

THE WARE BRANCH OF THE BRITISH SUB-AQUA CLUB - - CONSTITUTION

First Issue

October 1976

Second Issue

January 1997

Third Issue

March 1998

1. Title The title of the association of persons interested in underwater activities shall be "The Ware Branch of the British Sub-Aqua Club, branch number 895" (hereinafter called "The Club").
2. Objects The objects of the club shall be to promote underwater exploration, science and sport, and to promote safety in these activities, in accordance with the current rules of the British Sub-Aqua Club. issue of the BSAC Safe Diving Practices and the Club Policy Document
3. Management
 - a) The officers of the club shall be Chairman, Treasurer, Secretary, Diving Officer and Equipment Officer.
 - b) The objects of the club shall be promoted by, and the management vested in, a General Committee (hereinafter called "The Committee").
 - c) The Committee shall consist of the officers, and such other members as the committee shall appoint or be duly elected.
4. Patronage The Committee may, by a two-thirds majority of all members thereof, invite, and on acceptance of such invitation, appoint such distinguished persons as it shall deem proper, to be President or vice-president.
5. Membership There shall be ~~four~~ two classes of membership.
 - a) Full Diving Membership - for which any person of age fifteen years and over shall be eligible
 - b) ~~Associate Membership - for which any person shall be eligible, but which shall not entitle such a member to participate in swimming activities other than use of the pool.~~
 - c) ~~Junior Membership - for which any person between the ages of fourteen and sixteen years shall be eligible but shall not entitle such a member to take part in activities involving spearfishing or the use of a breathing set.~~
 - d) Honorary Membership - for which any person shall be eligible, and which shall be for such a period as the invitation to accept such membership shall state.
6. Annual General Meeting A General Meeting, called the Annual General Meeting, shall be held each year in the month of ~~November~~ December, at which a quorum shall be 40% of the voting members. ~~The first meeting to be held in November 1976.~~ The business of the meeting shall be.
 - a) The minutes of the previous Annual General Meeting and of any Special General Meeting which may have been called since the date thereof.
 - b) The Chairman's address
 - c) The Secretary's report
 - d) The Treasurer's report, and approval of the accounts.
 - e) The Diving Officer's report
 - f) Other reports
 - g) The election of Committee for the ensuing year
 - h) Appointment of an auditor
 - i) Motions of which notice has been given,
 - j) Other business as the Chairman may select.

The Secretary shall not later than ~~October~~ November of each year give to voting members, notice of the Annual General Meeting. Notice shall be given at least one month prior in writing.

Notice shall be given in writing to the Secretary of all motions which it is desired to put before the meeting before the first day of ~~November~~ December, together with the name of seconders.

The Secretary shall give to voting members two weeks notice of the agenda.

Members shall give in writing to the Secretary, one week before the date of the meeting, together with the name of seconders, notice of all amendments to the motions appearing on the agenda, which it is desired to put before the meeting.
7. Special-Extraordinary General Meeting ~~a Special~~ an Extraordinary General Meeting may be called on receipt of a request to do so, signed by at least five voting members, giving the reasons thereof, and

shall within two months of the receipt thereof be convened by the Committee, on giving fourteen days notice to voting members.

The business of the Special Extraordinary General Meeting shall be that for which it is called and no other.

The procedure applicable to an Annual General Meeting shall otherwise apply to a ~~Special~~ Extraordinary General Meeting.

8. ~~Normal General Meeting~~ a Normal General Meeting shall be held once every two months.
9. Nominations nominations for election to the Committee shall be of voting membership by at least two other such members, and shall be notified in writing to the Secretary before the meeting, together with the consent of the nominee. If an election is required between nominees, a vote by voting members shall be held and the election shall be effected by a majority of the votes cast.
10. Voting Except where otherwise specified, only fully paid up full diving members and associate members of the age of fifteen years or over, (collectively referred herein as voting members) may vote at meetings of the club and no person shall be entitled to more than one vote. When more than one nominee exists for a particular committee position, a poll shall be taken rather than by a show of hands. Voting on all other motions, other than such election of committee shall be only by a show of hands, unless a poll is demanded.
11. Committee The Committee shall take office at a period after the meeting set by the meeting at which it is elected, and shall hold office, unless intermediately dismissed, until the next Annual General Meeting.

