



---

# Memorandum and Articles of Association, By-Laws and Standing Orders

## CONTENTS

Subscribers	2
Certificate of Incorporation	3
Memorandum of Association	4-5
Articles of Association	6-14
Schedule of By-Laws	15-23
Standing Orders	24-26
Constitution and Rules for Branches and Groups	27
Model Constitution and Rules for Branches	28-31
Model Constitution and Rules for Groups	32-34



---

## Subscribers

We, the several persons whose names are subscribed, are desirous of being formed into a Company in pursuance of this Memorandum of Association.

---

### Names, Addresses and Descriptions of Subscribers

HENRY NEAL, AMIMechE, Chief Officer, Fire Brigade Headquarters, Rutland Street, Leicester.

JAMES SCOTT, Chief Officer, Fire Brigade Headquarters, Nelson Street, Bradford.

J.T. BURNS, Chief Officer, Fire Brigade Headquarters, Charing Cross, Birkenhead.

ARTHUR R. CORLETT, OBE, Chief Superintendent of Fire Brigade, Fire Brigade Headquarters, Fairfield Street, Manchester.

JOHN W.M. DANE, Chief Officer, Chief Fire Station, Park Lane, Croydon, Surrey.

WILLIAM PETT, Chief Officer, Fire Brigade Headquarters, New North Road, Exeter, Devonshire.

A. PORDAGE, Firemaster, Fire Brigade Headquarters, Lauriston Place, Edinburgh.

A.R. TOZER, Chief Officer, Fire Brigade Headquarters, The Priory, Birmingham.

M. WADDELL, Firemaster, Fire Brigade Headquarters, Ingram Street, Glasgow.

*Dated the 30<sup>th</sup> day of June, Nineteen Hundred and Twenty-Four*

---

Witness to the signature of the above named  
Henry Neal

JOHN HENRY FARMER Fire Brigade,  
Leicester.

Witness to the signature of the above named  
James Scott

CHARLES J. FIELD,  
Supt., Bradford City Fire Station.

Witness to the signature of the above named  
James Thomas Burns

C. BALL, 3rd Officer,  
Fire Brigade Station, Birkenhead.

Witness to the signature of the above named  
Arthur Ready Corlett

D.D. SLOAN, Chief Inspector, Chief Fire Station,  
Manchester.

Witness to the signature of the above named  
John William Dane

FREDERICK J. STOVELL, Sub-Officer, Croydon  
Fire Brigade, Chief Fire Station, Park Lane,  
Croydon.

Witness to the signature of the above named  
William Pett

DAVID JONES BENFORD Instrument  
Maker, 10 Oakfield Road, Exeter, Devon.

Witness to the signature of the above named  
Arthur Pordage

H.M. GARROWAY, Typist,  
2a Hill Street, Edinburgh.

Witness to the signature of the above named  
Alfred Robert Tozer

A.L. WESTCOMBE, Secretary, Central  
Fire Station, Birmingham.

Witness to the signature of the above named  
William Waddell

PETER KELLY, Clerk,  
Chief Fire Station, Glasgow.



The Institution of Fire Engineers  
The International Organisation  
for Fire Professionals



---

**No. 13267**

## **Certificate of Incorporation**

I hereby Certify that 'THE INSTITUTION OF FIRE ENGINEERS' (word 'Limited' omitted by licence of the Board of Trade) is this day incorporated under the companies Acts, 1908 to 1917, and that this company is LIMITED.

Given under my hand at EDINBURGH, this TWENTY-FIFTH DAY OF JULY, ONE THOUSAND NINE HUNDRED AND TWENTY-FOUR.

JAMES ADAM,  
Registrar of Joint Stock Companies



---

## Company Limited by Guarantee and not having a Share Capital

### Memorandum of Association of The Institution of Fire Engineers

- I. The name of the Company (hereinafter called "The Institution") is "THE INSTITUTION OF FIRE ENGINEERS."
- II. The Registered Office of the Institution will be situated in Scotland.
- III. The object for which the Institution is established is: To promote, encourage, and improve the science and practice of Fire Extinction, Fire Prevention and Fire Engineering and all operations and expedients connected therewith, and to give an impulse to ideas likely to be useful in connection with or in relation to such science and practice to the members of the Institution and to the community at large. In furtherance of the above object and ancillary to it the Institution may:
  - (a) Enable members to meet and to correspond and to facilitate the interchange of ideas respecting improvements in the various Branches of the said science and the publication and communication of information on such subjects.
  - (b) Acquire and deal with and take options over any property, real or personal and improve, develop, sell, lease or otherwise dispose of, or otherwise deal with all or any part of such property and any and all rights of the Institution therein or thereto, and to borrow or raise money in such manner as the Institution shall think fit and secure repayment of any money borrowed, raised or owing by mortgage, charge or lien upon the whole or any part of the Institution's property or assets.
  - (c) Act as agents or brokers and as trustees for any person, firm or company, and to undertake and perform subcontracts. To act in any of the businesses of the Institution through or by means of agents, brokers, subcontractors or others.
  - (d) Do all other things, incidental or conducive to the attainment of the above objects or any of them.

Provided that the Institution shall not support with its funds any object or endeavour to impose on or procure to be observed by its members or others any regulation, restriction, or condition which, if any object of the Institution, would make it a Trade Union.

Provided also that in case the Institution shall take or hold any property subject to the jurisdiction of the Charity Commissioners for England and Wales or Board of Education, the Institution shall not sell, mortgage, charge, or lease the same without such authority, approval or consent as may be required by law, and as regards any such property the Managers or Trustees of the Institution shall be chargeable for such property as may come into their hands, and shall be answerable and accountable for their own acts, receipts, neglects and defaults, and for the due administration of such property in the same manner and to the same extent as they would, as such Managers or Trustees, have been if no incorporation had been effected, and the incorporation of the Institution shall not diminish or impair any control or authority exercisable by the Chancery Division, the Charity Commissioners or the Board of Education over such Managers and Trustees, but they shall, as regards any such property, be subject jointly and separately to such control or Authority as if the Institution were not incorporated. In case the Institution shall take or hold any property which may be subject to any trusts, the Institution shall only deal with the same in such manner as allowed by law having regard to such trusts.



- IV. The income and property of the Institution, whencesoever derived, shall be applied solely towards the promotion of the objects of the Institution as set forth in this Memorandum of Association, and no portion thereof shall be paid or transferred, directly or indirectly, by way of dividend, bonus, or otherwise howsoever by way of profits to the members of the Institution. Provided that nothing herein shall prevent the payment, in good faith, of reasonable and proper remuneration to any officer, or servant of the Institution, or to any member of the Institution, in return for any services actually rendered to the Institution, nor prevent the payment of interest at a rate not exceeding 5 per cent per annum on money lent, or reasonable and proper rent for premises, demised or let by any member to the Institution; but so that no member of the Board or Governing Body of the Institution shall be appointed to any salaried office of the Institution, or any office of the Institution paid by fees, and that no remuneration or other benefit in money or money's worth shall be given by the Institution to any member of the Board or Governing Body except repayment of out-of-pocket expenses and interest at the rate aforesaid on money lent or reasonable and proper rent for premises demised or let to the Institution; provided that the provision last aforesaid shall not apply to any payment to any Railway, Gas, Electric Lighting, Water, Cable, or Telephone Company of which a member of the Board or Governing Body may be a member, or any other Company in which such member shall not hold more than one-hundredth part of the Capital, and such member shall not be bound to account for any share of profits he may receive in respect of such payment.
- V. The liability of the members is limited.
- VI. Every member of the Institution undertakes to contribute to the assets of the Institution in the event of the same being wound up during the time that he is a member, or within one year afterwards, for payment of the debts and liabilities of the Institution contracted before the time at which he ceases to be a member, and of the costs, charges, and expenses for winding up the same, and for the adjustment of the rights of the contributions amongst themselves such amount as may be required, not exceeding Twenty Five Pence.
- VII. If upon the winding up or dissolution of the Institution there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Institution, but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Institution, and which shall prohibit the distribution of its or their income and property amongst its or their members to an extent at least as great as is imposed on the Institution, under or by virtue of Clause IV hereof, such institution or institutions to be determined by the members of the Institution at or before the time of dissolution; or in default thereof, by such judge of the High Court of Justice as may have or acquire jurisdiction in the matter, and if and so far as effect cannot be given to the aforesaid provision, then to some charitable object.
- VIII. True accounts shall be kept of the sums of money received and expended by the Institution, and the matter in respect of which such receipts and expenditure take place, and of the property, credits, and liabilities of the Institution; and subject to any reasonable restrictions as to the time and manner of inspecting the same that may be imposed in accordance with the regulations of the Institution for the time being, shall be open to the inspection of the members. Once at least in every year the accounts of the Institution shall be examined and the correctness of the balance sheet ascertained by one or more properly qualified Auditor or Auditors.

