

# Castlereagh Sub Aqua Club

*Castlereagh SAC is a Company Limited by Guarantee N.I.44873*



*Belfast*

## ARTICLES OF CONSTITUTION & BYE-LAWS

*Sept 2020*

# Castlereagh Sub Aqua Club

## Articles of Constitution

Last amended August 2020

### Article 1. TITLE

The Club shall be called the "Castlereagh Sub-Aqua Club", hereafter referred to as "*The Club*".

### Article 2. AFFILIATIONS

*The Club* shall be :- (a) A Branch of the British Sub-Aqua Club, (BSAC),  
(b) A Company Limited by Guarantee registered in N.I.

### Article 3. AIMS

The promotion, pursuit and provision of facilities for Sport Diving in accordance with the BSAC, together with related social activities.

### Article 4. CLUB ADDRESS

*The Club* address shall normally be that of the Secretary, unless decided otherwise by a General Meeting, or in emergency situations, by the Committee.

### Article 5. CLUBHOUSE

The Committee shall maintain a Clubhouse, or appoint another meeting place for the convenience of Members, subject to ratification at a General Meeting.

### Article 6. MEMBERSHIP CATEGORIES

Membership of *The Club* shall be open to anyone interested in the sport 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.

The club may have different classes of membership and subscription on a non-discriminatory and fair basis. The club will keep subscriptions at a level that will not pose a significant obstacle to people participating.

The Club Committee may refuse membership, or remove it only for good cause such as conduct or character likely to bring the club or sport into disrepute. Appeal against refusal or removal may be made in writing to the club committee.

It is a condition of Membership that each Member agrees to adhere to the Child Protection, Drug Abuse, and Equality policies as laid down by the BSAC and with those principles as contained in the Sport's Council for N.I. guide "Code of Ethics and Good Practice for Children's Sport in Ireland".

Membership shall be of six classes: - Full, Dual, Associate, Family, Life Member, and Honorary.  
Amended to seven 17 August 2017 EGM

Fees comprise of - *The Club* levy, and the BSAC levy.

# Castlereagh Sub Aqua Club

## (a) Full Member.

A person, over 18 years of age, who has paid *The Club's* Full Member levy and the BSAC Full Member levy.

Full Members who subsequently become either full time students, retired and in receipt of a pension, unemployed and signing on, or registered as disabled at the time of renewal shall pay 50% of *The Club's* Full Member levy, plus the BSAC Full Member levy.

(Note: Any Member who regains full employment shall be immediately liable to pay the difference in their Club levy, pro rata. Full Members wishing to make use of *The Club's* Nitrox or Tri-Mix facility will be liable to an additional fee as laid down in the Technical Section Guidelines.)

## (b) Dual Member.

A person, over 18 years of age, who is already a Full Member of another BSAC Branch, and who has paid *The Club's* Full Member levy.

(Note: Entitlement, reductions and additional fees for Nitrox or Tri-Mix shall be as that for Full Member after their first year.)

## (c) Associate Member.

A Full Member of *The Club* for at least one calendar year, who has attained the "Sport Diver" Class, and who has retired from diving, shall pay 50% of *The Club's* Full Member levy, plus the BSAC Associate Membership Fee. The Member shall NOT be entitled to take part in ANY activity which involves the use of a breathing set either WITHIN, or OUTSIDE *The Club*.

(Note: Any Member who partakes in diving in this category shall be immediately liable to upgrade to Full Member by paying the difference in *The Club* levy, for the full year, plus any appropriate BSAC fees.)

## (d) Family Member.(Abated)

Family of a Full Member (spouse, & children under 18) who wish to dive, shall pay 50% of *The Club's* Full Member levy, plus the appropriate BSAC fee. In the case of a trainee, they will pay 50% of the training levy and the appropriate BSAC fee. Children will be the responsibility of the Full Member above and below the water, and of an age as defined by the BSAC. Family Membership will run concurrently with that of the Full Member.

(Note: Additional fees for Nitrox or Tri-Mix shall be as that for Full Member)

## (e) Life Member of Castlereagh S-A.C.

A Full Member of *The Club* for at least 3 calendar years, and who has attained the "Sport Diver" Class. Life Membership shall be at the discretion of the Committee, and the fee will be based on a one-off payment of 10 times the current Club's Full Member levy, and in addition, the BSAC Full Member fee shall be levied annually on those Life Members who have NOT retired from active diving.

