



CONSTITUTION
AND
STANDING ORDERS

"AUCKLAND FIRE BRIGADE HISTORICAL SOCIETY

1st CONSTITUTION ADOPTED 08/07/2010

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The Constitution of the "Auckland Fire Brigade Historical Society"

1st Constitution Adopted 08/07/2010

Name (1)

- (a) The Name of the Association shall be "The Auckland Fire Brigade Historical Society" (Hereafter called "The Society").

INTERPRETATION (2).

In the interpretation of these rules unless there is something in the subject or context inconsistent therewith:-

(a) Constitution

An Organisation's constitution is the document setting out the aims of the organisation together with details of the administration set up to achieve these. The constitution may be known by that title or by another word such as Rules, Regulations, Charter, Articles or By-laws.

(b) Standing Orders

Are the permanent rules for the regulation of the business and proceedings at an organisation' meetings. (These rules are also known as "Rules of Order" and "Rules of Debate").

(c) Society

Means "The Auckland Fire Brigade Historical Society".

(d) Member

Means Full, Life, Honorary, Associate Member, unless otherwise stated.

(e) Fire Brigade

Means both permanent and volunteer brigades within the Auckland Fire Region (2010). The area includes fire brigades in previously known configurations as fire brigade or within area, district, division or region.

(f) Special Resolution

Means a resolution passed by $\frac{3}{4}$ majority of all FULL members present at the meeting which it is proposed.

ADDRESS (3)

The address of the Society will be C/- NZFS, PO Box 68-444, Newton, Auckland 1010.

OBJECTS AND PURPOSES OF THE SOCIETY (4)

4.1 The basic objects of the Society are :-

- (a) To preserve artefacts of historical significance relating to fire-fighting services in the Auckland region.
- (b) To establish links with organizations that have similar interests
- (c) To disseminate historical information to any interested persons, groups, and institutions by any of the following means:
 - i) publishing historical materials such as newsletters and books;
 - ii) maintaining a web site that presents information and photographs;
 - iii) holding meetings featuring workshops, lectures, or informative programs;
 - iv) conducting historic tours;
 - v) marking or restoring historic buildings and sites; and by operating a museum or historic site.
- d) To make this material available for study and research by individuals and scholars, as appropriate, making sure that it is accessible to the public
- e) To accomplish these goals through the establishment of clearly defined collection, preservation, and dissemination policies and procedures.

4.2. In addition to the basic objects of the society the objects and purposes of the society shall be deemed to include:-

- (a) The purchase, taking on lease or in exchange, and the hiring or otherwise acquiring of any real or personal property that maybe deemed necessary or convenient for any of the objects or purpose of the society.
- (b) The buying, selling and supplying of, and dealing in goods of all kinds.

- (c) The construction, maintenance, and alteration of building or works necessary or convenient for any of the objects or purposes of the society.
- (d) The accepting of any gift, whether subject to a special trust or not, for any one or more of the objects or purposes of the society.
- (e) The taking of such steps from time to time as the committee or the members in general meeting may deem expedient for the purpose of procuring contributions to the funds of the Society, whether by way of donations, subscriptions, or otherwise.
- (f) The printing and publishing of such newspapers, periodicals, books, leaflets, or other documents as the committee or the members in general meeting may think desirable for the promotion of the objects and purpose of the society.
- (g) The borrowing and raising of money in such a manner and on such terms as the committee may think fit or as may be approved or directed by resolution passed at a general meeting; and securing the repayment of money so raised or borrowed or the payment of a debt or liability of the Society by giving mortgages, charges or securities upon or over all or any of the real or personal property of the society.
- (h) Subject to the provisions of the Trustee Act 1956, the investment of any moneys of the Society not immediately required for any of its objects or purposes in such a manner as the committee may from time to time determine.
- (i) The establishment and support or aiding in the establishment or support, of any other association formed for any of the basic objects of the Society.
- (j) The doing of all such other lawful things as are incidental or conducive to the attainment of the basic objects of the society or of any of the objects and purposes specified in the foregoing provisions of this sub-rule.

RULES OF THE SOCIETY (5)

(1) In these rules, unless the contrary intention appears - “General Meeting” means a general meeting of members convened in accordance with rule 18.

- “Ordinary Committeeman” means a member of the committee to whom paragraph (b) of sub-rule (1) of rule 28 relates.

(2) In these rules, expressions referring to writing shall, unless the contrary intention appears, be construed as including references to printing,

lithography, photography, and other modes of representing or reproducing words in a visible form.

