

**THE NATIONAL ASSOCIATION OF RETIRED FIREFIGHTERS
(DISTRICT No. 4)**



WEST MIDLANDS FIRE & RESCUE SERVICE BRANCH



DUDLEY BOROUGH
&
SANDWELL BOROUGH
COMMITTEE
CONSTITUTION



NATIONAL ASSOCIATION OF RETIRED FIREFIGHTERS

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**DUDLEY BOROUGH & SANDWELL BOROUGH
LOCAL COMMITTEE
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CONSTITUTION

1. TITLE & HISTORY

- 1.1. The Committee shall be known as the National Association of Retired Firefighters, West Midlands Fire & Rescue Service Branch,
DUDLEY BOROUGH & SANDWELL BOROUGH LOCAL COMMITTEE.
- 1.2 DUDLEY BOROUGH & SANDWELL BOROUGH LOCAL COMMITTEE was founded as a subcommittee of 'NARF WMFS Branch' during the 1970's as '**D**' Division Committee. This Divisional structure was co-terminus with the five Divisions (A,B,C,D,and E) of the WMFS management structure between 1974 and 2003. In 2003 the WMFS established 9 Borough Commands (*There are seven Boroughs within the West Midlands. Birmingham is the largest of these and was sub-divided into three commands*). At this time NARF WMFS Branch renamed the sub-committees according to the boroughs they served and dropped the word 'sub-committee' from its constitution. Coincidentally 'A' and 'C' Committees had conjoined to form a single committee with cumulative voting rights at the WMFS Branch Committee. DUDLEY BOROUGH & SANDWELL BOROUGH LOCAL COMMITTEE is therefore a unilateral committee as described in NARF WMFS Branch Constitution, Section 5, Paragraph 5.4.

2. AIMS AND OBJECTIVES

- 2.1. Promote and safeguard the interests of Members.
- 2.2. Maintain a link of continuity with serving members of the Fire & Rescue Service.
- 2.3. Assist the Service wherever possible and appropriate, and in particular with the work of caring for and communicating with Members.
- 2.4. Encourage social activities.

3. MEMBERSHIP

- 3.1. Membership of the Association shall be open to former uniformed personnel, whether whole time or part time, who have retired or were discharged (other than on disciplinary grounds) from Fire Brigades / Services maintained by Fire Authorities in the United Kingdom, under the Fire Service Acts to date. Every such person joining the Association shall be styled a "Member" with the power to vote at Annual General Meetings and Special General Meetings.
- 3.2. The National Council of NARF is served by a number of District Committees and in many cases these are served by Brigade area committees known as Branch Committees. A member may join his/her Local Branch, where such a Branch exists. After Joining NARF WMFS Branch, membership shall fall due for renewal on the 1st January in each calendar year. Members of NARF WMFS Branch will be affiliated to one of four Local Committees which are based upon the geographical boroughs within the West Midlands and funded by devolved Branch subscriptions. WMFS Branch Members will be affiliated to the Local Committee of their choice. Any Member who does not wish to join a Branch may become an Individual Member of NARF, but such members will not benefit from the services and support of a Branch.
- 3.3. Branches and Local Committees, **at their discretion**, may admit other persons as Associate members who will be entitled to all the rights and benefits afforded to members, providing that they pay the prescribed subscription at Branch, District and National levels.

4. LOCAL COMMITTEE

- 4.1. The Business of Dudley Borough & Sandwell Borough affiliated members shall be managed by the Dudley Borough & Sandwell Borough Local Committee.
- 4.2. Dudley Borough & Sandwell Borough Local Committee will consist of a Chairman (it may also elect a Vice-Chairman), Secretary, Treasurer, and normally not less than four ordinary committee members appointed by the membership by a simple show of hands at an Annual General Meeting, or Special General in special circumstances.
- 4.3. Dudley Borough & Sandwell Borough Local Committee will nominate two Members to represent it's interests at the NARF WMFS Branch Committee

and to vote at Branch Committee as mandated by the Local Committee Membership. The office of Local Committee Representative will have no additional voting rights at Local Committee meetings.

