

# **ARTICLE 01**

## **Bylaws & Constitution of the Council of Governors**

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**ARTICLE 01.1 ENACTMENT**

01.1.1 This Article Number 01 shall be the Constitution of the International Fire Service Accreditation Congress Council of Governors.

**ARTICLE 01.2 RELATIONSHIP**

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

**ARTICLE 01.3 NAME**

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

**ARTICLE 01.4 ADMINISTRATIVE OFFICE**

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

**ARTICLE 01.5 MISSION STATEMENT AND FUNCTIONS**

Mission Statement:

- 01.5.1 The functions of the Council of Governors are to:
- a) Work with the Congress on issues of linkage between assemblies.
  - b) Deal with issues that are common to the Certificate Assembly Board of Governors and the Degree Assembly Board of Governors.
  - c) Recommend resolutions to the Congress to resolve disputes between the Certificate Assembly and the Degree Assembly.

**ARTICLE 01.6 COUNCIL OF GOVERNORS**

- 01.6.1 The Council of Governors shall consist of seven (7) members:
- a) Three (3) members elected from the Certificate Assembly.
  - b) Three (3) members elected from the Degree Assembly.
  - c) One (1) member of the Administrative Office to serve as meeting facilitator. The administrative member will only vote in the event of a tie vote.
  - d) Council of Governors members will serve a three (3) year term.
- 01.6.2 A member may withdraw from the Council of Governors by delivering to the Administrative Office a written letter of resignation.
- 01.6.3 In the event of a vacancy occurring on the Council of Governors, the replacement process shall be:

- a) If the member represents the Certificate Assembly, the chairperson of the Certificate Assembly Board of Governors will appoint a replacement from members of the Certificate Assembly Board of Governors to serve until the next regular meeting of the Certificate Assembly.
- b) If the member represents the Degree Assembly, the chairperson of the Degree Assembly Board of Governors will appoint a replacement from members of the Degree Assembly Board of Governors to serve until the next regular meeting of the Degree Assembly.
- c) Any assembly in which a vacancy occurs must elect a new member to the Council of Governors to fill the unexpired term at its next regular meeting after the vacancy occurs.

01.6.4 Members of the Council of Governors shall serve until replaced.

01.6.5 A Council of Governors member's appointment may be terminated for cause by a majority vote of the Council of Governors. A requisition for a letter ballot, for the removal of a Council of Governors member, requires the support of at least four (4) members of the Council of Governors.

01.6.6 The administrative appointment to the Council of Governors shall serve as facilitator.

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

## **ARTICLE 01.7 MEETINGS**

01.7.1 An annual meeting of the Council of Governors shall be held during the annual meeting of the International Fire Service Accreditation Congress. Ninety (90) days prior to the meeting, written notice of the meeting shall be sent to each member. Sixty (60) days prior to the meeting, notice of the agenda shall be published in sufficient detail to enable members to form a reasoned judgment. Agenda items may be provided to the Administrative Office between notification of the meeting (90 days) and printing of the agenda.

01.7.2 At meetings of the Council of Governors, a majority of the members shall constitute a quorum.

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

- 01.7.4 The administrative member of the Council of Governors shall not vote on any question put before the Council of Governors except to break a tie vote.
- 01.7.5 Council of Governors members are responsible for ensuring that the business and activities of the Council of Governors are conducted in accordance with the provisions of these bylaws and that the business and activities of the Council are appropriate for furthering the objectives stated therein.
- 01.7.6 The Council of Governors shall keep minutes of the proceedings of its meetings in which shall be recorded all actions taken by the Council of Governors. Preparation of the minutes shall be the responsibility of the Administrative Office and shall be submitted to the members of the Council of Governors within sixty (60) days of the meeting. Minutes will be considered for approval by the Council of Governors at its next meeting and shall be distributed to the Congress within sixty (60) days of approval by the Council.

#### **ARTICLE 01.8 AMENDMENTS**

- 01.8.1 Amendments to these bylaws must be proposed in writing and submitted to the Administrative Office at least sixty (60) days prior to a regular or special meeting of the International Fire Service Accreditation Congress.
- 01.8.2 The Administrative Office shall send a copy of all proposed amendments to each Congress member at least thirty (30) days prior to the next regular or special meeting of the Congress.
- 01.8.3 Properly proposed amendments to these bylaws shall be balloted at Congress meetings. They shall require a two-thirds majority vote of the members present and voting for adoption. Once the amendment has passed the Congress, it must be placed before each assembly and concurred by a majority vote of both assemblies.



