

## **Ruislip and Northwood Sub Aqua Club BSAC Branch 0206**

### **Constitution and Rules**

This edition of the constitution incorporates the amendments voted in at the 2008 AGM held at Highgrove Pool on the 6th November 2008 AGM.

#### **1. NAME**

The club shall be called the Ruislip and Northwood branch of the British Sub-Aqua Club (BSAC 0206).

#### **2. OBJECTS**

The objects of the club shall be those of the BSAC; to foster interest in the sport of underwater swimming. The club shall operate within the rules of the BSAC, which will be read in conjunction with this constitution.

#### **3. MANAGEMENT**

The Officers of the Club shall be:

- Chairperson
- Diving Officer
- Honorary Secretary
- Honorary Treasurer

Management, direction and control of the club shall be vested in a committee which shall consist of the officers together with five elected members

The committee shall hold and administer for the general benefit of the club, all funds, property and equipment in the general ownership of the club. The committee shall have the power to deal with any question arising as to the terms or construction of the constitution, and with matters therein provided for. The committee shall meet at least ten times a year (including the AGM).

The committee shall be empowered to fill any vacancy which may occur on the committee, including those which may not be filled at the Annual General Meeting. The committee shall have the power to co-opt additional members who will be non-voting; it may also appoint sub-committees for specific purposes.

To meet BSAC requirements regarding the delegation of responsibility, any Training Officer is an appointee of the Diving Officer and their name is put forward for approval at the AGM. This ensures that the Diving Officer remains responsible for all diving and training within the branch.

#### **4. MEMBERSHIP**

Full branch membership is open to anyone over the age of sixteen years (fourteen years for people whose parent(s) or guardian(s) are existing members or who join with them), and who are also members of the BSAC or who join the BSAC at the time they join the branch.

For new branch members there is a four month probationary period, during which the branch can terminate membership. For this to occur it would require the agreement of the Diving Officer the Training Officer and the Chairman/woman. Should continued membership be refused a pro-rata refund may be given.

Honorary full branch membership shall be conferred upon an individual as occasion arises by agreement of the committee (e.g. meritorious service to the branch over many years or for an exceptionally noteworthy event deserving the special recognition of the branch).

In line with BSAC recommendations, the Branch will accept self-certification medicals for all new members. However, the Club will stress in early training lectures, that members, new to diving, should seek confirmation from their local GP that they are fit to dive. This will not entail a formal medical sign off which would normally be chargeable by the GP.

Social membership shall be open to any person who wishes to join the branch for the purposes of unassisted swimming only. Such persons must pay the current social membership subscription of the branch. Social membership applicants shall be subject to individual approval by the current branch committee. Participation in branch pool training or open water activities shall be limited to unassisted swimming. Application for membership must be made on the approved form, together with the necessary indemnity signed and endorsed for persons below eighteen years.

When junior members are attending full time education, a 50% rebate in Club subscriptions is allowable provided a family member is also a member of the Branch.

## **5. SUBSCRIPTIONS**

Two separate subscriptions are payable.

- I) An amount as determined by BSAC central council for membership of the national body
- II) An amount for branch membership as proposed by the outgoing committee and put forward to the AGM for discussion and approval (a rejoining fee may be payable for members whose membership is more than two months overdue).

For new members without recognised diving qualifications, an initial joining fee is payable to the branch. The amount as proposed by the outgoing committee is to be put to the AGM for discussion and approval. The purpose of this fee is to offset the costs of maintaining and improving club equipment and to offset the costs to instructors involved with open water training. The disbursement of moneys to instructors is at the discretion of the Diving Officer who will maintain guidelines for reference.

Subscriptions are annual, due on the 1st March. Any Member failing to pay in full by the end of March (unless paying by instalments) will forfeit membership, and will be required to make a new application and pay the appropriate joining fee.

Any Member paying their annual membership by instalments who misses more than two payments will be deemed to have resigned from the club and will need to reapply for membership, including joining fee.

