

WEST LANCS ***BSAC***

BSAC No 153

**Headquarters
c/o St Anne's Cricket Club,
Vernon Road, St Anne's,
Lancashire.
FY8 2RQ**

RULES OF THE BRANCH



AMENDMENT RECORD

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Vernon Road, St. Anne's, Lancashire FY8 2RQ
RULES AND CONSTITUTION OF WEST LANCS SUB AQUA CLUB

1. NAME

The name of the branch shall be the West Lancashire Branch of the British Sub Aqua Club.

2. CONSTITUTION

The purpose of the club shall be to participate in and promote the sport of underwater swimming and allied sciences, techniques and activities.

3. MANAGEMENT

The objects of the club shall be promoted by the management vested in a General Committee (hereinafter called "the Committee"). The Committee shall consist of the Officers of the Club and four General Committee members. The officers of the club shall be the Chairman, Vice Chairman, Secretary, Treasurer and Diving Officer.

4. PATRONAGE

The Committee may, by two thirds majority of all members thereof, invite and on acceptance of invitation appoint such distinguished persons as it shall deem proper to be Patron, President or Vice President.

5. MEMBERSHIP

There shall be four classes of membership.

. 'A' FULL MEMBERSHIP, for whom any person will be eligible over the age of 12 years. Were people applying for membership are between the ages of 12 years and 16 years they must have parents or guardians who are full diving members. Full membership to include Abated Member, Student and Junior Member.

. 'B' SOCIAL MEMBERSHIP, for which any person shall be eligible but which shall not entitle such a member to participate in swimming activities unless such a person has signed an indemnity form, or is an invitee to the club.

'C' 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.

'D' AFFILIATED BODY MEMBERSHIP, for which any organisation with similar interests and whose objects do not conflict with the objects of the club shall be eligible.

Members other than Honorary members shall be such persons who shall apply with the appropriate subscription to and be accepted by a majority of the Committee for membership of such class for which they are eligible. Honorary members shall be persons as accept such invitation as the Committee in its absolute discretion extend

to them provided that such members appointed by the Committee may not exceed five percent of the total membership.

Any member who is of the opinion that any candidate so proposed for membership would not be a desirable member, shall inform the Secretary in writing, who shall communicate his/her objection to the Committee.

No candidate elected by the Committee shall be deemed to be a member of the club or participate in its privileges and benefits until they have paid up their first subscription. No person have been expelled from the club shall use the clubs facilities without the consent of the Committee.

6. ENTRANCE FEE

All fees shall be as laid down by the British Sub Aqua Club, plus any dues as levied by the Branch at that time.

7. ANNUAL GENERAL MEETING

7.1 Business

A general meeting called the "Annual General Meeting" shall be held every year during the month of February, the date to be predetermined by the Committee, at which at least one third of the voting members must be present. The business of the Annual General Meeting shall be:

1. The minutes of the previous Annual General Meeting and of any Special General Meeting which may have occurred since the date thereof.
2. The appointment of tellers for any ballot which may be required.
3. The Chairman's address.
4. Officers reports and approval of accounts:
 - a) Secretary.
 - b) Treasurer.
 - c) Diving Officer.
5. The election of the Officers of the Club and General Committee members for the ensuing year.
6. The results of ballots.
7. The appointment of Auditor.
8. Motions of which notice has been given.
9. Other business as the Chairman may select.

The Secretary shall not later than six weeks prior to the meeting give to voting members, notice of the Annual General Meeting either by mail or email. Members should inform the secretary of their preferred method of receiving this notice. If a member does not inform the secretary of their preferred method of receiving the AGM notice the default method will be email.

Notice shall be given to the secretary in writing no later than two weeks prior to the Annual General Meeting, together with names of proposers and seconders, all motions which it is desired to put before the meeting.

The Secretary shall give to the voting members two weeks' notice of the Agenda, together with such ballot papers as may be necessary for proxy votes, which may be duly marked and returned to the secretary two days before the date of the meeting if

the member wishes to vote in the election. This notice will either be sent by mail or email members should inform the secretary of their preferred method of receiving this notice. If a member does not inform the secretary of their preferred method of receiving the Agenda notice the default method will be email.

The members shall give in writing to the secretary, one week before the date of the meeting together with the names of seconders, notice of all amendments to motions appearing on the agenda which it is desired to put before the meeting. Any notice required in accordance with these rules to be given to the voting members by the secretary shall be duly given if posted to such members on or before the commencement of the relevant period of time.

