



Fire & Security  
Association of India

# Memorandum of Articles of Associations

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**MEMORANDUM OF ASSOCIATION OF FIRE & SECURITY ASSOCIATION OF INDIA (AS AMENDED AT THE ONLINE EXTRAORDINARY GENERAL BODY MEETING (EGBM) HELD ON WEDNESDAY, 18TH OCTOBER, 2023 AT 6.00 P.M.**

**ARTICLE-I  
NAME**

- 1.1 **Name of the Association:** The name of the association is – **FIRE & SECURITY ASSOCIATION OF INDIA (FSAI)**.

**ARTICLE-II  
REGISTERED OFFICE**

- 2.1 The Registered Office of the Association shall be situated within Chennai subject to the provision that the National Board shall be empowered to change the registered office at any other place within Chennai and that any such change shall be notified to the Register to the Societies within 15 days of the approval of the adoption of such change. The present registered office of the Association is at 19/1, Kannadasan Salai, behind Natesan park, T. Nagar, Chennai-600 017.

2.2 **Location:**

FSAI shall carry on its activities from its registered office and through its branches within India.

**ARTICLE-III  
AIMS & OBJECTS**

- 3.1 The main aims and objects of the Association are as under:

- i) Establishment of **FIRE & SECURITY ASSOCIATION OF INDIA (FSAI)** to serve all its members and to achieve the overall objects.
- ii) To work towards advancement of the sciences of Fire, Safety, Security, Automation and related sciences.
- iii) To encourage, assist and educate the members and other interested persons in said sciences through lectures, demonstrations, and publications.
- iv) To provide career guidance to students of sciences and engineering.
- v) To promote scientific research related to Fire safety and Security and Automation.
- vi) To organize and to hold the technical seminars, training programs, conferences Exhibitions etc. In furtherance of all or any of the objects in the field of Fire, Safety, Security, automation and other related sciences.
- vii) To co-ordinate its activities with the other association / Organization situated anywhere in India and abroad, having similar objectives and have affiliation/partnerships with them in accordance with the aims and object of this MOA.
- viii) To promote high ethical standards in trade, business, protection, vocation, and occupation.
- ix) To establish or maintain or contribute towards cost of the buildings for any purpose connected with the promotion of related sciences in the field of Fire, Safety and Security Systems.
- x) To operate and manage, promote technical schools or colleges or skill development/ training centers or post graduate Education, research center for imparting of all kinds of technical education in the field of Fire, Safety and Security Systems.
- xi) To publish Souvenir and other literature in the different languages and on the different subjects.



- xii) To protect and promote the common interests of all the members.
- xiii) To accept any donation, contribution in kind (movable or immovable) from any person, firm, company, institution, or government and the same shall be used to support/attain the purposes and objectives as are enumerated in this memorandum.
- xiv) To utilize the funds, the income, earnings from the movable and immovable properties including not limited to sale proceeds of the Association where-so-ever desired solely towards the promotion of the objects of the Association as set forth in this memorandum of association No portion thereof, shall be paid or transferred directly or indirectly by ways of dividends, bonus or otherwise how-so-ever, by way of profits, to the present or past members of the Society or to any person claiming through any one or more of the present or the past members provided that nothing herein shall prevent the payment of salaries or remuneration in good faith to employees of the Association or other persons who provide services to the Association.No member of the Association shall have any personal claim on any moveable or immovable properties of the Society or make any profits, whatsoever, by virtue of his/her membership.
- xv) To coordinate the activities of the Association with other association, institution or other body which has its objects similar or parallel to the Association.
- xvi) To invest the monies and funds of the Association not immediately required in such securities & institutions which are non speculative in nature and/ or as decided by the Association from time to time to purchase, erect, construct, alter, maintain, sell, lease, mortgage, transfer, improve, develop, manage and control all or any part of the property/ies( applicable to both movable and immovable properties) or the building of the above or otherwise acquire for the use of the Association suitable building/s, necessary/ incidental / conducive or convenient for the purpose of the attainment of the Aims and Objects of the Association.
- xvii) To manage, conduct and carry on the affairs of the Association in the Association building from time to time which shall be visited by the members and other visitors.
- xviii) To raise funds through subscription from members for the fulfillment of the Objects of the Association.
- xix) To do all such acts as may be necessary/ incidental / conducive or convenient to the attainment of / any of the object/s of the Association.
- xx) To sue and be sued upon under any laws for the time being in force in the name of its National Board and / or Office Bearers, jointly or severally.
- xxi) To promote spirits of democracy, national awareness, self-help self-reliance and self-respect amongst its members without any discrimination.
- xxii) To endeavor to secure justice to the members in proceedings against and matters directly or indirectly relating to or incidental to his/her professional conduct.

The objectives set forth in any sub-clause of the above clauses shall be regarded as independent objectives and shall not except, where the context expressly so requires be in any way limited or restricted by reference to or inference from the terms of any other sub-clause or by the name of the association. None of such sub-clauses or the objectives above specified or the powers thereby conferred shall be deemed subsidiary or ancillary merely to the objectives mentioned in the first sub-clause of this clause, but the association shall have full powers to all or any part of this clause. to exercise all or any of the powers conferred by any part of this clause in any part of the world notwithstanding that the affairs/activities of the Association, property or acts proposed to be transacted, acquired or performed do not fall within the objectives of the first sub-clause of this clause.

**Governing Body:**

The Names, Addresses, Occupation, and the Designations of the present members of the Governing Body, to whom the management of Society is entrusted, as required under Section 2, of the "SOCIETIES REGISTRATION ACT, OF 1860" are as follows:

- 1. National President:**      **Mr. Ajit Raghavan**  
Director Sales (Asia)  
Ramcro Special Cables  
16, Garden Apartment,  
Opp. Diamond Garden, Chembur  
Mumbai - 400071
  
- 2. National Secretary:**      **Mr. Ashok Menon**  
Former Director, Goa Fire & Emergency Services  
8/S-3, Kamat Classic, Phase - 4, Pialeam,  
Morod, Tiswadi, Caranzalem,  
Goa - 403002
  
- 3. National Treasurer:**      **Mr. Dipen Mehta**  
Managing Director  
Aqua Utility Designs and Management Pvt. Ltd.  
A-401, Shapath-4, Opp. Karnavati Club, SG Highway,  
Ahmedabad - 380 015



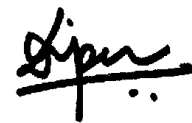
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Mr. Ajit Raghavan  
National President



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Mr. Ashok Menon  
National Secretary



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Mr. Dipen Mehta  
National Treasurer



# BY-LAWS

## ARTICLE- 1

### GOVERNING INSTRUMENTS

- 1.1 The **FIRE & SECURITY ASSOCIATION OF INDIA** (hereinafter referred as Society) shall be governed by its constitution- Memorandum of Association (MOA) and these By-laws.
- 1.2 The objects of the Society as set out in its Memorandum of Association shall be altered, extended, or abridged, subject to the provision of the Acts and Rules framed there under for the time being in force.
- 1.3 The affairs of the Society shall be governed by the provisions contained in the Memorandum of Association and By-Laws subject to the provisions of The Tamil Nadu Societies Registration Act of 1975 (TN. Act. 27/75), Societies Registration Act of 1860 (Act XXI of 1860) and other applicable Acts, Rules and Regulations and amendments thereof.
- 1.4 **Affiliation:**  
The Society, if necessary, may be affiliated with other societies both in India and abroad and /or with any other professional International Societies with similar activities/objectives.
- 1.5 **Recognition:**  
No Association or Society or Institution within the Republic of India shall be entitled to be known as Fire & Security Association of India unless it is affiliated to this Society.  
In the event where an institution wishes to be affiliated with FSAI, then such institution shall submit a request to the National Board and post the approval of the National Board, the said institution shall be considered as a whole subsidy / internal body/ chapter of the Fire & Security Association of India registered for this purpose in India as per the By-laws. The decision of the National Board shall be final.  
This Society has the exclusive right to assign and allot territories within the Republic of India, to chapter or chapters. In all aspects concerning the affiliation of the chapter's or sub chapter's territorial limits, the decision of the National Board of this Society shall be final. The chapters shall however, be given a reasonable opportunity to explain their position before the decision is taken. Personal Hearings are not a mandate for such allotments. The meeting can be a recorded meeting even via virtual means for statutory and record purposes.
- 1.6 **Chapter Offices:**  
In addition to the registered office, Society shall have branch offices across India. In such cases, respective state societies may be notified with copy of the MOA & By-laws as per provisions of the act. If required, By-laws shall be amended to comply with the requirement of the Societies Acts of respective state where the Society has to be registered provided such changes are not in contradictory to the Aims and Objects mentioned under the MOA of FSAI.
- 1.7 **National Office:**  
The Head Quarters will function from any place in India which the National Board decides and all chapters and sub chapters will report to the Head Quarters.  
i) The Head Quarters shall design schemes, procedures/ guidelines, provide directions to the chapters/ Branches/Offices in India in line with the objects of this association.  
ii) No other agency/firm/body shall claim right in any form to govern this association unless specifically approved in writing by the National Board after obtaining due approvals through AGM.



**1.8 Insignia: -**

The Society shall have an official insignia as illustrated below: -



And all chapters after getting affiliation shall be allowed to use the Society's insignia.



## ARTICLE- II STRUCTURE OF THE ASSOCIATION

**2.1 National Board:** The Board shall constitute the following members:

- i) NATIONAL PRESIDENT
- ii) NATIONAL SECRETARY
- iii) NATIONAL TREASURER
- iv) REGIONAL DIRECTOR NORTH
- v) REGIONAL DIRECTOR SOUTH
- vi) REGIONAL DIRECTOR WEST
- vii) REGIONAL DIRECTOR EAST
- viii) IMMEDIATE PAST NATIONAL PRESIDENT
- ix) NATIONAL PRESIDENT ELECT
- x) ONE MEMBER NOMINATED BY NATIONAL PRESIDENT
- xi) ONE WOMEN MEMBER TO BE NOMINATED BY NATIONAL PRESIDENT – In compliance with POSH Act 2013.

**The structure of the National Board shall be limited to 11 members.**

The National Board shall meet at least twice a year out of which one meet can be done online for the convenience of the members. The National President is empowered to pass any specific orders in the day-to-day administrative affairs of the Society.

**2.2 REGIONAL BOARD:**

Regional Boards are to be constituted for the efficient performance and growth of various chapters in the respective regions. The Regions are East, West, North and South.

**STRUCTURE OF REGIONAL BOARD (ONE FOR EACH REGION- North, South, East & West):**

- i) REGIONAL DIRECTOR.
- ii) PRESIDENTS OF ALL THE CHAPTERS IN THE CORRESPONDING REGIONS.
- iii) TWO MEMBERS WILL BE NOMINATED BY REGIONAL DIRECTOR.

**2.3 CHAPTERS:**

**STRUCTURE OF EACH CHAPTER**

- i) CHAPTER PRESIDENT: ELECTED BY CHAPTER MEMBERS
- ii) CHAPTER SECRETARY: ELECTED BY CHAPTER MEMBERS
- iii) IMMEDIATE PAST CHAPTER PRESIDENT
- iv) CHAPTER PRESIDENT ELECT
- v) SEVEN CORE WORKING COMMITTEE MEMBERS NOMINATED BY THE CHAPTER PRESIDENT

**2.4 SUB- CHAPTER:**

**JOINT SECRETARY- ELECTED BY SUB-CHAPTER MEMBERS**

The Joint Secretary of a Sub-Chapter shall be elected by the members of the Sub chapter through a simple

majority and the details of such election shall be sent to the Head Quarters within a week of such election.

## 2.5 NATIONAL WORKING COMMITTEE:

- i) The National Board headed by the National President is empowered to constitute various Working Committees or other committees to work on specific areas. The Board can decide on the number of committees and members of each committee. The number of the members will be decided by the National President.
- ii) The National Working Committee shall constitute of following:
  - a. Headed by National President.
  - b. Minimum 1 Member shall be nominated by each Regional Director. The National President will have the power to increase the number.
  - c. Except the National President, no other member of the National Working Committee shall be a part of the National Board.
- iii) The National Working Committee shall work for following promotions:
  - a. Events & Programs
  - b. Membership
  - c. Training & tech talk
  - d. Technical
  - e. Publications
  - f. School Initiative / Student Chapter
  - g. Social awareness programs / SurakshitNaari / Standards & codes
  - h. IT / Media Branding & PR
  - i. Government Relations/ MSME & Make in India
  - j. Finance, Policy & Statutory
  - k. Ethics, Disciplinary & Grievances
  - l. Suraksha Index
  - m. Industrial, Oil & Gas - Fire
  - n. Industrial Oil & Gas - Security
  - o. International Relations
  - p. MoU & Legal
  - q. Rescue & Fire Fighting
  - r. Security, BMS & IOT
  - s. Advocacy
  - t. MoA
  - u. Strategic initiative
- iv) A National Board member can only be a part of 2 Committees during his / her term. This rule is not applicable to the National President,
- v) **Other Committees Constituted by the National President:**
  - a. National President can constitute "ADVISORY COMMITTEE "with the approval of the National Board.
  - b. National President can constitute "ISSUE BASED COMMITTEES" with the approval of the National Board.



