



INTERNATIONAL ASSOCIATION OF FIRE AND RESCUE SERVICES

STATUTES

September 20th 2012

Preamble

The International Federation of Fire Brigades was founded on August 16, 1900 in PARIS with the title „International Council of Fire Brigades“. After ending World War I the „rebirth“ was on June 26, 1929 also in PARIS, with the new name „International Technical Committee for the Prevention and Extinction of Fire, CTIF“.

Content

§ 1 Title and Seat	3
§ 2 Aims and Objectives	3
§ 3 Membership.....	4
§ 4 Rights and Duties	4
§ 5 Bodies of the CTIF.....	4
§ 6 The Delegates' Assembly	5
§ 7 The Executive Committee.....	6
§ 8 The President	7
§ 9 The General Secretary	7
§ 10 Commissions	8
§ 11 Working Groups.....	8
§ 12 The National Committees	9
§ 13 The Symposia.....	9
§ 14 Finances	9
§ 14a Financial Audit.....	10
§ 15 Administration	10
§ 16 Ceasing membership.....	11
§ 17 Ending of functions	11
§ 18 Dissolution	11

These statutes were established on September 20th 2012 by the Delegates' Assembly of the CTIF in BRATISLAVA, Slovakia. They replace the previous version dated June 9th 2010.

§ 1 Title and Seat

(1) The association's official title is « Comité technique international de prévention et d'extinction du Feu » (CTIF). The association's working title is the "International Association of Fire and Rescue Services"

(2) The legal form of CTIF is an association; the CTIF official address is 32 rue Breguet, 75011 PARIS, France. The general secretariat is based in BERLIN.

§ 2 Aims and Objectives

(1) The CTIF is an international technical organization for the exchange of experience in the field of fire protection, disaster relief and rescue.

(2) The aims of the CTIF are as follows:

- a) The support, relief and development of international technical cooperation in the fields of fire safety and fire fighting, rescue of people and animals after accidents or natural disasters, technical assistance and disaster relief as well as the protection against dangers and influences on the natural environment.
- b) To establish and maintain friendly relations between the representatives of fire brigades, fire and rescue services of all countries all over the world based on the principles of cooperation and equal rights.

(3) Realization of these aims involves:

- a) Drawing up working programmes to govern the activities of all CTIF bodies.
- b) The publication of articles, speeches, remarks etc. of general interest about technical, scientific and practical questions related to fire protection and rescue services, fire service and the disaster relief.
- c) Continuous and thorough data-gathering on technical and scientific experiences and achievements in the field of fire protection and rescue.
- d) Study and dissemination of scientific, technical and practical knowledge and experience in the field of fire protection and rescue as well as working out appropriate recommendations (e.g. through the homepage of CTIF or the CTIF NEWS).
- e) Periodical sessions and meetings of the bodies of the CTIF, the CTIF commissions and working groups international symposia, exhibitions devoted to fire protection and fire service techniques, competitions for fire-fighters and cadet-corps of fire brigades.
- f) The cooperation with all international organizations that are interested in questions of fire protection, disaster relief and rescue service.

(4) The three official languages of the CTIF are: German, English and French. At international symposia the CTIF uses the three languages mentioned above as well as Russian and the mother tongue of the host country.

§ 3 Membership

- (1) The CTIF comprises:
 - a) Ordinary members,
 - b) Associate members and
 - c) Honorary members
 - d) Individual members.
- (2) Any country may become an ordinary member by forming a National Committee within the CTIF. There can only be one National Committee per country.
- (3) Associate members are federations, companies, associations, societies and persons that support the CTIF financially. They can participate as experts in the work of the commissions.
- (4) Honorary members are persons who have made outstanding scientific or technical contributions to fire protection and rescue or have notably served the CTIF.
- (5) Applications for ordinary or associate membership have to be made to the General Secretariat. The application has to comprise a detailed presentation of their countries and their organisations. Acceptance is decided by the Delegates' Assembly in line with these statutes.

§ 4 Rights and Duties

- (1) The ordinary members are obliged to participate actively and pay their annual membership fees. Delegates entitled to vote represent them in the CTIF's bodies.
- (2) Ordinary members can only use their eligibility as well as their active and passive right to vote legally if they have paid all the membership fees that are due according to § 14 section 4 of these Statutes.
- (3) The associate members are obliged to make a financial contribution to the CTIF; this fee is due according to § 12 section 4 of these statutes. They have the right to participate in all public events of the CTIF in an advisory capacity.
- (4) Honorary members are exempt from membership fees. They are entitled to take part in all public events of the CTIF in an advisory capacity.
- (5) Organisations and persons that have rendered the CTIF great service can be honoured by means of honorary presents and decorations.

