

WSSC CONSTITUTION (Revised Feb. 18, 2010)

101 TITLE

This organization shall be known as the "WINDSOR SKIN & SCUBA CLUB" and referred to as either "the Club" or "Windsor Skin & Scuba Club".

102 PRINCIPLES:

- a) The Club shall be democratic, non-sectarian and non-political.
- b) To bring about and foster a spirit of unity and comradeship among skin and scuba divers.
- c) To encourage the sport within Canada and educate it's members in the safe usage of scuba and skin diving equipment and techniques.
- d) To acquire and hold such property as equipment and trophies purchased or donated for the good and welfare of the Club.

103 MEMBERSHIP

a) Active membership may be taken by:

- 1) All persons 12 years of age or older;
- 2) All persons agreeable with all conditions as stated in the membership application and associated documents;
- 3) All persons having valid certification in a recognized diver training course.
- 4) All of the above requirements must be satisfied.

b) Membership shall include all immediate members of a family who are certified divers, provided any extra costs incurred by the Club to include more than one family member are paid by said family.

c) Associate membership may be taken by any non-diving person wishing to participate in club functions;

d) Associate members shall pay lower dues than active members. The amount shall be determined by the executive.

e) Should an associate member desire to take part in any club diving activities, he/she shall be required to purchase an active membership.

104 VOTING AT MEMBERSHIP MEETINGS:

a) Only members in good standing shall vote in club affairs.

b) All votes shall be open to a count of hands except election of club officers, which shall be by secret ballot.

c) A simple majority of over 50% of a quorum will constitute a motion carried.

d) The President shall vote only in case of a tie.

105 AMENDING THE CONSTITUTION:

Amendments may be made to the constitution by a vote of two-thirds majority of a quorum. Notice of an intent to amend the constitution shall be made known in writing to the Executive at least 30 days prior to the date of the General Membership Meeting. Then the Executive shall notify the membership of an intent to amend the constitution 14 days before the date of the general meeting.

106 QUORUM AND PROXY:

a) For the purposes of voting at club meetings, a quorum shall consist of the following:

- 1) members who are in attendance and ;
- 2) Proxies as defined by section 106 b.

b) For the purpose of this document, Proxies shall be defined by and accepted under the following conditions. A Proxy;

- 1) can only be executed by a member in good standing;
- 2) Must be made in writing and presented by a representative chosen by the member executing the proxy.

107 CLUB FEES:

a) All membership fees shall be paid annually from the first of January. New member's fees shall be due and payable by their third attendance at The Club, thereafter fees shall fall due on the first of January. The amount of such fees shall be determined at the Annual Meeting of members.

b) All persons who, by the thirty-first of January, have not paid their fees shall be suspended until dues are paid.

c) The annual fee paid by each member of The Club shall include membership in any other organization as set out by the membership.

d) The Executive Committee of the Club has the right to suspend a member from The Club for an infraction of club principles and/or by-laws. If a member is suspended, expelled or terminates his/her membership from The Club, he/she shall not be entitled to receive back his/her membership fees and initiation or any part thereof. The member concerned shall have the right to attend any meeting where his/her suspension is being discussed. Such meeting will be held not more than 30 days from the date of the suspension.

e) Any member who is expelled, suspended or terminates his/her membership shall have no claim to any club assets.

108 MEETINGS:

a) The Executive Committee will meet as often as necessary to properly conduct the affairs of the Club.

There will be a General Membership Meeting held as often as considered necessary by the Executive Committee, but at least once in a calendar year. Executive Committee Meetings shall be open to the general membership with reasonable notice.

b) The President shall call a General Membership Meeting upon the written request of five members in good standing.

c) The Annual General Membership Meeting shall be held in November. This meeting shall be for the purpose of electing the Executive Committee. Those elected will take office at the first Executive Committee Meeting following the Annual General Membership Meeting. Such meeting shall be called at the discretion of the newly elected President.

d) All members in good standing shall be notified of the Annual General Membership Meeting 14 days prior to the date of the meeting advising of the positions open for nominations and the names, if any, of those who have been nominated.

e) Nominations must be made in writing with the acceptance of the nominee and delivered or mailed to the Executive at least 7 days before the Annual General Membership Meeting.

f) At the Annual General Membership Meeting, the officers of The Club shall make their reports of the business of the previous year.

109 CLUB DIVING:

In furtherance of the aim of the Club, organized club dives will be undertaken from time to time under the direction of the Club's Dive Coordinator(s).

110 SOCIAL ACTIVITIES:

The social activities excluding diving activities shall be conducted for the Club by the Social Committee.

111 GENERAL:

a) The Club name and badge shall not be used by members in conjunction with commercial advertising or personal advertising unless approved by the Executive Committee.

b) Members shall not enter into the name of the Club, or involve the Club in any commercial transaction or financial responsibility without the approval of the Executive Committee.

c) The minutes of the Executive Committee meetings shall be recorded and shall be available to members at reasonable times.

d) The business for which Executive Committee or General Membership meetings is called must be discussed and/or concluded before any other business may be introduced.

112 PARLIAMENTARY PROCEDURE:

All Club and Executive Committee Meetings shall be conducted in accordance with parliamentary procedures. In the event of a dispute as to proper procedure, Robert's Rules of Order shall be followed.

113 DISBANDMENT:

In the event of disbandment of The Club, assets shall be sold and the funds then on hand shall be donated to the suitable charity or organization deemed suitable by the Executive Committee.

114 ELECTED OFFICERS:

At the Annual General Membership Meeting of the Club, the following officers shall be elected and will form an Executive Committee:

President, Vice-President, Secretary, Treasurer, Public Relations Representative, Social Committee Chairperson, Membership Chairperson, Newsletter Editor, Web Site Administrator, Dive Coordinator(s).

Their terms of office shall be as follows:

President - 1 year

Vice-President - 1 year

Secretary - 1 year

Treasurer - 1 year

Public Relations Rep - 1 year

Social Committee Chair - 1 year

Membership Chairperson - 1 year

Newsletter Editor - 1 year

Web Site Administrator - 1 year

Dive Coordinator(s) - 1 year

115 DUTIES OF EXECUTIVE MEMBERS:

a) PRESIDENT:

The president shall preside over all meetings and act as Chairman. He/she shall exercise control over all officers and business of the Club, call meetings of the Executive Committee when necessary, sit by the Annual General Membership Meeting and transact such other business as may, by custom, apply to this office.

b) VICE PRESIDENT

The Vice-President shall, in the absence or disability of the President, exercise all powers vested in the President. He/she shall also share in the President's duties.

c) SECRETARY

The Secretary shall, in the absence or disability of the aforementioned officers, exercise all powers vested in them. He/she shall keep a true record of the proceedings of all General and Executive Meetings and shall make certain that all members of The Club shall have full access to these records.

He/she shall carry on all general correspondence and carry out other duties as directed by the Executive Committee.

d) TREASURER

The Treasurer shall, in the absence of the aforementioned officers of The Club, exercise all powers as vested in them. He/she shall keep just and true accounts of all monies received and paid out by The Club.

A true financial report of recent expenditures and receipts shall be submitted by him/her at each Annual General Meeting and as often as the Executive Committee requires, and shall complete and mail to any paid up member a financial report covering the activities of The Club for each year when requested. He/she shall deposit all funds in a government recognized financial institution as approved by the Executive.

All monies payable by the Club shall be paid by cheque, signed by two of three members approved by the Executive and no cheque under any circumstances shall be signed blank.

e) PUBLIC RELATIONS REPRESENTATIVE

The Public Relations Representative shall purchase materials with the club name and/or logo for purchase by members, prizes, or gifts. He/she shall contact the media and provide press releases for special Club Events.

f) SOCIAL COMMITTEE CHAIRPERSON

The social committee chairperson shall lead the planning and organization of social events for members. He/she may also recognize milestones such as successful completion of dive courses, birthdays, weddings, anniversaries, etc.

g) MEMBERSHIP CHAIRPERSON

The membership chairperson shall collect membership forms, check them for completeness, and tabulate appropriate information for use by the executive; he/she may provide membership cards; he/she shall generally keep medical information private and confidential but make it available to those supervising club dives. He may also produce club brochures to entice new members to join the club.

h) NEWSLETTER EDITOR

The newsletter editor shall solicit articles and publish a club newsletter.

i) WEB SITE ADMINISTRATOR

The web site administrator shall create and administer a web site for the club on the Internet.

j) DIVE CO-ORDINATOR(S)

The Dive Coordinator(s) shall be responsible for planning the diving activities of the Members within the Club diving schedule. He/she shall appoint Dive Masters (Dive Leaders, Beach masters, etc.) as necessary with due regard to certifications, credentials and experience of the individual(s) appointed.

120 EXECUTIVE COMMITTEE - VACANCIES:

a) If, during the course of their term, a member of the Executive Committee - other than the President - is unable to carry out his/her duties, the President shall nominate a replacement from the Membership on concurrence of the Executive Committee.

b) If the President is unable to carry out his/her duties, the Vice-President shall ipsofacto become President and shall appoint a Vice-President on concurrence of the Executive Committee.

121 APPOINTED OFFICIALS AND THEIR DUTIES:

The Executive Committee shall appoint individuals or committees to advise on and sponsor various activities related to the Club. These appointed positions may include but not be limited to the following examples:

- a) Safety Director: He/she shall be responsible to the Executive Committee for all safety aspects of Club activities. Specifically he/she will insure that The Club's safety rules and regulations are followed.
- b) Special Events Director: He/she shall arrange for educational material, films, speakers and other entertainment for the membership.

122 CLUB BY-LAWS:

Club by-laws may be added, amended or deleted.

- a) By-laws are rules and regulations passed by the membership to properly conduct the affairs of The Club.
- b) Amendments, deletions or additions to the by-laws may be made by a vote of 2/3 majority quorum.

Notice of an intent to amend, delete or add any by-law shall be made known in writing to the secretary at least 30 days prior to the date of the General Membership Meeting. The Secretary shall notify the membership of an intent to amend, delete or add any by-law 14 days before the date of the General Membership Meeting.

- c) Meetings to amend, add or delete by-laws shall pertain to the By-laws in question only.

BY-LAWS

BY-LAW 96-001 GRATUITY FOR THE DIVEMASTER

That a Club Divemaster, divemastering a club sanctioned event, be given a gratuity, to a maximum of 10% of the total charter fee paid; and that this gratuity be calculated into the total cost of the charter fee. For shore dives a payment amount policy will be determined annually by the executive. The specified amount of these gratuities shall be agreed upon by the Divemaster and the Dive Co-ordinator(s) at a reasonable time prior to the scheduled diving activity.

BY-LAW 2000-001 STATEMENT OF UNDERSTANDING

WSSC is a dive club that encourages safe diving practices. All of its members should acknowledge their awareness of safe diving practices that will be used during official club-sanctioned dives by signing this statement when joining or rejoining the club.

SAFE DIVING PRACTICES — STATEMENT OF UNDERSTANDING

1. I, _____, understand that as a diver I should: (Print Name)

Maintain good mental and physical fitness for diving. Avoid being under the influence of alcohol or drugs when diving. Keep proficient in diving skills, striving to increase them through continuing education and reviewing them in controlled conditions after a period of diving inactivity.

2. Be familiar with my dive sites. If not, obtain a diving orientation from a knowledgeable source. If diving conditions are worse than those in which I am experienced, postpone diving or select an alternate site with better conditions. Engage only in diving activities consistent with my training and experience.

3. Use complete, well-maintained, reliable equipment with which I am familiar; and inspect it for correct fit and function prior to each dive. Deny use of my equipment to uncertified divers. Always have a buoyancy control device and submersible pressure gauge when scuba diving. Recognize the desirability of an alternate air source, redundant gas supply and a low-pressure buoyancy control inflation system.

4. Listen carefully to dive briefings and respect the advice of those supervising my diving activities.

5. Adhere to the buddy system throughout every dive. Plan dives – including communications, procedures for reuniting in case of separation, and emergency procedures – with my buddy.

6. Be proficient in dive-table or computer usage. Allow an appropriate margin of safety and conservatism. Have a means to monitor depth and time under water. Limit maximum depth to my level of training and experience.

7. Maintain proper buoyancy. Adjust weighting at the surface for neutral buoyancy with no air in my buoyancy control device. Maintain neutral buoyancy while under water. Be buoyant for surface swimming and resting. Have weights clear for easy removal, and establish buoyancy when in distress while diving. Ascend at a rate of not more than 60 feet/18 metres per minute.

8. Breathe properly for diving. Never breath hold or skip breathe when breathing compressed air, and avoid excessive hyperventilation when breath-hold diving. Avoid overexertion while in and under water and dive within my limitations. Avoid sharing air as a means of extending bottom time.

9. Use a boat, float, or other surface support station whenever feasible. Know and obey local laws and regulations.

I have read the above statements and have had any questions answered to my satisfaction by an Instructor or Divemaster. I understand the importance and purposes of these established practices. I recognize they are for my own safety and well-being, and that failure to adhere to them can potentially pose an increased risk to my personal safety.

Club Member's Signature & Date (M/D/Y) Witness Signature & Date (M/D/Y)

Signature of Parent or Guardian if Under 18 & Date (M/D/Y)