

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



**WEST MIDLANDS FIRE & RESCUE SERVICE  
BRANCH  
CONSTITUTION**



**2017**

Amended (2018)

NATIONAL ASSOCIATION OF RETIRED FIREFIGHTERS

DISTRICT No 4

**WEST MIDLANDS FIRE AND RESCUE SERVICE BRANCH  
CONSTITUTION**

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NATIONAL ASSOCIATION OF RETIRED FIREFIGHTERS

DISTRICT No 4

**WEST MIDLANDS FIRE AND RESCUE SERVICE BRANCH  
CONSTITUTION**

**1. TITLE**

1.1. The Branch shall be known as the National Association of Retired Firefighters, **West Midlands Fire & Rescue Service Branch.**

**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 a Direct Member of NARF, but such members will not benefit from the services and support of a Branch.

3.3. Branches, **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. COMMITTEE

4.1. The Business of the Branch shall be managed by the Branch Committee, though much of this business will be devolved locally to four constituted Local Committees on a geographical basis (see Section 5) and pursuant of the Aims and Objectives set out in Section 2 above.

4.2. The **Branch** Committee shall consist of a President, Chairman, Secretary, Treasurer and two members elected by each of the Local Committees (four in the case of City of Birmingham *to reflect the conjoining of 2 Divisional Committees in a previous structure*) and shall be represented at District Committee.

4.2.1. The Chief Fire Officer of the West Midlands Fire & Rescue Service shall be invited to occupy the office of President in an ex-officio capacity.

4.2.2. The Chairman, Secretary, and Treasurer will be appointed by the membership by a simple show of hands at an Annual General Meeting, or Special General in special circumstances.

4.2.3. Representatives from each Local Committee shall be appointed by the Local Committees in accordance with 4.2. above.

4.2.4. The Branch will nominate two Members, annually, to represent its interests at the NARF District Committee and to vote at District

Committee as mandated by the Branch Membership and empowered by the District Constitution. (*i.e. WMFS Branch Representatives will command a total of 10 votes compared to 2 votes by all other Branches within the District, and subject to the constitution of NARF District No.4*). The office of District Representative will have no additional voting rights at Branch Committee meetings.

4.3 The Chief Fire Officer of the West Midlands Fire & Rescue Service may appoint a Liaison Officer who will be entitled to attend any Branch or Local meeting.

4.4 The Branch Committee shall hold not less than three Ordinary Meetings each year and an Annual General Meeting.

## **5. LOCAL COMMITTEES**

5.1 The Branch Membership in:-

5.1.1. City of Birmingham,

5.1.2. City of Coventry & Solihull Borough,

5.1.3. Dudley Borough & Sandwell Borough,

5.1.4. City of Wolverhampton & Walsall Borough,

will each be entitled to form a Local Committee in the name of those cities/boroughs. Each Local Committee will consist of a Chairman, Secretary, Treasurer, and normally not less than four ordinary committee members.

*(eight in the case of City of Birmingham to reflect the conjoining of 2 Divisional Committees in a previous structure)*

5.2. Local Committees may draft and adopt a constitution which reflects the Aims and Objectives of the WMFS Branch Constitution and is approved by the Branch Committee, thus empowering them to discharge, locally, the business of the Branch set out in Sections 2 and 3 above.

5.3. 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.

5.4. Any Local Committee may join with one or more other Local Committee to form a conjoined committee and carry out the joint functions of those Local Committees. In such conjoined 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.

5.5. WMFS Area Commanders may appoint a serving officer to act as liaison officer to each Local Committee.

5.6. Local Committees shall hold not less than three Ordinary Meetings each year and an Annual General Meeting.

## 6. CONDUCT OF BUSINESS.

6.1. Ordinary Meetings shall be held at a place and time as determined by the Committee and not less than 28 days' notice should be given to each member.

6.2. Notice of Motions for consideration or inclusion on the Agenda of Ordinary Meetings must be submitted to the Secretary at least 21 days before the meeting.

6.3. All Branch Members shall be entitled to attend all Branch meetings 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 Meeting only the Branch Officers and Branch Committee Members appointed by each Local Committee, or their proxy, shall be entitled to vote.

6.4. 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.

6.5. Voting arrangements for Local Committees will be contained within respective Local Committee Constitutions.

6.5a

In the event of unforeseen circumstances arising beyond their control in such that a member of the Committee cannot attend a meeting in which they are scheduled to attend they may, subject approval of the Chair of the Committee, use the Conference video facility **NARF WEST MIDLANDS** which is available by the use of Skype to take part in the meeting.

Subject to the nature of the circumstances arising 24hrs notice where possible of any request to do so should be given to the Chair.

