

INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS



Bylaws

October 2023

Bylaws of the International Fire Service Accreditation Congress (IFSAC) organization as a whole (Article 1), Council of Governors (Article 3), the Congress (Article 5), IFSAC Administration (Article 9), Certificate Assembly Board of Governors (Article 10), Certificate Assembly (Article 11), Degree Assembly Board of Governors (Article 20), and Degree Assembly (Articles 21).

TABLE OF CONTENTS

TERMS AND DEFINITIONS 1

ARTICLE 1 BYLAWS OF THE ORGANIZATION AS A WHOLE 11

ARTICLE 1.1 ENACTMENT11

ARTICLE 1.2 SEAL.....11

ARTICLE 1.3 GENERAL.....11

ARTICLE 1.4 ELECTIONS.....11

ARTICLE 1.5 MEETINGS.....11

ARTICLE 1.6 FEE STRUCTURE.....13

ARTICLE 1.7 LANGUAGE FOR PREPARATION OR SUBMISSION OF DOCUMENTS.....13

ARTICLE 1.8 AMENDMENTS14

ARTICLE 1.9 MENTORING PROGRAM14

ARTICLE 3 BYLAWS OF THE COUNCIL OF GOVERNORS 14

ARTICLE 3.1 ENACTMENT14

ARTICLE 3.2 NAME14

ARTICLE 3.3 AUTHORITY.....14

ARTICLE 3.4 RESPONSIBILITIES14

ARTICLE 3.5 COUNCIL OF GOVERNORS15

ARTICLE 3.6 MEETINGS.....17

ARTICLE 3.7 AMENDMENTS17

ARTICLE 3.8 COMMITTEES17

ARTICLE 5 BYLAWS OF THE CONGRESS..... 18

ARTICLE 5.1 ENACTMENT18

ARTICLE 5.2 NAME18

ARTICLE 5.3 GENERAL.....19

ARTICLE 5.4 RESPONSIBILITIES19

ARTICLE 5.5 MEMBERSHIP.....19

ARTICLE 5.6 MEETINGS20

ARTICLE 5.7 AMENDMENTS20

ARTICLE 5.8 IFSAC EMERITUS STATUS.....20

ARTICLE 9 BYLAWS OF IFSAC ADMINISTRATION..... 20

ARTICLE 9.1 ENACTMENT20

ARTICLE 9.2 NAME20

ARTICLE 9.3 RELATIONSHIP.....21

ARTICLE 9.4 RESPONSIBILITIES.....21

ARTICLE 9.5 ADMINISTRATION OFFICE.....21

ARTICLE 9.6 DUTIES21

ARTICLE 9.7 COMMITTEES22

ARTICLE 10 BYLAWS OF THE CERTIFICATE ASSEMBLY BOARD OF GOVERNORS 22

ARTICLE 10.1 ENACTMENT22

ARTICLE 10.2 NAME22

ARTICLE 10.3 RELATIONSHIP.....22

ARTICLE 10.4 RESPONSIBILITIES.....23

ARTICLE 10.5 CERTIFICATE ASSEMBLY BOARD OF GOVERNORS23

ARTICLE 10.6	MEETINGS.....	25
ARTICLE 10.7	AMENDMENTS	25
ARTICLE 10.8	COMMITTEES.....	25
ARTICLE 11 BYLAWS OF THE CERTIFICATE ASSEMBLY.....		26
ARTICLE 11.1	ENACTMENT	26
ARTICLE 11.2	NAME	26
ARTICLE 11.3	RESPONSIBILITIES.....	26
ARTICLE 11.4	GENERAL.....	27
ARTICLE 11.5	MEMBERSHIP.....	27
ARTICLE 11.6	MEETINGS.....	29
ARTICLE 11.7	AMENDMENTS	29
ARTICLE 11.8	ESTABLISHMENT AND REVISIONS TO THE CRITERIA FOR CERTIFICATE ACCREDITATION	29
ARTICLE 11.9	ACCREDITATION.....	30
ARTICLE 11.10	CERTIFICATES AND SEALS.....	30
ARTICLE 20 BYLAWS OF THE DEGREE ASSEMBLY BOARD OF GOVERNORS		31
ARTICLE 20.1	ENACTMENT	31
ARTICLE 20.2	NAME	31
ARTICLE 20.3	RELATIONSHIP.....	31
ARTICLE 20.4	RESPONSIBILITIES.....	31
ARTICLE 20.5	DEGREE ASSEMBLY BOARD OF GOVERNORS	32
ARTICLE 20.6	MEETINGS.....	33
ARTICLE 20.7	AMENDMENTS	33
ARTICLE 20.8	COMMITTEES.....	33
ARTICLE 21 BYLAWS OF THE DEGREE ASSEMBLY.....		34
ARTICLE 21.1	ENACTMENT	34
ARTICLE 21.2	NAME	35
ARTICLE 21.3	RESPONSIBILITIES.....	35
ARTICLE 21.4	GENERAL.....	35
ARTICLE 21.5	MEMBERSHIP.....	35
ARTICLE 21.6	MEETINGS.....	37
ARTICLE 21.7	AMENDMENTS	37
ARTICLE 21.8	ESTABLISHMENT AND REVISIONS TO CRITERIA PERTAINING TO ACCREDITATION.....	37
ARTICLE 21.9	ACCREDITATION.....	38
ARTICLE 21.10	WITHDRAWAL OF ACCREDITATION	39
APPENDIX EXPLANATORY MATERIAL		40

Terms and Definitions

Many of the following terms and definitions can also be found in or apply to other IFSAC documents outside of these Bylaws including those containing Degree Assembly accreditation criteria, Certificate Assembly accreditation criteria, and site visit information and procedures. These are IFSAC definitions to be used internally for accreditation process and business operations.

Each definition is labeled as applied to the Certificate Assembly [CA], the Degree Assembly [DA], or the organization as a whole [IFSAC].

Academic Certificate: [DA] These are academic programs of generally 9 to 45 credits. 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.

Academic Credit: [DA] 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 Quality: [DA] The quality of skills, knowledge, and ability achieved by graduates of the programs accredited as verified in the accreditation process where IFSAC criteria is demonstrated.

Academic Year: [DA] 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: [IFSAC] To give official authorization to or approval of; to provide with credentials; to recognize or vouch for as conforming to a standard.

