Updated by E. Penny Feb 2021 (Edit added as voted in during club AGM 2020/21 + underwater hockey additions from pre 2016 – voted in under James Salmon)

THE CONSTITUTION OF

EDINBURGH UNIVERSITY SUB-AQUA AND UNDERWATER HOCKEY CLUB

1. NAME

The name of the Club shall be the Edinburgh University Sub-Aqua and Underwater Hockey Club. The club shall also be known as Edinburgh University Sub-Aqua Club.

2. OBJECT

The object of the Club shall be to encourage the sport of Self-Contained Underwater Breathing Apparatus (SCUBA) diving, underwater hockey, snorkelling, and associated activities.

3. MEMBERSHIP

The qualification for membership shall be membership of Edinburgh University Sports Union.

4. RELATIONSHIP WITH E.U.S.U.

The Club shall form a Club under the jurisdiction of E.U.S.U. The Club shall send a representative to each meeting of the General Committee of E.U.S.U. and may nominate candidates for its officers and its Executive Committee.

5. COMMITTEE AND NON-STUDENT MEMBERS

1. The Club Committee consists of 10 full members to be elected at the Annual General Meeting (A.G.M.) The positions are:

* President
* Diving Officer
* Assistant Diving Officer
* Club and Membership Secretary
* Treasurer
* Training Officer
* Assistant Training Officer
* Social Secretary
* Expeditions Officer
* Equipment Officer
* Publicity, Alumni and Fundraising Officer
* Underwater Hockey Captain

Only student members shall be eligible to hold committee positions. In cases when the Dive Officer is not a student they are not a committee member but they are still responsible for the oversight of diving activities in the club. Only full club members shall be eligible to nominate, second nominate or vote.

Diving Officer position – As the qualifications stipulated by BSAC for the position of Diving Officer (DO) take considerable time to achieve, below is the cascade of suitable candidates who can fulfill the role. Also mentioned is the protocol if the ideally qualified candidate cannot be appointed.

Ideal scenario - candidate holds the qualification of BSAC Advanced Diver or above and has a minimum instructor qualification of BSAC Open Water Instructor.

If candidate holds the qualification of BSAC Advanced Diver or above but has no instructor qualification, candidate becomes DO but a Lead Instructor needs to be appointed. The Lead Instructor must hold the minimum instructor qualification of BSAC Open Water Instructor.

If candidate holds the qualification of BSAC Dive Leader and instructor qualification of BSAC Open Water Instructor, candidate becomes Acting Diving Officer. A suitably qualified person, perhaps the incumbent DO, should oversee the Acting Diving Officer.

This supervisory position can be formally known as Diving Advisor; the precise responsibilities of this role are subject to discussion with the DO and are based on the relevant experience levels of both members. The responsibilities of the Diving Advisor will change over time as the Acting Diving Officer becomes more experienced and/or achieves the qualification of BSAC Advanced Diver.

If candidate holds the qualification of BSAC Dive Leader but has no instructor qualifications, same as above with the addition of a Lead Instructor - the convenient person would be the Diving Advisor.

The proposed changes are not to the requirements to hold the position of Diving Officer, but rather aim to improve the description of the BSAC Diving Officer and/or mentor requirements in the club constitution, for the benefit of club members and the EUSU. If this person does not reach the BSAC Diving Officer qualifications a suitably qualified mentor shall be nominated at the AGM to work with the new Diving Officer.

Any full positions not filled at the A.G.M. may be co-opted by those elected.

Vacancies during term of office can be filled on agreement of 5 Committee members.

2. Full non-student membership of the Club shall be limited to 25% of the total membership.

3. Non-students, in excess of 25%, who wish to continue to support the Club shall be given Patrons status. Any money accepted from Patrons will be received as a donation. Patrons will be kept in touch with the Club through a newsletter.

6. MANAGEMENT

The affairs of the Club shall be managed by a Committee consisting of the officers of the Club duly elected at its A.G.M. The Guidelines for membership, fees and regulations of the Club shall be kept in a separate document called the Edinburgh University Sub-Aqua Club Guidelines and Policies. The Committee shall have the powers as laid down by B.S.A.C. rules.

7. DUTIES OF OFFICERS

In addition to such duties as are consistent with the position of President in the Sport of Sub-Aqua, the President shall take the chair at all General meetings of the Club and of the Committee;

All committee members shall be responsible for ensuring the well-being of all club members. This can be through keeping an eye and regularly checking up on members of their EUSAC Families. All committee members should also be constantly checking for signs of poor mental health in members. There should be at least 1 committee member who has some form of mental health support training and can be a central point for club members to go to if they need to chat and the committee member can direct them to other services or offer support.

1. The Diving Officer shall take the chair in the absence of the President; in the absence of both, the chair shall be occupied by choice of those present.
2. ASSISTANT DIVING OFFICER ROLE

Due to the rapid expansion of the club over the last 12 months, in terms of membership, kit and trips, the club has decided to introduce a new committee position - assistant Diving Officer (aDO).

Duties and Responsibilities: The role will involve mentoring the training, kit, and expeditions officers with the guidance of the Diving Officer (DO), ensuring continued safe diving practices and encouraging interesting and challenging diving. By creating this position, it will allow the effective transfer of knowledge and building of experience, enabling the assistant to take over the role of DO in the future, through the usual channels of AGM, should the members decide.

