

**THE FOREST AND RURAL FIRE ASSOCIATION OF
NEW ZEALAND INCORPORATED 1987
ARTICLES OF CONSTITUTION.**

- 1. Name** 1. The name of the association will be "The Forest and Rural Fire Association of New Zealand Incorporated (FRFANZ)".
- 2. Aim** 2. The aim of FRFANZ is to improve and promote the effectiveness of rural fire operations in New Zealand.
- 3. Association Objectives**
- 3.1 To improve the effectiveness of rural fire suppression, fire prevention, and protection measures in NZ by all means including research.
- 3.2 To promote the rural fire service as an emergency service of New Zealand.
- 3.3 To promote the interests of those, including volunteers, who are involved with rural fire fighting.
- 3.4 To disseminate information for the benefit of members.
- 3.5 Provide support for members engaging in educational tours and overseas fire conferences where information gained can be shared with members.
- 3.6 Present the rural fire concerns of FRFANZ members to Ministers, Members of Parliament, Government Departments, the National Rural Fire Authority and other organisations.
- 3.7 Appoint sub-committees to address specific rural fire concerns of FRFANZ as required.
- 3.8 Promote and assist the development of rural fire training, training standards, qualifications and certification of rural fire personnel.
- 4. Membership**
- 4.1 Full members will be enrolled following written application and acceptance by the Management Committee.
- 4.2 Affiliate members from organisations such as forest companies, local authorities, Government departments, associations and fire equipment companies will be enrolled following written application and acceptance by the Management Committee.
- 4.3 Rural Fire Force members will be enrolled following written application and acceptance by the Management Committee.
- 4.4 Membership, annual subscriptions and joining fees shall be decided by the Management Committee.
- 4.5 Honorary membership may be granted at the discretion of the Management Committee in recognition of significant contribution to Rural Fire in New Zealand.

- 5. Termination of Membership**
- 5.1 Members who are in arrears at the beginning of a second subscription year may have their membership terminated and arrears written off at the discretion of the Management Committee.
- 5.2 Terminated members can rejoin FRFANZ on payment of arrears together with current subscription and any joining fees in place at the time.
- 5.3 If, in the opinion of a majority of the Management Committee, any member has behaved in a way detrimental to FRFANZ, membership may be terminated.
- 6. Management Committee**
- 6.1 The affairs of FRFANZ will be run by a Management Committee, which shall consist of a Chairperson, Deputy Chairperson, and eight elected members. The Management Committee shall appoint from amongst the elected committee, a Secretary and Treasurer.
- 6.2 The Management Committee may co-opt up to two other members to the Management Committee between elections, and may create other committee positions at any time.
- 6.3 Six elected members of the Management Committee shall form a quorum.
- 6.4 The Chairperson, Deputy Chairperson, and Management Committee members shall be elected biennially at the Annual General Meeting of FRFANZ.
- 6.5 The Secretary shall give members one month's notice of the election of the Management Committee, Chairperson, and Deputy Chairperson. Nominations and seconds will be accepted at the Annual General Meeting, or by postal ballot.
- 6.6 Two scrutineers shall be appointed by the Management Committee to count the votes cast at the Annual General Meeting.
- 6.7 The outgoing Chairperson shall announce the results of the election, and the ballot papers shall then be destroyed. In the case of a tied ballot, the tied nominations shall be determined by another ballot.
- 7. Meetings**
- 7.1 The Annual General Meeting of FRFANZ shall be held within the period June-August, in a place to be determined by the Management Committee. Ordinary General meetings may be held at any time or place that the Management Committee may decide.
- 7.2 The Secretary shall give not less than fourteen days written or email notice of the date and place of every Annual or General meeting, and 30 days notice if there is an election of the Management committee, to all members of FRFANZ, and shall set forth in such notice the business to be dealt with at the meeting.
- 7.3 Special General Meetings may be called by the Chairperson at any time, and a Special General Meeting shall also be called if the Chairperson received such a request from no less than 20 members. Fourteen days notice in writing, giving date, time, place and subject matter of the meeting shall be sent to members by either the Chairperson or Secretary of FRFANZ.

7.4 At all Annual, General, or Special meetings of FRFANZ, each full member shall be entitled to one vote on any resolution. Affiliate members and Rural Fire Force members shall be entitled to one vote per organisation or Fire Force.

7.5 At all Annual, General, or Special meetings of FRFANZ, twenty voting members shall form a quorum.

7.6 All resolutions shall be decided by a majority of the votes cast. Voting shall be recorded on the voices, or by a show of hands. A ballot may be demanded provided that one third of voting members present support such a course.

7.7 At all Meetings the Chairperson shall, if necessary, have a casting vote as well as a deliberative vote.

8. Finance

8.1 The annual subscription for membership shall run from the 1st May to the 30th April.

8.2 All income of FRFANZ received by the Treasurer shall be paid into a bank account approved by the Management Committee and all accounts amounting to \$20.00 or over shall be paid by cheque drawn by any two of three signing officers appointed by the Management Committee and shall be approved at a subsequent meeting of the Management Committee.

Petty cash purchases will need receipts and the money shall be accounted for by the Treasurer.

8.3 The Management Committee shall not approve the payment of FRFANZ funds to any member of FRFANZ except as honoraria, or as reimbursement of expenses in carrying out FRFANZ business or as reimbursement of travelling expenses to Management Committee members.

8.4 Notwithstanding Clause 8.3 the Management Committee may disperse FRFANZ funds to assist with approved study travel under the travel grant scheme.

8.5 No money may be borrowed by any member on behalf of FRFANZ for any purpose whatsoever.

8.6 In the event of FRFANZ being wound up, any surplus after payment of all liabilities shall be applied to the advancement of rural fire affairs as FRFANZ may prescribe.

9. Amendments

9.1 The rules of FRFANZ may be altered, added to, or rescinded at any Annual General Meeting of FRFANZ provided that notice has been sent to the Secretary and by him/her transmitted to each member at least four weeks in advance of such meeting.

9.2 Any proposed amendment shall require the approval of a majority of voting members present at the AGM.

10. Duties of Officers

10.1 The Chairperson shall preside at all meetings of FRFANZ and the Management Committee, and maintain general supervision of the business of FRFANZ.

10.2 It shall be the duty of the Deputy-Chairperson to preside over the

meetings of FRFANZ in the absence of the Chairperson, or at his/her request, and generally act in the place of the Chairperson where the latter is unable to act.

10.3 It shall be the duty of the Treasurer to have charge of all monies of FRFANZ; to ensure payment of the accounts, to ensure records are kept of the financial standing of each member; to deliver each year, to the Annual General Meeting, a statement of income and expenditure, and of the assets and liabilities of FRFANZ. The Treasurer shall make a recommendation on the subscription rate for the following year and forward to the Registrar of Incorporated Societies a copy of the annual accounts.

10.4 The Secretary shall ensure that an accurate record of the proceedings of FRFANZ is kept; to ensure a register of names and addresses of all members is kept, as well as the date of membership approval; to conduct correspondence as directed by the Management Committee; to give notice of meetings and elections and other duties assigned by the Management Committee.

10.5 The Committee shall each year appoint a suitable person to audit the financial affairs of FRFANZ for the current financial year.