



## North Wales Sub-Aqua Club Constitution

### **1. Title**

The Club shall be called the “North Wales Sub-Aqua Club”, hereafter referred to as “the club”.

### **2. Aims**

The promotion, pursuit and provision of training and facilities for scuba diving, together with related social and conservation activities.

### **3. Membership**

3.1 Application for membership shall be open to anyone regardless of their age, sex, race, religion or disability, provided the committee approves their application.

- The committee may reject an application for membership for any reason without disclosing its reasons for doing so.
- Membership shall be of either Full or Associate (non-diving).
- A full member shall be a person who has paid the Full Member’s subscription for the current membership year.
- By accepting membership a member agrees to abide by this Constitution and the by-laws of the club.

3.2 A member shall retain their membership until:

- They resign by giving notice to the committee in writing.
- Have had their membership terminated as a result of a disciplinary hearing or, they are deemed to have resigned following non-payment of any debt including a membership subscription due to the club.

3.3 The committee may suspend a member if their subscription or any other sum due to the club is not paid within 30 days of falling due. If the amount outstanding has not been paid or agreement reached with the Treasurer for settlement, within a further 30 days that member shall be deemed to have resigned. Any sums or deposits held by the club on behalf of that member will be forfeit and any course or trip bookings made by that member would be cancelled.

3.3 Membership subscriptions shall fall due for renewal on 1<sup>st</sup> January (Renewal Date).

3.4 Subscription rates will be set annually by the committee and advised to members before the renewal date.

3.5 If a member joins part way through the current membership year the treasurer may reduce the subscription due from that member until the next renewal date.

#### **4. Voting rights**

4.1 Members in good standing shall be entitled to attend and vote at general meetings.

Data Protection

4.2 The Club shall be registered under the Data Protection Act 1988 to enable it to collect and process personal information.

4.3 The Club will collect personal information from its members, which will include details such as:

- Name
- Date of Birth
- Address
- Telephone number
- Email address
- Dive qualifications

4.4 The purpose of this information is to enable the administration of the club including carrying out and recording training in accordance with SAA standards, planning and delivering dive activities, coordinating lifts to dive sites, checking diving qualifications and such other purposes as the committee may decide from time to time, sending out details of news and events to the members of the club and providing the emergency services with relevant details in the event of an accident or incident.

4.5 This information may be held both in paper records and electronically. It will be maintained by the Secretary and will not be distributed to any other organisation except for the purposes of checking and processing diving qualifications, assisting the emergency services or where required by law.

4.6 Any member wishing to see their personal information or opt out of communications should contact the Membership Secretary.

#### **5. Committee**

5.1 Committee Members may be drawn from Full Members and shall normally attend at least one club meeting per month.

5.2 The Committee shall consist of at least the following 6 positions:

- Chairperson
- Treasurer
- Secretary
- Diving Officer
- Equipment Officer
- Development/Training Officer

5.3 The committee may increase or decrease the number of committee positions as they deem fit, and co-opt members on to the committee to fill such positions as they find necessary. Such co-opted members shall be subject to re-election by the members at the next AGM.

5.4 The Chairperson shall convene a Committee Meeting at a time and venue agreed to by the majority of the committee.

5.5 A Quorum shall consist of 4 Committee Members.

5.6 In the case of any matter securing an equal number of votes, for and against (the Chairperson having had an opportunity to vote), shall also have a casting vote. No member shall be entitled to vote on a matter in which they have a personal vested interest.

5.7 Committee members who have not attended three or more months in a row will be asked to give their reasons in writing to the Chairperson for acceptance by the committee. If the committee finds the reasons unacceptable, that member will be considered to have resigned from the committee.

5.8 In the event of a vacancy occurring on the committee owing to the written resignation of a member, or any other cause, the committee shall have the power to co-opt any eligible member to that office or vacancy. Such co-opted members shall stand for re-election at the next AGM.

