

TASMANIAN FIRE BRIGADES CHAMPIONSHIPS ASSOCIATION



CONSTITUTION

Version 1.4

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CONSTITUTION OF THE TASMANIAN FIRE BRIGADES CHAMPIONSHIPS ASSOCIATION

1. Name

The name of the Association shall be the **Tasmanian Fire Brigades Championships Association** (hereinafter called “the Association”).

2. Interpretation

- 2.1 *Annual General Meeting* is held after 31st March and prior to 31st May each year. Annual reports will be tabled and the election of Office Bearers will take place.
- 2.2 *Auditor* means a person appointed by the members at the Annual General Meeting to undertake a financial audit of the Association’s affairs for the previous financial year.
- 2.3 *Chief Judge* means a person who is elected or appointed as the Chief Judge of the Association to undertake the duties outlined in the Statement of Duties.
- 2.4 *Chief Marshal* means a person who is elected or appointed as the Chief Marshal of the Association to undertake the duties outlined in the Statement of Duties.
- 2.5 *Chief Starter* means a person who is elected or appointed as the Chief Starter of the Association to undertake the duties outlined in the Statement of Duties.
- 2.6 *Chief Timekeeper* means a person who is elected or appointed as the Chief Timekeeper of the Association to undertake the duties outlined in the Statement of Duties.
- 2.7 *Constitution* means the Constitution of the Association.
- 2.8 *Deputy Chief Judge* means a person who is elected or appointed as the Deputy Chief Judge of the Association to undertake the duties outlined in the Statement of Duties.
- 2.9 *Deputy Chief Marshal* means a person who is elected or appointed as the Deputy Chief Marshal of the Association to undertake the duties outlined in the Statement of Duties.
- 2.10 *Deputy Chief Starter* means a person who is elected or appointed as the Deputy Chief Starter of the Association to undertake the duties outlined in the Statement of Duties.

- 2.11 *Deputy Chief Timekeeper* means a person who is elected or appointed as the Deputy Chief Timekeeper of the Association to undertake the duties outlined in the Statement of Duties.
- 2.12 *Executive Committee* is comprised of the President, Vice President, Executive Officer, Treasurer and three (3) Executive Committee Members.
- 2.13 *Executive Committee Meeting* is held as and when required to facilitate the business affairs of the Association.
- 2.14 *Executive Committee Member* means a person who is elected or appointed as one (1) of three (3) Executive Committee Members to undertake the duties outlined in the Statement of Duties.
- 2.15 *Executive Officer* means a person who is elected or appointed as the Executive Officer of the Association to undertake the duties outlined in the Statement of Duties.
- 2.16 *General Meeting* is held at least once per year.
- 2.17 *General Rules & Events* means the rules of the competitions conducted by the Association and the description of each of the competition events.
- 2.18 *President* means a person who is elected or appointed to the position of President of the Association to undertake the duties outlined in the Statement of Duties.
- 2.19 *Rules Committee* means a Sub-Committee established to determine the rules for each competition event.
- 2.20 *Special Committee* means a small Committee established to deal with a particular matter or project that has a finite timeline.
- 2.21 *Sub-Committee* means a small Committee established to deal with a particular matter that has an infinite timeline.
- 2.22 *Treasurer* means a person who is elected or appointed as the Treasurer of the Association to undertake the duties outlined in the Statement of Duties.
- 2.23 *Vice President* means a person who is elected or appointed as the Vice President of the Association to undertake the duties outlined in the Statement of Duties.

3. Association Office

- 3.1 The office and business address of the Association is:

Office:

Corner Argyle and Melville Streets

Hobart, Tasmania, 7000

Postal:
GPO Box 1526
Hobart, Tasmania, 7001

4. Objectives

- 4.1 The objectives of the Association are:
- 4.1.1 To coordinate the Annual State Firefighter Championships and any other fire brigade competition/s held in Tasmania from time to time.
 - 4.1.2 To foster and promote participation by Tasmania Fire Service brigades and kindred Associations, including junior teams, on the basis of intra and interstate competitions, and to allot dates and venues for such competitions.
 - 4.1.3 To ratify the program of events and rules under which events are conducted at competitions as determined by the Rules Committee.
 - 4.1.4 To exchange ideas with kindred Associations and to consider all questions affecting the interests of the Association and the members thereof.
 - 4.1.5 To make representations to the Tasmania Fire Service on any matters affecting the welfare and efficiency of the Association.
 - 4.1.6 To affiliate with any body formed with objectives similar to the Association.
 - 4.1.7 To do all such other things as may be explicit or incidental or conducive to the attainment of the above objects.

