



Wellington Provincial Fire Brigades
Gold Star Association
Incorporated

Rules & Handbook

Web Site Version

PO Box 37-003, Stokes Valley, Lower Hutt 5141

To

Address

Date

Dear

My name is John May and I am the secretary of the W.P.F.B.G.S.A. (Inc)
I would like to take this opportunity on behalf of the President and Executive to welcome you to the association and hope your time with the association is rewarding and enjoyable.
Please note that the subscription which was paid is a life time subscription so no more payments.

We have a website: www.wngoldstar.co.nz which you can access. It contains general information of interest and other items. We also have a Face book page: Wellington Provincial Gold Star Association

Every year we have a reunion. This is held in April of each year and hosted by different brigades. Next year 2021 our host is going to be the Palmerston North.

Details of this come out later in the year along with registration forms etc. They are a great weekend and a very good way to meet and make new friends.

We also have an Outdoor Bowls Competition as well as our annual Golf tournament. The Golf Tournament is incorporated in the Wellington Provincial Fire Brigades Annual Tournament. The Outdoor Bowls tournament is generally held in February of each year and hosted around the area by brigades.

These come out on the website and if we have your email address these are sent direct to you.

Also enclosed is a "Keep in Contact Form". This enables us to load the details into the database so as we can stay in touch with you.

If you should wish to contact me in the future I can be contactable on sj.may@xtra.co.nz or on mobile 027 212 6938.

Regards



John May QSM
Secretary WPFBGSA (Inc)

Merchandise

The Association has a range of merchandise to purchase examples of which are;



Polo Shirt



25 & 50
Monogram



25 Lapel Badge



50 Lapel Badge



Name tag
Available with 25 and 50



25 & 50 Brooch

Item	Sizes	Price
Vests (F233MN)	SM,M, L, XL, XXL	\$60.00
Jackets (FP630)	SM,M, L, XL, XXL	\$65.00
Polo Shirts	SM, M,L, XL, XXL	\$42.00
Caps	OSFA	\$24.00
Ties 25yr & 50 yr		\$32.00
Name Badges		\$28.00
Lapel Badge 25yr		\$15.00
Brooches 25yr		\$22.00
Lapel Badge 50yr		\$20.00
Brooches 50yr		\$25.00
Blazer Monogram 25yr and 50 yr		\$25.00
Plaques 25yr & 50yr	Present stock (limited supply)	\$70.00



Jacket



Vest

Orders and enquiries to Secretary John May
Prices subject to change



ENTRY FORM

Please enter the following team in the
Wellington Provincial Fire Brigades Gold Star Assn
Triples Outdoor Bowls Tournament 2019

Team
 name _____

Skip _____

Bowler
 2 _____

Bowler
 3 _____

Total ENTRY FEE \$50.00

Please tick payment type

____ Payment on day of play OR

Direct debit to ____ **bank account**

Include team name as reference.

Name and Contact number _____

KEEP IN TOUCH FORM

YOU HAVE RECIEVED THIS AS WE DON'T HAVE YOUR
EMAIL ADDRESS

WELLINGTON PROVINCIAL FIRE BRIGADES GOLD STAR
ASSOCIATION (INCORPORATED)

PO BOX 37 003 STOKES VALLEY 5141, LOWER HUTT

To help me maintain contact with our members it would be appreciated if you could complete the details below and return the slip to me.

If you do not wish to receive correspondence please advise me as well.

Surname: _____ First _____

Wife/ Partner Name: _____

Address: _____

Town/ City: _____

Post Code: _____

Phone: _____ Mobile: _____

Email: _____

Either Post back to above Box Number or email details to sj.may@xtra.co.nz

Here

Detach

Wellington Provincial Fire Brigades
Gold Star Association
OUTDOOR BOWLS TOURNAMENT
23rd February 2019
At
PAHIATUA BOWLING CLUB
Patterson Street, Pahiatua
Limited first 16 Entries
TRIPLES COMPETITION

Conditions of play and rules

Membership of Team Triples

However, as most Brigades will have difficulty meeting this condition teams may be made up as follows

