



**CFPA**EUROPE<sup>®</sup>

# STATUTES

(Revised 2014)

# Article 1

The Confederation of Fire Protection Association Europe (CFPA-Europe) is an association of national organisations in Europe concerned primarily with fire prevention & protection and also health and safety, security and risks from environmental and other natural hazards.

Its Head Office shall be in the office of the Chairman for the time being.

# Article 2

## Objectives

The objectives of CFPA-Europe are principally concerned with the advancement of knowledge and understanding of matters relating to fire science, fire prevention & protection, health and safety, security and risks from environmental and other natural hazards and include the following:

1. To encourage the exchange of information between members on these subjects to do with the protection of life and property.
2. To facilitate cooperation between members for undertaking joint programs and carrying out activities decided on by the General Assembly.
3. To carry out or to commission research and studies needed to increase knowledge.
4. To act as a spokesman with respect to European Organisations whose duties involve dealing with these subjects. To promote the European perspective on these subjects on a worldwide basis and facilitate the exchange of information and views with other international organisations. Activities of CFPA-EUROPE must not compete with those of its members.
5. To foster the development of new organisations dealing with these subjects.

# Article 3

## Membership

Membership Categories	
<b>Voting Members A</b>	<b>Nonvoting Members B with advisory status</b>
Regular Members A1	Associate Members B1
	Affiliate Members B2

1. Membership Requirements for all Members
  - 1.1. All Members are located in the European economic hemisphere and have a national reputation.
  - 1.2. Only one association/organisation can represent its country.
  - 1.3. Their field of activity must include fire prevention & protection.

## 2. Membership Requirements for Regular Members A1

Regular Members A1 have to fulfil additionally and at least one of the two following criteria:

- 2.1. They are generally accepted as being a principal national association/organisation for fire prevention & protection.
- 2.2. They are recognized or supported by the national insurance organisations.

## 3. Membership Requirements for Associate Members B1

Associate Members B1 are in a preparatory stage to regular membership A1 or they do not fully satisfy the requirements of a Regular Member A1.

## 4. Affiliate Member B2

The affiliate membership B2 is attributed to a person and cannot be delegated. Affiliate Members B2 are experts or specialists covering Art. 2.

## 5. Resignation and Exclusion

Any member wishing to resign from CFPA-EUROPE must do so in writing to the Chairman of CFPA-EUROPE, who will then inform all other members.

Membership may also be excluded when a member has substantially failed to fulfil his obligations to the organisation or its members, or through action or inaction caused damage to the name or reputation of CFPA-EUROPE.

## 6. Admission of New Members

A written application for membership must be addressed to the Chairman, who has to collect and verify relevant information on the applicant. This information must be presented to the MC to make a recommendation to the General Assembly for decision. The latter may approve or refuse membership without having to state reasons for its decision.

## 7. Current Members

The current members of CFPA-EUROPE are listed in Appendix 1 to these statutes.

# Article 4

## Executive Organs

CFPA-EUROPE's executive organs are:

1. The General Assembly
2. The Chairman
3. Management Committee
4. Working Organs (commissions and working groups)
5. The Director

The composition and powers of these are set forth in the articles below.

# Article 5

## General Assembly

### 1. Powers

The General Assembly is the supreme organ of CFPA-EUROPE. It may raise and decide without appeal any and all questions falling within the general objectives of CFPAEUROPE. In particular:

- 1.1. It lays down policy and programs and sets the budget.
- 1.2. It appoints the Chairman, who shall hold office for a period not exceeding three years, but who may be re-elected for one further period of three years or as agreed by the General Assembly.
- 1.3. It may also appoint up to two vice chairmen and the Management Committee under the same conditions. The immediate Past Chairman is normally one of the two Vice Chairmen.
- 1.4. It sets up working organs, decides on the powers and composition, allocates finances as appropriate, appoints chairmen of each group, supervises their work and decides upon their dissolution.
- 1.5. It decides on exclusion from CFPA-EUROPE.
- 1.6. It rules on application for membership.

### 2. Composition

The General Assembly is made up of members of CFPA-EUROPE. Each of the member organisations A1 and B1 are responsible for designating its representative to the General Assembly. Associate Members B1 and Affiliate Members B2 may attend the General Assembly. Member organisations A1 and B1 may send further non-voting delegates to the General Assembly.

### 3. Meetings

The General Assembly takes place annually and is called by the Chairman, who fixes the place and date, taking account as far as possible of the wishes expressed in this matter by the preceding General Assembly.

### 4. Procedures and Validity of Resolutions

The decisions or resolutions of the General Assembly must be adopted in accordance with the following rules:

- 4.1. Each Regular Member A1 has one vote.
- 4.2. Associate Members B1 and Affiliate Members B2 may not vote.
- 4.3. Any Member A1 and B1 may if unable to attend a meeting, be represented by another member, subject to written authority. This member or the Chairman shall act as a voting proxy. No member is entitled to represent more than two other members.
- 4.4. Resolutions binding every member of CFPA-EUROPE such as amendments to the statutes or the admission of new members are only valid if they are unanimously adopted by all members actually voting providing a quorum of three quarters of the members are present or represented.

- 4.5. Resolutions relating to the internal business of the confederation such as the election of the Chairman or Vice Chairman, setting-up of Working Organs, appointment of Chairman of these committees and working groups, must be taken by a three quarters majority of the members present or represented.
- 4.6. If a decision is to be notified to the Authorities in one or more countries, notification can be made only through the national members of this / these country (-ies), or, in any event, with their express approval.