Note, it is not conditional that the DO is replaced by the incumbent aDO.

The aDO must have the qualifications and experience necessary to be able to succeed in the role, for example Dive Leader (DL), Open Water Instructor (OWI), or very experienced Sports Diver who has ambitions of completing DL imminently. There is no requirement for the position of aDO to be held by a student member, due to the qualifications and experience required, as is also the case with the role of DO. This is in line with criteria set by EUSAC’s governing body, the British Sub-Aqua Club (B.S.A.C.). As we are a B.S.A.C. special branch, B.S.A.C. Constitution is applicable.

The DO still holds the responsibility of office as prescribed by B.S.A.C. and must still sign off on all diving activities.

1. The Secretary shall keep the minutes and other records including an accurate membership list.
2. The Club Treasurer shall keep the accounts of the Club, if any, in a proper form and shall attend to such claims for reimbursement from Sports Union funds that the Club may have. The Club Treasurer shall also be responsible for collecting any monies, subscriptions and the like due by the Club to the Sports Union and to the timely remitting of them to the Sports Union Treasurer.
3. Alumni Tasks : Attend yearly Alumni Workshop run by the Alumni Officer of the Sports Union. Act as the liaison between alumni members of your Club and current members of your Club. Be the first point of contact for the EUSU Alumni Association, EUSU Alumni Officer, EUSU Alumni Association Management Committee Submit regular Club updates to the EUSU Alumni Officer for publication in Grandstand (the Alumni Newsletter). Actively encourage all graduating Club members to join the Alumni Association.
4. Publicity Tasks : Attend yearly Publicity Workshop run by the Publicity Officer of the Sports Union. Be in charge of running and updating a useful Club website. Submit regular Club updates to the EUSU Publicity Officer for publication on the website and to Student and the Journal. Be the first point of contact for the Sports Union in terms of publicity issues. Actively promote the publicity and growth of your Club.

8. AUDITOR

The auditor to the Club shall be the Treasurer to E.U.S.U.

9. FINANCIAL YEAR

The financial year of the Club will be in line with the financial year of the E.U.S.U. and is subject to change accordingly.

10. SUBSCRIPTION FUNDS

The Club may charge such subscriptions as its Committee sees fit, from time to time, subject to the rate of any such subscriptions being approved by the General Committee of E.U.S.U., and raise funds for its own use in such other ways as it sees fit. Funds raised in these ways shall be under the control of the Club and not the Sports Union but proper accounts shall be kept by the Club Treasurer; should the Club terminate for any reason its funds shall fall to the general account of E.U.S.U.

a) BANK ACCOUNT

The Club may open a bank account in its name, subject to its having first obtained the approval of the General Committee of E.U.S.U.

b) REFUNDS

Refunds for subscriptions or other charges must be approved by 5 members of the committee and only granted under exceptional circumstances.

11. ANNUAL GENERAL MEETING of the Club shall be according to the timetable laid out annually by the E.U.S.U.

b) SPECIAL MEETINGS of the Club may be called by any Committee member or by five members.

c) NOTICE OF GENERAL OR SPECIAL MEETINGS shall be given at least 7 days before the date of the proposed meeting by means of notices on the boards customarily used by the Club, together with intimation to the General Committee of E.U.S.U.

12. COMMITTEE MEETINGS

The Committee shall meet at least once per term and as often as it seems appropriate. A meeting of the Committee may be called by any Committee member. A quorum for a meeting of the Committee shall be five.

a) BUSINESS OF COMMITTEE

The business of the Committee shall be to consider such matters as it considers appropriate including recruitment and the like.

b) The annual estimates shall be prepared by any two officers of the Club but shall be examined by the Committee prior to forwarding to the Treasurer to E.U.S.U. for the appropriate further consideration.

Such items of expenditure in these estimates as receive approval by the Finance Committee of E.U S.U. and the Athletics Committee of Court shall be administered by the Treasurer to E.U.S.U. out of the income of the Sports Union whether derived by grant, investment income, levy on the Clubs or other means.

13. BLUES AND HALF BLUES AWARDS

See separate Blues and Half Blues Constitution (Updated 2018-19)

14. COLOUR AWARDS

Colours exist to reward those members of the Club who have been excellent Club servants. Colours are not awarded for sporting excellence and are only usually awarded to those in their 3rd,4th or 5th year. The criteria for awarding Colours are long playing service and Club involvement, services over many years in Club organisation, coaching and encouraging new members.

Successful candidates tend to exceed the requirements of their Committee positions.

Nominations are considered during the first and second term meetings only. Colours certificates will be presented at the Blues and Colours Ceremony in May. As with Blues, the Club Committee should decide whether to nominate members for Colours

15. ALTERATION OF CONSTITUTION

This Constitution may be altered by a majority of those present at any Special or General meeting of the Club but subject to ratification by the General Committee of E.U.S.U. and the next subsequent A.G.M. of E.U.S.U.

16. INTERPRETATION

In the case of a conflict of interpretation between the provisions of this Constitution and that of E.U.S.U. or its by-laws, the provisions of the E.U.S.U. Constitution Bye-Laws shall prevail.

These rules are subject to B.S.A.C. Constitution Branch Rules. As we are a B.S.A.C. special branch, B.S.A.C. Constitution is applicable.