

Edinburgh Diving Club

The Royal Commonwealth Pool



CONSTITUTION, BYE-LAWS AND REGULATIONS

Appendix 1: Document Version History: - (Update 28/10/17)

Version	Date	Change Summary
1.0	Nov 2007	Initial version
1.1	Aug 2009	Include compulsory sections from the SASA Model (BL 3.4, 3.5 and 3.6) which were omitted in error from version 1.0
2.0	Nov 2014	<p>Byelaws</p> <ul style="list-style-type: none"> • Old BL8.2 “Complaints” becomes “Grievances” • Old BL8.3 “Appeals” becomes “Complaints” • New BL8.4 “Appeals” • New BL9.1 “Life Membership” • New BL11.0 Not Used
		Constitution
		Version 1.1
		Version 2.0
		<p>C2.0 OBJECTS The objectives of the Club shall be to:- a) Promote and manage the teaching, knowledge and practice of one or more Aquatic Sports, in accordance with paragraph C2.2 & C2.5 of the SASA Constitution .</p>
		<p>C2.0 OBJECTS C2.1 The objectives of the Club shall be to:- a) Advance the public participation in Aquatic Sports by promoting and managing the teaching, knowledge and practice of one or more Aquatic Sports, in accordance with paragraph C2.1 of the SASA Constitution where relevant.</p>
		<p>C3.1 The membership shall consist of the following categories:- (a) Adult Member An Adult is an individual 16 years and over, as recognised in law. (b) Junior Member A Junior is an individual not recognised in law as an adult and not as defined in SASA Company Rule R13.5.6</p>
		<p>C3.1 Membership of the Club is by application and shall consist of the following categories:- a) Adult Member An Adult is an individual 16 years and over, as recognised in Scots Law. b) Junior Member A Junior is an individual not recognised in Scots Law as an adult and not as defined in Scottish Swimming Company Rule R4.5.6.</p>
		<p>C3.2 Membership fees shall be as agreed at each Annual General Meeting.</p>
		<p>C3.2 Membership fees shall be as agreed at each Annual General Meeting (AGM). The fees shall then be due by 28th February.</p>
		<p>C3.3 All Club Members must be registered with the SASA in accordance with the subcategories defined in SASA Bye-Law BL3.2</p>
		<p>C3.3 All Club Members must be registered with the SASA in accordance with the categories defined in SASA Constitution C3.3.3.</p>
		<p>C3.4 All members joining the Club shall be deemed to accept the terms of this Constitution, the Club Bye-Laws and any Regulations adopted by the Club.</p>
		<p>C3.4 All current members and new members joining the Club shall be deemed to accept the terms of this Constitution, the Club Bye-Laws and any Regulations adopted by the Club.</p>
		<p>C3.5 The Management Committee shall have the power to turn down an application for membership, provided they act in accordance with Club Bye-Law BL3.6.</p>
		<p>C3.5.1 An existing member, on submitting their membership fees to the Club Secretary, on or before 28th February, is deemed to be reapplying for membership of the Club. The Management Committee may, at this time, refuse a re-application for Membership by an existing member, providing they act in accordance with</p>