- 4.4. Any Local Committee may join with one or more other Local Committee to carry out the joint functions of those Local Committees. There shall be a requirement for only one Chair, Secretary, and Treasurer but the number of ordinary members shall be cumulative and the entitlement to seats at the Branch Committee shall be cumulative. Dudley Borough & Sandwell Borough Local Committee has elected to remain unilateral.
- 4.5. The responsible WMFS Area Commander may appoint a serving officer to act as liaison officer to Dudley Borough & Sandwell Borough Local Committee.
- 4.6. Local Committees will receive funding annually, devolved from subscriptions collected by the Branch Treasurer, and may receive other donations and income from time to time.
- 4.7. Dudley Borough & Sandwell Borough Local Committee should hold not less than 3 Ordinary Meetings and an Annual General Meeting each year.

5. CONDUCT OF BUSINESS.

- 5.1. Ordinary Meetings shall be held at a place and time as determined by the Local Committee and not less than 28 days notice should be given to each affiliated member.
- 5.2. Notice of Motions for consideration or inclusion on the Agenda of Ordinary Meeting must be submitted to the Secretary at least 21 days before the meeting.
- 5.3. All Members affiliated to Dudley Borough & Sandwell Borough Local committee shall be entitled to attend all meetings of the Committee and shall be entitled to one vote in each motion proposed at the Annual General meeting or Special General Meetings of the Branch. At any Regular Ordinary Meetings only the appointed Committee Members, or their proxy, shall be entitled to vote.
- 5.4. Voting shall be by a simple show of hands and carried by a simple majority. When voting is equal, the Chairman shall have an additional casting vote.
- 5.5. A quorum for the Dudley Borough & Sandwell Borough Local Committee shall be four including at least two of the elected officers.

6. ANNUAL SUBSCRIPTIONS AND FINANCIAL ARRANGEMENTS

- 6.1. The National Association Of Retired Firefighters is funded almost entirely by subscriptions from its membership. A full description of these subscriptions and the methodology of their collection and distribution is contained within Section 7 , and appendix I, of the **NARF WMFS BRANCH CONSTITUTION 2017**.
- 6.2. The Dudley Borough & Sandwell Borough Local Committee Treasurer will operate a bank account in the name of **West Midlands RFA Dudley & Sandwell Branch** (*historic*) which will require a minimum of two signatures for any withdrawal. He/She will report regularly to the Branch Committee on the current financial situation and will prepare an Annual Income and Expenditure Account which will be audited and presented to the Annual General Meeting.
- 6.3. The Dudley Borough & Sandwell Borough Local Committee Treasurer will ensure that the Branch Funds are used solely for the functions of the Branch as defined in Section 2 of the Constitution, or as directed by the Committee.
- 6.4. Second class rail fare and reasonable out of pocket expenses may be allowed to members of the Local Committee when attending meetings or other Association business where this has been authorised by the Local Committee Chairman. If the committee member chooses to use his/her own vehicle, and provided this is reasonable, he/she should be paid the National association rate per mile. (*Contained in NARF WMFS BRANCH CONSTITUTION 2017 Appendix I*)

7. ANNUAL GENERAL MEETING

- 7.1. The Annual General Meeting shall be held at a place and time as determined by the Local Committee and not less than 28 days notice should be given to each affiliated member.
- 7.2. Notice of Motions for consideration or inclusion on the Agenda for the Annual General Meeting must be submitted to the Secretary at least 21 days before the meeting.
- 7.3. A Special General Meeting may be called at the request of the majority of the Local Committee providing not less than 28 days notice is given to each affiliated member.

8. ALTERATION OF THE CONSTITUTION.

8.1. The Dudley Borough & Sandwell Local Borough Committee Constitution shall not be amended except with the approval of two thirds of the members present and voting at an Annual General Meeting or a Special General meeting.

9. DISSOLUTION OF THE DUDLEY BOROUGH & SANDWELL BOROUGH LOCAL COMMITTEE

9.1. Dudley Borough & Sandwell Borough Local Committee shall not be dissolved except by a decision of the Annual General Meeting or Special General Meeting, **due notice of which has been given in accordance with section 7**, and not then if less than two thirds of the members present vote in favour of dissolution.

9.2. If the Committee is dissolved, it shall be the duty of the meeting to arrange for the disposal of any assets remaining in the credit of the Committee. In normal circumstances these assets will revert to the Branch where one exists. Any vote thereon will be decided by a simple majority.

Approved by NARF WMFS Branch
Signature of Branch Chairman

.....Date.....

Adopted by Dudley Borough & Sandwell Borough Local Committee
Signature of Dudley Borough & Sandwell Borough Local Committee Chairman

.....Date.....