



INSTITUTION OF FIRE ENGINEERS, SINGAPORE

**MEMORANDUM AND ARTICLES OF ASSOCIATION,
BY-LAWS AND STANDING ORDER
2020**

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A

MEMORANDUM OF ASSOCIATION

- I The name of the Association (hereinafter called "The Institution") is "INSTITUTION OF FIRE ENGINEERS, SINGAPORE"

PLACE OF BUSINESS

- II It's place of business shall be at 18 Sin Ming Lane, #06-01, Midview City, Singapore 573960 or such other address as may be decided upon by the Council and approved by the Registrar of Societies.

OBJECT

- III The object for which the institution is established is to:

To promote, encourage and improve the science and practice of Fire Engineering, Fire Prevention and Fire Extinction, 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 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) 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

- IV The income 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 to the members of the Institution. Provided that nothing herein shall prevent the payment, in good faith, of reasonable and proposer 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.

- V 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 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 at least two Auditors.

B **ARTICLES OF ASSOCIATION**

INTERPRETATION

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

Institution	The Institution of Fire Engineers, which was incorporated in United Kingdom on 25 July 1924.
Articles	The Articles of Association and the regulations of the Institution from time to time in force
Office	The Registered Office of the Institution or such as other places as the Institution shall notify members in writing for the service of documents or proceedings
Month	Calendar month
In writing	Written printed or lithographed or partly one or partly another and other modes of representing or reproducing words in a visible form
Corporate members	Members of the Institution who are Life Fellows, Fellows, Members and Associates
Non-corporate members	Members of the Institution who are Honorary Fellows, Graduates, Students and Technicians
President	The President of the Institution
Rules of Membership	The Rules of Membership of the Institution published from time to time
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, Singapore"
Council	A group or body of members duly authorized to carry on activities under the name of "Institution of Fire Engineers, Singapore"
Voting member	Any member who is a corporate member, Honorary Fellow, Graduate 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 in 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 qualified and elected as hereinafter mentioned and shall agree in writing to become such member, and shall pay 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 Affiliates and Grades of membership termed Life Fellows, Fellows, Members, Associates, Graduates, Technicians and Students.
- 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 Council and set out in the UK Rules of membership.
- 7 The rights and privileges of any member shall not be transferrable or transmissible by his own act or by operation of Law.

GENERAL MEETING

- 8 The Annual General Meeting shall take place at such place as the Council may determine, and at such time as the Council shall appoint at any time for the month of March every year.
- 9 An Extraordinary Meeting may be convened at any time by the Council and shall be convened on such requisition in writing by or on behalf of ten Corporate Members being received by the Honorary Secretary.
- 10 An Annual General Meeting and any General meeting at which it is proposed to pass a Special Resolution or (save as provided by the Statutes) a resolution of which special notice has been given to the Institution shall be called by at least 21 days' notice in writing (exclusive in either case of the day on which it is served and of day for which it is given) 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 at which special business is to be transacted the notice shall specify the general nature of such business; and if any Resolution is 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 fourteen (14) days before the date of the Annual 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.

On a requisition in writing signed by or on behalf of ten members being received by the Honorary Secretary, an Extraordinary General Meeting shall be called forthwith giving at least fourteen 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.

- 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, the election of members of the Council in the place of those retiring and appointment of the auditors.
- 12 If within thirty minutes after the time fixed for holding Meeting a quorum (see Article 17) is not present, the Meeting if convened on a requisition under Article 8 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 members present eligible to vote shall form a quorum but they shall have no power to alter, amend or make additions to any of the existing article.
- 13 The President shall be Chairman at every meeting and in his absence the Vice-President, and in the absence of the Vice President a member of the Council chosen by the members of Council present shall take over the Chair, and if no Member of Council be present and willing to take the Chair, the Meeting shall elect a Chairman.
- 14 The decision of a General Meeting shall be ascertained by a show of hands unless after a show of hands a poll is forthwith demanded by the Chairman of the Meeting or at least five of the Corporate members present at the Meeting, and by a poll when a poll is thus demanded. The manner of taking a show of hands or a poll shall be in the discretion of the Chairman, a declaration by the Chairman that a resolution has been carried or lost or carried or not carried by a particular majority and an entry in the Minutes signed by the chairman shall be sufficient evidence of the decision of the General Meeting.
- 15 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 day 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 in a question of adjournment shall be taken forthwith. A poll demanded on any other question shall be taken either immediately or 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 An instrument appointing a proxy must be left at the office or such other place (if any) as is specified for that purpose in the notice covering the Meeting 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 in default shall not be treated as valid.
- 17 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 his decision at the same Meeting, if any other error be than pointed out to them.
- 18 Twenty corporate members present or 20% of the corporate members whichever is lesser, at the time when the meeting proceeds to business shall constitute a quorum for the purpose of an Annual General Meeting and Extraordinary General Meeting.

