



The Institution of Fire Engineers  
**International General Assembly Representatives'**  
**Handbook**

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# The Institution of Fire Engineers

A charity managed for fire professionals by fire professionals, with the aim of promoting, encouraging and improving the science, practice and professionalism of fire engineering.

## Our vision

A global organisation of fire professionals striving to build a safer society.

## Our mission

To promote, encourage and improve the science, practice and professionalism of fire engineering.

## Our values

Inclusivity, professionalism, value, learning, responsibility, independence and openness.



Scottish Charity No: 12694  
Company Registration No: 13267

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# Memorandum and Articles of Association

## Company limited by guarantee and not having a share capital

- I. The name of the Company (hereinafter called “The Institution”) is “THE INSTITUTION OF FIRE ENGINEERS.”
- II. The Registered Office of the Institution will be situated in Scotland.
- III. **The object for which the Institution is established is: To promote, encourage, and improve the science and practice of Fire Extinction, Fire Prevention and Fire Engineering 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 to 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) Acquire and deal with and take options over any property, real or personal and improve, develop, sell, lease or otherwise dispose of or otherwise deal with all or any part of such property and any and all rights of the Institution therein or thereto, and to borrow or raise money in such manner as the Institution shall think fit and secure repayment of any money borrowed, raised or owing by mortgage, charge or lien upon the whole or any part of the Institution’s property or assets;

- c) Act as agents or brokers and as Trustees for any person, firm or company, and to undertake and perform subcontracts. To act in any of the businesses of the Institution through or by means of agents, brokers, subcontractors or others;
- d) Do all other things, incidental or conducive to the attainment of the above objects or any of them.

Provided that the Institution shall not support with its funds any object or endeavour to impose on or procure to be observed by its members or others any regulation, restriction, or condition which, if any object of the Institution, would make it a Trade Union.

Provided also that in case the Institution shall take or hold any property subject to the jurisdiction of the Office of Scottish Charity Regulators (OSCR), the Institution shall not sell, mortgage, charge, or lease the same without such authority, approval or consent as may be required by law, and as regards any such property the Managers or Trustees of the Institution shall be chargeable for such property as may come into their hands, and shall be answerable and accountable for their own acts, receipts, neglects and defaults, and for the due administration of such property in the same manner and to the same extent as they would, as such Managers or Trustees, have been if no incorporation had been effected, and the incorporation of the Institution shall not diminish or impair any control or authority exercisable by the Chancery Division, the Office of Scottish Charity Regulator (OSCR), over such Managers and Trustees, but they shall, as regards any



## Memorandum and Articles of Association (Continued)

- such property, be subject jointly and separately to such control or Authority as if the Institution were not incorporated. In case the Institution shall take or hold any property which may be subject to any trusts, the Institution shall only deal with the same in such manner as allowed by law having regard to such trusts.
- IV. The income and property 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 by way of profits to the members of the Institution. Provided that nothing herein shall prevent the payment, in good faith, of reasonable and proper 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, nor prevent the payment of interest at a rate not exceeding 5 per cent per annum on money lent, or reasonable and proper rent for premises, demised or let by any member to the Institution; but so that no remuneration or other benefit in money or money's worth shall be given by the Institution to any member of the Board or Governing Body except to the Chief Executive Officer under a contract of employment subject to compliance with the Charities and Trustee Investment (Scotland) Act 2005, repayment of out-of-pocket expenses and interest at the rate aforesaid on money lent or reasonable and proper rent for premises demised or let to the Institution.
- V. The liability of the members is limited.
- VI. Every member of the Institution undertakes to contribute to the assets of the Institution in the event of the same being wound up during the time that he is a member, or within one year afterwards, for payment of the debts and liabilities of the Institution contracted before the time at which he ceases to be a member, and of the costs, charges, and expenses for winding up the same, and for the adjustment of the rights of the contributions amongst themselves such amount as may be required, not exceeding Twenty Five Pence.
- VII. If upon the winding up or dissolution of the Institution there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Institution, but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Institution, and which shall prohibit the distribution of its or their income and property amongst its or their members to an extent at least as great as is imposed on the Institution, under or by virtue of Clause IV hereof, such institution or institutions to be determined by the members of the Institution at or before the time of dissolution; or in default thereof, by such judge of the High Court of Justice as may have or acquire jurisdiction in the matter, and if and so far as effect cannot be given to the aforesaid provision, then to some charitable object.
- VIII. 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 of the property, credits, and liabilities of the Institution; and subject to any reasonable restrictions as to the time and manner of inspecting the same that may be imposed in accordance with the regulations of the Institution for the time being, 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 one or more properly qualified Auditor or Auditors.

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# Duties of Trustees

Trustees are the people who make up the governing body and have “general control and management” of a charity. Members of the Board of Directors are Trustees; members of the International General Assembly are not. Trustees are responsible for the governance and strategy of their charity. They are responsible for making sure that their charity is administered effectively, and is able to account for its activities and outcomes both to the Office of Scottish Charity Regulator (OSCR) and to the public. Charity Trustees are the people who have general control and management of the Charity and are responsible for making sure that the charity works to achieve its charitable objectives.

The role of a charity Trustee is extremely important and can be very rewarding. It is important that you know what your responsibilities are and understand what you are expected to do.

All the charity Trustees share responsibility and have charity Trustee duties. A duty is something that you must do and the Board shares the responsibility equally. This is called collective responsibility. Charity Trustees are not only responsible for their own actions, they are also responsible for the actions and decisions taken by the charity Trustees when acting together.

Section 66 of the Charities and Trustee Investment (Scotland) Act (“The 2005 Act”) sets out five general duties which are fundamental to charity Trustees and also a number of specific duties which charity Trustees must comply with.

## General Duties for all Trustees

### 1. A charity Trustee must act in the interests of the charity and must:

- a. do what is best for the charity not what is best for you, your friends or family or your business interests, you must put the needs of the charity before the needs of any other organisation that you are involved with, either in a personal or professional capacity;
- b. seek in good faith to ensure the charity operates in a manner consistent with the charity’s purposes;
- c. act with care and diligence that it is reasonable to expect of a person who is managing the affairs of another person; and
- d. manage any conflict of interest between the charity and any person responsible for the appointment of the charity trustees – where any other duty prevents the charity Trustee from doing so, disclose the conflicting interest to the charity and refrain from participating in any deliberation or decision of the other charity Trustee with respect to the matter in question.

