

AQUARIUS SUB-AQUA CLUB

Club Constitution

1. General

- a. The name of the club shall be Aquarius Sub-Aqua Club (Aquarius SAC.)
- b. This constitution shall only be amended by a general meeting of the membership where a simple majority vote by the eligible members present will be sufficient.
- c. The object of the club is to provide facilities for and promote participation of the whole community in the sport of safe sub-aqua diving.
- d. The aims of the club will be achieved by;
 - i. Arranging dives and diving holidays for its members.
 - ii. Encouraging its members to organise their own diving activities.
 - iii. Training and assessing newcomers to the sport.
 - iv. Providing equipment for use by club trainees whilst pool training.
 - v. Striving to achieve higher standards of diving, training and safety.
 - vi. Encouraging all club members to participate in non-diving SAA skills courses.
 - vii. Organising social and ancillary functions for its members.
 - viii. Providing and welcoming and friendly atmosphere within the club.
- e. The club will maintain membership of the Sub Aqua-Association (SAA) and will adhere to the guidelines issued by the association.
- f. No event or activity shall be organised in the name of the club without the prior approval of the committee
- g. No obligation or commitment shall be entered into in the name of the club except with the approval of the committee.
- h. Any activities organised by the club shall be open in the first instance to all members of the club and thereafter to their guests.
- i. Any matter for which specific provision is not made in this constitution or in club rules shall be decided by the committee.
- j. Any ambiguity or difference of opinion concerning the meaning or interpretation of any rule, minute or account will be referred to the next committee meeting where a decision will be made. The committee's decision will be final and binding on all parties concerned.

2. Membership

- a. There will be no discrimination on membership to the club on the grounds of ethnicity, sex, age, nationality, disability (except as a necessary consequence of the requirements of sub-aqua diving as a particular sport), sexual orientation, religion or other beliefs.
- b. The club will have the following classes of membership;
 - i. Full age 18 or over
 - ii. Junior aged 17 or under(acceptance of junior members is at the discretion of the committee)
 - iii. Student any age in full time education
 - iv. Senior age over 60
 - v. Family members of the same household of a Full, Junior, Student or Senior member
 - vi. Social non diving member for whom membership of the SAA is optional and is required to pay weekly pool fees.
 - vii. Swimming non diving member for whom membership of the SAA is optional and who's membership fee includes use of the pool for swimming.
 - viii. Country age 18 or over who's address is outside a 30 mile radius of Newport Swimming Pool. Country members must have full SAA membership.
- c. All diving members will;
 - i. Maintain membership of the Sub-Aqua Association (SAA).
 - ii. Will complete annually, on renewal of their club membership, a UK Sport Diver Medical Form. The original will be retained by the Diving Officer/Club Secretary and a copy of the completed form returned to the member for retention with their qualification book.
- d. Only diving members will be permitted to train beyond the level of Snorkeller.
- e. All members will ensure that the club subscriptions and fees are paid on time, for the amount as set by the club committee. Members will be advised of any changes at least six weeks before they come into force.