BY-LAWS

- 19 (a) The By-Laws set forth in the schedule to these Articles and such altered and additional By-Laws as shall be substituted or added as hereinafter mentioned, shall regulate all matters by these Articles left to be prescribed by the By-Laws and all matters which consistently with the Articles, shall be made the subject of the By-Laws.
- (b) Alterations in, and additions to the By-Laws may be made only by resolution of the Corporate Members at a General Meeting of which 21 clear days' notice has been given setting out the proposed alterations or additions. Provided that no such alterations or additions shall have any validity or effect if it shall constitute such an alteration of or addition to these Articles as could only be made by special resolution.

- (c) Alterations in, and additions to, the By-Laws may be made by special resolution or by resolution of the Council.

HONORARY PATRON

- 20 The Institution may, on the recommendation of the Council at any Council Meeting, appoint an Honorary Patron. The term of the Honorary Patron will coincide with the term of office of the elected Council. He may be reappointed by the subsequent elected Council. The appointment of an Honorary Patron shall be from amongst persons who have achieved eminence or distinguished themselves in the engineering, academic, business or professional community or in public life, or in public service, or have rendered distinguished services to the nation. The Honorary Patron shall have no voting rights unless he joined IFE as a voting member.

HONORARY LEGAL ADVISOR

- 21 Any person who is legally qualified under the Legal Profession Act may be appointed as the Honorary Legal Advisor of the Institution by the Council at its Council Meeting. The term of the Honorary Legal Advisor will coincide with the term of office of the elected Council. The Honorary Legal Advisor shall be invited to attend the Monthly Council Meeting or other meetings as and when required. The Honorary Legal Advisor shall have no voting rights unless he joined IFE as a voting member.

COUNCIL

- 22 The Council shall as from the date of the Annual General Meeting. The Council shall consist of a President, Vice President, an Honorary Secretary and Honorary Treasurer, and five ordinary who shall be Corporate members.
- 23 The office of President shall not be held by the same person for longer than four consecutive years.
- 24 The Immediate Past President shall be ex-officio of the Council.
- 25 The Executive Committee consists of the President, Vice President, Honorary Secretary and Honorary Treasurer.
- 26 The Executive Committee shall be responsible for:
- (i) Daily operations of the branch
 - (ii) Purchases up to limit set by the Institution
 - (iii) The collective decisions for urgent issues that need to be resolved before next council meeting.
- 27 If any member of the Council 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 Council.

- 28 After the completion of two years in office, all members of the Council shall retire unless re-elected with the exception of the Honorary Treasurer who shall serve one term of office.
- 29 The Council shall have the power to co-opt as members of the Council three members of any class. Such co-opted members shall have voting rights only to matters discussed within the Council.
- 30 The President and Vice President shall be elected, nominated and appointed by the council from members serving on the Council. The election of ordinary members of Council in place of those retiring at any Annual General Meeting shall be conducted in such manner shall be prescribed by the By-Laws from time to time in force as provided by these Articles.
- 31 The Council may fill any casual vacancy occurring among the ordinary members of the Council (including any casual vacancy in the office of President) which shall occur between one election and another and the President, Vice-President or member of Council so appointed shall retire at the succeeding election. Vacancies not filled up at an Annual General Meeting shall be deemed to be casual vacancies within the meaning of this Article.
- 32 The 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 provision of other By-Laws, the Officers and servants of the institution shall be appointed and may be removed by the Council and shall no voting right.
- 33 The powers and duties of the Officers of the Institution shall, subject to any express provision in the **By-Laws**, be determined by the Council.

