

CONSTITUTION OF THE CZECH ASSOCIATION OF FIRE OFFICERS

Article 1

Name and Address of the Association

- 1.1 Official name: Czech Association of Fire Officers, registered association (hereinafter CAFO).
- 1.2 CAFO is active in the whole territory of the Czech Republic.
- 1.3 Address: CAFO, Vyskovicka 40, 700 30 Ostrava-Zabreh, Czech Republic.

Article 2

CAFO Objectives and Objects of Activity

2.1 Objectives

2.1.1 The primary objective of CAFO is to create a professional platform where experts from Fire Rescue Brigades of the Czech Republic can voice highly professional opinion in relation to state authorities and local governments as well as to the Government of the Czech Republic and the Parliament of the Czech Republic. The aim of these efforts is to reach recognition that fire protection is a highly humanitarian system to helping in emergency situations that will bring the most effective, the most progressive and the most economical results to minimise the losses and consequences to lives and health of people, property and in relation to fires and other emergency situations at the given level of management, organisation, training, legislation, fire equipment and mainly the human potential.

2.1.2 CAFO is a member of the Federation of the European Union Fire Officer Associations (hereinafter FEU)) and participates in its activity.

2.2 Objects of Activity

2.2.1 Prepare proposals for state authorities, local authorities, the Government and the Parliament of the Czech Republic regarding the level of fire protection, legislation, technical equipment, financial resources and organisational structures of Fire Rescue Service.

2.2.2 Provide experience and practical knowledge that are necessary for decisions of individual bodies and to present these experiences to the mass media. The aim is to promote the profile of fire protection and to win recognition of firefighters work in the eyes of community.

2.2.3 Propose amendments and comments on new legislation which effects the fire protection, utilising practical experience, knowledge, engineering, research and development.

- 2.2.4 Support, develop and improve the level of international and especially cross border cooperation.
- 2.2.5 Organise conferences and discussion forums on current issues of fire protection and to present the findings of these meetings in an appropriate way.
- 2.2.6 Participate in the education of new fire officers, promote practical training and other professional programs focused on education and training.
- 2.2.7 Attend the meetings of FEU, support this organization in all possible ways and to participate in its work according to FEU Constitution.
- 2.2.8 Support, help and initiate the formation of any other activities that CAFO considers will participate on the results of its activity.
- 2.2.9 Do research and cooperate in projects focused on fire protection, public protection, crisis management and civil emergency alert.
- 2.2.10 Participate in public education in the field of fire protection and public protection.

Article 3

Membership

- 3.1 Membership in CAFO is voluntary.
- 3.1.1 Any officer of Fire Rescue Service of the Czech Republic (FRS CR) can become a CAFO member.
- 3.1.2 Any person, who is not a member of the FRS CR or does not have an officer rank, can become a member when recommended by CAFO Council.
- 3.1.3 The applicant becomes a member after approval in CAFO Assembly.
- 3.2 Member is obliged to comply with CAFO Constitution, to participate actively in its activities in one of the CAFO professional committees and pay annual membership fees in an amount determined by CAFO Assembly.
- 3.3 Each member has a right to a single vote, regardless of their function in CAFO.
- 3.4 Membership in CAFO is terminated by resignation, death or termination of membership.
- 3.4.1 Membership of any member who fails to fulfil his obligations or whose activity is contrary to the aims, objects of activity or constitution of CAFO, can be ceased by CAFO Assembly.

3.4.2 Repeated membership must be approved by two thirds of votes of the present members in CAFO Assembly.

3.5 Any Member, who leaves the FRS CR, can remain a member of CAFO. The decision is made by CAFO Assembly except the old age pension or disability pension.

3.6 Appointed member of CAFO keeps a list of members.

3.6.1 In the list of members are name and surname, date of birth, place of residence and contacts (e.g. telephone number, email).

