

THE BRITISH KOI KEEPERS SOCIETY

RULES 2016

ISSUE X.II



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Amendment of Rules

These Rules are as revised on 8th May 2016 to include items approved at 24th April 2016 Annual General Meetings of THE SOCIETY and shall be numbered as ISSUE X.II. A further issue may be distributed at the discretion of the Committee. From time to time and subsequent upon approval at an Annual General Meeting or an Extraordinary General Meeting an amendment may be distributed. The amendment may be hand written or printed paper, as considered appropriate, the insertion of the amendment shall be recorded by the owner of the Rule Book in the space provided at the front of the book. It is in the interest of the Member and their sole responsibility to maintain the Rule Book in its current form. Such amendments shall require a simple majority of the Full Members present at an Annual General Meeting or Extraordinary General Meeting.

Please note that Rules (or Appendix) marked * should be read in conjunction with the 2016 BKKS Standing Orders

1. Name

THE SOCIETY shall be called " The British Koi-Keepers' Society" and may be affiliated to relevant National organisations

2. Definitions

- a. In these rules:-
 - i. "THE SOCIETY" means The British Koi-Keepers' Society
 - ii. "The Chairman", "the General Secretary" and "the Treasurer" means respectively the Chairman, the General Secretary and the Treasurer of THE SOCIETY
 - iii. "The Committee" means the Committee of THE SOCIETY
 - iv. "Each year" means the period of time between the conclusion of one Annual General Meeting and the conclusion of the next following Annual General Meeting
 - v. "These Rules" mean the Rules of THE SOCIETY
 - vi. The singular includes the plural and vice versa, and words in the masculine gender include the feminine and vice versa
 - vii. The Committee may publish standing orders from time to time, to assist in the efficient administration of THE SOCIETY under these Rules. The Committee shall review these Standing Orders annually to ascertain their current status, and determine whether such Standing Orders should be submitted to the A.G.M. for approval and incorporation into the Rule Book
- b. The Committee shall be the sole authority for the interpretation of these Rules and of any sub-rules allowable hereof; and the decisions of the Committee upon any question of interpretation or upon any matter affecting THE SOCIETY and not provided for by these Rules or any sub-rules made hereunder, shall be final and binding on the Members

3. Aims

The aims of THE SOCIETY shall be for the mutual benefit of Members interested in all aspects of keeping Nishikigoi, the fancy variety of Cyprinus Carpio commonly known as Koi, and to disseminate knowledge, to promote a spirit of fellowship, to develop social and cultural activities and any other related activities from time to time approved by the Committee including the holding of an Annual Open Show.

Membership

4. General & Membership Year

- a. Membership shall be:-
 - i. Open to all persons who are in agreement with the Aims and Rules of THE SOCIETY
 - ii. Applied for in such form of application as the Committee may from time to time decide
 - iii. Divided into Full Members, Honorary Members, and Trade Members

- iv. Subject to approval by the Committee at its next following meeting and no reason need be given for the classification or rejection of any applicant
- b. Members shall notify the Membership Secretary of:-
 - i. Any change from Full membership to Trade membership or vice versa
 - ii. Their change of address
 - iii. Which Section or Sections they belong to if any, and if more than one section which section is their nominated main section
- c. No Member or any other person shall seem to represent or act on behalf of THE SOCIETY unless duly authorised by the Committee or a General Meeting of THE SOCIETY
- d. The membership year of THE SOCIETY shall be from the beginning of the month a member first pays his/her subscription

5. Full Members

- a. Full Membership shall be:-
 - i. Individual Members
 - ii. Joint Members - 2 named people residing at the same address
 - iii. Honorary Life Members
- b. Each Full Member shall be entitled to take part in all activities
- c. For the purpose of voting only 1 vote is allowed per Membership number

6. Honorary Members & Honorary Society Members

- a. Honorary Society Membership shall be for a period of five years. After five years the Committee should review the Honorary Society Membership for each individual. If they are still active in THE SOCIETY it can be proposed at the AGM that the member has their Honorary Society Membership continued and be reviewed for a further five years.
- b. Honorary Members shall be nominated on a resolution of the Committee for election at the discretion of Full Members attending the next following Annual General meeting and may be any noteworthy person outside THE SOCIETY provided it is known that such person is willing to accept Honorary membership in accordance with these Rules. Honorary Members shall be elected for a period of one year and shall be entitled to participate in the social activities of THE SOCIETY but shall not be entitled to hold any office or vote

7. Trade Members

- a. Trade Members shall consist of those persons who have a business interest in the sale of Koi or related goods on a regular and frequent basis and shall extend to all members of the household
- b. Trade members of THE SOCIETY shall have the same entitlements as Full members, but with the following exceptions:-
 - i. Trade members may only hold one Officer position on THE SOCIETY Committee except that of Chairman (i.e. General Secretary or Treasurer)
 - ii. Trade members may only hold one Officer position in a Section except that of Chairman (i.e. General Secretary or Treasurer)
 - iii. Rule removed at 2015/16 AGM
 - iv. Trade members may only hold one Officer position on any Society Sub Committee including that of Chairman (Show, JSC or HSC)
- c. Failure to disclose such business interest disqualifies the member from membership of THE SOCIETY
- d. Failure to either disclose a conflict of interest, or to abstain from a vote where disclosure would break a confidence, disqualifies the member from membership of THE SOCIETY

