

Wellington Provincial Fire Brigades Gold Star Association (Inc)

Constitution and Rules

Adopted by a resolution passed by the members at the Annual General Meeting at
Eastbourne on Saturday 13th March 2004

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**Rules and Constitution of the Wellington Provincial
Fire Brigade's Gold Star Association Incorporated**
Constitution and Rules
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Rules and Constitution of the Wellington Provincial Fire Brigade's Gold Star Association Incorporated

Constitution and Rules

I. Establishment

1. Constitution

This is the constitution and rules of the Wellington Provincial Fire Brigades Gold Star Association Incorporated.

2. Name

The name of the Association shall be "The Wellington Provincial Fire Brigade's Gold Star Association Incorporated".

3. Objects

The objects of the Association shall be to:

- (a) Create a bond of friendship between the members of the Association;
- (b) Foster a close liaison between members of this Association and other kindred associations;
- (c) To welcome and support all new gold star recipients who are entitled to be members of the Association; and
- (d) Generally promote the interests of members of the Association.

II Membership

4. Members

Any person meeting either of the following requirements for membership shall be made a member of the Association upon completing written application to the secretary of the Association for membership and paying the subscription:

- (a) Any person living in the North Island of New Zealand south of a line drawn immediately to the North of the townships of Waitotara, Raetihi, Ohakune and Te Araroa ("the Association Area") who is the recipient of a twenty-five year gold star medal issued by the United Fire Brigades' Association of New Zealand Incorporated ("UFBA"); or
- (b) Any person living in the Association Area who has not received a twenty-five year gold star medal issued by the UFBA but can satisfy the secretary that they have qualified for and are entitled to hold a twenty-five year gold star medal as issued by the UFBA.

5. Life Membership

- (a) Any member shall be eligible to be elected a Life Member of the Association. A resolution to elect a member as a Life Member of the Association shall be considered at a general meeting of the Association and Life Membership shall only be conferred upon a member whom the general meeting is satisfied by a resolution passed by at least 90% of members entitled to vote that the member has provided outstanding service to the Association. 4/10
- (b) All nominations for Life membership shall be forwarded to the secretary in writing with full explanatory/supporting details no later than 30 September each year so such nominations can be considered by the Executive at their midyear meeting. 4/10
- (c) Any nominations for Life membership shall be examined by the Executive and when considered to have sufficient merit will be included in the order paper for the next annual general meeting of the Association. [Nominations will be notified by the secretary of the Executive's decision on their nomination]. 4/10
- (d) Every person elected as a life member of the Association shall be entitled to be presented with and wear the life member's badge of the Association.

6. Honorary Membership

- (a) Any non-member of the Association may be elected as an Honorary Member of the Association by a simple majority vote of members at a general meeting of the Association where those present at the general meeting deem honorary membership appropriate in recognition of the services rendered by the non-member to the Association.
- (b) The election of a non-member to honorary membership of the Association may be for such term of membership as the meeting may deem appropriate.

7. Subscriptions

- (a) The subscription for members (other than Life Members and Honorary Members) shall be set from time to time by the Executive of the Association.
- (b) Any person who became a member of the Association prior to the 18th day of April 1993 could elect to pay the subscription in either of the following manners:
 - (i) A single lump sum payment upon joining the Association ("single subscription"); or

- (ii) By the payment of the sum of \$1.00 per annum at the commencement of every year of membership of that member (“annual subscription”)
- (c) New members joining the Association on or after the 18th day of April 1993 must pay the single subscription upon joining the Association.
- (d) Financial Members shall be all Life Members, all Honorary Members during their term of membership and all members who have paid the single subscription and all members who being entitled to pay by annual subscription are not in arrears of payment.

8. Transfers

In the event that a member should cease to live within the Association Area any Financial Member (other than a Life Member or an Honorary Member) may request the Association secretary to forward an application for a transfer of that person’s membership to the appropriate provincial Fire Brigades Gold Star Association. The secretary of the Association shall forward every valid request for such transfer.

