



## Policy

### Formation and Governance of a Branch

**Version: 4**

|                          |                                                                                                                                                    |          |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>Summary:</b>          | 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. |          |
| <b>Target Audience:</b>  | All Members, Branch Representatives, Staff and Council                                                                                             |          |
| <b>Next Review Date:</b> | July 2029                                                                                                                                          |          |
| <b>Approved by:</b>      | The Management Team                                                                                                                                | 16/10/23 |
| <b>Ratified by:</b>      | Council                                                                                                                                            | 24/10/23 |
| <b>Date issued:</b>      | February 2019                                                                                                                                      |          |

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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 should have an action plan.

3.7. Branches should have control of their finances.

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 where additional funding is required.

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

## **7. Branch banking**

- 7.1. The Institute will give each branch access to a bank account where practicable and subject to local banking and regulatory requirements.
- 7.2. The Institute will set yearly spending limits for each branch that mirror the agreed-upon funding.
- 7.3. Where a bank account has been established, the Branch Treasurer will be the sole authorised branch signatory with access to the account and will be issued with a debit card to make approved 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.                                                               |
|          |          |         |      | Changed to financial plan only required if additional funding requested. Update branch banking to cover situations where access in not practical or permitted. |
| 06/08/26 | H Hilton | V4      | ALL  | Removed the requirement for submission of yearly finance proposal and formal action plan.                                                                      |
|          |          |         |      |                                                                                                                                                                |

### 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           |
| H Hilton   | Business Manager    | V3 – 20/07/26           |
|            |                     |                         |
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