5. Control and Management of the Association

- 5.1 The Executive Committee shall control the business affairs of the Association.
- 5.2 The Executive Committee shall determine all questions or issues of doubt or difficulty relating to:
- 5.2.1 The interpretation of any provision or clauses of this Constitution, and;
 - 5.2.2 The management and administration of the Association and the execution of the trusts and powers of the Constitution.
- 5.3 The expenses of management and administration of the Association shall be borne by the Association out of its funds, derived by whatsoever means.
- 5.4 Subject to this Constitution, the Executive Committee shall have the sole management and control of income and expenditure of Association funds and all affairs of the Association.

- 5.5 Established Special or Sub-Committees shall present a budget submission for approval by the Executive Committee.
- 5.6 The Special or Sub-Committees may instruct the Executive Committee, in light of an objection expressed by the members to a decision, to review the decision and present a recommendation/s to members for a discussion at the next General Meeting thereof.
- 5.7 The President and Executive Officer shall have authority to make the necessary day to day arrangements for managing the Associations affairs.

6. Records

- 6.1 The Association shall keep a complete record of all matters deemed necessary for the efficient conduct of the Association's affairs.

7. Financial Accounts

- 7.1 The Association shall operate an account at a financial institution approved by the Executive Committee in the name of the Association.
- 7.2 The Treasurer of the Association, on behalf of the Executive Committee, shall:
 - 7.2.1 Receive all monies paid to the Association, and;
 - 7.2.2 Pay all creditors and accounts in the name of the Association.
- 7.3 The Executive Committee may provide the Treasurer with a sum of cash to meet urgent expenditure that has been authorised by the Committee.
- 7.4 Cheques are not to be drawn on the Association's account except for the payment of expenditure that has been authorised by the Executive Committee.
- 7.5 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments:
 - 7.5.1 Are to be signed by the Treasurer and one (1) other member of the Executive Committee, or;
 - 7.5.2 In the absence of the Treasurer two (2) members of the Executive Committee.
- 7.6 The Association shall keep proper financial records of all accounts, and shall prepare an annual financial report, showing the state of affairs of the Association.

8. Auditor

- 8.1 The annual financial report shall be audited once per financial year by an auditor appointed by the members at the Annual General Meeting.

- 8.2 Such auditor shall have, in respect to such accounts, all the powers conferred on him by law for the time being in force relating to the audit of Association accounts.
- 8.3 The auditor shall report each year to the Executive Committee on the financial affairs of the Association.
- 8.4 The financial affairs of the Association shall end on the thirtieth (30th) day of June preceding the Annual General Meeting in each year.
- 8.5 The audited financial statements are to be presented and ratified at the Annual General Meeting.

9. Income and Property

- 9.1 All income of the Association is to be applied solely towards the promotion of the objectives and purposes of the Association.
- 9.2 Income may be derived from grants, corporate sponsorship, donations, fundraising and the sale of property.
- 9.3 The Association may pay a member of the Association:
 - 9.3.1 Remuneration in return for services rendered to the Association, or for goods supplied to the Association, in the ordinary course of business of the member.
 - 9.3.2 Remuneration that constitutes a reimbursement for out-of-pocket expenses incurred by the member for any of the objects or purposes of the Association.
- 9.4 All property of the Association shall be recorded on a property register and shall not be altered, replaced, sold or disposed of unless approved by the Executive Committee.

10. Annual Report

- 10.1 The President shall prepare an Annual Report to be tabled at the Annual General Meeting. The report shall be a consolidation upon all proceedings of the Association during the previous year, and report generally upon all matters which have come within the scope of the Association during that previous year.

11. Executive Committee

- 11.1 An Executive Committee shall be established for the purpose of managing the affairs of the Association.
- 11.2 The Executive Committee will consist of the following positions:
 - President;
 - Vice President;

