

## **THE FLY DRESSERS' GUILD**

### **GUIDANCE NOTES FOR THE FORMATION OF A NEW BRANCH**

*(These guidelines can also be used to form a fly tying club not affiliated to the Guild. If it is the case that members of such a club subsequently wish to become affiliated to the Guild then the rules below must be applied. Non-affiliated clubs will always receive the blessing and, where possible, support and encouragement of the Guild.)*

#### **GENERAL**

- A. These notes have been prepared following the formation of a number of new Guild branches and distil the experience thus gained. They will not be a "fit" for all circumstances but the objective is to give some idea of the steps required when setting up a new Guild Branch.
- B. The purpose of the formation of a Guild Branch is, inter alia, to enable Guild Members living in the same area\district to meet together to discuss and interchange ideas on the art of fly dressing and its associated topics; to teach the novice fly dresser by calling upon the knowledge of the more experienced members; to draw new members into the Guild by presentation of an attractive Branch programme and by participation in local events e.g. Country Fairs, Craft Shows, etc. to demonstrate the art of fly dressing to the wider public.
- C. New Guild Branches are often based upon existing Fly Dressing Classes where there is an immediate prospect of recruitment to the Guild.
- D. A new Branch is normally viable only where ten or more Guild Members reside in an area that is not serviced by, or on the fringe of, an existing Branch.

#### **SUGGESTED STEPS BY "NOMINEE"**

- 1) Formally notify the Guild Secretary that as an existing Guild member you wish to act as instigator "Nominee" in forming a new Guild Branch. Give the proposed title and specific catchment area of the new Guild Branch.
- 2) Subject to the approval of the Guild Chairman and Membership Secretary, which will not be unreasonably withheld, any Guild member may volunteer to act as the "Nominee" and take the initiative in the formation of the new Guild Branch. There would be no obligation on the "Nominee" to become an officer of the Branch if or when formed.

- 3) The Guild Membership Secretary will also confirm with any existing Guild Branches in the areas adjacent to the proposed new Branch that there will be no detrimental effect on those Guild Branches' activities if a new Branch is formed.
- 4) Assuming no objections are received to the proposed new Branch the Membership Secretary will advise the "Nominee" and contact any existing Guild Members within the proposed catchment area by email, so that they may be asked if they wish to participate in the formation of the new Branch.

*Note: Data protection does not allow the distribution of addresses.*

- 5) Recruit prospective members locally, If requested the Guild will supply joining forms or they can be downloaded from the website [www.flydressersguild.org](http://www.flydressersguild.org).
- 6) Suggest a venue reasonably central to the proposed catchment area with a date for a preliminary meeting to discuss the viability of forming a new Guild Branch.

#### **PRELIMINARY MEETING**

- 7) If, at this meeting, a decision is taken to form a new Branch in accordance with the Guild Rules, proceed to adopt a constitution and rules for the new Branch.
- 8) Then elect a committee (with a suggested maximum of five persons) to run the affairs of the Branch initially.

*Notes:*

- *At the outset and until the Branch expands, a minimum of Secretary, Treasurer and a Chair are required.*
  - *The only persons eligible to vote in the elections and to become officers of the new Branch are current Guild members i.e. those who have paid the Guild subscription for the year. The "Nominee" should check that this is the case.*
- 9) Decide upon a venue for and the frequency of future meetings.
  - 10) Decide how the Branch is to be financed in order to pay for accommodation for meetings and fees for visiting speakers etc. For example this could be done by an annual Branch subscription, by payment for entry at each meeting and perhaps supplementing these by conducting raffles, Bring and Buy Sales etc. Note: As regards subscription rates, the Guild differentiates between Senior, and Junior members and it is suggested that branches do likewise.

- 11) Invite suggestions on the composition of the future programme for the new Branch, for consideration and action by the committee e.g. distribute a questionnaire (draft enclosed) listing possibilities, so that a gauge of the likely level of support for each activity can be made by the Branch Committee.
- 12) Fix a date and a venue for the Inaugural Meeting of the new Branch.

### **INAUGURAL MEETING**

- 13) Given adequate notice and where practicable one or more Executive Officers of the Guild will attend the Branch inaugural meeting, giving a short talk on Guild affairs and extending a formal welcome to the new Branch. This may not be practicable given your location but if at all possible, someone will attend.
- 14) Hopefully a well-publicised inaugural meeting will be attended by a large number of people so far unconnected with the Guild, who remain to be convinced of the Guild and its Branches' value to them. A short session of formal Branch business is suggested e.g. a report from the Branch committee on the future programme, followed by a first class speaker if available. Note: If payment is to be made to any guest speaker, the fees and terms under which they visit the Branch should be agreed at the time of booking is made and not left until the guest speaker's point of departure. This has happened to guest speakers on the Guild list in the past and naturally, has caused some embarrassment.
- 15) An adequate supply of Introductions and Application Forms should be available. (One branch expecting twelve at the Inaugural Meeting actually had to welcome forty-seven people!) so that the response can be gauged and the names and addresses entered on the Branch membership list. Completed forms with subscriptions should then be forwarded to the Membership Secretary for enrolment.

### **SUBSEQUENT TO INAUGURAL MEETING**

- 16) Formally report in writing (an email is sufficient) to the Hon. Secretary that the Branch has been formed for ratification at the next meeting of the Executive Committee. Complete a branch information form. This is to facilitate inter-communication within the Guild by its Executive Officers when arranging national events. Contact details for the branch together with details of meetings etc. will be placed on the FDG website. If any member of the committee does not wish their details to appear on the website please notify the secretary of this at the time of notifying changes. Data protection will apply and your details will be held securely by the Secretary and membership secretary only. Our Privacy notice is available on the website.

(PLEASE NOTIFY THE GENERAL SECRETARY OF ANY CHANGES IN BRANCH OFFICERS IMMEDIATELY)

17) Arrange a bank account for the branch.

18) Report information to the Editor of Flydresser magazine on Branch activities and your future programme for inclusion in the Flydresser. Our print deadlines are in the Flydresser.

### **ASSISTANCE AVAILABLE FROM THE NATIONAL GUILD**

19) The Guild logo is available from the Secretary and may be used on all branch letters and correspondence in conjunction with name of the branch.

20) Supplies of Guild literature are available from the secretary. Membership forms are available on the website and members can join directly through the website.

21) Copies of the Guild rules applicable to all individual and Branch Members are available from the Guild Secretary.

22) Assistance with regards to publicity in the local press, radio, etc. as required can be obtained from the Guild Secretary.

23) Names and addresses for the current Guild Executive Officers mentioned in these "Notes" are shown in the Flydresser. Note: In all cases please give sufficient time for a considered reply. For further details email [secretary@flydressersguild.org](mailto:secretary@flydressersguild.org).

Please note these are guidelines and the only real hard and fast rule to be an affiliated branch is that all members must join the FDG. Initially it may be easier to just form a tying group and gradually wean them into the Guild.

Our biggest selling point to encourage clubs to become branches is the insurance we offer to branches. Most venues insist on clubs holding their own 3<sup>rd</sup> party insurance. This usually costs around £250 to £350 per annum. The Guild holds a block policy and will cover any affiliated branch if they so desire free of charge provided that they comply with requirements above.

If you have any further questions don't hesitate to get in touch:

Chris Reeves

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