III Association Officers

9. Executive Officers of the Association

- (a) Executive Officers (“Executive”) of the Association shall comprise:
 - (i) President.
 - (ii) Immediate Past President
 - (iii) Senior Vice President
 - (iv) 4 Junior Vice Presidents
 - (v) Secretary
 - (vi) Treasurer
 - (vii) Patron
- (b) The Immediate Past President may only serve in the role of Immediate Past President until the term of the next serving President shall be concluded which person shall then become the Immediate Past President.
- (c) At every Annual General Meeting of the Association the then serving Senior Vice President shall be appointed the President of the Association and shall serve as the President of the Association until the conclusion of the immediately following Annual General Meeting.
- (d) At each Annual General Meeting the longest serving Junior Vice President shall be appointed the Senior Vice President to serve in that role until the conclusion of the immediately following Annual General

Meeting. The Vice-President having the second term of office shall be the senior; if two new members are appointed the member with the largest number of votes shall be senior.

- (e) Every member elected as a Junior Vice President of the Association shall be elected to that position for a term to conclude at the end of the fourth Annual General Meeting following the election of that member as Junior Vice President unless rule 9 (d) applies.
- (f) For every Annual General Meeting the secretary shall call for nominations to fill every vacancy for the role of Junior Vice President of the Association. In the event that there should be more nominations than vacancies the Annual General Meeting shall determine which member shall be elected Junior Vice President by ballot. The nominee receiving the most votes of the members present at the Annual General Meeting shall be declared elected to the position of Junior Vice President.
- (g) Past Presidents shall not be eligible for election to any executive office other than that of Patron, Secretary and/or Treasurer. 4/09
- (h) A Patron of the Association shall be elected at every Annual General Meeting by ballot. The nominee receiving the most votes of the members present at the Annual General Meeting shall be declared elected to the position of Patron. The maximum term that a person may serve as Patron to the Association is three annual terms. The Secretary of the Association will call for nominations to the position of Patron at the same time as the Secretary shall call for nominations to fill the position(s) of Junior Vice President.
- (i) The Association at its Annual General Meeting shall elect a Secretary and/or Treasurer to the Association. The nominee receiving the most votes of the members present at the Annual General Meeting shall be declared elected to the respective position of Secretary and/or Treasurer. The Secretary shall call nominations to fill the role of Secretary and/or Treasurer at the same time as the Secretary calls for nominations to fill the role of Junior Vice President. The role of Secretary and Treasurer shall be filled by one person unless the Executive shall have determined that the role of Secretary and Treasurer should be filled by two different persons.

IV Role of the Executive

10. Meetings of the Executive

- (a) The executive shall hold two meetings in every year to be convened by the President during the month of November in each year and immediately prior to the Annual General Meeting. In addition the executive shall hold such other meetings as the President shall determine are necessary during the course of the year.
- (b) Decisions of the Executive shall be decided upon a simple majority of the members of the Executive present at the meeting.
- (c) A quorum for an Executive meeting shall be five (5) members of the Executive.
- (d) Every Past President of the Association shall be given notice of meetings of the Executive and any of them may attend and speak at Executive meetings, but shall have no right to vote on any matter.

11. Association Trustees

The Executive shall appoint two persons to be Trustees of the Association. Any one of the persons appointed as Trustees of the Association shall have the power to execute cheques on the Association's bank account which cheques shall be counter-signed by the Treasurer of the Association. Such power shall extend to any term deposits as authorised by the Executive Officers of the Association.

12. Executive Powers

The Executive shall have the following powers:

- (a) to make such decisions as the Executive consider are necessary to further the objects of the Association so long as such decisions are not inconsistent with this Constitution and Rules of the Association; and
- (b) to represent the Association to the New Zealand Fire Service, the UFBA, other regional Gold Star Associations and other stake holders relevant to the Association; and
- (c) to oversee the work of the Secretary and/or Treasurer of the Association in order to ensure that the Association's funds and activities are in accordance with the Constitution and Rules of the Association and the determinations of the Executive.
- (d) To hold the Common Seal of the Association and only use it in accordance with the direction of the Executive.

