

Confederation of Fire Protection Associations - International

Bylaws

Article 1 General

1.1 Name. The name of the Organization, under these Bylaws, is to be known as “*Confederation of Fire Protection Associations - International*” and it shall also be known as “*CFPA-I*” or “*The Association*“, as referred to herein.

1.2 Purpose of Organization. The purpose of the CFPA-I is to promote fire safety through fire protection and fire and loss prevention on an international level. To accomplish this end, the Association shall strive to:

- (1) Encourage exchange of information between members on all subjects to do with safety from fire and other matters connected with protection of life and property;
- (2) Facilitate cooperation between members for undertaking joint programs and carrying out activities decided on by the General Assembly;
- (3) Commission or facilitate research and studies needed to increase knowledge in fire safety; and
- (4) Act as an international spokesperson of national organizations whose duties involve dealing with fire safety and associated questions.

1.3 Operating Basis. The CFPA-I shall be governed by the “*General Assembly*”, and assisted by the “*Executive Committee*” as detailed in these bylaws.

1.4 Fiscal Period. The fiscal year of the Association shall end on the 31st day of December each year.

Article 2 Membership

2.1 Members.

2.1.1 Membership is bestowed on organizational entities, and not on individuals.

2.1.2 Only one Member or one Associate Member shall be appointed from each country.

2.1.3 In order to qualify for Member status in the Association, the primary objective of the Member’s organization shall address fire safety and associated matters.

2.1.4 The Member’s organization shall either be:

- (1) Recognized as the primary fire safety organization of a country by the national insurance organizations of that country; or
- (2) Recognized as the primary fire safety organization of a country by the national government of that country; or
- (3) Generally accepted as the principal national organization for fire safety in that country.

2.1.5 Members shall have full participatory and voting privileges in the business of the Association.

2.2 Associate Member Organizations

2.2.1 Associate membership is bestowed on organizational entities that meet the provisions of 2.1.3 but do not meet the provisions of 2.1.4.

2.2.2 In order to qualify for Associate Member Organization status in the Association, the primary objective of the Associate Member Organization shall be to address fire safety and associated matters.

2.2.3 Associate Member Organizations may attend and participate in the business meetings of the Association at the invitation and recognition of the Chairman.

2.2.4 Associate Member Organizations do not have any voting privileges.

2.3 Application for Membership.

2.3.1 Applications shall be made in writing to the Secretariat of the Association who shall refer them to the Executive Committee for recommendation to the General Assembly.

2.3.2 Any Member may resign at any time from the Association by written notice to the Secretariat.

2.3.3 Any Member may be suspended or terminated by a three-quarter (3/4) vote of the General Assembly because of violations of the Bylaws, or any agreement, rule, or practice properly adopted by the Association, or conduct deemed prejudicial to the interest of the Association.

2.3.4 Any Member may be suspended or terminated by a three-quarter (3/4) vote of the General Assembly for failure to maintain the requirements of a member.

Article 3 Administrative

3.1 General.

3.1.1 The Association shall be established as follows:

- (1) General Assembly;
- (2) Executive Committee; and
- (3) Secretariat.

3.1.2 Subsidiary groups or committees may be recommended for implementation by the Executive Committee to the General Assembly as necessary.

3.2 Regional CFPA Affiliations.

3.2.1 Nothing in these Bylaws precludes the existence of regional CFPA affiliations for dealing with such matters relating to the international fire protection as are appropriate for regional action provided that such arrangements and their activities do not conflict with the purpose of the Association.

3.2.2 Regional CFPA Affiliations shall be a formal collection of CFPA-I members that comprise a common geographic region or have common cultural values.

Article 4

The General Assembly

4.1 Composition.

4.1.1 The General Assembly shall be the supreme organ and consist of all the Member Organizations of the Association.

4.1.2 Each Member shall be responsible for designating a delegate to the General Assembly and may also designate a second, alternate delegate, both of whom represent a single vote.

4.1.3 The delegate shall be the administrative point of contact, and shall be the individual responsible for the vote during all meetings of the General Assembly.

4.2 Functions and Powers.

4.2.1 The General Assembly may discuss any questions or matters within the scope of the Bylaws or relating to the powers and functions of any committees provided for in the Bylaws, and may make recommendations to the Members of the Association on any such questions or matters.

4.2.2 The General Assembly may initiate studies and make decisions for the purpose of:

- (1) promoting international cooperation in matters of fire protection and encouraging the progressive development of international codification; or
- (2) promoting international cooperation in the education of the effects of hostile fire on the economic, social, cultural, educational, and health fields.

4.2.3 The General Assembly shall receive and consider annual and special reports from the Executive Committee and other committees of the Association. These reports shall include an account of the recommendations that the Executive Committee has decided upon or taken to support the purpose of the Association.

4.2.4 The General Assembly shall consider and approve the budget of the Association.

4.2.4.1 The expenses of the Association shall be equitably borne by the Members as apportioned by the General Assembly.

4.2.4.2 The General Assembly shall consider and approve any financial and budgetary arrangements and shall examine the administrative budgets and make decisions as required.

