

THE FIRE BRIGADE SOCIETY CONSTITUTION

Adopted at the Annual General Meeting held on Sunday 24th September 2023

Guidance Notes

This updated Constitution combines the previous Constitution and Rules of Membership into one streamlined and easy to understand document.

It incorporates terminology in line with the current management operating platform.

It makes no provision for a Sales Unit to be established.

It makes no provision for Society areas or Area Secretaries. The lack of volunteers to take on these roles in recent years has resulted in a centralised management approach which is working very well. With key positions such as Secretary, Membership Secretary, Treasurer, Webmaster and Events Manager filled, members have direct contact with all sections of the Society.

Interpretation – (1) Reference to the masculine shall include the feminine and reference and references to the singular shall include the plural. (2) Written notice includes sending of an email message to the members recorded email address.

Clause 1 Name

The society shall be called The Fire Brigade Society (“The Society”)

Clause 2 Objectives

The objectives of The Society shall be: -

- (1) To link together persons who have an interest in fire-fighting and rescue services, fire service vehicles, fire-fighting installations and infrastructure or the prevention and extinction of fire;
- (2) To establish, maintain, promote and encourage facilities and activities for the advancement of member’s interests as referred to in clause 2 (1).
- (3) To collate historic and current details of fire-fighting and rescue services, their vehicles and equipment and to make records of the same available to members;

Clause 3 Membership

- (1) Persons of not less than sixteen years of age shall be eligible for Ordinary Membership of The Society.
- (2) Persons of not less than ten years of age and under sixteen years of age shall be eligible for Junior Membership of The Society.
- (3) Any person who is either (a) close relative of, or (b) a member of the same household as, an Ordinary Member shall be eligible for Associate Membership of The Society.
- (4) Any person who wishes to become a member of the Society must submit an application in writing to the Membership Secretary. Membership shall be at the discretion of the Society Management Team.
- (5) The Society Management Team shall be under no obligation to give reasons for their refusal of any application for membership.
- (6) The Society Management Team may delegate the power to approve, but not refuse, applications for membership to the Membership Secretary.

Clause 4 Administration

- (1) The Society's membership list will only be made available to those who the Society Management Team have assessed have a valid need to process personal information, in accordance with the requirements of the prevailing UK Data Protection Act and GDPR. Membership data will not be made available to any person or organisation for commercial purposes and the privacy of members' data shall be maintained at all times.
- (2) The views expressed by any member without the authority of the Society Management Team shall not be held to represent the official view of the Society.
- (3) Any officer or member of the Society shall provide to the Society Secretary, in such form and within such time as the Society Secretary may request, all information concerning the affairs of the Society as may reasonably be required of them.
- (4) Any officer or member of the Society shall provide to the Treasurer, in such form and within such time as the Treasurer may request, all information concerning the financial affairs of the Society as may reasonably be required of them.
- (5) Any member of the Society Management Team or officer shall on ceasing office, promptly deliver up to the Society Secretary, all property, records, accounts correspondence and other assets belonging to, or concerning the affairs of, The Society. This must include providing written confirmation of the secure and permanent deletion of any electronic records of The Society which are held.
- (6) No member of the Society Management Team or Society Officer should change any passwords associated with any email addresses or internet-based services (e.g. social media accounts) allocated to their position without consultation, with and approval by, the Webmaster.
- (7) All data collated and held by The Society shall be managed in accordance with the prevailing data UK Data Protection Act.
- (8) The Society will, at all times, maintain an appropriate public liability insurance policy, details of which will be made available to officers or members on request.

Clause 5 Responsibilities and Privileges of Membership

- (1) Membership implies an obligation on all members to understand and uphold the constitution of The Society.
- (2) No member shall enter any agreement, conduct any negotiations or correspondence, or communicate with any person in the name of The Society without the prior written approval of the Society Management Team.
- (3) The Society Management Team, officers and members of The Society shall not be responsible, either jointly or individually, for any injury, loss or damage whatsoever, sustained by any member as a result of Society activities.
- (4) Subject to clause 9 and 10, members with voting rights may stand for and submit nominations for election to the Society Management Team or to hold office and may vote at an Annual or Special General Meeting.
- (5) All members may take part in any activity organised or sponsored by The Society subject to any administrative or security requirements imposed on the Society or made necessary by the nature of the event. Associate Members shall be entitled only to take part in activities when accompanied by the Ordinary Member with whom their membership is associated. Junior members must be accompanied by an Ordinary or Honorary Life Member on all Society organised events.
- (6) Ordinary, Junior and subscription paid Honorary Life Members shall be entitled to receive free of charge one copy per issue of the official journal of the Society "Fire Cover". Additional copies may be made available, subject to availability, on such terms as the Society Management Team shall determine.
- (7) No member whose subscription is in arrears shall be entitled to any of the privileges of membership.

