

The Institute of Fire Safety Managers

Established 1997



Rules and Regulations for Entry to Grades of Membership

Version: 17

Summary:	This document looks at the different membership types within the Institute of Fire Safety Managers (IFSM), the routes to these and the code of conduct expected of members, officials & Council.	
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GENERAL

Introduction

These Rules and Regulations are enacted under the By-Laws of the Institute to detail the entry qualifications and requirements to the various grades of membership of the Institute as listed in those By-Laws. The rules for membership as described herein will be applied by the Membership Committee and Council of the Institute to all applications for determining the grade of membership of any applicant. The Articles of Association and By-Laws also contain the rules and regulations appertaining to the maintenance of membership and a copy of these are available on the Institute's website.

Grades of Membership

The grades of membership of the Institute form the core of recognition of the professional development of the Individual within the Institute. There are eight grades of membership within the Institute, both corporate (voting) and non-corporate, and these are: -

1. Life Fellow (corporate) with designatory letters FIFSM (Life)
2. Fellow (corporate) with designatory letters FIFSM
3. Member (corporate) with designatory letters MIFSM
4. Associate (corporate) with designatory letters AIFSM
5. Technician (corporate) with designatory letters TIFSM
6. Student (non-corporate) with designatory letters SIFSM
7. Honorary Member (corporate) with designatory letters Hon MIFSM
8. Affiliate Member (non-corporate), no designatory letters are attached to this grade.

(Designatory letters can only be used whilst a member remains fully paid up and action will be taken by Council for any unauthorised use or abuse of these letters).

Academic Background

The Institute will approve and accredit external providers of courses and examinations which are deemed to satisfy the academic criteria to the various grades.

The Institute may also, in the future, conduct its own courses and examinations and these will form one of several ways of meeting the required academic standards for the various grades of membership.

Professional Work Based Achievement

Applicants for membership should be able to demonstrate that their work has a direct relationship with the objectives of the Institute and especially in the fields of management of fire safety, fire prevention, fire extinction and fire engineering in general.

Continuous Professional Development

Applicants may also be required, if requested, to demonstrate that they have or are undertaking Continuous Professional Development (CPD) for a specific period and in accordance with any policy that the Institute may initiate in the future.

Suitability for any Grade of Membership

The Institute will assess every applicant for his or her grade of membership based on several criteria but especially: -

1. The educational and academic qualifications relevant to the objectives of the Institute,
2. Vocational qualifications and training, and
3. Experience.

Any member seeking an upgrade between the grades should be able to show and demonstrate academic qualifications, vocational training and experience as expected for the grade of membership applied for. A non-refundable administration fee, details of which are on the website, is payable with the application for upgrade at the time of application. The Membership Upgrade form can be found on the website.

Entry Requirements for Grades

- 1) **Student.** Every person applying for the grade of Student shall satisfy Council that they are engaged in part time or full-time fire safety management employment or are studying within the fields of fire safety and fire engineering.
- 2) **Technician.** Every person who wishes to apply or transfer into the grade of Technician shall satisfy Council that they meet the following requirements: -
 - a) Have up to two years of training and experience in relevant fields of fire safety management/engineering, and
 - b) Have academic or vocational achievements/qualifications or equivalents at a level to be determined by Council.

- 3) **Associate.** Every person who wishes to apply or transfer to the grade of Associate shall satisfy Council that they meet the following requirements: -
- a) Have at least three years' experience in fire safety management or a related position, or
 - b) Have at least three years responsibility for fire prevention advice or fire safety in either an advisory or enforcement role, and
 - c) Hold a recognised qualification at the level that Council feels appropriate, or
 - d) Have no formal qualifications necessary for the grade of Associate but apply through a Mature Candidate Route. Such an applicant will have to submit a detailed application of competency and achievement in fire safety management/fire engineering and show that this involvement has been for a sustained period to the satisfaction of Council.
- 4) **Member.** Every person who wishes to apply or transfer to the grade of Member shall satisfy Council that they meet the following requirements: -
- a) Hold relevant qualifications (e.g., the Advanced CFPA Diploma) at a level that Council feels appropriate, and
 - b) Have at least five years responsible experience in fire safety management/fire engineering, and
 - c) Demonstrate a proven track record of competency and training in the field of fire safety management/fire engineering, or
 - d) Have no formal qualifications necessary for the grade of Member but apply through a Mature Candidate Route. Such an applicant will have to submit a detailed application of competency, experience and achievement in fire safety management/fire engineering or speciality that they can prove is relevant to the aims and objectives of the Institute and show that this involvement has been for a sustained period to the satisfaction of Council.

