



Nelson Marlborough Provincial Fire Brigades Association

RULES

September 2023

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1. TITLE, DEFINITIONS, AND INTERPRETATION

- 1.1 The Title of the Association shall be the:
- “Nelson Marlborough Provincial Fire Brigades Association”
- 1.2 In these Rules, any reference to the “Commission” means the Fire and Emergency Commission as constituted by the Fire and Emergency Act 2017, or any other successor to it by subsequent legislation.
- 1.3 In these Rules, any reference to “FENZ” or “Fire and Emergency New Zealand” means Fire and Emergency New Zealand as constituted by the Fire and Emergency New Zealand Act, or any successor to it by subsequent legislation.
- 1.4 The following definitions are used in these Rules:
- 1.4.1 *UFBA* means the United Fire Brigades’ Association of New Zealand Incorporated
- 1.4.2 *Fire Brigade or Brigade or Rural Fire Force* means a group of persons organised and trained for the prevention, suppression, and extinction of fires and attending other emergency incidents

2. OBJECTIVES

- 2.1 To organise the fire brigades in the province into a Provincial Fire Brigades Association
- 2.2 To hold annual conferences, competitions, and meetings for the discussion of matters and duties, the reading of papers, and the delivery of lectures on topics of interest
- 2.3 To purchase, have, hold, and dispose of any equipment or any other property for the benefit of the Association
- 2.4 To encourage brigades to maintain a high level of efficiency in both administration and operations
- 2.5 To do all such other things as the Executive consider reasonable and necessary to promote and implement the aims, rules, and goodwill of the Provincial Association

3. MEMBERSHIP OF THE PROVINCIAL ASSOCIATION

- 3.1 All brigades that are full members of the Provincial Association must:
 - 3.1.1 Be located within the geographical boundaries:
Nelson District, Waimea Basin, Gold Bay, and south to Murchison and St Arnaud, east to include the Wairau Valley, and all of Marlborough, south to Kaikoura; and
 - 3.1.2 Have entered as a brigade (not individuals) into a binding agreement for service with the Commission; and
 - 3.1.3 Be a fire brigade or rural fire force working under the Fire and Emergency New Zealand Act 2017.
- 3.2 Any brigade wishing to join the Provincial Association shall make application to the Secretary. The application shall be referred to the Executive for their approval.
- 3.3 Any brigade may resign from the Provincial Association by forwarding to the Secretary their resignation in writing and paying all outstanding dues. Upon such resignation being accepted by the Executive, the brigade shall cease to be a member.
- 3.4 Any brigade remaining unfinancial for two successive years shall have its membership cancelled.

4. LIFE HONORARY MEMBERSHIP

- 4.1 Life Honorary Membership is available to recognise outstanding service to the Provincial Association.
- 4.2 All Past Presidents, Vice Presidents, and Secretaries who have served a minimum of two years in office may be elected Life Honorary Members of the Provincial Association.
- 4.3 The Provincial Association may also elect, by unanimous vote of the Executive, any other person who has rendered outstanding service to the Provincial Association.
- 4.4 All life members are entitled to full privileges except voting.
- 4.5 The Provincial Association Executive must approve all applications for Life Honorary Membership medals or badges.

5. PROVINCIAL ASSOCIATION SUBSCRIPTIONS

- 5.1 The annual subscriptions payable by all member brigades shall be determined by AGM/Conference after receiving recommendations from the Executive.
- 5.2 The subscription rates, as determined by Conference, will be for the period 1 July to the following 30 June.
- 5.3 All subscriptions must be paid before any privileges of membership can be granted.
- 5.4 Any brigade joining after 1 January in any year shall have their subscription reduced by half.

6. SUSPENSION OF MEMBERS AND BRIGADES

- 6.1 Should a member of any brigade, while representing the Association, act in such a manner as, in the opinion of the Executive, bring ridicule and/or disgrace upon the Association, the Executive shall have the power to compel the brigade to fine, suspend, or expel the member in question. Should the brigade decline to comply with the request, it shall be suspended from all privileges until such ruling is complied with. Right of appeal shall be granted to the brigade at the next annual conference. The delegates' ruling shall be final.
- 6.2 Any brigade being in default of acting, in the opinion of the Executive, in such a manner as may be derogatory to the welfare or interests of the Association, may be suspended by the Executive of all privileges. A brigade so suspended shall have the right, by giving one month's notice before the annual conference, of appealing to the delegates against the Executive's decision.

7. OFFICERS OF THE PROVINCIAL ASSOCIATION

- 7.1 The management of the business and affairs of the Association, and the custody and control of its funds and property, shall, subject to these rules, be vested in the Executive.
- 7.2 The Executive Committee of the Provincial Association shall be:

President
Immediate Past President
Senior Vice President
Junior Vice President
Challenge Convenor

A total of five persons, all with voting rights.

The Secretary shall be an ex officio member of the Executive Committee without voting rights (amended November 2010).

- 7.3 Three members of the Executive present at any duly convened meeting shall constitute a quorum.

