

BY-LAWS OF THE CHELMSFORD & DISTRICT SUB AQUA CLUB
BSAC Branch No. 0306
(Revised Nov 2012)

The by-laws contained within this document should be read in conjunction with the BSAC Branch Officers Handbook and documents referred to therein. The sections of the Branch Officers Handbook (BOH) referenced throughout refer to the version as of December 2011.

Title

1. The Club shall be known as the Chelmsford and District Sub Aqua Club (hereinafter called the Branch).
2. The Branch shall be an ordinary branch of the British Sub Aqua Club (hereinafter called the BSAC).

Amendment

Addition to 3.2.2

1. Amendment to the Branch by-laws must be agreed upon by a quorum of members (20%) at an Annual General Meeting or purposely called Special General Meeting.
2. Note: Amended by-laws must be sent to BSAC headquarters within one month of the vote to amend the by-laws.

The committee

Addition to 3.4.1

1. The management of the branch shall be vested in the committee which shall hold and administer for the general benefit of the branch all funds, property and equipment in the general ownership of the branch.
2. The committee shall manage the branch solely in pursuit of the objectives of the Branch.
3. The skeleton committee should consist of the following officers as described in the BOH: Chairman, Secretary, Treasurer and Diving Officer.
4. General committee members shall include: Deputy Chairman, Training Officer, Equipment Officer, Social Secretary, Administrative Secretary, Welfare Officer and any others seen fit to be appointed by the current committee. Regardless of title, these members are not considered to be officers of the branch. As per the BOH all committee members should be elected at the AGM.
5. No officer may be elected to his/her office for more than three consecutive years.
6. The Committee may publish regulations consistent with these rules to govern:
 - a. The conduct of pool sessions.
 - b. The admission of guests to pool sessions.
 - c. The use of Branch equipment.
 - d. Any other necessary matters.

Meetings: Addition to 3.4.4

1. The committee shall meet monthly at an agreed time and venue, which will be advised to the members by one or more appropriate means.
2. A majority of the voting members of the Committee shall at any time form a quorum provided that at least 2 officers are present. However, informal meetings shall only conduct business that cannot be delayed until the next formal Committee Meeting.
3. Motions shall be passed by a simple majority of voting Committee members present, except as otherwise provided herein.
4. The Committee shall determine any questions as to the interpretation of these rules and any regulations made there under and may rule for any occurrence not otherwise catered for in these rules, provided that an appropriate amendment thereto is moved at the Annual General Meeting.
5. The minutes of committee meetings will be made available to Branch members upon request.

Sub-Committees: Addition to 3.4.6

1. Formation of sub-committees shall only be agreed upon by a quorum of the committee.

Membership

Addition to 3.5.6:

1. The committee holds the right to reject membership applications. The decision to do so must be documented and justified within the minutes of a committee meeting.
2. Any application for membership shall be determined within 8 (eight) weeks of the date of its receipt.
3. Honorary Membership
 - a. Honorary Member, who may be any person invited by the Branch Committee, in its absolute discretion, to become an Honorary Member for such period as the Branch Committee shall determine.
 - b. The Annual General Meeting (AGM) may appoint a President for the ensuing year and he shall be ex officio, a non-voting member of the Committee.
 - c. The AGM may appoint Vice Presidents for the ensuing year.
 - d. The AGM may appoint Honorary Associates for the ensuing year.
 - e. Any person appointed to an honorary position need not be paid up member of the Branch and shall not be a member unless they are also members of the BSAC.
 - f. Any person appointed to an honorary position may attend any meeting of the Branch.
5. Members other than Honorary Members shall be such persons as apply with the appropriate subscription to be accepted by the Branch Committee for membership of a class for which they are eligible
6. Only full members and associate members shall be entitled to vote or to any of the advantages of membership, except as provided for explicitly herein.