The new member will be issued with a certificate downloadable from their profile page of the website showing the grade of membership allocated. A member receiving an upgrade in membership grade will be able to access their certificate of membership showing the new grade in the same way.

- 5) **Fellow.** Membership as a Fellow will only be in recognition of a substantive contribution made by a member of the Institute in furthering the aims and objects of the Institute or on being made a Vice President. There will be two routes to becoming a Fellow, election to Fellow at an Annual General Meeting following a recommendation by Council or self application as detailed in Appendix A.
- 6) **Life Fellow.** This is the highest grade of membership of the Institute. Anyone nominated to be elected to Life Fellow will have served and represented the Institute at the highest level on many occasions over the years and will also have made a significant contribution to the recognition of the Institute at both national and international level. Life Fellows shall not normally be under the age of 60 years. There will be no limit to the number of Life Fellows and the grade of Life Fellow will carry all the same rights and privileges as that of the grade of Fellow. Election to Life Fellow will be by recommendation of Council to the membership at an Annual General Meeting.
- 7) **Honorary Member.** This may be given to someone who may not have the necessary entry qualifications to satisfy the entry into a corporate grade of membership, but it is given in recognition of a substantive contribution made by an individual to the Institute. Proposals should be sent to the Business Manager. Council will ratify before recommending to the Annual General Meeting for election to the grade.
- 8) **Affiliate Member.** This is a grade that carries no post nominals and is meant for businesses or companies who wish to be associated with the Institute. The Affiliate member will have the right to use the Institute's Affiliate Member logo on their paperwork etc.

Individual Case Procedure

The Institute may consider applications from a person who may not satisfy the membership criteria in any grade applied for but who may satisfy Council that they have academic qualifications of an appropriate standard and relevance to the applicant's involvement in fire safety management/fire engineering. The applicant will also have to demonstrate relevant experience and training as well as involvement in fire safety management/fire engineering. There will not be a formal list of qualifications that are acceptable, rather the applicant will have to qualify the relevance of qualifications held to current vocation or profession.

Mature Candidate Route

The Mature Candidate Route (MCR) provides a means of entering a membership grade at the appropriate level. An applicant for the MCR must provide a full application form containing all qualifications held, experience and training undertaken. The applicant will also have to satisfy Council, either by submission of a technical paper or detailed evidence of achievement and competency that he/she is of a standard that is appropriate for the grade of membership applied for.

Retired Members

On notification of the Institute's Membership & Branches Secretary, retired members (defined as those members in any grade that have ceased to be commercially active) will be invited to pay a final payment, equivalent to the annual subscription applicable at the time of invitation, following which they will continue to enjoy all the benefits of membership.

Should a retired member take up employment or become commercially active again they should inform the Membership & Branches Secretary and restart membership in the grade that was held before retirement.

Administration

All applications will be processed as quickly as possible via the Membership & Branches Committee and Council should be informed of the list of current applicants and recommendations of the Membership & Branches Committee in each case.

In certain circumstances, referees nominated by an applicant may be contacted where it is necessary to confirm or discuss any information an applicant has given in support of their application.

Once an application has been processed and a membership grade has been allocated, the Institute's Administrative Assistant will keep the electronic application form and supporting documentation on file within the membership system.

Membership will start once payment has been received for the annual fee, this payment must be made within two weeks of application approval. Annual renewal payments will be due on the anniversary date the membership started and must be made within one month of this date. Those failing to renew membership within one month will need to re-apply for membership and pay the administration fee.

CODE OF CONDUCT

Elected Officials and Council

If, in the opinion of Council, any Elected Official or member of Council is deemed to have acted in a dishonourable or unprofessional manner such as which may affect the interests of the Institute, they may be required to resign or be removed from their post with immediate effect as Council may determine.