Accreditation: [IFSAC] (1) Verification that the accredited entity meets the objectives in the Bylaws, criteria for accreditation, and administrative policies of the assembly. (2) The process by which a private, non-governmental body evaluates an educational institution, program of study, or certifying entity 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 – Approved Organization (AAO): [DA] Refers to an institution that is accredited by one of the following accrediting organizations (previously recognized by the U.S. Department of Education as regional accrediting organizations):

- Accrediting Commission for Community and Junior Colleges (ACCJC) Western Association of Schools and Colleges
- Higher Learning Commission (HLC)

- Middle States Commission on Higher Education (MSCHE)
- New England Commission of Higher Education (NECHE)
- Northwest Commission Colleges and Universities (NWCCU)
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- WASC Senior College and University Commission (WSCUC)

Accreditation – Institutional: [DA] 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: [DA] A status of affiliation accorded to an institution by a recognized accrediting association or commission that conducts accreditation procedures.

Accreditation – Specialized: [DA] 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: [DA] 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: [DA] Formal recognition given to 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: [DA] 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: [CA] An entity that has fire service certification systems accredited by IFSAC.

Accrediting: [IFSAC] The process whereby an agency or association grants formal recognition to a school, institute, college, university, specialized program of study, or entity which meets certain established qualifications and standards, as determined through initial and periodic evaluations.

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

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

Administration: [IFSAC] Personnel and manager of staff conducting the day-to-day functions of the organization. [See more.](#)

Admission Policy: [DA] 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: [DA] The denial or withdrawal of accreditation or candidate status by a recognized accrediting association or commission.

Advisory Committee: [DA] 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: [IFSAC] An appeal of a decision in accordance with due process as described in appeal procedures.

Application for Membership: [CA] Completion and submission of a form supplied by the Administration Office, together with such other materials as these Bylaws may require.

Approval: [IFSAC] 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.

Assessment: [IFSAC] Regarding student outcomes in Degree Assembly criteria for accreditation. Assessment is one or more processes that identify, collect, and prepare data to evaluate the attainment of student outcomes. Effective assessment uses relevant direct, indirect, quantitative, and qualitative measures as appropriate to the outcome being measured. Appropriate sampling methods may be used as part of the assessment process.

Business Continuity: [IFSAC] Having a plan to deal with difficult situations so the organization can continue to function with as little disruption as possible.

Candidate for Accreditation: [DA] Candidate for Accreditation is a status of preliminary affiliation by voting members 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: [DA] 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: [DA] 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 a synonym for “institution”.

Committee: [IFSAC] Standing committee, panel, task group, ad hoc group, and so forth.

Committee Member: [IFSAC] Individual appointed to perform some service or responsibility, as to investigate, to report on, or to act upon.

Complaint: [IFSAC] A written complaint to IFSAC against IFSAC members. See IFSAC Complaint/Dispute Procedure.

Consultant: [IFSAC] (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: [CA] 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): [IFSAC] A unit of measure for non-credit activities.

Cooperative Education: [DA] 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.

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

Credentials: [IFSAC] (1) A certificate stating that the student has graduated from a certain curriculum or has passed certain subjects; (2) a statement signed by the proper authority certifying that a person is authorized to perform certain functions or has been designated as an official representative.

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

Degrees: [DA] 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 – See [Academic Certificate](#).

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 bachelors. 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: [CA] 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: [DA] Every institution seeking candidacy, accreditation, or reaccreditation 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 in accordance with applicable laws.

Distance Learning: [IFSAC] 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.

Electronic Media: [IFSAC] Electronic media can be hard drives, removable drives (such as Zip disks), flash memory, and USB drives. Electronic media also includes “sharable” document platforms including (but not limited to) Google Drive, Box, or Microsoft Teams.

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

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

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

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

Experiential Learning: [IFSAC] Learning acquired from work and life experience, mass media, independent reading and study, certification, or other alternative methods. Also see **Portfolio**.

External Degree Program: [DA] 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: [DA] As used here, faculty refers to fire, emergency management, emergency medical, public safety or 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.

First-Past-the-Post-Voting: [IFSAC] First-past-the-post voting methods can be used for single- and multiple-member electoral divisions. In a single-member election, the candidate with the highest number (but not necessarily a majority) of votes is elected. In a multiple-member

election (or multiple-selection ballot), each voter casts (up to) the same number of votes as there are positions to be filled, and those elected are the highest-placed candidates corresponding to that number of positions. Each candidate may only receive one vote per ballot. If a candidate's name is entered on the ballot more than once, their name is counted only once. For example, if there are three vacancies, then the three separate candidates with the greatest numbers of votes are elected.

General Education Development: [DA] 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.

Good Standing: [IFSAC] *An entity that is in compliance with all bylaws, policies, and procedures.*

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

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

Institutional Research: [DA] Refer to collection of institutional data useful for self-analysis or planning 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).

Level: [IFSAC] 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.; or levels within the NFPA standards or IFSAC recognized alternate standards.

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

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

Meeting: [IFSAC] The conduct of business of a body by a majority of its members being personally together or together by teleconference. For example: telephone network, computer networks, or internet.

Meeting, Scheduled Regular: [IFSAC] A scheduled regular meeting is a semi-annual meeting of the Congress, COG, CABOG, DABOG, Certificate Assembly, and Degree Assembly.

Meeting, Special: [IFSAC] A meeting held for a special and limited purpose.

Membership: [IFSAC] Shall allow participation in the activities of IFSAC based upon classifications of membership.

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

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

Other Evaluative Methods: [CA] 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: [IFSAC] 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: [CA] An assessment tool in which documentation from their education, training, and experiences demonstrates their meeting of a standard or part of a standard.

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

Proctor: [CA] A person who monitors candidates during an examination and must have subject matter expertise in the testing process.

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

Program Faculty: [DA] Both full time and part time faculty with instructional responsibilities in the fire, emergency management, emergency medical, public safety, or related degree program.

Project: [CA] An assessment tool by which a candidate is 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.

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

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

Recommendation: [IFSAC] Refers to the evaluation team's or administrative reviewer's final statements or its advice regarding a program's accreditation status or entity's certification program level(s).

Remote Evaluator: [CA] A subject matter expert who evaluates the performance of a candidate that is demonstrating a manipulative skill via an audio/video broadcast in real-time.

Research: [DA] Refers to collection of institutional data useful for self-analysis or planning 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: [CA] 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: [IFSAC] Refers to the fact that the entity/program has fulfilled the intent of the stated criteria.

Shall: [IFSAC] Mandatory requirement.

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

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

Site Visit: [DA] Evaluation by a team of peer reviewers who examine the program's self-study; interview faculty, students, and staff; and examine the structure and effectiveness of the program and its relationship within the institution. Usually done as an in-person team but may be done virtually with those degree programs that are 100% online (where there is no possibility of direct physical student interaction for instruction and student support services). Normally part of the accreditation process but may be initiated by the program itself.

Staff: [IFSAC] Non-faculty, non-instructional, employees of the fire, emergency management, emergency medical, public safety, or related program.

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

Student Outcomes: [DA] Student outcomes describe what students are expected to know and be able to do by the time of graduation. These relate to the knowledge, skills, and behaviors that students acquire as they progress through the program.

