

CONSTITUTION AND RULES OF THE OTAGO – SOUTHLAND PROVINCIAL FIRE BRIGADES ASSOCIATION INCORPORATED

1. TITLE

The Title of the Association shall be OTAGO – SOUTHLAND PROVINCIAL FIRE BRIGADES ASSOCIATION INCORPORATED. In these rules any Reference to the Association means the Otago – Southland Fire Brigades Association Incorporated.

2. OBJECTS

The objects of the Association are:

- 2.1** To organise the Fire Brigades in the Province into a Provincial Fire Brigades Association.
- 2.2** To encourage the formation of Brigades
- 2.3** To encourage Brigades to form Sub-Associations within the Provincial Association.
- 2.4** To hold Conferences, Challenges, competitions and to hold meetings for the sharing, discussion and dissemination of relevant information, with a view to instilling a high standard of ability and improving the status of the New Zealand Fire Service.
- 2.5** To purchase, have, hold and dispose of any equipment, or other property to the advancement of the objects.
- 2.6** To do all such lawful things as are incidental or conducive to the attainments of the above objects or any of them.
- 2.7** The Association, in any general Meeting, shall limit its business to matters pertaining to the purposes and objects of the Association and such matters or actions that enable the Association to carry out such purposes and objects.

3. MEMBERSHIP OF THE ASSOCIATION

- 3.1** The Membership of the Association shall consist of those Members and Life Honorary Members or Brigades admitted to the Association.
- 3.2** Only Brigades who are members of the United Fire Brigades Association of New Zealand shall be eligible for membership except that the Executive may grant Associate Membership as prescribed under Rule 4.
- 3.3** Also Past Presidents and Life Members of any other Provincial Fire Brigades Association who are resident within the Otago- Southland Provincial Fire Brigades Association area.
- 3.4** Any Brigade wishing to join the Association shall forward application to the Secretary. The application will be referred to the Executive for their approval, and upon such approval the Brigade applying shall thereupon become a Member of the Association.

3.5 The Annual Subscription shall be reviewed at the A.G.M. / Conference each year. The Subscription shall cover the period from 1st November to 31st October.

3.6 Any Brigade owing two (2) years subscription shall cease to belong to the Association.

3.7 All amounts owing must be paid before any privileges will be granted by the Association.

3.8 Any Brigade may resign Membership of the Association by forwarding the resignation in writing to the Secretary and paying up any arrears due. Upon such resignation being accepted by the Executive, the Brigade shall cease to be a Member.

4. LIFE MEMBERSHIP AND HONOURS

4.1 All Immediate Past Presidents may be nominated to become Life Honorary Members of the Association subject to the recommendation being put to the AGM.

4.2 A member of the Executive who has served a minimum period of six (6) years service may be nominated to receive the Association's Long Service Jewel subject to the recommendation being put to the AGM.

4.3 All Past Presidents will be entitled to full privileges except voting unless they are the official delegate for their Brigade.

4.4 All Members who have been awarded the Q.F.S.M., or a New Zealand Honour, or the Association Long Service Jewel shall have their name and Honours inscribed on the Association Honours Boards.

4.5 Any affiliated Brigade Member, who has given outstanding service to the Association, may be recommended to the Executive for Life Membership, if the Executive approve the Nomination the recommendation will be put to the next A.G.M. for election.

5. SUSPENSION OF MEMBERS AND BRIGADES

5.1 Should a member of any Brigade while representing the Association, travelling for, or attending an Association event, act in such a manner as, in the opinion of the Executive, to bring ridicule and / or disgrace upon the Association, the Executive shall have the power to compel the Brigade to suspend or expel the Member in question.

5.2 Should the Brigade decline to comply with the request, it shall be suspended from all privileges until such a ruling is complied with.

5.3 A Right of Appeal shall be granted to the Brigade at the next Annual Conference / AGM and the Delegates ruling shall be final.

5.4 Any Brigade being in default or acting, in the opinion of the Executive, in such a manner as to be derogatory to the welfare or interest of the Association, may be

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suspended by the Executive of all privileges.