- Executive Officer;
 - Treasurer, and;
 - Three (3) Executive Committee Members
- 11.3 Notwithstanding that if it is afterwards discovered that there was some defect in the calling or conduct of any meeting of the Executive Committee or in the election or appointment of any member of the Executive Committee, all acts done by any such meeting or committee shall be deemed invalid.
- 11.4 Each member of the Executive Committee shall be entitled to exercise one (1) vote for each item for which a vote is taken. In the event of any equality of votes, the vote will be declared invalid and the process re-commenced.
- 11.5 Any member of the Executive Committee, except the Executive Officer, may, in writing to the Executive Officer resign from Office. The Executive Officer may write to the President and resign from Office. Any notice shall be effective from the date it is received by the Executive Officer or President, as the case may be.
- 11.6 If any member of the Executive Committee fails to attend two (2) consecutive meetings of the Executive Committee without a reasonable explanation, the Executive Committee may declare the position vacant.
- 11.7 In the event of the positions of President, Vice President, Executive Officer or Treasurer becoming vacant, the Executive Committee shall appoint a replacement until the vacated Office is filled by an election. Such election must be held within four (4) months of the Office becoming vacant.
- 11.8 No business shall be transacted by the Executive Committee, unless a quorum of the Executive Committee is present. Five (5) Executive Committee Members present personally shall constitute a Quorum.

12. Election of Office Bearers

- 12.1 An election for Executive Committee positions will be held at the Annual General Meeting as follows:
- 12.2 Odd numbered years:
- Vice President
 - Treasurer
 - Two (2) Executive Committee Members
- 12.3 Even numbered years:
- President
 - Executive Officer
 - One (1) Executive Committee Member

- 12.4 All nominations of a candidate for election as an Executive Committee member shall:
- 12.4.1 Be made on the appropriate form, signed by two (2) registered members of the Tasmania Fire Service (proposer and seconder) and be accompanied by the consent of the candidate, and;
 - 12.4.2 Be delivered to the Executive Officer at least fourteen (14) days before the date of the Annual General Meeting.
- 12.5 If insufficient nominations are received to fill all vacancies on the Executive Committee:
- 12.5.1 The candidates nominated are taken to be elected, and;
 - 12.5.2 Further nominations for vacant positions may be received at the Annual General Meeting.
- 12.6 If the number of nominations received is equal to the number of vacancies on the Executive Committee, the persons nominated are deemed elected.
- 12.7 If the number of nominations received exceeds the number of vacancies on the Executive Committee, a ballot is to be held.
- 12.8 The ballot is to be conducted by the Executive Officer.

13. Election of Chief Track Positions

- 13.1 An election for Chief Track Positions will be held at the Annual General Meeting as follows:
- 13.2 Odd numbered years:
- Chief Judge
 - Chief Starter
 - Deputy Chief Judge
 - Deputy Chief Starter
- 13.3 Even numbered years:
- Chief Marshal
 - Chief Timekeeper
 - Deputy Chief Marshal
 - Deputy Chief Timekeeper
- 13.4 All nominations of a candidate for election to a Chief Track Position shall:
- 13.4.1 be made on the appropriate form, signed by two (2) members of the Tasmania Fire Service (proposer and seconder) and be accompanied by the consent of the candidate, and;
 - 13.4.2 be delivered to the Executive Officer at least fourteen (14) days before the Annual General Meeting.

- 13.5 If insufficient nominations are received to fill all vacancies:
- 13.5.1 The candidates nominated are taken to be elected, and;
 - 13.5.2 Further nominations for vacant positions may be received at the Annual General Meeting.
- 13.6 If the number of nominations received is equal to the number of vacancies on the Chief Track Positions, the persons nominated are deemed elected.
- 13.7 If the number of nominations received exceeds the number of vacancies on the Chief Track Positions, a ballot is to be held

14. Special or Sub-Committees

- 14.1 The Executive Committee may appoint Special or Sub-Committees for particular purposes and may determine the size, purpose and authority of any Special or Sub-Committee.
- 14.2 The President or Vice President may be appointed to chair any Special or Sub-Committee appointed by the Executive Committee.
- 14.3 The Chairperson of any Special or Sub-Committee shall provide a report at each Executive Committee Meeting.
- 14.4 One member of the Executive Committee shall be elected as the Association delegate to the Australasian Firefighters Championship (AFC) Committee. The second delegate to the AFC shall represent the Tasmania Fire Service (TFS).

15. Annual General Meeting

- 15.1 The Annual General Meeting of the Association is to be held after 31st March and no later than 31st May each year.
- 15.2 Notice of Annual General Meeting shall be sent to the Executive Committee members and to each brigade, and shall be sent out a least one (1) calendar month prior to the meeting.
- 15.3 The ordinary business of an Annual General Meeting is to be as follows:
- 15.3.1 To confirm the minutes of the previous Annual General Meeting.
 - 15.3.2 To receive from the Executive Committee any reports into the business affairs of the Association.
 - 15.3.3 To elect members to vacant positions on the Executive Committee.
 - 15.3.4 To appoint an Auditor.
 - 15.3.5 To resolve any motion to amend the Constitution.
 - 15.3.6 To resolve any motion to amend the General Rules and Events.
 - 15.3.7 To consider any motions on notice for the Annual General Meeting.

