

Constitution of the British Sub Aqua Club New Zealand Incorporated
Prepared for Approval by the Members of the Club
In Compliance with the Incorporated Societies Act 2022
15th May 2024

1. Scope

- a. The diving club shall be known as the British Sub Aqua Club New Zealand Incorporated (BSAC NZ) and is a branch club of the British Sub Aqua Club located in the United Kingdom (BSAC).
- b. In 2008, BSAC NZ was registered under the Incorporated Societies Act 1908 as amended.
- c. This constitution shall regulate the structure, management, administration, and activities of BSAC NZ.
- d. In all matters associated with BSAC NZ and its activities in New Zealand, New Zealand law shall apply.

2. The Purpose of BSAC NZ

- a. BSAC was established in 1953 and has been recognised since 1954 as the governing body of recreational diving in the United Kingdom by UK Sport.
- b. Its instructors are volunteers giving their free time and it provides diving, training and safety standards internationally through independent branch clubs. It delivers these through a system of qualifications and has a global reputation for safety and training excellence.
- c. BSAC NZ is a non-profit organisation that was founded in 2008 by BSAC members resident in New Zealand who wished to dive complying with these training and safety standards.
- d. Based on this, the purpose of BSAC NZ is to provide safe, regular, accessible and internationally recognised training as well as diving and snorkelling activities in an enjoyable, friendly, inclusive and supportive environment.
- e. The aims and objectives of BSAC NZ are to provide facilities, opportunity and training for diving and snorkelling in accordance with the standards of BSAC together with related social activities for its members.
- f. BSAC NZ will not employ any staff and no member will be remunerated for their contribution to the activities of the Club.

3. Acquisition and Cessation of Membership

- a. BSAC NZ shall comprise a minimum of 10 Full Diving/Snorkelling and Non-Diving/Snorkelling Members as defined in Section 3.e. below.
- b. BSAC NZ is a members' organisation and all members, by applying for, and accepting membership, agree to abide by the rules and policies of BSAC NZ.
- c. Members agree to follow the BSAC and BSAC NZ Code of Conduct and failure to do so may result in disciplinary or other action being taken against the member.
- d. Anyone joining or re-joining BSAC NZ as a Full Diving and Snorkelling Member or Non-Diving and Snorkelling Member shall pay the appropriate BSAC membership fees and the BSAC NZ levy.
- e. There shall be three classes of membership:

- i. Full Diving/Snorkelling Membership – for which any person 14 years of age or older (or at a younger age at the Diving Officer’s discretion) and holding the appropriate diving qualifications or training for them shall be eligible.
 - ii. Non-Diving Membership – for which any person engaged in, assisting with, or supporting the activities of BSAC NZ shall be eligible.
 - iii. Honorary Membership which shall be conferred solely by the BSAC NZ Committee and for which any person shall be eligible. They may attend any meetings of BSAC NZ and may vote at the Annual General Meeting or a Special General Meeting.
- f. Subject to the restrictions imposed on diving activity by their training and diving qualifications, all Diving/Snorkelling members of BSAC NZ have equal rights of access to training, BSAC NZ equipment, participation in diving activity as well as expeditions, BSAC NZ social activity, and voting in BSAC NZ meetings.
- g. An applicant for membership of BSAC NZ shall apply to the Committee using the relevant online forms on the BSAC NZ and BSAC websites and upon acceptance of their application and payment of the appropriate BSAC and BSAC NZ subscriptions within 8 (eight) weeks shall be a member of the class for which they have applied and are eligible.
- h. New and existing Diving/Snorkelling members will be required to complete an annual medical questionnaire and refer to an approved BSAC NZ or SPUMS diving medical referee if any concern is raised by their responses.
- i. The Committee may delegate to the Membership Secretary the responsibility for entertaining and accepting applications for membership.
- j. Applicants for full Diving/Snorkelling or Non-Diving/Snorkelling membership are required to join both BSAC and BSAC NZ. If for any reason, the applicant is denied membership by either body, the applicant will be denied membership of BSAC NZ.
- k. A member shall retain their membership until they have resigned or are deemed to have resigned in accordance with this Section or Section 15 below.
- l. If payment of a member’s BSAC NZ or BSAC membership fees in respect of any period of 8 (eight) weeks or more overdue, a member shall be deemed to have resigned.
- m. Membership of BSAC NZ is governed by the rules of BSAC NZ. The Committee shall have the power to amend the Rules of the Club when and as deemed appropriate.

