

Guidelines on how to establish a fly fishing club

by

The British Columbia Federation of Fly Fishers



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Introduction-Why form a fly fishing club

The British Columbia Federation of Fly Fishers (BCFFF) was formed in the early seventies by a few dedicated fly fishers, of whom some are still part of the BCFFF. Since those early years the BCFFF has grown from the original few to nearly 900 members. Most of the BCFFF members belong to clubs. The mission of the BCFFF is to promote the art and science of fly fishing, encourage and assist with the formation of fly fishing clubs and promote the conservation of the fishing environment in British Columbia.

This document is for those individuals interested in establishing a fly fishing club. Fly fishing clubs fulfill several needs and purposes. Within the realm of a club information on fly fishing is disseminated from those who are well versed and experienced fly fishers to those who are willing to learn. The interaction among fly fishers within a club can promote ethical angling practices and conservation of the fishing environment. Clubs contribute to conservation in many ways, from financial assistance to societies and organization that act directly in the fishing environment to emphasizing the importance of simple conservation activities such as catch and release and the use of barbless hooks.

Club activities

No fly fishing club can function without formally organized activities. These can take on the many forms: fly-tying nights; fish-outs; seminars by guest speakers; to raising funds for conservation or even getting their hands dirty in conservation activities.

Fly-tying nights

Fly-tying night is exactly what it implies. Here club members can practice or illustrate their expertise as fly tyers. This is an ideal environment to exchange fly-tying techniques and introduce new and potentially successful fly patterns to your fellow club members.

Fish-outs

Fish-outs are arguably the most fun activity within a club. Club members agree on a venue where they will wet a line together.

Club communication

News letters and websites

The purpose of news letters is to disseminate information to club members. Most clubs rely on this method of communication. However, some clubs have developed websites and use e-mail in addition to their newsletter to communicate information to their members.

Steps in establishing a fly fishing club

- 1. Contact interested people and agree on the time and place for the first meeting. During the first meeting strangers get to know each other and exchange contact information. During the first meeting a volunteer can act as a club coordinator until an executive committee is appointed. The BCFFF can advertise on their website contact information of people who would like to start a club. This will enable other interested individuals to contact others who want to start a club.*

2. *Decide on a name for your club. If the name is important and you do not want any others to use it then you should register it with the Provincial government. However, once you become registered under the Societies Act you need to do annual reporting to maintain the name to conform to the rules laid out under the Act.*
3. *Register your club name according to the Societies Act of British Columbia*
4. *After the initial meeting a club constitution (sample attached) should be drafted and mission outlined for the club. The purpose of this would be to ensure that all potential club members have intentions that are compatible with fellow club members.*

a. A club constitution is important since this will outline the following:

- i. Goal or mission of the club*
- ii. Activities and how often are these activities performed*
- iii. How is the club executive formed*
- iv. How long can a club member serve on the executive*
- v. How is club membership awarded*
- vi. What is the membership fee if any*
- vii. Purpose of membership fees*

b. The club mission statement indicates the intent and objectives the club wants to achieve.

An example.

The mission of the XY Fly Fishing Club is to promote the sport of fly fishing and to support conservation of the fishing environment in British Columbia.

5. *Establish an executive committee that will ensure leadership within the club. The executive will usually consist of a president, vice-president, secretary and treasurer.*
6. *Decide on regular club meetings and fish-outs.*

7. *Decide on whether or not to join the BCFFF as a club.*

8. *Have fun!!*

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[CLUB NAME]

CONSTITUTION

1. The name of the Society is “[Club Name]”.

2. The objects of the Society are:
 - (a) To practice, to further and to promote fly fishing.
 - (b) To further fish propagation, research and conservation.
 - (c) Support and encourage the assignment of lake and stream waters to the
practice of fly fishing.

3. The operations of the Society are to be chiefly carried on in the city of [town], in the province of British Columbia.

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[CLUB NAME]

BY-LAWS

Interpretation

"Society" will mean the **[Club Name]**.

"Member" will mean the members of the Society duly appointed under the By-Laws of the Society Act.

"Director" will mean a Director as referred to in the Society Act.