Substantive Change: [DA] 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: [CA] 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.

Task Group: [IFSAC] A group of individuals charged with the responsibility for making a specific contribution to the goals of a committee. A quorum is not required for a task group to conduct work, however, a consensus is required to make a recommendation to a committee.

Teleconferencing: [IFSAC] The holding of a conference among people remote from one another by means of telecommunication devices (such as telephones or computer terminals).
Source: Merriam-Webster Dictionary.

ARTICLE 1

Bylaws of the Organization as a Whole

ARTICLE 1.1 ENACTMENT

1.1.1 This Article Number 1 shall be the Bylaws of the International Fire Service Accreditation Congress (IFSAC) Organization as a Whole.

ARTICLE 1.2 SEAL

1.2.1 The seal of the organization shall be shown on the original of these Bylaws.

ARTICLE 1.3 GENERAL

1.3.1 If a Council or board member's entity is not in good standing, the member shall be removed from the Council or their respective board.

1.3.2 Members of the Council, boards, Congress, assemblies, and committees, as such, shall not receive any remuneration for their services.

(A) Administration may reimburse the reasonable expenses of council or board members for their attendance at meetings of the Council or boards in the event of extenuating circumstances or for special meetings. Extenuating circumstances shall be determined by electronic means or conference call among the Council and Administration.

(B) Administration shall reimburse public members for reasonable expenses for their attendance at meetings.

1.3.3 Individuals awarded Emeritus Status shall not receive any remuneration for their services.

(A) Administration may reimburse the reasonable expenses of individuals awarded Emeritus Status for their attendance at meetings in accordance with policy and budgeting approved by the Council.

1.3.4 Parliamentarians shall not receive remuneration for their services.

(A) Administration may reimburse the parliamentarians for reasonable expenses for their attendance at meetings.

ARTICLE 1.4 ELECTIONS

1.4.1 The election process will follow first-past-the-post voting process.

ARTICLE 1.5 MEETINGS

1.5.1 All IFSAC related meetings shall be scheduled and coordinated through Administration.

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

1.5.3 Scheduled regular meetings of the Council, Congress, assemblies, boards, and committees shall be held semi-annually. 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 Administration Office between notification of the meeting (90 days) and distribution 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.

1.5.4 The Administration Office may assess each individual registering for a scheduled regular meeting a conference registration fee.

(A) Cancellation of any scheduled regular meeting shall be done through Administration with consultation from the COG. See [A.1.5.4 \(A\)](#)

1.5.5 Training and education for the membership shall be provided at least annually during a scheduled regular meeting of IFSAC.

(A) Site visit team training shall be provided at least annually through in-class, distance, or hybrid learning educational methods.

1.5.6 At meetings of the Council, Congress, assemblies, and boards 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.1.5.6](#)

1.5.7 Administration shall keep minutes of the Congress, Council, assembly, and board meetings in which all actions taken are recorded. Minutes will be considered for approval by the Congress, Council, assemblies, and boards at their next meeting.

(A) Draft minutes of meetings shall be distributed within sixty (60) days of the meeting.

(B) Approved minutes shall be distributed within sixty (60) days of the meeting at which they were approved.

1.5.8 Council, Congress, assembly, board, and committee members are responsible for ensuring that the business and activities of IFSAC are conducted in accordance with the provisions of these Bylaws and that the business and activities are appropriate for furthering the objectives stated therein.

1.5.9 The Council, boards or committees shall be allowed to have meetings between scheduled regular meetings. The Council or boards may take action consistent with the Bylaws relating to the management and operation of the activities within their purview as they deem expedient (see [A.1.5.9](#)). If action is taken during a meeting, records shall be kept and presented at the next scheduled regular Congress or assembly meeting.

1.5.10 The Council or boards, may, in any regular meeting or 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 Council or respective board, the parliamentarian, the assistant parliamentarian, or a member of the Committee on Rules who is not a member of the Council or respective board, or individuals requested by the chairperson of

the Council or board 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 1.5.10(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.

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

(3) Discussion of IFSAC Administration personnel matters.

(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 or board to regular session. The only exception would be matters related to 1.5.10(E)(2).

1.5.11 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 1.6 FEE STRUCTURE

1.6.1 Fees shall be based on a fee schedule recommended by the boards to the Council.

(A) Membership fees shall be assessed annually.

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

1.6.2 Non-payment of Fees: Members who have not paid the current year's dues 30 days before the spring meeting may be dropped from membership and IFSAC accreditation revoked based on policy and procedures of the respective assembly.

ARTICLE 1.7 LANGUAGE FOR PREPARATION OR SUBMISSION OF DOCUMENTS

1.7.1 All submissions to and documents prepared by and for the Congress or assemblies shall be in the English language.

1.7.2 All meetings and records of the COG, Congress, assemblies, and boards shall be conducted and recorded in the English language.

1.7.3 All costs for translation of documents or meetings shall be borne by the entity submitting or receiving the information or attending the meeting unless otherwise provided for by action of the COG, Congress, assemblies, and boards.

ARTICLE 1.8 AMENDMENTS

1.8.1 Amendments to Bylaws must be proposed in writing and submitted to the Administration Office at least sixty (60) days prior to a regular or special meeting of the Congress or assemblies.

(A) Administration shall send a copy of all proposed amendments to members at least thirty (30) days prior to the next regular or special meeting.

1.8.2 Properly proposed amendments to the Bylaws shall be voted on at Congress or assembly meetings. They shall require a two-thirds majority vote of the members present and voting for adoption.

(A) Bylaws not specific to an assembly or a board must be ratified by each assembly by a two-thirds majority vote prior to taking effect.

(B) Any amendments to the Bylaws shall take effect immediately upon completion of the meeting at which they are approved unless otherwise specified.

ARTICLE 1.9 MENTORING PROGRAM

1.9.1 IFSAC shall have a mentoring program administered per the Mentoring Program Criteria.

ARTICLE 3

Bylaws of the Council of Governors

ARTICLE 3.1 ENACTMENT

3.1.1 This Article Number 3 shall be the Bylaws of the International Fire Service Accreditation Congress (IFSAC) Council of Governors.

ARTICLE 3.2 NAME

3.2.1 The IFSAC Council of Governors shall hereafter be referred to as the Council or COG.

ARTICLE 3.3 AUTHORITY

3.3.1 The Council, within the scope of its defined responsibility, shall serve as the governing body of the organization and represent the Congress, boards, assemblies, and Administration.

ARTICLE 3.4 RESPONSIBILITIES

3.4.1 The responsibilities of the Council, within the scope of the Bylaws, are to:

(A) Approve strategic initiatives and goals.

