



THE REPUBLIC OF IRELAND BRANCH INSTITUTION OF FIRE ENGINEERS

CONSTITUTION AND RULES

1. NAME

The name of the Body shall be THE REPUBLIC OF IRELAND BRANCH, INSTITUTION OF FIRE ENGINEERS (Here after named as the Body).

2. MAIN OBJECTIVE

To advance education and promote, encourage and improve the science and practice of fire extinction, Fire Prevention and Fire Engineering, and all operations expedients connected therewith, to the members of the Institution and the community at large.

3. SUBSIDIARY OBJECTIVES

In furtherance of the above objective and ancillary to it the Body may:-

- 3.1 Enable members to meet and to correspond and to facilitate the interchange of ideas respecting improvements in the various aspects of the said science, and the publication and communication of information on such subjects and to co-ordinate and encourage area groups within the Body.
- 3.2 Do all other things incidental or conducive to the attainment of the main objective.
- 3.3 Do all in its power to prepare and produce suitable candidates for membership of the Institution as requisite and encourage and assist members to attain corporate membership.

4. POWERS

To the extent that the same are essential or ancillary to the promotion of the main objective of the body as heretofore set out, the body may exercise the following powers:

- 4.1 Raise income by charging an annual membership fee to all members of the Institution
- 4.2 Hold an annual conference to advance education and promote the science and practice of Fire Extinction, Fire Prevention and Fire Engineering.
- 4.3 Organise seminars and educational courses to advance and promote the science and practice of Fire Extinction, Fire Prevention and Fire Engineering.

5. RULES

5.1 MEMBERSHIP

- 5.1.1 All Companions, Life Fellows, Fellows, Honorary Fellows, Members, Associates, Graduates, Technicians, Affiliates and duly enrolled Students shall be eligible for membership of the Body as long as they are members of the Institution and not in arrears with Annual Subscriptions which must be paid through the Secretary/ Treasurer of the Body.

- 5.1.2 Those who comply with the requirements of Rule 5.1.1 may be admitted to membership of the Body at the discretion of the Council in accordance with rule 5.4.4
- 5.2.3 Every member shall, on election and on the first day of January each year, pay an Annual subscription to the Honorary Secretary/Treasurer of an amount to be decided by the Council based on the rates decided by the Institution.
- 5.2.4 Failure to pay a subscription by the end of March in any year shall terminate membership of the Body after due notice of such has been given to the defaulting member. To obtain Reinstatement of Membership payment in compliance with the rules of the Institution must be made.

5.2 MEETINGS.

- 5.2.1 Meetings shall be held as agreed by the Council but no more than two months shall pass between each meeting. At least nine and not more than twenty one days notice shall be given to Council members with a copy of the previous meeting minutes, the agenda of each meeting shall be decided by the President in conjunction with the Secretary/Treasurer. All meetings shall be chaired by the President or in his/her absence by the Past President or President Elect.
- 5.2.2 An Annual General Meeting shall be held before the last day of October each year at which accounts of the previous year shall be submitted for approval. Members of Council shall be elected every second Annual General Meeting unless vacancies occur. The Agenda for this meeting shall be approved by the Council before circulation to the members no less than nine days and no greater than twenty-one days before the date set.
- 5.2.3 Extraordinary General meetings shall be held as required at times and places determined by the Council of which at least, fourteen days notice must be given to members. Such notice shall specify the exact business to be discussed at the meeting. No business shall be transacted or resolutions proposed of which due notice has not been given.
- 5.2.4 On a requisition in writing, signed by ten members of the Body being received by the Honorary Secretary/Treasurer, an Extraordinary General Meeting shall be called after consideration by the Council. Notice of such meeting shall specify the exact business to be discussed and at least nine and not more than twenty one notice of date, time and venue shall be given to members. No business shall be transacted or resolutions proposed of which notice has not been given.
- 5.2.5 Each paid up member of the Body present at a duly constituted meeting with the exception of an Affiliate grade shall have one vote. All voting shall take place by secret ballot and the results shall be by simple majority. In the case of equality of voting the Chairperson of the meeting shall have a second or casting vote.

5.3 COUNCIL AND OFFICERS

- 5.3.1 The Council shall comprise of the President, (Immediate Past President for the first year of the Council after their election and in its second year of office replaced by a member of Council nominated as President Elect by Council) delegates from area groups (as per rule 5.3.7) and elected members (as per rule 5.3.5 & 5.3.10) to form a total of 12 . The Immediate Past President may serve as a member of Council for a further year should he/she wish to and it is agreed by Council. The remaining members of Council shall be elected at the Annual General Meeting every 2 years.