Addition to 3.5.7:

1. Nobody under the age of 16 years shall train with the Branch, except children of current Branch members, who may be taken from the age 14 (fourteen) years upwards
2. That the Welfare officer and any Instructor or Assistant Instructor (those who have attended the ITC or IFC) and who wish to act as instructors within the branch when applying for new or renewed membership of the Branch will be required to give their permission for their criminal record to be checked through the Criminal Records Bureau. Original results will be sent to the member in question. A copy will be sent to the BSAC Welfare Officer, or other nominated person, who will then provide a "yes/no" answer to the question: "Is there anything within this person's criminal record that suggests that they are not suitable for BSAC membership?" No other correspondence on this issue will be entered into. The agreement to continue this additional bye-law must be ratified at each subsequent AGM

Meetings

1. There shall be 3 types of meeting:
 - a. Annual General Meeting.
 - b. Special General Meeting.
 - c. Occasional Meeting.
2. Throughout these rules "General Meeting" shall refer to the AGM and/or a Special General Meeting (SGM). A General Meeting may only be called by the procedures described in AGM(1) or SGM(1) below.
3. Only General Meetings may conduct
 - a. Elections to the Committee.
 - b. Votes on changes to the rules.
 - c. Votes of no confidence in individual Committee members or in the Committee as a whole.
 - d. Any other business actually or potentially impinging on the authority of committee to administer the affairs of the Branch.
4. The Chairman shall preside at all General Meetings, or if he is unwilling, absent, the subject of a no confidence vote or if the position is vacant the Vice Chairman shall preside subject to these same conditions. If the Chair cannot be occupied in accordance with foregoing, than any Member having the majority support of the General Meeting may take the Chair.
5. A quorum at all General Meetings shall be 20% of the voting Membership.
6. Should any General Meeting fail to be a quorate, a second General Meeting having exactly the same agenda with no additions and called giving 14 days notice to all members shall be deemed to be quorate.

Annual General Meeting [AGM]

1. Written notice of the AGM of the Branch, which shall normally be held in September or October of each year, but in any case not more than 15 months after the last AGM, shall be delivered using electronic means, posted or otherwise notified to all paid-up Members at least 4 weeks before the date of the meeting.
2. The notification of the meeting shall include any motions proposed by the Committee and a reminder that any voting Member may propose an amendment to these motions and that he/she may make any further motions for consideration at the meeting which must be proposed and seconded by a voting member and delivered to the Secretary not less than 14 days before the meeting
3. All nominations for election to the Committee must be delivered to the Secretary before the start of the meeting, proposed, and seconded by voting members and signed by the nominee indicating that he/she is willing to accept the position if elected.
4. All Members so nominated must declare any interest they may have in other diving clubs.
5. The minimum business to be conducted at the AGM shall be:
 - a. Officers' End of the Year Reports
 - b. Presentation of Accounts and ratification of the appointment of auditors.
 - c. Election of Officers and other Committee Members for the ensuing year.
6. Election of Officers and other Committee Members as agreed by General Meeting shall be in the following order of precedence:
 - a. Chairman
 - b. Diving Officer
 - c. Secretary
 - d. Treasurer
 - e. Vice Chairman
 - f. Member (Training)
 - g. Member (Equipment)
 - h. Member (Social)
 - i. Any other Members in an order to be determined by General Meeting;
7. The Committee shall take office immediately after the General Meeting at which it is elected and shall normal hold office until the close of the next Annual General Meeting.

Special General Meeting [SGM]

1. Any General Meeting other than the Annual General Meeting shall be known as a Special General Meeting and must, on the receipt of a request to do so signed by not less than 6 paid-up voting Members and giving the reason therefore, within two months thereof be convened by the Committee who shall give to all paid-up Members not less than 28 days notice together with a written statement of the reason for the meeting.
2. The Committee shall have the power to call a Special General Meeting, giving notice as above.
3. The business of a Special General Meeting shall be that for which it was called and no other.

Occasional Meetings

1. The Committee shall arrange for informal meetings of the membership on not less than 6 (six) occasions between AGMs to provide an opportunity for exchange of opinions and information between the Membership and the Committee.
2. Advance notice of Occasional Meeting shall be given in such format as the Committee may from time to time decide.

