

SHEFFIELD HALLAM UNIVERSITY UNION OF STUDENTS SUB AQUA CONSTITUTION

1. Name

The full name of the Club shall be Sheffield Hallam University Union of Students Sub Aqua Club.

2. Aims and Objectives

The Aims and Objectives of the Club shall be:

- 2.1 To provide open water diving experience for persons of all abilities
- 2.2 To provide training at all levels to further individuals' qualifications
- 2.3 To ensure safe diving practice is observed at all times
- 2.4 To attract and retain a steady influx of members so leading to club self sufficiency

3. Affiliation

The Club shall be affiliated to the British Sub Aqua Club (BSAC). BSAC is the UK governing body of Scuba Diving.

4. Membership

- 4.1 Membership of the Club shall run from the week commencing semester 1 week 1.
- 4.2 Full membership of the Club is open to all members of Sheffield Hallam Union of Students, providing they fulfil 4.4
- 4.3 Members of Clubs other than students of the University, shall be limited to approved instructors, life members, reciprocal members, University and Union staff, and opted out students providing they fulfil 4.4
- 4.4 As a condition of membership ALL members MUST:
 - 4.4.1 Purchase a 'Sport Hallam' Card
 - 4.4.2 Register their membership to the club with the Sports Union
 - 4.4.3 Read and agree to comply with the Sheffield Hallam University Union of Students Hallam Union - Sub Aqua Club Code of Practice
 - 4.4.4 Comply with the Sport Hallam 'Terms & Conditions' as outlined in the Sport Hallam handbook.
 - 4.4.5 Affiliate to BSAC or another recognised body such as PADI.
- 4.5 Associate members shall not exceed 20% of registered members.

- 4.6 Members shall abide by all rules and regulations laid down by the club. Failure to do so may result in suspension or expulsion from the club. Disciplinary action may be taken by the Club committee.
- 4.7 The Committee shall request from the Sports Committee the right to refuse admission to, or ask any members to leave the Club or any of its activities, should that person be acting or have acted in a manner which is, or may be detrimental to the running of the Club or the good name and reputation of the Club.
- 4.8 Expulsion shall be by a two thirds majority vote at a General Meeting of the Club provided that 7 days notice is given to all members. The Chair shall have a casting vote only.

5. The Committee

- 5.1 The Club shall be managed by a Committee consisting of at least 6 members, who shall include:
 - a) Chairperson
 - b) Secretary
 - c) Treasurer
 - d) Equipment Officer
 - e) Safety and Training Officer
 - f) Equal Opportunities Officer
 - g) Diving Officer (Co-opted)
- 5.2 The quorum shall be a number equivalent to 50% plus one of the elected members of the committee detailed in 5.1.
- 5.3 The Committee shall be elected at the Annual General Meeting, and shall serve in office for a period of 12 months. The exception to this will be the diving officer who will be co-opted on as a principal adviser and expert in the field.
- 5.4 The Diving Officer (Co-opted Principal) will have no voting rights in the circumstances where they are not full / part time students at Sheffield Hallam University.
- 5.5 The Diving Officer MUST have as a minimum qualification the BSAC 'Open Water Diving Instructor' Certificate.
- 5.6 Should an occasion arise when divers of the same standard, expertise and qualification are available for selection as the Diving Officer, but one is a student and one is not, then the decision must favour the student.
- 5.7 The Committee shall be the sole authority for the interpretation of the Club rules, or for anything related to the Club not provided herein.
- 5.8 The decision of the Committee shall be final except when such a decision is overruled by a General Meeting of the Club.
- 5.9 Sports Committee members must be full or part time students at Sheffield Hallam University.

6. Meetings

- 6.1 An Annual General Meeting (AGM) shall be held before the last day of March. At least 14 days notice must be given of an AGM.
- 6.2 The AGM shall be the sovereign body of the Club, subject to the Aims and Objectives of the Club and the Constitution of the Union. Management of the Club shall be delegated to the Committee.
- 6.3 Regular Committee meetings are required. Sports Executive, Sports Union Staff and Club members must have access to copies of minutes accompanying these meetings.
- 6.4 An Extraordinary General Meeting of the Club may be called by a decision of the Committee or by a written request from not less than 25% of the members.

