
RULES OF
THE BANBURY SUB-AQUA CLUB
(Branch No. 74
OF THE BRITISH SUB-AQUA CLUB)

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Rules of The Banbury Sub Aqua Club

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Rules of The Banbury Sub Aqua Club

1. Introduction

1.1. Title

1.1.1. The title of Branch No. 74 of the British Sub-Aqua Club, hereinafter called the Club, shall be the Banbury Sub-Aqua Club.

1.2. Objectives

1.2.1. The objectives of the Club shall be to promote under-water recreation, training, exploration, science and sport, to promote safety in these activities and to provide a congenial atmosphere in which these activities may be enjoyed.

1.3. Scope

1.3.1. These rules supersede any previous rules of the Club.

2. Membership

2.1 Conditions of Membership

2.1.1 There shall be Full, Social, Student and Honorary classes of membership.

2.1.2 Subject to Club rules, admission to any class of membership shall be at the discretion of the Committee.

2.1.3 Renewal of membership shall be at the discretion of the Committee.

2.1.4 A Member may be expelled from the Club if 66% of the Committee vote for the expulsion.

2.1.5 Any Member expelled shall have no claim on the funds of the Club.

2.1.6 A Member who has been expelled from the Club, or any person whose application for membership has been refused, shall not be permitted to make use of the Club facilities.

2.2 Full Membership

2.2.1 Full Members pay both the Branch and BSAC parts of the Full Membership subscription fee, unless they already pay the BSAC fee via another Branch.

2.2.2 Full Members are entitled to take part in all Club activities and use the Club facilities as defined in these rules.

2.3 Honorary Membership

2.3.1 Honorary membership shall be at the invitation of the Committee.

2.3.2 Honorary Members are exempted from paying the Branch Membership fee part of the Full Membership Subscription. They must still pay the BSAC part of the subscription unless they have retired from diving.

2.3.3 In all other respects the rules for Full Members apply to Honorary Members.

2.4 Social Membership

2.4.1 Social Membership was originally introduced to allow non-divers access to the Club's social activities. Such people would normally be family or friends of a diving member, somebody medically unfit or retired from diving but who still has an interest in the social activities of the Club or the diving scene.

2.4.2 Social Members may take part in all social activities of the Club including swimming sessions.

2.4.3 Social Members have full voting rights.

2.4.4 Social Members may stand for election to any post on the Committee except Diving Officer, Open Water Training Officer or Pool Training Officer.

2.4.5 Social Members may not dive on Branch dives.

2.4.6 Social Members do not qualify for free air fills from the Club Compressor.

2.4.7 Social Members may only take part in 'Dive related activities' such as operation, use and maintenance of the Club Compressor, diving equipment and boat with the specific approval of the Committee.

2.4.8 Social Members may only use the Club Boat with the specific approval of the Committee and should be members of BSAC (for Insurance).

2.5 Junior/Full time Student Membership

2.5.1 Junior/Full Time Students (between the ages of 14 years and 18 years)

Junior Members between the ages of 14 and 16 years shall have a Parent or Guardian in attendance for all activities.

2.5.2 Junior/Full time Students are entitled to take part in all Club activities and use the club facilities as defined in these rules.

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3. Management

3.1. Officers

- 3.1.1. The elected Officers of the Club shall be: -
 - 3.1.2. Chair
 - 3.1.3. Secretary
 - 3.1.4. Treasurer
 - 3.1.5. Diving Officer
- 3.1.6. All of the Officers must be Members of the Club.

3.2. The Committee

- 3.2.1. The management of the Club shall be vested in the Committee, which shall consist of the above four Officers and the following elected posts: -
 - 1. Open Water Training Officer
 - 2. Pool Training Officer
 - 3. Equipment Officers
 - 4. Social Secretary
 - 5. Membership and Records Officer
- 3.2.2. All of the Committee members must be Members of the Club.