3.6.2 After the ending of the membership all information about the member are deleted from the list of members

3.6.3 The list of members is private issue.

Article 4

Organization

4.1 CAFO organisation is represented by CAFO Assembly, CAFO Council, President of CAFO and CAFO Supervisory Board.

4.2 The supreme body of CAFO is CAFO Assembly.

4.2.1 CAFO Assembly meets at least once a year or when required by at least one third of all members or CAFO Council.

4.2.2 CAFO Assembly consists of delegates, who are chosen according to the key given by CAFO Council. If the key is 1: 1 the election is not performed.

4.2.3 CAFO Assembly elects a new President, other members of Council and members of CAFO Supervisory Board once in every four years.

4.2.4 At the same time the members of the expert groups elect their leader, who is subsequently confirmed by CAFO Assembly.

4.2.5 The Assembly has a quorum if more than one half of ordinary members are present. If the majority of delegates are not present, the opening of Assembly is postponed by one hour. If the majority of delegates are not present even an hour later, the Assembly may adopt resolutions by a simple majority of those present, but only in points announced to all delegates in the program of Assembly in advance.

4.2.6 Assembly:

a) approves and amends the CAFO Constitution and its address;

b) approves CAFO rules for elections and procedure;

- c) establishes expert groups and confirms their leaders;
- d) approves the budget of CAFO and policy management, including the rights of signature;
- e) approves the annual balance sheet and the report of CAFO Supervisory Board;
- f) discusses and approves plan of CAFO activities and report of CAFO Council about its implementation;
- g) sets the amount of the annual membership fee;
- h) approves the acceptance of new CAFO members;
- i) decides about the membership cancellation based on a proposal of CAFO Council;
- j) awards the selected CAFO members;
- k) decides about the dissolution of CAFO and approves property settlement of CAFO, which requires the approval of two thirds of all regular members.

4.3 CAFO Council consists of President, Vice-President, Secretary, Treasurer, leaders of expert groups and Secretary for foreign activities.

4.3.1 CAFO Council manages and secures all the activities of the Association between CAFO Assembly meetings.

4.3.2 CAFO council meets regularly at least once in three months.

4.3.3 CAFO Council:

- a) convenes CAFO Assembly meetings;
- b) sets the key for selection of delegates to CAFO Assembly;
- c) directs the activities of CAFO expert groups, appoints their members;
- d) provides activities of CAFO, based on the budget approved by CAFO Assembly;
- e) accepts the applications for membership in CAFO and submits them to CAFO Assembly;
- f) accepts the applications for continued membership and submits them to CAFO Assembly;
- g) prepares and submits membership cancellation to CAFO Assembly;
- h) provides all requirements to FEU;
- i) appoints the members of CAFO Council as representatives in FEU General Council.

j) sets tasks to individual members of CAFO Council;

4.4. President of CAFO is the Statutory body of CAFO.

4.4.1 The President speaks on behalf of CAFO and deals with all the challenges, proposals and initiatives from CAFO toward the authorities and organizations involved.

4.4.2 In case the President of CAFO is not present, the Vice-president of CAFO or Secretary of CAFO act on his behalf in the given order.

4.5 CAFO Supervisory Board

4.5.1 Members of CAFO Supervisory Board shall not be members of CAFO Council

4.5.2 The task of CAFO Supervisory Board is to control the CAFO activities, mainly the economic activities.

4.5.3 CAFO Supervisory Board submits the report of economic control to CAFO Assembly at its meeting.

4.5.4 The members of CAFO Supervisory Board elect their leader among themselves and inform CAFO Assembly about their choice.

4.5.5 The members of CAFO Supervisory Board have the right to attend meetings of CAFO Council.

4.6 Funding of CAFO

4.6.1 The funding sources of CAFO activities are membership fees, sponsorship and incomes from secondary CAFO activities;

4.6.2 Another funding source of selected approved events organized by CAFO are contributions from grant programs from Ministry of Interior, or other administrative authorities and local government bodies;

4.6.3 Any profits from the activity of CAFO can be used only for activities of CAFO. Any profits from the research of CAFO can be used only for activities related to science and research.

Article 5

Expert Groups

- 5.1 Expert groups are appointed by CAFO Assembly.
- 5.2 The members of the expert groups elect their leader among themselves and inform CAFO Assembly about their choice.
- 5.3 Even non-members of CAFO can participate in the work of those groups upon the agreement of CAFO Council.