- f. That with effect from the 1st January 2020 the club will have a monthly fee which is inclusive of the Sub Aqua Association (SAA) membership fee on the following basis:
1. The club membership covers club expenditure and SAA membership fees. All other additional SAA costs will be met by the individual e.g. the SAA starter pack.
 2. When someone joins the club, the club will meet the SAA membership fee.
 3. The inclusive fee will not give rise to any refund in the event that a member leaves the club.
 4. SAA membership will not be renewed for individual members until they have completed their annual self certification medical declaration.
 5. Any club member as at 31st December 2019 shall retain the right to pay a solely the monthly club fee and pay their own SAA annual fees. In the event that an existing member elects to pay the new inclusive club fees they give up the right to revert to the former arrangement.
- g. Club subscriptions shall be due on the 1st of each month, other than annual fees which shall be due on the 1st April each year. Monthly club fees will be payable by standing order or direct debit. Annual club fees will be payable by bank transfer or direct debit.
- h. Family members and friends of a full member are allowed to use the pool for swimming provided that the pool area set aside is not required for training and the swimming fee has been paid.
- i. The club treasurer will take the following factors into account when determining the club fees payable by members:
- a. The calculation of the inclusive club fees will consist of two elements, an amount to support the general club expenses and an amount which will cover the members following years SAA fees.
 - b. Classes of membership will be eligible to a reduction of the club expenses element of club fees on the following basis.
 - i. Full – no reduction
 - ii. Junior – a 1/3 reduction
 - iii. Student – a 1/3 reduction
 - iv. Senior – no reduction
 - v. Family (first family member is Full or Senior):
 - a. Full – a 1/3 reduction
 - b. Senior – a 1/3 reduction
 - c. Student – a 2/3 reduction
 - d. Junior – a 2/3 reduction
 - vi. Family (first family member is Full or Senior):
 - a. Student – a 2/3 reduction
 - b. Junior – a 2/3 reduction
 - vii. Social – as set by the club committee
 - viii. Swimming – as set by the club committee
 - ix. Country – as set by the club committee
- Any reduced amount payable may be rounded at the discretion of the committee for ease of administration.
- j. The use of any SCUBA related equipment, other than mask, fins and snorkel shall be deemed as non swimming activity and the full SCUBA fee shall be payable.
- k. Non-members may use the pool, using SCUBA equipment, during the club time as visitors provided that the full SCUBA fee is paid.
Such use by non-members shall be limited to six occasions.
- l. Members of other SAA clubs may be invited to use the pool, subject to the payment of the SCUBA fee, without any restrictions on the number of occasions.
- m. Deleted 9th December 2019.
- n. All applicants for club membership, other than Social, must complete a UK Sport Diver Medical Form and where required undergo a formal medical examination before SCUBA training commences. All such information will be held in strict confidence by the Club's Diving Officer and Secretary.
- o. Applications must be accepted and payment of membership fees paid within six weeks of the applicant first using the club's facilities. Training may commence during this time only at the discretion of the clubs Diving officer.
- p. Deleted 3rd December 2004.
- q. Club member records will be maintained by the appropriate Club Officer. If information is stored data on a computer only the following data may be stored in respect of a member;
- Name, address, telephone number(s) and e-mail addresses
 - SAA membership number and type

- Date of birth
- Date UK Sport Diver Medical Form completed
- Whether the member is required to undergo a formal dive medical and if so the date to which the medical is valid
- Emergency contact name and number
- Current diver grade and maximum permitted diving depth
- Details of training and assessments undertaken
- Details of diving qualifications held or awarded
- Current membership status and date of leaving the club
- Financial details relating to the member subscriptions and fees
- Notes relevant to the member in relation to their diving and positions held within the club

No members details may be disclosed to a third party, without the members explicit prior consent, irrespective of how that data is stored. The club secretary will only disclose to the SAA details required by the association in support of SAA membership.

Members contact details will be made available to other club members to facilitate organisation of dives and other club activities, these will include phone numbers and email addresses only.

Copies of members details will be made available to club officers or their delegates in so far as it is needed to authorise diving and training activities.

- r. Club records may be stored on “the cloud”. Any selected cloud provider must be approved by the committee. A nominated member of the committee shall be appointed as the Club IT Officer to ensure that all club data is as secure as possible and that it is suitably backed up. The club IT Officer will maintain the club policy on how and what data is stored.
- s. The Diving Officer or nominated Dive Marshall have authority to enforce rules relative to diving matters and are empowered to immediately suspend members for disobeying or disregarding their instructions.
- t. The Diving Officer, Training Officer and all members of the committee have authority to enforce the club rules and are empowered to suspend members for conduct in contravention of club rules.
- u. The Pool Marshall is empowered to expel anyone from the pool for disobeying or disregarding their instructions.
- v. At the next meeting of the club committee following a member’s suspension the committee will decide whether to withdraw or extend the suspension, or to expel the member from the club. The member concerned will have the right to a hearing at that meeting.
- w. The club committee is authorised to suspend or expel members by unanimous vote for contravention of the club rules as set out in the club handbook. The committee shall be the sole judge in matters of expulsion and no member so expelled will have the right of action against the committee or any of its members.
- x. Members who, for any reason, leave the club will have no rights or claim to any of the club’s assets.
- y. The total number of members in the club shall not be explicitly limited.

3. Committee

- a. The club shall be managed by a committee, the members of which shall be elected at the Annual general meeting.
- b. The Committee shall normally consist of five elected members from which the post of Chair, Secretary and Treasurer will be elected. and The Diving Officer who will automatically be a committee member. The Chair shall have the casting vote.
- c. Members of the committee must retire annually at the date of the annual general meeting. Retiring committee members have equal rights to be nominated and re-elected to the committee.
- d. If more than one nomination is made for a committee office an election for that office shall be held at the annual general meeting.
- e. The committee will normally meet once a month or as often as they consider necessary to ensure effective management of the club.
- f. A quorum for any committee meeting shall be four members.
- g. Any member of the committee being absent without reasonable excuse for three successive committee meeting will be deemed to have resigned from the committee.
- h. Any member of the committee may be removed from office at any time by a unanimous vote of the remainder of the committee.
- i. Any member of the committee may resign from office by writing to the chair. Such resignation to take effect from the next committee meeting.