5.5 A Brigade so suspended shall have the right, by giving one months notice before the AGM / Annual Conference, of appealing to the Delegates against the Executive's decision.

6. EXECUTIVE

6.1 The management of the business affairs of the Association and the custody and control of its funds and property shall, subject to these rules, be vested in the Executive.

6.2 The Executive shall meet for the dispatch of business at such times and places as it shall determine and may regulate its own proceedings.

6.3 Four members of the Executive present at any duly convened meeting shall constitute a quorum.

6.4 Any question arising at any Meeting of the Executive shall be decided by a majority of votes of the members then present and in the case of equality of votes the Chairperson shall have a second or casting vote.

6.5 A meeting of the Executive may be called at any time by the President or any three members of the Executive.

6.6 At all meetings of the Executive the President, or in their absence, the Past President shall preside, and if at any meeting neither of them is present a Member of the Executive to be chosen by the Members present shall preside.

6.7 The Executive shall cause minutes to be regularly entered into the books to be provided for the purpose of all resolutions and proceedings of the meetings of the Executive and of extraordinary General and General Meetings.

6.8 The minutes of any Meetings signed by the Chairperson or by the Chairperson of the Meetings at which the minutes are confirmed shall be evidence of the fact and transactions recorded in such minutes.

6.7 The Common Seal of the Association will be controlled by the Executive, and shall include the signatures of any two of the Executive.

7. ELECTION OF OFFICERS

7.1 At each Annual Conference / Annual General Meeting an Executive shall be appointed and consist of the President, Senior Vice-President, Junior Vice-President, Immediate Past President, Executive Member, Treasurer and Secretary. The Executive Member, Secretary and Treasurer positions shall be filled by election.

7.2 If two new members are appointed the Member with the largest number of votes shall be senior.

7.3 No Past President shall be eligible for re-election.

7.4 The above Executive of seven members shall be ex-officio of any Committee holding Challenges or any other event under the auspices of the Association.

7.5 Any elected officer of the Association ceasing to be a member of a Brigade shall only

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hold office until the next A.G.M. / Conference.

7.6 At a Special Meeting called for the purpose, it shall be competent for the Delegates by a majority of votes to remove a part or whole of the Executive Officers, and appoint others in their stead.

7.7 The nominations for the Executive Positions shall be in the hands of the Member Brigades of the Association not less than one month prior to the A.G.M. / Conference.

7.8 All nominations for the positions on the Executive must be accompanied by the written consent of the person nominated.

7.9 All nominations to be made on the printed form supplied by the Association, and this form is not to be used for any other purpose.

7.10 In the event of no nominations being received by normal channels for any Executive Office they may be received at the Annual Conference / A.G.M.

7.11 Voting Procedures

- (a) Officers shall be elected by Ballot. A bare majority of votes shall be necessary to elect.
- (b) Where any ballot is required three scrutineers shall be appointed by the Delegates.
- (c) No Brigade shall hold more than one seat on the Executive with the exception of the Secretary and Treasurer.
- (d) Any 25 members of the Association shall constitute a quorum at an A.G.M., General or Special Meeting of the Association.

8. POWERS OF THE EXECUTIVE

8.1 To authorise payment, through the Secretary and Treasurer of charges and expenses.

8.2 To purchase or otherwise acquire for the Association any furniture, fittings, books, newspapers, documents and other property and rights or privileges necessary for the purposes of the Association and at such prices and at such terms as they may think fit.

8.3 The Executive through its Secretary and Treasurer shall submit an Annual Balance Sheet to all Brigades not less than one month prior to the Annual Conference / A.G.M.

8.4 In the event of the removal, resignation or death of the Secretary and / or Treasurer, the Executive shall have power to call applications for the position and make an appointment, providing that the Executive shall have power to fill any vacancy occurring on the Executive from the ranks of active Past President's, for the balance of the year.

8.5 To appoint, and from time to time, remove solicitors of the Association and appoint other solicitors in their place.

8.6 To invest funds of the Association not immediately required for the ordinary objects of the Association in such securities as Government Bonds, Local Body Debentures or Freehold Properties.

