

Athlone Sub Aqua Club



*Tigh-na-Mara
Brick Island
Coosan Road, Athlone*



Byelaws

1. Definitions

1.1 In these Byelaws

- ‘CFT’ means Comhairle Fo Thuinn – The Irish Underwater Council, the national governing body for the sport of diving in Ireland.
- ‘Club’ means the registered company Athlone Sub Aqua Club Ltd.

2. Introduction

- 2.1 These Byelaws have been agreed by the members of the Club pursuant to Articles 4, 48 and 72 of its Articles of Association.
- 2.2 The purpose of these Byelaws is to supplement provisions contained in the Memorandum and Articles of Association of the Club.

3. Membership

- 3.1 Membership of the Club shall generally be open to all persons. The Club’s Directors may however refuse membership in exceptional circumstances.
- 3.2 Membership of the Club shall consist of the following categories:
- *Ordinary Membership*
This category of membership is open to all persons aged 18 years and over to partake in scuba diving and/or snorkelling and all Club activities subject to satisfying any necessary pre-requisites and qualifications involved.
 - *Junior Membership*
This category of membership is open to all persons under the age of 18 years to partake in scuba diving and/or snorkelling and all Club activities subject to satisfying any necessary pre-requisites and qualifications involved.

- *Family Membership*
This category of membership is open to the spouse/co-habiting partner of an Ordinary Member and any of his/her children/wards who are either under 18 years of age or are aged 18 years and over and are undergoing full time education.
- *Associate Membership*
This category of membership is open to all persons who wish to be associated with Club activities but shall not entitle such a member to take part in scuba diving, snorkelling and any other activities as determined by the Club's Directors.

- 3.3 New applicants for Club membership are required to complete the Club's official application form.
- 3.4 Existing members are required to complete an application form for renewal of Club membership at the start of each calendar year.
- 3.5 An application for membership/renewal of membership is confined to the calendar year in which it is signed.
- 3.6 Membership of the Club requires full payment of the annual Club Subscription as determined for the membership category concerned.
- 3.7 Membership of the Club shall cease if a member defaults on the payment in full of the annual Club Subscription when due.

4. Guest Participation

- 4.1 Participation in Club diving and snorkelling activities is confined to members of the Club. The Diving Officer, may, at his/her discretion permit the involvement of appropriately qualified and insured guest participants in diving and snorkelling activities for a combined maximum of 3 dives and snorkels. The Directors may however extend the maximum number of occasions that an appropriately qualified and insured guest may dive or snorkel with the Club.

5. Directors/Officers

- 5.1 A minimum of 8 and a maximum of 10 Directors must be appointed at an Annual General Meeting of the Club.
- 5.2 Only members of the Club aged 18 years or over are eligible for appointment to a Directors position. However no more than one Associate Member may be appointed to a Directors position.
- 5.3 Each Director is required to be appointed to one of the following 10 Officer positions to carry out responsibilities as described below:

- *Chairman*
The Chairman is responsible for ensuring that the Board of Directors operates in the best interest of the Club and its members. His/her role is to

co-ordinate the activities of Directors to achieve this. In addition to chairing General, Board of Directors and Club Members Meetings the Chairman shall assist other Directors in the performance of their duties where required.