## **ARTICLE 05**

### **Bylaws and Constitution of the International Fire Service Accreditation Congress**

05.1.....	Enactment
05.2.....	General
05.3.....	Name
05.4.....	Membership
05.5.....	Meetings
05.6.....	Seal
05.7.....	Mission Statement and Functions
05.8.....	Rules and Regulations
05.9.....	Amendments
05.10.....	Committees
05.11.....	IFSAC Emeritus Status



**ARTICLE 05.1 ENACTMENT**

05.1.1 This Article Number 05 shall be the Constitution of the International Fire Service Accreditation Congress.

**ARTICLE 05.2 GENERAL**

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

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

**ARTICLE 05.3 NAME**

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

**ARTICLE 05.4 MEMBERSHIP**

05.4.1 Membership in any approved assembly such as the Degree or Certificate Assembly shall qualify an individual as a member of the Congress. Membership in the Congress shall take place immediately upon membership in either assembly.

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

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

**ARTICLE 05.5 MEETINGS**

05.5.1 A meeting of the Congress and its assemblies shall be held annually. Ninety (90) days prior to the meeting, written notice of the meeting shall be sent to each member. Sixty (60) days prior to the meeting, notice of the agenda shall be published in sufficient detail to enable members to form a reasoned judgment. Agenda items may be provided to the Administrative Office between notification of the meeting (90 days) and printing of the agenda.

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

05.5.3 At meetings of the Congress, a majority of the members registered at that meeting shall constitute a quorum for that meeting.

- 05.5.4 At meetings of the Congress, every question shall be determined by a simple majority vote of its members present and proxy votes unless specifically provided by these bylaws.
- 05.5.5 The Congress shall keep minutes of the proceedings of its meetings in which shall be recorded all actions taken by the Congress. Preparation of the minutes shall be the responsibility of the Administrative Office and shall be submitted to the members of the Congress within thirty days of the meeting. Minutes will be considered for approval by the Congress at its next meeting and shall be distributed to the Congress within thirty days of approval by members of the Congress.
- 05.5.6 Congress members are responsible for ensuring that the business and activities of the Congress are conducted in accordance with the provisions of these bylaws and are appropriate for furthering the objectives stated therein.

#### **ARTICLE 05.6 SEAL**

- 05.6.1 The seal of the Congress shall be shown on the original of these bylaws.
- 05.6.2 The Administrative Office shall be the custodian of the seal of the Congress.

#### **ARTICLE 05.7 MISSION STATEMENT AND FUNCTIONS**

Mission Statement: To increase the level of professionalism of the fire service through the accreditation of those entities who work with assemblies within the Congress, for the accreditation of public fire service certification programs and/or fire-related, postsecondary educational programs, by increasing the coordination of efforts between the assemblies of the Congress, and serve as a mechanism of arbitration on issues of debate between assemblies.

- 05.7.1 The functions of the Congress are to:
- a) Consider policy statements and operational guidelines submitted by any of the assemblies of the Congress or Council of Governors.
  - b) Inform members of the fire service and educational community regarding the system of accreditation and of the International Fire Service Accreditation Congress, including recommendations of promotional materials, exhibits, etc.
  - c) Develop an awareness among state, provincial, territorial, federal government agencies, and educational institutions regarding the accreditation system.
  - d) Ensure compliance with any recognized national or international standards of accrediting bodies, and where conflict may exist between accreditation standards, evaluate and approve specific standards for use by the Congress in measuring itself.
  - e) Approve internal evaluation instruments by the Congress, separate and apart from specific instruments used by the separate assemblies.
  - f) Work with the Administrative Office and Council of Governors concerning financial and long-range planning.

- g) Ensure nondiscriminatory accreditation processes.

## **ARTICLE 05.8      RULES AND REGULATIONS**

- 05.8.1 The Council of Governors may prescribe rules and regulations consistent with Article Number 05 relating to the management and operation of the activities within the Congress as they deem expedient, provided that such rules and regulations shall have force and effect only until the next annual meeting of the Congress when such changes are placed before the members for decision.
- 05.8.2 Rules and regulations are prepared so as to clarify and amplify the provisions of Article Number 05 in order to provide guidance for the effective administration of the Congress.
- 05.8.3 The administrative officer or a representative of the Administrative Office shall facilitate the Congress meeting, shall preserve order, and shall facilitate impartially the business during the annual meetings, taking no part in debates while presiding.
- 05.8.4 The authority of the Congress shall be limited to:
  - a) Setting meeting dates for the annual conference.
  - b) Referring issues to the individual assemblies for concurrence.
  - c) Developing issues of linkage and methods by which the individual assemblies can be directed to work cooperatively on issues that would result in an increased effectiveness of IFSAC.
  - d) Establishing cooperative committees between assemblies for combined issues.
- 05.8.5 Business before the Congress shall be for discussion purposes, with decision making referred to each assembly for concurrence. The Congress may be utilized as an arbitration instrument or forum between assemblies, but concurrence by each assembly shall be required for the transaction of business.
- 05.8.6 The Congress should be utilized as a mechanism for an individual assembly to raise an issue addressed by other assemblies.
- 05.8.7 Any question coming before the annual 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 05.9      AMENDMENTS**

- 05.9.1 Amendments to these bylaws must be proposed in writing and submitted to the Administrative Office at least sixty (60) days prior to a regular or special Congress meeting. The Administrative Office shall send a copy of all proposed amendments to each Congress member at least thirty (30) days prior to the next regular or special meeting of the Congress.
- 05.9.2 Properly proposed amendments to these bylaws shall be balloted at Congress meetings. They shall require a majority vote of the Congress to be referred to each

assembly for concurrence.