**c. National Election Committee:**

This shall be a temporary committee constituted for the purpose of conducting elections. The members and Chairman of the Committee shall be selected by the outgoing board. This committee will cease to exist after every election is conducted and new members are inducted.

*The number of members for such committees and the tenure of the above committee (except the National Election Committee) shall be decided by the National President based on the requirements during such period of time.*

**d. Chapter Election Committee:**

This shall be a temporary committee constituted for the purpose of conducting elections. The members and Chairman of the Committee shall be selected by the outgoing regional board in consultation with the National Board. The number of members for the committee shall be limited to 3 members. This committee will cease to exist after every election is conducted and new members are inducted.

**vi) Committee constituted by the Regional Director:**

- a. Regional Director can constitute "ADVISORY COMMITTEE" with the approval of the Regional Board.
- b. Regional Director can constitute "ISSUE BASED COMMITTEES" with the approval of the Regional Board but the members of the said committee shall not be from the same Regional Board.

**vii) Roles & Responsibility of Each Board member shall be described in Article VIII of this document.**

## ARTICLE-III

### CHAPTERS, SUB-CHAPTERS & STUDENT CHAPTERS

#### 3.1 Chapter:

For the purpose of the management and administration of its activities, the Society operations in various states shall be divided into Chapters and Sub-Chapters.

The Society through its National Board has jurisdiction over all the Regional Boards, Chapters and Sub-chapters. The Regional Boards, Chapters and Sub-Chapters shall abide by the decisions and guidelines/ policies/ procedures laid down by the Society through the National Board.

#### 3.2 Name of the Chapter / Sub-Chapter:

Chapter / Sub-Chapter will adopt the name of Fire & Security Association of India subject to the condition that the name of the town, city where the Chapter / Sub-Chapter is having its office, is incorporated in the name of the Chapter/ Sub-Chapter.

#### 3.3 Types of Chapters:

- i) **Chapter** (A chapter which has fulfilled all the requirement of a chapter and shall have a minimum requirement of at least 100 members).
- ii) **Sub-Chapter** (A Chapter which is not a Chapter shall have a minimum requirement of at least 25 members).
- iii) **Student Chapter** (This chapter is more of an honorary creation. The Student Chapter does not have any powers and privileges as that of the above two chapters.)

#### 3.4 Formation of Chapter / Sub-Chapter:

Only one sub-chapter or chapter will be established/recognized by the National Board at any city in India. There can be only one Chapter for each city, however, there can be multiple sub- chapters in a Region.

#### 3.5 Sub- Chapter Recognition:

A Sub-Chapter, after functioning continuously for a period of three years to the satisfaction of the concerned Chapter and after attaining the required membership strength of at least 25 members shall apply to National Board through the Chapter President & Regional Director for recognition as a Sub-Chapter.

#### 3.6 Conditions under which recognition of Chapter / Sub-Chapter can be withdrawn:

The National Board shall have the right to withdraw the recognition of any Chapter / Sub-Chapter:

- i) If it is found that the Chapter / Sub-Chapter's activities are / were not as per By-laws or MoA.
- ii) If a continued affiliation of the said Chapter / Sub-Chapter with Society is not in the best interests of the Society.

However, the Chapter/ Sub-Chapter shall have the right to defend, and be provided a hearing, and if required the hearing, shall be held in the city of the respective Chapter / Sub-Chapter, which shall be conducted and recorded by a specially constituted committee of the National Board. No unilateral action or decision shall be taken under any circumstances.

#### 3.7 Powers and Functions of Chapters and Sub-Chapters - Working Committee:

The powers and function of chapter working committee shall be:

- i) To employ such staff as may be necessary for the proper functioning of any or all of those functions and to fix their emoluments, duties, terms and conditions of service and to terminate their services by discharge or dismissal as and when necessary.



- ii) To form committees or sub-committees for the proper functioning and to exercise of powers conferred upon it by the National Board.
- iii) To decide all questions of admission/re-admission and termination of membership and any other matter therein under its control.
- iv) To, take on lease accept, as a gift any assets with prior approval from the National Board which may be required for the purpose of the Society and to enter into contracts or initiate legal proceedings on behalf of the Society.
- v) Chapters/ Sub-Chapters will not have rights to open and operate bank accounts.
- vi) The Chapter President / Joint Secretary of the Sub-Chapter shall utilize the monies allocated to it by the National Board in accordance to the Financial Guidelines.
- vii) The Chapter / Sub-Chapters shall maintain proper accounts for all the transactions.
- viii) To charge fees for services rendered to any Corporate, third party etc., to pay remuneration to any person for services performed for the Society, to meet travel expenses and incidental expenses of any member or person in connection with the work of the Society to realize subscription, raise donations furtherance of the objectives of the Society to receive gifts and donations with a view to achieve the objectives of Society. Any fee being charged or payment of remuneration to any person mentioned under this clause shall not be in contradictory to the Act.

### **3.8 Duties of the members:**

- i) It is the primary duty of all the members to pay the subscription regularly and should abide by the By-Laws of FSAI.
- ii) The member has to take part in the activities of the Association actively and honestly.

### **3.9** The Performance of Chapters and Sub-Chapters shall be reviewed by the National Board, at the end of every financial year.

### **3.10 Student Chapter:** The student members will be part of student chapters. The Student Chapter will get the privilege of being recognized by the FSAI They can take part in the promotions or other activities if given to them by the Chapter or Sub- Chapter and observe but the student members will not have any rights in voting or to take part in administrative functions of other Chapters/ Sub- Chapters, Regional Board etc.

## ARTICLE-IV MEMBERSHIP

A member is legal entity who, having been admitted therein according to the rules and regulations thereof, having paid a subscription and joining fee, or shall have signed the roll or list of members thereof, and shall not have resigned in accordance with such rules and regulations. Membership of Individual members and Student members cannot be transferred under any circumstances.

### 4.1 Categories of Members:

There shall be three categories of members:

- (i) Corporate Members.
- (ii) Individual Members.
- (iii) Student Members.

### 4.2 Eligibility:

- i) Any legally constituted body, incorporated company, firm or organization involved in the Fire & Security & Automation Industry.
- ii) Any individual involved in the Fire & Security & Automation Industry shall be eligible to become a member of this Association.
- iii) Any student pursuing his/ her education in the field of engineering, technology, physics, chemistry, architecture, and interior design, diploma or undergraduate or a post graduate program in any institution recognized / affiliated to the All-India Council of Technical Education or to any University recognized by the University Grants Commission are eligible to become a member. The same eligibility shall be applicable for students of such similar pursuit in international institutions to become student members.

However, the National Board of the Association will be the ultimate authority to decide the eligibility of members.

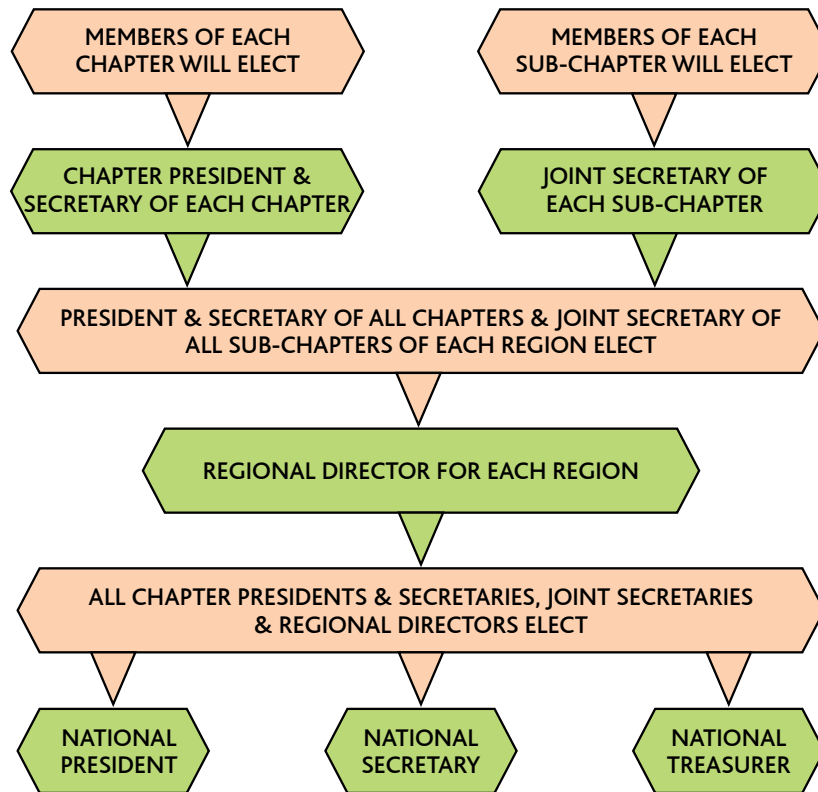
### 4.3 Entrance Fee:

The entrance fee is non-refundable and non-transferable. The current Entrance Fee is mentioned under **Annexure 1**, The said fee is applicable to change based on the circumstances and hence the Entrance Fee shall be decided by the National Board.

### 4.4 Voting Rights:

- i. Every Corporate Member shall have 3 votes, and an Individual member is entitled to one vote in the chapter meetings / elections or sub chapter meetings / elections or regional elections / meetings.
- ii. Only Corporate members and members of Chapters & Sub-Chapters shall enjoy the voting rights in the General Body meeting, EGM etc.
- iii. Corporate shall have 3 votes, and an Individual member is entitled to one vote.
- iv. In the event a member fails to pay the subscription fee over a continuous period of 3 months after the same is due, such member will lose their right to vote.

Voting Matrix is shown below:



#### 4.5 Rights of the Members:

- i) Right to receive notice of general body meetings as per by-laws of the Society.
- ii) Right to attend and take active part in the proceedings of the General Body Meetings.
- iii) Right to take part in elections and contest for any post as per provision of the Act, Rules and by-laws of the Society.
- iv) Right to Inspect member registers, books of accounts, minutes of all proceedings of the general body meeting and of its National Board duly signed by the National President of such meeting which shall be kept at the registered office and during business hours be kept open for inspection by any members free of charge. The member can obtain certified copies of the resolutions or documents on a payment of fee as may be prescribed by the Society from time to time.

The above-mentioned rights are not applicable for student members.

#### 4.6 Membership terms and conditions:

- i) Each and every member of the association is required to sign NDA, Membership form at the time of becoming a member.
- ii) The Ethics code & Terms of Membership shall be applicable to all student, individual, or corporate member (s) and their membership organization.
- iii) Every member should try to fulfill the objects of the Association. The members should treat other members friendly and should follow the rules and regulations of the Association without prejudice to the Association.
- iv) By signing the Terms of Membership every student member, individual member and corporate/professional member and their organization agree to abide by the Confidentiality & Non-disclosure, Non-Solicitation & No Use Policy and other terms & conditions laid down explicitly in the application Annexure 1.



- v) In the event of Violation on any part or breach of trust committed by any member the association shall initiate appropriate Civil/ Criminal action against such erring member/ members.
- vi) Member shall use the association name/Logo/patent/Trademark etc., for any commercial purposes or for their business promotion with the approval of National Board. Rights of use of the logo and other trademark are exclusive rights of the association and as per the certification under the Indian Copy right act 1957, Trademark Act 1999 and all amendments thereof. Members shall be allowed to display the logo in their business cards. No member shall use such privilege to use the association name/ Logo/ patent/ Trademark etc. or permission to display the logo in their business cards to commit any acts which may affect the goodwill of the Association or detrimental to the interests of the Association in any manner whatsoever.

#### 4.7 Annual Subscription:

Annual Subscription and Lifetime subscription is a non-refundable and non-transferable fee. The current Annual Subscription and Lifetime Subscription Fee is mentioned under Annexure 1, The said fees are applicable to change based on the circumstances and such changes shall be passed and accepted in the AGM.

