

**BY - LAWS**  
**of the**  
**INTERNATIONAL REGISTRATION SCHEME FOR ASSESSORS**

## **1 INTRODUCTION**

### **1.1 Scope**

The scope of International Registration Scheme for Assessors (the Scheme) activities falls within the field of (ISO/IEC 15504) assessors.

The field of (ISO/IEC 15504) assessors includes assessors not only for systems and software based methodologies but also to non software based methodologies as these arise in the future.

### **1.2 Purpose**

The purpose of the Scheme's certification is to provide recognition of applicant's general experience, assessor training and assessment experience.

The Scheme shall strive to generate certifications that will have the broadest international acceptance.

All applicants for certification and registration under the Scheme shall provide a character reference, subscribe to a code of ethics, have assessment experience verified and report relevant continuing professional education credits.

### **1.3 Ownership**

The ownership of the Scheme resides with Institute of IT Training, a Division of the National Computing Centre, UK.

To the extent that rights such as intellectual property, license, trademark or patent rights in syllabi, examination questions and materials similarly connected to the Scheme arise, they shall accrue exclusively and without restriction to Scheme.

All members of the Scheme shall transfer to the Scheme their transferable rights to the work results or partial results obtained in the context of the work of the Scheme to which they are entitled, doing so completely, exclusively, irrevocably and without any restrictions.

## IntRSA By Laws v3.0 - Approved by the Board 28 July 2006

The transfer of rights to the work results or portions thereof shall include in particular

- a) the right to, in any way, use, reproduce, distribute and publish these rights
- b) the right to process, alter, combine or integrate with other works in any manner and exploit the results obtained thereby and
- c) the right to transfer these rights and the results obtained to third parties.

### 1.4 General Principles

The Scheme shall operate in accordance with ISO/IEC 17024:2003 *General requirements for bodies operating certification of persons*.

A fee structure for accreditation/approval of training courses and training organisations shall be established that does not inhibit the involvement of small training organisations (e.g. due to up front investment costs). The fee structure shall establish a balance between accreditation/approval fees and fees for those trained/examined.

The Scheme web site shall be [www.intrsa.org](http://www.intrsa.org). The web site may be re-directed from time to time for the purpose of hosting, administration and management of the Scheme. Links shall be maintained on the Scheme web site to the SPICE User Group [www.spiceusergroup.org](http://www.spiceusergroup.org).

## 2 MEMBERSHIP OF THE SCHEME

### 2.1 Membership

Membership of the Scheme shall comprise of three permanent members:-

- !- Past President (acting as Vice President)
- !- Director of Certification
- !- Director of SPICE User Group

plus other members accepted to the Scheme in each of the following categories:-

- !- Accredited Training Providers (and associates)
- !- Accredited Training Course Providers
- !- Registered Assessors
- !- Assessment/Certification Bodies
- !- Regional Certification Bodies (IntRSA)
- !- Country Groups
- !- Standardisation Bodies
- !- Standardisation Committees
- !- Communities of Interest
- !- User Groups
- !- Academic Bodies and Institutes
- !- Sponsoring Organisations
- !- Government and Public Authorities
- !- Industry

## IntRSA By Laws v3.0 - Approved by the Board 28 July 2006

A legal entity shall be represented by an authorized party.

Communities of interest include such groups as AutomotiveSPICE, BankingSPICE, MediSPICE, EnterpriseSPICE. Communities of interest may also extend to such communities as SEI Lead Appraisers.

All members of the Scheme:

- a) Shall be bound by the By-Laws of the scheme.
- b) Agree to be listed in the list of members

### 2.2 Adoption of Members

The Board Executive shall on behalf of the Scheme accept new members to the Scheme. The Board Executive shall have without reservation the right of refusal to accept a member to the Scheme.

A member is accepted to the Scheme into a membership category. A member may elect with which membership category to be registered. A member may elect to change registration to another membership category by written notification to the Director of Certification at any time during January each year.

A member may only be registered with one membership category, with the exception that an individual member of the Registered Assessors membership category may additionally be accepted to represent an organisation in one (and only one) other membership category.

