



RICHMOND & DISTRICT ANGLING SOCIETY

CONSTITUTION

1. Title

The club shall be called Richmond And District Angling Society.

2. Aims and Objectives

The society's aims and objectives are to:

- Strive to protect the ecology of the river.
- Promote the sport of angling.
- Improve the fishing on club waters.
- Collaborate with other organisations to combat pollution, reduce litter, prevent illegal fishing, reduce rural crime and to protect the environment.
- Engender inclusivity and diversity.

3. Society make up

The society will comprise of a President, Vice President(s), Chairman, Vice Chairman, Secretary, Treasurer, a committee and the members.

4. Membership

- a. A member is anyone over the age of eighteen who has paid their annual subscription.
- b. A junior member is anyone under the age of eighteen who has paid their annual subscription.
- c. Subscription payments are due 1st April each year.
- d. New members can join at any time of the year on payment of the subscription fee.

5. The Committee

- a. The committee are responsible for managing the affairs, assets and finances of the society.
- b. The committee will be presided over by four principal officers. The Chairman, Vice Chairman, Secretary and Treasurer. The committee can have up to eleven committee members including the principal officers. The size of the committee can be increased if there is a need to do so.
- c. The committee can appoint additional officers at its discretion. Each officer will have a role decided by the committee.
- d. A member can be invited to join the committee at any time. They must have a proposer and a seconder and be accepted by majority vote of those present at a regular committee meeting.
- e. Committee members will abide by the the *Committee Code of Conduct*.

- f. The officers and committee will retire annually at the AGM.
- g. A new committee will be elected at the AGM. Anyone wishing to serve as a principal officer must have a proposer and seconder. Applications must be made in writing to the Secretary at least two weeks prior to the AGM.
- h. Existing officers and committee members can be returned on bloc providing they wish to continue and if no other applicants come forward. However the maximum term for anyone to hold the same appointment is three years.
- i. Where there are several applicants for a post or if there are more applicants than posts then election will be by ballot. In the event of a tie the Chairman will have the casting vote.
- j. The committee can on behalf of the members review and update the angling rules, grievance procedure, safety guidelines, constitution and any other policies if it is deemed necessary to do so. The committee will notify the members of any such changes. Any changes to the constitution must be ratified at the AGM or an EGM.
- k. The committee can spend up to £1,000 per annum on materials, tools and equipment for bank work, habitat improvement work, fish stocking, training, administration and marketing. If any single item is greater than £1,000 it must be agreed at the AGM or an EGM except for rents and other existing obligations.
- l. The committee can at it's discretion, issue guest tickets and offer discounts and incentives to reward endeavour, help boost membership etc and to thank individuals who are not members.
- m. The committee can form project groups for specific purposes. A project group must be lead by a committee member or officer but can include members of the society or junior members. The committee member or officer in charge of the project group is responsible for reporting back to the main committee.
- n. Committee members are expected to attend meetings, contribute ideas, accept responsibility and take an active role in managing the affairs of the society in accordance with the *Committee Code of Conduct*.
- o. Leave of absence can be granted for up to three months if a committee member needs time off due to illness or other extenuating circumstances.
- p. Any committee member not attending a meeting without apology for three months will be contacted and asked if they wish to resign.
- q. The committee meetings will be open to any member of the society who may speak but not vote.
- r. The quorum required for committee business to be agreed is 7 members including at least two principal officers.
- s. The committee have the discretion to award lifetime honorary memberships to reward unbroken membership in excess of twenty years or to reward a member who has performed some outstanding service for the society.
- t. The committee can appoint a President and a Vice President(s) to be ambassadors of the society. These are honorary positions which will be reviewed annually by the committee.

u. The President and Vice President(s) will be appointed to serve a 3 year term. At the end of this time the committee can either invite them to continue for a further three years or appoint another candidate to assume their role. The President or Vice President(s) can resign at any time.

v. The committee can refuse to grant membership to any individual at its discretion.

w. The committee will have an emergency response plan in place to ensure that critical incidents can be reacted to and dealt with swiftly and efficiently.

6. Trustees

a. There will be no more than four Trustees. Following appointment trustees will be expected to serve an initial 3 year term, with the option to stand for re-election if they so wish, based on a three year repeating cycle. A trustee can resign at any time. Trustees are appointed by the committee and can also be removed by the committee by ballot at a regular committee meeting, the AGM or an EGM.

b. Anyone wishing to become a trustee must first complete an application form. Once vetting has been carried out by the membership secretary, suitable applicants must attend an interview with the principal officers. On acceptance the applicant must sign a deed of appointment and agree to attend basic trustee competence training before assuming their role.

c. The Society's assets shall be vested in the Trustees (except for cash held by the Treasurer) to be dealt with as directed by the committee.

