



**CONSTITUTION  
EXHIBITION RULES**

**EXHIBITION CLASSES  
JUDGING PROCEDURES**

**TECHNICAL INFORMATION**

**BOOKLET No: 5**

**9th Edition**

# CONSTITUTION, SHOW & GENERAL RULES & SPECIFIC INFORMATION

## COUNCIL

	President	
	Vice-Presidents – as may be elected	
	Chairman	
Vice Chairman		General Secretary
Treasurer		Trophy & Brooch Officer
Bulletin Editor		Judges & Standards Chairman
Multi-Media Officer		Web Master & PRO Officer

**THE ADDRESSES OF CURRENT COUNCIL OFFICERS ARE LISTED  
ON THE FBAS WEBSITE**

[www.fbas.co.uk](http://www.fbas.co.uk)

## FOREWORD

In 2008 the Book 5 (eighth edition) was updated, since then, there has been quite a few additions and alterations made at Assemblies and AGMs to the Constitution. A lot of the current rules remain but the Council thought it was time to update the book to bring it up to date, and thanks to Alan Stevens for his work in preparing this the ninth edition of Book 5. The Judges and Standards Committee under the Chairmanship of Chris Cheswright have made a few changes to the Show Section 3. Fighters (*Betta splendens*), have been taken out of Class E and given a new Class I. Les Pearce has done a lot of work in preparing new guides and drawings for this species. We have new guides on Pairs and Breeders and Guppies will no longer be judged for 'Size' but 'Characteristics', bringing them in line with Classes I,U and V. Exhibitors and Judges need to look at the Standards that are laid down. Thanks go to the many council members over the years for their work for to the Federation. Just a reminder that all Federation booklets are available on the Federation Website. [www.fbas.co.uk](http://www.fbas.co.uk) and are free to download and use.

Keith Cocker, Chairman

© FBAS 2019

# CONTENTS

CONSTITUTION.....	SECTION 1
AREA GROUP MANDATE.....	SECTION 2
FEDERATION SHOW RULES.....	SECTION 3
CLASS LETTERING SYSTEM.....	SECTION 4
AWARD CARD STAR RULES.....	SECTION 5
JUDGE GRADING & JUDGING PROCEDURES.....	SECTION 6
AREA JUDGES & SPEAKERS MANDATE.....	SECTION 7
BROOCH RULES.....	SECTION 8
TROPHY RULES.....	SECTION 9
FEDERATION TROPHY LIST.....	SECTION 10
AQUATALK HIRING CONDITIONS.....	SECTION 11
EXHIBIT POINTING SYSTEMS.....	SECTION 12
POINTING PRESENTATION.....	SECTION 13
POINTING & GENERAL GUIDANCE.....	SECTION 14
INFORMATION CONCERNING DEFRA, CITES & THE FEDERATION'S CODES OF PRACTICE.....	SECTION 15
THE FEDERATION'S WEBSITE	<a href="http://www.fbas.co.uk">www.fbas.co.uk</a>



# CONSTITUTION

**FEDERATION OF BRITISH AQUATIC SOCIETIES  
CONSTITUTION**

**1. INTERPRETATION**

Unless the context renders it otherwise, masculine includes feminine, singular includes plural.

**The Federation or FBAS:**

Means the Federation of British Aquatic Societies, herein called the Federation or FBAS.

**The President:**

Means the President of the Federation.

**The Chairman:**

Means the Chairman of the Federation.

**The General Secretary or GS:**

Means the General Secretary of the Federation.

**The Treasurer:**

Means the Treasurer of the Federation.

**The Council:**

Means the Council of the Federation.

**Affiliated Society:**

Means a Society affiliated to the Federation.

**General Standing Committee or GSC:**

Means a Committee set up by the Council other than a Technical Committee herein called a GSC.

**Technical Committee or TC:**

Means a Committee set up by the Council and designated by them as such herein called a TC.