**Approval of such should not be unreasonably withheld.**

6.6. A quorum for the Branch Committee shall be seven including at least two of its elected officers.

6.7. A quorum for Local Committee shall be stated within respective Local Committee Constitutions.

## 7. ANNUAL SUBSCRIPTIONS AND FINANCIAL ARRANGEMENTS

7.1. The National Association Of Retired Firefighters is funded almost entirely by subscriptions from its membership. These subscriptions consist of a subscription to the National Council, a subscription to the District Committee, and a subscription to the Branch Committee. The level of these subscriptions is notified to members upon joining and can only be adjusted by a resolution at the Annual General Meetings and are set out in Appendix 1.

Members subscriptions shall fall due for payment on January 1st of each Calendar year, however, WMFS NARF members' monies will be collected on or after May 1st in each year following his/her retirement and each May 1st thereafter until cessation of membership. There will be no refund of subscriptions when membership is ended part way through a year.

*(N.B. A new member first subscription shall be collected in May following retirement)*

These subscriptions are all collected as a single payment at Branch level and there are two ways this is achieved: -

7.1.2. Stoppage from Pension. With the authority of a signed mandate from the member, a single annual stoppage from members' pension is collected in April of each year by West Midlands Fire and Rescue Service Pensions Section who then forward the whole amount collected to the Branch Treasurer by May.

7.1.3. Cash Payment. Cash payers may remit their subscriptions to their Local Committee Treasurer in time for him/her to forward them to the Branch Treasurer before 1st May.

7.2. Upon receipt of these monies and without delay, the Branch Treasurer will forward Subscriptions collected on behalf of National Council and District Committee to the District Treasurer. He/She will also liaise with Local Committee Secretaries to confirm the exact number of members affiliated to each Local Committee. Using this figure as a multiplier the appropriate sum (see Appendix 1) per member shall be paid to the Local Committee Treasurers.

7.3 The Branch Treasurer will have overall responsibility for the collection of all monies from the membership and due to the Association. The Branch Committee shall have the power to delete the name of any member who is two or more years in arrears and to whom due notice in writing has been served.

7.4. The Branch Treasurer will operate a bank account in the name of **National Association of Retired Firefighters (WMFS) Branch** 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 by an independent auditor and presented to the Annual General Meeting.

7.5. Second class rail fare and reasonable out of pocket expenses may be allowed to members of the Branch Committee when attending meetings or other Association business where this has been authorised by the 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. *(See Appendix I)*

## **8. ANNUAL GENERAL MEETING**

8.1. The Annual General Meeting shall be held at a place and time as determined by the Committee and not less than 28 days' notice should be given to each member.

8.2. 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.

8.3. A Special General Meeting may be called at the request in writing of the majority of the Boroughs, with City of Birmingham to count as two Boroughs in this count.

## **9. ALTERATION OF THE CONSTITUTION.**

9.1. The 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.

## **10. DISSOLUTION OF THE BRANCH**

10.1. The Branch 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 8**, and not then if less than two thirds of the members present vote in favour of dissolution.

10.2. Special provision.

If the branch is unable to fulfill its constitutional obligations as described in Section 4 and Section 6 of the West Midlands Constitution for two consecutive years (AGM to AGM) or more, then any member attending AGM (whether quorate or not) shall be



entitled to motion that the Branch be dissolved and provided that the motion is seconded, it shall be carried by default

10.3. 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 Branch. Any vote thereon will be decided by a simple majority.

Approved and adopted by NARF WMFS Branch

Signature of Branch Chairman

*J. Littleton*

Date: 22<sup>nd</sup> March 2017

Amended at Annual General Meeting 21<sup>st</sup> March 2018

Signature of Branch Chairman

*J. Littleton*

Date: 21<sup>st</sup> March 2018



## APPENDIX I

## MEMBER'S SUBSCRIPTIONS AND MILEAGE RATES

EFFECTIVE DATE	NATIONAL SUB	DISTRICT SUB	BRANCH SUB	TOTAL ANNUAL SUB	AMOUNT OF BRANCH SUB DISTRIBUTED TO LOCAL COMMITTEE	NATIONAL ASSOCIATION MILEAGE RATE	DATE OF AGM	SIGNATURE OF CHAIR
Pre 2016	£5.00	£0.25	£0.25	<b>£9.00</b>	£3.50	40p/mile	22.03.2017	<i>J. Littleton</i>
2018	£5.00		£0.25	<b>£9.00</b>	£3.75	40p/mile	22/03/2018	<i>J. Littleton</i>
2019	£5.00		£0.50	<b>£9.00</b>	£3.50	45p/mile	20/03/2019	<i>J. Littleton</i>
2020	£5.00		£0.50	<b>£9.00</b>	£3.50	45p/mile		<i>J. Littleton</i>