(8) Membership of The Society does not entitle the holder to request access to any fireground or to any fire service establishment.

(9) Members must not use The Society's name, or their membership of it, to facilitate personal visits to or request information from fire services or other fire related establishments, organisations or manufacturers.

Clause 6 Subscription

(1) The annual subscription rate shall be determined from time to time at an Annual General or a Special General Meeting and the General Meeting may in doing so make different provision for (a) different classes of members (b) members who do not join on the first day of April in any year, or (c) members who require hard copy mailings instead of electronic communication.

(2) The annual subscription shall be due on joining The Society and thereafter on the first day of April each year.

Clause 7 Resignation

(1) A member shall cease to be a member if they give written notice to the Membership Secretary of their resignation. There shall be no refund of membership fees already paid to The Society.

(2) A member who has not renewed their membership by the 1st June of each year shall be deemed to have resigned.

Clause 8 Expulsion

The Society Management Team shall have power to expel any member who, in its considered opinion, has brought The Society into disrepute or when, for any other reason, it would not be in the interests of The Society for that person to remain a member. Failure to uphold the constitution of The Society may be sufficient reason for expulsion. A member shall not be expelled unless they are given fourteen days written notice to attend a meeting of the Society Management Team and written details of the complaint made against them. The member shall be given an opportunity to appear, including remotely, before the Society Management Team to answer complaints made against them and shall not be expelled unless at least two thirds of the Society Management Team then present vote in favour of the expulsion.

Clause 9 Society Management Team

(1) The Society Management Team shall consist of the President, Society Secretary, Treasurer, Lead Editor, Membership Secretary, Webmaster, Events Manager and a maximum of four elected Ordinary Members or Honorary Life Members who must be of at least three years standing and not less than eighteen years of age.

(2) The elected Society Management Team members shall be elected by ballot in accordance with clause 11. Election to the Society Management Team shall be for a period of four years. One half of the elected members of the Society Management Team shall retire every two years but shall be eligible for re-election, the members so retiring be those who have been longest in office.

(3) In the event of a vacancy arising for an elected Society Management Team member, the candidate having the next highest number of votes at the last election shall be invited to fill the vacancy for the remainder of the term of the appointment. If that member accepts, the Society Management Team shall authorise him to fill the vacancy.

(4) If fewer than four Ordinary Members are elected to the Society Management Team or if a vacancy arises in the elected membership of the Society Management Team which is not filled under Sub-clause (3) hereof, the Society Management Team may co-opt as many Ordinary or Honorary Life Members as necessary to fill the vacancy or vacancies. Members co-opted shall serve until the next Annual General Meeting and shall be entitled to vote at meetings of the Society Management Team.

(5) Society Management Team meetings shall be held not less than once a quarter and the quorum shall be two-thirds of the whole number of the Society Management Team. The Society Secretary shall have discretion to call further meetings of the Society Management Team if they consider it to be in the interests of The Society.

(6) The Society Secretary shall give all the members of the Society Management Team not less than fourteen days written or verbal notice of a meeting.

(7) Decisions of the Society Management Team shall be made by simple majority vote and in the event of equality of votes the Society Secretary shall have the casting or additional vote.

(8) The Society Secretary, or member of The Society appointed by them, shall take minutes and shall send a copy of the minutes of each meeting of the Society Management Team to all Society Management Team members not less than fourteen days before the next meeting of the Society Management Team, at which the minutes shall be received and amended or approved as a correct record. The Society Secretary shall then sign the approved minutes.

(9) The Society Secretary shall, within fourteen days after their approval, make available a copy of the approved minutes to any member of the Society who requires it. Confidential and personal details may be redacted from the copy prior to its circulation.

(10) The Society Management Team shall be responsible for the management of The Society and may deal as it thinks fit in the best interests of The Society with any matter of business which is not otherwise provided for in within the constitution.

(11) The Society Management Team may establish, maintain, promote or sponsor such projects, or publish promote or sponsor such publications, as it thinks fit and arrange for the supply of publications to members as it thinks fit either with or without a charge.

(12) The Society Management Team may enter into contracts for the purpose of The Society on behalf of all the members of The Society.

