

British Sub Aqua Club-Clydebank Branch Constitution

(Branch Number B2628 of the British Sub Aqua Club)

March 2025

It is a Condition of Membership that all members accept the Constitution of Clydebank Sub Aqua Club

Name and Style

The Club shall be known as the British Sub-Aqua Club-Clydebank Branch. It will henceforth be referred to in this document as the "Branch".

The "British Sub Aqua Club-a Company limited by Guarantee" will henceforth be referred to in this document as the "BSAC."

General Conditions

The Clydebank Branch Constitution will defer to the minimum requirements of the BSAC Memorandum and Articles of Association, its byelaws, rules and regulations.

Acceptance of this Constitution is a Condition of Membership of this Branch of the BSAC. All members must be provided with either an electronic or paper copy of this Constitution.

It is a Condition of Membership that all members must agree to be contactable by at least one of the following methods: E-mail, landline telephone, mobile telephone.

Aims and Objectives

The main purpose of the Branch will be to provide facilities for, and to promote participation in the amateur sport of Snorkeling and SCUBA diving in Clydebank and surrounding areas.

The Branch will operate under the Rules, Regulations and "Articles of Association of the BSAC". The aims and objectives of the Branch will be the same as the aims and objectives of the BSAC.

The Branch, in line with the British Sub Aqua Club (BSAC), is committed to creating and maintaining a safe and positive environment to safeguard the welfare of ALL members involved in the sports of diving and snorkeling. In doing so the Branch has adopted and operates in line with the BSAC Safeguarding Policies and Procedures which apply to all individuals involved in BSAC.

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Membership of the Branch

To be a member of the Branch, the member must be a current member of the British Sub Aqua Club governing body AND must have paid, in full, the Branch Levy/Fee, or is paying the Branch Levy/Fee by instalments, to the satisfaction of the Branch Treasurer.

Membership of the branch shall be open to anyone interested in snorkeling and SCUBA diving on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership, according to available facilities is allowable on a non-discriminatory basis. Members of the Branch will be subject to the Rules and Regulations of membership of the BSAC and any additional Bye-laws enacted within this Constitution of Clydebank Sub Aqua Club (CSAC).

Whilst participating in, or travelling to or from any Branch sports diving activities, Branch members must conduct themselves in a manner which is not detrimental to the reputation of the BSAC or the Branch.

Classes of Membership of the Branch

(a) An Ordinary Member shall be at least 18 years of age and shall receive full Branch privileges.

(b) A Junior Member shall be 12 years up to the age of 17 years inclusive and shall receive full Branch privileges. As a general guideline a junior member may use compressed air breathing apparatus from the age of 14 years.

(c) An Associate Member (Snorkeling /non diving) shall be at least 12 years of age and shall receive all Branch privileges except that they shall not be permitted to take part in any Diving/Training activities and shall have no voting rights within the Branch. They are permitted to use the pool facilities for activities which do not include compressed air breathing apparatus.

(d) Joint Membership for Partners. Both shall receive full Branch privileges.

(e) Family Membership for Partners and children under 18 years. All shall receive full Branch privileges.

(f) Student Membership shall be for those 18 years and over, who are in Full Time further Education, such as a University or College. Student Card must be provided as evidence.

For all Members the policies and procedures as documented within the BSAC Child Safeguarding and Adult Safeguarding guidelines apply.

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Resignation/Leaving the Branch

Any member may permanently leave the Branch at any time by submitting a letter of Resignation to the Branch Committee.

The member must return any property, including keys for accessing Branch premises, owned by the Branch to the Branch Equipment Officer prior to any consideration of any refunds of fees.

The member may be entitled to a partial refund of the Branch Annual Levy/fee. The Branch Committee will consider each written request based on the circumstances for leaving the Branch. Any refund of the BSAC Annual membership fee must be negotiated with BSAC Head Office.

