

# FURNESS DIVING CLUB

## BRANCH NUMBER 61 OF THE BRITISH SUB—AQUA CLUB

CONSTITUTION

RULES

BYE—LAWS

THIS REVISION FEBRUARY 2014





**Furness Diving Club - BSAC  
N° 61 Branch Rules and Constitution  
DECEMBER 2011**

**1. SCOPE**

These Bye-Laws and rules shall regulate the structure, administration and activities of N° 61 Branch of the BS-AC to be known as The Furness Diving Club, hereafter called 'The Branch'.

**2. OBJECTIVES**

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

**3. HEADQUARTERS**

The Headquarters of the Branch shall be at a location decided by The Branch at a general meeting or monthly meeting.

**4. MEMBERSHIP**

(i) There shall be eight classes of membership:

- (a) Full Diving Membership for which any person 18 years of age or over shall be eligible.
- (a) Abated Membership for which a full diving member whose membership is linked to another member, living at the same address who has paid the full member subscription.
- (c) Associate 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 the use of a breathing set.
- (d) Snorkelling Membership for which any person of 18 years of age or over shall be eligible but which shall not entitle such a member to take part in any activity involving the use of a breathing set.

- (e) Student Membership for which any person of 18 years or over shall be eligible, provided that they are in full time education.
- (f) Junior Diving Membership for which any person between the age of 12 years and 17 years inclusive shall be eligible.
- (g) Junior Snorkelling Membership for which any person between the ages of 8 years and 17 years shall be eligible but which shall not entitle such a person to take part in any activity involving the use of a breathing set.
- (h) Honorary Membership which shall be conferred solely by the Furness Diving Club Committee at an Annual General Meeting and for which any branch member is eligible.
- (i) An applicant shall apply to the Committee or Membership Secretary and upon acceptance of their application and payment of the Branch and B.S.A.C. subscriptions shall be a member of the class for which they have applied.
- (ii) Members shall retain their membership until either they resign or have deemed to have resigned, if their Branch subscription is 30 days or more overdue.
- (iii) Minors under the age of 18 years and vulnerable adults must be accompanied/supervised by a parent, legal guardian or a responsible person from the group from which they came, at the pool, theory instruction and open water training sessions.

B.S.A.C. Bye-Law 5) iv)

Concerning the welfare of children and vulnerable adults

Members applying for new or renewed membership of the Branch (in any or all of the capacities listed below) will be required to give their permission for their criminal record to be checked through the Criminal Records Bureau.

- (iv) Appropriately qualified members can have access to club equipment for holiday use, etc., boats, engines and the portable compressor will be loaned only at the discretion of the Committee, following an application in writing to the Chairman giving complete details of use and the dive plans.
- (v) Preference will be given to training for the use of club equipment.

#### **24.1 BOAT USE AND REQUIREMENTS**

- (i) Any Furness Diving Club member may use a club boat, but must adhere to and comply with the F.D.C. boat use and requirement rules. Boats shall also be used in accordance with the B.S.A.C. "Safe Diving Practices" and the divers Code of Conduct.
- (ii) Copies of the F.D.C. boat use and requirements shall be given along with the F.D.C. Bye-Laws to each member on joining the Furness Diving Club. Copies of the Rules and Bye-Laws can be obtained from the Secretary. All boating activity to be logged.

#### **25. GRIEVANCE PROCEDURE**

- (i) Any F.D.C. member who feels that they may have a genuine grievance, for whatever reason, should talk to the relevant committee member, e.g., Diving Officer, Training Instructor. Any member who then is unable to settle their grievance should attend the next monthly meeting and ask the Chairman to include it on the Agenda for Other Business.

Original results will be sent to the member in question. A copy will be sent to the B.S.A.C. Welfare Officer, or other nominated person, who will then provide a 'yes/no' answer to the question.

"The applicant will have significant contact with children and vulnerable adults. Is there anything within this person's record that suggests that they are not suitable for membership of the B.S.A.C?"

No other correspondence on this issue will be entered into.

Please circle/complete as appropriate, (Chairman and Secretary should sign alongside).