4.2.5 The General Assembly shall have final approval of membership applications, and shall provide written documentation of refusals.

4.2.6 The General Assembly shall elect the Officers of the Association.

4.2.7 The General Assembly shall elect the Members who shall serve on the Executive Committee.

4.3 Voting.

4.3.1 Each Member of the General Assembly shall have one vote.

4.3.2 The following decisions of the General Assembly shall require a two-thirds (2/3) majority of the Members present and voting:

- (1) Accept or modify recommendations with respect to the matters of international fire protection;
- (2) Questions relating to the operation, and budget; or
- (3) Amendment, alteration or repeal of Bylaws.
- (4) Election of Members and Associate Members

Approved 18 May 2002

Revised 29 October 2008 (5.1.1)

4.3.3 The following decision of the General Assembly shall be made by a three-fourths (3/4) majority of the Members present and voting:

- (1) Resolutions binding every member of the Association and any amendments thereto;
- (2) Election of officers of the Association;
- (3) Election of the Members to the Executive Committee
- (4) Suspension of the rights and privileges of membership; or
- (5) Expulsion of Members and Associate Members

4.3.4 Decisions on other questions, including the determination of additional categories of questions to be decided by a two-thirds majority, shall be made by a majority of the members present and voting.

4.3.5 A Member which is in arrears in the payment of its financial contributions to the Association shall have no vote in the General Assembly if the amount of its arrears equals or exceeds the amount of the contributions due from it for the preceding two (2) full years. The General Assembly may, nevertheless, permit such a Member to continue participation if it is satisfied that the failure to pay is due to conditions beyond the control of the Member.

4.3.6 Any Member unable to attend a meeting may be represented by another Member, subject to written authority, who would then act as a voting proxy. No Member is entitled to represent more than two other Members.

4.3.7 A letter ballot to all members, without the benefit of a meeting, shall be an acceptable method for the General Assembly to take action.

4.4 Recommendations and Resolutions.

4.4.1 It is the responsibility of the individual Member to consider the recommendations of the Association within their country.

4.4.2 It is the responsibility of the individual Member to notify and promote the resolutions of the Association within their country, unless a specific written request is made for waiver or assistance

4.5 Meetings and Procedures.

4.5.1 The General Assembly shall meet in regular meetings every three years and in such special meetings as occasion may require.

4.5.2 Special meetings of the Members may be called at any time by the Chairman or by at least half of the Executive Committee.

4.5.3 The General Assembly may establish such subsidiary organs, as it deems necessary for the performance of its functions.

4.5.4 Resolutions binding every member of CFP-A-I, such as amendments to the statutes or amendments to the admission criteria of new members, are only valid if they are unanimously adopted by all members actually voting providing a quorum of three-fourths (3/4) of the members are present or represented.

4.5.5 The preferred manner to hold meetings shall be with all participants at the same physical location. Teleconferences, videoconferences or other methods of holding meetings that allow participants to be at separate physical locations shall be subject to the same rules as when all participants are at the same location.

Approved 18 May 2002

Revised 29 October 2008 (5.1.1)

Article 5

The Executive Committee

5.1 Composition.

5.1.1 The Executive Committee shall consist of seven (7) members, which includes the Chairman, Vice Chairman and Treasurer.

5.1.2 No more than one-half (1/2) of the members of the Executive Committee shall come from any one Regional CFPA Affiliation.

5.2 Functions and Powers.

5.2.1 The Executive Committee shall review membership applications, and shall provide recommendations to the General Assembly.

5.2.2 The Executive Committee shall submit regular reports, and when necessary, special reports to the General Assembly for its consideration.

5.2.3 All terms of office for Members of the Executive Committee shall be for three (3) years, with no restrictions on the number of terms.

5.3 Voting

5.3.1 Each member of the Executive Committee shall have one vote.

5.3.2 All decisions of the Executive Committee shall require a two-thirds (2/3) majority of the members present and voting, such as the following:

- (1) Proposed recommendations or resolutions to be brought to the General Assembly;
- (2) Recommendations on the election of Members, and Associate Members;
- (3) Recommendations on the election of members to any subsidiary organ of the Association;
- (4) Recommendations of the suspension of the rights and privileges of membership; or
- (5) Recommendations of the expulsion of Members or Associate Members.

5.4 Quorum. At any meeting of the Executive Committee, a majority of the Members shall constitute a quorum.

Article 6

Officers of the Association.

6.1 General. The Officers of the Association shall be members of the Executive Committee, and shall be the following:

- (1) Chairman;
- (2) Vice-Chairman; and
- (3) Treasurer

6.1.2 Chairman.

6.1.2.1 The Chairman shall act as chairperson for all meetings of the Executive Committee and the Association, and shall serve as Chief Executive Officer of the Association. The Chairman shall be an ex-officio member of all Committees. Further to paragraph 4.1.2, a Member which provides the Chairman may also designate a voting delegate to the General Assembly.

