

BRITISH KILLIFISH ASSOCIATION GENERAL RULES (2021-22 version)

1. THE ASSOCIATION

- 1.1. The Association shall be known as 'THE BRITISH KILLIFISH ASSOCIATION'.
- 1.2. The aims and objects of the ASSOCIATION shall be:-
 - i. The preservation of Killifish by propagation and conservation.
 - ii. The publication and distribution of knowledge and material pertaining to Killifish to the membership of the Association and to agencies involved in conservation and preservation.

2. OFFICERS AND MANAGEMENT.

- 2.1. The administration of the Association shall be by a Management Committee (M.C.).
- 2.2. The M.C. shall consist of a minimum of seven duly elected members and a maximum of eleven.

The principal officers of the Association shall be Chair, Vice Chair, Secretary, Editor, Treasurer and Membership Secretary. The rest of the M.C. positions shall be decided by the M.C. as necessary for the effective functioning of the Association. All current M.C. officers and their positions shall be published regularly and whenever a change is made.

The M.C. can co-opt further voting positions up to the maximum.

The M.C. can appoint members to positions that are non-voting and who only attend M.C. meetings on a needs basis..

Each properly constituted regional group of the Association that is not represented on the MC may nominate one of their members to attend M.C. meetings. For the duration of each meeting that member will hold voting rights [To be properly constituted a group must have a minimum of five current Association members and hold meetings at least four times per year].

Any co-opted or appointed member may only serve till the next A.G.M. or E.G.M. unless approved by a simple majority of voting members.
- 2.3. Officers of the Association shall be fully paid up members, over 18 years of age and be ordinarily resident in the United Kingdom
- 2.4. Officers shall hold office for **three** years and stand down by rotation, but are eligible for re-election. [In 2020 the posts of Chair, Editor and Membership Secretary will be appointed for a 1 year term, the posts of Vice Chair, Despatch and Treasurer will be appointed for a 2 year term and the posts of Secretary, Publicity and Merchandise will be appointed for 3 years. Other co-opted positions will be allocated an election year if required]
- 2.5. 'Nominations must be submitted in writing (including by verifiable electronic means) to the Secretary by the 30th April stating the name of the Candidate, Proposer and Seconder in order to be valid. All three must be paid-up members of at least 1 year's standing, as at 1st June in the election year.
- 2.6. If only one valid nomination has been received that Member will be automatically elected. If two or more valid nominations are received an election will take place in June by a ballot of all eligible members (namely those who are paid up as at 1st June in the election year).
- 2.7. The M.C. elect shall automatically be co-opted onto the M.C. as at the 1st July and shall take up office at the A.G.M.
- 2.8. In the event of an officer being unable to complete a term of office the M.C. is empowered to nominate a replacement for the remainder of the term.
- 2.9. The M.C. may appoint such sub-committees as may be deemed necessary. At least one member of each sub-committee shall be a member of the M.C. and the sub-committee shall report to the M.C. through such member(s). The organisation of the Annual Convention will be managed by this same process.
- 2.10. A quorum at M.C. meetings shall consist of five officers.

- 2.11. Minutes of the M.C. meetings shall be available for inspection by members of the Association.
- 2.12. All officers shall conduct Association business in accordance with standing instructions.
- 2.13. There shall be an Ombudsperson who is defined as an Officer of the Association but is not a member of the M.C., who shall have access to all relevant documents and correspondence of M.C. members pertaining to the Association. The Ombudsperson is appointed by the M.C. and exists to arbitrate in the event of disputes between any members of the Association. Complaints may be made by any member directly or be referred by the M.C. Such complaints must be in writing (including by verifiable electronic means), signed, dated and supported by documented evidence. The decision of the Ombudsperson shall be final.
- 2.16. If the Management Committee by a two thirds majority, decide at any time, on ground of expense or otherwise, that it is necessary or advisable to dissolve the Association, it shall call a Special Meeting of the Association. All members shall have a vote whether in person or otherwise with a simple majority of votes required to agree dissolution of the Association. Any assets remaining after the satisfaction of any proper debts and liabilities, shall be given or transferred equally to any charitable/non-profit organisation with similar aims and objectives to the Organisation.

