

CONSTITUTION AND RULES  
OF THE  
**CANTERBURY**  
**PROVINCIAL FIRE BRIGADES**  
**ASSOCIATION**



## REVISION HISTORY:

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# CONSTITUTION AND RULES

of the

## CANTERBURY PROVINCIAL FIRE BRIGADES ASSOCIATION

### 1. NAME

(a) The name of the Association shall be:

THE CANTERBURY PROVINCIAL FIRE BRIGADES ASSOCIATION.

(b) In these rules, any reference to the “Association” or “CPFBA”, means the Canterbury Provincial Fire Brigades Association.

#### 1.1 Definitions

“**Brigade**” includes all brigades as defined geographically by the Canterbury District of Fire and Emergency New Zealand and Mid and South Canterbury Districts of Fire and Emergency. Any such brigade must also be affiliated to the United Fire Brigades Association of New Zealand. It further includes the Fire Southern Communications Centre. “**Brigade**” also includes other firefighting groups, which may be admitted to the Association with the prior approval of the Executive.

### 2. OBJECTIVES and FUNCTIONS

(a) To organise the Fire Brigades of Canterbury into, and under the Canterbury Provincial Fire Brigades Association.

(b) To encourage and assist in the formation and functions of new Brigades in the Canterbury Province.

(c) To formulate and establish within the Association a model constitution governing the functions of Sub-Associations and also to establish a set of rules based on the United Fire Brigades Association of New Zealand Rules.

(d) To assist in ensuring that all matters of grievance within the Association are amicably settled and rectified, but if it is felt that the matter is of greater importance than can be handled by the Canterbury Provincial Fire Brigades Association it be referred to the executive of the United Fire Brigades Association of New Zealand for its full consideration to hold Annual Conferences and Annual Challenges.

(e) To promote and encourage the Sub-Associations, and oversee their administration and operation.

(f) To encourage Brigades to maintain a high level of efficiency in both administration and operations.

(g) To do all such other lawful things as the Executive consider reasonable and necessary to promote and implement the rules and goodwill of the Association.

### **3. PRIVILEGES OF MEMBERSHIP**

- (a) Collectively, the advantages of the Association are placing each other in the closest possible communication for the acquisition of knowledge on the matters relating to their position, advancement, efficiency, welfare, and protection of affiliated Brigades, and inspiring by such a union a feeling of strength and confidence in the resources which could never be maintained while remaining isolated, or by small local combinations.
- (b) Voting rights at the annual conference and any other special meeting.
- (c) Nomination of personnel for election to the Executive.
- (d) Participation in Provincial and Inter-Provincial Challenges.
- (e) Participation in other activities run under the auspices of the Association.

### **4. MEMBERSHIP OF THE ASSOCIATION**

- (a) Membership of the Canterbury Provincial Fire Brigades Association shall apply only to:
  - i Any “*Brigade*” in the Province. Application to join must be accompanied with the first year’s subscription and a \$20.00 administration fee.
  - ii Past Presidents and Honorary Members of the Association.
  - iii Past Presidents and Life Members of any Provincial Fire Brigades Association who are resident within the Canterbury Provincial Fire Brigades Association area and upon their application to join.
- (b) Any Brigade may resign membership of the Association by forwarding its resignation in writing to the Secretary and paying all arrears due.
- (c) Brigades two (2) years in arrears shall lose all privileges and the right to attend any conferences or meetings. Brigades twelve (12) months in arrears shall have no voice in the business of the Association. All amounts owing by the Brigade must be paid before the Annual Conference.

### **5. LIFE HONORARY MEMBERSHIP**

- (a) All Past Presidents, Vice Presidents and Secretary/Treasurers who have served five (5) years or more on the Executive and/or Technical Panel members and Events Coordinator who have served five (5) years on the Technical Panel may be elected Life Honorary Members of the Association. Past Presidents and Life Honorary Members are entitled to all privileges except voting.
- (b) The Association, subject to the prior consultation of the Executive, may also elect by secret ballot Life Honorary Membership by two thirds (2/3rds) majority vote any other person who has rendered outstanding service to the Association.