*(As amended by Special Resolution passed on 4th July 2002)*



---

**The Companies Acts 1985 to 1989 Company Limited by Guarantee and  
not having a Share**

**Articles of Association of  
The Institution of Fire Engineers**

(Adopted by Special Resolution passed on the 13<sup>th</sup> day June 1985)  
(As amended by Special Resolution passed on the 29<sup>th</sup> day September 1993)  
(As amended by Special Resolution passed on the 26<sup>th</sup> day July 1997)  
(As amended by Special Resolution Nos 1, 2, and 3 passed on the 22<sup>nd</sup> day July 1999)  
(As amended by Special Resolution Nos 1 and 2 passed on the 26<sup>th</sup> day July 2000)  
(As amended by Special Resolution Nos 1, 2, & 3 passed on the 12<sup>th</sup> day December 2001)  
(As amended by Special Resolution passed on the 4<sup>th</sup> day July 2002)  
(As amended by Special Resolution passed on the 15<sup>th</sup> day July 2004)  
(As amended by Special Resolutions passed on the 21<sup>st</sup> day July 2005 and the 1<sup>st</sup> day July 2009)  
(As amended by Special Resolutions passed on the 10<sup>th</sup> day July 2013)  
(As amended by Special Resolutions passed on the 25<sup>th</sup> June 2014)



## Articles of Association of The Institution of Fire Engineers

### Interpretation

1. a. In these Articles words standing in the first column of the table below shall bear the meanings set opposite them respectively in the second column if not inconsistent with the subject or context.
- b. Except where the context otherwise requires, words denoting any gender include all genders and reference to persons shall include corporations.

<b>Word</b>	<b>Meaning</b>
Act	The Companies Act 1985 and 2006.
Institution	The Institution of Fire Engineers.
Articles	The Articles of Association and the regulations of the Institution from time to time in force.
Board	The Board of Directors of the Company.
Engineering Council Registrants' Representative	The Chairman from time to time of the Engineering Council Registrants' Steering Group.
International General Assembly Representative	A member of the International General Assembly.
International General Assembly	The International General Assembly referred to in Article 38.
Office	The Registered Office of the Institution or such other place as the Institution shall notify members in writing for the service of documents or proceedings.
Seal	The Common Seal of the Institution.
By-Laws	The By-Laws of the Institution for the time being in force.
United Kingdom	Great Britain and Northern Ireland.
Month	Calendar month.
In writing	Written, printed or lithographed or partly one or partly another and other modes of representing, or re-producing words in a visible form.
Corporate members	Members of the Institution who are Life Fellows, Fellows, Members and Associates.
Non-corporate members	Those members of the Institution who are Honorary Fellows, Graduates, Students, Licentiates and Technicians.
International President	The President of the Institution worldwide.
President	The President of a Branch.
Chairman	The Chairman of the Board.
Rules of Membership	The Rules of Membership of the Institution published from time to time by the Board.



---

Branch	An independent and autonomous body or association of members of the Institution within a defined geographical area licensed by the Institution to carry on activities as a legally distinct body under the name "Institution of Fire Engineers ____ Branch."
Group	A Group or body of members duly authorised to carry on activities under the name "Institution of Fire Engineers _____ Group."
Graduate	A member of the Institution having the title or grade of graduate.
Leader	The Chairman of the International General Assembly.
Voting Member	Any member who is a corporate member, Honorary Fellow, Graduate, Licentiate or Technician.



---

## Constitution

2. For the purpose of registration the number of members of The Institution is declared to be unlimited.
3. Such persons as shall be admitted in accordance with the Articles and no others, shall be members of the Institution and be entered on the Register as such, according to their titles and/or grades.
4. Any person may become a member of the Institution who according to the class in which he is placed, shall be qualified and elected as hereinafter mentioned and shall agree in writing to become such member, and shall pay any entrance fee prescribed and first subscription accordingly. A member shall also pay the appropriate entrance fee and subscription upon transferring from one grade and/or title of member to another grade and/or title.
5. There shall be Titles of membership termed Companions and Affiliates and Grades of membership termed Life Fellows, Fellows, Members, Associates, Graduates, Technicians and Students. The present classes of Licentiates and Honorary Fellows shall be retained but no further election to these classes shall take place.
6. The privileges and obligations, including liability to expulsion or suspension of members of each of the grades and titles for membership shall be such as the By-Laws prescribe. The qualifications, method and terms of admission to each of the grades and titles of membership shall be as determined from time to time by the Board and set out in the Rules of Membership.
7. The rights and privileges of any member shall not be transferable or transmissible by his own act or by operation of Law, except that a member may subject to the terms of the Articles appoint a proxy to attend and vote on his behalf at any General Meeting of the Institution.

## General Meetings

8. The Annual General Meeting shall take place at such place as the Board may determine, and at such time as the Board shall appoint.
9. An Extraordinary General Meeting may be convened at any time by the Board and shall be convened on requisition in accordance with the provisions of Section 376 of the Act.
10. An Annual General Meeting and any General Meeting at which it is proposed to pass a Special Resolution or a resolution of which special notice has been given to the Institution shall be called by at least 21 days' notice in writing and any other General Meeting by at least 14 days' notice in writing (exclusive in either case of the day on which it is served and of day for which it is given) such notice shall be sent to the Auditors and to every member of the Institution. In the case of an Annual General Meeting the notice shall specify the meeting as such and in the case of any General Meeting shall set out any resolution to be proposed. No member shall be permitted to propose any amendment to any resolution unless details of such amendment shall have been sent to the Office at least seven days before the date of the General Meeting at which the amendment is to be proposed. The accidental omission to give notice of a meeting to, or the non-receipt of such notice by, any person entitled to receive notice thereof shall not invalidate any resolution passed, or proceeding had, at any meeting.



11. All business shall be deemed special that is transacted at an Extraordinary General Meeting and also all that is transacted at an Annual General Meeting, with the exception of the reading and confirmation of the minutes of the previous meeting, the consideration of the accounts, balance sheets, and the reports of the Board and Auditors, the election of members of the Board in the place of those retiring and the appointment of and the fixing of the remuneration of the Auditors.
12. If within thirty minutes after the time fixed for holding the General Meeting a quorum is not present, the meeting if convened on a requisition under Article 9 shall be dissolved. In any other case it shall stand adjourned to the same day in the following week at the same time and place, and at such adjourned meeting the members present shall form a quorum.
13. Fifty members present in person or by proxy at the time when the meeting proceeds to business shall constitute a quorum for the purpose of an Annual General Meeting. Fifty members present in person or by proxy at the time when the meeting proceeds to business shall constitute a quorum for the purpose of an Extraordinary General Meeting.
14. The International President shall preside as Chairman at every General Meeting and in his absence the Chairman shall be Chairman of the meeting, and if the Chairman shall not be present the members present shall elect a Chairman from amongst the corporate members present.
15. The decision of a General Meeting shall be ascertained by a show of hands unless after the show of hands a poll is forthwith demanded by the Chairman of the meeting or at least ten of the members present at the meeting. The manner of taking a show of hands or a poll shall be at the discretion of the Chairman. A declaration by the Chairman that a resolution has been carried or carried unanimously or carried by a particular majority or lost and an entry in the minutes signed by the Chairman shall be sufficient evidence of the decision of the General Meeting.
- 15i. At any general meeting each Voting Member shall have one vote. In the case of equality of votes the Chairman shall have a second or casting vote; provided that this shall not interfere with the provision of the By-Laws as to election by ballot.
  - a. The Chairman may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting except business which might lawfully have been transacted at the meeting from which the adjournment took place. When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid, it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.
  - b. If a poll is duly demanded (and the demand be not withdrawn) it shall be taken in such manner (including the use of ballot or voting papers or tickets) as the Chairman may direct, and the result of a poll shall be deemed to be the resolution of the meeting at which the poll was demanded. The Chairman may (and if so requested shall) appoint scrutineers and may adjourn the meeting to some place and time fixed by him for the purpose of declaring the result of the poll.
  - c. A poll demanded on the election of a Chairman or on a question of adjournment shall be taken forthwith. A poll demanded on any other question shall be taken either immediately or at such subsequent time (not being more than thirty days from the date of the Meeting) and place as the chairman may direct. No notice need be given of a poll not taken immediately.



