



Confederation Fire Protection Associations-Asia

Bylaws

**Approved at Copenhagen
General Assembly meeting
22 May 2014.**



MEMORANDUM OF ASSOCIATION OF CONFEDERATION OF FIRE PROTECTION ASSOCIATIONS – ASIA

1 NAME

The name of the Organization shall be the **CONFEDERATION OF FIRE PROTECTION ASSOCIATIONS - ASIA**; and it shall be popularly known as the "Confederation of Fire Protection Association - Asia" and/or "**CFPA-Asia**" (hereinafter in these Bylaws referred to as the Association).

2 PLACE OF BUSINESS

The place of business shall be at the address decided upon by the Executive Committee.

3 PURPOSES & OBJECTIVES

- 3.1 To bring together Fire Protection Associations of Asia Pacific countries.
- 3.2 To provide support to the members of the Association.
- 3.3 To encourage the interest and promote the awareness in relation to fire prevention and protection within the Region
- 3.4 Co-operate with other Organizations in the Region to promote fire prevention and protection.
- 3.5 To co-operate with other Confederation of Fire Protection Associations throughout the world in the establishment and maintenance of a Confederation of Fire Protection Associations – Asia.
- 3.6 To actively market and promote a positive, dynamic and proactive profile for the Association.
- 3.7 To promote and secure the co-operation of the member of the association for proper safeguard against loss of life and property by fire.
- 3.8 To promote and secure the co-operation of other Confederation of Fire Protection Associations through out the world for proper safeguard against loss of life and property by fire.
- 3.9 Promotion of science and improving the methods of the fire prevention and protection with in the members of the association.



- 3.10 Exchange of information relating to fire prevention and protection with the member of the Association
- 3.11 Exchange of information relating to fire prevention and protection with other Confederation of Fire Protection Associations through out the world.
- 3.12 To accept and assist association or body whose objective is to promote fire science and spread awareness in methods of fire prevention and fire protection.
- 3.13 To encourage informal relations and to develop a bond of friendship and understanding among members of the association.
- 3.14 To publish Policy and Position Statements to make public the official beliefs and recommendations of the Association.



ARTICLES OF CONFEDERATION OF FIRE PROTECTION ASSOCIATIONS - ASIA

ARTICLE 1. GENERAL

1.1 Name

The name of the Organization shall be the CONFEDERATION OF FIRE PROTECTION ASSOCIATIONS - ASIA; and it shall be popularly known as the "Confederation Fire Protection Associations – Asia" and/or "CFPA-Asia" (hereinafter in these Bylaws referred to as the Association).

1.2 Nature of Organization

This is a voluntary, non-profit, membership Association. Not organized for the purposes of realizing pecuniary profit or gain to its members but the Association may pay reasonable compensation for services rendered and may indemnify the officers, employees and agents of the Association from certain unexpected consequences of their actions or omissions in the affairs of the Association, to the extent provided from time to time by action of the General Assembly. Through membership, no member is pledged to any course of action.

1.3 Purposes & Objective

- 1.3.1 To bring together Fire Protection Associations of Asia Pacific countries
- 1.3.2 To provide support to the Members of the Association.
- 1.3.3 To encourage the interest and promote the awareness in relation to fire prevention and protection within the Region.
- 1.3.4 Co-operate with other Organizations in the Region to promote fire prevention and protection.
- 1.3.5 To co-operate with other Confederation of Fire Protection Associations throughout the world in the establishment and maintenance of a Confederation of Fire Protection Associations – Asia.
- 1.3.6 To actively market and promote a positive, dynamic and proactive profile for the Association.



- 1.3.7 To promote and secure the co-operation of the member of the association for proper safeguard against loss of life and property by fire.
- 1.3.8 To promote and secure the co-operation of other Confederation of Fire Protection Associations throughout the world for proper safeguard against loss of life and property by fire.
- 1.3.9 Promotion of science and improving the methods of the fire prevention and protection within the members of the Association.
- 1.3.10 Exchange of information relating to fire prevention and protection with the members of the Association
- 1.3.11 Exchange of information relating to fire prevention and protection with other Confederation of Fire Protection Associations through out the world.
- 1.3.12 To accept and assist association or body whose objective is to promote fire science and spread awareness in methods of fire prevention and fire protection.
- 1.3.13 To encourage informal relations and to develop a bond of friendship and understanding among members of the association.
- 1.3.14 To publish Policy and Position Statements to make public the official beliefs and recommendations of the Association.

