

## EXECUTIVE COMMITTEE

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### Treasurer

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### Immediate Past Chairman

Prof Bogdan Dlugogorski, Australia, Asia Oceania

### Executive Members

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Prof Beth Weckman, Canada, Americas



IAFSS SECRETARIAT OFFICE

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charity, No 800306

(March 2021)

# *Rules of the Association*

*Rules of The Association, originally agreed at a General Meeting in Tokyo, June 1988, and subsequently amended (1997, 1999, 2008, 2014 and 2021) in accordance with Article 8(i)(b).*

## 1. Title

The Association shall be called: “The International Association for Fire Safety Science”.

## 2. Objects

“The object of the Association is to promote research into the science of preventing and mitigating the adverse effects of fires and the dissemination of the results of such research.

In furtherance of this object the association will organise and support symposia and other educational activities in the field of fire safety science, publish the proceedings of such symposia (provided it shall not undertake any permanent trading activities), seek to co-operate with other organisations concerned with the application of fire safety science and do all such other lawful things as may further the objects of the Association”.

## 3. Language

The official language of the Association shall be English.

## 4. Membership

The Association shall have one class of membership only. Any person who agrees to abide by these Rules (“the Rules of the Association”) as varied from time to time in accordance with the terms thereof may apply for membership of the Association or an organisation supporting the aims of the Association may nominate a member. Acceptance of applications for membership of the Association shall be at the absolute discretion of the Committee.

## 5. Subscription

An annual subscription shall be payable by all Members on 1<sup>st</sup> January each year, the first subscription being payable on the Member’s admission to the Association. Any Member elected after 1<sup>st</sup> October in any year and paying an annual subscription for that year shall be deemed also to have paid subscription for the following year. There shall be one subscription rate payable by all Members except that bona fide fulltime students registered for a higher degree shall be allowed to pay a reduced subscription, the amount of such subscription and the normal subscription being determined from time to time by the Committee.

A Member whose subscription is paid up to date and current shall be entitled to receive publications of the Association and of the Association’s symposia at such reduced charge as may be determined from time to time by the Committee and to attend whether in person or by proxy and vote at all meetings of the Members of the Association.

## 6. Management and Officers

The Association shall be managed by a Committee consisting of a Chairman, 3 Vice-Chairmen, Honorary Secretary, Honorary Treasurer and 18 Ordinary Members all elected to such office pursuant to Rule 13. The Committee may from time to time appoint from amongst the Ordinary Members of the Committee such other Officers of the Association as it thinks fit. The Committee shall have power to fill any casual vacancy by co-option. At least one member of the Committee shall reside in England or Wales.

## 7. Executive Sub-Committee

The Committee shall elect from its members two persons who with the Officers shall constitute an Executive Sub-Committee. During the interval between meetings of the Committee the Executive Sub-Committee shall possess and may exercise all the powers of the Committee in the management of the affairs of the Association, in such manner as it shall deem best for the interests of the Association in all cases in which specific directions have not been given by the Committee provided that all acts and proceedings of the Executive Committee are fully reported back to the Committee as soon as possible. At least one member of the Executive Sub-Committee shall reside in England or Wales.

## 8. General Meetings

- (i) A General Meeting of the Association shall be held at least once in every period of 4 years. The General Meeting may be held in person, virtually, or in a hybrid arrangement. Members may appoint proxies to attend and vote on their behalf at General Meetings. The business to be transacted at General Meetings shall be as follows:
  - (a) to receive and, if approved, adopt the financial statements of the Association for the previous financial years since the last adopted statement;

- (b) to consider and, if thought fit, approve any proposed alterations to the Rules;
  - (c) to deal with any special matters which the Committee considers ought to be brought before the Members for their consideration;
  - (d) to deal with matters raised by any Member who has given two months prior notice writing to the Honorary Secretary of his intention to raise such matters at the next General Meeting;
  - (e) to elect two Honorary Auditors of the Association to act as such for the following 3 or 4 years, as agreed by the Meeting;
  - (f) to elect two Scrutineers for any matters referred to a decision of the Members by postal or electronic vote, who are not themselves members of the Committee, who will not be nominated by the Nominating Committee for election, and who shall agree not to be nominated by petition; and
  - (g) to announce the results of election of Committee Members.
- (ii) The Association Chairman shall be Chairman of the General Meeting unless absent. Then the General Meeting shall appoint a Chairman for that meeting.
  - (iii) A special General Meeting may be convened at any time by the Committee and shall be convened within six months of the receipt of the Committee of a requisition in writing signed by not less than twenty Members of the Association specifying the matter which such requisitioning members wish to be put before such Meeting: and
  - (iv) International Symposia shall be held from time to time but shall not be held in any one continent more frequently than once in every period of five years.

## 9. Notice of Meetings

Notice of every General Meeting, Special General Meeting and Symposium shall be sent to all Members entitled to receive the same not less than one year before such Meetings and Symposia and such Notice shall specify the business proposed to be transacted thereat. Symposia shall be publicly announced at least one year in advance.

## 10. Quorum

At Committee Meetings (except for the purpose of Expulsion of a Member) five shall form a quorum; at General Meetings thirty members or 1/10 of the membership present in person shall form a quorum

## 11. Votes

At Committee Meetings each member present and at General Meetings each member present shall have one vote. It shall be acceptable for votes to be cast electronically, during virtual or hybrid meetings, or in person during hybrid and in-person meetings. The Chairman of the meeting shall have a second or casting vote and, subject as aforesaid, all business transacted at Committee Meetings, General Meetings or Special General Meetings shall be decided by a simple majority of the votes cast.