The Committee shall meet at least once in each quarter, the first such meeting to be within four weeks of taking office, but otherwise, and subject as in hereafter provided, shall meet as required on seven days notice to all members thereof from the Secretary - four to form a quorum,

The Committee shall arrange activities for the Club in accordance with the object, and to raise funds therefore, and to defray expenses thereof may charge such fees for admission or participation, and incur liabilities as it may deem proper, provided that the committee may not without the prior approval of a General Meeting incur liabilities in excess of the assets, including therein the reasonably expected income.

The Committee shall hold and administer for the general benefit of all members, all funds, property and equipment in the general ownership of the Club.

The Committee may invest moneys at their discretion, otherwise than in bearer securities, and shall insure the premises and equipment of the Club against all usual property risks, and the Club and the members thereof against third party liabilities incurred thereby within the United Kingdom whilst engaged in authorised activities of the Club.

The Committee may appoint and dismiss sub-committees, and prescribe rules for the conduct thereof, may co-opt members for any special purpose, provided that such members shall not be entitled to vote in deliberations of the Committee, may fill from the members any vacancy in its officers, and from the voting membership of the club, any vacancy in its membership which occurs during the term of office.

The Committee may from time to time make, repeal, and amend all such regulations, (not inconsistent with this constitution) as they think expedient for the internal management and well being of the Club.

All regulations made by the Committee under this rule shall be binding upon all members until repealed by the Committee, or set aside by a resolution of a General Meeting of the Club.

The Committee may award to any such member such honorarium as it shall deem proper for necessary technical or professional service to the Club, which would otherwise have required the employment of an independent contractor, and reimburse out of pocket expenses incurred by any member in the conduct of the affairs of the Club as a result of any direction by the Committee.

The Committee may, by a two-thirds majority thereof, suspend, or require the resignation of, any officer or member of the club, and failing compliance with such request, within seven days thereof, such officer or member shall be deemed to have resigned provided that before requiring the suspension or resignation of any officer or member, the Committee shall give to the officer or member the opportunity of appearing before the Committee and of hearing the reasons of such proposed suspension or request to resign, and of addressing the Committee in answer to such reasons. The Committee reserves the right to refuse to refund the Club entrance fees or part thereof, if a member or officer of the Club resigned or is deemed to have resigned.

The Committee refuse the right to refuse membership to any applicant, without explanation.
12. Chairman The Chairman shall be the spokesman for the Club, and shall further its interests to the best of his/her abilities. He shall address the Annual General Meeting on the affairs of the club. He shall preside at the Annual General meeting, Special General Meeting, General Meeting, and Committee

Meetings. In the absence of the Chairman, the Diving Officer shall preside, and in his absence, the relevant meeting shall appoint one of its voting members to preside.