7. Casual Vacancies

- 7.1 Members may be co-opted to fill a casual vacancy on the Committee either by a resolution of the Committee or by an Extraordinary General Meeting.

8. Duties of the Committee Members

8.1 Chairperson

The duties of the Chairperson shall be as follows:

- 8.1.1 To convene and to Chair such meetings of the Club as deemed necessary.
- 8.1.2 To be responsible for ensuring the aims and objectives of the Club are adhered to.
- 8.1.3 To ensure that the activities of the Club abide by the policies and procedures of the Union.
- 8.1.4 To represent the Club to the Union, and on other occasions.
- 8.1.5 To conduct its affairs in accordance with the financial regulations of the Union.
- 8.1.6 To ensure that all Club Good Practice Guidelines are followed.
- 8.1.7 To submit a report in weeks 12 (semester 1), and 6 (semester 2) and 15 (semester 2) on the activities of the Club to the Sports Executive.
- 8.1.8 To ensure that the Clubs Committee includes the officers named in 5.1.
- 8.1.9 Appointing appropriate activity / trip leaders in conjunction with the Clubs Diving Officer, Safety & Training Officer and the Sports Union Manager.
- 8.1.10 Other duties as agreed with the Club Committee.

8.2 Treasurer

The duties of the Treasurer shall be as follows:

- 8.2.1 To be responsible to the Club for financial affairs of the Club and for ensuring adequate safeguards and controls to protect the finances of the Club.
- 8.2.2 To ensure along with the other members of the committee that budget requests and grant applications are made with consideration to safety issues, maximising student activity levels, fairness and equity
- 8.2.3 To provide up to date account balances to the committee at general meetings.
- 8.2.4 To present to the AGM of the Club a written report of the finances of the Club.
- 8.2.5 To produce a financial plan for the next academic year for the AGM.
- 8.2.6 To produce the Clubs annual budget request, to be returned to the Sports Executive by the last day of April.
- 8.2.7 Other duties as agreed with the Club Committee.

8.3 Secretary

The duties of the Secretary shall be as follows:

- 8.3.1 To notify all members of all meetings of the Club.
- 8.3.2 To take minutes at all meetings and to undertake any other secretarial duties as may be requested.
- 8.3.3 To issue minutes of meetings to the Club membership and the Sports Executive.
- 8.3.4 To ensure affiliation to the relevant governing body.
- 8.3.5 To compile introductory material for new members in conjunction with the Club Committee.
- 8.3.6 To maintain a Club logbook that contains details of members experience and qualifications and reports from the Clubs activities / trips.
- 8.3.7 To ensure that all Sports Union Club registration forms are returned to the Sports Union.
- 8.3.8 Other duties as agreed with the Club Committee.

8.4 Equipment Officer

The duties of the equipment officer shall be:

- 8.4.1 To be responsible for all equipment owned by the Union and belonging to the Club.
- 8.4.2 To ensure that an up-to-date and accurate inventory of all the Club equipment is submitted to the member of Union staff with responsibility for such equipment at the end of each academic year.
- 8.4.3 To update the inventory when necessary.
- 8.4.4 To inform the member of Union staff with responsibility for such equipment of any damage or loss of equipment and to arrange for any necessary insurance forms to be completed.
- 8.4.5 To be responsible for storing and maintaining all equipment in accordance with the manufacturer's guidelines.
- 8.4.6 To maintain an equipment log book, to contain records of all safety checks undertaken, equipment failure or damage, and the whereabouts of all equipment.
- 8.4.7 To sign in and out Club equipment from the Sports Union office.
- 8.4.8 To ensure that all equipment issued for an activity is suitable for the purpose.
- 8.4.9 To ensure that equipment is not loaned to members who are unskilled in its usage, unless they are supervised.
- 8.4.10 To prevent the usage by anyone of unsafe equipment and organising the repair of equipment.
- 8.4.11 To dispose of equipment where necessary with consultation with the Sports Executive and Sports Union Manager. Any moneys raised from such disposal to be paid into the Club equipment purchase via the Hallam Union Student Union Finance Office.
- 8.4.12 To advise the Committee on the purchase of Club equipment and to devise a rolling replacement programme.
- 8.4.13 Due to the responsibilities of this role the elected student officer in the role may be assisted by a non student who may act in an advisory capacity.