**The Annual General Meeting or AGM:**

Means the Annual General Meeting of the Federation herein called the AGM.

**General Assembly:**

Means an assembly of delegates of Affiliated Societies.

**Area Group:**

Means a group of Affiliated Societies operating an Area Scheme approved the Council.

## **2. TITLE & COMPOSITION**

The organisation shall be known as the Federation of British Aquatic Societies, herein called the Federation or FBAS.

## **3. ORGANISATION**

The FBAS shall consist of Affiliated Societies who shall meet in General Assembly, and who may from time to time set up such Area Groups as is thought expedient.

## **4. AIMS & OBJECTS**

The aims and objects of the Federation shall be to maintain and extend the Federation. To promote the interests of the Affiliated Societies, to encourage the co-operation of Aquatic Societies and interests with the Federation at home or abroad.

## **5. MEMBERSHIP**

Membership shall be open to any aquatic Society of ten or more members, which shall hold at least four meetings a year. Where a Society is eligible in all other respects but has a membership of more than five but less than ten persons it may become affiliated by an acceptance vote at a General Assembly. The Council has the right to refuse membership to any Society applying to affiliate for the first time or to re-affiliate after a lapse of membership, if they believe this is not to be conducive of good order within the organisation.

## **6. MULTIPLE AFFILIATIONS**

To maintain good order and harmony within the Federation, Societies wishing to affiliate or re-affiliate to the Federation whilst being members of another aquatic organisation, may only do so if the other organisation(s) is recognised by the Council as being a bona fide organisation of Societies. If such an organisation is not recognised by the Council then their application will only be allowed if their membership of such an organisation is deemed by the Council not to be detrimental to the Federation.

## **7. SUBSCRIPTIONS & CENSUS**

Every Society affiliated to the FBAS shall upon joining and by the 1st January of each year send to the Treasurer a return on the prescribed form showing the number of its membership of the previous year together with the annual subscription in accordance with the current scale.

## **8. CESSATION OF AFFILIATION**

Any Society may resign from the Federation by sending to the GS a notice in writing stating their intention. Any affiliated Society whose membership falls below five persons or which holds less than four meetings in any one year or whose payment of monies due to the Federation is more than four months in arrears will cease to be affiliated. The Treasurer shall in writing call the attention of any Society more than two months in arrears to the provision of this Rule.

## **9. TERMINATION OF AFFILIATION**

The General Assembly may terminate the affiliation of any Society provided notice of intention has been published and included in the Agenda of that Assembly, providing that two thirds of the votes cast are in favour of such action. In the case of a Society attached to an Area Group the Federation shall first have regard to any representations made by that group. The subscription for the current year of any society whose membership is terminated in accordance with this rule shall be refunded, less any amount owing to the Federation for services rendered.

## **10. RE-AFFILIATION**

A Society, which has ceased to be a member of the Federation or whose membership has terminated and seeks re-affiliation shall be subject to Rule 5. Notwithstanding Rule 5, a Society whose affiliation has been terminated by a motion of a General Assembly or whose affiliation has ceased by being in arrears with the payment of monies due shall only become re-affiliated by a vote of a General Assembly. The affiliation fee shall be calculated from the previous 31st of December.

## **11. MEETINGS OF THE FEDERATION**

The Federation shall meet in General Assembly at least four times in a calendar year, such meetings being held in or about March, June, September and December respectively. The December meeting shall be the AGM when an election of officers and Council Members shall take place.

## **12. ASSEMBLY QUORUM**

Delegates of six Affiliated Societies shall form a General Assembly quorum.

## **13. ACCOUNTS OF THE FEDERATION**

An audited set of accounts shall be presented by the Treasurer to the AGM. The Treasurer will also make a statement as to the financial situation of the Federation at every General Assembly.

## **14. DELEGATES & VISITORS**

Every affiliated Society shall be entitled to send to the General Assemblies one Delegate as its representative with power to speak and vote. Society Members are welcome to attend. Only Delegates may vote.

