

**BRITISH SUB AQUA CLUB  
BURNTWOOD BRANCH 0539  
BRANCH CONSTITUTION**

**Last updated 26/06/2006**

- 1 The Branch shall be known as the Burntwood Branch of the British Sub Aqua Club.
- 2 The Headquarters of the Branch shall be at the Burntwood Leisure Centre, or at any place decided by the Committee.
- 3 The management of the Branch shall be vested in the Committee, which consist of four Officers. Chairman Diving Officer, Treasurer and Secretary, and non less than four members. The Committee shall be elected at the Annual General Meeting of the Branch, and shall hold office until the following Annual General Meeting. The Chairman shall be elected from the retiring Committee.
- 4 The Committee shall meet when required. The Chairman, Treasurer or Secretary is empowered to call a special Committee Meeting of all members available, any decision of which must be ratified at the next meeting.
- 5 A majority of the Committee shall form a quorum, one of whom must be the Chairman, Treasurer or Secretary. The Chairman of the meeting shall not normally vote, except when it is necessary to exercise a casting vote.
- 6 The Committee shall have the authority to co-opt up to four non -voting members, and the Committee shall have the power to make an appointment to fill any vacancy among the Officers of the Branch.
- 7 The Branch year shall run from 1<sup>st</sup> September to 31<sup>st</sup> August.
- 8 The A.G.M. Shall be held in October of each year. Notice of the A.G.M. shall be given to all paid- up members six weeks prior to the meeting. This notification is to include any motions proposed by the Committee, a reminder that any member may propose an amendment to these motions and that he/she may make any further motions for consideration at the meeting. Any such amendment or motion must be proposed and seconded and delivered to the Secretary fourteen days before the meeting.

The notification is also to contain the names of those Officers and members of the present Committee willing to stand again, and a request for any other nominations for the Committee . All nominations must be delivered to the Secretary fourteen days prior to the meeting, proposed and seconded and signed by the nominee that they are willing to accept the position if elected.

A quorum at all General Meetings shall be 10% of the members entitled to vote. Associate members shall be entitled to vote.

Voting on such matters as the Committee considers may affect the objects or rules of the Branch may be by postal ballot, any such motion shall be passed only by a 3-1 majority of votes cast by not less than 10% of the members of the Branch who are entitled to vote. Otherwise the method of voting shall be by ballot or show of hands.

- 9 Any General Meeting other than the A.G.M. Shall be known as a Special Meeting, and must be on the receipt of a request to do so signed by at least four paid-up members, giving the reason therefore, within two months thereof be convened by the Committee on giving fourteen days notice to all paid-up members.
- 10 The Committee shall have the power to call a Special General Meeting.
- 11 The business of a Special General Meeting shall be that for which it was called and no other.
- 12 When a member or members damage or lose equipment belonging to Burntwood Sub Aqua Club, the Committee reserves the right to charge those members the full cost of replacing or repairing the equipment.
- 13 The Branch Activities shall be open to other Branches at the discretion of the Diving Officer.
- 14 All new members must be able to swim and will be tested by the Diving Officer. Application for membership will then pass through the Committee for acceptance by a simple majority vote.

- 15 In order to ensure the safety and good name of the Branch and its members, the Dive Manager in charge of any branch activity may suspend at his discretion and for the duration of the activity, any member who commits a misconduct. Any such suspension must be reported to the Chairman and Secretary as soon as possible, and will be discussed at the next Committee meeting. The suspended member has the right to be present at any meeting where his/her suspension is being discussed, to address the Committee in answer to such reasons.
- 16 The Committee may by a two-thirds majority of all Members thereof suspend or request the resignation of any Officer or Member of the Committee or of the Branch, failing compliance within seven days of any such request such Officer or Member shall be deemed to have been suspended, provided that, before requiring the suspension or resignation, the Committee shall give such Officer or Member the opportunity of appearing before the Committee of hearing the reasons for such proposed suspension or request to resign, and addressing the Committee in answer to such reasons and provided further that the Officer or Member shall have right to appeal to the General Committee of the Club.
- 17 No member of the Club or visitor may use any equipment other than basic equipment in the training pool without prior permission from the Diving Officer or Training Officer.
- 18 To prevent damage to the pool all aqualungs must be fitted with a rubber boot.
- 19 Only accredited Training Staff can provide instruction to Burntwood Members or those members appointed by the Diving and Training Officers.
- 20 The Treasurer shall keep proper books of account of all money 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. Cheques and other orders shall be signed by not less than two of the following Officers. The Chairman, Secretary, Treasurer and Diving Officer.

They shall be responsible for the calling in and collection of all debts, subscriptions, and for the due discharge of all liabilities of the Branch out of Branch funds as the Committee may direct.

They shall prepare a statement of income and expenditure and a balance sheet to the 31<sup>st</sup> August of each year which shall be audited by one of the other Officials, and presented to the Annual General Meeting.

- 21 The Committee shall arrange for informal meetings of the Branch, and notices shall be posted on the Club Notice Board, not less than four weeks before the date of such meeting. This notice can also be posted on Social Media.
- 22 Full membership shall be paid by all new members without exception.
- 23 New members shall have no voting rights during their first year of membership regarding the voting of Officers of Burntwood Sub Aqua Club.