# Plymouth Sound BSAC

# Constitution

(Dated 7 Jul 1981, amended 22 Jan 2007, 29 Sep 2008, 6 April 2009, 20 Jan 2014, & 2 April 2019)

**1. TITLE**

 “The Branch” shall be known as the British Sub-Aqua Club Plymouth Sound Branch.

**2. OBJECTS**

The aims and objects of the Branch shall be those of the British Sub-Aqua Club. The object of the Club is to provide facilities for and to promote participation of the whole community in the sport of sub-aqua.

**3. HEAD QUARTERS**

The headquarters of the Branch shall be at such a place as may at any time be decided by the Committee.

**4. PRESIDENT AND VICE-PRESIDENT**

Following a recommendation from the committee, the Annual General Meeting (AGM) will appoint a President and Vice-President for the ensuing year and they shall be ex-officio, non-voting members of the committee.

**5. MEMBERSHIP**

Membership of the club shall be open to all persons irrespective of ethnicity, nationality, sexual orientation, religion or beliefs; or of age, sex or disability except as a necessary consequence of the requirements of sub-aqua as a particular sport. Classes of membership are to be agreed by the Committee, and reviewed as necessary. The branch committee may refuse membership or expel from membership only for good and sufficient cause, such as conduct or character likely to bring the club or sport into disrepute. Appeal against such a decision may be made to the club's members and decided by a majority vote.

**6. MANAGEMENT**

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.

The committee shall consist of four fully paid up members, of whom will hold the offices of Chairman, Honorary Secretary, Honorary Treasurer and Diving Officer. In addition to this there will be six general members on the committee which will include the positions of Training Officer, Equipment Officer, Membership Secretary, and Safeguarding Officer.

The committee shall, at its first meeting, appoint one of its members Vice-Chairman.

Any officer other than the Chairman or Vice-Chairman, of the Branch may be assisted in his/her duties by such person or persons the committee may approve.

**7. HONORARY TREASURER**

The Honorary Treasurer shall keep proper books of account of all monies received or paid on behalf of the Branch, and shall effect in the name of the Branch and keep records of all investments by the committee. He/she shall arrange for all such monies and securities to be deposited at such branch of a bank as the committee may approve to the credit of an account in the name of the Branch, on which cheques and other credit orders shall be signed by two of the following officers: the Honorary Treasurer, and countersigned by one other committee member; the countersignatories to be chosen from time to time by the committee.

He/she shall be responsible for the calling-in and collecting of all debts and subscriptions and for the due discharge of all liabilities of the Branch out of Branch funds as the committee may direct. He/she shall prepare a statement of income and expenditure and a balance sheet to 31st August of each year, which shall be the end of the Branch financial year and he/she shall cause it to be audited by the Branch auditors, as approved by the Branch committee, and presented to the committee for submission to the AGM. He/she may be assisted in his/her work by such person or persons as the committee may approve.

**8. ANNUAL GENERAL MEETING (AGM)**

Notice of the AGM of the Branch, which shall be held in January of each year, shall be sent by post or otherwise delivered to all paid-up members at least four weeks before the meeting.

This notification shall request nominations for positions on the committee. All nominations must be delivered to the Honorary Secretary before the start of the meeting, proposed and seconded and signed by the Nominee that he/she is willing to accept the position if elected.

The Officers and members of the committee shall be directly elected by the paid-up members at the AGM of the Branch.

The notification of the meeting shall also include any motions proposed by the committee and a reminder that any member may propose an amendment to these motions and that they may make any further motions for consideration at the meeting which must be proposed and seconded and delivered to the Honorary Secretary not less than 7 days before the meeting.

A quorum at all General Meetings shall be 20% of the membership. Fully paid-up members of all classes shall be entitled to vote.

**9. COMMITTEE**

The committee shall take office immediately after the General Meeting at which it is elected and hold office until the close of the next AGM.

The committee shall meet not less than once every two months.

A majority of the committee shall form a quorum, one of whom must be the Chairman, the Vice-Chairman or the Honorary Secretary.

The Chairman, the Vice-Chairman or the Honorary Secretary shall have the power to call a Special Committee Meeting of all members available.

The committee shall have the power to co-opt up to four non-voting members and the committee shall have the power to fill any vacancy among its membership, which occurs in its term of office.

The committee shall determine any questions as to the interpretation of the constitution and of any regulations made there under and may rule for any occurrence not otherwise catered for in the constitution, provided that an appropriate amendment thereto is moved at the next AGM.

At the first committee meeting after the AGM, the committee shall review/ratify the Club’s Standard Operating Procedures (SOP), Rules, and Guidelines for the following 12 months.

The Diving Officer shall nominate the Assistant DO for that term of office.

**10. SPECIAL GENERAL MEETING**

Any General Meeting other than the AGM shall be known as a Special General Meeting and must, on the receipt of a request to do so signed by not less than 12 paid-up 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 14 days notice together with a statement of the reason for the meeting.

The committee shall have the power to call a Special General Meeting and shall give all paid-up members not less than 14 days notice together with a statement of the reason for the meeting.

The business of the Special General Meeting shall be that for which it is called and no other.

**11. VOTING**

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 simple majority shall pass a motion.

Any motion that the committee considers may affect the Objects or Constitution of the Branch shall be passed only by 2-1 majority of votes cast by not less than 20% of paid-up members of the Branch present at the General Meeting.

Voting papers for any ballot being conducted by post shall be sent to all members not less than 14 days before the date on which the votes are to be counted.

The Chairman of any meeting shall not vote except when it is necessary to exercise his/her casting vote.

**12. QUARTERLY MEETINGS**

The committee shall arrange for informal quarterly meetings to provide an opportunity for an exchange of opinions between the membership and the committee.

**13. DISCIPLINE**

The committee shall have the power by a two-thirds majority of all members thereof to request the resignation of any officer or member of the committee. Failing compliance within seven days of such request, such officer or member shall be deemed to have resigned.

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.

In order to ensure the safety and good name of the Branch and its members, the person in charge of a Branch activity may suspend, at his/her discretion and for the duration of the activity, any member who misconduct’s him/herself. Any such suspension shall be reported as soon as possible to the Chairman and Honorary Secretary and must be discussed at the next meeting of the committee.

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 reasons for his/her suspension and to address the committee in answer to such reason.

The committee shall have the power by two-thirds majority of all 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. Appeal against such a decision may be made to the members in accordance with clause 5. “Membership.”

**14. CHARGES**

Persons joining or re-joining the Branch shall pay such entrance fee as may be determined from time to time by the committee.

Subscription shall be renewable annually on a date and at such rate as may be determined from time to time by the committee.

**15. INCOME & PROPERTY**

The income and property of the club shall be applied solely towards promoting the club's objects as set forth in this constitution and no portion thereof shall be paid or transferred directly or indirectly to the members of the club.

**16. DISSOLUTION**

If at any General Meeting of the Branch a resolution be passed for the dissolution of the Branch and such resolution shall be at a Special General Meeting, held not less than one month thereafter, be confirmed by a majority of two-thirds of the members of the Branch being present. The committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realize the property of the Branch and after the discharge of all liabilities, shall hand over the net assets to the British Sub-Aqua Club, for use by them for related community sports.

THIS CONSTITUTION IS AUTHORISED BY THE FOLLOWING OFFICERS OF PLYMOUTH SOUND BRANCH (no. 164) OF THE BRITISH SUB-AQUA CLUB.

1. Jon Parlour Chairman
2. Alan De La Mothe Membership Secretary
3. Honey Bowker Hon. Secretary

Dated 02/04/19