



Cambridge University Underwater  
Exploration Group

# Master Document

## *Constitution*

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Permissions required to effect changes to:

Safe Diving Practices:      Branch Diving Officer

Constitution:                      Branch membership via a General meeting

Financial Rules:                      Committee

Date effective	Change made by	Approved by	Summary of changes made
01/01/2001			Constitution Adopted
7/03/2001		AGM	Amendment made (details unknown)
07/03/2004		SGM	<ul style="list-style-type: none"> <li>• Assistant training officer made a voting position on the committee</li> </ul>
20/10/2004		SGM	<ul style="list-style-type: none"> <li>• Added requirement that branch officers be members of the University of Cambridge. Rules 5(i)</li> <li>• Replaced the section on the duties of the treasurer (rule 90)</li> <li>• Created the post of equipment officer (rule 11)</li> <li>• Change elections from compulsory ballot to ballot on request (rule 17(iv))</li> <li>• Amend rule 19(iii) so a 2/3s majority is required to amend the constitution subject to a minimum number from all must vote and majority is required.</li> <li>• Requirement for the vice chairman to be a member of the university of Cambridge added (rule 20(ii))</li> <li>• Rephrasing of rule 20(vi) for clarification</li> <li>• Addition of rule 20(vii) to allow email voting.</li> <li>• Renumbering as necessary.</li> </ul>
13/03/2005		AGM	<ul style="list-style-type: none"> <li>• Change to rule 17(v) to allow amendments to motions to be proposed at AGMs.</li> </ul>
01/03/2006		AGM	<ul style="list-style-type: none"> <li>• Removed requirement for a guest of honour at the annual dinner from rule 14.</li> <li>• Replacement of rules 17(i) and 17(vii) with regards to the AGM.</li> <li>• Change of SGM rules to place them in line with Agm rules amendment to 18(ii)</li> <li>• Change of committee handover date</li> </ul>
11/06/2009		AGM	<ul style="list-style-type: none"> <li>• Addition of associate membership (amendment to rules 4i and 23ii)</li> </ul>
10/06/2010	Christopher Rafaluk (Secretary)	AGM	<ul style="list-style-type: none"> <li>• Addition of scientific officer (rules 5i).</li> <li>• Clarification of clause 4(i)(d).</li> <li>• Revised rule for non-university members (clause 4)</li> <li>• Renumbering as necessary.</li> </ul>

31/05/2012	Stephan Beisken (Secretary)	AGM	<ul style="list-style-type: none"> <li>• Removed requirement of Diving Officer to be a member of the University.</li> <li>• Removed redundant date in 21(i).</li> <li>• Renumbered references and added description.</li> </ul>
13/05/14	Mareike Wiedmann (Secretary)	SGM	<ul style="list-style-type: none"> <li>• Updated 24(iii) in line with University regulations following Junior Proctor's request</li> </ul>

# Constitution

## 1. Scope

These Bye-laws shall regulate the structure, administration and activities of Branch Number 52/9200 of the British Sub-Aqua Club to be known as "Cambridge University Underwater Exploration Group" or "CUUEG" in abbreviated form (hereinafter "the Branch"). CUUEG shall be a Special Branch of the British Sub-Aqua Club.

## 2. Objects

The aims and objects of the Branch shall be to provide for its Members facilities, opportunity and training for diving in accordance with the standards of the British Sub-Aqua Club, together with related social activities.

## 3. Headquarters

The nominal Headquarters of the Branch shall be at the dwelling of the Branch Diving Officer or at such other location as may be decided by the Branch in General Meeting; provided, however, that the Branch's Committee of management provided for in Bye-law 5 ("the Committee") may at any time designate an alternative venue which shall be the interim Headquarters until the change of venue has been voted upon by the Branch.

## 4. Membership

Membership is restricted to persons associated with the University of Cambridge or those approved by a committee vote.