## Article 6

### The Chairman

1. CFPA-EUROPE shall be supervised by the Chairman of CFPA-EUROPE in accordance with the guidelines, decisions and resolutions of the General Assembly under the conditions defined below.
2. The Chairman of CFPA-EUROPE is responsible for:
  - 2.1. Proposing the candidates for the Management Committee to the General Assembly, constituting and leading the Management Committee.
  - 2.2. Supervising the programs and work entrusted to working organs.
  - 2.3. Managing the budget in accordance with the decisions of the General Assembly.
  - 2.4. Supervising the work of the Director
3. The Vice Chairmen will assist the Chairman in the organisation and administration of CFPA-EUROPE as is deemed appropriate.

## Article 7

### Management Committee (MC)

1. The MC consists of the Chairman, two Vice Chairmen and the Chairmen of the commissions.
2. The MC supports the working organs and prepares their goals, schedules and budgets and pursues their work.
3. The MC prepares for the General Assembly.
4. The MC proposes the strategy of CFPA-Europe.

## Article 8

### The Director

1. CFPA-EUROPE shall be administered by the Director of CFPA-EUROPE in accordance with the guidelines, decisions and resolutions of the Management Committee under the conditions defined below.

2. The Director of CFPA-EUROPE is responsible for:
  - 2.1. Executing the decisions of - and applying the policies adopted by - the General Assembly.
  - 2.2. Actively managing the day- to- day running of CFPA-EUROPE and representing it in line with the decisions of the General Assembly.
  - 2.3. Managing the budget in accordance with the decisions of the General Assembly.
3. A Secretary may assist the Director in the organisation and administration of CFPA-EUROPE as is deemed appropriate.

## Article 9

### Working Organs

1. The Working Organs of CFPA-EUROPE are commissions or working groups.
2. Commissions or working groups are appointed by the General Assembly to jointly carry out certain tasks or studies on behalf of CFPA-EUROPE. The General Assembly may delegate certain powers to these working organs.

## Article 10

### Extraordinary General Assembly (EOGA)

Extraordinary General Assembly may be called either on the initiative of the Chairman or as a result of a request in writing from at least 5 members to the Chairman. In the latter case, the Chairman must call the EOGA within a period not to exceed three months. If the Chairman is unable or unwilling to convene an EOGA this will be done by a Vice Chairman.

## Article 11

### Finance

1. Each member shall pay an annual membership fee according to the membership category, invoiced annually.
2. The membership fee per category is determined by the General Assembly. The current membership fees are listed per category in Appendix 2
3. Any member admitted at any time during the year shall be liable to the full membership subscription for that year.
4. In the event of a member withdrawing or being excluded, there will be no entitlement to a return of any subscription. Additionally members excluded or withdrawing shall not be entitled to any apportionment of CFPA funds and shall have no further claim on the Confederation.
5. If the annual subscription of any member is in arrears and unpaid six months after the General Assembly, the Chairman shall give notice in writing of this fact to the member or associate member. If, after such notice, the subscription is not paid within 28 days, the member will be deemed to have resigned from the Confederation and shall be readmitted only after an application for readmission and approval of the General Assembly.

6. The MC will prepare a draft budget each year for the following year no later than two months prior to the date selected for the General Assembly. This budget will be circulated to all members and associate members.
7. The General Assembly will confirm the budget and set down targets for expenditure. The Chairman is not authorized to expend any money on items not already approved by the General Assembly.
8. The Chairman will prepare a balance sheet and a statement of accounts for the Confederation, which will be presented to the General Assembly for its approval.
9. The Chairman shall have the power to open bank accounts in the name of the Confederation.
10. The Confederation will not be responsible for the expenses of any of its members or for delegates acting on its behalf unless such expenditure has been specifically approved by the General Assembly.

## Article 12

### Licences for CFPA-Europe Training Products and Publications

1. A Licence (Appendix 3) lays down the duties and rights for the holders.
2. Current Members A1 and B1 are deemed as holders of Licences.
3. To be eligible for the delivery of CFPA-E courses CFPA-I members must enter into a Co-operation and Licence agreement with a CFPA-E A1 member.
4. The holder of Licences authorized by CFPA-Europe to offer CFPA-Europe training courses and to award-CFPA-Europe Qualifications and reproduce CFPA-Europe publications
5. Members A1 offering CFPA-Europe training courses and awarding a CFPA Europe Qualification in their country shall join the Training Commission.
6. The licence fees per year are listed in Appendix 2 and may be varied.

## Article 13

### Amendments to the Statutes

Only the General Assembly can decide to amend these statutes, on condition that the revision is expressly mentioned as an item on the agenda for the Meeting. Proposed amendments should be notified through the Chairman to members no later than two months before the date of the General Assembly at which such proposals are to be considered.

# Article 14

## Dissolution

The dissolution of CFPA-EUROPE and the manner in which it is to be carried out shall be decided by the General Assembly according to Article 5 paragraph 4.4.

These statutes have been approved by the General Assembly held on 22. May 2014.

They replace the statutes approved by the General Assembly held on 15. June 2007.



## Appendix 2

### Membership Fees

<b>Membership Category</b>	<b>Annual fee €uro</b>
Regular member A1 / membership fee	1'300
Regular member A1 / Training Commission fee	700
Associate member B1	1'000
Training Products fee for B1	1'000
Affiliate member B2	100
Training Products fee for CFPA International Members	5'000

GA, 6. 5. 2002