



CLUB CONSTITUTION

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Approval: By the Club membership on

BARRY PERTON

CHAIRPERSON
NAME

DATE: 6th April 2006

- 1 The branch shall be known as **DACORUM SUB-AQUA CLUB or DSAC**, henceforth referred to as The club, and is Branch No. 713 of the British Sub-Aqua Club (BS-AC).

HEADQUARTERS

- 2 The **headquarters** of The Club shall be at the Apsley Village Club, Apsley, 39 London Road, Hemel Hempstead. The venue can be changed only by a General Meeting of The Club.

OBJECTIVES

- 3 The **Objective** of The Club is to promote a wide range of safe sub aqua diving activities: to organise training programmes in accordance with BS-AC methods; and to foster other supporting activities, such as social and fund raising events.
- 4 Club activities are open to non members at the discretion of the committee.

MEMBERSHIP

- 5 **Full Membership** shall be restricted to persons over 16 years who meet the current BS-AC criteria.
- 6 **Non-diving membership** shall be available for friends or relatives of members who wish to attend club social events. The membership does not entitle the person the use of any club asset, facility or the right to vote on club matters.
- 7 The minimum entry age is 14 years for applicants who have written parental consent.
- 8 A reduced fee will apply to ages 14-16 inclusive and will be known as junior membership.
- 9 Committee approval is required prior to entry of a new member to any grade of membership to The Club. Committee approval is also required for any diving qualification award.
- 10 Membership fees are not refundable.

SUBSCRIPTIONS AND LEVIES

- 11 All subscriptions and levies shall be laid down by the Club Committee.

COMMITTEE

- 12 The management of The Club shall be vested in the Committee, which shall consist of a minimum of five officers (Chairman, Secretary, Treasurer, Diving Officer and Equipment Officer) with optional officer posts of Vice Chairman, Training Officer, Records Officer and Social Secretary. These may be combined with other posts as required.

13. Committee members, who must always be full members of The Club, shall be elected at the Annual General Meeting and serve for one year, when they may be re-elected subject to a maximum consecutive term in any one office of three years.
14. A Committee member may be deemed to have resigned if absent for three consecutive Committee meeting without apologies.
15. The Committee shall meet at least 10 times per year, at approximately monthly intervals. A majority of the Committee shall form a quorum providing the Chairman or Diving Officer and one other officer is present. Decisions cannot be taken at Committee meetings in an area where a Committee Member responsible for that area is not present.
16. The Committee have the power to co-opt full members and to make appointments to fill any vacancy among the Officers of the Club. Such appointments must be presented to the Club at the following weekly meeting for approval.

THE OFFICERS

17. The duties of the officers of the Committee are as follows:

<u>Chairman</u>	To co-ordinate all activities of The Club; to be its spokesman and generally to further the interests of The Club; to preside at General and Committee Meetings.
<u>Treasurer</u>	To manage the financial affairs to the branch; to keep proper books and ensure all bills (e.g. For pool, to HQ) and subscriptions are paid on time. He/she shall prepare a statement of income and expenditure, and balance sheet to 31st March of each year. Which he/she shall cause to be audited by the branch auditors and presented to committee for submissions to the Annual General Meeting, and he may be assisted in his/her work by such a person or persons as the Committee may approve. The auditors must not be Committee Members.
<u>Secretary</u>	To deal with Club correspondence; to take minutes at General and Committee meetings; and to organise and prepare an agenda.
<u>Diving Officer</u>	To be responsible for all aspects of diving in The Club; to recommend to the Committee the awarding of branch qualifications; to ensure safety standards are maintained.
<u>Equipment Officer</u>	To organise the maintenance of all Club equipment in good, safe working order and recommend to the Committee when replacement is required.
<u>Records Officer</u>	To maintain order and safe keeping of all records, documents and books of The Club. In particular, to check logbooks immediately prior to the awarding of qualifications.

Training Officer To organise the lecture programme and basic pool training programme for which he is directly responsible to the D.O.

MEETINGS

18. The club year shall run from 1st April to 31st March. The Annual General Meeting shall be held in April each year.
19. Only full members shall be entitled to vote at any General Meeting or stand for a Committee position.
20. The secretary shall give written notice of each Annual General Meeting and Special General Meeting to all full members 28 days in advance. The notice shall include details of motions proposed by the Committee
21. A Special General Meeting shall be called by the Committee and Extraordinary General Meeting shall be called when a written request detailing the reason for the meeting and signed by at least 12 full members is received by the Secretary.
22. The business of Special or Extraordinary General Meeting shall be that for which it was called.
23. For an Annual General Meeting, items for the agenda must be submitted to the Secretary at least 14 days before the Meeting and the final Agenda circulated to all full members at least 7 days before the meeting.
24. The Items will include: motions for debate (accompanied by proposer and seconder); constitutional or Bye-law changes; proposals; nominations for Committee (including proposers, seconders and nominee signatures); and those standing for re-election.
25. At any General Meeting, The quorum shall be one-quarter of the full members and in any case not fewer than 10.