For each of the following membership categories an applicant member shall be nominated to represent the organisation by the chief executive, director, convener, chair, secretariat, coordinator or other responsible person of the relevant organisation.

- !- Standardisation Bodies
- !- Standardisation Committees
- !- Communities of Interest
- !- Assessment/Certification Bodies
- !- Sponsoring Organisations
- !- User Groups

For each of the following membership categories the relevant organisation or individual is automatically accepted as a member of the Scheme to the relevant membership category and continues to be a member whilst they remain in the Scheme.

- !- Accredited Training Providers (and associates)
- !- Accredited Training Course Providers
- !- Registered Assessors

For the Regional Certification Bodies membership category, any IntRSA certification body that has a contract with the Scheme to operate certifications within a region or a

## **IntRSA By Laws v3.0 - Approved by the Board 28 July 2006**

sector is accepted as a member of the Scheme to the membership category.

For the Country membership category, any representative organisation of trained assessors that has an associate agreement with the Scheme is accepted as a member of the Scheme to the relevant membership category. Additionally any group of assessors from any Country that has more than 10 (or as otherwise defined by the Board) registered assessors may elect from within the individual registered members of that Country one member to represent it in the membership category.

### **2.3 Dismissal of Members**

Membership of the Scheme shall end in the case of death or insolvency, by means of withdrawal in writing or by expulsion on grave grounds.

Dismissal on grave grounds shall occur by means of a resolution of the Governing Board through a majority of its voting members. Prior to the resolution being passed, the member shall be offered the opportunity, under a deadline, of expressing him- or herself in this regard. The reasons behind the resolution on the dismissal shall be stated and the member to be dismissed shall to be informed thereof by means of a registered letter. The decision of the Board shall be final.

Grave grounds shall be given in particular if a member:

- a) is a lacking active cooperation with the Scheme
- b) breaches any confidentiality agreement,
- c) has brought the Scheme into disrepute
- d) violates the objectives and interests of the Scheme.

## **3 BOARD ORGANISATION**

### **3.1 Governing Board**

The Board shall be governed by a Governing Board.

The Governing Board shall be formed from the Membership and shall comprise of the three permanent members plus elected nominated representatives of each membership category. Each member of the Governing Board is a voting member.

The Governing Board has overall authority and accountability for all certification development and approval for which the Board is ultimately responsible. The Board has sole responsibility for appointment to, participation in and cooperation with other organizations on all certification matters.

Approval of certification procedures by the Governing Board signifies that the Board believes the certification to be consistent with current best practice and that it represents a consensus of professionals from all aspects of the involved industries, standards bodies, governments, and public interests.

## **IntRSA By Laws v3.0 - Approved by the Board 28 July 2006**

### **3.2 Governing Board Responsibilities**

The Governing Board shall ensure the professional quality of the scheme.

The Governing Board shall:

- a) Encourage, coordinate, and supervise the development and granting of certifications.
- b) Maintain the scheme criteria for the certification and registration of assessors and the accreditation/approval of training companies and courses.
- c) Maintain requirements for training courses and course syllabi for training in such a way to facilitate the accreditation/approval of training material.
- d) Define the structure and content of course examinations and maintain (model) examination papers/questions.
- e) Review certifications granted to ensure the scheme requirements established by the Board are being consistently met.
- f) Encourage, coordinate, and supervise the Board participation and cooperation with other organizations on certification matters.
- g) Review all complaints and their resolutions to ensure timely and satisfactory responses have been made.
- h) Recommend changes to the scheme fee structure.
- i) Establish working groups (as needed) defining their purpose, scope, organisation, membership and deliverables.

### **3.3 Election to Governing Board**

During August each year, nominees will be sought from the members or authorized representatives from each membership category to represent that membership category for vacant positions on the Governing Board.

During one month after nominations have been received, each membership category shall be asked to elect by majority vote which of the nominees it wishes to represent it on the Governing Board.

The voting period shall last for a period of 7 days from commencement of the ballot. If there is a deadlock on a vote, the President shall select from the nominees in deadlock the successful candidate.