(3) Words or expressions contained in these rules shall be interpreted in accordance with the provisions of the Interpretation Act 1999.

MEMBERSHIP OF THE SOCIETY (6)

(1) A person who is nominated and approved for membership as provided in these rules is eligible to be a member of the Society on payment of the annual subscription prescribed in, or fixed under, these rules.

(2) As soon as it is practicable after the receipt of a nomination, the Public Officer shall refer the nomination to the committee.

(3) Upon a nomination being approved by the committee, the Public Officer shall, with as little delay as possible, notify the nominee, in writing, that he has been approved for membership of the Society and upon receipt of the sum payment by or on behalf of the nominee as his first year's subscription, shall enter the nominee's name in a register of members to be kept by the Public Officer, whereupon the nominee becomes a member of the Society.

(4) A member of the Society may, at any time, resign from the Society by delivering or sending by post to the Public Officer a written notice of resignation.

(7) (a) Upon receipt of a notice under sub-rule (4) of this rule, the Public Officer shall remove the name of the member by whom the notice was given from the register of members, whereupon that member ceases to be a member of the Society.

(7) (b) Any member may not less than 30 days of notice in writing to the Public Officer, resign their membership and shall be deemed to be no longer a member at the expiration of 30 days after such notice or earlier if the committee shall determine.

(i) Any member so resigning, shall be liable for all subscriptions or other monies due to the date of their ceasing to be a member.

(ii) The committee may by special resolution at a meeting duly called for the purpose, expel any member who fails to observe the rules of the Society or who shall be guilty of any conduct which in the opinion of the committee may be prejudicial to the interests of the Society or who shall be guilty of any conduct which in the opinion of the committee may be prejudicial to the interests of the Society or its members provided that at any meeting of the committee so called, the member whose proposed expulsion is under consideration shall be entitled to be heard.

(iii) No person ceasing for any cause to be a member of the Society shall have any claim on the assets or property with rule (7)(B) of

sub-rule (ii), the committee at its discretion authorise a refund to such member of a pro-rata proportion of any subscription or other monies paid in advance to the Society.

(8) A right, privilege, or obligation of a person by virtue of his membership of the Society --

(a) Is not capable of being transferred or transmitted to another person; and

(b) Terminates upon the cessation of his membership, whether by death, resignation, or otherwise.

(9) Members are not to be liable to contribute towards payment of liabilities of the Society on a winding up.

CONDUCT OF MEMBERS (7)

Any member engaged in Society activities shall observe sound and ethical practices.

Every member shall observe and abide by the rules of the Society.

FULL MEMBERSHIP (8)

(a) Full membership of the Society shall be open to all persons employed by the Auckland Fire Brigade, or any other full time and volunteer fire brigade, Fire Prevention or Protection service, or others as nominated/approved by the committee, upon payment of an annual subscription as hereinafter prescribed. These persons shall hold full voting rights in the affairs of the Society. No restrictions shall be imposed on any person by the Society. No restrictions shall be imposed on any person by virtue of religious or political beliefs, sex, nationality, race or age, but the committee shall have the right to refuse membership to any person without assigning any reason therefore.

(b) Retired employees/volunteers of any of the above mentioned services, will also be considered and with the approval of the committee can be full members.

LIFE MEMBERSHIP (9)

Life members can be admitted to the Society on the recommendation of the committee to a general meeting at which the recommendations must be passed by $\frac{3}{4}$ majority of all full members present.

ASSOCIATE MEMBERSHIP (10)

The full members at a general meeting may admit as an Associate on a yearly basis, any person who makes written application and agrees to pay an annual subscription as hereinafter prescribed.

- (a) Associates shall be entitled to receive information distributed by the society.
- (b) Associates shall be entitled to attend general meetings of the Society.
- (c) Associates cannot vote or hold any official positions within the Society.

HONORARY MEMBERSHIP (11)

At a general meeting, full members may decide to admit to the Society, a person or organisation they think are worthy of Honorary membership for services rendered to the Society.

- (a) Honorary members shall be entitled to attend all general meetings of the Society.
- (b) Honorary members shall be entitled to receive information distributed by the Society.
- (c) Honorary members cannot vote or hold any official positions within the Society.

INCOME AND PROPERTY OF THE SOCIETY (12)

(1) The income and property of the Society, however derived, shall be applied solely towards the promotion of the objects and purposes of the Society and no portion thereof shall be paid or transferred, directly, by dividend, bonus, or otherwise, to any member of the Society.