(13) An elected member of the Society Management Team shall cease to be a member of the Society Management Team if they give written notice to The Society Secretary of their resignation.

(14) The members of the Society Management Team shall be entitled out of the assets of The Society to all expenses and other liabilities properly and reasonably incurred directly by them in the management of the affairs of the Society.

(15) Any member may attend any meeting of the Society Management Team but shall not, except by invitation of the Society Management Team, take part in the proceedings and shall not vote. The Society Management Team may exclude any member attending pursuant to this clause if, by reason of the confidential nature of the business to be transacted, the Society Management Team determines that the members presence would be likely to prejudice its consideration of the matter or would otherwise not be in the best interests of The Society.

Clause 10 Officers

(1) The following honorary officers of The Society, who must all be Ordinary or Honorary Life Members of at least three years standing and not less than eighteen years of age, shall be elected by ballot in accordance with Clause 11 and, subject to Sub-clause (5) hereof, shall hold office until the fourth Annual General Meeting following their election.

(a) Society Secretary, with the prime responsibility for the day-to-day administration of The Society.

(b) Treasurer, with prime responsibility for proper management the day-to-day financial affairs of The Society.

(c) Lead Editor, with prime responsibility for the editing and production of The Society's official journal "Fire Cover", and other related publications.

- (d) Membership Secretary, with prime responsibility for processing membership applications and maintaining accurate records of membership.
- (e) Webmaster, with prime responsibility for effective management of The Society website.
- (f) Events Manager, with the prime responsibility of organising and managing Society events and visits.
- (2) The following honorary officers of the Society, who must all be members of The Society, may be appointed by the Society Management Team to hold office for a period not exceeding three years.
- (a) Assistant Editors, to act under the direction of the Lead Editor in the production of "Fire Cover" and other related publications.
- (b) Vehicle Recorders, to acquire and maintain records in The Society's name of fire and rescue vehicles, provided that different Vehicle Recorders may be appointed for different classes of vehicle.
- (c) Any other position created by the Society Management Team.
- (3) The Society Management Team shall have the power to suspend any officer elected under Clause 10 (1) hereof if, in its opinion, that officer has failed to carry out the duties of office responsibly and efficiently in the best interests of The Society. If any officer be so suspended, a Special General Meeting shall be called within 28 days for the purpose of hearing details of any complaint made against them and deciding whether they shall remain in office. Such officer shall be given fourteen days written notice to attend the Meeting and written details of the complaint made against them. They shall be given opportunity to appear at the Meeting to answer the complaint made against them and shall not be removed from office unless at least two thirds of the members with voting rights present at the meeting vote in favour of their removal.
- (4) The Society Management Team shall have the power to terminate the appointment of any officer appointed under Clause 10 (2), (3) or (4) hereof if, in its opinion, that officer has failed to carry out the duties of their office responsibly and efficiently and in the best interests of The Society.
- (5) The Society Management Team may appoint and discharge such other officers as it considers necessary for the efficient conduct of The Society's affairs, provided that no officer so appointed shall become a member of the Society Management Team.
- (6) In the event of a vacancy arising in any elected office under Clause 10 (1) hereof, the member having the next highest number of votes at the last election for that appointment shall be invited to fill the vacancy for the remainder of the term of the appointment. If that member accepts, the Society Management Team shall authorise them to fill the vacancy.
- (7) An officer shall cease to hold office if they give written notice to the Society Secretary of their resignation. The individual standing down shall be expected to do whatever they can to ensure an effective handover to their replacement.
- (8) In the event of a vacancy arising in any office, the Society Management Team shall have the power to make such temporary arrangements as it thinks fit.
- (9) All officers shall be eligible for re-election or re-appointment to the position held by them.
- (10) All officers shall be entitled to an indemnity out of the assets of The Society for all expenses and other liabilities properly and reasonably incurred by them in the discharge of their duties.
- (11) Every officer of the Society while acting as such shall act in the name of and on behalf of the Society and shall not be entitled to assume or acquire any personal rights or benefits in respect of any property, assets or data of The Society.

Clause 11 Procedure for Election of Committee Members and Officers

- (1) The Society Secretary shall invite all Ordinary and Honorary Life Members to submit nominations for Society Management Team membership or office and will specify a closing date for receipt of nominations.