### 2. The charity Trustees of a charity must comply with the Charities & Trustee Investment (Scotland) Act 2005.

### 3. Subsections (1) and (2) are without prejudice to any other duty imposed by enactment or otherwise on a charity Trustee in relation to the exercise of functions in that capacity.



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## Duties of Trustees (Continued)

- 4. Any breach of the duty under subsection (1) or (2) is to be treated as being misconduct in the administration of the charity.**
- 5. All charity Trustees must take such steps as are reasonably practicable for the purposes of ensuring –**
  - a. that any breach of a duty under subsection (1) or (2) is corrected by the Trustee concerned and not repeated; and
  - b. that any Trustee who has been in serious or persistent breach of either or both of those duties is removed as a Trustee.
- 6. You must make sure that the charity has enough money to pay staff and other costs. You must make sure that any staff are treated properly and fairly. You must make sure that the charity's name and any logo are not used without the charity's permission. You are responsible for making sure your charity complies with any relevant laws. Compliance of the above is overseen by the Chief Executive Officer and Company Secretary on behalf of the Board of Directors.**

### Specific Duties

Specific duties for charity Trustees include:

#### 1. Updating the charity's details

Trustees must make sure that OSCR holds the latest information about their charity on the Scottish Charity Register. Charities must first seek OSCR's prior consent before taking certain actions. In the IFE, the Chief Executive Officer & Company Secretary carries out this duty on behalf of the Board.

#### 2. Reporting to OSCR

Trustees have a statutory duty to supply certain information to OSCR:

- Annual monitoring;
- Scottish charity accounting;
- Changes made to the charity.

In the IFE, the Chief Executive Officer & Company Secretary, advised by the Auditors, carries out this duty on behalf of the Board.

#### 3. Financial record keeping and reporting

Section 44 of the 2005 Act states that charities must:

- keep proper accounting records;
- prepare a statement of account, including a report on its activities, at the end of each financial year;
- have the statement of account independently audited;
- send a copy of the accounts, along with the annual return, to OSCR.

Accounting records should be kept by the charity for a minimum of 6 years from the end of the financial year in which they were made. In the IFE, the Chief Executive Officer & Company Secretary, advised by the Auditors, and supported by accounting staff, carries out this duty on behalf of the Board.

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## Duties of Trustees (Continued)

### 4. Fundraising

Trustees are responsible for taking control of how their charity fundraises. Although the IFE does not fundraise as such, it does accept appropriate sponsorship for events where such sponsorship supports the IFE's mission and does not go against the IFE's governing documents. The IFE must use its restricted funds (established by donations) for the purposes for which they were set up. The IFE has restricted funds in place to support the Rasbash Lecture, the Graduate Lecture and the Charitable Educational Foundation (CEF). Funding in the CEF is substantial and a panel of CEF Trustees has been established amongst existing IFE Trustees to review applications, benchmark each against charity test criteria and, if appropriate, approve full or partial funding.

### 5. Providing information to the public

Trustees must make sure that their charity meets the statutory provisions when referring to their charitable status in communications with the public. Compliance is overseen by the Chief Executive Officer & Company Secretary on behalf of the Board.

#### Breach of duty

OSCR has a duty to act where there is evidence that charity Trustees are behaving improperly. OSCR's response will be proportionate depending on the breach.



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# Health and safety

The IFE's Health and Safety Policy has been reviewed and approved by specialists in human resource management and UK employment law. It is a requirement of all employees to adhere to it. It is also a requirement of Trustees, members of the International General Assembly and other volunteers working with employees of the IFE to adhere to IFE policies. Failure to do so will be deemed to be a breach of the IFE's Code of Conduct under By-Law 19(a) in that such a breach is "conduct prejudicially affecting the interests of the Institution" and may result in suspension or expulsion from membership.

## Statement of general policy

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees on matters affecting their health and safety;
- To provide and maintain safe plant and equipment as appropriate;
- To provide information, instruction and supervision for workers;
- To ensure all workers are competent to do their tasks and to give them adequate training;
- To prevent accidents and work related ill health;
- To maintain safe and healthy working conditions;
- To review and revise this policy as necessary at regular intervals.

## Responsibilities

Day-to-day responsibility for the health and safety of staff rests with the IFE Senior Management Team, who act on behalf of the Trustees. Any suspected breach of policy by volunteer members will be reported by the Senior Management Team to the Board.

All employees have to:

- Cooperate with supervisors and managers on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own health and safety;
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement).

## Health and safety risks arising from work activities

Risk assessments will be undertaken in accordance with guidance issued by a qualified Health and Safety Consultant. The findings of the risk assessments will be reported to the Senior Management Team. Action required to remove/control risks will be approved by the Senior Management Team.

IFE assessments will be reviewed regularly, particularly when work activity or the working environment changes.

Workstation/workspace self-assessments are carried out by all employees.

## Consultation with employees

As a small organisation, consultation will take the form of informal talks with members of staff and team meetings. It is a requirement of all staff, documented in the Staff Handbook, that where any concerns arise related to health and safety, these concerns must be brought to the attention of their Line Manager.

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## Health and safety (Continued)

### Information, instruction and supervision

The health and safety law poster is displayed in each office.

Leaflets and other information are available from the Health and Safety Executive website at <http://www.hse.gov.uk/index.htm>

Supervision of young workers and trainees will be arranged/undertaken by the relevant Line Manager.

### Competency for tasks and training

Induction training for all employees will be provided by the relevant Line Manager.

Training records are kept by the Senior Management Team. Training will be identified and arranged as necessary by the relevant Line Manager.

### Accidents, first aid and work related ill health

First Aid boxes are kept in each office and restocked by the Duty Manager. In the Corporate Services Office (Unit 64), emergency details for all staff and a log book for recording incidents are kept together with the First Aid box. The IFE runs a "Yellow Jacket" system to identify who is responsible for ensuring the safe evacuation of the building and who is responsible for liaison with emergency services.

A number of current staff members are certified first aiders (First Aid at Work) having attended a course in 2015 provided by St John's Ambulance. Certification for these staff is valid until June 2018.

All accidents and cases of work related ill health are recorded in the accident log book by the relevant Line Manager.

The Senior Management Team will seek advice from the Health and Safety Consultant over any accidents or incidents which may be reportable and to report these to the enforcing authority by:

- Telephone: 0845 3009923
- Internet: <http://www.riddor.gov.uk>
- Form: by completing the relevant hard copy form and sending by post to: RIDDOR Reports, Health & Safety Executive, Redgrave, Merton Road, Bootle, Merseyside, L20 7HS.