(2) The Society shall not - -

(a) Appoint a person who is a member of the committee to any office of the Society to the holder of which there is payable any remuneration by way of salary, fees, or allowances; or

(b) Pay to any such person any remuneration or other benefit in money or money's (other than the repayment of "Out -of-pocket" expenses.

(3) Nothing in the foregoing provisions of this rule prevents the payment in good faith to a servant or member of the Society of - -

(a) Remuneration in return for services actually rendered to the Society by the servant or member or for goods supplied to the Society by the servant or member in the ordinary course of business;

(b) Interest at current bank overdraft rate on money lent; or let to the Society by the servant or member.

ACCOUNTS OF RECEIPTS, EXPENDITURE, & ETC. (13)

(1) True accounts shall be kept - -

(a) Of all sums of money received and expended by the Society and the matter in respect of which the receipt or expenditure takes place; and

(b) Of the property, credits, and the liabilities of the Society, and subject to any reasonable restrictions as to time and manner of inspecting them that may be imposed by the Society for the time being, those accounts shall be open to the inspection of members of the Society.

(2) The Treasurer of the Society shall faithfully keep all general records, accounting books, and records of receipt and expenditure connected with the operations and business of the Society in such form and manner as the committee may direct.

(3) The accounts, books and records referred to in sub-rule (1) and (2) of this rule shall be kept at the Society's office or at such place as the committee may decide.

BANKING AND FINANCES (14)

(1) The Treasurer of the Society shall, on behalf of the Society, receive all monies paid to the Society and forthwith after the receipt thereof official receipts therefore.

(2) The committee shall cause to be opened with such bank as the committee selects a banking account in the name of the Society into which all moneys received shall be paid by the Treasurer as soon as possible after receipt thereof.

(3) The committee may receive from the Society's bank or bankers for the time being the cheques drawn by the Society on any of its accounts with the bank or bankers and may release and indemnify the bank or bankers from and against all claims, actions, suits, or demands that may be brought against the bank or bankers arising directly or indirectly out of those cheques or the surrender thereof to the Society.

(4) Except the authority of the committee, no payment of a sum exceeding twenty dollars shall be made from the funds of the Society

otherwise than by cheque drawn on the Society's bank account, but the committee may provide the Treasurer with a sum to meet urgent expenditure, subject to the observance of such conditions in relation to the use and expenditure thereof as the committee may impose.

(5) No cheque shall be drawn on the Society's bank account except for payment of expenditure that has been authorised by the committee.

(6) All cheques, drafts, bills of exchange, promissory notes, and other negotiable instruments shall be signed by Treasurer or in his absence, by such other members or members of the committee as the committee may nominate for the purpose, and shall be countersigned by the Public Officer.

AUDITOR (15)

(1) At each annual general meeting of the Society, the members present shall appoint a person who is not a member or the Public Officer of the Society as the Auditor of the Society.

(2) A person so appointed shall hold office until the annual general meeting next after that at which he/she is appointed and is eligible for re-appointment.

(3) The first Auditor of the Society may be appointed by the committee before the first annual general meeting, and, if so appointed, shall hold office until annual general meeting, unless previously removed by a resolution of the members at a general meeting, in which case the members at that meeting may appoint an Auditor to act until the first annual general meeting.

(4) If an appointment is not made at an annual general meeting the committee shall appoint an Auditor of the Society for the then current financial year of the Society.

(5) If a casual vacancy occurs in the office of the Auditor during the course of a financial year of the Society, the committee may appoint a person as the Auditor and the person so appointed shall hold office until the next annual general meeting.

AUDIT OF ACCOUNTS (16)

(1) Once at least in each financial year of the Society, the accounts of the Society shall be examined by the Auditor.

(2) The Auditor shall certify as to the correctness of the accounts of the Society and shall report thereon to the members present at the annual general meeting.

(3) In his/her report, and in certifying to the accounts, the Auditor shall state - -

(a) Whether he/she has obtained the information required by him/her.

(b) Whether, in his/her opinion, the accounts are properly drawn up so as to exhibit a true and correct view of the financial position of the Society according to the information at his/her disposal and the explanations given to him/her and as shown by the books of the Society; and

(c) Whether the rules relating to the administration of the funds of the Society have been observed.

(4) The Public Officer of the Society shall cause to be delivered to the Auditor a list of all the accounts, books and records of the Society.

(5) The Auditor - -

(a) Has a right of access to the accounts, books, records, vouchers, and documents of the Society.

(b) May required from the servants of the Society such information and explanations as may be necessary for the performance of his duties as Auditor;

(c) May employ persons to assist him/her in investigating the accounts of the Society; and

(d) May, in relation to the accounts of the Society, examine any of the committee or any servant of the Society.