16. Executive Committee Meetings

- 16.1 Executive Committee meetings can be called by the Executive Committee at any time they consider it necessary.
- 16.2 No business shall be transacted at a meeting of the Executive Committee unless a quorum of Executive Committee members is present at the time the meeting proceeds to business. Five (5) Executive Committee members present personally shall form a quorum.
- 16.3 Voting rights at any meeting:
 - 16.3.1 Each elected member of the Executive Committee, represented at that meeting in person, shall be entitled to exercise one (1) vote only.
- 16.4 An Extraordinary Meeting of the Executive Committee may be called by the President upon the request of four (4) Executive Committee members. Effective notice of such meetings will be determined by the President.
- 16.5 Under extenuating circumstances, when an urgent decision is required on the conduct of competitions, the President of the Association is empowered to call an Extraordinary Meeting of the Association, to discuss and make decisions on such extenuating circumstances. The President will give adequate notice of such extraordinary meetings to all members of the Executive Committee.
- 16.6 All Executive Committee or Extraordinary Meetings are to be closed, except for invited or approved guests of the Executive Committee. Only approved or invited guests of the Executive Committee other than Executive Committee members may attend Executive Committee or Extraordinary Meetings.

17. General Meetings

- 17.1 General Meetings of the Association shall be held at least once each year.
- 17.2 At least fourteen (14) days' notice will be given prior to all General Meetings specifying the place, date and time of meeting and the nature of all business shall be given.
- 17.3 The accidental omission to give notice of meeting to or non-receipt of notices of meeting by any Executive Committee member shall not invalidate proceedings of the meeting.

18. Brigade Membership

- 18.1 Membership of the Association shall be open to any brigade formed under the *Fire Service Act 1979*.
- 18.2 Any brigade may be suspended from the Association by a special resolution of the Executive Committee. Notice in writing of a meeting and the

proposed special resolution shall be given to the brigade concerned, together with particulars of the complaint(s) against it, no later than fourteen (14) days before the date fixed for a meeting of the Executive Committee. A representative of the brigade shall be entitled to address the Executive Committee in answer to the complaint(s) against it. At such hearing, the Executive Committee must confirm or remove the suspension and can determine to expel such brigade from the Association if the circumstances warrant such action.

19. Individual Membership

19.1 Persons eligible for membership of the Association shall and must be:

- 19.1.1 Members of brigades formed under the *Fire Service Act 1979*;
- 19.1.2 Employees of the Tasmania Fire Service;
- 19.1.3 An auxiliary, reserve or social club member of a member brigade, or;
- 19.1.4 Individuals accepted by the Association as members who will be bound by the Constitution.

20. Life Membership

20.1 The Executive Committee has the power to grant Life Membership to any member in recognition of current or previous meritorious or distinguished service to the Association.

20.2 Nominations for Life Membership shall be made in writing to the Executive Officer or, if the nomination is in the name of the current Executive Officer, the nomination shall be made to the President.

20.3 The Executive Committee shall be responsible for considering nominations for Life Membership of the Association. When considering awarding Life Membership to any nominee, the Executive Committee shall consider:

- 20.3.1 Service and/or achievements to the Association as a member of the Executive Committee, any Special or Sub-Committee, Judge, Marshal, Official, Team Captain, Junior Coordinator or competitor.

20.4 Life Members shall enjoy the same rights as any member of the Association with the exception of voting rights.

21. Announcements

21.1 Announcements concerning the Association or the activities of the Association shall only be made by the President, Vice President or the Executive Officer.

21.2 Announcements and publicity concerning results of all annual and other such competitions shall be approved by the Executive Committee. Such

announcements and results shall have major emphasis on Tasmanian Brigades.

22. General Rules and Events

- 22.1 All competitions held for and on behalf of the Association will be conducted in accordance with the rules approved by the Association.
- 22.2 Amendments to competition rules must be approved by the Executive Committee.
- 22.3 Under extenuating circumstances, competition rules may be amended at any meeting of the Association with a 3/4 majority vote.

23. Dissolution

- 23.1 The Association may be wound up by resolution of an Extraordinary Meeting of the Association convened by not less than twenty one (21) days' notice. The notice of the meeting shall specifically state the purpose of the meeting, and to be effective the resolution must be agreed by a 3/4 majority.