Brigade Honorary Members eligible

Wife/Partners of Gold Star Members eligible

Active serving Fire Brigade personal are eligible

The Skip must be **UFBA** Gold Star Member or

Wife/Partner of Gold Star Member

All Teams must include at least one **non-bowler**

All games one kill, then 2 points away subsequent kills

Dress is optional (white may be worn)

All Players must wear flat soled shoes

All players must adhere to the rules of the host Brigade Bowling Club

The team winning the most games will be declared to be tournament winner

Points will be kept of all games played

THESE RULES WILL BE STRICTLY ADHERED TO

\$50.00 entry fee per team

WELCOME AT PAHIATUA BOWLING CLUB at 9am

Start of Play 9.30

BBQ and Prize Giving will be held at

PAHIATUA FIRE STATION, TUI STREET, PAHIATUA.

Entries Close – 9th February 2019

Contact is: Barry Archibald Phone: 027 525 1563

**152 Main Street, Pahiatua. 4910
barryarch@hotmail.com**

WELLINGTON PROVINCIAL FIRE BRIGADES GOLD STAR ASSOCIATION INCORPORATED

General Conditions for the Annual Outdoor Bowls

**As a guide these are generally played in February of the year,
grounds/ clubs permitting.**

For Brigades wishing to Host, below are considerations:

Post entry forms two months before event.

Also contact secretary WPFBGSA (Inc).

Entries close two weeks before event

Cup of tea or coffee & biscuit for players before start of play.

Games shall be 4 Games of 10 ends. Two in morning and two in
afternoon, this could be adjusted on the day.

Lunch –BBQ, filled rolls or something similar. Refreshments from
Club. Quick fire raffles to help costs.

At conclusion of last Game all go to Fire Station for Prize giving,
Refreshments and BBQ.

There are Three Trophies up for contention:

These are: Overall Winner:

Runner Up:

Gumboot Trophy:

Pictures of these trophies are on our Web site

www.wngoldstar.co.nz

Host Brigade may be able to get prize money from the Fire and
Emergency New Zealand Sports Council.

Entry form and suggested format that brigades may find helpful.

Note that all text in **red** will need to be changed to suit.

A template is available from the Secretary.

Contents

Page	
2	Welcome letter
3	Keeping in Touch
6	The History
7—21	Rule Book
22	Certificate of Incorporation
23	Past Presidents
24—26	Requirements for Hosting Conference & AGM
27—30	Outdoor Bowls conditions and entry form templates
31	Merchandise

The Wellington Provincial Fire Brigades Gold Star Association was formed as a result of a meeting held at Pahiatua on

22nd April 1962.

At the first annual general meeting, which was held at Palmerston North on 4th May 1963, Mr W J (Bill) Driberg was elected as President. Bill held this position for the next 3 years.

Mr A S (Scotty) Annand was elected as Secretary at that First annual general meeting .

The Chain of Office was presented to the Association by Gordon Drummond on the 11th April 1970 at Hastings he was President in 1971—72.

At the member's Gold Star function the member and partner are welcomed to the Association and presented with a tie and lapel badge and the partner with a brooch.

With the introduction of the 50 year medal the Association recognises this with a tie, lapel badge and ladies brooch with the 50yr logo.

Members of the Association are members for life.

There have only been four secretaries during the time of the Association.

Scotty Annand, Ernie Beale, Herb Carberry, John May

WELLINGTON PROVINCIAL FIRE BRIGADES GOLD STAR ASSOCIATION INCORPORATED

IT'S OUTDOOR BOWLS TIME
CHECK IN FOR THE **2019** OUTDOOR
BOWLS TOURNAMENT
HOSTS: **PAHIATUA FIRE BRIGADE**
WHEN: **23RD FEBURARY 2019**
DETAILS ATTACHED



Social Function: Saturday evening.

Cost of this is covered by the delegate's registration.

(Note: There obviously needs to be consideration what is supplied, this is generally a meal along with appropriate beverages).

(Note 2: It needs to be mentioned what beverages will be supplied (inclusive with function) if any or will the beverages be on a user pays basis

(Note3: If a band is engaged please ensure that the music is soft and the selection of the music is appropriate to the age of the attendees. The cost of this part of the conference is covered out the delegate's registration).

Sunday: Breakfast

(Note: The last few years a breakfast has been held instead of Morning Tea and this has been really well supported.

