

# FOREST CITY FLYFISHING CLUB

Duchess of Kent Legion  
499 Hill St. London, Ontario, Canada  
N6B 1E8

*Established in 1993*



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## FOREST CITY FLYFISHING CLUB

### Constitution & By-Laws

(As of March 7<sup>th</sup>, 2012)

#### *Constitution*

##### **1. Nature and Purpose of the Club<sup>1</sup>**

- 1.1. The Forest City Flyfishing Club is an organization founded solely for the enjoyment of its members. The Forest City Flyfishing Club, hereinafter called the F.C.F.C., is a non-profit organization.
  - 1.1.1. To promote the sport of fly fishing and the use of artificial flies on all waters;
  - 1.1.2. Provide a forum for members to share their expertise, skills and philosophy in the sport of fly-fishing;
  - 1.1.3. Provide members with an opportunity to benefit from experienced practitioners through clinics, fly-tying activities and meetings;
  - 1.1.4. Provide members with an opportunity to exchange knowledge and skills with their peers;
  - 1.1.5. Provide opportunities for young people and the public to take part in club programs;
  - 1.1.6. Respond to inquiries from the public on fly-fishing;
  - 1.1.7. Make representation to all levels of government on fishery concerns;
  - 1.1.8. Promote conservation and development of fisheries and fish habitat;
  - 1.1.9. To encourage fellowship, ethics and sportsmanship amongst anglers, and
  - 1.1.10. To encourage outdoor recreational opportunities that are consistent with maintaining a healthy lifestyle.

##### **2. Structure**

- 2.1. The membership is open to anyone interested in flyfishing. The F.C.F.C. is directed by an elected executive committee composed of the following: a president, two vice-presidents, a treasurer, a publications coordinator, a secretary,<sup>2</sup> and an activities coordinator. Subcommittees may be formed for special projects.

##### **3. Operations and Activities<sup>3</sup>**

- 3.1. The F.C.F.C. shall hold regular meetings and excursions (possible exception during the summer months) in facilities or outdoor locations that are conducive to these activities;
- 3.2. The operation of the F.C.F.C. shall be flexible and designed to satisfy the needs of the members;
- 3.3. The club shall be carried on without purpose of gain for its executive or members, and any profits or other accretions to the F.C.F.C. shall be used for promoting its stated purposes.
- 3.4. All club monies will be banked in an account held in the name of the F.C.F.C.: Forest City Flyfishing Club.

##### **4. Affiliations<sup>4</sup>**

- 4.1. The F.C.F.C. may choose to affiliate with organizations which have goals consistent with those of the F.C.F.C..

#### *By-Laws of the Forest City Flyfishing Club*

##### **5. Membership and Fees<sup>5</sup>**

- 5.1. Membership shall be open to any person who completes an application form, pays the current membership fee and agrees to abide by the Rules and Regulations of the F.C.F.C. as set out in the Constitution;
- 5.2. Membership fees shall be due on joining the F.C.F.C. and then annually for the following fiscal year (Sept. - Aug.) A 3 month "grace" period shall apply for late payments;
- 5.3. Members joining after April 1st, shall pay half the membership fees (for the purpose of club outings) and renew with full membership in September;
- 5.4. The annual membership fee shall be set annually, prior to year end (August 31st), based on fixed expenditures, determined by the executive committee after presenting to the membership for approval;
- 5.5. In the event that an individual resigns or is removed from the F.C.F.C., there will be no reimbursement of the annual

membership fee;

- 5.6. Membership (subject to refusal or revocation by the executive committee) is of one year duration. Members are encouraged to participate in all club activities;
- 5.7. A membership includes spouse and all dependents living in the same household under the age of 16 years. (No extra charge for a family membership);
- 5.8. The membership fee will provide each member with an identification card, the F.C.F.C. newsletter "Flylines" available electronically (Hard copies will be provided to members at regular monthly meetings to those who do not have internet or are on dial up connections) and entitlement to all F.C.F.C. activities and benefits, and
- 5.9. Honorary life or yearly membership may be granted to certain individuals in recognition of outstanding service. A recommendation for such membership must be approved by a majority of the Executive. A member so honored is exempt from membership fees.

