

CONSTITUTION AND RULES ISSUE 2

ISSUE DATE MAY 2019

SOUTHWOLD & DISTRICT FRESHWATER ANGLING PRESERVATION SOCIETY

Constitution and Rules

1. Name – The Society shall be known as ‘The Southwold & District Freshwater Angling Preservation Society’.
2. Objects – The objects of the Society shall be: (a) to provide fishing for its members.
 - (b) to maintain and improve the fishery as opportunity presents.
 - (c) by mutual effort and discussion, to improve the standard of fishing of its members and particularly to encourage juniors.
3. Officers – The Society’s officers shall consist of:
 - President • Vice Presidents as appropriate
 - Chairman • Vice-Chairman • Secretary
 - Treasurer • Match Secretary • Membership Secretary
 - Liaison Officer • Head Water Bailiff.

The offices of Chairman, Vice-Chairman, Secretary, Treasurer; also, of Membership and Match Secretary and Head Water Bailiff shall be honorary and equivalent to the annual subscription.

An assistant Membership Secretary may be appointed at the discretion of the committee, the position being honorary and equivalent to the annual subscription.

4. The Committee

- (a) The Society's committee shall consist of a minimum of seven and a maximum of twelve members. The Chairman, Secretary and Treasurer shall be ex-officio members.
 - (b) Officers and committee shall be elected by a majority show of hands at the Society's Annual General Meeting. Officers to serve 1 year; committee to serve 3 years. Retiring officers and committee members may offer themselves for re-election.
 - (c) If a committee member retires during his term of service, the committee may co-opt another member of the Society to fill his place for the remainder of that year only.
 - (d) The Committee shall have power to co-opt a member for any special project.
 - (e) All officers and committee shall on election automatically become bailiffs. Other members of the Society may be appointed bailiffs at the discretion of the Committee, but it is the duty of all members of the Society to report any infraction of the Rules that they may observe.
 - (f) The Committee shall meet monthly; the Chairman, Secretary and not less than four committee members shall form a quorum. Special meetings may be called by the Secretary or through him by three or more members of the Committee to discuss only the specific matters for which the meeting is called.
 - (g) Junior committee members to be minimum 14 years of age.
5. Annual General Meeting – The Annual General Meeting shall be held in April of each year.

- (a) The Society's financial year **will start on the 1st March each year. (Amended for 2021/22 season)**
- (b) Any proposal to be put forward at the AGM under any other business must be received in writing by the Secretary by the 1st March, so as to be circulated to the entire membership prior to the AGM.

6. Membership

- (a) The maximum number of members in the Society shall be at the discretion of the Committee.
- (b) Names of those proposed for membership received after the Society's membership is full will be placed on a waiting list and dealt with in rotation.
- (c) On election to the Society, the appropriate joining fees and subscriptions for the season (as confirmed at the AGM) shall be payable.

Annual subscriptions for the ensuing season are due from the AGM. No subscriptions for renewal of membership will be accepted after midnight on 15th May. Places not taken up by this date will be offered to applicants on the waiting list.

An intermediate member is a member who is under 19 or whose 19th birthday falls after 16th June.

A junior member is a member who is under 16 or whose 16th birthday falls after 16th June.

- 7. Before beginning to fish on any of the Society's waters, all members must have in their possession and carry:
 - (a) A current EA licence.
 - (b) Their Society's membership book for the season.
 - (c) Their Society's identity card.

Failure to produce any of these documents, if requested to do so by a bailiff, may result in anglers being asked to leave the water.

8. Temporary membership may be granted by the issue of a limited number of daily permits for some Society waters, subject to the following conditions.
 - (a) Permits must be obtained before starting to fish.
 - (b) Temporary day membership may be given to the guest of a member so that the guest may fish a Society match (excluding the Xmas Fayre match). Cost of this temporary membership to be equivalent to, and in place of, the match entry fee. The temporary day member may enter the pool, but may not fish for the trophy, and will have to pay any additional peg fee due.
 - (c) Any Temporary Member failing to close any gate will be asked to leave the water and will be banned from obtaining further Temporary Membership or Guest/Full Membership. The Committee is empowered to restrict permit holders to certain portions of the water should this be deemed necessary. The fees for permits shall be set at the AGM each year and listed in the membership book. Permit holders will, by virtue of their temporary membership of the Society, be bound by its rules.
9. Camping, dogs, firearms, transistor radios and the lighting of fires are prohibited on the Society's waters.
10. (a) No litter of any kind may be left at the waters, nor must

any damage be done, or act committed prejudicial to the Society's interests. The property and wishes of riparian owners must at all times be respected, especially with regard to the closing of gates.
- (b) Any member(s) failing to close any gate will be immediately suspended from the Society and required to hand back their membership book pending the outcome of

the complaints procedure – expulsion from the Society may follow.

