

# York Sub-Aqua Club Constitution

## RULES

(In accordance with Rule 24 of the BSAC)

### Section 'A'-Constitution

- A1 TITLE The Club shall be called the British Sub-Aqua Club, York Branch
- A2 OBJECT The object of the Club is to promote underwater activities, exploration, science and sport (see BSAC Memorandum of Association Rule 2)
- A3 MEMBERSHIP All classes to be in accordance with BSAC Rules

### Section 'B'-Branch Membership

#### B1 SUBSCRIPTIONS

- (a) Subscriptions shall be renewable annually on the first day of the month in which a member joined or rejoined
- (b) Any member who allows his membership to lapse may
- (i) within twelve months of the expiry of his last subscription renew his membership on payment of the then current year's subscription which shall continue to be renewable as in clause (a) above;
  - (ii) at any time after 12 months of the expiry of his last subscription apply to rejoin the Club
- (c) Any member who fails to pay his subscriptions within twenty-eight days of the due date shall, if the Committee of Management so decides, forfeit all rights and privileges of membership until such time as his subscription has been paid.

#### B2 MEMBERSHIP

- (a) The minimum age for membership of the Adult Section of the York Branch shall be 16, or 14 if the prospective member is the child of an existing club member. Others can be admitted with the approval of the committee.
- (b) Honorary Members. Any member shall be eligible to be considered for Honorary Membership of the Branch but this will be at the discretion and by unanimous decision of the Branch Committee with the conditions of Honorary Membership clearly defined.
- (c) Social Members. Social Members shall have the use of all the facilities of the Club as enjoyed by all other classes of membership but shall NOT take part in diving activities or use Club diving equipment, except with the Diving Officer's explicit approval, and shall not have the right to vote.

Social membership of the York Branch of the British Sub-Aqua Club shall not be construed as membership of the parent body - the British Sub-Aqua Club.

#### **B3 ADMISSION OF MEMBERS**

The election of a new member by ballot should be decided by a simple majority of the Committee.

#### **B4 RESIGNATION**

Any member wishing to resign his membership of the Club may do so by giving notice in writing to the Secretary. A member giving such notice shall be liable for all amounts owing by him to the Club and shall forfeit all right to claim upon the Club and its property and funds at the date of his resignation.

#### **B5 EXPULSION**

Should circumstances arise which, for the well-being of the Club, might require any member to be expelled, power to that effect shall rest with the majority of the members present at a Special Committee Meeting called for that purpose. Any member so concerned must be given the opportunity before a vote be taken of offering an explanation

### **Section 'C' - Committee of management**

#### **C1 COMMITTEE OF MANAGEMENT**

The Committee of Management shall be elected by the Club at the Annual General Meeting and shall consist of chairman, Diving Officer, Secretary, Treasurer, Equipment Officer and four ordinary members who shall be answerable to the membership of the Branch. Candidates for election must have at least six months membership of the York Branch BSAC.

The Management of the Club in accordance with them Rules shall be vested in this Committee which must pass before payment all accounts.

#### **C2 COMMITTEE MEETINGS**

A committee meeting shall be held at least once every calendar month and five clear days, notice must be given by the Secretary of such meeting. Minutes of each committee meeting shall be available for inspection by members upon request.

#### **C3 ABSENCE**

Any committee members absenting themselves from any three consecutive committee meetings, without giving the Secretary written notice of inability to attend at least 24 hours prior to the meeting, shall cease to be a member of such committee and the committee may proceed to co-opt a member to fill the vacancy

#### **F3 GAS**

No air will be given to members until the minimum standard of Ocean Diver is attained except for official Club dives and baths training Sessions.

#### **F4 DIVING PRACTICE**

All open water diving will be carried out in accordance with BSAC Rules, Recommendations and Codes

#### **F5 DISCIPLINE (in pursuance of Rule E5)**

Any member who does not comply with BSAC Rules or Codes shall initially be cautioned by the Diving Officer. Any subsequent failure to comply will be dealt with by the Committee of Management and falling that by the Committee of Management in conjunction with the Regional Coach

### **Section 'G' - Interpretation of Rules**

Any question of interpretation of these Rules shall be determined by the Committee of Management.

The Club shall maintain two bank accounts;

- (1) A current account to be known as "York Branch BSAC Current Account".
- (2) A capital account to be known as "York Branch BSAC Capital Account".

All monies received by the Club shall be paid into the respective accounts. Withdrawals shall be made by the Treasurer of the Committee of Management and countersigned by one other club officer.

A suitable amount of money from within the capital account shall be determined by the committee of management and ring-fenced as the 'Sinking Fund'. This money is intended to cover exceptional loss of the club's assets and shall be used only for that purpose.

The Committee of Management shall set aside each year in the Capital Account a minimum of 10% of the Annual Net Profit. Any withdrawals reducing this Account below £100 or for expenditure other than replacements or repairs shall be approved by a General Meeting.

Any money which the Committee of Management shall consider surplus to the above requirements shall be invested at their discretion.

#### **E4 INSURANCE**

The Club shall be insured against third party liability and its property shall be insured against fire and theft, and such insurance shall be subject to annual review by the Committee of Management at the commencement of each financial year.

