



Policy

Formation and Governance of a Branch

Version: 3

Summary:	Policy on the creation and governance of a branch of the Institute of Fire Safety Managers. To be read in conjunction with guidance document 011B.	
Target Audience:	All Members, Branch Representatives, Staff and Council	
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1. Introduction

- 1.1. This document has been prepared to define the creation, governance, and requirements of a branch of the Institute.
- 1.2. Defined in the Institute's Memorandum and Articles of Association, a branch is an autonomous body or association of members of the Institute within a defined geographical location empowered by the Institute to carry on activities as a distinct body under the name of 'the Institute of Fire Safety Managers Branch'.
- 1.3. Any new branch is bound and run by the principles outlined in the Memorandum of Association.
- 1.4. This policy is enacted under the By-Laws of the Institute

2. Branch Scope

- 2.1. A branch's activities should not interfere with other Institute related activities without prior consultation.
- 2.2. A branch's activities should align with the Institute's objectives and the branch's own objectives and action plans.
- 2.3. A branch's scope of activities includes technical events, social events, trade events, awards, sponsorship events and supporting local fire safety initiatives.

3. Branch Requirements

- 3.1. Branches must operate in accordance with the rules, regulations and standards set by the Institute.
- 3.2. Branches must have a constitution.
- 3.3. Branches must consist of at least 10 members.
- 3.4. From these member the principal officers / committee positions must be filled as follows:
 - 3.4.1. Branch Chairman
 - 3.4.2. Branch Vice-Chairman
 - 3.4.3. Branch Treasurer

3.4.4. Branch Secretary

- 3.5. Branches must hold an Annual General Meeting no less than 12 months apart and submit the minutes recorded to the Institute.
- 3.6. Branches must submit yearly action plans.
- 3.7. Branches must submit yearly financial proposals.
- 3.8. At least one representative of each branch must attend the Institute's yearly branch meeting.

4. Branch Formation Requirements

- 4.1. An application for a new branch will be considered on receipt of the following:
 - 4.1.1. Confirmation of at least 10 members or 10 potential members with the intent to join.
 - 4.1.2. Submission of a branch constitution. See section 5 for further details.
 - 4.1.3. Submission of an initial funding proposal.
 - 4.1.4. Minutes of the inaugural Annual General Meeting detailing and confirming the election of the committee positions.

5. Branch Constitution

- 5.1. The branch constitution will include:
 - 5.1.1. The branch purpose.
 - 5.1.2. The arrangements for elections.
 - 5.1.3. Details of branch officer positions.
 - 5.1.4. Details on amending the constitution.
 - 5.1.5. Details on the dissolution of the branch
 - 5.1.6. Local legal requirements, provided that none of these conflict with the principles that govern the Institute in the UK.

6. Branch funding

- 6.1. The Institute must receive the yearly branch financial proposal as a prerequisite to a branch receiving annual funding. The Management Team will consider the financial proposal.
- 6.2. A branch's funding level is at the Management Team's discretion.
- 6.3. The financial proposal should be submitted by the 31st of October each year for the following year.
- 6.4. Standard funding is calculated at 10% of membership fees for the region/area the branch operates in.

7. Branch banking

- 7.1. The Institute will give each branch access to a bank account.
- 7.2. The Institute will set yearly spending limits for each branch that mirror the agreed-upon funding.
- 7.3. The branch's treasurer will have sole access to the bank from the branch and will receive a debit card and security device to make payments for branch activities.
- 7.4. The branch committee must approve all financial transactions before being processed.
- 7.5. The branch must provide the Institute with a branch expense form and receipt (where applicable) for each transaction.
- 7.6. The Institute will keep a monthly tracker of spending for the branch to ensure that there is no misuse of branch funds or overspending.

8. Branch Fees

- 8.1. A branch may in some circumstances charge an annual branch fee. To charge a branch fee, a branch must forward a statement of intent, including detailed reasonings to the Institute's Council for approval.

9. Branch Logo

9.1. A branch will be issued with a logo design specific to the branch. Use of the logo must be in line with the Institute's use of logo guidelines.

10. Branch Digital Media

10.1. A branch will be issued with a branch specific email address, to be used at the branch's discretion.

10.2. A branch will be permitted to set up online media channels however activity must be inline with the Institute's Social and Digital Media Policy.

Version Control

Change Record

Date	Author	Version	Page	Reason for Change
25/05/22	H Hilton	V2	ALL	Changed format to house style. No content change
16/10/23	R King	V3	ALL	Document number changed from PF023. Reviewed and updated to bring in line with current practice.

Reviewers/contributors

Name	Position	Version Reviewed & Date
H Hilton	Business Manager	V2 - 25/05/22
HH, RK, DW	The Management Team	V3 - 16/10/23