- *Vice Chairman*
The Vice Chairman shall assist the Chairman in the performance of his/her responsibilities and shall carry out these responsibilities on any occasion that the Chairman is unavailable.
- *Secretary*
The Secretary is responsible for maintaining the Club's membership database, providing information updates to members, corresponding with external bodies/agencies/individuals and issuing agendas for and recording minutes of General, Board of Directors and Club Members Meetings.
- *Treasurer*
The Treasurer is responsible for the submission of statutory annual returns to the Companies Registration Office, ensuring that all monies received by the Club are lodged in good time, issuing payment to suppliers, accurately recording all financial transactions and organising the preparation of Company Accounts for the Annual General Meeting of the Club.
- *Diving Officer*
The Diving Officer shall be responsible for all diving within the Club. This responsibility includes the preparation of the Club's annual diving programme, organising dive outings in accordance with this programme, managing dive safety on all Club outings and maintaining complete and accurate records of all diving activities. In carrying out his/her responsibilities the Diving Officer may decide to directly manage diving activities or delegate duties to a Diving Officer of the Day (DOD).
- *Training Officer*
The Training Officer is responsible for co-ordinating the delivery of lecture, pool and open water training programmes to new diving members, the on-going participation of existing Club members in club, regional and national courses and tests and the maintenance of a record of all training undertaken by Club members.
- *Equipment Officer*
The Equipment Officer is responsible for ensuring the necessary servicing, maintenance and repair of all Club equipment and the provision of advice on the purchase of new Club equipment to the Board of Directors. The Equipment Officer is also obliged to maintain a register of all Club equipment.
- *Public Relations Officer*
The Public Relations Officer is responsible for the Club's external communications and in particular the issue of press releases, statements and reports to the media. The Directors may authorise other members to issue external communications as a matter of policy or on a case-by-case basis.

- *Fund Raising Officer*
The Fund Raising Officer is responsible for co-ordinating all Club fundraising activity and the submission of grant applications to relevant authorities.
 - *Snorkelling Officer*
The Snorkelling Officer, working under the direction of the Diving Officer, is responsible for organising all Club snorkelling activities and events.
- 5.4 The Chairman, Secretary, Treasurer and Diving Officers positions must be filled at an Annual General Meeting.
- 5.5 In the event that one or two of the Officer positions other than that of Chairman, Secretary, Treasurer and Diving Officer, are not filled at an Annual General Meeting the remaining Directors, may at subsequent date:
- Appoint a member as a Director to fill a vacant Officer's position.
 - Decide that one of the remaining Directors should perform the duties of a vacant Officer's position.
- 5.6 In the event that subsequent to an Annual General Meeting a vacancy arises in the Chairman, Secretary, Treasurer and Diving Officers positions the remaining Directors shall, within a reasonable timeframe, appoint a member as a Director to fill the vacant Officer's position.
- 5.7 In the event that subsequent to an Annual General Meeting a vacancy arises in an Officer's position other than that of Chairman, Secretary, Treasurer and Diving Officer, the remaining Directors, may:
- Appoint a member as a Director to fill the vacant Officer's position.
 - Decide that one of the remaining Directors should perform the duties of the vacant Officer's position.
- 5.8 The Board of Directors may extend responsibilities assigned to an Officer's position that it considers necessary or appropriate.
- 5.9 In carrying out their respective responsibilities the Club's Officers are obliged to adhere to any directives or guidelines that may from time to time issue from CFT.
- 5.10 All Officers, with the exception of the Secretary and the Vice Chairman, are required to prepare a report for the Club's Annual General Meeting on activities undertaken, progress achieved and any other matter considered relevant with regard to their areas of responsibility over the preceding year.

6. Nomination/Voting Rights

- 6.1 Nominees for a Directors position can only be proposed and seconded by Ordinary Members or Family Members aged 18 years or over. An Associate Member occupying a Directors position shall however have full nominating rights in relation to the filling of a Directors position
- 6.2 Only Ordinary Members or Family Members aged 18 years or over may vote at any meeting of the Club. An Associate Member occupying a Directors position shall however have full voting rights at any meeting of the Club.

7. Search and Recovery (SAR) Co-ordinator

- 7.1 The Diving Officer may decide to appoint any Ordinary Member or Family Member aged 18 years or over who is an active diver to carry out the role of SAR Co-ordinator.
- 7.2 The SAR Co-ordinator's position does not constitute a Director's position.
- 7.3 The SAR Co-ordinator will ordinarily be responsible for:
- Organising the provision of training to members of the Club's SAR Team;
 - Ensuring that the Club's SAR equipment is maintained in good working order;
 - The management of a response to search, recovery and rescue call outs;
 - Arranging the provision of water safety cover at various public events;
 - Keeping a log of all SAR activities.
- 7.4 The Diving Officer may however, at any time, extend or limit responsibilities assigned to the SAR Co-ordinator
- 7.4 The SAR Co-ordinator, in performing his/her responsibilities shall report to and be fully accountable to the Diving Officer.
- 7.6 In carrying out his/her respective responsibilities the SAR Co-ordinator is obliged to adhere to any directives or guidelines that may from time to time issue from CFT.
- 7.7 In the event that the Diving Officer decides not to appoint a SAR Co-ordinator, he/she shall carry out the responsibilities associated with this role.