POWER OF COUNCIL

- 34 The government and control of the Institution and its affairs shall be vested in the Council subject to the provisions of the Singapore Society Act and these Articles and to the **By-Laws** of the Institution. The business of the Council shall be conducted in such manner as the Council may from time to time prescribe in **Standing Orders**.
- 35 (a) The Council may appoint Committees and Sub-committees to carry out the work of the Institution. The membership of which shall be members of the Institution and chaired by a member of the Council. The Council may delegate any of its powers and duties to any Committee subject to the decisions of such Committees being reported to the Council and the President and Honorary Secretary shall ex-officio be members of all Committees of the Council.
- (b) The Council may authorize any Committee or Sub-Committee which it has appointed to co-opt any three persons who must be members of the Institution to assist such Committee or Sub-Committee.

- (c) The Council may at its discretion nominate any member of the Institution to serve as its representative on the Committee or Board of any other Organization.
 - (d) The Council 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.
- 36 Travelling and other out-of-pocket expenses may be repaid by the Institution and co-opted members of the Council and members of committee of the Council attending meetings or otherwise engaged on Institution business with the authority of the Council. The Council may also authorize the payment of fees or other reasonable expenses to meet all or part of the expenses incurred by person requested by the Council to assist the Institution.
- 37 The Council may regulate its own procedure and the procedure of any Committee appointed by it.
- 38 All communications to the Institution, unless otherwise determined shall be the property of the Institution and shall be published only by authority of the Council.
- 39 None of the property or documents of the Institution may be removed from the Council's premises or Meetings without the consent of the Council.

ACCOUNTS AND AUDIT

- 40 i) The Financial year if the Institution shall be 1st Jan to 31st December of the same year.
- ii) The books and accounts 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 General Meeting.
- 41 A copy if every Balance Sheet and Income and Expenditure Account which is to be laid before an Annual General Meeting of the Institution (including every document required by law to e annexed thereto) together with a copy of every report of the Auditors relating thereto and of the Council's Report shall not less than 21 days before the date of the Meeting be sent to every member if the Institution of any class.
- 42 Two persons not members of the Council shall be elected as Honorary Auditors at each election and shall hold office for one term only, and may not be re-elected. They may be required by the President to audit the Institution's accounts for any period within their tenure office at any date and make a report to the Council.

CONDUCT OF MEMBERS

43

Members shall not indulge in :-

- i) Gambling of any kind such as playing of paikow or mahjong whether for stakes or note, on the Institution's premises. The introduction of materials for gambling and of bad characters into the premises shall not be allowed.
- ii) The Institution shall not attempt to restrict or in any other manner interfere with trade or prices or engage in any Trade Union activity as defined in any written law relating to Trade Union for the time being in force in Singapore
- iii) The institution shall not hold any lottery, whether confined to its members or not, in the name of the institution or its office-bearers, Council or Members.
- iv) The Institution shall not indulge in any political activity or allow its funds and/or premises to be sued for political purposes.
- v) The Institution shall not use its funds to pay the fines of members who have been convicted in Court.

TRUSTEES

44

If the Institution at any time acquire any immovable property, such property shall be vested in Trustees subject to a declaration of trust. Any trustee may at any time resign his trusteeship. If a trustee dies or becomes lunatic or of unsound mind or moves permanently or is absent from the state of Singapore for a period of one year, he shall be deemed to have resigned his trusteeship. Vacancies in the trusteeship may be filled at a General Meeting, but the number shall not be greater than five or less than two. Notice of any proposal to remove a trustee from his trusteeship or to appoint a new trustee to fill a vacancy must be given by affixing in the premises of the Institution a document containing such proposal at least two weeks before the meeting which the [proposal is to be discussed. The result of such meeting shall be notified to the Registrar of Societies.

VISITORS AND GUESTS

45

Residents in Singapore maybe admitted into the premises of the Institution but they shall not be admitted to the privilege of the Institution nor shall they be admitted into the premises more than six times in any year. These visits are to be confined to not more than once in 14 days.

AMENDMENT TO ARTICLES

46

Any alterations or additions to these Articles shall not be carried out except by with the consent of two-thirds (2/3) of the votes expressed at either an Annual General Meeting or Extraordinary General Meeting called for the purpose.

47 No alterations or additions to these Articles and By-Laws shall come into force without the prior sanction of the Registrar of Societies.