- d. The demand for a poll shall not prevent the continuance of a Meeting for the transaction of any business other than the question on which the poll has been demanded.
16. Each member shall be entitled to appoint a member of the Institution of any class as the proxy of such member to attend and vote at any General Meeting on their behalf.
17. An instrument appointing a proxy shall be in such form as the Board shall prescribe and shall be deemed to include the right to demand or join in demanding a poll and shall, unless the contrary is stated thereon, be valid as well for any adjournment of the meeting as for the meeting to which it related.
18. An instrument appointing a proxy must be left at the Office not less than 48 hours before the time appointed for the meeting (or in the case of a poll before the time appointed for the taking of the poll) at which it is to be used and in default shall not be treated as valid.
19. The acceptance or rejection of votes by the Chairman shall be conclusive for the purpose of the decision of the matter in respect of which votes are tendered provided that the Chairman may review such decision at the same meeting, if any error be then pointed out.

## By-Laws

- 20a. The By-Laws shall regulate all matters by these Articles left to be prescribed by the By-Laws and all matters which, consistent with the Articles, shall be made the subject of By-Laws.
- 20b. Alterations in, and additions to, the By-Laws may be made by special resolution or by resolution of the Board.

## Board

- 21a. The number of Directors shall be not more than 15, of whom:
- one shall be the International President
  - one shall be the Immediate Past International President
  - one shall be the International President Elect
  - one shall be a Chartered Engineer elected by Engineering Council Registrant members
  - one shall be the Chief Executive Officer (who shall not be entitled to vote)
  - up to 5 shall be elected by the members of the Company
  - up to 2 shall be elected by the International General Assembly
- 21b. Save as herein otherwise provided, the quorum necessary for the transaction of the business of the Board shall be fifty percent of the serving Board Directors.
- 22a. After completing one year in office the International President shall transfer to the office of Immediate Past International President unless re-elected as International President due to no other member being appointed as International President Elect. The Immediate Past International President shall continue in office if the International President is re-elected for a further term in office.
- 22b. Three members of the Board shall retire from the Board each year, but may be re-elected.



- 22c. Any member of the Board who has completed a maximum of three consecutive years in office shall retire from the Board and may be re-elected.
- 22d. The members of the Board due to retire from the Board each year shall, unless the Board agree otherwise amongst themselves, be chosen from those who have been longest in office and in the case of equal seniority, shall be chosen by ballot of members of the Board.
23. The Board shall nominate a Chairman of their meetings and the period for which he is to hold office. In the case of equality of votes the Chairman shall have a second or casting vote.
24. The President Elect shall be selected, nominated and appointed by election by postal vote in the manner specified in the By-Laws. The election of other members of the Board in place of those retiring at any Annual General Meeting shall be conducted in such manner as shall be prescribed by the By-Laws from time to time in force as provided by these Articles.
- 25a. The Board may, notwithstanding any vacancy in their body, fill any casual vacancy occurring among the ordinary members of the Board or in the office of International President (but excluding any member elected by the International General Assembly) caused by the retirement, resignation or removal of such member of the Board ("an Original Board Member") and the replacement member of the Board or International President (as the case may be) so appointed shall retire at the Annual General Meeting at which such Original Board Member would, in accordance with these Articles of Association, have been required to offer himself for re-election. Vacancies not filled at an Annual General Meeting shall also be deemed to be casual vacancies within the meaning of this Article. The period when filling a casual vacancy shall not be counted towards the term of office of any Board Member.
- 25b. The office of a member of the Board shall be vacated if:
- i. such a member shall fail to attend three consecutive meetings of the Board, or three meetings of the Board out of any consecutive five meetings of the Board and
  - ii. the Board resolves, following recommendation by the Chairman of the Board that the office be vacated.
26. The Company Secretary and Treasurer, and other employees of the Institution, shall be appointed and removed in the manner prescribed in the By-Laws from time to time in force as provided by these Articles. Subject to the express provisions of the By-Laws and current employment legislation, employees of the Institution shall be appointed and may be removed by the Board.
27. The powers and duties of the employees of the Institution shall, subject to any express provision in the By-Laws, be determined by the Board. The duties of Company Secretary and Treasurer may be discharged by the same person.

## Power of the Board

28. The government and control of the Institution and its affairs shall be vested in the Board subject to the provisions of the Act and the Articles and to the By-Laws. The business of the Board shall be conducted in such manner as the Board may from time to time prescribe.



29a. The Treasurer may with the consent of the Board invest in the name of the Institution in or upon any authorised securities as defined in the first schedule Trustee Investments Act 1961. Provided always that monies subject or representing property subject to the jurisdiction of the Charity Commissioners shall only be invested in such securities and with such sanctions as shall for the time being be prescribed by law.

The Board may borrow monies for the purposes of the Institution whether without security or secured on the property of the Institution. The Board may realise the investments of the Institution.

30a. The Board may appoint Committees and Sub-Committees to carry out the work of the Institution, the membership of which shall be determined by the Board. The Board may delegate any of its powers and duties to any Committee subject to the decisions of such Committees being reported to the Board and the International President shall ex-officio, be a member of all Committees of the Board.

30b. The Board may at its discretion nominate any member of the Institution to serve as its representative on the committee or board of any other organisation.

30c. The Board may at its discretion employ any part of the funds of the Institution in the payment of lecturers and the foundation or grant of scholarships, exhibitions, prizes and medals in connection with any of the objects of the Institution, or of the examinations held by the Institution.

31. Travelling and other out-of-pocket expenses may be repaid by the Institution to members of the Board and members of Committees and sub-committees of the Board attending meetings, or otherwise engaged on Institution business with the authority of the Board. The Board may also authorise the payment of fees or other reasonable expenses to meet all or part of the expenses incurred by persons requested by the Board to assist the Institution.

32. The Board may regulate its own procedure and the procedure of any Committee appointed by it.

33. All communications to the Institution, unless otherwise determined shall be the property of the Institution, and shall be published only by authority of the Board.

34. None of the property or documents of the Institution may be removed from its premises or meetings without the written consent of the Board.

## **Accounts and Audit**

35. The register of members, reports of the Board, annual audited accounts, minutes of Board meetings and public records of the Institution shall at all times be open to the inspection of the members, subject to such reasonable restrictions as to time and manner of such inspection as shall from time to time be imposed by the Institution in the General Meeting.

36. A copy of every Balance Sheet and Income and Expenditure Account which is to be laid before a General Meeting of the Institution (including every document required by law to be annexed thereto) together with a copy of every report of the Auditors relating thereto and of the Board's Report shall not less than 21 days before the date of the meeting be sent to every member.

37. Auditors shall be appointed and their duties regulated in accordance with the Act.



---

## International General Assembly

- 38a. The Board may authorise the formation of an International General Assembly.
- 38b. The International General Assembly shall be constituted and elected and its procedures and proceedings shall be governed in accordance with rules and regulations laid down from time to time in the By-Laws.

## Branches and Groups

- 39a. The Board may when and where necessary authorise the formation of Branches and/or Groups. Such Branches and/or Groups shall be conducted according to the Articles and the By-Laws.
- 39b. Groups will normally be formed by, and within Branches, where a sub-division is necessary to achieve an advantageous distribution of the work of the Institution within the Branch, but special interest groups may be established on a non-geographic basis for the purpose of facilitating the objectives of the Institution.
40. The appropriation and contribution of funds of the Institution towards the expenses of Branches and/or Groups consistent with the objects of the Institution shall be at the sole discretion of the Board and the Institution shall not be responsible for any liability incurred by or on behalf of any Branch or Group of the Institution beyond any amount previously appropriated or contributed for any specified purpose by the Board.
41. Branches shall be conducted, governed and managed in accordance with the Constitution and Rules for Branches and Groups.
42. Branches outside the United Kingdom shall be responsible for the conduct and control of examinations in their particular country in accordance with the regulations prescribed by the Board from time to time.

## Winding Up

43. The Provision in Clause VII of the Memorandum of Association shall have effect as if the same were repeated in the Articles.



---

## Schedule of By-Laws

BY-LAWS made pursuant to Article 20 of the Articles of Association of the Institution

### INTERPRETATION

1. In these By-Laws words defined in Article 1 of the Articles of Association of The Institution of Fire Engineers shall have the meanings therein assigned to them and such Article shall apply mutatus mutandis in all respects to these presents.

### STUDENTS

2. The Board may elect into the grade of Student, a person who, to the satisfaction of the Board, meets the requirements for the grade contained in the Institution's Rules of Membership.

### TECHNICIANS

3. The Board may elect or transfer into the grade of Technician, a person who, to the satisfaction of the Board, meets the requirements for the grade contained in the Institution's Rules of Membership.

