

BRADFORD BRANCH BRITISH SUB AQUA CLUB

CLUB RULES

REVISED 20th JANUARY 2003
Amended (welfare) Nov 2012
Amended (AGM Dates) Dec 2016

Signed : _____ Chair

Signed : _____ Secretary

Note: *Any amendments to these rules must be notified to the Police/Licensing Authority within twenty-eight days.*

1. TITLE :

The title of the Club shall be The Bradford Branch British Sub Aqua Club (hereinafter called "the Club").

2. OBJECTS:

a) The objects of the Club shall be to promote underwater exploration, science and sport in these activities. The objects shall be in accordance with the aims of the national body, The British Sub Aqua Club (BSAC), or other such international diving bodies approved by the Club at an Annual or Special General Meeting.

b) The written constitutions of the BSAC in connection with all diving practices will be considered part of these Club rules.

c) All such guidelines and recommendations of the BSAC regarding Diving practices will also be followed by all members.

d) Ensuring the safety, protection and welfare of any young person or vulnerable adult members through the adoption of the BSAC “Welfare of young Persons and vulnerable adults Policy” and all corresponding procedures and guidelines.

3. MANAGEMENT:

a) The Officers of the Club shall be the Chair, Secretary, Treasurer and Diving Officer.

b) The Officers shall be elected annually by paid up full members at the Annual General Meeting.

c) The objects of the Club shall be promoted by a General Committee (called "The Committee").

d) The management of the Club shall be carried out by the Committee.

e) The Committee shall consist of the Officers, Trustees and a maximum of nine additional committee members.

4. PATRONAGE:

a) The Committee may by a two-thirds majority of all committee members invite, and on the acceptance of such an invitation appoint, such distinguished persons as it shall deem proper to be Patron or Vice President for a term of three years, or Honorary Member for a specific period of invitation.

b) Patrons, Vice Presidents or Honorary Members shall be ex officio non-voting members of the Committee and eligible for re appointment.

5. MEMBERSHIP:

a) There shall be eight classes of membership.

1.

Full Membership for which any person over the minimum age as defined by the national body shall be eligible. Full members can, subject to the law of the land and constitution of governing bodies, take part in all Club activities.

2. Associate Membership for which any person shall be eligible. Associate membership

shall not entitle such a member to participate in diving activities

3. Junior Membership for which any person under the age of 19 years shall be eligible. Junior Membership will not entitle such a member to take part in activities involving the use of breathing apparatus

4. Honorary Membership for which any person shall be eligible. Honorary membership shall be for a period as stated on the invitation and bestows on the Honorary member the entitlements of Full member. Honorary Members will only be liable for subscriptions to affiliated bodies. If no specific period is offered to the invitee it shall be interpreted as being 12 months. Honorary members may not exceed two in number.

5. Affiliated body Membership is available to a member of an organisation with similar interests and whose objects do not conflict with the objects of the Club. This will be at the discretion of the Committee.

6. Social membership for which any person of the age of 18 years or over shall be eligible but which shall not entitle such members to participate in swimming or diving activities.

7. Snorkelling Member for which any person shall be eligible. Snorkelling membership will not entitle such a member to take part in activities involving the use of breathing apparatus.

8. Student Membership for which any person, between the minimum BSAC age and 21, shall be eligible, provided they are in full time education. Student members under the age of 16, shall be accompanied by an appropriate adult, on all dive trips whilst not diving, or in the clubhouse.

9. Members shall abide by the following:-

a) Safeguarding of children, young people and vulnerable adults policy:

The branch is fully committed to safeguarding the well being of its members. Every individual in the branch should, at all times, show respect and understanding for others rights, safety and welfare, and conduct themselves in a way that reflects the principles of the British Sub-Aqua Club.

It is a condition of membership that each member agrees to adhere to the current safeguarding and drug abuse policies as laid down by the BSAC and with the principles contained therein.

