

BLOXWICH SUB AQUA CLUB

Branch No 897 BSAC

CONSTITUTION

1. The club shall be called 'Bloxwich Sub Aqua Club' (hereinafter called the club)
2. **British Sub Aqua Club.**
 - (a) The club shall be affiliated to and be a branch of the British Sub Aqua Club.
 - (b) The club shall be bound by the current Articles and Rules of the British Sub Aqua Club and where those Articles and Rules are contrary to, or in disagreement with, the Constitution and rules of the club, the Articles and Rules of the BSAC shall be followed and the Constitution and rules of the club altered to agree with those of the BSAC.
3. **Objects.**

The objects of the club shall be to promote underwater exploration, science and sport and to promote safety in all aspects of these and related activities. The club may provide for the affiliation with other organisations with similar objects for the widest exchange of knowledge and experience. Where possible the club shall provide facilities for meetings and lectures on at least one evening per week and swimming pool facilities for training purpose on at least one evening per week.
4. **Membership.**

There shall be five (5) classes of membership.

 - (a) **Full Membership.** For which any person of the age of 12* years or over shall be eligible, (subject to medical certification and acceptance by the committee). Full members shall be regarded as those members who have paid their BSAC subscription and their club subscription through the club, and shall be entitled to full voting rights at any AGM or SGM that is necessary for the club to hold.
*Those members between the ages of 12 – 14 shall be accepted as diving members of Bloxwich SAC with the following conditions:
One parent or guardian must be a current member of Bloxwich SAC qualified to a minimum level of Ocean Diver.
A parent or guardian shall be in attendance at all times during pool and open water training.
All instruction and diving will comply with the "Guidelines on enabling young people to dive and train in the BSAC".
 - (b) **Abated membership.** Available to persons who pay a full subscription but who are living with a BSAC member who pays his / her BSAC subscriptions through another club and who are willing to share the diving manual and Diver Magazine. Voting rights are as those above in (a).
 - (c) **Joint membership.** Available to persons who pay their B.S.A.C. subscription through another club. Full branch subscription will be payable and full voting and Office holding rights accorded but this class of membership shall be restricted to 10% of the total membership.
 - (d) **Honorary membership.** Any person shall be eligible for permanent or temporary honorary membership to the club and/or the post of Honorary President, Vice President, Treasurer and Secretary provided that that person is proposed and seconded to the club in writing by two full club members 14 days before any annual general meeting or special general meeting and voted in at that meeting by a majority of two thirds of the club at that meeting.
 - (e) **Associate/Social membership.** For which any person shall be eligible at an annual subscription to be fixed by the Committee of the club. Such a member shall not be permitted to partake in any diving activities.
 - (f) With the exception of Honorary President, Treasurer and/or Secretary, as and when these posts are filled with Honorary members, only full members of the club (and the B.S.A.C.) shall be entitled

to stand on Committees, make and second proposals and vote at annual and special general meetings.

- (g) Membership may be temporarily or permanently suspended as a disciplinary action by the disciplinary subcommittee consisting of the Diving Officer, Chairman and the B.S.A.C. Regional Coach or his representative.
- (h) Any member who falls into arrears with his/her membership by more than six weeks shall be deemed to have resigned.

5. Annual General Meeting

- (a) A general meeting called the Annual General Meeting shall be held each year, by the end of April at the latest; at which a quorum shall be a minimum of one-third the total number of full members within the club.
- (b) The business of the A.G.M. shall be:
- (c) The minutes of the previous A.G.M. and any special meeting that may have occurred since that A.G.M.
- (d) Secretary's report, Treasurers report, (to include approval of and adoption of the annual accounts), Diving Officer's report, Chairman's report, Equipment Officer's report and reports from Members Representatives.
- (e) Election of Officers, who shall consist of Chairman, Diving Officer, Equipment Officer, Treasurer, Secretary and two Members Representatives, all of whom shall be present.
- (1) Motions of which notice has been given in writing to the Secretary at least 14 days beforehand and which has been published on the club notice board or other prominent place for a least two club meetings before the A.G.M. (i.e. minimum of two weeks notice).
- (g) Other business as the Chairman may select.
- (h) The Secretary shall give all voting members 4 weeks notice of the A.G.M. together with notice of the Agenda.

