

CLUB/ BRANCH BYLAWS OF SHEFFIELD SCUBA CLUB, BRANCH NUMBER 0036 OF THE BRITISH SUB-AQUA CLUB (BSAC)

1 August 2018 (ratified at AGM in April 2019)

1. Scope

These Bye-laws shall regulate the structure, administration and activities of a Branch of the British Sub-Aqua Club to be known as Sheffield Scuba Club (Branch 36 of the British Sub-Aqua Club). These Bye-laws are made in compliance with Article 85 of the Articles of Association of the British Sub-Aqua Club.

2. Membership

(i) All persons who assist with club activities should become members of the club. All those involved in diving or snorkelling activities should also become members of BSAC.

(ii) The right to vote at the club meetings shall be restricted to members who have current membership. A membership has expired once passed the anniversary of its renewal. Swimming only members will not vote on matters related to diving or snorkelling.

3. Management

(i) A Committee elected at each Annual General Meeting of the club should have club officers including Chair, Diving Officer, Secretary, Treasurer, Membership Secretary, Equipment Officer and Communications Officer, and others as deemed necessary by the membership.

(ii) The Diving Officer shall be elected by the Committee

(iii) Wherever possible the Chair will have been a member of the Committee for a period of at least 12 months prior to election.

(iv) The Committee shall hold and administer for the benefit of the membership all funds, equipment and property owned by the Club.

(v) Both the Committee and members should be aware of BSAC Policies such as Safeguarding.

(vi) Responsibilities and duties of each club officer can be found on the BSAC website. Below is a summary:

- **Chair**

The Chair shall be the Chief Executive Officer of the Club. They shall chair all meetings of the Club and of the Committee at which they are present, and subject to the provisions of these Rules, their decision on matters of procedure shall be final.

[A deputy Chair will be nominated by the committee and is usually an existing committee member; they will run committee meetings in the absence of the Chair.]

- **Diving Officer**

The Club's Diving Officer derives their authority in training and diving matters from the National Diving Officer of the British Sub-Aqua Club. They shall have responsibility for the training and diving activities of the Club and for the safe conduct of activities. The Diving Officer shall ensure that the said activities are carried out in accordance with such practices and procedures as may be recommended from time to time by the National Diving Officer or pursuant to their authorisation. Wherever possible the Diving Officer should be a qualified BSAC instructor. The Diving Officer may delegate training duties to a Training Officer or Lead Instructor. The Diving Officer's decision in respect of their responsibilities shall be final in the Club.

- **Secretary**

The Secretary shall record the meetings of the Committee, General Meetings of the Club, and such other meetings as the Chair may request. They shall be primarily responsible for the Club's communications with third parties.

- **Treasurer**

The Treasurer shall be responsible for dealing with all monies received or paid on behalf of the Club. The Treasurer shall prepare for consideration by the Committee an annual statement of income and expenditure for submission to the Annual General Meeting.

- **Membership Secretary**

The Membership Secretary is responsible for ensuring both membership fees and administration of new and renewing members is completed, with BSAC Headquarters for diving and snorkelling members.

- **Lead Instructor or Training Officer**

The Diving Officer may appoint a Lead Instructor, who need not be a committee member, to award BSAC diver qualifications in accordance with the authorization granted by the National Diving Officer.

- **Equipment Officer**

The Equipment Officer is responsible for storing and maintaining the club's equipment and ensuring that it is available for club activities as required.

- **Communications Officer**

The Communications Officer is responsible for managing the club's digital media including website and social media.

4. Annual General Meeting

(i) The Annual General Meeting of the Branch shall be held in April or May each year. Notice of the meeting and the agenda thereof shall be handed out to all paid-up members of the Club 4 weeks before the meeting.

(ii) The Notice shall identify those members of the Committee who are standing again and shall request nominations for Officers of the Committee. Committee members standing again shall be deemed to have been nominated by the Committee. A member who has had three years tenure of a position cannot oppose a newly nominated member for that position on the Committee

(iii) To be valid, nominations not deemed to have been made by the Committee must be [a] delivered to the Secretary in writing at least fourteen (14) days before the meeting, [b] seconded and [c] endorsed by the Nominee to the effect that they are willing to accept the position if elected.