- A. All instructors who will have direct contact with young people or vulnerable adults.
- B. Those who have attended the ITC/IFC and wish to act as instructors within the Branch.
- C. All Dive Managers who will have direct contact with young people or vulnerable adults.
- D. Any other position you wish to nominate should be discussed with the B.S.A.C. Welfare Officer or Membership Services at B.S.A.C. HQ before it is put to a vote at a General Meeting of the Branch.

Branches that include this clause in their Bye-Laws are required to provide minutes of the adopting meeting to B.S.A.C. and to confirm continued acceptance at each subsequent A.G.M. Only those branches that properly record their adoption and annual re-acceptance of this clause will be allowed access to the services of the CRB through the B.S.A.C.

## 5. MANAGEMENT

- (i) A Committee elected at each Annual General Meeting of the Branch which shall comprise of four officers, who shall serve ex officio, and no less than nor more than other members shall manage the Branch.
- (ii) The four Branch Officers shall be the Chairman, the Diving Officer, the Secretary and the Treasurer. The duties of the Officers shall be as set out in the following Bye-laws.
- (iii) The Committee shall hold and administer for the benefit of the membership all funds, equipment and property owned by the Branch.

### The Chairman

The Chairman shall be the Chief Executive Officer of the Branch, shall take the chair at all meetings of the Branch and of the Committee meetings when present, and subject to the provisions of these Rules, the Chairman's decision on matters of procedure shall be final.

The Chairman shall submit a report at the monthly meeting and the A.G.M.

### The Diving Officer

The Branch's Diving Officer derives all authority in training and diving matters from the National Diving Officer of the British Sub-Aqua Club. The Diving Officer shall have responsibility for the training and diving activities of the Branch and for the safe conduct thereof. The D.O shall ensure that the said activities are carried out in accordance with such practices and procedures as may be recommended from time to time by the National Diving Officer or pursuant to his authority.

The Diving Officer may delegate training duties to a Training Instructor, who shall be responsible to the Diving Officer. The Diving Officer's decision regarding the Training Instructor's responsibilities shall be final in the Branch, subject only to such guidelines consistent with this Bye-law as may be established from time to time by the Committee.

The Diving Officer shall submit a report at the monthly meeting and the A.G.M

(xiii) Any qualified B.S.A.C. diver may dive on F.D.C.dive provided that the diver has an up-to-date medical, a current B.S.A.C. membership and has the Furness Diving Club Diving Officer's approval.

(xiv) All club dives are to be logged, with risk assessment, names, air used and times. The logs shall be kept by the Diving Officer for future information.

## 23. EXAMINATIONS

- (i) Examinations may be conducted by either the Diving Officer or an instructor delegated by the Diving Officer.

## 24. CLUB EQUIPMENT

- (i) An up-to-date record to be kept of all equipment issued to be made.
- (ii) Equipment must be returned immediately after use and in good order.
- (iii) Cylinders must be returned for filling.

- (v) Members are strongly recommended to have an Alternative air source available on all club dives (Auto Air /Octopus Rig/Pony Cylinder/Independent twin cylinders etc). This is the absolute requirement for all new qualifying divers and now forms part of the training.
- (vi) The Chief Training Instructor shall chair a team consisting of Training Instructors and Theory Instructors who shall organise all training schedules both in the pool and in open water to ensure a consistent, planned quality training regime.
- (vii) The initial training may only be undertaken by members qualified to the current B.S.A.C. standard requirement, Nationally Qualified Instructor (NQI).
- (viii) While on club dives all members are to observe the buddy system of diving, including all the buddy checks prior to entering the water.
- (ix) At the discretion of the Diving Officer, suitably experienced and equipped divers may dive solo on club dives.
- (x) Surface Marker Buoys must be used where this is a local requirement plus anywhere there are boating or skiing activities as a matter of good practice.
- (xi) On all club dives, local requirements are to be observed, that is concerning the use of buoys. Area restrictions on diving are to be obeyed at all times to maintain the good name of the club. Permission is always to be sought where and when required.
- (xii) Any area of club diving that has not been covered by the preceding rules will be subject to current BSAC guidelines. This may include such topics as mixed gasses, rebreathers and disability.

