

The Amended and Consolidated Statutes of the National Association of Industrial Fire Brigades

4th March 2011-11-01

I. Introductory Provisions

1. The National Association of Industrial Fire Brigades (hereinafter Association or IFBA (LTSZ in Hungarian)) was founded in accordance with the right of unification 1989 Act II. It is a voluntary association for industrial fire brigades that has come to life to improve the efficiency and quality of their professional work and to represent and protect their interest and to socially facilitate the provision of the necessary conditions.
2. The Association as a legal entity operates under the principles of democracy. It is neutral in political, religious and ideological issues, and is based on the equality of the members of the organization. It encourages its members to maintain their independence while co-operate towards common interests to work towards the formulation and representation. The National Association of the Industrial Fire Brigades is a corporation and its legal status is: association.
3. The Association co-works with any organizations and persons who are interested in the successful operation of industrial fire brigades.
4. The Association, in collaboration with other organizations, takes on the industrial fire safety advocacy and wishes to take part in the interest reconciliation activities.
5. The Association does not pursue direct political activity, and is independent from party politics.

II. General Provisions

6. The Association is known as: the National Association of Industrial Fire Brigades (Létesítményi Tűzoltóságok Országos Szövetsége)
The Association's short name: IFBA (LTSZ)
7. The seat of the Association:
2400 Dunaújváros, Papírgyári út 42-46.
8. The Association's region of operation: Republic of Hungary
9. The Association's seal:

It is a round stamp, including "The National Association of Industrial Fire Brigades" description and the seat of operation. The logo of the Association can be found in the middle of the stamp.

III. The Aim and Mission of the Association

10. The aim of the association is

- a) to improve the effectiveness of industrial fire protection;
- b) to strengthen the appreciation of industrial fire brigades;
- c) to contribute to the fire prevention, fire fighting and technical rescue, fire investigation and development activities by sharing and using the know-how, professional knowledge, experience, intellectual capital, and "best practices" accumulated at industrial fire brigades and fire protection organizations;
- d) to strengthen the development of the fire protection culture of the economy, and to strengthen the law-abiding behaviour;
- e) to strengthen the international recognition of domestic industrial fire brigades, and to assist with the adaptation of the related foreign results in Hungary;
- f) to improve the quality and efficiency of the professional fire protection training and continuing education;
- g) to support the cultural and sports activities of industrial fire brigades and firemen's sport;
- h) to increase the assets of the Association to establish the necessary economic conditions for being able to carry out the aims that were appointed among the Association's objectives;
- i) to collect, process and publish scientific activities, research results, fire fighting and rescue experiences;
- j) to have professional education and training, skill development and dissemination;

11. The Association's mission according to its objectives is as follows:

- a) Support the advocacy, and to strengthen and protect the interests of industrial fire brigades and fire protection organizations.
- b) Analyse and evaluate draft regulations and other documents concerning fire protection, farmers and industrial fire brigades.
- c) Liaison with domestic and foreign organizations that are engaged in similar activities, as well as enhancing the effectiveness of fire protection and development of concerned organizations and individuals.

- d) Organization and conduction of professional events developing fire protection standards.
- e) To help and encourage activities that are related to fire protection, industrial fire brigades, and their responsibilities.
- f) The management of the Association's property, and the Federal budget allocations.
- g) Collection and process of fire-fighting and rescue experiences; exploration and introduction of fire protection issues affecting farmers.

The publication and dissemination of experiences is going to happen at the Association's internal events, website, and in professional journals – in accordance with the nature of the information.

- h) Data collection, processing and analysis linked to fire fighting and rescue activity, and as a result making recommendations and releasing them in public.
- i) Organizing open and closed professional days, conferences based on experience.
- j) Organizing events, introduction of industrial fire brigades, holding open days.

IV. The Membership in the Association

12. The conditions of membership:

- a) Any full-time or not full-time industrial fire brigade can be member of the Association if they are operating in Hungary. The members take part in the Association's work by one-one authorized representative.
- b) The industrial fire brigade which wishes to enter has to hand in the entry of intent in written form to the chair of the Association. The membership in the Association is decided by the board of the Association.
- c) Members must pay annual membership fee set by the Assembly.