BYE-LAWS

26. A series of bye-laws is appended to the constitution. These are a set of rules drawn up to implement the general policy and to facilitate the general day to day running of The Club.
27. The Committee has the power to make, amend, or rescind these rules as it sees fit. The Club will be notified verbally by the Chairman or Vice Chairman via the notice board of any changes or amendments in these rules.

DISCIPLINE

28. In order to ensure the safety and good name of The Club and its members, The Club official in charge of the Club activity may suspend, at his discretion and for the duration of the activity, any member who commits a misconduct. Any such suspension must be reported to the Chairman and Secretary as soon as possible

and must be discussed at the next meeting of the Committee. The suspended member shall have the right to be present at any meeting at which his suspension is discussed in order to hear the reasons for the suspension and to address the Committee in answers to such reasons.

29. The Committee may, by a two thirds majority of all members thereof, suspend or request the resignation on any officer or member of the Committee or of The Club; failing compliance within seven days of any such request such officer or member shall be deemed to be suspended; provided that, before requiring the suspension or resignation, the committee shall give such officer or member the opportunity of appearing before the committee, of hearing the reasons for such proposed suspension or request to resign, and addressing of the committee in answer to such reasons, and provided further that the officer or member shall have the right to appeal to the General Committee of the Club.

GENERAL

30. The Club shall observe the General Rules of the BS-AC.
31. The committee are answerable at all times for their actions to The Club as a whole. If decisions are called into questions and an Extraordinary Meeting called, a simple majority of those full members present at the meeting, in a vote of confidence, is sufficient to force the resignation of the entire Committee.
32. If in any General Meeting of the Club, a resolution is passed for the dissolution of the Club and such resolution shall, at a Special General Meeting held not less than one month thereafter, be confirmed by a majority of two thirds of the Voting Members of the Club, the Committee shall there upon, or at such future date as shall have been specified in the resolution, proceed to liquidate the property of the Branch and discharge all liabilities.
33. Changes to the Club constitution may be effected only at Annual General Meetings or Special General Meetings or Extraordinary General Meetings and will be passed only if at least two-thirds of the full members present vote in favour of the proposed changes.
34. Equipment which is the property of The Club may be sold on the recommendation of the Committee if the value of the item is £200.00 or less. If the value of the item exceeds £200.00, authorisation by a majority of members at a Special General Meeting is required before disposal. All items of Club equipment for disposal shall first be offered to the membership for a period of 4 weeks, during which written offers to purchase may be made to the Treasurer. The Treasurer will normally accept the highest bid, however, if no bid is received, the item may then be put on public sale. In any case, the price at which the item was sold will be published and entered into the minutes of the next Committee Meeting

BYE - LAWS

1. Club Equipment

All equipment can be hired to full club members at the discretion of the Equipment Officer. Any problems will be referred to the full Committee. A fee will be payable, in advance to the Equipment Officer or Dive Marshall for the hire of each item. All equipment used for training must be returned in a usable state (i.e. Bottles full) before the next training session.

2. Club Dive

A club dive is one where Club members are in the majority and which is organised by a full club member, with prior D.O. approval of the dive and the Dive Marshal. A dive report must be submitted to the D.O. by the Dive Organiser.

3. Club Boats

The club boats and associated equipment can only be used on club dives at the discretion of the Boat Officer and D.O. There must always be an appropriate number of qualified boat handlers, and radio operators present.

4. Training Records

It is the responsibility of each individual member to keep their logbooks up to date. Logbooks must be submitted to the Records Officer (for checking and updating club records) and the full Committee before diver qualifications can be awarded. Logbooks should also be validated annually by the Diving Officer and Records Officer.

5. Diving Levy

For RIB diving, a daily levy will be charged, to be agreed by the Committee for use of the club boats, payable to the Treasurer. For other dives, it will be appropriate to ensure that costs are covered. It is the responsibility of the dive organisers to collect these fees.

6. Instructors

Instructors shall be appointed by the D.O. only after the satisfactory completion of an Instructors Course.

7. Records Retention

Records are retained for a minimum of five years.