4. Membership Records

- a. BSAC NZ will hold membership records that contain each member’s:
 - i. *Contact details* including their full name, postal and street address, mobile, work and home telephone numbers, and email address.
 - ii. Emergency contact details for next of kin including their relationship to the member, their mobile phone number, and email address.
 - iii. Health declaration completed within the previous 12 months.
 - iv. Financial status indicating whether or not the BSAC and BSAC NZ membership fees had both been paid.
 - v. Diving qualifications awarded by BSAC or other internationally recognised certification agencies.
 - vi. Instructor qualifications awarded by BSAC or other internationally recognised certification agencies.

- vii. Records of depths, run times, surface intervals, decompression stops, gas mixtures, gas pressures and cylinder capacity of each diver on a BSAC NZ dive that are recorded immediately before and after each dive. This information may be held for up to 16 hours after a dive.
- viii. Records of dates, locations, depth, run times and gas mixtures for each diver on a BSAC NZ dive. These will be held until BSAC NZ is dissolved in accordance with the provisions of Section 16.
- b. Membership records will be reviewed annually as the membership is renewed and more frequently if the information regarding the member changes.
- c. Members have online access to their BSAC membership and training records through MyBSAC.
- d. Personal records regarding diving activity shall be made available for inspection at no cost within 48 hours if requested by a member.
- e. During and following an incident, all available records will be provided to the Emergency Services as and when requested. These services include Coast Guard, Search and Rescue, Maritime NZ, Harbourmaster, Ambulance, Police, Defence Force, Decompression Chamber, Hospital services and Medical/Travel Insurers in New Zealand or offshore if required.
- f. Further information is available in the BSAC NZ Privacy policy located on the BSAC NZ website.

5. Financial Gain

- a. BSAC NZ does not operate for its own financial gain or that of any of its members or affiliates.
- b. BSAC NZ may:
 - i. Pay an organisation, affiliate, or member for matters, services, products, and intellectual property that are relevant to its training, diving, safety, snorkelling and social activities.
 - ii. Reimburse a member for reasonable expenses legitimately incurred (and pre-approved) by BSAC NZ Treasurer on behalf of BSAC NZ or while pursuing its purpose.
 - iii. Provide a member with incidental benefits (for example, trophies, prizes, or discounts on products or services from sponsors) in accordance with the purposes of BSAC NZ.
- c. Membership of BSAC NZ and/or BSAC does not entitle past, current or future members of BSAC NZ to any ownership rights of assets, intellectual property or other tangible or intangible assets.

6. Management and Administration

- a. The management of BSAC NZ shall be vested in a Committee of which no member may be younger than 18 years old.
- b. There shall be no limit on the number of consecutive years that a person may stand for election and, if elected, serve on the Committee.
- c. The Committee shall be elected consisting of at least the following four officers:
 - i. Chair
 - ii. Secretary
 - iii. Diving Officer
 - iv. Treasurer

- d. The Committee may at its discretion nominate the following additional officers for election at the AGM while permitting them to take an acting role in the interim:
 - v. Training Officer
 - vi. Equipment Officer
 - vii. Membership Secretary
 - viii. Social Secretary
 - ix. Privacy Officer
- e. The Committee may appoint a President to fulfil the role described in Section 8 subsection b.
- f. A Welfare and Inclusion Officer shall be appointed by the Chair, be independent of the Committee and will report to the Chair on such matters as, for example, the protection of vulnerable members, ensuring special needs of members and potential members are met, and complaints are addressed in a fair, just and effective manner.
- g. The role of Training Officer shall be carried out by the Diving Officer or a person approved by the Diving Officer.
- h. The role of Equipment Officer will be undertaken by the Diving Officer in the absence of a suitable candidate or volunteer.
- i. The role of Privacy Officer will be undertaken by the Membership Secretary in the absence of suitable candidates or volunteers this position.
- j. The role of Social Secretary will be undertaken by the Secretary in the absence of suitable candidates or volunteers for this position.
- k. All members of the BSAC NZ Committee shall be elected at the Annual General Meeting.