(i) There shall be six classes of Membership:

- (a) Full Membership, for which any such person shall be eligible. A full member must also be a Full Member of the British Sub Aqua Club.
- (b) Student Membership, for which any such person of the age of sixteen (16) or over shall be eligible provided that they are in full time education. A Student Member must also be a Student Member of the British Sub-Aqua Club, or a Full Member of the British Sub-Aqua Club.
- (c) Junior Diving Membership, for which any such person between the ages of sixteen (16) and eighteen (18) who is also a British Sub-Aqua Club Junior Member shall be eligible.
- (d) Associate Membership. An Associate Member may not receive British Sub-Aqua Club training. An Associate Member may not hire branch diving equipment or dive on branch dives

except as a guest, as laid out in paragraphs 22(i) and 22(ii). An Associate Member may not be a voting member of the committee, nor vote at Annual General Meetings.

- (e) Honorary Membership, which shall be conferred solely by the Branch Committee and for which any person shall be eligible.
- (f) Life Membership. A Life Member must also be a British Sub-Aqua Club Life Member. In all other regards, a Life Member has identical rights to a Full Member.

Elsewhere in the Bye-Laws, the term 'Member' should be taken to represent Full Members, Student Members, Junior Members, Honorary Members and Life Members only.

(ii) An applicant for Membership of the Branch shall apply to the Committee and upon acceptance of his application and payment of the appropriate Branch and National Headquarters subscriptions shall be a Member of the class for which he has applied and is eligible.

(iii) A Member shall retain his Membership until he has resigned or is deemed to have resigned in accordance with this paragraph or Bye-law 23. If payment of his Branch or National Headquarters subscriptions, if any, in respect of any period is thirty (30) days or more overdue, a Member shall be deemed to have resigned.

## **5. Management**

(i) A Committee chosen at each Annual General Meeting of the Branch shall manage the Branch. It shall comprise; four elected Branch Officers, who shall serve ex officio; six elected Officers; and may include up to two appointed Officers and a number of elected Ordinary Members; the final size of the Committee being at the discretion of the Diving Officer Elect. The term "Committee Member" shall refer to a Branch Officer, Officer or Ordinary Member.

(a) The four Branch Officers shall be the Chairman, the Diving Officer, the Secretary and the Treasurer. The Chairman, the Diving Officer, and the Secretary must be Members of the University of Cambridge. The duties of the Branch Officers shall be as set out in the following Bye-laws.

(b) The elected Officers shall be the Air Officer, the Equipment Officer, the Expeditions Officer, the Membership Secretary, the Scientific Officer and the Social Secretary. The duties of the elected Officers shall be as set out in the following Bye-laws.

(c) The Diving Officer Elect may appoint a Training Officer. The Members of the Branch may indicate a preferred candidate by means of a vote, but the Diving Officer Elect shall not be constrained by the results of this. (Reference A: "Training Officer") The duties of the Training

Officer, if appointed, shall be as set out in the following Bye-laws. If the Diving Officer Elect chooses not to appoint a Training Officer, such duties will revert to him.

(d) If the Diving Officer Elect so appoints a Training Officer, he may additionally appoint an Assistant Training Officer. The Members of the Branch may indicate a preferred candidate by means of a vote, but the Diving Officer Elect shall not be constrained by the results of this.

(Reference A: "Training Officer") The duties of the Assistant Training Officer, if appointed, shall be as set out in the following Bye-laws. If the Diving Officer Elect chooses not to appoint an Assistant Training Officer, such duties will revert to the Training Officer, if appointed, and revert to the Diving Officer if he appoints neither post.

(ii) The Committee shall hold and administer for the benefit of the Membership all funds, equipment and property owned by the Branch.

## **6. The Chairman**

The Chairman shall be the Chief Executive Officer of the Branch. He shall take the chair at all Meetings of the Branch and of the Committee at which he is present, and subject to the provisions of these Rules, his decision on matters of procedure shall be final.

## **7. The Diving Officer**

(i) The Branch's Diving Officer derives his authority in training and diving matters from the National Diving Officer of the British Sub-Aqua Club. He shall have responsibility for the training and diving activities of the Branch and for the safe conduct thereof, and he shall ensure that the said activities are carried on in accordance with such practices and procedures as may be recommended from time to time by the National Diving Officer or pursuant to his authorisation. The Diving Officer may delegate training duties to a Training Officer, who shall be responsible to him for the performance thereof. The Diving Officer's decision in respect of his responsibilities shall be final in the Branch, subject only to such guidelines consistent with this Bye-law as may be established from time to time by the Committee.

