

Constitution of the Chief Fire Officers Association

1. NAME

The Association shall be known as the Chief Fire Officers' Association (CFOA) Ireland.

2. MAIN OBJECT

The main object for which the Association is established is to reduce the loss of life, injury (to the public and fire service personnel), damage to property and the environment due to fire and other emergencies.

3. SUBSIDIARY OBJECTS:

In furtherance of the main object, the Association shall have the following subsidiary objects:

(a) To provide expert professional and technical advice, leadership, research, informed comment, information and other services to relevant bodies (including government departments and agencies at local, national or EU level), to the general public and to the Association's own members.

(b) To provide advice and cooperate with relevant bodies on formulation of policy and development of regulations, standards, codes of practice or any issue pertaining to service delivery, leadership and management of the fire and emergency services in Ireland;

(c) To provide members with a means for the expression of collective opinion on matters relating to fire safety, fire protection, fire and emergency operations, including the health and safety of fire personnel and the general public;

(d) To make members aware of best practice, knowledge, methods and equipment used for fire fighting, fire protection and fire prevention.

(e) To offer advice and assistance to individual members on their professional development or other matters;

(f) To nominate advisers or representatives on committees and other bodies either at National, European or international level which are relevant to the expertise and interests of members and which support the policy objectives of the Association;

(g) To support the professional development of members through the provision of seminars, conferences or other training;

(h) To give members opportunity for the exchange of ideas, experience, education and research;

(i) To liaise with international organisations involved in matters of emergency response, civil protection, disaster management, fire protection and fire prevention which are relevant to the needs of the Association;

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(j) To provide members of the Association, fire and emergency services or other bodies with information and advice for use in educating the public in relation to fire safety and related matters;

(k) To promote the development of communications and supporting information technologies to provide effective systems to enhance the delivery of service for the benefit and safety of fire service personnel and the general public;

(l) To undertake, promote or support any other activity which the Association believes will support its objectives.

4. MEMBERSHIP

The Association shall consist of Full, Associate and Retired members.

Full Members:

The following persons shall be eligible to be Full members:

Serving Chief Fire Officers of fire authorities in Ireland, serving Assistant Chief Fire Officers of Dublin Fire Brigade and Chief Fire Officers (serving or otherwise) who continue to be part of Senior Fire Officer Roster.

Each full member shall be entitled to one vote and shall be entitled to serve on the Executive Committee of the Association, if elected, or co-opted to such committee.

Associate Members:

The following persons shall be eligible to be Associate members:

Acting Chief Fire Officers of fire authorities in Ireland who have served more than 6 months continuously in that position.

Associate members shall have all the benefits of Full membership except that they will not be eligible to hold elective office or serve on the Executive Committee. Associate members are eligible for attendance at Association meetings and for participation on Association Sub Committees but will not be entitled to vote.

Retired Members:

Persons who have ceased to be full members on retirement from the fire service shall be eligible to be retired members. Retired members shall not be entitled to attend at Association meetings or to vote. They shall be entitled to attend at Association events.

5. VOTING

Voting rights shall be confined to Full members. The Chairman of the Association shall, in addition to his/her vote as a member, have a casting vote in the event of a tie.

6. EXECUTIVE COMMITTEE

(a) Membership

The affairs of the Association shall be managed by an Executive Committee of full members, consisting normally of the Chairman, Vice-Chairmen (Maximum Five including Chairman Designate), Honorary Secretary and Honorary Treasurer. The former Chairman of the Association may be appointed by the Executive as an ex officio member of the Executive for one year following his/her term as Chairman.

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(b) The officers shall be elected annually at the A.G.M., and casual vacancies shall be filled as they arise. The election of Executive Committee members shall be by simple majority.

(c) No Officer on the Executive Committee shall hold a particular Office for more than three consecutive years except by special resolution of the Association;

(d) The Association shall elect a Chairman Designate and Secretary Designate, at an appropriate time, who shall become the Chairman and Secretary subsequently.

(e) Co-option:-

The Executive Committee may co-opt at any time full members who may be of assistance to it in dealing with a particular project or other matter. Normally such co-option will be for a limited period.

