

CONSTITUTION AND BY-LAWS
OF THE
AQUALLIERS DIVE CLUB
revised 30 NOV 2002
CONSTITUTION
OF THE
AQUALLIERS DIVE CLUB

ARTICLE I

NAME AND PURPOSE

Section 1: Name

The name of this organization will be the Aqualliers Dive Club, type III independent Private Organization.

Section 2: Purpose

The purpose and objective of the Aqualliers Dive Club will be to develop, promote, and direct a program of underwater recreation. It shall conduct such recreational and social activities for its members as considered necessary and DroDer by the Executive Council, and not otherwise prohibited by applicable military, local government directives or acceptable standards of social conduct and decorum. The club will promote an awareness of diving safety, the conservation of underwater and coastal resources by sponsoring skin and scuba diving activities to promote an awareness of safe underwater recreation activities, a knowledge of our ocean environment, and its protection and uses.

ARTICLE II

GENERAL PROVISIONS

Section 1: Authority

Authority for the creation of this private organization is AFR **34-4**, Private Organizations on Air Force installations, and the organization will operate on Vandenberg Air Force Base only with written permission of the installation commander. The organization operates on a military base only with the consent of the installation commander. Operation is contingent on compliance with the requirements and conditions of all applicable Air Force regulations. The organization is not a non-appropriated fund instrumentality, nor is it entitled to the privileges and immunities of the Federal Government.

Section 2: Liabilities

The membership is liable for organizational debts in the event the Organization's assets are insufficient to discharge liabilities. If an individual member obligates

the club, the obligation should be for the sole use and benefit of the club. If such benefit is solely for the use and benefit of the individual member, the member himself will be liable to the organization.

ARTICLE III

OFFICERS AND GOVERNING BODY

Section 1: Executive Council

The Executive Council shall consist of elected officers. If one of the elected officers is absent the position on the council will be filled by the Past President. If two elected officers are absent the positions on the council will be filled by the Past President and safety officer. If more than two members are absent Executive council business will be referred to the Executive Council.

Section 2: Executive Council Members

Executive Council shall consist of the elected club members, Past President, and the appointed officers.

Section 3: Elected Officers

a. President: The President shall be an active duty, reserve, or retired military diver at least 21 years of age in good standing. The president shall preside at all club meetings, shall be an ex-officio member of good standing with special committees, shall be responsible for ensuring the proper administration of the club, consistent with the provisions and spirit of the constitution and by-laws.

b. Vice President: The Vice President shall be an active duty, reserve, or retired military diver at least 21 years of age in good standing. The Vice President shall perform the duties of the President in his absence or upon his request. He shall succeed the President on any unexpired term.

c. Treasurer: The Treasurer shall be a member at least 21 years of age and in good standing. The Treasurer shall be responsible for the collection and deposit of club funds, the expeditious payment of club debts, and the keeping of accurate records attendant thereto and maintenance of the club membership list.

The Treasurer will insure that an independent audit is conducted during the first month of each calendar year (accounting period).

d. Secretary: The Secretary shall be a member in good standing. The Secretary shall be responsible for maintaining a complete and accurate record of the minutes of regular, special and Executive Council meetings, and

will forward a copy of all regular and special meeting minutes to 30 MWRSS/CC within 15 days of said meeting. He shall provide an information bulletin to the club membership on at least alternate months. The secretary is also responsible for club archives.

Section 4: Past President

Past President: the last president to hold the office prior to the incumbent.

Section 5: Appointed Officers

Appointed officers must be members in good standing. They shall be appointed by and with a majority vote of the Executive Council, and shall hold office for one year, or until their successor has been properly appointed. Appointed offices will not be accepted without the consent of the individual.

a. Recreation chairperson: The Recreation Chairperson shall be responsible for the planning of all club social activities, including the collection and payment of monies related there to, and for keeping a complete and accurate record of such events. Chairperson will convey all monies collected to the Treasurer. Chairperson will keep all recreation equipment in order and convey equipment to outings.

b. Programs Chairperson: The Programs Chairperson shall be responsible for obtaining a location at which the general membership meetings can be held, and for the presentation at each meeting, or at other times deemed appropriate, of programs concerned with underwater recreation or education that will be of interest to the membership. Chairperson will be responsible for the development and operation of fund raising activities to include transfer of receipts and expenses to the Treasurer. Will organize and purchase door prizes, collect donations and transfer monies to Treasurer.

c. Equipment and Facilities Chairperson: The Equipment and Facilities Chairperson shall maintain proper accountability and storage of all equipment owned and used by the club; be responsible for the maintenance and repair of all club equipment; periodically inspect equipment to insure safety standards are met; and insure that periodic samples of air are analyzed and the results are posted. The Equipment/Facilities Chairperson shall maintain the club house grounds and facilities; inspect for broken equipment; and present concepts for improvement of club facilities.

d. Publicity Chairperson: The Publicity Chairperson shall be responsible for publicizing club news and events through

local news media, thereby keeping all club members, prospective members and other interested person informed of club activities. Chairperson will take pictures of outings, prize winners and maintain a history book.

e. Safety Officer: Upon appointment of the safety officer a letter will be forwarded to 30 SPW/SEG to advise them of safety officer's name and appointment. Safety officer will be responsible for coordinating safety related issues with the host base safety office. The safety officer will also coordinate with the club equipment/facility chairperson in inspecting all club owned and operated equipment to insure compliance with all documentation of safety inspected items is maintained. The safety officer shall be responsible for all safety issues and concerns of the dive club. Safety officer is also responsible for conducting monthly safety briefing during the club meetings. Safety officer shall brief all members during club dive, outing, and function.