§ 5 Bodies of the CTIF

- The bodies of the CTIF are the:
- a) Delegates' Assembly,
 - b) Executive Committee and
 - c) President

§ 6 The Delegates' Assembly

- (1) The Delegates' Assembly consists of:
 - a) The President
 - b) The National Delegates. Each ordinary member (National Committee) may send a maximum of three delegates to the Delegates' Assembly. One Delegate should come from the fire and rescue service. It is permissible that the delegates are represented in their absence.

- (2) The members of the Executive Committee participate in the Delegates' Assembly in an advisory capacity if they are not national delegates at the same time. Associate and Honorary members of the CTIF, experts and guests can join the Assembly as well, but they are not entitled to vote.

- (3) The Delegates' Assembly has to be held at least once a year and has to be called by the President. The majority of the ordinary members can insist on an Assembly if they give reasons.

- (4) The Delegates' Assembly is to be chaired by the President. The Assembly is quorate if at least half of the ordinary members are present and if the invitation was effected at least three months before announcing the agenda.

- (5) The Delegates' Assembly can only pass a resolution on questions that
 - a) are mentioned on the agenda or
 - b) have been included in the agenda by the Executive Committee or
 - c) were submitted to the President or the General Secretary at least two months before the Assembly by the members and that were notified to the ordinary members a minimum of one month before the Assembly. Resolutions on all other questions can only be passed, if they are affairs of internal administration or merely technical matters, and if they are not under the authority of the Executive Committee or of the President.

- (6) Each ordinary member (National Committee) has one vote. Resolutions are passed with a two-thirds majority of the ordinary members present eligible to vote. Decisions may be taken with a majority of the present members eligible to vote. In matters of procedure a simple majority is enough, a tie meaning a denial.

- (7) Resolutions on alterations of the Statutes can only be passed if two thirds of all ordinary members eligible to vote are present. Decisions may be taken with a majority of the present members and eligible to vote.

- (8) The duties of the Delegates' Assembly are as follows:
 - a) election of the President, the Vice Presidents, the General Secretary and the Treasurer
 - b) honouring of organisations and persons of outstanding merit as well as the appointment of Honorary President or Honorary Members
 - c) approval of the President's report about the activities of the Executive Committee
 - d) decisions on the admission and the exclusion of members

- e) laying down of the special fields and the fields of activity as well as the establishment of the CTIF's committees and working groups
- f) compiling the technical duties
- g) approval of the Treasurer's report and granting release of the Treasurer
- h) election of the two Auditors
- i) fixing of the membership fees
- j) approval of the budget
- k) passing of resolutions on proposed motions (e.g. venue of the international fire brigade competitions and symposia)
- l) passing of resolutions on dismissing from functions
- m) passing of resolutions on alterations of the CTIF's Statutes
- n) passing of resolutions on the CTIF's Internal Regulations
- o) passing of resolutions on the dissolution of the association

§ 7 The Executive Committee

(1) The Executive Committee comprises:

- a) President,
- b) Secretary General,
- c) Treasurer and
- d) Vice Presidents in charge of the technical areas and the fields of activity
- e) a representative of the associate members will be recommended by the associate members. He/She will be elected by the Delegates' Assembly for a period of four years. He/She can participate in the meetings of the Executive Committee in an advisory capacity at his/her own costs.

(2) The number of Vice Presidents corresponds to the number of technical areas and fields of activity: there should be four at least.

(3) The Vice Presidents are elected by the Delegates' Assembly for a period of four years each. They can be re-elected once.

(4) The Vice Presidents undertake on the organisational and technical direction of the special fields and activities that have been approved by the Delegates' Assembly.

(5) The Treasurer is elected by the Delegates' Assembly for a period of four years each time.

(6) Only those members who are active in fire and rescue services or associations can be elected members of the Executive Committee. Members in office can resign their seats when they leave the active service, but they must retire at the next Delegates' Assembly.

(7) The Executive Committee meets under the leadership of the President. It must be convened at least once a year. The Executive Committee may effectively hold discussions when there is present a quorum of two thirds of its members eligible to vote. Decisions may be taken with a majority of two thirds of the present members eligible to vote. The agenda and the date of the meeting must be notified to those concerned two months in advance.