- (2) Nominations must contain the written consent to nomination of the person nominated and the signature of two members with voting rights proposing and seconding the nomination.
- (3) Nominations must contain a statement of eligibility by the person nominated.
- (4) Only nominations duly received before expiry of the closing date shall be accepted.
- (5) If more nominations are received than there are vacancies for Society Management Team membership or office, the Society Secretary shall send to all Ordinary and Honorary Life Members a ballot paper or papers containing the names of candidates for election whose nominations have been accepted and the position or office for which each is nominated. A copy of the candidate's statement of eligibility shall be sent with the ballot paper or papers.
- (6) Every Ordinary and Honorary Life Member may vote for one candidate for each vacancy. Ballot papers must be returned in a sealed envelope addressed to "The FBS AGM", care of the Society Secretary's address, and received by the specified closing date. The envelope must not contain any other communication. A statement of these requirements shall be sent out with ballot paper or papers.
- (7) Envelopes duly received shall be opened and the votes for each candidate counted on the day of the Annual General Meeting by three Ordinary Members of at least three years standing and who are not candidates themselves. The candidates shall be informed in advance of the location, date and time of the count, which shall not conflict with any other Society activity, and may be present thereat.
- (8) The results of the ballot or ballots shall be declared at the Annual General Meeting.

Clause 12 President

The Annual General Meeting, if it thinks fit, may elect a President. A President need not be a member of The Society and on election shall, ex officio, be an honorary member of The Society. The President shall hold office until such times as they wish to resign and shall, ex officio, be a member of the Society Management Team. At the end of his term of office a President shall be recognised as a Past President.

Clause 13 Annual General Meeting

- (1) The Annual General Meeting of the Society shall be held not later than 30th September in each year to transact the following business:
 - (a) to receive and approve the minutes from the previous Annual General Meeting,
 - (b) to receive The Society Secretary's report of the activities of the Society during the previous year,
 - (c) to receive and consider the accounts of The Society for the previous financial year and the Auditor's report on the accounts and the Treasurer's report as to the financial position of The Society,
 - (d) to announce the result of any ballot or ballots for Society Management Team membership or office and to appoint Society Management Team members and Society officers,
 - (e) to consider notices of motion duly submitted in accordance with Sub-clause (2) below.
 - (f) to transact any other business, which shall be specified in the agenda or raised during the meeting.
- (2) Except as hereinafter provided, written notice of any motion proposal to be moved at the Annual General Meeting shall be given to and must be received by the Society Secretary not less than four weeks before the meeting.
- (3) If a motion of which notice has been given and which is included in the agenda for the meeting is not moved by the member who gave notice, or some other member, and seconded, it shall be treated as abandoned and shall not be moved without fresh notice as requested by Sub-clause (2) above.

Clause 14 Special General Meeting

A Special General Meeting may be called at any time by the Society Management Team and shall be called within 28 days of receipt by the Society Secretary of a requisition in writing signed by 25% of the total membership with voting rights stating the purpose for which the meeting is required and the motions proposed.

Clause 15 Procedure at the Annual General Meeting and Special General Meeting

(1) The Society Secretary shall give to every member not less than twenty-one days' notice of the date, time and location of the General Meeting and of the business proposed to be transacted thereat.

(2) The quorum for the Annual General Meeting shall be 10% of the total membership with voting rights and for a Special General Meeting shall be 25% of the total membership with voting rights. Attendance can be in person or via video conferencing facilities such as Microsoft Teams or Zoom.

(3) The President shall take the chair, if the President is not able and willing to take the chair, a chairman shall be appointed for the meeting.

(4) The following motions and amendments may be moved without notice under Clause 13(2):

(a) for the appointment of a chairman of the meeting at which the motion is made,

(b) motions relating to the accuracy of the minutes, adjournment or order of business,

(c) amendments to motions,

(d) that a motion or a subject of debate be referred or delegated to the Society Management Team for consideration, reconsideration or decision,

(e) that consent be given to withdraw a motion or amendment,

(f) that a member be not further heard from or asked to leave the meeting.

(2) A motion, if proposed and seconded, shall be put to debate. Any member with voting rights may propose an amendment which, if seconded, shall be put to debate and disposed of before any further amendment is proposed.

(3) A motion or amendment may be withdrawn by the proposer with the agreement of the seconder and with the consent of the Meeting (to be ascertained without debate).

(4) Each member with voting rights present shall have one vote and, except as otherwise provided, resolutions shall be passed by a single majority.

(5) The Society Secretary, or a member of the Society Management Team appointed by them, shall take minutes at the Annual and Special General Meeting.