- 7.4 Any question at any meeting of the Executive shall be decided by a majority of votes. In the case of equal votes, the President shall have a second or casting vote.
- 7.5 A meeting of the Executive may be called at any time by the President, or any three members of the Executive.
- 7.6 The Executive shall meet to conduct the business of the Provincial Association at such time and place as it shall determine and may regulate its own proceedings.
- 7.7 Any member of the Executive who ceases to be a member of a brigade shall hold office only until the next AGM/Conference.
- 7.8 The term of office for each position on the Executive Committee held by the elected members shall be for one year. The order or seniority will be in accordance with the number of years of service on the Executive Committee.
- 7.9 The office of the Patron of the Provincial Association will be filled from nominations received at the AGM/Conference.
- 7.10 The office of Auditor of the Provincial Association will be filled by an appointment made at the AGM/Conference.
- 7.11 Roles of the Executive Committee of the Provincial Association shall be:

President	Chairperson at all meetings Spokesperson for the NMPFBA Represents NMPFBA at awards functions
Immediate Past President	Offers support and advice for all members of the Executive Deputises for the President at awards functions as necessary
Senior Vice President	Liaison Officer for the NMPFBA
Junior Vice President	Assists Challenge Committee
Challenge Convenor	Runs/Organizes Challenge Committee <i>(amended September 2023)</i>
Secretary/Treasurer	Coordinates correspondence Keeps accurate minutes of all meetings Keeps financial records <i>(amended November 2010)</i>

8. ELECTION TO THE EXECUTIVE

- 8.1 One new member shall be elected at the AGM/Conference by ballot if more than one nomination is received.
- 8.2 Nomination forms for prospective members of the Executive will be issued to all member brigades.
- 8.3 Nominations are to be in the hands of the Secretary two weeks before the AGM.
- 8.4 If no nominations are received in accordance with rule 8.4 above, then they may be called for and received at the AGM/Conference.
- 8.5 A bare majority of votes shall be necessary to elect.
- 8.6 All nominations for election to the Executive must be accompanied by the written consent of the person nominated.
- 8.7 When a ballot is required, two scrutineers shall be appointed by the delegates.

9. PROVINCIAL ASSOCIATION ANNUAL GENERAL MEETING/CONFERENCE

- 9.1 The AGM/Conference of the Provincial Association will be held each year before the first Saturday in December at a place determined at the previous AGM/Conference.
- 9.2 The President shall preside over all meetings, and shall preserve order and decorum during the sittings, and shall have a casting vote as well as a deliberate vote.
- 9.3 In the absence of the President, the Chair shall be taken by the Immediate Past President and if also absent, the senior member of the Executive Committee present shall preside.
- 9.4 The order of debate will be in accordance with the accepted New Zealand Parliamentary practice.
- 9.5 Each brigade shall be entitled to send one delegate (with voting rights) to the AGM/Conference.
- 9.6 Any brigade not in a position to send a representative shall have the authority to appoint any member from another brigade to represent them by proxy. No brigade shall have more than one proxy. The Secretary of the Provincial Association must be notified in writing prior to the start of the AGM/Conference of such an appointment.
- 9.7 All representatives at the ASGM/Conference shall attend in service uniform.

10. RESPONSIBILITIES OF THE EXECUTIVE

- 10.1 The Executive is required to fulfill all the duties and requirements embodied in the rules of the Provincial Association.
- 10.2 To authorise payment through the Secretary of charges and expenses approved by the Executive.
- 10.3 In the event of the removal, resignation or death of the Secretary, the Executive may make a temporary appointment until the next AGM/Conference.
- 10.4 The Executive shall have the authority to fill any vacancy on the Executive from the ranks of Past Presidents (who are still operational) for the balance of the year.
- 10.5 To invest funds of the Provincial Association not immediately required for ordinary objects of the Provincial Association, with any trading or trustee bank registered until the Reserve Bank Act 1989, or in such securities as Government bonds, local body debentures or freehold properties, or to arrange finance as required.
- 10.6 To pay expenses to the President and Secretary to help defray costs at a level set by the delegates at the AGM/Conference.

11. SECRETARY

- 11.1 The Secretary of the Provincial Association shall also be the Treasurer.
- 11.2 The Provincial Association Secretary shall be elected at each AGM/Conference by the delegates assembled and from nominations received on the appropriate form.
- 11.3 All nominations are to be in the hands of the Secretary two weeks before the AGM.
- 11.4 The incumbent of the Secretary does not have to be a member of a Fire Brigade.
- 11.5 The Secretary shall:
 - 11.5.1 Be responsible for ensuring an accurate record is kept of all business transacted by the Provincial Association at all its meetings
 - 11.5.2 Attend to all correspondence, keep an up-to-date and accurate record of all member brigades, and conduct the affairs of the Provincial Association in accordance with the policy of the Provincial Association to the satisfaction of the Executive.
 - 11.5.3 Receive monies on behalf of the Provincial Association and issue receipts for same
 - 11.5.4 Be responsible for the payment of all accounts approved by the Executive
 - 11.5.5 The Secretary shall update the Charities Trust Form F3
 - 11.5.6 Notification and remits to all brigades a minimum of one month prior to AGM/Conference