### **The Secretary**

The Secretary shall maintain the Branch records and shall record the minutes of the Committee Meetings, General Meetings of the Branch, the A.G.M. and such other meetings as the Chairman may request. The Secretary shall be primarily responsible for the Branch's communications with third parties, including preparation of newsletters and shall keep the Officers, the Committee and the Branch informed of matters which pertain to Branch activities.

The Secretary shall submit a report at the monthly meeting and the A.G.M.

### **The Treasurer**

Treasurer shall be responsible for dealing with all monies received or paid on behalf of the Branch, shall make any investment of Branch funds approved by the Committee, shall keep records and proper books of account of all financial transactions conducted in the Branch's name. The Treasurer shall prepare for consideration by the Committee a statement of income and expenditure and a balance sheet up to the last day of each financial year, checked by an independent auditor for submission to the Annual General Meeting.

The Treasurer shall arrange for all Branch funds to be kept on deposit with a bank approved by the Committee and shall maintain a current account or accounts on which the Treasurer and any other Officer may sign cheques or other orders with the approval of the Committee. The Treasurer may open one or more accounts on which any other committee member has joint signature authority with the Treasurer.

The Treasurer shall submit a report at the monthly meeting and the A.G.M.

The Treasurer shall keep a record of all keys allocated to club members.

## 6. COMMITTEE POSITIONS AND DUTIES

### Membership Secretary

1. This position can also be held by the Treasurer.
2. The Membership Secretary shall send renewal subscription forms and self certification medical forms to members one month before they are due. Send the B.S.A.C membership forms, subscriptions and medical forms to Headquarters when due. Keep a file of the said forms and a list of current membership and inform the Diving Officer of any lapsed members. Give all subscriptions received to the Treasurer.
3. Submit a report at the monthly meeting and the A.G.M.

### Chief Training Instructor

1. A National Qualified Instructor (NQI) standard is required with a minimum of Dive Leader qualification.
2. The Chief Training Instructor will oversee all training and is responsible to the Diving Officer.
3. Keep Training Course records, names, dates, etc.
4. Submit a report at the monthly committee meeting and the A.G.M.

pressure, capacity, all clearly visible. The test date should also be easily identified by the Compressor Operator.

- (vi) All unusual or extraordinary requests for air supplies, from whom-ever, will be given consideration by the committee whose decision is final.

## 22. DIVING

- (i) The Diving Officer or any delegated First Class, Advanced Diver or Dive Leader, may organise a club dive, but a Dive Leader shall only organise a club dive at the discretion of the Diving Officer.
- (ii) No member may use an air cylinder on an open water dive without first having reached Ocean Diver standard except whilst under instruction. Members are liable to Disciplinary Action by the Club for infringing or encouraging others to infringe this rule.
- (iii) B.S.A.C members transferring to the F.D.C or F.D.C members who have not been on an official club dive for a period of six months or more may at the discretion of the Diving Officer be required to demonstrate their competence in basic skills (mask clearing, buoyancy, etc) before recommencing diving activities.
- (iv) Members must wear a buoyancy compensator (e.g. ABLJ/STAB Jacket/Wing) on all club dives. It is recommended that there is fitted an independent compressed air cylinder, capable of being used for a buoyant emergency ascent. Snorkel divers must use a surface life jacket on all club dives.

## 20. POOL SESSIONS

- (i) There is no pool fee, as it is part of the joining and renewal fee.
- (ii) Family members and guests may be admitted to the pool sessions without paying a fee.
- (iii) Family members and guests shall be barred from the pool session, if due to the pressure of training full diving members the Committee consider this necessary.
- (iv) There must be no dangerous or undisciplined behaviour in the pool.
- (v) Family members and guests must be accompanied by their respective Furness Diving Club member when using the pool.