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			<p>Club Bye-Law 3.6. C3.5.2 New members apply for membership of the Club by submitting the requisite membership forms and fees to the Club Secretary.</p> <p>The Management Committee may, at this time, refuse an application for Membership provided they act in accordance with Club Bye-Law 3.6.</p> <p>C3.5.3 Refusal of a re-application for membership of the Club will not be considered a disciplinary procedure under C8.0.</p>
		<p>C4.1 The Club shall be subject to and bound by, the Constitution and Bye-Laws of the SASA, Memorandum, Articles and Rules of SASA Ltd. And the appropriate SASA District Rules.</p>	<p>C4.1 The Club shall be subject to and bound by, the Scottish Swimming Governance Documentation (SASA Constitution, Company Articles and Company Rules) and the appropriate SASA District Rules.</p>
		<p>C4.2 The Club shall comply with the SASA Code of Conduct, the SASA Code of Ethics and the SASA Child Protection Guidelines.</p>	<p>C4.2 The Club shall comply with the Scottish Swimming Codes of Conduct, Ethics and Child Protection Guidelines.</p>
		<p>C5.1 The affairs of the Club shall be conducted by a Management Committee which shall consist of the Officers of the Club plus five other Adult Members and ex-officio members set out in Bye-Law BL5.1</p>	<p>C5.1 The affairs of the Club shall be conducted by a Management Committee which shall consist of the Officers of the Club plus five other Adult Members and ex-officio members set out in paragraph C5.2 below.</p>
		<p>C5.2 The Officers of the Club, who shall be honorary, shall consist of a President, Treasurer, Secretary, Assistant Treasurer/Secretary and Child Protection Officer who shall be elected at an Annual General Meeting, as shall be the said other Members.</p>	<p>C5.2 The Officers of the Club, who shall be honorary, shall consist of a President, Vice-President, Treasurer, Secretary and Child Protection Officer who shall be elected at an Annual General Meeting, as shall be the said Adult Members.</p>
		<p>C5.4 All Management Committee members shall be Adult members of the Club.</p>	<p>C5.4 All Management Committee members shall be Adult members of the Club. A Management Committee member shall be charged with representing the views and concerns of junior members. If appropriate, the Management Committee may invite a junior member to attend part of a Management Committee meeting in order to assist in such representations.</p>
		<p>C6.2.1 The Club shall hold an Annual General Meeting in the month of November to: Approve the minutes of the previous year's AGM. Receive reports from the President and Secretary. Receive a report from the Honorary Treasurer and approve the Annual Accounts. Receive a report from the Auditors. Elect Management Committee Members</p>	<p>C6.2.1 The Club shall hold an Annual General Meeting in the month of November to: a) Approve the minutes of the previous year's AGM. b) Receive reports from the President and Secretary. Page 3 of 10 Edinburgh Diving Club Constitution November 2014 c) Receive a report from the Honorary Treasurer</p>

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	<p>Appoint Auditors for the Club's Accounts Consider changes to the Constitution Consider changes to the Bye-Laws. Present Life Membership(s) Deal with other relevant business</p>	<p>and approve the Annual Accounts. d) Receive a report from the Auditor(s) / Independent Examiner(s). e) Elect Management Committee Members. f) Appoint Auditor(s) / Independent Examiner(s) for the Club's Accounts. g) Consider changes to the Constitution. h) Consider changes to the Bye-Laws. i) Present Life Membership(s). j) Deal with other relevant business</p>
	<p>C6.4.2 A Management Committee Meeting shall be called by the Secretary when there is business to transact or on request of an Officer of the Club.</p>	<p>C6.4.2 A Management Committee Meeting shall be called by the Secretary when there is business to transact or on request of an Officer of the Club or by an application in writing by at least seven Adult Members of the club.</p>
	<p>C7.1 The financial year shall run from 1st November to 31st October</p>	<p>C7.1 The financial year shall run from 1st November to 31st October each year.</p>
	<p>C7.3 The Accounts shall be audited by an independent person(s) elected annually at the Annual General Meeting.</p>	<p>C7.3 The Accounts shall be audited / examined by an independent person(s) elected annually at the Annual General Meeting.</p>
	<p>C8.1 The Management Committee may take action (eg. fine, suspend or cancel membership) against any Club Member proved guilty of infringing the Club Regulations or acting in such a manner as to bring disrepute to the Club. Such action shall only be taken if the principles and procedures embodied in the Complaints, Appeals and Suspension & Fines sections of the SASA Constitution Bye-Laws and the SASA Company Rules, have been applied</p>	<p>C8.1 The Management Committee may take action (e.g. fine, suspend or cancel membership) against any Club Member proved guilty of infringing the Club Regulations or acting in such a manner as to bring disrepute to the Club. Such action shall only be taken if the principles and procedures embodied in the Complaints, Appeals and Suspension & Fines sections of the Scottish Swimming Governance Documentation have been applied.</p>
	<p>C8.3 Grievances and Complaints involving doping, child abuse or other criminal offences shall be referred to the SASA Chief Executive within 48 hours, in accordance with SASA Ltd Rule R16.1.3.</p>	<p>C8.3 Grievances and Complaints involving doping, child abuse or other criminal offences shall be referred to the Scottish Swimming Chief Executive within 48 hours, in accordance with SS Company Rule R12.1.4.</p>
	<p>C11.1 In the event of the dissolution of the Club, any funds, property and other assets shall not be distributed amongst the members of the Club in any way whatsoever, but shall be applied towards the objective of the SASA.</p>	<p>C11.1 In the event of the dissolution of the Club, any funds, property and other assets shall not be distributed amongst the members of the Club in any way whatsoever, but shall be applied towards the objective of Scottish Swimming.</p>
	<p>BL3.1 The subscription of existing members (agreed at the AGM) shall become due on 1st Jan in each year and those of new members on the date of acceptance for membership.</p>	<p>BL3.1 Membership of the Club is by application only and given to those falling into categories stated in paragraph C3.0. The Management Committee retains the power to refuse any membership application, or re-application, by new, or existing, members. The subscription of</p>

