

LOWER NORTH COUNTRY FIRE SERVICE VOLUNTEERS ASSOCIATION - BRANCH RULES

1. Preamble

- 1.1 The Country Fire Service Volunteers Association Inc. recognises the Country Fire Services Volunteers Association - Lower North Branch as a Branch of the State Association. (Section 7 of the CFSVA Constitution)
- 1.2 The Lower North Branch is not an incorporated body in its own right and does not have its own constitution.
- 1.3 The Branch represents the members of CFS brigades within the Lower North area of Country Fire Service Region 2.
- 1.4 The following Branch Rules shall apply to the administration of the Lower North Branch.
- 1.5 Where the following rules are not explicit on any issue, the Branch shall follow the constitution of the State Association

2. Branch General Meetings

- 2.1 All members of CFS brigades within the Lower North portion of Region 2 groups are welcome to attend all quarterly general meetings of the Branch.
- 2.2 Brigade and Group delegates as voted by those brigades and groups shall have voting rights at all general meetings. Where the voting is equal, the motion will be lost.
- 2.3 The Branch shall hold an Annual General meeting at least two weeks before the Association AGM held in October each year.

3. Branch Office Holders

- 3.1 The Branch shall vote in a Branch President, Branch Vice President and Branch Secretary and Branch Treasurer at the AGM. The secretary shall ensure that minutes of meetings are kept.
- 3.2 Nominations for office holders shall be in writing and received by the Branch Secretary at least one week before the AGM. Group delegates shall be informed of nominations received.
- 3.3 If no written nominations are received, then nominations can be taken at the AGM
- 3.4 Term of office shall be two years

4. Branch Management Meetings

- 4.1 A branch management shall comprise of the:
 - 4.1.1 Branch President
 - 4.1.2 Branch Vice President
 - 4.1.3 Branch Secretary
 - 4.1.4 Branch Treasurer
 - 4.1.5 One group delegate from each Group within the Lower North portion of Region 2 as voted in at the Group AGM's
- 4.2 The management shall conduct the business of the Branch. It shall make recommendations for consideration of the general meeting delegates and apprise them of decisions taken between meetings. All members of the management have equal voting rights. Where the voting is equal, the motion will be lost.
- 4.3 Executive and Management meetings can be held by telephone or video conferencing, as well as face to face.

5. Branch Executive

- 5.1 A Branch executive shall comprise of the:
 - 5.1.1 Branch President
 - 5.1.2 Branch Vice President
 - 5.1.3 Branch Secretary
 - 5.1.4 Branch Treasurer
- 5.2 Executive and management meetings can be held by telephone or video conferencing, as well as face to face

6. Quorums

- 6.1 A quorum of the management shall be more than 50% of management members. A quorum for a general meeting is not required.

7.1 Finances

- 7.1 The Branch may levy all brigades, with the amount to be determined at the Branch AGM.
- 7.2 The financial year shall be July 1 to June 30 the following year.
- 7.3 The Branch Treasurer shall have charge of the finances. This responsibility fully or partly can be devolved to the Association Executive Officer if decided annually at the AGM.

- 7.4 Signatories to the Branch cheque account shall be any 4 management members, one of whom must be the Branch president, with any two of the four to sign.

8.1 State Association meetings

- 8.1 The AGM shall vote one person to be the Lower North delegate to the State Management Committee. This is generally the Branch President.
- 8.2 The AGM shall vote extra people to attend the two State general committee meetings of the Association, one of which is the State Association AGM. The State Executive Officer will advise each year of the number of extra people required to be voted in.

9. Miscellaneous

- 9.1 The Lower North Branch may nominate individuals for the State Association's Certificate of Merit, for sustained and meritorious service at Branch level.
- 9.2 The Lower North Branch may issue Certificates of Appreciation.
- 9.3 The Branch Secretary will ensure that all brigade and group delegates are appraised of the "Role Statement for Brigade / Group Delegates" and the "Contacts List – Lower North Branch" documents (available on the CFSVA website)
- 9.4 The Branch may nominate its management committee delegate to be a member of the state executive, using the appropriate nomination form
- 9.5 These rules can be changed by a majority vote at the Branch AGM, with approval from the State Management Committee