## **15. DELEGATE CARDS**

Every Affiliated Society shall be issued with a Delegate Card, this is not valid unless endorsed by the Society; the Card must be held by the Society Delegate and shown if asked for by the Chairman. Only those holding current Delegates Cards shall be entitled to record a vote at an Assembly. The presence of a Society's Delegate Card at an Assembly will cause a Proxy Delegate Card issued to that Society to become void.

## **16. VOTING AT GENERAL ASSEMBLIES**

In every decision of a General Assembly every Affiliated Society shall be entitled to record one vote by sending to the Assembly a Delegate authorized for that purpose as provided in Rule 14. Societies unable to attend may appoint or apply to the Assembly to appoint a proxy Delegate to act on their behalf. The Chairman shall have a casting vote.

## **17. PRESIDENT**

The General Assembly may elect an Honorary President. Notwithstanding Rule 21. A President is elected for a term of three years and may be elected for a further term, but shall not serve more than two consecutive terms of office. The President will not assume the 'Chair' except for the purpose of electing a Chairman. The President is a full Council Member, and can attend such other General Standing or Technical Committees as invited to attend and can be appointed the Chairman of such Committees.

## **18. PRESIDENTIAL POWERS**

If called upon in writing by the President, who shall set out therein the reason for taking such action, The Council must suspend at once all business, including all expenditure and financial transactions as from the date the President's written motion is placed in the hands of the Chairman or GS. The GS will call an Extraordinary General Meeting (EGM) within three months, The GS to give four clear weeks notice in writing of The EGM to all Affiliated Societies. A General Assembly be used as the EGM, however the first matter to be dealt with and resolved will be the President's suspension of the business of the Federation and his reason for calling The EGM.

## **19. VICE-PRESIDENTS**

The General Assembly may elect from time to time and for such periods as it thinks fit Honorary Vice-Presidents. Unless a term is stated Vice-Presidents are elected for life. Vice-Presidents do not have the right to attend Council or Committee Meetings but may be invited to attend. The office of Vice-President does not carry a vote. A Vice-President may be elected to the office of President and on completion of the term(s) as President resumes his Vice-Presidency.

## **20. FEDERATION & COUNCIL OFFICERS**

The General Assembly shall elect the following Federation Officers: Chairman, Vice-chairman, General Secretary, Treasurer, and such other Council Officers necessary to fill the positions set out in Rule 44 and such others as it thinks fit. No Federation or Council Officer may be a member of another aquatic organisation, or multi-affiliated aquatic organisation except an Area Association or Specialist Society recognised by the Council as such.



## **21. COUNCIL**

The General Assembly shall elect a Council of which the President and the Officers as set out in Rule 44 shall be Members. The Chairman shall be the Chairman of the Council. A quorum shall be those holders of all filled offices attending the meeting, and must include a minimum of one Federation Officer. Where less than six Council Members are in attendance at a meeting if either the Chairman or any other member attending considers any matter before the Council to be of a controversial nature, notwithstanding the carrying of a resolution that the matter be put to the vote forthwith, voting will be deferred until the next Council Meeting and all Council Members given notice of the matter at issue in writing.

## **22. EX OFFICIO COUNCIL MEMBERS**

The immediate past Chairman of the Federation and all current recognised Area Group Chairmen shall be ex-officio members of the Council.

## **23. TENURE OF OFFICE**

Federation & Council Officers shall be members of an Affiliated Society. Federation & Council Officers shall hold office for a maximum of two years in accordance with Rule 44, terminating on 31st of December. They shall be eligible for re-election. One half of the Council retiring annually. The Vice-Chairman shall not be debarred from standing for the Office of Chairman merely because his term as Vice-Chairman has not expired. Where an Office of the Federation or a seat falls vacant on the Council before the expiration of the period for which the holder was elected, it shall be filled as a casual vacancy for the remainder of the period, by either election at a General Assembly or by the Council co-opting a person into the position whichever the Council considers appropriate.