(6) The Society Secretary shall make available within twenty-eight days after the date of each Meeting to any member who requires it a copy of the minutes of that Annual or Special General Meeting. A copy of the minutes shall be sent to every member as soon as reasonably practicable after the Meeting.

Clause 16 Alteration of the Constitution

The constitution may be altered by resolution at an Annual or Special General Meeting provided that the resolution is carried by a majority of at least two-thirds of the members with voting rights present at the meeting.

Clause 17 Visits and Events

(1) Each member attending a visit, or event, must advise the organiser, or nominated representative, of their intention to attend a visit, or event, by the date defined by the organiser.

(2) Each member, who has indicated their intention to attend a visit, or event, must advise the organiser, or nominated representative, at the earliest opportunity if they cannot attend for any reason.

(3) Members must comply with any restrictions and/or requirements associated with a visit, or event, e.g. (a) the numbers allowed by host fire service on visit, (b) age or security restrictions specified by the host fire service, (c) instructions not to photograph specific vehicles or infrastructure etc.

(4) Non-members will not be allowed to attend visits organised by The Society.

(5) Members are expected to wear smart, casual clothing and appropriate footwear on visits or at events, which aligns with The Society's professional image and values. Members should be aware that wearing corporate clothing to a visit/event (e.g., parts of fire service uniform) may lead to checks relating to the individual's entitlement to wear that clothing. Offensive logos or text on clothing are not permitted.

(6) The visit or event organisers decisions are final. Any members who do not comply with any part of this clause may be requested to leave the visit early and will not be permitted to attend subsequent locations.

(7) Members must accept that on visits we are guests of fire and rescue services, etc, and they should conduct themselves in a manner so as not to cause any embarrassment, offence or distress to (a) The Society corporately, (b) to other individual members present or, (c) to hosts, or to members of the public. This includes avoiding the use of inappropriate language during any visits/events.

(8) Members must comply with any request made to them by the visit/event organiser/co-coordinator, or a representative of the host. Smoking or vaping must only take place in designated areas, away from vehicles and premises.

(9) Fire stations, etc are subject to statutory health and safety legislation and restrictions and members must observe any instructions/requirements as stated by the host/organiser.

(10) Members must not act in any way so as to delay, or impede, the turnout of any emergency vehicle. This includes not positioning themselves so as to endanger themselves or others (including other road users and pedestrians) for any reason, including photography.

(11) Members must act with due regard and consideration to other Society members, fire service or host personnel, neighbours of stations and establishments visited, their property and members of the public. This includes a requirement to park private vehicles in approved locations, which do not block fire vehicle access or exit, parking bays reserved for fire service personnel, or parking which blocks pavements or private driveways.

(12) The Society visit organiser will designate a single person responsible for liaising with the fire service/host personnel for the suitable positioning of vehicles for photography and members must direct all requests for positioning via that nominated person.

(13) No member should aid the driver in positioning the vehicle, e.g., by giving hand signals for reversing, etc. [unless specifically requested by the driver]

Clause 18 Finance

(1) The financial year shall run from 1st April in each year to 31st March in the following year.

(2) Except as hereinafter provided, all money payable to The Society shall be received by the Treasurer and deposited in a bank or building society account held in the name of The Society. The Society Secretary, the Treasurer and Membership Secretary shall be signatories of that account and no sum shall be drawn except by the authorisation of two of the three signatories. Any money not required for immediate use may be invested as the Society Management Team in its discretion thinks fit.

(3) The income and property of The Society shall be applied only in furtherance of the objects of the Society and no part thereof shall be paid by way of bonus, dividend or profit to any members of the Society, save as set out in Clause 18(4), and 20(11) or otherwise expressly permitted in this Constitution.

(4) The Society Management Team shall have the power to authorise the payment of remuneration and expenses to any officer or member of The Society and to any other person or persons for services rendered to The Society.

(5) The financial transactions of The Society shall be recorded in a proper set of books kept by the Treasurer. An income and expenditure account and a balance sheet shall be prepared by the Treasurer for each financial year.

(6) The accounts for each financial year shall be audited by an independent examiner of professional standing appointed by The Society Management Team. The audited accounts and balance sheet shall be presented to the Annual General Meeting and a copy thereof shall be provided to every member before such presentation.

(7) The Society Management Team shall safeguard the property and finances of The Society by effecting insurance against each such risks as it considers prudent. The Society Management Team shall effect such further insurance as it considers prudent for the protection or indemnity of officers and members of the Society Management Team against claims made against them out of the discharge of their duties.