### Monitoring

To check IFE working conditions and make sure our safe working practices are being followed, we expect all staff to be diligent and to report any issues of concern to the relevant Line Manager.

### Fire and emergency

The Senior Management Team is responsible for making sure that a fire risk assessment for the area in which IFE employees work is carried out and implemented. Escape routes are checked daily and the fire extinguishers are maintained and checked. Alarms are tested every Friday afternoon. All staff are made familiar with the sound of the alarm. Emergency evacuation will be carried out twice a year.

### Driving

All staff driving on IFE business must have an appropriate insurance policy if they use their own vehicles.



# Equal opportunities

The IFE's Equal Opportunities Policy has been reviewed and approved by specialists in human resource management and UK employment law. It is a requirement of all employees to adhere to it. It is also a requirement of Trustees, members of the International General Assembly and other volunteers working with employees of the IFE to adhere to this policy. Failure to do so will be deemed to be a breach of the IFE's Code of Conduct under By-Law 19(a) in that such a breach is "conduct prejudicially affecting the interests of the Institution" and may result in suspension or expulsion from membership.

## Statement of Policy

1. The IFE recognises that discrimination is unacceptable and equality of opportunity has been a long standing feature of its employment practices and procedure. Breaches of the policy will lead to disciplinary proceedings and if appropriate disciplinary action.
2. The aim of the policy is to ensure no job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age or disability.
3. The IFE will ensure that the policy is circulated to any agencies responsible for its recruitment and a copy of the policy will be made available for all employees and made known to all applicants for employment.
4. The policy will be communicated to all private contractors reminding them of their responsibilities towards the equality of opportunity.
5. The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant codes of practice.
6. The IFE will maintain a neutral working environment in which no employee or worker feels under threat or intimidated.

## Recruitment and selection

1. The recruitment and selection process is crucially important to any equal opportunities policy. The IFE will endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously, or unconsciously in making these decisions.
2. Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.
3. Job descriptions where used will be revised to ensure that they are in line with the IFE's equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.
4. The IFE will adopt a consistent, non discriminatory approach to the advertising of vacancies.
5. All applicants who apply for jobs with the IFE will receive fair treatment and will be considered solely on their ability to do the job.

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## Equal opportunities (continued)

6. All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.
7. Short listing and interviewing will be carried out by more than one person.
8. Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.
9. Selection decisions will not be influenced by any perceived prejudices of other staff.

### **Training and promotion**

1. Senior staff will receive guidance in the application of this policy to ensure that they are aware of its contents and provisions.
2. All promotion will be in line with this policy.

### **Monitoring**

1. The IFE will maintain and review the employment records of all employees in order to monitor the progress of this policy.
2. Monitoring may involve:
  - a. The collection and classification of information regarding the race in terms of ethnic/national origin and sex of all applicants and current employees.
  - b. The examination by ethnic/national origin and sex of the distribution of employees and the success rate of the applicants.
  - c. Recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions.
3. The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.



# Harassment and bullying

The IFE's Harassment and Bullying Policy has been reviewed and approved by specialists in human resource management and UK employment law. It is a requirement of all employees to adhere to it. It is also a requirement of Trustees, members of the International General Assembly and other volunteers working with employees of the IFE to adhere to this policy. Failure to do so will be deemed to be a breach of the IFE's Code of Conduct under By-Law 19(a) in that such a breach is "conduct prejudicially affecting the interests of the Institution" and may result in suspension or expulsion from membership.

## Introduction

1. Many people in our society are victimised and harassed as a result of their race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age or disability.
2. Personal harassment and bullying take many forms ranging from tasteless jokes and abusive remarks to pestering for sexual favours, threatening behaviour and actual physical abuse. Whatever form it takes, personal harassment and bullying is always taken seriously and is totally unacceptable.
3. The IFE recognises that personal harassment and bullying can exist in the workplace, as well as outside, and that this can seriously affect employees' working lives by interfering with their job performance or by creating a stressful, intimidating and unpleasant working environment.

## Policy

1. The IFE deplores all forms of personal harassment and bullying and seeks to ensure that the working environment is sympathetic to all its employees.

2. These procedures have been published to inform colleagues of the type of behaviour that is unacceptable to the IFE and provide colleagues who are the victim of personal harassment and bullying with a means of redress.
3. The IFE recognises that it has a duty to implement this policy and all employees and volunteers, including Trustees and members of the International General Assembly, are expected to comply with it.

## Examples of personal harassment and bullying

1. Personal harassment and bullying take many forms and colleagues may not always realise that their behaviour constitutes harassment or bullying. Personal harassment is unwanted behaviour by one colleague towards another and examples of harassment include:
  - a. Insensitive jokes and pranks;
  - b. Lewd or abusive comments about appearance;
  - c. Deliberate exclusion from conversations;
  - d. Displaying abusive or offensive writing or material;
  - e. Unwelcome touching;
  - f. Abusive, threatening or insulting words or behaviour.
2. Bullying is a form of psychological harassment. It is intimidation which serves to undermine self-esteem, confidence, competence, effectiveness and integrity. Examples of bullying include:
  - a. Continual, undeserved criticism;
  - b. Arbitrary and inconsistent demands;
  - c. Imposition of unreasonable deadlines;
  - d. Shouting, swearing and offensive language;
  - e. Displaying overbearing or intrusive behaviour.

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# Harassment and bullying (Continued)

These examples are not exhaustive and disciplinary action at the appropriate level will be taken against persons committing any form of personal harassment or bullying.

## Complaining about personal harassment and bullying

### 1. Informal complaint

The IFE recognises that complaints of personal harassment, particularly of sexual harassment and bullying can sometimes be of a sensitive or intimate nature and that it may not be appropriate for you to raise the issue through the normal grievance procedure.

In these circumstances you are encouraged to raise such issues with a colleague of your choice (whether or not that person has a direct supervisory responsibility for you) as a confidential helper. For IFE employees who are not IFE Board Directors, this person cannot be the Chair/Vice Chair or the Chief Executive Officer & Company Secretary of the Board of Directors who will be responsible for investigating the matter if it becomes a formal complaint.

If you are the victim of minor harassment and bullying you should make it clear to the

harasser/bully on an informal basis that their behaviour is unwelcome and ask the harasser/bully to stop. If you feel unable to do this verbally then you should hand a written request to the harasser/bully and your confidential helper can assist you with this.