NOTES :

1. Only voting members may nominate and second proposed officers and vote for the election of officers.
2. Only voting members may raise a motion and vote on that motion. For a motion to be considered at a meeting it must be submitted in writing by a voting member and accompanied by the names of not less than two seconders. Any motion which the Committee may feel affects the objects of the club shall be submitted at a special ballot to all voting members and shall only be passed by a majority of 2-1 of all votes cast by at least 80% of those members eligible to vote, provided that it does not conflict with B.S.A.C. rules and/or articles.

6. Special General Meeting

- (a) Any other meeting (other than a normal weekly club meeting) shall be known as a Special General Meeting and may be at any time. A special general meeting may only be called (a) by the Committee, who shall publish notices of same at least 14 days prior to said meeting and (b) on receipt by the Committee of a request to do so in writing by a least 5 voting club members, giving reasons for such meeting and proposed motion and/or Agenda. The Committee shall within one month of receipt thereof convene such a meeting on giving 14 days notice to all voting members of the club.
- (b) The business of a special general meeting shall be only that for which it was called and no other.
- (c) The procedure for a special general meeting shall be as for the A.G.M.

7. Nominations

- (a) Nomination for the election of officers shall be made in writing and accompanied by the signature of a seconder, both of whom shall be voting members.
- (b) If an election is required between nominees a ballot of voting members shall be held and the election shall be effected by a majority of votes cast thereon.

8. Voting

Except where otherwise provided only Full, Abated and Honorary members as described in (4) and collectively referred to in these rules as voting members may vote at meetings of the club and no person shall be entitled to more than one vote, except that the Chairman shall hold a casting vote in the event of an equal number of votes being cast for and against a motion or in the event of a tie in the election of officers.

9. The Committee

- (a) The Committee shall take office immediately after being elected and shall hold office (unless intermediately dismissed) until the next A.G.M.
- (b) The Committee shall meet once a month or as business of the club requires, at a time and place as agreed by them at the previous meeting. Save that any Committee member may call an emergency meeting on giving 48 hours notice to other Committee members to form a quorum (two of whom to be full members).
- (c) The Committee shall arrange the activities of the club in accordance with the objectives and to raise funds therefore and defray expenses thereof and incur such liabilities as it deems necessary and proper provided that the committee may not, without the prior approval of a general meeting, incur liabilities in excess of the assets of the club.(d) The Committee may charge such fees and subscriptions for admission and/or participation as it deems necessary to meet projected expenditure.

Insert — The Committee shall not exceed expenditure on any single item of a sum to be fixed by the membership at the A.G.M.

- (e) The Committee shall insure the property and equipment of the club against all risks with a company of their choice and the members thereof through the B.S.A.C. against all third party risks incurred thereby in the United Kingdom whilst engaged in authorised club activities.
- (f) The Committee may appoint and dismiss sub-committees and may co-opt members for any special purpose provided that such subcommittees and co-opted members shall not be entitled to vote in deliberations of the committee. The committee may fill from voting members any vacancies in its membership, which occur during its term of office.
- (g) The Committee may from time to time, make, repeal and amend any such regulations (not inconsistent with these rules and B.S.A.C. rules and policy) as they may think expedient for the integral management, safety and well being of the club and its members. All such regulations shall be binding on all members of the club until repealed by the committee or its successors.
- (h) The committee may award any members with such Honorarium, as it deems proper for necessary services to the club. The committee may also reimburse out of pocket expenses incurred by any member in authorised affairs of the club.
- (i) The committee may, at their discretion, accept or reject any application by a person or persons to join the club.

10. Presidents and Vice Presidents

The club may, from time to time as it wished elect and/or dismiss permanent and/or temporary President and Vice Presidents who shall be honorary members and rules relating to Honorary members will apply.

11. Chairman

The Chairman shall be the spokesman for the club and shall further its interest to the best of his or her ability. He or she shall address the Annual General Meeting on the affairs of the club. He or she shall preside at the A.G.M., special general meetings and committee meeting. In his or her absence the relevant meeting shall elect one of the committee present to preside.