Members applying for new or renewed membership of the Branch in the capacity of an instructor or dive manager, (this includes all those who have attended the IFC and wish to act as instructors within the branch (including the provision of Try Dives)), who will have direct contact with young people, will be required to give their permission for their criminal record to be checked through the Criminal Records Bureau.

b) Any full Member shall be allowed to attend Committee meetings. Non Committee members will not be allowed to take part in the proceedings unless invited to do so by a minimum of two Committee members. No persons, other than Committee members will be allowed to vote.

c) The renewal of all classes of membership is to run from the common renewal date. Only persons whose subscriptions are paid up to date and in full shall be deemed to be a member of any class.

d) All surplus income or gains are to be applied for the sole benefit of the club. No member or third party shall be entitled to any distribution of club assets in cash or in kind.

6: ANNUAL GENERAL MEETING:

a) A General Meeting called the Annual General Meeting shall be held each year at which a quorum shall be not less than 20% of the paid up voting members. No more than 18 months shall occur between Annual General Meetings. In the event of there not being a quorum within 1 hour of the proposed time of starting the meeting the Chair shall suspend the meeting to be reconvened within one calendar month. At the reconvened meeting 5 members shall be deemed a quorum.

b) The business of the Annual General Meeting shall be:

1. The appointment of tellers for any ballot, which may be required.
2. The Chair's address.
3. The Honorary Secretary's report.
4. The Diving Officer's Report.
5. The Treasurer's Report and adoption of accounts.
6. Reports from each Committee member.
7. The election of the Committee for the ensuing year.
8. The results of the Ballots.
9. The appointment of auditors for the forthcoming year, if appropriate.
10. Motions of which notice has been given.
11. Ratification of rule changes since the last Annual General Meeting or Special Meeting.
12. Ratification of Licenses for the forthcoming year.
13. Other business as the Chair may select.

c) The Secretary shall give in writing to the voting members not less than eight weeks notice of the date of the Annual General Meeting.

c) The Secretary shall give to the voting members not less than twenty eight days notice of the date of the Annual General Meeting.

d) Notice shall be given in writing to the Secretary six weeks before the meeting of all motions, which it is desired to put before the meeting.

d) Notice shall be given in writing (email) to the Secretary twenty days before the meeting of all motions, which it is desired to put before the meeting.

a) Motions shall only be accepted from present paid up full members.

b) Motions must be supported by two other paid up full members, one proposing and one seconding the motion.

e) The Secretary shall give in writing to the voting members not less than four weeks notice of the Agenda

e) The Secretary shall give in writing (email) to the voting members not less than fifteen days notice of the Agenda

f) Should any member wish to communicate with other voting members about any item on the agenda, the Secretary will send a copy of the communication to every voting member. The

Secretary must receive the request not less than three weeks prior to the meeting, and will send out the communication not less than ten days prior to the meeting.

f) Should any member wish to communicate with other voting members about any item on the agenda, the Secretary will send a copy of the communication to every voting member. The Secretary must receive the request not less than twelve days prior to the meeting, and will send out the communication not less than ten days prior to the meeting.

For clarity the dating of letters shall be as follows: (remove)

Letters sent to or received by the Secretary shall be as post marked. (remove)

Letters delivered by any other method shall be as the date received. (remove)

g) Postal or proxy votes (for General Meetings) shall be allowed subject to the discretion of the Committee. Proxy forms will be sent to all members with the Agenda of the meeting, and proxy votes will only be accepted if returned on the form provided.

Page 4 of 11

SPECIAL GENERAL MEETING:

a) Any other General Meeting shall be known as a Special General Meeting and may be called at anytime and on receipt of a request to do so signed by at least 20% of the voting members stating the reason.

b) A Special General Meeting will be convened by the committee within 21 days of a request to do so. The meeting will be held within 40 days of receiving the request.

c) It will be convened by the Committee by giving fourteen days written notice to voting members.

d) Notice of the meeting will be displayed on the Club notice board.

e) The business of the Special General Meeting shall be only for that for which it was called.

f) The procedures applicable to an Annual General Meeting shall apply to a Special General Meeting.

g) During the Annual General Meeting or Special General Meeting all normal activities of the Club will be suspended.

h) The decision to open the Bar will be at the discretion of the Committee decided prior to the meeting.

i) The Chair may at their discretion temporarily suspend a Meeting. In the case of an Annual General Meeting the suspended meeting must be reconvened within one calendar month from the date of the suspension.