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			existing members (agreed at the AGM) shall become due on 31st January in each year and those of new members on the date of acceptance for membership .
		BL3.2 Members not renewing by 31st January will be deemed to be non-members .	BL3.2 Current members of the Club not re-applying for membership by 28 th February will be deemed to be non-members and will be notified in writing accordingly.
		BL3.4 A Member wishing to resign from the club must inform the Secretary in writing.	BL3.4 A member wishing to resign from the Club shall inform the Secretary in writing.
		BL3.5 A Club member wishing to change their 1st or 2nd Claim Club must do so in accordance with SASA Bye-Law BL8.2.4 .	BL3.5 A Club member wishing to change their 1st or 2nd Claim Club must do so in accordance with SS Company Rule R5.2 .
		BL3.6 When an application for Membership is turned down by the Management Committee the applicant must be advised of the reason and their right of appeal to the SASA , in writing.	BL3.6 When an application, or re-application , for membership by a new, or existing, member is turned down by the Management Committee, the applicant must be advised of the reason in writing.
		BL5.3 The Management Committee shall be responsible for :- a) The day to day administration of membership and affiliations b) The organisation of away trips c) The organisation of competitions d) The selection of delegates to represent the Club. e) The organisation of diving activities as may be requested by other bodies. f) Presenting annually their nominations for Patron , Hon. President and Hon. Vice President(s) to the AGM for ratification. g) Considering and approving or otherwise nominations for Life Membership of the Club.	BL5.3 The Management Committee shall be responsible for: a) The day to day administration of membership and affiliations. b) The organisation of away trips. c) The organisation of competitions. d) The selection of members to represent the Club. e) The organisation of diving activities as may be requested by other bodies. f) Presenting annually their nominations for Hon. President and Hon. Vice President(s) to the AGM for ratification. g) Considering and approving or otherwise nominations for Life Membership of the Club.
		BL5.10 The Management Committee shall appoint at least one Child Protection Officer (CPO) who has attended an SASA approved training course.	BL5.10 The Management Committee shall appoint at least one Child Protection Officer (CPO) who has attended a Scottish Swimming approved training course.
		(New 6.1.1 inserted and old 6.1.1 becomes 6.1.2 etc)	BL6.1.1 At all meetings, if a quorum is present, the Chair shall be taken not later than fifteen minutes after the appointed time of the meeting.