8. Cessation of Membership

- a. A Member shall cease to be a Member:-
 - i. By failing to pay a subscription when due
 - ii. On delivery to the General Secretary of a written resignation and the surrender of his membership card if not time elapsed
 - iii. On expulsion from THE SOCIETY
- b. A Member whose membership may cease for any reason shall be liable for:-
 - i. Any payment due up to the time of ceasing to be a Member and shall not be entitled to any refund of subscription
 - ii. Immediately giving up to the General Secretary or as directed, any or all property of THE SOCIETY in his possession or care, and shall not be entitled to any refund of subscription

9. Guests & Visitors

- a. No person shall be allowed as a guest or visitor at any meeting or activity of THE SOCIETY:-
 - i. Who has been refused membership, or who has been suspended or expelled from membership

- ii. Whose conduct or presence is considered by the Committee to be objectionable or prejudicial to the interests of THE SOCIETY
- b. A Full Member may otherwise introduce a guest to General meetings of THE SOCIETY subject to the approval of the Chairman. No guest shall:-
 - i. Be admitted to more than one meeting in each year
 - ii. Actively participate in the business of the meeting
- c. The Member responsible for the guest shall pay any charge due for the occasion or as may be decided by the Committee

10. Suspension & Expulsion

- a. If the conduct of a member renders his presence at any meeting or activity of THE SOCIETY undesirable, then the Chairman of the meeting or the Member responsible for the activity shall ask the Member to leave and such cases shall be reported to the General Secretary for direction at the next Committee meeting
- b. The Committee may, on the affirmative vote of not less than two-thirds of Members present, warn, suspend or expel any Member who breaks any of these Rules or whose conduct may be considered to render him unsuitable for membership. Before doing so the Committee must instruct the General Secretary to provide the Member with written details of the complaints or allegations made against him/her in order that the member may be given the opportunity to submit any defence that may exist, prior to any decision being made to suspend or expel by the Committee
- c. The Member shall be notified in writing by the General Secretary and given the right of appeal by his attendance for his sole purpose only at the next following Committee Meeting, and ultimately at the next following Annual General meeting of THE SOCIETY

Constitution

11. General

THE SOCIETY shall consist of Officers, Committee Members and individual Members, all of whom must be duly registered by the Membership Secretary

The Officers shall be:-

- i. The Chairman
- ii. The General Secretary
- iii. The Treasurer

12. Election & Retirement of Officer's & Committee Members

- a. The election, or confirmation of the election of Officers and Council Members, from among the Full members of THE SOCIETY, shall take place at the Annual General Meeting (AGM)
 - i. The term of office for any Society officer shall be three years, with only one officer post being elected in each year. An officer who is co-opted to fill a post that has been vacated early shall assume the position for the duration of the existing term, subject to ratification at the following AGM. Committee members elected to a position shall serve for a period of two years. Committee members and officers may stand for re-election at the end of their term
- b. A President may from time to time be elected on the nomination from Committee at the Annual General Meeting and shall be an ex-officio Member of the Committee. The term of President shall be for two years, upon which it will be subject to re-election on an annual basis
- c. The retiring persons shall retain office until the close of the meeting at which they retire and shall be eligible for re-election. In the event that any retiring person is not re-elected for any reason it shall be incumbent on the retiring person while a Member of THE SOCIETY that a handing-over period, not exceeding one calendar month, of duties and office effects to any duly elected person may be required
- d. Nominations for the election of Officers and Committee Members shall be:-
 - i. On a resolution of the Committee or the National Committee
 - ii. By Full Members, duly seconded and signed by the person nominated to indicate his willingness to accept the office if elected. The General Secretary must receive such a form of nomination before the publicised deadline. The nominee may only withdraw such nominations if written notice is given to the General Secretary 48 hours before the vote takes place. A list of nominations will be provided as part of the voting system
 - iii. Failing a nomination being duly received in accordance with either (i) or (ii) above, or following the withdrawal of a nomination, then nominations may be accepted from the floor provided that they are duly proposed and seconded

13. Resignation/ Sabbatical of Officers& Committee Members

- a. Any Officer or Committee Member, other than the General Secretary, may resign by giving written notice to the General Secretary of his wish to resign
- b. The General Secretary may resign by giving such notice to the Chairman
- c. Any Officer or Committee Member who resigns or ceases to be a Full member of THE SOCIETY for any reason shall immediately vacate his office and give up to the General Secretary or as directed, all papers, documents, books, money, goods and any other property of THE SOCIETY in his possession or care

- d. If an Officer or Committee Member shall die, resign, be removed or otherwise become incapable of acting, the Committee shall proceed to fill the vacancy from among its Members or any other Full Member and the person so appointed shall hold office until the next Annual General Meeting
- e. That during a term of office any member of the Committee, including Officers (Chairman; Secretary or Treasurer) may for personal reasons request a Sabbatical Leave of Absence, and that during such, the Committee member may still be consulted on matters relevant to their role, and participate in votes, if their personal circumstances allow. The decision to grant this lies with the Society Committee and is dependent on whether the duties/responsibilities can be undertaken by other Committee members during the period of absence. Only ONE OFFICER can be on Sabbatical leave at any time. The Society members are to be informed if Sabbatical leave is to be taken by a member of the Committee.