INTERPRETATION

48 In the event if any question or matter arising out of any point which is not expressly provided for in the Articles, the Council shall have power to use their own discretion.

DISSOLUTION

- 49
- i) The Institution shall not be dissolved, except with the consent of not less than 3/5 of the members of the Institution for the time being resident in Singapore expressed, either in person or by proxy at a General Meeting convened for the purpose.
 - ii) If upon the dissolution of the Institution, there remains after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be distributed among the members of the Institution, but shall be given or transferred to some charitable object.
 - iii) Notice of dissolution shall be given within 7 days of the dissolution to the Registrar of Societies.

C

SCHEDULE OF BY-LAWS

By-Laws made pursuant to Article 18 of the Articles of Association of the Institution

PROCEEDINGS AT ANNUAL GENERAL MEETING

- 1 The proceedings at the Annual General Meetings shall, as far as practicable, conform to the following order:
 - (a) The Chair shall be taken at such hour as the Council may direct
 - (b) 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, proposer and seconder.
 - (c) The Annual Report of the Council shall be presented for adoption
 - (d) The Balance Sheet and Accounts for the financial year ended shall be presented for adoption.
 - (e) Scrutineers shall be elected to conduct the election of Council Members from those nominated.*
 - (f) The result of the ballot for Council Members shall be declared to the meeting.*
 - (g) Two auditors shall be elected for the forthcoming term.*
 - (h) Any other business of which due notice shall have been given, shall be taken.*

*These proceedings shall only be transacted on alternate Annual General Meeting.
- 2 The Council may invite any person or persons who, in the opinion of the Council are interested in the work and objects of the Institution. Each member shall have the privilege of introducing one friend to any of the Annual General Meetings; but , during such portion of the Meetings 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 Corporate Member asks that this shall be done and it shall be agreed by vote.
- 3 Every member or visitor shall deposit his registration card with the Honorary Secretary on entering the Meeting Room.
- 4 All donations or grants to the Institution shall be enumerated in the Annual Report of the Council presented to the Annual General Meeting.
- 5 The subject of every conference paper and/or report shall be submitted to the Council for approval, and after approval the paper shall be read at an Annual General Meeting, or shall be printed in the Proceedings without

having been read at a General Meeting, as may be directed by the Council.

- 6 The discussions upon any conference paper may be adjourned at the discretion of the Chairman.

NOTICES

- 7 Seven clear days' notice at least shall be given of every Meeting of the Council. Such notice shall specify generally the business to be transacted by the Meeting. No businesses involving the expenditure of the funds of the Institution (except by way of payment of current salaries and accounts) shall be transacted at any Council Meetings unless specified in notice convening the Meeting. Five Council members or 50% of Council members, whichever is the higher, present at the Council Meeting in person shall constitute a quorum.
- 8 A notice may be served by the Council on any member of the Institution either personally or by sending through the post in prepaid letter addressed to him at his registered place of abode, or sending via electronic means.
- 9 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.
- 10 Any member not having a registered address within the republic of Singapore or electronic address shall not be entitled to any notice, and all proceedings may be had and taken without notice of such member or other person, in the same manner as if he had due notice.
- 11 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.

D

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
 - (i) The Chairman may, in his discretion, bring forward any business at any stage: and
 - (ii) Any item of business may, on cause shown and with the consent of the Meeting, be taken out of its order.
 - (iii) Minutes of the previous Meeting.
 - (iv) Motions proposed to be taken up within previous notice at the end of the Meeting to be given in and read.
 - (v) Questions of which notice has been given to be put and answered.
 - (vi) Deputations, if any, received.
 - (vii) Election business (including appointments to any office or Committee)
 - (viii) Business adjourned from previous Meeting.
 - (ix) Reports of Committees
 - (x) New business.
 - (xi) 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 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 in 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 opinion that it should be taken up without further notice.

MINUTES

15 Committees

It shall be the duty of the 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 Council and copies shall also be sent later to all members of the Council together with other papers for the next meeting of the Board.

16 Council

The Minutes of each Committee Meeting shall be submitted to the subsequent meeting of the Council 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 Secretary to prepare draft Minutes of the Council meeting as soon as practicable and submit forthwith a copy to the Chairman for approval. When the Chairman's approval has been obtained copies should be circulated immediately to all members of the Council.

