

# **RIVER HEADS FISHING CLUB Inc BY-LAWS**

## **1. Purpose of By-Laws**

The intention of these by-laws is to set guidelines to make it fair and equitable for all members of the club. The by-laws are the agreed procedures by which our club carries out our activities and are framed to meet our needs. Excluding the Fish Competition Rules, they may be amended at any time without notice, and are continuously updated by resolutions from club meetings. "Members" refers to financial members.

## **2. Duties of Management Committee Officers**

### **2.1. President**

- 2.1.1. Chair all club meetings
- 2.1.2. Is spokesperson for the club
- 2.1.3. Chair monthly Fish Meet Sunday function at RHPA Hall
- 2.1.4. select and present President's Award for "most outstanding catch" at Fish Meets
- 2.1.5. Is a member of the Disputes Resolution committee
- 2.1.6. Is an ex-officio member of all committees

### **2.2. Vice President**

- 2.2.1. Deputise for President when unavailable
- 2.2.2. Assist President

### **2.3. Secretary**

- 2.3.1. Take minutes at all meetings
- 2.3.2. Issue minutes to all members within a week of meetings
- 2.3.3. Handle all club correspondence
- 2.3.4. Table in and out correspondence at monthly meetings
- 2.3.5. Notify all members of secret object at 5am on Friday of Fish Meet
- 2.3.6. Send completed Indemnity Forms to the QAFCA Secretary with the appropriate fee as required by the QAFCA Insurance Policy

### **2.4. Treasurer**

- 2.4.1. Handle the club's finances
- 2.4.2. Arrange for cash takings to be counted by 2 members, handed to treasurer for receipting, and banked
- 2.4.3. Table current Treasurers Report at monthly meetings
- 2.4.4. Prepare Annual Financial Report for auditing in July
- 2.4.5. Prepare annual budget
- 2.4.6. Maintain assets register
- 2.4.7. Early each year purchase at club's expense a ream of A4 paper for each of

following, president, secretary, treasurer, membership registrar and record keeper.

## **2.5. Registrar**

- 2.5.1. Maintain a supply of new member information packs
- 2.5.2. Receive applications for new membership and membership renewals and present these to the meetings for acceptance or rejection
- 2.5.3. Welcome new members at Fish Meets by introducing them to committee and members present
- 2.5.4. Maintain a Membership Register
- 2.5.5. Arrange the production of club clothing (e.g. dress shirts, sponsors shirts, caps and stubby coolers) for sale or distribution to members as required.
- 2.5.6. Provide Nomination Forms for Management Committee elections
- 2.5.7. Update QAFCA and RHPA with current membership details
- 2.5.8. Maintain current details of members on gmail
- 2.5.9. Preparation and issuing of member's membership cards if required.

## **2.6. Record Keeper**

- 2.6.1. Award points for each eligible fish on a Fish Meet Scoresheet
- 2.6.2. Disqualify any fish recorded at Fish Meets that is ineligible due to a violation of any of the Fishing Competition Rules
- 2.6.3. Produce and distribute a monthly Fish Meet Result Sheet, except the November and December Result Sheets which will not be distributed until after Trophy Presentation event.
- 2.6.3. Table Fish Meet Result Sheet at monthly meetings (emailed to members)
- 2.6.4. Keep a file of Fish Meet Result Sheets
- 2.6.5. Maintain record boards at RHPA Hall
- 2.6.6. Is a member of the Disputes Resolution committee
- 2.6.7. Determine Presentation Night trophy list in conjunction with the Club Fish Records (refer to Fishing Competition Rules in Addendum)

## **2.7. Sponsorship Coordinator**

- 2.7.1. Enlist new sponsors as required.
- 2.7.2. Retain current sponsors.

## **2.8. General Committee Member (non-specific duties)**

- 2.8.1. To co-ordinate any subcommittee as required

## **3. Election of Officers**

### **3.1. Annual General Meeting**

- 3.1.1. The Nomination Form for Management Committee positions shall be sent to all members after the October Committee Meeting, with completed forms

to be returned fourteen (14) days prior to the November General Meeting.