After the Conference

Send a copy of the balance sheet to the Secretary.

(Note1: Please do not feel embarrassed about sending copies of the balance sheet, we are aware that some Brigades can turn a profit running these event, we will not be asking for our grant money back.)

(Note 2: By providing this information is an accurate method of keeping tabs on the conference cost and allows us to review our grant to Brigades. Often there is some very useful information for the other Conference hosts contained within the balance sheet.)

Wellington Provincial Fire Brigades

Gold Star Association Incorporated

Constitution and Rules

INDEX OF RULES

I Establishment

1. Constitution
2. Name
3. Objects

II Membership

4. Members
5. Life Membership
6. Honorary Membership
7. Subscriptions
8. Transfers

III Association Officers

9. Executive Officers of the Association

IV Role of the Executive

10. Meetings of the Executive
11. Association Trustees
12. Executive Powers

V General Meetings

13. General Meeting Rules
14. Annual General Meeting
15. Special General Meetings

VI Finances

16. Treasurer's Responsibility

VII Association Honours

17. 25 Year Lapel Badge
18. 50 Year Lapel Badge
19. Past Presidents Badge
20. Life Members Badge

VIII General

21. Expulsion or Suspension from Membership
22. Disciplinary Committee
23. Matters Not Provided For
24. Alteration to Rules
25. Winding Up
26. Personal Pecuniary Benefit

(Note 3: It is recommended that Registrations Forms be sent out to the membership at least 10 weeks prior to the conference date.)

(Note 4: Where mail is returned to sender because of the death of a member or simply moved please ensure that the information is passed onto the Secretary.)

6) Post out the conference attendees acknowledge of registration, receipt and confirmation of where the accommodation is booked (if applicable)

7) Remember it is easier to get attendees to make their own accommodation bookings. When sending out the registration form allow for this with details on accommodation options

8) In the registration package include a copy of the program for the weekend.

9) Make provision for the Gold Star Executive to hold a meeting.

(Note: Room needs to be suitably sized to accommodate 15-20 people with a table and chairs.)

During the Conference

Keep members informed as to any changes to the program.

Use these opportunities to fund raise by way of quick fire raffles as appropriate through out weekend

Format for conferences

Friday evening a get-together for participants:

To include bar services, User pays.

Barbeque (Included as part of the Registration Fee)

Saturday

Executive Meeting 10.00am

Venue required with a table and seating for approximately 20 people

Conference speaker 1.30pm

Not compulsory but an entertaining speaker goes down well. Ladies would attend depending on the topic of the speaker.

Entertainment for ladies 2.00pm

This can be a bus trip to local sights, factory or potters etc.

Conference 1.30pm

Seating for delegates, depends on the number of Attendees.

Top table sufficient for 9 people.

WELLINGTON PROVINCIAL FIRE BRIGADES **GOLD STAR ASSOCIATION (INC)**

REQUIREMENTS FOR HOSTING CONFERENCE

The purpose of this information sheet is to ensure that all requirements of the Association are met and to assist the Host Brigade in the smooth running of the conference.

Once your invitation has been received and accepted the following matters need to be addressed.

PRIOR TO CONFERENCE

Establish your committee and the Association Secretary of your liaison person along with contact details.

John May
P O Box 37-003
Stokes Valley 5141
Phone: (04) 564 1135 Night
Cell: 027 212 6938

Email: sj.may@xtra.co.nz

- 1) Confirm with the Association the date on which the conference will be held.
(Note: Our rules provide for the conference to be held during April each year. Where this is not suitable to the Host Brigade, Confirmation from the Association is to be sought.)
- 2) Prepare Registration and Accommodation Forms.
(Note: The Secretary will be able to provide you with copies of these forms which allow you to modify them for your own use.)
- 3) Prepare a financial plan to ensure that you will have sufficient funds to cover all costs.
(Note: A \$500.00 grant is available. It will be forwarded to the Host Brigade upon written request.)
- 4) Prepare a program of activities for the weekend.
(Note 1: Where a speaker has been arranged to ensure that sufficient time is allowed for the programme. The topic of the talk should be informative and entertaining where ever possible.)
(Note 2: A small gift is presented to the Speaker and this will be supplied by the Association)
(Note 3: The Guest speaker and wife/partner should be invited to the evening function where the presentation should be made.)
- 5) When all forms are ready to be posted . **ADVISE THE SECRETARY**
(Note 1: The Secretary has additional forms relating to the conference which must be sent with your registrations forms.)
(Note 2: The Secretary will provide the address lists for you to print your own labels via email or USB stick).