1.4 Operating Basis

The Association shall be governed by the "General Assembly" and the "Executive Committee" as detailed in these bylaws.

1.5 Fiscal Period

The fiscal year of the Association shall end on the 30st day of June each year.

ARTICLE 2. MEMBERSHIP

2.1 Member

- 2.1.1 Member membership is bestowed on organizational entities, and not on individuals.



- 2.1.2 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.
- 2.1.3 The member organization shall either be:
- (a) Recognized as a primary fire safety organization of a country by the national insurance organizations of that country;

Or

 - (b) Recognized as the primary fire safety organization of a country by the national government of that country;

Or

 - (c) Generally accepted as the principal national organization for fire safety in that country.
- 2.1.4 Members may be asked to pay an annual contribution, the amount of which approved by the General Assembly.

2.2 Affiliate Member

- 2.2.1 Affiliate membership may be granted to a person representing an agency, association or institution with an objective to address fire or life safety.
- 2.2.2 The Affiliate member shall be from a Country, Region or Territory that is not a member of CFPA-Asia.
- 2.2.3 Affiliate membership shall be granted for a maximum of 10 years to enable transition to Country membership of CFPA-Asia.
- 2.2.4 Affiliate members may be asked to pay an annual contribution, the amount of which approved by the General Assembly.
- 2.2.5 Affiliate members may attend and participate in the business meetings of the Association.



2.2.6 Affiliate members do not have any voting privileges.

2.3 Associate Member

2.3.1 Associate membership may be granted to a person, firm, company, business or organization with an interest in fire or life safety, fire protection, fire suppression or fire prevention, including those involved in the manufacture and supply of fire or life safety products, equipment and services.

2.3.2 Three (3) levels of Associate member, Sponsor, Organization and Individual, may be granted by the Executive Committee.

2.2.3 Associate members shall pay an annual contribution, the amount of shall be determined by the Executive Committee.

2.3.4 Associate members may attend and participate in the business meetings of the Association at the invitation of the Officers of the Association.

2.3.5 Associate members do not have any voting privileges.

2.4 Application of Membership

2.4.1 Applications shall be made in writing to the Secretariat of the Association who shall refer them to the Executive Committee.

2.4.2 Any member may resign any time from the Association by writing notice to the Secretariat.

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

2.4.4 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.



- 2.4.5 The Executive Committee may recommend Affiliate membership for a person representing an agency, association or institution.
- 2.4.6 Member and Affiliate member applicants shall be presented to the General Assembly meeting. Until such time as approved by the General Assembly and where approved by the Executive Committee applicants may attend meetings with observer status.
- 2.4.7 The General Assembly shall have the final approval of membership application, and shall provide written documentation of refusals.

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.
- 3.1.3 The Chairman of CFPA-I shall become "ex-officio member" of CFPA-Asia.

ARTICLE 4. THE GENERAL ASSEMBLY

4.1 Composition.

- 4.1.1 The General Assembly shall be the supreme committee and consist of all the Member Organizations of the Association.
- 4.1.2 Each Member shall designate a voting delegate to the General Assembly.



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 functions and powers of any committees provided for in the Bylaws, and may make recommendations to the Members of the Association on any such question or matters.

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

- (1) Promoting regional and international cooperation in matters of fire protection and encouraging the progressive development of international codification; or
- (2) Promoting regional and 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.

4.2.5 The expenses of the Association shall be equitably borne by the members as apportioned by the General Assembly.

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

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



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

4.3 Voting

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

- (1) Accept and modify recommendations with respect to the matters of international fire protection;
- (2) Questions relating to the operation, budget; or
- (3) Amendment, alteration or repeal of Bylaws.
- (4) Election of members.
- (5) Resolutions binding every Member of the Association and any amendments thereto;
- (6) Suspension of the rights and privileges of the memberships; or
- (7) Expulsion of Members and Associate Members.

4.3.2 Other decisions shall be made by a majority of the members present and voting.

4.3.3 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.

4.3.4 The form of written authority shall be as follows:



Confederation of Fire Protection Associations Asia Proxy Form

I

being the designated voting delegate to the General Assembly for Member Country

..... hereby appoint

..... of Member Country

or in his/her absence, I nominate the Chairman as my proxy to vote on my behalf at the General Assembly meeting of the Association to be held on

.....day of 20.....

I direct that my vote on Agenda Item(s) be in the affirmative.

I direct that my vote on Agenda Item(s) be in the negative.