12. Secretary.

The Secretary shall keep the Minute Books of the club and the committee. He or she shall summon meeting, prepare agenda, record transactions at meetings, deal with the club correspondence, maintain in good order and safe keeping all records, documents and books of the club and shall present a report to the A.G.M. He or she may be assisted in his work by such person or persons as the committee may approve. Any notice required to be given in accordance with these rules to voting members shall be given by the Secretary in writing within the relevant period of time.

13. The Treasurer.

The Treasurer shall keep proper books of accounts of all moneys received and paid out on behalf of the club, shall effect in the name of the club and keep records of all investments and transactions. He or she shall arrange for all monies and securities to be deposited at such a branch of a bank as shall be directed by the committee to the credit and in the name of the club on which cheques or other orders shall be signed by not less than two of the clubs officers (of which the Treasure shall be one such signatory). He or she shall be responsible for the calling in and collecting of all debts, subscriptions and etc. and for the discharge of all liabilities of the club out of club funds as the committee may direct by such methods as he may feel suitable provided that 1. They follow the same book keeping practice and 2; the Committee at a meeting of the same sanctions them. He or she shall prepare a statement of accounts and balance sheet for submission at the A.G.M. He or she shall be responsible for giving an approximate statement of accounts and balance to the committee at their meetings. He or she may be assisted in his work by such person or persons as the committee may approve.

14. The Diving Officer

The Diving Officer shall be adviser to the committee on all aspects of diving, training, boat handling and safety and shall be responsible for all diving, training and boat handling safety arrangements in connection with club activities. He or she shall prepare diving regulation at his discretion for the conduct of all members partaking in such activities and shall lay down standards of training, experience, practical and theoretical knowledge, as he or she feels fit provided that these are not contrary to B.S.A.C. standards. He or she shall arrange for the training and examination of members and for the signing of log books, certificates and etc. of those who complete such training, test examinations and practical experience etc. to the standard laid down by the B.S.A.C. and the club. He or she shall have the sole authority with regard to a members participation in all or any diving, swimming or training activities provided that any members refused participation by the Diving Officer may have the right to appeal to the Committee, (expect that he and/or the committee entrust that authority in such persons as they deem fit, e.g. Training Officer, Dive Marshall etc.) He or she shall report to the A.G.M. on all matters that fall within his responsibilities.

15. The Training Officer.

The Training Officer shall be the adviser to the Diving Officer and the Committee on all aspects of current diver training that is being undertaken within the branch. His or her duty is to maintain a level of training for divers with the club that complies with the standards laid down by B.S.A.C. and of that within the club. He or she shall be responsible for the appointment of others whom he or she considers suitably qualified to assist him or her as approved by the committee. He or she shall assist the Diving Officer to ensure that all diving, boat handling and training is carried out safely and within the rules and regulations laid down by the club, the Diving Officer and B.S.A.C. He or she shall report to the A.G.M. on all matters that fall within his or her responsibilities.

16. The Snorkeling Representative

The Snorkeling Representative shall be the adviser to the Diving Officer and the Committee on all aspects of current snorkeling training that is being undertaken within the branch. His or her duty is to maintain a level of snorkel training with the club that complies with the standards laid down by B.S.A.C. and of that within the club. He shall be responsible for the appointment of others whom he or she considers suitably qualified to assist him or her as approved by the committee. He or she shall assist the Diving Officer to ensure that all snorkeling and relevant training is carried out safely and within the rules and regulations laid down by the club, the Diving Officer and B.S.A.C. He or she shall report to the A.G.M. on all matters that fall within his or her responsibilities.

17. The Equipment Officer.

The Equipment Officer shall be responsible for equipment owned by the club. Including that for snorkeling and diving activities within pool sessions or in open water as agreed between the committee and other officers within the club. He or she shall advise the Diving Officer and the Committee on all aspects of current diver related equipment. His or her duty is to maintain a level of equipment for club divers, that complies with the standards laid down by B.S.A.C. and of that within the club. This includes purchasing, maintaining and servicing, hiring and storing in a safe and secure manner. He or she shall be responsible for the appointment of others whom he considers suitably qualified to assist him or her as approved by the committee. He or she shall report to the A.G.M. on all matters that fall within his or her responsibilities.

