



The ESSAC Constitution

Dated 2 March 2004, carried in the AGM held on 5 June 2004

1. PURPOSE

The purpose of the ESTEC SWIMMING & SUBAQUA CLUB is to facilitate and encourage ESTEC personnel to partake in the activities of the swimming and subaqua sport. This will be achieved through:

- Securing the private use of a swimming pool at a time convenient to members/associates.
- Provision of adequate theoretical and practical training for safe learning, both indoors and outdoors, of SCUBA diving technique.
- Provision of specialised equipment (of a non-personal nature) for diving training and of providing specialised equipment beyond the reasonable means of individual members but of general benefit to the Club.
- Maintenance of an affiliation with an internationally recognised Diving Sport Organisation, hereafter referred to as the Parent Organisation, so as to permit the issue of internationally recognised diving qualifications (Brevets).
- Organisation and encouragement of diving expeditions.

2. MEMBERSHIP

Membership of the Club shall be reserved for ESTEC staff members, any others employed at ESTEC and their immediate families.

Members who lose their right to membership may be invited to remain as associates of the Club. Other associates may be admitted by the Committee as judged on a case by case basis. Any member/associate over the age of 18 years may become an official of the Club provided it is adequately demonstrated that their duties, especially with regard to the SSCC and the Parent Organisation will be carried out.

Associates shall be regarded in all respects, except with respect to access to ESTEC on-site facilities, equally with members. The Club reserves the right to charge associates a different subscription to those charged to members.

3. OBLIGATIONS AND RESPONSIBILITIES

The Club shall comply with the ESTEC rules and the SSCC Constitution. Members are responsible for the correct use of facilities.

Damage to or destruction of Club equipment shall be reported to the Equipment Officer or a Committee member.

The Club shall promote policies which conserve the environment. The Club shall comply with the rules of the Parent Organisation.



4. LIABILITY

The Club shall not be held responsible for the infringement by any member/associate of ESTEC rules or the law. The Club shall ensure that adequate insurance is taken to safeguard against the possibility of claims against the Club or a member/associate of the Club for damage or injury to third parties resulting from normal Club activities.

5. CLUB YEAR

The Club year shall run from the 1 June to the 31 May.

6. COMMITTEE

6.1. General

A Committee consisting of at least 8 members shall be elected annually at the Annual General Meeting (AGM) or at an Extraordinary General Meeting (EGM).

Candidates must be Club members/associates, proposed and seconded by two other members/associates.

The duties of the Committee are:

- Maintain an affiliation to the Parent Organisation.
- Responsibility for the safe and efficient running of the Club, its activities and its facilities.
- The introduction and implementation of such rules as may be necessary.
- Management of the Club budget.
- Nomination of a Club representative to the SSCC.
- Maintenance of diving training to the standards set by the Parent Organisation.
- Control and maintenance of Club equipment.

6.2. Composition

The Committee shall be elected by a simple majority of the votes cast and shall have members assigned to the following activities:

- Chairman
- Secretary/Treasurer
- Diving Officer
- Diving Club Branch Administrator
- Training Officer
- Expeditions Officer
- Equipment Officer
- Swimming Officer
- Social Secretary
- Snorkelling Officer

Meetings, to be held at least bi-monthly, shall be adequately minuted. All decisions taken by the Committee shall be by a simple majority of the members present. The Committee may, if it wishes, co-opt Club members/associates to support the Committee as found necessary to ensure



the successful organisation of the Club. Such co-opted members shall not have voting rights on the Committee. A quorum shall consist of one more than half the number of full Committee members elected at a General Meeting, one of these shall be the Chairman or the Secretary/Treasurer.

7. MEETINGS

The Club AGM shall be held in the period April - June with the following purposes:

- Discussion and approval of the Committee's report on Club activities in the past year.
- Report on budget expenditure for the past year and approval of the proposed budget for the following year.
- Election of a new Committee for the next year.

The secretary shall circulate to all Club members/associates a notice of the meeting, prior to the circulation of the agenda, so that members/associates may have time to raise matters for discussion. The agenda will be circulated at least one week before the date of the meeting. At least one week before the announced date of the AGM the reports of all Committee members shall be made available to the members.

Voting Rules:

- All fully paid up adult members (aged 18 or over) are entitled to vote when attending meetings.
- Voting for the election of Committee Members is restricted to those attending the AGM.
- Proxy votes for resolutions put to the vote at the meeting are allowed if a member is unable to attend. In this case the Committee shall be informed before the meeting and the person nominated to hold the proxy vote has to agree to do so.
- Minutes of the meeting shall be drafted by the retiring secretary and submitted for approval of the Committee before circulation to members/associates.
- An EGM may be called at any time by the Committee, or by written request of 20% of the Club members. Notice and minutes of such a meeting will be circulated as for the AGM.

8. SUBSCRIPTIONS

All financial charges and fees shall be decided upon by the Committee and agreed in a General Meeting. The subscription will fall due on 1st October of each year.

9. CHANGES TO CONSTITUTION

Any change to this constitution will require a majority vote at an AGM or EGM. The constitution of the Club can only be changed at a General Meeting at which 20% of the voting members/associates are present and the majority of these being members. Any proposal to change to constitution must be identified in full with the agenda of the meeting.