



Constitution

BROMLEY AND DISTRICT BRANCH (BRANCH NO. 26) OF THE BRITISH SUB-AQUA CLUB

Ratified by Membership: 25 February 2019

Approval by the British Sub-Aqua Club: 30 January 2019

Date Constitution Takes Effect: 1 March 2019

1. Scope

These Bye-laws shall regulate the structure, administration and activities of a branch of the British Sub-aqua Club to be known as Bromley and District Branch (hereinafter 'the Branch'). This is branch number twenty-six (26) of the British Sub-Aqua Club. This constitution comprises of the following articles, collectively known as the bye-laws of the Branch.

2. Objects

The aims and objects of the Branch shall be to provide for its members; facilities, opportunity and training for diving in accordance with the standards of the British Sub-Aqua Club, together with related social activities

3. Headquarters

The Headquarters and/or Meeting Place shall be decided by the Branch in General Meeting: provided, however, that the Branch's committee of management provided for in article 5 may at any time designate an alternative venue which shall be the interim Headquarters until the change of venue has been voted upon by the Branch.

4. Membership

- (i) There shall be 8 classes of membership:
 - a. Full Diving Membership, for which any person 18 years of age or over shall be eligible.
 - b. Joint Member (also known as abated member), for which any person 18 years of age or over and who is the spouse, partner or immediate family member of a full diving member of the club shall be eligible.
 - c. Social Membership, for which any person shall be eligible, but which shall not entitle such a member to take part in snorkelling or any other activity involving use of a breathing set.
 - d. Junior Diving Membership for which any person aged 12 to 17 at time of joining or renewal shall be eligible.
 - e. Snorkelling Membership (senior) for which any person of 18 years or over shall be eligible but which shall not entitle such a member to take part in any activity involving use of a breathing set.
 - f. Snorkelling Membership (junior) for which any person under the age of 18 years shall be eligible but which shall not entitle such a member to take part in any activity involving use of a breathing set.

- g. Student Membership, for which any person of the age of 18 years or over shall be eligible provided they are in full time education. Student identification or proof of education should be verified upon joining if they are 21 years or older at the time of joining.
- h. Honorary Membership, which shall be conferred solely by the Branch Committee and for which any person shall be eligible.
- (ii) The voting rights for members is set out in article 14(i).
- (iii) An applicant for membership of the Branch shall apply to the Committee and, upon acceptance of their application and payment of the appropriate Branch and National Headquarters subscriptions, shall be a member of the class for which they have applied and are eligible. The Committee may delegate, to such members of the Branch as it may seem fit, the responsibility for entertaining and accepting applications for membership.
- (iv) A member shall retain their membership until they have resigned, or membership is suspended as described in article 17.
- (v) A member shall pay their subscription fees as directed by the committee.
 - a. The committee may suspend membership if a member is in arrears by 90 days or more.

5. Management

- (i) A committee shall comprise four branch officers, who shall serve ex officio, and no less than four other members shall manage the Branch. This shall be known as the Committee.
- (ii) The four Branch Officers shall be the Chairperson, the Diving Officer, the Secretary and the Treasurer.
- (iii) The Committee shall hold and administer, for the benefit of the membership, all; funds, equipment, and property owned by the Branch.
- (iv) The Committee is to be comprised of the four Branch Officers and ordinary officers who may hold the following positions:
 - a. Equipment Officer: responsible to maintaining, storing, insuring and purchasing or new kit. They shall also manage the renting of kit to members.
 - b. Membership Secretary:
 - i. Responsible for maintaining the club membership records and has authority to sign up new members.
 - ii. The Membership Secretary shall also be responsible for Data Protection and is the Data Protection Officer of the club.
 - c. Committee Member without portfolio: responsible for conveying information from the general membership to the committee.
 - d. Dry-Meetings Officer (also known as Social Secretary): responsible for organising non-diving social events.
 - e. Dive Planning Officer (also known as Expeditions Officer): responsible for diving programme in the club.
 - f. Welfare Officer: responsible for the welfare of club members, especially junior members of the club.
 - g. Boat Officer: responsible for maintaining, insuring, storing/mooring and managing the use of any boats owned or administered by the Branch.
- (v) The Diving Officer may also appoint a Deputy Diving Officer and/or a Training Officer at their discretion. This can be revoked at the discretion of the Diving Officer at any time. These appointed officers have voting rights on the committee.
- (vi) Members of the committee may hold more than one post concurrently subject to the following provisions
 - a. Committee members who hold at least one voting role on the committee, may only have one vote on the committee regardless of number of voting roles held.
 - b. If a committee member holds any of the following positions, they may not hold another position on the committee: Chairperson, Diving Officer, Treasurer. If a committee member is to take on