5.9 Half of the committee shall retire by rotation tri-annually at the AGM and be eligible for re-election. Those retiring shall be selected as follow:

- Co-opted Members
- Members subject to the 3 Year Rule
- Members not otherwise selected who did not retire by rotation the previous year

## **6. Annual General Meeting & Accounts**

6.1 The Annual Report & Accounts will cover the period to the renewal date each year, and be presented to the members entitled to attend and vote at an Annual General Meeting.

6.2 Notice shall be given to all members by the posting of a notice on the club website, and by mail, email or such other methods of communication as are permitted under company law.

6.3 The quorum for an AGM shall consist of 30% of the Club Members, and once formed shall not be lost despite the departure of any members from the meeting, up to a maximum of 50% of the original number attending.

6.4 Full Members shall be entitled to attend and vote at an AGM. Voting will be by a show of hands. Any decision taken will come into effect at the end of the meeting. A motion will be considered carried in the event of a majority of those present voting in favour of that motion, except for amendments to the Constitution, which will require a two-thirds majority.

6.5 Nominations for all posts on the committee shall be made verbally at the meeting by a proposer and a seconder. If a nominee or proposer cannot attend the meeting then a written nomination, which includes the consent of the nominee, may be presented to the Chairperson before the meeting. The written nomination should be seconded at the meeting.

6.6 No individual shall hold the same committee post for longer than three years, unless under exceptional circumstances (3-Year Rule).

6.7 If a nominee for the committee stands unopposed, they shall be deemed to have been elected subject to the 3 Year Rule.

6.8 With a contested election, voting will be by secret ballot.

6.9 A member shall be entitled to appoint in writing a proxy to vote on their behalf in a secret ballot. Proxy forms may be obtained from the Membership Secretary on request.

6.10 In the event of a tie, the chairperson will have a casting vote.

6.11 The newly elected committee shall assume its duties at the end of the meeting. Notice of all AGM business, including proposed amendments to the Constitution, must be given to the secretary not less than 7 days before the AGM.

## **7. Extraordinary General Meetings**

7.1 These may be called at any time either by the committee, or by a member with the signatures of at least 50% of the club members. In the latter case the Membership Secretary must be informed in writing, and the committee must then convene a meeting within 30 days, giving not less than 14 days notice to all members, together with a statement of the reason for the meeting.

7.2 A Quorum shall consist of 30% of the club members, and once formed shall not be lost despite the departure of any members from the meeting, up to a maximum of 50% of the original number attending.

7.3 Voting will be as for the AGM except that, to be carried, any motion will require at least a two-thirds majority of those present voting in favour of that motion. Any decision taken will come into effect at the end of the meeting.

## **8. By-Laws**

8.1 The Committee may set By-Laws from time to time to ensure the smooth running of the Club.

8.2 Members at the AGM may also propose by-laws.

8.3 A list of the present by-laws shall be published on the club website and be available on request from the Membership Secretary.

## **9. Discipline**

9.1 The Committee may discipline any member whose conduct is considered not in the best interests of the club and its members. That member shall have the right to be heard either in person or in writing at the committee meeting at which their conduct is to be discussed.

9.2 Any disciplinary action taken must have the agreement of at least two-thirds of the committee members present. If an offence is serious enough to warrant expulsion, after giving the member an opportunity to make a further representation to the committee either in person or in writing, the decision to expel must have the agreement of at least two-thirds of all committee members.

## **10. Dissolution**

10.1 The club may not be dissolved except as a result of a vote at a General Meeting called for that purpose, notice of which must be circulated by mail to all members not less than 14 days before the date of the meeting.

10.2 A proposal to dissolve the club must receive a two-thirds majority. If dissolution is decided, the committee must proceed without delay to realise the property of the club and to discharge the club's outstanding liabilities to the satisfaction of the Chairperson or appointed legal representatives.

10.3 Any net assets remaining thereafter shall be distributed/sold for the benefit of a nominated local charity.

## **11. Declaration**

**North Wales Sub-Aqua Club hereby adopts this constitution as a current operating guide regulating the action of its members.**

Signed: Signature on Original Printed version  
Name: Martin Williams  
Date: January 2025  
Position: Club Chairperson

Signed: Signature on Original Printed version  
Name: David Mallinson  
Date: January 2025  
Position: Vice Chairperson