7.2 Nominations

Nominations for election to the Committee shall be of voting members by at least two other such members and shall be notified in writing to the secretary three weeks before the Annual General Meeting, with the consent of the nominee. If an election is required between nominees, a ballot of voting members shall be held and the election effected by a majority of the votes cast thereof.

7.3 Voting

Except where otherwise provided, only full members and abated full members of fifteen years of age and over (collectively referred to in these rules as voting members) may vote at meeting of the club and no person shall be entitled to more than one vote.

7.4 Election

Each member of the club shall have one vote for each vacancy and no member shall give more than one vote to any candidate.

7.5 Cancellation

If for any reason the Annual General Meeting should be cancelled the Committee should reconvene it within six weeks.

8. SPECIAL GENERAL MEETINGS

Any other meeting shall be known as a Special General Meeting. A Special General Meeting may be called at any time upon receipt of a request to do so, signed by at least one proposer and five voting members, the request giving the reason for the meeting. It shall be convened within six weeks of the receipt thereof by the Committee on giving fourteen days notice in writing to voting members, one third membership must be present.

The business of the Special 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 General Meeting.

9. COMMITTEE

9.1 Office

The Committee shall take office immediately after the General Meeting at which it is elected, and shall unless intermediately dismissed, hold office until the next Annual

General Meeting.

9.2 Meetings

The Committee shall meet at least twelve times a year, the first such meeting to be within four weeks of the Annual General Meeting. Subject as in hereinafter provided, the Committee shall meet as required on seven days notice to all members thereof from the Secretary, two to form a quorum with the exceptions of the official of the club.

9.3 Business

The Committee shall arrange the activities of the club in accordance with the objects, and to raise funds therefore and defray expenses thereof, may charge such fees for admission or participation. The Committee may incur such liabilities as it may deem proper provided that the Committee may not, without prior approval of a club meeting, of which seven days notice shall be given, incur liabilities in excess of 50% of the total club funds at the time. Where a club meeting is required the Committee will only be allowed to incur liabilities if a Quorum of the membership votes by a two thirds majority in favour of the liability.

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

The Committee may invest monies at the agreement of one thirds majority of full members otherwise than in bearer securities and shall insure the premises and equipment of the club against all usual property risks.

9.4 Sub Committees/Vacancies

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. The Committee may fill from its members any vacancy in the officers, and from voting members any vacancy in its membership which occurs in its term of office.

9.5 Bye Laws

The Committee may from time to time make, repeal and amend all such Bye Laws (consistent with these rules) as they may think expedient for the internal management and well being of the club. All Bye Laws 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.

9.6 Honorarium

The Committee may award to any member such Honorarium as it shall deem proper for necessary technical or professional service to the club, which would otherwise require the employment of an independent contractor. The Committee shall reimburse out of pocket expenses incurred by any member in the conduct of the affairs of the club as a result of direction by the Committee, and shall reimburse travelling expenses incurred by members of the Committee in attending the British Sub Aqua Club meetings during year of office as approved by the Committee. Any expense incurred without prior consent of the Committee may not be reimbursed at the option of the Committee.

9.7 Resignation of the Committee

In the event of the whole Committee resigning at one time, the outgoing Secretary shall obtain nominations during the following three days, and a ballot shall be held within seven days of such resignation for the election of a new Committee. The result of the ballot shall be declared at a Special General Meeting called by the Secretary within ten days of such resignation under rule 8.

The time and notice required for nominations under rule 7.2 and Special General Meetings shall not apply to this case.

9.8 Removal of Committee and Election of New Committee

The Committee or other member or members thereof, may be removed by a majority of one third of the members of the club present at a Special General Meeting called for that purpose.

The election of a new Committee or Committee members shall take place in the manner prescribed in rule 9.7 upon resignation of the Committee.

9.9 Rescinding of Resolutions

No resolution passed by the Committee shall be rescinded unless notice shall be given at a previous meeting of the Committee of intention to propose such a decision.

9.10 Procurement of Services

The Committee or any officer authorised by them shall have the power to give orders to tradesmen and others for goods and other things necessary for carrying out the objects of the club. Nothing in this rule shall empower the Committee or any officer authorised by them to incur expenditure except such is consistent the objects for which this club is established.

No claim will be recognised or paid for any work done or for any goods supplied to the club, without authorisation of the Committee, and production of the necessary documentary evidence.

9.11 Composition of the Committee

The Committee shall consist of the Officers of the Club and four General Committee members. The Officers of the Club are described in Rule 10. The General Committee members are elected for a two year term of office, these terms of office to overlap such that one year two members are elected for two years, and the following year the other two members are elected.

