

INSTITUTE OF FIRE SAFETY MANAGERS

Constitution

1. TITLE

The organisation shall be known as “**The Institute of Fire Safety Managers**” (IFSM)

2. AIMS AND OBJECTS

The aims and objects of the **Institute** shall be:

- (a) to represent the views of professional fire safety managers in all areas of their work.
- (b) to encourage the exchange of ideas between IFSM members and Diploma Holders primarily within the UK and Europe, but also world-wide.
- (c) to promote fire safety management, sound fire prevention and recognised fire safety practices in all places of work.
- (d) to encourage recognition of the FPA and CFPA Diploma throughout Industry and Commerce, and to encourage liaison with other similar fire and safety organisations.
- (e) to liaise with all official agencies connected with fire safety enforcement, fire prevention and fire safety including other institutions, Government departments, and other agencies.

3. MEMBERSHIP

(A) Membership of the IFSM will be available in the following Grades:
Fellow, Member, Associate and Student

- .1) Membership as a **Student Member (SIFSM)** will be available to all persons who have recently commenced an involvement in fire safety management. All applications to be approved by the Membership Committee.
- .2) Membership as **Associate Member (AIFSM)** will be available to all persons who have passed the Ordinary CFPA Diploma and are engaged in fire safety management or a related position, or where the person has a responsibility for fire prevention advice or fire safety in either an advisory or enforcement role. All applications to be approved by the Membership Committee.
- .3) Membership as a **Member (MIFSM)** will be available to all persons who have passed the CFPA ‘**Advanced**’ Diploma Examination. Existing **MIFSM** Members (as at the date of the 2005 SGM – 13/04/05) will inherit ‘grandfather rights’ to continue as **MIFSM** without the need to sit the Advanced Diploma Examination. Existing **MIFSM** Members who pass the Advanced CFPA Diploma will be granted an **IFSM Endorsement** to their original Diploma.
Exceptionally, the **MIFSM** Grade may be extended to other eminently qualified persons who, in the opinion of the Membership Committee, hold equivalent qualifications. Any such application must however also be approved by the **Council**.

- .4) Membership as a *Fellow (FISM)* will only be by election at an Annual General Meeting following a recommendation by the **Council** and in recognition of a substantive contribution being made by the person in furthering the aims and objects of the Institute.
- (B) All applications for membership shall be submitted to the **Membership Committee** of the Council on the prescribed form, which shall include an undertaking to abide by the **Constitution, Bye-Laws and Rules** of the Institute. The Membership Committee shall be empowered to refuse membership.
- (C) The **Council** shall be empowered to suspend or terminate membership for conduct or action which is deemed to be prejudicial to, or in direct contravention of, the **Constitution Bye-Laws and Rules**, without explanation but subject to an appeal to the Trustees who will decide if such an appeal should be upheld or be submitted to the Annual general Meeting. The suspension or termination of membership shall be effective from the date of the final passing of a resolution.
- (D) The person involved will be informed of the decision of the **Membership Committee** by the Secretary General in writing within one calendar month of the decision being made.

4. RESIGNATION, EXPULSION OR RE-INSTATEMENT OF MEMBERSHIP

- .1 A Member may resign at anytime by giving written notice to the **Secretary General** at the Head Office address. The resignation will become effective at the next **Council** Meeting and his/her name erased from the Register of Members - Subject to Clause 4.3
- .2 Any Member more than three months in arrears with their subscriptions, and after due notice in writing by the **Treasurer**, shall cease to be a Member. Any re-instatement shall be in accordance with Clause 4.3
- .3 The re-instatement of a former Member shall be subject to a decision of a **Council** Meeting. The **Council** shall have the power to impose a probationary period of membership, or such other re-entry conditions as they may decide without explanation.
- .4 Any Member reaching the age of 65 years shall be eligible to be included on the retired list of members.
- .5 Retired Members are not precluded from holding office within the Institution, provided they are eligible to do so.
- .6 In the event of the death of a Member, the Secretary General shall remove the Member's name from the Register.

