

CONSTITUTION AND RULE BOOK.

GAINSBOROUGH AND DISTRICT WILDFOWLING ASSOCIATION.

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1. Name

The name of the Association is the Gainsborough & District Wildfowling Association, and will be affiliated to the British Association for Shooting and Conservation.

2. Aims and Objectives

The aims and objectives of the Association are: -

- 2.1 To uphold the ethics of wildfowling in the interest of members.
- 2.2 To foster an interest in Wildfowl ornithology.
- 2.3 To assist the legal protection and preservation of wild birds.
- 2.4 To obtain for the use of Members such desirable Shooting Rights as may from time to time become available.
- 2.5 To maintain such shooting in a manner, which will best benefit the majority of the Members
- 2.6 To foster a spirit of friendship amongst Members by organising periodical meetings, lectures and other forms of entertainment.
- 2.7 To promote the Association within the local and wider community.
- 2.8 To ensure a duty of care by members of the Association.
- 2.9 To provide all services on an equal opportunity that is fair to all members present and future.

3. Membership

- 3.1 Membership will consist of Officers to form a Management Committee and members of the Association. The Full Membership for shooting activities shall not exceed **45** (i.e. 40No Full and 5No Probationary) with the exception of Junior and Non shooting members.
- 3.2 All members will be subject to the regulations of the constitution and by joining the Association will be deemed to accept these regulations and rules / codes of practice that the Association has adopted.
- 3.3 Members will be enrolled in one of the following categories:-
- Honorary Members.
 - Full Members.
 - Probationary (new) Member.
 - Junior Member.
- 3.4 All applications for membership shall be made on the official application form. The Committee shall interview all applicants. Anyone wishing to join the Association must meet the criteria that the Committee, or the members in General Meeting, may from time to time decide.
- 3.5 The Committee may at its discretion reject any application for membership without a reason being given.
- 3.6 By virtue of membership, all members of the Association shall become, and remain during their membership, members of BASC.
Any member who is expelled from membership by BASC shall forthwith be expelled from membership of the Association and there shall be no right of appeal. He or she may re-apply for membership of the Association if he or she is re-admitted into membership by BASC.
- 3.7 All members are required to complete a yearly “Induction Form” to continually reinforce the need for safety. Membership cannot commence until this document is signed and returned.
- 3.8 Members of the Association shall attend at least 40% of General meetings per annum. Members not attending 40% of the meetings per annum and who do not give a satisfactory apology for absence may be subject to disciplinary action, at the discretion of the Committee.
- 3.9 All Members and Visitors must agree that the Association holds no responsibility in the respect of any mishap, which may arise out of their activities in any circumstance.
- 3.10 A Member resigning or retiring is required to inform the Secretary in writing.

Probationary Members.

- 3.11 Probationary Members are required to attend site visits to the Association's shooting land(s) in daylight hours for the purpose of site familiarisation. This is to be recorded on the "Site familiarisation visit Form".
- 3.12 Probationary Members are required to be accompanied by a full member at all times. A minimum number of visits to each site is mandatory and shall be recorded on the "Site Visit Record Form".
- 3.13 Probationary Members will only become Full Members following:-
- A minimum period of one year.
 - Compliance with 3.11 and 3.12 above.
 - The Committee is satisfied that the individual is a safe and responsible person.
 - A suitable vacancy is available. If a vacancy is not available Probationary Members are required to remain in the Probationary Role until such times as a vacancy becomes available through the normal waiting list procedure and must still be accompanied by a Full Member at all times whilst shooting on the Association's land.
- 3.14 A Probationary Member may take part in all Association activities with the exception of voting rights at meetings

Junior Members

- 3.15 Junior Members are sub divided into **2 categories** to fall in line with the *legal adult age of 18* and still benefit from the *BASC junior rate of 21 Years*.
- 3.16 **Category 1. Junior Member.** A junior member is defined as a person whose 18th birthday falls after the GADWA membership renewal date of 30th April.
- 3.17 Junior Members will be subject to the same rules as a Probationary Member as 3.11, 3.12, 3.13 and 3.14 above . A Junior Member must be accompanied by a Full Member at all times whilst shooting on the Association's land.
- 3.18 **Category 2. Youth Member.** A Youth Member is defined as a person whose 21st birthday falls after the BASC membership renewal date of 31st July. This has the financial advantage allowing the member to benefit from the BASC reduced junior rate.
- 3.19 Youth Members will be subject to the same rules as a Probationary Member as 3.11, 3.12, 3.13 and 3.14 above.
A Youth Member will be eligible for Youth Full Membership post the age of 18 providing the committee is satisfied that the individual is a safe and responsible person and that suitable vacancy is available as per 3.13 above.