- (B) Ensure the mission of the organization is carried out.
- (C) Deal with issues that are common to the assemblies.
- (D) Resolve disputes between assemblies, boards, and committees.
- (E) Work with OSU on employee issues with regard to hiring, termination, promotion, pay increases, and performance evaluations. See [A.3.4.1 \(E\)](#)
- (F) Approve and provide oversight of the budget.
- (G) Provide direction and assistance to Administration.
- (H) Serve as the final forum for appeals.
- (I) Oversee committees of the Council.
- (J) Consider and approve policy statements and operational guidelines submitted by committees of the Council or members of the Congress.
- (K) 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.
- (L) Promote the organization.
- (M) Take a position and express an opinion on behalf of the organization on issues relevant to the mission.
- (N) Approve internal evaluation instruments by the Congress, separate and apart from specific instruments used by the separate assemblies.
- (O) Work with Administration concerning financial and long-range planning.
- (P) Approve fee schedules.

ARTICLE 3.5 COUNCIL OF GOVERNORS

3.5.1 The Council shall consist of ten (10) voting and two (2) non-voting members:

- (A) Three (3) members elected from the Certificate Assembly.
- (B) Three (3) members elected from the Degree Assembly.
- (C) The public members from each assembly. See [A.3.5.1 \(C\)](#)
- (D) The chair of each assembly shall be a voting member of the Council. See [A.3.5.1 \(D\)](#)
- (E) One (1) member of Administration shall serve as a non-voting member.
- (F) The parliamentarian of the Congress shall serve as a non-voting member.
- (G) Council members from the assemblies shall serve staggered three (3) year terms.

(H) Election of Council members to fill seats vacated by members having served a three (3) year term, with the exception of each assembly chair and public member, shall occur during the spring meeting.

(I) 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.

(J) 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.3.5.1 \(J\)](#)

3.5.2 A member may withdraw from the Council by delivering to Administration a written letter of resignation.

3.5.3 A Council member may appoint as proxy another voting member of the Council. Such proxy, which is valid only for the meeting for which it is given, must be in writing and must be on record with Administration prior to the commencement of the meeting.

(A) No member shall be permitted to carry more than three (3) Council membership votes, including the member's own vote.

3.5.4 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 scheduled regular 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 scheduled regular meeting.

3.5.5 Members of the Council shall serve until replaced.

(A) When the status of a Council member changes, including changing employment, organizational representation, or funding source, the Council member must notify Administration.

(1) 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.

(2) If the Council member no longer represents the original entity, termination of Council membership will be automatic.

3.5.6 A request for the removal of a Council member for cause must be made in writing to Administration and be supported by at least six (6) members of the Council. A Council member's termination of appointment requires a 2/3 majority vote of the respective assembly present at their next meeting. See [A.3.5.6](#)

3.5.7 The chairperson and the vice-chairperson of the Council shall be elected by the Council for a three (3) year term.

(A) The chairperson and vice-chairperson shall be elected from the sitting Council members.

(1) The chairperson and vice-chairperson shall not be from the same assembly.

- (2) A public board member is not eligible to be elected as chairperson or vice-chairperson.
- (B) Election of the chairperson and vice-chairperson shall occur during the spring meeting.
- (1) In the event a spring meeting does not occur, the chairperson and vice-chairperson shall serve until the next spring meeting takes place.
- (C) 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.
- (D) In the event of a permanent vacancy of the chairperson, the vice-chairperson of the Council shall perform the duties of the chairperson with all the rights, privileges, and powers until the next regular meeting, during which the Council will elect a chairperson to complete the remainder of the three (3) year term.
- (E) In the event of a temporary absence or inability of the vice-chairperson to fulfill the duties of the office, the chairperson shall appoint a member of the Council to perform the duties of the acting vice-chairperson until such time as the vice-chairperson resumes his/her duties.
- (F) In the event of a permanent vacancy of the vice-chairperson, the chairperson shall appoint a member of the Council to perform the duties of vice-chairperson until the next regular meeting, during which the Council will elect a vice-chairperson to complete the remainder of the three (3) year term.

ARTICLE 3.6 MEETINGS

3.6.1 See [Article 1.5 Meetings](#).

ARTICLE 3.7 AMENDMENTS

3.7.1 See [Article 1.8 Amendments](#).

ARTICLE 3.8 COMMITTEES

3.8.1 The Council shall establish committees with an equal number of members appointed from each assembly. Each committee shall have clearly defined responsibilities or a specific charge.

- (A) Committee members will be appointed by the chairperson of the Council unless otherwise specified and shall serve three-year staggered terms.
- (B) In the event of a vacancy on the committee, the chairperson of the Council shall appoint a person to complete the remainder of the three (3) year term.
 - (1) Appointments will be made within 30 days of a vacancy.
 - (C) The chairperson and vice-chairperson shall be elected by members of the committee from among its membership at the Fall Meeting and shall serve three-year terms.
 - (1) Each committee shall elect chairpersons and vice-chairpersons from different assemblies.

(D) In the event of a permanent vacancy of the chairperson or vice-chairperson, the members of the committee shall elect a person to complete the remainder of the three (3) year term vacated.

(E) Committee members may be removed for cause. See [A.3.8.1 \(E\)](#)

3.8.2 In addition to the number of members appointed in 3.8.1, one individual from each assembly who has attained Emeritus Status may be appointed to serve in a non-voting advisory capacity to a given committee.

3.8.3 At least one-third of the members of committees formed under authorization of this article must be from voting entities of the Congress.

3.8.4 A committee may create task groups to address a specific topic or issue within the purview of the committee.

(A) A task group shall disband at the completion of its charge.

3.8.5 An ad hoc committee shall only be formed to address topics or issues not already in the purview of an established standing committee.

(A) An ad hoc committee shall disband at the completion of its charge.

3.8.6 Committees shall report at scheduled regular meetings of the Council.

3.8.7 Standing Committees:

(A) The Logistics Coordination Committee is responsible for addressing matters such as conference planning, travel, promotions, and information technology.

(B) The Operations Coordination Committee is responsible for addressing matters such as business continuity, awards, mentoring, and training.

(C) The Planning Coordination Committee is responsible for addressing matters such as Bylaws, policies and procedures, and ethics.

ARTICLE 5

Bylaws of the Congress

ARTICLE 5.1 ENACTMENT

5.1.1 This Article Number 5 shall be the Bylaws of the International Fire Service Accreditation Congress (IFSAC).

ARTICLE 5.2 NAME

5.2.1 The membership of IFSAC shall hereafter be referred to as the Congress.

ARTICLE 5.3 GENERAL

5.3.1 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.

(A) Business before the Congress shall be for discussion purposes, with decision-making referred to each assembly for consideration. 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.

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

5.3.2 The Congress, in pursuit of its objectives, shall conduct appropriate operations. Such operations will be based on an assessment of needs.

