

Constitution of The Cambridge Dive Team

1. **The Name** of the club shall be The Cambridge Dive Team
2. **The headquarters** shall be Parkside Pools, Cambridge
3. **The objects of the Club** shall be the objects of the A.S.A: the promotion of, and instruction in diving.

The Club shall be affiliated to the Amateur Swimming Association Midland District and the Cambridgeshire A.S.A and such bodies as the Annual General Meeting shall decide.

The Club shall be conducted in accordance with the laws of the A.S.A and members shall conform to Committee instructions and the Club Rules. All competing members shall be amateurs as defined by the A.S.A except for those competing in Master's Competitions.

The Club is committed to treat everyone equally within the context of their activity, regardless of sex, ethnic origin, religion, disability or political persuasion.

The Club believes that the welfare of children is everyone's responsibility and that all children and young people have a right to have fun, be safe and be protected from harm.

All competing members shall be eligible competitors as defined in ASA Laws

The Club shall in accordance with ASA Laws adopt the ASA Child Protection Procedures

Members of the Club shall in accordance with ASA Laws comply with the ASA Child Protection Procedures and abide by the Club Rules and Code of Conduct (Appendix 1 & 2)

4. **The affairs of the Club** shall be managed by a Management Committee consisting of:

- President
- Honorary Secretary
- Honorary Treasurer
- Competitions Secretary
- Membership Secretary
- DiveRecorder Officer
- Welfare Officer
- Social and Fund Raising Officer
- Website Officer
- Maters representative
- Divers representative
- Three Executive Members

In consultation with The Diving Development Officer when deemed appropriate

The management Committee may exercise their functions notwithstanding that there may be vacancies in representation of members.

The Management Committee is accountable to the AGM for its actions. Officers who resign or otherwise leave their official position before the AGM remain accountable for the period in which they held office.

5. Retirement of Executive

All members of the Management Committee shall retire annually at the AGM but may stand and be eligible for re-election provided that they are members or part members of the Centre.

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6. Eligibility for Election

Nominations for all Officers shall be proposed and seconded by members and they must ascertain that the nominees will accept the position if elected. Nominations will close fourteen days before the date of the A.G.M. Any vacancies arising from or after the AGM may be filled by the Management Committee without nomination, but with the approval of at least 4 Committee members. All nominees must be members of the Club. No member under the age of eighteen at the time of the meeting shall be eligible for election unless the fact is made known to the AGM

7. Membership

Candidates for membership shall complete an application form to be submitted to the Treasurer. which may be considered by the Management Committee. Membership and consent forms must be returned to the Membership Officer.

All persons who assist in any way with the club's activities shall become members of the club and hence of the ASA and the relevant ASA membership fee shall be paid. Assisting with the club's activities shall include, but not be restricted to, administrators, associate members, instructors, teachers and coaches, whether employed, self employed or voluntary, Committee members, helpers, Honorary members, life members, officers, patrons, presidents, technical and non-technical officials, temporary members, vice presidents and verifiers or tutors of the ASA's educational certificates.

8 Subscriptions

Joining fees and membership fees will be proposed by the Management Committee, for approval or amendment by the AGM. The Management committee may change joining fees and membership fees during the year if it is felt that this is necessary. The Club year for subscription purposes shall commence on the 1st April and shall finish on the 31st March of the next year.

If a joining fee is in operation then it shall apply to all new members. Members whose Club membership is continuous shall not pay annual joining fees. Members who fail to maintain continuous membership shall be liable to a joining fee if they have not renewed before the 1st June.

9. Accounts and Audit

The accounts of the Club shall be submitted to the AGM after being confirmed that they are in accordance with good accounting practice and with any relevant aspects of the Constitution of the Centre and Rules of the Centre.

Copies of the accounts shall be made available to all members of the Management Committee.

A copy of the accounts shall be made available to any member or part member following a written request by the member or part member to the Honorary Treasurer.

The Club year for financial purposes shall end on 31st January.

10. Bank Accounts

The Finances of the Club shall be kept at approved banks or at such places as decided by the Management Committee.

There should be no more than three signatories on any account. Two or more should be from the Management Committee.