(ii) The Diving Officer shall appoint a suitable Member of the Group, who need not be a Committee Member, to act as Deputy Diving Officer in his absence. The Deputy Diving Officer shall have the power of the Diving Officer in all matters, during the time of such absence only. The Deputy Diving Officer is to inform the Diving Officer of any exercise of this power at the earliest available opportunity. The Diving Officer retains the right to over-rule any decisions made by the Deputy Diving Officer.

## **8. The Secretary**

The Secretary shall maintain the Branch records and shall record the Meetings of the Committee, General Meetings of the Branch, and such other Meetings as the Chairman may request. He shall be primarily responsible for the Branch's communications with third parties, and shall keep the Officers, the Committee and/or the Branch, as may be appropriate, informed of matters coming to his attention which pertain to Branch activities. Additionally, the Secretary shall have the duties of a Records Officer.

## **9. The Treasurer**

(i) The Treasurer shall be responsible for dealing with all monies received or paid on behalf of the Branch; shall make any investment of Branch funds approved by the Committee; shall keep records and proper books of account of all financial transactions conducted in the Branch's name. He shall prepare, for consideration by the Committee, a statement of income and expenditure and a balance sheet to the third (3rd) day of April, and the third (3rd) day of October, each year, which he shall cause to be audited by the Senior Treasurer for submission to the Annual General Meeting.

(ii) He shall ensure that the financial operation of the club is conducted according to the Branch "Financial Rules and Guidelines" (Reference B).

(iii) He shall arrange for all Branch funds and securities to be kept on deposit with a bank or banks approved by the Committee.

(iv) The Treasurer shall be known to the University as the Junior Treasurer of the Branch. He shall comply with all accounting requirements that the University may make, and shall be responsible for the submission of grant applications made to the University.

## **10. The Air Officer**

The Air Officer shall ensure that sufficient cylinders are filled for any diving activities of which he has been given one week's notice. He shall liaise with the Compressor Officer of Cambridge BSAC (Branch 240) to ensure access to their compressor. He shall co-ordinate Members who have received training in the operation of that compressor to the satisfaction of Branch 240 and shall be responsible for organising transportation of cylinders belonging to the Branch in order that they may be filled and returned to the kitstore.

## **11. The Equipment Officer**

The duties of the Equipment Officer shall be as laid out in Reference A: "Equipment Officer".

## **12. The Expeditions Officer**

The duties of the Expeditions Officer shall be as laid out in Reference A: "Expedition Leader".

## **13. The Membership Secretary**

The duties of the Membership Secretary shall be as laid out in Reference A: "Membership Secretary".

## **14. The Social Secretary**

The Social Secretary shall organise such functions as are decided upon by the Committee. These shall include an Annual Dinner during the Lent Term.

## **15. The Training Officer**

The duties of the Training Officer, if appointed, shall be as laid out in Reference A: "Training Officer".

## **16. The Assistant Training Officer**

The duties of the Assistant Training Officer, if appointed, shall be to assist the training officer with his duties, as laid out in Reference A: "Training Officer".

## **17. The Scientific Officer**

The scientific officer's role is to arrange and promote research activities within the club, and talks and other training that further this cause.

## **18. Annual General Meeting**

(i) The Annual General Meeting of the Branch shall be held in Easter Full Term each year. Notice of the Meeting and the agenda thereof shall be sent by post or otherwise communicated to all paid-up Members fourteen (14) days before the Meeting.

(ii) The Notice shall identify those Committee Members who are standing again for the post they currently hold. Committee Members so standing shall be deemed to have been nominated by the Committee. The Notice shall further request nominations for Officers and the Committee in large.

(iii) To be valid, nominations not deemed to have been made by the Committee must be:

(a) Delivered to the Secretary in writing or by e-mail at least seven (7) days before the Meeting;

(b) Seconded;



(c) Endorsed by the Nominee to the effect that he is willing to accept the position if he is elected.

(iv) At the request of any Member or proxy present at the Meeting, the Chairman will conduct the election of Committee Members by ballot. In the absence of any request, the Chairman may permit voting by show of hands. In all cases, the Meeting shall have the right to vote to Re-open Nominations. A simple majority of votes cast being in favour of re-opening nominations shall require the Committee to call for new nominees to submit themselves for election. Those candidates who were not elected by virtue of the vote to re-open nominations may not stand for election in subsequent rounds of voting.