- 5.3.2 The President shall be recommended by the Council for ratification by those members present at the Annual General Meeting and shall serve a two year term of Office. He/She may serve a second term of office if recommended by the Council and agreed by the Annual General Meeting. No member of the Body shall serve as President for more than four years.
- 5.3.3 An Accountant recommended by Council shall be appointed at each Annual General Meeting to prepare the accounts from the 1st January to 31st December for the year previous to the Annual General Meeting.
- 5.3.4 The Honorary Secretary/Treasurer, and other Officers as necessary shall be appointed by the Council at their first meeting after the AGM.
- 5.3.5 All paid up members of the Body of any class with the exception of Affiliate members shall be eligible for election to the Council subject only to members, other than Corporate members, not exceeding one-third of the total number of members of the Council.
- 5.3.6 All members elected to the Council shall be entitled to be present and vote at all meetings of the Council.
- 5.3.7 Where Group(s) are formed they shall be entitled to one or more members (to a maximum of three) on Branch Council depending on the number of members in the Group i.e. 12 – 29 Group members – one elective representative of Branch Council, 30 - 44 Group members Two representatives on Branch Council and 45 or more Group members three representatives on Branch Council this being the maximum number allowed.
- 5.3.8 The members elected to the Council shall hold office for two years and unless the members of the Body, at an Annual General Meeting, decide otherwise, all outgoing members of the Council shall be eligible for re-election. Vacancies which may occur in that 2 year period may be filled at the intervening AGM or by cooption.
- 5.3.9 Nominations for membership of the Council, proposed by a member of the Body and seconded by one other member of the Body, with the consenting signature of the nominee, should be forwarded to the Honorary Secretary/Treasurer so as to reach him/her on a date decided by Council before the Annual General Meeting. Those members seeking election shall also be required to submit with their nomination a manifesto of at least 100 and not more than 200 words to support their application. The President elect and the outgoing President shall be exempt from this requirement.
- 5.3.10 ballot shall take place to fill membership on Branch council. Ballots shall be cast in secret and counted by a subcommittee appointed by Branch Council. Vacancies shall be filled by the highest polling candidate(s), subject to rule 5.3.5 above. If as a result of the ballot and the number of Corporate members is less than two thirds , then the vacancy will be filled by the next highest Corporate member. The result of the ballot and number of votes for each person shall be declared at the Annual General Meeting.

5.4. PROCEEDINGS, POWERS AND DUTIES OF THE COUNCIL.

- 5.4.1 The Council shall have the power to co-opt for a specific purpose any member of the Body to serve on the Council and to fill any vacancy occurring thereon between Annual General Meetings with reference to rules 5.3.1, 5.3.5, & 5.3.10.
- 5.4.2 The Council may determine their own quorum, may regulate their own procedure (other than the appointment of a Chairperson when either the President, President elect or Immediate Past 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

Chairperson or elected Chairperson and three members. The Chairperson to have a second or casting vote.

- 5.4.3 The Council shall manage the property, proceedings and affairs of the Body, and shall exercise all powers of the Body within the Articles of Association which are required to be exercised by the Body in Annual General Meetings. Subject to any Regulations passed by the Body at Annual General Meetings.
- 5.4.4 The 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.
- 5.4.5 The Council shall meet at times and places to be determined by itself, but if the Secretary/Treasurer should receive notice in writing from three members of the Council requesting that a meeting of the Council be called, he shall in consultation with the President do so forthwith, giving at least nine and not more than twenty-one days notice thereof.
- 5.4.6 Any member of Council who fails to attend three consecutive Council meetings without a satisfactory explanation may be considered by the Council to have vacated their position.
- 5.4.7 It shall be the duty of the Council to ensure that a copy of the Annual Report, Accounts Financial Report and the Minutes of the Annual General Meeting are forwarded as soon as possible to the Board of Directors.
- 5.4.8 The Council shall not take any action not in accordance with the Articles of Association or general policy of the Institution and any resolution, either of the Council or a General Meeting, which in any way affects matters of policy, must be submitted forthwith to the Board of Directors.
- 5.4.9 The President and Honorary Secretary/Treasurer shall be empowered to incur approved expenses on behalf of the Body and Council, and be authorised to operate a Banking Account(s) for this purpose. They may pay such expenses as laid down in Rule 8 and shall notify the Council of any action taken under this ruling.

5.5. AREA GROUPS.

- 5.5.1 The Body may form Area Groups to consist of members of the Body within the area concerned from time to time .
- 5.5.2 To foster and support the Institution of Fire Engineers in its main object.
- 5.5.3 In furtherance to the above object, 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 said science, and the publication and communication of information on such subjects. To attend technical sessions and to arrange visits to places of technical interest, etc.
 - (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. .