18. The Members Representatives.

The Members Representatives shall be the adviser to the Committee and/or the relevant officers within the club, of all matters of concern, brought to their attention by members of the club. It is their duty to report any issues of any type as requested by any member, in order that the committee can maintain a level of activities and/or training for divers with the club, that complies with the standards laid down by B.S.A.C. and of that within the club. They shall be responsible to both the committee and the club members for the transfer of information brought to their attention.

19. Sub-Committees

Sub-committees may be formed to further the aims of the club at the discretion of the committee and representatives of the same may be co-opted onto the committee or asked to report to the committee as the committee may direct (see rule 9 f.).

20. Publications.

The committee may publish or cause to be published such newsletters, magazines or information sheets and may charge as it deems necessary.

21. Activities.

No activity relating to diving or training shall be undertaken by any members except in strict accordance with these rules, club regulation and any relevant B.S.A.C. rule or regulation currently in force. No general activity of the club shall take place unless authorised by the committee and no diving, swimming, training or boat handling activity of the club shall take place unless authorised by the Diving Officer, who shall appoint a responsible person to represent him or her to control and supervise such activity if he deems it necessary. Any such person appointed be deemed to carry the authority of the Diving Officer and shall have such powers of the Diving Officer under these rules for that particular activity for which he or she is appointed. Save that the Diving Officer and/or the committee shall have the power to override such authority as and when they wish.

22. Fees and subscriptions.

- (a) Joining fee; All persons joining the club shall pay all joining fees, B.S.A.C. fees and training fees current at that time as determined by the committee.
- (b) All members shall pay a subscription for the use of club equipment, training facilities, etc. as determined by the committee.
- (c) The Treasurer shall remit such dues, fees, payment for the B.S.A.C. diving manuals, magazines etc. to B.S.A.C. for all paid up members in accordance with B.S.A.C. rules.
- (d) Any member who fails to renew his subscription to the B.S.A.C. and/or the club within one month of the due date or who fails to pay such fees, dues etc. as determined by the committee within six weeks of the date due shall be deemed to have resigned from the club (unless arrangements have been made otherwise with the Treasurer and agreed by the committee).
- (e) Any member who has resigned or who is deemed to have resigned may within 12 months of expiry of his last subscription apply to the committee for reinstatement to the club. At the discretion of the committee and on the payment of all or part back subscription and fees as the committee shall decide that member shall retain membership status as held before his or her resignation. After a 12-month period a resigned or deemed resigned member may apply to join the club as a new member and shall pay all joining/entrance fees and subscriptions, as the committee shall determine.

23. Interpretation.

The committee shall determine any question as to the interpretation of these rules and of the regulation made there under and may rule for any occurrence not catered for in these rules provided that an appropriate amendment thereto is moved at the next following A.G.M. except that such amendment may be moved at a special general meeting caused to be held under rule 6, Special General Meeting.

24. Dissolution.

If at any A.G.M. or special general meeting a resolution shall be passed for the dissolution of the club then within not less than one month thereafter the committee shall call a special general meeting to confirm such resolution. If such resolution is passed by a majority of two thirds of the voting members of the club in a ballot to which the resolution is put the committee shall thereupon or at such future date as shall be specified in the resolution proceed to realize the property of the club and after the discharge of all liabilities shall hand over all net assets to the R.N.L.I.

25. Amendments.

Except as provided in rule 20, any motion to amend these rules shall be submitted to a ballot of all voting members at an A.G.M. or a special general meeting called for such a purpose and shall be passed only by a 2-1 majority of votes cast by not less than 50% of members of the club eligible to vote.

- NOTES:**
- 1. This document was updated in 2002 to incorporate amendments agreed in the AGM of 2001.
 - 2. This document was last updated in 2004 to incorporate amendments agreed in the AGM of 2004.
 - 3. This document was last updated in 2005 to incorporate amendments agreed in the SGM of 14th Oct.2005.

APPROVED AND PUBLISHED BY THE COMMITTEE (Nov. 2005).

END