- 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

Extracts from SCHEDULE OF BY-LAWS, INSTITUTION OF FIRE ENGINEERS, UK, 2012

ELECTION OF MEMBERS OF COUNCIL

- 1 Nominations for ordinary members of the Council may be made by Corporate Members by notice in writing to the Honorary Secretary not later than 14 days prior to the date of the Annual General Meeting of alternate years. Such nomination shall be signed by a proposer and a seconder and supported by the signature of one Corporate Member and also by the person nominated signifying his consent. The balloting of a Council Member shall take place at the Annual General Meeting. The election of the Council Member shall be conducted by a committee appointed by the Council who are not candidates for the election. Corporate Members receiving the majority of votes shall be declared elected ordinary members of the Council. In the case of an equality of votes, the election committee will cause a re-election of the nominees.

2 **FELLOWS**

The Council through recommendation to IFE UK Board may elect or transfer into the grade of Fellow, a person who to the satisfaction of the IFE, UK Board, meets the requirements for the grade contained in the Institution's Rules of Membership

3 **MEMBERS**

The Council through recommendation to IFE UK Board may elect or transfer into the grade of Member, a person who to the satisfaction of the IFE, UK Board, meets the requirements for the grade contained in the Institution's Rules of Membership

4 **ASSOCIATES**

The Council through recommendation to IFE UK Board may elect or transfer into the grade of Associates, a person who to the satisfaction of the IFE, UK Board, meets the requirements for the grade contained in the Institution's Rules of Membership

5 **GRADUATES**

The Council through recommendation to IFE UK Board may elect or transfer into the grade of Graduate, a person who to the satisfaction of the IFE, UK Board, meets the requirements for the grade contained in the Institution's Rules of Membership

6 **AFFILIATES**

The Council through recommendation to IFE UK Board may elect or transfer into the grade of 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.

7 **STUDENTS**

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

8 **TECHNICIANS**

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

9 **LIFE FELLOWS**

The Council through recommendation to IFE UK 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.

10 **HONORARY FELLOWS**

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

11 **COMPANIONS**

The Council through recommendation to IFE UK 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 IFE UK Board considers appropriate.

12 **LOCAL MEMBERS**

The Council may elect persons or bodies into the grade of Local members, such individuals or bodies who desire to support the objectives and activities of the Institution. The local members shall have no voting rights.

13 The Life Fellows, Fellows, Honorary Fellows, Associates, Members and Graduates may for professional purposes use the following distinctive titles for indicating membership of the Institution in the various classes. Such members of the institution and Students shall have notice of and the right to attend all meeting except Council meetings, but only Corporate members

shall be entitled to vote thereat. They shall also receive all circulated publications of the Institution.

Life Fellows	F.I.Fire E.(Life)
Fellows	F.I.Fire E.
Honorary Fellows	Hon.F.I.Fire E.
Members	M.I.Fire E
Associates	A.I.Fire E.
Graduates	G.1.Fire E.
Technician	TIFire E
<u>Other</u>		
Companions*	CFIFire E.

*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 (MIFireE) 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 Council 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.

15 **EXAMINATION**

- a) The Council 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. House 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 Council from time to time.
- b) Candidates for any Institution of Fire Engineers examinations must be current, paid up members of the institution.

ENTRANCE FEES AND SUBSCRIPTIONS

16 The annual subscriptions and entrance fees payable by members of the Institution may be fixed by the Council from time to time for any class of member and confirmed by the votes of the Corporate Members in General Meeting as a Special Resolution.

17 All subscriptions shall be payable in advance and shall become due on the day 1st January in each year or on the first day of each financial year as determined by the Council; and the subscription of each member shall date back from 1st January in each year or the first day in the financial year of the member's election, and shall, entitle that member to proceedings published during that 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 No member will be entitled to receive any of the Institution's publications, Ballot Lists or Certificates if they are in arrears with their subscriptions more than three calendar months and those subscriptions have not been waived by the Council as hereinafter provided.
- 20 Members of at least 15 years standing may, from the 1st January in the financial year following the attainment of the age of 60, make a payment twice the Fellowship annual subscription which shall entitle them to remain members in the appropriate class during their lifetime without payment of any further annual subscription.