Management

14. The Committee

- a. The affairs of THE SOCIETY shall be managed by the Committee to whom the recommendations of any Sub-Committee formed hereunder shall be made
- b. The Committee shall consist of the Officers and other Members. In addition to the Officers, the Committee Members may be:-
 - i. The Membership Secretary
 - ii. The Magazine Coordinator
 - iii. The Webmaster
 - iv. The Public Relations Officer
 - v. Any other elected Members including a Vice Chairman as deemed necessary by Committee
 - vi. Any one Full Member of THE SOCIETY may be elected to fulfil more than one of the duties as listed for Committee Members
- c. The Committee shall be the sole negotiating body of THE SOCIETY and shall:-
 - i. Without restriction shall be responsible for the regular and financial business of THE SOCIETY
 - ii. May make, repeal or amend any Sub-Rule, Regulation or Standing Order, consistent with these Rules, whenever expedient for the proper administration of THE SOCIETY
 - iii. Shall be responsible to the Members of THE SOCIETY for:-
 - a. Carrying out the decisions of the Annual General Meeting
 - b. Taking any action considered necessary in the interests of THE SOCIETY

- iv. No Section or activity in the name of or representing THE SOCIETY in any way may commence or continue without the approval or continuing approval of the Committee
- v. May co-opt any additional Full Member of THE SOCIETY to serve on the Committee as necessary for a specific purpose
- vi. May invite or request any Member to attend or a Section of THE SOCIETY to be represented at a meeting in which case the person will not be entitled to vote
- vii. Shall meet not less than twice in each year

15. The National Committee

- a. The National Committee shall promote and deal with the affairs generally associated with the activities of sections and Members of THE SOCIETY as a whole, and shall make its recommendations to the Committee. No business may be transacted at any Meeting other than that specified in the notice or agenda as the case may be
- b. The National Committee shall consist of representatives as may attend from any number of the Sections of THE SOCIETY in conjunction with not less than the number of Committee Members necessary to form a quorum subject to Rule 26 for the transaction of any Committee business as may arise
- c. The Chairman of THE SOCIETY shall be the chairman of the National Committee, and its officers shall be those of the Committee
- d. The National Committee shall meet not less than twice in each year, and its place of meeting shall be financed by the authority of the Committee
- e. Each Section shall be entitled to appoint a representative from among its Full Members to attend the meetings of the National Committee. Such representatives must be fully briefed on any matter they may raise and authorised to act on behalf of their Section Members.
- f. Rule removed at 2012 AGM
- g. Any Member of THE SOCIETY whether represented by a Section or not, may make application to address the National Committee for a specified purpose duly notified to and accepted by the General Secretary for discussion, and such Member shall be entitled to vote

16. The National Show Committee

- a. The National Show Committee shall consist of a Chairman, a Treasurer (this would normally be the SOCIETY's Treasurer or a Treasurer approved by the BKKS Committee in agreement with the SOCIETY's Treasurer), and a minimum of 4 other Full Members of the SOCIETY, from whose number the Chairman shall be elected and ratified by the BKKS Committee

- b. The Show Treasurer will be responsible for ensuring the Show Committee work to the proposed budget and reporting to THE SOCIETY Treasurer. THE SOCIETY Treasurer will be responsible for making all payments. The Show Treasurer and Society Treasurer may be the same person
- h. Any other Member of THE SOCIETY may be co-opted as a non-voting consultant, advisor or assistant in connection with the Show but shall have no rights or entitlements except as may be proposed by the Show Committee and approved by the Committee pursuant to these Rules
- i. An appointed representative of the Show Committee shall, at the request of the Committee, attend the meetings of the Committee and the National Committee as an ex-officio Member. The representative will submit a Report for all meetings of the Committee and the National Committee, irrespective of attendance. The function of the representative shall be one of close liaison with the Committee, to establish proper regulation of the Show and to ensure maximum promotion by all concerned. The representative shall also recommend the extent, if any, of the financial support to be authorised by the Committee. Show payment protocols should be defined by the Show Treasurer, and agreed by the SOCIETY Treasurer. These will be presented to the Committee for approval if the Show Treasurer is the Society Treasurer.
- j. The National Show Committee shall provide the Minutes Secretary (if this position is vacant, the General Secretary) with a copy of the Minutes of each meeting, not later than 28 days from the date of each meeting
- k. In the event of a sub committee holding a two-day event, the chairman of that sub committee can apply for a discretionary payment to be made for overnight accommodation for any individual member where financial assistance is required
- g. The Treasurer of THE SOCIETY will annually prepare a show budget that identifies the SOCIETY's responsibilities for the National Show, which must be accepted by the Committee and the appointed Show Chairman.

