

**UK-AFI MEMBERSHIP COMMITTEE**  
**STANDARD OPERATING PROCEDURES**

**I. OBJECTIVES**

- a) To encourage, solicit and accept applications for membership of and advancement within the association.
- b) To screen applications and determine which are eligible.
- c) To examine the credentials of eligible applicants.

**II. STANDARD OPERATING PROCEDURES**

The Membership Committee

The UK Association of Fire Investigators President shall appoint the Chairperson of the Membership Committee.

The Membership Committee shall communicate during the year and shall meet annually prior to the Annual General Meeting and / or Summer Training Conference.

The Membership Committee shall comprise of:

- a) A Chair appointed by the President
- b) A member of the Board of Directors;
- c) Regional Representatives and/or other members in good standing as appointed by the Chair.

1. Initial Applications for Membership

All initial applications will be submitted either by email, post or via the website. Applications will be electronically approved by the Director of Administration or another member of the Board, following validation with the appropriate Regional Representative.

It is the responsibility of the Director of Administration to ensure that as far as possible, the database profile is completed in full.

All new members will be placed by default at the Associate Membership Grade.

2. Applications for Membership Upgrade

The Membership Upgrade Sub Committee shall comprise of:

- a) Membership Committee Chair;
- b) Members of the Board of Directors;
- c) Regional Representatives as required and/or other members in good standing as appointed by the Chair.

All applications must be made to the Chairperson of the Membership Committee on the prescribed form which will be available on the UK-AFI website or on request. There is a one-off administration fee of £60 which is payable at the time of the application.

There is no deadline for applications, although the Membership Committee may meet quarterly (or at any other period deemed appropriate by the Committee Chair) either in person, via email or via teleconference etc. to examine and process applications.

It will be the responsibility of the applicant to ensure he/she meets all the minimum requirements for the grade of membership to which they apply.

The Membership Committee Chair shall contact each nominee as follows:

Applicants who are not eligible for an increase in membership grade shall receive written notice as to the reason(s) for their ineligibility. This may be sent electronically.

For unsuccessful applications for membership upgrade, but who's application may only require a minor modification for the upgrade to be successful, no further fee will be charged to the applicant.

Where the application requires significant changes or amendments, this will be deemed as a failed application, and the applicant will have to make a later application for upgrade anew, which will include another application fee.

Applicants who successfully apply for a membership upgrade will also be contacted and informed accordingly, which may be done electronically.

### **III. Eligibility**

The Membership Committee will screen all applications to determine which are eligible, in accordance with the following criteria:

1. Associate to Professional Member Grade
  - a) Hold a degree; or IFE Membership examination; or hold IAAI-CFI; or IAAI-FIT; or IFE Eng Tech; or Chartered Society of Forensic Sciences Fire Investigation Diploma.
  - b) Two references, one from an existing UK-AFI member.
  
2. Professional Member to Fellow Grade and Direct Entry to Fellow
  - a) Hold a degree; or IFE Membership examination; or IAAI-CFI or IFE Eng Tech; and
  - b) Have contributed at a national level to the aims of the Association; or satisfy the UK-AFI Membership Committee that membership at Fellow grade is appropriate.
  - c) Held Chapter membership for a minimum of 5 years.
  - d) Two references, one from an existing UK-AFI member.

### **IV. Publication of Successful Applicants**

The Membership Committee shall present a list of newly qualified members to the UK-AFI Board of Directors for publication within the UK-AFI journal.