ARTICLE 5.4 RESPONSIBILITIES

5.4.1 The responsibilities of the Congress are to:

(A) Consider bylaw amendments relevant to Article 1, Article 3, Article 5, and Article 9.

(B) Inform members of the fire service and educational community regarding the system of accreditation and of IFSAC, including recommendations of promotional materials, exhibits, etc.

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

(D) Ensure nondiscriminatory accreditation processes.

(E) Refer issues to the individual assemblies for concurrence.

ARTICLE 5.5 MEMBERSHIP

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

5.5.2 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.

5.5.3 The public members shall have voting rights.

5.5.4 Emeritus members shall have non-voting rights.

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

ARTICLE 5.6 MEETINGS

5.6.1 See [Article 1.5 Meetings](#).

5.6.2 At meetings of the Congress, a quorum shall consist of at least thirty percent (30%) of the existing voting members including proxies. See [A.5.6.2](#)

(A) 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 Administration prior to the commencement of the meeting.

ARTICLE 5.7 AMENDMENTS

5.7.1 See [Article 1.8 Amendments](#).

ARTICLE 5.8 IFSAC EMERITUS STATUS

5.8.1 Purpose: To recognize and honor IFSAC participants by nomination of their respective board upon their participation in IFSAC for a minimum 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. See [A.5.8.1 \(C\)](#)

5.8.2 The assemblies may develop a policy to place additional qualifications on emeritus status for their respective assembly.

5.8.3 A nominee must be approved by a majority vote of their respective assembly.

5.8.4 Emeritus status is continual unless an individual resigns or is removed for just cause.

ARTICLE 9

Bylaws of IFSAC Administration

ARTICLE 9.1 ENACTMENT

9.1.1 This Article Number 9 shall be the Bylaws of the International Fire Service Accreditation Congress (IFSAC) Administration Office. See [A.9.1.1](#)

ARTICLE 9.2 NAME

9.2.1 The IFSAC Administration Office shall hereafter be referred to as IFSAC Administration or Administration.

ARTICLE 9.3 RELATIONSHIP

9.3.1 IFSAC Administration, within the scope of its defined responsibility, shall work in unison with the Council, Congress, boards, assemblies, and committees.

ARTICLE 9.4 RESPONSIBILITIES

9.4.1 The responsibilities of Administration are to:

- (A) Perform the daily operations of the Council, 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) Prepare and manage the budget and provide regular reports to the Council.
- (F) Be the custodian of the seal of the Congress.
- (G) Be representative of IFSAC. Representation may be delegated to other members of IFSAC.
- (H) Assist in promoting IFSAC through development of marketing materials and communications with prospective organizations.

ARTICLE 9.5 ADMINISTRATION OFFICE

9.5.1 The Administration Office shall be located at Oklahoma State University, Stillwater, Oklahoma.

9.5.2 Administration 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.

9.5.3 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.

9.5.4 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 9.6 DUTIES

9.6.1 The duties of Administration are to:

- (A) Provide administrative support to the Council, Congress, boards, assemblies, and committees regarding IFSAC business and accreditation.
- (B) Schedule and coordinate meetings.
- (C) Maintain and distribute minutes of all meetings.

- (D) Notify committee members upon appointment/re-appointment to a committee.
- (E) Manage yearly checks for members.
- (F) Appoint the parliamentarian and assistant parliamentarian.
- (1) The parliamentarians shall serve the Congress, Council, assemblies, boards, and committees throughout the year and deal with matters of parliamentary procedures during regular business and meetings.
- (2) The parliamentarian and assistant parliamentarian shall serve until replaced.
- (G) Maintain and update Bylaws, policies, and procedures.
- (H) Receive and review membership applications in accordance with assembly Bylaws.
- (I) Manage the accreditation and reaccreditation process for each assembly.
- (1) Schedule and facilitate all activities of site visits pursuant to policies and procedures.
- (J) Manage the administrative review process for each assembly.
- (K) Manage the International Registry.
- (L) Report appropriate and accurate information regarding IFSAC business and the accreditation process.

ARTICLE 9.7 COMMITTEES

9.7.1 IFSAC Administration shall have at least one staff member on each committee serving in a non-voting capacity.

ARTICLE 10

Bylaws of the Certificate Assembly Board of Governors

ARTICLE 10.1 ENACTMENT

10.1.1 This Article Number 10 shall be the Bylaws of the International Fire Service Accreditation Congress (IFSAC) Certificate Assembly Board of Governors.

ARTICLE 10.2 NAME

10.2.1 The IFSAC Certificate Assembly Board of Governors shall hereafter be referred to as the Board or CABOG.

ARTICLE 10.3 RELATIONSHIP

10.3.1 The Board, within the scope of its defined responsibility, shall work in unison with the Congress Administration.

ARTICLE 10.4 RESPONSIBILITIES

10.4.1 The responsibilities of the Board, within the scope of the Bylaws, are to:

- (A) Consider and approve policy statements and operational guidelines submitted by committees of the Board or members of the Assembly.
- (B) Clarify and carry out established policies.
- (C) Encourage the professional development of the fire and emergency services internationally.
- (D) Review appeals.
- (E) Meet prior to the scheduled regular meeting of the Assembly.
- (F) Establish a forum and dialogue between accredited entities that will encourage reciprocity between these entities.
- (G) Ensure the accreditation process is done on a valid and credible basis.
- (H) Act upon all accreditation applications and site visit reports.
- (I) Act on recommendations of 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.
 - (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 \(B\)](#)
- (C) Board members shall serve staggered three (3) year terms.
- (D) Election of Board members to fill seats vacated by members having served a three (3) year term shall occur during the spring meeting.
- (E) The chairperson shall appoint two (2) persons from the Assembly and one (1) person from the Administration as election officials.
- (F) The Assembly shall have the ballots destroyed upon completion of elections.

10.5.2 A member may withdraw from the Board by sending to Administration 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 scheduled regular meeting of the Assembly. The Assembly must elect a new board member at its next scheduled regular meeting after a vacancy occurs to fill the unexpired term.

(B) If a vacancy occurs for the public board member position the chairperson of the board will appoint a person meeting the requirements to fill the unexpired term.

10.5.4 A Board member may appoint as proxy another member of the Board. 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 Administration prior to the commencement of the meeting.

(A) No member shall be permitted to carry more than three (3) Board membership votes, including the member's own vote.

10.5.5 Members of the Board shall serve until replaced.

10.5.6 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.

10.5.7 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 seven (7) members of the Board.

10.5.8 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) Election of the chair and vice-chair shall occur during the spring meeting.

(B) In the event a spring meeting does not occur, the chair and vice-chair shall serve until the next spring meeting takes place.

(C) 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.