one of these listed positions concurrently with another held role, they must resign their first role in order to take on this new role.

- c. Committee members may hold no more than two (2) committee roles
 - d. The positions of Vice-Chairperson and President are exempt from the conditions set out in article 5 (vi) b and c, and any committee member may hold these roles concurrently alongside any other role on the committee. The only exception to this is that the Chairperson may not also be the Vice-Chairperson or President of the club.
- (vii) The committee may also create committee non-voting positions. For example, Webmaster. These positions may be held by any member of the committee in conjunction with their primary role. Non-voting member roles are exempt from the conditions set out in article 5 (vi).
 - (viii) The committee may co-opt individuals who are not members of the club to the committee in an advisory role. These individuals shall have no voting rights in the club or committee.
 - (ix) All resolutions of the Committee shall be entered into the minutes. Entry of a resolution into the minutes shall form conclusive evidence of the making of such resolutions once the minutes have been approved at the next committee meeting.
 - (ix) The Committee shall take office on 1 March or the day following an AGM if the AGM occurs in March. The committee's term lasts until the last day of February of the following year if an AGM occurs in January of February of that year. If the AGM occurs in March of that year, the committee's term shall expire at the end of the day of the AGM.
 - (x) Members elected before their term begins, are styled with "elect" after their titles. They do not assume any of the rights and responsibilities of their role until the beginning of their term.
 - (xi) Between the election of committee members elect, and the beginning of the next committee term
 - a. Committee members on the outgoing committee must arrange a handover meeting with their successor. This handover meeting does not need to be done if a committee member has been re-elected into the same role.
 - b. The incoming committee (committee-elect) may meet to appoint members to vacant roles in accordance with article 5 (xiv). These appointed members will not take office until 1 March.
 - (xii) If a quorum has not been formed as a properly advertised General Meeting within at least 30 minutes of the advertised starting time, such no election of the committee can occur, the Secretary shall within one (1) week begin proceedings for an online ballot or postal ballot of a new committee.
 - a. If a committee still fails to be elected after an online ballot or postal ballot, as the requisite number of votes has not been received, the committee's term shall be extended until 31 May of that year, a further three (3) months from the end of their prescribed term. In this period a Special General Meeting must be held to elect a new committee with immediate effect.
 - b. If a quorum fails to be met again, and such no committee is elected at a Special General Meeting, the committee's term shall be extended to the last day of February of the following year.
 - (xiii) At its first meeting of each term, the Committee shall appoint one of its members Vice-chairperson.
 - a. The vice-chairperson may decide on their preferred title from the following: "Vice-chairman", "Vice-chairwoman", "Vice-chairperson, or "Vice-chair". This may be reflected on all correspondence and all titles are considered equal.
 - (xiv) The Committee shall have the power to fill any vacancy amongst the Officers of the Branch or amongst the rest of the Committee's membership, which occurs during their term of office, and any person newly appointed to the Committee to fill such vacancy shall become a full voting member thereof. The Committee shall also have the power to co-opt up to four non-voting members.
 - (xv) The Committee shall determine any question as to the interpretation of these Bye-laws and of any regulations made hereunder and may rule in connection with any situation not otherwise provided for herein. In the latter event such ruling shall only remain in effect until the next General Meeting of the Branch. Its continuing validity shall depend on ratification at that meeting.
 - (xvi) A simple majority of the voting Committee members then serving shall form a quorum for a meeting provided, however, that no quorum shall be formed without the presence of at least one of four branch officers or the Vice-Chairperson. A quorum once formed shall not be lost even though, as a result of

the departure of a member during the meeting, the number of voting members falls below the number required to open the meeting.