### GRADUATES

4. The Board may elect or transfer into the grade of Graduate, a person who, to the satisfaction of the Board, meets the requirements for the grade contained in the Institution's Rules of Membership.

### ASSOCIATES

5. The Board may elect or transfer into the grade of Associate, a person who, to the satisfaction of the Board, meets the requirements for the grade contained in the Institution's Rules of Membership.

### MEMBERS

6. The Board may elect or transfer into the grade of Member, a person who, to the satisfaction of the Board, meets the requirements for the grade contained in the Institution's Rules of Membership.

### FELLOWS

7. The Board may elect or transfer into the grade of Fellow, a person who, to the satisfaction of the Board, meets the requirements for the grade contained in the Institution's Rules of Membership.

### LIFE FELLOWS

8. The Board may elect as a Life Fellow, a Fellow who has given outstanding service to the Institution for many years. Life Fellows shall not normally be under the age of 60 years and at any one time the number of Life Fellows shall not exceed six. The grade of Life Fellow shall carry the same rights and privileges as that of the grade of Fellow.

### AFFILIATES

9. The Board shall have the power to elect as Affiliates such individuals or bodies as desire to support the aims and activities of the Institution. Every Affiliate shall be entitled to receive a copy of the Institution's circulated publications during the period covered by their subscription.

### COMPANIONS

10. The Board may elect as a Companion, persons of eminent scientific attainment or distinguished standing, or members of the Institution, who have given outstanding service to the Institution. Companions may be elected for such a period as the Board considers appropriate.

### LICENTIATES

11. Persons who have been elected Licentiate members before the 1st day of October 1973 shall continue to use the title but the Board shall make no further elections to this class of membership.

### HONORARY FELLOWS

12. Persons who have been elected Honorary Fellows before the 22nd day of July 1999 shall continue to use the title but the Board shall make no further elections to this class of membership.



## Privileges of membership

13. Life Fellows, Fellows, Companions, Honorary Fellows, Members, Associates, Graduates, Technicians and Licentiates may for professional purposes use the following designatory titles for indicating membership of the Institution in the title and various grades. They shall also receive all circulated publications of the Institution.

Life Fellow	FIFireE (Life)
Companion*	CIFireE
Fellow	FIFireE
Honorary Fellow	Hon FIFireE
Member	MIFireE
Associate	AIFire E
Graduate	GIFireE
Technician	TIFireE
Licentiate	LIFireE

\*note: where members are entitled to use a designatory title for a grade of membership, and are awarded the title of Companion, the member may prefix the appropriate grade designation with the letter C. For example, a Member (MIFire) who is awarded the title Companion, would use the designatory title CMIFireE, and it would be normal to address such a member as a Companion Member.

14. Subject to such regulations as the Board may from time to time prescribe every member shall be supplied with a Certificate of his membership. Every such Certificate shall remain the property of, and shall on demand be returned to the Institution, and shall state on the face of it that it is not issued by or in pursuance of any Statutory Authority, or by the authority of the Government or by any Department thereof.
15. The Board shall cause to be held examinations for candidates seeking to be elected/transferred as Members, for candidates seeking to be elected as Graduates, for candidates seeking to be elected or transferred as Technicians, and for candidates wishing to sit for the Institution's Preliminary Certificate. Rules and regulations consistent with these By-Laws and which shall relate to the conduct of the examinations including the fees to be paid by candidates shall be decided by the Board from time to time.
16. The annual subscriptions and entrance fees payable by members of the Institution may be fixed by the Board from time to time for any class of member.
17. All subscriptions shall be payable in advance and shall become due on such date in each financial year as shall be determined by the Board; and the subscription of each member shall date from the first day in the financial year of the member's election and shall entitle that member to proceedings published during that financial year.
18. In the case of each member elected in the last three months of any financial year, the first subscription shall cover both the year of election and the succeeding year, but shall only entitle the person elected to the proceedings published after his election.
19. Members of at least 15 years standing may, from the 1st January in the financial year following the attainment of the age of 65, make a payment of twice the Fellowship annual subscription which shall entitle them to remain members in the appropriate class during their life-time without the payment of any further annual subscription.



---

## Code of Conduct

- 20a. If in the opinion of the Board any Life Fellow, Companion, Fellow, Honorary Fellow, Member, Associate, Graduate, Technician, Licentiate, Student or Affiliate is guilty of dishonourable or unprofessional conduct or of conduct prejudicially affecting the interests of the Institution, he may be suspended from membership for any period not exceeding two years, as the Board may determine, or may be required to resign his membership or have his name struck off the membership roll.
- 20b. Any proposal that a member shall be suspended from membership or be required to resign his membership or have his name struck off the membership roll shall be made at a meeting of the Board of which not less than twenty-one days' notice shall be given to the Board and to the member concerned stating the proposal to be considered at the meeting.
- 20c. No member shall be suspended or required to resign his membership or expelled by having his name struck off the membership roll except by a resolution passed by not less than two-thirds of the members of the Board present and voting at the meeting of the Board at which at least eight members of the Board shall vote and unless he shall first have had an opportunity of being heard by himself or his agent in defence, of cross-examining witnesses called against him and of calling witnesses on his own behalf, or in the case of a member who is for the time being resident abroad an opportunity of submitting a statement in writing of his defence.
- 20d. If any member who, in pursuance of the foregoing provisions is called upon to resign his membership fails to do so within seven days from the date of the requirement, the Board shall strike his name off the membership roll.
- 20e. When a member's name is struck off the membership roll he shall, thereupon, cease to be a member of the Institution and to have any rights as a member.
- 21a. The name of any person shall, ipso facto, be struck off the membership roll in the event of such person's annual subscription being in arrears for twelve months from date of the same becoming payable; provided always that the Board may suspend the operation of this By-Law whenever it may think fit so to do.
- 21b. No member, shall be entitled to receive any of the Institution's publications, Ballot Lists or Certificates if they are in arrears with their subscriptions for such a period of time as has been presented by the Board except where the Board have suspended the operation of this By-Law.
- 21c. Any member of the Institution who under the provisions of this By-Law or By-Law 18 resigns or is required to resign his membership or whose name is struck off the membership roll or who otherwise ceases to be a member of the Institution shall:
- (i) remain liable to pay the amount of his current annual subscription and any other sums due to the Institution, and
  - (ii) be forbidden to use any of the distinctive titles of the Institution as set out in By-Law 11.
- 22a. If any member of the Board shall become bankrupt or insolvent or compound with his creditors or become of unsound mind or be convicted of an indictable offence or shall by writing resign his office or shall for any cause cease to be a member of the Institution, he shall ipso facto and immediately cease to be a member of the Board.



- 22b. If any member of the Institution shall become bankrupt or insolvent or compound with his creditors or become of unsound mind or be convicted of an indictable offence, he shall be disqualified from being elected as an ordinary member of the Board.
23. The Board may at its discretion reinstate in his former class any person upon payment of all arrears and subscriptions or such part of all arrears and subscriptions as the Board may determine.

## Proposals and elections of members

24. Every application for election to each class of membership shall be made on the form provided by the Institution for that purpose and shall be completed and returned to the Membership Department at IFE House.

## Award of Companion

- 25a. The Board may award a person who in their opinion is qualified in accordance with By-Law 10 the title of Companion. A proposal to this effect made by one member of the Board and seconded by two others shall be made at a Board meeting and a ballot for election shall take place at the next convenient meeting of the Board after consultation has taken place with the appropriate Branch of the Institution.
- 25b. Any Branch of the Institution shall have the right by resolution to nominate any member for the award of Companion (if in the opinion of the Branch such member is qualified in accordance with By-Law 10). In such cases the Branch Secretary shall forward to the Company Secretary a copy of the Branch Resolution offering the nomination and signed by the Branch President and a ballot for election shall take place at the next convenient meeting of the Board.
- 25c. The award of Companion under paragraphs (a) and (b) of this By-Law will only be approved by the Board after careful examination of the individual's credentials and suitability under By-Law 10. Companion being the premier title of the Institution will only be conferred on persons who have given outstanding service to the Institution at either Branch or National level.