(v) In the event that there is no person standing for a position, whether because there were no nominations for that position, or because the Meeting voted to re-open nominations; then a candidate may be proposed at the Meeting. Such nominations must be:

(a) Seconded; and

(b) Endorsed by the Nominee to the effect that he is willing to accept the position if he is elected.

(vi) The notice of the Meeting shall also include the text of any motion proposed by the Committee. Any Member may propose amendments to such motion and may make any further motion for consideration at the Meeting. Any new motion must be proposed and seconded in writing or by email and delivered to the Secretary not less than seven (7) days before the Meeting.

(vii) Upon motion made by the Committee, the Meeting may vote to appoint a President for the ensuing year. If a President is appointed, he shall be ex-officio a non-voting Member of the Committee.

(viii)

(a) No business shall be transacted at the Meeting unless a quorum is present. The quorum shall be at least ten per cent (10%) of the Branch's Membership entitled to vote at the Meeting, subject to a minimum of twelve (12) Members.

(b) If within half an hour from the time appointed for the Meeting a quorum is not present, it shall (subject to Rule 18 (viii) (c)) be adjourned to such other day and at such other time and place as a simple majority of those Members present may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the Members present shall be a quorum.

(c) Notice of any adjourned Meeting shall be communicated to all paid up Members not less than eighteen (18) hours before such adjourned Meeting.

(d) A quorum once formed shall not be lost despite the departure from the Meeting of any Member or Members."

(ix) The right to vote at the Meeting shall be restricted to subscription paying Members whose current subscriptions are fully paid on the date of the Meeting.

## **19. Special General Meetings**

(i) Any General Meeting of the Branch other than the Annual General Meeting shall be known as a Special General Meeting.

(ii) The Committee may call a Special General Meeting to be held at any time during the Undergraduate Full Term upon giving not less than seven (7) days notice thereof in writing or by e-mail to all paid-up Members. The notice shall state the reasons for the Meeting and shall include the text of any motion proposed for consideration thereat. Amendments to such motion may be proposed at the Meeting.

(iii) The Committee shall call a Special General Meeting upon receipt of a request to do so signed by not less than five (5) paid-up Members, provided that the request states the reason therefore and contains the text of at least one motion proposed for consideration thereat. The provisions of the preceding paragraph shall apply with regard to convocation and conduct of the Meeting.

(iv) The business of a Special General Meeting shall be that for which it was called and no other.

(v) The provisions of Bye-laws 18 (viii) and (ix) shall apply to Special General Meetings.

## **20. Voting**

(i) Subject to the provisions of Bye-law 18 (iv) and 26 (ii) and of the next succeeding paragraphs, voting on any given motion at a General Meeting shall be by show of hands or by ballot, as the Chairman may decide and motions shall be carried by the affirmative votes of a simple majority of voting Members present and of voting Members who have appointed a proxy in accordance with sub-paragraph (ii) below.

(ii) Any Member entitled to vote in person at any General Meeting may appoint a proxy. The Member shall nominate an individual to act on his behalf. It is not necessary for the proxy to be a voting Member of the Branch. The Member may choose to nominate the Chairman as his proxy, and shall give voting instructions for such motions and elections as shall have been specified on the Notice of the General Meeting. Such communications or nominations shall be valid only if received by the Chairman not less

than twenty-four (24) hours in advance of the start of the Meeting. The Chairman shall act as proxy for all Members who have nominated him, and in that role will vote in accordance with the communications received. Should a Member be present at the Meeting, any proxy instruction shall be deemed void and the Member shall retain the right to vote in person.

(iii) Subject to Bye-law 26, a motion to alter these Bye-laws shall only be carried by at least a two-thirds (2/3) majority of affirmative votes cast by not less than ten percent (10%) of the Members of the Branch entitled to vote at General Meetings; subject to a minimum of twelve (12) Members.

(iv) Except as provided in Bye-laws 25 and 26, the Committee may put any motion to the voting Membership at any time by postal or e-mail ballot.

