

## WILTSHIRE RETIRED FIRE FIGHTERS ASSOCIATION



# Constitution

- 1. NAME** The Association shall be known as WILTSHIRE RETIRED FIRE FIGHTERS ASSOCIATION.
- 2. AIMS & OBJECTIVES** The Association is apolitical and exists principally to promote in every practical way the interests of its members, their partners together with widows/widowers \* of the Association. The Association may engage in voluntary activities supportive to the fire and rescue service, its charities and the community in general. Additionally, the Association may promote such social activities as may be considered reasonable in the interests of its members.  
(\* including surviving partners)
- 3. EXECUTIVE COMMITTEE & OFFICERS** The officers of the Association shall be the PRESIDENT, CHAIRPERSON, VICE CHAIRPERSON, SECRETARY/TREASURER plus THREE REPRESENTATIVES from each area, North, Central and South. In addition, there shall be two representatives with a countywide reference. These fifteen officers shall form the Association's EXECUTIVE COMMITTEE. All officers, with the exception of the President, shall be elected annually at the Annual General Meeting. The Post of PRESIDENT is an honorary appointment selected by a ballot of the membership.

The business of the association shall be managed by the Executive Committee assisted by a LIAISON OFFICER from the Dorset & Wiltshire Fire & Rescue Service. The Liaison Officer shall be appointed by the Chief Fire Officer and Chief Executive. The Liaison Officer shall be ex-officio and without voting power.

The quorum for a meeting of the Executive Committee shall be **five** voting members including the Chairperson or Vice Chairperson.

The Chairperson of the Association shall chair the Executive Committee, or, in their absence the Vice Chairperson will take the chair. The Executive Committee shall have power to regulate its own proceedings and hold meetings at the direction of the Chairperson, or, in their absence, the direction of the Vice Chairperson. The Executive Committee shall have the power to co-opt and task sub-committees/working parties or members onto the Executive Committee, as deemed necessary, in order to progress development and policy matters.

**4. MEMBERSHIP** To be eligible for membership, an applicant should normally satisfy the following criteria but, in all cases, admission into membership is at the discretion of the Executive Committee.

(a) Have served in a fire service in the United Kingdom, whether in an operational capacity or otherwise and have retired, resigned or retired on medical grounds. Except in the case of those in receipt of an ill health pension, the minimum period of qualifying service shall be FIVE years.

(b) Widows/widowers \* whose partners met the criteria in (a)  
(\* including surviving partners)

(c) Have paid the annual subscription as set by the Annual General Meeting.

(d) The Executive Committee shall have the power to bestow *HONORARY MEMBERSHIP* or *HONORARY LIFE MEMBERSHIP* upon any person as they deem appropriate.

(e) Allegations against any member of bringing the Association into disrepute and/or serious misconduct of any kind shall be heard by a tribunal normally consisting of the Vice Chairperson and two other Executive Committee members. The tribunal shall have the power to expel the member from the Association. There shall be a right of appeal against the decision to expel. The appeal shall normally be heard by the Chairperson and two other members of the Executive Committee that did not sit on the disciplinary tribunal that awarded the punishment of expulsion.

**5. MEETINGS** The Annual General Meeting of the association shall normally be held in June, July or August, but may be cancelled or held later in the year should circumstances make it necessary.

The *quorum for the AGM shall be twelve voting members.* Voting shall be by show of hands or by ballot, to be determined by the Chairperson. Each member attending shall be entitled to one vote with the Chairperson holding the casting vote in the event of a tie.

Notice of the date of the Annual General Meeting, together with an invitation to members to stand for election or re-election to the Executive Committee, shall be published on the Association website ([www.wrfa.org.uk](http://www.wrfa.org.uk)) and in the magazine (The Branch) by the last day of March.

An Extraordinary General Meeting (quorum 12 voting members) may be convened by the Chairperson or through a collective request submitted to the Secretary by any six members of the association. An application for an Extraordinary General Meeting must be submitted in writing to the Secretary at least 28 days before the intended date of the meeting. The Secretary shall give members 14 days' notice stating the business to be transacted at the meeting.

- 6. FINANCE** The financial year of the Association shall end on 31<sup>st</sup> March. The annual subscription shall be determined annually at the Annual General Meeting and shall be paid in advance.

The Executive Committee shall have authority to allocate the Association's funds as they deem necessary providing the expenditure is justifiable and in accordance with the aims and objectives of the Association (see paragraph 2).

The Treasurer has delegated power, in consultation with the Chairperson, to commit or spend up to £400 for the benefit of the Association.

The Association shall maintain its own bank account and all funds belonging to the Association shall be deposited and utilised through these accounts. Cheques shall only be drawn on the Association's account(s) if signed by two of the following three officers – Chairperson, Vice Chairperson and Secretary/Treasurer.

The audited statement of accounts shall be submitted for the approval of the Annual General Meeting by the Treasurer.

- 7. AMENDMENTS TO THE CONSTITUTION** The constitution of the Association shall only be revoked or amended at an Annual General Meeting or an Extraordinary General Meeting. Members shall receive 14 days' notice of any meeting at which amendments to the constitution are proposed.
- 8. DISSOLUTION OF THE ASSOCIATION** The Association shall not be dissolved except following an Extraordinary General Meeting called for that purpose at which two thirds of the voting members present vote for dissolution. The meeting that decided to dissolve the Association shall also be responsible for determining how its assets are dispersed.

**9. PRIVACY POLICY - General Data Protection Regulations (GDPR)**

Officials of the Association should adhere to the principles of GDPR. Personal data used will be restricted to that which is necessary for the running of the Association and support of its members.

This information will be held by the Secretary. Any personal information shared between officials shall be limited to that which is required to carry out their duties.

Personal contact information of members of the executive committee may be routinely shared between them, in order to facilitate operation of the Association.

A separate policy document provides further guidance to officers of the Association.