Article 6

Final Provisions

- 6.1 An integral part of CAFO Constitutions is the attachment entitled “Rules of Procedure and Election of CAFO “;
- 6.2 These constitutions were agreed at preparatory CAFO Assembly on 15 August 1996;
- 6.3 These constitutions come into force on the day of registration by Ministry of Interior of the Czech Republic (9 September 1996);
- 6.4 These constitutions were amended by resolution of CAFO Assembly on 2 November 2007;
- 6.5 These constitutions were amended by resolution of CAFO Assembly on 21 November 2009;
- 6.6 These constitutions were amended by resolution of CAFO Assembly on 29 November 2013;
- 6.7 These constitutions were amended by resolution of CAFO Assembly on 27 November 2015 with effect from 1 January 2016;
- 6.8 These constitutions were amended by resolution of CAFO Assembly on 25 November 2016.

Dipl. Ing. Vladimír Vlček, Ph.D.

President of CAFO

RULES OF PROCEDURE AND ELECTION
OF CZECH ASSOCIATION OF FIRE OFFICERS

Article 1

Opening Provisions

1.1 CAFO rules of procedure and election amend the preparation and proceedings of CAFO Assembly and CAFO Council, rules for proceedings and quorum, as well as the elections and the appointment in the individual functions of CAFO.

Article 2

Participation of CAFO Members in the Meetings CAFO Assembly and CAFO Council.

2.1 Delegates of CAFO Assembly are required to attend every meeting of CAFO Assembly. If there are serious reasons why they cannot take part in a meeting, they are required to properly apologize. In this case, they can write an authorization to other CAFO member to represent him during the vote.

2.2 Members of CAFO Council are required to attend every meeting of CAFO Council. If there are serious reasons why they cannot take part in a meeting, they are required to apologize.

2.3 Apologies with the stated reason are given to President before the meeting of CAFO Assembly or CAFO Council. If the members are not present for part of the meeting, they must apologize verbally during the meeting.

2.4 Members confirm their participation by signing the list of attendance.

2.5 Meetings of CAFO Assembly or CAFO Council are open to guests invited by CAFO Council or President of CAFO.

2.6 Guests can speak during the meetings with the consent of CAFO Assembly or CAFO Council.

Article 3

Meeting of CAFO Assembly

3.1 Materials for meetings of CAFO Assembly are prepared and handled by CAFO Council. Associated organizational and technical issues are treated by CAFO Secretary.

3.2 Meeting of CAFO Assembly is controlled by any CAFO member authorized by CAFO Council (hereinafter chairman). Chairman leads the meeting, allows and stops the speaker to speak and makes other necessary steps to provide the proper meeting of CAFO Assembly.

3.3 CAFO Assembly elects the mandate, project and electoral commission.

3.4 Chairman announces the number of present members and says the number of apologized and non-apologized members at the opening of CAFO Assembly meeting.

3.5 Chairman presents the agenda to CAFO Assembly at the opening of the meeting. Delegates of CAFO Assembly can propose amendments or additions of urgent matters to agenda. In such cases, the proposer shall submit a written proposal resolution. Discussed proposal of agenda will be approved by CAFO Assembly.

3.6 Chairman allows the proposer to talk about all individual points. Proposer describes the material and briefly gives reasons for his proposed amendments. After proposer answers all questions, chairman opens the discussion.

3.7 Every delegate of CAFO Assembly has the right to speak about the matters. Chairman has the right to stop the speaker after previous warning when he exceeds the time limit, or when his completely deviates from the topic or behaves unworthily. The time limit can be set at a proposal of any delegate if agreed by absolute majority of delegates present in the Assembly.

3.8 After the discussion is over, chairman formulates the conclusions of the meetings, including possible amendments to the proposal for a resolution. A proposal to end the discussion, which shall submit the delegate of CAFO Assembly, shall be voted without debate. Members of the meeting, who announced it before the proposal to end the discussion, can speak before the vote.