## 6. Club Year and Fiscal Year<sup>6</sup>

- 6.1. The club year shall begin on September 1st of each year and end on August 31st for the following year, and
- 6.2. The fiscal year shall be from September 1st of each year to August 31st of the following year.

## 7. Annual Meeting<sup>7</sup>

- 7.1. The annual meeting shall be held in June of each year (Annual Barbeque). The business of the annual meeting shall be:
- 7.2. The presentation and consideration of reports from the Officers and Executive members covering the activities and finances of the F.C.F.C.;
- 7.3. Any other business that may be brought before the meeting;
- 7.4. Elections: Voting for the new executive will take place, and
- 7.5. A quorum for the annual meeting shall consist of 25% of the members in good standing.

## 8. Executive Meetings<sup>8</sup>

- 8.1. An executive meeting, with a formal agenda, shall be scheduled and held at least once every two months except during July and August (A planning meeting should be held). Such meetings shall be conducted in accordance with the Roberts Rules of Order;
- 8.2. Special executive meetings may be called by the President upon three days notice;
- 8.3. A quorum at the Executive meeting shall consist of 5 members of the executive, and
- 8.4. Any club member may attend an executive meeting to observe, but they have no voting privileges at the executive level.

## 9. Regular Monthly (Membership) Meetings and Decisions<sup>9</sup>

- 9.1. The F.C.F.C. shall hold a minimum of ten meetings a year. In the event of extreme circumstances (weather conditions, fire, etc.) this number can be reduced;
- 9.2. Monthly meetings may consist of a call of members to order, a review of the meeting's agenda, a financial report, a report of executive committee discussions, a solicitation of new business or opportunities from the membership and a preview of the next meeting's agenda followed by an open discussion period. This business portion of the meeting should be minimized in order to pursue the F.C.F.C.'s mandate of instructional and social activities;
- 9.3. A quorum constitutes all members in good standing of the F.C.F.C. provided that the number is no less than 25% of the paid membership;
- 9.4. Decisions made by a majority of those present at the membership meeting, provided a quorum is present (should be an odd number), may be overturned or altered only by a majority vote of those present at the membership meeting;
- 9.5. Any F.C.F.C. member may move a resolution at a membership meeting provided that notice of the motion is given to an executive at least 15 days in advance of the relevant membership meeting;
- 9.6. In the event of a cancelled meeting (i.e. weather), it will be the responsibility of the President to review and possibly postpone or reschedule with the guest presenter, and
- 9.7. A quorum for the monthly (membership) meetings shall consist of 25% of the members in good standing.

## 10. Executive Committee<sup>10</sup>

- 10.1. The executive committee shall be elected at the annual meeting held in June<sup>11</sup>;
- 10.2. All members *in good standing*<sup>12</sup> are eligible for nomination and voting;
- 10.3. Elected committee members shall serve a term of 1 year;
- 10.4. If a member of the executive committee retires or does not perform his/her duties<sup>13</sup> according to the constitution<sup>14</sup> then he/she will be replaced by the election process at the next monthly meeting;
- 10.5. If the president retires or is not able to perform his/her duties,<sup>15</sup> then the first vice president shall temporarily assume the duties of the president until he/she will be replaced by the election process at the next monthly meeting(s);

- 10.6. The executive committee shall meet as necessary to pursue opportunities beneficial to the F.C.F.C.;
- 10.7. A quorum for this committee will consist of a minimum of 5<sup>16</sup> of the executive members, and
- 10.8. This committee will operate on consensus and if agreement is not attainable on a motion, the committee will seek guidance and approval from the membership at the next monthly meeting.