- j. Any vacancy occurring on the committee may be filled by the committee co-opting a suitable replacement; such replacements shall have the same rights and duties as if they were originally elected to that office.
- k. The committee shall have the power to make any rules necessary for the proper running of the club, provided such rules are not in contravention of this constitution.
- l. The committee shall have the power to form groups of members for the purpose of undertaking any specific tasks to assist in the running of the club. Such groups will be managed by at least one full committee member who will be responsible for liaison with the committee.
- m. The Club 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.

4. Club Officers

- a. A club member may only hold the position of a club officer for a period not exceeding two terms of office. A term of office shall be the period between any two annual general meetings.
- b. Any member not eligible to stand for a post because of the two term rule is eligible to stand for any other of the club's positions.
- c. Members may stand for the position of club officer previously held after a period of two terms of office have lapsed since they resigned from that position.
- d. In the event of a post becoming vacant and there being no eligible member prepared to accept the role, the two term rule may be waived at a general meeting of the club. Any such waiver shall not exceed a period beyond the next annual general meeting of the club.
- e. The Diving Officer and Training Officer shall be exempt from the two term rule, subject to the annual election of the member to that post. These post may only be held by club members who are suitably qualified and who's nomination has been approved by the full committee.
- f. The positions of Training Officer, Projects Officer, Equipment Officer and Pool Marshall are not restricted to members of the committee but such office holders will be expected to provide a periodic report of progress to the committee.
- g. Chair
The chair shall be responsible for the general direction of the club. They shall be responsible for the conduct of all meetings and shall decide the procedure to be followed.
- h. Secretary
The secretary shall be responsible for:
 - Maintaining membership records
 - Maintaining minutes of the club's meetings
 - Correspondence received by and issued on behalf of the club
- i. Treasurer
The treasurer shall be responsible for;
 - the collection of monies on behalf of the membership
 - payment, from club funds, of debts incurred by the club
 - maintaining a full record of income and expenditure of the club
 - providing a periodic financial update to the committee
 - production of annual accounts
- j. Diving Officer
The Diving Officer has full responsibility for all diving activities undertaken by members of the club. To allow for occasions when the Diving Officer is not available the club can elect a deputy Diving Officer. The full duties of the Diving Officer are laid down in the SAA Club and Training Guidance Manual.
- k. Training Officer
The Training Officer will;
 - i. Co-ordinate the club's training program.
 - ii. Liaise with the club's Diving Officer and Instructors.
 - iii. Maintain a record of the trainee's progress.
- l. Projects Officer
The Projects Officer is responsible for co-ordinating the clubs diving activities. The Projects Officer should ensure that;
 - i. An annual calendar of diving events is drawn up.
 - ii. That details are made available to the membership in time for personal arrangements to be made.
 - iii. That all dives conform to SAA and club guidelines.
- m. Equipment Officer

The Equipment Officer will ensure that the club equipment is;

- i. Kept in order and ready for use.
- ii. Serviced and/or tested at the appropriate time.
- iii. Made available for pool sessions.

The Equipment Officer may assign the care of club equipment to other club members but should maintain a register of the kit and where it is held.

n. **Child Protection Officer**

The child Protection Officer shall ensure that any club member who is involved in the training of or diving with juniors has undergone all required checks. The Child Protection Officer will be responsible for ensuring that the club is current with all protection issues and will advise the committee of any changes.

o. **Pool Marshal**

The Pool Marshal shall assume responsibility for the conduct of all activities within the pool area. The role of Pool Marshal shall be delegated to a member of the committee in the event of the Pool Marshal being unable on pool night.

p. The roles described in the section do not restrict the duties of any of the club officers who are free to undertake whatever duties are considered necessary by the committee in undertaking the management of the club's activities.