- (xvii) A committee member can only be removed by
 - a. Death
 - b. Resignation
 - c. By a motion at General meeting, postal ballot or online ballot.
 - d. By a resolution at a committee meeting provided the following procedures and conditions are met.
 - (i) Any motion to the committee for the removal of the committee member is circulated at least five (5) working days before the meeting.
 - (ii) The committee member in question is entitled to attend the meeting and speak to their defence. If they are not present, they may submit a defence to the motion in writing to the secretary (or to the chairperson if the secretary is the member in question).
 - (iii) After the arguments from the proposer of the motion, the member in question, and other committee members have been heard a vote shall be taken. The member in question is not entitled to vote in this motion.
 - (iv) The motion shall pass if there is a two-thirds (2/3) majority of votes in favour.
 - e. If a member is removed from their role, the club shall be notified within one (1) working day. Unless the removal is by death, this shall not affect their membership of the club.
- (xviii) The Committee may adopt no resolution unless:
 - a. It has the affirmative votes of a simple majority of those members present and entitled to vote, and
 - b. The number of such votes is at least equal to a simple majority of the number of members required to open the meeting at which the resolution is proposed.
- (xix) The committee may vote on a motion through an online record outside of a committee meeting.
 - a. Any branch officer may act as returning officer and call an online record vote at their discretion.
 - b. The returning officer is entitled to vote in the online record.
 - c. Votes cast shall not be secret, and the voting record shall appear on the minutes of the next meeting.
 - d. Committee members shall be given one (1) working day notice of the commencement of a vote
 - e. The voting shall last at least one (1) working day
 - f. The returning officer shall inform the committee of the result within a further one (1) day.
 - g. If the number of abstentions is greater than one quarter of the number of voting committee members, the motion is deemed to be postponed.
 - h. The motion is deemed to be postponed if the total number of votes cast (including abstentions) is less than or equal to one half (1/2) of the total number of voting members.
 - i. If a motion is deemed postponed, the motion shall appear on the agenda for the next committee meeting agenda where a vote can be taken.
 - j. The result of the motion shall be recorded in the minutes of the next meeting of the committee, listing the votes of all members who voted in the motion.
- (xx) No member shall be entitled to vote on a matter in which their interest differs from that of the Branch as a whole, and they shall withdraw from any meeting during the period of discussion of such interest.
- (xxi) Any voting committee member shall each have the power to require the Secretary to call a meeting of the Committee at any time.
- (xxii) The Committee shall arrange activities for the Branch and may charge such fees for the admission or participation and incur such liabilities as it may deem proper provided that the Committee may not, without prior approval of the general membership of the Branch, incur liabilities in excess of its assets.
- (xxiii) The Committee shall insure the equipment of the Branch against all usual property risks
- (xxiv) The Committee will annually determine the level of fees for membership. The renewal date shall be 1 April each year. Membership fees will be notified to members.

6. Trustees

- (i) There shall be no more than four Trustees of the Club at any one time.
 - a. The property of the Club, other than cash, can be vested in the Trustees to be dealt with by them as directed by the resolution of the Committee.
 - b. The Trustees shall be indemnified against risks and expenses relating to the Club's property.
 - c. The Trustees shall hold office until; death, resignation, or removal from office by a resolution of the Committee.
 - d. If, due to any such death, resignation or removal, it appears to the Committee that it is necessary to appoint a new Trustee, the Committee shall by resolution nominate a person or persons to take this role. This must be ratified by a motion or ballot to the Branch's membership.
- (ii) The Chairperson of the Committee shall appoint nominated persons by deed as new Trustees of the Club within the meaning of Section 36 of the Trustee Act 1925.