Clause 19 Property

(1) The property of The Society, other than cash in the bank or building society, shall be vested in The Society Secretary and the Treasurer, (" the custodians"). They shall deal with the property as directed by resolution of the Society Management Team and entry in the minutes shall be conclusive evidence of such a resolution.

(2) The Custodians shall maintain an inventory of the tangible property of The Society and its whereabouts and shall record details of all acquisitions and disposals.

(3) The Custodians shall be entitled to an indemnity out of the assets of The Society for all expenses and other liabilities properly and reasonably incurred by them in the discharge of their duties.

(4) If any member or other contributor gives money, property or information to The Society or to any Society officer acting as such, he shall be deemed to have done so irrevocably for the general benefit of all members of The Society and shall not be entitled to a return of such contribution once it has been mixed with other money, property or information.

(5) The historic and current records of The Society collated under Clause 2(3) shall be available to all members for research or private study and the Society Management Team may from time to time determine charges for the supply of records. Such records shall not be substantially republished, reproduced, or sold to another person or organisation, without the express consent of the Society Management Team which shall not be unreasonably withheld but which shall be given only on condition that the source of the information is acknowledged. The Society Management Team may impose further conditions and a charge for such consent.

Clause 20 Dissolution

Part 1 - Dissolution by the management team

(1) The Society Management Team can vote to dissolve The Society by a unanimous vote and must give the membership twelve weeks' notice of their intention and the reasons why they have voted to dissolve The Society.

(2) One person from the Society Management Team should be appointed to collate The Society's assets and sell or redistribute them as the Society Management Team see fit. Records must be kept to show what has happened to the assets to satisfy any subsequent challenges.

(3) The Treasurer, or appointed deputy, will continue to manage The Society's bank account. Any legitimate expenses should be paid and income banked. The final stage of dissolution will be the transfer of remaining funds to a charity or group with similar aims to the FBS as decided by the outgoing Management Team.

(4) A set of accounts showing the closure of The Society will be produced and made available.

Part 2 – Dissolution proposal by membership

(1) A resolution to dissolve The Society shall only be proposed at a Special General Meeting and, provided that it is carried by a majority of at least two thirds of the members with voting rights attending either in person or remotely via video conferencing facilities such as Microsoft Teams or Zoom, shall have effect only as provided below. If it is not so carried, it shall be of no effect and no further resolution to dissolve The Society shall be proposed for 12 months.

(2) If a resolution to dissolve The Society is carried as provided in Sub-clause (1) hereof, The Society Secretary shall within six weeks of the Special General Meeting being held send to all Ordinary and Honorary Life Members a ballot paper containing a statement of the resolution and a place for such members to vote "FOR" or "AGAINST" the resolution and include a closing date for receipt of ballot papers.

(3) The members who proposed and seconded the resolution may prepare a statement of not more than six hundred words in support of the resolution and submit this to the Society Secretary within two weeks after the Special General Meeting. The Society Secretary shall send with every ballot paper a copy of any such statement.

(4) The Society Management Team may prepare a statement of not more than six hundred words in opposition to the resolution, or otherwise expressing its views, on the resolution. The Society Secretary shall send with every ballot paper a copy of such statement.

(5) Ballot papers must be returned in a sealed envelope addressed to "The FBS Special Vote" care of the Society Secretary address, or in such other way as the Society Management Team may determine, and be received before expiry of the closing date. The envelope must not contain any other communication. A statement of these requirements shall be sent out with the ballot papers.

(6) Envelopes duly received shall be opened and the votes FOR and AGAINST the resolution shall be counted within seven days of the closing date by such independent person or in accordance with such independent procedure as the Society Management Team shall have determined. The members who proposed and seconded the resolution shall be informed in advance of the date, time and place of the count and they, together with not more than three other members with voting rights, may also be present thereat.

(7) The resolution shall only be carried by a majority of at least two thirds of the total number of members with voting rights on the closing date determined under Sub-clause (3) hereof, whether they voted or not.

(8) The Society Secretary shall, within two weeks of the count, inform all members of the number of members entitled to vote and of the number of votes cast FOR and AGAINST the resolution.

(9) If the resolution is carried under Sub-clause (8) hereof, dissolution shall take effect from the date of the count and the members of the Society Management Team shall be responsible for the winding-up of the assets and liabilities of The Society.

(10) Any property remaining after the discharge of the debts and liabilities of The Society shall be sold and the final stage of dissolution will be the transfer of remaining funds to a charity or group with similar aims to the FBS as decided by the outgoing Management Team.

End of Constitution