Membership

1. Members of the Society will be subscribers to the Constitution and the By-Laws, and will include every person who becomes an ordinary member, associate member, honorary member, or any other class of member, by whatever name called.
2. Persons **[add age restriction if desired]** years of age and over who are willing to abide by the Constitution and By-Laws of the Society will be eligible for membership in the Society.
3. There will be **[insert number]** classes of membership in the Society, namely, ordinary member, associate member, and honorary member.
 - (a) The **ordinary members** will be entitled to one vote per member at all meetings of members of the Society. They will be entitled to participate equally in any distribution of the property of the Society upon dissolution of the Society, and they will pay such annual membership dues as may be recommended from time to time by the Directors of the Society and approved by a regular meeting of the Society.
 - (b) The **associate members** will ordinarily be limited to past ordinary members who have been in good standing for a minimum of thirty-six months and who can no longer be active by virtue of physical disability or geographic location (i.e. live more than 100 kilometres from the city). They will not be entitled to

vote at, but will be entitled to notice of, and to attend, meetings of the members of the Society. They will not participate in any distribution of the property of the Society upon dissolution of the Society, and they will be required to pay such annual membership dues as may be recommended from time to time by the Directors of the Society and approved by a regular meeting of the Society. Associate members may be accepted by a simple majority vote of the Directors of the Society.

- (c) The **honorary members** will be limited to those select, outstanding individuals to whom the Society wishes to provide recognition in respect to valuable contributions to fly fishing or to the Society. Nominees must be sponsored by two (2) ordinary members or honorary members who have been members in good standing for not less than sixty months.
4. The requirements for ordinary membership in the Society will be a demonstrated proficiency as a fly fisher and active participation in fly fishing and the activities of the Society. (Ordinary membership in the Society shall be limited to **[delete (bracketed) sentence or inset number if it is the club's desire to have limited membership]** in number, subject to temporary membership numbers above that amount when such temporary extension shall be accepted by the Directors of the Society for good and valid reasons.)
5. All applicants for ordinary membership will be sponsored by two (2) ordinary or honorary members who have been members in good standing for not less than thirty-six months.
 - (a) Any member wishing to sponsor an applicant will review the applicant's qualifications with the Directors of the Society prior to initiating the necessary membership forms.
 - (b) Any member wishing to sponsor an applicant as a friend of the club must furnish to the Directors of the Society a written resume of the personal contributions of their proposed applicant to the sport of fly fishing. The resume must be in sufficient detail and the contributions of significant benefit to our sport to allow the Directors to consider the application.
 - (c) Applicants may not be presented for sponsorship until they have attended at least six (6) activities of the Society. Their application must be processed not later than six (6) months subsequent to receipt, provided that such applicants have attended a further two (2) activities during this six (6) month period and that the application has been accompanied by one-half the annual membership fee (or one-half the initiation fee if one has been approved) as an application fee. Said application fee will be refunded to unsuccessful applicants, whereas the application fee for successful applicants will be applied to the required current initiation and/or annual membership fee.
 - (d) A call for a written vote on standing applicants will be made by the Directors of the Society. Said call must be in writing to all ordinary members and honorary members and will be for a full meeting of ordinary members and honorary members, with no applicants present, at which the sponsors will be called upon

for a discussion of the prospective member's qualifications followed by a formal written vote.