Membership Cards

- 3.20 All membership cards will include a passport style photograph of the individual member, which must be renewed every 5 years. Membership cannot commence until the Membership Card has been issued complete with a photograph and has been signed by both the member and the Membership Secretary.
- 3.21 Membership cards will be stamped annually and are not transferable, must be and shall be produced on demand to any member whose authority shall be his or her own membership card, member of the Police Force, landowners or any other such authorised person. Membership cards must be carried at all times whilst on the Association's shooting land.
- 3.22 Each member will also be issued with an identification card detailing their unique membership number. This card must be displayed in full view in the car window to enable other shooters to be aware of their presence.

4. Membership Fees

- 4.1 The annual subscription shall be confirmed at the Annual General Meeting: -
- Patron, President and Vice President voluntary.
 - All other categories of membership shall be decided at the Annual General Meeting.
- 4.2 Membership of BASC will be obligatory for all classes of membership. This will be available at normal BASC club rate.
- 4.3 **a) Payment in Full.** The annual subscription shall be due from 1st February to 30th April to the Treasurer who in return shall give an official receipt. Payment not made within the 3 month period will be taken as the members wish to resign resulting in cancellation of the membership, unless subject to an agreement as 4.3b.
- 4.3 **b) Payment by Instalments.** Members may choose to pay by monthly instalments and must be fully paid by the August Monthly Meeting. All payments must be by Standing Order. Failure to complete payments by the agreed date will result in cancellation of the membership; under these circumstances any money paid to date will be refunded subject to a mutual agreement with the Committee.
- 4.4 The deadline for both ordering and payment for South Humber Area Joint Council permits is the May meeting.

5. Officers of the Association

5.1 The Officers of the Association shall consist of a :-

- Patron.
- President and Vice Presidents.
- Chairman and Vice Chairman.
- Secretary.
- Treasurer.
- Membership secretary.
- Child Welfare Officers.
- Health & Safety Officer.

5.2 The Officials of the Association are to be elected at the Annual General Meeting and shall hold office for one year. All officers will retire each year (with the exception of Vice Presidents who hold an Honorary Position) but will be eligible for re-appointment.

5.3 The number of Vice Presidents shall be at the discretion of the Committee and Members.

5.4 The duties of the Secretary shall be to correctly take and record the Minutes of Meetings, conduct all correspondence, keep registers, and generally perform all duties incident to the office of a Secretary.

5.5 The Association will nominate a representative to attend the Countryside Alliance Committee meetings.

6. Committee

- 6.1 The Association will be managed by a Committee consisting of the Chairman, Vice Chairman, Secretary, Treasurer and a minimum of 4 Committee Members, who shall manage the affairs of the Association, four shall form a quorum.
- 6.2 The Committee shall hold its meetings at such dates, time and place as it may from time to time decide.
- 6.3 The Committee members shall be proposed and seconded and elected by a show of hands at the Annual General Meeting each year and shall remain in office until the completion of the next Annual General Meeting following their appointment.
- 6.4 The Secretary shall call meetings of the Committee at the request of the Chairman or at the request of any 3 members of the Committee so long as a minimum of 14 days' notice is given in writing to all members of the Committee. The notice shall outline the nature of the business to be transacted. Other business may be decided at the meeting by the agreement of the Committee.
- 6.5 Resolutions at all meetings shall be decided by majority on a show of hands and in the case of equal voting the Chairman shall have a second or casting vote.
Probationary and Junior members are not eligible to vote.
- 6.6 Declaration by the Chairman that a resolution has been carried or not carried shall be conclusive evidence of the fact.
- 6.7 The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the Association.
The Committee shall have power to make, repeal and amend rules, as they may from time to time consider necessary for the well being of the Association. These rules, repeals, and amendments shall have effect until they can be ratified by members in a General Meeting, AGM or SGM.
- 6.8 The members of the Committee shall be indemnified by the members of the Association against all liabilities incurred by them in the proper management of the affairs of the Association.
- 6.9 The Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Committee as necessary to fulfil its business. The Committee may delegate to them such powers and duties as the Committee may determine. All sub-committees or advisors shall report their proceedings to the Committee and shall conduct their business in accordance with the directions of the Committee.
- 6.10 Any casual vacancy within the Officers or the Committee may be filled at the discretion of the Committee.
- 6.11 Committee Members who are unable to attend Committee Meetings, having received reasonable notice must inform the Secretary.