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.
- (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.
- (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].
- (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.



Past Presidents

W.J.DRIEBERG	1962-66	I.R.MCDOWALL	1988-89	S.G. LAWSON	2012-13
P. HABID	1966-67	S.K.CHRISTENSEN	1989-90	G.B.J. DOCKARY	2013-14
E.E. BEALE	1967-68	R.H.H. SMITH	1990-91	E. SPECK	2014-15
L.V TRASS	1968-69	J.D.W. GADSBY	1991-92	D.B. ROBINSON	2015-16
L.R.HARLEN	1969-70	J.D. WHITE	1992-93	I.D. GILCHRIST	2016-17
I.J. WALKER	1970-71	A.A. STORY	1993-94	R.G. HUXFORD	2017-18
G. DRUMMOND	1971-72	D.E. CAMPBELL	1994-95	D.B. BRISTOW	2018-19
R.A. COLVILLE	1972-73	G.W. BUCK	1995-96	G.D. WEAVER	2019-20
A. BARTON	1973-74	C.W. GRAY	1996-97	M.C. AAMODT	2020-21
L.W. DALLY	1974-75	J. RUTENE	1997-98		
J. DOWNING	1975-76	H.W.R. CARBERRY	1999-00		
L.W. SMITH	1976-77	C. HUNT	2000-01		
L.V. HORNE	1977-78	M. WATSON	2001-02		
L.H. JILLINGS	1978-79	B. WINIATA	2002-03		
F.W. STRINGER	1979-80	R.M. JOHNSTON	2003-04		
L. DRIEBERG	1980-81	A.G. WAKEFORD	2004-05		
P.H. DOUCH'E	1981-82	A.T. PROCTOR	2005-06		
R.L. DALLY	1982-83	B. ATKINSON	2006-07		
J.R.P. MAY	1983-84	B.J. DEANS	2007-08		
R. TAYLOR	1984-85	C.J. SMITH	2008-09		
A.W. WHITE	1985-86	J.P. MAY	2009-10		
G.G. STEFFERT	1986-87	D.D. BARROW	2010-11		
D.H. ROSE	1987-88	S.G. WALKER	2011-12		



CERTIFICATE OF INCORPORATION

WELLINGTON PROVINCIAL FIRE BRIGADES GOLD STAR ASSOCIATION INCORPORATED
526677

This is to certify that WELLINGTON PROVINCIAL FIRE BRIGADES GOLD STAR ASSOCIATION was incorporated under the Incorporated Societies Act 1908 on the 2nd day of October 1991 and changed its name to WELLINGTON PROVINCIAL FIRE BRIGADES GOLD STAR ASSOCIATION INCORPORATED on the 14th day of November 1991.





Registrar of Incorporated Societies
21st day of April 2017



For further details visit www.societies.govt.nz Certificate printed 21 Apr 2017 09:38:08 NZT

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. Where two or more Junior Vice Presidents have served the Association as Junior Vice Presidents for the same length of time as each other then the Annual General Meeting shall elect by ballot the Senior Vice President from among those Junior Vice Presidents who have served the Association longest as Junior Vice President.
- (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.

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**

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.

22. Disciplinary Committee

There shall be established a Disciplinary Committee shall consist of the 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). 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.

The Executive shall have the power to delegate to the Disciplinary Committee any powers exercisable by the Executive pursuant to this clause.

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.

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

- (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.
- (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 October 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 Fire and Emergency (FENZ),

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:
 - (i) Unacceptable, or
 - (ii) Failing to comply with the Associations Rules and or Executives written directions, or
 - (iii) 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.

- (b) If after the member concerned wishes to make written comment and that member's 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 that member 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.

If such a member shall feel aggrieved by the decision of the Executive, that member 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.

- (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.

- 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, 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.
- (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 3(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 by the Association's book examiner.