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

## **ARTICLE 05.10 COMMITTEES**

05.10.1 Committees may be established by the Congress, with an equal number of members appointed by each assembly. The term “committee” shall include standing committees, panels, task forces, ad hoc groups, and so forth. Each committee shall have a clearly defined function or specific charge. Any ad hoc committee shall disband at the completion of its charge.

### 05.10.2 Standing Committees

- a) Finance Committee - The Finance Committee shall be a standing committee of the Congress. The Finance Committee shall be composed of three voting members from each assembly to be appointed by the chairperson of the board of governors of each assembly. The chairperson of the Finance Committee shall be elected by members of the committee from among its membership. Initially, from each assembly, one of these members shall be appointed for a term of one year, one member for a term of two years, and one member for a term of three years. Subsequent appointments shall be for a term of three years.

The Finance Committee shall establish the criteria and procedures for budget development, management, and reporting. The IFSAC manager shall prepare the budget for approval by the committee and shall keep records and reports as required by the committee.

- b) Committee on Rules - The Committee on Rules shall be a standing committee of the Congress. The committee shall be composed of the parliamentarian of the Congress, appointed by the facilitator of the Council of Governors, who shall chair the Committee on Rules and three voting members from each assembly to be appointed by the chairperson of the board of governors of each assembly. Initially, from each assembly, one member shall be appointed for a term of one year, one member for a term of two years, and one member for a term of three years. Subsequent appointments shall be for a term of three years.

The Committee on Rules shall receive and review all proposed amendments to the Constitution and Bylaws of the International Fire Service Accreditation Congress for conflict and procedural concerns. It shall report its findings and recommendations through the Council of Governors of the Congress.

- c) Committee on Promotions - The Committee on Promotions shall be a standing committee of the Congress. The Committee on Promotions shall be composed of three voting members from each assembly to be appointed by the chairperson of the board of governors of each assembly. The chairperson of the Committee on Promotions shall be elected by the committee from among its membership. Initially, from each assembly, one of these members shall be appointed for a

term of one year, one member for a term of two years, and one member for a term of three years. Subsequent appointments shall be for a term of three years.

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

- i) **Role of the IFSAC Ambassador(s):** Act as liaisons between IFSAC and potential entities. The ambassador will actively promote IFSAC to local fire and rescue training, educational, and certification authorities. They can act as a mentor to new and applying entities. They will also assist site team with local cultures and traditions. They will be responsible for reproducing brochures and flyers to the local language that originate from IFSAC.
  - ii) **Appointment:** Ambassadors may be a current member of IFSAC. They may also be past members or other persons that the Promotions Committee feels can support and further the goals and growth of IFSAC. All ambassadors must be recommended by the Promotions Committee and approved by the Council of Governors.
  - iii) **Reporting:** The ambassador will make a bi-annual report to the Promotions Committee and the Council of Governors. This report shall be formally presented at the Fall meetings and the annual meetings and shall consist of their activities, accomplishments, and contacts. The ambassador will keep in contact with IFSAC Administration and copy Administration on all correspondence for record. This record will be available to the Council of Governors and Promotions Committee for review and confirmation of activities.
  - iv) **Conflict of Interest:** Upon acceptance of the position of ambassador, the ambassador understands the position will not be used for financial gain, but solely to support and promote IFSAC in their region. The ambassador must understand and follow all bylaws, policies, procedures, and ethics as set by IFSAC.
- d) **Ethics Committee** – The Ethics Committee shall be a standing committee of the Congress. The Ethics Committee shall be composed of four voting members from each assembly, to be appointed by the chairperson of the board of governors of each assembly. The parliamentarian shall also serve as a voting member of the committee. The chairperson of the Ethics Committee shall be elected by members of the committee, from within its membership. Initially, from each assembly, one of these members shall be appointed for a term of one year, one member for a term of two years, and two members for a term of three

years. Subsequent appointments shall be for a term of three years.

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

#### **ARTICLE 05.11 IFSAC EMERITUS STATUS**

Purpose: To recognize and honor IFSAC participants by nomination of their respective board upon their participation in IFSAC for a period of five consecutive years and who are no longer active in his or her fire service or related career. A nominee must be approved by the majority of their respective assemblies, and then referred to the Congress for approval. Individuals granted emeritus status shall:

- a) Be invited, at his or her own expense, to IFSAC conferences and meetings.
- b) Be allowed to speak at attended meetings with chair approval.
- c) Maintain a non-voting status.
- d) Be listed in the IFSAC member directory of each respective assembly as Emeritus Status.