**11. The duties and responsibilities of the executive committee members are as follows:**

**11.1. President:<sup>17</sup>**

- 11.1.1. Shall preside over all F.C.F.C. meetings and activities and have all the powers and duties generally pertaining to the office. He/she shall be a member ex-officio of all committees except the nominating committee;
- 11.1.2. Is the chief executive officer of the F.C.F.C. and shall supervise the other officers in the execution of their duties;
- 11.1.3. Is responsible for external F.C.F.C. correspondence, membership recruitment and meeting place arrangements, and
- 11.1.4. Shall be signing authority for expenditures.

**11.2. Vice-presidents:<sup>18</sup>**

- 11.2.1. By alternating responsibility as the need arises shall, in the absence of the President, possess all the powers and perform all the duties of the President;
- 11.2.2. Shall equitably share responsibilities for various committee supervision as assigned by the President and shall be specifically delegated the responsibility for all Constitution and/or By Law matters including biennial reviews and resolution;
- 11.2.3. Shall be a signing authority for expenditures;
- 11.2.4. Shall perform fund raising, and actively seek opportunities deemed worthwhile by the F.C.F.C.;
- 11.2.5. They shall record resolutions, liaise with club affiliations and perform other duties in absence of any executive committee member, and
- 11.2.6. Assist in the set-up and take-down of equipment and ensure that the meeting room is left tidy before leaving at the end of monthly membership meetings.

**11.3. Treasurer:<sup>19</sup>**

- 11.3.1. Shall keep financial books and records of accounts for the affairs of the Forest City Flyfishing Club to reflect
- 11.3.2. All the money received and dispersed by the F.C.F.C., stating the matter in respect of which the activity took place;
- 11.3.3. Every asset and liability of the club, and
- 11.3.4. Every other transaction affecting the financial position of the F.C.F.C..
- 11.3.5. Shall prepare Interim and Annual financial statements as required and shall present them when appropriate;
- 11.3.6. May maintain a petty cash fund and records for an amount set by the Executive from time to time or alternately, make all disbursements by cheque;
- 11.3.7. Shall maintain all records of accounts current and be prepared for a test audit on short notice;
- 11.3.8. Shall be signing authority for expenditures;
- 11.3.9. Shall be ex-officio member of any committee authorized to generate and/or expend funds to assist and advise on annual budget plans;
- 11.3.10. Shall assist with the secretary in the preparation of return required by (?);
- 11.3.11. Shall with the secretary collect membership dues and maintain the membership list, and
- 11.3.12. Give a financial report to the members at the monthly meetings and have a copy on hand for members to review.

**11.4. Publication coordinator:<sup>20</sup>**

- 11.4.1. Shall be responsible for all F.C.F.C. publications.
  - 11.4.1.1. Shall publish 10 issues of the club newsletter (Flylines) with issues relevant to the F.C.F.C.;
  - 11.4.1.2. Shall be responsible for club brochures, raffle tickets, membership cards, flyplates and guest passes;
  - 11.4.1.3. Shall be responsible for sending to and picking up from the publisher any printed items, or make arrangements with one of the executive in the event that they are unable;
  - 11.4.1.4. Shall be responsible for distributing the newsletters and flyplates to F.C.F.C. members at the monthly membership meetings;
  - 11.4.1.5. Shall forward the newsletter and flyplates to the web site coordinator for uploading to the web site, and
  - 11.4.1.6. Solicit from the members' submissions and articles for the newsletter.

### 11.5. Activities coordinator:<sup>21</sup>

- 11.5.1. Shall be responsible for the format and programming of outings and excursions to local or surrounding areas for fly-fishing opportunities (weather permitting), as well as to fly-fishing related events such as shows, fly shops, clinics, etc.;
- 11.5.2. Shall solicit input from the membership to establish its ongoing needs (i.e. yearly survey);
- 11.5.3. Coordinate with mentor, spring fly casting workshops and casting practice, and
- 11.5.4. Coordinate with mentor, workshops on equipment know-how and assembly including rods, reels, line, backing, leader/tippet and knots.