8. NOMINATIONS:

a) Nominations for election to the Committee shall be restricted to paid up full members.

b) Nominations must be made by two other paid up full members, one proposing and one seconding the nomination.

c) Such nominations together with the consent of the nominee shall be notified to the Secretary, in writing (email) by 23:00hrs 7 days prior to any AGM

d) Nominations will be displayed within the club.

e) In the event of more than one candidate being proposed for a position on the Committee, the proposer of each candidate will be given the opportunity to outline the candidate's qualifications and experience and the reason for proposing the said candidate.

9. VOTING:

a) Except where otherwise provided only full paid up members (collectively referred to in the Rules as full or voting members) may vote at meetings of the Club and no voting member shall be entitled to more than one vote. The Chair shall have the casting vote.

b) Voting will take place by a show of hands, the decision of the Chair being final. A poll or ballot may be demanded by not less than 20% of the voting members present.

c) Any motion, which the Committee considers may affect the objects of the Club, shall be submitted to a ballot, and shall only be passed by not less than a 2-1 majority of votes cast by not less than 20% of the members entitled to vote.

10. COMMITTEE:

a) The Committee shall take office immediately after the Annual General Meeting at which it was elected and unless intermediately dismissed hold office until the next Annual General Meeting.

b) The Committee shall meet at least once in each quarter the first such meeting to be within four weeks following the Annual General Meeting. On any resolution, each Committee member shall be entitled to one vote.

c) Five Committee members are required to form a quorum. The quorum shall include at least one Officer of the Club.

d) Committee meetings may be called by the Chair, Secretary or quorum, provided not less than seven days notice is given to all Committee members.

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

f) 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.

g) The Committee shall insure the premises and equipment of the Club as they shall deem appropriate and with the agreement of the Trustees.

h) The Committee may appoint and dismiss subcommittees and prescribe rules for the conduct of such subcommittees.

i) The Committee may co-opt members for any special purpose provided that such members shall not be entitled to vote in deliberations of the Committee.

j) The Committee may fill from its members any vacancy in the Officers.

k) The Committee may fill from the voting membership of the Club any vacancy in its membership, which occurs in its term of office.

l) The Committee may repeal or amend any regulation (not inconsistent with the rules and principles of the recognised governing body) as they may 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. Such rule changes shall be displayed on the notice board until the Annual General Meeting or Special General Meeting at which they are to be ratified.

- m) The Committee may award to any member such honorarium as it shall deem proper for necessary technical or professional services to the Club, which would have otherwise required the employment of an independent contractor.
- n) The Committee may 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.
- o) The Committee may, by not less than a two thirds majority of all Committee members, suspend or require in writing the resignation of any Trustee, Officer, Member of the Committee, or member of the Club. Failing to comply with any such request within 7 days will deem that person to have resigned, provided that before such suspension or resignation, the Committee shall give such person the opportunity of appearing before the Committee to hear the reason for such proposed suspension or request to resign, and of addressing the Committee to respond.
- p) Any person so suspended or required to resign shall if they wish be permitted to address the next Annual General Meeting.
- q) The Committee will immediately terminate the membership of any member convicted of a sexual offence and the member will forfeit all membership fees.

11. CHAIR: The Chair shall:

- a) Be spokesperson for the Club and shall further it's interests to the best of their ability.
- b) Address the Annual General Meeting on the affairs of the Club.
- c) Preside at the Annual General Meeting, Special General Meeting and Meetings of the Committee. In the absence of the Chair the Vice Chair shall preside and in their absence the relevant meeting shall elect one of the voting members present to preside
- d) Have a casting vote at all meetings.