3. MEMBERSHIP AND FINANCE

- 3.1. Subscriptions are annual.
- 3.2. The rate of subscription for each year shall be determined by the M.C. and published in the June edition of Killi-News. An altered rate of subscription comes into effect at the next date of renewal.
- 3.3. In order to receive material continuously a member must re-join prior to the date when previous membership ceases.
- 3.4. A single subscription confers full membership on an individual or joint membership upon any members of the same family resident at the same address. There will be only one vote in the Association ballots and only one issue of material.
- 3.5. Only authorised persons may incur charges on behalf of the Association. Unauthorised charges will be the sole responsibility of the person(s) incurring same.
- 3.6. Authorised charges and expenses will be reimbursed on production of receipted bills, invoices or statements etc. All acquired assets are deemed to be the property of the Association
- 3.7. Officers whose position entails handling income and/or expenditure on behalf of the Association shall present regular statements to the M.C. at intervals to be negotiated between the Officer and the M.C. and shall present a detailed balance sheet and income and expenditure account as required by the Association Treasurer at the close of each financial year.
- 3.8. At the close of each financial year the Association Treasurer shall prepare a Balance Sheet and Income and Expenditure Account for the Association. This shall be duly audited and made available at the A.G.M. A copy must be sent to every member as soon as practically possible.
- 3.9. The financial year of the Association shall begin on 1st June each year.
- 3.10. Only accounts including the words "British Killifish Association" shall be used for Association business and must have a minimum of two people with access to maintain continuity and act as a safeguard
- 3.11. Members have the right to view the Association accounts at a mutually agreed time.
- 3.12. Applications for membership from Institutions shall be dealt with individually at the discretion of the M.C. Such membership shall not include the rights of holding office, serving on Committees, or voting. Certain publications may be withheld from such members at the M.C.'s discretion. Such membership will be called Corporate Membership.

4. ASSOCIATION MEETINGS

- 4.1. The Annual General Meeting (A.G.M.) shall be held as soon as practicable after the end of the financial year. This will be online or at a place to be decided by the M.C.
- 4.2. Proposals for the A.G.M. must be submitted to the Secretary by 30th June. No proposals for change in the Constitution shall be accepted after this date: other proposals may be accepted at the discretion of the Chairman of the A.G.M. Acceptable proposals will be circulated to all members at least three weeks prior to the AGM.
- 4.3. The Agenda for the A.G.M. shall be made available to all members not less than three weeks before the A.G.M.
- 4.4. An Extra-ordinary General Meeting (E.G.M.) may be called at any time by the M.C., or by written request (including email) to the Secretary from 20 or more fully paid-up members. An E.G.M. must be held within two months of the date of the request and the Agenda for the meeting sent to all members at least three weeks prior to the event. Only matters on the Agenda will be discussed at the meeting.
- 4.5. Deleted
- 4.6. At all meetings proposals are subject to the normal rules of debate i.e. amendments can be made to proposals. Decisions made at the A.G.M. will take effect immediately unless otherwise decided by the meeting.

5. LOCAL GROUPS

- 5.1. Members of the Association are encouraged to form local groups.
- 5.2. All members of such groups must be members of the Association.

6. GENERAL

- 6.1. The M.C., on behalf of the membership, reserves the right to refuse or terminate membership wherever such membership endangers the character or interests of the Association. However, such action shall not be implemented until such person has had an opportunity to defend himself before an A.G.M. or E.G.M. of the Association. The final decision shall rest with the M.C. who shall have due regard to the wishes of the meeting. In the event of termination of membership any monies paid to the Association by the person concerned shall remain the property of the Association.
- 6.2. A copy of the rules shall be issued against each initial subscription and the whole membership after any revision.
- 6.3. These rules shall only be amended by the assent of the majority of the voting membership present at an A.G.M.

7. FELLOWSHIP AND HONORARY MEMBERSHIP

- 7.1. Fellowship of the Association may be conferred, with a vote at an AGM, on any ordinary member who has made exceptional contributions to the Association. Such title shall continue for life and confers the same rights as any ordinary member without the requirement to pay membership fees. A roll of Fellow Members shall be maintained by the Association.

- 7.2 Honorary membership of the Association may be offered, with the assent of the A.G.M. to any non-member who has significantly furthered the aims of the Association. Honorary members will not hold rights to vote or hold office. Honorary Membership shall be reviewed annually by the M.C.

4 pages. Updated September 2020 by Andy Patel