

# Central Otago Fire Brigades' Sub Association – Constitution 2025

## 1. Names and Definitions:

- 1.1 In these rules unless the context shall otherwise indicate, the following words and expressions shall have the meanings assigned to them respectively as follows:
- 1.2 The **Title** of the Sub-Association shall be the **Central Otago Fire Brigades' Sub Association**.
- 1.3 **COFBSA** is the **Central Otago Fire Brigades' Sub Association**.
- 1.4 **OSPFBA** is the **Otago Southland Provincial Fire Brigades' Association**.
- 1.5 **UFBA** is the **United Fire Brigades' Association of New Zealand Inc.**
- 1.6 **Brigade** is any **Brigade** located within the Central Otago Area (such area as determined from time to time by the **COFBSA**) and holding an 'Agreement for Service' with the **Fire and Emergency New Zealand**.
- 1.7 **Members** are members of affiliated **Brigades**, including Life Honorary Members of member **Brigades** and Life Honorary Members of the **COFBSA**.
- 1.8 **Subscriptions** are the yearly subscription as set at each **AGM** of the **COFBSA**.
- 1.9 **Executive Committee** shall consist of the President, Vice President, Immediate Past President, Secretary, and Treasurer, plus Co-opted members if so required.
- 1.10 **Committee** shall comprise the **Executive Committee** and include a maximum of two delegates per Member **Brigade**. A list of the delegates is to be kept by the **COFBSA**.
- 1.11 **Objects** are the objects of the **COFBSA**.
- 1.12 **AGM** is the Annual General Meeting of the **COFBSA**.
- 1.13 **FENZ** is **Fire and Emergency New Zealand**.

## 2. Objects:

- 2.1 To organise the Fire Brigades in the Central Otago area into a Sub Association of the **OSPFBA**.
- 2.2 To hold meetings for discussion of ideas and matters for the improvement and knowledge of its members, while encouraging communication within its membership. The regularity, timing and location of such meetings shall be decided by the **Committee**.
- 2.3 To organise and encourage the holding of Challenges between **Brigades** in the **COFBSA**, including invitation teams and individuals.
- 2.4 To promote social events and interaction between **Brigades** and **Members**.
- 2.5 To encourage the instruction and training of firefighters in modern methods and equipment.
- 2.6 To provide a forum for gathering views and opinions of members and promoting such views to the **OSPFBA**, the **UFBA**, **FENZ** or other parties as appropriate.

### 3. Membership:

- 3.1 Membership of the **COFBSA** shall be open to those **Brigades**, including Life Honorary Members of **Brigades** that reside within the **COFBSA** area.
- 3.2 Voting at meetings shall be limited to that of the Delegated **Members** from each Member **Brigade** – One Vote only per **Brigade**.
- 3.3 In the event of a tied vote the Chair shall have the right of a casting vote.
- 3.4 The Annual **Subscription** shall be set for the following year at the **AGM** of the Sub Association.
- 3.5 Any **Brigade** owing two or more years' **subscription** in arrears shall cease to belong to the **COFBSA**.
- 3.6 All arrears must be paid before the **COFBSA** will reinstate membership and grant any privileges.

### 4. Committee and Office Bearers:

- 4.1 The **Committee** of the **COFBSA** shall consist of two delegates from each Member **Brigade**.
- 4.2 The Committee shall, at each **AGM**, elect its own President, Vice President, Secretary and/or Treasurer, a Challenge Panel of three members. Executive and Challenge Panel members must be **Brigade** Delegates in order to exercise a vote.
- 4.3 Should a vacancy occur during the year, the **Committee** may fill such a position as it sees fit.
- 4.4 The **Executive Committee** shall have the power to co-opt any member or person they wish, for assistance or special expertise and advice.
- 4.5 The **Executive Committee** has all the powers necessary for managing the operation and affairs of the **COFBSA**, within the limitations as are contained in legislation or in this **Constitution**. The **Executive Committee** is expected to continuously act for, advocate and represent the **Brigades** in the **COFBSA**.

### 5. Alterations and Additions to Rules:

- 5.1 These rules shall not be altered, revoked or suspended except by the vote of two thirds majority of the **Brigades** present and eligible to vote at an AGM of which due notice has been given. Such notice shall be in the hands of all **Brigades** at least **six weeks** prior to the **AGM**.
- 5.2 For any matter not covered by these rules, the rules of the **OSPFBA** or the **UFBA** shall apply.
- 5.3 In the event of the **COFBSA** ceasing to exist, the assets and trophies held by the **COFBSA** shall be returned to the donating **Brigade** or Person. If this is not possible they shall be held in trust by the **OSPFBA** and be used as they see fit.

### 6. Finances:

- 6.1 The finances of the **COFBSA** shall be under the control of the Treasurer who shall bank such funds into an account as approved by the **Committee**.
- 6.2 All incoming funds shall be receipted and banked promptly to the **COFBSA** account.

- 6.3 All payments and charges against the **COFBSA** shall be approved by the **Committee**, and paid by bank transaction or such other means (including electronically) as approved by the **Committee**.
- 6.4 Any two of three signatories approval shall be required on all payments. Signatories shall be appointed at each **AGM**.
- 6.5 An annual balance sheet and statement of accounts shall be prepared, reviewed and presented to the **AGM** for approval.
- 6.6 The financial year of the **COFBSA** shall commence on the 1st of April each year and close on the 31st March the following year.

## 7. Life Honorary Membership:

- 7.1 Life Honorary Membership may be awarded to any member who has given exemplary service to the **COFBSA** and approved by a two thirds majority vote at an **AGM**.

## 8. Challenges:

- 8.1 The **COFBSA** shall conduct Challenges and other competitions or events as agreed by its **Members**.
- 8.2 All Challenges will be run under the Challenge Rules and Regulations of the **UFBA** or the **OSPFBA** as appropriate.

## 9. Challenge Panel:

- 9.1 The Challenge Panel shall oversee the running of all Challenges, and shall have the power to co-opt additional members as required.
- 9.2 Term of the Challenge Panel shall be two years, the same as the other **Executive Committee** members, with a maximum of three consecutive terms.