5. Finances

- a. The clubs accounts will be drawn up to the 30th June each year.
- b. The annual accounts will be audited by an independent person, who may be a member of the club but that person must not have been a member of the committee or officer of the club within the previous 18 months of the accounting period end.
- c. The audited accounts will be made available to the membership before the AGM each year.
- d. All monies belonging to the club must be held in an account in the club's name. If appropriate more than one account may be held in the name of the club.
- e. Authorised signatories for the club accounts shall be;
The Treasurer, plus two other committee members, this will normally be The Chair and The Secretary.
- f. Cheques drawn on club accounts will require any two out of the three authorised signatories.
- g. Any of the bank account signatories may obtain a club account debit card providing that:
 - a. The application has been approved by the committee,
 - b. The card holder agrees that the card will be used only for club approved expenditure,
 - c. The card holder agrees to return the card to the Treasury for destruction on completion of their term as a club account signatory.
- h. All expenditure must be agreed by the committee before the expense is incurred.
- i. Any single item of expenditure in excess of £250 must be agreed by the club committee. Amounts below this limit may be authorised by any two of the club account's signatories.
- j. Where the club adopt internet banking dual authorisation should be used where this is available. However, the club will utilise on-line banking whenever possible, even if payments can be authorised by only one of the signatories. The following will apply:
 - i. Payments will only be initiated by the club's treasurer, if the treasurer is unavailable members of the committee will nominate a substitute.
 - ii. Payment may only be made after at least one other account signatory has agreed to the payment.
 - iii. Requests for payments will be made via email to the treasurer and will include the following details:
 - a. Reason for the payment (Attaching any invoice etc.)
 - b. The amount of the payment
 - c. Account holders name
 - d. Account Number
 - e. Account bank sort code
 - iv. Following a payment, the treasurer will confirm payment has been made to all the other signatories, signatories should check that the payment has been made correctly.
 - v. Signatories should periodically check the bank account and before each committee meeting to confirm the account balance and the date and time of the check.
- k. Where available the clubs preferred method of club membership fee payment will be via Bank Direct Debit.
Where there is to be a change in the payment the treasurer will provide the member with at least six weeks' notice before any revised payment comes into force.
Any such scheme will conform to the published SEPA Direct Debit, core scheme.

- l. The club shall reimburse out of pocket expenses incurred by a member in the conduct of the affairs of the club as a result of the direction of the committee.
- m. The committee shall consider applications for financial sponsorship from the club, for members who wish to attend training courses organised by national bodies. Such courses must be recognised to be of benefit to the club as a whole.
- n. The income and property of the Club shall be applied solely towards promoting the Club's objectives as set forth in this constitution and no portion thereof shall be paid or transferred directly or indirectly, to the members of the Club.

6. General Meetings

- a. There will be an Annual General Meeting held in March of each year or if not practical as soon as possible thereafter but within fifteen months of the previous AGM.
- b. An extraordinary general meeting may be called by the committee or by an application to the chair signed by not less than five full members. An extraordinary general meeting must be called within one month of such an application being made, the object of the meeting must be specified and only such business be discussed.
- c. Notice of all general meetings shall be given not less than 14 days prior to such a meeting.
- d. A quorum shall consist of Chair, Secretary, Treasurer or their representatives and two other paid up members. If a quorum is not present thirty minutes after the advertised time of the meeting that meeting shall be adjourned to another time and place as determined by the committee. If at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting the members present shall be a quorum
- e. All club members shall be entitled to attend general meetings but only full members whose fees are up-to-date shall be eligible to vote, each such member having one vote.
- f. A decision or election by a general meeting shall be by a majority vote by the eligible members after the proposal for decision or candidate for election has been seconded. In the event of a tied vote the Chair shall have the casting vote.
- g. In the event that it is not possible to hold a physical meeting the club may hold a virtual meeting using whichever video conferencing service the committee deem most appropriate.

7. Dissolution of the Club

- a. Any proposal for the dissolution of the club shall be the subject of a general meeting of the club.
- b. A proposal for the dissolution of the club shall be decided by a 80% majority of the total membership at that time.
- c. If the vote for dissolution fails because the 80% majority vote was not achieved because the full membership is not present at the meeting a vote will be taken by the meeting to decide if a postal ballot is called for. Such a vote shall require a 75% majority of the meeting.
- d. If a postal ballot is to be called for ballot papers are to be issued to the members within 14 days of the general meeting. Members will be allowed 21 days from the issue of the ballot papers to return the papers to the nominated receiving officer.
- e. In the event of a proposal for the dissolution of the club being carried, the assets shall be realised and all sums of money accrued, together with an club funds shall be used to pay all outstanding debts and the club dissolved. Any surplus money remaining shall be donated on a 50-50 basis to the R.N.L.I (Royal National Lifeboat Institute) and D.D.R.C.(Diving Disease Research Centre).
- f. No member shall have call on the club's assets other than where the committee has authorised outlay and recompense.
- g. A change in the affiliation of the club is not deemed as dissolution.
- h. Any merger of the club with another club (which is also a registered Community Amateur Sports Club) is not deemed as dissolution.