8. Buoyancy Compensators and Alternative Air Source

Some form of buoyancy compensator must be worn during all diving activities, together with an alternative air source.

9. O2 Equipment

Where possible O2 equipment should be available on all club dives.

10. Non Members

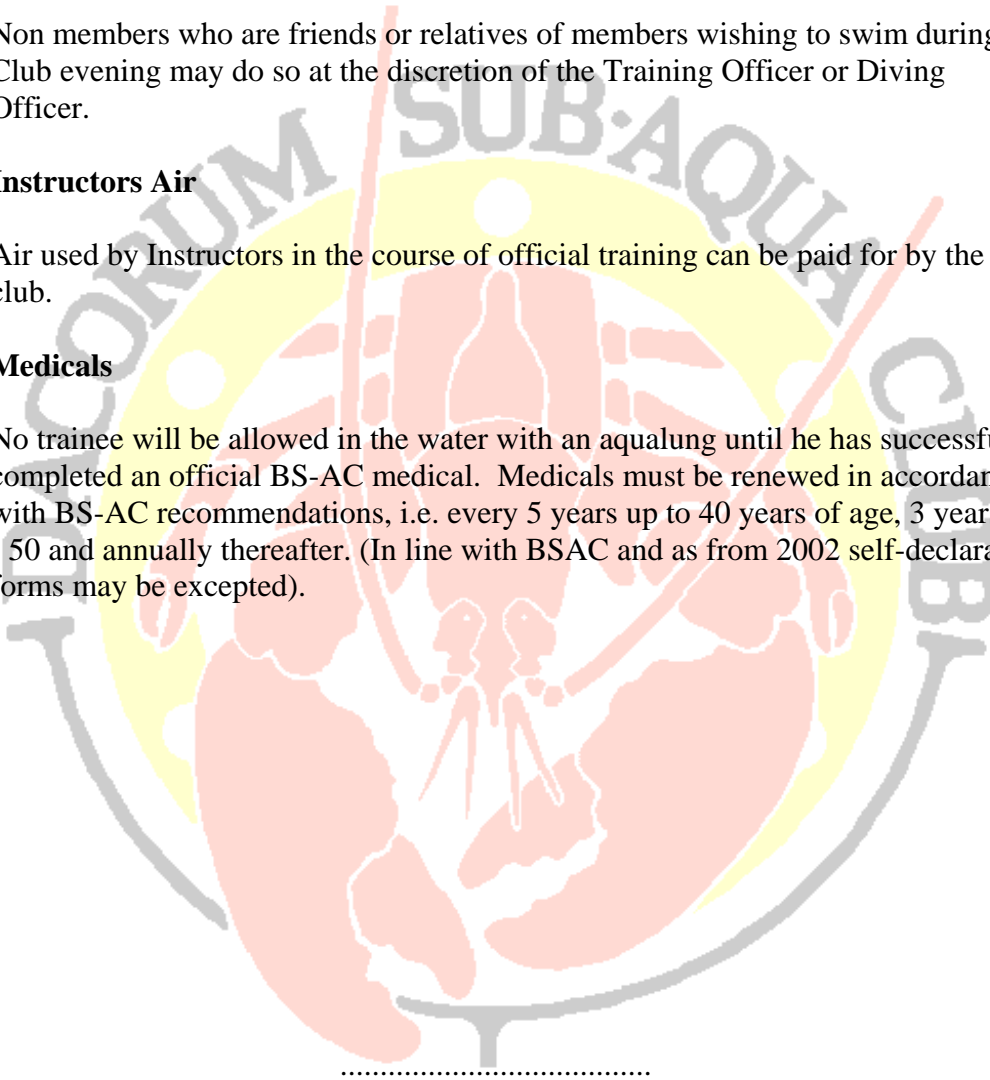
Non members who are friends or relatives of members wishing to swim during a Club evening may do so at the discretion of the Training Officer or Diving Officer.

11. Instructors Air

Air used by Instructors in the course of official training can be paid for by the club.

12. Medicals

No trainee will be allowed in the water with an aqualung until he has successfully completed an official BS-AC medical. Medicals must be renewed in accordance with BS-AC recommendations, i.e. every 5 years up to 40 years of age, 3 years 40 - 50 and annually thereafter. (In line with BSAC and as from 2002 self-declaration forms may be excepted).



Wording for new membership category. To be inserted under Membership heading. All subsequent numbered points to move on one number.

6. **Non-diving membership** shall be available for friends or relatives of members who wish to attend club social events. The membership does not entitle the person the use of any club asset, facility or the right to vote on club matters.