11. Any full member wishing to register a complaint is required to do so to the Chairman, Secretary or Head Water Bailiff within 48 hours of the incident complained of occurring. The Society's disciplinary procedure will then be followed (see explanatory copy near the end of this book).
12. Any member contravening the rules of the Society shall be answerable to the Committee who shall be empowered to suspend or expel any member for conduct which in their opinion is injurious to the interests of the Society.
13. Alterations to the Constitution and Rules must be approved by a two thirds majority on a show of hands at an Annual General Meeting or Special General Meeting.
14. (a) All matches shall be fished to the Society's rules. Any of the Society's waters being the venue for a match must be cleared of those fishing two hours before the match start time. The match water will not reopen for general use until one hour after the published time for the end of the match.

(b) The Committee is empowered to restrict matches to certain portions of the water should this be deemed necessary. Where this is the case, rule 14(a) will apply only to the restricted portion of the water.
15. The use of cereal groundbait is prohibited on all the Society's waters except at Kessingland, Reydon and the River Waveney.

No uncooked seed baits may be used on the Society's waters.
16. (a) Keepnets used on the Society's waters must be of the soft, knotless pattern and conform to EA size requirements.

(b) Fish over 3lb weight must not be retained in keepnets, but weighed and returned immediately to the water, unless in a match in accordance with match rule 11.

- (c) No carp (mirror/common) to be retained in any way on the Society's waters, unless in a match, in accordance with match rule 11(a).
 - (d) No more than 50lb of fish to be retained in a single keepnet.
 - (e) All anglers must have a **padded** unhooking mat with them when fishing Society waters. No fish to be laid directly on the ground or fishing platform, a **padded** unhooking mat must be used. **(Amended for 2020/21 season)**
17. A maximum of two rods may be used on any Society water.
18. (a) All fishing must be carried out so that the enjoyment of other anglers is not interfered with.
- (b) The use of any remote/radio-controlled craft is prohibited on all Society waters.
- (c) Anglers must not fish more than halfway between adjacent or opposite swims.
19. (a) Fishing is permitted on the Society's waters as follows:
- | | |
|-----------------|-----------------------------------|
| Kessingland: | All year-round fishing permitted. |
| Reydon complex: | Start 1 June – finish 1 March. |
| River Waveney: | Start 16 June – finish 14 March. |
- (b) Fishing on the Society's waters is only between one hour before sunrise and one hour after sunset. Night fishing is forbidden. (NB. see General Reminder 5 on book cover.)
20. No fish may be removed from the Society's waters other than with the express permission of the Committee.

21. Junior members must be accompanied by a senior at all times when fishing Kingfisher Lake (Reydon No.2 Pit) **or when fishing the River Waveney. (Amended for ?????? season)**
22. Any member found at the Society's waters in any restricted area shown on maps in this book (except with authority from, and in the presence of, a committee member or bailiff) will be suspended immediately and required to hand back their membership book.

Offenders will be banned from the Society's waters pending the decision of the committee, who will review the incident at their next regular meeting. Expulsion may follow!

23. (a) Only barbless hooks, other than treble hooks, may be used on the Society's waters.
- (b) Except when pike fishing, only one single hook rig to be used on the Society's waters.
24. That a limited number of guest memberships is allowed. Tickets are obtainable per day, or per week and fees for these are listed on inside back cover of this book. The guest membership rules to be managed by the committee (see notes following club rule 33).
25. Any full member of the Society (other than a junior member) may take a junior fishing on a Society water without the need to purchase a membership or guest membership ticket, as long as the junior fishes in the same swim as the member. The member will be fully responsible for the safety, conduct and the general behaviour of the junior.
26. All members must use a padded unhooking mat when unhooking carp of 3lb or over on the Society's waters.
27. (a) An Extraordinary General Meeting (EGM) may be called at any time by the secretary at the request in writing of ten or more members on giving to all members at least 14 days prior notice in writing. Except in the case of an emergency.
- (b) The business which may be conducted at an EGM is:

- i. Expulsion of members;
 - ii. Changes in the rules of the Society;
 - iii. The dissolution of the Society;
 - iv. The removal of an officer.
 - v. Delegation of Powers under Rule 31.
 - vi. Key Decisions under Rule 32.
- (c) Thirty members shall form a quorum at an EGM.
- (d) With the exception of Key Decisions (see Rule 32), all decisions at an EGM shall be by two thirds majority, with the chairman of the meeting (in addition to his ordinary vote) exercising a casting vote in the case of a deadlock.
28. The Officers of the Society or any Trustees appointed by the Society to hold property on its behalf shall not be liable (otherwise than as a member) for any loss suffered by the Society as a result of the discharge of their respective duties on its behalf (except where such loss results from their wilful neglect or default) and they shall be entitled to an indemnity out of the assets of the Society for all expenses and other liabilities incurred by them in the discharge of their respective duties.
29. (a) An expelled member shall forfeit all rights and privileges of membership.
- (b) The expelled member shall remain liable for any dues or debts to the Society which became payable or were incurred before the date of expulsion.
30. At least 10% of the annual subscription income must be used for fish-stocking.
31. Scheme of Delegation

With the exception of Key Decisions (see Rule 32), the Society gives authority for delegated powers to be granted as follows:

- (a) Where the Society or Committee (where appropriate) gives authority for the doing of anything the Committee or the Officer designated shall be entitled to take all necessary steps for the doing of such thing.
- (b) Where authority is given but without naming an Officer such authority shall be deemed as authorising the Chairman to take such steps in the name of the Society.
- (c) This Scheme of Delegation shall come into effect on 1 May 2008 but nothing in this Scheme of Delegation shall prejudice the validity of any actions taken by the Society, Committee or Officers before 1 May 2008.
- (d) Where decisions are taken by Committee or Officers under delegated powers the following principles and conditions shall apply:
 - Powers shall be exercised in accordance with the Constitution, Standing Orders (if any) and Financial Regulations (if any) of the Society.
 - The Committee or Officers shall at all times act to achieve the Objects of the Society.

32. Key Decisions

(a) Key Decisions involve agreement, contract, transaction or proposed transaction for the:

- sale of any interest in any freehold or leasehold property held by or on behalf of the Society; and/or
- grant of option over any interest in any freehold or leasehold property held by or on behalf of the Society; and/or

- grant of lease (or sub-lease) of any interest in any freehold or leasehold property held by or on behalf of the Society; and/or
 - grant of rights to a third party to use or occupy any freehold or leasehold property held by or on behalf of the Society
- (c) Key Decisions (and any proposal to amend this Rule) require the approval of the Society at an Extraordinary General Meeting, by a decision taken by a three quarters majority with the Chairman of the meeting (in addition to his ordinary vote) exercising a casting vote in the event of a deadlock
- (d) The Society shall, after approval of a Key Decision at Extraordinary General Meeting, appoint a minimum of
- 2 and maximum of 4 Members (of which one shall be the Chairman or Vice Chairman of the Society) to execute any documents on behalf of the Society required to put the Key Decision into effect
- (e) In the case of any matter which is the subject of a Key Decision any proceeds which result from such a decision shall be held and applied strictly to achieve the Objects of the Society

33. Insurances

The Society will arrange, maintain and pay for appropriate insurance policies to cover claims for Civil Liability, Employers Liability, Legal Defence Costs, Directors/Officers' Liability and Abuse, copies of current insurance certificates are available for inspection to members upon request.

34. Before fishing river stretches controlled by the Society, all anglers must read and consider the recommendations of the document entitled "Fishing the River Waveney – Reducing The Hazards" dated May 2020 (and any subsequent updates) issued by the committee. **(New rule for 2021/22 season)**

35. Rivers - Juniors (under the age of 16 on the 16th June) are not permitted to fish Society river venues unless accompanied by a member who is an Intermediate, Senior or Senior Citizen and there is close supervision. **(New rule for 2021/22 season)**
36. Lakes - Juniors under the age of 10 must fish the same swim as a supervising member who is an Intermediate, Senior or Senior Citizen. Those aged 10 and 11 may fish an adjacent swim as long as there is close supervision. **(New rule for 2021/22 season)**
37. Non fishing guests are not permitted on Society river venues. On other Society venues their names and addresses must be recorded by the accompanying angler in the on-site Guest Book. Guest Membership rules, other than rules A & B, apply to Non Fishing Guests. **(New rule for 2024/25 season)**
38. No fixed leads, fixed feeders, Magic Twigs or similar to be used on the Society's waters. **(New rule for 2024/25 season)**
39. Safeguarding policies for young people and adults at risk - see website for details. **(New rule for 2025/26 season)**

Guest Membership Rules

- A A guest membership ticket must be purchased by a member before the guest enters land or water controlled by the Society.
- B The member must ensure that the guest has a valid Environment Agency licence.
- C The guest must be fully accompanied by the member at all times when on land or water controlled by the Society.
- D The member is fully responsible for the guest member at all times.