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	BL6.1.2 The Chairperson at all meetings of the Club shall be the President. In the absence of the President, those in attendance shall appoint a substitute.	BL6.1.3 The Chairperson at all meetings of the Club shall be the President In the absence of the President, the Vice President shall substitute. In the absence of the President and Vice President, those in attendance shall appoint a substitute.
	BL6.1.7 The minutes of all General Meetings will be circulated to Adult and Life Members.	BL6.1.7 The minutes of all meetings will be circulated to Adult and Life Members.
		BL6.1.8 Any member of the Club currently involved in a grievance, complaint or discipline procedure may only attend a General Meeting with the written permission of the Club President.
	BL6.2.1 The Secretary shall give written notice of not less than 14 days prior to the date of the AGM. This notice shall be circulated to all Adult and Life Members	BL6.2.1 The Secretary shall give written notice of not less than 14 days prior to the date of the AGM. This notice shall be published on the Club notice board and circulated to all Adult and Life Members.
	BL6.2.2 Appended to the notice of intimation of an AGM shall be the Agenda, Minutes of the last AGM and notice of any proposed alterations.	BL6.2.2 Appended to the notice of intimation of an AGM shall be the Agenda, minutes of the last AGM, a note of the process governing alteration to the Constitution, Bye-Laws and nomination for the Management Committee.
	BL6.2.6 The order of business for an AGM shall include: Presidents Remarks Apologies for Absence Approval of minutes from previous AGM & matters arising. Hon. Secretary Report National Convener's Report if applicable Financial Report Appointment of Auditors for the following year Proposed changes to Constitution Proposed changes to Bye-Laws Appointment of Patron, Hon. President & Hon Vice President(s). Election of Management Committee Members Life Membership Awards Other relevant business	BL6.2.5 The order of business for an AGM shall include: a) Presidents Remarks b) Apologies for Absence c) Approval of minutes from previous AGM & matters arising. d) National Convener's Report (if applicable) e) Secretary's Report Page 7 of 10 Edinburgh Diving Club Constitution November 2014 f) Financial Report g) Proposed changes to Constitution h) Proposed changes to Bye-Laws i) Election of Management Committee Members j) Appointment of Auditors / Independent Examiners k) Appointment of Honorary President & Honorary Vice President(s) l) Life Membership Awards m) Other relevant business
	BL6.4.2 Adult Members, who are not members of the Committee, may attend by invitation.	BL6.4.2 Adult Members who are not members of the Committee, may attend by invitation only. Those invited may only participate by the agreement of the Chairperson.



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		BL7.0.1 The Treasurer shall arrange for the Auditor(s) to examine and certify the Club accounts and balance sheet before presentation of an audited summary to the AGM.	BL7.1 The Treasurer shall arrange for the Auditor(s) / Independent Examiner(s) to examine and certify the accounts and balance sheet before presentation of a certified summary to the AGM.
		BL7.0.2 The Treasurer shall submit a budget, to the last meeting of the Management Committee prior to the AGM, for the following financial year. REMOVED	BL7.2 The Treasurer shall submit a financial statement to the Management Committee at every meeting.
		BL8.0.1 Any member guilty of conduct or breach of the Constitution, Bye-Laws or regulations which is detrimental to the interests or aims of the Club may be disciplined by the Management Committee, provided Paragraph C8.1 of the Constitution has been satisfied	BL8.0.1 Any member guilty of conduct or breach of the Constitution, Bye-laws, Regulations which is detrimental to the interests or aims of the Club may be disciplined by the Management Committee (as in Bye-law 8.1.1) , provided Paragraph C8.1 of the Constitution has been satisfied.
			BL8.0.2 Should a member be disciplined, this will be advised to them in writing and they will be offered the opportunity to be heard in their defence. A Member must submit their defence in writing to the club secretary.
		BL8.2.3 An Enquiry Panel will be set up by the club to consider the grievance in accordance with the Club Regulations.	BL8.2.3 An Enquiry Panel will be set up by the club to consider the grievance in accordance with the Club Regulation.
		BL8.2.3 If the decisions of the Enquiry Panel do not satisfy the person who made the grievance, that person shall have a right of appeal to SASA in accordance with Club Bye-Law BL8.4 (8.2.3 is duplicated in v1.1)	BL8.2.4 If the decisions of the Enquiry Panel do not satisfy the person who made the grievance, that person shall have a right of appeal to Scottish Swimming in accordance with Club Bye-Law BL8.4.
		BL8.3.1 A complaint is a formal expression of dissatisfaction or allegation of unfair practice in connection with aquatic sports as governed by the SASA.	BL8.3.1 A complaint is a formal expression of Dissatisfaction connection with aquatic sports as governed by Scottish Swimming.
		BL8.3.2 A complaint must be made in accordance with Section 16 of the SASA Ltd.Rules.	BL8.3.2 A complaint must be made in accordance with SS Company Rules, Section 12.
		BL8.4.2 An appeal must be made in accordance with Section 18 of the SASA Ltd.Rules	BL8.4.2 An appeal must be made in accordance with SS Company Rules, Section 14.
		BL9.1.1 Life membership may be presented to person(s) who have given outstanding service, over many years, to the Club and shall be presented at the Annual General Meeting or	BL9.1.1 Life membership may be presented to person(s) who have given outstanding service, over many years, to the Club and shall be presented at the Annual General Meeting or at