7. The Committee

- a. The Committee shall comprise fully paid-up members.
- b. All those nominated for election to the Committee shall submit a consent form confirming their eligibility and willingness to act as a member of the Committee.
- c. Given the role of the Diving Officer in risk management and mitigation as well as safety and guiding dive activity, they will hold at least a BSAC Instructor Qualification or the equivalent from another internationally recognised training and certifying agency.
- d. The Committee shall hold and administer for the membership all funds, equipment, property and other assets owned by BSAC NZ.
- e. The Committee shall also be responsible for the:
 - i. Conduct of the activities of BSAC NZ including:
 - 1. Organisation of the Annual General Meeting of BSAC NZ and the business thereof.
 - 2. Organisation of a Special General Meeting when called.
 - 3. Suspension of BSAC NZ members from taking part in the activities of BSAC NZ subject to the right of appeal to members in Special General Meeting.
 - 4. Other matters as necessary for the proper management of BSAC NZ affairs.
 - 5. The dissolution of BSAC NZ.
- f. The appointed Committee member should take their position upon election and remain until their successors have been elected or they resign from the Committee.

- g. The Committee shall have the power to fill a vacancy amongst the officers of BSAC NZ or amongst the rest of 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.
- h. The Committee shall also have the power to co-opt up to 4 (four) non-voting members.
- i. A simple majority of voting Committee members shall form a quorum for a meeting provided, however, that no quorum shall be formed without the presence of either the Chair or Secretary or a member of the Committee with the delegated authority of the Chair or Secretary.
- j. If the Chair or the Secretary is unable to be present at the meeting, they shall delegate their role to another officer.
- k. 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.
- l. The Committee may not adopt a resolution unless it has the votes of a simple majority of those members present and entitled to vote and 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.
- m. No member shall be entitled to vote on a matter in which their interest differs from that of BSAC NZ as a whole, and they shall declare their interest and withdraw from any meeting during the period of discussion of such interest.
- n. Any Officer shall have the authority to require the Secretary to call a meeting of the Committee at any time.

8. The Roles and Duties of Committee Members

- a. Only members who are qualified divers may vote on diving matters raised in Committee.
- b. The roles and duties of Committee members shall include the following:
 - i. Chair
 - 1. The Chair will be elected annually at the AGM.
 - 2. The Chair shall take the chair at all meetings of BSAC NZ and the Committee at which they are present.
 - 3. If the Chair is unable to be present at a meeting, they may appoint the Secretary to chair it. In such instances, another Committee member shall be nominated by the Chair to take the minutes of the meeting.
 - 4. They will also call the AGM, Special Meetings, and Committee Meetings.
 - 5. Subject to the provisions of this constitution, the Chair's decision on process is final.
 - 6. The Chair shall hold a casting vote on a motion at any meeting of the Committee.
 - 7. The Chair shall be responsible for the execution of the BSAC initiative to support the welfare of all members while engaged in activities associated with BSAC NZ. This includes ensuring a safe, inclusive environment that protects children as well as others who

may be vulnerable. This is also the responsibility of every member of the Committee and BSAC NZ.

ii. Diving Officer

1. BSAC NZ's Diving Officer derives their authority in training and diving matters from the National Diving Officer of BSAC.
2. The Diving Officer shall have responsibility for the training and diving activities of BSAC NZ and for the safe conduct thereof, and they 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 BSAC or pursuant to their authorisation.
3. The Diving Officer's decision in respect of their responsibilities shall be final in BSAC NZ, subject only to such guidelines consistent with this requirement as may be established from time to time by the Committee.
4. The Diving Officer shall be a full voting member of the Committee.

iii. Secretary

1. The Secretary shall maintain the BSAC NZ records and shall record the meetings of the Committee, General Meetings of BSAC NZ, and such other meetings as the Chair may request.
2. The Secretary shall be primarily responsible for BSAC NZ's communications with third parties, and shall keep the Officers, the Committee and/or the BSAC NZ, as may be appropriate, informed of matters coming to their attention which pertain to BSAC NZ activities.
3. The Secretary will be responsible for communicating with all BSAC NZ members and Committee members informing them of meeting dates and the scheduling of Committee meetings using e-mail.
4. The Secretary shall be a full voting member of the Committee.