Article 4

Meeting of CAFO Council

4.1 CAFO Council meets regularly according to the work plan, but at least once every quarter.

4.2 CAFO Council is a quorum, if at least an absolute majority is present. Always either President of CAFO or Vice-president of CAFO must be present.

4.3. Meetings of CAFO Council are prepared and controlled by President of CAFO (Vice-president in his absence). Associated organizational and technical issues are treated by CAFO Secretary.

4.4 CAFO Council is during its meeting controlled in the similar way like CAFO Assembly, according to the points 3.4, 3.6, 3.7, 3.8, 3.9, 3.10.

Article 5

Resolutions of CAFO Assembly and CAFO Council

5.1 CAFO Assembly and Council adopt resolution to individual points of agenda immediately after their discussion.

5.2 Present CAFO member is obliged to take part in the vote and follow the instructions of chairman related to secure voting.

5.3 Chairman opens the vote on the draft resolution. Voting is usually made by acclamation. Voting must clearly show who it is for, who is against and who abstained from voting.

5.4 The resolution is adopted, if voted by absolute majority of present delegates in CAFO Assembly or CAFO Council. Only when voted on amendments of constitutions and repeated membership, 2/3 of present members must adopt it.

5.5 Drafts on resolution are dealt in the submitted order.

5.6 Approved resolution will be signed by President of CAFO and by appointed member of CAFO Council. President of CAFO can, in exceptional cases, use per rollam voting system if there is no meeting of CAFO Assembly or Council and an operational decision is required. The resolution is accepted when agreed by simple majority of all CAFO members, resp. CAFO Council. Accepted decision is issued as resolution from extraordinary meeting and has the same validity as proper resolution.

Article 6

Termination and Interruption of Meeting of CAFO Assembly and Council

6.1 If the whole agenda was discussed, chairman proclaims the meeting as closed.

6.2 Other termination or interruption of the meeting approves CAFO Assembly or Council and only for serious reasons (especially when there are facts preventing meeting).

6.3 Chairman decides the term when meeting can continue.

Article 7

Record of Meeting and Resolution of CAFO Assembly and Council

7.1 Record of the meeting, including resolutions, shall be provided by chairman in cooperation with CAFO Secretary.

7.2. Record of the meetings of CAFO Assembly, resp. Council, shall be distributed to all delegates of CAFO Assembly, resp. to all members of CAFO Council.

Article 8

Expert Groups

8.1 Expert groups are appointed to meet objectives and subjects of activities of CAFO.

8.2. Expert groups are founded by resolution of CAFO Assembly.

8.3. Members of expert group elect their leader who is then confirmed by CAFO Assembly. Other experts (also CAFO non-members) are appointed into these groups with the consent of CAFO Council.

8.4 Expert groups record their activities for CAFO Council and are in connection with CAFO Secretary who provides the transport of information from CAFO Council and vice versa.

8.5 CAFO Council decides to which discussed materials shall the expert group give its opinion or which material shall the expert group discuss before CAFO Council makes the decision.

8.6. The opinion of the expert group is recommending.

8.7 Expert group can contact CAFO Council with its own initiative proposal in any matter within its authority.

Article 9

Informing Media

9.1 President of CAFO or other member of CAFO authorized by President shall provide official information about the outcome CAFO Assembly or CAFO Council.

9.2 Members, authorized to provide official information are obliged to respect the instructions of CAFO Council, mainly about the amount and content of information.

Article 10

Final Provisions

10.1 All initiatives relating to the functioning and work of CAFO shall be collected at CAFO Secretary who presents them at the next meeting of CAFO Council.

10.2 The background materials are exclusively intended for the use of recipients, because the meetings of CAFO Assembly and CAFO Council are private. These materials cannot be given to others neither reproduced nor distributed without the consent of CAFO Council.

10.3 The rules of procedure and election were approved by the resolution of CAFO Council on 17 December 1996.

10.4 The rules of procedure and election were amended by the resolution of CAFO Council on 2 November 2007.

10.5 The rules of procedure and election were amended by the resolution of CAFO Council on 21 November 2009.

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President of CAFO