## Election of members of Board

- 26a. Nominations for the election of the International President Elect may be made by notice in writing to the Company Secretary not later than 30th April in any year. Members of the Board and International General Assembly Representatives may nominate any person or persons (being a corporate member) as a candidate for International President Elect by delivering to the Company Secretary a nomination in writing duly signed by a Proposer and four Seconders (all of whom must be serving members of the Board and/or the International General Assembly) together with written consent to act if elected of the person nominated. No member may propose or second more than one candidate for International President. A postal ballot shall take place amongst the members of the Board and the International General Assembly Representatives and a ballot list of nominees, together with a brief description of their record in the Institution shall be forwarded to each such person. After they have recorded their votes, the ballot paper shall be returned in a sealed envelope to the Company Secretary not later than 7 days prior to the date of the Annual General Meeting. The sealed envelopes shall be opened prior to the Annual General Meeting, by the Chief Executive Officer and one member of the Board who is not a candidate in the election. The candidate receiving the majority of votes shall be declared elected as President Elect. In the case of equality of votes, the Chairman shall be entitled to a second or casting vote and his decision shall be final and conclusive. The number of votes cast for each nominated candidate shall be declared at the Annual General Meeting.



- 26b. The International President shall be appointed annually at the Annual General Meeting by the Board. Those eligible to be appointed shall be the International President Elect or, if in the opinion of the Board special circumstances exist, a corporate member nominated by the Board.
- 26c. Nominations for the election of ordinary members to the Board may be made by Voting Members by notice in writing to the Company Secretary not later than 30th April in any year. Such nominations shall be signed by a Proposer and Secunder and supported by the signature of three other members and also by the person nominated signifying consent. A postal ballot shall take place and a ballot list of all nominees, together with a brief description of their record in the Institution shall be forwarded to each member.

After members have recorded their votes, the ballot paper shall be returned in a sealed envelope to the Company Secretary not later than seven days prior to the date of the Annual General Meeting. The sealed envelopes shall be opened prior to the Annual General Meeting, by the Chief Executive Officer and one member of the Board who is not a candidate in the election. According to the number of vacancies occurring, those candidates receiving the majority of votes shall be declared elected members of the Board. In the case of equality of votes the International President, or in his absence the Immediate Past International President, shall be entitled to a second or casting vote and his decision shall be final and conclusive. The number of votes cast for each nominated candidate shall be declared at the Annual General Meeting.

- 26d. The members of the Board elected by the International General Assembly shall be elected by ballot of the International General Assembly. Nominations shall be signed by an International General Assembly Representative and seconded by two other International General Assembly Representatives and also by the person nominated signifying consent. Nominations shall be forwarded to the Company Secretary. A postal ballot shall take place and a ballot list of all nominees together with a brief description of their record in the Institution shall be forwarded to each International General Assembly Representative. After members have recorded their vote the ballot paper shall be returned in a sealed envelope to the Company Secretary.

The sealed envelopes shall be opened prior to the Annual General Meeting, by the Chief Executive Officer and one member of the Board who is not a candidate in the election. According to the number of vacancies occurring those candidates receiving the highest number of votes shall be declared elected. In the case of equality of votes, the Leader of the International General Assembly shall be entitled to a second vote. The number of votes cast for each nominated candidate shall be declared at the AGM. The Board member elected by the Engineering Council Registrants' Steering Group will chair that group.

Any casual vacancy occurring for a member of the Board elected by the International General Assembly may be filled by a member nominated by the International General Assembly.

## Appointment and duties of officers

27. The Chief Executive Officer, Company Secretary and Treasurer of the Institution shall be appointed by the Board on such terms as it thinks fit as and when vacancies occur and shall subject to current employment legislation, be removable by the Board. One person may be appointed to discharge the duties of the Offices of Company Secretary and the Treasurer. The remuneration of the Chief Executive Officer, Company Secretary and Treasurer and other employees of the Institution shall be decided and fixed by the Board.



28. In the event of the appointment of an Honorary General Secretary to the Institution the Board shall allocate duties to meet the special circumstances of the case.
29. A member of the Board may participate in a meeting of the Board or a committee of the Board of which he is a member by means of a conference, telephone or similar communicating equipment whereby all persons participating in that meeting can hear and/or see each other provided that at all times there are not less than four members of the Board present in person. Participating in a meeting in this matter shall be deemed to constitute presence in person at the meeting. Subject to disclosure in accordance with Section 317 of the Companies Act 1985, a member of the Board shall be entitled to vote at a meeting of the Board or of a committee of the Board on any resolution concerning a matter in which he has, directly or indirectly, an interest or duty which is material and which conflicts or may conflict with the interests of the Company.
- i. It shall be the duty of the Company Secretary to the Institution to work under the direction of the Board, to conduct the correspondence of the Institution, to attend all meetings of the Board and also attend or be suitably represented at all meetings of the Board's Committees; to take minutes of the proceedings and to read all communications that are ordered to be read; and to superintend the publication of such papers as the Board may direct. The Chief Executive Officer shall engage (subject to the approval of the Board) and be responsible for, all persons employed by the Institution and set their portion of work and duties. The Company Secretary shall conduct the ordinary business of the Institution in accordance with the Articles and By-Laws and the directions of the International President and Board and shall refer to the International President or Chairman of the appropriate Committee of the Board in any matters of difficulty or importance requiring immediate decision.
  - ii. The Treasurer of the Institution shall direct the collection of subscriptions and the preparation of the account of expenditure of the funds; and shall also present all accounts to the Board for inspection and approval.

## **Proceedings at the Annual General Meeting**

30. The proceedings at the Annual General Meeting shall, as far as practicable, conform to the following order:
1. The Chair shall be taken at such hour as the Board may direct.
  2. The minutes of the previous meeting shall be submitted to the meeting for approval. After being approved as correct they shall be signed by the Chairman.
  3. The Annual Report of the Board shall be presented for adoption.
  4. The Balance Sheet and Accounts for the financial year ended shall be presented for adoption.
  5. The International President-Elect shall be installed as the International President.
  6. The result of the ballot for Board election including votes cast for each nominated candidate shall be declared to the meeting.
  7. The appointment of and the fixing of the remuneration of the Auditor.
  8. Any other business of which due notice shall have been given, shall be taken.

In all other matters the proceedings of the Annual General Meeting shall conform to the Standing Orders of the Institution.



31. The Board may invite to the Annual General Meeting any person or persons who, in the opinion of the Board, are interested in the work and objects of the Institution. During such portion of the meeting as may be devoted to any business connected with the management of the Institution, visitors shall be requested by the Chairman to withdraw if any member asks that this shall be done and it shall be agreed by vote.
32. Every voting member wishing to attend the AGM shall be provided with voting cards by Institution staff prior to entering the meeting room.
33. All donations or grants to the Institution shall be enumerated in the Annual Report of the Board presented to the Annual General Meeting.
34. The subject of every conference paper shall be submitted to the Board for approval.
35. The discussion upon any conference paper may be adjourned at the discretion of the Chairman.

## Notices

36. Seven clear days' notice at least shall be given of every meeting of the Board and its Committees. Such notice shall specify generally the business to be transacted by the Meeting. No business involving the expenditure of the funds of the Institution not included in approved estimates shall be transacted at any Board Meeting unless specified in the notice convening the Meeting or Committee Meeting.
37. A notice may be served by the Board on any member of the Institution either personally or by sending it through the post in a prepaid letter addressed to him at his registered place of abode.
38. Any notice served by post shall be deemed to have been served at the time when the letter containing the same would be delivered in the ordinary course of the post and in proving such service it shall be sufficient to prove that the letter containing the notice was properly addressed and put into the post box.
39. The costs, charges and expenses incidental to the preparation and execution of the Memorandum and Articles of Association and the By-Laws of the Institution, and of the Incorporation and Registration of the Institution, shall be defrayed out of the funds of the Institution.