13. Through a representative the member has the right:

- a) To participate in the Association's general meeting, and under set conditions in different events.
- b) To make proposals and take a stand in any cases and matters within the competence of the Assembly.
- c) To elect the officials of the Association. Any member's representative can be elected to be an office-holder.

- d) To claim all the advantages, that are to be applied to the members of the Association.
- e) Members can create professional committees within the Association. Their rules of operation and organizational structure may be set by themselves, taking the association's statutes into account.
- f) Decisions made by the Assembly of the Association that violate the law can be charged at court by any of the members within 30 days after being aware of it.
- g) To vote on matters within the competence of the Assembly; each members have one vote which is exercised through their representative.
- h) To address questions and suggestions to the presidency, to the committees and office-holders. Recipients should immediately, but within 5 working days give a substantive response.
- i) The representation of a member cannot be given by a person who is outside of the member's organization; and this person cannot hold any elected functions.

14. A member is obliged:

- a) To implement the decisions of the Presidency and the Assembly.
- b) To be subject to the provisions of the statutes and the decisions of the Assembly, and to pay up the set membership fee until March 31 of the respective year.
- c) To actively participate in the realization of the Association's objectives, and to fully perform the assignments.

15. Termination of membership:

- a) A member's membership is terminated by secession, if the Presidency of the Association is notified about their intention in written form.
- b) The membership of a member is terminated by expulsion, about whose exclusion the general assembly decides.
 The reason for exclusion from the Association can be activities which seriously infringed the rules and statutes of the association; behaviour and activities which do not comply with the obligations or objectives of the Association; and the unworthy behaviour of the members of the Alliance.
 The elimination process can be initiated by at least three members or the Presidency, and based on this a special general meeting has to be convened.
 The member shall be invited to this special meeting in writing and in a justifiable way.
 The examination of the reasons and conditions of the exclusion happens at the general assembly.

The Assembly takes up the evidence, gives the opportunity for members to protect it and bring up its evidence and the merits at the general meeting. The elimination is subject to the Assembly by open vote, by simple majority.

The exclusion of the general meeting shall include the reasons and the information on the remedies.

The decision has to be sent to the member in writing within 15 days, and in a verifiable way.

The member cannot appeal against the decision, but may seek legal remedy - within 30 days after getting the information about the exclusion- at Fejér County Court.

The decision of the general meeting can be attacked by any member – within 30 days after becoming aware of it - at the Fejér County Court. Attacking the decision does not prevent the execution of a decision, but the court can suspend the enforcement in a case of justified grounds.

- c) The membership is terminated by cancellation, if the member is terminated without legal successor. In this case the membership ends after the termination of the member.

16. Supporting membership:

- a) The Association's supporting member can be any legal or private person who asks for becoming a supporting member of the Association; the acceptance of the application is decided by the Presidency.
- b) The supporting member is obliged to accept the Association's constitution, and to pay the annual patron membership fee set out by the Assembly.
- c) The supporting member is entitled to participate in the work of the Assembly and the Association events, and can use the services of the Association. They can state their opinion at the Assembly's decision making, except for personnel matters.
- d) The supporting member has no voting rights, he or she is not entitled to be nominated and elected for being an office-holder.
- e) The patron membership is terminated by secession, if the supporting member hands in his or her intention in writing to the Presidency.

- f) The membership of the supporting member is terminated by expulsion, about whose exclusion the general assembly decides.

The reasons for exclusion from the Alliance can be activities which seriously infringed the rules and statutes of the association; behaviour and activities which do not comply with obligations or the objectives of the Association and the unworthy behaviour of the members of the Association.

The elimination process can be initiated by at least three members or the Presidency, and based on this a special general meeting has to be convened.

The member shall be invited to this special meeting in writing and in a justifiable way. The examination of the reasons and conditions of the exclusion happens at the general assembly.

The Assembly takes up the evidence, gives the opportunity for members to protect it and bring up its evidence and the merits at the general meeting. The elimination is subject to the Assembly by open vote, by simple majority.