(8) The duties of the Executive Committee are the following:

- a) bring into force the resolutions of the Delegates' Assembly
- b) discussion and passing of resolutions on all important matters of administration which, according to these Statutes are not the responsibility of the Delegates' Assembly
- c) checking the applications for CTIF membership or requests for exclusion
- d) designating the CTIF representatives in other international organisations
- e) awarding gifts of honour or decorations according to § 4 section 5 of the Statutes
- f) receiving the reports of the President, the General Secretary, the Treasurer and the Vice Presidents
- g) preparing of all meetings and conferences
- h) holding symposia
- i) drawing up the standing orders for the Executive Committee and for the activities of the commissions

(9) The agenda of meetings of the Executive Committee has to be proposed by the President.

§ 8 The President

(1) The President is elected by the Delegates' Assembly for a period of four years each time. He can be re-elected once.

(2) The President represents the CTIF in internal and external affairs; he is in charge of routine management of CTIF.

(3) If the President retires during his term of office the General Secretary in agreement with the Executive Committee is responsible for the routine management of CTIF until the next Delegates' Assembly. In individual cases the President can ask the General Secretary or another member of the Executive Committee to replace him.

§ 9 The General Secretary

(1) For the administration and management of the tasks under the directive of the President (according to §8.2.) there a general secretariat is established. The General Secretary is in charge of this secretariat.

(2) The seat of the general secretariat is in BERLIN (§ 1 section 2 of these Statutes). For the recruitment of personnel the consent of the Executive Committee is necessary.

(3) The General Secretary is elected by the Delegates' Assembly for a period of four years each time. He can be re-elected once.

(4) The General Secretary will oversee the preparation of minutes for all the meetings and sessions and the necessary translations. Minutes will be signed by the General Secretary and distributed to the members.

(5) Current correspondence is to be conducted in the language of the General Secretary and in English.

§ 10 Commissions

(1) For tasks concerning special fields of the CTIF commissions can be established. Their establishment and duties are approved by the Delegates' Assembly following the proposal of the Executive Committee.

(2) The commissions consist of the representatives of the ordinary and the associate members. Each member can send one or more representative(s). The chairman may call experts into the commission. A commission can also receive the support of a CTIF working group (§11 of the Statutes) or other working groups (e.g. the International Working Group for Fire Services History).

(3) The commission's chairman is appointed and recalled by the Executive Committee; the appointment follows the proposals of the commission members. As far as the period of time they are appointed for and the age limit are concerned the regulations in § 7 sections 3 and 6 apply correspondingly.

(4) The commission meets led by its chairman. It must be called for a meeting at least once a year. The quorum is established if half of the members are present. Resolutions can be passed with half of the votes. The agenda, which is proposed by the chairman, as well as the date of the meeting, must be announced two months in advance.

(5) The chairman has report to the Executive Committee after each meeting and to the Delegates' Assembly once a year about the activities, the aims and the results of the commission.

(6) Receiving of reports respectively making of decisions on reports, aims and results of activities, also resolutions of the Commissions has to be done via the Executive Committee by the Delegates' Assembly.

§ 11 Working Groups

(1) The Delegates' Assembly can establish working groups for special statutory purposes or other tasks of the CTIF for a limited period of time, following the proposal of the Executive Committee.

(2) As far as the internal organisation of the working groups, their working method, the reporting duty etc. are concerned the regulations of § 10 of these Statutes apply correspondingly.

§ 12 The National Committees

- (1) The National Committees (referred to hereafter as NC) of the CTIF consist of different authorities, organisations and federations of fire protection, disaster relief and rescue of one particular country. It is the specific duty of each NC to support the statutory aims of the CTIF in the best possible way!
- (2) Each NC appoints a chairman and a secretary. NC are entitled to nominate other members.
- (3) Each NC may propose to the Delegates' Assembly tasks or investigations within special fields. Each NC may also propose to the Executive Committee, for its consideration, issues which the NC believes CTIF should review for the purpose of amending the Statutes, duties and responsibilities of CTIF, the Executive Committee, any officer, or any established Commission or Working Group.
- (4) Any issue or proposal made by any NC must be placed upon the agenda of the next meeting of the Delegates' Assembly or Executive Committee provided the General Secretary is notified not less than 8 weeks before such a meeting.
- (5) Any issue or proposal made to the Executive Committee by a NC will be circulated to all NC together with the response of the Executive Committee.