Voting (Other than Elections)

1. Except as hereinafter provided, voting at General Meetings shall be by show of hands or by ballot of Members present and except as hereinafter provided a motion shall be passed by a simple majority.
2. Any motion which the Chairman considers may affect the objectives or rules of the Branch shall be passed only by a 2-1 majority of votes cast by not less than 30% of the Members of the Branch.
3. The Chairman of any meeting shall not vote except when it is necessary to exercise a casting vote.

Voting (Elections)

1. Voting in elections at General Meetings shall be by secret ballot.
2. Election shall be by more than 50% of the votes cast by Members.

3. If a ballot fails to produce a result in accordance with (2) above, then the person polling the least number of votes shall be eliminated and a second ballot held. This procedure shall be repeated as necessary until a result is obtained.

Discipline

Addition to 3.5.10

1. The Committee shall have the power by a 2-1 majority of all Members thereof to request the resignation of any Officer or Member of the Committee. Failing compliance within 7 days of such request, such Officer or Member shall be deemed to have resigned.
2. Before requiring the resignation of an Officer or Member the Committee shall give him/her the opportunity of appearing before the Committee, of hearing the reason for such request to resign, and of addressing the Committee in answer to such reason.
3. The person in charge of a Branch activity may suspend, at his discretion and for the duration of the activity, any Member who misconducts himself. Any such suspension shall be reported as soon as possible to the Chairman and Secretary and must be discussed at the next meeting of the Committee.
4. The suspended Member shall have the right to be present at a Meeting at which his/her suspension is discussed in order to hear the reason for his/her suspension and to address the Committee in answer to such reasons.
5. The Committee shall have the power by a two-thirds majority of all the Members thereof to suspend or request the resignation of any Member of the Branch; failing compliance within seven days of such request such Member shall be deemed to have resigned.
6. A Member under suspension shall have the right of appeal to General Meeting, and shall not be asked to resign before the close of that meeting.

Data Protection

Addition to 3.5.11:

1. The Secretary will collect signed consent forms detailing the type of information each Branch member is willing to have disclosed to the membership as a whole and/or be made public.

Finances

Addition to 3.6.2

1. Signatories on the bank accounts will be the Treasurer and any other two Branch Officers, to be decided by the Branch Officers as best suits the efficient operation of the accounts.

Addition to 3.6.3

2. The membership subscriptions will be decided upon by the committee and announced at each AGM for the year ahead.
3. Dive charges will be based on a standard daily rate per person per day for boat diving, with this rate to be reviewed by the Diving Committee annually and announced by the Diving Officer at the AGM. Any change to this charging method may be made by the diving officer by majority vote of the committee for the next diving season and any change notified at the AGM.

Addition to 3.7.1

1. The club will hold weekly social meetings at a venue and location decided upon by the membership.
2. The awards to be presented at the annual Dinner are:

The Presidents Award	– for outstanding Service to the Club
Diver of the Year	– For outstanding performance in a diving situation
Trainee of the Year	– for outstanding performance during training
Mouser Trophy	– For best UK Photo – Voted at Dinner Dance
Turner Prize	– For best Foreign Photo – Voted at Dinner Dance

Addition to 4.6.4

1. The Diving Officer is responsible for defining and publicising the Branch dive booking rules.

Dissolution

If at any General Meeting of the Branch a resolution be passed for the dissolution of the Branch and such resolution shall at a Special General Meeting, held not less than 6 weeks thereafter, be confirmed by a majority the Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the property of the Branch and after the discharge of all liabilities, shall hand over the net assets to such body having similar objectives to those of the Branch, as shall have been specified in such resolution.

Precedence

1. The Memorandum and Articles of Association and rules of the BSAC in so far as they govern the affairs of branches of the BSAC shall have precedence over these rules should any disagreement arise between them.
2. The Memorandum and Articles of Association and rules of the BSAC in so far as they control the actions or activities of the Branch or its individual Members shall be regarded as rules of the Branch unless adequate provision is otherwise made by the later.

Updated by P Jorden, Secretary
Approved at AGM, 13 Nov 2012