8.5. Safety and Training Officer

The duties of the Safety and Training Officer will be as follows:

- 8.5.1 To ensure the Welfare of the novice members
- 8.5.2 To facilitate the integration of the novices within the Club, and their access to relevant supervision, information, advice and training.
- 8.5.3 To ensure that participating novices understand all aspects of Club activity, paying particular attention to skill levels required, risks involved and equipment requirements.
- 8.5.4 To promote safe practice with in the Club at all times.
- 8.5.5 To promote the benefits of further training to all Club members.
- 8.5.6 To be responsible for ensuring that there is a qualified first aider at each trip/activity/match.
- 8.5.7 To collect first aid kits for each Club activity from the Sports Union Office. To maintain and replace its contents as and when needed and ensure full contents at all times.
- 8.5.8 To liaise with the Sports Union Manager and Sports Executive over all matters concerning safety.
- 8.5.9 Due to the responsibilities of this role the elected student officer in the role may be assisted by a non student who may act in an advisory capacity.

8.6 Equal Opportunities Officer

The duties of the Equal Opportunities Officer will be as follows:

- 8.6.1 To ensure that the Club is committed to equality of opportunity for all.
- 8.6.2 To ensure that the club has a clear and transparent selection policy for team selection or entry to a club activities.
- 8.6.3 To liaise with the Sports Executive and Sports Committee member responsible for equal opportunities on any issues.

9. Finance

- 9.1 All income shall be paid into the Union's Finance Office.
- 9.2 The Club shall be bound by the financial regulations of the Union and shall be specifically excluded from having its own bank account held separately from the SHUUS Club Accounts.
- 9.3 The Committee of each Club shall be responsible for all money expended by the Club, and for all Club equipment, and shall account for all expenditure and equipment to the Unions Sports Committee.
- 9.4 Neither the General Meeting or the Committee nor any member of the Club shall have the authority to make any contract on behalf of the Union or commit the Union to any expenditure.
- 9.5 Neither the General Meeting or the Club Committee nor any member of the club shall agree a sponsorship deal without prior written consent of the Sports Executive. Clubs are prohibited from agreeing sponsorship deals with pubs, clubs and bars on Wednesday nights.
- 9.6 Any equipment or gifts made in kind to the Club shall at all times remain the property of the Union and shall be declared to the member of staff with responsibility to Clubs.

10. Stocks and Assets

All stock and assets of the Club shall be the property of the Union at all times.

11. Club Constitutions

- 11.1 Changes to the Clubs aims and objectives can be implemented if approved by a two thirds majority obtained at an annual or ordinary general meeting of the Club, and subject to approval by, the Sports Committee and the Union Representative Council.
- 11.2 Ratification of the club constitutions will lapse after 3 years at which point re-ratification must be sought.
- 11.3 Sports Union Club Constitutions will be subordinate to the Student Union Constitution and Sports Union Regulations.

12. Winding up Procedure

- 12.1 If the Club has less than 14 members at the end of semester 1 the Club will be deemed disbanded for that academic year.
- 12.2 Any Club voluntarily winding up shall notify the Union.
- 12.3 The Executive Committee of the Union shall have the authority to disband any Club if its activities or conduct are deemed contrary to the Aims and Objectives of the Union, contrary to the provisions of this constitution or its supporting schedules.