(Note: Additional fees for Nitrox or Tri-Mix shall be as that for Full Member)

## (f) Honorary Member.

A person who by virtue of their experience and achievements might contribute or have contributed, significantly to the aims of *The Club*, or, a Member of *The Club* who has attained the class of "Sports Diver", and whose membership has totalled 25 years.

*The Club* shall waive *The Club* levy, but, the Member shall pay the appropriate levy in respect to the BSAC (if any).

(Note: Additional fees for Nitrox or Tri-Mix shall be as that for Full Member)

## (g) Trainee Member.

A person, over 18 years of age, and who has to undergo basic training, and who has paid *The Club's* Full Trainee Member levy and the BSAC New Full Member levy. Trainees may pay their subscription in two equal payments, the first on joining, and the second at a date set by the Committee.

## **Non-Profit**

**All surplus income or profits are to be reinvested in the club. No surpluses or assets will be distributed to members or third parties.**

# Castlereagh Sub Aqua Club

A Member shall retain his/her Membership until they either (a) have resigned in writing, (b) had their Membership terminated as a result of a disciplinary hearing, or (c) deemed to have resigned if their subscription is 30 days overdue.

## Article 7. COMMITTEE

Committee Members may be drawn from all categories of Membership, and shall normally meet once a month.

The Committee shall consist of 14 Members :- (a) Chairperson, (b) Diving Officer, (c) Training Officer, (d) Assistant Training Officer, (e) Treasurer, (f) Secretary, (g) Equipment Officer, (h) Engineer (Boats), (i) Engineer (Compressors), (j) Club Steward, (k) Membership Secretary, (n) Fund Raising & Social Secretary, (o) Welfare Officer, of which at least one of whom has not previously served on the Committee, and one of whom is a member of the Technical Section.

The duties of the designated posts (a), (b), (e), (f) and (o) are as defined in the BSAC Branch Officers Handbook, and additionally in the case of (o) as defined in the "Code of Ethics and Good Practice for Children's Sport in Ireland", and as defined in [The Club's "Policy on the Welfare of Vulnerable People in Scuba diving and Snorkelling"](#).

A Committee Meeting shall be convened by the Chairperson at a time and venue agreed to by the majority of the Committee.

A Quorum shall consist of 8 Committee Members, and once formed shall not be lost despite the departure of a Member from the Meeting.

Decisions about any sale or purchase of Club assets must be ratified by a minimum of a full Quorum.

In the case of any matter securing an equal number of votes, for and against, (the Chairperson having had an opportunity to vote) the Chairperson shall have a casting vote.

No Member shall be entitled to vote on a matter in which he/she has a personal vested interest. The Committee may not authorise the purchase of items, (or sale of assets), on behalf of [The Club](#), valued at, or more than, the 2013 figure of £6,631, (+ 5% per year thereafter), without notifying the Membership 14 days in advance in writing.

Committee members who have not attended 3 or more meetings in a row, will have been deemed to have resigned from the Committee, except in exceptional circumstances accepted by the Committee.

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 to that Office or vacancy, any eligible Club Member.

Records Officer and Medical Officer are honorary positions and not Committee Posts. Appointment to these Posts will be decided by the Committee.

## Article 8. THE ANNUAL GENERAL MEETING

The A.G.M. will normally be held in August. The Annual Report & Accounts will cover the period 1<sup>st</sup> July to 30<sup>th</sup> June.

# Castlereagh Sub Aqua Club

Fourteen days notice shall be given to all Members by the posting of a Notice on *The Club* notice-board, and by mail or email, as agreed at the 2013 AGM.

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.

All categories of Membership shall be entitled to vote.

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.

## Election of Committee:-

Nominations for all posts on the Committee shall be made verbally at the Meeting, or in the case of the unavoidable absence of a Nominee or Proposer, a written nomination, together with the consent of the Nominee, must be presented to the Chairperson before the Meeting.

3 Year Rule.

Removed 17<sup>th</sup> August 2017 EGM

If a Nominee stands unopposed, he/she shall be deemed to have been elected.

With a contested election, voting will be by Secret Ballot.

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

The newly elected Committee shall assume its duties at the end of the Meeting.

## A.G.M. Business:-

Notice of all business, including proposed amendments to the Constitution, must be given to the Secretary by the 15th July.

*The Club* Subscriptions will normally be agreed at this Meeting.

Voting will be by a show of hands.

Any decision taken will come into effect at the end of the Meeting.