8.7 To keep a current account with a Registered Bank.

8.8 The account is to be in the name of 'Otogo-Southland Fire Brigades Association Incorporated'.

8.9 All payments to be made by cheques signed by the Secretary and Treasurer.

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8.10 The Executive shall have the power to pay reasonable travel and accommodation expenses to members while attending Executive Meetings, Annual Meetings, U.F.B.A. Annual Conference or Special Meeting, and for two members invited to the Canterbury and West Coast Provincial Annual Conferences.

8.11 To enter into all such negotiations and contracts and do all such acts and deeds and things in the name and on behalf of the Association as they may think expedient for the carrying out the objects of the Association.

8.12 That the Executive be given the power to alter the starting time of Conference.

8.13 Any rules not covered in this Rule Book, shall be covered by the Rule Book of the U.F.B.A.

8.14 Brigades hosting Provincial Conferences and/or Challenges, shall submit to the Provincial Association, through the Association Secretary, a properly audited and signed Balance Sheet, within four calendar months of the holding of the Conference and/or Challenge.

8.15 Failure of the Host Brigade to comply with (8.14) above, could result in the Executive suspending all privileges of the Association from the Host Brigade, until the statement has been submitted.

8.16 The disbursement of Excess Funds, (profit), from Hosting an Association Conference and/or Challenge, will be at the discretion of the Executive of the Association.

9. SECRETARY AND TREASURER

9.1 To keep a true and faithful record of all business transacted at the Executive, General and Special Meetings of the Association.

9.2 To receive monies on behalf of the Association and to issue receipts on printed forms provided by the Association, to co-sign cheques and submit accounts as may be required to an Auditor provided by the Association.

9.3 To prepare a draft Annual Report, Balance Sheet, and Accounts and to submit same through the Executive to Conference for approval.

9.4 The above to be submitted to Brigades not less than one month prior to the Annual Conference.

9.5 To be responsible for payments of all accounts approved by the Executive.

9.6 To carry out all correspondence, to keep a Register of all Brigades and to conduct the affairs of the Association in accordance with the policy of and to the satisfaction of the Executive.

10. ADVANTAGES AND PRIVILEGES OF THE ASSOCIATION.

10.1 Privileges

- (a) Of sending a Delegate and Teams to the Annual Conference / A.G.M. and Competitions.
- (b) Membership of Sub-Associations within the Provincial Association
- (c) Collectively the advantages of the Association are, placing each other in the closest possible communication for the acquisition of knowledge on matters relating to their position, advancement, efficiency, welfare and protection of affiliated Brigades, and inspiring by such union a feeling of strength and confidence in their resources which could never be maintained while remaining isolated or by small local combinations.

10.2 Representation:

- (a) Each Brigade shall be entitled to have one representative at Conference who shall be an active member of the Brigade. Any Brigade not in a position to send a representative to Conference, shall have the right to be Represented by Proxy, providing that such Proxy shall be a member of an affiliated Brigade who has been elected by that Brigade as it's representative at Conference, but no Delegate shall act as Proxy for more than one Brigade.
- (b) The Secretary to be notified in writing prior to the Roll Call at opening of Conference of such appointment.
- (c) In the event of exceptional circumstances such as accident or sickness, the Executive may approve of a replacement.

10.3 Uniforms:

- (a) All Representatives at the Annual Conference / A.G.M. shall attend in undress uniform and take part at all public functions provided by the local committee and are compelled to take part in Church Parades in undress uniform.

11. MEETINGS

11.1 The Annual Conference / A.G.M. of the Association shall take place at least two weeks prior to the holding of the U.F.B.A. Conference for the transaction of business in connection with the Association.

11.2 Invitations to hold a Provincial Challenge and/or Conference shall be received at the Annual Conference / AGM at least two (2) years in advance where practicable and if more than one invitation is received a ballot shall be taken as to which shall be accepted.

12. ORDER OF BUSINESS

12.1 Chairperson - The President of the Association shall preside over all meetings and shall preserve order and decorum during the sittings.

