

CONSTITUTION OF THE PORTSMOUTH ROYAL NAVY & ROYAL MARINES COARSE ANGLING ASSOCIATION (PORTS RNRM CAA) ADOPTED AT AGM JANUARY 2016

Adoption of the Constitution

1. The Association shall be managed and administered in accordance with the provisions of this constitution, and the regulations of HMS SULTAN as amended or replaced from time to time.

The Name

2. The Association's name is the Portsmouth Royal Navy & Royal Marines Coarse Angling Association (Ports RNRM CAA).

The Object

3. As a "club" the RNRM CAA intends to manage itself along charity lines and provides public benefit by assisting Service and ex-Service personnel to more effectively perform their roles within the Armed Forces of the Crown, and sustain military connections into retirement. It does this by providing and supporting competitive and recreational angling activities. This assistance enables Service personnel to face the challenges and danger associated with military service by developing and maintaining teamwork, mental fitness, confidence, character, spirit, attitude and morale. As a result the club promotes the efficiency of the Armed Forces of the Crown by enhancing the Royal Navy's capability to undertake the roles demanded of it including the defence of the United Kingdom and its interests. Specifically the Association objectives are:

- a. to encourage and support the sport of angling at all levels of ability within the Eastern Region, amongst all Service personnel and other members;
- b. to provide a means for anglers to develop for future selection into Service teams;
- c. to encourage competition within the Association and, between the Association and other Service and civilian clubs; and,
- d. to promote, by the support of Coarse Angling, an understanding amongst the Membership, of wildlife conservation and the countryside.

The Trustees

4. The Trustees are the Chairman, Vice Chairman, Treasurer, Secretary and Membership Secretary.

Duties of the Trustees

5. The Trustees must manage the business of the Association and have the following powers in order to further the Objects (but not for any other purpose):

- a. to raise funds. In doing so, the Trustees must not undertake any substantial permanent trading activity and must comply with any relevant statutory regulations;
- b. to buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;

- c. to sell, lease or otherwise dispose of all or any part of the property belonging to the Association;
- d. to co-operate with other entities including statutory authorities and to exchange information and advice with them;
- e. to set aside income as a reserve against future expenditure;
- f. to obtain and pay for such goods and services as are necessary for carrying out the work of the Association;
- g. to open and operate such bank and other accounts as considered necessary and to invest funds and to delegate the management of funds (to the Treasurer); and,
- h. to do all such other lawful things as are necessary for the achievement of the Object.

Rules and Bye-Laws

6. The Trustees (normally via Committee Meetings, but otherwise with the agreement of at least three of them) may from time to time make rules or bye-laws for the conduct of the Association's business. The bye-laws may regulate the following matters but are not restricted to them:

- a. the admission of members of the Association (including the admission of organisations to membership) and the rights and privileges of such members, and the entrance fees, subscriptions and other fees or payments to be made by members;
- b. the conduct of members of the Association in relation to one another;
- c. the procedure at general meetings and committee meetings in so far as such procedure is not otherwise regulated by this constitution;
- e. the keeping and authenticating of records; and,
- f. generally, all such matters as are commonly the subject matter of the rules of an unincorporated association.

7. The Association in General Meeting has the power to alter, add to or repeal the rules or bye-laws. The Trustees must adopt such means as they think sufficient to bring the rules and bye-laws to the notice of members of the Association. The rules or bye-laws shall be binding on all members of the Association providing that no rule or bye-law shall be inconsistent with, or shall affect or repeal anything contained in, this constitution.

Annual General Meeting

8. The AGM will normally be held on the 3rd Tuesday in January to decide the Association's policy and objectives. A quorum for the AGM is 3 of the Trustees. A majority decision in all cases is mandatory, although a majority of the Trustees may veto any changes considered impractical to implement. The AGM is to be published as widely as possible with 3 months notice to enable maximum attendance and all Trustee posts open for election must be promulgated. All proposals and candidates names for election must be seconded and received in writing (or email) by the Secretary at least 28 days prior to the AGM. One week before the AGM the agenda, proposals and candidates for election are to be posted on the Association website. The Trustees may call General

Meetings whenever they consider necessary which will follow the same format and requirements of the AGM. The AGM is conducted as follows:

- Secretary convenes the AGM
- Previous year's AGM Minutes formally accepted
- Chairman's address reviewing activities since previous AGM
- Vice Chairman's address
- Reports from:
 - Treasurer (including presentation of auditor's report)
 - Secretary
 - Southwick Park Lake Water Manager
 - HMS SULTAN Fort Rowner Water Manager
- Chairman introduces any proposals (see para 9)
- Election of Club Trustees where due
 - Address by candidates and/or their proposers followed by election of each post commencing with Chairman and Vice Chairman
- Addresses from elected Trustees
- New Chairman closes the AGM