17. The Judges & Standards Committee

The Judges and Standards Committee (JSC) shall be comprised of a Chairman and other qualified Members.

- a. The JSC shall comprise of qualified Members. The JSC committee shall elect a Chairman from within its number
- b. The JSC Committee shall promote and deal with all aspects of Judges, Judging Standards, and jointly with the Committee and the HSC the Show rules for Koi and any other directly related matter as may from time to time be determined for report to and consideration by the Committee

- c. An appointed representative of the JSC Committee shall, at the request of the Committee, attend the meetings of the Committee and the National Committee as an ex-officio Member. The function of the representative shall be one of close liaison with the Committee, and the representative will submit a Report for all meetings of the Committee and the National Committee, irrespective of attendance. The representative shall also recommend the extent, if any, of the financial support to be authorised by the Committee
- d. The Judges and Standards Committee shall provide the Minutes Secretary (if this position is vacant, the General Secretary) with a copy of the Minutes of each meeting, not later than 28 days from the date of each meeting
- e. Rule removed at 2007 AGM
- f. Rule removed 2013 - 14 AGM
- g. Rule removed at 2012 AGM

18. The Health and Standards Committee

The Health and Standards Committee (HSC) shall be comprised of a Chairperson and other qualified Members.

- a. The Health and Standards Committee shall be comprised of qualified Members. The HSC Committee shall elect a Chairperson from within its number
- b. The HSC Committee shall promote and deal with aspects of Koi Health and jointly with the Committee and the JSC the Show rules for Koi and any other directly related matter as may from time to time be determined for report to and consideration by the Committee
- c. An appointed representative of the HSC Committee shall, at the request of the Committee, attend the meetings of the Committee and the National Committee as an ex-officio Member. The function of the representative shall be one of close liaison with the Committee, and the representative will submit a Report for all meetings of the Committee and the National Committee, irrespective of attendance. The representative shall also recommend the extent, if any, of the financial support to be authorised by the Committee
- d. The Health and Standards Committee shall provide the Minutes Secretary (if this position is vacant, the General Secretary) with a copy of the Minutes of each meeting, not later than 28 days from the date of each meeting
- e. Rule removed at 2007 AGM
- f. Rule removed 2013 - 14 AGM

- g. Rule removed at 2012 AGM

19. Other Sub-Committees

- a. The Committee may set up any Sub Committee as necessary to consider and report on any matter relevant to THE SOCIETY and involving time or study beyond that possible in meetings
- b. Such Sub Committees may from time to time be nominated by the Committee, shall have their terms of reference clearly defined and consist of several Members
- c. All such Sub Committees shall be responsible to the Committee, and may not enter into any business or other obligation or act on behalf of THE SOCIETY unless authorised by the Committee
- d. All such Sub Committees shall provide the Minutes Secretary (if this position is vacant, the General Secretary) with a copy of the Minutes of each meeting, not later than 28 days from the date of each meeting
- e. Rule removed at 2007 AGM

20. Officer's & Committee Members

- a. The Chairman

The Chairman shall be responsible for the efficient management of the general affairs of THE SOCIETY and shall conduct and control the meetings of the Committee, the National Committee and all General Meetings of THE SOCIETY pursuant to these Rules. The Chairman shall have the right to be an ex-officio Member of any other Sub-Committee

- b. The General Secretary

The General Secretary shall be responsible to the Committee for the efficient administration of the affairs of THE SOCIETY and shall perform such other duties as the Committee may from time to time direct

- c. The Treasurer

- i. The Treasurer will administer the SOCIETY's accounts/funds through the process of Electronic Banking and from time to time obtain agreement from the Committee for any large expenditure/purchase
- ii. The Treasurer shall be responsible for keeping the Committee informed with the current status of THE SOCIETY's Finances on a bi-monthly basis

d. Committee Members

- i. Each Committee Member shall be responsible to the Committee for the duties as generally implied by the title of his appointment and shall perform such duties or any other duties as the Committee may from time to time decide
- ii. In the event of a meeting having no Chairman after 10 minutes from the start of that meeting then the Vice Chairman will perform the duties of Chairman for the duration of that meeting or as otherwise directed by the Committee

e. Computer Policy

All BKKS Committee Members and Officers using a BKKS supplied computer, or their own computer, in the course of doing business on behalf of the BKKS must abide by the BKKS computer use policy in addition to all other legal requirements. This policy is available on request from the General Secretary

Meetings

21. The Committee & The National Committee

- a. The regulations for the control of such meetings, other than indicated by these Rules, shall be in the form of Standing Orders. See Rule 2 (a) vii.
- b. If the Chairman is not present ten minutes after the time for holding such meeting and provided the meeting is otherwise properly constituted, the Vice Chairman will perform the duties of the Chairman. In the event of Chairman and Vice Chairman being unavailable, the Committee members present may elect one of their number to be chairman for that meeting and may then proceed to business
- c. In the event that a meeting cannot proceed to business for any reason, the meeting shall be re-convened within twenty-one days
- d. In agreement with the Officers of the Committee, a special meeting may be convened and at such meeting no other business than that specified in the notice may be transacted
- e. Rule removed at 2007 AGM