CODE OF CONDUCT

- 21 a) 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 the date of the same becoming payable; provided always that the Council may suspend the operation of this By-Law whenever it may think fit so to do.
- 22 b) He shall remain liable to pay the amount of his current annual subscription and any other sums due to the Institution.
- 23 If in the opinion of the Council any Life Fellow, Companion, Fellow, Honorary Fellow, Member, Associate, Graduate, Technician, Student or Affiliate is guilty of dishonorable or unprofessional conduct or of conduct prejudicially affecting the interest of the Institution, he may be suspended from membership for any period not exceeding two years, as the Council may determine, or may be required to resign his membership or have his name struck off the membership roll.
- a) Any proposal that a member shall be suspended from membership or to be required to resign his membership or have his name struck off the membership roll shall be made at a meeting of the Council of which not less than twenty-one (21) days' notice shall be given to the Council and to the member concerned stating the proposal to be considered at the meeting.
- b) 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 Council present and voting at the meeting of the Council at which at least eight members of the Council shall vote and unless he shall first have an opportunity of being heard by himself or his agent in defense, 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 defense.
- c) 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 Council shall strike his name off the membership roll.

- d) 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.
 - e) 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 Institution may suspend the operation of this By-Law whenever it may think fit so to do.
 - f) 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 he has been presented by the Institution except here the Institution have suspended the operation of this By-Law.
 - g) 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 13.
- 24 a) If any member of the Council 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 member of the Institution, he shall ipso facto and immediately cease to be a member of the Council.
- b) 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 Council or as a Regional Representative.

REINSTATEMENT OF MEMBERSHIP

- 25 The Council may at its discretion reinstate in his former grade any person upon payment of all arrears and subscriptions, or such part of all arrears and subscriptions as the Council may determine, and of any costs incurred by the Institution in connection therewith.

PROPOSAL & ELECTION OF MEMBERS

- 26 Every proposal for election to each class of Membership shall be made on the form provided from time to time by the Council for that purpose and in use at the time which shall be completed and forwarded to the Honorary Secretary.

DUTIES OF HON. SECRETARY & HON. TREASURER

- 27 The Honorary Secretary shall conduct the correspondence of the Branch, to attend all meetings of the Institution and also attend or to be suitably represented at all Institution's meetings, to take minutes of the proceedings.
- 28 The President shall engage (subject to the approval of the Executive Council) and be responsible for all persons employed by the Institution and set their portion of work and duties.
- 29 The Honorary Secretary shall conduct the ordinary business of the Institution in accordance with the Articles and By-Laws and shall refer to the Executive Council in any matters of difficulty or importance requiring immediate attention.
- 30 The Treasurer of the Institution shall direct the collection of subscriptions, and the preparation of the Account of Expenditure of the funds, and shall present all Accounts to the Council for inspection and approval.
- 31 The Council has power to authorize expenditure of a sum not exceeding \$500 per month from the Institution funds for petty expenses.
- 32 Cheques, etc. for withdrawing from the bank will be signed by the President or Vice-President or Secretary, in addition to the Treasurer.
- 33 Any member of the Council absenting himself from three meetings consecutively without satisfactory explanation shall be deemed to have withdrawn from the Council, and a successor may be co-opted by the Council to serve until the next Annual General Meeting.

Guidelines for Council Members and Representatives

1. Uphold the standing and status of IFE as a professional, progressive and proactive organization.
2. Be responsive and take on responsibility
3. Be punctual for meetings, functions and ceremonies.
4. As far as possible, attend all meeting. Inform Exco and arrange for alternate to attend the meeting if you are not available, and inform the convenor of the meeting accordingly.
5. If alternate cannot be arranged, send apologies and check with convenor on follow- up actions required from IFE.
6. Respond to RSVP early.
7. Greet the host and inform him that you represent IFE. Thank you after the meeting / function /ceremony.
8. Be prepared for the meetings.
9. Be constructive and offer views on matters affecting IFE members.
10. Send a brief report to the Executive Committee immediately after the meeting.
11. If a policy decision is required from IFE, seek Council's decision through the Executive Council. In any case consult the Executive regularly.
12. Do not use the meetings as a forum for complaints, especially personal complaints.
13. Do not make personal attacks, focus on issues and solutions.