

GLUG

The Gay and Lesbian Underwater Group

Draft Constitution Version 3.2

Constitution

1 Name

1.1 The name of the Club shall be “The Gay and Lesbian Underwater Group – GLUG”

1.2 Our Club Philosophy

GLUG is a non-political, non-denominational diving group, which aims to provide a safe, friendly, inclusive and supportive environment for all LGBTT divers, their partners and family and those who wish to dive in an LGBTT-friendly environment. We aim to eradicate the “macho” image associated with diving and provide dive trips and events which encourage members to improve their dive skills at their own pace. GLUG strives to meet the needs of our less-able or physically challenged members, whilst always ensuring their safety and that of other divers. GLUG recognises diving qualifications from all recognised certifying diving agencies.

2 Objectives

- To provide a safe and welcoming environment to all LGBTT divers, trainee divers, and those interested in diving.
- To promote diving as a safe and exciting sport
- To promote safe diving practices, techniques and procedures
- To remain independent of affiliation and accept membership of qualified and novice divers regardless of training agency
- To promote marine conservation and encourage responsible diving practices to protect and preserve the marine environment for the enjoyment of others
- To facilitate and organise diving holidays, diving trips and social events for Club Members
- To provide training opportunities for Club Members

3 Management

3.1 The Management of the club shall be vested in Annual General Meetings, Extra-Ordinary General Meetings, Committee Meetings and Extra-Ordinary Committee Meetings

3.2 The Committee shall be responsible for the efficient, prudent and responsible management of the Club

4 Membership

4.1 The club shall be open to any LGBTT diver, trainee diver or person interested in diving, and those who wish to dive in an LGBTT-friendly environment, irrespective of ethnicity, gender, sexual orientation, disability, religion or age

GLUG

4.2 Any person breaching the ethos of the club shall, following consideration by the committee, be asked to leave.

4.3 The club shall hold personal information for the purposes of membership administration and communication with members. The club will not disclose any personal information to 3rd parties without prior consent of that member unless legally compelled to do so.

5 Committee

5.1 The Chairperson shall be elected at the Annual General Meeting and shall chair the subsequent Annual General Meeting

5.2 The Chairperson shall be regarded as an independent arbiter in all matters

5.3 The affairs of the Club shall be managed by the Committee on behalf of the Club members. The Committee shall be responsible for the overall policy, finance and administration of the Club.

5.4 The Committee shall be comprised of a Chairperson, Vice Chairperson, Treasurer, Membership Secretary, Webmaster, Publicity Officer, Training Co-ordinator, UK Diving Co-ordinator and Equipment Co-ordinator. Further Committee posts can, on occasion, be created by the Committee if required. By agreement of the Committee, the positions aforementioned may be held by more than one person, creating two or more Committee Members sharing responsibilities. By similar agreement, posts can be combined should there be too few people to fill the available posts or where combining posts would lead to greater efficiency in managing club affairs.

5.5 The election of Members to the posts mentioned in 5.4 shall take place at the AGM. Should a Committee position become vacant during the period between AGMs, the Committee have the power to co-opt a Member into the vacant position until the next AGM takes place.

5.6 The Committee shall have the power to co-opt Members for specific purposes and to appoint other officials as required. These co-opted members will gain, for the duration of their tenure, the voting powers of a full Committee Member. Should the co-opted Member's role be deemed necessary to continue past an AGM, the role will become an official Committee Position, and will be liable to election rules.

5.7 The election of the Committee will take place at an AGM – all Members are entitled to stand for any of the positions. Each Member standing for election must be proposed and seconded by Club Members. Should there be more than one Member standing for any post, a simple vote will take place at the AGM. Should this vote result in a draw, the vote will be taken again, with a 1st, 2nd, 3rd, ... , until there is an outright winner.

5.8 Committee Meetings are held monthly prior to the Social Evening (9.3.1). **A quorum of four members of the Committee** is required for any decisions to be officially taken and recorded. All discussions of the Committee shall be recorded, and disseminated to Members at the Social Evening [See 8.3.1]. All Members are welcome to attend committee meetings as

GLUG

observers, unless matters of a confidential nature are being discussed. Should such matters be discussed which may potentially identify individuals to their embarrassment or detriment, those discussions shall be conducted in private (e.g. committee members only). The resulting minutes will not identify individuals and public discussion surrounding that item will deal with facts and decisions only. The committee will clearly state the grounds on which the decision to treat such an item as confidential was taken and this will also be stated in the minutes.

- 5.9 Should a Committee position require a particular level of qualification, only Members with that level of qualification will be eligible to stand for or hold said position [an example being UK Dive Co-ordinator should be BSAC Dive Leader or higher or equivalent].

6 Annual General Meetings

- 6.1 An Annual General Meeting (AGM) shall be held in December each year. The business of the AGM shall be to elect the Committee for the forthcoming year, receive and accept reports from the existing Committee and agree matters of Club policy.

- 6.2 A notice convening the AGM shall be circulated to the Club membership at least 21 days prior to the date set for the AGM, and nominations for Committee positions invited to be received no later than 14 days before the set date of the AGM. The Agenda for the AGM, together with a list of nominations and motions (in full) shall be sent to the Club membership no later than 10 days before the set date of the AGM.

- 6.3 All minutes of Committee Meetings held throughout the year, financial reports, equipment & insurance documents shall be available to view at the AGM by prior request.

