

(LONDON CITY SCUBA CLUB)

BRITISH SUB AQUA CLUB - Branch No 1771

BRANCH PROCEDURES

Version control	Date	Reason for change
5.0	24 Feb 2017	AGM changes to rules. Addition of Welfare officer. Repagination and renumbering of rules

(LONDON CITY SCUBA CLUB)

BRITISH SUB AQUA CLUB - Branch No 1771

BRANCH PROCEDURES

1. Name:

This Organization shall be known as London City Scuba Club (the Branch). The Branch exists as branch No.1771 of the British Sub-Aqua Club (the BSAC).

2. Object:

The aims and objects of the Branch shall be to provide for its members, facilities, opportunity and training, for diving in accordance with the standards of the BSAC, together with related social activities.

3. Rules:

Branch members will be subject to and abide by the Branch procedures and the general diving codes of the BSAC and as set out herein.

4. Membership:

- (a) The Branch exists as an Ordinary Branch and members shall be those existing members of the Branch. Their application and subsequent admittance signifying full acceptance of these procedures.
- (b) All membership to the Branch, shall be ratified by the Committee.
- (c) Full membership – any person aged 18 years or over, shall be eligible, subject to the submission of a completed BSAC and Branch application forms, satisfactory BSAC Medical Certificate and membership fee(s) together with renewal thereof as required.
- (d) Membership will be accepted, in accordance with BSAC Junior Membership rules, providing all the requirements of normal membership are fulfilled, and where the applicant's Parent/Guardian is in attendance at all times (poolside, lecture room and all club events) and who must take responsibility for the junior member. Junior members will, in accordance with BSAC rules, have no voting rights
- (e) The Diving Officer shall be granted honorary membership for the duration of their term, but considered in all matters, as having a full membership.

- (f) Honorary membership to be granted to any Club member, at the discretion of the committee, and its recommendation to the membership at the AGM. Honorary membership does not provide any voting rights.
- (g) Guest / social membership – membership granted at the discretion of the committee.
- (h) Every member wishing to participate in Branch diving activities shall have a current and satisfactory BSAC Medical Certificate and a valid BSAC membership.
- (i) Every member wishing to participate in any Branch diving activity shall have attained the appropriate diving standard and shall dive only with the approval of the Branch Diving Officer.
- (j) No full member of less than 1 years membership of the Club, will have any claim, on any assets of the Club, unless specified by the committee.

5. Management of the Branch:

- (a) The Branch shall be administered by a Committee, (The Committee).
- (b) The Committee shall consist of the following officers: Chairperson, Secretary, Treasurer, Membership Secretary, Equipment Officer, Diving Officer, Training Officer, Club Welfare officer all elected annually by a majority vote at the AGM.
- (c) Any current members of the Branch shall, after one year's membership be eligible for election as an Officer of the Branch providing they are qualified, proposed, seconded and signify willingness to stand. The position(s) of Diving Officer and Training Officer will be proposed by the present Diving Officer. In the event that the current Diving Officer is unable or unwilling to propose a subsequent replacement it will fall to the committee to select the Diving Officer.
- (d) The Committee shall co-opt and dismiss additional Committee members or appoint sub-committees and shall take such decisions as it thinks expedient in the running of the Branch. All decisions shall be binding on Branch members until repealed or set aside at a general meeting.
- (e) The Committee, by a two thirds majority vote may either require the resignation of or suspend any member from partaking of such Branch activities as it sees fit; should the conduct of that member endanger their life or endanger any other members life or should their conduct in anyway be contrary to the normal rules applicable to the conduct of Branch activities.
- (f) The ownership of property and the administration of the Branch shall be for the general benefit of the Branch.

6. Meetings:

- (a) An Annual General Meeting (AGM) shall be held each year.
- (b) An Extraordinary General Meeting (EGM) may be called at any time by the Chairperson or Secretary or shall be so called upon written request and signed by 25% of full members of the Branch. In the event of failure to call the meeting, the originators may themselves call the meeting.
- (c) The AGM shall be called by not less than 21 days notice in writing to all current members of the Branch, giving the Agenda and any necessary voting papers.
- (d) EGM's shall be called giving not less than 14 days notice-stating business. Members may by prior notice apply to the Secretary for amendments or inclusions to the agenda of the EGM.
- (e) Committee Meetings may be called by the Chairperson or any two Committee members at any time, by giving not less than 7 days notice stating business.
- (f) In the event of the need for verification of an emergency Committee decision, votes may be collected individually by telephone/email and ratified at the next Branch meeting.