The exclusion of the general meeting shall include the reason and the information on the remedies. The decision has to be sent to the member in writing within 15 days, in a verifiable way. The member cannot appeal against the decision, but may seek legal remedy - within 30 days after getting the information about the exclusion - at Fejér County Court.

The decision of the general meeting can be attacked by any member – within 30 days after becoming aware of it - at the Fejér County Court. Attacking the decision does not prevent the execution of a decision, but the court can suspend the enforcement in a case on justified grounds

- g) Deceased people and legal people ceased without a successor should be deleted from among the members.
- h) If the supporting member is terminated with a successor, they shall be informed in writing and to be asked to give a statement whether he or she wishes to continue with the patron membership. If he does not respond within 30 days, he should be removed from among the members.

17. Honorary membership:

- a) A natural person, who promotes the statute's goals with prestige, moral stance or activities; and who provides support to turn the Association's operations beneficial, can be selected to be a Honorary member of the Association. This member is selected by the Assembly.
- b) Honorary members are not obliged to pay any membership fee.
- c) An honorary member has the same rights as the ones of a supporting member.
- d) The honorary membership is terminated
 - with the death of the member,
 - with the written resignation of the Honorary member from this title, or
 - if the General Assembly decides about the member's indignity.

V. **The income of the Association, Financial management and management of properties**

- 18. The Association's income comes from the membership fees paid by the members and supporting members, from contributions and dedications made by legal persons and individuals, also from the money won through participation in competitions and from state grants.

19. According to the decision and under its conditions the General Assembly decided that the Association can pursue economic business activity in order to be able to ensure its goals and economic conditions, but it is not its primary concern.
20. The Association does not divide the accomplishments it reached with its economical activities, but it uses them for the goals and activities appointed in its Statutes.
21. The Association shall regulate its management system within 90 days after the formulation.
22. The Association manages its financial assets independently in accordance with the existing regulations.
23. The Association draws up a balance sheet of the previous year and current year's budget by March 31 of each year and they shall be accepted by the General Assembly.

VI. The Legal Status of the Association

24. The Association is an independent legal entity and it can acquire rights and obligations operating under its own name.
25. The Association provides its mission in accordance with the present Statutes. The Association's activities are directed by the presidency and the office-holders according to the Assembly's decisions.

VII. The Authorities of the Association

General Assembly

Presidency

Supervisory Board

Ad Hoc Committees

26. General Assembly:

- a) The Assembly are the supreme organization of the Association, which consists of representatives of the members'. The assembly is public.
- b) A general assembly is convened by the President of the Association. Each member (supporting and honorary members) shall be notified in writing about its date and agenda at least 15 days prior to its session.
The invitation should be sent as a verifiable document.
If there is a written material made for the general assembly it shall be sent with the invitation. The Association's budget, the annual work report on the annual financial statements, the work plan, all the material requiring decisions, and proposals toward the modification of the Statutes and the documents influencing the Association's work shall be made in writing.

- c) The General Assembly should be convened at least once annually, and
- if at least 1/4th of the members' indicate a reason and purpose in a written request,
 - if the Presidency decides to hold a general meeting,
 - if the court orders it, or
 - if the Supervisory Board initiates it.
- d) The General Assembly make its decisions by simple majority, with open voting, if the statute does not state otherwise. For the quorum of voting more than half of the members' - with voting rights - presence is required. Qualified majority – the vote of two-thirds of voting members who are present - is needed to dissolve the Association, to merge it with other social organizations or to change the Statutes of the Association. The Assembly's decision can be attacked by any member within 30 days becoming aware of it at Fejér County Court. Attacking the decision does not prevent the execution of a decision, but the court can suspend the enforcement in a case of justified grounds.
- e) The meeting of the General Assembly of the Association is lead by the chairman, in his absence by the vice-chairman. The meetings shall be recorded, including the venue, date, participants and absent list. The accepted agenda of the Assembly, its performers, the results of voting, the ratio of the supporters and opponents of the decisions and the accepted decisions shall be attached to the attendance sheet.
- f) The record of the meeting of the General Assembly shall be authenticated by the signatures of the Chairman, two representative members and the recorder.
- g) In accordance with current regulations and within the frame of the Association, the General Assembly makes a decision or decides in important matters concerning the Association. It has exclusive jurisdiction to choose the office holders - the Chairman, the Vice Chairmen of the Association and the chairman and members of the Supervisory Board - suggested by the Nominating Committee. This is done every 4 years by secret ballot.
- In addition, the General Assembly
- establishes, adopts and amends the Association's Statutes,
 - determine the annual budget,
 - accepts the assets and liabilities, as well as the Presidency report on the annual work,
 - approves the annual report by open vote, by simple majority,
 - discusses and examines the petitions addressed to the General Assembly,
 - decides on the reorganization of the Association, on the merger with other social organizations, on dissolution, and in this case on further action concerning the Association's property,
 - assesses appeals that were received against the presidency's decision,
 - decides about exclusion.