7 Extraordinary General Meetings

- 7.1 An Extraordinary General Meeting (EGM) may be called at any time by the Committee, or at the written request of at least 10 Members. Such an EGM called by Members shall require at least 21 days notice to the Chairman who shall, in any event, give the Club membership at least 14 days written notice of the EGM stating the full text of the motion to be considered.

8 Diving Holidays / Trips / Training / Social Events

8.1 Diving Holidays / Trips

- 8.1.1 The Committee will provide the opportunity for members to attend trips to UK destinations. Any club member(s) may organise additional trips either in the UK or abroad. Such trips may hold the status of "GLUG trips" or may be privately organised trips which the organiser wishes to open up to GLUG members. If a member wishes their trip to have the status of "GLUG Trip", this must be agreed by the committee. A "GLUG Trip" is by definition, one organised by the UK Dive Coordinator, Training Coordinators, or other member with reference to the Committee, where all available spaces are offered to GLUG members on a first come first served basis, subject to members meeting the stated minimum diving qualifications and or experience. Trips deemed to be none GLUG trips may still be posted on

GLUG

the forum page to allow members to interact and organise trips with other members whilst outside the GLUG umbrella.

8.2 Dive Training

- 8.2.1 The Committee position of Training Co-ordinator(s) plan and organise specialist dive training. However, any Member may propose a training activity or trip for consideration by the Committee. In the interests of safety, the Committee shall be responsible for deciding what constitutes a “GLUG Training Event”. “GLUG Training Events” may only be run and diving instruction provided by Members with the correct Instructor/Training qualification for the training offered as prescribed by their qualifying organisation. This includes adhering to the recommended student/instructor ratios, and all other requirements laid down by the Instructor/Trainer’s qualifying organisation.

If a member wishes to organise a training trip at a Dive Training Facility for qualified divers i.e. PADI Advanced or above/BSAC Ocean Diver or above, this can be posted as a normal trip on the Trips Page, but minimum diving requirements must be stated and adhered to.

Members not qualified to teach, who wish to organise a “GLUG Trip” to a Dive Training Facility and include on that trip unqualified Members or those with a PADI Scuba Diver qualification or its equivalent, may do so, according to the terms stated in “Diving Holidays And Trips”

8.3 Social Events

- 8.3.1 A monthly social event for all club members shall be held on the first Tuesday of every month, with the exception of January, when the meeting will take place on the second Tuesday, and December, when the normal Committee Meeting and Social event do not take place. The monthly social events shall commence with an update from that months committee meeting and will provide all members with the opportunity to add their comments and proposals. The December meeting is replaced by the AGM.
- 8.3.2 The Club will aim to hold a number of other Social Events throughout the year, including but not limited to Christmas Dinner and Barbeques. However, any Member may propose a Social Event for consideration by the Committee.

9 Club Rules

- 9.1 The Members and Activities of GLUG shall be governed by the Club Rules, which will be set by the Committee and agreed by the Membership of the Club at an AGM or EGM and published on the website in the member’s profile page.
- 9.2 Amendments to the Rules shall be subject to the submission of proposals to an AGM or EGM in accordance with Rule 6.2 herein.

10 Amendments To The Constitution

GLUG

10.1 Any amendments to this Constitution may be made at an AGM or EGM properly constituted under Rule 6.2 and 7.1 herein respectively and shall require the assent of at least two thirds of those members present.

11 Financial

11.1 The Club shall be financed by the proceeds from any fund raising events, donations, sponsorship and membership fees. The level of the membership fee shall be agreed at the AGM and paid by all Members of the Club during the month of January. Any member whose subscription has not been received by the Club by the end of January will not be eligible to take part in any Club activity or vote on any matters of the Club until the membership fee is paid.

11.1.1 The Club Treasurer shall be responsible for monitoring the income and expenditure of the Club.

11.1.2 For the purposes of making payments from club funds, cheques will be required to be signed by two Committee Members. All general expenses of the Club need to be approved at Committee level. Any expense greater than £200.00 shall require the expense to be approved in advance by the Membership of the Club, unless it is a direct Club expense, such as DAN Insurance.

11.2 The Financial Year of the Club shall be 1 November to 31 October.

11.3 Financial statements will be presented to the AGM in December for approval. Accounting records may be reviewed by any Member at a time mutually convenient to both the Member and the Treasurer. After the Financial statements are approved, the accounting records shall be scanned for electronic storage, and paper records destroyed. Records will be kept for a minimum of 7 years.

11.4 Membership runs Jan 1st to December 31st such that all members retain voting eligibility for the AGM. Membership renewals for the calendar year are due by 15 January, and are non-refundable should a member wish to terminate his/her membership of the Club.

12 Club Equipment

12.1 All equipment owned by GLUG shall be serviced in accordance with diving industry regulations and is available for use by any Members on GLUG trips without a fee on a first come first served basis. In the case of cylinders, members will be expected to pay for the air fills used or return the cylinder filled to a minimum of 200bar.

13 Dissolution Of The Club

13.1 The Club shall only be dissolved by agreement of two thirds of all Club Members. This will then force an EGM properly constituted under Rule 6.2 and 7.1 herein respectively, which shall also decide the charitable distribution of all monies and realisable assets remaining after all debts have been settled.