## 21. AIR SUPPLY

- (i) Only air cylinders belonging to Furness Diving Club members may be filled using the Furness Diving Club Compressors.
- (ii) Air fills will be available to all qualified Furness Diving Club members, Trainee members for pool training, Try Divers and supervised branch diving (at the Diving Officers discretion).
- (iii) Qualified divers are liable to suspension from the F.D.C. should they supply air to unqualified members.
- (iv) Air cylinders must be identified with the owner's name working

## Expeditions Organiser

1. Propose and organise projects and liaise with club members.
2. Generate interest about projects.
3. Liaise with other clubs if possible or necessary to promote projects.
4. Submit a report at the monthly committee meeting and the A.G.M.

## Compressor Operator

1. Fill F.D.C. members cylinders only.
2. Fill only cylinders in good condition and within the test period. The owners name, working pressure and capacity to be clearly marked on the cylinder.
3. Always check the compressors oil level before use.
4. Change the purifying filters at intervals recommended by the manufacturer.
5. Inform the committee when services are due and arrange for an approved service engineer to inspect them.
6. Complete the maintenance log books and record the running times, number of fills and compressor operators.
7. Instruct any elected member as an assistant in the correct starting, filling and stopping procedures.
8. Prevent any unauthorised use and report to the committee should this occur.

9. Inform the committee of any breakdowns, repairs, costs, etc.
10. Make the portable compressor available for away diving trips.
11. Keep a list of members cylinders, name, size, capacity, working pressure and test dates. The book to be kept near to the compressors.
12. Submit a report at the monthly committee meeting and A.G.M.

#### **Theory Instructor**

1. A minimum standard of Assistant Club Instructor and a minimum of Sports Diver qualification is required, who shall work under the supervision of an N.Q.I on site or on premises. The Theory Instructor will instruct and/or arrange for qualified members to instruct and is responsible to the Chief Training Instructor.
2. Submit a report at the monthly meeting and the A.G.M.

#### **Web Master**

1. Manage the club website, furnesssdivingclub.org.
2. Liaise with Club Officers.
3. Submit a report at the monthly meeting and the A.G.M.

#### **Try Dive Organiser**

1. Organise Try Dives
2. Give any funds raised to the Treasurer.
3. Submit a report at the monthly meeting and the A.G.M.

### **17. AMENDMENT**

- (i) These Bye-laws may only be amended in General Meeting in accordance with the affirmative votes of a majority of 66% of those voting members of the Branch present at the Meeting.
- (ii) Notwithstanding anything to the contrary contained in these Bye-Laws, no amendment may be made to this Bye-Law or to Bye-Laws 2, 8, 19 and 21 unless prior to the meeting at which such amendment is proposed by 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.

### **18. BRITISH SUB-AQUA CLUB RULES**

- (i) These Bye-laws are made in compliance with Rule 3 of the Rules of the British Sub-Aqua Club, shall be subject to the provisions and requirements of that Rule, 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.

### **19. HONORARY MEMBERSHIP**

- (i) Honorary membership means membership of the Furness Diving Club only, not honorary membership of the B.S.A.C and the Club shall decide on the duration of the honorary membership.
- (ii) A club member granted honorary membership of the Furness Diving Club will cease to be an honorary member should the member decide not to renew membership of the B.S.A.C.

adequately and fairly discussed, the member charged shall leave the meeting and a vote be taken. If the proposal to suspend is carried by the requisite two-thirds majority, the member charged shall be deemed to have resigned their membership in the Branch, but the member 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.

## 15. SUBSCRIPTIONS

- (i) Any persons joining or rejoining the Branch shall pay the appropriate National Headquarters subscription and the Branch subscription.
- (ii) The 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.

## 16. DISSOLUTION

- (i) The Branch may not be dissolved except pursuant to a vote taken at a General Meeting; provided, however, that dissolution may be put to a vote at an Annual General Meeting only if it appears on the Agenda provided for in Bye-Law 11(i).
- (ii) A proposal to dissolve the Branch shall be subject to ballot and, in order to be carried, it must receive the affirmative votes of two-thirds of the voting members of the Branch who are present at the Meeting.
- (iii) If upon the winding up or dissolution of **Furness Diving Club** there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid or distributed among the members of **Furness Diving Club** but shall be given or transferred to some other institution or institutions, or charities having objects similar to the objects of **Furness Diving Club** and which shall prohibit from the distribution of its or their income and property among its or their members, other agencies such as the Lottery Sports Fund or Foundation for Sport and the Arts those agencies should be informed of the proposed dissolution, for they have a right to recover a proportion of the current value of the assets, and/or to advise on their disposal, perhaps to another worthy user.