(D) 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 to complete the remainder of the three (3) year term.

(E) In the event of a temporary absence or inability of the vice-chairperson to fulfill the duties of the office, the chairperson shall appoint a member of the Board to perform the duties of the acting vice-chairperson until such time as the vice-chairperson resumes his/her duties.

(F) 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 to complete the remainder of the three (3) year term.

10.5.9 The Board shall act upon all accreditation site visit reports.

(A) Decisions on accreditation status are the sole responsibility of the CABOG subject to the appeal process.

(B) 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.

ARTICLE 10.6 MEETINGS

10.6.1 See [Article 1.5 Meetings](#).

ARTICLE 10.7 AMENDMENTS

10.7.1 See [Article 1.8 Amendments](#).

ARTICLE 10.8 COMMITTEES

10.8.1 The Board shall establish committees. Each committee shall have clearly defined responsibilities or a specific charge.

(A) Committee members will be appointed by the chairperson of the Board unless otherwise specified and shall serve three-year staggered terms. See [A.10.8.1 \(A\)](#)

(B) In the event of a vacancy on the committee, the chairperson of the Board shall appoint a person to complete the remainder of the three (3) year term.

(1) Appointments will be made within 30 days of a vacancy.

(C) The chairperson and vice-chairperson shall be elected by members of the committee from among its membership at the Fall Meeting and shall serve three-year terms.

(D) In the event of a permanent vacancy of the chairperson or vice-chairperson, the members of the committee shall elect a person to complete the remainder of the three (3) year term vacated.

(E) Committee members may be removed for cause. See [A.10.8.1 \(E\)](#)

10.8.2 In addition to members appointed in 10.8.1 (A), one individual from the assembly who has attained emeritus status may be appointed to serve in a non-voting advisory capacity to a given committee.

10.8.3 At least one-third of the members of committees formed under authorization of this article must be from voting entities of the Assembly.

10.8.4 A committee may create task groups to address a specific topic or issue within the purview of the committee.

(A) A task group shall disband at the completion of its charge.

10.8.5 An ad hoc committee shall only be formed to address topics or issues not already in the purview of an established standing committee.

(A) An ad hoc committee shall disband at the completion of its charge.

10.8.6 Committees shall report at scheduled regular meetings of the Board.

10.8.7 Standing Committees:

(A) The Certificate Assembly Planning Coordination Committee is responsible for addressing matters such as accreditation criteria, policies and procedures, correlation sheets, standards, and recruitment and retention.

ARTICLE 11

Bylaws of the Certificate Assembly

ARTICLE 11.1 ENACTMENT

11.1.1 This Article Number 11 shall be the Bylaws of the International Fire Service Accreditation Congress (IFSAC) Certificate Assembly.

ARTICLE 11.2 NAME

11.2.1 The IFSAC Certificate Assembly shall hereafter be known as the Assembly.

ARTICLE 11.3 RESPONSIBILITIES

11.3.1 The responsibilities of the Assembly are to:

(A) Consider Bylaw amendments relevant to Articles 10 and Article 11.

(B) Inform members of fire services regarding the system of accreditation.

(C) Develop and promote an awareness among state, provincial, territorial, tribal, and national governments, and those served by the certifying entity regarding the accreditation system.

(D) Identify and provide accreditation services to state, provincial, territorial, tribal, and national governments which request and qualify for 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 Board, 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 when deemed beneficial to the Assembly.

ARTICLE 11.4 GENERAL

11.4.1 The purpose of the Assembly is to provide a self-governed system which accredits fire service certification programs. Neither the Assembly nor the Board 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.

11.4.2 The Assembly, in pursuit of its objectives, shall conduct such operations as its members shall from time to time deem necessary.

11.4.3 The Assembly shall elect council and board members at its spring meeting.

11.4.4 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.

ARTICLE 11.5 MEMBERSHIP

11.5.1 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 (see 11.5.3 (A) and (B)). 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 provided by one of the following, shown in order of priority:

(A) Show evidence of a legal act, legislation, resolution, exclusive license, or statute from a state, provincial, territorial, tribal, or national government authorizing that entity to certify the professional competence of fire service personnel for a specific territory or jurisdiction.

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

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

11.5.2 In states, provinces, territories, and national 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 national 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 11.5.2 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 within the coalition.

(b) All entities within the state, province, or territory will be admitted into the Assembly as non-voting members in accordance with 11.5.3(B).

11.5.3 It is the intent of the Assembly that only one voting entity shall represent any state, province, territory, tribe, or national government 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:

(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.11.5.3 \(A\)](#)

(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 11.5.2 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.

11.5.4 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, tribal, or national government entity 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 11.5.2 of these Bylaws.

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

11.5.6 An entity may withdraw from the Assembly by sending to the Administration a written letter of resignation.

ARTICLE 11.6 MEETINGS

11.6.1 See [Article 1.5 Meetings](#).

11.6.2 The representative of a voting entity may appoint as proxy a member of the voting entity's staff or the representative of another voting entity 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 Administration prior to the commencement of the meeting.

11.6.3 At meetings of the Assembly, a quorum shall consist of at least thirty percent (30%) of the existing voting entity members including proxies. See [A.11.6.3](#)

ARTICLE 11.7 AMENDMENTS

11.7.1 See [Article 1.8 Amendments](#).

ARTICLE 11.8 ESTABLISHMENT AND REVISIONS TO THE CRITERIA FOR CERTIFICATE ACCREDITATION

11.8.1 The Assembly shall establish and publish criteria for certificate accreditation covering 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.

11.8.2 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.

11.8.3 The Criteria for Certificate Accreditation may be revised or amended upon a majority vote of the Assembly delegates and proxies present and voting. This shall be done only after the proposed revision has been provided to the Administration 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.

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

ARTICLE 11.9 ACCREDITATION

11.9.1 Accreditation 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) Initial accreditation: 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.

(B) Reaccreditation: Failure of an entity to submit required application documentation and have a site visit prior to the Board of Governors meeting following the due date of a reaccreditation site visit, or any granted extensions, will result in a lapse of accreditation and loss of ability to issue seals.

(1) In order to regain accreditation and the ability to issue seals, the entity shall successfully complete the requirements for reaccreditation.

11.9.2 An extension to have a site visit for reaccreditation will be considered by the Board per the policies and procedures of the Assembly.

11.9.3 Site visits shall be conducted following the policies and procedures of the Assembly.

11.9.4 Accredited entities may add certification levels to their certificate accreditation status between site visits according to the IFSAC Certificate Assembly Administrative Review Procedures.

11.9.5 Should the scope of the certifying entity change, the Administration 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.

ARTICLE 11.10 CERTIFICATES AND SEALS

11.10.1 The distribution of any certificates bearing the IFSAC seal shall be done in accordance with policies and procedures of the Assembly.

