described by title, number, and credits in the college catalog or bulletin.

Credentials: (1) A certificate stating that the student has been graduated from a certain curriculum or has passed certain subjects; (2) a statement signed by proper authority certifying that a person is authorized to perform certain functions or has been designed as an official representative; (3) a detailed record of an applicant for a position, usually including transcripts of academic records and testimonials relative to previous experience, performance, and character; (4) the confidential file of an applicant sent to prospective employers.

Credit, Unit of: A quantification of student academic learning against time.

Degrees: Recognition of completion of a prescribed program of study in higher education according to systems operating in particular countries. Different types of degrees include:

Academic Certificate -These are academic programs of generally nine to 45 credits that are completed in a year or less by full-time students. Some programs provide specialized training for people who already have diplomas or degrees. Others are for those who want to quickly complete a program that leads to a specific job.

Technical Diploma -An academic program intended to provide students with skills leading directly to a specific job.

Associate Degree - An award that normally requires at least two but less than four years of full-time college work. There are different types of associate degrees with varying transferability.

Bachelor's Degree/International Diploma -An award that normally requires at least four but not more than six years of full-time college work. Also includes bachelor's degrees that are completed in three years.

Post-Baccalaureate Certificate -An award that requires completion of an organized program of study requiring 18 credit hours beyond the bachelor's. Designed for those with a bachelor's degree who do not meet the academic requirements of a master's degree.

Graduate Degree - A degree awarded for education at a level beyond the bachelor's degree. State universities offer graduate certificates, master's degrees, and specialist degrees in various professional and liberal arts fields.

Master's Degree. - An award that requires the completion of a program of study of at least one but not more than two of years of full-time academic work beyond the bachelor's degree.

Post-Master's Certificate- An award that requires completion of an organized program of study of 24 credit hours beyond the master's degree, but does not meet the requirements of academic degrees at the doctor's level.

Doctorate Degree -The highest award a student can earn for graduate study. The doctor's degree classification includes such degrees as Doctor of Education (Ed.D.), Doctor of Juridical Science (J.D.), Doctor of Public Health (D.P.H.), and the Doctor of Philosophy (Ph.D.).

Delegation: Granting of authority by one party (the delegator) to another (the delegatee) for agreed purpose(s). The delegator remains responsible for the delegatee's acts or omissions in carrying out the purpose of the delegation. Transfer of an agent's right to act for the principal that can take place only (1) with the permission of the principal, (2) where it is customary, or (3) where it is necessary for the performance of the entrusted duty.

Disclosure and Confidentiality of Information: Every institution seeking candidacy, accreditation, or re-accreditation is obliged to provide any information with respect to the institutional affairs pertinent to determination of the institution's accreditation status. It is the obligation of IFSAC to maintain the confidentiality of the institutional self-study and report of the evaluation committee.

Distance Learning: Instruction delivered through means other than traditional classroom learning and approved through appropriate institutional channels, which provides for the systematic exchange of course material between the instructor and student.

Entity-Specific Test Items: Test items developed by an entity that are specific to their local needs or standards (e.g., cold weather gear, health and safety).

Evaluation: A process periodically and jointly conducted by the institution and the accrediting agency which may take a number of forms. It will include the following, regardless of form: 1) the institution's self-study; 2) the evaluation team's report; 3) the institution's response to the evaluation's report; 4) the accrediting body's action; 5) the institution's further consideration of and action upon its self-study, the evaluation team's report, and the accrediting bodies' actions.

Evaluation Team: The entire team including the onsite evaluation team and the readers.

Evaluation Team Leader: The person responsible for the evaluation process.

Evaluator: A subject matter expert who is physically present and who evaluates the performance of a candidate that is demonstrating a manipulative skill.

Experiential Learning: Learning acquired from work and life experience, mass media, independent reading and study, certification, or other alternative methods.

External Degree Program: A course of study different from traditional degree programs, which may or may not require on-campus study or residence, and which often relies heavily on independent study and examination.

Faculty: As used here, faculty refers to fire-related instructors, not librarians, administrators, counselors, etc., who may have faculty rank. Full-time faculty: those employed by the institution the majority of whose assignment is class or course instruction but which may also include institutional non-class-related faculty responsibilities such as academic advisement, curriculum development and review, faculty selection and evaluation, and the like. Those performing these functions may also be considered full-time faculty if a portion of their assignment is research, service, or academic administration. Part-time or Adjunct Faculty: faculty whose major responsibility is not related to the institution in question, customarily assigned one or two classes with class-related responsibilities only.

General Education Development: A battery of tests taken by adults who did not graduate from high school to measure the extent to which their past experiences have contributed to their attaining the knowledge, skills, and understandings ordinarily acquired through a high school education.