.5 ORGANISATION

(A) BRANCHES

- .1 Branches may be formed by at least 5 members within their own geographic area based upon a County or Group of Counties whichever is the more suitable. The formation of a Branch must be approved by the **Council**.
- .2 Branches may elect their own Officers and Committee and formulate their own

- Rules provided these are first submitted for approval by the **Council**.
- .3 In addition to appointed Officers (e.g. Chairman, Secretary and Treasurer) each Branch may elect a **Council Representative** from their area.
 - .4 Branches must conform with the Institute's **Standing Orders**
 - .5 Records of business transacted at Branch level shall be maintained and copies of Minutes must be sent to the Secretary General within one week following the date of a Branch Meeting when the Minutes are confirmed.
 - .6 Meetings of Branches must be held regularly and at least twice per year.
 - .7 The Accounts of all Branches in the name of the Institute must be examined and audited at least once per year by appointed Auditors, and copies of signed audited accounts must be submitted to the Institute's Treasurer within one month of the audit.

(B) SPECIAL INTEREST GROUPS

- .1 In accordance with Clause 2 (d) of the Constitution, the Institute will encourage liaison contacts and meetings with other similar organisations and bodies and, where mutually agreeable, will form Special Interest Groups to maintain good liaison. All Special Interest Groups must be approved by Council, and a Report on any joint activities be reported to Council at regular intervals.

.6 COUNCIL

- .1 The business of the Institute will be managed by the **Council** consisting of Members elected at the **Annual General Meeting** who shall consist of the **President, the Chairman, the Secretary General, and Treasurer** and at least three **County Representatives** from Branches. At least one third of the **Council** shall stand down each year but all Members shall be eligible for re-election. The **President, Chairman, Secretary General, and Treasurer** shall be Ex-officio on all Committees).
- .2 The **Council** shall consist of at least **5 Members** (excluding the **President, Chairman, Secretary General, and Treasurer**) and will be elected at the Annual General Meeting.
- .3 There shall be three **Vice Presidents** appointed by the **Council** at its discretion which will be reported to the Annual General Meeting for approval.
- .4 **Life-Vice Presidents** may be appointed at the Institute's Annual General Meeting on the recommendation of the **Council** and in recognition of outstanding service to the Institution.
- .5 Any casual vacancy on the **Council** may be filled by the **Council** as and when the vacancy arises subject to a unanimous **Council** vote. The Council will however have the power to co-opt a Member by unanimous vote of the Council.
- .6 The existence of a vacancy on the **Council** shall not invalidate its day to day proceedings.
- .7 The **Council** may appoint such **Committees** and **Sub Committees** it deems appropriate, and with such terms of reference and powers as may be necessary for their purpose.
- .8 The **Council** will normally be served by the **Secretary General** but shall have power to appoint an **Assistant Secretary** if desired.
- .9 Meetings of the **Council** shall be convened by the Institute's **Chairman** as and when found necessary, and one of these meetings will immediately precede the

- Annual General Meeting. The Council** will regulate its own proceedings.
- .10 The quorum for a **Council Meeting** shall be in accordance with **Standing Orders**.
 - .11 Voting at **Council Meetings** shall be in accordance with **Standing Orders**.
 - .12 Any business transacted at **Council Meetings** shall be minuted and be kept in such a form as the Council shall direct. The Minutes shall be duly signed by the **Chairman** following approval by **Council**.
 - .13 At least 14 days notice shall be given by the Secretary General of every Meeting of the Council. The Chairman may call a Meeting of the Council at short Notice in very exceptional circumstances.

.7 VICE PRESIDENTS OF THE INSTITUTE

- .1 Three '**Vice Presidents**' in whom the responsibility of the strict adherence to the aims and objects of the Institution, and to its Constitution is vested, shall be elected at an Annual General Meeting. Once elected, they will not be subject to re-election.
- .2 All **Vice Presidents** must be full Members and also be Fellows of the Institute.
- .3 In the event of the dissolution of the Institute, the **Vice Presidents** shall be empowered to instigate the proceedings in Clause 14 of the Constitution.
- .4 Any matters concerning the affairs of the Institute, or the interpretation of any of the **By-Laws or Rules** of the **Constitution** which, in the opinion of the **Council**, can be better resolved by the **Vice Presidents**, shall be submitted to them for consideration. After deliberation, the **Vice Presidents** will report their findings to the **Council**.