#### **E5 SOCIAL CLUB MEMBERSHIP**

Members of York BSAC shall abide by the rules of New Earswick Sports & Social Club

### **Section 'F' - Diving Activities**

#### **F1 SOCIAL MEMBERS, VISITORS AND GUESTS**

Social Members, Visitors and Guests must first obtain permission from the Diving Officer before being allowed to use Club equipment or take part in Club dives.

#### **F2 AQUALUNG DIVING**

Aqualung diving in open water may only commence when the individual has completed all relevant pool/theory training to the satisfaction of the Diving Officer.

#### **C4 SUB-COMMITTEES**

At the first Committee Meeting after the Annual General Meeting, or at any time as is deemed necessary, the new Committee will have the power to elect various Sub-Committees to deal with any matters delegated by the main Committee of Management.

#### **C5 OFFICERS**

- (a) The Diving Officer shall appoint a Training Officer. The Diving Officer may also at his discretion appoint other officers as he sees fit.
- (b) The above positions shall not carry a vote on the Committee unless the member was previously elected to the Committee as in Clause C1.

#### **C6 RESIGNATION OF OFFICERS**

If any Officer appointed at the Annual General Meeting shall resign during his term of Office, the Committee of Management shall proceed to co-opt a member to fill the vacancy for the remainder of the term of office.

#### **C7 VOTING**

At all Committee Meetings each member of the Committee shall be entitled to one vote. Voting shall be by the show of hands and in the event of equal votes the Chairman shall be entitled to a casting vote.

#### **C8 QUORUM**

Five Committee members shall form a quorum at all Committee Meetings called.

### **Section 'D'- General Meetings**

#### **D1 ANNUAL GENERAL MEETING**

The Annual General Meeting of the Club shall be held every year in the month of March for transacting the following business-

- (1) To receive the Chairman's Address
- (2) To receive the Annual Report of the Diving Officer
- (3) To receive the annual accounts from the Treasurer, which shall have been previously approved by the Committee of Management;
- (4) To elect the following Officers; Chairman of Committee of Management, Diving Officer, Equipment Officer, Secretary and Treasurer

- (5) To elect four ordinary members of the Committee of Management as defined in Rule C1.
- (6) Any other business which must be notified to the Secretary seven clear days before the date of the Annual General Meeting and placed on the Club notice board.

All Officers elected at the Annual General Meeting shall hold office from the closure of the meeting of their election to the closure of the next Annual General Meeting.

## **D2 VOTING RIGHTS**

All Club members other than Social members shall be entitled to attend and speak at any General Meeting and shall have equal voting rights. In the event of equal voting the Chairman of the meeting shall be entitled to a casting vote.

## **D3 NOMINATIONS**

The Secretary shall, twenty-eight days prior to the Annual General Meeting, display on the Club notice board a nomination list. The nomination list shall close seven days before the date of the Annual General Meeting and nominations may not be accepted after the day. Every candidate wishing to stand for election must be proposed and seconded by two members of the Club. No proposal must be made unless the proposer is satisfied of the willingness of the candidate to stand for election to the named office

## **D4 BALLOT**

In the event of there being more nominations than vacancies for any office or vacancies on the Committee Of Management, then election shall be by secret ballot conducted by two scrutineers, appointed by the Meeting, who shall not themselves be candidates for election.

## **D5 SPECIAL GENERAL MEETING**

Special General Meetings of the Club may be convened on the direction of the Committee of Management or on the requisition of six members of the Club, such requisition specifying the object of such meeting. The requisition shall be presented to the Secretary in writing. No business other than that stated in the Notice convening the meeting shall be transacted at such meeting.

## **D6 NOTICE OF GENERAL MEETING**

Notice of General Meetings indicating the business to be transacted shall be conveyed in writing to every member of the Club. Members shall be given at least twenty eight days' notice of an Annual General Meeting or a Special General Meeting to after the Rules and at least seven days' notice of any other Special General Meeting.

## **D7 ALTERATION OF RULES**

Except for Section 'A' (Constitution) which may only be altered by unanimous vote, these Rules may be altered at any time by Annual General or Special General Meeting of the Club providing the Secretary shall give at least twenty-eight days' notice in writing to all members detailing the proposed alteration which shall have first been submitted to the Committee of Management.

## **D8 QUORUM**

At any Annual General Meeting or Special General Meeting a quorum shall be formed by the smaller of:

- (a) thirty members who are entitled to vote; or
- (b) 25% of the members who are entitled to vote.

## **Section 'E'-Finance, Insurance and Legal**

### **E1 FINANCIAL YEAR**

- (a) The financial year of the club shall commence on 1st January each year.
- (b) The appointed Branch Treasurer shall present a full record of all financial transactions on a monthly basis to committee. Subject to checks the committee shall approve the monthly figures and they will be recorded in the minutes.
- (c) The Committee shall have full access to view the branch bank statements. In addition all full members of the branch shall be entitled to view financial records and bank statements on request. This access shall apply to records for the current financial year and two years preceding. Presentation of electronic records is acceptable.
- (d) The Treasurer shall present a copy of the Annual Income and Expenditure Account and the Balance Sheet at the Annual General Meeting.

### **E2 REVIEWS**

Regular reviews of subscriptions and all charges shall be made by the Committee of Management as and when necessary.

### **E3 BANK ACCOUNTS**