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		at any other time decreed suitable by the MCM .	any other time decreed suitable by the Management Committee .
		BL9.1.2 A recommendation for Life Membership may be made by any Adult or Life Member to the Secretary for submission to the MCM . Full details of the nominee's service should be included with the recommendation.	BL9.1.2 A recommendation for Life Membership may be made by any Adult or Life Member to the Secretary for submission to the Management Committee . Full details of the nominee's service should be included with the recommendation.
		BL10.2 The winner of a Club trophy shall be responsible for arranging and funding the engraving . The monies will be reimbursed when a receipt is submitted to the Treasurer	BL10.2 The Club shall be responsible for arranging and funding the engraving of the winners name on all Club trophies .
Version	Date	Change Summary	
2.1	Dec 2014	C3.2, C3.5.1 changed to clarify that fees are due by 31 st January and non-payment will invoke BL3.2	
Version	Date	Change Summary	
2.2	Oct 2015	Updated to include compulsory sections from the SASA Model Constitution Series.	
Version	Date	Change Summary	
3.0	Nov 2016	Version v2.2	Version v3.0
			Page 1 – Reference to “Appendix 1 Version History” removed.
		Page 3- C3.5.5 - A member wishing to resign from the Club shall inform the Secretary in writing.	Page3- C3.5.5 - A member wishing to terminate membership of the Club shall inform the Secretary in writing.
		Page 4 - C5.2.2 -The Secretary shall give written notice of not less than 14 days prior to the date of the AGM. This notice shall be published on the Club notice board and circulated to all Adult and Life Members.	Page 4 - C5.2.2 -The Secretary shall give written notice of not less than 14 days prior to the date of the AGM. This notice shall be published on the Club Notice Board/ Website and circulated to all Adult and Life Members.
		Page 4 - C5.2.4 -Nominations for Officers of the Club and other members of the Management Committee shall be submitted in writing, signed by two Adult Members and the nominee, to the Secretary no later than 3 days before the AGM	Page 4 - C5.2.4 -Nominations for Officers of the Club and other members of the Management Committee shall be submitted in writing, signed by two Adult Members and the nominee, to the Secretary no later than 14 days before the AGM.
			Page 4 – C5.2.6 - Having received all nominations and proposed alterations, the Secretary shall arrange for this information to be displayed on the Club Noticeboard at least 7 days before the AGM. (new clause added in line with Scottish Swimming updated Club Model Constitution, issued 29/09/16)
		Page 4 - C5.2.6 The order of business for an AGM shall include: a) Presidents Remarks b) Apologies for Absence c) Approval of minutes from previous AGM & matters arising. d) Secretary’s Report e) Financial Report f) Proposed changes to Constitution g) Proposed changes to Bye-laws h) Election of Management Committee	Page 5 - C5.2.7 The order of business for an AGM shall include: a) President’s Remarks b) Apologies for Absence c) Approval of minutes from previous AGM & matters arising. d) Hon. Secretary’s Report e) Financial Report f) CPO Report g) Proposed changes to Constitution h) Proposed changes to Bye-laws