(v) Voting papers for a postal ballot shall be sent to all paid-up Members not less than fourteen (14) days before the date on which the votes are to be counted. Outside of the Undergraduate Full Term, voting papers shall be sent to the home address of Members if known, otherwise they shall be sent to the Member's University address.

(vi) An e-mail ballot may only take place during the Undergraduate Full Term. An e-mail will be set to all paid-up Members not less than seven (7) days before the date on which the votes are to be counted. Members whose e-mail accounts return an error message will be deemed to have received the e-mail.

(vii) A motion put to postal or e-mail ballot shall only be carried by a majority of affirmative votes cast by not less than ten percent (10%) of the Members of the Branch entitled to vote at General Meetings, subject to a minimum of twelve (12) Members.

## **21. Committee**

(i) The Committee shall take office on the Friday seven days after the end of Easter Full Term in the academic year of their election and shall hold office until the Thursday six days after the end of the following Easter Full Term.

(ii) At its first Meeting, the Committee shall appoint one of their Members Vice-Chairman. The Vice-Chairman must be a Member of the University of Cambridge.

(iii) The Committee shall have the power to fill any vacancy amongst the Committee's Membership which occurs during their term of office, and any person newly appointed to the Committee to fill such vacancy shall become a full voting Member thereof. Such an appointment shall not require election. The Committee shall also have the power to co-opt up to four non-voting Members.

(iv) The Committee shall determine any question as to the interpretation of these Bye-laws and of any regulations made hereunder and may rule in connection with any situation not otherwise provided for herein. In the latter event, such ruling shall only remain in effect until the next General Meeting of the Branch. Its continued validity shall depend upon ratification of that Meeting.

(v) A simple majority of voting Committee Members then serving shall form a quorum for a Meeting; provided, however, that no quorum shall be formed without the presence of the Chairman, the Vice-Chairman, or the Secretary. A quorum once formed shall not be lost even though, as a result of the departure of a Member during the Meeting, the number of voting Members falls below the number required to open the Meeting.

(vi) The Committee may not adopt a resolution at a meeting unless:

(a) It has the affirmative votes of a simple majority of those Members present and entitled to vote, and;

(b) The number of such votes is at least equal to a simple majority of the number of Members required to open the Meeting at which the resolution is proposed.

(vii) Committee business may also be conducted by e-mail. The Committee may not adopt a resolution by e-mail voting unless:

(a) It has the affirmative replies of a simple majority of those Committee Members entitled to vote, and;

(b) Had such a vote been conducted at a Meeting consisting of those who replied, they would have constituted a quorum at such a Meeting, and;

(c) Either:

(1) It had been replied-to by at least three-quarters (3/4) of the Committee, or;

(2) A period of at least six (6) hours had elapsed since the resolution was sent out.

(d) Records of electronic voting must be included in the minutes for the next Committee Meeting.

(viii) No Member shall be entitled to vote on a matter in which his financial interest differs from that of the Branch as a whole, and he shall withdraw from any Meeting during the period of discussion of such interest.

(ix) Any Branch Officer and the Vice-Chairman shall each have the power to require the Secretary to call a Meeting of the Committee at any time.

## **22. Branch Activities**

(i) At the discretion of the Diving Officer, Branch diving and open-water training activities shall be open to Members of other Branches and to guests.

(ii) Subject to such regulations as may be established from time to time by the Committee, any Branch Member and, with the prior approval of the official in charge of the session, any visitor from another Branch or any guest may use the training pool for training, testing equipment, swimming with basic equipment and free swimming. No one shall use any equipment other than basic equipment without the prior approval of the official in charge of the session.

(iii) If a Member damages or loses Branch equipment the Committee may charge that Member the cost of repairing or replacing the article. The Committee may similarly charge a Member who damages or loses private property used in connection with Branch activities.

## **23. Discipline**

(i) Temporary suspension from participation:

(a) In order to ensure the safety and good name of the Branch and its Members; the person in charge of a Branch activity may suspend, at his discretion, and for the duration of the activity, any Member who misconducts himself. Any such suspension shall be reported as soon as possible to the Chairman or the Secretary and shall be discussed at the next Meeting of the Committee.

(b) The Committee shall first discuss the incident without the presence of the Member in question and then shall invite him to join the discussion and express his view of the matter.