New Management Committee Officers shall be elected at the November Annual General Meeting and assume their positions from 1<sup>st</sup> January.

3.1.2. The Annual Financial Report shall be sent to the auditor during the first week in July.

3.1.3. The AGM shall be held in November as the audit report shall not be available until then. At the AGM the audited Annual Financial Report shall be presented for adoption, and the new Management Committee shall be confirmed.

## **4. Club Membership**

### **4.1. Annual Membership Fee**

4.1.1. A once-only joining fee for new senior members shall be \$25 but free for adult partner living at same address.

4.1.2. Annual membership fee for senior members shall be \$45, comprising  
a) Annual QAFCA membership fee of \$14 which includes insurance premium,

b) annual RHFC Inc membership fee of \$45, or \$5/month when new members join during the year.

c) PLUS **Optional** River Heads Progress Assoc membership currently half price \$10.

4.1.3. Annual membership for junior members shall be free provided a parent or guardian is a financial member. The annual QAFCA membership fee for juniors of \$7 shall be paid by the club.

4.1.4. Annual membership fees shall be reviewed annually at the December General Meeting.

### **4.2. RHPA membership**

4.2.1. As RHFC Inc is an affiliated member of RHPA, annual membership (currently half price) of RHPA is optional and to be determined before renewal on 1.7.2023

4.2.2. To abide by Liquor Licensing Laws and to protect the RHPA Liquor License, NO alcoholic beverages are to be taken to the RHPA Hall when the bar is open.

### **4.3. QAFCA membership**

4.3.1. Insurance. Refer to "QAFCA's Insurance in Simple English" in the Addendum and to QAFCA website for full details.

4.3.2. Indemnity Forms. Shall be available for all members and visitors.

4.3.3. "Tight Lines" annual magazine. The Secretary shall prepare (in conjunction

with the Newsletter Editor) and send an annual report of the club's activities to the QAFCA Secretary by November for inclusion in "Tight Lines", a copy of which all members shall receive.

- 4.3.4. Regional Division. QAFCA has included RHFC Inc in the Bundaberg Regional Division.

#### **4.4. Life Membership**

- 4.4.1. At the discretion of the Management Committee, members shall be considered for life membership on completion of 15 years of membership.
- 4.4.2. Although the annual QAFCA membership fee and if confirmed, the annual RHPA membership fee shall still apply, the annual RHFC Inc membership fee shall be reduced to half.

### **5. Meetings**

#### **5.1. General**

- 5.1.1. Committee meetings shall be held in the RHPA Hall from 6.00pm on the Wednesday nights prior the Fish Meets.
- 5.1.2. The quorum required is half the number of Management Committee Officers +1.

### **6. Fishing-Related Events**

**It is the responsibility of members if they have visitors with them at any Club event.**

#### **6.1. Monthly Fish Meets**

- 6.1.1. Refer to Fishing Competition Rules in Addendum.
- 6.1.2. At the Sunday "weigh-in", a free sausage sizzle shall be provided for all attendees.
- 6.1.3. At the Sunday "weigh-in", members are requested to enter their name and membership number in the attendance book. After the slideshow, a "lucky member draw" shall be held for a prize.
- 6.1.4. At the Sunday "weigh-in", a meat tray or similar will be raffled.
- 6.1.5. At the Sunday "weigh-in", an activity shall be organized when possible e.g. crab tying, fish filleting, knife sharpening, crab races, cast net throwing, lure casting, celebrity heads, and Easter eggs. An organiser shall be nominated for each activity.

#### **6.2 Photo Competition**

- 6.2.1 Refer to Photo Competition Rules in Addendum

#### **6.3 Fraser Coast Interclub Competition**

- 6.3.1 This competition is held over the Queen's Birthday weekend in October and hosted by participating clubs on a rotation basis.
- 6.3.2 The rules for this competition are reviewed at an annual meeting to which all participating clubs are invited.