ANNUAL GENERAL MEETING (17)

(1) The Society shall, in each year, hold an annual general meeting.

(2) The Annual general meeting shall be held on such day (being not later than three months after the close of the financial year of the Society) as the committee may determine.

(3) The Annual general meeting shall be in addition to any other general meetings that may be held in the same year.

(4) The Annual general meeting shall be specified as such in the notice convening it.

(5) The ordinary business of the Annual general meeting shall be - -

(a) To confirm the minutes of the last preceding annual meeting and of any general meeting held since that meeting;

(b) To receive from the committee, auditor, and servants of the Society reports upon the transactions of the Society during the last preceding financial year;

(c) To elect the officers of the Society and the ordinary committeemen;

(d) To appoint the Auditor and determine his/her remuneration; and

(e) To determine the remuneration of servants of the Society.

(6) The annual general meeting may transact special business of which notice is given in accordance with these rules.

(7) All general meetings other than the annual general meeting shall be called special general meetings.

GENERAL MEETINGS (18)

No less than four general meetings shall be held in each year.

SPECIAL GENERAL MEETING. (19)

(1) The committee may, whenever it thinks fit, convene a special general meeting of the Society.

(2) The committee shall, on the requisition in writing of not less than ten members, convene a special general meeting of the Society.

(3) A requisition for a special general meeting shall state the objects of the meeting and shall be signed by the requisitionists and deposited at the office of the Society and consists of several documents in the like form, each signed by one or more of the requisitionists.

(4) If the committee does not cause a special general meeting to be held within twenty one (21) days from the date on which a requisition therefore is deposited at the office of the Society, the requisitionists, or any of them, may convene the meeting; but any meeting so convened shall not be held after three months from the date of the deposit of the requisition.

(5) A special general meeting convened by requisitions in pursuance of these rules shall be convened in the same manner as nearly as possible as that in which those meetings are convened by the committee, and all reasonable expenses incurred in convening the meeting shall be refunded by the Society to the persons incurring them.

NOTICES OF GENERAL MEETINGS (20)

The Public Officer of the Society shall, at least fourteen days before the date fixed for holding a general meeting of the Society, issue a notice of meeting to the members, so specifying the place, day, and time for the holding of the meeting, and the nature of business to be transacted thereat.

BUSINESS AND QUORUM AT GENERAL MEETINGS (21)

(1) All business that is transacted at special general meetings and all business that is transacted at the annual general meeting, with the exception of that specially referred to in these rules as being the ordinary business of the annual general meeting, shall be deemed to be special business.

(2) No item of business shall be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time when the meeting is considering that item.

(3) At least five members personally present (being members entitled under these rules to vote) constitute a quorum for the transaction of the business of a general meeting.

(4) If within one hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of members, shall be dissolved; and in any other case it shall stand adjourned to the same day in the next week, at the same time (unless another place is specified by the chairman at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place, and if at the adjourned meeting a quorum is not present within one hour after the time appointed for the commencement of the meeting, the meeting shall be dissolved.

SUPERINTENDENT TO PRESIDE AT GENERAL MEETINGS (22)

(1) The Superintendent, or in his absence, the Deputy Superintendent, or in the absence of both the Superintendent and Deputy Superintendent, the Treasurer, shall preside as chairman at every general meeting of the Society.

(2) If the Superintendent, Deputy Superintendent, and the Treasurer are absent from a general meeting, the members present shall elect one of their number to preside as chairman thereat.

ADJOURNMENT OF GENERAL MEETINGS (23)

(1) The chairman of a general meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

(2) Where a meeting is adjourned for fourteen days or more, the like notice of the adjourned meeting shall be given as in the case of the original meeting.

(3) Except as provided in the foregoing provisions of this rule, it is not necessary to give any notice of an adjourned meeting.

DETERMINATION OF QUESTIONS ARISING AT GENERAL MEETINGS (24)

A question arising at a general meeting of the Society shall be determined on a show of hands and unless before or on the declaration of the results of the show of hands a poll is demanded, a declaration by the chairman that a resolution has, on a show of hands, been carried, or carried unanimously, or carried by a particular majority or lost, and an entry to that effect in the minute book at the Society is evidence of the fact, without proof of the number or proportion of the votes recorded in favour or against, that resolution.

VOTES (25)

(1) Upon any question arising at a general meeting of the Society, a member has one vote only.

(2) All votes shall be given personally.

(3) In case of an equality of voting on a question the chairman of the meeting is entitled to exercise a second or casting vote.