Any proposal that an Official should be required to resign or be removed from post shall be made at a Council meeting. Where possible, a maximum of 21 days' notice and not less than seven days' notice shall be given to Council and to the member concerned stating the proposal to be considered at the meeting. To validate such a proposal a quorum of Council must be present. The vote of Council will require a majority decision. The member shall be given an opportunity of submitting a statement in writing regarding their defence. The Institute may also, by extraordinary resolution, remove any Council member from office. If an elected Council member is so removed, then Council may appoint another person to fill the vacancy.

Contact Details

It is of the utmost importance that any Life Fellow, Fellow, Honorary Member, Member, Associate, Technician, or Student continually ensure that all contact details on their IFSM membership profile are kept up to date. Failure to keep all contact details up to date can be classified as dishonourable or unprofessional conduct and may be investigated under the Institute's Code of Ethics and Discipline.

Membership

If, in the opinion of Council, any Life Fellow, Fellow, Honorary Fellow, Member, Associate, Technician or Student is guilty of dishonourable or unprofessional conduct or of conduct prejudicially affecting the interests of the Institute, they may be required to resign their membership or have their name struck off the membership roll, or, if deemed appropriate, be suspended from membership for any period not exceeding two years, as Council may determine. Council may determine this directly or refer the matter via an Ethics Committee set up under the Institute's Code of Ethics and Discipline.

Any proposal that a member shall be suspended from membership or be required to resign their membership or have their name struck off the membership roll shall be made at a Council meeting. Where possible, a maximum of 21 days' notice and not less than seven days' notice shall be given to Council and to the member concerned stating the proposal to be considered at the meeting.

No member shall be suspended or required to resign his membership or expelled by having their name struck off the membership roll except by a resolution passed by a meeting of Council. The vote at the meeting of Council will require a majority decision. The member shall be given an opportunity of submitting a statement in writing regarding their defence.

If any member who, in pursuance of the foregoing provisions, is called upon to resign their membership fails to do so within seven days from the date of the requirement, Council shall strike their name off the membership register.

When a member's name is struck off the membership roll, they shall, thereupon, cease to be a member of the Institute and to have any rights as a member.

APPENDIX A

Fellow Grade Upgrade Application Process

Introduction

The procedures set out in this Appendix are for those members that wish to apply for an upgrade to Fellow grade. It will look at the strict criteria the applicant will need to meet and the process involved.

Application Procedure

Members that wish to apply will need to phone the Institute's office to obtain an application form. The form will need to be completed and submitted with a non-refundable administration fee as set on the Institute's website. The window to submit applications will be from April 1st to July 1st

The application review will be over two stages.

Stage One – Application Form Review

Application forms will be checked to ensure the following criteria have been met:

- The applicant has been a member of the Institute at Member grade for a minimum of eight years.
- The applicant has written 500 words on why they should be a Fellow member including what significant contribution they have made to the Institute and the fire safety industry.
- The applicant has provided two referees who have both written 250 words as to why they have nominated them. Ideally both references should have been a member of the Institute at Member grade for a minimum of five years, if this isn't possible references from individuals working in the fire safety industry may be accepted but they will be asked to provide further details of their credentials.

Stage Two – Presentation & Interview

On satisfactory completion of stage one, applicants will be invited to interview normally in September prior to the AGM. Applicants will be asked to give a presentation supporting the reasons they put forward in their application and will be given an interview.

Assessment Panel & Decision

The panel will be the Chairman, President, and Membership Secretary and a minimum of a Fellow grade of membership will chair the interview panel. The panel will use a mark sheet with set criteria to assess the applicant. The Assessment Panel will take one of the following decisions: -

- a) Invite the applicant to become a member at Fellow grade which will be awarded at the following AGM.
- b) Reject the application. When this is the case, the applicant will be informed by the Assessment Panel the reason(s) for rejection.

Appeal

There will be no right to appeal but it is hoped the applicant will use the feedback given by the panel and use this to look at how they can work towards becoming a Fellow grade and reapply again in the future.

Version Control

Change Record

Date	Author	Version	Page	Reason for Change
13/04/21	H Hilton	15	5	Added paragraph to Administration section to include renewal.
25/1/2022	R King	16	2	Change of wording to Technician grade requirements
28/03/22	H Hilton	17	ALL	Front cover & contents page added, changed application to online form, removed details of ordering duplicate certificates, BSM to BM, Appendix A - Fellow grade application added.

Reviewers/contributors

Name	Position	Version Reviewed & Date
H Hilton	Business Manager	V17 - 28/03/22