- (e) Said vote will be by written ballot of all regular members and life honorary members attending the meeting, or by written proxy. The Secretary of the Society or, if one is appointed, the Membership Chairman and an appointed Director will be charged with making a confidential count of the vote. Election to the Society as an ordinary member or as a friend of the club will require a positive vote of eighty percent (80%) of those members who return a ballot on said applicant. The Secretary, or if one is appointed, the Membership Chairman, will inform all applicants of the results of the election within two weeks of the completion of the election and will direct the Treasurer of the Society regarding the proper collection or refunding of fees. There will be no appeal or reconsideration of any unsuccessful application, and no one may be placed in nomination again for at least two (2) calendar years after his application has been rejected.
6. Ordinary members will be deemed to be in good standing when they have paid their initiation fee (if applicable), their current annual membership fee, have attended a minimum of four (4) Society functions during the preceding twelve (12) months and have attended either a minimum of one Society outing in the preceding twelve (12) months or have presented demonstrable evidence of fly fishing activity during that period.
7. Associate members and friends of the club will be deemed to be in good standing when they have paid their current annual membership fee.
8. Honorary members may be accepted by a simple majority vote of the Directors of the Society.
9. Individuals who are past ordinary members or current associate members who wish to return to ordinary member status may be re-instated upon receipt of a written request duly approved by a simple majority vote of the Directors in a duly constituted meeting.
10. An initiation fee for newly elected ordinary members may be introduced, and in such amounts as may from time to time be approved, if recommended by the duly elected Directors of the Society and approved at a regular meeting by a quorum of members of the Society.
11. The annual membership fee for ordinary members, associate members and for friends of the club will be recommended by the duly elected Directors of the Society and approved by a regular meeting of the Society (new members who are accepted after July 1st of any year shall pay one-half such annual membership fee). The Treasurer of the Society will notify the members of the annual membership fee which shall be due January 1 each year. Members who have not paid the current annual membership fee by January 31 will receive an overdue notice. Those who do not pay by February 28 will be in default and shall automatically cease to be a member of the Society. They shall be stricken from the membership list and shall be so notified by the Secretary or, if one is appointed, the Membership Chairman, via certified mail. Any such member may, on payment of all unpaid fees and on payment of the further sum of twenty-five percent (25%) of the annual membership fee, be reinstated within the fiscal year.

12. Any member who desires to withdraw from membership in the Society may notify the Board of Directors in writing to that effect and upon receipt by the Board of Directors of such notice the member will cease to be a member. A member shall remain liable for payment of any assessment or other sum levied or which became payable by him to the Society prior to acceptance of his resignation.
13. A member may lose his good standing by failure to pay the required annual membership fee, knowingly breaking the British Columbia Sport Fishing Regulations, conducting himself in a manner unbecoming a sportsman, or flagrantly disregarding the Society's Constitution or By-Laws.
14. After at least one written warning, the Directors will have the power, by a vote of seventy-five percent (75%) of those present at a duly announced Directors' meeting, to expel or suspend any member whose conduct has been determined by the Directors to be improper, unbecoming, or likely to endanger the interests or reputation of the Society, or who wilfully commits a breach of the Constitution or By-Laws of the Society. One month's written notice must be given to any member of the intention of the Directors to consider his suspension or expulsion. He will have the right to appeal the decision of the Directorate by direct meeting with them within thirty (30) days. There will be no further appeal of the decision of the Directors.

Meetings

15. Fifteen (15) members in good standing of the Society present in person or by written proxy will form a quorum for any duly announced meeting.
16. The first Annual General meeting of the members of the Society will be held not more than fifteen (15) months after the date of incorporation, and after that an Annual General meeting of the Society will be held at least once in every calendar year and not more than fifteen (15) months after the adjournment of the previous annual meeting. Fourteen (14) days notice of such meeting will be mailed or handed to all members by the Secretary of the Society.
17. The President of the Society will preside over all meetings as Chairman. In the absence of the President, the Vice President will preside as Chairman, and the right to preside will then pass to the Secretary and then to the Treasurer. In the absence of said officers, the majority of the members present will elect a Chairman.
18. Upon fourteen days notice by the Secretary to all members of the Society at the request of the President, Vice-President or any ten percent (10%) of the members of the Society other than the President, an ordinary meeting of the Society may be held.
19. Notices for any meetings of the Society will designate the time, date, place and general purpose of the meeting.
20. At the Annual General meeting of the Society, the order of business will be as follows:
 - (a) meeting called to order;
 - (b) Minutes of the previous meeting;
 - (c) business arising out of the Minutes;