#### 4.8 Membership Termination:

The National Board can terminate the membership under the following conditions:

- a. If a member fails to pay his/its annual subscription for 3 months in succession. If a Corporate member does not pay the annual subscription within 3 months of expiry, then they shall be required to re-register by paying registration amount. For Individual members, membership ceases if they do not pay their dues for 3 months
- b. For any act of misconduct by the member or if a member willfully commits any acts (either directly or indirectly) detrimental or contradictory to the aims and objectives or interests of the Association, such member can appeal to National board and prove that such allegations are false beyond any reasonable doubt.
- c. If a member tenders his/her/its resignation from the membership and the resignation has been accepted by the National Board. Such resigning member shall provide a prior notice of 2 months in writing to the Board and shall also clear any and all due/fees/ charges/ monies duly payable to the Association.
- d. If a member is declared insolvent by the competent authority.
- e. If a member becomes legally incompetent or loses its legal stature
- f. If a member is convicted for any crime (not related to this association) with a sentence of imprisonment of a minimum of 30 days, even if such imprisonment is suspended, the National Board using its discretion can terminate the membership of such member with immediate effect.
- g. If a member is accused for any crime (provided a complaint/ FIR is registered/Case is in the process) and if the National Board feels that having such legal entity as member may bring disrepute to the Association, the National Board using its discretion can terminate the membership of such member with immediate effect.
- h. If a member is declared ineligible to become / remain a member by any legal process / statute for the time being in force.
- i. Upon death of a member. This is applicable only for any individual or student member.
- j. Upon cessation of the Association.
  - i) A member, upon ceasing to be a member of the Association shall forfeit all rights and claims on the Association and its assets whatsoever.
  - ii) Members guilty of offences punishable as strangers.



iii) Members are liable to be sued as strangers.

Any member removed for reasons mentioned above can appeal in this matter to the National Board and prove his / her / its innocence along with the supported evidence in this behalf and according to law.

Wherever applicable, a notice in writing shall be given by the National Board to such members who are to be terminated. The time period for applicability of termination mentioned above, shall be determined by the National Board for clauses where it is not defined.

#### **4.9 Procedure for Removal of Members:**

Members can be removed by a simple majority. The Chapters / Sub-Chapters shall in accordance with clause 4.8 remove the members and information of the same shall be sent to the National Board before initiating the removal procedure.

#### **4.10 Re-admission:**

An individual whose membership has been terminated can be re-admitted as a fresh member after payment of all arrears of subscription, entrance fee and other dues, if any, or if the member proves his/her innocence beyond any reasonable doubts if the termination was under clause 4.8 (1) (b).

With regards to termination of member as mentioned in clause 4.8 (1) (h), the member can be re-admission once the reason for such ineligibility is set right by the due process of law or statute.

In the event where a resigned member wishes to re-join, such member shall be treated as a new member under all aspects. Such member shall pay the required entrance fee, subscription fee and other applicable fee. A resigned member can be re-admitted only after a period of one year from the date of such resignation.

Re-admission of any member shall be subject to the written approval of the National Board.

#### **4.11 Membership Register:**

The Secretary shall maintain an up-to-date Register of all members with full particulars. The Register shall be open to inspection by any member of the Association / Appropriate Govt. authorities.

## **ARTICLE - V**

### **MEMBER BENEFITS**

Benefits of different type of Members shall be available in public domain. The Member Benefits can be changed time to time by the National Board and can be implemented only after approval in AGM or EGM.

#### **5.1 Corporate Members and Individual:**

Corporate Members and Individual members of Chapters / Sub Chapters have the Exclusive Voting Rights in all AGM and EGM.

## ARTICLE - VI NATIONAL BOARD

### 6.1 Management

For the purpose of Management of its activities the Society Head Quarters shall have a National Board.

### 6.2 Powers and Functions of the National Board:

Without prejudice to the generality of the provisions of the constitution enabling the National Board to exercise its powers, functions and authority as follows:

The National Board shall be the Main Administering, Policy Formulating and Governing Body of the Society and The National Board shall have all the powers, functions and authorities with respect to administration, policy, formulation and co-ordination required for seamless functioning of the Society. The powers and functions of the National Board, shall also include the following:

- i) To authorize the president, secretary or any other member of the Society by a resolution passed on its behalf to exercise any of its power to administer the affairs of the Society.
- ii) To employ such staff as may be necessary for the proper functioning of any or all of those functions and to fix their emoluments, duties, terms and conditions of service and to terminate their services by discharge or dismissal as and when necessary.
- iii) To form committees or sub-committees for the proper functioning and administration of the Society and to exercise of powers of the National Board for various purposes as may be conferred upon it.
- iv) To consider and to accept or reject proposals for and to decide all questions of admission/re-admission and termination of membership and any other matter therein.
- v) To purchase, hire, take on lease accept as a gift or otherwise acquire any land or building or assets which may be required for the purpose of the Society and to enter into contracts or initiate legal proceedings on behalf of the Society.
- vi) To administer and operate the bank account and the monies of the Society through deposits/ investments and the like.
- vii) Appoint the Auditors to inspect the accounts of the Society.
- viii) To charge fees for services rendered to any corporate or any third party, to pay remuneration to any person for services performed for the Society, to meet travel expenses and incidental expenses of any member or person in connection with the work of the Society to realize subscription, raise donations furtherance of the objectives of the Society to receive gifts and undertake the management of any endowment, trust funds or donations with a view to achieve the objective of Society. Any fee being charged or payment of remuneration to any person mentioned under this clause shall not be in contradictory to the Act.
- ix) To manage and deal with the monies and assets of the Society, to sell, lease, mortgage or exchange or otherwise transfer or alienate or create a right upon any other person or body. In accordance with the applicable laws and Acts of the State, any sale, transfer of properties (movable and immovable) including not limited to mortgage of property or give lease of Society property or any exchange or transfer or any alienation of the property of the Society shall be carried on only with approval of the board vide a special resolution with proper written notice.
- x) To transfer the employees of the Society from one designation to another and from one location to another location, abiding by the laws in force from time to time.
- xi) To delegate financial and administrative powers to the National President, National Secretary and National Treasurer in accordance with the applicable laws of the Society.
- xii) To frame / amend by-laws for the management of the Society including the chapters, provided, such by-laws should be placed for approval of members at the subsequent meeting of members and provided that the General Body shall have the power to approve, amend, rescind or modify the by-



laws by passing a special resolution with a majority of not less than 3/4th of the members present, with voting rights on the register of members. Such approval, amendment or rescission shall not have retrospective effect.

- xiii) To act with full powers in any emergency, notwithstanding any limitations in these rules provided the such acts are neither detrimental to the interest of the Society or against the MOA or laws of the state and any action taken is reported to the next Meeting of the members for their information and their ratification. In case of such ratification is refused or rejected, the actions taken by in emergency shall be reversed to the extent possible and practical. The National Board shall present a memorandum describing the nature of such emergency, the justification for the action taken, the financial implications and the impact on the Society, and place it for ratification in the next meeting, where it shall be passed by a simple majority of all members of the National Board.

### **6.3 Duties of the members of the National Board**

- i) A member has to take part in the activities of the Association actively and honestly.
- ii) A member who does not attend 3 consecutive meetings without notice shall be expelled from the National Board.
- iii) Members has to pay the subscription regularly.

### **6.4 Vacant Office:**

In the event that an office becomes vacant, the National Board may appoint an individual to fill the post until the next General Body meeting (i.e., such appointment shall be ratified in the General Body meeting/ election whichever is earlier.

### **6.5 Procedure to remove a member of the Board:**

Resolution for removal of a member may be proposed at a meeting of the General Body which may or may not be the Annual General Meeting / EGM. The Member may be removed from the Board, on any of the grounds mentioned in clause 4.8 of By-laws, by a resolution passed by simple majority of the Members present and voting at the meeting. Once the resolution for removal of a Member is passed, the Member shall be deemed to have been removed from the Board from the date of passing of such resolution. Provided that no such resolution shall be passed unless a prior written notice of at least fifteen (15) days ("Notice") is given to the Member who is sought to be removed. The Notice shall specify the grounds on which the Member is sought to be removed and the conduct for which the removal is being sought. The Member shall thereafter be given an opportunity to present his/her case against his/her removal, either in person at the meeting of General Body, or in writing, by submitting a written representation at the office of the Society, three (3) days before the date on which the meeting of the General Body is scheduled.

### **6.6 Annual List of National Board**

Once in a year a list the office bearers and members of the National Board shall be filed with the Register of Societies, as required under section-4 of the Societies Registration Act or 1975, as applicable to respective state. Structure to be referred in the by-law.

## ARTICLE-VII MEETINGS

### 7.1 Regular Meetings

Meeting of the Society shall be held at such time and place as prescribed by the National Board. Meeting can be held in Tamilnadu or other states within India, upon approval from the National Board.

### 7.2 Annual General Body Meeting (AGM):

At least one general meeting of the Society shall be held in every financial year. The Annual General Meeting of the Society shall be held at such day time and place as notified.

A minimum of 21 days' notice shall be given for convening an AGM, the notice period to be reckoned from the date of issue of the letter.

The notice for the meeting for the AGM shall be issued by National Secretary to the members and accompanied by the Agenda, Audited Annual Statement of Accounts of the Association, National Secretary's Annual Report, if any, and any other relevant documents as considered necessary.

In case any amendment of a by-law or objects of association as contained in the memorandum is intended to be proposed in the AGM, the notice shall contain a copy of every such amendment.

### 7.3 Extraordinary General Body Meeting (EGM):

Matters requiring immediate consideration by members, which cannot be deferred till next Annual General Meeting and to meet such emergencies the National Board can hold such emergency meetings.

Extraordinary General meeting shall be called for only on the authority of board resolution.

Notice shall be given in writing or through electronic mode at least before 21 clear days to the proposed date of extra ordinary general meeting,

The notice calling for an EGM shall specify the place, date, day and hour of the meeting and shall contain the business/matter to be transacted at the meeting. Meeting shall be convened at the Registered office or in the same city or town where Registered office is situated. Further such meeting should be convened on any day except national holiday. Explanatory statement need not be annexed to the notice.

Only a particular matter/ business can be discussed in the EGM and other matters are not allowed for discussion.

Any accidental omission to give notice to, or the non-receipt of such notice by, any member shall not invalidate the proceedings of the meeting.

If the President, Secretary/ Treasurer or other officer/member calls an EGM without prior approval of the National Board, it will have no effect unless the National Board ratifies the convening of EGM before it is held.

### 7.4 Induction Meetings:

The meeting of the Society where members of the Society be invited will be held every year to induct a new National Board prior to 30<sup>th</sup> June or as decided by the National Board as a special case.

### 7.5 Special meetings:

The National Board for any particular purpose or purposes, believes that it is advisable to alter, extend, or abridge such purpose to or for other purposes or to amalgamate the Society either wholly or partially with any other Society, then the National Board may submit the proposition to the members of the Society in a written or printed report, and may convene a special meeting for the consideration thereof according to the regulations of the Society.

Such proposition with a report shall have been delivered or sent by post to every member of the Society ten days previous to the special meeting convened by the National Board for the consideration thereof,



Unless such proposition shall be passed vide special resolution and if not passed then a second special meeting convened by the National Board at an interval of one months after the former meeting.

#### **7.6 Quorum:**

##### **i) Annual General Meeting**

A quorum for the transaction of business either physically or virtually through online at an Annual General Meeting shall consist of at least 2/3 members or 50 members having rights, whichever is less, either present in person or by proxy. Only Corporate members and Individual members from Chapter / Sub-Chapters will be considered as members to vote in AGM and EGM. Other members will only have observation rights.

(Each corporate member shall have 3 votes and the individual member shall have 1 vote).

##### **ii) Board Meetings**

The presence of six (6) members shall form the quorum for all Board Meetings. At least three members among six, present, shall be President, President Elect, Secretary, Treasurer.

#### **7.7 Voting:**

- a. Members are elected to any post by a simple majority.
- b. In the event of equality of votes, the Presiding Officer shall have a casting vote.
- c. Voting shall be either by show of hands or by secret ballot as may be determined by the Presiding Officer.
- d. Any questions or issues arising at a meeting of the General Body will be decided by a majority vote of the Members present and voting. Each Member will have one vote.

#### **7.8 Majority Votes:**

The vote of a majority of the voting members present in person or by proxy voting rights, shall be necessary for the adoption of any matter except as otherwise provided in the constitution or these by-laws. In case of a tie the presiding officer (generally it will be the National President) over the Meeting shall have an additional vote to decide the matter.

**7.9** In the event where there is no quorum, the meeting shall be adjourned for an hour on the same day, same place as may have been specified in the notice. After the adjourned meeting, the members present will be quorum and the resolution passed is valid.