A member of the Governing Board may serve for a term of two years, after which he/she must resign. A member may be re-elected for subsequent terms.

All members of the Governing Board:

- a) Shall declare any current or potential conflicts of interest.
- b) Agree to be listed on the Scheme's website by photo, summary profile and contact information.
- c) Shall sign a Confidentiality Agreement drawn up by the Scheme

## **IntRSA By Laws v3.0 - Approved by the Board 28 July 2006**

### **3.4 Election of President**

When the office of President is vacant or is to be vacant for a following term, nominees will be sought from the members of the Governing Board for election to President of the Board.

Within one month after nominations have been received, the Governing Board shall be asked to elect by majority vote which of the nominees it wishes to represent it as President of the Board.

The voting period shall last for a period of 7 days from commencement of the ballot. If there is a deadlock on a vote, the Vice President shall select from the nominees in deadlock the successful candidate.

The President shall be elected to a two year term of office, and may be elected for office for two further consecutive two year terms.

### **3.5 Board Officers**

The Officers of the Board comprise:

- !- The President
- !- The Past President (acting as Vice President)
- !- The Director of Certification
- !- A Director of SPICE User Group

The Officers shall constitute the Executive Team of the Board.

### **3.6 Executive Team**

The Executive Team shall be responsible for making executive decisions between Board meetings. All decisions made by the Executive Team shall be ratified by the full Governing Board at a next meeting.

The Executive Team shall propose relevant changes to the By-Laws for consideration by the Board.

The Executive Team shall make decisions based on consensus. In reaching consensus, the Executive Team may need to gain the views of other Board members in a consultation process. Where consensus cannot be reached, a decision shall only be made by a decision of the full Governing Board.

### **3.7 Director of Certification**

The Director of Certification is responsible for the day to day operation of the scheme.

The Director of Certification shall:

- a) Respond in a timely manner to all requests for information.
- b) Maintain marketing information about the scheme.

## **IntRSA By Laws v3.0 - Approved by the Board 28 July 2006**

- c) Maintain a register of complaints received together with their resolution.
- d) Sign and distribute all certificates on behalf of the Board.
- e) Process all applications according to the defined scheme criteria.
- f) Maintain the Scheme web site up-to-date with list of Governing Board members, approved training courses, approved training course providers, schedule of courses and a list of assessors in the Scheme.
- g) Maintain the Board membership list
- h) Ensure examination results are delivered in a timely manner.
- i) Provide regular statistics to the Board on the number of people trained and applications for / renewals of certification for the different grades.
- j) Maintain a budgetary plan for the scheme.

### **3.8 Standing Committees**

The Board shall have a number of standing committees. All standing committees shall have a standing committee chair.

The Training standing committee shall be responsible for maintaining and proposing changes to the criteria for training course accreditation/approval, criteria for training organisation accreditation/approval and the examination process. It shall ensure that assessor course training syllabi and a set of model examination papers/questions are maintained for use by the scheme.

The Assessor Certification standing committee shall be responsible for maintaining and proposing changes to the criteria for the certification of assessors.

The Public Relations standing committee shall be responsible for the growth of public awareness and acceptance of the board-granted certifications. This responsibility includes both information provision and public opinion assessment. The committee shall maintain materials for information dissemination and for certification applications.

The Elections standing committee shall be responsible for the management and administration of the election of representatives to the Governing Board and the management and election of the President of the Board from the Governing Board. The Elections standing committee shall comprise of the Executive Team.

Other Standing Committees may be formed by agreement at Board meetings.

## **4 BOARD PROCEDURES**

### **4.1 Meeting Schedule**

Board meetings shall be held at least twice a year. Members of the Governing Board attend the Board meetings.

Face to face Board meetings shall normally be held in conjunction with a scheduled ISO/IEC JTC1/SC7 or working group meeting or the annual SPICE conference.

## **IntRSA By Laws v3.0 - Approved by the Board 28 July 2006**

Board meetings may also be conducted by audio and/or web meeting conferencing or other remote meeting facilities providing that such facilities have been tested with members that intend to attend prior to the meeting.

