

INSTITUTE OF FISHERIES MANAGEMENT

RULES FOR THE ADMINISTRATION OF BRANCHES OF THE INSTITUTE OF FISHERIES MANAGEMENT

1. These rules are to govern the administration of every Branch in conjunction with the rules of the Institute of Fisheries Management, to help further the objects of the Institute. At no time will anything contained in these rules be deemed contrary to the rules of the Institute.

2. **MEMBERSHIP**

Membership of the Branch shall be open to all members of the Institute. The Branch may charge a subscription fee per annum.

3. **FRIENDS OF BRANCH**

Persons who are not members of the Institute may join a Branch upon payment of a subscription set by the Branch. Such members may be known as 'Friends of branch' and they will be informed of Branch events. They may not hold office on the branch Committee and are not classed as members of the Institute.

4. **BRANCH SUBSCRIPTION**

The Branch subscription for the following year shall be fixed annually at its Annual General meeting and shall become due for payment on 1st January.

5. **BRANCH MANAGEMENT**

The management of the Branch, its funds and all property owned or otherwise controlled by the Branch shall be vested in the Branch Committee. Any member or officer of the Branch holding funds, documents or other property belonging to the Branch shall hold such funds, documents or property at the pleasure of the Branch Committee. The Branch Committee shall be elected at the Annual General Meeting and shall be constituted as follows:

- a) The Chairman, the Honorary Secretary and the Honorary Treasurer to be elected annually.
- b) The Branch may elect annually a Vice Chairman and a Programme Secretary
- c) The Branch may elect a President and Vice Presidents in an honorary capacity
- d) Four members of the Branch to be elected annually. No such members to serve for a period exceeding three years without offering themselves for re-

election In electing the Branch Committee, representation of the various interests in the Branch should be attempted. In the absence of the Branch Chairman and Vice-Chairman, the President of the Branch should take the chair. If the Branch does not have a President the meeting shall elect a Chairman for the meeting from among the members present

The Branch Committee shall have the power to fill any vacancy which may occur among its membership during the course of the year, and such appointments shall hold good until the next Annual General Meeting. These would be classed as co-opted members.

- e) The attendance of four, including co-opted members, shall constitute a quorum of the Branch Committee. The Branch Committee will meet as and when necessary. The Branch Committee shall have the power to nominate any members of the Branch to enter into any agreement on their behalf.
- f) Any member of the Committee who has been absent from three consecutive meetings of the Committee without reasonable explanation to the Committee shall, ipso facto, cease to be a member of the Committee unless the Branch Committee agrees otherwise.

6. ANNUAL AND SPECIAL GENERAL MEETINGS

The Annual General Meeting of the Branch shall be held before the end of March, when the Annual Report and Financial Statement shall be presented. Notice of the Annual General Meeting shall be circulated to Branch members at least 10 days prior to the meeting and shall include any proposed amendments or alterations to the Branch rules.

The Branch Committee may on their own authority, and upon a resolution signed by 8 members of the Branch addressed to the Branch Secretary or the Chairman, call a Special General Meeting, which shall be held within 28 days of such a requisition being received. A Special General Meeting shall rank in all respects as an Annual General Meeting for the purpose which it is called. Fourteen days notice and the purpose of such a meeting shall be given to all members.

7. BRANCH SECRETARY'S DUTIES

The Branch Secretary shall convene, attend and take minutes of all Branch meetings and these minutes shall be available prior to the following meetings. On his retirement from office, he shall hand over to his successor or to the Chairman, all books, papers, etc. appertaining to his office. The Branch Secretary will at all times act in accordance with the instructions of the Branch Committee. Matters requiring urgent attention shall be dealt with by the Secretary, who shall report his actions to the Committee as soon as possible.

In the absence of the Secretary at a meeting the Chairman shall delegate minute taking to another committee member.

8. BRANCH TREASURER'S DUTIES

The funds of the Branch shall be kept in a bank, building society or investments approved by the Branch Committee and no financial liabilities shall be incurred or payment made without the authorisation of the Branch Committee. The Branch Treasurer shall receive all monies payable to the Branch and shall issue receipts on an official form. He shall pay all liabilities of the Branch and prepare the Annual Financial Statement immediately after the 31st December in each year. On retiring from office, he shall hand over to his successor, or to the Chairman, all books, having been audited, papers and monies belonging to the Branch. The Branch Treasurer will at all times act in accordance with the instructions of the Branch Committee. Withdrawals from the Branch's bank account and investments will require two signatures from any two of the following three officers, being the Chairman, Secretary and Treasurer. Any financial contract undertaken/signed by the Branch or its officers exceeding in value £5000.00 shall require the prior approval of two executive officers of the Institute

9. AUDITORS

The books of the Branch shall be audited by two Honorary Auditors elected from the membership of the Branch annually, and not being members of the Committee.

10. EXPENSES

Travelling and other expenses incurred by officers of the Branch and expenses and any gifts to guest speakers may be paid from funds of the Branch. Such payment must be approved by the Branch Committee.

11. DUTIES OF THE PROGRAMME SECRETARY

The Programme Secretary shall plan and arrange all the functions of the Branch. The convening of meetings is the duty of the Branch Secretary. The Programme Secretary's plans shall be subject to the approval of the Branch Committee and he/she will at all times act in accordance with their instructions. An annual programme of events shall be drawn up by the Programme Secretary and submitted to the Council of the Institute

12. INTERPRETATION AND AMENDMENT OF RULES

- a) The Branch Committee shall decide any questions arising on interpretation of these Rules, or any matter not specifically provided for therein, subject to a member's right of appeal to the Annual General Meeting. Every Branch member shall be supplied with a copy of the current Branch Rules
- b) Any proposed alteration, amendments or additions to Branch Rules shall be sent to the Branch Secretary in writing at least 28 days before the Annual General Meeting, and must be considered by the Branch Committee before being referred to the Annual General Meeting.

- c) In these rules, where the context permits, words importing the masculine shall include the feminine, and words importing the singular shall include the plural and vice-versa

13. VISITORS

Persons attending Branch meetings and not being members of the Branch may pay a fee to the Branch Treasurer at that meeting. This fee will be decided at the Annual General Meeting for the following year. Visitors may be issued with literature available at that meeting and will receive an agenda for the next meeting.

14. VOTING

At Branch meetings and Committee meetings only members of the Branch shall have the right to vote and they shall have one vote each. The Chairman shall have a casting vote.

15. BRANCH - PUBLIC RELATIONS

The Committee may from time to time during its terms of office, appoint one or more of the Committee members to act as Publicity Officer(s) on Branch Affairs, to speak on matters that are not contrary to Institute and Branch Rules.

Approved by Council September 2003