13. Secretary The Secretary shall keep the minute books of the Club and Committee. He shall summon meetings, prepare agenda, record transactions at meetings, deal with Club correspondence, maintain in good order and safekeeping all documents, records and books of the Club, and present a report to the Annual General Meeting. Any notice required in accordance with this constitution to be given to voting members by the Secretary shall be duly given, if posted to such members on or before the commencements of the relevant period of time.
14. Treasurer The Treasurer shall keep proper books of account of all moneys received or paid on behalf of the Club, shall effect in the name of the Club, and keep records of all investments by the Committee, and shall arrange for all such moneys and securities to be deposited at such branch of such bank as the Committee may direct, to the credit of an account the name of the Club on which cheques or other orders shall be signed by not less than two of the officers. He shall be responsible for the calling in and collection of all debts and for the due discharge of all liabilities of the Club out of club funds, as the Committee may direct. He shall prepare a balance sheet and a statement in income and expenditure to the 30th day of August/November each year, which he shall cause to be audited by the club auditors, and presented to the Committee for submission to the Annual General Meeting, and may be assisted in his work by such person or persons as the Committee may approve.
The Treasurer shall require the officers of the Club to supply a budget of planned income and expenditure for the year ending on the 30th of November which shall be approved by the Committee.
15. Diving Officer The Diving Officer shall be advisor to the Committee on all aspects of diving, and shall be responsible for diving arrangements in connection with club activities. He shall report to the Annual General Meeting on these, and all other matters which fall within his range of responsibility, as laid down by the British Sub-Aqua Club Diving Manual. He shall wherever possible prepare a schedule of diving activities for pool, open water and theory. Such a schedule to give dates, locations and persons taking charge of each event.
16. Activities No activity of the Club shall be undertaken unless it has been authorised by the Committee or Diving Officer who shall appoint for a diving activity a person who shall be called the Expedition Leader, or Diving Marshall, to control and supervise that activity. To secure safety and discipline on diving expeditions, the Expedition Leader may suspend for the duration of the expedition any member who fails to obey his orders as Expedition Leader. All such suspensions shall be reported to the relevant Committee or Diving Officer at the conclusion of the expedition.
No member may take part in any diving activity without having first signed an indemnity form. The declaration on the membership application form is deemed equivalent to an indemnity.
No member shall without the written consent of the Committee use any form of underwater breathing apparatus other than open circuit compressed air equipment breathing or decompression gas other than that approved by the BSAC in the current issue of the BSAC Safe Diving Practises on any club activity.
No member may take from the seas any fish or life that is in excess to his personal consumption, when taking part in underwater activities.
17. BSAC Fees Persons joining or rejoining the Club as full, junior or associate members, shall pay the required BSAC fees to the Treasurer, which shall be paid in turn to the BSAC, to enable that member to receive that which is due to him/her in accordance with BSAC rules, providing that that he/she also pays to the club the relevant club fee.
18. Club Fees Club fees shall be renewable annually on the anniversary of the first day of the month in which the relevant member joined or rejoined the club due on the first of April, and shall be payable to the Treasurer. Members joining or rejoining at any other time shall pay a pro-rata amount to the club depending upon the joining date. Subsequent renewals of membership will become due on the first day of April. The club fees are as follows shall be as set out in the current tariff.
- a) — full membership shall be ten pounds (£10.00) may be paid in two instalments of five pounds at six monthly intervals
 - b) — associate membership shall be two pounds (£2.00) provided that an associate member may at any time become a full member on payment of the balance of full membership subscription.
 - c) — Junior membership shall be five pounds (£5.00) (may be paid in two instalments of five pounds at six monthly intervals)
 - d) — joint membership — one spouse, when both are full or associate members may be abated by the sum of two pounds.

Any member who fails to renew his subscription within one month of the due date shall be deemed to have resigned.

Any member who has resigned or deemed to have resigned may

- a) within twelve months of the expiry of his last subscription, renew his membership on the payment of the then current years subscription, which shall continue to be renewable as previously stated
- b) at any time beyond twelve months of the expiry of his last subscription, apply to rejoin the club.
19. Interpretation The Committee shall determine any questions as to the interpretation of this constitution and of any regulations made thereunder, and may rule for any occurrence not otherwise catered for herein provided that an appropriate amendment is moved at the next following Annual General Meeting.
20. Dissolution If at any General Meeting a resolution be passed for the dissolution of the Club, and such a resolution shall at a Special General Meeting be held not less than one month thereafter be confirmed by a resolution passed by a majority of not less than two-thirds of the voting members present, the committee shall thereupon or at such future date as shall be specified in the resolution, proceed to realise the property of the club, and after the discharge of all liabilities shall hand over the next assets to such a body having similar objects to those of the club as shall be specified in such a resolution.
21. Amendments No amendments shall be made to section 20 or this section except by a resolution of a General Meeting of which two-thirds of the voting members present are in favour. Subject thereto no amendments shall be made to this constitution except by a resolution of a General Meeting of which a majority of the voting members present are in favour.