6.3.3 The club shall participate in this annual event, and nominate an Interclub Competition Coordinator to coordinate the club's total involvement in the

competition including attending the meeting referred to in 6.3.2, nominating the club and paying the nomination fee, communicating the details of the competition to all members, determining tactics with members to maximize the club's chances of winning the competition, and representing the club at the weigh-in.

#### 6.4 **Midmonth Social Fishing Trips**

6.4.2 One trip per month is scheduled when the weather conditions and tides are suitable, to a venue in Hervey Bay waters, the Mary River or the Susan River.

6.4.3 All members are invited to participate, and we travel to and from the venue together.

6.4.4 After the trip, participants meet at the Club Shed for a bbq sausage sizzle.

6.4.5 Fish caught at social or other non competition fish meets do count towards species trophies **but not annual competition.**

#### 6.5 **Barra and Salmon Fishing Competition**

6.5.2 This event shall only be organized when a subcommittee of interested members can be formed.

#### 6.6 **Fraser Coast Fishing Classic**

6.6.2 The club shall participate in the event when it is up and running sometime in the future.

## 7 **Social Events**

### **7.1 Annual Club Trip Away**

7.1.1 A subcommittee shall be formed to organize an annual trip away over a suitable weekend.

7.1.2 When financially viable, the club shall subsidize members' food and/or accommodation cost, as determined by the management committee.

### **7.2 Fishing Classic**

7.2.1 Fishing Classic shall be conducted in addition to and during the July Fish Meet. Refer to Fishing Classic in Addendum for details.

### **7.3 Annual Trophy Presentation Night**

7.3.1 Refer to Fishing Competition Rules in Addendum

### **7.4 Other Social Nights**

7.4.1 When financially viable, the management committee shall organise other social events (e.g. Pizza Night) during the year, the cost of which shall be subsidised by the club.

## **8 Fundraising**

### **8.1 Availability of Members to help**

8.1.1 All members are to make themselves available to contribute towards fundraising for the club.

### **8.2 Monthly Chook Raffle**

8.2.1 A monthly chook raffle will be held on the 2<sup>nd</sup> Friday each month (excluding January) at the RHPA hall.

### **8.3 Meat Tray Raffle at Fish Meets**

8.3.1 Held on a Sunday afternoon from 2pm at Fish Meets.

### **8.4 Containers For Change**

8.4.1 Members are encouraged to leave eligible containers in the trailer in the club shed to be forwarded to local depot of Qld Government recycling scheme as a fundraiser.

### **8.5 Club Ice Machine**

8.5.1 Ice shall be bagged and stored in large freezer for sale to members only for \$2 per bag, however, an allocation of 2 free bags per boat to members will be made for each monthly competition OR social fish meet.

## **9 Information Technology**

### **9.1 Webmaster**

9.1.1 A webmaster shall be appointed to coordinate the website and gmail.

### **9.2 Website**

9.2.1 The website shall be [riverheadsfishingclub.com.au](http://riverheadsfishingclub.com.au)

9.2.2 The website shall contain information about Club Contacts, Fish Meet Rules & Reports, Photo Galleries for Fish Meets and Photo Competition, Interclub Competition, Local Tides and Meeting Minutes.

9.2.3 The website domain name shall be renewed for periods of five (5) years with HostGator.com, a payment for which is required.

### **9.3 Gmail**

9.3.1 The club gmail address shall be [riverheadsfishingclub@gmail.com](mailto:riverheadsfishingclub@gmail.com).

9.3.2 The management committee shall have sole access to the gmail site via a password.

### **9.4 Newsletter Editor**

9.4.1 A newsletter editor shall be appointed to produce an article for inclusion in the RHPA monthly newsletter.

## **10 Code of Conduct**

- 10.1. Build up the club: do not destroy it. Have fun and enjoy it.
- 10.2. Treat all members with respect, decency and dignity.
- 10.3. At club activities, avoid inappropriate behavior that may abuse, intimidate, harass or upset anyone.

## **11 Termination of Membership**

- 11.1. The management committee shall be guided by the Constitution - refer to Sections 10 (3), 10 (4) and 10 (5) – to resolve any non-compliance with these by- laws that may result in membership termination.

Current as at 01.01.2023.