## Branches and Groups

40. The Board shall approve a Model Constitution and Rules for Branches and Groups, which shall be published as an Annex to the Articles of Association. The Constitution and Rules for the government and management of each Branch and Group shall be first approved by the Board and shall be either:
  - 40a. the same as the Model Constitution and Rules for Branches, or
  - 40b. as similar to the Model Constitution and Rules for Branches as circumstances permit, due allowance being made for laws appropriate to the country in which the Branch operates, but without prejudice to the generality of the foregoing, including the following minimum provisions:



- i. Name: The Name shall be in a form identical to rule 1 of the Model Constitution and Rules for Branches.
  - ii. Object: The Object shall be in a form identical to rule 2 of the Model Constitution and Rules for Branches and must be stated in full without alteration.
  - iii. Membership: The rules relating to membership shall be in a form identical to the Model Constitution and Rules for Branches.
  - iv. Meetings: A Provision shall state that the Annual General Meeting may be held at a time other than the month specified in the Model Constitution for Branches subject to the approval of the Board. Further, provision must be made for the calling of Extraordinary Meetings both by the Branch Council and by the membership.
  - v. Alterations: Shall be in a form identical to the Model Constitution and Rules for Branches.
41. The Board may upon receipt of a request to that effect from a sufficient number of members of the Institution resident in any district authorise the formation of a Group or number of Groups within the area of a Branch where it is deemed that such action will further the aims of the Institution.
  42. There shall be such number of Branches as the Board may from time to time determine.
  43. Each Branch shall be conducted, governed and managed by a Branch Committee or Council which shall consist of a President, Vice President and such numbers of members as may be prescribed by the Board. The number of Branch council members should not exceed eleven and normally all such members should be resident wherein the Branch is established.
  44. All Branches outside the United Kingdom shall pay to the Board such fees as may be prescribed by the Board for administering and controlling the examinations. Such examination fees may be varied from Branch to Branch outside the United Kingdom and from time to time at the discretion of the Council of the Branch but subject to the agreement of the Board. Where Branches outside the United Kingdom have not been formed in any area, examinees shall render examination fees direct to the Board.
  45. Each Branch shall, if so required by the Company Secretary, send a copy of their properly prepared and certified accounts to the Company Secretary immediately following their acceptance at the Branch Annual Company Meeting and such further explanation of their accounts as the Board may from time to time require.
  46. That the attached Model Constitution and Rules for Branches (signed by the International President) are approved and adopted as the new Model Constitution and Rules for Branches.

## **International General Assembly**

47. The Constitution and Rules for the government and management of the International General Assembly shall be first approved by the Board. Unless otherwise agreed by the Board or as herein provided, the provisions of the Institution's Articles of Association and By-Laws shall, mutatis mutandis, apply to the Constitution and Rules for the government and management of the International General Assembly.
48. Each constituted Branch of the Institution is entitled to elect one International General Assembly Representative to attend International General Assembly meetings. The Branch Representative must hold a minimum grade of Graduate to serve as the Branch Representative. The Branch may set additional criteria for election to the position of International General Assembly Representative.



The procedure is as follows:

- Each Branch Representative to the International General Assembly will be elected by an open, transparent and democratic process, which will be approved and published by the Branch Council with a copy forwarded to the Chief Executive Officer.
  - The administering Branch Secretary shall send in writing the name of the duly elected International General Assembly Representative to the Chief Executive Officer so as to arrive not later than the first day of May in the year of election.
49. Fifteen International General Assembly Representatives present in person, or by proxy at the time of the start of business, will constitute a quorum of the International General Assembly. If a quorum is not present, the meeting may continue but any decisions taken will require subsequent ratification by the International General Assembly.
50. The International General Assembly shall elect a Chairman and determine the period for which he is to hold office, but if no such Chairman is elected, or if at any meeting the Chairman is not present 5 minutes after the time appointed of holding the same, the International General Assembly Representatives present may choose one of their number to be Chairman of the meeting.
51. Business decisions of a meeting, except for the election of Leader, Vice Leader, and Board representatives of the International General Assembly shall be ascertained by a poll. On a poll, each International General Assembly Representative shall (subject to the Branch having a minimum of 25 members) have one vote for every 50 members (or part thereof) in the Branch by which they were elected (as recorded in the records held by the Institution on the previous 31 December).
52. In the event that a Branch representative is unable to attend a meeting of the International General Assembly, the Branch may nominate another member of the Branch to act as the Branch designated alternate and may also remove from office any alternate so appointed. Notice of any such appointment must be given to the Leader of the International General Assembly not less than twenty-one days before the appointment is to take effect. An alternate will be entitled to receive copies of all documents available to International General Assembly Representatives, attend and perform all the functions of their principal branch representative, in their absence.



---

## Standing Orders

### Order and conduct of business at meetings of the Institution

1. The business at meetings shall proceed in the following order except that (a) the Chairman may, in his discretion, bring forward any business at any stage: and (b) any item of business may, on cause shown and with the consent of the meeting, be taken out of its order.
  - (1) Minutes of the previous meeting.
  - (2) Motions proposed to be taken up within previous notice at the end of the meeting to be given in and read.
  - (3) Questions of which notice has been given to be put and answered.
  - (4) Deputations, if any, received.
  - (5) Election business (including appointments to any office or Committee).
  - (6) Business adjourned from previous meeting.
  - (7) Reports of Committees (Board, International General Assembly, Branch, Group).
  - (8) New business.
  - (9) Motions of which notice has been given immediately after the reading of minutes to be taken up provided three-quarters of the members present consent.

### Ruling of the Chairman

2. The Chairman of the meeting shall decide all the questions of order, relevancy and competency arising at all meetings, and his ruling shall be final and shall not be open to discussion.

### Chairman's Power of Adjournment

3. The Chairman of the Meeting shall be entitled, in the event of disorder arising at any Meeting, to adjourn the meeting to a time he may then or afterwards fix.

### Count Out

4. If during any meeting and where applicable, the attention of the Chairman is called to the number of members present - he may unless it is apparent to him that the quorum is present, thereby terminate the Meeting until a date he may then or afterwards fix.



---

## Questions

5. Any member may put a question to the Chairman of the Meeting, or to any Chairman, concerning any relevant and competent business not arising from the Agenda, provided that he shall have given notice thereof to reach the Secretary at least 24 hours previous to such meeting. No discussion shall be allowed on any question so put or answer given. If the Chairman of the Meeting is of the opinion that a question is out of order, he shall cause the member who had given notice to be so informed, and shall not allow the question to be put.

## Order of debate

6. A member desiring to speak shall rise in his place and when called upon, shall address the Chair. No member shall be allowed to speak oftener than once on any subject under discussion save on a point of order or, with the consent of the Chairman, to make an explanation, but the mover of the motion shall have a right to reply. A member who is addressing the Chair when a question of order is raised shall resume his seat until the question of order has been decided by the Chairman.

## Motion “that the question be now put”

7. It shall be competent for any member who has not spoken on a motion then under discussion to move “that the question be now put.” On this being seconded, the Chairman, if he is of the opinion that the motion before the Meeting has been sufficiently discussed, shall, without amendment or discussion, order a vote to be taken on such motion by show of hands. If the motion is carried, the mover of the original motion shall have a right to reply, and the motion under discussion shall be put without further delay.

## Motion “that the meeting do proceed to the next business”

8. It shall be competent for any member who has not spoken on a motion before the meeting then under discussion to move “that the meeting do proceed to the next business.” On this being seconded, the mover of the original motion shall have a right of reply (without prejudice to the ultimate right of reply if the motion is not carried) after which the motion shall be put without further debate.

## Duration of speeches

9. The following provisions shall apply: the mover of a motion, or amendment, shall not speak for more than 10 minutes. No other speaker shall speak for more than 5 minutes, except in such case with the consent of the majority of members present. It shall be competent for the Chairman to determine - without vote - whether the consent of the majority of the members present has been obtained to the time limit being exceeded.

## Obstructive and offensive conduct

10. Any member guilty of the above may be suspended for the remainder of the sitting if a motion thereupon be moved and seconded and supported by at least three-quarters of the members present.



---

## Motions

11. Motions not seconded shall not be discussed.
12. No amendment shall be discussed until it shall have been seconded.
13. A Motion for consideration at the end of the Meeting is one not relating to any item of business on the agenda of which notice has not been given at a previous meeting. It may be considered at the end of the meeting provided three-quarters of the members present shall be of the opinion that it should be so considered and provided also that such motion shall have been given immediately after the minutes of the previous Meeting are disposed of, and thereupon read to the Meeting by the Secretary.

## Items of new business

14. Any motion arising out of any item of new business, except a motion that such item be either minuted, or referred to a Committee, shall not be considered unless three-quarters of the members present shall be of the opinion that it should be taken up without further notice.