22. General Meetings

- a. An Annual General meeting of THE SOCIETY shall be held in each calendar year within three months after the Financial Year at such time and place as the Committee shall decide. The Committee may also decide to hold the meeting by way of an online ballot which may either replace or complement the physical meeting. The meeting shall be for the following purposes:-
 - i. To receive apologies for absence

- ii. The Minutes of the previous meeting will be completed and available within 3 months of the AGM. Copies will automatically be sent to members attending the AGM and nominated Section Representatives. Upon request to the General Secretary, a copy will be sent at least 14 days in advance of the following AGM by post (or valid email address) to any member. Copies will also be made available at the following AGM where the Chairman shall propose that they be accepted as read.
 - iii. Any matters arising from the Minutes other than specified in the Agenda
 - iv. To receive the report of the Chairman and/or Vice Chairman
 - v. To receive the report of the General Secretary with particular reference to any important correspondence
 - vi. To receive the report of the Treasurer and to approve the Independently Examined Balance Sheet and Accounts for the financial year ending the 31st January preceding the Annual General Meeting, and to approve the Subscriptions of Members proposed by the Treasurer for the next following Membership Year
 - vii. To appoint an INDEPENDENT EXAMINER
 - viii. To receive the report of the membership Secretary with particular reference to the meeting
 - ix. To receive the report of any Committee Member whose duty is pertinent to the meeting
 - x. To receive the report of any Sub Committee whose business is pertinent to the meeting
 - xi. To deal with any business that may be properly brought before the meeting by a notice specifying the nature of the business duly signed by the proposer and seconded and received by the General Secretary **thirty one** clear days before the meeting
 - xii. To elect, or to confirm the election of the Officers, Committee Members and any Honorary members and Honorary Life members
 - xiii. To receive and consider suggestions from the Members present that shall be brought to the attention of the Committee at its meetings
- f. Other than the Annual General Meeting, any General meeting to permit the transaction of business shall be called an Extraordinary General Meeting and shall be convened on a resolution of the Committee or within twenty-eight days of receipt by the General Secretary of a requisition specifying the nature and purpose of the meeting signed by not less than 350 or one twentieth whichever is the least of the current Full members of THE SOCIETY and provided that the number of signatories shall never be less than ten except for Rule 40

23. Notice of General Meetings

- a. Notice of an Annual General Meeting or Extraordinary General Meeting shall be published **on the Society website** specifying the place, the date and the hour, which should not be less than 14 days from the publication of such notice
- b. The notice of an Extraordinary General meeting shall in particular specify the exact nature and purpose of the business to be transacted

- c. No business may be transacted at any General Meeting other than that specified in the notice or agenda as the case may be

24. Procedure at General Meetings

- a. All Members in possession of a valid membership card may attend General Meetings in accordance with these Rules and such meetings shall be controlled by the Chairman in the exercise of his authority as accepted by common practice and general law
- b. The Chairman of THE SOCIETY shall be the Chairman of every General Meeting, or if absent twenty minutes after the hour fixed for holding the meeting the Officers may choose one of their number or a Committee Member to act as Chairman for that meeting. In the event of no such Officers being present, the Committee Members may choose one of their number, or failing them, the Full Members present may elect one of their number to the vacancy provided that the meeting is otherwise properly constituted
- c. Any resolution of either the Committee, the four Sub Committees named in these Rules, a Section as represented by its Section Committee, or a formal proposal on subscriptions by the Treasurer in his annual report shall not require to be seconded
- d. On a majority vote of the Full Members present, the Chairman may adjourn the meeting from time to time and from place to place as shall be agreed. No notice shall be given of an adjourned meeting, which may then only complete the business that might have been transacted at the meeting from which the adjournment took place, provided this is held within thirty days
- e. Once a General Meeting proceeds to business it shall not cease to be a valid meeting if any Members withdraw and the meeting shall continue, and in the case of an adjourned meeting with the same powers as the original meeting

25. Voting

- a. Voting at any meeting shall normally be on a show of hands or cards of those Full Members entitled to vote, and unless there is any doubt on the voting or understanding of the proposal, or a poll be demanded, the result shall be declared by the Chairman on the number of votes cast as follows:-
 - i. Annual General Meeting - a simple majority
 - ii. Extraordinary General Meeting – a simple majority except for the Rule - Dissolution of THE SOCIETY
 - iii. Committee Meeting - a simple majority except for the Rule 10(b)
 - iv. Sub-Committee Meeting - a simple majority
- b. Voting by proxy shall not be admissible

- c. Online and postal voting is admissible – the result shall be declared by the Chairman on a simple majority of respondents
- d. The Chairman of any meeting shall not have a vote unless there is an equality of votes in which case he shall be entitled to a casting vote