TAKING OF POLL (26)

If at a meeting a poll on any question is demanded it shall be taken at that meeting in such manner as the chairman may direct, and the result of the poll shall be deemed to be the resolution of the meeting on that question.

WHEN POLL TO BE TAKEN (27)

A poll that is demanded on the election of a chairman, or on a question of adjournment, shall be taken forthwith, and a poll that is demanded on any other question shall be taken at such time before the close of the meeting as the chairman may direct.

AFFAIRS OF THE SOCIETY BE MANAGED BY A COMMITTEE (28)

(1) The affairs of the Society shall be managed by a committee of management constituted as provided in rule 29.

(2) The committee.

(a) Shall control and manage the business and affairs of the Society.

(b) May, subject to these rules, exercise all such powers and functions as may be exercised by the Society other than those powers and functions that are by these rules to be exercised by general meetings of members of the Society.

(c) Subject to the Ordinance and these rules, has power to perform all such acts and things as appear to the committee to be essential for the proper management of the business and affairs of the Society; and

(d) Shall appoint a member to be the Public Officer and who shall be a resident of the Auckland Council area. The Public Officer shall act until he/her resigns or his/her successor is appointed by the committee.

OFFICERS OF THE SOCIETY (29)

(1) The officers of the Society shall be;

(a) A Superintendent;

(b) A Deputy Superintendent;

(c) A Treasurer;

(d) A Secretary.

(2) The provisions of sub-rule (2), (3) and (4) of rule 30, so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the officers mentioned in sub-rule (1) of this rule.

(3) The committee shall be elected at the Bi-annual meeting of the Society and each member of the committee shall hold office until his/her successor is elected at the next Bi-annual meeting.

(4) There shall be deemed to be a quorum at any committee meeting in which there is present in person, no less than four committee persons.

(5) The committee shall deal with any urgent business arising in between general meetings, where there is not enough time to call a special meeting of all members.

(6) The committee shall be responsible to the Society and shall present an Annual Report, including a financial statement, to each Annual general meeting.

(7) The Society or the committee may appoint sub-committees. The Superintendent shall ex-officio be a member of all such sub-committees.

(8) In the event of a casual vacancy in any office mentioned in sub-rule (1) of this rule, the committee may appoint one of its members to the vacant office, and the member so appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of his/her appointment.

CONSTITUTION OF THE COMMITTEE (30)

(1) The committee shall consist of:-

(a) The officers of the Society; and

(b) Eight other members, all of whom shall be elected at the annual general meeting of the Society in each year.

(c) A Patron

(2) Each ordinary committee person shall, subject to these rules, hold office until the annual general meeting next after the date of his/her election, but is eligible for re-election.

(3) In the event of a casual vacancy occurring in the office of ordinary committee person, the committee may appoint a member of the Society to fill the vacancy, and the member so appointed shall hold office, subject to these rules until the conclusion of the annual general meeting next following the date of his/her appointment.

ELECTION OF MEMBERS OF COMMITTEE (31)

(1) Nominations of candidates for election as officers of the Society or as ordinary committee person –

- (a) Shall be made in writing signed by two members of the Society and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination);
- (b) Shall be delivered to the Public Officer of the Society at least ten days before the date fixed for the holding of the annual general meeting;
- (2) If sufficient nominations are received to fill all vacancies on the committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the annual general meeting.
- (3) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (4) If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.
- (5) The ballot for the elections of officers and ordinary committee persons shall be conducted at the annual general meeting in such usual and proper manner as the committee may direct.

VACATION OF OFFICE (32)

For the purpose of these rules, the office of an officer of the Society or of an ordinary committee person becomes vacant if the office or committee person –

- (a) Dies;
- (b) Becomes bankrupt or applies to take advantage of any law relating to bankrupt or insolvent debtors or compounds with his/her creditors;
- (c) Becomes of unsound mind;
- (d) Resigns his/her office by writing under his/her hand addressed to the committee;
- (e) Ceases to be resident in the region;
- (f) Fails, without leave granted by the committee, to attend three consecutive meetings of the committee;
- (g) Ceases to be a member of the Society; or
- (h) Fails to pay all arrears of subscription due by him/her within fourteen days after he/she has received a notice in writing signed by the Public Officer stating that he/she has ceased to be a financial member of the Society.