8. Child Protection Officer

- 8.1. The Board of Directors shall appoint either one or two Child Protection Officers on an annual basis.
- 8.2 In the event that the Directors decide to appoint two Child Protection Officers one male and one female member shall be selected.
- 8.3 Eligibility for appointment to the position of Child Protection Officer shall be confined to Ordinary Members or Family Members aged 18 years or over.
- 8.4 The Child Protection Officer's position does not constitute a Director's position.
- 8.5 The Child Protection Officer shall be responsible for implementing provisions contained in the Club's and CFT's Child Protection Policy and Procedures, the Irish Sports Council's Code of Ethics and Good Practice for Children's Sport and all relevant legislation and statutory guidelines.
- 8.6 The Board of Directors may extend responsibilities assigned to the Child Protection Officer's position that it considers necessary or appropriate.

8.7 In carrying out his/her respective responsibilities the Child Protection Officer is obliged to adhere to any directives or guidelines that may from time to time issue from statutory bodies or CFT.

8.8 In the event that a Child Protection Officer is not appointed by the Directors the Diving Officer shall be deemed to be the person appointed to that position.

9. Club Members Meetings

9.1 The Board of Directors may arrange informal Club Members Meetings for the purpose of providing an opportunity for an exchange of opinions between the membership and Directors on any Club issues.

9.2 The timing and duration of any Club Members Meetings shall be a matter for the Directors to decide.

9.3 The Directors, in the discharge of their functions and responsibilities, are required to take into consideration opinions expressed by members at Club Members Meetings.

10. Club Records

10.1 All Club records shall be stored in the clubhouse in a secure location.

10.2 The use of the Clubs records shall be regulated by the Board of Directors. The release of any Club records other than internally within the Club or externally to CFT must be sanctioned by the Directors.

11. Use of Club Facilities

11.1 The use of the Club's clubhouse and property shall be regulated by the Board of Directors. Any use of the Club's clubhouse and property for purposes other than Club and CFT organised activities and events must be sanctioned by the Directors.

11.2. Any use of Club equipment must be sanctioned by the Equipment Officer.

12. Affiliation to other Organisations

12. Any proposal for Athlone Sub Aqua Club to affiliate to any organisation, body or agency other than CFT shall be presented to an Extraordinary or Annual Meeting of the Club and shall not be carried unless it receives the agreement of two thirds of the members present (in person or by proxy) and voting at such a meeting.

13. Policies and Procedures

13.1 The power to determine Club policies and procedures shall be vested in the Board of Directors.

13.2 The Directors shall adopt and where necessary amend policies and procedures designed to:

- Secure best practice in the area of child protection.
- Prevent discrimination, harassment, sexual harassment and bullying occurring within the Club.
- Maintain discipline within the Club and deal with any instances of misconduct that may occur.

13.3 The Directors may adopt, amend or withdraw Club policies and procedures for any other area of Club activity.

13.4 Any decision to adopt, amend or withdraw Club policies and procedures should be compatible with the following:

- Club's Memorandum and Articles of Association.
- Byelaws agreed by the Club under its Articles of Association
- Directions given by members at General Meetings.
- CFT's policies, procedures and practices.

14. Interpretation

14.1 It will be a matter for the Directors to determine any question as to the interpretation of any of the Club's Byelaws.

These Byelaws were adopted at an Extraordinary General Meeting of Athlone Sub Aqua Club held in the Tigh na Mara on Wednesday 14th April 2010 and will take immediate effect from this date.

Signed:

Brian Duffy (Chairman)

Date: 14th April 2010

Deborah Riley (Secretary)

Date: 14th April 2010