12. SECRETARY: The Secretary shall:

- a) Keep the minute book of the Club and the Committee.
- b) Summon meetings, prepare agenda, record transactions at meetings, deal with Club correspondence, maintain in good order and safekeeping all records, documents and books of the Club and present a report to the Annual General Meeting.
- c) Have assistance in his/her work by such person or persons as the Committee may approve. Any notice to be given to members by the Secretary shall be duly given if posted or handed to such members on or before the commencement of the relevant period of time.

13. TREASURER: The Treasurer shall:

- a) Keep proper books of account of all monies received or paid on behalf of the Club.
- b) Keep records of all investments by the Committee.
- c) Arrange for all monies and securities to be deposited at such branch of such bank as the Committee may direct, to the credit of an account in the name of the Club. Cheques and other orders shall be signed by not less than two Officers.
- d) Be responsible for the calling in and collection of all debts, subscriptions from members and for due discharge of all liabilities of the Club out of Club funds as the Committee may direct.
- e) Prepare a statement of income and expenditure and a balance sheet to the end of each financial year which shall be audited by the Club auditors, if appointed, and present this to the Committee for submission at the Annual General Meeting and may be assisted in his/her work by such person or persons as the Committee may approve.

14. DIVING OFFICER: The Diving Officer shall:

Be the adviser to the Committee on all aspects of diving and shall be responsible for the diving arrangements in connection with Club activities in accordance with the regulations of the governing body (BSAC).

15. DIVING ACTIVITIES:

- a) No diving activity shall be undertaken by Club members unless it has been authorized by the Diving Officer, Assistant Diving Officer or the Diving Officer's representative. Such authoriser shall appoint a person for a diving activity, who shall be called the Expedition Leader, to control and supervise that activity.
- b) To ensure safety and discipline on diving expeditions the Expedition Leader may suspend any member for the duration of the expedition, who fails to obey their orders. All such suspensions shall be reported to the relevant Committee at the conclusion of the expedition.
- c) No member shall take part in any diving activity without having first signed an indemnity form and submitted a satisfactory medical certificate.

16. SUBSCRIPTIONS:

The cost of subscriptions shall be as currently determined by the Committee. The Club accepts no liability for cessation or cancellation of membership by governing bodies due to late payment of subscriptions by members. The Committee may cancel the membership of any person, if their subscription has not being paid within two months of the common renewal date, until full payment is made.

17. INTERPRETATION

The Committee shall determine any question as to the interpretation of these Rules and of any regulation made thereunder and may rule for any occurrence not otherwise catered for in these Rules provided that appropriate amendment thereto is displayed and is moved at the next Annual General Meeting.

18. DISSOLUTION:

If at any General Meeting a resolution shall be passed for the dissolution of the Club, a Special General Meeting must be held within one month. The resolution must be passed by a majority of not less than two thirds of the voting members of the Club at such Special General Meeting. The Committee shall proceed to realise the assets of the Club. After the discharge of all liabilities the net assets shall only be disposed of to such approved sporting body or for such charitable purposes, as defined by Schedule 18 of the Finance Act 2002, as shall have been specified in the resolution for dissolution.

19. AMENDMENTS:

Except as provided for in Rule 17 and Rule 10(1), any motion to amend these rules shall be submitted to a ballot of all voting members and shall be adopted only by not less than a 2-1 majority of votes cast by not less than 20% of the members of the Club who are entitled to vote.

20. VISITORS:

A visitor shall be defined as any person not included in Rule 5 of Club Rules.

21. SUPERVISION OF CLUB PREMISES AND EQUIPMENT:

The conduct of the Club shall be the responsibility of the Committee. The Committee will be responsible to the Chair (or in their absence the Secretary) in all matters relating to the Club premises and equipment and they will have authority to ensure that such conduct and use of the Club equipment is in accordance with the interests of all members.

22. USE OF PREMISES:

- a) The Club premises will be open when necessary as may be prescribed by the Committee
- b) The Committee shall have power to close the premises for any reason.
- c) Members of teams visiting and competing with the Club shall for the actual day of the event be regarded as temporary members of the Club
- d) The number of supporters shall not exceed the number of the visiting team.