26. Quorum

- a. The number of Full Members who must be personally present at any meeting to permit the transaction of business shall be:-
 - i. Annual General Meeting not less than 30 Members
 - ii. Extraordinary General Meetings not less than 30 Members
 - iii. Committee Meeting not less than half the number of its Members
 - iv. National Committee Meetings **not less than** 3 SOCIETY Committee Members and 2 Section Representatives
 - v. Other Sub Committee Meetings not less than half the number of its Members except for a sub-committee of only two Members when they must both be present
- b. For Annual General Meetings and Extraordinary General Meetings as sub-rules (a) (i) and (ii) of this Rule and in the event that the number of Full Members falls below one-hundred the Committee may reduce the greater number of the bases for establishing quorums as they may determine but the quorums shall never be less than ten Full Members except for Rule 40
- c. If a quorum is not present at the start of a meeting, the Chairman must call for a vote amongst those present to decide if the meeting should continue. If the meeting is to go ahead a second vote must be taken as to whether there is sufficient attendance for rule change decisions to be made

Finance

27. Subscriptions

- a. The annual subscription for The Membership shall be determined from time to time at a General Meeting of THE SOCIETY
- b. The subscription shall be payable on application for membership and thereafter without demand shall be renewable at the rate determined by the Annual General Meeting for the next following membership year
- c. Any person applying to join THE SOCIETY during any membership year shall remit the full annual rate and shall be entitled to receive the publications of THE SOCIETY for one year from the time of paying their subscription

- d. Honorary Members and Honorary Life Members shall not be liable to pay any subscription.

28. Financial Year

The financial year of THE SOCIETY shall be from 1st February each year until the 31st January the following year, in line with VAT year

29. Funds

- a. The funds of THE SOCIETY shall be deposited in the name of THE SOCIETY at a Bank or otherwise securely invested as from time to time the Committee may authorise, and shall only be used in connection with the function and activities of THE SOCIETY
- b. The administration of the SOCIETY bank accounts/funds shall be undertaken by the Treasurer through the process of Electronic Banking. Transfers and such like items drawn on or against THE SOCIETY shall be dealt with approved by the Treasurer and to the extent as from time to time that it is appropriate and authorised by the Committee
- c. Any member who was/is bankrupt, makes any arrangement or composition with his/her creditors generally or has High Court or County Court judgements registered against them, is prohibited from being THE SOCIETY's Treasurer
- d. The borrowing of money either for the purposes of THE SOCIETY, or from THE SOCIETY for any private or commercial reasons, shall not be permissible
- e. An indemnity may be given to THE SOCIETY's bank by the officers of THE SOCIETY in order for THE SOCIETY to take Direct Debits from its members, and THE SOCIETY will in return indemnify the Officers for this liability

30. Expenses

- a. THE SOCIETY may pay reasonable office, travelling and other expenses or fees incurred by Officers, Committee Members, and Members of THE SOCIETY or any person duly authorised by the Committee
- b. Commensurate with THE SOCIETY funds, such expenditure and rates of allowance shall be determined by the Committee from time to time
 - i. Travel expenses shall be reviewed annually at THE SOCIETY's AGM. See Appendix A for the current limit and definition. Payment for air/train may be made in lieu of mileage, but should not exceed the claim for mileage should the journey have been by car

- ii. Refreshments to be paid for by THE SOCIETY at all Committee meetings and sub committee meetings and section shows, where the claimant is representing THE SOCIETY on the Committee's behalf and providing it is an all day meeting/event. No claim may be made where refreshments have been provided by either THE SOCIETY or the Section (or other third party) and excludes alcoholic beverages. See Appendix A for the current limit and definition.
 - iii. Hotel expenditure (including breakfast) will be paid on receipt of an invoice(s) for members attending an all day meeting for THE SOCIETY if their return mileage exceeds 300 miles. The hotel expenditure limit is to be reviewed annually at THE SOCIETY's AGM. See Appendix A for the current limit and definition.
 - iv. In the event of a Sub-Committee holding a two-day event, the Chairman of that Sub-Committee, on behalf of his members, can apply in advance to the Committee for overnight accommodation allowance (to include breakfast) up to the current limit, and on agreement by Committee overnight accommodation can then be paid on receipt of an invoice(s). See Appendix A for current limit and definition.
- c. All claims for expenses shall be submitted to the Treasurer who may require such information thereto as he may decide.
 - d. From 1st March 2014 travel and accommodation expenses for JSC/HSC attendance at Section events are paid by the Section. Bookings made using THE SOCIETY's systems, will be invoiced at THE SOCIETY's rates, as defined in Appendix A (Mileage will be at THE SOCIETY Rate without a Vat Receipt)
 - e. The limits specified in Appendix A shall be maximum limits, unless otherwise agreed in advance with the Society Treasurer, and members should use all reasonable means to limit their expenditure. In the case where the Society has arranged preferential rates with any Supplier then these rates shall supersede those in Appendix A as the maximum payable limits

31. Contractual Liability

The Committee may delegate its authority in writing to its Members for work to be done or for contracts to be placed with suppliers for and on behalf of THE SOCIETY. Such Members acting as agents of THE SOCIETY for this purpose shall be entitled to indemnity out of THE SOCIETY funds

Administration

32. Sections

- a. Any group of Full Members of THE SOCIETY who desire to work together in an area or locality to further the objects of THE SOCIETY shall be encouraged and may collectively become a Section of THE SOCIETY subject to approval of the Committee