## Minutes

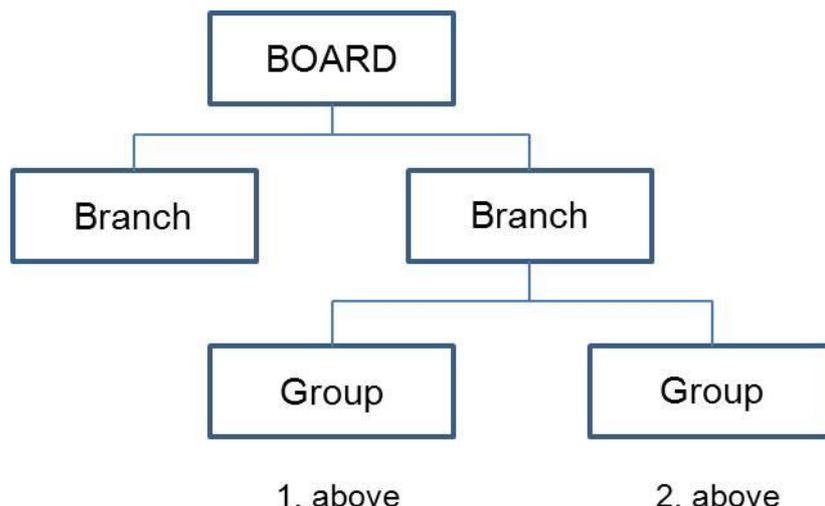
15. Committees - It shall be the duty of the Company Secretary, Assistant Secretary, or such other person who is acting as Secretary at a meeting, to prepare draft minutes of the meeting as soon as practicable and submit forthwith a copy of the draft to the Chairman of the meeting for his approval. When the approval of the Chairman has been obtained copies shall be circulated immediately to all members of the Committee and copies shall also be sent later to all members of the Board together with other papers for the next meeting of the Board.
16. Board - The minutes of each Committee meeting shall be submitted to the subsequent meeting of the Board as the report of the Committee. The adoption of these minutes shall be moved by the Chairman of the Committee concerned, or in his absence some other member of the Committee, and on being seconded shall be put to the meeting item by item. It shall be the duty of the Company Secretary to prepare draft minutes of the Board meeting as soon as practicable and submit forthwith a copy to the Board Chairman for approval. When the Chairman's approval has been obtained copies should be circulated immediately to all members of the Board.
17. The minutes of any meeting shall give a brief but accurate record of proceedings, with sufficient information about items of importance, particularly about any material divergence of views. When a motion or an amendment to a motion is put to a meeting it shall be recorded in full with the names of the proposer and seconder. All decisions shall be recorded, including, if demanded and agreed by the meeting, the result of any voting.



## Constitution and Rules for Branches and Groups

### General

1. In order to function effectively the Institution has Branches throughout the world. In some cases the Branch covers an entire country, in other instances a State or some similar sub-division.
2. In the interest of promoting the objectives of the Institution a Branch may allow the formation of Group(s) within its area. Any Group(s) formed should continue to participate in the parent Branches activities.
3. A diagrammatic illustration of the various structures achievable with Branches and Groups is shown below.
4. The attached Model Constitution and Rules for Branches and Groups are approved by the Board. Attention is drawn to the Articles of Association By-Law 40, which limits changes to some rules within the Model. The Model shall be taken as a guide, and local requirements should be incorporated as appropriate.
5. Any and all Branch and Group constitutions must first be submitted to the Board for approval and shall only become operative following approval by the Board and a formal copy of the aforesaid constitution, carrying the signature of the International President, will then be lodged with the Branch and Group (as the case may be) and with the Board itself.





## Annex A

### Model Constitution and Rules for Branches

#### 1. Name

The name of the Branch shall be the \_\_\_\_\_ Branch of the Institution of Fire Engineers, and shall bear the short title of the \_\_\_\_\_ Branch.

#### 2. Object

To foster and support the Institution of Fire Engineers in its object, and so far as is possible within the structure of the Branch, to subscribe to and carry out the object, namely:

To promote, encourage and improve the science and practice of Fire Extinction, Fire Prevention, and Fire Engineering, and all operations and expedients connected therewith, and to give an impulse to ideas likely to be useful in connection with, or in relation to, such science and practice to the members of the Institution and the community at large.

In furtherance of the above object, and ancillary to it, the Branch may:

- (a) Enable members to meet and to correspond and to facilitate the interchange of ideas respecting the improvements in the various branches of the said science, and the publication and communication of information on such subjects and to coordinate and encourage Groups within the Branch.
- (b) Do all other things incidental or conducive to the attainment of the above or any of them.
- (c) Do all in its power to prepare and produce suitable candidates for membership of the Institution as requisite and to encourage and assist members to attain corporate membership.

#### 3. Membership

- (a) All grades of membership shall be eligible for membership of the Branch and the Institution as long as they are not in arrears with annual subscriptions.
- (b) Every Branch member shall, on joining the Branch and on the first day of January in each year, pay an annual subscription of an amount to be decided by the members of the Branch at a General Meeting (*or, to be decided by resolution of the Branch Council*).

In the case of Groups the subscription shall be collected by the Group Treasurer, who shall retain an agreed percentage of the subscription to meet Group expenses and remit the remainder to the Branch Treasurer. The amount of subscriptions and the percentage to be retained by the Group shall be determined by the Branch. (*NB This paragraph may be used when the Branch Council resolve within the Branch Constitution to provide for Groups to collect the annual subscription on behalf of the Branch*).

- (c) A member of a Branch shall have that membership terminated in the event of such person's annual subscriptions being in arrears for twelve months from the date of the same becoming payable, subject to notice being given in such manner as the Branch deems fit.



- (d) In the case of each member elected in the last three months of any financial year, the first subscription shall cover both the year of election and the succeeding year, but shall only entitle the person elected to exercise any vote in the proceedings after election.
- (e) Members of at least 15 years standing, may from the 1st January in the financial year following the attainment of the age of 65, make a payment of twice the annual Fellowship subscription which shall entitle them to remain members of the Branch during their lifetime without the payment of any further annual subscriptions.

#### **4. Meetings**

- (a) An Annual General Meeting shall be held in or about the month of \_\_\_\_\_ each year at which the accounts of the previous year shall be submitted for approval and the Branch Council and officers for the ensuing year shall take office, having been elected in accordance with Rule 5.
- (b) Extraordinary General Meetings shall be held as required at times and places to be determined by the Branch Council, notice of which shall be communicated in writing to all members of the Branch not less than nine days prior to the day of the Meeting. Such notices shall specify the exact business to be discussed at the Meeting, and no business shall be transacted or resolution proposed of which notice has not been given.
- (c) On a requisition in writing signed by or on behalf of ten members being received by the Secretary, an Extraordinary General Meeting shall be called forthwith giving at least nine days and not more than twenty- one days notice thereof. Such notice shall specify the exact business to be discussed at the Meeting, and no business shall be transacted or resolution proposed of which such notice has not been given.
- (d) Every member present at a Branch Meeting, irrespective of class, shall have one vote, but in cases of equality of voting, the Branch President shall have a second or casting vote.

#### **5. Branch Council & Officers**

- (a) The Branch shall elect members from within the Branch to form a Branch Council.
- (b) Branch Council shall consist of a President, Vice President, Secretary and Treasurer (which office may be joined with that of Secretary) and other members. The President shall be appointed by the Branch Council from members serving on the Branch Council. The office of President shall not be held by the same person for longer than three consecutive years.
- (c) All members of the Branch of any class shall be eligible for election as officers or to the Branch Council, subject only to members, other than Life Fellows, Fellows, Members and Associate Members, not exceeding one-third of the total number of members of the Branch Council.
- (d) The Branch Council shall appoint a suitably qualified person as Auditor.
- (e) The officers other than the Auditor shall be entitled to be present and vote at all Meetings of the Branch Council.



- (f) Where Group(s) are formed they shall be entitled to have one or more members of the Branch Council depending on the numbers of members in the Group i.e. 1-29 Groups members - one elected representative of Branch Council, 30 or more Group members - two elected representatives on Branch Council. (NB This paragraph is an option for Branches where it is appropriate to have Groups represented on the Branch Council.)
- (g) The Branch Council shall hold office for one year and unless those members of the Branch at a General Meeting have decided otherwise, all members of the Branch Council shall be eligible for re-election.
- (h) Nominations for officers and membership of the Branch Council, proposed by a member of the Branch and seconded by two other members, should be addressed to the Branch Secretary so as to arrive not later than (Specify the actual date appropriate to finalising a ballot prior to the Annual General Meeting)
- (i) A ballot shall take place to fill membership on Branch Council. Ballots shall be cast in sealed envelopes and counted by a sub-committee appointed by Branch Council. Vacancies shall be filled by the highest polling candidate(s), subject to rule 5 (c) above. If as a result of the Ballot the number of Corporate members elected to Branch Council is less than two thirds, then the vacancy will be filled by the next highest Corporate member. The results of the Ballot and the number of votes for each person shall be declared at the Annual General Meeting.