## **6. SUBSCRIPTIONS AND LEVIES**

- (a) The Annual Subscription per brigade shall be at the rate determined at the Annual Conference and will cover the period from the 1st April to 31st March (during which time the conference is held).
- (b) Levies to be paid in full by twentieth (20th) of the month following invoicing.
- (c) The Executive shall have the right should the Associations finances necessitate it to strike levies on all Member Brigades attending Conference, Challenges or any other activity under the auspices of the Association.
- (d) A separate levy may be struck for Championship Medals and shall only apply to Competitors in the Championship Challenges.
- (e) Levies struck by the Association for any function apply to those sixteen (16) years of age and over with the proviso that age be qualified and notified by the Brigade concerned.
- (f) All monies handled by the Association relating to Conference and Challenges are subject to a levy of ten per cent (10%).

## **7. CONDUCT OF MEMBERS AND BRIGADES**

- (a) Should a Member of any Brigade while representing the Association act in such a manner as, in the opinion of the executive, to bring ridicule and or disgrace upon the Association, the Executive shall have the power to suspend or expel the Member or Brigade in question from all privileges of the Association.
- (b) Right of appeal shall be granted to the Brigade at the next Annual Conference. The Delegates ruling shall be final.
- (c) Any Brigade being in default, or acting in the opinion of the Executive in such a manner as to be derogatory to the welfare or the interest of the Association, may be suspended by the Executive of all privileges.
- (d) A Brigade so suspended shall have the right, by giving one (1) month's notice before the Annual Conference, of appealing to the Delegates against the Executives decision.

## **8. OFFICE AND OFFICERS OF THE ASSOCIATION**

- (a) The office of the Association shall be at the residence of the Secretary/Treasurer of the Association.
- (b) The Executive of the Association shall consist of:

President  
Immediate Past President  
Vice President  
Three Brigade Representatives  
A total of six all with voting rights,

- (c) The Secretary/Treasurer and the Technical Panel Chair shall be members of the Executive, without voting rights.
- (d) The above Executive shall be Ex-Officio of any Committee under the auspices of the Association.
- (e) Any member of the Executive, except for the Secretary/Treasurer, who ceases to be a member of a Brigade, shall cease to be a member of the Executive.
- (f) Should a vacancy on the Executive occur during the year for any reason, and then the Executive may fill that vacancy for the remainder of the year by electing any active Past President to the position.
- (g) At a Special Meeting called for the purpose, it shall be competent for the Delegates by a majority of votes to remove a part or whole of the Executive and appoint others in their stead.
- (h) The Management of the business and the affairs of the Association and the control of its funds and property shall, subject to these rules, be vested in the Executive.
- (i) The Executive shall meet for the dispatch of business at such times and places as it shall determine and may regulate its own proceedings. An Executive meeting may take place:
  - (i) in person; or
  - (ii) by participating in the meeting by means of audio, audio and visual, or electronic communication; or
  - (iii) a combination of (i) and (ii) above.
- (j) Four (4) members of the Executive present at any duly convened meeting shall form a quorum.
- (k) Any question arising at any meeting of the Executive shall be decided by a majority of votes of members then present, and in the case of an equal number of votes the Chair shall have the casting vote.
- (l) The President or three (3) members of the Executive may call a meeting of the Executive at any time.
- (m) At all meetings of the Executive the President, or if absent the Immediate Past President, or in the absence of both of them the senior Executive member present shall preside.
- (n) The Executive shall cause minutes to be regularly entered into the books provided for the purpose, of all Extraordinary General and General Meetings. The minutes of any meetings signed by the Chair of the meeting at which the minutes were confirmed shall be evidence of the facts and the transactions recorded in such minutes.

## **9. ANNUAL CONFERENCE**

- (a) The Annual Conference of the Association shall take place at any time the Executive may deem necessary (not less than three (3) months' notice shall be given) for transactions of business in connection with the Association. Invitations to hold the Annual Conference shall be taken two (2) years in advance and shall be presented at the

Annual Conference, and if more than one invitation is received a vote of Delegates shall be taken as to which is accepted.