V. General Meetings

13. General Meeting Rules

- (a) The President will chair every general meeting of the Association. In the event that the President is absent or unwilling or unable to chair the meeting then the Senior Vice President shall chair the meeting. In the event that neither the President nor the Senior Vice President are present, neither willing nor able to chair the meeting then in such case the longest serving Junior Vice President present at the meeting shall chair the meeting.
- (b) All matters for resolution will be initially decided upon the voices. The Chairperson shall require those in favour of the resolution to say “aye” and those against the resolution to say “no”. The Chairperson shall declare whether or not the resolution is passed or fails. In the event that a member considers that the Chairperson has not correctly declared the result of the resolution then the member may call for a show of hands which shall be conducted by the Chairperson. Two scrutineers shall be appointed by the Chairperson to count the show of hands and to report to the Chairperson the outcome of the vote. The Chairperson shall then declare the outcome of the voting and that decision shall then be final. This procedure shall not apply to the election of Officers of the Association.
- (c) All elections of Officers of the Association shall be conducted by secret ballot and the three scrutineers shall count the votes. The Chairperson shall declare to the meeting names of the person so elected by ballot.
- (d) 25 Members (including Life Members and Honorary Members) shall constitute a quorum of a general meeting.
- (e) Advice of the location, time and date of any general meeting of the Association shall be sent to each member of the Association by the Secretary not less than 28 days prior to the meeting being held.
- (f) Prior to the election of officers of the Association, the Chairperson shall call for a motion specifying three persons to be appointed as scrutineers for the duration of the meeting.

14. Annual General Meeting

- (a) An Annual General Meeting of the Association shall be held each year in conjunction with the annual reunion of the Association. The meeting shall be held no later than the last weekend in April of every year unless decided otherwise by the Executive. 4/10
- (b) At each Annual General Meeting the Chairperson will give an opportunity for a brigade to offer to host the following year’s Annual General Meeting. In the event that more than one invitation is received by the Association the Chairperson shall call for a vote to determine

which brigade shall host the following Annual General Meeting. In the event that no invitations are received at the Annual General Meeting then the Executive shall determine the location of the following Annual General Meeting in consultation with the Brigade(s).

- (c) Any member of the Association wishing to place an item on the order paper for the Annual General Meeting or nominate a Junior Vice President, Secretary and/or Treasurer or Patron shall do so in writing addressed to the Secretary to arrive with the Secretary not less than 42 days prior to the Annual General Meeting and in the case of a nomination, the notice must include the nominee's consent to be nominated.
- (d) The Chairperson may only accept a nomination for any position from the floor of the meeting where there has not been at least one nomination submitted to the Secretary of the Association pursuant to clause 14(c) for the position available.
- (e) The Annual General Meeting shall elect an appropriately qualified person to examine and certify the books of the Association. In the event that more than one person are nominated as examiner the Chairperson shall cause a vote to be taken by secret ballot and the nominee receiving the most votes of the members present at the Annual General Meeting shall be elected to the position Examiner.
- (f) It is preferred that a jacket and the Association tie shall be worn at general meetings of the Association. Tidy casual dress shall be worn for social events. In addition members are permitted to wear a gold star medal or miniature and/or a lapel badge at general meetings and social events.

15. Special General Meetings

- (a) A Special General Meeting of the Association may be called by either the President upon his own initiative or by a majority of the Executive.
- (b) The notice given by the Secretary pursuant to Clause 13(e) shall also specify the business to be transacted at the Special General Meeting.

VI Finances

16. Treasurer's Responsibility

- (a) The Treasurer shall be responsible for all money received on behalf of the Association. All money shall be received and banked into the Association's bank account at a branch suitably located to the residence of the Treasurer.

- (b) The Treasurer shall prepare and present financial statements to the Annual General Meeting setting out the financial position of the Association to the 31st of December in the previous year examined and certified by the associations' book examiner
- (c) Cheques on the bank account of the Association shall be signed by the Treasurer and a Trustee of the Association.
- (d) In the event that the Association is in surplus funds the Treasurer will report the position to the Executive who may instruct the Treasurer to place some of the Association funds upon fixed interest deposit with an organisation specified by the Executive for such term and upon such conditions as is specified by the Executive.

VII Association Honours

17. 25 Year Lapel Badge

The official 25 year lapel badge of the Association shall consist of an eight pointed star in gold colour with a white ring containing the words "UFBA Years" with a black centre having the figures '25' in gold colouring upon a black centre. These badges can be purchased from the Secretary by Financial Members of the Association or in the case of a new member by a brigade sponsoring the new member's application and the brigade having paid the new members single subscription.

