

CONSTITUTION OF THE WEST YORKSHIRE FIRE PREVENTION PANEL

Unincorporated Association

1. NAME

The name of the Association is the West Yorkshire Fire Prevention Panel (hereinafter called "the Panel").

2. OBJECTS

The Panel provides a link between the West Yorkshire Fire & Rescue Service and groups or individuals from all the West Yorkshire districts involved in fire prevention work. The Panel exists to provide the following support for the local community:

- i. Promote the benefits of fire safety for the inhabitants of West Yorkshire without distinction of sex, sexual orientation, and race or of political, religious or other opinions with the object of improving the conditions of life for the said inhabitants
- ii. To promote and support all organisations involved in the prevention of fire in the home and workplace.
- iii. To encourage local fire safety initiatives.
- iv. To support any national fire safety campaigns.
- v. To provide a forum to discuss and disseminate any new rules or information on fire safety matters – and a ready means of contact with the fire & rescue service.
- vi. To provide technical assistance on fire related matters when requested.
- vii. To involve management in local government, industry and commerce in district fire prevention groups.
- viii. To provide training resources, videos etc. for members.

The Panel shall be non-party in politics and non-sectarian in religion.

3. POWERS

In furtherance of the said objects, but not otherwise, the Panel shall have power to:

- i. bring together in conference representatives of voluntary organisations, statutory authorities and individuals;
- ii. arrange and provide for, either alone or with others, the holding of exhibitions, meetings, lectures, classes, seminars or training courses;
- iii. collect and disseminate information on all matters relating to its objects, and to exchange such information with other bodies having similar objects whether in the United Kingdom or elsewhere;
- iv. purchase, hire or otherwise lawfully acquire such property or other rights and privileges as may be necessary for the promotion of its objects, and to construct, maintain or alter the

same, SUBJECT TO the provisions of Clause 10 hereof;

- v. make regulations for the proper supervision, control and management of any property which may be so acquired;
- vi. sell, dispose of or turn to account all or any of its property or assets SUBJECT TO such consents as may be required by law;
- vii. raise funds, whether by subscription or otherwise, PROVIDED THAT the panel shall not undertake or in any way engage in any permanent trading activities in raising funds for its objects;
- viii. remunerate any member for services rendered to the Panel PROVIDED THAT:
 - such member shall not be present at or take part in any discussions or decision relating to such remuneration;
 - any decision to remunerate such member shall be taken unanimously by the other members present and voting at the meeting at which the decision is made;
 - the other members are satisfied that the level of remuneration is reasonable and proper having regard to the services rendered by such member to the Panel;
 - the other members are satisfied that the services rendered to the Panel are of special value to the Panel.
- ix. insure and arrange insurance cover and to indemnify its members and voluntary workers from and against all such risks incurred in the course of the performance of their duties as may be thought fit;
- x. do all such other lawful things as shall further the objects of the Panel.

4. MEMBERSHIP

Membership shall be open, irrespective of sex, sexual orientation, race, nationality, or political, religious or other opinion.

5. MANAGEMENT OF AFFAIRS

The Honorary Officers of the Panel will:

- i. manage the business and affairs for the benefit of the Panel;
- ii. exercise all the powers and functions of the Panel, except those powers and functions which are required by this Constitution to be exercised by the Members in a annual general meeting.

6. COMPOSITION OF THE COMMITTEE

At the annual general meeting of the Panel the members shall elect from amongst themselves a chairman, vice chairman, a secretary, and a treasurer, who shall hold office from the conclusion of that meeting.

7. SUBSCRIPTIONS

Members of the Panel will pay an annual subscription if set and agreed at the Annual General Meeting.

8. RESIGNATION AND TERMINATION OF MEMBERSHIP

Any member of the Panel may resign his/her membership by giving to the Secretary of the panel written notice to that effect.

The Committee may, by resolution passed at a meeting thereof, terminate or suspend the membership of any member, if in its opinion, his/her conduct is prejudicial to the interests and objects of the Panel, PROVIDED THAT the individual member shall have the right to be heard by the Committee before the final decision is made. There shall be a right of appeal to an independent arbitrator appointed by mutual agreement.

9. MEETINGS OF THE PANEL

a) Annual General Meetings:

Once in each calendar year, an Annual General Meeting of the Panel shall be held at such time and place as the members shall determine, being not more than fifteen months after the adoption of this constitution and thereafter the holding of the preceding Annual General Meeting. At least 21 clear days' notice shall be given to members of the Panel.

The business of each Annual General Meeting shall be:

- i. to receive the Annual Report of the Panel, which shall incorporate the accounts of the Panel referred to below, and give an account of the work of the Panel and its activities during the preceding year;
- ii. to receive the accounts of the Association for the preceding financial year;
- iii. to elect the Honorary Officers of the Panel;
- iv. to appoint one or more qualified auditors or independent examiners for the coming year to audit or examine the accounts of the Panel;
- v. to consider and vote on any proposals to alter this constitution;
- vi. to consider any other business of which due notice has to be given;

(b) Special General Meetings:

The Chair of the Panel may at any time at his/her discretion and the Secretary shall within 21 days of receiving a written request so to do signed by not less than 2 members with power to vote and giving reasons for the request, call a Special General Meeting of the Panel to consider the business specified on the notice of meeting and for no other purpose. At least 14 clear days' notice of the meeting will be given.

C) Ordinary Committee Meetings:

The general management of the affairs of the Panel shall be directed by the Honorary Officers at Panel meetings, which shall be held not less than 3 times a year.

10. RULES OF PROCEDURE AT ALL MEETINGS

(a) Voting

Any question arising at a meeting of the Panel shall be decided by a simple majority of those present and voting. No member shall exercise more than one vote notwithstanding that he or she may have been appointed to represent two or more interests, but in case of an equality of votes the Chair shall have a second or casting vote.

(b) Quorum

Panel Meetings: two Honorary Officers and 10 of the members with power to vote shall form a quorum at meetings of the Association.

In the event that no quorum is present at an Annual General Meeting of the Panel, or the meeting has to be abandoned the meeting shall stand adjourned and be reconvened 14 days later, and those members with power to vote present at that meeting shall be deemed to form a quorum.

(c) Minutes:

Minute books shall be kept by the Panel and the secretary shall enter therein a record of all proceedings and resolutions.

11. FINANCE

All money raised by or on behalf of the Panel shall be applied to further the objects of the Panel and for no other purpose.

An account shall be opened in the name of the Panel with the Leeds branch of the HSBC, or with such other financial institution as the Committee may from time to time decide. The Committee shall authorise in writing the Treasurer, the Secretary of the Panel to sign cheques on behalf of the Panel. All cheques must be signed by not less than two authorised signatories.

12. DISSOLUTION

If the Committee by a simple majority decides at any time that on the ground of expense or otherwise it is necessary or advisable to dissolve the Panel it shall call a meeting of all members with power to vote giving not less than 21 days' clear notice (stating the terms of the resolution to be proposed thereat). If such decision shall be confirmed by a simple majority of those present and voting at such meeting the Committee shall have power to dispose of any assets held by or in the name of the Panel subject to the disposed assets furthering the objects of the Panel.



This Constitution was adopted, pursuant to Clause 3 of the Constitution at a Meeting of the West Yorkshire Fire Prevention Panel held on 9 November 2011.

Signed:

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Chair of the meeting Secretary of the Meeting