## **6. ANNUAL GENERAL MEETING**

A general meeting of the club, called the Annual General Meeting (AGM), shall be held each year in November, and shall only be attended by full members. A quorum shall be one quarter of the full membership and any resolutions passed by a two to one majority of the members present. At this meeting the retiring committee will submit a full report of the past years activities, progress and accounts. An independent audit of accounts will be carried out prior to the AGM by auditors appointed by the committee. Nominations for Diving Officer must be received by the honorary secretary not less than fourteen days before the branch AGM. All other posts on the committee will be elected annually at the meeting. All voting for election shall be by simple ballot. In the event of there being more than one nomination for any of the posts, a secret ballot shall be taken.

## **7. SPECIAL GENERAL MEETING**

A General meeting of the club shall be called within twenty-eight days of a request by either the committee or at least one tenth of the full membership. Notice in writing of any general meeting shall be sent, via post or otherwise delivered to all members at least fourteen days prior to the meeting.

## **8. FUNDS**

The treasurer shall receive all moneys on behalf of the club and be responsible for their keeping. Funds shall be banked at a bank or building society in an account in the name of the club. Cheques shall be signed by any two of four signatories nominated to the Bank by the Committee from the Chairman/woman, Treasurer, Honorary Secretary, Diving Officer, Training Officer and Membership Secretary. All profits made through club activities shall be paid in full to the club. The club shall not be used for private profit making concerns.

## **9. TRAINING**

All Branch training will be undertaken according to the BSAC training standards as documented at the time. All training will be supervised by nationally qualified BSAC instructors.

Criminal Records Bureau checks will be required for all Instructors, Welfare Officer, and anyone who has significant contact with children and vulnerable adults, as defined by the Committee.

Instructors, undertaking training authorised by the Training Officer, or Diving Officer, are eligible to claim a contribution towards reasonable costs, as detailed within the club Training Expenses Policy. The Training Expenses Policy may be updated by the Committee at minuted meetings and will be published on the Club Notice Board and Club Web Site.

The Committee may also make discretionary awards to those providing exceptional training performance during the year to be taken off the following years membership up to a maximum of 25% of Club membership fees.

## **10. EQUIPMENT**

Club equipment will only be used on properly organised club dives or at the discretion of the committee.

## **11. DISCIPLINE**

Any Member who disobeys the instruction of an organiser of a Club activity shall be subject to a report by the organiser to the Committee, who will have the power to suspend the member or request their resignation from the Club. If the member is one of the Committee that Member will not be present at the enquiry unless required by the Committee.

## **12. DIVING**

All diving activities will be governed by the Diving Officer or his/her representative, in accordance with BSAC rules. Additional rules may be instituted at the Diving Officers discretion.

Each year, before carrying out any diving activities with the branch, each member will be required to attend a practical rescue skills update session, to refresh and revise their rescue skills and techniques. No club member may take part in club diving activities without having first attended this session. The Diving Officer shall keep a list of those who have attended these sessions. No club member may participate in branch dives if they have not attended this session.

Any person, who is not a full member of the Club, may not use any Club facilities except at the discretion of the Diving Officer.

## **13. NON-DIVING ACTIVITIES**

Any non-diving activities will be governed by the chairman/woman, or their representative.

## **14. PHOTOGRAPHY AT CLUB EVENTS**

Photographs will be taken at club events and may be used to promote the club. Anyone attending a club event is, by their attendance, agreeing to be photographed and accepts that photographs taken may be used freely in club promotion, although names will never be associated with images without the agreement of the subject.

## **15. CLUB DISSOLVEMENT**

If a resolution to dissolve the club be passed at a general meeting, and confirmed by a two to one majority of members in a postal ballot circulated to all members of the branch, then the club shall be dissolved, all funds, property and equipment being passed to the British Sub-Aqua Club to be held pending formation of a new diving club in the same geographical area, unless a specific resolution has been passed by a general meeting for such disposal.

## **16. ADDITIONS OR AMENDMENTS TO THE CONSTITUTION**

Additions or amendments to the constitution can only be made by a two to one majority of those members present at a general meeting. Any proposals for the amendment of the constitution must be in the hands of the Honorary Secretary not less than fourteen days before the general meeting and must be placed on the branch notice board at least seven days before the general meeting.

## **17. PRESIDENT**

A president may be appointed by a general meeting for such time that a meeting decides.