### 11.6. Secretary:<sup>22</sup>

- 11.6.1. Shall conduct the correspondence within the club ( i.e. get well cards, sympathy);
- 11.6.2. Shall ensure advance notice of meetings via appropriate means move to president;
- 11.6.3. Shall keep minutes of club business (executive) meetings of the club a copy of minutes to members; (single copy in binder for library);
- 11.6.4. Shall be the custodian of all records and documents of the club except those required to be kept by the Treasurer;
- 11.6.5. Shall compile, assisted by the Treasurer, all reports and returns required by (?), and
- 11.6.6. Shall with the treasurer collect membership dues and maintain the membership list.

### 12. Expenditures and Signing Authorization:<sup>23</sup>

- 12.1. The executive committee shall have authority to make decisions on expenditures less than \$400 or 25%<sup>24</sup>of the funds on deposit in the name of the F.C.F.C.;
- 12.2. Proposals for all expenditures must be approved by the executive committee/membership, and
- 12.3. Any two of the following executive members shall have signing authorization for withdrawals and cheques issued in the name of the F.C.F.C.: president, vice-president, and treasurer.

### 13. Subcommittee(s):<sup>25</sup>

- 13.1. The executive may establish a committee or committees to deal with those matters of concern of the F.C.F.C. or as directed by the general membership during the monthly membership meeting, and
- 13.2. Provided a representative of that subcommittee must report to the F.C.F.C. membership regarding any of the subcommittee's proposals and actions.

### 14. Guidelines for subcommittee members:

- 14.1. The guidelines for subcommittee members are as follows: (These are subject to change at the discretion of the executive committee to meet the needs of the F.C.F.C. without having to receive membership approval).<sup>26</sup>

#### 14.1.1. Librarian:<sup>27</sup>

- 14.1.1.1. Display setup (book/videos), signing out and collecting of books and videos etc.;
- 14.1.1.2. Collect late fees for outstanding books and videos;
- 14.1.1.3. Contact members regarding outstanding books and videos;
- 14.1.1.4. Library inventory;
- 14.1.1.5. Responsible for storage of master DVD copies;
- 14.1.1.6. Maintaining and keeping current sign-out book, and
- 14.1.1.7. Reporting to the president on a monthly basis.

#### 14.1.2. Mentor Program Coordinator:<sup>28</sup>

- 14.1.2.1. Familiarize new members/visitors with the club features (library, meetings, clinics, outings, etc.);
- 14.1.2.2. Determine their level of knowledge;
- 14.1.2.3. Determine their area of interest (tying, casting, tackle setup, entomology, etc.);
- 14.1.2.4. Teach (begin with the basics and advance at THEIR level of ability, and
- 14.1.2.5. Enlist the help of other members with more expertise in their area of interest.

#### 14.1.3. Web Site Coordinator:<sup>29</sup>

- 14.1.3.1. Maintain and update the web site (keep it current);
- 14.1.3.2. Back up the web site mid-year and at year end (June), and
- 14.1.3.3. Coordinate with the executive regarding submissions to the web site.

**14.1.4. Welcoming Committee:<sup>30</sup>**

- 14.1.4.1. Welcome new members and guests;
- 14.1.4.2. Introduce new members and guests to the executive;
- 14.1.4.3. Direct new members to the mentor and activities coordinator;
- 14.1.4.4. Ensure all members and guests sign in (sign-in sheet), and
- 14.1.4.5. Be responsible for the collecting of name tags at the end of the meetings.

**15. Duties of a Member:<sup>31</sup>**

15.1. A member shall:

- 15.1.1. Make himself familiar with and follow the Constitution and By-Laws and any procedures of the F.C.F.C. as may be adopted from time to time;
- 15.1.2. Conduct themselves while engaged in fishing, conservation activities or any club sanctioned activities in an ethical and/or legal manner which will not bring themselves or the F.C.F.C. into disrepute;
- 15.1.3. Make every effort to assist, within their physical capabilities, in all conservation projects supported by the F.C.F.C., and
- 15.1.4. Take an active role in the operation of the F.C.F.C..