(f) Sub-Committee:-

Sub-Committees normally consisting of full or Associate members, may be formed to assist the Executive Committee in examining and commenting on technical or other matters referred to or brought to the attention of the Association. The Executive Committee may appoint other persons who may be of assistance to any Subcommittee. The formation of any such Sub Committee shall be approved by the Executive Committee.

7. NOMINATIONS

Nominations for positions on the Executive Committee shall be made and seconded at the Annual General Meeting, the Nominee having consented to stand for election.

8. GENERAL MEETINGS

One Annual General Meeting shall be held at a convenient time, normally in the month of September or October. Seminars and other Association meetings shall be held at regular intervals throughout the year.

The quorum for all meetings shall be 1/3 full membership plus 1.

All matters of policy concerning the Association shall be decided by a two-thirds majority vote of the full members present at the meeting.

9. EGM

An Extraordinary General Meeting may be called by the Executive Committee at any time, on receipt of a requisition in writing signed by seven full members of the Association and provided twenty one days clear notice, in writing, shall be given to the members, specifying the purpose of the meeting. No other business outside that specified in the notice, shall be transacted at the Extraordinary General Meeting.

10. SUBSCRIPTIONS

Subscriptions shall be payable by 1st April each year. The Treasurer shall send reminders to the full members. The amount shall be as full members, from time to time, determine at the Annual General Meeting. Associate members may pay a subscription as agreed at the Annual General Meeting. Full members who have not paid their annual subscription and are more than one year in arrears will not be entitled to vote at Association meetings. Retired members do not pay a subscription.

11. CONFERENCES / SEMINARS

The Association will hold conferences or seminars including an annual conference to promote the objects of the Association. The conference sub-committee will consist of the Chairman, Secretary, Treasurer and two nominees of the host fire authority. The composition of this sub-committee is to be approved by a meeting of the Association.

12. INCOME AND PROPERTY

The income and property of the Association shall be applied solely towards the promotion of the objects as set forth in this Constitution. No portion of the Association'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 Association. No member or Officer of the Association shall be paid by salary or fees from the Association. However, nothing shall prevent any payment in good faith by the Association of:

- (a) reasonable out-of-pocket expenses incurred by an Officer or member of the Association in connection with attending to any matter affecting the Association;
- (b) interest at a rate not exceeding 5% per annum on money lent by Officers or other members of the Association, to the Association;
- (c) reasonable and proper rent for premises demised and let by any member of the Association (including any Officer), to the Association;
- (d) 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 of the issued share capital of such company.

13. FUNDS AND ACCOUNTS

The funds and accounts shall be kept in banks or other financial institutions approved by the Executive Committee. The accounts maintained by the Association and all investments of monies shall be in the name of "The Chairman, the Honorary Secretary, and the Honorary Treasurer" for the time being of the Chief Fire Officers' Association of Ireland, and any two of these officers shall be authorised to make payments on behalf of the Association. No financial liabilities shall be incurred or payment made except under a special or general authorisation of the Association or of the Executive Committee.

The Annual Financial Statement of the Association made up to August 31st each year and duly reviewed, shall be made available to each member of the Association at the Annual General Meeting. The Honorary Treasurer shall receive and pay all monies payable to and by the Association respectively, and shall prepare the annual statement. On retirement from office the Honorary Treasurer shall hand over to his/her successor or to the Chairman of the Association, all books, papers and cash belonging to the Association, after being duly reviewed.

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

14. ALTERATIONS IN THE CONSTITUTION AND RULES

No alterations shall be made to the Constitution of the Association or to these rules, unless agreed to by a majority vote at a General Meeting or an Extraordinary General Meeting. A written notice shall be given to each member of any proposed alteration at least 21 days prior to the date fixed for any meeting at which such alteration is to be considered, and the notice convening the meeting shall state the terms of the proposed alteration.

No addition, alteration or amendment shall be made to 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.

15. WINDING UP

If upon the winding up or dissolution of the Association, 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 Association. Instead, such property shall be given or transferred to some other charitable institute, institutions or Association(s) having objects similar to those of this Association.

The institution, institutions or Association(s) to whom 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 least as great as is imposed on the Association under or by virtue of Clause 12 hereof.

Members of the Association shall select the relevant institution, institutions or Associations 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 to some charitable object.