3.3. Powers of the Committee

- 3.3.1. The Committee is elected to make all decisions in connection with the running of the Club during its term of office, subject to any resolutions passed at a General Meeting.
- 3.3.2. The Committee has the power to co-opt persons onto the Committee as deemed necessary by the Committee between Annual General Meetings.
- 3.3.3. The Committee shall have power to issue regulations governing any matter not specifically covered by these rules and every Member shall conform to them.
- 3.3.4. The Committee shall have the right to arrange funds on behalf of the Club (i.e. Loans and Overdrafts etc.), provided that the Committee does not incur liabilities in excess of the Club's assets, taking into account any reasonably expected income.
- 3.3.5. Any notice which is required to be given by these rules in a certain time, shall be regarded as having been given if posted on or before the start of that period of time.

3.4. Committee Meetings

- 3.4.1. The Committee shall meet at not more than eight week intervals. The first meeting shall take place within fourteen days after the Annual General Meeting.
- 3.4.2. Committee meetings will be held formally and must consist of at least 66% of the current Committee Members. At least two of the Officers must be present.
- 3.4.3. The Secretary shall make available, to any Member who makes a written application, a copy of the approved Minutes of any Committee Meeting.
- 3.4.4. Matters of general interest and decisions reached will be communicated to Club Members as soon as possible after each meeting. This may be via: -
 - 1. The Club Newsletter
 - 2. The Club Notice board
 - 3. The weekly 'shout'

3.5. Election of Officers and Committee Members

- 3.5.1. Nominations for election of Officers and Committee Members shall be made on a nomination sheet posted on the Club Notice board.
 - 1. The sheet shall be posted up at least seven weeks before the Annual General Meeting.
 - 2. Nominations will be accepted up to three weeks before the Annual General Meeting.
 - 3. Nominees must be Club Members.
 - 4. Nominees must be proposed and seconded by Members.
 - 5. Nominees must sign to signify their consent to the nomination.
- 3.5.2. Members will be notified by post, two weeks before the Annual General Meeting, of the nominations received. A proxy voting form will be included for those Committee posts requiring a ballot.
- 3.5.3. Proxy votes will be accepted by the Secretary up until the ballot at the Annual General Meeting.
- 3.5.4. Nominations may be made from the floor of the Annual General Meeting for Committee posts for which the Secretary has not received a valid nomination. Any such nomination must be for a consenting Member and the Nominee, Proposer and Secunder shall be present at the meeting.
- 3.5.5. If an election is required between nominees, a ballot of Members present at the Annual General Meeting shall be held. The election shall be decided by a majority of the votes cast at the meeting, plus previously received proxy votes held by the Secretary.
- 3.5.6. In the event of a draw for a position, the vote shall be taken again.
- 3.5.7. The Officers and Committee shall take office after election at the Annual General Meeting. They shall hold office until the next Annual General Meeting or resignation, unless dismissed by an Extraordinary General Meeting.

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4. Duties of Committee Members

4.1. Chair

The Chair shall: -

- 4.1.1. be spokesperson for the Club.
- 4.1.2. shall preside at the Annual General Meeting, Extraordinary General Meeting and Meetings of the Committee.
- 4.1.3. shall address the Annual General Meeting of the Club on the affairs of the Club.
- 4.1.4. in the absence of the Chair a Meeting shall elect one of the Members present to preside.

4.2. Secretary

The Secretary shall: -

- 4.2.1. summon Meetings.
- 4.2.2. keep Minutes of the General and Committee meetings of the Club.
- 4.2.3. deal with Club correspondence.
- 4.2.4. maintain in good order and safe keeping all relevant records, documents and books of the Club.

4.3. Treasurer

The Treasurer shall: -

- 4.3.1. keep proper books of accounts on all monies received or paid on behalf of the Club.
- 4.3.2. keep records of all investments made by the Committee.
- 4.3.3. arrange for all monies and securities to be deposited at the branch of such Bank as the Committee may direct to the credit of an account in the name of the Club.
- 4.3.4. sign cheques or other orders and have them countersigned by another authorised Committee Member.
- 4.3.5. be responsible for the calling in of debts and for the due discharge of all liabilities of the Club out of Club funds as the Committee may direct.
- 4.3.6. prepare a statement of income and expenditure and a Balance Sheet to the 30th September of each year. These shall be audited and presented to the Committee for submission to the Annual General Meeting.