The date and location of Board meetings shall be announced by the President at least 60 days in advance of a meeting for face to face meetings, or 30 days in advance for meetings conducted by audio and/or web conferencing.

The agenda of a Board meeting shall be announced by the President at least 30 days in advance of a meeting. All papers relevant to the Board meeting as basis for meeting decisions shall be distributed 30 days before the meeting.

Special Board meetings may be called, when deemed necessary by the President, the Vice-President, or at the request of 50% of the members of the Governing Board with the same notice periods.

Executive Team meetings shall be held at least every two months. Executive Team meetings shall normally be held remotely by audio and/or web meeting conferencing. Minutes shall be maintained of Executive Team meetings.

### **4.2 Conduct of Meetings**

Board meetings shall be chaired by the President or Vice-President. An officer of the Board may also chair a Board meeting if either the President or Vice-President is not available.

A quorum is needed to make a Board decision. A quorum of Members shall consist of a minimum of two Officers with voting rights plus a minimum of 30% of other voting members (rounded down to nearest integer). Members may allocate proxies (in writing) to other members for attendance and voting at Board meetings. Where a quorum does not exist decisions may be voted on remotely by with 30 days notice. Any voting made remotely shall be acknowledged by receipt.

All decisions of the Board shall be made by more than 50% of the votes cast except in the case of adoption and changes to the By-Laws.

Minutes of all Board meetings shall be produced and distributed within 30 days after the meeting. A list of all decisions and all outstanding actions shall accompany the minutes.

### **4.3 Adoption and Changes to By-Laws**

Initial approval of the By-Laws of the Board (3 April 2005) shall require affirmative votes by two thirds (rounded down to nearest integer) of all voting members casting ballots. Balloting shall be performed by electronic means. Thirty days notice shall be provided of the commencement of the ballot. The ballot shall be completed within 14 days. Confirmation of receipt of balloting shall be made. The By-Laws shall become effective immediately after approval.



## **IntRSA By Laws v3.0 - Approved by the Board 28 July 2006**

Following initial approval of the By-Laws (3 April 2005), any proposed changes to the By-Laws shall be made in writing and included on the agenda of the next Board meeting. Approval of the changes shall require affirmative votes by two thirds (rounded down to nearest integer) of the voting members present providing the meeting is quorum.

## IntRSA By Laws v3.0 - Approved by the Board 28 July 2006

Version	History	Who
1.0	Standing iNTACS By-Laws prior to establishment of new Board and management of scheme by iSQI	CSA Board
0.4	Draft provided on the day as input to Stockholm Board meeting. Not distributed prior to meeting	BH
0.5	Synthesis of version 1.0 and 0.4 incorporating draft comments made at Stockholm meeting. Implements action 3.6 of Stockholm minutes. Draft subject to review by Board members by 7 February 2005.	AD
1.0	Revised after review by Board ending 7 <sup>th</sup> February 2005. Version 1.0 is basis for formal vote for approval by Board	AD
Ballot	Approval of Bye-Laws by formal ballot of the Board. Ballot closed on 03 April 2005 1200 hours Central European time. 7 votes were received. All votes were in favour. The Bye-Laws come into immediate effect as of 04 April 2005.	AD
1.1a DRAFT	2005-01-27 Change of ownership, Board representation, Board officers, conduct of meetings	AD
2.0 DRAFT	2006-05-21 Revised following Board re-structuring and election for new Board. Membership and removal of members included.	AD
2.1 DRAFT	2006-05-25 Revised following Executive Board review prior to adoption.	AD
2.2 DRAFT	2006-05-26 Revised following Executive Board review. Bye-Laws distinguish between Scheme members and members of the Governing Board	AD
3.0 DRAFT	Version 3.0 is basis for formal vote of approval by the Board under Bye-Law regulations 1.1.	AD
Ballot	2006-07-28 Approval of Bye-Laws by formal ballot of the Board at Board meeting. All votes were in favour. The Bye-Laws come into immediate effect as of 2006-07-28.	AD