Higher Education: Postsecondary education emphasizing degrees and credentials rather than solely trade or vocational preparation.

Institution: Academic organization, such as a college, university, or technical institute.

Level: Refers to placement of students at a certain level of college work, i.e., first two years or Associate degree, upper division or Bachelor's degree, first level graduate or Master's, professional degree or Ph.D.

Local Jurisdiction: An entity within a state, province, territory, or federal agency having jurisdiction over and legally responsible for the delivery of fire services.

Matrix: Something (such as a situation or a set of conditions) in which something else develops or forms.

Mission and Objectives Statement: The statement in which an institution identifies and demonstrates its understanding of its unique mission and objectives. Particular institutional purposes vary widely. Institutional purposes encompass the study of values and attitudes, public service and much else. The institution's statement of mission describes its particular philosophic stance and serves as a guide for educational planning. It also operates as a frame

of reference for decisions about such practical matters as student admission and retention, the curriculum, the faculty, and allocation of funds.

Non-Voting Entity: Those entities that have been approved for non-voting membership by the Certificate Assembly in accordance with the provisions of 11.4.1 of these bylaws.

Non-Voting Organizational Membership: A single representative from any national or international organization, whose membership consists primarily of individuals eligible for certification under any standard IFSAC may accredit to, or whose organization is responsible for the development of standards that may be used for certification as accredited by IFSAC.

Onsite Evaluation Team: The portion of the team that goes onsite to physically view the program.

Other Evaluative Methods: Examples include but are not limited to: portfolios, projects, matrixes, combinations, etc. These are items used to show competency other than the standard requisite skills and requisite knowledge testing.

Planning: The process by which the mission and objectives of an institution are determined and the means to achieve them are specified. Institutional planning incorporates the institution's statement of purpose and comprehensive self-study with plans that take into account the possible need for modification of goals, clientele served, programs offered, educational methods employed, and modes of support utilized.

Portfolio: An assessment tool in which a candidate submits documentation from their education, training, and experiences that demonstrates their completion of part of a standard.

Postsecondary Education: Education offered by institutions primarily to individuals 18 or older; admission may or may not require a high school diploma or equivalent credential.

Proctor: A person who is physically present who monitors candidates during an examination and must have subject matter expertise in the testing process.

Program: A systematic, usually sequential, grouping of courses, forming a considerable part, or all, of the requirements for a degree or a credential. May refer to the total educational offering of an institution.

Program Evaluation: The entire evaluation process including reading of submitted materials, the onsite visit, and post onsite visit work.

Program Faculty: Both full time and part time faculty with instructional responsibilities in the fire-related degree program.

Project: An assessment tool by which a candidate are given assignments/scenarios that provide a situation in which they can apply knowledge they have learned and will demonstrate their knowledge by applying it to the assignment.

Public Service: A function accepted by nearly all publicly supported institutions and many independent colleges and universities. Service of a practical nature to the external (non-academic) community- local, regional, national, or international. Often includes public lectures and performances, various forms of applied research, non-credit courses, and agricultural or other similar forms of extension.

Readers: The individuals on the evaluation team who read the submitted materials and provide feedback to the onsite evaluation team.

Recommendation: May refer either to the evaluation team's final statements or its advice to the DABOG regarding an institution's accreditation or candidacy status.

Research: May refer to collection of institutional data useful for self-analysis or planning (institutional research), to that carried on by teacher-scholars in order to remain current in their fields of expertise, or to that expanding the field of knowledge or its application ("pure" or "applied" research).

Rubric: A document that articulates the expectations for an assignment by listing the criteria, or what counts, and describing levels of quality from excellent to poor.

Satisfactory: Refers to the fact that the entity has fulfilled the intent of the stated criteria.

Shall: Mandatory requirement.

Should: Indicates a recommendation or that which is advised but not required.

Simulation: The repeatable act of carrying out a job performance requirement that reproduces actual job performance conditions to the fullest possible extent.

Staff: Non-faculty, non-instructional, employees of the fire-related program.

State: Refers to a country's government or one of its constituent units.

Substantive Change: A change that significantly alters an institution's objectives or the scope of its offerings; alters its autonomy, sponsorship, or the locus of control over it; embarks on offering off-campus academic programs for credit; changes the geographic area(s) served; or offers programs or courses for academic credit on a military base.

Task Book: A form or set of forms that provide documentation/verification of a demonstration of competency in cognitive knowledge and/or psychomotor skills outside of a formal examination session.

Tenure: The employment status of a faculty or staff member whose employment is not subject to discontinuance by the governing board except in stipulated circumstances.