7. President

- (i) The committee may by resolution nominate an individual for the role of President.
- (ii) Confirmation of a nominated President takes place by a motion or ballot to the Branch's membership.
- (iii) If confirmed, the President shall serve for a term of four (4) years.
- (iv) At any point during their last year of Presidency, a motion or ballot to the Branch's membership may extend their term by a further four years.
- (v) A President shall hold officer until death, resignation, the expiration of their term or
 - a. Until they are removed by motion or ballot to the Branch's membership, or
 - b. By a two-thirds (2/3) majority vote on the Committee.

8. Chairperson

- (i) The chairperson may decide on their preferred title from the following: "Chairman", "Chairwoman", "Chairperson, or "Chair". This may be reflected on all correspondence and all titles are considered equal.
- (ii) The Chairperson shall be the Chief Executive Officer of the Branch. They shall be the spokesperson for the Branch and shall further its interest to the best of their ability. They shall take the chair at all meetings of the Branch and of the Committee at which they are present and, subject to the provisions of these Bye-laws, Rules and Regulations, the Chairperson's decision on matters of procedure shall be final.
- (iii) The Chairperson may delegate their responsibilities to the Vice-Chairperson should they be unable to discharge their duties.
- (iv) If the role of Chairperson is vacant, the committee should select a Vice-Chairperson to act in this capacity until a Chairperson may be appointed in accordance with article 5 (xiv).

9. The Diving Officer (DO)

- (i) The Branch's Diving Officer derives their authority in training and diving matters from the National Diving Officer of the British Sub-Aqua Club. They shall have responsibility for the training and diving activities of the Branch and for the safe conduct thereof and shall ensure that the said activities are carried on in accordance with such practices and procedures as may be recommended from time to time by the National Diving Officer or pursuant to his authorisation.
- (ii) The Diving Officer may delegate training duties to a Training Officer, who shall be responsible to the Diving Officer for the performance thereof.
- (iii) The Diving Officer's decision in respect of his responsibilities shall be final in the Branch, subject only to such guidelines consistent with this article as may be established from time to time by the Committee.
- (iv) The Diving Officer shall maintain a record of the training in progress of each member.

10. Secretary

- (i) The Secretary shall maintain the Branch records and shall record; the meetings of the Committee, General Meetings of the Branch, and other such meetings as the Chairperson may request.
- (ii) They shall be primarily responsible for the Branch's communications with third parties and shall keep the Officers, the Committee and/or the Branch, as may be appropriate, informed of matters coming to their attention, which pertain to Branch activities.
- (iii) The club secretary shall act as returning officer in all club referenda and elections if present or able to act in this capacity
 - a. The secretary is able to appoint a returning officer for any club vote if they are unable or unwilling to act in this capacity.
- (iv) The Secretary shall also maintain the electoral roll of the club.

11. Treasurer

- (i) All cash shall be under the control of the Treasurer
- (ii) The Treasurer shall be responsible for dealing with all monies received or paid on behalf of the Branch, make any investment of Branch funds approved by the Committee, keep records and proper books of accounts of all financial transactions conducted in the Branch's name and shall prepare, for consideration by the Committee, a statement of income and expenditure and a balance sheet to the last day of each year, which they shall cause to be audited by the Branch auditors for submission to the Annual General Meeting.
- (iii) They shall arrange for all Branch funds and securities to be kept on deposit with a bank or banks approved by the Committee and shall maintain a current account or accounts on which any two Officers may sign cheques or other orders. With the approval of the Committee, the Treasurer may open one or more other current accounts on which any other member of the Committee has joint signature authority.
- (iv) If the role of Treasurer is vacant, cash shall be under the control of the Chairperson. The committee may select a committee member to serve as acting treasurer until a treasurer can be appointed in accordance with article 5 (xiv).