## **24. VESTING OF POWERS**

The powers of the Federation shall be vested in the General Assembly. The Council shall be responsible for the day to day running of the Federation's affairs, for carrying out the decisions of the General Assembly, for making recommendations to be considered by the General Assembly and for such other actions as the consider necessary to maintain good order within the Federation. All such actions to be considered at the following General Assembly.

## **25. MEETINGS OF THE COUNCIL**

The Council shall meet monthly. The President, Chairman, Council Officers and such other persons who have either been co-opted or formally invited to attend Council shall be entitled to exercise a vote on all matters.

## **26. STANDING & TECHNICAL COMMITTEES**

The Council may set up such committees as it thinks fit and shall determine whether such Committees shall be General Standing or Technical Committees. The Council shall specify the terms of reference of each Committee and nominate the Chairman. All such Committees shall submit a monthly report and be accountable to the Council.

## **27. JUDGES & STANDARDS COMMITTEE**

The Council shall set up a Judges & Standards Committee consisting of Federation Judges under the Chairmanship of an 'A' Class Judge. The committee shall deal with all aspects concerning Judges & Speakers, Judging Standards, and Show Rules. This Committee will make monthly reports to the Council for them to make recommendations to the General Assembly. For the harmony of the Federation the Judges and Standards Committee will not be required to disclose its reason for refusing to grant Judge Grading or report on those failing upgrade tests.

## **28. EX OFFICIO COMMITTEE MEMBERSHIP**

The Chairman of the Council shall be an ex-officio member of all General Standing & Technical Committees but not the Judges & Standards Committee, unless the Chairman is also a Federation Judge.

## **29. TENURE OF OFFICE OF ALL COMMITTEES**

All Committees with the exception of the Judges & Standards Committee shall stand down on the 31st December. The Judges & Standards Committee shall stand down on the third Friday of January. The members of all Committees shall be eligible for re-appointment. At least one member of every Committee shall be a Council Member.

## **30. CO-OPTION**

The Council shall have the power to co-opt on to the Council without the approval of the General Assembly until the following AGM. Persons co-opted must then stand for election to the Council or stand down. The maximum period of co-option shall be one year in any five. A General Standing or Technical Committee may only co-opt with the approval of the Council.

## **31. AGENDA**

The GS shall send to the secretaries of each Affiliated Society at least six weeks before a General Assembly an Agenda showing the matters, which will be placed before that Assembly. Any matter for inclusion in the Agenda shall be submitted to the GS at least eight weeks before the relevant assembly.

## **32. NOMINATIONS**

Nominations for Officers of the Federation and Council Officers shall be sent to the GS in writing at least eight weeks before the AGM to be included in the Agenda. In the event of insufficient nominations to fill the vacant posts being received, then nominations will be accepted at the AGM. A Second for nominations will be accepted at the AGM.

### **33. CONDUCT OF ASSEMBLY & COUNCIL**

The Chairman shall conduct General Assemblies and Council Meetings in the manner in which he considers most expedient. In general he will follow the Rules of Procedure given in 'Guides to Public Meetings', but these Rules are to be used as guidance only and are not to be regarded as binding.

### **34. POWER TO DEFER VOTING**

Where the Chairman considers any matter before an Assembly to be of a controversial nature, notwithstanding the carrying of a resolution that the matter be put to the vote forthwith, he may defer voting until the next Assembly so that all affiliated Societies may fully examine the matter.

### **35. MATTERS OF URGENCY**

Where a delegate considers a matter to be urgent he shall be entitled to raise it as a matter of Any Other Business. The Chairman shall have regard to Rules 33 and 34 before putting the matter to a vote.