**7.10** All meetings shall be presided over by the President. In case the President is unable to attend any meeting, the Members present may elect a chairperson amongst themselves for such a meeting and the duly elected Chairperson will preside over the said meeting. It is clarified, that while the President is entitled to appoint proxies to attend meetings on his/her behalf, under no circumstances will such a proxy be entitled to assume the position of President for that meeting.

## ARTICLE VIII

### GENERAL BODY OF FIRE & SECURITY ASSOCIATION OF INDIA - OFFICE BEARERS- ROLES & RESPONSIBILITES

This chapter will comprise of the roles and responsibilities of all the members of various categories of all the chapters.

#### 8.1 National President shall:

- i) Be the Mentor of the Society and shall have general direction of the Society and general supervision over its several officers, subject to the control of the National Board.
- ii) Preside over all meetings of the National Board and all meetings of the members.
- iii) Must give advice to the members of the National Committee towards administration of the Association.
- iv) Implement the policies and plans duly approved by the National Board. and take such action as is necessary to give effect to the resolutions of the National Board constituted under by-laws.
- v) Fromtime-to-time report to the National Board and to the members all matters within his/her knowledge which in the interest of the Society may require to be brought to their notice.
- vi) A frequency of not less than once in every three months, prepare a report of all activities, initiatives and events, submit it to the National Board, and once it is taken on record by the National Committee, shall be circulated to all members of the Society.
- vii) Endorse, sign, encash cheques and negotiable instruments on behalf of the Society.
- viii) Be the office of the Society to sue or to be sued on behalf of the Society.
- ix) Sign all books and arrangements in favour of the Society.
- x) Determine powers, functions and responsibilities of the employees of the Society of all categories. Sign on behalf of the Society and conduct its correspondence.
- xi) Present the draft annual report and financial statements for the approval of the Board;
- xii) Perform all duties entrusted to him/her and to exercise such other powers as may be delegated to him/ her by the National Board/ by-laws etc. from time to time.
- xiii) Sign and execute in the name of the Society all contracts or other instruments authorized by the National Board, except in cases where the signing and execution thereof shall be expressly delegated or permitted by the National Board or be these by-laws to some other officer or agent of the Society. However, the National Board shall exercise high restraint in such matters, and attempt to see the President shall sign and execute all contracts and other instruments to the maximum extent possible in exceptional cases where some other officer or agent of the Society, the reasons for such delegation shall be recorded by the National Board and be placed before the General Body in the next AGM.
- xiv) Be responsible for collection and safety of the funds.

#### 8.2 President Elect:

In the absence of the National President, President-elect shall preside over the meetings. The president elect at the expiry of the term of the National President, shall automatically become the President of the Society.

#### 8.3 National Secretary:

- i) The Secretary shall take part in all activities of the Society, including record keeping. The Secretary is responsible for the matters listed below. The work may be delegated to other responsible members





except the work pertaining to operation of bank accounts.

- ii) Act as Secretary for the business part of each Society Meeting.
- iii) Maintain record of Society activities.
- iv) To operate the bank accounts as per the directions of the Board.
- v) To appear before the Statutory Authorities/ any Government Body on behalf of the Society with the authorization of the National Board.
- vi) Keep all Society Records and act through Presidents as a liaison between the chapters, Regional Offices and Society Head Quarter.
- vii) To send intimation to all members in respect of all meeting, and to examine the records of the Association and also to prepare agenda for the meeting. Send minutes of the Society meeting to National Board within three weeks of each meeting.
- viii) Maintain an up to date the list of members and prospective members received from various chapters.
- ix) At the end of the month, it is the duty of National Secretary to prepare a list of those who have not paid the subscription fee for the Association and shall has to present that list before the National Board.
- x) It is the duty of the National Secretary to protect the property of Association.
- xi) Act for the National Board in taking charge of all property/ies, monies of the Society, such as by-laws, banners stationery etc.
- xii) Be responsible for preparing a National Board Roster and to ensure to collect rosters from all regions/ chapters with and update Roster office every quarter. at the Society Head Quarters every quarter.
- xiii) To circulate to all members, the roster of members once in every year.
- xiv) To ensure that President sends and receives a copy of all chapter correspondence and cascade all the required communications to the National Board members, Regional Members and members of the chapters.
- xv) To forward appointment of National Board to filing at the Register office of Government of India
- xvi) To act in due diligence on all matters while keeping the interests of the members as a high priority while taking any initiatives or decisions.
- xvii) To remain responsible, along with the treasurer, for all legal and statutory compliances from time to time under laws for the time being in force.
- xviii) The National Secretary shall act according to the decision of the National Board and he/she cannot act independently.

#### **8.4 National Treasurer**

- i) The Treasure is responsible for the receipt, safekeeping and disbursement of Society Funds, for keeping adequate record of finance for keeping Society expenditure in line with income.
- ii) The Treasurer from time to time shall keep National Board informed of the financial condition of Society and submit quarterly financial report to the National Board with a copy to the President,
- iii) Shall be responsible for the collection of local dues or funds if any, and for disbursing the funds as authorized by the National Board.
- iv) Shall be responsible for preparation the Society's audited balance sheet for paying advance taxes if any, and filing of tax returns.
- v) Shall keep record of all assets, cost of goods, cost of operation, details of expenses & receipts and appointment of auditors for the Society.



- vi) The Treasurer shall make all payments/ fees/ charges/ remuneration including not limited to penalties (if any) and other expenditure incurred towards functioning, maintenance, promotions, events etc. pertaining to the Society subject to the approval of the National Board/ President as the case may be.
- vii) To remain responsible, along with the National Secretary, for all legal and statutory compliance from time to time, under laws for the time being in force.

### 8.5 Regional Director

The Regional Director shall be the mentor of the Society in their respective region and shall have general direction and supervision over various chapters in their region however subject to the control of the National Board. He shall from time-to-time report to the National Board all matters of chapters under his/ her jurisdiction and matters of the regional board. In addition, the Regional Director shall keep the National Board informed of various activities in their regions and will have a close liaison with their Region chapters working committees.

### 8.6 Secretary(forChapters):

The Secretary shall take part in all activities of in the Chapters. The Secretary is responsible for the matters listed below:

- i) Act as Secretary for the business part of each Chapter's Meeting.
- ii) Maintain record of Chapter's activities.
- iii) If required to appear before the Statutory Authorities/ any Government Body on behalf of the Society with the authorization of the National Board or upon instructions of the National President/ National Secretary for any requirements at regional/ Chapter level.
- iv) Keep all Records of the respective Chapter and act through Regional Director/ Chapter President as a liaison between the Regional Offices, Chapters and Society Head Quarters.
- v) To send intimation to all members in respect of all meeting, and to examine the records of the Association and also to prepare agenda for the meeting.
- vi) Send minutes of the Chapter meeting to National Secretary within two weeks of each meeting.
- vii) Maintain an up-to-date list of members and prospective members of the received from various chapters and in the case of the Secretary of the Chapter, the secretary shall maintain an up-to-date list of members and prospective members of the chapters.
- viii) At the end of the month, it is the duty of the Secretary to prepare a list of those who have not paid the subscription fee for the Association and shall present that list before the Regional Director/ President of the Chapter and shall send copies of the same to the National President and National Secretary. The Secretary of the Chapter shall send the copy of the list to the Regional Director and Regional Secretary.
- ix) It is the duty of the Secretary to protect the property of Association which lies within their jurisdiction.
- x) Be responsible for the receipt, safe keeping and disbursement of Society Funds, for keeping adequate record of finance for keeping Society expenditure in line with income and shall inform the Regional Board/ Chapter of the financial condition of Society and submit quarterly financial report to the Head Quarter with a copy to the Regional Directors/ Chapter President
- xi) Be responsible for the collection of local dues or funds if any, and for disbursing the funds as per instructions from Head Quarter.
- xii) Keep record of all assets, cost of goods, cost of operation, details of expenses & receipts and provide the same to auditors of the Society.
- xiii) Make all payments/ fees/ charges/ remuneration including not limited to penalties (if any) and



other expenditure incurred towards functioning, maintenance, promotions, events etc. pertaining to the Chapter subject to the approval of the Head Quarters.

- xiv) Be responsible for preparing a Roster and to circulate the roster of members, to all members, once in every year and to send the updated roster to the Society Head Quarter once in every quarter.
- xv) Ensure that Chapter President sends a copy of all chapter correspondence and maintain the communication amongst the Chapter, Regional and National level.
- xvi) Act in due diligence on all matters while keeping the interests of the members as a high priority while taking any initiatives or decisions.
- xvii) Remain responsible along with the Regional Director/ President of the Chapter for all legal and statutory compliances from time to time under laws for the time being in force.
- xviii) Act according to the instructions of the President of the Chapter/ Regional Director and from the Head Quarters. The Secretary cannot act independently.

### **8.7 President of the Chapter / Joint Secretary of Sub- Chapter:**

Be the Mentor of the Society and shall have general direction of the Society and general supervision over his officers and members, however he/she is subject to the control of the National Board and Regional Director. He /She shall from time-to-time report to the Regional Director/ Chapter and National Board all matters of chapters.

### **8.8 Term**

The terms of all officers and the Members of the National Board, Regional Boards, Chapters and Sub-Chapters shall be duration of two years and shall coincide with the financial year of the Society. The term will commence from the 1st April to the 31<sup>st</sup> March and to have AGM after the finalization of Audited Accounts for the previous year. After the said Term, the members of the National Board, Regional Board, Chapter and Sub-Chapter shall be elected.

### **8.9 Rotation Policy:**

- i) Members can hold a post only for a maximum period of two terms. The said two terms shall not be consecutive terms (i.e., after completion of one term the member can be nominated / elected for the same post only after a period of two years post completion of first term).
- ii) This clause does not prevent the said member from being elected for any other post in the Association.

### **8.10 Election process:**

- i) The Election committee shall arrange for holding election for the posts (which are to be elected) before the expiry of the term of the National Board/ Regional Board/ Chapter.
- ii) The committee shall furnish the members list.
- iii) Election notice shall be published by the committee with details of all the posts to be filled, eligibility for each post, last date of nomination to be filed.
- iv) Nominations to contest in elections shall be filed by eligible members within a period of 14 days from date of election notice was published.
- v) After scrutiny by the committee, list of valid Nominations shall be published in the website of the Society within a period of 7 days.
- vi) The committee shall give 1 day time for withdrawal of nomination.
- vii) The committee shall publish the final list of members who will contest the next day itself provided the next day is not a national holiday or a Sunday. The voting shall be through secret ballot.
- viii) Date and time during which and the place/ places at which the poll shall be taken will be provided

by the committee within 5 days from the date of publishment of final list.

- ix) At the time of the voting, each member is shown an empty ballot box before they cast their vote. The votes will be counted at the end of the day at the respective poll places.
- x) In case of only one member is contesting for any post, that said member will be declared elected unopposed.
- xi) Within 5 days after the results, the board members shall hand over the charge to the newly elected members.
- xii) All the documents/votes relevant to the Election are stored safely by the Secretary who is required to preserve them for three months and then destroy them afterwards so that they can be referred during any disputes.

If any member has been re-admitted into the society, the term he served before his/ her resignation/ termination will also be taken into consideration while calculating the terms.

### **8.11 Eligibility Criteria for Contesting Members:**

- i) Members who want to contest in the election has to pay the subscription regularly and should have a good conduct.
- ii) A member who wants to contest for the posts of National President, National Secretary, National Treasurer, Regional Director, Chapter President, Chapter Secretary and Joint Secretary of the Sub-Chapter shall not hold an office of Administrative Duties in any other similar Associations or Societies either in India or Abroad.
- iii) A member who wants to contest for the posts of National President, National Secretary and National Treasurer:
  - a. should have been a member of FSAI for a minimum period of 6 years and should have also been National Working committee member, and
  - b. as a Regional Director for one term or should have been a Chapter President for one full term.
- iv) A member who wants to contest for post of Regional Director:
  - a. should have completed minimum 6 years as an FSAI Member and
  - b. should have been a chapter president for one full term and
  - c. should have attended minimum 2/3rd of Chapter meetings.
- v) A member who wants to contest as Chapter President/ Chapter Secretary and Sub-Chapters Joint Secretary:
  - a. should have completed minimum three years as an FSAI member and
  - b. should have attended minimum 2/3rd of Chapter/Sub Chapter meetings.



## **ARTICLE-IX**

### **FUNDS, ACCOUNTS & AUDIT**

All properties, movable and immovables, belonging to the Society, whether acquired before or after its registration, shall vest in the National Board and the National Board shall maintain proper book of accounts in accordance with respective laws.

