

CONSTITUTION FOR FIRE BRIGADE AUXILIARY

1. The name of the organization shall be “..... Auxiliary”, hereinafter called “The Auxiliary”.
2. The objectives and aim of the Auxiliary shall be:-
 - (a) to raise funds for the financial and general betterment of the Fire Brigade
 - (b) provide social activities for its members
 - (c) to co-operate with similar bodies throughout Victoria
3. **MEMBERSHIP:**

The membership of the Auxiliary shall be open to all persons interested in Fire Brigade activities nominated by an Auxiliary member and elected by a simple majority.
4. The annual subscription for each member shall be an amount as shall from time to time be fixed by the Auxiliary at its Annual Meeting. The annual subscription must be paid within one month of the Annual Meeting or in the case of new members, within one month of being accepted as a member of the Auxiliary. A member who does not pay the annual subscription within that time ceases to be a member of the Auxiliary at the expiration of that time.
5. A member shall be entitled to receive an Auxiliary badge, which they shall retain during their membership. The officers forming the executive of the Auxiliary shall each receive an appropriate badge to be purchased by the Auxiliary and such badge shall be returned to the Secretary at the expiration of the Officers’ elected term.
- 5a Members must attend or submit an apology for a minimum of ... meetings in each calendar year. An apology must be submitted to a member of the committee before the relevant meeting. A member who has not attended or submitted an apology for at least ... meetings in a calendar year ceases to be a member of the Auxiliary at the end of that year.
- 5b The Auxiliary may grant a member leave of absence for a period and for reasons determined by the Auxiliary.
6. **COMMITTEE**

The President, Vice President, Secretary and/or Treasurer shall be elected at an Annual Meeting of the Auxiliary and unless removed from office by resolution of the Auxiliary or through resignation shall hold such positions for a term of 2 years whereupon they shall then retire from such positions. The member is eligible to stand for re-election.
7. All office bearers shall be elected by secret ballot if elections are contested, using the “first past the post” system.

8. MEETINGS:

An Annual Meeting of the Auxiliary to be called "The Annual Meeting" shall be held on the in the month of in every year, or so soon thereafter as possible at such place as shall be determined by the Auxiliary. At least seven days notice of the Annual meeting shall be given by the Secretary to all members of the Auxiliary. The quorum for an Annual Meeting is 75% of the Auxiliary's members.

9. Ordinary general meetings of the Auxiliary shall be held each month at such time and place as shall be determined by the Auxiliary. The quorum for an ordinary general meeting is 50% of the Auxiliary's members.

10. The Auxiliary may at any time for any special purpose call a Special General Meeting and they shall do so forthwith upon the requisition in writing of any 50% of members stating the purpose for which the meeting is required. Notice of a Special General Meeting shall be given by the Secretary to all Auxiliary members, the Notice convening the meeting shall specify the particular matter or matters to be discussed and no business other than that specified in the Requisition shall be transacted at any Special General Meeting. The quorum for a Special General Meeting is 50% plus one, of the Auxiliary's members.

AMENDMENT OF THE CONSTITUTION

11. The Constitution may be amended by Notice of Motion to be given at an Ordinary General meeting and tabled until the following Ordinary General meeting, which shall be closed and re-opened as a Special General Meeting to deal with the Notice of Motion. At least seven days notice of the Special General meeting shall be given by the Secretary to all Auxiliary members.

12. The Constitution may also be amended at the Annual Meeting by Notice of Motion to be given at least one month prior to the Annual General Meeting.

PROCEDURE AT MEETINGS:

13. At any meeting of the Auxiliary:

- (a) every question shall be decided upon by a majority of the members present by a show of hands. If unsatisfactory then by a secret ballot.
- (b) The person chairing the meeting shall have the second or casting vote in the event of equality of voting.
- (c) The President or in the President's absence, the Vice President shall chair all meetings of the Auxiliary.
- (d) Except as provided in Clause 13(b) every Auxiliary member shall have one vote only.

ACCOUNTS AND AUDIT:

14. The banking account shall be kept in the name of the Auxiliary at such bank, as the Auxiliary shall from time to time appoint. Every sum to be paid by the Auxiliary exceeding dollars shall be paid by cheque on the bank.

15. The cheques shall be drawn, signed and endorsed by either two signatures of the President, Vice President, Secretary and/or Treasurer.
16. No payment shall be made without the order of the Auxiliary in General Meeting except payments on petty cash account for which the Auxiliary may place at the disposal of the Secretary and/or Treasurer such sum as it thinks fit not exceeding any one time dollars and the Secretary or Treasurer shall make a return of all receipts and payments on petty cash account.
17. All subscriptions and other monies payable or donated to the Auxiliary shall be received by the Treasurer who shall forthwith pay them into the banking account. Receipt of the Treasurer shall be sufficient discharge.
18. The Treasurer shall submit an audited Balance Sheet to the Annual Meeting of the Auxiliary.
19. At each Annual Meeting of the Auxiliary one or more auditors shall be appointed for the year. Appointed Auditors shall not be member/s of the auxiliary unless approved by the Brigade.
20. BRIGADE MEMBERSHIP
The Auxiliary member/members may, after resolution at a meeting and after consultation with the Brigade Management Team, join the Brigade if agreed by both parties. If Auxiliary member/members wish to become members of the Brigade, the Auxiliary President be permitted to attend Brigade Management Team meetings upon request of the Auxiliary or the Brigade.
21. LONG SERVICE BADGES – AUXILIARY REQUIREMENTS
 - (a) a member must have attended a minimum of 60% of meetings per year shall be eligible for obtaining long service badges at 12, 20, 25 and each 5 years thereafter.
 - (b) each member to assist in the Auxiliary during their years of service
 - (c) any member may apply for and be granted leave of absence, which does not break the member's continuity of service but is not counted as service.
22. LIFE MEMBERSHIP
The following is to act as a consideration of the Auxiliary for awarding Life Membership:
 - length of service
 - officership of the Auxiliary
 - attendance
 - input into the Auxiliary
 - representation of the Auxiliary
 - involvement in Auxiliary activities

23. TERMINATION OF AUXILIARY:

Should any situation arise requiring termination of the Auxiliary:-

- (i) Notice in writing shall be given to each member one month prior to the meeting date of the proposed resolution.
- (ii) In the event of termination of the Auxiliary, all assets, liabilities and records of the Auxiliary shall be transferred to the Fire Brigade.

This Constitution was adopted by the Auxiliary at

Its Meeting on

PRESIDENT

SECRETARY

DATE

This Constitution was noted and approved at a meeting of the

..... FIRE BRIGADE on

SENIOR VOLUNTEER OFFICER

SECRETARY

DATE