I authorize my proxy to use his/her discretion when voting on Agenda Item(s)

.....

Signed day of 20

4.4 Meetings and Procedures.

4.4.1 The General Assembly shall meet in regular meetings at least every two years and in such special meetings as occasion may require.

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



- 4.4.3 The General Assembly may establish such subsidiary Committees, as it deems necessary for the performance of its functions.
- 4.4.4 The Executive Committee shall meet in regular meetings every year and in such special meetings as occasion may require.
- 4.4.5 The preferred manner to hold meetings shall be with all participants at the same physical location. Teleconference, videoconference or other Electronic methods of holding meetings that allow participants to be at separate physical locations may be held and shall be subjected to the same rules as when all participants are at the same location. Any actions taken at such meetings shall be confirmed by electronic ballot.
- 4.5.6 At any meeting of the General Assembly, a majority of the Voting Members shall constitute a quorum.

ARTICLE 5. THE EXECUTIVE COMMITTEE

5.1 Composition

- 5.1.1 The Executive Committee shall consist:
 - (i) The Chairman, Vice Chairman, Treasurer; and,
 - (ii) Up to three voting delegates; and,
 - (iii) The Immediate Past Chairman if available.

5.2 Functions and Powers

- 5.2.1 The Executive Committee shall review Member and Affiliate member applications and shall provide recommendations to 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 The following decisions of the Executive Committee shall require a majority of the members present and voting:

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

5.4 Quorum.

5.4.1 At any meeting of the Executive Committee, four members shall constitute a quorum.

5.4.2 Any member of the Executive Committee unable to attend a meeting may be represented by another Executive member, subject to written authority, who would then act as a voting proxy. No Executive member is entitled to represent more than one Executive member.

ARTICLE 6. OFFICERS OF THE ASSOCIATION

6.1 General.



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

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

6.2 Chairman.

6.2.1 The Chairman shall act as a chairperson for all meetings of the Executive Committee and the Association, and shall serve as the Chief Executive Officer of the Association. The Chairman shall be the 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.

6.2.2 The Chairman shall have a deliberative and casting vote.

6.3 Vice Chairman

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

6.3.2 In the absence, disability, or direction of the Chairman, the Vice Chairman shall resume all the powers of the office and perform all the duties of the Chairman.

6.4 Treasurer.

6.4.1 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.



- 6.4.2** The Treasurer shall keep or cause to be kept all funds and collect and disburse or cause to be collected and distributed all moneys on behalf of the Association.
- 6.4.3** The Treasurer is authorized to expend up to \$USD500 per year for minor expenses on behalf of the Association without approval.
- 6.4.4** Payments other than for minor expenses made on behalf of the Association will be in accordance with the approved budget and be approved by the Treasurer and either the Chairman or the Vice-Chairman.
- 6.4.5** 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 General Assembly.

7.2 Responsibilities.

- 7.2.1 The Secretariat shall be responsible for the administrative activities of the Association during the term of appointment.
- 7.2.2 The Secretariat shall nominate a Secretary who shall be the first point of contact in the Secretariat and act in that capacity in all meetings of the General Assembly.
- 7.2.3 The Secretariat may collect moneys and may have care and custody of funds and valuable papers of the Association.
- 7.2.4 The Secretary shall assist the Treasurer in the performance of his/her duties.



- 7.2.6 The Secretariat shall receive applications for membership and process them for the review of the Executive Committee.
- 7.2.7 The Secretary in the performance of his/her duties for the Association shall not seek or receive instructions from any government or from any other authority external to the Association.

ARTICLE 8. FINANCE

8.1 General

- 8.1.1 Members and Affiliate Members may be asked to pay an annual contribution, the amount of which shall be recommended by the Executive Committee and approved by to 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 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 not further claim on the Association.
- 8.1.4 If a 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 Executive Committee shall produce and circulate to all members a draft budget for approval by the General Assembly.
- 8.1.6 The budget shall be in the currency as approved by the Executive Committee.
- 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 Executive Committee and General assembly.

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

ARTICLE 9. AUTHORIZATION AND INTERPRETATIONS

9.1 Authorization.

All contracts, deeds, leases, loans, notes, checks and any other instruments authorize to be executed by an Officer of the Association, in it's behalf, shall be signed by the Chairman and 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-third (2/3) of Members of the Association.

10.3 Effective Date

Any alteration of the present Bylaws recommended by a two-third (2/3) 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.