11. General Meetings

The Annual General Meeting shall be held in March each year when Officers shall be elected for the ensuing year.

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- (a) At least fourteen days notice of the A.G.M. shall be given or sent to all members of the Club and shall include the statement "only members aged fourteen years or over shall be eligible to vote".
- (b) The ordinary rules governing notices shall apply and accidental omissions to send notice to any member, or non-receipt of notice by any member, shall not invalidate the proceedings of the Club.
- (c) Special General Meetings of the Club may be called at any time on the written requisition, addressed to the Hon. Secretary, of no fewer than fifteen of the senior members of the Club (Seniors as per A.S.A law).
- (d) The requisition shall state the resolution proposed and only the business of the resolution shall be discussed at the meeting. The meeting shall be due not less than one month and not more than six weeks from the date of requisition.
- (e) Only members over fourteen years of age at the time of the meeting shall be entitled to vote at General meetings unless the Executive Committee decide to extend the vote to other members. Voting at General meetings shall be restricted to fully paid up members.
- (f) The President of all meetings shall have a casting vote for use when voting has resulted in a tie.
- (g) The President of any meeting shall have the power to adjourn the meeting and must do so if the majority of the meeting so desire.
- (h) Postal or proxy votes will only be accepted at a General meeting with the prior decision of the Executive Committee and all members of the Club shall be informed. The notice of such decision shall be included in the notice of the meeting.

12. Meetings

The Management Committee shall meet at intervals to carry out the necessary business of the Club. At the end of each meeting the date of the next meeting shall be agreed if not already known.

There shall be at least four Management Meetings in the twelve months following the AGM. Business can be dealt with by email if deemed appropriate.

At General Meetings of the Centre, twelve club members of those eligible to vote shall form a quorum. At Management meetings, four of the elected members shall form a quorum

13. Emergency Committee, Panel, Standing Emergency Committee

The Management Committee has authority to appoint an Emergency Committee or Panel to deal with urgent matters that cannot wait until the next Management Meeting. The Management Committee shall determine the scope and authority of the Emergency Committee or Panel and can delegate its full authority to an Emergency Committee or Panel. The scope and authority shall be retained by the Emergency Committee or Panel until the next Management Committee meeting, when it shall end or be re-confirmed.

14. Conduct

The Management Committee shall have the power to expel or suspend any member for conduct or other issues that are considered to be against the best interests of the Club. The decision should be ratified by a simple majority vote.

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15. Expenses and Dissolution

The funds of the Club shall be applied solely for the benefits of the objects of the Club. Members will not receive any payment except legitimate expenses incurred in their work, and, in the event of dissolution, any remaining funds will be devoted to objects similar to those of the Centre.

16. Alterations

The Constitution of the Club shall be permanent subject to alterations, additions and deletions at the AGM or any Special General Meeting called for that purpose, as provided by the Constitution. Any proposed alterations to the Constitution must receive the support of two thirds of the members present and voting before it is declared and carried. Notice in writing shall be given to the Hon. Treasurer of any proposed alterations to the Constitution and only senior members shall have the power to serve such notice. Any such notice in writing shall be with the Hon. Treasurer by the 1st February for consideration at the AGM or else four weeks before the date of a Special General Meeting.

17. Resignations

Any member resigning from the Club, or permanently leaving the country, must return all Club property in their possession when requested.

18. Liability

The Club shall not be responsible for any loss of property, injury or accident to any person, or wilful damage caused by a Member.

Any accident that occurs during the period of hire shall be placed in the Clubs Accident Report Book and the Accident Book of the Establishment where the incident took place, a copy of the report sheet shall be given to the Club, members have a Duty of Care to inform the club of such incidents.

19. Dissolution

A resolution to dissolve the Club shall only be proposed at a Special Meeting and shall be carried by a majority of at least two thirds of the members present and entitled to vote.

The dissolution shall take effect from the date of the resolution and the members of the Committee shall be responsible for the winding-up of the assets and liabilities of the Club.

Any property remaining after the discharge of the debts and liabilities of the Club shall pass to the Oxfordshire and North Buckinghamshire Counties ASA.

18. Interpretation

The interpretation of the Constitution shall rest with the Management Committee whose decision shall be Final.

Amended 02.03.2006