9. To avoid confusion the following procedure is followed for proposals put to the AGM:

- The specific proposal is read out by the Secretary.
- The proposer puts forward his/her reasoning in detail as to why an amendment should be made to the Constitution or Rules of the Association. Where the amendment is being proposed by the Committee then it will be presented by one of the Committee Members.
- The proposer's seconder then has the opportunity to add further explanation.
- The proposal is then put to the attending membership for discussion with the proposer and seconder afforded the opportunity to answer questions posed by the membership.
- Counter proposals may be put forward that modify the original proposal. These can be accepted by the proposer as replacements to the original proposals, or he/she may wish their original proposal to stand.
- After suitable discussion the Chairman will close the discussion and move proceedings towards a vote by a show of hands of the members in attendance.
- If a counter proposal is put forward and is seconded then the Chairman has to decide on the order of the vote. In the main the less restrictive of the two options is voted on first. If the votes in favour exceed those against then that option is carried.
- If that option is defeated then the other one is voted on. If the votes in favour exceed those against then the proposal is carried.

10. Life, Service, Associate members and Honorary members who are working for the club as bailiffs are eligible to vote at Annual General Meetings. Other Honorary members may be granted a vote by the Committee. Other classes of membership may attend the AGM but have no right to speak and have no vote.

Committee Meetings

11. The Committee will meet monthly in the conduct of Association business. Every meeting, as a minimum will review the expenses since the last meeting, the financial position of the Association and any safety issues arising. Additionally in the run up to the AGM the Committee will consider all matters being presented to AGM including the Audited Annual Accounts, annual membership fees,

nominations for life membership and the fixture programme. A quorum is met so long as at least 2 Trustees and a total of 4 Committee Members (including Trustees) are present.

Association's Officers

12. The Association shall be administered by a Committee, which should normally meet monthly, but must meet at least three times per year. The following posts are Trustees and are subject to election at AGM (or EGM) with each member subject to re-election: after 3 years in post, if he stands down earlier, or at any time if at least 3 trustees represent a written case to the Committee. If a Trustee resigns then the other Trustees may appoint a replacement who will then be in post until the next General Meeting. Any category of member (aged 18 or over) can be on the Committee but only Life, Service or Associate Members may be Trustees. Any season ticket holder elected to a Trustee position or coopted on the the Committee also becomes an Associate Member and remains so for as long as he/she is serving on the Committee; this becomes permanent if a 3 year term or more is served on the Committee.

- a. **Chairman** – Oversees all the business of the Association and runs the Committee Meetings.
- b. **Vice Chairman** – Assists the Chairman in all matters, and assumes the Chairman's duties whenever the Chairman is absent. Has particular responsibility to oversee the management of the Association's waters and chairs the discipline committee.
- c. **Secretary** – Carries out all the main administration for the Association including organizing and taking the minutes of the Committee and General meetings, arranging insurance and liaising with the Angling Trust. The Secretary is also to maintain a file of all the Association's correspondence and is a discipline committee member.
- d. **Treasurer** - It is the Treasurer's responsibility to see to the correct usage of the Association's funds in line with the distribution of monies agreed by the Committee. All payments and receipts are to be shown in the accounts, and must be supported by proper receipts (or agreed by formal vote at Committee). Expenses must not be netted off against receipts but are to be shown as separate entries. Duties include collation of Water Manager's financial plan for the coming year, 3-Year Plan and equipment replacement plan. All payments from the bank are to be authorised by two of the Trustees. The Treasurer is a discipline committee member.
- e. **Membership Secretary** – Responsible for the annual promulgation and receipt of membership application forms. He is to provide the Committee with a list of members and bring any membership requests out of the norm to the attention of the Committee.

13. The following posts, and any others deemed appropriate by the Trustees, also constitute the Committee but are not Trustees. These posts are filled by volunteers as approved by the Trustees (some posts may remain vacant depending on the needs of the Association).

- a. **Match Programme Coordinator** - The Match Programme Coordinator is responsible for putting together a de-conflicted Match Programme for the forthcoming season for Southwick Park Lake and HMS SULTAN Fort Rowner Moat in consultation with all those running the matches.