REMOVAL OF COMMITTEE (33)

- (1) Any member of the committee may be removed from office by special resolution passed at a special general meeting of the Society called for that purpose.
- (2) Special meetings of the committee may be convened by the Superintendent, or any four of its members;
- (3) Notice shall be given to members of the committee of any special meeting, specifying the general nature of the business to be transacted, and no other business shall be transacted at such a meeting.
- (4) Any five members of the committee constitute a quorum for the transaction of business of a meeting of the committee.
- (5) No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned to the same hour of the same day in the following week unless the meeting as a special meeting, in which case it lapses.
- (6) At meetings of the committee:-
 - (a) The Superintendent, or in his/her absence the Deputy Superintendent, or in the absence of both the Superintendent and Deputy Superintendent, the Treasurer; or
 - (b) If the Superintendent and the Deputy Superintendent are absent, such one of the remaining members of the committee as may be chosen by members present shall preside.
- (7) Questions arising at meetings of the committee or of any sub-committee appointed by the committee shall be determined on a show of hands or, if demanded by a member, by a poll taken in such manner as the person presiding at the meeting may determine.
- (8) Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote and, in the event of an equality of votes of any question, the person presiding may exercise a second or casting vote.
- (9) Written notice of each committee meeting shall be served on each member of the committee by delivering to him/her at a reasonable time before the meeting or by post in a prepaid letter addressed to him/her at his/her usual or last-known place of abode in time to reach him/her in due course of post before the date of the meeting.

DISCLOSURE OF INTEREST IN CONTRACTS, & ETC (35)

(1) A member of the committee who is interested in any contract or arrangement made or proposed to be made with the Society shall disclose his/her interest at the first meeting of the committee at which the contract or arrangement is first taken into consideration, if his/her interest then exists, or, in any other case, at the first meeting of the committee after the acquisition of his/her interest.

(2) If a member of the committee becomes interested in a contract or arrangement after it is made or entered into he/she shall disclose his/her interest at the first meeting of the committee after he becomes so interested.

(3) No member of the committee shall vote as a member of the committee in respect of any contract or arrangement in which he/she is interested and if he/she does so vote his/her vote, shall not be counted.

SUB-COMMITTEE AND EXECUTIVE COMMITTEE (36)

(1) The committee may at any time appoint a sub-committee from the committee as it may think fit and shall prescribe the powers and functions thereof.

(2) The committee may co-opt as members of a sub-committee such persons as it thinks fit, whether or not those persons are members of the Society, but a person so co-opted is not.

(3) Three appointed members of a sub-committee constitute a quorum at a meeting of the sub-committee.

(4) The Public Officer of the Society is responsible for calling meetings of a sub-committee.

(5) Written notice of each sub-committee meeting shall be served on each member of the sub-committee by delivering it to him/her at a reasonable time before the meeting or by sending it by posting in a prepaid letter addressed to him/her at his/her usual or last-known place of abode in time to reach him/her in due course of post before the date of the meeting.

(6) The Superintendent, the Deputy Superintendent, the Treasurer, and the Secretary constitute an executive committee, which may issue instructions to the Public Officer and the servants of the Society in matters of urgency connected with the management of the affairs of the Society during the intervals between meetings of the committee, and where any such instructions are issued shall report thereon to the next meeting of the committee.

ANNUAL SUBSCRIPTIONS (37)

(1) Until otherwise fixed pursuant to sub-rule (2) of this rule, the annual subscription payable by members shall be prescribed by the committee.

(2) The amount of the annual subscription may be altered from time to time by the members by resolution.

(3) The amount of the annual subscriptions shall be:-

Full Member	\$15
Life Member	Free
Associate Member	\$10
Honorary Member	Free

(4) Subscriptions for each year shall be due on the first day of April in that year.

(5) Any member who omits to pay the above yearly subscriptions within two calendar months shall have his/her said Membership Terminated, but he/she shall be entitled to be heard by the committee.

FINANCIAL YEAR (38)

The financial year of the Society is the period beginning on the first day of April in each year and ending on the last day of March next following.

NOTICES (39)

A notice may be served by on behalf of the Society upon any member either personally, by e-mail or by sending it through the post in a prepaid letter addressed to the member at his/her usual or last-known place of abode.

EXPULSION OF MEMBERS (40)

(1) Subject to this rule, the committee may expel a member from the Society if, in the opinion of the committee the member has been guilty of conduct detrimental to the interests of the Society.

(2) The expulsion of a member pursuant to sub-rule (1) of this rule does not take effect –

(a) Until the expiration of fourteen days after the service on a member of a notice under sub-rule (3) of this rule; or

(b) If the member exercises his/her right of appeal under this rule, until the conclusion of the special general meeting convened to hear the appeal, whichever is the later date.