18. 50 Year Lapel Badge

The official 50 year lapel badge of the Association shall consist of a sixteen pointed star in gold colour with a white ring containing the words "UFBA Years" with a black centre having the figures '50' in gold colour upon a black centre. These badges can be purchased from the Secretary by Financial Members of the Association who have qualified for a UFBA 50 year gold star. The brigade of a Financial Member who has personally qualified for a 50 year lapel badge may purchase the badge for the member.

19. Past Presidents Badge

The official Past President's badge of the Association shall be a gold star lapel badge with a scroll along the bottom of the lapel badge with the words "Past President" inscribed on a black background upon the scroll. Every Past President of the Association shall be entitled to wear the lapel badge at any time.

20. Life Members Badge

The official life member's badge shall be a twenty five year gold star lapel badge with a scroll along the bottom of the lapel badge with the words "Life

Member” inscribed on a black background upon the scroll. Every life member of the Association shall be entitled to wear the lapel badge at any time.

VIII General

21. Expulsion or Suspension from Membership

- (a) If the conduct of any member should be alleged or reported as being:
 - a. Unacceptable, or
 - b. Failing to comply with the Associations Rules and or Executives written directions, or
 - c. Dishonest actions.

The Executive shall on receiving a written complaint/allegation, or may on its own initiative, take the matter into consideration and notify the member accordingly.

If after the member concerned wishes to make written comment and his/her conduct shall be deemed by the Executive to be contrary to this constitution, or inconsistent with it the character, welfare or interests of the Association, or such as to render him/her unfit to associate with members of the Association, the Executive shall have the power, by a majority of its number present at the meeting, to deal with the offending member

- (b) If such a member shall feel aggrieved by the decision of the Executive, he/she may within seven days after being notified thereof, appeal by giving notice in writing to the Secretary, and thereupon within twenty-one days a Special General Meeting shall be convened at which a report shall be presented by the Executive, the member concerned shall be heard, should they so wish and the matter decided by ballot. A Majority of those valid votes cast by members present (excluding Members of the Executive whose decision is subject to appeal) shall be required to carry any motion either to confirm the action of the Executive or determine otherwise.

4/06

22. Disciplinary Committee

- (a) There shall be established a Disciplinary Committee shall consist of three members of the Association at least one of whom shall be a Past President, member of the Executive, the remaining two members shall be members of the Association (excluding members of the executive)
- (b) The Disciplinary Committee shall have the power to consider any matter that may be referred to it from time to time by the Executive which relates in any way to the maintenance of good order and discipline with the Association and after making such enquiries as it thinks fit the Disciplinary Committee shall make a recommendation to the Executive who may take whatever further action (if any) it

deems appropriate.

- (c) The Executive shall have the power to delegate to the Disciplinary Committee any powers exercisable by the Executive pursuant to this clause 4/06

23. Matters Not Provided For

If any matter shall arise which is not, or which in the opinion of the Executive is not provided for, by or under this Constitution, the same shall be determined by the Executive in such a manner as it shall deem fit, and every such determination shall be binding upon the Association and its members unless and until set aside by a resolution of a General Meeting. 4/06

24. Alteration to Rules

Rules may only be altered or amended or rescinded by resolution of the Association at a General Meeting and provided notice has been given in accordance with Rule 14(c) hereof. No addition, alteration or rescission of the rules shall be approved if it affects the winding up clause.

25. Winding up

- (a) The Association shall only be wound-up by a Notice of Motion being duly passed at a General Meeting by a majority of 75% of those present at the General Meeting. Such determination must be confirmed by a further General Meeting called for that specific purpose not less than 56 days after the date of passing of the resolution on the first occasion. The Secretary shall give 28 days written notice of the further General Meeting to all members of the Association in accordance with this Constitution and Rules. If at the second General Meeting the resolution to wind up the Association is again passed by a majority of 75% of those present at that second General Meeting then the Association shall be wound up.

- (b) In the event that the Association is wound up all residual funds of the Association shall be transferred to the United Fire Brigades Association Benevolent Fund and the receipt of the Treasurer, Secretary or Trustees of that Association shall be a sufficient discharge to the Treasurer of this Association.

26. Personal Pecuniary Benefit

- (a) 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.

President:

R. Johnston

Secretary:

HWR Carberry

Trustee:

CW Gray

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