## Welfare Officer

1. Will be responsible for the correct workings of the B.S-A.C. welfare system within the branch.
2. Control and keep a list of the CRB checked members.
3. Liaise between the Branch and the B.S-A.C. concerning any reported incidents.
4. Send the Furness Diving Club's re-adoption minutes from each A.G.M. to the B.S-A.C. Headquarters.
5. Submit a report at the monthly meeting and the A.G.M.

## Non –committee Posts and Duties.

### Assistant Compressor Operators

- Fill F.D.C Member's cylinders.
- Fill only cylinders in good condition and are within test period. The owners name, working pressure and capacity to be clearly marked on the cylinders
- Always check the oil level in the compressor before starting.
- Report any unauthorised use to the committee.
- Inform the C.O of any breakdowns.
- Always run the compressor for a minimum of 3 minutes without load. After starting and before filling cylinders.

- Always run down the compressor for a minimum of 3 minutes without load, after cylinder filling is completed.
- Record a total time a compressor is in use, how many cylinders filled, the owners name and sign your name in the log book provided.
- Be prepared to provide a phone number so you can be contacted by members requiring air.

## 7. ANNUAL GENERAL MEETING

The Annual General Meeting of the Branch shall be held in February every year. Notice of the meeting and the agenda shall be sent by post or otherwise transmitted to all paid-up members four weeks before the meeting. The Furness Diving Club Financial Year will be from March the first to last day in February. twenty-eighth or twenty-ninth including both dates.

The Agenda will provide for:-

1. The minutes and matters arising from the previous A.G.M.
  2. The Chairman's address.
  3. The Officers and other committee members reports.
  4. The election of Officers and other committee members.
- (a) The Notice shall request nominations for officers and a committee.
  - (b) Nominations, to be valid, must be delivered to the Secretary in writing at least fourteen days before the meeting, seconded and endorsed by the nominee. Nominations may be considered at the AGM.
  - (c) The Officers and Committee shall be elected at the meeting by either ballot or show of hands.

may suspend with discretion and for the duration of the activity, any member who misconducts himself. Any such suspension shall be reported as soon as possible to the Chairman or Secretary and shall be discussed at the next Committee meeting.

- (b) The Committee shall first discuss the incident without the presence of the member in question and then shall invite the said member to join in the discussion to express whatever views they may have.
- (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 Committee member shall be dealt with in accordance with the provisions of the next succeeding sub-clause. A decision to suspend so taken shall be immediately communicated to the member concerned, and their 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 the member's suspension shall be fully known and they shall be given the opportunity to answer fully the charges against them. 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 carried again by the said majority, the member shall be so informed and shall thereupon be deemed to have resigned their membership in the Branch. The member affected shall have the right to appeal from the decision of the Committee to the next General Meeting of the Branch. In that regard, the member shall for the purposes of Rules 11(v) and 12(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 has been posted or distributed to all Committee members at least one week prior to the meeting and explicitly refers to the motion of suspension. If the person charged attends the meeting, they shall be entitled to hear and respond to the charges levied against them. When the Chairman of the meeting is satisfied that the matter has been

- (v) Committee meetings shall be open to club members, who may speak at the discretion of the Chairman but may not vote or propose or second motions.
- (vi) When purchasing equipment costing £750.00 and above it should be agreed upon by all club members via an S.G.M called for that purpose.

## **12. MONTHLY MEETINGS**

- (i) The Committee shall arrange for informal meetings of the Branch to provide an opportunity for an exchange of opinions between the membership and the Committee. Also to read the previous meetings minutes and conduct matters arising, hear members' reports and conduct any other business.

