

HARTFORD SUB-AQUA CLUB CONSTITUTION

1. NAME

The name of the club shall be "Hartford Sub-Aqua Club"

2. OBJECTS

The objects of the club shall be to further underwater exploration, science and sports.

3. MEMBERSHIP

3.1 Classes Of Membership

- a) Diving membership shall be open to persons who are members of the British Sub-Aqua Club;
- b) Associate (non-diving) membership to persons of over 14 who wish to be associated with the club. Associate members will not be eligible to dive.
- c) Honorary officials; Patron, President, Vice-President may be elected by a two-thirds majority of the General Committee.
- d) Honorary members may be elected (up to a maximum of 5 (five) by a two-thirds majority of the General Committee.

3.2 Application For Membership

The General Committee will consider any suitably qualified applicant. The General Committee may reject an application for membership without disclosing its reasons for doing so.

3.3 Subscriptions

The General Committee will recommend annual subscriptions appropriate to each class of membership of the Hartford Sub-Aqua Club. The subscription rates to be approved by a simple majority of an appropriate Annual General Meeting (AGM) or Extraordinary General Meeting (EGM).

Note: Members of classes a), c) and d) as defined in Section 3.1 must pay the appropriate fee to the British Sub-Aqua Club at the time of renewal.

3.4 Protection Of Vulnerable Persons

The club and all its members shall abide by the procedures and guidelines set out in the BSAC document "WELFARE OF CHILDREN (& OTHER VULNERABLE PEOPLE) IN SNORKELING AND DIVER TRAINING", June 2002, and in any subsequent updates.

A copy of the document is available from the club secretary or BSAC.

3.5 Disciplinary Action

The General Committee has the power to suspend any member for a period of time at its discretion, if the conduct of the member is considered not to be in the interest of Hartford Sub-Aqua Club. The member concerned has the right to attend the General Committee at which the case is discussed. In the event of suspension no refund of any monies shall be given.

4. MANAGEMENT OF THE CLUB

4.1 The General Committee

The management of the club shall be vested in the General Committee. As a minimum the General Committee shall consist of: Chairman; Secretary; Treasurer; Diving Officer; Training Officer, all to be elected from those with full diving membership.

Additional Officers may be elected at the AGM or at the discretion of the General Committee at any time to assist with the management of Hartford Sub-Aqua Club.

Any vacancy, which may occur in the General Committee, shall be filled by co-option until the end of the current session.

4.2 Finance

The Treasurer shall keep proper books of accounts of all monies received or paid on behalf of the Club. The accounts shall be audited annually. The Treasurer will arrange for appropriate accounts to be opened in the name of the Club on which cheques or other money orders may be drawn, signed by not less than two of the Officers of the club. Signatories shall be the Chairman, Secretary and Treasurer.

Before committing the Club to major items of expenditure the Committee shall take account of the views of the membership.

4.3 Meetings of the General Committee

The General Committee shall meet whenever a sufficient agenda has been compiled by the Chairman and/or Secretary or whenever a particular subject has been referred to the General Committee;

A quorum shall consist of four members;

An Emergency Committee shall be three Committee members, two of which shall be signatories of the Club;

Proper records of meetings shall be kept.

4.4 Sub Committees

The constitution and function of the Sub-Committee appointed by the General Committee shall be decided upon by the General Committee at the time of appointment;

No decision of any such Sub-Committee shall be binding on the Club until approved by the General Committee.

4.5 Elections

Nominations for all positions on the General Committee must be made in writing to the Club Secretary at least two weeks prior to the date of the AGM. Nominees must be proposed and seconded by full members of Hartford Sub-Aqua Club.

5. MEETINGS OF THE CLUB

The Annual General Meeting (AGM) shall be held before 31 October, to receive the annual reports, statements of accounts, elect Officers and General Committee, to appoint Auditors, and to conduct any such business as necessary;

Extraordinary General Meetings (EGM) may be called for any specific purpose by the General Committee, or by a requisition signed by not less than five full members;

The quorum for an AGM/EGM shall be eleven full members;

Motions for consideration at either an AGM or an EGM must be made in writing to the Secretary at least two weeks prior to the date of the meeting. The General Committee shall draw up an Agenda for these meetings at least one week before the date of the meeting;

Minutes of previous AGMs and EGMs shall be circulated to members prior to the date of the meeting together with a statement of accounts and nominations for elections to the General Committee.

6. CLUB ACTIVITY

All Club activities shall be authorised only by the General Committee, who will appoint a person to be in charge of each activity;

An activity of the Club shall not have less than two participating members;

The equipment of the Club may be used on activities authorised by the General Committee, and in such other circumstances, which are acceptable to the General Committee;

Club diving activities shall be regulated by the rules and recommendations of the British Sub-Aqua Club in force at the time;

The General Committee will set appropriate charges for all Club activities.

7. THE CONSTITUTION

Amendments to the Constitution may only be made through appropriate motions at an AGM or EGM;

Any interpretation of the Constitution shall be decided by the General Committee;

Any contingency that may arise and is not covered by the Constitution shall be decided by the General Committee;

Any member, on joining, shall receive a copy of the Constitution.

8. INDEMNITY

No member shall take part in any Club activity without having first signed the usual Indemnity form. Notwithstanding, the Club cannot be held responsible for personal loss or injury.

9. DISSOLUTION

If at any meeting of the Club a resolution shall be passed for the dissolution of the Club, and is confirmed by a resolution at an EGM held no less than one month thereafter (to be passed by two thirds majority of members present), the Committee shall then or at such future date as shall be specified in the resolution, proceed to realise the property of the Club and after discharging of all liabilities shall hand over the net assets to such body having similar objects to those of the Club as shall be specified in such a resolution.