4.4. Diving Officer

The Diving Officer shall: -

- 4.4.1. be advisor to the Committee on all aspects of diving.
- 4.4.2. be responsible for ensuring that training, examinations and diving are carried out according to prevailing BSAC rules and practices.
- 4.4.3. arrange for Certificates of Qualification to be issued and log books to be endorsed.
- 4.4.4. prepare a dive calendar for the year.
- 4.4.5. approve Marshals to be responsible for the planning and organisation of all Club dives.

4.5. Training Officers

- 4.5.1. The Training Officers represent the Diving Officer on all aspects of training.
- 4.5.2. With the Diving Officer's approval, they shall organise training, lectures and courses and appoint Instructors for open water and pool training activities.

4.6. Equipment Officers

The Equipment Officers shall: -

- 4.6.1. be responsible to the Club for all the Club equipment.
- 4.6.2. maintain all Club equipment in good working order to any appropriate standard.
- 4.6.3. define the uses for which Club equipment is suitable.
- 4.6.4. keep a record of all the equipment owned by the Club.
- 4.6.5. be responsible for the compilation and issuing of a compressor duty rota.
- 4.6.6. produce an annual audit of all Club equipment to be presented at the Annual General Meeting.

4.7. Membership and Records Officer

The Membership and Records Officer shall: -

- 4.7.1. keep membership records and issue renewal documentation.
- 4.7.2. keep records of Members qualifications.

4.8. Social Secretary

The Social Secretary shall: -

- 4.8.1. organise the Annual Dinner Dance.
- 4.8.2. promote social and fund raising activities for the Club Members.

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5. Duties of Members

- 5.1. Carry out diving in accordance with BSAC rules and procedures.
- 5.2. Ensure that they have a current medical before diving.
- 5.3. Supply details of Qualifications held to the Records Officer, and keep their own copies of Qualification documents.
- 5.4. Pay Club subscriptions when they fall due.
- 5.5. Take their turn on the compressor duty rota when reasonably asked to do so.
- 5.6. Support the Committee Members in carrying out their duties.
- 5.7. Any Member arranging an activity on behalf of the Club must seek approval from the appropriate Committee member.
- 5.8. Any Member or Guest taking part in any Club activity does so at their own risk, unless under 18 years old when they are the responsibility of their parent or guardian.
- 5.9. A Member who agrees to take part in any Club activity will pay their full share of the costs of the activity, unless they give at least four weeks notice of cancellation or find a substitute.

6. Annual General and Extraordinary General Meeting

6.1. Annual General Meeting

- 6.1.1. An Annual General Meeting shall be held each year as near as possible to the end of October.
- 6.1.2. Notice of all motions which it is desired to put before the Meeting shall be given in writing to the Secretary three weeks before the Annual General Meeting.
- 6.1.3. A quorum shall be 33% of the membership of the Club.
- 6.1.4. The business of the Annual General Meeting shall be: -
 1. The appointment of tellers for any ballot that may be required.
 2. Reading and approval of the minutes of the previous Annual General Meeting.
 3. Reading and approval of the minutes of any Extraordinary General Meeting, which may have occurred.
 4. The Chair's address.
 5. The Secretary's report.
 6. The Treasurer's report and approval of accounts.
 7. The Diving Officer's report.
 8. Optional reports from any other Committee members.
 9. The election of the Committee for the ensuing year.
 10. The results of the election.
 11. Hand over to new Committee.
 12. Motions of which notice has been given.
 13. Other business as the Chair selects.
- 6.1.5. The date of the Meeting and any motions proposed will be publicised to all Members at least two weeks in advance of the meeting.