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		<p>Members</p> <p>i) Appointment of Auditors/Independent Examiners</p>	<p>i) Election of Management Committee Members</p> <p>j) Appointment of Auditors/Independent Examiners</p> <p>k) Life Membership Awards</p> <p>l) Other Relevant Business</p> <p>(Updated in line with current practice and contents of the Scottish Swimming updated Club Model Constitution, issued 29/09/16)</p>
	Bye-Law	Page 6 - BL1.2 - The Officers of the Club, who shall be honorary, shall consist of a President, Vice-President, Treasurer, Secretary and Child Protection Officer who shall be elected at an Annual General Meeting, as shall be the said Adult Members.	Page 7 - BL1.2 - The Officers of the Club, who shall be Honorary, shall consist of a President, Vice- President, Treasurer, Secretary and Child Protection Officer who shall be elected at an Annual General Meeting, as shall be the said Adult Members.
	Bye-Law	<p>Page 6 -</p> <p>BL1.5.3 The Management Committee shall be responsible for:</p> <p>a) The day to day administration of membership and affiliations.</p> <p>b) The organisation of away trips.</p> <p>c) The organisation of competitions.</p> <p>d) The selection of members to represent the Club.</p> <p>e) The organisation of diving activities as may be requested by other bodies.</p> <p>f) Presenting annually their nominations for Hon. President and Hon. Vice President(s) to the AGM for ratification.</p> <p>g) Considering and approving or otherwise nominations for Life Membership of the Club.</p>	<p>Page 7 -</p> <p>BL1.5.3 The Management Committee shall be responsible for:</p> <p>a) The day to day administration of membership and affiliations.</p> <p>b) The organisation of away trips.</p> <p>c) The organisation of competitions.</p> <p>d) The selection of members to represent the Club.</p> <p>e) The organisation of diving activities as may be requested by other bodies.</p> <p>f) Presenting annually (when applicable) their nominations for Hon. President and Hon. Vice President(s) to the AGM for ratification.</p> <p>g) Considering and approving or otherwise nominations for Life Membership of the Club.</p>
	Bye-Law	Page 7 - BL2.1.7 The minutes of all meetings will be circulated to Adult & Life Members.	Page 8 - BL2.1.7 The minutes of all meetings will be circulated to the Management Committee, Life Members and to any other Club members in attendance.
	"Footnote"	Approved November 2007, updated in October 2014 and again in October 2015 to include compulsory sections from the SASA Model Constitution Series – Deleted	Version Update changes recorded instead in separate "Appendix 1 Constitution Version History" document. No requirement within Scottish Swimming updated Club Model Constitution document (issued 29/09/16) to include this.
Version	Date	Change Summary	
3.1	Oct 2017	Version v3.0	Version v3.1
		Page 4 - C5.2.2 -The Secretary shall give written notice of not less than 14 days prior to the date of the AGM. This notice shall be published on the Club	Page 4 - C5.2.2 -The Secretary shall give written notice of not less than 14 days prior to the date of the AGM. This notice shall be published on the Club notice board