The Branch Committee (BC)

The primary Branch Committee posts of Chairman, Secretary and Treasurer shall only be appointed at the Branch Annual General Meeting (AGM) or Extraordinary General Meeting (EGM) and shall hold office until the next Branch AGM/EGM. The AGM/EGM will also appoint other office bearing named posts such as Diving Officer, Equipment Officer, Webmaster, Ordinary member(s) or any other specialist post, however these posts may also be appointed by the primary Branch Committee, as required, during the course of the Committee year, in consultation with the members of the Branch.

The BC should meet as often as required by Branch business.

Election of Members to the Branch Committee and voting on proper motions brought to a Branch Annual or Extraordinary General Meeting shall be by simple majority vote of those present at such a meeting. Ordinary, Joint, Family and Junior Members have the right to vote provided that they have paid their Annual Subscription and Branch Levy/Fee for the current Calendar year.

The BC shall arrange activities for the Branch in accordance with the objectives of the BSAC.

The BC may, during their term of office, appoint and dismiss individual additional Committee members and Sub-Committees and prescribe rules for the conduct thereof.

Branch Committee members and other members of the Branch, may be entitled to a set of keys providing access to Branch premises. The Branch Committee will vote on each entitlement to a Committee member or Branch

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member. These keys remain the property of the Branch and must be handed back to the Equipment Officer upon leaving office and/or leaving the Branch.

(g) The Branch Committee may establish By-Laws for the better conduct of its own internal affairs, always provided that they are in accord with the policy of the BSAC.

(h) Such By-Laws made by the Branch Committee shall be binding upon all Members until repealed by the Branch Committee or set aside by a resolution at a Branch General Meeting.

(i) The Branch By-Laws shall be made known to all Members of the Branch.

(j) A Quorum shall be 50% of the voting Members of the Committee; the Chairman shall have the casting vote.

Duties of the Branch Committee

Office Bearers: Chairman, Treasurer, Secretary, Branch Diving Officer, Branch Equipment Officer, Webmaster, Welfare Officer.

Branch Chairman.

The Branch Chairman shall be spokesperson for the Branch and shall: -

- 1 preside at the Branch Annual General Meeting (AGM), Extraordinary General Meetings (EGM), and meetings of the Branch Committee.
- 2 hold an ex-officio position on all Sub-Committees appointed by the Branch Committee.
- 3 supervise all the affairs of the Branch. (In the absence of the Chairman, the relevant meeting shall elect one of the voting Members present to preside).
- 4 present a report to the Branch AGM.

Branch Treasurer.

The Branch Treasurer shall:

- 1 keep proper records of accounts of all monies received or paid on behalf of the Branch.
- 2 arrange for all such monies to be deposited at such a Bank as the Branch Committee may direct to the credit of an account in the name of the Branch on which cheques or other orders shall be signed by not less than two office-bearers of the Branch Committee.

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3 prepare a statement of income and expenditure and a Balance Sheet to the last day of the month preceding the AGM. The statement shall be scrutinized by at least two persons appointed each year at the Branch AGM.

4 be prepared, upon request, to submit an interim financial statement at any Branch Committee Meeting. They shall submit an adopted copy of the Branch Final Accounts to the Branch EGM/AGM present a report to the Branch AGM and make financial recommendations for the following year, including changes to the Branch Fee/Levy. The Balance Sheet will be approved by an appointed Auditor.

The Branch financial year shall end on 31st December each year and all outstanding accounts with the BSAC shall be cleared by that date.

Branch Secretary.

The Branch Secretary shall:

- 1 be responsible for the safe keeping of the Minute Books of the Branch Committee. These Minutes may be in electronic or paper form.
- 2 call meetings, prepare agendas, record and deal with Branch correspondence as appropriate.
- 3 present a report to the Branch AGM.

Branch Diving Officer (BDO).

The BDO shall be at least an "active" BSAC Open Water Instructor and responsible for all diving operations within the Branch. This responsibility will include all pool training activities, all open water training activities and all open water diving activities. The BDO, or an Expedition Leader acting on behalf of the BDO, shall prepare diving site Risk Assessments and maintain Diving Expedition Report Forms for every training dive.