12. Annual General Meeting

- (i) The Annual General Meeting of the Branch shall be held between 1 January and 31 March each year. Notice of the meeting shall be sent to all paid up members at least four (4) weeks before the meeting."
- (ii) The Agenda of the meeting shall be sent to all paid up members at least two (2) weeks before the meeting.
- (iii) The notice shall identify those members of the Committee who are standing again and shall request nominations for Officers and the Committee in large.
- (iv) Committee members standing again shall be deemed to have been nominated by the Committee.
 - a. To be valid, nominations not deemed to have been made by the Committee must be [a] delivered to the Secretary, in writing, at least (14) days before the meeting, [b] seconded, [c] endorsed by the nominee to the effect that they are willing to accept the position if elected.
- (v) If no candidates have submitted candidacy for a role, the chair of the meeting will invite members to submit their candidacy at the meeting. Candidacies must be seconded by another member of the club.
- (vi) The Officers and other members of the Committee shall be elected at the meeting in accordance with article 14 (iii).
- (vii) The Notice of the meeting shall also include the text of any motion proposed by the Committee. Any member may propose amendments to such motion and may make any further motion for consideration at the meeting, but such amendments and further motions must be proposed and seconded in writing and delivered to the Secretary not less than fourteen (14) days before the meeting.

- (viii) At least twenty-five per cent (25%) of the Branch's membership subject to a minimum of (8) members entitled to vote is required to be present at the meeting to form a quorum, but a quorum once formed shall not be lost by the departure from the meeting of any member or members. If the club's membership is less than or equal to eight (8) members, all members must be present to form a quorum.
- (ix) The right to vote at the meeting shall be restricted to subscription paying members whose subscriptions are fully paid (including those paying by instalment as agreed with the Membership Secretary) and who are entitled to vote as listed in article 14 (i).
- (x) Members may vote by proxy at an AGM. Written instructions (by letter or e-mail) must be sent to the Secretary at least 24 hours before the AGM and provide clear instructions on the member's vote for each motion listed in the agenda. Members who vote by proxy do not count towards the required number of members to form a quorum.
- (xi) The agenda of the AGM shall be determined by the Secretary. It must include (can be in any order).
 - a. The minutes of the previous AGM and of any subsequent General Meeting for approval
 - b. A written record and voting results from any motion done by postal ballot or online ballot since the previous AGM.
 - c. A report from each committee member who wishes to provide a report to the members
 - d. Election of new branch officers and ordinary officers (also known as the committee members).
 - e. Any motions submitted to the secretary in accordance with article 12 (vi).

13. Special General Meetings

- (i) Any General Meeting of the Branch other than the Annual General Meeting shall be known as a Special General Meeting.
- (ii) The Committee may call a Special General Meeting at any time upon giving not less than fourteen (14) days written notice thereof to all paid up members. The notice shall state the reasons for the meeting and shall include the text of any motion proposed for consideration thereat. Amendments to such motion may be proposed at the meeting.
- (iii) The Committee shall call a Special General Meeting upon request to do so signed by not less than 10 paid up members, provided that the request states the reason therefore and contains the text of at least one motion for consideration thereat. The provisions of the preceding paragraph shall apply with regard to the convocation and conduct of the meeting.
- (iv) The business of a Special General Meeting shall be that for which it was called and no other.
- (v) The provisions of article 12 (vii) and (viii) shall apply to Special General Meetings.

14. Voting & Election of Officers

- (i) Voting Rights
 - a. The following classes of members shall have full voting rights within the club.
 - (i) Full diving member, Joint/Abated Member, Student Member, Snorkelling member (senior), Honorary member
 - b. Social and associate members who are 18 years of age or older may vote on non-diving related motions including the election of officers (they may not vote on the election of the Diving Officer). The chair at any General Meeting has the final say on whether a motion is considered a diving relation motion or not. If a motion is being voted on my online ballot or postal ballot, the returning officer shall have the final say on whether the motion is diving related or not.
 - c. Junior members (diving or snorkelling) have no voting rights in the club.
- (ii) Motions (does not include election of committee members) may either be done by show of hands at a General Meeting or by secret ballot.
 - a. A secret ballot may be done in person at a General Meeting, by a postal vote, or online secret ballot.
 - b. A secret ballot must be held if one or more voting members at a general meeting requests a secret ballot. This request must be made before voting commences on a motion.