- 5.5.4 Each Area Group shall hold their Annual Meeting not less than four weeks before The Body's annual Meeting each at which the accounts of the previous year 1st January to 31st December shall be submitted for approval. A copy of these accounts with supporting documentation to be with the Branch Secretary/Treasurer within two week of the meeting.
- 5.5.5 The Group Annual General Meeting shall ratify the Chairperson proposed by the out going Committee and elect 5 ordinary members who shall form the Group Committee to oversee the affairs of the Group until the next Annual General Meeting.
- 5.5.6 All members of the Group with the exception of Affiliate members shall be eligible for Election as Officers of the Committee. Those members seeking election shall also be required to submit with their signed nomination supported by two members, a manifesto of a least 100 and not more than 200 words to support their application.
- 5.5.7 The Secretary and Treasurer shall be elected by the committee at their first meeting after their AGM . The Chairperson, Secretary, Treasurer in that order shall be the member/s to represent the Group on Council in accordance with Rule 5.3.7.
- 5.5.8 In addition to the Annual Meeting the Group shall attempt to hold 5 General Meetings per annum, but unless otherwise directed by the Committee, or unless summoned in accordance with Rule 7.9 the meeting may be devoted entirely to Educational Talks, Films and /or Visits, no other business need be discussed or minutes read.
- 5.5.9 Extraordinary General Meetings shall be held as required at times and places determined by the Group Committee of which nine 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.
- 5.5.10 The Group Committee may form a subcommittee of a Chairperson and three members for a specific task with prior approval of the Branch Council.
- 5.5.11 Every member present at a Group Meeting, with the exception of Affiliate members shall have one vote, but in cases of equality of voting the Chairperson shall have a second or casting vote.
- 5.5.12 The Committee shall not take any action not in accordance with the general policy of the Institution. Any resolution either of the committee or of a General Meeting which in any way affects matters of policy, must be submitted fore with to the Branch Council and shall not become effective until approved by the Branch Council.
- 5.5.13 The Chairperson and Treasurer shall be empowered to incur expenses in accordance with Rule 6 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.
- 5.5.14 The Committee shall ensure that a copy of notice of meetings, minutes of Group meetings, and copies of correspondence issued to Group members are sent to the Honorary Branch Secretary/Treasurer as soon as available.
- 5.5.15 The amount paid to each Area Group shall be decided by Council as and when a claim is submitted. The Honorary Treasurer of the Group shall present an account of income and expenditure to the Honorary Secretary/Treasurer for inclusion in the annual presentation of accounts at the Branch Annual General Meeting.

6. INCOME and PROPERTY

The income and property of the body shall be applied solely towards the promotion of its main objectives as set forth in this Constitution. No portion of the body's income and property shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit, to the members of the body. No Officer shall be appointed to any office of the body paid by salary or fees, or receive any remuneration or other benefit in money's worth from the body. However nothing shall prevent any payment in good faith by the body of;-

- 6.1 reasonable and proper remuneration to any member of the body (not being an Officer) for any services to the body.
- 6.2 interest at a rate not exceeding 5% per annum on money lent by Officers or other members of the body to the body.
- 6.3 reasonable and proper rent for premises demised and let by any member of the body (including any Officer) to the body.
- 6.4 reasonable and proper out-of pocket expenses incurred by an Officer in connection with their attendance to any matter affecting the body.
- 6.5 fees, remuneration or other benefit in money or money's worth to any Company of which an Officer may be a member holding not more than one hundredth part of the issue capital of such company.

7. WINDING UP

If upon the winding up or dissolution of the body there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, it shall not be paid to or distributed among the members of the body. Instead, such property shall be given or transferred to some other charitable institution or institutions having main objects similar to the main objects of the body. The institution or institutions to which the property is to be given or transferred shall prohibit the distribution of its or their income and property among its or their members to an extent at as great as is imposed on the body under or by virtue of Clause 6 hereof. Members of the body shall select the relevant institution or institutions at or before the time of dissolution and if and so far as effect cannot be given to such provisions, then the property shall be given or transferred to some charitable object.

8. ADDITIONS, ALTERATIONS or AMENDMENTS

- 8.1 No addition, alteration or amendment shall be made to or in the provisions of this Constitution for the time being in force unless the same shall have been previously approved in writing by the Revenue Commissioners.
- 8.2 Having completed the provisions of **Clause 8.1** the constitution shall be put before 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. Any such alteration shall require the confirmation of the Board of Directors of the Institution, before becoming operative.

9. KEEPING OF ACCOUNTS

Annual audited accounts shall be kept and made available to the Revenue Commissioners on request.

Signed: _____
S. Barriscale Branch President

Date _____

Signed: _____
P. L'Estrange Secretary/Treasurer

Date _____

Signed: _____
P.A. Halley Council Member

Date _____

Signed _____
Steve Hamm International President

Date _____

Agreed at AGM on 22nd October 2014