- b. **Service Match Secretary** - Service Inter Establishment matches are managed by the Service Match Secretary who liaises with the team captains and establishment PTIs to put a programme together.
- c. **Match Secretary** - When the Association has a match team the Match Secretary has overall responsibility for the team and the matches it enters; this includes managing and organizing all domestic arrangements for the events agreed by the Committee, selecting the Match Squads and keeping everyone informed. As Team Manager he must also obtain receipts for all income and payments associated with the matches and present these to the Treasurer.
- d. **Webmaster** – Responsible for the accurate and up to date content of the Web and for administering the Forum.
- e. **Water Managers** – The Water Managers have complex roles with many aspects:
- (1) They are responsible for maintaining and improving HMS SULTAN Fort Rowner Moat and Southwick Park Lake fish welfare and habitat, water quality, angling pegs, and the area around the water granted to the Association by Licence. They are therefore expected to: monitor the quality of the water; assess damage caused by any pollution and identify its source; maintain fish hatcheries where appropriate and identify where restocking may be of benefit; and, look out for erosion and, where necessary, arrange for the reconstruction of banks with due consideration for conservation and aquatic life.
 - (2) Inspect club membership and exchange tickers. For this they may also request that the Committee appoints bailiffs who, in carrying out their duties, act with the full authority of the Water Managers.
 - (3) Manage the working parties with particular responsibility for Health & Safety. They are to ensure that anyone working at height or with power operated machinery are appropriately trained and/or qualified and that correct PPE is worn as relevant to the task.
 - (4) To oversee and/or arrange for the maintenance of all machinery used keeping records of servicing dates, and dates by when servicing is due. All equipment is to be inspected before each use in accordance with manufacturers guidelines and any corrective maintenance undertaken. Powered equipment used on Association business must be owned or hired by the Association. Equipment logs are to be maintained and presented to the Vice Chairman on a periodic basis (not less than annually).
 - (5) Financial plans are to be presented to the Committee each year detailing expected machinery maintenance and replacement costs, materials required for the waters, fish stocking, training and any other expenses likely to arise in the conduct of their duties.
- f. **Trophy and Record Fish Representative** – Maintains the appropriate records and arranges for trophy engraving, issue and return.

- g. **Exchange Ticket Representative** – Responsible for maintaining links with other Associations that have exchange ticket relationships and ensuring proper handling of the exchange tickets held.
- h. **Junior's Representative** – When filled, represents the interests of Junior members including arranging matches for them. He is to focus on ensuring that children, young people and vulnerable adults find a safe environment in which to have fun, learn and develop by promoting the Joint Angling Governing Bodies (JAGB) Child Protection Policy Guidelines Document.
- i. **Bar Manager** – Maintains the bar stock and cash float with all receipts being presented to the Treasurer.
- j. **Establishment Representatives** - Establishment representatives may attend the Committee. They liaise with the Service Match Secretary to arrange establishment teams for relevant Associations matches. They also have a key role in spotting and developing talent, and promoting the sport at Grass Roots level.

Membership

- 14. of the Association falls into the following categories:
 - a. **Life Membership:** May be awarded to any member who has contributed meritorious service to the Association. Life Members are to be proposed for nomination at the AGM, and if accepted, will retain voting rights at Official Meetings and may hold posts on the Committee including as Trustees.
 - b. **Service:** All serving Royal Navy, Royal Marines, Army and RAF personnel, and Reserves (where they are on one of the Reserve lists eligible to compete in the Inter Services events).
 - c. **Associate:** Associates include: any retired RN or RM personnel; serving members of the RFA; MOD Civil Servants; MOD long term industry partners within the Eastern Region; Reserves not eligible for Service membership; season ticket holders elected to Trustee positions or coopted to the Committee; and, spouses or long term partners of Service, Associate or Life members.
 - d. **Junior:** Any child or grandchild between the ages of seven and eighteen of a Life, Service or Associate member. Junior members on reaching the age of eighteen will be required to apply for Associate membership in their own right. All juniors under the age of sixteen are to be accompanied by an adult at all times on All Association Waters (with at least 1 adult per 2 juniors). No Juniors are allowed to night fish unless accompanied by an adult.
 - e. **Season Ticket holders:** Southwick Park Lake season tickets are available at the discretion of the Committee. All Season Ticket holders for Southwick Park Lake must be over the age of eighteen years. Season ticket holders may also apply junior memberships for their children. These juniors may only fish when accompanied by the season ticket holder and, if there are more than 2 juniors, sufficient other adults to supervise them.
 - f. **Honorary Membership:** Honorary Membership may be given at the discretion of the Committee, on an annual basis, which is normally in recognition of services being provided to the club.