6.2. Extraordinary General Meeting

- 6.2.1. An Extraordinary General Meeting may be convened by the Committee at any time.
- 6.2.2. The Committee shall convene an Extraordinary General Meeting upon receipt of a request to do so, signed by at least 33% of the membership, giving their reason for such a meeting. Such Meetings shall be held within one month of such a request.
- 6.2.3. The business of an Extraordinary General Meeting shall be that for which it is called and no other. The rules applicable to an Annual General Meeting shall otherwise apply to an Extraordinary General Meeting.

6.3. Voting

- 6.3.1. All Members may vote at General meetings of the Club. Each Member is entitled to one vote on each motion.
- 6.3.2. Voting shall be by show of hands, unless a ballot be demanded.
- 6.3.3. Proxy votes will be accepted.
- 6.3.4. A ballot vote shall be used for: -
 1. The election of Officers and the Committee, unless unopposed.
 2. Voting on such motions as the Committee consider may affect the objects or rules of the Club.

7. Subscriptions

- 7.1. Full and Social Members shall pay an annual subscription as determined by the Committee.
- 7.2. Renewal of subscriptions is entirely the responsibility of the Member.
- 7.3. Any Member who fails to renew their subscription within one month of the due date shall be deemed to have resigned.
- 7.4. Any Member who has resigned or has been deemed to have resigned may, within twelve months of the expiry of their last subscription, renew their membership on payment of the then current year's subscription which shall continue to be renewable as of the month in which the Member first joined the Club. Such renewal shall be at the discretion of the Committee.
- 7.5. Subscriptions may be paid in full or in instalments by Standing Order or Variable Direct Debit.

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8. Diving

- 8.1. Dive Marshals have total authority for the diving activities for which they have been appointed by the Diving Officer.
- 8.2. Members may only dive on Club dives if they satisfy current BSAC and Club membership rules, and have paid the full BSAC and Club membership fees and any other fees prevailing at the time.
- 8.3. Members may only dive on Club dives if they have a current medical approved by the Diving Officer or the Diving Officer's representative.
- 8.4. Every Member will be required to satisfy the Dive Marshal of their fitness and ability to dive in accordance with BSAC recommendations. The Dive Marshal has the authority to ban a person from diving if they are considered to be unfit.
- 8.5. Any guest diver must have a recognised diving qualification and produce evidence of the qualification, along with a current diving medical.

9. Training

- 9.1. Information concerning training programmes shall be published in the newsletter, if possible, on the notice board and given at the Shout.
- 9.2. Club Training may only be given by people approved by the Diving Officer. Such people shall be qualified to at least BSAC Dive Leader standard.
- 9.3. Training Endorsements may only be signed by a BSAC Qualified Instructor or higher grade, in accordance with BSAC rules.
- 9.4. Breathing apparatus may only be used during Club pool sessions with the permission of the Pool Training Officer.
- 9.5. Those below Novice Diver II qualification may only use breathing apparatus under supervision of an instructor approved by the Diving Officer or the Diving Officers representative.
- 9.6. Qualifications will only be signed off when the Diving Officer agrees that the required standard has been achieved in consultation with the Committee.
- 9.7. The Committee may award a subsidy of 50% of the fee for the first time a Member attends a National Instructor course or takes the exam.

10. Use of Club Equipment

10.1. Club boats

- 10.1.1. A 'Boat Handler' is defined as someone who has successfully completed a BSAC Skill Development Boat Handling course or equivalent formal qualification, as agreed by the Diving Officer.
- 10.1.2. The Boat Handler has total authority for the boat.
- 10.1.3. The Boat Handler is responsible for ensuring that the Club boat has adequate safety equipment aboard.
- 10.1.4. When in use, each Club boat must have a Boat Handler and a VHF license holder aboard, but these may be the same person.
- 10.1.5. Use of the Club boats must be booked through the Equipment Officer.
- 10.1.6. Club dives published in the Dive Calendar will take precedence for bookings.
- 10.1.7. Any dispute over bookings will be mutually resolved by the Equipment and Diving Officers.
- 10.1.8. Charges for branch boats used on Club activities will be charged per day along with an equal share of the costs of petrol, towing, mooring etc.