## **13. BRANCH ACTIVITIES**

- (i) At the discretion of the Diving Officer, Branch diving shall be open to members of other Branches and guests.
- (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 Club equipment the Committee may charge that member the cost of repairing or replacing the equipment. The Committee may similarly charge a member who damages or loses private property used in connection with Branch activities.

## **14. 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

- (d) 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.
- (e) At least ten of the Branch's membership entitled to vote at the meeting are required for a quorum, but once formed shall not be lost despite the departure of any member or members.
- (f) The right to vote at the A.G.M shall be restricted to full members whose current subscriptions are fully paid.

## **8. SPECIAL GENERAL MEETINGS**

- (i) Any General Meeting of the Branch other than the Annual General Meeting or the monthly meetings shall be known as a Special General Meeting (S.G.M).
- (ii) The Committee may call a S.G.M at any time upon giving not less than fourteen days written notice 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. Amendments to such motion may be proposed at the meeting.
- (iii) The Committee shall call a S.G.M upon receipt of a request to do so signed by not less than ten paid-up members, provided that the request states the reason and contains the text of at least one motion proposed for consideration. The provisions of the preceding paragraph shall apply with regard to convocation and conduct of the meeting.
- (iv) The business of the S.G.M shall be that for which it is called.
- (v) The provisions of Bye-laws 7 (vii) and (viii) shall apply to the S.G.M.

## **9. VOTING**

- (i) Subject to the provisions of Bye-Law 7b and 16 (ii) and of the next succeeding paragraph, voting on any given motion at a General Meeting shall be by show of hands or by ballot, as the Chairman may decide and motions may be carried by the affirmative vote of a simple majority of the voting members present.

- (ii) Subject to Bye-law 17, a motion to alter these Bye-Laws shall be carried by at least a two-thirds majority of affirmative votes cast by not less than 10 members entitled to vote at General Meetings. Such motion may be voted upon at a General Meeting or by postal ballot of all voting members.
- (iii) Except as provided in Bye-laws 16 and 17, the Committee may put any motion to the voting membership at any time by postal ballot. Voting papers for such a ballot shall be sent to all paid-up members not less than fourteen (14) days before the date on which the votes are to be counted. A motion put to the ballot shall only be carried by a majority of affirmative votes cast by not less than 10 members of the Branch entitled to vote at General Meetings.

## 10. COMMITTEE

- (i) The Committee shall take office upon election and shall hold office until their successors have been elected.
- (ii) The Committee shall have the power to fill any vacancy amongst the Officers or the Committee members. Should this occur during their time of office any person newly appointed to the Committee to fill such a vacancy, shall become a full voting member. The Committee shall also have the power to co-opt up to four non-voting members.
- (iii) 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 continued validity shall depend upon ratification of that meeting.
- (iv) A simple majority of voting Committee members then serving shall form a quorum for a meeting, provided however, that no quorum shall be formed without the presence of either the Chairman, the Vice-Chairman or the Secretary. 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.
- (v) The committee may not adopt a resolution unless:-
  - (a) It has the affirmative votes of a simple majority of those members present and entitled to vote.

(b) The numbers 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.

- (vi) No member shall be entitled to vote on a matter in which his interest differs from that of the branch as a whole, and shall withdraw during the period of discussion.
- (vii) Any officer shall have the power to require the secretary to call a meeting of the committee at any time.

## 11. COMMITTEE MEETINGS

- (i) A Quorum shall consist of five committee members but six committee members if a vote is needed.
- (ii) No business shall be contracted at any meeting unless a quorum of members is present. Unless within half an hour from the appointed starting time of the meeting a quorum is not present, then the meeting will be adjourned until such a time as the committee decides. If at the adjourned meeting a quorum is not present within half an hour from the appointed starting time, the committee members present shall be a quorum.
- (iii) The committee may, by a majority vote, pass such rulings as it may deem necessary for the safety and conduct of the club.
- (iv) The committee may, by a majority vote, suspend a member from club activities or any part of club activities. Should the committee require the resignation of a member, its decision must be approved by two-thirds majority of those present, at a Special General Meeting, called for that purpose.