#### **6. *Proceedings, Powers and Duties of the Branch Council***

- (a) The Branch Council shall have the power to co-opt for a specific purpose any member of the Branch to serve on the Branch Council and to fill any casual vacancy occurring therein.
- (b) The Branch Council may determine their own quorum, may regulate their own procedure (other than the appointment of a Chairman when either the President or Vice President are present) and the procedure of any Sub-Committee appointed by them, and may delegate their powers and discretion to Sub Committees consisting of a quorum to include a Chairman or elected Chairman and three members; the Chairman to have a second or casting vote.
- (c) The Branch Council shall manage the property, proceedings and affairs of the Branch, and shall exercise all powers of the Branch which are not required to be exercised by the Branch in General Meetings, subject to any Regulations from time to time made by the Branch in a General Meeting.
- (d) The Branch Council shall not have the power to refuse membership to the Branch, but shall report any Reason for wishing to decline specific membership to the Board of Directors. Where the Branch wish to terminate a membership, then it shall be reported to the Board of Directors for approval.
- (e) The Branch Council shall meet at times and places to be determined by itself, but if the Honorary Secretary should receive notice in writing from three members of the Branch Council requesting that a Meeting of the Branch Council be called, the Honorary Secretary shall do so forthwith, giving at least nine and not more than twenty one days notice thereof.



- (f) It shall be the duty of the Branch Council to ensure that a copy of the Annual Report, Audited Accounts and the Minutes of the Annual General Meeting are forwarded as soon as possible to the Board of Directors.
- (g) The Branch Council shall not take any action not in accordance with the general policy of the Institution and any resolution, either of the Branch Council or a General Meeting, which in any way affects matters of policy must be submitted forthwith to the Board of Directors.
- (h) The President and Treasurer shall be empowered to incur approved expense on behalf of the Branch and Branch Council, and be authorised to operate a current banking account for this purpose and shall notify the Branch Council of any action taken under this ruling.

#### **7. Groups**

- (a) The Branch may be divided into such Groups as the Branch Council may determine from time to time.

#### **8. Alteration of Constitution**

This Constitution shall not be altered or added to except at a General Meeting of the Branch at which such alteration or addition is approved by at least two-thirds of the members present, notice of the proposed alteration having been given to members. NB Before becoming operative any such alteration shall require confirmation by the Board of the Institution in accordance with the Institution's By-Laws.

Approved at a Branch meeting held on the \_\_\_\_\_ day of 20

Signed: \_\_\_\_\_ Branch  
Branch President Branch Secretary

**Approved by the Board of Directors**  
Minute No \_\_\_\_\_ Dated: \_\_\_\_\_ day of 20

Signed: \_\_\_\_\_ Chairman, Board of Directors

Signed: \_\_\_\_\_ Company Secretary



---

## Annex B

### Model Constitution and Rules for Groups

#### 1. **Name**

The name of the Group shall be the \_\_\_\_\_ Group.

#### 2. **Object**

To foster and support the Institution of Fire Engineers in its object and, so far as is possible, within the structure of the Group to subscribe to and carry out the object namely:

To promote, encourage and improve the science and practice of Fire Extinction, Fire Prevention, and Fire Engineering, and all operations and expedients connected therewith, and to give an impulse to ideas likely to be useful in connection with or in relation to such science and practice, to the members of the Institution and the community at large.

In furtherance to the above object, and ancillary to it, a Group may:

- (a) Enable members to meet and to correspond, and to facilitate the interchange of ideas respecting improvements in the various branches of the said science, and the publication and communication of information on such subjects.
- (b) Do all other things incidental or conducive to the attainment of the above, or any of them.
- (c) Do all in its power to prepare and produce suitable candidates for membership of the Institution as requisite and to encourage and assist members to attain corporate membership.

#### 3. **Membership**

The rules of membership according to the Constitution of the \_\_\_\_\_ Branch shall at all times be accepted as the Rules governing the Group membership and anyone who is resident in, or carries on the profession of Fire Engineering in the territory of the \_\_\_\_\_ Group shall be admitted to membership of the Group provided that they have qualified for membership in accordance with the appropriate Rules of the aforementioned Branch Constitution and which are reproduced as an Appendix to these Rules.

#### 4. **Meetings**

- (a) An Annual General Meeting of the Group shall be held in or about the month of \_\_\_\_\_ of each year, at which meeting the accounts of the previous year shall be submitted by the retiring Committee for approval and at which the new Committee members appointed in accordance with Rule 5(a) shall assume office.
- (b) In addition to the Annual General Meeting the Group shall attempt to hold at least five General Meetings per annum, but unless otherwise directed by the Committee or unless summoned in accordance with Rule 4(d) or (e) the meetings may be devoted entirely to educational talks, films, and/or visits and no other business need be discussed or minutes read.



- (c) All of the above meetings shall be open by invitation to all members of the Branch, sufficient copies of the notice of the Meeting being sent to the Honorary Secretaries of the other Groups within the Branch for circulation to members of these Groups.
- (d) Extraordinary General Meetings shall be held as required at times and places determined by the Group Committee, of which at least seven days notice in writing must be given to members; such notice shall specify the exact business to be discussed and no other business shall be transacted or resolution proposed of which such notice has not been given.
- (e) On a requisition in writing, signed by, or on behalf of five members being received by the Honorary Secretary, an Extraordinary General Meeting shall be called forthwith giving at least seven days, and not more than twenty-one days notice thereof. Such notice shall specify the exact business to be discussed at the meeting and no business shall be transacted or resolution proposed of which such notice has not been given.
- (f) Every member present at a group meeting, irrespective of class, shall have one vote, but in cases of equality of voting the Chairman shall have a second or casting vote.

#### 5. **Committee and Officers**

- (a) The Group Committee shall consist of a Chairman, Vice Chairman, Honorary Secretary (which office may be joined with that of Treasurer) and Committee members as determined by the ensuing subsections of this Rule.
- (b) The Committee shall be elected by ballot from members within the Group.
- (c) The Chairman and Vice Chairman of the Group shall be elected from among the Committee members of the Group at the Annual General Meeting.
- (d) There shall (also) be elected at the Annual General Meeting an Honorary Secretary (which office may be joined with that of Treasurer) and a suitably qualified person as an Auditor. Nominations for the office of Honorary Secretary proposed by a member of the Group and seconded by two others shall be addressed to the Group Secretary so as to reach him no later than the first day of February in each year.
- (e) The Committee shall hold office for one year and unless the members of the Group at a General Meeting have decided otherwise all members of the Committee shall be eligible for re-election.
- (f) All members of the Group of whatever grade shall be eligible for election as officers of the Committee.
- (g) The officers, other than the Auditor, shall be entitled to be present and vote at all meetings of the Committee.

#### 6. **Proceedings, Powers and Duties of the Committee**

- (a) The Committee shall have power to co-opt for a specific purpose any members of the Group to serve on the Committee and to fill any casual vacancy occurring thereon.



- (b) The Committee may determine their own quorum, may regulate their own procedure (other than the appointment of a Chairman when either the Chairman or Vice Chairman is present) and the procedure of any Sub-Committee appointed by them, and may delegate any of their powers and discretion to Sub Committees consisting of a quorum to include a Chairman or elected Chairman and three members, the Chairman to have a second or casting vote.
- (c) The Committee shall manage the property, proceedings and affairs of the Group, and shall exercise all the powers of the Group which are not required to be exercised by the group in General Meetings, subject to any regulations from time to time made by the group in a General Meeting.
- (d) The Committee shall meet at times and places determined by itself, but if the Secretary shall receive notice in writing from three members of the Committee, requesting him to call a Meeting of the Committee, he shall do so forthwith giving at least seven days and not more than twenty one days' notice thereof.
- (e) The Committee shall not take any action not in accordance with the general policy of the Institution and any resolution, either of the Committee or a General Meeting which in any way affects matters of policy must be submitted forthwith to the Branch Committee and shall not become effective until approved by the Branch Committee.
- (f) The Chairman and Treasurer shall be empowered to incur expense on behalf of the Group and Committee, and be authorised to operate a current banking account for the purpose, and shall notify the Committee of any action taken under this ruling.
- (g) The Committee shall ensure that a copy of notices of meetings, minutes of Group meetings, and copies of correspondence issued to Group members are sent to the Honorary Branch Secretary as soon as available.

**7. Alteration of Constitution**

The Constitution shall not be altered or added to except at a General Meeting of the Group at which such alteration or addition is approved by at least two-thirds of the members present, notice of the proposed alteration or addition having been given to members.

Note: any such alteration shall require the confirmation of the Branch Council before becoming operative.

Approved at a Group meeting held on \_\_\_\_\_ day of 20

Signed \_\_\_\_\_  
Group Chairman Group Secretary

Approved by Branch Council:  
Signed \_\_\_\_\_  
Branch President Branch Secretary

**Approved by the Board of Directors**  
Minute No. Dated: Day of 20

Signed: \_\_\_\_\_ Board Chairman  
Signed: \_\_\_\_\_ Company Secretary