10. OFFICERS OF THE CLUB

10.1 Chairman

The Chairman shall be spokesman for the club and shall further its interests to the best of his ability, shall address the Annual General Meeting, Special General Meetings, and meetings of the Committee.

The Chairman must have served at least twelve months on the Committee prior to his/her election. The term of office shall be one year, and if re-elected cannot stand for more than three consecutive years. In the absence of the Chairman the Vice Chairman shall preside, in his absence the relevant meeting shall elect one of the voting members present to preside.

10.2 Vice Chairman

The Vice Chairman shall be spokesman for the club in the absence of the Chairman. His/her term of office shall be two years.

10.3 Secretary

The Secretary shall keep the minute books of the club and the Committee. He/she shall summon meetings, prepare agenda, record transactions at the meeting, deal with club correspondence, maintain in good order and safekeeping all records, documents and books of the club and maintain a record of current paid up members and present a report to the Annual General Meeting. Any notice required in accordance with these rules to be given to the voting members by the secretary shall be duly given if posted to such members on or before the commencement of the relevant period of time. His/her term of office shall be two years.

10.4 Treasurer

The Treasurer shall keep proper books of the accounts of all monies received or paid on behalf of the club, and shall effect in the name of the club and keep records of all investments by the Committee. He/she shall arrange for all such monies or 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 on which cheques or other orders shall be signed by not less than two of the officers. He/she shall be responsible for the calling in and collection of all debts, capitation subscriptions from branches and affiliated body subscriptions and for due discharge of all liabilities of the club out of club funds as the Committee may direct.

He/she shall prepare a statement of income and expenditure and a balance sheet to the 31st January of each year which he/she shall cause to be audited by the club Auditors. The Audited statement shall be presented to the Committee for submission to the Annual General Meeting. The Treasurer may be assisted in his/her work by such persons the Committee may approve. His/her term of office shall be two years.

10.5 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 branch activities. He/she shall prepare diving regulations for the approval and publication by the Committee in which shall be laid down the standards of training and experience and theoretical knowledge required for the purpose of the club, diving qualifications as per British Sub Aqua Club regulations, and the eligibility of candidates for the examinations to be held and certificates of qualification to be issued to those who attain the required standards in such examinations. He/she shall report to the Annual General Meeting on all matters which fall within his/her responsibilities. His/her term of office shall be one year, and if re-elected he shall not stand for more than three consecutive years. Minimum qualification shall be Advanced Diver Status.

10.6 Eligibility

Any person seeking a nomination as an Officer of the Club should have been a member of the branch for at least twelve months. This does not supersede any rule regarding Officers of the Club, which exist in any previous rules.

11. SUSPENSION/RESIGNATION

The Committee shall be empowered to order the immediate withdrawal of any

member whose conduct is in conflict with the rules and bye laws of the club, and who, after warning, persists therein. Any misconduct must be reported to the Committee at their next meeting. Such members shall have no right of re-entry to the club premises until summoned to meet the Committee. If the Committee warrant them summoning them to appear before them, the member must at once be notified to this effect, and they shall then be free to resume their rights as a member. At least seven clear days in writing shall be given by the Secretary to the member of his/her being summoned before the Committee, and such notice shall contain a statement of the complaints being brought against them. No member, unless convicted of any offence by a court summary, jurisdiction, or other court, such an offence deemed by the Committee to reflect on the club, shall be finally suspended or expelled without first being summoned before the Committee and full opportunity afforded them to explain their conduct, nor unless a majority of at least two thirds of the Committee then present vote for their suspension or expulsion, and the decision of the Committee shall be final. Should the member fail to appear before the Committee or give suitable reason for their non-appearance, their case can be proceeded with and dealt with by the Committee in their absence.

The Committee may by two thirds majority of all members thereof suspend or require the registration of any officer or member of the Committee or of the club. Failing compliance with any such request within seven days thereof such officer or member shall be deemed to have resigned provided that before requiring suspension or resignation of any officer or member the opportunity of appearing before the Committee of hearing the reasons for such proposed suspension or request to resign and of addressing the Committee in answer to such reasons and provided further any officer or member of the Committee so suspended or required to resign shall if they so wish be permitted to address the next following Annual General Meeting in the same regard.

12. TRAINING OFFICER

The Training Officer shall be elected by the Committee with guidance from the Diving Officer and shall stand until the next Annual General Meeting. He shall have no vote at Committee meeting unless already elected to the Committee at the last Annual General Meeting or Special General Meeting.