## Article 9. EXTRAORDINARY GENERAL MEETINGS

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 Secretary must be informed in writing, and the Committee must then convene a Meeting within two months, giving not less than 14 days notice to all Members, together with a statement of the reason for the Meeting.

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.

# Castlereagh Sub Aqua Club

Voting will be as for the A.G.M., except that, to be carried, any Motion will require at least a two-thirds majority, and will come into effect at the end of the Meeting.

## Article 10. DISCIPLINE

The Committee may discipline any Member whose conduct is considered not in the best interests of *The Club* and its Members. Members must not behave in a way that is harmful to the best interests of the club nor that is harmful to the club activities of fellow members. See the BSAC web site for full explanation of Disciplinary rules.

## Article 11. DISSOLUTION

*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.

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 Trustees or their appointed legal representatives

Upon dissolution of *The Club* any remaining assets shall be given or transferred to another registered CASC, a registered charity or the sport's governing body for use by them in related community sports.

## End of Constitution

# Castlereagh Sub Aqua Club



## Bye-Laws

As approved August 2017

These Bye-Laws are in addition to the rules laid down in the Club Constitution and are binding on all classes of Member.

### Club Equipment

- No item of Club Equipment may be used without the Officer responsible being informed, and only if it is for the benefit of Club Members.
- Any Club Equipment used must be left back as soon as possible and in a suitable condition ready for general use.
- Any damage/faults should be reported immediately to the Officer responsible.

### Club Trips

- The Diving Officer must be made aware of all organised Club Trips taking place.
- The minimum diving grade should be clearly displayed on the notice where applicable.
- If the use of Club Equipment is required, a request for such should be made to the Diving Officer, or to the Committee.
- Club organised trips will usually have preference on Club Equipment over those which are privately organised.

### Dual Members

- Dual Members may not use Club Equipment for the benefit of non-club members.

### Nitrox

- Only those Members who hold a Basic Nitrox Certificate, or above, may apply for Nitrox User Membership.
- Blending can only be carried out by a qualified Blender.
- Nitrox Users will have to sign an acceptance slip after they have analysed their own cylinder.
- Once signed for, neither the Blender, or the Club, will accept any responsibility for the fill.

### Mixed Gas

- Only those Members who hold a Mixed Gas Certificate, or above, may apply for Mixed Gas User Membership.
- Blending can only be carried out by a qualified Blender.
- Mixed Gas Users will have to sign an acceptance slip after they have analysed their own cylinder.
- Once signed for, neither the Blender, or the Club, will accept any responsibility for the fill.

### Air & Gas

- The facilities provided by the Club for the supply of Compressed Air, Nitrox and Tri-Mix are for the express benefit of Club Members only.

# Castlereagh Sub Aqua Club

## Expenses

- Expenses e.g. boat or compressor fuel, will normally only be re-funded on production of a receipt.

## Keys

- The issue of a Compressor Room key code is free to every Member on completion of a briefing by a qualified Committee Member.
- Any keys remain the property of the Club and must be returned on termination of Club membership.

## Social Media

This is the code of conduct for posting comments in the online discussion spaces, of our Web Site, Facebook, WhatsApp and other sites that the club may use in the future, across our network of social media sites.

The simple rules of thumb are to keep on-topic and be respectful of others, but to be clear we thought it useful to spell out a few things that are outside what we'd accept

By using this site, you agree that you will not post, publish any of the following material:

- Unauthorized posting of personal information (names, address, phone number, email etc.) of other users.
- Material that contains vulgar, obscene or indecent language or images.
- Material which defames, abuses or threatens others.
- Statements that are bigoted, hateful or racially offensive.
- Material that advocates illegal activity or discusses illegal activities with the intent to commit them.
- No Flaming; there is a difference between voicing a legitimate concern or grievance and simply badmouthing or some other form of written abuse of someone or some service. These will be deleted upon discovery where possible.
- Posts or other material which is deemed inappropriate by the site administrators will be deleted upon discovery. Users who violate the Terms of Service may face disciplinary action.
- Account suspensions are at the sole discretion of CSAC committee.
- All users are required to provide a valid email address where they can be contacted at any time.
- Any person actively using these sites is implicitly agreeing to these rules regardless of whether they have been read or not.

If you are unhappy about anything which you see anywhere on our sites, please email the team administrators

*End of Bye-Laws*



# Castlereagh Sub Aqua Club



*Belfast*