- (iii) The election of branch officers must be done by secret ballot if there are multiple candidates standing for a position.
 - a. If there is only one candidate standing for the role, voting may be done by show of hands at a General Meeting. If a voting member requests a secret ballot before voting commences, then a secret ballot must be held.
 - b. All ballots for the election of candidates should have the option to “Re-Open Nominations” (RON). Voting shall be by single transferable vote (STV), where candidates are ranked in order of preference (with “RON” counting as a candidate).
 - c. If the election results in a tie and there is no clear winner
 - (i) A full recount shall be done in the first instance.
 - (ii) If the result remains a tie, then the new committee that is taking office shall decide at their first meeting whom from the tied candidates shall fill the role.
- (iv) Except for motions concerning article 20, the Committee may put any motion to the voting membership at any time by postal ballot.
 - a. The returning officer shall confirm the club electoral roll with the Secretary.
 - b. Send out the motion or list of candidates, voting options and instructions, with clear information of vote opening times and closing times at least seven (7) working days before ballot papers are posted by the returning officer. All members shall be notified by the club’s current communication method of the vote and a reminder to update personal details.
 - c. The ballot papers shall be sent to all voting members of the club. The vote shall close not less than ten (10) working days from the date of posting of the ballots.
 - d. The postal vote shall be a secret ballot.
 - e. The returning officer shall provide a vote result within two (2) working days of the closure of the vote to the club.
- (v) Except as for motions concerning article 20, the Committee may put any motion to the voting membership at any time by online ballot.
 - a. An online ballot shall be used for motions deemed uncontroversial by the committee. Any voting member of the club may subsequently request a delay to the vote to ensure adequate time to discuss the motion. The returning officer shall comply with a reasonable delay to the motion and may call an SGM on the topic of the motion.
 - b. The returning officer shall confirm the club electoral roll with the Secretary.
 - c. Send out the motion or list of candidates, voting options and instructions, with clear information of vote opening times and closing times at least two (2) working days before voting opens. All members shall be notified by the club’s current communication method(s) of the vote and a reminder to update personal details.
 - d. The vote shall close not less than two (2) working days from the time of voting opening.
 - e. The online vote shall be a secret ballot.
 - f. The returning officer shall provide a vote result within one (1) working day of the closure of the vote to the club.
- (vi) A member may apply, in writing, to the Secretary for a postal ballot or online ballot to be considered on an issue. The secretary may hold the ballot at their discretion.

15. British Sub-Aqua Club Rules

- (i) These Bye-laws; are made in compliance Article 85 of the BSAC Articles of Association, shall be subject to the provisions of that article and shall only be valid to the extent that they are not in conflict with the said provisions and requirements or with those of the Articles of Association of the British Sub-Aqua Club.

16. Branch Activities

- (i) At the discretion of the Diving Officer, Branch diving and open water training activities shall be open to other branches and to guests. The Diving Officer must ensure that guests diving with the branch have the proper qualifications, third party insurance, and are fit to dive.
- (ii) Subject to such regulations as may be established from time to time by the Committee, any Branch member, and with the prior approval of the official in charge of the session any visitor from another branch or any guest, may use the training pool for training, testing equipment, swimming with basic equipment, and free swimming. No one shall use any equipment other than basic equipment without the prior approval of the official in charge of the session.
- (iii) If a member damages or loses Branch equipment the Committee may charge the member the cost of repairing or replacing the article. The Committee may similarly charge a member who damages or loses private property used in connection with Branch activities.