### **36. ALTERATIONS OF CONSTITUTION OR RULES**

Any proposal from a Society involving an alteration to the Federation's Constitution or Show Rules shall be placed on the Agenda of the next AGM to be voted upon at the following AGM. Amendments to such a motion will be acceptable at any General Assembly. The motion together with all the amendments will appear on all future Agendas until voting takes place. Alterations may be made to the Federation's Constitution on a motion brought forward by the Council without the one year delay. The motion must however appear on an Agenda of a General Assembly and appear in the Minutes prior to the AGM.

### **37. ALTERATIONS OF THE SHOW RULES**

Alterations may be made to the Federation's Show Rules and their associated Rules may, on a proposal, or motion, brought forward by the Judges and Standards Committee and having the support of the Council, be made at an AGM without the one year delay. The motion must appear on an Agenda of a General Assembly and appear in the Minutes prior to the AGM.

### **38. INTERPRETATION OF CONSTITUTION & RULES**

The ruling of the Chairman of the Assembly on the interpretation of the Constitution and Rules shall be final.

### **39. AREA GROUPS**

Where four or more Affiliated Societies desire to be recognised as an Area Group they shall apply to the Council. On approval by the Council and acceptance by the Societies of the Federation's Rules governing Area Groups, the application shall be ratified by the General Assembly

#### **40. AREA GROUP FINANCE**

An Area Group may, if it so wishes, apply to the Treasurer to collect the Area Group's fees at the same time as the Affiliation Fee is collected. The Group's fees will then be sent in bulk to the Group's Treasurer. Where an Area Group requires the Treasurer to collect its fees together with the Affiliation Fee the Group will inform the Treasurer in writing by the 1st December the amount of the Group fee for the following year.

#### **41. DUTIES OF AREA GROUPS**

An Area Group shall carry out the provisions of the Federation's Rules governing Area Groups

#### **42. RIGHTS OF SOCIETIES**

Affiliated Societies meeting within the confines of an Area Group shall be encouraged to join and participate in the Group's Activities. Notwithstanding the foregoing, the rights of any Affiliated Society to use the full Services of the Federation shall not be conditional on that Society being a member of an Area Group, nor shall it be incumbent on an Area Group to accept any Society into the Group.

#### **43. DUTIES OF AFFILIATED SOCIETIES**

Every Affiliated Society shall support the Federation to the best of its ability and observe the Constitution and Rules. A Society Delegate sent to a General Assembly shall be regarded as having executive powers for that Society for the period of that Assembly. An Affiliated Society shall consider all the Federation Rules with a view to putting them into effect. Where a Society, after due consideration, feels it is unable to accept a Rule, or any part of it, that Society shall inform the Council of its intentions and take no action to embarrass the Federation or any other Affiliated Society. Unless considered detrimental to, nothing in the Federation's Constitution or Rules shall prevent a Society from aiding, associating with, or joining with another Society or organisation not affiliated to the Federation.

#### **44. TERMS OF COUNCIL POSITIONS**

##### **Federation Officers:**

##### **Retire in even years**

Chairman  
Treasurer

##### **Retire in odd years**

Vice-Chairman  
General Secretary

##### **Council Officers:**

##### **Retire in even years**

Bulletin Editor  
Trophy/Brooch Officer

##### **Retire in odd years**

Multi-media Officer  
Web Master & P R Officer

**MANDATE GOVERNING AREA GROUPS & ASSOCIATIONS**

**INTERPRETATION:**

The interpretation is that for the Constitution with the following additions.

**AN AREA GROUP OR ASSOCIATION:**

Means an Area Group or Association of Affiliated Societies formed and being within the framework of the Constitution.

**THE JUDGES & STANDARDS COMMITTEE:**

Means the Judges & Standards Committee of the Federation herein referred to as the J&S.

**THE RULES:**

Means all the Rules and Regulations governing an Area Group Association within the Federation.