13. INTERPRETATION OF RULES

The Committee shall determine any question as to the interpretation of these rules and of any regulations made there under and may rule for any occurrence not otherwise provided for in these rules, provided that an appropriate amendment thereto is moved at the next following Annual General Meeting.

14. ACTIVITIES

A member of any branch of the British Sub Aqua Club may participate in the activities of any other branch that is able and willing to accept them. No diving activity of the branch shall be undertaken unless it has been authorised by the Diving Officer, who shall appoint for a diving activity, a person who shall be called the Dive Manager to control and supervise the activity. To secure safety and discipline on diving expeditions the Dive Manager may suspend for the duration of the expedition any member who fails to obey his orders as Dive Manager. All such suspensions shall be reported to the Committee at the conclusion of the expedition.

No member may take part in diving activity without first signing an indemnity form to be prepared by the British Sub Aqua Club (at present combined with a membership application form).

No member shall without written consent of the British Sub Aqua Club use any form of breathing apparatus other than compressed air on any diving activity.

15. MISCONDUCT OF MEMBERS

No drunkenness, bad language, or disorderly conduct shall be permitted on the club activities. Any infringement of this rule will render the member offending liable to be dealt with by the Committee under rule 11.

16. DISSOLUTION

If at any General Meeting a resolution shall be 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 resolution passed by a majority of two thirds of the voting members present the Committee shall at such future date as shall be specified in the resolution proceed to realise the property of the club and after discharge of all liabilities shall hand over the assets to such a body having similar objects to those of the club as shall be specified in such resolution.

17. RESTRICTIONS

Nothing within the branch Constitution (this document) or Bye Laws passed under rule 9.5 shall override the rules and constitution of the British Sub Aqua Club including such amendments as may be made to the British Sub Aqua Club rules and constitution from time to time.

18. PROFESSIONAL DIVING

No member shall carry out any diving activity which could be deemed to be of a professional nature in that more reimbursement is received other than out of pocket expenses. This rule is to be read in conjunction with guidelines set out by the British Sub Aqua Club or as set out by the Health and Safety Executive.

19. PARTICIPATION OF NON WEST LANCASHIRE MEMBERS

A scale of charges/donations is to be applied to non West Lancashire Diving Members participating in club dives which entails the use of club equipment. These charges to be revised and published as necessary.

Any variation from the published scale of charges for non West Lancashire diving members participating in club dives shall only be permitted with the agreement of the Committee.

20. USE OF CLUB EQUIPMENT

No third party is permitted to use club equipment without the express permission of the Committee and without the provision of written insurance backed indemnification for full reparation in case of loss or damage arising from such use.

21. LOANS

The committee to be allowed to borrow money on behalf of the club with the agreement (Quorum) of the membership at an AGM or General Meeting voted for unanimously.

22. NOMINATIONS

Any person seeking a nomination as an officer of the club (Chairman, Vice Chairman Diving Officer, Secretary or Treasurer) should have been a member of the branch for At least twelve months. *This does not supersede any rules regarding officers of the club which exist in previous rules.*

23. WELFARE OF VULNERABLE PEOPLE

Members applying for new or renewed membership of the Branch in any of the capacities listed below, 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:

“The applicant will have significant contact with children and vulnerable adults. 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.

Members needing a CRB check are:-

- Welfare Officer/Safe Guarding Officer
- National Instructors
- Advance Instructors
- Open Water Instructors
- Assistant Instructors
- Snorkel Instructors

The committee will appoint a Welfare Officer/Safe Guarding Officer either from one of their numbers or from the club members. The Welfare Officer/Safe Guarding Officer will be responsible for managing the CRB checks

Core skills

- Knowledge of key legislation and government guidance on safeguarding
- Understanding of roles of safeguarding relevant agencies
- Ability to manage systems for administration and record maintenance
- Child-centred approach
- Communication skills
- Confidence in relation to referring cases externally
- Ability to ensure policy and procedures are effectively implemented
- Ability to influence key people and ensure ownership or policy and implementation plan across the governing body.

24. AMENDMENTS

No amendments shall be made to the above rules or this rule except by a resolution of a General Meeting of which one third of the voting members present are in favour, subject thereto no amendments shall be made to these rules.

After any General Meeting at which an amendment to the above rules or this rule is

approved, a revised copy of the rules (this document) shall be available, upon request, to any club member 30 days after the date of such meeting. Each page of this document shall bear the date of last amendment.