- h) The person, who is or who is a close relative [Civil Code. 685th § b)], a partner (hereinafter referred to collectively as relation), who is exempt from an obligation or liability, or any other benefit, or otherwise interested in the legal transaction, cannot take part in the decision of the General Assembly.
27. The General Assembly can take back the trust before the election cycle terminates from the members of the presidency and the Supervisory Board, with 2/3rd of the present voting members with a voting right, and they may be recalled.

An office-holder can be recalled in the case of behaviour that damages the reputation of the Association with an immoral lifestyle, which is unworthy to the Association; or if he deliberately hinders, makes difficult or impossible its operations. He can be recalled if he does not fulfil his obligations set in the Association's Statutes or if there is a statutory conflict connected to his person.

The recall can be initiated by at least three members, which shall lead to a special convened general meeting within 30 days. The office-holder concerned shall be invited in writing and justifiable way to the Special General Meeting. The examination of the circumstances -giving rise to the recall- happens at the general meeting, where the General Assembly takes evidence. The office-holder concerned should be able to have the appropriate chance to show his evidence and merits at the Assembly.

In the issue of the recall the Assembly decides by open vote, with 2/3rd of the present members who have a voting right. The decision must be justified. The decision shall be sent to the office holder concerned in writing within 15 days, in a verifiable way. The decision on the recall by the General Assembly shall include the information that the decision cannot be appealed against, but the office-holder may seek legal remedy according to the merger act of the 1989 Act II. §10. This can be done within 30 days of acquisition of the information at the Fejér County Court. The Assembly's decision on the recall can be attacked by any member within 30 days of becoming aware of it at the Fejér County Court. Attacking the decision does not prevent the execution of a decision, but the court can suspend the enforcement in a case of justified grounds.

In case of a recall the Assembly makes a decision on the announcement of an early election.

28. The presidency and former executive officers shall be provided with the conduct of matters which the General Assembly authorizes them, until the new presidency is elected.

29. Presidency

- a) The syndicate of the Presidency includes the Chairman and six Vice-chairmen.
- b) The Presidency is responsible for operational affairs of the period between two General Assembly meetings. It shall implement the decisions of the Assembly, prepare the Association's programs and events; appoint people – taking part in professional consultations - and coordinate their work.

- c) The Presidency holds sessions at least four times a year. The meetings are public. The meeting is convened by the chairman. The agenda of the session is sent out by the chairman 3 days before the meeting. Invitations are sent electronically for those members that have an e-mail address. For members who do not have such availability a written invitation shall be sent by mail, in a justified way. The Presidency has a quorum if at least four members of it are present.
- d) The decisions of the Presidency are made by open vote, by simple majority.
- e) In case of the elected Presidential office-holders' resignation and the termination of the represented organization's membership the decision about the filling of the office shall be made at the next general meeting.
- f) The Presidency decides – within the approved budget framework – about the Association's use of financial assets.
- g) Within 90 days after the approval of the Alliance's formation the Presidency prepares the Association's Corporate and Operational Rules, and submits it to the next General Assembly for approval. These Rules are to be used on a temporary basis till their approval. The Association's Corporate and Operational Rules shall not contain any provisions contrary to the Statutes of the Alliance.
- h) The Presidency discusses the issues presented by the representatives of member organizations.