- (b) Each Brigade shall be entitled to send one (1) Delegate. Any Brigade not in a position to send a Delegate shall have the power to appoint any active member from another member brigade to represent them by proxy, but no Brigade shall have more than one proxy. The Secretary/Treasurer of the Association must be notified in writing prior to the Conference of such an appointment.
- (c) The order of business at the Annual Conference shall be that which is laid down by the Executive.
- (d) The President of the Association shall preside and shall preserve order and decorum during the sittings and shall have the casting vote as well as a deliberative vote. In the President's absence the Immediate Past President shall take the chair, or if also absent, the senior member of the Executive present shall preside. If no Executive Member is present a Delegate appointed by the Conference shall preside.
- (e) Any Delegate who fails to answer his/her name at any Official Roll Call may be called upon for an explanation, and the Executive shall have the power to deal with the absentee. This shall apply to all members attending Annual Conference and also Challenges. On application in writing leave of absence may be granted by the President.
- (f) Deputations desirous of waiting on the Executive or any Annual Conference under the auspices of the Association, or on any special Committee thereof, must give notice in writing to the Secretary/Treasurer of their intention before noon on the day of the meeting. Not more than two (2) of the deputation may address the Executive, Conference or Special Committee thereof. (Team Captains' Meetings are subject to rule 16 (f).)
- (g) All Representatives at Annual Conference shall attend in service uniform, and shall take part in all Public functions provided by the local committee and are compelled to take part in all Church Parades in service uniform.

## **10. ELECTION TO THE EXECUTIVE.**

- (a) No Past President shall be eligible for election.
- (b) To be eligible for nomination as President or Vice President, nominees must have served not less than two years as an Executive Member.
- (c) The nominations for the Executive, except for the position of Secretary/Treasurer, shall be in the hands of the various Brigades no less than one month prior to the Annual Conference. All nominations for the positions on the Executive must be accompanied by the written consent of the person nominated, on the printed form supplied by the Association, and this form is not to be used for any other purposes.
- (d) In the event of no nominations being received, as in (c) above, for any Executive Office, they may be received at the Annual Conference.
- (e) Where more than one nomination is received, then the election shall be by ballot. Voting papers, on which shall be printed the names of all the Candidates, shall be given to the Delegates eligible for voting. A bare majority of votes shall be necessary to elect.



- (f) Where any ballot is required, not less than three (3) Scrutineers shall be appointed by the delegates.
- (g) No more than two (2) members from any one Brigade may be elected as a Brigade Representative.
- (h) There shall also be elected one Auditor and two Trustees.
- (i) No persons, other than the Scrutineers, shall be permitted to leave the conference room while the ballot is in progress.

## **11. POWERS, AUTHORITY AND RESPONSIBILITIES OF THE EXECUTIVE**

- (a) To authorise payment through the Secretary/Treasurer of charges and expenses.
- (b) To purchase or otherwise acquire for the Association any furniture, fittings, books, newspapers, documents and other property and any rights or privileges necessary for the purpose of the Association and at such prices, and at such terms as they may think fit.
- (c) The Executive through its Secretary/Treasurer shall submit an Annual Balance Sheet to all Brigades not less than one month prior to the Annual Conference.
- (d) In the event of the removal, resignation or death of the Secretary/Treasurer, the Executive shall have the power to call applications and make an appointment.
- (e) To appoint and from time to time remove Solicitors of the Association and appoint others in their stead.
- (f) To invest the funds of the Association, not immediately required for the ordinary objects of the Association in such securities as Government Bonds, Local Body Debentures, freehold properties or recognised financial institutions.
- (g) To keep a current account at a Bank mutually agreeable to the Executive and the Secretary/Treasurer. The account to be in the name of, "Canterbury Provincial Fire Brigades Association". All payments to be made via electronic banking and each transaction to be electronically initiated by the Secretary/Treasurer and approved electronically by one of the duly elected Trustees.
- (h) The Executive shall have the power to pay reasonable travelling expenses.
- (i) To enter all such negotiations and contracts and to do all such acts and deeds and things in the name of the Association as they think expedient for the carrying out of the objects of the Association.
- (j) The Executive shall have the power to grant financial assistance to the Brigade or committee carrying out the Challenges and/or Conferences of the Association.

