

**BOURLEY FLY FISHING CLUB (BFFC)**  
**AIMS OBJECTIVES & CONSTITUTION**

**1. GENERAL**

- a. The name of the club shall be "Bourley Fly Fishing Club (BFFC)".*
- b. The club shall be under the jurisdiction of Headquarters Aldershot Garrison.*
- c. The club is a member of the Bourley Conservation Group.*

**2. OBJECTIVES**

- a. The objects of the club shall be to:*
  - (1) provide fly fishing facilities in the Bourley Reservoirs. These are stocked with rainbow and brown trout on a regular basis by the Club.*
  - (2) To promote, improve and develop the sport of fly fishing to the service community including reserve forces, veterans, MOD Civil Servants, and a limited number of civilians from the local community.*
  - (3) To investigate and promote the involvement of appropriate service charities by facilitating participation in fly fishing. Whenever possible by promoting at least an annual fly-fishing day for those eligible.*

**3. FINANCIAL YEAR**

- a. The financial year of the club shall be between 1<sup>st</sup> February and 31<sup>st</sup> January.*

**4. ANNUAL GENERAL MEETING**

- a. The club shall hold an annual general meeting of current members at a date to be determined annually. This date is normally during the second half of February every year.*
- b. If for any reason e.g. Government restrictions on social gatherings or social distancing, the club will hold a virtual electronic annual meeting during the same period.*
- c. The secretary will coordinate the distribution of the following prior to the date of the general meeting:*
  - (1) The agenda for the meeting.*
  - (2) The secretary's annual report.*
  - (3) The treasurers financial report. (Statement of Income, Expenses and bank balances).*
  - (4) The recorders catch and stocking report.*
  - (5) Any other Officers reports relevant to the meeting.*
- d. These reports will be sent to all current members using the email addresses held on the current members records.*



- e. From the date of distribution of the agenda and reports current members will have seven (7) days to contact the secretary to ask questions or comment.*
- f. The annual meeting will be concluded fourteen (14) days after the date of distribution of the agenda and reports.*

## **5. CONSTITUTION**

- a. The officers and committee of the Club shall be:
  - (1) Chairman - (A serving officer approved by the GOC).*
  - (2) Vice Chairman.*
  - (3) Secretary.*
  - (4) Treasurer.*
  - (5) Recorder.*
  - (6) 2 committee members (At least 1 shall be a serving member of the armed forces).*
  - (7) The officers may, at their discretion, appoint a number of "co-opted" members who have specialist knowledge or experience that is of value to the committee and club.**

## **6. SECRETARY**

- a. The secretary shall be deemed to be the general managing officer of the club and shall act in compliance with the general instructions of the Chairman.*
- b. No business or correspondence other than that of a routine nature shall be conducted by the Secretary without reference to the Chairman or Committee provided that it shall always be open to the Committee to delegate to the Secretary for unilateral action such categories of Club business as the Committee may direct.*
- c. The Secretary shall keep such minutes of Committee and General Meetings as may be necessary to constitute an adequate record of all business transacted.*
- d. All correspondence received and copies of letters and emails sent on behalf of the club shall be deemed to be the exclusive property of the club and shall be handed over in accordance with instructions in that behalf given at any time by the committee.*
- e. The secretary will be the representative of the club on the Bourley Conservation Group.*

## **7. TREASURER**

- a. The Treasurer shall be the general financial officer of the club.*
- b. He or she shall keep proper and accurate records of all monies received on behalf of the Club and of all expenses and other disbursements made out of Club funds. Such records shall be strictly in accordance with current established modes of book-keeping and such as to enable an Independent Examiner from time to time to execute his or her duties without undue difficulty.*



- c. *Suitable account(s) in the name of the Club shall be maintained at such bank or banks as the Committee may from time to time decide. The use of Business Internet Banking is also authorized. The operation of every such bank account shall be entrusted to the Treasurer nominated as the primary user, with the Secretary and Recorder also nominated as authorized signatories.*
- d. *Any authorization for withdrawal of funds from the Club bank account must be authorized by 2(two) officers of the club. One of these authorizing persons shall be the Treasurer.*
- e. *Electronic payments – For all electronic payments the officer or committee members raising an invoice or voucher to be paid using electronic means is to contact the Treasurer using email enclosing full details of the item requiring payment, including details of the payee, total amount, reason for the payment. A full audit trail of the emails and other documentation is to be maintained and included with the financial accounts.*
- f. *The Treasurer is the only officer routinely authorized to enter and make any electronic payment through the club bank account. If for any reason the Treasurer is unable to conduct this business, the Secretary is authorized to conduct these transactions. In these cases, the Secretary is to obtain written authorization from the Vice Chairman before making payments.*
- g. *New payees – All new payees are to submit their bank payment details on headed notepaper to the Treasurer. As a minimum these details on formal printed invoices showing company contact addresses and banking details are an acceptable alternative.*
- h. *Prepare an annual financial statement for presentation to the members at the Annual General Meeting (AGM).*

## **8. RECORDER**

- a. *The Recorder's duties are to keep up to date the club catch database by entering the information recorded by members on the Fishing Register.*
- b. *To produce weekly catch, activity and guest reports to the Secretary and Treasurer. To maintain the fish stock statistics for the lakes. To produce any periodic reports as required and the annual activity reports for use at the AGM.*
- c. *In consultation with the Secretary and Treasurer determine the fish stocking replenishment requirements and order the agreed numbers of fish from the authorized supplier(s).*
- d. *Maintain a written Stocking Policy document which contains, stocking frequency and numbers of fish, stocking points into the lakes, details of the stockist(s) and the agreed pricing for a full season. This document to be presented at the start of each season to the committee for ratification.*
- e. *Annually, in conjunction with the secretary and treasurer conduct a review of the stockist(s) performance and at an interval not exceeding two years invite other stockist(s) to tender for the re-stocking business.*



**9. BENEFITS in KIND**

- a. All benefits in kind offered to members of the committee and co-opted members of the committee must be declared to the Secretary and Vice Chairman. At their discretion, these benefits will either be used for the benefit of the club or may be purchased at full value by the recipient.*

**10. LIABILITIES**

- a. The maximum liability of a member shall be limited to the amount paid in membership subscription by the member for their current membership of the club at the time of any liability occurring.*

**WINDING UP/DISSOLUTION**

- a. In the event of the club being wound up or dissolved, after all liabilities have been paid if there is a surplus of funds remaining these funds will be distributed to Service Charities. The Chairman and Officers shall decide which charities will be the beneficiaries.*