They may appoint "active" Diving Instructors to assist them in all training and diving activities. The Diving Instructors must be qualified to teach scuba diving activities in accordance with the Rules and Regulations of the BSAC. The instructors will be responsible to the Branch Diving Officer and to the BSAC for their conduct.

They shall present a report to the Branch AGM.

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Branch Equipment Officer (BEO).

The BEO shall be responsible for the upkeep and maintenance of all the equipment owned by the Branch which shall include all diving related equipment, the air compressor, the boat, engine and trailer and all ancillary equipment associated with all the above-mentioned equipment.

They will ensure that:

- 1 all equipment is regularly serviced in accordance with manufacturer's original specification.
- 2 all members are kept informed as to which equipment is available for use.
- 3 They may appoint suitably qualified members of the Branch to assist in any aspect of the operation of Branch owned equipment. These appointees will be ratified by the Branch Committee.
- 4 They shall present a report to the Branch AGM.

Branch Webmaster.

The Branch Webmaster shall be responsible for the administration and upkeep of the Branch Website and any other Internet based and electronic methods of communication with Branch members and the public, which the Branch Committee deems is in the interests of the Branch.

In accordance with the BSAC guidelines on mobile phones and social networking sites, they will have full editorial control of the content of the website, subject to the restrictions imposed by Scottish and United Kingdom Law regarding publication, "good taste" and the Data Protection Act and subject to the requirements of the Branch.

The Branch Webmaster does not necessarily have to be a member of the Branch or the BSAC but should present a report to the Branch AGM.

Branch Welfare Officer.

The Branch MUST appoint a suitably qualified person to this post. (For example, a teacher, professional Carer, police officer). Who will be responsible for the safety and well-being of any vulnerable adult or child. advise other Branch members of the conduct required to protect the vulnerable adult or child.

The appointee does not need to be a full member of the Branch Committee.

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Diving Instructors within the Branch.

All Diving Instructors must be “active”, paid up members of BSAC and CSAC and qualified to teach Scuba diving in accordance with the Rules and Regulations of the BSAC. They will be responsible to the BDO and to the BSAC Board for their conduct.

Discipline and Conduct.

The Branch Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Branch or sport into disrepute.

Any breach of the Rules and Regulations of the Branch Constitution by a member of the Branch may result in disciplinary action being taken against the member by the Branch Committee.

The member will have the right to appear before the Branch Committee to explain their actions.

The Branch Committee, upon considering all evidence will have the right to take appropriate action against the member. These actions may include: no action, temporary loss of some or all membership privileges, dismissal from the Branch, referral the BSAC Board, referral to the Police or any other appropriate action.

The member will have the Right of Appeal through the formalized BSAC Grievance Procedure within which the Branch operates.

All accusations, evidence, judgments and appeals in all circumstances must be provided in writing as a “hard copy” on paper and signed by the Chairman. (Electronic versions are not acceptable)

Branch Owned Equipment Assets.

All Branch equipment assets are wholly owed by the Branch and must be kept in good working order in accordance with the manufacturer’s original specification OR the equipment MUST be withdrawn from use by the members of the Branch.

Equipment assets may be disposed of by the Branch Committee and the proceeds passed on to the Treasurer for the future benefit of the Branch.

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Personal Equipment.

Members may store personal diving equipment at branch premises at the discretion of the Branch Committee. Such equipment is stored entirely at the owner's risk and the Branch will not accept any responsibility for damage to or loss of the Equipment. All air diving cylinders will be filled at the discretion of the Compressor Operator(s).

Closure of the Branch.

The Branch may be dissolved by a majority vote at a Branch General Meeting or if its membership falls to such a level that the Branch is no longer deemed viable by the Branch Committee.

Upon dissolution of the Branch any remaining assets shall be given or transferred to another registered Community Amateur Sports Club, or sold off. The proceeds of the sale will be divided equally between all remaining fully paid-up members of the Branch.

If part of the assets of the Branch were derived from sources other than subscriptions or grants received by the Branch these shall be disposed of in accordance with the wishes of those persons or bodies concerned.