12.2 The Chair shall have a casting vote as well as a deliberative vote. In their absence the chair shall be taken by the Immediate Past President and failing this a Vice President shall preside. If no Executive Member is present a Delegate appointed by the Conference shall preside.

12.3 Absentees: Any Delegate who fails to answer their name at any Official Roll Call shall be called upon for an explanation, and the Executive shall have the power to deal with the absentee. This shall apply to all Members attending Conference. On application in writing leave of absence may be granted by the President.

12.4 Deputations;

(a) Deputations desirous of waiting on the Executive or any Conference under the auspices of the Association, or on any Special Committee thereof, must give notice in writing to the Secretary of their intention on that behalf, before noon on the day of the meeting.

(b) No more than two members of the deputation may address the Executive, Conference or Special Committee thereof.

12.5 Notices of Motion

(a) No extraordinary business may without the leave of the majority of the Delegates, be brought before the Conference without notice having been given in writing to the Secretary three calendar months prior to Conference. Such Notices of Motion shall be posted to each Brigade at least one month before the Conference.

(b) Any Notice of Motion which has been given may be moved in the absence of the Brigade giving such notice, by another Brigade or Delegate authorised to do so.

(c) Any Notice of Motion that has been defeated at two consecutive Conferences shall not be eligible until after two further Annual Conference.

13. ACCOUNTS AND AUDITS

13.1 The Executive shall cause true accounts to be kept of the money received and expended by the Association and the matters in respect of which such receipt and expenditure take place and of the assets, credit and liabilities of the Association.

13.2 The Books of Account shall be kept at the Office of the Secretary of the Association or at such places as the Executive thinks fit

13.3 The Accounts shall be made up to the 31st October each year and a Balance Sheet containing the summary of the property and liabilities of the Association on that day and

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the yearly accounts of receipts and payments to the day shall be made out. Such accounts and receipts and all books kept by the Association and also the Balance Sheet shall be submitted for examination of an Auditor who shall report thereon to the members at the ensuing Annual Conference / A.G.M. certifying in such reports as to the correctness of such Balance Sheet and Accounts.

13.4 An Auditor or Auditors shall be elected at the Annual Conference of the Association.

13.5 Private Pecuniary Profit.

(a) Any income, benefit or advantage shall be applied to the objects of the Association.

(b) No member of the Association or any person associated with a member shall participate in or materially influence any decision made by the Association in respect of the payment to or on behalf of that member or associated person of any income, benefit or advantage whatsoever.

(c) Any such income paid shall be reasonable and relative to that which would be paid in an arms length transaction (being the open market value).

(d) The provisions and effect of this clause shall not be removed from this document and shall be included and implied into any document replacing this document.

13.6 Winding Up

(a) No member shall receive any money or property of the Association as a result of the Association winding up.

(b) The Society will be wound up pursuant to Section 24 of the Incorporated Societies Act 1908. As decided by the Members at a Meeting called for the purpose.

(c) Any property and/or funds remaining after the winding up or dissolution of the Association, and after the settlement of all the Association's debts and liabilities, shall be transferred to be shared evenly amongst all member Brigades of the Otago Southland Provincial Fire brigades Association who are registered under the Charities Act.

14. ALTERATIONS TO RULES

14.1 Any Brigade wishing to alter any of the above rules, shall, three months before the Annual Conference / A.G.M. send a copy of the proposed alteration or addition to the Secretary of the Association who at least one month before the Annual Conference / A.G.M. , shall send copies to all Brigades.

14.2 The Delegates at the Annual Conference / A.G.M. shall have power to alter or revoke, or suspend any rule without notice, but such resolution shall require to be carried by a two-thirds majority of votes.

14.3 No addition to or alteration or recession of the rules shall be approved if it affects the Private Pecuniary Profit clause or the Winding Up clause.