.8 ANNUAL SUBSCRIPTIONS AND ACCOUNTS

- .1 Subscriptions of the Institute shall be determined by the **Council** for the following year and be approved by the **Annual General Meeting**. The subscriptions will be payable to the Institute by each Member on 1st July each year according to their Grade of Membership.
- .2 Any new Member accepted by the Institute before the 1st July will pay a pro rata subscription based upon the number of months remaining prior to the commencement of the normal subscription year.
- .3 The income and property of the **Institute** shall be applied solely towards the promotion of the aims and objects of the Institute, as set out in the **Constitution**.
- .4 The **Treasurer** shall keep true and accurate accounts of sums of moneys received and expended by the Institute, and of the property credits and liabilities of the Institute. He shall also maintain a full Register of all Members.
- .5 Subject to direction by the Council, the Chairman, Secretary General and Treasurer shall have power to incur expenses on behalf of the Institute, and shall operate financial accounts for this purpose in the name of the '**Institute of Fire Safety Managers**.'
The Chairman, Secretary General and Treasurer shall notify the Council of any action taken under this Clause.
- .6 At least once in every year, the **Accounts** of the Institute shall be examined by **Auditors** appointed at the **Annual General Meeting** for this purpose.

.9 NATIONAL REPRESENTATIVES

- .1 **National Representatives** may be appointed at the **Annual General Meeting** to represent the Institute and overseas Members in that Country until such time as a full Overseas Branch is formed. It would be normal progression for the National Representatives to become a Council Representative for that Country when a Branch is finally established.

.10 ANNUAL GENERAL MEETING

- .1 The Annual General Meeting of the Institute shall be held at such place as the Council may determine, and at such time as the Council shall appoint every year, normally in June.
- .2 The Agenda procedure and programme of the Annual General Meeting shall be arranged by the Council.
- .3 At least 8 weeks notice of the Annual General Meeting shall be given to Members.
- .4 Such Notice shall specify the business to be transacted by the Meeting.

.11 SPECIAL MEETINGS

- .1 A Special General Meeting of the Institute may be convened at the discretion of the Council and upon request, in writing, and signed by at least twenty-five Members.
- .2 Voting procedures shall be in accordance with Standing Orders.

.12 NOTICE OF MOTIONS FOR THE ANNUAL GENERAL MEETING

- .1 Notices of Motions for the Annual General Meeting may be submitted by the Council and Branches.
- .2 All Notices of Motion shall be in writing and be sent to the **Secretary General** not less than **six weeks** before the Annual General Meeting.
- .3 Accepted Notices of Motion shall be placed on the Agenda and shall be circulated not less than **three weeks** before the published date of the Annual General Meeting. The **Secretary General** shall be responsible for informing all Members.
- .4 Any amendment to a Notice of Motion must be received by the Secretary General in good time to enable such amendment to be circulated at **least two weeks** before the Annual General Meeting.
- .5 Voting shall be in accordance with Standing Orders.

.13 ALTERATIONS TO THE CONSTITUTION

- .1 The Constitution shall not be revoked, altered or added to except at the Annual General Meeting of the Institute at which such changes must be approved by at least **two thirds** of the Members present. Such Notice of Motion having been given in accordance with Clause .12 of this Constitution.

.14 DISSOLUTION OF THE INSTITUTE

- .1 The Institute shall not be dissolved except by **Special General Meeting** of the Institute called for that purpose and **not** then, **IF LESS THAN TWO-THIRDS** of the Members present vote in favour of the dissolution.
- .2 If dissolved, it shall be competent for the Meeting to arrange for disposal of any of the assets remaining to the credit of the Institute.
- .3 In the event of the dissolution of the Institute the **Vice Presidents** shall be responsible for all arrangements contained in this Clause.

DEFINITIONS

- .1 **'The Institute'** shall mean the Institute of Fire Safety Managers
- .2 **'Council'** shall mean the Council of the Institution
- .3 **'Member'** shall mean any person whose name appears on the Register
- .4 **'Register'** shall mean a full record of all Members of the Institution
- .5 **'Year'** shall mean the 1st July to 30th June

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