#### **9.1 Society Dues, Fees and Charges:**

The National Board in its discretion and subject to approval by the General Body of members shall levy such fees, charges as are reasonable and necessary to meet the expenses of the society. The due date of such payment shall be as prescribed by the National Board. The National Board shall also collect the dues from members, Chapters, Sub- Chapters etc. as mentioned elsewhere in the by-laws including the annexures.

#### **9.2 Financial Year:**

The financial year of the Society shall be 1<sup>st</sup> April of the year to 31<sup>st</sup> March of the following year. The accounts of the Association shall be presented for an audit, after the expiry of the financial year.

#### **9.3 Sources of Income and Funds:**

The funds of the society shall consist of the following:

- i) Grants made by the Government of India or any State Government to the Society.
- ii) Contributions to the Society by Chapters, Sub-Chapters (Sub-Chapters will contribute to their respective Chapters directly) and from other sources such as fees for services rendered and rent received.
- iii) Income of the society from investments.
- iv) Membership fee. The component of membership fee collected by Chapters (Sub-Chapters will contribute the membership fee to the respective Chapters directly) and shall be amended from time to time by the National Board after obtaining the approval in the AGM.
- v) Donations.
- vi) Funds generated from any other projects like seminars, lectures, exhibitions by Chapters as per guidelines laid an as amended from time to time.
- vii) Any other source, which the National Board may deem fit, within the frame-work of objectives and by-laws of the Society.

#### **9.4 Management of Funds/ Income and Property:**

The funds and income of the Society shall be maintained and managed by the National Board. Income and expenditure shall be handled by the National Board as per the Financial Policy Guidelines approved in the AGM. The Financial Policy Guidelines shall be updated time to time in accordance with the respective laws and as per requirement by the National Board. All updated Financial Policy Guidelines have to be passed and approved in the AGM or EGM before implementation.

#### **9.5 Bankers:**

The bankers of the Society shall be one or more nationalized or scheduled banks as decided by the National Board. The Board resolution passed by the National Board will have to be forwarded to the Bankers. All the funds of the Society shall be deposited into the respective accounts of the Society and shall be operated against signed instruments and net banking (approvals will be required for the same in writing).

- i) Any amount from the above accounts shall be drawn by any two of the members of the National Board such as National President, National Secretary and National Treasurer jointly.

- ii) In case of any delay in procedural compliance of designating new office bearers as authorized signatories, the existing signatories can continue to operate the bank accounts beyond their normal term of office for the limited period till the nomination of authorized signatories.
- iii) In case of special projects, the National Board can authorize among the above-mentioned members designated to handle the project to operate the Bank Account jointly with another authorized member as mentioned above.
- iv) The National Board shall authorize the Chapters to open Bank Accounts at Chapter level. The limitations for the same shall be decided by the Board in the financial guidelines.

#### 9.6 Investments:

All monies, investments, funds and other properties (movable and immovable) of the Society shall vest with the National Board.

The Society may, from time to time, invest or deposit any portion of its funds not immediately required: Upon immovable properties.

- i) In securities of the Government or in NSC or other securities of the Govt. of India or;
- ii) In the Post Officer savings Bank Account or;
- iii) In a special account opened by the Society in bank as per Section 24 (4) (a) and (b) of TN Societies Registration Act 1975
- iv) In such other mode of investment as may be prescribed by the Act.

#### 9.7 General Utilization of Income and Funds:

- i) To pay out from the funds of the Association, the costs charges and expensive Preliminary and incidental to the formation, establishment, management, amendment and Registration of the Association.
- ii) The National Board shall have power to spend out of its income and funds such sums as it thinks fit for purposes authorized by its by-laws or the Act.
- iii) Towards expenditure incurred for day-to-day administrative activities.
- iv) To pay salaries or fees from the funds shall be payable to staffs/ professionals who provide services to the Association.
- v) No part of the funds or income shall be divided by way of bonus or dividend or otherwise among its members.
- vi) No portion of funds/income would be distributed in any manner to the members or persons defined in Sec.13(1)(c) of the Income Tax Act 1961.
- vii) No payment shall be made out of the funds/income to the National President or to any member of the Society by way of honorarium fee, Salary, Remuneration, Profit, Interest, Dividends, etc. as per section 13 (i) of the Income Tax Act 1961.

#### 9.8 Contracts:

All contracts and other engagements arranged by the National Board shall be signed on behalf of the Society by any two among President/ President Elect/ Secretary/ any other member, authorized by the National Board, vide a board resolution, prior to such signing.

#### 9.9 Conduct and Funding of National / Chapter Events:

- i) The National Working Committee shall conduct promotions, programs and events at national level.
- ii) The National Working Committee shall conceptualize the promotions, submit the said proposal along with the budgets, sponsorship confirmation to the National Board for approval. Upon receipt of approval and fund allocation by the National Board, the National Working Committee shall



conduct such promotions.

- iii) The National Working Committee shall monitor promotions, events and programs conducted at Chapter level.
- iv) The National Working Committed shall closely work with the chapter team in all aspects including realization of registration fee / sponsorship amounts of such events.
- v) For the promotions conducted at Chapter Level, the said Chapter shall send the proposal for approval to the concerned Regional Board who in turn after perusal of the same, forward it to the National Working Committee. The National Working Committee shall also peruse the proposal and share it along with its inputs to the National Board for approval and allocation of funds.
- vi) All chapter programs will be pre-approved by the Regional Board and National Board along with budgets and sponsorship confirmation prior to allocation of funds.
- vii) The National Board, depending on the need of individual chapter and on recommendation of Regional Director may grant fund allocation on a refundable or nonrefundable basis.
- viii) All pre-approved events will be funded by the central account operated by the National Board.
- ix) All revenues will be received only by the central bank account operated by the National Board.
- x) All events are expected to be self -sustaining and hence the Region/ concerned chapter has to be made efforts to make up the deficit.
- xi) In case of an actual deficit of revenue in exceptional case, the National Board shall release the short fall of funds from the central pool of funds.

#### **9.10 Proper Books of Accounts to be maintained by the Association:**

- i) **Cash Book:** Cash Book showing daily receipt and expenditure, and the balance at the end of each day.
- ii) **Receipt Book:** The receipt of subscription and donation, the name of the member address, date and amount received to be signed by the Secretary or Treasurer. They should keep counter foils of the receipt books.
- iii) **Voucher File:** The Association shall maintain a voucher containing all vouchers for contingent and other expenditure incurred by the Association, numbered serially and filed chronologically.
- iv) **Monthly Income and Expenditure Registers:** Ledger showing consolidated and separates account of all items of receipts and expenditure, member-wise as well as item-wise to be maintained.
- v) **Letters File:** The file should be maintained for all letters sent by the Association.
- vi) **Minute Book:** The Association shall cause minutes of all proceedings of its General Meetings, and its committee to be entered in books kept for the purpose.
- vii) **Members Register:** The Association shall maintain a register of its members includes the name, address, occupation and the date of enrolment filled in prescribed format.

#### **9.11 Registration of mortgage or charge:**

The Society shall register every mortgage or charge created.

It shall be the duty of the Association to file mortgage or details of any other liabilities of the Association in the prescribed format to the Registrar.

#### **9.12 Annual Accounts:**

The Annual Accounts of Society together with a report of the activity during the year shall be presented at the Annual General Meeting, which shall be held within six months after the end of the financial year. Audited Accounts of the Society shall be received at least 30 days prior to the AGM for incorporation in National President's address.

**9.13 Audit:**

The accounts of the Society shall be subject to Audit by qualified auditor/(s) appointed at the AGM on the recommendation of the National Board. The Auditor/(s) shall continue until they are replaced by the approval of the AGM and a new auditor/(s) are appointed.

**9.14** The Audit of the accounts of the Association, Inspection of Books and

Registers shall be done as prescribed by the applicable laws. Apart from such audit of the accounts, a third-party auditor shall be appointed by the National Board to audit the Regional Boards, Chapters, Sub-Chapter at least once in a quarter and shall submit the report to the President of National Board within 30 days of completion of such audit.

**9.15 Preparation And Filing of Records, Annual and other Statements:**

- i) The Society shall at the expiration of each financial audit year, prepare a receipts and expenditure account and a balance-sheet and shall cause them to be audited by an auditor, appointed by the Society and possessing the prescribed qualifications.
- ii) The auditor appointed under sub-section (1) shall have access to all the books and accounts of the Society, and shall examine the receipts and expenditure account and the balance sheet and verify them with the accounts and vouchers relating thereto, and shall either sign them as found by him/her or them to be correct, duly vouched, and in accordance with law, or specially report to the registered Society in what respects he/she finds or they find them to be incorrect, unvouched, or not in accordance with law.
- iii) The Society shall-
  - a) within such period as may be prescribed after the expiration of each financial year, place before the general meeting the receipts and expenditure account and the balance sheet together with the report referred to in sub-section (2) duly signed by the auditor or the members appointed under sub-section (1) and the members of the committee; and
  - b) within such period as may be prescribed after the date of such general meeting, file with the Registrar-
    - 1) an authenticated copy of such receipts and expenditure account, balance sheet and report,
    - 2) a statement of the names, addresses and occupations of the persons who, were members of the registered Society, and Supply of copies of by-laws, etc., to members at the expiry of the financial year.
    - 3) a declaration to the effect that the Society has been carrying on business or has been in operation during the financial year.

**9.16** The Society shall provide to any member, on application and on payment of such fee as may be prescribed, a copy of:

- i) its by-laws;
- ii) the receipts and expenditure account; and
- iii) the balance sheets.





## **ARTICLE-X GENERAL CLAUSES**

### **10.1 Legal Proceedings:**

The Society may sue or be sued in the name of the president/secretary as per provisions laid under Section of the Societies of Registration Act of 1975, as applicable to Tamil Nadu State, as per the provisions of Societies of Registration Act of 1860 and other applicable other applicable Acts, rules and Regulations including any amendments thereof.

The Society in the name of the National President, National Secretary or National Treasurer shall institute, appear, conduct, defend, compound, withdraw, compromise, abandon, adjust, refer to arbitration or otherwise settle any actions, suits, proceedings, debts, claims or things whatsoever arising out of the administration of the funds/monies of the Society or while carrying out or implementing the objects of the Society and for any of these purposes to enter into, give, execute and do such agreements, instruments of composition or arrangements releases and to do such things as are incidental and necessary, concerning the affairs of the Society and to sign and verify vakalats, file pleadings, affidavits, obtain copies of orders/ judgement, and such other required and incidental acts.

Any action or other legal proceeding shall not abate or be discontinued by the death, resignation or removal from office of any officer of the Society.

### **10.2 Other Policies& Guidelines:**

Any other procedures/policy/guidelines including not limited to the Financial Policy Guidelines, policies pertaining to performance of chapters/ sub chapters, guidelines for formation / dissolution of chapters/ sub chapters, conversion of sub-chapters into chapters or vice versa, guidelines for chapters and sub-chapter, performance parameters of chapters/ sub-chapters, regional board/regional directors etc., guidelines for functioning of student chapters etc. shall be formulated by the National Board in accordance with the MOA and By-laws. The guidelines/ policy or procedures shall be treated as separate documents from MOA/ By-Laws. Powers to make and implement changes to the above-mentioned guidelines/ policy or procedures vests solely with the National Board.

### **10.3 Application of the Act:**

All the provisions under all the sections of the Societies Registration Act of 1975, Societies Registration Act of 1860 as applicable to Tamil Nadu State shall apply to this Society except for those specifically provided in the Articles of Association and other applicable Acts, rules and Regulations including the amendments.



## ARTICLE-XI

### GRIEVANCES REDRESSAL / COMPLIANCE COMMITTEE

#### 11.1 Internal Grievance/Compliance Committee:

A three-member committee shall be appointed at the national level by the National Board and shall function from the Head Quarters.

**One member** shall be from Regional Board (the other two members may choose another member from a Regional Board and in the event the appeal is made by a member of the same region as that of the Regional Board member, then under such circumstance the other two member will chose another member from a different Regional Board for that complaint alone,) **Second member** shall be an Individual Member of the Society who does not hold any office in the current term. **Third member** shall be an external member can be either from the same field of sciences of Fire, Safety, Security, Building Automation and related sciences.

#### 11.2 Term:

Grievance/ Compliance Committee shall hold office for two years. (Jan to Dec).

#### 11.3 Working of the Grievance/ Compliance Committee:

The grievance shall be heard at the office of the Society where the complainant is a member or an employee or a visitor.