- (d) Treasurer's report;
 - (e) correspondence;
 - (f) election of officers;
 - (g) general business and matters of the Society;
 - (h) new business.
21. At any meeting of the Society a resolution put to the vote of the meeting will be decided upon by a show of hands unless any two persons entitled to vote thereon request a secret ballot. A declaration by the Chairman that such a resolution has been carried, or defeated, and an entry to that effect in the Minute Book of the Society, will be conclusive evidence of the fact thereof.
22. If a secret ballot is requested pursuant to by-law 21, it will be taken in such manner as the Chairman may direct.
23. Any member entitled to vote on any resolution may vote by written proxy.
- (a) Written proxies must bear the member's signature and must be properly witnessed as to the authenticity of the signature.
 - (b) Any member may bear written proxies, not to exceed five (5) in number for a specific meeting. There will be no limit to the number of written proxies borne by an officer of the Society.
 - (c) The written proxy will identify the specific meeting for which it is to apply, the name or position of the bearer, the name and signature of the member authorising the proxy, the name and signature of the witness and any special instructions as to the application of the proxy, if applicable.
24. A resolution duly passed by a seventy-five percent (75%) majority of the members entitled to vote, who are present in person or by proxy at an ordinary meeting of which notice specifying the intention to propose the resolution as a "special resolution" has been fully given, will be known as a Special Resolution, and a copy of such resolution will be filed in duplicate with the Registrar of Companies for British Columbia by the Secretary of the Society and the Secretary will receive from the Registrar a certified copy of such resolution to be placed in the Minute Book of the Society.
25. No business will be transacted at any meeting of the Society unless a quorum of members is present in person or by written proxy at the time the meeting proceeds to business. The Chairman may, with the consent of the majority of members present at any meeting, adjourn the meeting from time to time and from place to place.
26. All business of the Society will be presented at any meeting in the form of a motion, duly seconded. Following discussion upon the subject matter of the motion, a vote will be taken. If the majority of members entitled to vote are in favour of the motion, when duly moved, seconded, discussed and voted upon, it will be entered in the Minute Book of the Society as a resolution duly passed. The Secretary will cause Minutes of every meeting of members and Directors to be taken. Such minutes are to be signed by the Chairman and the Secretary of the meeting after approval at the succeeding meeting.
27. Notwithstanding the By-Laws of the Society relating to resolutions by the ordinary members or Directors, a resolution in writing signed by all voting members or by all Directors will be as valid and effectual as if it had been passed at a meeting of the members or Directors respectively duly called and constituted. Such resolution will be

reported to, and entered in, the Minutes of the next or some subsequent meeting of the members or Directors as the case may be.

28. Regular meetings, including the Annual General meeting shall normally occur monthly during the period January through June and September through December.
29. In all matters of procedure not specifically covered by the provision of these By-Laws, Bourinot's Rules of Order will govern proceedings of the Society.

Directors

30.
 - (a) The affairs of the Society will be managed by a Board of Directors consisting of the President, Vice-President, Treasurer, Secretary, Past President, and such number of Directors-at-large as may be recommended by the duly elected Directors of the Society and approved by a regular meeting of the Society. Directors and Officers of the Society will not receive remuneration for their services to the Society.
 - (b) Each Director at the time of his election and throughout his term of office must be a member in good standing of the Society. Each Director will be elected to hold office until the first Annual General meeting after his election or until a successor has been duly elected and qualified. No member will be eligible for election as President or Vice-President for more than two consecutive years.
 - (c) The Board will be retired at each Annual General meeting but individual members will become eligible for re-election if otherwise qualified. The election may be by a show of hands unless a ballot is demanded by any member.
31.
 - (a) The members of the Society, by resolution passed by at least sixty-seven percent (67%) of the votes cast at a general meeting of which notice specifying the intention to pass such resolution has been given, may remove any Director before the expiration of his term of office, and may, by a majority of the votes cast at that meeting, elect any person in his stead for the remainder of his term.
 - (b) The Directors, after at least one written warning, may remove any Director from office and appoint another member in his stead. Said action must include notification of intent, due announcement of such meeting, and passage by at least sixty-seven percent (67%) of the Directors present in person or by proxy.
32. The Directors of the Society may administer the affairs of the Society in all things and make, or cause to be made, for the Society in its name any kind of contract into which the Society may lawfully enter and, save as herein provided, generally may exercise all such other powers and do all such other acts and things as the Society by its Constitution and By-Laws or otherwise is authorized to do.
33. Vacancies on the Board of Directors, however caused, may, as long as a quorum of Directors remains in office, be filled by the Directors from among the qualified members of the Society, if they see fit to do so. Otherwise, such vacancy will be filled at the next Annual General meeting of the members at which the Directors for the ensuing year are elected. If at any time there is not a quorum of Directors remaining,

the remaining Directors will forthwith call a meeting of the members to fill the vacancies.