17. Discipline

- (i) Temporary suspension from participation:
 - a. In order to ensure the safety and good name of the Branch and its members, the person in charge of a Branch activity may suspend, at his discretion and for the duration of the activity, any member who misconducts him/herself. Any such suspension shall be reported as soon as possible to the Chairperson or the Secretary and shall be discussed at the next meeting of the Committee.
 - b. The Committee shall first discuss the incident without the presence of the member in question and then shall invite him/her to join the discussion and express his/her view on the matter.
- (ii) Suspension and loss of membership:
 - a. The Committee shall have the power, by a two-thirds majority of all serving voting members, to suspend the membership of any member of the Branch. Suspension of the membership of any Officer or other Committee member shall be dealt with in accordance of the provisions of the next succeeding sub-clause. A decision to suspend, so taken, shall be immediately communicated to the member concerned and his membership shall thereupon be suspended. A suspended member shall be entitled to demand a hearing at the next regular meeting of the Committee, during which the reasons for his/her suspension shall be made fully known and (s)he shall be given the opportunity to answer fully the charges against him/her. Upon conclusion of the hearing the member shall leave the meeting and the Committee shall vote again on the suspension. If the requisite two-thirds majority does not carry the motion, the suspension shall thereupon be lifted and the member shall be informed accordingly. If the motion is again carried by the said majority the member shall be so informed and shall thereupon be deemed to have resigned his membership of the Branch. The member affected shall have the right to appeal against the decision of the Committee to the next General Meeting of the Branch. In that regard he shall, for the purposes of the rules 12 (viii) and 13(iii), have the rights of a paid up member.
 - b. Suspension of the membership of an Officer or other Committee member shall only be voted upon at a meeting the agenda of which [a] has been posted or distributed to all Committee members at least five (5) working days prior to the Committee meeting and [b] explicitly refers to the motion of suspension. If the person charged attends the meeting (s)he shall be entitled to hear and respond to the charges levied against him/her. When the Chairperson of the meeting is satisfied that the matter has been adequately and fairly discussed, the person charged shall leave the meeting and a vote shall be taken. If the proposal to suspend is carried, by the requisite two-thirds majority, the person charged shall be deemed to have resigned his membership of the Branch and (s)he shall have the right of appeal provided for in the preceding paragraph. If the person charged does not attend the meeting the provisions of the preceding paragraph shall apply.

18. Subscriptions

- (i) Persons joining or re-joining the Branch shall pay the appropriate National Headquarters subscription plus the Branch subscription
- (ii) Branch membership subscriptions shall be in such amount, shall be payable on such dates and shall be subject to such terms and conditions as may be determined from time to time by the Committee.

19. Amendments

- (i) A motion to amend this constitution shall only be carried by at least a majority of affirmative votes cast by not less than 25% of the voting members of the Branch, subject to a minimum of twelve (12) votes. If number of eligible voters is less than or equal to twelve (12), then all members must cast a vote.
- (ii) A motion to amend this constitution may be voted upon in General Meeting by show of hands or secret ballot, by postal ballot, or by secret online ballot.
- (iii) Notwithstanding anything to the contrary contained in these articles, no amendment may be made to this article or to articles 2, 9, 15 and 20, unless prior to the meeting at which such amendment is proposed, an Officer or the Chief Executive of the British Sub-Aqua Club shall have notified the Branch in writing of the British Sub-Aqua Club's approval of the subject and text thereof.
- (iv) The Secretary shall maintain a record of all amendments to this constitution.

20. Dissolution

- (i) A motion to dissolve the branch can only be held at a General Meeting.
- (ii) A proposal to dissolve the branch shall carry the recommendations of the Trustees and be subject to ballot and, in order to be carried, it must receive the votes of two-thirds of the voting members of the branch who are present at the meeting
- (iii) If dissolution of the club/branch is voted in accordance with the preceding provisions of this article, the committee and Trustees shall proceed without delay to realise the value of the property & assets of the branch and to discharge the branch's outstanding liabilities.
- (iv) Any net assets remaining, following consultation with the Trustees, shall be distributed to the British Sub Aqua Club or a relevant charity as BSAC shall have decided.

A. Table of Amendments

Date	Approval	Scope	Comments	Logged by
1 March 2021	By members at AGM 2021 (1 March 2021)	Article 12(i) Article 5 (ix) Replacement of these articles to allow AGMs to occur in March. This also gives the option for a committee's term to extend beyond a March AGM.	Passed unanimously by the membership	Neil Clegg (Secretary)