The aggrieved member shall file written complaint against the member or employee of the Society within 2 months from the date of the incident and in case of any misconduct or negligence or irregularities, it shall be from the date on which the complainant got to know of the same. (Under such circumstances, the complainant shall submit valid proof for the same.)

The committee members shall hear the complaint within a week of filing the complaint and conduct enquiry on the same within a period of 15 days from the date of hearing the complaint. The complainant and the member or the employee against whom the complaint has been raised shall attend the enquiry when called upon and share his/ her statement. The complainant and the member or the employee against whom the complaint has been raised shall submit all evidence or proof or bring in witness to prove their stance.

The committee shall share their findings and final decision in writing with supporting documents within 10 working days from the last enquiry done.

#### 11.4 Action to be initiated by the Society:

If found guilty, the Committee can penalize the wrong doer or can recommend termination of the member or employee and the Society can initiate civil or criminal action such person who has committed the wrong.

#### 11.5 POSH Committee:

National Board shall constitute a Internal Complaints Committee (ICC) as per the Prevention, Prohibition and Redressal ACT 2013 (POSH ACT) and its amendments thereof.

The Presiding Officer shall be a woman from the National Board.

Not less than two Members from amongst members of the National / Regional Board preferably with some experience in social work or have legal knowledge.

One External Member. Provided that at least one-half of the total Members so nominated shall be women.

Presiding Officer and Members of ICC shall hold office for such period, not exceeding three years, from the date of their nomination as may be specified by the National Board.

All proceedings shall be carried on and recorded as per the POSH Act 2013.



### **11.6 Filing:**

All complaints along with findings and other documents shall be neatly filed and maintained in the Society Head Quarters by the National Secretary.

### **11.7 Expenditure:**

Expenditure of Travel, food and stay of such committee members shall be taken care of by the Society.

A nominal fee shall be paid to the members of such committees.

By approaching the Grievance / Compliance / POSH Committee, the complainant does not lose his/ her right to check other legal options.

## **ARTICLE - XII AMENDMENTS**

Any amendment for change of name, or to make changes in the Memorandum of Association of the Society or in by-laws shall be made as per provisions of the Societies Registration Act of 27 of 1975, as applicable to Tamil Nadu State with special reference from Societies Registration Act 1860 (XXI of 1860 Act) and Respective State Societies Act.

**12.1** Memorandum of Association relating to the objects of the Society can be amended by Special Resolution, so far as may be required to enable it-

- i) to carry on the administration of the registered Society more economically or more efficiently; or
- ii) to attain its main purpose by new or improved means; or
- iii) to amalgamate with any other registered Society; or
- iv) to divide itself into two or more societies.

**12.2** All articles of these by-laws shall be subject to alteration or repeal by Society. Such amendment shall be done vide a special resolution.

**12.3** Amendment of the memorandum or the by-laws shall be registered, and such registration shall take effect from the date of the passing of such special resolution

## **ARTICLE - XIII SPECIAL RESOLUTION**

### **13.1 Special Resolutions:**

Special Resolution shall be passed by a majority of not less than three-fourths of members of the Society entitled to vote as are present in person or by proxy at a general body meeting of which a notice of not less than such period as may be prescribed, specifying the intention to propose the resolution as a special resolution, has been duly given.

### **13.2 Circumstances which require Special Resolution:**

- i) To change the name of the Association.
- ii) To amend the provision of its memorandum relating to the objectives of the Association.
- iii) To attain its main purpose by new or improved means.
- iv) To amalgamate with any other Registered Association.
- v) To divide itself into two or more as desired the case may be or as mentioned in clause 12.1(iv)



- vi) For any urgent emergency matters to be decided or to bring vote of confidence on the National Board.
- vii) To amend the by-laws.
- viii) The Copy of the Special Resolution shall be filed with the Registrar within 3 months from the date of passing of such resolution.

## ARTICLE - XIV

### DISSOLUTION AND ADJUSTMENT OF AFFAIRS

If the Society is needed to be dissolved, it shall be dissolved as per provisions laid down under section of the Societies Registration Act of 1975 as applicable to Tamil Nadu State. The Society by special resolution, determine that it shall be dissolved and thereupon it shall be dissolved forthwith or at the time specified in the resolution. If, upon the dissolution of this Society, there shall remain after the satisfaction of all its debts and liabilities, any property whatsoever the same shall not be paid to or distributed among the members, or any of them but shall be transferred to some other registered Association having the same objects/ objects similar to this Association and enjoying exemption under section 11 and 80-G of the Income Tax Act 1961. Dissolution shall be determined by a Special resolution or in default thereof by the court.

In the event of dissolution, the Society registration office in all states where the offices' function shall be intimated with closure notice.



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# **ANNEXURE - 1**

## **FSAI - APPLICATION FORM**



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**FIRE & SECURITY ASSOCIATION OF INDIA**No.19/1, Kannadasan Salai, Behind Natesan Park, T. Nagar, Chennai - 600 017.  
Tel: 044-42128535. Email: administrator@fsai.in

www.fsai.in

**APPLICATION FORM FOR MEMBERSHIP****CORPORATE / INDIVIDUAL / STUDENT**I / We hereby make application for Membership in the **FIRE & SECURITY ASSOCIATION OF INDIA** and agree to be governed by its Constitution, By-Laws and Rules.

Member Name \_\_\_\_\_

**Corporate / Individual / Student** (strike which is not applicable)I / We send herewith DD / Cheque of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) in favour of "**FIRE & SECURITY ASSOCIATION OF INDIA**". Alternatively wire transfer to: Fire & Security Association of India - ICICI Bank Ltd - West Mambalam, Chennai-33 - SB A/c No.602301184287 - NEFT / RTGS / IFSE Code: ICIC0006023.

FSAI Goods &amp; Services Tax No: 33AAATF1715F1ZB - FSAI PAN No.: AAA TF 1715 F

	Corporate (1 year)	Individual (3 years)	Student (3 years)
Please tick applicable Membership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Admission Fee (one time)	Rs.17,250/-	-	-
Membership Fee	Rs.8,250/-	Rs.3,250/-	Rs.770/-
Total	Rs.25,500/-	-	-
Renewal Membership Fee	Rs.8,250/-	Rs.3,250/-	Rs.770/-

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Address : \_\_\_\_\_

Telephone : \_\_\_\_\_ Mobile: \_\_\_\_\_

Email Address : \_\_\_\_\_ Website: \_\_\_\_\_

Signature of Applicant : \_\_\_\_\_ Date: \_\_\_\_\_

Names of other Directors : \_\_\_\_\_

Constitution of Firm : \_\_\_\_\_ Yr. of Est.: \_\_\_\_\_

Nature of Business : \_\_\_\_\_

Your Contribution to FSAI : \_\_\_\_\_

**DESIGNATED REPRESENTATIVES (only for Corporate Members):**

Name 1 : \_\_\_\_\_ Mobile: \_\_\_\_\_

Designation : \_\_\_\_\_ Email: \_\_\_\_\_

Name 2 : \_\_\_\_\_ Mobile: \_\_\_\_\_

Designation : \_\_\_\_\_ Email: \_\_\_\_\_

**FOR OFFICE USE ONLY**

1. Date of Receipt : \_\_\_\_\_

2. Bank Draft / Cheque No.: \_\_\_\_\_ for Rs. \_\_\_\_\_ drawn on \_\_\_\_\_

3. Membership No. : \_\_\_\_\_

4. Date of Joining : \_\_\_\_\_ Due date for Renewal: \_\_\_\_\_

APPROVED BY : \_\_\_\_\_

National President /  
Chapter PresidentNational Secretary /  
Chapter Secretary

National Treasurer





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## **ANNEXURE - 2 FSAI - ORANOGRAM**

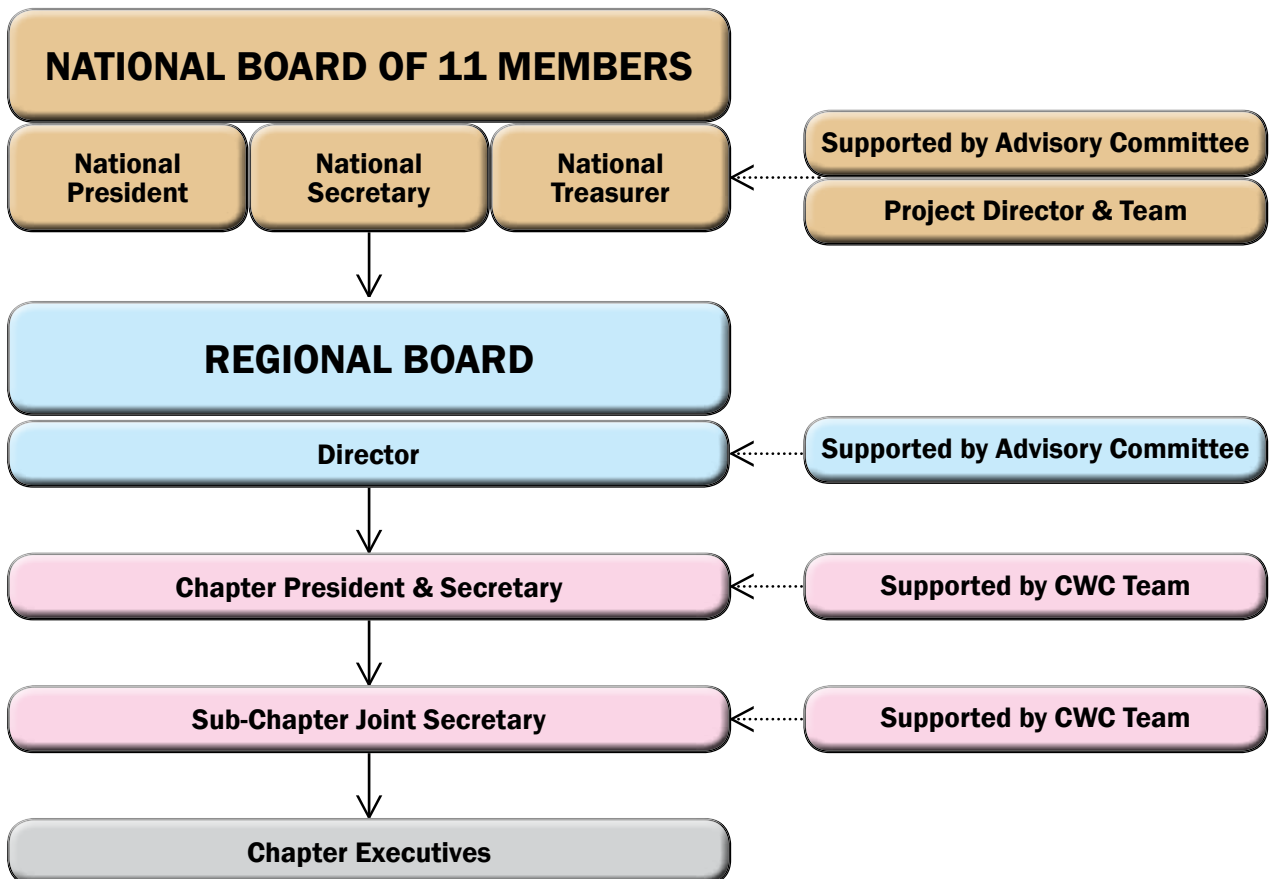


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# Fire & Security Association of India

## ORGANOGRAM





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**ANNEXURE - 3  
FSAI - FINANCE POLICY  
ON NEW APPROACH ON ACCOUNTING  
INCOME & EXPENDITURE**



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## INTRODUCTION:

Growth of FSAI in terms of number of chapter and sub-chapters and in terms of members have been phenomenal in the last few years. With this growth also come the great responsibility of sustainability and accountability.

This new approach is the first step towards individual chapter level autonomous operations in terms of financials. Approach designed will not involve any further statutory compliances by FSAI and it will only involve maintaining separate accounting heads.

This new policy is also proposed to encourage some chapters which are less active to do more activities.

FSAI being registered under the Tamil Nadu Societies Registration Act need to follow statutory norms as laid down in the Tamil Nadu Societies Registration Act.