23. FUNCTIONS WITH FINANCIAL REPERCUSSIONS:

Any function, which could have financial repercussions, must be approved by the committee.

24. INTOXICATING LIQUOR:

1) Intoxicating Liquor may be sold **by or on** behalf of the club for consumption on or off the club premises to members. Intoxicating liquor shall only be supplied in accordance with the current licensing laws.

The hours that the bar shall be open will be entirely at the discretion of the committee. Such hours may be varied from time to time as considered necessary, but they may never extend beyond the hours permitted by the Licensing Authority.

2) **The permitted hours for the supply of intoxicating liquor and provision of regulated entertainment shall be as permitted by the Premises Certificate.**

The current permitted hours for the supply of intoxicating liquor by or on behalf of the Club for consumption only on the premises will be as follows **and displayed in the clubhouse:**

Weekdays: 11.00 am - 23.00

Sundays: 12.00 noon - 14.00 and 19.00 – 22.00

Good Friday: 12 00 noon - 14.00 and 19.00 - 22.30

Christmas Day: 12.00 noon - 15.00 and 19.00 - 22.30

3) Guests. Two guests may accompany any member to the Club, provided that no person whose application for membership has been refused or who has been expelled as a member of the Club shall be admitted as a guest. A member may only introduce the same guests on six occasions in any year ending 30th April.

The names and addresses of guests using the Club bar facilities must be entered in the Visitors Book maintained by the secretary and signed and dated by the introducing member in whose company the guest should be when purchasing intoxicating liquor.

4) Pursuant to section 49 of The Licensing Act 1964 intoxicating liquor for consumption on the premises may be supplied by or on behalf of the Club to any of the following persons provided that they are over the age of 18 years.

a) Persons attending Club functions organised or authorised by the Club provided always that the number of such functions shall not exceed twelve in any one year.

b) Members, officials and supporters from other diving clubs who are visiting the Club in connection with or on the occasion of any diving activity including training and promotion of diving activities.

c) **Persons admitted to the Club in order to attend a function authorized by the Management Committee. Such occasions to be restricted to ensure that the members are still able to enjoy the privileges of the club. The names and addresses of those attending to be provided to the Club at least 48 hours before the start of the function.**

d) **Persons attending functions where the premises have been hired out for the purpose of a function to non-members, such occasions shall be restricted to ensure that the members are still able to enjoy the privileges of the club. The names and address of those attending to be provided to the Club at least 48 hours before the start of the function.**

Before serving any person with liquor, the Steward, or any officer of the Club shall be entitled to see the membership card or check the membership register against the person concerned. If no record is found in relation to that person, that person will not be served.

25. GRANTS:

A maximum of two people can receive grants for Diving Officer's and Chair's Conferences.

26. TRUSTEES:

- a) The number of Trustees shall be three. They shall be elected by the members in a Special General Meeting or Annual General Meeting.
- b) They shall be over 21 years of age and shall hold office during the pleasure of the members and they shall be entitled to attend all meetings of the Committee and be at liberty to take part in the proceedings thereof and vote on any question under discussion.
- c) The Trustees shall hold and have vested in them jointly on behalf of the Club, and be responsible for the safe custody of, all Documents of Title and Securities. They shall take such measures for the safe custody and preservation thereof as they may think fit, at the expense of the Club, and shall produce them for inspection by the auditors each year and when required to do so by the resolution of a General Meeting.
- d) The Trustees shall not realise or raise money on any of the assets of the club except by resolution of the Committee signed by the Secretary and the Chair of the meeting at which it was proposed.
- e) In the event of the number of trustees being less than three, another or others shall be appointed at a Special General Meeting or Annual General Meeting. Nominations to be given in writing to the Secretary and posted on the club notice board in accordance with procedures for such meeting.
- f) If any Trustee shall be removed from office or resign and shall neglect or refuse to assign or transfer any assets of the Club standing in their name, as the Committee shall direct, such Trustee shall (if he/she be a member) be expelled without prejudice to any further action against them.