

# **ESSEX COUNTY FIRE AND RESCUE SERVICE**

## **RETIRED MEMBERS' ASSOCIATION**

### **CONSTITUTION**

#### **1. NAME OF THE ASSOCIATION**

The Association shall be called the "ESSEX COUNTY FIRE AND RESCUE SERVICE RETIRED MEMBERS' ASSOCIATION", hereinafter referred to as the "Association"

#### **2. OBJECTS**

The objects of the Association are:

- (a) To promote the continued friendship of members of the Association and to provide facilities in connection with recreation, entertainment and generally to improve the amenities and comfort of members of the Association.
- (b) To entertain visiting members of other Retired Members' Associations when such visits form part of any activity which is sponsored by the Association.
- (c) To promote and carry into effect entertainment, schemes, undertakings and projects having for their purposes, either wholly or partly, the raising of money for the Association.
- (d) To provide floral tributes, or make a donation to a named Charity at the death of any member of the Association or person associated.

#### **3. MEMBERSHIP**

Membership of the Association shall be open to:

- (a) Former whole-time and part-time members (uniformed and non-uniformed) who have retired or leave the Essex County Fire and Rescue Service, Essex County Fire Brigade and the County Borough of Southend-on-Sea Fire Brigade with not less than ten years service. Widows and Widowers of serving members who wish to continue as members may do so without payment but must reaffirm their membership annually.
- (b) The Committee shall have discretion to allow membership of the Association to other former members in special circumstances, bearing in mind the foregoing general requirements for membership.

#### **4. MANAGEMENT**

The control and management of the Association shall be vested in a Committee (hereinafter described as the "Committee") which shall have power consistent with the provision of this Constitution for the general administration of the Association.

5. OFFICERS OF THE ASSOCIATION

The Officers of the Association shall be:

- (a) The President – The Chief Fire Officer of the Essex County Fire and Rescue Service for the time being.
- (b) The Honorary Chairman. The Honorary Secretary. The Honorary Treasurer. The Honorary Membership Secretary.

6. THE COMMITTEE

- (a) The Committee shall consist of the following members:
  - (i) The Officers of the Association pursuant to Clause 5 hereof.
  - (ii) Such members as appointed at each Annual General Meeting to serve on the Committee.
  - (iii) Such co-options as deemed necessary by the Committee.
- (b) The Honorary Chairman, Honorary Secretary, Honorary Treasurer and Honorary Membership Secretary shall hold office for one year, but shall be eligible for re-election.

7. TERMINATION OF OFFICE

A member of the Committee wishing to terminate his or her period of office shall give notice of resignation, in writing, to the Honorary Secretary.

8. MEETINGS OF THE COMMITTEE

- (a) The Committee shall meet at such place and times as the Chairman shall direct. The Secretary shall cause notice of every meeting of the Committee to be given to every member of the Committee at his last known address at least seven days before the date of the meeting.
- (b) An Annual General Meeting of all members of the Association will be held and at this meeting the Chairman shall submit his report for the year, together with the annual audited accounts of the Association.
- (c) The Chairman shall, within seven days after receipt of a request in writing by not less than six members of the Association summon or cause to be summoned a meeting of the Committee which shall be held not later than twenty one days after the request.
- (d) Each member of the Committee present, excluding co-opted members, but including the Chairman of the meeting, shall be entitled to one vote on each resolution put to the vote, and in the event of an equal division of votes the Chairman shall be entitled to a second and casting vote.
- (e) One third of the Committee shall form a quorum.
- (f) The Auditor, or Auditors, shall be given seven days' notice of every meeting at which audited accounts are to be presented.

9. POWERS AND DUTIES OF THE COMMITTEE

- (a) The Committee whether acting by Committee or otherwise shall receive and collect all moneys raised or paid for any of the purposes of the Association.
- (b) All moneys shall be paid forthwith on receipt to an account in the name of the Association with such Bank as the Committee shall select. No moneys shall be withdrawn from the Association except with the authority of the Committee.
- (c) All proper costs, charges and expenses incidental to the administration and management of the Association shall be defrayed out of the Association in accordance with the direction of the Committee.
- (d) The Committee shall have powers in its absolute discretion to invest moneys standing to the credit of the Association in any securities, bonds and investments authorised by law as trustee securities and may deposit all or any of the moneys belonging to the Association with any Bank including the Post Office Savings Bank in the name of the Association.
- (e)
  - (i) The Committee shall cause proper books of account to be kept showing all sums of money received and paid on behalf of the Association and shall keep or cause to be kept a Minute Book in which shall be recorded the meetings of the Committee. Accounts shall be kept for a minimum of seven years.
  - (ii) Arrange for the accounts of the Association to be audited and examined at such time and times as the Committee shall direct and in any event the accounts shall be audited not less than once in every twelve months.
  - (iii) Shall be empowered to make expenditure in connection with any purchase for the Association.
  - (iv) Shall be empowered to promote schemes and undertakings being for the purpose of the raising of moneys for the Association.
  - (v) The Committee shall refer all matters of policy to a General Meeting.

10. SUBSCRIPTIONS

The membership shall be by subscription which shall be collected annually and run from 1<sup>st</sup> April to 31<sup>st</sup> March. The amount of the subscription to be decided at the AGM.

Widows and widowers of serving members who wish to continue their membership may do so without payment but must reaffirm their membership annually.

11. ANNUAL GENERAL MEETING

The Annual General Meeting will be held in such place and date as directed by the Chairman. Notice of all such meetings shall be forwarded to all members and Officers of the Association at their last known place of residence, giving at least twenty one days notice of all such meetings.

12. APPOINTMENT OF AUDITORS

The Committee shall appoint an Auditor or Auditors but whosoever be appointed he or she shall not be members of the Committee.

13. LIQUIDATION OF THE ASSOCIATION

When it appears to the Committee that the need for the Association has ceased to exist the Committee shall have power to dispose of the assets of the Association, including all subscriptions paid in advance, by way of a donation to The Fire Fighters Charity.

14. ALTERATION OF THE CONSTITUTION

The Constitution of the Association may not be varied except as may be determined by members at a General Meeting. The Constitution and any amendment shall be submitted to the President for his approval before they become operative.

This constitution dated 30<sup>th</sup> May 2017 revokes all previous Rules of the Essex County Fire & Rescue Service Retired Members' Association.