34. If any member of the Board of Directors resigns his office, is absent himself from three or more Directors' meetings without reasonable excuse, or is suspended or expelled from the Society, the Directors will hold his office vacant and may appoint a successor in his place to hold office until the next Annual General meeting.
35. A majority of the Directors elected in a given year will form a quorum for the transaction of business. Meetings of the Directors may be held at such place or places in the Province of British Columbia as the Directors from time to time determine. No formal notice of any such meeting is necessary if all the Directors are present, or if those absent have signified their consent to the meeting being held in their absence. Directors' meetings may be formally called by the President or Vice-President or by the Secretary on direction of the President or Vice-President, or by the Secretary on direction in writing of two Directors.
36. Questions arising at any meeting of Directors will be decided by a majority of votes. All resolutions put to the vote of the meeting will be decided upon a show of hands unless two Directors request a secret ballot. A declaration by the Chairman that such a resolution has been carried or defeated and an entry to that effect in the Minute Book of the Society will be conclusive evidence of the fact thereof.
37. The President of the Society or in his absence the Vice-President will preside as Chairman at all meetings of the Directors of the Society. In the absence of the President and the Vice-President, the right to preside will then pass to the Secretary and then to the Treasurer. Each Director will have one vote on any resolution put before a meeting of the Directors and, in the case of an equality of votes, the Chairman will have a deciding vote.
38. A resolution in writing signed by all the Directors personally will be as valid and effectual as if it had been passed at a meeting of Directors duly called and constituted.
39. The President will preside at all meetings of the Society and will have the powers and duties pertaining generally to his office.
40. The Vice-President, in the absence or disability of the President, will possess all the powers and perform all the duties of the President.
41. The Secretary will keep the records of all meetings of the Society and of the Directors. He will make available at all regular meetings of the Society, one copy of the immediately previous executive meeting for the information of attending members. He will file an annual statement of the Society with the Registrar of Companies for the Province of British Columbia and such further particulars as may from time to time be required by statute or by the Registrar. He will keep a record of the members of the Society and will enter therein the names of the subscribers to the Constitution and By-Laws of the Society, and the name of every other person who is admitted as a member of the Society, together with the following particulars:
 - (a) the full name, address, and occupation of every such subscriber and person;
 - (b) the date on which each person is admitted as a member;
 - (c) the date on which any person ceased to be a member;

- (d) whether the member is ordinary, associate, friend of the club, honorary, life honorary, or other class of member.

In addition, he will have such powers and duties as pertain generally to his office.

- 42. The Treasurer will collect and have custody of all monies due to the Society and will pay all bills of the Society. He will present a full statement of the affairs of the Society to the members at every Annual General meeting of the Society. In addition, he will have the powers and duties pertaining generally to his office.
- 43. The immediate Past President will serve as a Director and Officer of the Society in the year immediately subsequent to his service as President and will provide continuity and stability to the Board of Directors. He will have no powers or duties other than those conferred on Directors at Large.
- 44. Committees and sub-committees (viz. casting school, nominations committee, etc.) may be created by the Board of Directors or individuals appointed to special tasks (viz. archivist, gillie, historian, librarian, etc.) from time to time and for such continuing or special tasks as circumstances warrant and the Board of Directors deems necessary and advisable. Any person willing and, in the opinion of the Board of Directors, suitable to act on any such committee, sub-committee or task, shall be eligible for appointment. Every such committee, sub-committee or task, will be subject to the control of the Board of Directors and will conform with any regulations which may from time to time be imposed upon it by the Directors. The Directors may at any time dissolve any such committee, sub-committee or task and terminate any appointments thereto.
- 45. The Directors of the Society shall appoint, not later than six months prior to the Annual General meeting, a committee consisting of a member of the executive and two ordinary members in good standing. This committee shall be known as the Nominations Committee and shall be chaired by one of the ordinary members so appointed. The duty of the Nominations Committee shall be to select a slate of nominees, duly consulted as to their willingness to stand for election as Directors of the Society and will present said slate for consideration by the membership at the Annual General meeting of the Society. The presentation of the said slate shall in no manner preclude nominations for Directorship from the membership in attendance at the Annual General meeting.
- 46. The Directors of the Society shall give annual consideration to the Society's position with respect to the British Columbia Federation of Fly Fishers (BCFFF) and the Federation of Fly Fishers (FFF).
- 47. All Directors and senior officers must be conversant with the terms of the Constitution and By-Laws of the Society
- 48. In accordance with the Society Act, every Director of the Society shall be deemed to have assumed office on the express understanding and agreement and condition that every Director of the Society and his heirs, executors, and administrators and estates and effects respectively shall from time to time and at all time be indemnified and saved harmless out of the funds of the Society from and against all costs, charges and expenses whatsoever which such Director sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against him for or in respect of any act, deed, matter or thing whatsoever made, done, or permitted by him or any