7. Business at Meetings:

- (a) Business at the AGM shall consist of:

Minutes of last AGM
Matters arising
Chairperson's address
All committee Officers reports.
Election of new Committee

Other business shall be permitted at the discretion of the Chairperson.

All officers will present a report to the AGM

- (b) Business at EGM's shall be as notified, no other business shall be dealt with.
- (c) No business shall be transacted at any general meeting unless a quorum is present except as provided below, (25%) current full members of the Branch in person or by proxy shall constitute a quorum. If within thirty minutes of the time appointed for the meeting, a quorum is not present the meeting shall:

- (i) If an AGM stands adjourned to the same time day and place in the next week or such time, day or place as the Committee shall determine and the members present at such adjourned meeting shall be a quorum or;
- (ii) If an EGM, shall be dissolved.
- (d) No business shall be transacted at any Committee Meeting unless a quorum of four is present

8. Voting:

- (a) Only current full members of the Branch may vote at meetings of the Branch either in person or by proxy and are entitled to only one vote.
- (b) A member may appoint a proxy to attend a general meeting in their stead and to vote on their behalf. The appointment shall be in writing submitted to the Secretary before the start of the meeting.
- (c) Voting shall be by a show of hands unless a poll is demanded.
- (d) A two-thirds majority of votes at a general meeting or Committee Meeting will constitute the PASSING of a resolution.

9. The Chairperson:

- (a) The Chairperson of the club shall be the spokesperson for the Branch and shall further the interest of the Branch to the best of their ability.
- (b) The Chairperson or his/her delegate shall address all meetings on the affairs of the Branch, and that Chairperson shall preside at such meeting(s).
- (c) The Chairpersons decision is FINAL on a question of ORDER at meetings.

10. The Secretary:

- (a) The Secretary shall keep minutes of all meetings.
- (b) The Secretary shall summon meetings, prepare agendas and record all transactions at meetings.
- (c) The Secretary shall provide a summary of Committee meetings, which shall be available to all Branch members on request.
- (d) The Secretary shall give notices as required by these rules and such notice shall be duly given if either handed to the member in person or if posted on or before the relevant period.

11. The Membership Secretary:

- (a) The Membership Secretary shall maintain in good order and in safe keeping all records, documents and books of the Branch.
- (b) The Membership Secretary shall maintain a Club Membership Database (solely for Club use) recording details as necessary for contact, membership status and diver training.
- (c) The Membership Secretary shall present a report at the AGM.

12. The Treasurer:

- (a) The Treasurer shall keep a record of the accounts of the branch.
- (b) The Treasurer shall ensure all monies due to the Branch are collected.
- (c) The Treasurer shall control and approve any payments such as fees, payments, insurance premiums and the like that are due from the Branch.
- (d) The Treasurer shall ensure subscriptions from members of the Branch are collected when due and ensure such part of that subscription is paid to BSAC without delay.
- (e) The Treasurer shall upon payment of the appropriate subscription, ensure that each member is issued a receipt and ensure that the Training officer issues any BSAC training pack where appropriate.
- (f) The Treasurer shall make available the accounts to the Auditor(s) as chosen by the Committee.
- (g) The Treasurer shall present a report of accounts at the AGM.

13. The Equipment Officer:

- (a) The Equipment Officer shall be responsible for seeing that all Branch equipment is kept in good condition and is maintained on a regular basis, and for bringing any deficiencies in the equipment to the attention of the Committee.
- (b) The Equipment Officer shall ensure that all necessary equipment is available for all diving and training activities.
- (c) The Equipment Officer shall report at the AGM.

14. The Diving Officer:

- (a) The Branch'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 Branch and for the safe conduct thereof, and they 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 his Authority.