6.12 Minutes of all meetings, both Committee and General, shall be taken by the Secretary, or his Actuary, and entered in book and shall be read, approved and signed by the Chairman at the following Meeting of the Committee or Association as the case may be, and when signed shall therein have been duly decided.

7. Finance

7.1 The Association Treasurer will be responsible for the finances of the club.

7.2 The financial year shall run from February 1st to January 31st.

7.3 The Treasurer shall pay all monies in to the Current Banking Accounts to the credit of the Association, and all cheques shall be signed by **two** of the officials holding this office i.e. Chairman, Secretary or the Treasurer.

7.4 The Secretary and Treasurer shall have their Association subscriptions reimbursed and the Secretary shall only receive “out of pocket expenses” accrued during Association duties with the production of receipts.

7.5 An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

7.6 The income and property of the Association shall be applied only in furtherance of the objects of the Association and no part thereof shall be paid by ways of bonus, dividend or profit to any Officer, Committee or Member, save as set out in 7.7.

7.7 The Committee shall have power to authorise the payment of expenses to any officer, Committee, Member or employee of the Association and to any other persons for service rendered.

7.8 The Committee may expend money on behalf of the Association at their own discretion for the general upkeep of the Association’s land, or with the sanction of a General Meeting for any other expenditure, additions or improvements.

8. Property

- 8.1 The property or any Lease of the Association, other than cash at the bank, shall be vested in not less than two and not more than four Trustees. They shall hold the property upon trust for the members of the Association in accordance with the directions of the Committee.
- 8.2 The Trustees shall deal with the property as directed by resolution of the Committee and entry in the minute book shall be conclusive evidence of such a resolution.
- 8.3 The Trustees shall be elected by the members in a General Meeting following nomination by the Committee and shall hold office until death or resignation unless removed by the members in a General Meeting.
- 8.4 The President, or in his absence the Chairman, is nominated as the person to appoint new Trustees within the meaning of section 36 of the Trustee Act 1925.
A new Trustee shall be nominated by the resolution of the members in a General Meeting and the President shall by deed duly appoint the person so nominated by the members in a General Meeting as the new Trustee of the Association and the provisions of the Trustee Act 1925 shall apply to any such appointment.
Any statement of fact in any such deed of appointment shall in favour of a person dealing bona fide with the Association or the Committee be conclusive evidence of the fact so stated.
- 8.5 The Trustees shall be entitled to an indemnity out of the property of the Association for all expenses and other liabilities properly incurred by them in the discharge of their duties.

9. Annual General Meetings & Special General Meetings

Procedure at the Annual General Meeting

- 9.1 The President, Chairman, or in their absence a member selected by the Committee, shall take the chair.
- 9.2 Each member present shall have one vote and a simple majority shall pass all motions requiring a decision on a show of hands. In the event of an equality of votes the Chairman of the meeting shall have a casting or additional vote. Probationary and Junior members are not eligible to vote.
- 9.3 The Secretary, or another person nominated by the Committee, shall take Minutes at Annual and Special General Meetings.

Annual General Meetings

- 9.4 The Annual General Meeting (AGM) shall be held each year in the month of February. Notice of the AGM will be given by the Association Secretary in writing, not less than **28** clear days notice to be given to all members.
- 9.5 Nominations for the election of members to any office or for membership of the Committee shall be made in writing by the proposer to the Secretary not less than **14** days before the meeting.
- 9.6 Notice of any resolution proposed by members to be moved at the AGM shall be given in writing to the Secretary not less than **14** days before the meeting.
- 9.7 An agenda for the AGM, stating the business to be conducted, shall be sent in writing to each member at least **7** days before the meeting.
- 9.8 The AGM shall transact the following business:
- To receive the Chairman's report of the activities of the Association during the previous year.
 - To receive and consider audited accounts for the previous year and the Treasurer's report as to the financial position of the Association.
 - To elect the Independent Auditor.
 - To elect the Officers and members of the Committee. The Officers and Committee shall hold office for one year and will retire each year but will be eligible for re-appointment.
 - To confirm subscriptions and other fees.
 - To decide on any resolution which may be duly submitted as 9.6.
- 9.9 No other business shall be transacted except with the permission of the Chairman of the meeting.
- 9.10 All Full members have the right to vote at the AGM. Probationary and Junior members are not eligible to vote.

Special General Meetings

- 9.11 The Chairman or a majority of the Committee may call an SGM giving not less than **14** days clear written notice to all members.
- 9.12 The Secretary, on receipt of a written request (signed by not less than 20% of the current membership entitled to vote), shall forthwith call an SGM giving not less than **14** days clear written notice to all members.
- 9.13 All written notices to all members shall state fully the business to be conducted at the SGM, no other business may be transacted except with the permission of the Chairman of the meeting.
- 9.14 Procedures for SGMs will be the same as for the AGM.