## **12. SECRETARY and TREASURER**

- (a) The positions of Secretary and Treasurer shall be by appointment by the Executive of the CPFBA. The Executive shall, as and when necessary, seek suitable applicants nominated by a Member Brigade, for the position. The successful applicant will be selected on merit following consideration by a "selection panel" convened by the Executive for that purpose. The Executive may co-opt other suitable person/s to the panel to assist in this process.
- (b) The Secretary and/or Treasurer, shall give a least three (3) months notice of resignation from the position to enable the process outlined in (a) above to be followed. In the case of the position becoming vacant without notice, the Executive may appoint a suitable person in an acting capacity, until the formal selection process has been completed.
- (c) Shall keep a true and faithful record of all business transacted at Executive, General and Special Meetings of the Association and to issue receipts as required electronically in the name of the Association. To initiate electronic transactions to be approved by a Trustee and submit all accounts as may be required by an auditor or reviewer provided by the Association.
- (d) Shall prepare a draft Annual Report, Balance Sheet and Accounts, and to submit it through the Executive to Annual Conference for approval. The above to be submitted to brigades not less than one (1) month prior to the Annual Conference.
- (e) Shall be responsible for payment of all accounts approved by the Executive.
- (f) Shall carry out all correspondence, to keep a register of all Brigades, and to conduct the affairs of the Association in accordance with the policy of and to the satisfaction of the Executive.

## **13. ACCOUNTS AND AUDITS**

- (a) The Executive shall cause true accounts to be kept and the money received and expended by the Association, and the matters in respect of which such receipt and expenditure takes place, and of the assets, credit and liabilities of the Association.
- (b) The Books of the account shall be kept at the Office of the Treasurer of the Association or at such places as the Executive thinks fit.
- (c) The accounts shall be made up to the 31st March each year and a Balance Sheet containing a summary of the Properties and Liabilities of the Association on that day shall be made out. Such accounts and receipts and all books kept by the Association and also an independent person appointed by the executive shall submit the balance Sheet for review. The Independent person shall report to the members at the ensuing Annual Conference, with their opinion as to the correctness of such a Balance Sheet and Accounts.

## **14. ALTERATIONS AND AMENDMENTS TO RULES**

- a) Any Brigade wishing to alter any of these rules shall not less than two (2) calendar

months prior to the Annual Conference send a copy of the proposed alteration or addition to the Secretary/Treasurer of the Association, who shall send copies of the same to all Brigades so that the Brigades will have at least one (1) month to consider the proposal

- b) Such alterations or amendments to the rules must be carried by a clear majority vote by Delegates.
- c) The Delegates at the Annual Conference shall have the power to alter, revoke, or suspend any Rule without notice, but such resolution shall require to be carried by at least two-thirds (2/3rds) majority of the votes of those present and entitled to vote.
- d) The executive may, in special circumstances, carry out a postal ballot to make alterations or amendments to the rules of the association. A postal ballot may only be carried out when time constraints, outside the control of the executive, mean that this ballot cannot be carried out at conference. Such alterations or amendments shall require to be carried by at least two-thirds (2/3) majority of returned votes from those entitled to vote

## **15. PREVENTION OF PRIVATE PECUNIARY PROFIT**

- (a) Any income, benefit, or advantage must be used to advance the charitable purposes of the CPFBA.
- (b) No member of the executive, or anyone associated with a member, is allowed to take part in, or influence any decision made by the executive in respect of payments to, or on behalf of, the member or associated person of any income, benefit, or advantage.
- (c) Any payments made to a member of the executive, 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.