**APPLICATION OF CONSTITUTION:**

Where the Constitution is applied to an Area Group or Association the Interpretation of the Constitution will be amended to apply as follows:

Federation = Area      GS = Group Secretary  
Affiliated Society = Member Society

**1. TITLE & COMPOSITION**

The Organisation shall be known as  
the:.....

of the Federation of British Aquatic Societies Commonly as  
the:.....

**2. ORGANISATION**

The Area Group shall consist of those Affiliated Societies who wish to join together and meet within an area set down by the Council in agreement with the Area Group.

**3. AIMS & OBJECTS**

The aims and objects of an Area Group shall be to promote the interest of the member Societies at a local level, to add to their enjoyment of the hobby and to organise social and other activities within the framework of the Federation.

#### **4. MEMBERSHIP**

Membership of an Area Group shall be open to any aquatic Society affiliated to the Federation which holds its meetings within the boundaries of the Area Group. A record of the Group's membership shall be submitted annually to the Federation GS, additions and deletions to be notified within 28 days.

Any Society failing to remain affiliated to the Federation will automatically cease to remain a member of the Area Group

#### **5. NON-AFFILIATED MEMBERSHIP**

Aquatic Societies not affiliated to the Federation or disqualified from membership by Rule 5, of the Constitution, or a local section of a non-affiliated Specialist Society may become a member of an Area Group with the written agreement of the Council.

#### **6. SUBSCRIPTION**

On joining an Area Group a Society shall pay the current Area Group subscription in full. Subscriptions will then become due annually on the 1st January. The levy to be set at the Area Group's AGM.

#### **7. MEETINGS**

An Area Group shall meet in General Assembly at least four times in a year. The Area Group Committee shall meet as often as thought necessary. The last General Meeting of the year shall be the AGM, where an election of Group Officers and Committee Members shall take place.

#### **8. GROUP DELEGATES & VISITORS**

Rules 13, 14, 15 & 16 of the Constitution shall apply.

#### **9. AREA GROUP OFFICERS**

Rules 20, 21 & 22 of the Constitution shall apply.

#### **10. AGENDA**

Rule 31 of the Constitution shall apply.

#### **11. MINUTES**

The Secretary or an officer appointed for this purpose shall keep Minutes of the all Group and Committee Meetings. A copy of the Area Group's General Assembly Minutes will be sent to all Member Societies and a copy sent to the Federation's General Secretary.

#### **12. AREA GROUP ACCOUNTS**

The Area Group's accounts shall be kept in good order by the Treasurer and be audited annually. A statement of the Groups financial position shall be presented to every General Assembly and Committee Meeting. A copy of the audited accounts will be sent to all member Societies six weeks before the Group's AGM and a copy to the Federation's Treasurer.

#### **13. NOMINATIONS**

Rule 32 of the Constitution shall apply.

#### **14. POWER TO DEFER VOTING**

Rule 34 of the Constitution shall apply.

#### **15. INTERPRETATION**

The interpretation of the Federation's Constitution and all the associated Rules and Regulations is vested in the Chairman of the Federation and in no other.

#### **16. JUDGES AND SPEAKERS PANELS**

The Judges & Standards Committee, may with the authority of the Council, set up within or adjacent to an Area Group a Judges & Speakers Panel. Such a Panel will only be answerable to the J&S. The Panel will be set up in accordance with section five of the Constitution. The main task of the Judges & Speakers Panel will be the Training of Federation Judges and the promotion of Speakers, as well as the promotion of the Federation's Judging and Showing System. To this end only the Panel will afford its help to the Area Group.

#### **17. CODICILS & ALTERATIONS TO THE RULES**

Codicils to or any additions or amendments to these Rules may be agreed with the Council by the Area Group. These must be ratified by a Federation General Assembly, placed on the Area Group's Mandate in writing and dated, and be counter signed by both the Federation and Area Group Chairmen. All such alterations, additions or deletions may only be undertaken in common with all Federation Rules within the Constraints of the Constitution.