## AIM OF THIS POLICY:

- SUSTAINABILITY OF THE ASSOCIATION
- ACTIVITY CREATION IN THE ASSOCIATION
- INCREASING CHAPTER ACCOUNTABILITY

## EXISTING PRACTICE:

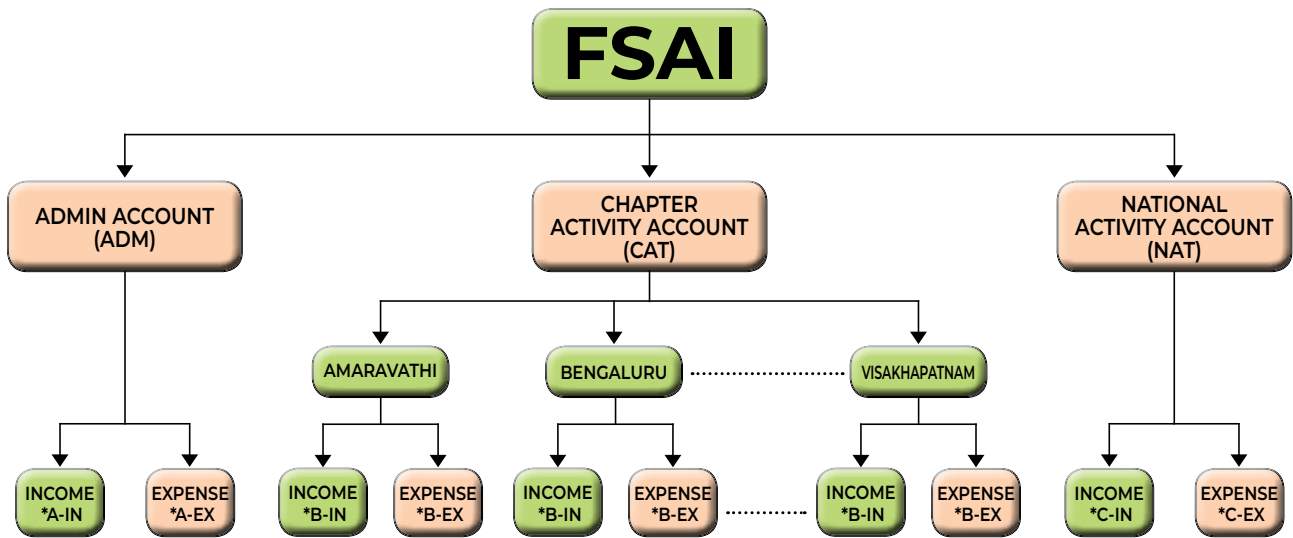
1. Single Account is maintained for all income / expenditure.
2. Indicative chapter wise MIS has been maintained by auditor and is circulated by Treasurer.
  - 2.1 This chapter wise MIS include Member subscriptions/Renewals/any sponsors for chapter level activities
  - 2.2 This chapter wise MIS does not include Admin related expenses like staff salary, external auditors fee, website & other marcom expenses.
3. Individual chapter's exact surplus money is unable to be monitored as admin cost which is common to all chapters is not being made chapter wise.

## PROPOSED NEW POLICY:

The entire accounting is to be divided and maintained as three separate Accounts namely

- a. ADMINISTRATION ACCOUNT (ADM)
- b. CHAPTER ACTIVITY ACCOUNT (CAT)
- c. NATIONAL ACTIVITY ACCOUNT (NAT)

Each account will have an independent bank account for ease of operations, maintained by HQ.



<p><b>A-IN – INCOME FOR ADM</b></p> <ul style="list-style-type: none"> <li>MEMBER SUBSCRIPTION / RENEWALS (80%)</li> <li>FSAI JOURNAL ADS</li> <li>FSAI DIRECTORY</li> <li>FSAI WEBSITE ADS</li> </ul>	<p><b>B-IN – INCOME FOR CAT</b></p> <ul style="list-style-type: none"> <li>SPONSORSHIP FOR ANY CHAPTER LEVEL EVENTS</li> <li>MEMBER SUBSCRIPTION / RENEWALS (20%)</li> <li>INCOME COLLECTED BY SOUVENEIRS FOR CHAPTER LEVEL EVENTS</li> </ul>	<p><b>A-EX – EXPENSES FOR ADM</b></p> <ul style="list-style-type: none"> <li>STAFF SALARY</li> <li>REG. OFFICE RENT</li> <li>STAFF TRAVELS (NOT FOR EVENTS)</li> <li>STATUTORY EXPENSES</li> <li>EXTERNAL AUDITOR FEES</li> <li>ASSET MAINTENANCE MARCOM FACILITIES</li> </ul>	<p><b>B-EX – EXPENSES FOR CAT</b></p> <ul style="list-style-type: none"> <li>ALL EXPENSE FOR CHAPTER LEVEL EVENTS</li> </ul>
<p><b>C-IN – INCOME FOR NAT</b></p> <ul style="list-style-type: none"> <li>SPONSORSHIP FOR ANY NATIONAL LEVEL EVENTS LIKE FSIE / PACC ETC.</li> </ul>		<p><b>C-EX – EXPENSE FOR NAT</b></p> <ul style="list-style-type: none"> <li>ALL EXPENSE FOR NATIONAL LEVEL EVENTS LIKE FSIE / PACC ETC.</li> </ul>	



### ADMINISTRATION ACCOUNT (ADM):

ADMINISTRATION ACCOUNT (ADM) involve the following:-

- a. Collection of Member Subscription Fees
- b. Collection of Sponsor Fees in website
- c. FSAI Staff salary
- d. FSAI related rent
- e. FSAI staff welfare benefits
- f. FSAI staff mobile, internet charges
- g. FSAI staff movements
- h. Website and email domain maintenance
- i. External Auditors
- j. FSAI assets (such as laptops, furnishing etc)
- k. Any other admin related expenses like courier charges etc.
- l. FSAI Journal, Calendar is also be part of ADM account which can include:
  - a. Payment Collection for Journal, calendar advertisements
  - b. Expenses related to journal, calendar like printing, circulation etc.

### PROCEDURES & CHECK POINTS

1. Since FSAI is a non-profit organisation, cash In-Flow and Out-Flow in Administration Account should be monitored.
2. Admin Out-Flow should always be less than Admin In-Flow so that positive account can be maintained in ADM.
3. Under no circumstance's deficit budget should be allowed such that Admin Out-Flow exceed Admin In-Flow.
4. 20% of Membership Subscription / Renewals collected will be transferred to CAT account on quarterly basis. Once CAT receive the amount, it will split and transferred to relevant chapters as per their membership contribution.
5. Surplus money in ADM should be converted into deposits and kept for contingency purpose.
6. FSAI staff members involve in chapter level activities will also be accounted in ADM account.
7. Any expenses related to travel of FSAI staff, National President, National Secretary and National Treasurer will also be accounted in ADM account.
8. Any provision required to meet Statutory compliances will be from ADM account.
9. With Majority acceptance of the Board, the President can allocate a sum of surplus money towards National Activity Account (NAT). However, this amount should not be more than 50% of the surplus money in the ADM.

### CHAPTER ACTIVITY ACCOUNT (CAT)

CAT account will be maintained as chapter wise ledger by HQ.

CHAPTER ACTIVITY ACCOUNT (CAT) involve the following

- a. Collection of sponsor for any training program, seminar, webinar, meeting, symposium, SIP, women safety, Awareness program etc
- b. 20% of Membership subscription / Renewals.

(This will be credited to CAT account from ADM account on quarterly Basis. Once credited in CAT



Bank account, the amount will be split and credited in the corresponding chapter ledger as per the Chapter Membership performance)

- c. Expenses related to chapter level activity like conducting training program, seminar, webinar, meeting, symposium, SIP, women safety, Awareness program, projects etc

#### **PROCEDURES & CHECK POINTS**

1. Cash In-Flow and Out-Flow in Chapter Activity Account should be matched always.
2. CAT Out-Flow should always be less than CAT In-Flow so that positive account can be maintained in CAT.
3. Under no circumstances deficit budget should be allowed such that CAT Out-Flow exceed CAT In-Flow.
4. While making CAT Out-Flow budget, there should not be any hidden cost and also all expenses related to an event shall be accounted at a time but not in bits and pieces. Budget shall be prepared considering all costs.
5. In case some chapters are not able to raise sufficient funds, joint event of two chapters can be organised and revenues/ expenses shall be shared by both chapters as per mutual under standing reached and notified to HQ before the event.
6. Surplus money in CAT will be retained in CAT under the relevant Chapter heads and can be used only by that particular chapters which is having the surplus.
7. Surplus money in NAT from National Activity can be used for supporting struggling Chapters to meet their Activity requirement. The final decision on the support will be taken by the National President, Secretary & treasurer on case to case basis.
8. Sub Chapters activities will not be maintained separately but shall be part of Main chapter.

#### **NATIONALACTIVITY ACCOUNT (NAT)**

NAT account will be maintained as chapter wise ledger.

NATIONAL ACTIVITY ACCOUNT (NAT) involve the following

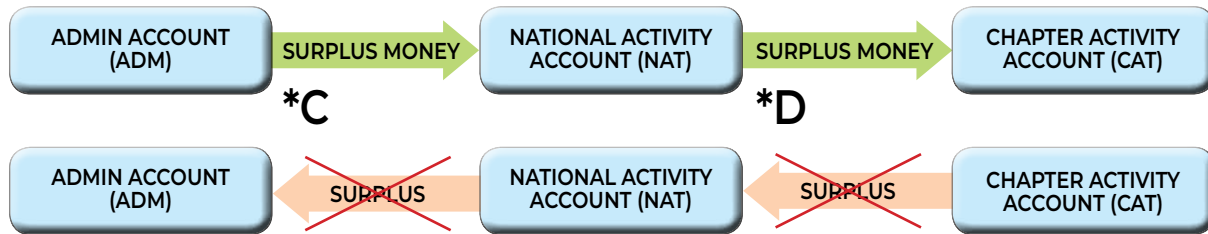
- a. Collection of sponsor for any National events like FSIE, PACC etc.
- b. All Expenses related to any National events.

#### **PROCEDURES & CHECK POINTS**

1. Cash In-Flow and Out-Flow in National Activity Account should be matched always.
2. NAT Out-Flow should always be less than NAT In-Flow so that positive account can be maintained in NAT.
3. Under no circumstances deficit budget should be allowed such that NAT Out-Flow exceed NAT In-Flow.
4. While making NAT Out-Flow budget, there should not be any hidden cost.
5. Surplus money in NAT from National Activity can be used for supporting struggling Chapters to meet their Activity requirement. The final decision on the support will be taken by the National President, Secretary & treasurer on case to case basis.
6. Expenses during the Launch program of new chapters may be supported by NAT.

**FUNDS FLOW AMONG ADM, NAT & CAT:**

At any point of time funds in NAT & CAT account cannot be used for ADM i.e., any surplus collected in terms of activities has to be retained by that specific chapter for further activities towards their chapter members.



\*C: With approval of National Executive Board, the President can allocate a sum of surplus money towards National Activity Account (NAT). However, this amount should not be more than 50% of the surplus money in the ADM.

\*D: Surplus money in NAT from National Activity can be used for supporting struggling Chapters to meet their Activity requirement. The final decision on the support will be taken by the National President, Secretary & treasurer on case to case basis.

**BENEFITS OF THIS POLICY:**

The Chapters can earn money and use for their Chapters activities.

The number of activities by chapters can improve.

Increase in activities will be in-directly increase the membership drive and renewal rate.

**ACCOUNTABILITY:**

This policy will provide accountability to both the National team and chapter leaders.

Since ADM expenses are to be taken care only via Member subscription, renewals and other income such as website ads, journals etc., all admin cost will be monitored.

**SUSTAINABILITY:**

Growth with sustainability is required in any association.

This policy will enable each chapter to get use to and create the following

- o Doing Activities
- o Generating Surplus Money
- o Spending the Surplus Money to bring in new/renew members

**ANNEXURE OF INCOME DISTRIBUTION**

Sr. No.	Source of Income	To CAT	To NAT	To ADM
<b>1.00</b>	<b>Chapter Sponsorship</b>	<b>100%</b>	<b>0%</b>	<b>0%</b>
1.01	Seminar	100%	0%	0%
1.02	Webinar	100%	0%	0%
1.03	Tech talk	100%	0%	0%
1.04	School Awareness Program	100%	0%	0%
<b>2.00</b>	<b>National Sponsorship</b>	<b>10%</b>	<b>90%</b>	<b>0%</b>
2.01	Seminar	10%	90%	0%
2.02	Webinar	10%	90%	0%
2.03	PACC	10%	90%	0%
2.04	FSIE	10%	90%	0%
2.05	IFSY	10%	90%	0%
2.06	FIST Awards	10%	90%	0%
<b>3.00</b>	<b>Advertisement</b>	<b>30%</b>	<b>0%</b>	<b>70%</b>
3.01	Journal	30%	0%	70%
3.02	Buzz	30%	0%	70%
3.03	Members Directory	30%	0%	70%
3.04	Calendar	30%	0%	70%
3.05	Website	30%	0%	70%
<b>4.00</b>	<b>New / Renewal Membership</b>	<b>20%</b>	<b>0%</b>	<b>80%</b>
4.01	Corporate	20%	0%	80%
4.01	MSME	20%	0%	80%
4.01	Individual	20%	0%	80%
4.01	Raksha	20%	0%	80%
4.01	Shakti	20%	0%	80%



## **ANNEXURE - 4 FSAI - ETHICS POLICY**



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Ethical policies are guidelines for all Members to do the right thing and behave at high standards at all times. This is also to ensure that we treat our members as we would want to be treated. Integrity and honesty are an integral and essential part of ethics in both private and public life.

