

International Society of Fire Service Instructors

CHAPTER POLICY



The ISFSI shall have chapters, which shall be local or state organizations representing professionals eligible for membership in the ISFSI. Chapter status shall be approved by the Board of Directors. Chapter status may be revoked for any of the following reasons:

- Failure to pay annual chapter administrative fee
- Failure to comply with any of the policies established by the ISFSI for chapters
- Conduct that, in the sole opinion of the ISFSI Board of Directors, is injurious to the reputation of the ISFSI, or contrary to the principles, mission or goals of the ISFSI

Chapters shall be local or state organizations of fire & EMS professionals interested in fire instructor service, covering a particular geographic area. Membership shall be open to any fire service professional living in that geographical area.

The Board of Directors, in general, will expect chapters to conform to the ISFSI model bylaws. At least twenty-five members, including at least 51% of the officers, must be members of ISFSI. Members of Chapters are encouraged, but not required, to be members of ISFSI.

A chapter administrative fee will be assessed each year. This fee shall be due and payable on the first day of the ISFSI Fiscal Year. Any chapter that is three months in arrears on this fee shall be placed on inactive status and shall not be entitled to any of the benefits of chapter status.

Chapters shall include the ISFSI logo and the following statement prominently on their publications and website, with a hot link on the website to ISFSI's website:

- Chapter of the International Society of Fire Service Instructors: isfsi.org

Affiliates shall provide the ISFSI with a list of all members, including addresses, phone numbers and e-mail addresses, with confirmation of the payment of their dues.

Chapters shall provide the ISFSI Executive Office with a current copy of the affiliate bylaws and updated copies when bylaw changes are made.

Chapters shall notify ISFSI annually of the Chapter officers elected for that year.

A Chapter may use the phrase “A Chapter of the International Society of Fire Service Instructors,” “An Official Chapter of the International Society of Fire Service Instructors,” “Affiliated Chapter of the International Society of Fire Service Instructors,” “Chapter—International Society of Fire Service Instructors,” in conjunction with its name, logo or

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Trademark. However, a Chapter may not use the words “International Society of Fire Service Instructors.”

Each ISFSI Chapter must have at least one educational event or meeting annually and at least one business/planning meeting annually to remain an active Chapter of the ISFSI. These meetings may be held at the same time. Inactive Chapters will not appear on the website, and will not be contacted by the ISFSI staff or Chapter Relations Committee. Active status may be reestablished by completing one educational event or meeting and one business/planning meeting during the preceding 12 months, and sending documentation to ISFSI.

Benefits of Chapter status:

- Chapters shall be entitled to use of the full ISFSI mailing list one time per year, without charge. Additional usage of the full mailing list shall be provided to chapters at the member rate. Chapters shall also be entitled to receive use of the mailing list for their state and adjacent states as often as they wish. The mailing list shall be provided to chapters in the standard ISFSI electronic format. Requests for use of the ISFSI mailing list shall be made 14 days in advance.
- Chapters shall be entitled to a listing and a hotlink to their website on the ISFSI website.
- Chapters shall be entitled to list events and programs in the calendar section of the ISFSI website and in ISFSI email announcements sent to members. The length of such announcements shall be determined by the ISFSI staff in order to meet publication limits.
- Occasional visits to Chapters by members of the Chapter Relations Committee, the Board of Directors or the ISFSI staff are authorized. The purpose of the visits will be to make a short presentation to the Chapter group about ISFSI, to be available to answer questions about the benefits of joining the Society, and to distribute ISFSI materials. Authorization will come from the Chair of the Chapter Relations Committee, the Executive Committee or the Executive Director.