### 2. Formal complaint

Where the informal approach fails or if the harassment and bullying is more serious, you should bring the matter to the attention of your Line Manager, or Chair/Vice Chair of the Board of Directors as a formal written complaint and again your confidential helper can assist you in this.

If possible, you should keep notes of the harassment and bullying so that the written complaint can include:

- a. The name of the alleged harasser/bully;
- b. The nature of the alleged harassment and bullying;
- c. The dates and times when the alleged harassment and bullying occurred;
- d. The names of any witnesses; and
- e. Any action already taken by you to stop the alleged harassment and bullying.



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## Harassment and bullying (Continued)

On receipt of a formal complaint the IFE will take action to separate you from the alleged harasser/bully to enable an uninterrupted investigation to take place. This may involve a temporary transfer of the alleged harasser/bully to another work area or suspension with pay until the matter has been resolved.

The person dealing with the complaint will invite you to attend a meeting, at a reasonable time and location, to discuss the matter and carry out a thorough investigation. You have the right to be accompanied at such a meeting by your confidential helper or another work colleague of your choice and you must take all reasonable steps to attend. Those involved in the investigation will be expected to act in confidence and any breach of confidence will be a disciplinary matter.

On conclusion of the investigation which will normally be within ten working days of the meeting with you, a draft report of the findings and of the investigator's proposed decision will be sent, in writing to you and to the alleged harasser/bully.

If you or the alleged harasser/bully are dissatisfied with the draft report or with the proposed decision, this should be raised with the investigator within five working days of receiving the draft. Any points of concern will be considered by the investigator before a final report is sent, in writing to you and to the alleged harasser/bully. You have the right to appeal against the findings of the investigator in accordance with the appeal provisions of the grievance procedure.

### General notes

1. If the report concludes that the allegation is well founded, the harasser/bully will be liable to disciplinary action in accordance with the disciplinary and disciplinary dismissal procedure. Where the harasser/bully is a Trustee, member of the International General Assembly or other member volunteer, he or she will be liable to disciplinary action under Code of Conduct without further investigation. An employee who receives a formal warning or who is dismissed for harassment/bullying may appeal by using the capability/disciplinary procedure.
2. If you bring a complaint of harassment/bullying you will not be victimised for having brought the complaint. However, if the report concludes that the complaint is both untrue and has been brought with malicious intent, disciplinary action will be taken against you.

# Grievance procedure

The IFE's Grievance procedure for staff has been reviewed and approved by specialists in human resource management and UK employment law.

## Staff Procedure

1. It is important that if a member of staff feels dissatisfied with any matter relating to his or her employment that he or she should have an effective means by which such a grievance can be aired and where appropriate resolved.
2. Nothing in this procedure is intended to prevent a member of staff from informally raising any matter he or she may wish to mention. Informal discussion can frequently solve problems without the need for a written record. However, if a member of staff wishes to raise a formal grievance he or she should normally do so in writing from the outset. Whilst the IFE will give the same consideration to any grievance that a member of staff raises verbally, provided that he or she makes it clear that he or she wishes it to be treated formally, he or she should be aware that, in most circumstances, the law requires him/her to provide the IFE with written details of his or her grievance before taking certain types of legal action.
3. A member of staff has the right to be accompanied at any stage of the procedure by a fellow employee who may act as a witness or speak on his or her behalf to explain the situation more clearly.
4. If a member of staff feels aggrieved at any matter relating to his or her work (except personal harassment and bullying, for which there is a separate procedure), he or she should first raise the matter with his or her Line Manager, explaining fully the nature and extent of his or her grievance. If this person is the subject of your grievance, it should be raised with the Chief Executive Officer & Company Secretary. He or she will then be invited to a meeting at a reasonable time and location at which the grievance will be investigated fully. He or she must take all reasonable steps to attend this meeting. He or she will be notified of the decision, in writing, normally within ten working days of the meeting, including right of appeal.
5. If the member of staff wishes to appeal he or she must inform their Line Manager within five working days. He or she will then be invited to a further meeting, which he or she must take all reasonable steps to attend.
6. Following the appeal meeting the member of staff will be informed of the final decision, normally within ten working days, which will be confirmed in writing.
7. In exceptional circumstances, in consultation with the Chair, or Vice Chair of the Board of Directors, an employee may be permitted to take their grievance to the Board of Directors. The Chair or Vice Chair will then determine the action that is needed and whether to convene a panel of the Board of Directors to hear the grievance. In that event the decision of the panel will be final.
8. In the case of a grievance being raised by the Senior Management team, the Chair and Vice Chair will determine, in consultation with the Board, who will hear the grievance and appeal.



# Code of Conduct

The IFE's Schedule of By-Laws (19-22) stipulate the Code of Conduct policy for members as follows:

- 19a. If in the opinion of the Board any Life Fellow, Companion, Fellow, Honorary Fellow, Member, Associate, Graduate, Technician, Licentiate, Student or Affiliate is guilty of dishonourable or unprofessional conduct or of conduct prejudicially affecting the interests of the Institution, he or she may be suspended from membership for any period not exceeding two years, as the Board may determine, or may be required to resign his or her membership or have his or her name struck off the membership roll.
- 19b. Any proposal that a member shall be suspended from membership or be required to resign his or her membership or have his or her name struck off the membership roll shall be made at a meeting of the Board of which not less than twenty-one days' notice shall be given to the Board and to the member concerned stating the proposal to be considered at the meeting.
- 19c. No member shall be suspended or required to resign his or her membership or expelled by having his or her name struck off the membership roll except by a resolution passed by not less than two-thirds of the members of the Board present and voting at the meeting of the Board at which at least eight members of the Board shall vote and unless he or she shall first have had an opportunity of being heard by himself or herself, or his or her agent in defence, of cross-examining witnesses called against him or her and of calling witnesses on his or her 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 or her defence.
- 19d. If any member who, in pursuance of the foregoing provisions is called upon to resign his or her membership fails to do so within seven days from the date of the requirement, the Board shall strike his or her name off the membership roll.
- 19e. When a member's name is struck off the membership roll he or she shall, thereupon, cease to be a member of the Institution and to have any rights as a member.
- 20a. 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 Board may suspend the operation of this By-Law whenever it may think fit so to do.
- 20b. No member, shall be entitled to receive any of the Institution's publications, Ballot papers, membership cards or certificates if they are in arrears with their subscriptions for such a period of time as has been presented by the Board except where the Board have suspended the operation of this By-Law.