(3) Where the committee expels a member from the Society, the Public Officer of the Society shall, without undue, cause to be served on the member a notice in writing:-

(a) Stating that the committee has expelled the member;

(b) Specifying the grounds for the expulsion; and

(c) Informing the member that if he/she so desires he/she may, within fourteen days after the service of the notice on him/her appeal against the expulsion as provided in this rule.

(4) A member on whom a notice under sub-rule (3) of this rule is served may appeal against the expulsion to a special general meeting by delivering or sending by post to the Public Officer of the Society, within fourteen days after the service of that notice, a requisition in writing demanding the convening of such a meeting for the purpose of hearing his appeal.

(5) Upon receipt of a requisition under sub-rule (3) of this rule, the Public Officer shall forthwith notify the committee of its receipt and the committee shall thereupon cause a special general meeting of members to be held within twenty-one days after the date on which the requisition is received by the Public Officer.

(6) At a special general meeting convened for the purpose of this rule:-

(a) No business other than the question of the expulsion shall be transacted;

(b) The committee may place before the meeting details of the grounds of the expulsion and the committee's reasons for the expulsion;

(c) The expelled member shall be given an opportunity to be heard;

(d) The members present shall vote by secret ballot on the question whether the expulsion should be lifted or confirmed.

(7) If at the special general meeting a majority of the members present vote in favour of lifting of the expulsion, the expulsion shall be deemed to have been lifted and the expelled member is entitled to continue his/her membership of the Society.

(8) If at a special general meeting a majority of the members present vote in favour of the confirmation of the expulsion, the expulsion takes effect, and the expelled member ceases to be a member of the Society.

INTERPRETATION (41)

Any doubt arising as to the application or meaning of any clause shall be decided by a vote of a general meeting, whose decision shall be final and conclusive.

SUPPLY OF COPIES OF THE CONSTITUTION (42)

The secretary shall supply a copy of the Constitution and of current Standing Orders without charge to:-

- (a) All new members on joining.
- (b) On reasonable request, to any existing member.

STANDING ORDERS (43)

General meetings shall be conducted in accordance with standing orders as prescribed by the committee from time to time.

ALTERATION OF THE CONSTITUTION (44)

(1) The rules may be amended by resolution passed by 2/3 majority of financial members voting at a special general meeting.

(2) Notice of the proposed amendment shall be included in the notice calling the special general meeting.

(3) An amendment to the objects and purposes of the Society shall not be effective until approved by the Registrar.

(4) An alteration of the objects, purposes or rules must be lodged with the Companies Office (societies and trusts Online) within three months of the change.

SEAL OF THE SOCIETY (45)

(1) The Seal of the Society shall be in the form of a rubber stamp, inscribed with the name of the Society encircling the word "Seal or Common Seal".

(2) The Seal of the Society shall not be affixed to any instrument except by the authority of the committee and the affixing thereof shall be

attested by the signatures either of two members of the committee or of one member of the committee and of the Public Officer of the Society or such other person as the committee may appoint for that purposes, and that attestation is sufficient for all purposes that the seal was affixed by authority of the committee.

(3) The seal shall remain in the custody of the Public Officer.

DISSOLUTION (46)

(1) The Society may be dissolved at any time by a vote of $\frac{3}{4}$ of the Full Members present including proxy and nominee votes of Full Members at any special or any annual general meeting of the Society provided that the notice of such meeting shall give notice for dissolution.

(2) Upon the dissolution of the Society, after paying all debts and obligations of the Society, the remaining assets and property, if any, shall be distributed as follows:

(a) All property on loan to the Society is to be returned to the rightful owners or their relations if the said owners cannot be located.

(b) All property owned by the Society is to be distributed to interested parties at the discretion of the committee at the final meeting.

(c) All remaining monies to be paid to a charity nominated by the final meeting of all financial members.

(d) No officer or member of the society shall benefit from the disbursement of the remaining monies or assets.

The Constitution of the "Auckland Fire Brigade Historical Society" adopted 08/07/2010 any other rules or constitution previously used are now null and void.