10.2. Compressor.

- 10.2.1. The Club compressor may only be operated by someone who has completed the BSAC Advanced Diver Compressor training or other formal qualification, to at least an equivalent level, as agreed by the Equipment Officer.
- 10.2.2. Cylinders will only be filled if they are tested to prevailing regulations.
- 10.2.3. Cylinders used for training will be filled free of charge.
- 10.2.4. No charge will be made for filling Member's own cylinders.
- 10.2.5. The cost of filling cylinders for non-members will be set by the Committee and posted on the Club notice board and in the Compressor Room.

10.3. Other Equipment

- 10.3.1. The Equipment Officer is responsible for defining the acceptable usage of all Club Equipment.
- 10.3.2. Club equipment may be hired for an agreed time through the Equipment Officer.
- 10.3.3. Club equipment may be used free of charge for Club training purposes up to the completion of Novice Diver training.
- 10.3.4. Use for club training takes precedence over hiring. Equipment must be returned at least one hour before agreed training session
- 10.3.5. Charges for hire of equipment will be set by the Committee and posted on the Club notice board and in the Equipment Store. Payment must be made to either of Equipment Officers or their delegates before equipment is taken.
- 10.3.6. Pool sessions are open to Club Members and their guests. Guests are subject to payment of the fee in force at the time.

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11. Boat-house

- 11.1. Throughout the duration of the lease on the Boat-house, Bath Close, Off Warwick Road, Banbury (hereinafter referred to as the Boat-house) the Trustees will be the current office holders of Chair and Treasurer of the Club, as agreed under the terms of the lease.
- 11.2. After each Annual General Meeting until the termination of the lease for the Boat-house a 'Deed of Appointment and Retirement of Trustees' will be prepared and individually signed by both the retiring and newly appointed trustees. A copy of each newly signed deed will be filed with the Legal Department of Cherwell District Council and the original will be deposited with the Club's Bank for safe keeping with the Title Deeds under their reference B. & P. 10290.
- 11.3. The Club will indemnify all the Trustees of the Boat-house, in succession up to the termination date of the lease, in respect of any claims or demands that Cherwell District Council may bring against them under the terms of the lease (according to the resolution passed unanimously at the Annual General Meeting on 24th October, 1991).
- 11.4. In the event of the death or resignation of the Chair or Treasurer, i.e. one of the Trustees, the surviving Trustee will automatically appoint the new Chair or Treasurer to be the other Trustee.

12. Dissolution

- 12.1. The Club may not be dissolved except by a vote at a General Meeting followed by a confirmation vote at a subsequent Extraordinary General Meeting. The Extraordinary General Meeting must be held according to Rule 6.2 and Members must be notified of the purpose of the meeting at least two weeks before the date of the meeting.
- 12.2. Any motion to dissolve the club must be voted on by ballot. For the motion to be accepted two thirds of the members present must vote in favour.
- 12.3. If the motions to dissolve the Club are accepted, then the Committee shall proceed without delay to realise the assets of the Club and discharge any outstanding liabilities. Any net assets remaining shall be distributed to such recipients and in such a fashion as the Extraordinary General Meeting shall have decided.
- 12.4. If the Branch has assets acquired in part or in full with grants from agencies such as the Lottery Sports Fund or Foundation for Sport and the Arts, those agencies should be informed of the proposed dissolution for they have a right to recover a proportion of the current value of the assets, and/or to advise on their disposal, perhaps to another worthy user.

13. Changes to the Rules

- 13.1. Changes may only be made to these rules by a resolution at either an Annual General Meeting or an Extraordinary General Meeting of the Club.
- 13.2. A Change shall be accepted if 66% of the Members present vote in favour.