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## Code of Conduct (Continued)

- 20c. Any member of the Institution who under the provisions of this By-Law or By-Law 20 resigns or is required to resign his or her 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 or her 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.
- 21a. If any member of the Board shall become bankrupt or insolvent or compound with his or her creditors or become of unsound mind or be convicted of an indictable offence or shall by writing resign his or her office or shall for any cause cease to be a member of the Institution, he or she shall ipso facto and immediately cease to be a member of the Board.
- 21b. If any member of the Institution shall become bankrupt or insolvent or compound with his or her creditors or become of unsound mind or be convicted of an indictable offence, he or she shall be disqualified from being elected as an ordinary member of the Board.
22. The Board may at its discretion reinstate in his or her former class any person upon payment of all arrears and subscriptions or such part of all arrears and subscriptions as the Board may determine.



# Election of members of Board

The IFE's Schedule of By-Laws (25a to 25d) details the process for election of members to the Board of Directors as follows:

- 25a. The International President shall be appointed annually at the Annual General Meeting by the Board. Those eligible to be appointed shall be the serving members of the Board with at least one year of their three year term left to serve. No person may hold the office of International President for more than one consecutive annual term.
- 25b. Proposals for the election of ordinary members to the Board may be made by Voting Members by notice in writing to the Company Secretary not later than the deadline advertised by the Board in advance. Such proposals shall be supported by a Proposer and Seconder and supported by three other members and also by the person nominated signifying consent. Nominees will be required to demonstrate their capacity to fulfil the criteria for appointment laid down by the Nominations Committee based on their experience and expertise and their record in the Institution.

The Nominations Committee will then nominate candidates from those proposed for the approval of Voting Members. A ballot shall take place and a ballot list of all nominees recommended for election by the Nominations Committee, together with a brief description of their record in the Institution shall be forwarded to each member.

After members have recorded their votes, they shall be returned electronically, or by such other method stipulated by the Nominations Committee to the Company Secretary before the deadline communicated and not later than seven days prior to the date of the Annual General Meeting. An electronic receipt for all electronic votes received will be issued by the Company Secretary. The electronic votes shall be counted, prior to the Annual General Meeting, by the Company Secretary and one member of the Board who is not a candidate in the election. According to the number of vacancies occurring, those candidates receiving the majority of votes shall be declared elected members of the Board. In the case of equality of votes the International President shall be entitled to a second or casting vote and his or her decision shall be final and conclusive.

- 25c. The members of the Board elected by the International General Assembly shall be elected by ballot of the International General Assembly. Nominations shall be proposed by an International General Assembly Representative and seconded by two other International General Assembly Representatives and also by the person nominated signifying consent. Nominations shall be forwarded to the Company Secretary. A ballot shall take place and a ballot list of all nominees together with a brief description of their record in the Institution shall be forwarded to each International General Assembly Representative. After members have recorded their vote they shall be returned electronically, or by such other method stipulated by the Board to the Company Secretary.

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## Election of members of Board (Continued)

The electronic votes shall be counted prior to the Annual General Meeting by the Company Secretary and one member of the Board who is not a candidate in the election. According to the number of vacancies occurring those candidates receiving the highest number of votes shall be declared elected. In the case of equality of votes, the Leader of the International General Assembly shall be entitled to a second vote.

Any casual vacancy occurring for a member of the Board elected by the International General Assembly may be filled by an International General Assembly Representative.

- 25d. The member of the Board elected by the Engineering Council Registrants (“IFERG”) shall be elected by ballot of the members of IFERG. Nominations shall be signed by a proposer who is an IFERG member and seconded by two other IFERG members and also by the person nominated signifying consent. Nominations shall be forwarded to

the Company Secretary. A ballot shall take place and a ballot list of all nominees together with a brief description of their record in the Institution shall be forwarded to each IFERG member. After members have recorded their vote the ballot paper shall be returned electronically or by such other method stipulated by the Board to the Company Secretary.

The electronic votes shall be counted prior to the Annual General Meeting, by the Company Secretary and one member of the Board who is not a candidate in the election. According to the number of vacancies occurring those candidates receiving the highest number of votes shall be declared elected. In the case of equality of votes, the outgoing Engineering Council Registrants’ Director shall be entitled to a second vote.

Any casual vacancy occurring for a member of the Board elected by IFERG may be filled by a member nominated by IFERG.



# International General Assembly Constitution

## 1. Aims of the International General Assembly

The International General Assembly provides a forum for member representatives to engage in debate in order to inform the Institution's Board of Directors of relevant issues and support them in achieving the Institution's strategic goals.

The International General Assembly recognises that the Board of Directors is the Institution's legal policy and decision-making body and as such it requires information and advice on an ongoing basis to assist in its deliberations. The International General Assembly provides a means of engaging with the membership through their elected Branch and Special Interest Group Representatives and communicating their views to the Board. The International General Assembly will offer the Board its recommendations and opinions on issues forwarded to the Board following each meeting and, if appropriate, workshops.

## 2. Constitution and rules of governance

In accordance with Article 38 of the Institution's Memorandum and Articles of Association, the authority for the formation of the International General Assembly is vested in the Board and its proceedings and procedures are governed in accordance with the rules and regulations detailed in the By Laws (43 to 48). The outline for the operation of the International General Assembly is in accordance with the provisions contained in the Memorandum and Articles of Association.

## 3. Frequency and venue of meetings and workshops

The International General Assembly will meet up to twice each year. It is anticipated that one meeting will take place at the AGM and the other at a time to be approved by the Board but most likely to be in the first quarter of each year.

To run concurrently with each International General Assembly meeting, a 'Workshop' day will also be organised. The Workshop will normally be less formal and will be used as an opportunity for the IGA to debate and develop ideas that may be used by the Board to further the aims and objectives of the Institution, or to discuss such matters as may have been submitted by the Board to the IGA.

The venue and date for meetings and workshops of the International General Assembly will be approved in advance by the Board.

## 4. Election of International General Assembly Representatives

Each constituted Branch and Special Interest Group of the Institution is entitled to elect one representative to attend International General Assembly meetings. The Branch or Special Interest Group representative (as the case may be) must hold a minimum grade of Graduate to serve as the Branch or Special Interest Group Representative. The Branch or Special Interest Group may set additional criteria for election to the position of International General Assembly Representative. The procedure is as follows:

- Each International General Assembly Representative will be elected by an open, transparent and democratic process, which will be approved and published by the Branch Council or Special Interest Group Committee (as the case may be) with a copy forwarded to the Company Secretary.
- The Branch Secretary or Special Interest Group Honorary Secretary (as the case may be) shall send in writing the name of the duly elected International General Assembly Representative to the Company Secretary so as to arrive not later than the first day of May in the year of election.