iv. Treasurer

1. The Treasurer shall be responsible for dealing with all monies received or paid on behalf of BSAC NZ, shall make any investment of BSAC NZ funds approved by the Committee, shall keep records and proper books of account of all financial transactions conducted in BSAC NZ's name, and shall prepare for consideration by the Committee a statement of income and expenditure and a balance sheet to the last day of March, which the Treasurer shall cause to be audited by BSAC NZ auditors for submission to the Annual General Meeting.
2. The Treasurer shall arrange for all BSAC NZ funds to be kept on deposit with a bank or banks approved by the Committee and shall maintain a current account or accounts on which any two officers have the authority to approve.
3. With the approval of the Committee, the Treasurer may open one or more other current accounts on which one other member of the Committee has joint signature authority.

4. The Treasurer shall be a full voting member of the Committee.
- v. Membership Secretary
 1. The Membership Secretary shall be responsible for holding all membership records and ensuring they are current and complete. BSAC NZ and BSAC may share information related to membership renewal, the health declaration, dive training, dive qualifications, email address postal address and telephone numbers. The information shared -with BSAC relating to each individual is immediately available to a member on MyBSAC at any time and may be corrected if there is any error.
 2. The Membership Secretary may also hold the position of Privacy Officer.
 3. The Membership Secretary shall ensure that Information regarding the Privacy Act 2021, BSAC's and BSAC NZ's Privacy Policy shall be given in the New Member's Induction Pack.
 4. The Membership Secretary shall be a full voting member of the Committee.
- vi. Equipment Officer
 1. The Equipment Officer shall be responsible for the acquisition, servicing, maintenance, and disposal of equipment. Their focus shall be on safety.
 2. They will communicate with the Diving Officer to ensure that any BSAC NZ equipment needs for diving activity or training are met in a timely manner.
 3. The Equipment Officer shall be a full voting member of the Committee.
- vii. The Social Secretary
 1. The Social Secretary shall be responsible for the social program. This shall be a program that encourages members to meet socially at least once per month.
 2. The Social Secretary shall be a full voting member of the Committee.
- viii. Privacy Officer
 1. The Privacy Officer shall be responsible for ensuring BSAC NZ is compliant with the New Zealand Privacy Act 2021.
 2. The Privacy Officer shall be a full voting member of the Committee.
- ix. President (if appointed by the Committee)
 1. The President of BSAC NZ may be appointed for a period of 1 (one) year by a simple majority of the Committee.
 2. Their appointment will be in recognition of their knowledge, diving experience or contribution to the activities of BSAC NZ.
 3. The President shall be a non-voting member of the Committee.
 4. Their role will be to advise and mentor the members of the Committee as appropriate.

9. Officer Ceasing to Hold Office

- a. A person ceases to be an officer of BSAC NZ if the person:
 - i. Is removed from office in accordance with BSAC NZ constitution; or
 - ii. Becomes disqualified from being an officer under Section 47 of the Incorporated Societies Act 2022; or
 - iii. Otherwise vacates office in accordance with BSAC NZ's constitution.
- b. A Committee member may resign office by signing a written notice of resignation and delivering it to the Chair.
- c. The notice of resignation is effective when it is received by BSAC NZ or at a later time specified in the notice and agreed with the Chair.

