

# **Hampshire Fire and Rescue Service**

## **Past Members Association**

### **Constitution**

#### **1 Name**

The name of the Association shall be 'Hampshire Fire and Rescue Service Past Members Association' (hereinafter referred to in this Constitution as the 'Association').

#### **2 Aims and objectives**

The aims and objectives of the Association shall be:

- Promoting and maintaining the social inclusion of Association members with Hampshire Fire and Rescue Service.
- Promoting and maintaining contact amongst past members.
- Promoting the health and welfare of members, their spouses and their children.
- Utilising the skills and experience of members for assisting Hampshire Fire and Rescue Service in promoting community safety through helping to raise awareness, mostly but not exclusively, amongst the elderly sector of the general public, of the risks posed by fire in the home and of the preventative measures which can be taken to protect against harm from fire, together with active engagement with road safety campaigns.

#### **3 Annual subscription, accounts and donations**

- The financial year shall commence on 1 April.
- An annual subscription shall be levied, the amount of which shall be determined by the Committee. The Committee shall have the power to apply subscriptions, donations and any other monies received from whatever source, to further the aims and objectives of the Association as they deem fit on behalf of and in the best interests of the members, subject to any directs given at the Annual General Meeting. Any member more than one year in arrears shall be deemed to have lapsed membership.
- A bank account shall be maintained in the name of the Association and operated on two of three signatures of Chairman, Secretary, Treasurer. Should the Secretary and Treasurer be one and the same person a member of the Committee shall also be nominated as signatory.
- The Treasurer shall submit to the Annual General Meeting an examined statement of accounts for the previous financial year.

The Association may also:

- Raise funds and invite and receive contributions by way of subscriptions and donations. The Association shall not undertake permanent trading activities in raising funds and shall conform to any relevant requirements of the law.
- Take out membership of organisations whose activities and interests are compatible with the aims of the Association.
- Invest the monies of the Association not immediately required as may be thought fit, subject to such conditions (if any) as imposed or required by law.

## 4 **Members**

Full membership shall be open to those who served with:

- The Hampshire Fire Service
- The Southampton Fire Brigade
- The Portsmouth Fire Brigade
- The Hampshire Fire Brigade
- The Hampshire Fire and Rescue Service

in the following categories:

- Retirement on completion of service.
- Retirement for medical reasons.
- Retirement from another fire and rescue service, the Fire Service College or secondment to the Chief Fire and Rescue Advisers Unit having previously served with any of the above organisations.
- Past members who did not retire from a career within the fire and rescue service environment but who completed at least 10 years service with the Hampshire Fire and Rescue Service or its constituent organisations.
- All Hampshire Fire and Rescue Service employees who, having completed 10 years service, 'retire' to secure commutation and are re-engaged to continue in service.

The Management Committee shall have the power to offer Associate membership to those who they feel have given support to the Association or who they feel warrant membership. This would include past members of any fire and rescue service who now reside within the county of Hampshire.

Widows/widowers will be automatically eligible for Associate membership.

The Association Management Committee shall have the right for good and sufficient reason to terminate the membership of any individual. The individual member concerned shall have the right to be heard by the Association Management Committee before a final decision is taken.

## 5 **The Management Committee**

- 5.1 The Association shall be managed by a Management Committee consisting of Chairman, Secretary, Membership Secretary, Treasurer, Welfare Officer, Communications Officer and up to 3 other members, elected by members of the Association at each Annual General Meeting. Additionally, the Committee will seek the additional representation of a serving HFRS adviser for the purpose of maintaining good liaison with the management structure of HFRS. This adviser will have no voting power unless also a paying member of the Association in accordance with the membership categories listed above.
- 5.2 The Association Management Committee shall meet not less than three times per year. The Secretary shall keep minutes of all Association Management Committee meetings.
- 5.3 The Association Management Committee may appoint advisers or sub committees as necessary and shall determine their terms of reference, powers, duration and composition. All acts and proceedings of such sub committees shall be reported back to the Association Management Committee as soon as possible.