# International General Assembly Constitution (Continued)

## (i) Terms of Office

Each term of office for a Branch representative to the International General Assembly shall be three years, or as described in the duly approved Branch Constitution. A Branch may re-elect a representative for more than one term. A Branch Council may remove their representative from office in the event that they do not properly execute their duties and responsibilities.

One-third of the members of the International General Assembly shall retire from the International General Assembly each year, but may be re-elected by their respective Branches.

## (ii) Appointment of Alternates

In the event that an International General Assembly or Special Interest Group Representative is unable to attend a meeting of the International General Assembly, the Branch or Special Interest Group may nominate another member of the Branch or Special Interest Group to act as the Branch or Special Interest Group designated Alternate and may also remove from office any Alternate so appointed. Notice of any such appointment must be given to the Company Secretary not less than twenty-one days before the appointment is to take effect. An Alternate will be entitled to receive copies of all documents available to International General Assembly and Special Interest Group Representatives, attend and perform all the function on behalf of their principal Branch or Special Interest Group Representative, in his or her absence.

## (iii) Qualifications of an International General Assembly or Special Interest Group Representative

An IGA or Special Interest Group

Representative must be knowledgeable in Branch and SIG affairs, activities and programmes. The individual must be willing to devote time and energy to developing both a Branch and Special Interest Group interest in International General Assembly actions as well as actively participate in International General Assembly activities, projects and programmes.

## (iv) Duties of an International General Assembly or Special Interest Group Representative

The IGA or Special Interest Group Representative will represent the Branch or SIG at International General Assembly meetings as the official spokesperson for the Branch or SIG.

The individual may forward Branch or Special Interest Group concerns on matters to the IGA Leader for inclusion in the IGA agenda.

Other issues may be brought before the International General Assembly, but these should be of a strategic nature, as opposed to operational matters, which should be addressed to the Senior Management Team of the IFE.

1. An IGA or SIG Representative, in conjunction with other IGA and SIG Representatives at an International General Assembly meeting will consider agenda items, decide on appropriate action(s) as well as request agencies to participate to finalise open agenda items.
2. The IGA and SIG Representatives, via the IGA, will be the formal link between the Branch membership and Special Interest Groups and the Board of Directors.



# International General Assembly Constitution (Continued)

## 5. Leader of the International General Assembly

### (i) Leader of the International General Assembly

The Leader of the International General Assembly acts as the Chair of the International General Assembly and has an overriding responsibility to ensure that the business conducted at meetings is aligned with the International General Assembly's and Institution's objectives. Specifically, this will include:

- Liaising with the Board Chair and Chief Executive Officer & Company Secretary to agree the venues and dates of International General Assembly meetings;
- Receiving items from the Board for International General Assembly debate and consulting with International General Assembly Representatives to identify items for inclusion in the International General Assembly agenda;
- Overseeing the drafting of the agenda and receiving of supporting papers for individual agenda items with support from Head Office staff, for IGA meetings;
- Calling meetings to order;
- Overseeing formal voting;
- Summarising conclusions of debate;
- Liaising with the International General Assembly's elected members on the Board as necessary;
- Fostering and supporting the objectives of the International General Assembly in the periods between International General Assembly meetings.

The Leader and Vice Leader will not normally attend meetings of the Board of Directors. They will liaise with the IGA elected Board Director to ensure that matters are passed to and from the Board. This should ensure that the Leader and Vice Leader are normally available to fulfil their obligations to the International General Assembly during meetings and workshops.

### (ii) Vice Leader of the International General Assembly

The Vice Leader of the International General Assembly acts as the Chair of the International General Assembly in the absence of the Leader and also has an overriding

responsibility to ensure that the business conducted at meetings is aligned with the International General Assembly's and Institution's objectives. The Vice Leader also has responsibility for noting matters discussed at workshops.

### (iii) Election and appointment of the Leader and Vice Leader of the International General Assembly

The Leader and Vice Leader are elected by a ballot from the Branch International General Assembly Representatives and serve for a period of one year. In this context, a Branch International General Assembly Representative is one who is duly elected by their respective Branch members and carries a corresponding entitlement to vote on the International General Assembly. Alternate Branch Representatives are not eligible to stand for election as Leader or Vice Leader.

At the conclusion of the IGA meeting coinciding with the AGM, the serving Vice Leader will become the Leader of the IGA for the coming year. The IGA will elect a new Vice Leader following the process outlined below:

- At least 30 days before the International General Assembly meeting coinciding with the Annual General Meeting the Chief Executive Officer & Company Secretary will request nominations for the post of Vice Leader. Nominations may be submitted by any member of the International General Assembly.
- At least 21 days before the International General Assembly meeting, the Chief Executive Officer & Company Secretary will advise the members of the International General Assembly of those standing for election and distribute the manifesto of each nominee.
- A simple ballot of the Branch Representatives present will be held at that meeting of the International General Assembly. Those unable to attend that IGA meeting may instruct a proxy to vote for them by advising the Chief Executive Officer & Company Secretary, in writing, at least 14 days before the meeting. The highest polling member will be declared as IGA Vice Leader.

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# International General Assembly Constitution (Continued)

Nominees should not agree to stand for election if they do not intend to remain in post as a representative of their respective Branch for the duration of their projected term of office (2 years). However, it is accepted that they may lose the support of their Branch during their period of office, or may have to stand down for some other reason.

In this event, they will be required to resign their post with immediate effect and a new Leader and/or Vice Leader will be elected at the next available opportunity following the election process outlined above. The Chief Executive Officer & Company Secretary will facilitate this process.

## 6. Attendance at International General Assembly Meetings and Workshops

1. Members of the Board are encouraged to attend meetings of the International General Assembly, at their discretion, or may be invited to attend by the Chair of the Board of Directors, or the Chief Executive Officer & Company Secretary to aid discussion.
2. Members of the Institution's Head Office staff, as appropriate.
3. Any other person that the IGA may choose to invite in order to further its aims and objectives. Any associated costs likely to be incurred by the IFE Head Office, must be proposed for consideration by and approved by the Board, before any invitations are issued.

## 7. Meetings

### (i) Agenda and Papers

The dates of International General Assembly meetings will be set sufficiently in advance to provide attendees with adequate time to make travel arrangements. The agenda and supporting papers will be issued to attendees 21 days in advance of the meeting.