(ii) Suspension and loss of Membership:

(a) The Committee shall have the power, by a two-thirds (2/3) majority of all serving, voting Members to suspend the Membership of any Member of the Branch. Suspension of the Membership of any Officer or other Committee Member shall be dealt with in accordance with the provisions of the next succeeding sub-clause. A decision to suspend so taken shall be immediately communicated to the Member concerned, and his Membership shall thereupon be suspended. A suspended Member shall be entitled to demand a hearing at the next regular Meeting of the Committee during which the reasons for his suspension shall be made fully

known and he shall be given the opportunity to answer fully the charges against him. Upon conclusion of the hearing, the Member shall leave the Meeting and the Committee shall vote again on the suspension. If the requisite two-thirds majority does not carry the motion, the suspension shall thereupon be lifted and the Member shall be informed accordingly. If the motion is carried again by the said majority, the Member shall be so informed and he shall thereupon be deemed to have resigned his Membership in the Branch. The Member affected shall have the right to appeal from the decision of the Committee to the next General Meeting of the Branch. In that regard, he shall for the purposes of Bye-laws 17 (vi) and 18 (iii) have the rights of a paid-up Member.

(b) Suspension of the Membership of an Officer or other Committee Member shall only be voted upon at a Meeting the agenda of which:

(1) Has been posted or distributed to all Committee Members at least one week prior to the Meeting, and;

(2) Explicitly refers to the motion of suspension.

If the person charged attends the Meeting, he shall be entitled to hear and respond to the charges levied against him. When the Chairman of the Meeting is satisfied that the matter has been adequately and fairly discussed, the person charged shall leave the Meeting and a vote shall be taken. If the proposal to suspend is carried by the requisite two-thirds (2/3) majority, the person charged shall be deemed to have resigned his Membership in the Branch, and he shall have the right of appeal provided for in the preceding paragraph. If the person charged does not attend the Meeting, the provisions of the preceding paragraph shall apply.

## **24. Subscriptions**

(i) Persons joining or rejoining the Branch shall pay the appropriate National Headquarters subscription plus the Branch subscription, having first agreed to adhere to the current Safe Diving Practices of the British Sub-Aqua Club and of the Branch.

(ii) Branch Membership subscriptions (including Associate Membership subscriptions) shall be in such amount, shall be payable on such dates, and shall be subject to such terms and conditions as may be determined from time to time by the Committee.

## **25. Dissolution**

(i) The Branch may not be dissolved except pursuant to a vote taken at a General Meeting; provided, however, that dissolution may be put to a vote at an Annual General Meeting only if it appears on the agenda provided for in Bye-law 18 (i).

(ii) A proposal to dissolve the Branch shall be subject to ballot and, in order to be carried, it must receive the affirmative votes of two-thirds (2/3) of the voting Members of the Branch who are present at the Meeting.

(iii) If dissolution of the Branch is voted in accordance with the preceding provisions of this Bye-law, the Committee shall proceed without delay to realise the property of the Branch and to discharge the Branch's outstanding liabilities. Any net assets thereafter remaining shall be transferred either to another Registered University Society, or to the Societies Syndicate.

## **26. Amendment**

(i) These Bye-laws may only be amended in General Meeting in accordance with the affirmative votes of a simple majority of those Members of the Branch who are present at the Meeting.

(ii) Notwithstanding anything to the contrary contained in these Bye-laws, no amendment may be made to this Bye-law or to Bye-laws 2, 7, 24 and 27 unless prior to the Meeting at which such amendment is proposed an Officer or the Chief Executive of the British Sub-Aqua Club shall have notified the Branch in writing of the British Sub-Aqua Club's approval of the subject and text thereof.

## **27. British Sub-Aqua Club Rules**

These Bye-laws are made in compliance with Rule 3 of the Rules of the British Sub-Aqua Club, shall be subject to the provisions and requirements of that Rule, and shall only be valid to the extent that they are not in conflict with the said provisions and requirements or with those of the Articles of Association of the British Sub-Aqua Club.

## **Bibliography**

Reference A: British Sub-Aqua Club Branch Officers' Handbook, Internet Edition @ September 2008

Reference B: CUUEG Financial Rules and Guidelines, 06/2011