15. CHALLENGES

- 15.1** All events to be run under the Rules of the United Fire Brigades Association.
- 15.2** All names of all members competing in each team to be in the hands of the Secretary before the team is allowed to start.
- 15.3** Brigades may enter more than one team in each event. Only members who have been on the Roll of an affiliated Brigade for three months shall be allowed to compete.
- 15.4** A Protest Committee shall consist of four Members appointed by the Executive with the right to co-opt.
- 15.5** The Association shall bear the cost of engraving all trophies and medals won at open Challenge.
- 15.6** An Official will be appointed to judge gear prior to the commencement of the competition.
- 15.7** That should the Executive decide to elaborate or make any changes to events, Brigades should be notified at least two months before the date of the Challenge.
- 15.8** That the Association pay for the Challenge Championship Medals and a subsidy may be paid to the Host Brigade.
- 15.9** That a deadline for entries for Challenges be made and strictly adhered to.
- 15.10** That the Nightingale Memorial Trophy, Bradley Memorial Trophy, Ken McLean Memorial Trophy, Mosgiel Trophy and Coulson Memorial Shield remain the property of the donor Brigades.
- 15.11** 'B' Teams are eligible for aggregate points and eligible for event trophies.

16 MEDALS

16.1 Issuing of Medals

- (a) That Championship Medals and or Bar be awarded to the members of winning team(s) of an approved event, so long as there is a minimum of two(2) competing teams on the day of the Championship.

16.2 Approved Events

- (a) Approved events must have a significant link to the core business of the NZ Fire and Rescue Service.
- (b) For a Championship event to be approved, it must have been competed for at championship level on a minimum of three(3) occasions.
- (c) Championship events may be added to or deleted from the Schedule following a majority vote of Delegates at the Annual Conference (As per rule 14.1)
- (d) The current schedule of Approved Events shall be as follows -
The Provincial Four Person Waterway Challenge
The Provincial Road Crash Challenge
The Provincial Combat Challenge (also known as the Southern Challenge)

17. APPOINTMENT AND ROLES OF THE TECHNICAL PANEL

17.1 The Technical Panel shall be established and shall have a membership of three persons, to assist and advise the Executive and the Host Brigade(s) in all matters relating to Challenges.

17.2 Only Brigade members from affiliated Fire Brigades shall be eligible to serve on the Technical Panel. However, no Member of the Executive shall simultaneously be a member of the Technical Panel.

17.3 A Technical Panel Member shall be elected annually at the Annual general Meeting of the Association for a term of three years. A Technical Panel Member may serve 2 three year terms, unless under special circumstances a longer period may be served.

17.4 The Convenor of the Panel shall be decided by the Panel Members. The longest serving member should normally be the Convenor.

17.5 Should a vacancy on the Technical Panel occur during a term of office for any reason, then the Executive may fill that vacancy. In doing so, the Executive shall offer the position to the highest polling unsuccessful candidate at the previous A.G.M. Should there be no unsuccessful candidates, the Executive may co-opt a person to fill the vacancy. The person filling the vacancy will hold office until the next A.G.M. where an election will be held for the remainder of the term.

17.6 Nominees for the Technical Panel shall be offered time to address the Delegates at the A.G.M prior to the ballot taking place.

17.7 The Executive shall have the power to co-opt to the Panel if insufficient nominations are received, or if specialist assistance is required to run an event.

17.8 The Technical Panel will carry out all activities as required by the Executive and as outlined in the Technical Panel's Terms of Reference.

17.9 The members of the Technical Panel shall attend the Executive meetings by arrangement.

17.10 The Challenges programme shall be arranged by the Technical Panel in consultation with the Executive, from the current UFBA programme. The programme of events will be circulated to Brigades within one month of receipt of the programme by the Association Secretary.

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18. CHALLENGE OFFICIALS

18.1 Brigades will be asked to nominate as Officials, active members who are thoroughly conversant with the modern runs.

18.2 Referees and Officials be appointed at least two months previously to a Challenge.

19. GOLF

19.1 A panel of three members plus Host Brigade representatives be elected Annually, immediately after each Tournament, plus the President and Secretary of the Association to govern and adjudicate the Otago-Southland Provincial Fire Brigades Golf Tournament.

19.2 All matters relating to Golf including venues to be referred to this Committee.

These Rules were amended following the 2010 AGM. Date of amendment - 5th February 2010. This version shall be known as the current version.