## **16. TECHNICAL PANEL (Also referred to as Challenge Panel)**

- (a) A Technical Panel will be formed consisting of a minimum of three (3) persons and not exceeding four (4) persons who shall be elected biennially at the Annual Conference of the Association.
- (b) This panel will, under the authority of the Executive, be responsible for the overseeing of all Challenges, which are run under the auspices of the Association.
- (c) The Chair of the Technical Panel will be appointed by the Executive and will serve as such until the next biennial election.
- (d) The Chair of the Technical Panel shall attend a minimum of three (3) Executive meetings each year or further as required by the Executive.
- (e) The provisions of Rules 10(c) to 10(g) shall also apply to the nominations and election of members to the Technical Panel.
- (f) The panel shall:

- i Meet at least three (3) times a year and meet with the Executive at least once a year.
  - ii Be responsible for the running of all Challenges.
  - iii Select Officials for the Challenges after nominations have been called for by the Secretary/Treasurer. Meet the Brigade hosting the challenges twelve (12) months prior to the Challenges to check the venue and advise and assist as necessary.
  - iv Supervise and assist the host Brigades to set up the Challenge venue prior to the running of the Challenge.
  - v Ensure all equipment to be used in the Challenge is available and in good working order.
  - vi Chair Challenge discussions at the Annual Conference.
  - vii Carry out any other functions that the Executive may require of them.
- (g) The panel or part thereof should, wherever possible, attend Sub- Association Challenges to evaluate Officials and give advice as requested.

## **17. WINDING UP OF THE ASSOCIATION**

- (a) If any property remains after the winding up or dissolution of the CPFBA and the settlement of all the Associations' debts and liabilities, that property must be given or transferred to the United Fire Brigades Association or another organization that is charitable under New Zealand law and has purposes similar to the CPFBA.

## **18. REQUIRED ELIGIBILITY FOR CPFBA CHALLENGE MEDAL/BARS AND OVERALL WINNERS TROPHY**

- (a) Teams / Competitors must be part of a current financial member brigade of the Canterbury Provincial Fire Brigades Association, and have also paid entry fees and any other costs involved in the Challenge in order to be eligible for Championship Medals, Bars and Trophies.
- (b) Waterways Challenge requires a minimum of 3 teams to be entered, in either the 2 and 4 person challenge, from separate brigades in order for a Challenge Medal, Bars and Overall Winners Trophy to be presented. (b) 1. When rule 18(b) applies to a Waterway Challenge, the winning two or four person team shall still be eligible to be presented Championship Medals/Bars and overall winners trophy, if, when their Provincial times are transposed onto the previous National Challenge results in time sequence, and the subsequent points are allocated and totaled, the calculation shows that the team has achieved 80% or more of the total points that were scored to win the previous National Waterway Challenge. Calculation rounding shall be to one decimal point. If any waterway challenge event is altered/added/removed by the National Technical Panel between when the previous National Challenge was run and the current Provincial Challenge; the Provincial Technical Panel shall have the right to exercise discretion in

- adjusting how the above calculation is made to ensure it is fair and just.
- (c) Road Crash Rescue Challenge requires a minimum of 3 teams entered from separate brigades in order for a Challenge Medal, Bars and Overall Winners Trophy to be presented.
  - (d) Drivers Challenge requires a minimum of 10 competitors entered, made up from at least 3 separate brigades, in order for a Challenge Medal, Bars and Overall Winners Trophy to be presented.
  - (e) i) Fire Fighter Challenge (men's section) requires a minimum of 10 competitors entered, made up from at least 3 separate brigades, in order for a Challenge Medal and Bars to be presented  
ii) Fire Fighter Challenge (women's section) requires a minimum of 3 competitors entered, from at least 3 separate brigades, in order for a Challenge Medal and Bars to be presented.  
iii) Fire Fighter Challenge requires a minimum of 10 competitors entered, made up from at least 3 separate brigades, in order for the Overall Winners trophy to be presented.
  - (f) Notwithstanding rules 18b, 18c, 18d and 18e, the challenge may still proceed at the technical panel's discretion.
  - (g) Notwithstanding rules 18b & 18c composite team entries will be accepted.