This Member Code of Conduct & the Forum's Ethics Policy is for our body's requirement to be fair, relevant, ethical & conscious of Societal demands. Every member as a first step, must review, understand and concur in totality to the contents of this policy. A Member "Code of Conduct Policy" may also be referred to as a FSAI ETHICS POLICY.

- **The Ethics Policy Brief & Purpose**

Our Member's Code of Conduct policy outlines our expectations regarding their behaviour towards their colleagues, supervisors and overall organization.

We at FSAI promote freedom of expression and open communication. But we expect all the members as well to follow our code of conduct. Members must avoid offending, participating in serious disputes and disrupting our forum's work internally and within the society. We also expect them to foster a well-organized, respectful, and collaborative environment at all levels be it between members, chapter level, management, governing council & apex levels.

- **Scope**

This policy applies to every member (Individual, Corporate, Student, Institutional etc.) both Indian & International regardless of the position they may hold in the forum at any level from the president down to the individual member.

- **Policy Elements**

What are the components of the Member's Code of Conduct Policy?

The Association and its Members are bound by the Membership Agreement to follow our Member Code of Conduct while performing their duties. FSAI outlines the components of our Code of Conduct below:

- **Compliance with Law**

All the Members must protect our FSAI's legality. They should comply with all environmental, safety and fair-dealing laws. FSAI expects its members to be ethical and responsible when dealing with our FSAI's finances, services, products, programs, partnerships, and public image.

- **Respect in the FSAI**

All Members should respect their member colleagues. We won't allow any kind of discriminatory behaviour, harassment or victimization. Members should conform with our "equal opportunity policy" in all aspects of the forum's business & work.

- **Protection of FSAI Property**

All Members should treat our FSAI's property (intellectual and otherwise) whether material or intangible, with respect and care.

- **Members:**

Shouldn't misuse FSAI's equipment, position of office or use it frivolously.

Members should respect all kinds of incorporeal property. This includes trademarks, copyright and other property (information, reports etc.) Members should use them only to further the reputation, or for the growth of the forum and to conduct their duties as a member or the position that they hold in the forum.

The FSAI's Members & employees should protect FSAI facilities and other material property (e.g. FSAI ONLINE MEETING PORTALS, Projectors, furniture, Laptops, Promotional Printed Stationery & other such material) from damage and vandalism to the best of their ability.

- **Planning of Events and Executions**

On Events and Activities proposed by the chapters or Management or by any Chair or Regional Directors:-



This has been observed that various activities are undertaken by FSAI. Few are undertaken by chapters, and few are done at National level.

It is expected that a fair competition is desired to award the works to various agencies. Its also a fact that all the office bearers are doing their best to have the most competitive prices in executing the events. At times instant decisions are also to be taken in the interest of work.

Still as Ethics Chair I feel that we need to be more careful in awarding the contracts to the agencies and we should involve more people in such decisions.

We have lot many seniors people and office bearers who have been associated with the FSAI. Such as Past President or Past Chapter Heads or Past chairman and Past vice chairs and are still active in FSAI. I strongly feel that we must utilize their experience while they were doing all such activities during their tenure.

Its proposed that we should form an instant committee of involving three such senior persons beyond Chapter heads for every event planned.

For every event proposed, we can involve any three such available senior members and have their consent in awarding the contract. I believe L1 criteria should not be the only choice and the committee thus formed shall also investigate the performance and experience of the contractor.

The three senior members can be invited based on their availability for event to event.

Incase the senior members are not there in any of the chapter or sub chapter, they can contact to the nearby chapter's heads and seniors.

Idea is that the committee formed should give consent to the vendors and their offers based on merits and no vendor should take feel that FSAI has no choice.

- **Professionalism**

All Members must show integrity and professionalism within the association & its activities:

- **Corruption**

We discourage Members from offering & accepting monetary benefits for facilitating or extending favours to other members or outsiders or vendors & strictly prohibit briberies for the benefit of any external or internal party especially that may affect the interest of the association & or its members.

- **Job Duties and Authority**

All Members should fulfil their roles and responsibilities with integrity and respect toward brother & sister members or bodies, stakeholders and the community. Members holding honorary positions mustn't abuse their authority. The FSAI expects them to delegate duties to their member colleagues be it at the chapter or National level considering their competences and workload. Likewise, the FSAI expects members to follow Chapter & National Leadership's instructions and diligently embark upon tasks, projects, programs etc. with honesty, courtesy, ethics, skill and in a timely manner not affecting the forum's image and or commitments both internally and towards the society.

The FSAI encourages mentoring and appreciates and rewards members that demonstrate leadership skills, care for the success and growth of co-members or fraternal bodies.

- **Absenteeism and Tardiness**

The FSAI realises that all the positions since are honorary- it is not always possible for every member to always be present or participate in every program/meeting. However, it hopes to receive the commitment of Office bearers at both the Chapter & national level to offer their time as much as possible follow schedules and respect every Member's and the association's time. The FSAI realises that there can always be exceptions for occasions that prevent Members from actively participating all the time. But, generally, the FSAI expects its Office Bearers & Members to be punctual and time conscious in discharging duties pertaining to smooth functioning of the association, its activities, programs & when coming to matters concerning Members interests and the larger interest of the society.



- **Conflict of interest**

We expect Members to avoid any personal, financial or other interests that might hinder the growth of the forum or its activities & member's interests to participate & perform their duties.

- **Collaboration**

Considering that FSAI is a confluence of all the security, Safety and Fire verticals of the industry, its Members (All types of Members) should be friendly and collaborative. They should be careful not to disrupt the growth, success and wellbeing of other members or bodies that may or may not be a member or present obstacles to their body of work.

- **Communication**

All Members must be open for communication with their colleagues, Co-members, fraternal bodies, however, in a courteous, fair, considerate & in a complementing manner,

- **Benefits**

We expect Members to not abuse their positions. This can refer to time off from the role or responsibility, representations with third party or government bodies, fellow members, societies, membership subscriptions or other benefits our association offers.

- **Policies**

All Members should read and follow our association policies. If they have any questions, they should ask their leaders at Chapter or National level.

- **Equality**

The Forum prides in its vision and commitment to equality of sexes, colour, race, caste, religion, language, nationality, age, sexual orientation, physical disabilities etc. The Forum will not support and will strongly address matters pertaining to suppression, unfair treatment, abuse, neglect or indifference in any of the above categories.

- **Disciplinary Actions**

Our association may have to take disciplinary action against Members who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation. The decision of the Management Committee (100%) will be the final say on such matters with the ratification of the Apex (75%) & the Governing Council (50%).

**Possible consequences include:**

1. Suspension from Membership
2. Debarment from Participation in FSAI's activities
3. Debarment from holding positions within the association and or from contesting for positions.
4. We may take legal action in cases of corruption, theft, embezzlement or other unlawful behaviour.

**Disciplinary Action Committee (DAC):**

While performing various acts in FSAI, there may be situations:

1. While any member has any grievance,
2. Any matter of Breach of trust,
3. Any act which is considered as offensive,
4. Financial irregularity
5. Sexual harassment, the matter be first reported to President. At First place, the President along with Secretary and Treasure will look into the same and dispose off. At the second place, the President need to bring into the knowledge of the Advisory Council in writing and constitute a DISCIPLINARY ACTION



COMMITTEE (DAC) and give it a number say DAC 1 / XX/XXXX (month and Year) which shall necessary to be constituted among:

- A. One member from Advisory Council, who will be heading the committee.
- B. Two members from the Governing Council and
- C. Regional Director

Incase the complaint / matter / grievances involves a female member, then among Four members of the above mentioned DAC, one member has to be a FEMALE. The same can be among the post holder or even member of any committee or chair person of Surakshit Naari.



## **ANNEXURE - 5**

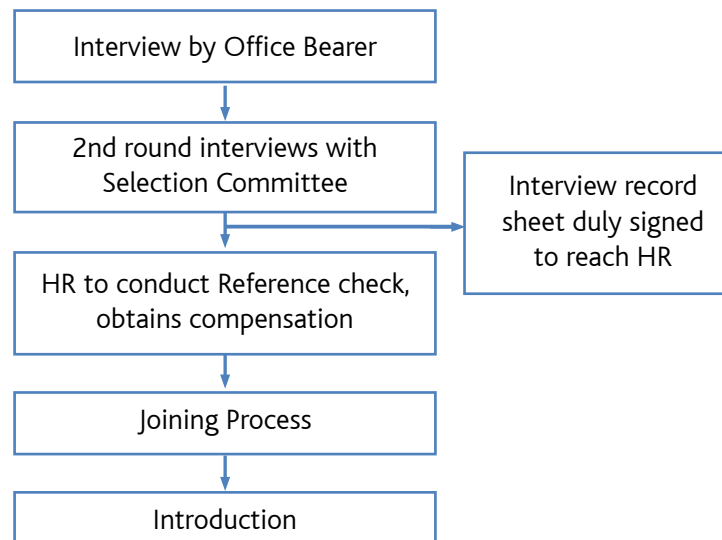
### **FSAI - HUMAN RESOURCE POLICY**



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Rules and procedures mentioned here for the Employment of Staff for the society, shall apply to all levels of employment. These Rules are subject to change as per the modification in policy of the society or the change in government regulations, time to time without any prior notice or formal intimation to the staff

**1. Recruitment Process is shown here in the flow chart:**



**2. Appointment letter:**

Appointment will be subject to the appointment letter issued to the individual:

- Upon Completion of all pre- employment process offer will be issued
- Upon completion of joining formalities appointment letter will be issued within 15 days of joining

**3. Probationary Period:**

Employees who are appointed in absence of formal confirmation from the Society shall be on a probation period as mentioned on appointment letter from the date of his joining date. The management at its sole discretion may extend this period.

During the probationary period, on-the-job training will be provided to conduct the duties required for performing his/her duties in the best possible manner.

During probationary period, the aptitude, attitude, capacity, proficiency towards work, learning desire, integrity, dedication etc shall be reviewed by the Chapter President, Chapter Secretary, Director (Operations), or Any responsible Office bearer of the association.

During the probationary period the staff shall be paid only for the number of actual working hours / working days as decided by the society.

Staff shall not be allowed to take more than 6 unpaid leave during probationary period.

During probationary period, the services are liable to be terminated immediately without assigning any reasons and or giving any notice thereof.

**4. Confirmation**

On the satisfactory completion of the probation period, including extensions thereof, if any, a communication shall be issued to the staff to the effect that the period of probation has been satisfactorily completed and that his/her services are confirmed in the post and the probation period will be added to the length of services.

On confirmation, the staff will be eligible to receive one month's notice of the company's intention to terminate his/her contract, as well as it will impose an obligation on staff to give notice period as



mentioned on appointment letter if he/she wishes to leave.

**5. Notice period**

In case of any staff wishes to leave the company during probation period he/she shall give at least 30 days notice and also shall complete all necessary handing over procedure to the project head or assigned team member. Upon confirmation it will be 60 days.

**6. Leave Policy**

- Employees on probation are ELIGIBLE for 1/2 day SL & 1/2 day CL leave per month.
- After confirmation they are entitled for other types of leave on Pro-rate basis from the Date of Confirmation
  - Casual leave @ 6 days per annum on Pro-rata basis
  - Sick leave @ 6 days per annum on Pro-rata basis
  - Privilege leave @ 12 days per annum which lapses at the end of every calendar year on Pro-rata basis (A year - from 1st April to 31st March )
- Only 50% of the unused PL in a year can be CARRIED FORWARD & can be accumulated up to max. of 12 days
- No Encashment will be done

**7. Performance Appraisal**

- Confirmation appraisal will be issued upon completing 6 months issued in writing
- Annual appraisal will be done every March and issued in April

**8. Formalities of Resignation**

- Resignation letter to be given to Manager/ HOD
- No due certificate & declaration of resignation to be given by employee.
- No due reaches HR, settlement will be given in the last working day- subject to clearing all dues
- PF can be claimed 60 days after the last working day

Fire & Security Association of India

THANK YOU



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