## 12. Accounts

- (i) The financial year of the Association shall commence on the 1st January and end on the 31st December next following. The Financial Statements of the Association including full accounts and the report of the Committee on the full accounts and the activities of the Association shall be prepared and audited by the Honorary Auditors as soon as practicable after 31st December in respect of the financial year of the Association just ended.
- (ii) All monies of the Association shall be paid into an Account or Accounts of the Association at such Bank in England or Wales as the Committee shall from time to time determine. All cheques unless otherwise ordered by the Committee shall require the signature of the Treasurer or in his or her absence by any two Members of the Committee.

## 13. Election of Committee and Officers

- (i) Terms of office for members of the Committee shall be concurrent and shall normally be three years, subject to termination of office by resignation or otherwise. Prior to the commencement of a term of office, the Committee may change its duration so that it will end concurrent with a General Meeting, provided that the resulting term of office is not less than two years nor longer than four years.

- (ii) At least twelve months before the scheduled completion of the Committee's term of office, the Committee shall appoint a Nominating Committee, consisting of a Chairman and six other members (two from each of the three regions: Americas, Europe/Middle East/Africa and Asia-Oceania). The Chairman and at least two other members of the Nominating Committee shall be members of the Committee.
- (iii) Any member of the Association shall be eligible for election as a member of the Committee. Members of the Committee shall be eligible for renomination to serve on the Committee. The Nominating Committee shall nominate candidates for all positions on the Committee. A member may also be nominated for election to the Committee by a petition signed by at least ten other members and submitted in writing to the Honorary Secretary.
- (iv) At least seven months before the scheduled completion of the Committee's term of office, the Nominating Committee shall submit its nominees to the Honorary Secretary. The nominees designated by the Nominating Committee shall be reported to the members of the Association in a newsletter or other general mailing, mailed at least six months before the scheduled completion of the Committee's term of office. This announcement shall also explain the procedure and schedule for submitting petition nominations. Petition nominees shall be submitted to the Honorary Secretary no later than three months before the scheduled completion of the Committee's term of office.
- (v) If the total number of nominees does not exceed the number of positions on the Committee as of three months before the scheduled completion of the Committee's term of office, then all nominees will be deemed to be elected to the Committee without further action. In any other instance, there shall be an election by postal or electronic vote of the members, which shall be completed prior to the scheduled completion of the Committee's term of office. The vote shall be conducted by the Honorary Secretary counted by the Scrutineers. All nominees are to be ordered alphabetically on the ballot paper. All nominees are to be invited to provide short statements (with word limit) for inclusion on the ballot paper.
- (vi) Upon commencement of a new term of office, the Committee shall elect the Chairman, the three Vice-Chairmen, the Honorary Secretary, and the Honorary Treasurer from amongst its own number. Officers shall be subject to annual confirmation by the Committee. Incumbent officers shall be eligible for election as officers in the same or different office, except that no person shall serve more than six years consecutively in the same office.
- (vii) In the case of a tied ballot a byelection will be held of the tied candidates. If the tie has not been resolved after the byelection the Committee member will be chosen at the discretion of the Committee Chair.

## 14. Duties of the Committee

The Committee shall:

- (i) hold at least one Committee Meeting each three years of which six months prior notice thereof shall be given to all such Members of the Committee;
- (ii) in co-operation with the host organisation make arrangements for the holding of General Meetings, Special General Meetings and Symposia and in connection therewith to determine by whom papers to be delivered thereat should be presented;
- (iii) decide the annual subscription rates payable by Members;
- (iv) solicit funds from within and without the Association;
- (v) assist Members to attend Meetings of the Association;
- (vi) enlist co-option to the Committee on such terms as they in their absolute discretion think fit and for any special purposes the service of any person or persons;
- (vii) set up such Sub-Committees as it may from time to time decide, provided that all actions and decisions of such Sub-Committees shall be reported to the Committee as soon as possible thereafter and the Rules relating to Committees shall apply mutatis mutandis to the conduct of proceedings of such Sub-Committees;
- (viii) deal with all matters concerning the management of the Association and not expressly provided for by the rules;
- (ix) circulate audited financial statements of the Association each year; and
- (x) supervise arrangements for appointment by proxies;
- (xi) appoint Honorary Auditors or Scrutineers should the person or the persons elected by the General Meeting become unavailable to act as such.

## 15. Resignation

- (i) A Member may resign from the Association at any time by giving notice in writing to the Honorary Secretary.
- (ii) Membership shall be deemed to have lapsed if a Member has not paid his subscription within one year of its becoming due.

## 16. Expulsion

The Committee shall, subject to the agreement of not less than two-thirds of the whole Committee, have power to:

- (i) request any Member to resign; or
- (ii) terminate any Membership. The Member concerned shall have an opportunity to attend and be heard before a decision is made.

## 17. Winding Up

The Association may be dissolved by a Resolution passed by two-thirds majority of those members present in person at a Special General Meeting convened for that purpose of which 3 months prior written notice shall have been given to the Members. Such Resolution may give instructions for the disposal of any assets held by or in the name of the Association provided that if any priority remains after the satisfaction of all debts and liabilities of the Association such property shall not be paid to or distributed among the members of the Association, but shall be given or transferred to such other charitable institution or institution having objects similar to some or all of the objects of the Association as the Association may with the approval of the UK Charity Commissioners or other authority having charitable jurisdiction determine.

## 18. Alterations to Rules

The Committee shall have power to alter the Rules of the Association but no such alteration shall take effect until the same has been confirmed at the next General Meeting or at a Special General Meeting convened for the purpose, provided that no alteration to Rules 2 (objects), 16 (dissolution) or this Rule shall take effect until the approval in writing of the UK Charity Commissioners or other authority having charitable jurisdiction shall have been obtained; and no alteration shall in any event be made which would have the effect of causing the Association to cease to be a charity at law.