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		Notice Board/ Website and circulated to all Adult and Life Members.	and circulated to all Adult and Life Members.
		Page 4 - C5.2.6 -Having received all nominations and proposed alterations, the Secretary shall arrange for this information to be displayed on the Club Noticeboard / Website at least 7 days before the AGM.	Page 4 - C5.2.6 -Having received all nominations and proposed alterations, the Secretary shall arrange for this information to be displayed on the Club notice board at least 7 days before the AGM.
		Page 5 - C5.2.7 The order of business for an AGM shall include: a) President's Remarks b) Apologies for Absence c) Approval of minutes from previous AGM & matters arising. d) Hon. Secretary's Report e) Financial Report f) CPO Report g) Proposed changes to Constitution h) Proposed changes to Bye-laws i) Election of Management Committee Members j) Appointment of Auditors/Independent Examiners k) Life Membership Awards l) Other Relevant Business	Page 5 - C5.2.7 The order of business for an AGM shall include: a) President's Remarks b) Apologies for Absence c) Approval of minutes from previous AGM & matters arising. d) Hon. Secretary's Report e) Coach's Report f) Financial Report g) Proposed changes to Constitution h) Proposed changes to Bye-laws i) Election of Management Committee Members j) Appointment of Auditors/Independent Examiners k) Appointment of Honorary President & Honorary Vice President l) Life Membership Awards m) Other Relevant Business
	Bye-Law	Page 7 - BL1..2 - The Officers of the Club, who shall be Honorary, shall consist of a President, Vice- President, Treasurer, Secretary and Child Protection Officer who shall be elected at an Annual General Meeting, as shall be the said Adult Members.	Page 7 - BL1..2 - The Officers of the Club, who shall be Honorary, shall consist of a President, Vice- President, Treasurer and Secretary who shall be elected at an Annual General Meeting, as shall be the said Adult Members.
	Bye-Law	Page 7 - BL1.5.1 - The Management Committee shall comprise the Officers of the Club (as defined in Paragraph BL1.2).	Page 7 - BL1.5.1 - The Management Committee shall comprise the Officers of the Club (as defined in Paragraph BL1.2), Child Protection Officer, Membership Secretary, Trip Manager, Fundraising Event Manager and Head Coach.
	Bye-Law		Page 7 - BL1.5.7 - Management Committee members co-opted by the committee shall be subject to endorsement at the first EGM or AGM thereafter. (new clause added in line with Scottish Swimming updated Club Model Constitution, issued March 2017)
	Bye-Law	Page 8 -BL2.1.3 - The Chairperson at all meetings of the Club shall be the President In the absence of the President, the Vice President shall substitute. In the absence of the President and Vice President, those in attendance shall appoint a substitute.	Page 8 -BL2.1.3 - The Chair at all meetings of the Club shall be the President In the absence of the President, the Vice President shall substitute. In the absence of the President and Vice President, those in attendance shall appoint a substitute.
	Bye-Law	Page 8 -BL2.1.4 - In the event of equality of votes in any resolution before the meeting which requires a choice to be made for the continued good	Page 8 -BL2.1.4 - In the event of equality of votes in any resolution before the meeting which requires a choice to be made for the continued good governance of the

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		governance of the Club, the Chairperson of a meeting shall have a second or casting vote.	Club, the Chair of a meeting shall have a second or casting vote.
	Bye-Law	Page 8 -BL2.1.5- The Chairperson of a meeting shall be the sole judge of questions of order and interpreter of the "rules" governing the Club.	Page 8 -BL2.1.5 - The Chair of a meeting shall be the sole judge of questions of order and interpreter of the "rules" governing the Club.
	Bye-Law	Page 8 -BL2.1.6 - The Chairperson shall not speak to, oppose or move any motion from the Chair. In order to do so, they shall vacate the Chair until that business is concluded. The meeting shall be presided over by a substitute Chairperson elected from among those present.	Page 8 -BL2.1.6 - The Chair shall not speak to, oppose or move any motion from the Chair. In order to do so, they shall vacate the Chair until that business is concluded. The meeting shall be presided over by a substitute Chair elected from among those present.
	Bye-Law	Page 8 -BL2.2.6 - Adult Members who are not members of the Committee, may attend by invitation only. Those invited may only participate by the agreement of the Chairperson .	Page 8 -BL2.2.6- Adult Members who are not members of the Committee, may attend by invitation only. Those invited may only participate by the agreement of the Chair .
	Bye-Law	Page 9 -BL3.4- All cheques drawn against the Club's funds shall be signed by a minimum of two Officers of the Club.	Page 9 -BL3.4- All invoices / expenses received by the club should be signed off by an officer of the club before being processed by the Treasurer. All cheques drawn against the Club's funds shall be signed by a minimum of two Officers of the Club. (wording expanded in line with Scottish Swimming updated Club Model Constitution, issued March 2017)
	Bye-Law	Page 9 -BL3.8- The Accounts shall be audited/examined by an independent person(s) elected annually at the AGM	Clause deleted as it replicates wording of Clause 3.3. Numbering of subsequent two Clauses adjusted accordingly.
	Bye-Law	Page 9 – BL 4.1.2 - Grievances and Complaints involving doping, child abuse or other criminal offences shall be referred to the Scottish Swimming Chief Executive within 48 hours, in accordance with SS Company Rule R12.1.4.	Page 9 – BL 4.1.2 - Grievance and Complaints involving doping should be referred to British Swimming as Per Scottish Swimming Company Rule R13.1.3. (adjusted clause added in line with Scottish Swimming updated Club Model Constitution, issued March 2017)
	Bye-Law		Page 10 – BL 4.1.3 - Grievances and Complaints involving child abuse or other criminal offences shall be referred to Scottish Swimming within 48 hours, in accordance with Scottish Swimming Company Rule R13.2.1 (new clause added in line with Scottish Swimming updated Club Model Constitution, issued March 2017)
	Bye-Law	Page 10 – BL 4.1.3 - The Management Committee may suspend, from activities wholly within its own jurisdiction, impose a Fine or Expel a member as a means of discipline.	Page 10 – BL 4.1.4 - The Management Committee may suspend, from activities wholly within its own jurisdiction, impose a Fine or Expel a member as a means of discipline.
	Bye-Law		Page 10 – BL4.2.1 - c) a parent or guardian on behalf of a Member classified as a Vulnerable Person, defined as a person who lacks sufficient capacity to present a grievance by themselves. (new clause added in line with Scottish Swimming updated Club Model Constitution, issued March 2017)