(Explanatory note: For instance, equipment possessed by a group prior to their joining the BSAC as a Branch or part of the Branch could be disposed of according to the wishes of that group should the Branch subsequently be closed).

Data Protection and UK Data Protection Act.

Details held in electronic form by any member of the Branch about other members of the Branch, must not be divulged to anyone without the written permission of the member involved or by a Court Order obtained by the Police. Written permission may include E-mail.

Additional Branch By-Laws.

1 Branch Annual General Meeting.

The Branch AGM will normally be held on or around the end of March/early April. Members will be notified by the Secretary one month in advance. Copies of the Agenda, Minutes of the previous AGM and a request for Nominations and Business for the AGM will be e-mailed to all currently paid-up members.

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2 Branch Extra-Ordinary General Meeting.

A Branch Extra-Ordinary General Meeting (EGM) will be called for Branch business requiring discussion and voting by all currently paid-up members of the Branch which is deemed by the Committee to be sufficiently urgent that it cannot wait until the AGM. The Secretary will give at least 14 days notice.

3 Branch Levy/Fee.

The Branch Levy/Fee is kept to a minimum, based on the running costs of the Branch, the Branch being a none profit organization. The Branch Levy/Fee is proposed by the Treasurer and agreed by the wider Branch membership at an AGM/EGM.

The Branch Levy/Fee should be paid in full within 1 month of the “due date” which is normally immediately after the Branch Levy/Fee has been approved at the AGM. However, subject to agreement with the Treasurer, a Branch member may pay their Branch Levy/Fee by instalments.

The Branch Levy/Fee is payable at the following rates:

Ordinary member (18 years and over) = 100%

Joint members (2 married people/civil partners) = 150%

Family members (up to 4 people in the same family) = 200%

Student in Full Time Education (e.g. University/College) = 50%

Junior members (up to 17 years) =50%

Associate members =15%

A new member joining the Branch part way through the Branch Financial year will be required to pay the Levy/Fee on a pro rata basis, calculated by the Treasurer.

4 Compressed Air for Diving Cylinders.

The fee for Compressed Air for diving cylinders will be set by the Branch Committee and will be charged per cylinder paid in advance. Details of the payment must be entered in to the “Air Book” in the Branch Club Rooms.

The fee charged for Compressed air may be changed as the Committee sees fit without prior notice to members.

5 Fees for diving from the Branch Rigid Hulled Inflatable Boat.

The fee for diving from the Branch Boat will be set by the Branch Committee and is charged per dive.

All diving members will pay the fee except the member towing the boat to the dive site land base.

There will be no further charges if the fees collected cover the cost of boat engine fuel. However, if there is still a shortfall, all members in the diving party, including the boat tower, will share equally the additional charges until the outstanding cost of fuel is covered. Any profit from the fees goes to the Treasurer to help offset the maintenance costs of the boat.

6 Operating the Branch Boat and Marine VHF Radio

The Branch Boat and Marine VHF radio may only be operated by members holding the appropriate BSAC or RYA Sports boat and/or Diver/Coxswain qualifications or equivalent.

In order to learn about boat operations, unqualified members of the Branch may operate the Branch boat provided they are at all times under the supervision of a BSAC or RYA sports boat or Diver/Coxswain certificated member of the Branch or other equivalent agencies as agreed by the Branch Committee.

The helmsman MUST have the engine kill switch cord attached to him/herself at all times when the engine is in gear.

No one will be permitted on the boat unless they are wearing a zipped up dry suit or a wetsuit and buoyancy aid or other appropriate ordinary clothing and a buoyancy aid.

7 Fees for the hire of Branch owned diving equipment

The fees charged to trainee diver members and qualified diver members will be set by the Branch Committee.

8 Financial Gain

Members may not use Branch owned equipment for any personal financial gain.

A group of Branch members may use Branch owned equipment in an activity for which the Branch may receive a donation.

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All surplus income or profits are to be re-invested in the Branch. No surpluses or assets will be distributed to members or third parties.