7. Water Bailiffs

The committee will ensure that anyone appointed to be a water bailiff receives appropriate training.

8. Communication

a. The Chairman is the official spokesperson for the club. No committee member or member can discuss or make comments or statements about the society's affairs and policies with a representative of an external organisation, riparian owners, reporters, officials or anyone else without the permission of the Chairman.

b. No committee member or member can post content on social media about the society's affairs and policies without the permission of the Chairman.

c. All officers, committee members and members are requested to provide a contact telephone number and an email address so that they can be contacted for routine communications or in case of emergency.

d. Notifications for the attention of the members will be posted on the society website and members should check this frequently.

e. The committee will use social media and electronic messaging to inform members.

f. Emails and newsletters will be sent out from time to time.

9. EGM

- a. An Extraordinary General Meeting can be called to deal with any emergency situation or when the committee needs to consult the members on an important issue.
- b. Members will be notified of the date, time and location at least one weeks in advance.
- c. The members can call for an EGM providing it is supported by at least fifty percent of the membership. The secretary must be notified in writing by a representative of the members involved stating the reasons for the meeting. The secretary will then arrange a mutually convenient date, time and location. All members of the society will be notified at least one week in advance.

10. AGM

- a. The Annual General Meeting will be held in the first week of December. Members will be notified of the date, time and location at least two weeks in advance.
- b. If a member wishes to submit a motion for the AGM it must received by the secretary in writing before the 31st October. The motion must be in writing and have a proposer and a seconder.
- c. If a member would like to stand for election as an officer or committee member they must inform the secretary in writing before 31st October. The candidate must have a proposer and a seconder.
- d. The business of the AGM will include the following:
 - Reading of last year's minutes.
 - Chairman's report.
 - Hon. Secretary's report.
 - Treasurer's report and balance sheet.
 - Any motions received from members and the committee.
 - Election of Committee
 - Election of Officers
- e. Motions must have a majority vote to pass. In the event of a tie the Chairman has the casting vote.
- f. All members present at the AGM can vote except juniors.

11. Code of conduct

- a. All members, committee members and officers are expected to treat each other with respect at all times.
- b. Everyone should be polite and courteous to each other and to any members of the public, farmers and anyone they come into contact whilst out fishing.
- c. Offensive language, verbal abuse, racism, homophobia, misogynistic and threatening behaviour will not be tolerated.

12. Angling rules

- a. Anyone fishing club waters must abide by the angling rules which will be published on the club website.
- b. When fishing anglers must have with them:
 - Proof that they are a member, guest or have purchased a day permit.
 - Proof that they have purchased an Environment Agency fishing licence.
- c. The above must be produced if requested by a committee member, water bailiff, another member or a riparian owner. Anyone not in possession of the above must leave club waters immediately.

13. Disciplinary procedure

- a. The committee can suspend or ban an individual or revoke their membership if they:
 - Are suspected of being involved in unlawful activities.
 - Have acted in a way that could bring the club into disrepute.
 - Have been verbally abusive or used threatening behaviour.
 - Have broken the angling rules.
 - Are in breach of the Society's code of conduct.
- b. A committee member or water bailiff can issue a bankside warning if an angler is not complying with the rules.
- c. Should an infringement of the rules be reported to the committee it will instigate the society's disciplinary procedures to ensure that the matter is dealt with fairly and if proven, that any penalty is appropriate to the nature of the offence.

14. Insurance

- a. The society will take out public liability insurance to protect itself from any claims made against it.
- b. The Trustees, officers and the committee shall be indemnified out of the assets of the society against any risk or expense incurred by them in pursuance of their office.

15. Health and Safety

Members must adhere to the society's health and safety policy and guidelines.

16. Dissolution of the Society

If the committee decide that the society must be wound up the Chairman will call an EGM. If after a vote, seventy five percent of those present agree to the dissolution of the society the officers and committee shall realise the assets, pay off any debts and liabilities then decide how to dispose of any remaining funds.

Reference documents

Angling Rules

Health and Safety Policy

Risk Assessment Master

Critical Incident Response Plan

Data Protection Policy

Equality Policy

Grievance Procedure

Disciplinary Procedure

Committee Code of Conduct