**16. Nominating Committee:<sup>32</sup>**

- 16.1. Two months prior to elections at the Annual General Meeting in June the executive shall appoint a nominating committee of two members who will not themselves be seeking office in any executive officers position. It is the duty of this committee to firstly contact:
  - 16.1.1. All serving executive to determine if they intend to let their name stand for re-election and to which vacancy or office;
  - 16.1.2. They seek out other members who are prepared to stand for office and which position they seek;
  - 16.1.3. Determine whether all positions will be covered by nominations;
  - 16.1.4. Advise the executive of the status 14 days prior to the date of elections, and
  - 16.1.5. Act as polling officer and/or scrutiner to conduct the elections during the annual general meeting.
- 16.2. The committee shall not be restricted to nominating only one person for any office, nor just the maximum number of executive, but shall encourage maximum participation of members and shall request and accept nominations for the floor and the annual general meeting.

**17. Elections:<sup>33</sup>**

- 17.1. All members in good standing are eligible to be nominated, elected or appointed to the executive positions or sub committees, but they may become such a member and be elected or appointed at the same meeting;
- 17.2. The elections of officers shall take place at the Annual General Meeting, Election to any position may be by acclamation, otherwise it shall be by a show of hands or by ballot if considered necessary by the President or requested by a member;
- 17.3. Elections shall follow the order of President, Vice-Presidents, Secretary, Treasurer, Publications Coordinator, and Activities Coordinator;
- 17.4. Volunteers for Sub committees follow the order of Librarian, Web site coordinator, Mentor and Welcoming Committee, and
- 17.5. A member may allow his name to stand for all positions in rotation, with it only being removed if and when elected.

**18. Liability:<sup>34</sup>**

- 18.1. Members of the F.C.F.C. shall not hold the F.C.F.C. nor any of its members' liable for damages, lost or stolen property and/or injuries.

**19. Insurance:<sup>35</sup>**

- 19.1. The F.C.F.C. shall maintain valid third party liability insurance for club sanctioned events and outings;
- 19.2. The F.C.F.C. shall maintain contents insurance on club equipment, club library, and
- 19.3. A is responsible for their own property. Lost, damaged or stolen property is not the clubs responsibility.

**20. Amendments:<sup>36</sup>**

- 20.1. The constitution of the F.C.F.C. may only be amended by a 75% vote of all the members present at the time of a regular monthly (membership) meeting called for the purpose of amending the Constitution provided that:
- 20.2. Two weeks advance notification of amendment(s) and the meetings are given in writing to all members, and
- 20.3. Any alteration or amendment(s) must be proposed by a Full Member of the F.C.F.C. and seconded by another Full Member. Such alterations shall be passed if supported by not less than two-thirds of those Full Members present at the meeting, assuming that a quorum has been achieved.

**21. Rules and Regulations:<sup>37</sup>**

- 21.1. The F.C.F.C. may, by by-law, make rules and regulations relating to the conduct of its members and the general function of the F.C.F.C..

**22. Dissolution:<sup>38</sup>**

- 22.1. If at any General Meeting of the F.C.F.C., a resolution be passed calling for the dissolution of the F.C.F.C., the Secretary shall immediately convene a Special General Meeting of the Club to be held not less than one month thereafter to discuss and vote on the resolution.
- 22.2. If at that Special General Meeting, the resolution is carried by at least two-thirds of the Full Members present at the meeting, the Executive Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realize the assets of the F.C.F.C. and discharge all debts and liabilities of the F.C.F.C..
- 22.3. IF, for any reason, the F.C.F.C. dissolves, all assets are to be dedicated to the sport of fly-fishing at the direction of the outgoing Executive.

- 23. This amended Constitution and its By-Laws are agreed upon by the Members of the F.C.F.C. on this 7<sup>th</sup> day of March, 2012 in the City of London, Ontario at which \_\_\_\_ members were present and form the basis upon which the F.C.F.C. shall operate.<sup>39</sup> Any changes or additions to this document must be agreed upon by the members of the F.C.F.C..