(iv) The Officers and other members of the Committee shall be elected at the meeting by ballot. If a nominee stands unopposed, they shall be deemed to have been so elected.

(v) The notice of the meeting shall also include the text of any motion proposed by the Committee. Any member may propose amendments to such motion and may make any further motion for consideration at the meeting, but such amendments and further motions must be proposed and seconded in writing and delivered to the Secretary not less than fourteen (14) days before the meeting.

(vi) At least ten per cent (10%) of the Branch's membership entitled to vote at the meeting should be required for a quorum, but a quorum once formed shall not be lost despite the departure from the meeting of any member or members.

(vii) The right to vote at the meeting shall be restricted to subscription paying members whose current subscriptions are fully paid.

5. Special General Meetings

- (i) Any General Meeting of the Branch other than the Annual General Meeting shall be known as a Special General Meeting.
- (ii) The Committee may call a Special General Meeting at any time upon giving not less than fourteen (14) days written notice thereof to all paid-up members. The notice shall state the reasons for the meeting and shall include the text of any motion proposed for consideration thereat. Amendments to such motion may be proposed at the meeting.
- (iii) The Committee shall call a Special General Meeting upon receipt of a request to do so signed by not less than half of paid-up members, provided that the request states the reason therefore and contains the text of at least one motion proposed for consideration. The provisions of the preceding paragraph shall apply with regard to conduct of the meeting.
- (iv) The business of a Special General Meeting shall be that for which it was called and no other.
- (v) The provisions of Bye-laws 4 (vi) and (vii) shall apply to Special General Meetings.

6. Voting

- (i) Subject to the provisions of Bye-law 4 (iv) and 11(ii) and of the next succeeding paragraph, voting on any given motion at a General Meeting shall be by show of hands or by ballot, as the Chair may decide and motions shall be carried by the votes of a simple majority of voting members present.
- (ii) Subject to Bye-law 12, a motion to alter these Bye-laws shall only be carried by at least a two-thirds majority of votes cast by not less than 10% of the members of the Branch entitled to vote at General Meetings. Such motion may be voted upon in General Meeting or by postal ballot of all voting members.
- (iii) Except as provided in Bye-laws 11 and 12, the Committee may put any motion to the voting membership at any time by postal ballot or e-mail.
Voting papers for such ballots shall be sent to all paid-up members not less than fourteen (14) days before the date on which the votes are to be counted. A motion put to postal or e-mail ballot shall only be carried by a majority of votes cast by not less than 10% of the members of the Branch entitled to vote at General Meetings.

7. Committee

- (i) The appointed Committee members shall take their position upon election and remain until their successors have been elected.
- (ii) The Committee shall have the power to fill any vacancy amongst the Officers of the Branch or amongst the rest of the Committee's membership which occurs during their term of office, and any person newly appointed to the Committee to fill such vacancy shall become a full voting member thereof. The Committee shall also have the power to co-opt up to four non-voting members.
- (iii) A simple majority of voting Committee members shall form a quorum for a meeting, provided, however, that no quorum shall be formed without the presence of either the Chair, deputy Chair or the Secretary. A quorum once formed shall not be lost even though, as a result of the departure of a member during the meeting, the number of voting members falls below the number required to open the meeting.
- (iv) The Committee may adopt no resolution unless:
 - (a) it has the votes of a simple majority of those members present and entitled to vote, and
 - (b) the number of such votes is at least equal to a simple majority of the number of members required to open the meeting at which the resolution is proposed.

(v) No member shall be entitled to vote on a matter in which their interest differs from that of the Branch as a whole, and they shall withdraw from any meeting during the period of discussion of such interest.

(vi) Any Officer shall each have the power to require the Secretary to call a meeting of the Committee at any time.

8. Branch Activities

(i) At the discretion of the Diving Officer, club/ Branch diving and open-water training activities shall be open to members of other club/Branches and to guests.

(iii) If a member damages or loses Club/Branch equipment the Committee may charge that member the cost of repairing or replacing it.

(iv) The minimum age for Dive training and club diving will be 16 years, and for snorkel training and club snorkelling will be 14. Those aged 14 to 17 years inclusive must be accompanied by a parent or guardian at all times and are subject to approval from the Diving Officer.

