



WEST LOTHIAN SUB-AQUA CLUB



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Constitution and Bye-Laws 2018_1



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Document change record

Document Issued	Change	
1010	N/A	
1013	Amendment to the WLSAC Bye-Laws adopted at the 2012 AGM: air charge	
October 1013	i) Amendment to the WLSAC Bye-Laws agreed at the 2013 AGM (Change to Branch levy charges). ii) Corrections and amendments identified and agree during review by the Committee.	
August 2015	Honorary branch member definition added and clarification of charges.	
October 2015	Update to Pony cylinder top-ups.	
August 2016	i) To clarify branch fees and charges. ii) To update boat trip rules	
June 2017	Amendment to the WLSAC Bye-Laws adopted at the 2017AGM (trainees' free kit)	
March 2018	Amendment to clarify required diver qualifications for branch boat dives and expedition changes	

Maintained by: **R. Ross**
Branch Secretary



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Constitution

The Constitution of the Branch shall be that of the Scottish Sub-Aqua Club, (the most recent published version)

Bye-Laws

1. The Committee shall consist of;

Chairman, Treasurer, Secretary, Branch Diving Officer, Expedition Officer, Equipment Officer and at least two other branch members.

2. (i) Membership of the Branch shall be restricted to Levy paid members.

(ii) The Levy shall be set at the AGM.

(iii) The Levy shall be paid no later than 1st April or within one month following the anniversary of the member joining the Branch.

(iv) The scale of charges for the Branch shall be set at the AGM.

(v) Associate Membership may be granted at the discretion of the Committee.

(vi) The Branch committee may enrol as honorary Members of the Branch any person who in the opinion of the Branch committee has given distinguished service to the Sport/branch. Individuals enrolled as honorary Members shall not by virtue of such enrolment have any liability to pay subscriptions, levies or other sums due to the Branch, nor shall they have any right to receive notice of, attend or vote at general meetings of the Branch. The Branch committee shall also have the power, at their unfettered discretion, to remove from the roll of honorary Members any person at any time.

(vii) All members of the Branch must be a Member of the Scottish Sub-Aqua Club.

Table of Charges

Branch Levy - general	£60.00
Branch Levy - 1st year	£85.00
Branch Levy - 2nd year	£70.00
Associate Membership	£20.00
Senior Snorkel Membership	£20.00
Junior Snorkel Membership	£5.00

3. (i) Nominations for Branch office bearers, and proposals, shall be submitted to the Committee no later than 1 calendar month prior to the AGM.

(ii) Nominations and proposals shall be in writing, and require to be proposed and seconded by Levy paid members of the Branch.

4. The prior consent of the BDO is required for all open water training/assessments.

5. Members are responsible for the equipment hired by them for pool use/open water use, subject to the Conditions of Hire.



WEST LOTHIAN SUB-AQUA CLUB



Pool Charges

Members and their Immediate Family	Free
Visitors	£3.00

Equipment Hire:

BCD	£5.00
Regulator	£5.00
Air Cylinder	£5.00 + £1.00 (air fill charge)
All 3 items	£15.00 +£1.00 (air fill charge)
Safety Equipment	Free
Pool use	Free

Branch Members are entitled to 2 free consecutive hires when their own Equipment is being serviced/repaired.

Trainees shall have their first 10 expedition hires free. Consisting of: - 2 cylinders, 1 regulator, and 1 BCD. The air fill handling charge for the free cylinders is chargeable.

Conditions of Hire

Payment for the hiring of equipment shall be by means of a prepaid equipment hire card. The Treasurer is responsible for issuing equipment hire cards to members. The equipment hire Cards will be held at the Compressor Room.

The Equipment Hire period will normally be; Thursday 19.30 until the following Tuesday 19.30

Other periods by arrangement with the Equipment Officer.

Late return will incur an additional hire charge.

Members are solely responsible for the equipment in their possession. Charges may be incurred for lost/broken equipment.

Air Fills

A handling charge of £1:00 per cylinder shall be payable for all air fills subject to the following conditions:-

Only members who are full paid up can present tanks for filling and they must be for their own personal use or that of another fully paid up member.

Payment of the handling charge shall be by means of a prepaid air card. The Treasurer is responsible for issuing air cards to members. The Air Cards will be held at the Compressor Room.

Members are permitted to accrue arrears of up to a maximum of £10.

The Treasurer will report to the branch at the monthly committee meetings on the charges collected.

The handling charge shall be payable for any cylinders being hired in addition to the hire charge.



WEST LOTHIAN SUB-AQUA CLUB



Exceptions

Branch Members' Pony Cylinders will be topped-up for free if not under 150 bar.

Instructors will get their own cylinders topped up to 125bar (12L) or 100 bar (15l) for pool training free of charge

Branch Expeditions (Boat trips)

Branch Expeditions will be advertised for 4 weeks on the web site before any bookings are taken.

Bookings will be taken on a 'first come first served' basis.

A Branch Expedition shall be an Expedition presented to and approved by the Branch Committee

The Branch Committee shall set the cost of the expedition per head.

The Branch Committee shall set a deposit for all Expeditions of 50% of the cost of the trip, such as to minimise financial risk to the Branch. The exception being Expeditions which are arranged at short notice (4 weeks or less), therefore requires places to be paid in full at the outset.

Places on boat diving expeditions organised by the branch can only be taken by divers who have attained a minimum qualification of sport diver and is subject to the approval of the Branch Diving Officer.

Places on Expeditions shall be paid in full at least 8 Tuesdays prior to the Expedition date. The exception being Expeditions which are arranged at short notice which require places to be paid in full at the outset.

Where a Branch Member has a fully paid place and cannot attend, the place will be offered to the next person on the reserve list, however if there is no reserve list, then the member may exchange their place with a suitably qualified and experienced Branch Member (who has the BDO's recommendation).

Expedition places which are not fully paid by the 8th Tuesday prior to the Expedition will, at the discretion of the treasurer, be considered vacant and the deposit forfeited and the place offered to the first person on the reserve list or in the event where there is no reserve list the place will be re-advertised.

Deposits for Expeditions are non-refundable.

In the event where an expedition being cancelled by the supplier, members will be provided with a refund of all monies paid towards their place on the trip.

In the event that the cost of a Branch Expedition changes (either through supplier costs, or the number of members attending), the Branch Committee will consider the following:-

- Offsetting any additional cost through use of branch funds
- Refunding members any overpayments
- Cancelling the Expedition.