10. Annual General Meeting (AGM)

- a. The Annual General Meeting of BSAC NZ shall be held on or near the third Saturday of June each year.
- b. Notice of the meeting and the agenda shall be sent by email to all paid-up members of BSAC NZ at least 21 (twenty-one) days before the meeting.
- c. The Notice shall identify those members of the Committee who are standing again and shall request nominations for the Committee.
- d. Committee members standing again shall be deemed to have been nominated by the Committee.
- e. To be valid, nominations not deemed to have been made by the Committee must be delivered to the Secretary by email at least 14 (fourteen) days before the meeting, seconded and endorsed by the nominee to the effect that they are willing to accept the position if they are elected.
- f. The members of the Committee shall be elected at the meeting by ballot.
- g. If a nominee stands unopposed, they shall be deemed to have been elected.
- h. The Notice shall also include the text of any motion proposed by the Committee.
- i. Any member may propose amendments to such motion and may make any further motion for consideration at the meeting, but such amendments and further motions must be proposed and seconded in writing or by email and delivered to the Secretary no less than 14 (fourteen) days before the meeting.
- j. At least 10% of BSAC NZ membership entitled to vote at the meeting shall be required for a quorum, but a quorum once formed shall not be lost despite the departure from the meeting of any member or members.
- k. The right to vote at the meeting shall be restricted to members who hold a current annual BSAC NZ and BSAC membership, having paid the appropriate fees or who are honorary members.
- l. The physical location of the AGM may, at the discretion of the Committee be held in Whangarei, Auckland or the Bay of Islands.
- m. Members may participate in the AGM by means of a physical or virtual presence and provision shall be made for online attendance.
- n. Proxy votes will be accepted if received by the secretary at least 48 (forty-eight) hours in advance.

11. Special General Meeting

- a. Any General Meeting of BSAC NZ other than the Annual General meeting shall be known as a Special General Meeting.

- b. The Committee may call a Special General Meeting at any time upon giving no less than 21 (twenty-one) days email notice to all paid-up members.
- c. The notice shall state the reasons for the meeting and shall include the text of any motion proposed for consideration.
- d. Amendments to such motion may be proposed at the meeting.
- e. The Committee shall call a Special General Meeting upon receipt of a request to do so signed by no less than 5 (five) paid-up members, provided that the request states the reason and contains the text of at least one motion proposed for consideration.
- f. Following expulsion of a member of BSAC NZ, under Section 15 below, the expelled member has the right to demand an SGM to appeal their expulsion from BSAC NZ.
- g. On receipt of the request the Committee shall call a Special General Meeting to be held within 30 (thirty) days of the request and giving no less than 21 (twenty-one) days written notice to all paid-up members (who were paid up at the time of the request).
- h. The notice of the meeting shall state the reasons for the expulsion and any grounds on which the appeal is being made.
- i. Conduct of a disciplinary appeal Special General Meeting shall involve:
 - i. Statement of the reasons for the disciplinary action by the Committee.
 - ii. An opportunity for the excluded member to state their case to be allowed to continue in BSAC NZ.
 - iii. A vote to be conducted as defined in the provisions of Section 12 below.
 - iv. The business of a Special General Meeting shall be that for which it was called and no other.
- j. The provisions of Section 10 subsections j and k shall apply to Special General Meetings.

12. Voting

- a. Voting on any given motion at a General Meeting shall be by show of hands or by ballot, as the Chair may decide and motions shall be carried by the votes of a simple majority of voting members present.
- b. A vote to agree to uphold an appeal by an expelled member must be conducted by a secret ballot and shall require to be carried by at least a two-thirds majority of votes cast by not less than 30% of the members of the BSAC NZ entitled to vote at General Meetings.
- c. A motion to alter these provisions shall only be carried by at least a two-thirds majority of votes cast by not less than 30% of the members of BSAC NZ entitled to vote at General Meetings. Such motion may be voted upon in General Meeting or by postal or by email ballot of all voting members.
- d. Except as provided in Sections 9 and 10 above, the Committee may put any motion to the voting membership at any time by email ballot. Voting papers for such 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. A motion put to email ballot shall only be carried by a majority of votes cast by not less than 30% of the members of BSAC NZ entitled to vote at General Meetings. These ballots may be electronic, and should include an option for, against, abstain or call for an SGM.
- e. Members may participate in the special general meeting by means of a physical or virtual presence.

13. BSAC NZ Activities

- a. At the discretion of the Diving Officer, BSAC NZ diving and open-water training activities shall be open to guests from other dive clubs and BSAC branches.
- b. Divers who participate in 6 (six) dives or less over 3 (three) months or less may be considered as guests. Those who exceed this limit must apply for membership of BSAC and BSAC NZ in order to continue diving with BSAC NZ.
- c. If a member damages or loses BSAC NZ equipment, the Committee may charge the member the cost of repairing or replacing it.