11.10.2 Each IFSAC seal number issued by an accredited entity for certification shall be reported to IFSAC Administration in accordance with IFSAC seal reporting policies and procedures.

11.10.3 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.

11.10.4 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.

11.10.5 Administration, as a service, may issue individuals an additional certificate of international recognition. 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. Administration may advertise and charge a fee for this service.

ARTICLE 20

Bylaws of the Degree Assembly Board of Governors

ARTICLE 20.1 ENACTMENT

20.1.1 This article number 20 shall be the Bylaws of the International Fire Service Accreditation Congress (IFSAC) Degree Assembly Board of Governors.

ARTICLE 20.2 NAME

20.2.1 The IFSAC Degree Assembly Board of Governors shall hereafter be referred to as the Board or DABOG.

ARTICLE 20.3 RELATIONSHIP

20.3.1 The Board, within the scope of its defined responsibility, shall work in unison with the Congress Administration.

ARTICLE 20.4 RESPONSIBILITIES

20.4.1 The responsibilities of the Board, within the scope of the Bylaws, are to:

(A) Consider and approve policy statements and operational guidelines submitted by committees of the Board or members of the Assembly.

(B) Clarify and carry out established policies.

(C) Encourage the professional and educational development of fire and emergency services.

(D) Review appeals.

(E) Meet prior to the scheduled regular meeting of the Assembly.

(F) Establish a forum and dialogue between accredited entities that will encourage cooperation.

(G) Ensure that the program accreditation process is done on a valid and credible basis.

(H) Act upon all accreditation applications and site visit reports.

(1) The accreditation 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.

(I) Act on recommendations of committees.

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.

(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.

(B) One (1) member elected from the general public during the spring meeting. See [A.20.5.1 \(B\)](#)

(C) Board members shall serve staggered three (3) year terms.

(D) Election of Board members to fill seats vacated by members having served a three (3) year term shall occur during the spring meeting.

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

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

20.5.2 A member may withdraw from the Board by sending to Administration 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 scheduled regular meeting of the Assembly. The Assembly must elect a new board member at its next scheduled regular meeting after the vacancy occurs to fill the unexpired term.

(B) If a vacancy occurs for the public board member position, the chairperson of the board will appoint a person meeting the requirements to fill the unexpired term.

20.5.4 A Board member may appoint as proxy another member of the Board. 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 Administration prior to the commencement of the meeting.

(A) No member shall be permitted to carry more than three (3) Board membership votes, including the member's own vote.

20.5.5 Members of the Board shall serve until replaced.

20.5.6 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.

20.5.7 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.

20.5.8 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) Election of the chair and vice-chair shall occur during the spring meeting.

(B) In the event a spring meeting does not occur, the chair and vice-chair shall serve until the next spring meeting takes place.

(C) 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.

(D) 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 to complete the remainder of the three (3) year term.

(E) In the event of a temporary absence or inability of the vice-chairperson to fulfill the duties of the office, the chairperson shall appoint a member of the Board to perform the duties of the acting vice-chairperson until such time as the vice-chairperson resumes his/her duties.

(F) 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 to complete the remainder of the three (3) year term.

20.5.9 The Board shall act upon all accreditation site visit reports. Decisions on accreditation status are the sole responsibility of the Board 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 a program.

ARTICLE 20.6 MEETINGS

20.6.1 See [Article 1.5 Meetings](#)

ARTICLE 20.7 AMENDMENTS

20.7.1 See [Article 1.8 Amendments](#).

ARTICLE 20.8 COMMITTEES

20.8.1 The Board shall establish committees. Each committee shall have clearly defined responsibilities or a specific charge.

(A) Committee members will be appointed by the chairperson of the Board unless otherwise specified and shall serve three-year staggered terms. See [A.20.8.1 \(A\)](#)

(B) In the event of a vacancy on the committee, the chairperson of the Board shall appoint a person to complete the remainder of the three (3) year term.

(1) Appointments will be made within 30 days of a vacancy.

(C) The chairperson and vice-chairperson shall be elected by members of the committee from among its membership at the fall meeting and shall serve three-year terms.

(D) In the event of a permanent vacancy of the chairperson or vice-chairperson, the members of the committee shall elect a person to complete the remainder of the three (3) year term vacated.

(E) Committee members may be removed for cause. See [A.20.8.1 \(E\)](#)

20.8.2 In addition to the members appointed in 20.8.1 (A), one individual from the assembly who has attained emeritus status may be appointed to serve in a non-voting advisory capacity to a given committee.

20.8.3 At least one-third of the members of committees formed under authorization of this article must be from voting entities of the Assembly.

20.8.4 A committee may create task groups to address a specific topic or issue within the purview of the committee.

(A) A task group shall disband at the completion of its charge.

20.8.5 An ad hoc committee shall only be formed to address topics or issues not already in the purview of an established standing committee.

(A) An ad hoc committee shall disband at the completion of its charge.

20.8.6 Committees shall report at scheduled regular meetings of the Board.

20.8.7 Standing Committees:

(A) The Degree Assembly Planning Coordination Committee is responsible for addressing matters such as accreditation criteria, policies and procedures, recruitment, and retention.

ARTICLE 21

Bylaws of the Degree Assembly

ARTICLE 21.1 ENACTMENT

21.1.1 This Article Number 21 shall be the Bylaws of the International Fire Service Accreditation Congress (IFSAC) Degree Assembly.

ARTICLE 21.2 NAME

21.2.1 The IFSAC Degree Assembly shall hereafter be referred to as the Assembly.

ARTICLE 21.3 RESPONSIBILITIES

21.3.1 The responsibilities of the Assembly are to:

- (A) Develop and/or adopt criteria for accreditation.
- (B) Consider bylaw amendments relevant to Article 20 and Article 21.
- (C) Promote networking among postsecondary institutions that offer degree programs in fire, emergency services, public safety, and related disciplines.
- (D) Develop and promote awareness among government agencies, postsecondary institutions, and those members of the public served by the accredited program regarding the accreditation system.
- (E) Ensure the objectives of this Assembly are completed in a non-discriminatory fashion.
- (F) Utilize appropriate criteria to ensure accreditation is completed on a valid and credible basis.
- (G) Seek recognition from agencies who evaluate, accredit, recognize, or approve accrediting bodies when deemed beneficial to the Assembly.

ARTICLE 21.4 GENERAL

21.4.1 The purpose of the Assembly is to provide a self-governed system that accredits fire, emergency services, public safety, and related postsecondary programs at the academic certificate, associate, baccalaureate, and master levels offered by colleges and universities in the United States and at equivalent levels internationally.

21.4.2 The Assembly, in pursuit of its objectives, shall conduct such operations as its members shall from time to time deem necessary.