§ 13 The Symposia

- (1) The technical duties determined by the Delegates' Assembly are the basis for the activity in the various special fields and for the establishing of topics. Each NC should participate in this activity.
- (2) Every two years an international symposium with topics of the area of responsibility of the CTIF should take place.
- (3) Meetings of the CTIF statutory bodies should be combined with the symposia where these fall in the same year.
- (4) Any specific control over the preparation and organisation of the symposia will be decided by the Delegates' Assembly. In general the reports presented should be submitted at least six months in advance and be in the language of the speaker and one of the official CTIF languages.

§ 14 Finances

- (1) The money required to meet the costs of the CTIF's functions and its aims comes out of the annual membership fees and other income.
- (2) The financial contribution from members is based on the population and is decided upon by the Delegates' Assembly in relation to the budget.
- (3) Associate members support the CTIF's work and aims by voluntary contributions.

The minimum amount of these payments is fixed as an annual fee by the Delegates' Assembly.

(4) Fees must be paid within the first half-year and in any case at least one month before the Delegates' Assembly.

(5) The Treasurer publishes a financial report each year, which shall be sent to members two months before the Delegates' Assembly meets. This financial report is submitted for approval to the Delegates' Assembly before the Treasurer is discharged.

(6) The budget is settled annually by the Delegates' Assembly.

(7) The Treasurer will keep accounts of revenue and outgoings and keep the relevant documents. Only payments authorised by the President or General Secretary may be made. The management of financial affairs has to be accounted for to the Delegates' Assembly.

§ 14a Financial Audit

(1) The finances of CTIF will be subject to an annual audit. The audit will be carried out by the two Auditors who are elected by the Delegates' Assembly according to §6 section 8, h of these Statutes. The results of the audit shall be presented in a report.

(2) The annual audit report must be presented to the Delegates' Assembly. This shall be done after the Treasurer's report and before formal approval of the Treasurer's report.

(3) Auditors will serve a four-year term. They can be re-elected once. Auditors shall be approved during each Delegates' Assembly.

§ 15 Administration

(1) The President and the Vice Presidents can be granted expense allowances whose amount is determined by the Delegates' Assembly.

(2) The Delegates' Assembly fixes the salary for the General Secretary and the employees in the general secretariat.

(3) Each NC, the associate members and the honorary members themselves cover the costs for their representation in all meetings, conferences and meetings of the Delegates' Assembly, of the Executive Committee, of the commissions, of the working groups and of symposia that are carried out by the CTIF.

§ 16 Ceasing membership

- (1) Membership ceases through resignation, the dissolution of the CTIF, and the death of individuals, or where it concerns the loss of legal status of corporate bodies.
- (2) Resignation may take place only at the end of a financial year by informing the Executive Committee by registered letter at least three months in advance.
- (3) Members who, after having received the second reminder, have not paid their due contribution within 6 months may be expelled by the Delegates' Assembly.

§ 17 Ending of functions

- (1) The functions of the President, the Vice-Presidents, the General Secretary, the Treasurer and the Auditors end because of the following reasons:
 1. Expiry of the function period (of 4 years)
 2. Renunciation of the function
 3. Retirement from the active service in accordance with § 7 section 6 of these statutes
 4. Relieving of the function through the Delegates' Assembly
 5. Death
- (2) The declaration about renunciation of the function has to be in writing and is irrevocable; any enclosed conditions are without legal redress. The declaration takes effect with the arrival at the President or the General Secretary of the CTIF.
- (3) The relieving of the function can only be decided by the Delegates' Assembly and is only authorised when the Statutes of the CTIF have been violated coarsely or when duties, which have been transferred through the Statutes or the bodies of the CTIF, are subject to ongoing neglect.
- (4) For the chairmen of commissions of the CTIF and the leaders of the working groups the regulations of the sections 1 – 3 are in force analogously, with the stipulation that the relieving of duties has to happen through decision of the Executive Committee (§§ 10 section 3 and 11 section 2 of these Statutes).
- (5) For the by-election and the refilling of functions the General Secretary has to arrange the necessary appropriate actions in accordance with these Statutes.

§ 18 Dissolution

- (1) Dissolution of the CTIF can only take place at a specifically called Extraordinary Delegates' Assembly where 4/5 of all ordinary members are present and 4/5 of the present ordinary members vote for dissolution.
- (2) Where the quorum for the Extraordinary Delegates' Assembly is not reached, the Executive Committee may take over responsibility and authority from the Delegates' Assembly in deciding on dissolution and the use of assets.

(3) In case of dissolution of the CTIF the existing assets are to be used for the general benefit of fire and rescue service organisations.

NOTE

It should be noted that the original version of the Statutes is in the French language and retains validity as the source reference document.