### (ii) Chair

The Leader shall preside at every International General Assembly Meeting and, in his or her absence, the Vice Leader of the International General Assembly shall be Chair of the meeting. If the Leader and the Vice Leader of the International General Assembly are unable to attend the meeting, the International General Assembly Representatives present may choose one of their number to Chair the meeting.

### (iii) Quorum

Fifteen International General Assembly Representatives present in person, or by proxy, at the time of the start of business will constitute a quorum of the International General Assembly. If a quorum is not present, the meeting may continue but any decisions taken will require subsequent ratification by the International General Assembly.



# International General Assembly Constitution (Continued)

## **(iv) Voting**

Business decisions of International General Assembly meetings shall be ascertained by a poll normally in the form of a show of hands. On a poll, each International General Assembly Representative of a Branch shall (subject to the Branch having a minimum of 25 members) have one vote for every 50 members (or part thereof) in the Branch by which they were elected (as recorded in the most recent records held by the Institution at Head Office).

## **(v) Minutes**

The Chief Executive Officer & Company Secretary will make arrangements for recording minutes of International General Assembly meetings. The minutes will be available to International General Assembly Representatives and the Board of Directors as soon as possible following the meeting. The IGA Leader will make arrangements for the recording of any actions resulting from the IGA workshops.

## **(vi) Proceedings**

The order and conduct of business at International General Assembly meetings will be in accordance with the Institution's Standing Orders, "order and conduct of business at meetings of the Institution".

## **8. Election of two IGA Representatives to the Board of Directors**

### **(i) The Election Process**

The members of the Board elected by the International General Assembly shall be elected by ballot of the International General Assembly. Nominations shall be proposed by an International Assembly Representative and seconded by two other International General Assembly

Representative and also by the person nominated signifying consent. Nominations shall be forwarded to the Company Secretary. A ballot shall take place and a ballot list of all nominees together with a brief description of their record in the Institution shall be forwarded to each International General Assembly Representative. After members have recorded their vote they shall be returned electronically or by such other method stipulated by the Board to the Company Secretary.

The electronic votes shall be counted prior to the Annual General Meeting, by the Company Secretary and one member of the Board who is not a candidate in the election. According to the number of vacancies occurring those candidates receiving the highest number of votes shall be declared elected. In the case of equality of votes, the Leader of the International General Assembly shall be entitled to a second vote.

Any casual vacancy occurring for a member of the Board elected by the International General Assembly may be filled by an International General Assembly Representative.

### **(ii) The role of the elected Directors**

The two Directors elected to the Board from the IGA will serve as full Directors of the Board. As such, they will be allocated portfolios of work to further the aims and objectives of the Institution.

**(iii) Rules regarding eligibility and term of office**

The following rules will apply to IGA Representatives elected to serve as Directors on the Board of Directors:

- Prior to agreeing to stand for election as an IGA Director, IGA Representatives are required to obtain a letter of endorsement from their respective Branch Council confirming that their IGA Representative has the support of the council to stand for election. This is intended to ensure that the IGA Representative will maintain the support of their Branch during their period of office as a Director on the Board.
- To be eligible for election as an IGA Director, a candidate must be a serving Branch Representative on the International General Assembly. A candidate may serve successive terms of office as an IGA Director, providing they continue to represent their respective Branch on the International General

Assembly. Alternate IGA Representatives are not eligible to stand for election as an IGA Director;

- The Leader and Vice Leader of the International General Assembly may stand for election as IGA Directors but, if successful, will automatically resign their post as Leader/Vice Leader. In such circumstances, a new Leader/Vice Leader will be elected at the next opportunity (see 5(iii) page 31);
- Once elected, IGA Directors will serve on the Board as representatives of the IGA for a three year term of office;
- If, during their 3 year term of office as a Director, the Director loses the support of their Branch (i.e, the Branch elects a new representative to the IGA), or the IGA, they can no longer remain as an IGA representative Director, because they will no longer be an IGA Representative. Should this occur during his or her three year term of office, he or she must stand down from the Board and new elections will be held.

**9. Expenses**

The Board of Directors will determine what other expenses will be paid. This is normally limited to accommodation (2 nights for UK and 3 nights for overseas), subsistence for the same period and meeting venue costs.



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# Engineering Council

## Introduction

The engineering profession in the United Kingdom is regulated by the Engineering Council through engineering institutions that are licensed to put suitably qualified persons on the Engineering Council's Register of Engineers. The Register has three sections:

- Chartered Engineer (CEng)
- Incorporated Engineer (IEng)
- Engineering Technician (EngTech)

The IFE is a licensed member of the Engineering Council and can register those members that meet the necessary criteria. Applicants for registration are required to satisfy the competence standards set by the Engineering Council and laid down in UK-SPEC (UK Standards for Professional Engineering Competence). Interim registration is also possible for applicants who have met the educational standards for registration but who have not yet gained the experience to satisfy the professional competences for full registration.

## Registration routes

There are two routes to membership. The Standard route (for applicants with exemplifying qualifications as defined by the Engineering Council) and the Individual Route (for all other applicants). The route that an applicant will follow will be identified after receipt of his or her application.

## Benefits of Engineering Council registration

- It identifies competencies that employers value;
- It indicates that competence and commitment to professionalism have been assessed by other engineering professionals;
- It demonstrates competence comparable with standards applicable in other parts of the world;
- It confirms that commitment to professionalism, underwritten by the support of a national engineering institution licensed by the Engineering Council.

The IFE has received the highest possible rating for quality assurance and was commended for good practice during the last audit by the Engineering Council.

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# Charitable Educational Foundation

## **Purpose**

The IFE Charitable Educational Foundation (CEF) has been established to fund projects that are within the charitable context of the Institution of Fire Engineers and that meet charity test areas.

## **Charitable context**

To promote, encourage, and improve the science and practice of Fire Extinction, Fire Prevention and Fire Engineering 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 to the community at large.