- E The guest member must observe all Society rules as if they were a full member.
- F Any breach of Society rules by the guest member will be deemed a breach of Society rules by the member purchasing the ticket
- G Only one guest member will be permitted per member per day.

(Only a limited number of tickets will be available.)
- H Guest membership tickets may not be purchased by junior members.

Match Rules

See Society Match Fixtures and list of officers for details of Match Secretary. In the absence of the match secretary participants are invited to turn up at the draw on a first-come first-served basis.

1. Advance bookings for matches may only be accepted via the Match Secretary. Matches may not be booked more than 14 days in advance and not after 12 noon on the day before the match.

Members who fail to attend, after booking for a match to be held at another club's water, will still be liable for the fee, plus any postal charges incurred by the Society.

Where spare pegs are available at matches, members who turn up 'on chance' will draw pegs after those who have pre-booked. Allocation will be on a first-come first-served basis.

2. All the Society's matches shall be pegged unless listed in the Membership card as a roving match. The draw to take place 45 minutes before the match commences.

3. In all matches pegs shall be decided by a single draw. In roving matches the lowest number shall set off first, other competitors following at thirty second intervals.
4. Competitors arriving after start of match shall report to Match Secretary or Steward and draw a peg before starting to fish.
5. Competitors must not break the water before the signal to start is given other than to place bank sticks and keepnets, mix groundbait and plumb depth.
6. Competitors to have only one rod and line in use at any one time. They may have a second rod assembled behind them.
7. No baits barred except uncooked seed baits.
8. Competitors must land their own fish and will be allowed ten minutes after finishing whistle to land a fish.
9. Juniors may request assistance in landing their fish.
10. All fish may be weighed in except Pike and Game Fish.
11. (a) Competitors must use knotless keepnets in accordance with EA size requirements, except that the minimum net length be 2.5 m (8 feet). All fish to be kept carefully and returned uninjured after the weigh in. Responsibility for doing this lies with the competitor unless special arrangements have been made prior to a match.

(b) No more than 50lb of fish to be retained in a single keepnet. Any more than 50lb will not be included in the recorded weight. If weight in one net is 60lb or more the angler will be disqualified from the match.
12. No competitors will be allowed to weigh in if there is any litter at their peg. All competitors must bring back pegs to the agreed collection point.
13. (a) Any legal method and bait may be used in Pike matches.

- (b) Competitors may have 2 rods in use during Pike matches only.
- 14. Juniors shall fish free of charge. The entrance fee for seniors will be decided by the committee at the start of each season.
- 15. In matters of dispute the Match Secretary or Steward's decisions shall be final and binding.
- 16. All Society trophies and cups must be cleaned and returned to the Match Secretary by the last day of January.
- 17. Members wishing to fish the Xmas Fayre Match must have fished at least 3 other Society matches in the current season to qualify
- 18. The partners for the Senior Pairs Match are to be drawn before the start of the match.

COMPLAINTS PROCEDURE

- 1. Any complaint is to be passed to the Secretary, Head Water Bailiff or Chairman within 48 hours of the incident occurring.
- 2. If the complaint is not in writing the Officer receiving the complaint must fill in a complaints sheet. The sheet or written complaint must be passed to the Secretary as soon as possible. If not already in writing, the Officer is to request that the matter be put in writing.
- 3. The Secretary is to send a copy of any complaint sheet to the complainant and ask if there is any disagreement with the facts as recorded. Any disagreement must be passed directly to the Secretary within 10 days of the date of consultation. The

consultation copy must be sent to the complainant by registered letter.

4. After any consultation as above, the Secretary must write to the person(s) the complaint has been made about, outlining the facts as have been described. A reply is to be requested within 14 days of the date of the letter (the letter must be sent by recorded delivery).
5. At the end of the 14-day period a copy of any complaint sheet or any other correspondence from any of those involved is to be sent to every committee member. The matter will be dealt with at the next committee meeting unless it is considered that under the particular circumstances a special meeting is necessary. If this is the case the person(s) who the complaint is about is to be informed of this.
6. Following the committee/special meeting the committee shall have the power to take no further action; to issue a warning; to suspend or to expel the member from the Society. Suspension or expulsion should only follow a vote in which a two-thirds majority is reached for such action to be taken. The Chairman, Secretary and Head Water Bailiff must be present at any meeting at which a vote is to be taken on a disciplinary matter. In total at least two thirds of the Committee and its Officers must be present.