10. Discipline and Appeals

- 10.1 Every member must comply with the Constitution / Rules of the Association and any infringement may result in the implementation of the Association's disciplinary procedures.
The Committee, on proof to its satisfaction and in its absolute discretion, shall have the power to expel, suspend, rescind a permit or exercise such other sanctions as it sees fit and with immediate effect against any member whomsoever, whose conduct (whether by act or omission) it considers to be contrary to the best interests of the Association, or detrimental to the good name of the sport of wildfowling or shooting in general. The committee must act in good faith and not form any malicious motive.
- 10.2 All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.
- 10.3 The decision to discipline is a serious one and should be considered by a separate meeting and not just as a matter for an ordinary meeting. The normal rules of how meetings are called must apply.
- 10.4 The principles of natural justice must be followed when disciplining a member:
- The Committee will meet to hear complaints within **21** days of a complaint being lodged. The committee has the power to take the appropriate action as set out in 10.1
 - The Committee shall nominate three of their number to act as the Disciplinary Sub-Committee in advance of any decisions being made. This Sub-Committee will deal with all disciplinary matters from here on.
 - The member **MUST** be given written notice of the allegations of misconduct within **7** days and be given the opportunity to present their case in writing to the Sub-Committee within **14** days following receipt of notification.

- The Disciplinary Sub Committee must meet within **14** days to consider this information before making a final ruling. The outcome of the disciplinary hearing will be notified in writing to the member against whom the complaint was made within **7** days of the hearing.
- A person so disciplined shall have a Right of Appeal against the Disciplinary Sub-Committee's decision to the Committee. The person disciplined shall give written notice to the Committee's Chairman setting out the grounds for appeal within **14** days of receipt of the written notice of the action taken against him.
- The member has the right of appeal to be heard by an Independent Appeals Committee. The Independent Appeals Committee shall consist of a minimum of three members drawn from the Association who shall not be members of the Committee at the time of the original disciplinary action, nor be so at the time of the meeting of the Disciplinary Sub-Committee.
- A meeting of the Independent Appeals Committee shall be convened within **14** days of the Notice of Appeal being received by the Chairman. At such a meeting the person shall be permitted to make representation or to offer an explanation of their conduct and to answer such complaints as may have been made against them.
- The decision of the Independent Appeals Committee shall be final and binding upon the person. The outcome of the Appeals Hearing should be notified in writing to the member within **7** days of the hearing.
- The final conclusion of any disciplinary action may result in the forfeit of the member's fees.

10.5 All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the Association's Child Welfare Policy and procedures. The Association's Child Welfare Officer is the lead contact for all members in the event of any child protection concerns.

11. Dissolution

- 11.1 In the event that the Association becomes insolvent the Committee shall forthwith take steps to wind-up the Association by realising its assets and settling amounts due to secured, preferential and unsecured creditors and to advise the members.
- 11.2 Save in the event of insolvency a resolution to dissolve the Association shall only be proposed at a Special General Meeting and shall only be carried by a majority of at least 75% of the members present and voting.
- 11.3 The dissolution shall take effect from the date of the resolution and the members of the Committee shall be responsible for the winding-up of the assets and liabilities of the Association. Due allowance must be made within the Association's finances to indemnify the Trustees until all current leases have expired.
- 11.4 In the event of the Association being dissolved and ceasing to exist, the assets shall be realised and after payment of all the Associations debts and expenses the balance of the money realised (if any) shall be donated to BASC.

12. Amendments to the Constitution

- 12.1 The Constitution may only be altered by resolution at an Annual or Special General Meeting provided that the resolution is carried by a majority of at least 60% of members present and voting after due notice has been given.