6.1.2.2 The Chairman shall appoint the Secretariat for the Association.

Approved 18 May 2002

Revised 29 October 2008 (5.1.1)

6.1.3 Vice-Chairman.

6.1.3.1 The Vice-Chairman shall assist the Chairman in his/her duties.

6.1.3.2 In the absence, disability, or direction of the Chairman, the Vice-Chairman shall assume all the powers of the office and perform all the duties of the Chairman.

6.1.4 Treasurer.

6.1.4.1 The Treasurer shall keep or cause to be kept accurate books of account which shall be the property of the Association, and shall render a statement of the financial affairs of the Association to the General Assembly whenever they may require it.

6.1.4.2 At each regular meeting of the General Assembly, the Treasurer shall submit a complete written statement on his or her account as Treasurer since the last regular meeting of the General Assembly.

Article 7 The Secretariat

7.1 General. The Secretariat shall be appointed by the Chairman, and shall be responsible for the administrative activities of the CFPA-I during the Chairman's term of office.

7.2 Responsibilities.

7.2.1 The Secretariat shall serve as the primary point of administrative contact for the CFPA-I.

7.2.2 The Secretariat shall act in that capacity in all meetings of the General Assembly, of the Executive Committee, and any subsidiary organs as directed.

7.2.3 The Secretariat shall collect all moneys, have care and custody of all funds and valuable papers of the Association, and shall have power to open accounts and endorse, for deposit or collection, all notes, cheques, drafts, etc., payable to the Association or its order.

7.2.4 The Secretariat will assist the Treasurer in the performance of his/her duties.

7.2.5 The Secretariat shall receive applications for membership and process them for the review of the Executive Committee

7.2.6 The Secretariat shall prepare an annual report for the Executive Committee to present to the General Assembly on the work of the Association.

7.2.7 The Secretariat shall bring to the attention of the Executive Committee any matter that in his/her opinion may impact the cause of international fire safety.

7.2.8 In the performance of his/her duties, the Secretariat shall not seek or receive instructions from any government or from any other authority external to the Association.

7.3 Staff. The Secretariat, under any regulations established and deemed necessary by the Executive Committee, may appoint staff for the purposes of carrying out the business of the Association.

Article 8 Finance

8.1 General.

8.1.1 All Members shall pay an annual contribution, the amount of which shall be recommended by the Executive Committee for approval by the General Assembly.

8.1.2 Any Member admitted at any time during the year shall be responsible for the full membership contribution for that year.

8.1.3 In the event of a Member withdrawing or being expelled, there shall be no entitlement to a return of any contribution, and the Member shall not be entitled to any apportionment of Association funds and shall have no further claim on the Association.

8.1.4 If the annual contribution of any Member is in arrears and unpaid six months after a regular meeting of the General Assembly, the Secretariat shall give notice in writing of this fact to the Member. If, after such notice, the contribution is not paid within 30 days, the Member shall be deemed to have withdrawn from the Association and shall be readmitted only after such matter has been considered by the Executive Committee.

8.1.5 The Chairman, with the assistance of the Secretariat, shall produce and circulate to all Members, an annual draft budget no later than the end of August for approval by the General Assembly within 30 days

8.1.6 The budget shall be in the currency of the Secretariat.

8.1.7 The Treasurer, with the assistance of the Secretariat, shall prepare a balance sheet and statement of accounts for the Associations consideration and approval at each regular meeting of the General Assembly.

8.1.8 The Association shall not be responsible for the expenses of any of its members or delegates acting on its behalf unless the Executive Committee has specifically approved such expenditure.

Article 9 Authorization and Interpretations

9.1 Authorization. All contracts, deeds, leases, loans, notes, cheques and any other instruments authorized to be executed by an Officer of the Association, in its behalf, shall be signed by the Chairman or Treasurer, except as the Executive Committee may signify or determine otherwise.

9.2 Interpretation of Bylaws. The Executive Committee shall decide all questions and interpretations pertaining to the construction and meaning of these Bylaws.

Article 10 Amendment, Alteration or Repeal of Bylaws

10.1 General. These Bylaws may be altered, amended or repealed at any meeting of the General Assembly, with notice of the general nature of the proposed action having been stated in the call thereof, upon vote of two-thirds (2/3) of all Members of the Association.

**Approved 18 May 2002
Revised 29 October 2008 (5.1.1)**

10.2 General Conference. A General Conference of the Members of the Association for the purpose of reviewing the present Bylaws may be held at a date and place to be fixed by a two-thirds (2/3) vote of the members of the General Assembly and by a majority vote of the Executive Committee.

10.3 Effective Date. Any alteration of the present Bylaws recommended by a two-thirds vote of the Association shall take effect when ratified.

10.4 Dissolution. The dissolution of the Association and manner in which it is to be carried out shall be decided by the General Assembly.