30. Supervisory Board:

- a) The Supervisory Board regularly monitors the legality of the Association's operation, the compliance of the financial discipline and the execution of the tasks assigned by the General Assembly.
- b) The chairman and the two members of the Supervisory Board are chosen by the General Assembly. The chairman and vice chairmen of the Association cannot be the members of the Supervisory Board or the auditor of the Association.
- c) As needed, but at least every six months, the Supervisory Board shall check the Association's financial documents, material and financial management and shall make a record of it.
- d) It checks the payments due towards the Association.
- e) It shall examine the use of annual budgets and the forecasts for next year's budget compilation.
- f) It shall prepare a report about their audit experience and write ongoing reports to the President and the General Assembly each year.

- g) It shall inform forthwith the President of the Association about any violation of the law.
- h) The Supervisory Board may request the convening of the Assembly.
- i) The Supervisory Board shall hold semi-annual meetings, or as it is necessary. The Supervisory Board meeting has a quorum if at least two members of the committee are present. The committee meeting of the Board is convened by the chairman.
- j) The Supervisory Board makes its decisions by open vote, by unanimous decision.

31. Office-holders and their key duties:

- a) The Chairman:
 - The Chairman shall provide his activity as social task.
 - The Chairman shall represent the Association individually; exercise the attendant rights. He can have independent right over the bank account.
 - The Chairman shall oversee the operation of the Association according to the Statutes.
 - The Chairman manages the operation of the Presidency.
 - He or she convenes the meetings of the General Assembly and the Presidency and he is on the chair.
 - He or she has the right to keep audit and money check.
 - The Chairman issues the letters of the Association.
 - The Chairman implies the acquisition as required by the Association's budget under the terms of the regulations.
 - He or she exercises the rights of employers over the employees of the Association.
 - The Chairman organizes and executes the laws and other provisions set out in the Statutes, and the tasks set by the General Assembly.
 - The Chairman prepares and submits the drafts of reports, resolutions and proposals to the General Assembly, and approves of the Association's budget.
 - He shall inform the General Assembly about any change in the number of members.

- Records have to be made about the meetings of the Presidential sessions in which it is necessary to fix the meeting date, subject, number of attendees, the comments, the number of supporters and opponents of the decision, and the text of the decision. The latter shall be provided by the Chairman.
- The Chairman is obliged to report on the pro-rata implementation of the decisions at the next Board meeting.
- The Chairman prepares the proposals, evaluations, presentations for the General Assembly and the Presidency.
- The Chairman ensures
 - through the Association's website that the members are informed on current issues, tasks, decisions.
 - keeping the record of the of the Association and Board meeting minutes.
 - the administration correspondence, filing and posting of the Association.
 - that the archives of the Association and stamp are properly managed.

b) The vice- chairmen shall provide their activity as a social task

The responsibilities of the Vice Chairmen are set by the Presidency.

Their key tasks in particular are:

- To substitute the Chairman of the Association in his absence with a mandate and full powers.
- To represent the Association at professional forums and during discussions.
- To co-ordinate the work of the committees.
- To take part in the organizational work and in preparing materials submitted to the General Assembly.
- Carry out work assigned upon them by the Presidency, and by the Chairman.
- To coordinate the work plan and tasks defined by the Presidency.
- To assist in the preparation of the General Assembly.

c) The Economic Administrator of the Association:

- gets a honorarium or is a paid employee,

- manages and works out the economical and petty rules of the Association, presents them to the Presidency for approval, initiates the necessary changes in the transition of the regulations,
- manages the Association's petty cash, writes and co-signs the necessary documents and certificates,
- has the Association's balance sheet and inventory prepared,
- implements the prepared inventory and balance sheet to the Presidency and the General Assembly.

VIII. MISCELLANEOUS PROVISIONS

32. If the Association is terminated at its own discretion (in case of merger or dissolution with other social organizations), the General Assembly shall decide - within statutory framework on the use of the assets remaining after the satisfaction of the creditors claim according to the 1989 Act II.
33. In issues not regulated by the statutes, the Civil Code and 1989th Act II. provisions of law shall prevail.

The Association's Statutes were accepted at the March 4th 2011. General Assembly Meeting

Signed: Budapest, 2011 March 4

Countersigned by: