



Association of Professional Scuba Training Organisations (APSTO) Rules & Regulations

1. The purpose of the Association of Professional Scuba Training Organisations (APSTO) is to represent the interests of professional diver training organisations with a base in the UK, whose primary business is the provision of diver training on a for-profit basis. APSTO does not set training standards but can provide guidance to governmental bodies and similar entities on best practices for the professional delivery of diver training.

2. The ruling body of APSTO is the voting members at a General Meeting where all full members can attend. APSTO will have at least one General Meeting each year known as the Annual General Meeting (AGM); additional General Meetings may take place during the year as required. All meetings can be physical or remote (e.g. by teleconference or internet).

3. APSTO has one category of member:

Full Member: a training organisation with a base in the UK, whose primary business is the provision of diver training on a for-profit basis. Full members have voting rights.

4. Full Members shall each pay annual dues of £50 per calendar year; Dues are to be paid to the Treasurer by January 31 each year.

5. If any member is found to be consistently acting against the best interests of APSTO, the other members may vote to place that member into a six-month probationary status. At the end of the six-month period, the member may be fully reinstated or expelled according to the results of a further vote. The affected member may not vote in these proceedings.

6. A member may formally resign from APSTO at any point.

7. APSTO members will elect a Board of Directors (BOD) consisting of the following officers:

- a. Chairman/Chairwoman (Chairperson)
- b. Secretary
- c. Treasurer

8. The officers hold their position for two years. A new BOD shall be elected at every second AGM.

9. A quorum exists when at least two-thirds of the members are attending a meeting or have provided a proxy vote for the issue being voted upon.



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10. The Chairperson shall act as the chair of a meeting, in his/her absence the Secretary shall act as chair. If both are absent the members present shall agree upon a chair for that meeting.
11. If a member cannot attend a meeting and wishes to vote on a previously announced matter, they can send their vote in writing to the Chairperson and/or Secretary at least 48 hours before the meeting. Proxy votes cannot be applied if a motion is substantially altered during the discussions at the meeting unless the proxy voter can be contacted for consultation.
12. All general resolutions adopted by a General Meeting or the BOD require an 80% or greater majority to carry. The only exception concerns the editing of these rules when the consensus of all members is required.
13. New member applications are subject to ratification by the next General Meeting.
14. A Full Member organisation may send up to three delegates to any General Meeting, but the member organisation always has only one vote.
15. At the members' discretion, copies of the minutes may be distributed to designated industry stakeholders; guest may also be invited to specific meetings.
16. The Secretary or a person appointed by the Secretary shall ensure that at least five days prior to each scheduled meeting an agenda will be circulated to members. Following a meeting, they will distribute minutes to the members within 30 days.
17. Members are to treat all communications within APSTO as confidential except where express permission has been given for information to be released.
18. The dissolution of APSTO can only be decided at a General Meeting and requires all members to vote. At least 80% of the valid votes cast must be in favour of dissolution for it to be enacted.