The Diving Officer may delegate training duties to a Training Officer, who shall be responsible to him for the performance thereof. The Diving Officer's decision in respect of his responsibilities shall be final in the Branch, subject only to such guidelines consistent with this Bye-law as maybe established from time to time by the Committee.

- (c) The Diving Officer shall present a report at the AGM.

15 The Welfare officer:

- (a) The Welfare officer shall be responsible to ensure all members are aware of the position of Welfare officer on the committee, and makes Club instructors, officers, members and parents of junior members aware that the policies and guidance documents are in place and can be accessed on line at the BSAC website.
- (b) The welfare officer shall be responsible to ensure that all aspects of the following are dealt with quickly and efficiently under the strictest confidence. This list comprises of the main topics but the officer can and will investigate other issues if required. Whistle blowing, Anti Bullying (covering but not limited to) Physical, Verbal, Racist, Sexual, Homophobic, abuse of the vulnerable and emotional abuse.
- (c) The officer shall advise all other members on Staff supervision of children, missing child procedures, changing room guidance, transport and trips away, the use of cameras (still or video) mobile phones and social networks, general safeguarding and Equality and Diversity policy adopted by BSAC.
- (d) When a safeguarding/welfare issue arises and is dealt with or where further advice is needed report the incident to BSAC head office, National Welfare officer.
- (e) The Welfare officer shall present a report at the AGM.

16. The Training Officer:

- (a) The Training Officer shall advise the Committee on aspects of Training and shall be responsible to the Diving Officer and the Committee for training activities within the Branch.
- (b) The Training Officer shall present a report at the AGM.

17. Finances

- (a) All Branch expenditure shall be by prior approval of the Committee.
- (b) Club fees shall be levied upon members & nonmembers, based on the following categories.
 - New membership subscription.
 - Renewing membership subscription.
 - Junior membership subscription.
 - Honorary membership.
 - Guest membership – Social (swimming) / Non Diving.
 - Non-member - Come & Dive sessions.
 - Non-member - Qualified diver's use of kit & pool.
 - Kit loan donations.

These fees will be stipulated from time to time by the committee, as considered necessary.

- (c) The Committee shall ensure that the accounts as presented to the AGM, are previously audited by a current full member, excluding the treasurer of the Branch.
- (d) The ownership of all funds, property and equipment of the Branch shall be vested in the current full members of the branch whilst the Branch is in existence.
- (e) If at any general meeting a resolution be passed for the dissolution of the Branch, any such resolution shall at an EGM held not less than four weeks later, be confirmed by a resolution passed by a two thirds majority of current full members of the Branch.. The Committee shall there upon or at a future date as shall be specified in the resolution dispose of the Branch funds, property and equipment.
- (f) Instructor training costs. The instructor(s) partial dive costs to be recompensed by the club. These costs are to cover the direct cost of dives only while instructing Ocean diver trainees. It is not to cover any other expenses. I.e. Travel, accommodation. These payments are to be authorized by the committee prior to commencement of any planned training.

18. Dissolution

- (a) The 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 6 (c).
- (b) A proposal to dissolve the Branch shall be subject to ballot, and in order to be carried it must receive the affirmative votes of two-thirds of the voting members of the Branch who are present at the Meeting.
- (c) If dissolution of the Branch is voted in accordance with the preceding provisions of this Bye-law, the Committee shall proceed without delay to realize the property of the Branch and to discharge the Branch's outstanding liabilities. Any net assets thereafter remaining, shall be distributed to such recipients or recipient and in such fashion as, the meeting shall have decided.

19. Amendments

- (a) These Bye-laws may only be amended in General Meeting in accordance with the affirmative votes of a majority of 75% of those voting members of the Branch who are present at the Meeting.
- (b) Notwithstanding anything to the contrary contained in these Bye-laws, no amendment may be made to this Bye-law or to Bye-laws 2, 14, 18 and 20; unless prior to the meeting at which such amendment is proposed an Officer of the Chief Executive of the BSAC shall have notified the Branch in writing of the BSAC's approval of the subject and text thereof.

20. BSAC Rules

- (a) These Bye-laws are made in compliance with Rule 4 of the Rules of the BSAC, 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 BSAC.