other Director or Directors in or about the execution of the duties of his or their office, and also from and against all other costs, charges and expenses which he sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his own wilful neglect or default.

49. Each year at the close of their term of office, the Directors and officers of the Society shall attend, as guests of the Society, a Director's dinner at a time, place and in an amount designated by the said Directors. Any member of the Society may be included as a special guest, for good and valid reasons, at the discretion of the Directors.
50. Each year, at the last dinner function of the Society, the Directors shall present the outgoing President, on behalf of the Society, a **[gift to recognize service]**.

Donations and Projects

51. Donations requested and/or projects to be approved for funding by the Society shall have as a minimum condition, the following parameters:
 - (a) Must apply to or benefit flyfishing and/or sports fishing.
 - (b) Have an ongoing, identifiable benefit.
 - (c) The benefit must be one that can be measured or be seen.
 - (d) If a project, it must be one that can be labelled (i.e. there can be placed a plaque on the article or a permanent sign at the site).
 - (e) If a project, it must identify with natural spawning or the natural environment, as opposed to hatchery or an artificial rearing approach.
 - (f) A donation or project may be a continuing one with ongoing funding requirements.
 - (g) Initial funding shall not exceed \$1,000 and any ongoing annual funding requirements shall not exceed \$500 per year.
 - (h) A donation or request for project funding must be applied for in writing to the Directors one full month prior to being considered by the membership for approval.

Borrowing Powers

52. For the purpose of carrying out its objects, the Society may borrow or raise or secure the payment of money in such manner as it thinks fit and in particular by the issue of debentures, but such powers may only be exercised upon resolution by the Board of Directors sanctioned by a special resolution of the Society

Accounts

53. The financial year of the Society will end on the 31st day of December in each year.
54. The Directors will appoint an auditor of the Society for the current fiscal year and fix any remuneration to be paid to him by the Society for his services.

55. The auditors will make a report to the Directors on the accounts examined by them and on every balance sheet and statement of income and expenditures laid before the Society during their tenure of office, and the report will state:
- (a) whether or not they obtained all information and explanations they required, and
 - (b) whether, in their opinion, the balance sheet and statement of income and expenditures referred to in the report fairly present the financial position of the Society as at the date of the balance sheet and the results of its operations for the year ended on that date in accordance with generally accepted accounting principles.

Every auditor of the Society will have a right of access at all times to all records, documents, books, accounts and vouchers of the Society, and is entitled to require from the Directors and Officers of the Society such information and explanations as may be necessary for the performance of the duties of auditor.

The auditors of the Society are entitled to attend any meeting of members of the Society at which any accounts that have been examined or reported on by them are to be laid before the members for the purpose of making any statement or explanation they desire with respect to the accounts.

The rights and duties of an auditor of the Society shall extend back to the date up to which the last audit of the Society's books, accounts and vouchers was made, or where no audit has been made, to the date on which the Society was incorporated.

Seal

56. The Board of Directors of the Society may adopt a common seal which, if adopted, will be under the control of the Directors. The responsibility for its custody and use from time to time will be determined by the Directors.

Amendments to By-Laws

57. The By-Laws of the Society will not be altered or added to except by a special resolution of the Society.

Books and Records

58. The Secretary of the Society will have the responsibility to see that all necessary books and records of the Society required by the By-Laws of the Society or by any applicable statute or law are regularly and properly kept.
59. The books and records of the Society may be inspected by the members at such time and place as may be fixed from time to time by the Directors and will be kept at such place within the Province of British Columbia as the Directors will from time to time determine.

60. The Secretary shall ensure that under no circumstances is anyone to supply the membership list of the Society to any commercial enterprise without the specific, previous approval of the Directors of the Society, duly passed at an executive meeting.