Visiting Lecturer: A person not regularly part of faculty or adjunct faculty, serving in a temporary role in the area of their expertise.

Voting Entity: Those entities that have been approved for membership in a voting capacity by the Certificate Assembly in accordance with the provisions of 11.4.1 of these bylaws.

Appendix

Explanatory Material

A.1.4.1 Examples include approval of the budget and dealing with issues that affect all of the assemblies. [Return to bylaw article](#)

A.1.5.1 (D) To meet the intent of NFPA 1000 that calls for, “The accrediting body shall include individuals who are not educators in, or members of, the profession for which candidates are being prepared and who are not in any way associated with the institutions or programs being evaluated. NFPA 1000 4.1.8A (2017 Edition). [Return to bylaw article](#)

A.1.5.1 (H) For Certificate Assembly Coalitions: only one representative of the coalition shall be allowed to serve on the Council. [Return to bylaw article](#)

A.1.5.6 Justification: To match CA and DA bylaws. [Return to bylaw article](#)

A.1.5.8 For cause can be defined as:

- The member has a continuing conflict of interest that cannot be reconciled or is failing in his/her responsibilities.
- The member has crossed ethical borders.
- The member is ineffective, not able to do the job, not participating appropriately in board discussions or committee assignments.
- The member is not interacting well with others.

It is recommended that the Council holds a personal intervention prior to the recommendation of removal of another Council member and suggest that he or she fix the problems noted or that they need to leave the Council.

The next scheduled meeting is defined as the next meeting following the Council’s final decision to proceed. [Return to bylaw article](#)

A.1.6.5 For example: Approval of budget in the case of no spring meeting. [Return to bylaw article](#)

A.1.6.6 Provides for the Council to move into executive session. The CABOG and DABOG already had this in their bylaws. [Return to bylaw article](#)

A.5.5.1 This refers to the Congress as well as the assemblies. [Return to bylaw article](#)

A.5.5.2 Could include but are not limited to terrorist events, natural disasters, civil unrest, etc. [Return to bylaw article](#)

A.5.5.5 The requirement for a quorum of 50% that was approved in April 2015 was found to be problematic during the Fall 2016 meetings since some entities do not send delegates to committee and board meetings that they are not members of. It was determined that changing it to 30% is much more reasonable and achievable, especially for the Fall meetings, and would allow Congress to take necessary action during a meeting. [Return to bylaw article](#)

A.5.5.6 In case of a tie, the vote fails. [Return to bylaw article](#)

A.9.1.1 The assemblies approved in the Spring of 2017 the creation of a new Article 09, Bylaws & Constitution of IFSAC Administration, which contains all information regarding administration and administrative functions and duties rather than have them scattered throughout the Articles. [Return to bylaw article](#)

A.10.5.1 (A)(2) For coalitions, only one representative of the coalition shall be allowed to serve on the Board. [Return to bylaw article](#)

A.10.5.1 (B) The public member was added to meet the objectives of NFPA 1000 4.1.8A (2017 Edition). [Return to bylaw article](#)

A.10.5.12 For example: Approval of accreditation/reaccreditation in the case of a cancelled meeting. [Return to bylaw article](#)

A.10.5.14 The chair is entitled to vote once and in the event of a tie, the motion fails. [Return to bylaw article](#)

A.11.4.2 (A) Definition of “Good Standing.” [Return to bylaw article](#)

A.11.5.3 The requirement for a quorum of 50% that was approved in April 2015 was found to be problematic during the Fall 2016 meetings since some entities do not send delegates to committee and board meetings that they are not members of. It was determined that changing it to 30% is much more reasonable and achievable, especially for the fall meetings, and would allow the Assembly to take necessary action during a meeting. [Return to bylaw article](#)

A.11.10.2 Normally, in making appointments to committees, recommendations shall be sought from members of the assembly and the board. [Return to bylaw article](#)

A.12.6.1 The Assembly has established a procedure whereby individuals who have been certified by an accredited entity may be recognized internationally by having their names placed on an International Registry indicating their discipline and level of certification. [Return to bylaw article](#)

A.20.5.1 (B) The public member was added to meet the objectives of NFPA 1000 and the Council on Higher Education Accreditation recognition requirements. [Return to bylaw article](#)

A.20.5.14 For example: Approval of accreditation/reaccreditation in the case of a cancelled meeting. [Return to bylaw article](#)

A.20.5.16 The chair is entitled to vote once and in the event of a tie, the motion fails. [Return to bylaw article](#)

A.21.9.2 Normally, in making appointments to committees, recommendations shall be sought from members of the assembly and the board. [Return to bylaw article](#)