14. Dispute and Grievance Resolution

- a. BSAC NZ will follow the Disciplinary and Grievance Policies and Procedures of BSAC that are shown on the BSAC website.
- b. BSAC NZ will be guided by the following when applying the policies and procedures referred to in Section 14 subsection a above:
 - i. BSAC Safe Diving Guide
 - ii. BSAC Code of Conduct
- c. BSAC NZ will also comply with BSAC's Whistleblower Policy
- d. Disputes that relate to diving, snorkelling or boat safety must be referred to the Diving Officer as soon as possible.
- e. Diving is an activity where the level of risk must be managed. The person in charge of a BSAC NZ activity (the Dive Manager, Course Instructor, or Dive Boat Cox for example) may suspend, at their discretion and for the duration of the activity, any member who misconducts themselves.
- f. Any such suspension shall be reported as soon as possible to the Diving Officer and shall be discussed at the next meeting of the Committee subsequent actions will follow the Disciplinary and Grievance policies referred to in Section 14 Subsections a and b above.

15. Suspension and loss of membership

- a. The Committee shall have the power by a two-thirds majority of all current voting members to suspend the membership of any member of BSAC NZ.
- b. A decision to suspend shall be immediately communicated to the member concerned, and their membership shall be suspended.
- c. A suspended member shall be entitled to demand a hearing at the next regular meeting of the Committee during which the reasons for the suspension shall be made fully known and they shall be given the opportunity to answer fully the charges against them.
- d. Upon conclusion of the hearing, the member shall leave the meeting and the Committee shall vote again on the suspension.
- e. If the requisite two-thirds majority does not carry the motion, the suspension shall be lifted and the member shall be informed accordingly.
- f. If the motion is carried again by the said majority, the member shall be informed and they shall be deemed to have resigned their membership of BSAC NZ.
- g. The member affected shall have the right to appeal the decision of the Committee to the next General Meeting of BSAC NZ. In that regard only, they shall have the rights of a paid-up member.
- h. Suspension of the membership of an Officer or general Committee member shall only be voted upon at a meeting where the agenda has:

- i. Been posted or distributed to all Committee members at least one week prior to the meeting; and
 - ii. Explicitly refers to the motion of suspension.
- i. If the person charged attends the meeting, they shall be entitled to hear and respond to the charges levied against them.
- j. When the Chair 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 majority, the person charged shall be deemed to have resigned their membership of BSAC NZ, and they shall have the right of appeal.
- k. If the person charged does not attend the meeting, the provisions of Sections 15 subsection j shall apply.

16. Dissolution

- a. BSAC NZ 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.
- b. A proposal to dissolve BSAC NZ shall be subject to ballot and, in order to be carried, it must receive the votes of two-thirds of the voting members of BSAC NZ who are present at the meeting.
- c. If dissolution of BSAC NZ is voted in accordance with the preceding provisions of this Section, the Committee shall proceed without delay to realise the value of the property of BSAC NZ and to discharge BSAC NZ's outstanding liabilities. Any net assets remaining shall be distributed equally to the New Zealand Coastguard and the Northland Rescue Helicopter which meet the requirements of the Act.

17. Amendment

- a. This constitution may only be amended in a General Meeting in accordance with the affirmative votes of a majority of two thirds of those voting members of BSAC NZ who are present at the meeting.
- b. Notwithstanding anything to the contrary contained in the provisions of this constitution, no amendment may be made to this section or to Section 18, unless prior to the meeting at which such amendment is proposed, an Officer or the Chief Executive of BSAC shall have notified BSAC NZ in writing of BSAC's approval of the subject and text thereof.

18. British Sub-Aqua Club Rules and Standards

- a. This constitution is made in compliance with Article 84 of the Articles of Association of BSAC, 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 BSAC.

19. Point of Contact

- a. The point of contact for any external regulatory body on matters relating to this Constitution shall be:
 - i. The Treasurer of BSAC NZ.
 - ii. If the Treasurer cannot be contacted immediately for whatever reason, the Chair shall be an authorised point of contact.