12. COMPETITIONS

- 12.1 All events are to be run under the rules of the United Fire Brigades' Association (UFBA).
- 12.2 The date for the annual competitions will be aligned with national competitions agreed to by the executive and host brigade. *(Amended September 2023)*.
- 12.3 The Provincial Association shall present medals/bars to the winning four-person and two-person Waterway teams, Road Crash Rescue team, individual overall winners of the Drivers challenge, and Relay overall winning team of the Firefighter challenges. (When there is a minimum of 4 individuals/teams competing in the event) *(Amended September 2023)*.
- 12.4 The Protest Committee shall consist of the President and Challenge Committee.

13. CHALLENGE COMMITTEE

- 13.1 The Challenge Committee may have a membership of five persons consisting of two Marlborough representatives and two Nelson representatives, and a Challenge Convenor to assist and advise the Executive in all matters relating to Road Crash Rescue, Firefighter, Drivers, and Waterway challenges. The Challenge Convenor to sit on the Executive but will not go through the Chair. The Convenor shall have the power to co-opt assistance as required. *(Amended November 2011)*.
- 13.2 The Provincial Association Challenge Committee members will be elected at each Provincial Association AGM/Conference by the delegates assembled, and from nominations received on the appropriate form. Existing Challenge Committee members are eligible to be re-elected. There will be two representatives from Marlborough and two representatives from Nelson. *(Amended November 2010)*.
- 13.3 All nominations are to be in the hands of the Secretary two weeks before the AGM.
- 13.4 If no nominations are received in accordance with rule 13.2 above, the Executive may call for nominations from the floor.
- 13.5 The Provincial Association Challenge Committee shall:
 - 13.5.1 Carry out the draw for the Challenges
 - 13.5.2 Appoint all challenge officials with the approval of the Executive
 - 13.5.3 Supervise and assist the host brigade to set up the Challenge ground prior to the running of the challenges
 - 13.5.4 Ensure all hose and waterway equipment used for the challenges is of good standard and correctly adjusted

14. ACCOUNTING PROCEDURE

- 14.1 The financial year for the Provincial Association shall be from the 1st of July to the 30th of June each year.
- 14.2 The Secretary shall prepare a statement of receipts and payments and a balance sheet and submit the same to the AGM/Conference for approval and adoption.
- 14.3 All books and accounts shall be kept at the office of the Secretary of the Provincial Association, or at such other place or places as the Executive sees fit.
- 14.4 The statement of accounts and the balance sheet showing all financial transactions, including assets and liabilities as at the 30th of June in each year shall be submitted for review by the Provincial Association's auditor.
- 14.5 The auditor shall report on the balance sheet and the financial accounting to the AGM/Conference by certifying that the records are accurate and truly represent the standing and transactions of the Provincial Association.
- 14.6 The Executive will cause a current account to be kept with a trading or trustee bank registered under the Reserve Bank Act 1989 and located at a town of convenience to the Secretary. The account to be in the name of the "Nelson Marlborough Provincial Fire Brigades Association".
- 14.7 All Provincial Association payments are to be made by internet banking payment authorized by the Secretary and a Trustee. *(Amended September 2023)*
- 14.8 The Executive shall appoint two trustees to authorize internet banking payments set up by the Secretary with the approval of the executive. *(Amended September 2023)*
- 14.9 Any income, benefit or advantage must be used to advance the charitable purposes of the organisation.
- 14.10 No member of the organisation, or anyone associated with a member, is allowed to take part in or influence any decision made by the organisation in respect of payment to, or on behalf of, the member or associated person of any income, benefit, or advantage.
- 14.11 Any payments made to a member of the organisation, or person associated with a member, must be for goods or services that advance the charitable purpose and must be reasonable and relative to payments that would be made between unrelated parties.

15. ALTERATIONS OR AMENDMENTS TO RULES

- 15.1 Any member brigade wishing to alter any of the Provincial Association rules shall, at least three calendar months before the AGM/Conference, send a copy of the proposed alteration or addition to the Secretary who shall send copies to all member brigades so they will have a minimum of one month to consider the proposal.
- 15.2 The Executive can review the rules and email out to brigades for inspection one month before the AGM.

16. WINDING UP

- 16.1 If any property remains after the winding up or dissolution of the organisation and the settlement of all the organisation's debts and liabilities, that property must be given to or transferred to member brigades being registered charities under New Zealand law.

17. JURISDICTION AND ACCEPTANCE

- 17.1 All brigades in the Nelson Marlborough Provincial Fire Brigades Association shall be bound by these rules and all amendments or alterations once duly accepted.
- 17.2 We certify that the foregoing rules of the Nelson Marlborough Provincial Fire Brigades Association were passed at a duly constituted meeting of that Provincial Association held at Blenheim on the 13th of November 2010.

Signed by the said:

President: _____

Secretary: _____

Dated: 30 November 2010