## **Charity test areas**

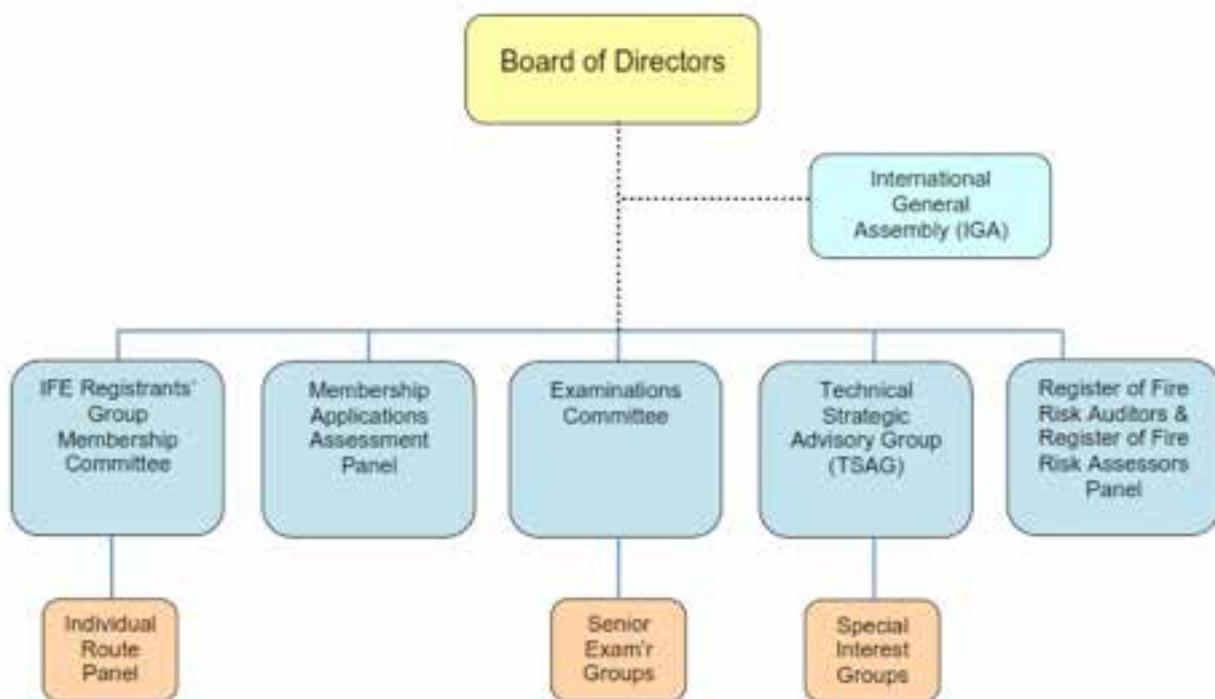
1. The prevention or relief of poverty;
2. Advancement of education;
3. The saving of lives;
4. The advancement of community development.

## **Application process**

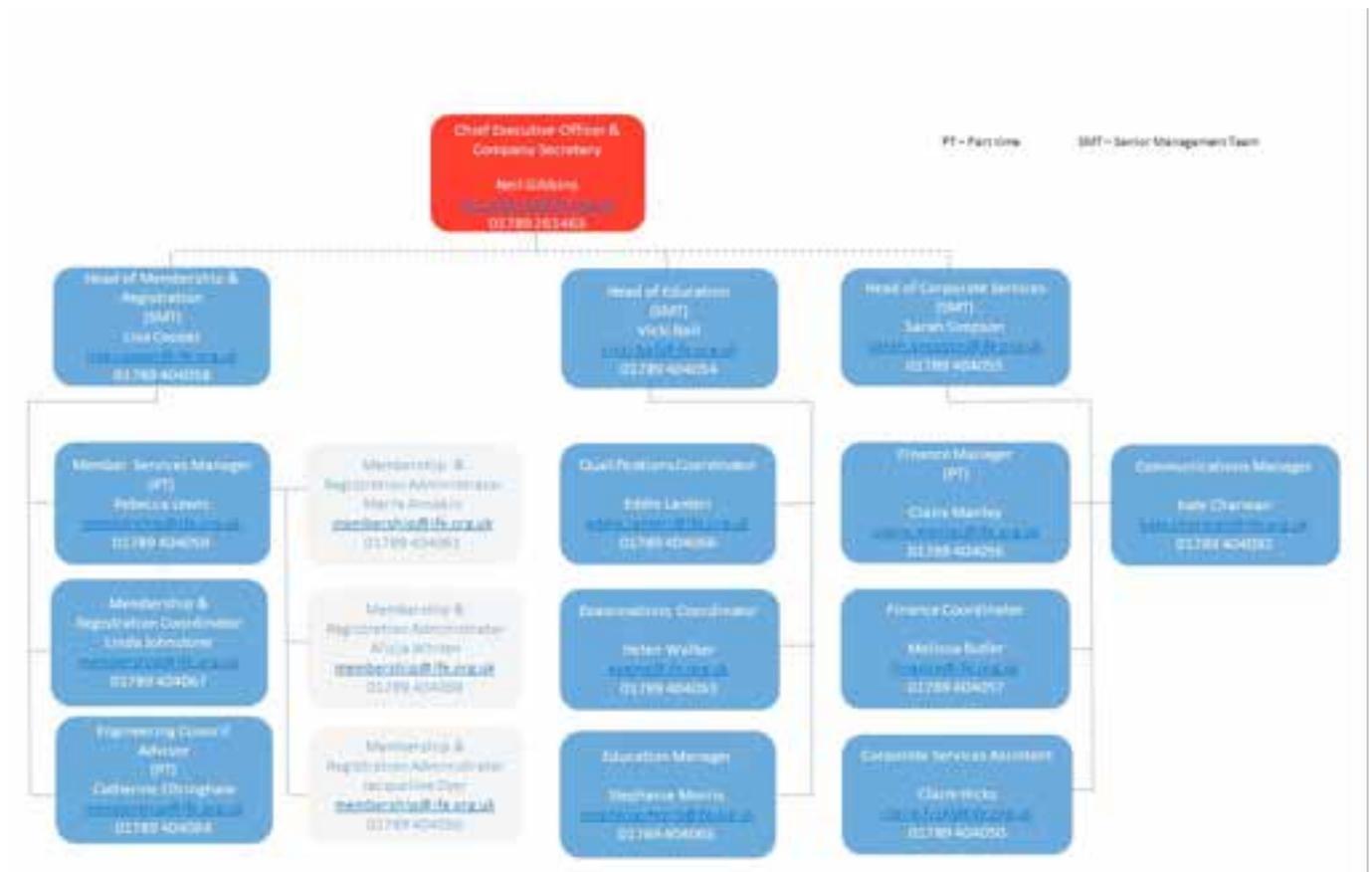
All applications are carefully reviewed by a panel of CEF Trustees appointed by the Board of Directors. Application forms are available at [www.ife.org.uk](http://www.ife.org.uk), or by contacting the Head Office of the IFE.



# Committees



# Staffing structure







## THE INSTITUTION OF FIRE ENGINEERS

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