## **19. EVENTS COORDINATOR**

(a) The position of Events Coordinator shall be appointment by the Executive of the CPFBA. The Executive shall, as and when necessary, seek suitable applicants nominated by a Member Brigade, for the position. The successful applicant will be selected on merit following consideration by a 'selection panel' convened by the Executive for that purpose. The Executive may co-opt other suitable person/s to the panel to assist in the process.

(b) The Event Coordinator will work under the direction of the Challenge Panel Convenor to:

1. Maintain up to date resources for all events, including scoring programmes, equipment requests, scoring sheets and rules, Certificate templates, disclaimers.
2. Liaise with Canterbury Brigades, UFBA and NZFS staff to access equipment/resources as needed.
3. Collate entries for events, communicate with competitors as required.
4. Attend all events as Field Secretary, take registrations, enter data and collate results, and assist with presentations.
5. Maintain a database of all Canterbury Trophies and where they are.
6. Keep a supply of medals and bars sufficient for all events.
7. Attend all Provincial meetings.
8. Work alongside all Executive and Challenge panel members to ensure the Provincial maintains it's high profile.
9. Add photos and notices to the Provincial Facebook page as appropriate.
10. Use the CPFBA dropbox to store all results, updated in annual folders.
11. Assist with Sub Association and UFBA events where possible.

## **RULES OTHER THAN THOSE OF THE CANTERBURY PROVINCIAL FIRE BRIGADES ASSOCIATION**

### **GOVERNING THE CONTROL OF THE CANTERBURY PROVINCIAL SUB-ASSOCIATIONS**

- (a) Each Sub-Association will be controlled by a Committee of no less than five (5) and no more than seven (7) elected from the floor of the Annual Meeting.
- (b) The Committee shall elect a President and a Secretary from its numbers, at its first meeting after the Annual Meeting.
- (c) All members of the Committee shall have equal voting power
- (d) All Brigades within the Sub-Association and the Secretary of the CPFBA shall be supplied with the names, addresses and telephone numbers of the Committee as soon as possible after the Secretary's appointment.
- (e) All monies of the Sub-Association shall be controlled by the Committee and shall be held in an approved bank
- (f) The Committee shall appoint two (2) trustees from its number.
- (g) The Sub-Association shall be financed by the grant from the CPFBA and from levies, received from each person attending functions. The amount of levies to be decided at the Annual Meeting of the Sub-Association.
- (h) Any Sub-Association collecting levies in their area or holding finances is required to submit a Balance Sheet and report to the Executive of the CPFBA.
- (i) All Fire Brigades in the area are entitled to attend functions but Brigades who attend regularly and do not belong to the CPFBA shall be expected to contribute \$2.00 to the Sub-Association funds and will not be eligible to compete for Sub-Association trophies.
- (j) All rules other than these shall be submitted to the CPFBA for approval before being executed.
- (k) No functions or actions of the Sub-Association shall be arranged that conflict or interfere with the activities, or discourage membership of the CPFBA.
- (l) Sub Associations must hold an Annual Meeting
- (m) The objects of the Sub-Association, through its committee, will be to arrange Challenges, field days, lectures, picnics, etc., to stimulate interest and further the enjoyment of brigades in its area, and to encourage activities between Sub-Associations, and to encourage participation in CPFBA affairs.
- (n) At the discretion of the Committee of the Sub-Association, Honorary Members can be deleted from the list.

## **SUB ASSOCIATIONS**

The Sub Association shall be divided as follows:

North Canterbury  
*North of the Waimakariri River*

Mid Canterbury  
*South of the Waimakariri River to the North of the Rakaia River*

South Canterbury  
*South of the Rakaia River*

## **MATTERS NOT PROVIDED FOR**

Any matters not provided for in the foregoing rules and conditions shall be covered by any rule of the United Fire Brigades Association of New Zealand if it so exists.