- b. Each duly approved Section shall act in accordance with these Rules, and Sections shall be affiliated one with another and may merge for any purpose. The Committee may cease to recognise any Section
- c. Determination of criteria for Section status is stated in Appendix C. This criteria will be reviewed annually by the Committee, informed by discussions at a National Committee Meeting, and presented to the AGM.
- d. Any Full Member can apply to form a Section, by writing to the General Secretary, for approval by the Committee. The names and classification of membership as in Rules 5, 6 and 7 of the proposed Members and the proposed name of the Section, shall not assign any territorial rights of membership in an area or locality
- e. Rule removed at 2015/16 AGM
- f. Trade Members are only permitted to hold the Section Officer position of Treasurer or Secretary, not Chairman, and there may only be one Trade Member, at any time, within a Section's Officers.
- g. A Section Committee of its Full Members shall manage each Section and consisting of not less than a Chairman, a Secretary and a Treasurer elected from among its Members at its annual general meeting. The Section Committee shall be responsible for the conduct of the Section and for any property of THE SOCIETY in its care
- h. At least one Section Officer must be a Full Member of THE SOCIETY. Each Section shall also identify a Section Representative, in accordance with Rule 15.e. The Section Officer and Section Representative can be the same person. The Secretary of each Section shall notify the General Secretary of THE SOCIETY, the name(s) and BKKS membership number(s) of the Section Officer(s) and Section Representative as elected at its meetings.
- i. Each Section shall raise its own finances in support of its activities and be responsible for its own debts. The subscription due from the Section to maintain its status as such, shall be payable directly to THE SOCIETY vide these Rules. Payment for judges and health standard officers at section shows will be reviewed and agreed at THE SOCIETY's AGM. The current charges are shown at rules 17 f & g and 18 f & g.
- j. Reports of Section activities, notice of events and any other news shall be submitted as a contribution to the Magazine Collator of THE SOCIETY publication, also as appropriate to the General Secretary and the Committee Member for Public Relations, for publication by THE SOCIETY
- k. Each Section may adopt its own rules pursuant to these Rules, and subject to approval of the Committee shall be deemed to be sub-rules of these Rules. In the event of any conflict between these Rules and the rules of a Section these Rules shall prevail

- l. Matters of dispute within a Section that cannot be resolved shall be referred to the Committee for arbitration
- m. No Section as such shall have the power to secede from THE SOCIETY nor may any Section be dissolved except by a unanimous vote, or poll, of every Member of the Section and otherwise pursuant to these Rules
- n. With effect from 1st January, 2009 any BKKS Section holding or participating in a Show where Koi are being exhibited must have representatives of the JSC/HSC present and follow the Show Rules and Guidelines specified by THE SOCIETY. Photographic Shows are excluded. The HSC may, at their discretion, delegate their responsibility for the Koi Welfare Officer (KWO) role at a Section show to a competent person proposed by the Section
NB. A BKKS Section includes Clubs/Societies etc that have been formally accepted into THE SOCIETY.
- o. THE SOCIETY's non-electrical show equipment will be available for loan to Sections at the rates identified in Appendix B – Charges. This equipment will not be loaned to organisations that are not Sections.
Requests for equipment loans are made by completing the appropriate form, available from the Equipment Officer.
- p. Should a Section lose any or all of its Officers or SOCIETY Representative, the Section will be deemed to comply with these Rules during the period of time, agreed with the SOCIETY, that due process is taking place to elect a replacement or replacements within the Section

33. Publications

- a. Events of THE SOCIETY activities of Sections, articles by Members, any other news and the general dissemination of knowledge on Koi-Keeping shall be made available to Members on THE SOCIETY website
- b. One copy of THE SOCIETY Rules shall be issued to each new membership on first joining THE SOCIETY and to existing members on request and are available on the BKKS website
- c. Rule removed at 2012 AGM
- d. Rule removed at 2012 AGM
- e. The BKKS may from time to time make available interactive services to its members (and guests) by the mechanism of an Internet presence, web site, or other portal. People using these services agree to be bound by the Terms and Conditions of those services in addition to THE SOCIETY rules. These Terms and Conditions are available on request from the General Secretary

34. Membership Cards

- a. A Membership Card or other means of identity in such form as the Committee may from time to time decide shall be issued to every Full, Honorary Life, and Trade Member of THE SOCIETY and shall:-
 - i. Not be transferable
 - ii. Remain the property of THE SOCIETY
 - iii. Be produced upon request at any meeting or activity of THE SOCIETY and its Sections
 - iv. Be returned to the General Secretary on cessation of membership during a Membership Year
- b. In the event of the loss of a valid Membership Card a replacement card shall be issued on written application to the General Secretary and at such charge as the Committee may from time to time decide

35. Copyright

All written and published matter of THE SOCIETY, the artistic work of its badge and particularly that depicting an outline of Great Britain superimposed on the drawing of a fish and used for a variety of purposes, are the copyright of THE SOCIETY, and may not be reproduced without the express permission of the Committee