Edinburgh Diving Club

The Royal Commonwealth Pool



CONSTITUTION, BYE-LAWS AND REGULATIONS

Appendix 1: Document Version History: - (Update 28/10/17)

		Page 10 – BL4.2.1 - c) Any individual.	Page 10 – BL4.2.1 - d) Any individual.
	Bye-Law	Page 10 – BL4.3.2 - A complaint must be made in accordance with SS Company Rules, Section 12 .	Page 10 – BL4.3.2 - A complaint must be made in accordance with Scottish Swimming Company Rules Sections R12 to R15 .
	Bye-Law	Page 10 – BL4.4.1 - An appeal may be made against decisions taken by the Club in respect to the outcome of a submitted grievance or against decisions taken by a National Enquiry Panel .	Page 10 – BL4.4.1 - An appeal may be made against decisions taken by the Club in respect to the outcome of a submitted grievance or against decisions taken by a National Complaints Committee .
	Bye-Law	Page 10 – BL4.4.2 - An appeal must be made in accordance with SS Company Rules, Section R.14 .	Page 10 – BL4.4.12- An appeal must be made in accordance with Scottish Swimming Company Rules, Sections R12 to R15 .
Version	Date	Change Summary	
8.1	Oct 2018	Version v3.1	Version v8.1
		Page 2 – C3.2.1 - The Membership fees of existing members (agreed at the AGM) shall become due on 31st January in each year and those of new members on the date of acceptance for membership.	Page 2 – C3.2.1 - The Membership fees of existing members (agreed at the AGM) shall become due on 28th February in each year and those of new members on the date of acceptance for membership.
		Page 2 – C3.2.2 - Members not renewing by 28th February will be deemed to be non-members and will be notified in writing accordingly.	Page 2 - C3.2.2 - Members not renewing by 31st March will be deemed to be non-members and will be notified in writing accordingly.
		Page 2 – C3.5.1 - An existing member, on submitting their membership fees to the Club Secretary, on or before 31st January , is deemed to be reapplying for membership of the Club. The Management Committee may, at this time, refuse a re-application for Membership by an existing member, providing they act in accordance with paragraph C3.5.3 below.	Page 2 – Clause 3.5.1 - An existing member, on submitting their membership fees to the Club Secretary is deemed to be reapplying for membership of the Club. The Management Committee may, at this time, refuse a re-application for Membership by an existing member, providing they act in accordance with paragraph C3.5.3 below.