David Neil
Public Officer and Inaugural Superintendent

THE AUCKLAND FIRE BRIGADE HISTORICAL SOCIETY

'STANDING ORDERS' 08/07/2010

1. These Standing Orders shall be applicable to all General meetings and Executive Committee Meetings, and shall be construed subject to the Constitution.
2. Meetings shall, subject to the presence of a quorum, start at the time set out on the notice, continue until all business on the Agenda is disposed of.
3. If no quorum is present within 30 minutes of the starting time set out on the notice, the meeting shall lapse, and, subject to any resolution previously passed, the Superintendent shall fix the time of the next meeting. All business on the Agenda of the lapsed meeting shall be included on the Agenda of the next meeting and shall take precedence over new business.
4. If any member desiring to speak at General Meetings or in the Executive Committee of the Whole shall rise in his place and when called upon by the Chairman shall address the Chair. If two or more members rise simultaneously, the Chairman shall call upon the member who first caught his eye.
5. When the Chairman rises to speak any member on his feet shall resume his seat.
6. Except in Executive Committee, no member other than the proposer of a motion or an amendment shall speak to it until it has been seconded. A motion or amendment lapsing for want of a seconder shall not be recorded in the Minutes.
7. A motion or amendment before the Chair shall not be withdrawn except by its mover and by leave of the meeting. Not motion shall be withdrawn while any amendment is under discussion or after any amendment has been adopted.
8. If required to do so by the Chair, the proposer of any motion or amendment shall submit it in writing.
9. A motion or amendment before the Chair may be reworded by the mover subject to leave of the meeting.
10. Except in executive Committee, no member shall speak more than once to any question, except that the mover of a motion (but not of an amendment) shall have the right of reply, which shall close the debate. An amendment shall constitute a separate question from the original motion and from any other amendment.

11. A member moving a motion or amendment shall be deemed to have spoken to it. A member seconding a motion or amendment without speaking to it may reserve his right to speak to it subsequently.
12. When an amendment is before the Chair discussion shall be confined to that amendment. No further amendment shall be proposed until the amendment before the chair has been disposed of.
13. The Chairman shall, as far as practicable, call on speakers for and against a motion or amendment alternately, subject to the right of the seconder to speak immediately after the mover. If two consecutive speakers have both argued for or against a motion or an amendment, and there is no member wishing to argue the opposite view or, in the case of a motion, to move an amendment, the motion or the amendment shall (subject, in the case of a motion, to the mover's right of reply) be put without further debate.
14. Any member may rise a point of order, which shall take precedence over all other business, and which shall be open to discussion. The point must be raised at the time the alleged irregularity occurred. An explanation or contradiction shall not constitute a point of order.
15. Any member disagreeing with the Chairman's ruling on a point of order may move dissent. The Chairman shall then vacate the Chair and such motion shall be put forthwith without debate.
16. On an equality of voting, the Chairman shall declare the question resolved so as to maintain the status quo.
17. A member who has not already participated in the debate may at any time, whether another speaker has the floor or not, move, "That the question be now put", which motion, if accepted by the Chair, shall be put without amendment or debate. The Chairman shall have absolute discretion to accept or refuse the motion. The Chairman may also of his own volition put the question if he feels that the adequate discussion has taken place. In either case the mover of a motion shall retain his right of reply. If an amendment is before the Chair, the closure motion shall be deemed to close the debate on the amendment only.
18. A member may at any time move, "That the speaker be no longer heard" or "That the speaker be heard for a further limited period only". Such motions shall be put without amendment or debate. No other motion, except the closure motion or a motion dealing with the speaker's time, shall be moved while a speaker has the floor.
19. During the discussion of a motion (but not of an amendment), a member who has not already participated in the debate on the motion may move, "That the question be now put". This motion shall be open to debate, and shall be debated together with the original motion. If carried, the original motion shall not be dealt with further. If lost, the original motion shall be put forthwith, subject to the mover's right of reply. The motion may

be foreshadowed while an amendment is before the Chair, but in no case shall it be put till all amendments have been disposed of.

20. A member may move, "That the debate be now adjourned". Discussion shall be in order, but only amendments as to time and/or place shall be permitted. The motion shall take precedence over other business before the Chair excepts points of order.
21. A General Meeting may at any time during the discussion of a motion or an amendment resolve itself into a Committee of the whole.
22. Standing Orders 1-21 or any of them may be suspended by a majority of those present. A motion to this effect shall be open to debate.
23. No member shall reflect on the vote of a meeting, except on a motion for the rescission of any resolution previously adopted. No member shall reflect on a section of the Constitution or a Standing Order, except on a motion (of which due notice was given) to amend or repeal such Section or Order.
24. Notwithstanding anything hereinbefore contained, any decision made by a validly-constituted meeting shall not be void by reason only of a departure from these Standing Orders which was not detected until after the decision had been made.
25. Alterations to the Standing Orders shall only be made by a General Meeting after 14 days' notice has been given.
26. Any matters not dealt with in the above Standing Orders shall be governed by the customary procedure at meetings.