36. Trophies and Other Property

- a. THE SOCIETY trophies shall never become the absolute property of any Member or any other person unless provided by THE SOCIETY or otherwise donated for such special award
- b. The trophies and any other property of THE SOCIETY that has been either purchased or donated shall be held by the Chairman, the General Secretary and the Treasurer who shall be for all intents and purposes the legal owners of the trophies and such property shall be held in trust for THE SOCIETY

37. Personal Liability

- a. Neither THE SOCIETY nor any representative thereof shall be liable:-
 - i. For the actions of any Member
 - ii. To any Member or other person for the loss or damage of any property nor for any injury sustained while attending any meeting or other activities of THE SOCIETY
 - iii. THE SOCIETY may arrange such insurance as is deemed adequate to indemnify any of the Committee Members or the President personally against loss, damage, or liability incurred by THE SOCIETY in any way. The arrangement for this insurance shall be the joint responsibility of the General Secretary and the Treasurer

- b. In the event that the general public may attend a Show or any activity of THE SOCIETY a notice to disclaim such liability shall be prominently displayed on entrance or otherwise made known, and suitable third-party insurance to indemnify THE SOCIETY against any loss, damage, or injury to the general public shall be contracted by the Member responsible for the activity

38. Press

Members of the press shall not be allowed to attend any General Meeting of THE SOCIETY unless specifically invited by the Committee and any press reports or releases must be approved by the Committee

39. Discussions

No party political, racial, sectarian, religious or any matter likely to provoke a breach of the peace shall be raised or allowed at any meeting of THE SOCIETY

40. Dissolution of The Society

- a. THE SOCIETY may be dissolved at any time in the event that:-
 - i. The number of Full Members falls below ten
 - ii. THE SOCIETY funds become less than the equivalent amount of ten paid Full Memberships
 - iii. It is not practical to continue for any other reason

And the first resolution to affect dissolution shall be on the affirmative vote of not less than three-fourths of the number of the then Full Members personally present at an Extraordinary General Meeting convened for such specified purpose

- b. If the first resolution is in favour of dissolution, the Committee, or the remaining Officers as the case may be, shall conduct a referendum of all the then Full Members for reply within twenty-eight days of the post date, and if one third or more of the votes received are in favour of continuing THE SOCIETY, THE SOCIETY shall stay in existence
- c. If less than one third of the votes received support continuation, the Committee, or the remaining Officers as the case may be, shall immediately proceed to realise the assets of THE SOCIETY for cash, and after discharge of all liabilities, shall pay the resulting cash in equal proportion to the then Full Memberships or to relevant national organisations, charities or any combination of these as may be agreed by the then Members
- d. A final statement of THE SOCIETY accounts with all books and supporting documents shall be made available to the Independent Examiner last appointed, and upon completion of all payments of the resulting cash THE SOCIETY shall thereby be dissolved

Appendix A – Allowances

All claims to be supported by a Vat receipt(s) unless otherwise stated

<u>Description</u>	<u>Rate</u>
Mileage (without a fuel vat receipt)	Eighteen pence per mile
Mileage (with a fuel vat receipt)	Twenty pence per mile
Lunch (with a vat receipt if available)	Seven pounds fifty pence (maximum)
Hotel (including breakfast)	
- one person on official SOCIETY business	Fifty pounds
- two people (sharing) on official SOCIETY business	Sixty Five pounds

NB: breakfast may be on a separate receipt

Appendix B – Charges

<u>Description</u>	<u>Rate</u>
Loan on Non Electrical Show Equipment to Sections (as from 1st March 2014)	
1 to 20 Vats and/or Splash Screens	Fifty pounds
Each Additional Vat and/or Splash Screen	Five pounds
Equipment Officer mileage costs	At the SOCIETY Rate for Mileage without a Vat Receipt (see Appendix A - Allowances)
Fully Refundable Deposit upon return of Loaned Equipment in a Clean and Undamaged condition	Two Hundred pounds

Photographic Competitions which are requested through the BKKS JSC Allocations Officer

Photographic A

Photographs are sent to the judge and judged at his/her leisure. Results are sent by post or email to the Club and will be charged at the current rate as agreed at the Societies AGM.

<u>BKKS</u>	<u>Non BKKS</u>
Twenty Five Pounds	Fifty Pounds

Photographic B

Judges that are requested to attend Photographic Competitions in the UK will be charged at the current rate as agreed at the Societies AGM.

<u>BKKS</u>	<u>Non BKKS</u>
Twenty Five Pounds Plus Judges accommodation and expenses	Fifty Pounds Plus Judges accommodation and expenses

Appendix C – Section Criteria

Definition

See Administration Rule 32 Sections.

Any Koi club which complies with the SOCIETY Rules may submit a request to the General Secretary for consideration by the Committee. If approved by the Committee Section status will apply from the receipt of the annual fee.

Criteria

That from the last day of February 2016 the Annual fee for Clubs to be a section of the BKKS will be £200 with a discount for prompt payment of £50; this fee will be reviewed annually by the Committee, informed by discussions at a National Committee Meeting, and presented to the AGM.

For new Sections approved during the SOCIETY year, the fee to pay will be calculated by the SOCIETY Treasurer, proportional to the months remaining until the last day of February