13. Rules

- 13.1 These rules may be altered or repealed, or new rules made, at the Annual General Meeting or at a Special General Meeting to be summoned at the discretion of the Officers / Committee or a minimum of **10** Members for that purpose.
- 13.2 The Association business is confidential and should not be discussed with non-members. Any breach of confidence which has the potential to affect the Associations operations or Members benefits may result in disciplinary proceedings.
- 13.3 All Members and Visitors must agree that the Association holds no responsibility in the respect of any mishap, which may arise out of their activities in any circumstance.
- 13.4 All Full shooting Members shall hold a current valid shotgun certificate. If the certificate is revoked or relinquished the member must inform the Association Secretary in writing within 7 days of the event.
- 13.5 Birds falling out of bounds must not be retrieved without prior permission from the landowner or shooting tenant, and in any event guns must not be taken onto such areas unless specific permission by an authorised person has been obtained.
- 13.6 Rifles must not be used on or around the Associations Shooting Rights unless authorised by the Committee.
- 13.7 During the shooting season a member may take one visitor per month over the Associations shooting rights. The Member must contact the Secretary first or Chairman second who will impose a maximum of two visits per day. The visitor's fee will be fixed at the Annual General Meeting.
- 13.8 No permanent hides are to be erected and no plants or vegetation is to be cut or pulled up. At the end of the flight all hides, rubbish and empty cartridge cases are to be removed.
- 13.9 Members shall undertake to keep their dogs under control at all times and shall not allow them to cause a nuisance to the public, trespass, chase livestock or interfere with other members shooting.
- 13.10 No member shall sell or be engaged in the sale of shot wildfowl or cause others to sell such shot wildfowl on their behalf.

13.11 It is a requirement of membership that all members complete the following documents:

Document Title	Category	Occurrence	Source
Membership Application Form	Potential new members only	N/A	<i>Protocol 1 Election of Members Policy, H&S File section 2</i>
Non Toxic Shot Declaration	All Members	Annually, Please refer to 13.11a below	<i>Protocol 2 Association Rules, H&S File section 3</i>
Bag return	All Members	Annually, Please refer to 13.11b below	<i>Protocol 2 Association Rules, H&S File section 3</i>
Induction Form, Rules & Requirements	All Members	Annually, Please refer to 13.11c below	<i>Protocol 3 (Pt1) Induction Process, H&S File section 4</i>
Sites Familiarisation Record sheet	Probationary Members	Pre-requisite to full membership.	<i>Protocol 3 (Pt2) Induction Process, H&S File section 5</i>
Site Visit Record Sheet	Probationary Members	Pre-requisite to full membership.	<i>Protocol 3 (Pt3) Induction Process, H&S File section 6</i>

13.11a Members must sign a disclaimer stating that they will only use non-toxic shot whilst shooting on the marsh and in pursuit of wildfowl away from the marsh. Membership cannot commence until this document is signed and returned.

13.11b All Members shall complete and submit a Bag Return. This applies even if the Member has not shot on the Association's shooting rights. Failure to submit a bag return by the due date on the form will result in a fine.

13.11c All members are required to complete a yearly "Induction Form" to continually reinforce the need for safety. Membership cannot commence until this document is signed and returned.

13.12 BAG LIMITS:-

- **MANDATORY.** During September, a limit of **1** flight per week with a maximum bag of **2** birds is imposed.
- **VOLUNTARY.** October to Close Season, Members are requested to exercise restraint and limit bags to **2** birds per flight.
A review of pressure on the marsh will be raised regularly at meetings.

13.13 Members are expected to attend work parties and support the Association's events and functions

13.14 The shooting season shall commence and finish in accordance with the legally defined seasons and any byelaws of the Lincolnshire County Council

13.15 GADWA Membership cards must be carried at all times whilst on the Associations shooting land and are not transferable. Membership cards shall be produced on demand to any Associate member, the Police Force, landowners or any other such authorised person.

13.15a The identification card detailing the unique membership number must be displayed in full view in the car window to enable other shooters to be aware of their presence.

13.16 HUMBER SHOOTING.

- The deadline for ordering South Humber Area Joint Council permits is the May meeting.
- GADWA Members are expected to familiarise themselves and abide by the Humber Rules.

13.17 It is a condition of membership that all members shall report any contravention of the Constitution / Rules or any bye-law to the Committee.

14. Declaration

The Gainsborough and District Wildfowling Association hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed:

Date:

Name:

Position: Association Chairman

Signed:

Date:

Name:

Position: Association Secretary

SHOOTING SEASONS
ENGLAND, SCOTLAND & WALES

PHEASANT	Oct 1 st – Feb 1 st
PARTRIDGE	Sept 1 st – Feb 1 st
GROUSE	Aug 12 th – Dec 10 th
PTARMIGAN	Aug 12 th – Dec 10 th
BLACKGAME	Aug 20 th – Dec 10 th
COMMON SNIPE	Aug 12 th – Jan 31 st
WOODCOCK – ENGLAND & WALES	Oct 1 st – Jan 31 st
WOOD COCK – SCOTLAND	Sept 1 st – Jan 31 st
DUCK & GOOSE – INLAND	Sept 1 st – Jan 31 st
DUCK & GOOSE – FORESHORE	Sept 1 st – Feb 20 th
COOT/ MOORHEN/ GOLDEN PLOVER	Sept 1 st – Jan 31 st
HARE	No closed season.