9. Discipline

(i) Temporary suspension from participation:

(a) The person in charge of a Club/ Branch activity may suspend, at their discretion and for the duration of the activity, any member who misconducts themselves. Any such suspension shall be reported as soon as possible to the Chair or the Secretary and shall be discussed at the next meeting of the Committee.

(b) The Committee shall first discuss the incident without the presence of the member in question and then shall invite them to join the discussion and express their view of the matter.

(ii) Suspension and loss of membership:

(a) The Committee shall have the power by a two-thirds majority of all current voting members to suspend the membership of any member of the club/Branch. Suspension of the membership of any Officer or other Committee member shall be dealt with in accordance with the provisions of the next succeeding sub-clause. A decision to suspend shall be immediately communicated to the member concerned, and their membership shall be suspended. A suspended member shall be entitled to demand a hearing at the next regular meeting of the Committee during which the reasons for the suspension shall be made fully known and they shall be given the opportunity to answer fully the charges against them. Upon conclusion of the hearing, the member shall leave the meeting and the Committee shall vote again on the suspension. If the requisite two-thirds majority does not carry the motion, the suspension shall be lifted and the member shall be informed accordingly. If the motion is carried again by the said majority, the member shall be informed and they shall be deemed to have resigned their membership in the Branch. The member affected shall have the right to appeal the decision of the Committee to the next General Meeting of the Branch. In that regard, they shall for the purposes of Rules 11 (v) and 12 (iii) have the rights of a paid-up member.

(b) Suspension of the membership of an Officer or other Committee member shall only be voted upon at a meeting where the agenda [a] has been posted or distributed to all Committee members at least one week prior to the meeting and [b] explicitly refers to the motion of suspension. If the person charged attends the meeting, they shall be entitled to hear and respond to the charges levied against them. When the Chair of the meeting is satisfied that the matter has been adequately and fairly discussed, the person charged shall leave the meeting and a

vote shall be taken. If the proposal to suspend is carried by the requisite two-thirds majority, the person charged shall be deemed to have resigned their membership in the Branch, and they shall have the right of appeal provided for in the preceding paragraph. If the person charged does not attend the meeting, the provisions of the preceding paragraph shall apply.

10. Subscriptions

(i) Anyone joining or re-joining the club/ Branch shall pay the appropriate BSAC membership subscription and the club/Branch subscription.

11. Dissolution

(i) The Club/Branch may not be dissolved except pursuant to a vote taken at a General Meeting; provided, however, that dissolution may be put to a vote at an Annual General Meeting only if it appears on the agenda provided for in Bye-law 4(i).

(ii) A proposal to dissolve the Club/Branch shall be subject to ballot and, in order to be carried, it must receive the votes of two-thirds of the voting members of the club/Branch who are present at the Meeting.

(iii) If dissolution of the Branch is voted in accordance with the preceding provisions of this Bye-law, the Committee shall proceed without delay to realise the property of the club/Branch and to discharge the Branch's outstanding liabilities. Any net assets remaining shall be distributed to such recipient or recipients and in such fashion as the Meeting shall have decided.

(If the club/ Branch has assets acquired in part or in full with grants from agencies such as the Lottery Sports Fund or Foundation for Sport and the Arts, those agencies should be informed of the proposed dissolution, for they have a right to recover a proportion of the current value of the assets).

12. Amendment

(i) These Bye-laws may only be amended in General Meeting in accordance with the votes of a majority of those voting members of the Branch who are present at the Meeting.

(ii) Notwithstanding anything to the contrary contained in these Bye-laws, no amendment may be made to this Bye-law or to Bye-laws 3, 11, and 13 unless prior to the meeting at which such amendment is proposed an Officer or the Chief Executive of the British Sub-Aqua Club shall have notified the Branch in writing of the British Sub-Aqua Club's approval of the subject and text thereof.

13. British Sub-Aqua Club Rules

These Bye-laws are made in compliance with Article 85 of the Articles of Association of the British Sub-Aqua Club, shall be subject to the provisions and requirements of that Rule, and shall only be valid to the extent that they are not in conflict with the said provisions and requirements or with those of the Articles of Association of the British Sub-Aqua Club.

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