Guests

15. Life, Service, Associate and Honorary members, and Season ticket holders may obtain Guest and Weekly Guest tickets for HMS SULTAN Fort Rowner Moat and Southwick Park Lake, for their bona-fide guests. Guest tickets are available from committee members as published on the Web site. The name of both the guest and the host member must appear on the guest ticket, together with the date for which it is valid (tickets expire at 0800 on the following morning). It is emphasised that any guest must be accompanied by the host, who will be responsible that the guest understands and abides by the rules of the Association. No more than two guests may be sponsored on one day. All guests must hold a current EA rod licence. Members applying by post should enclose a stamped addressed envelope.

Membership Application & Fees

16. Application forms are downloadable from the website or are available from the Membership Secretary who will maintain a membership list. The forms must be completed every year in order to ensure that records are kept up to date. Membership Fees are decided by the Committee for the following season. The number of members admitted to the Association shall be reviewed periodically by the Committee. All members will be identified by a membership card, which will carry their photograph. This card is to be carried at all times when on Association or Exchange Ticket Waters. All Memberships are granted at the discretion of the Committee.

17. The membership year is 1 April to 31 March, with half yearly memberships available after 1 October. Half yearly memberships exclude access to Broadlands, except for Service members assigned into the area or returning from deployment.

Discipline

18. All members of the Association are to abide by the Association rules as set out in the Membership Rule Book when fishing on home waters, and the rules set by other clubs when using Exchange Tickets. Members should keep in mind that they are representing the Association, and subject to Establishment/Military regulations for matters of discipline and conduct when using Southwick Park Lake and HMS SULTAN Fort Rowner Moat.

19. Any member observing any misbehaviour should report the details to the Secretary or any member of the Committee. The Committee's Discipline members will investigate all reports of misconduct and make recommendations to the Full Committee that may then Suspend members permanently or for specified periods of time. No member may be suspended without having been given the opportunity to explain his conduct to the Committee in person or writing as he/she wishes. Any member who is suspended, is also banned from all matches and social functions during the period of suspension. The Committee reserves the right to suspend any member without refund of Membership Fees.

20. Committee Members and Bailiffs have the right to ask anglers to leave the water for serious misdemeanours and safety matters; when done this is to be reported to the Water Manager and Chairman (or Vice Chairman) at the earliest opportunity.

21. Any member of the Association has the right to report any matter of concern or complaint to the Secretary for consideration at a Committee Meeting.

Insurance

22. The Portsmouth RN & RM CAA holds an insurance policy as part of the Angling Trust membership. This is a safeguard on behalf of the Association for any claims, which may be made against it. This policy can be viewed on the Angling Trust website. Members and Season Ticket holders are to sign an Indemnity Clause on the application form acknowledging that they cannot make personal injury claims from this policy and that, therefore, they should seek personal advice with regard to insurance on this matter.

Accounts

23. The Association has decided to broadly comply with the guidance of the Charities Act 1993 with regard to:

- a. the keeping of accounting records for the Association;
- b. the preparation of annual statements of account for the Association;
- c. the transmission of the statements of account to the Association;

24. Accounts are prepared in accordance with the guidance in BR 18 and are audited by the RN's Service Fund Audit Scheme. The accounts shall be presented to the Committee following audit and will be available to the membership at the AGM.

Application of the Income and Property

25. The income and property of the Association shall be applied solely towards the promotion of the Object. The Trustees and Committee members may pay out of, or be reimbursed from, the property of the Association reasonable expenses properly incurred by them when acting on behalf of the Association. None of the income or property of the Association may be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to any member of the Association. This does not prevent:

- a. a member who is not also a Trustee from receiving reasonable and proper remuneration for any goods or services supplied to the Association;
- b. the Trustees from buying goods or services from the Association or otherwise enjoying the facilities provided by the Association upon the same terms as other members;
- c. the purchase of indemnity insurance for the Trustees against any liability that by virtue of any rule of law would otherwise attach to a trustee or other officer in respect of any negligence, default breach of duty or breach of trust of which he or she may be guilty in relation to the Association but excluding:
 - (1) fines;
 - (2) costs of unsuccessfully defending criminal prosecutions for offences arising out of the fraud, dishonesty or willful or reckless misconduct of the Trustee or other officer;
 - (3) liabilities to the Association that result from conduct that the Trustee or other officer knew, or ought to have known, was not in the best interests of the

Association, or in respect of which the person concerned did not care whether that conduct was in the best interests of the Association or not.

Dissolution

26. If the Association is to be dissolved, either by resolution at an AGM or otherwise, the Trustees will remain in office and be responsible for winding up the affairs of the Association. The funds (after all expenses have been paid and any income derived from the sale of any assets) are then to be transferred to the Royal Navy & Royal Marines Angling Association.

Choice of Law and Interpretation

27. The governing law of the Association is the law of England and Wales.