21.4.3 The Assembly shall elect Council and Board members at its spring meeting.

21.4.4 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.

ARTICLE 21.5 MEMBERSHIP

21.5.1 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 an Accreditation – Approved Organization (AAO).

(i) Institutions located in the United States and its territories shall be accredited by one of the AAOs as defined by the Assembly.

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

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

(i) The Assembly will evaluate only those international programs that are recognized by U.S.-based accrediting organizations and/or the appropriate governmental and nongovernmental quality assurance entities in that country or region. IFSAC will notify the appropriate governmental and nongovernmental quality assurance agencies of the programs intent to seek review and will invite their comments.

(ii) All documents presented in the membership application process must be in English.

(c) Accreditation will be limited to voting members.

(2) Corresponding Member: Organizations or individuals interested in accreditation of fire, emergency management, emergency medical, public safety, and related postsecondary 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.

21.5.2 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.

21.5.3 All voting membership applications shall be acted upon by the chairperson of the Assembly, unless there is any question as to the credentials of the applicant, then acceptance will be determined by a majority vote of the Assembly at the next scheduled regular meeting.

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

21.5.5 An institution may withdraw from the Assembly by sending Administration a written letter of resignation to Administration.

(A) Administration shall notify the chair that a letter of resignation has been received and the chair shall authorize Administration 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 21.5. After establishing membership, the program shall follow Article 21.9 to establish program accreditation.

ARTICLE 21.6 MEETINGS

21.6.1 See [Article 1.5 Meetings](#).

21.6.2 The representative of a voting entity may appoint as proxy a member of the voting entity's staff or the representative of another voting entity 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 Administration prior to the commencement of the meeting.

21.6.3 At meetings of the Assembly, a quorum shall consist of at least twenty percent (20%) of the existing voting members including proxies.

ARTICLE 21.7 AMENDMENTS

21.7.1 See [Article 1.8 Amendments](#).

ARTICLE 21.8 ESTABLISHMENT AND REVISIONS TO CRITERIA PERTAINING TO ACCREDITATION

21.8.1 The Assembly shall establish and publish criteria for program degree and academic certificate accreditation.

21.8.2 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.

21.8.3 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 Administration 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.

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

ARTICLE 21.9 ACCREDITATION

21.9.1 The accreditation process will be administered based on the Bylaws, policies, procedures, and criteria of the Assembly.

(A) Accredited programs must continue to meet the Criteria for Accreditation once accredited. Failure to meet accreditation criteria shall result in withdrawal of accreditation.

(B) Accredited entities shall complete and submit an Annual Status Report each year per the Annual Status Report Procedures.

(1) In the event of national emergencies within our member countries, delays in submitting the program's Annual Status Report shall be considered on a case-by-case basis. These emergencies can include natural and man-made disasters, pandemics, interruptions to critical infrastructure, et al.

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

21.9.3 All accreditations 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. This applies to all accreditation scenarios including initial accreditation, reaccreditation, a conditional accreditation, a provisional accreditation, or any extension period(s).

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

21.9.5 Conditional accreditation will be considered for reaccreditation only.

21.9.6 Extensions of reaccreditation will be considered by the DABOG per the policies and procedures of the Assembly.

21.9.7 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.

21.9.8 Administrative reviews conducted for the purpose of adding a program or programs of study, including academic certificates, to an existing program's accreditation status shall adhere to policies and procedures of the Assembly.

21.9.9 An accredited program shall report a substantive change according to the policies and procedures of the Assembly.

21.9.10 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 a basis of judgement for the decision of the DABOG.

21.9.11 Programs shall have the right of appeal pursuant to the Appeals Process.

ARTICLE 21.10 WITHDRAWAL OF ACCREDITATION

21.10.1 Withdrawal of accreditation shall follow the Assembly's withdrawal of accreditation procedures.

Appendix

Explanatory Material

Administration: [IFSAC] Oklahoma State University will maintain an administration office on the campus in Stillwater, Oklahoma. The manager of the International Fire Service Accreditation Congress (IFSAC) and necessary staff will conduct the day-to-day business of IFSAC and maintain appropriate records. [Return to Terms and Definitions](#)

A.1.5.4 (A) Cancellations may include but are not limited to terrorist events, natural disasters, civil unrest, etc. [Return to bylaw article](#)

A.1.5.6 The chair (board or assembly meetings) is entitled to vote once and in the event of a tie, the motion fails. [Return to bylaw article](#)

A.1.5.9 Examples: Approval of budget in the case of no spring meeting (Council); approval of accreditation/reaccreditation (boards) if waiting until a scheduled regular meeting affects the ability of an entity or postsecondary program to conduct business. [Return to bylaw article](#)

A.3.4.1 (E) IFSAC Administration Office staff are employees of Oklahoma State University. [Return to bylaw article](#)

A.3.5.1 (C) 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.3.5.1 (D) Any member of the Council who is elected as the chairperson for their respective board shall step down from their elected position on the Council upon accepting the chairperson position. [Return to bylaw article](#)

A.3.5.1 (J) For Certificate Assembly Coalitions: only one representative of the coalition shall be allowed to serve on the Council. [Return to bylaw article](#)

A.3.5.6 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.3.8.1 (E) For example, the chairperson may remove a committee member due to lack of participation, performance, or reassignment. [Return to bylaw article](#)

A.5.6.2 The requirement for a quorum of 50% that was approved in April 2015 was found to be problematic during the 2016 Fall Meeting since some entities do not send delegates if they are not members of boards or committees. 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.5.8.1 (C) Possible examples, with the approval of the respective assembly and the board, might include but not limited to:

(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; and/or becomes employed elsewhere and he/she is not the organization or college's representative to IFSAC. [Return to bylaw article](#)

A.9.1.1 The assemblies approved in the spring of 2017 the creation of a new Article 09, Bylaws of IFSAC Administration, which contains all information regarding administration and administrative functions and duties rather than have them scattered throughout the Bylaws. [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.10.8.1 (A) Normally, in making appointments to committees, recommendations shall be sought from members of the assembly and the board. [Return to bylaw article](#)

A.10.8.1 (E) For example, the chairperson may remove a committee member due to lack of participation, performance, or reassignment. [Return to bylaw article](#)

A.11.5.3 (A) See definition of Good Standing. [Return to bylaw article](#)

A.11.6.3 The requirement for a quorum of 50% that was approved in April 2015 was found to be problematic during the 2016 Fall Meeting since some entities do not send delegates not serving on a committee or board. 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.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.20.8.1 (A) Normally, in making appointments to committees, recommendations shall be sought from members of the assembly and the board. [Return to bylaw article](#)

A.20.8.1 (E) For example, the chairperson may remove a committee member due to lack of participation, performance, or reassignment. [Return to bylaw article](#)