## **6 Annual General Meeting**

- 6.1 The Association Management Committee shall hold an Annual General Meeting of the membership each calendar year and shall give a minimum of 28 days notice to the membership.
- 6.2 Notice of any motion intended to be raised at the Annual General Meeting shall be forwarded, in writing, to the Secretary within 14 days of the issue of the notice of the Annual General Meeting. Particulars of any such motion submitted shall be included by the Secretary in the agenda for the Annual General Meeting and shall be made available, together with a copy of the balance sheet for the previous financial year (where available) seven days prior to the Annual General Meeting.
- 6.3 The business transacted at the Annual General Meeting shall be:
- To receive the annual reports of the Chairman, Secretary, Treasurer and of any other relevant office bearer elected.
  - The election of members of the Association Management Committee when appropriate.
  - The appointment of an independent auditor(s) should this be necessary.
  - To process any motion properly submitted for inclusion on the agenda.

## **7 Special General Meeting**

The Chairman at his/her sole discretion may call a Special General Meeting of the Association membership. In addition, the Secretary shall call a Special General Meeting to consider important business of an exceptional nature, within 21 days of receiving a written request to do so by no less than 5% of the Association members.

## **8 Rules of procedure and voting at all meetings**

- 8.1 All matters properly arising at any meeting shall be determined by a simple majority of those present and entitled to vote. Voting will be by a show of hands.
- 8.2 Proposals requiring a vote must be supported by a seconder.
- 8.3 The quorum at any meeting of the Association shall be 20 members.
- 8.4 The minutes of meetings of the Association and sub committees shall contain a record of all proceedings, resolutions and decisions.

## **9 Financial authority**

- 9.1 All monies raised by or on behalf of the Association shall be applied to further the aims and objectives of the Association and for no other purpose, provided that nothing herein contained shall prevent the payment of reasonable and proper remuneration and fees to professional and technical advisers. No payment shall be made to members of the Association Management Committee other than reasonable out of pocket expenses.

- 9.2 The accounts shall be audited at least once a year by the auditor(s) appointed at the Annual General Meeting.
- 9.3 An audited statement of accounts for the last financial year shall be submitted by the Treasurer to the Annual General Meeting.
- 9.4 A bank/building society account shall be opened in the name of the Association, as the Association Management Committee shall decide. The Association Management Committee shall authorise, in writing, three office bearers of the Association Management Committee, one of who shall be the Treasurer, to sign cheques on behalf of the Association. All cheques must be signed by not less than two of the three authorised signatories.

## 10 **Subscriptions**

- 10.1 Subscriptions shall be set annually at the Annual General Meeting and will become due and payable by members no later than four weeks thereafter.
- 10.2 Members of the Association will also be encouraged to continue/become members of the HFRS Sports and Social Club.
- 10.3 Widows/widowers of past members will be eligible for Associate membership without paying any annual subscription.

## 11 **Alterations to the Constitution**

- 11.1 Any alteration to this Constitution shall require the agreement of a majority of those members of the Association present and voting at a General Meeting.
- 11.2 Notice of any such alteration must have been received by the membership, in writing, not less than 21 clear days before the meeting at which the alteration is to be proposed.

## 12 **Dissolution**

- 12.1 If the Association Management Committee, by a simple majority, decide that at any time it is necessary or advisable to dissolve the Association, the Chairman shall call a Special General Meeting, giving the membership not less than 21 days notice (stating the terms of the resolution to be proposed thereat).
- 12.2 If the decision is confirmed by a majority of those present and entitled to vote, the Association Management Committee shall have the power to dispose of any assets held by or on behalf of the Association.
- 12.3 Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to the Fire Fighters Charity.

13 **Adoption**

This Constitution has been accepted at the meeting dated .....

Signed ..... Chairman

Signed ..... Treasurer

Signed ..... Secretary