Section 6: Elections

Nominations: All officers will be elected at the January membership meeting from a slate submitted by the nominating committee at the October membership meeting. Nominations may also be submitted from the floor. Nominations will not be accepted without the consent of the individual being nominated.

a. Elected officers will take office at the next general membership meeting and will remain in office for one year or until their successors have been duly elected. All elections shall be by secret ballot. An individual shall not hold the same elective office for more than two consecutive terms.

b. Election shall be by majority vote. Should no individual receive a majority vote, the two members receiving the most votes shall be elected by a run off vote.

Section 7: Termination of Officers

a. Removal of Cause: Any officer may be removed from office for cause. The charges against the officer shall be submitted to the Executive Council as a petition which shall be signed by a minimum of 10 members in good standing. The officer shall be advised in writing of the charges against him/her at least 10 days prior to the general membership meeting that will consider his/her removal. A 2/3 positive vote of the members present at the general membership meeting shall be required for the removal of any officer, provided those members present constitute a quorum.

b. Permanent Change of Station: Officers receiving a permanent change of station shall resign from their office in writing prior to leaving this station. In any case, resignation will be effective on the date of PCS.

c. Resignation: The Resignation of any elected officer shall be submitted in writing to the Executive Council.

Section 8: Filling of Vacancies

A vacancy in any elective office, except that of the President, shall result in nomination and election of a successor at the first general membership meeting subsequent to the occurrence of the vacancy. The successor will serve the remainder of the unexpired term. The Executive Council may appoint an officer to fill an unexpired term of two months or less.

ARTICLE IV

MEMBERSHIP OR PATRONAGE

Section 1: Qualifications of members

Membership in the club shall be voluntary and open to all military personnel (active, reserve, and retired), reserve military personnel, civil service employees, non appropriated fund employees, the dependents of the above, and only such other individuals who, during the period of the membership, are employed on the installation. Membership shall be extended to all persons, regardless of race, creed, color, sex, or national origin.

Section 2: Types of membership

a. Single: membership for an individual meeting the requirements of section 1.

b. Family: membership for a group of related individuals, residing at the same address, meeting the requirements of section 1.

c. Temporary: membership for TDY personnel and individuals on leave or visiting in the Vandenberg AFB area, not assigned to Vandenberg AFB, who would otherwise be eligible for membership. Temporary members have all the privileges of membership during the membership period, except for voting of elected officers and must comply with all by-laws.

Section 3: Membership classification

a. Divers: individuals certified to dive or snorkel by a recognized certifying agency.

b. Non-divers: individuals who are not certified by a certifying agency. This-designation is automatically upgraded to diver upon certification.

c. Minors: members, either divers or non-divers, who are under the-age of 18 years except active duty military members who may be 17 years of age. Minors may be either divers or non-divers. Minors must be accompanied at all club outings by parent/guardian, or must hold a harmless agreement signed by his/her parent/guardian.

Section 4: Termination of membership

Membership in the club shall be terminated in the following instances:

- a. Upon request of member concerned.
- b. Upon violation of water safety rules or practices.
- c. Upon misconduct which would tend to bring the club or sport of skin and scuba diving into disrepute.
- d. Upon misuse or misappropriation of club equipment.
- e. Upon failure to maintain payment of dues.
- f. Upon termination of employment on Vandenberg AFB for those civilians who joined under that provision.
- g. Upon violation of Scuba safety rules or practices.
- h. Upon violation of Scuba equipment rules or practices.

Section 5: Termination procedure

Before any club member is charged under the provisions of this Article, the complainant shall request a hearing by the Executive Council. The President shall then call a special meeting of the Executive Council within ten days to act upon the charges submitted. Written notice of the special meeting shall be forwarded to the member charged, together with a statement of the allegations preferred, requesting the presence of that member and any witnesses desired for his/her defense. Appropriate action shall be taken by the Executive Council after reviewing all applicable evidence. Any action must be approved by a majority vote of the Executive Council.

Section 6: Membership reinstatement

Membership may be reinstated as allows:

- a. Any membership terminated under the provisions of Article 111, Section 3, may be reinstated by a 3/4 positive vote of the Executive Board, no sooner than 30 days after the termination.
- b. Any person receiving a negative vote for reinstatement from the Executive Board shall have the right to appeal to

a general membership meeting. A 3/4 positive vote of the members present at a general membership meeting shall be required to reinstate membership, provided those members present constitute a quorum.

ARTICLE V

METHOD OF FINANCING

Section 1: Membership fees

Initial and annual membership fees are prescribed in the club by-laws. The amount of fees shall be recommended by the Executive Board and presented to the membership for consideration at a monthly meeting, at least one month prior to voting.

Section 2: Establishment of Dues

a. Initiation fee: a fee paid initially to join the club required only one time as long as continuing membership in good standing is maintained.

b. Annual dues: the dues paid yearly to maintain membership.

c. Should a special-assessment be required to provide for major expenses, the Executive Board shall propose the quantity of this special assessment one month prior to voting.

Section 3: Payment of Dues

a. Dues shall be due and payable in full on the 28th day of February for the year. Failure to rejoin by that day shall cause an individual to be assessed a fee of \$5.00 in addition to all past dues due.

b. Dues shall be prorated from the first day of the month an individual applies for membership in the club.

Section 4: Fees for Temporary Members

Temporary members pay fees and dues on a prorated basis in accordance with the membership schedule in the by-laws.

Section 5: Accounting Responsibility

The Executive Council shall examine the treasurer's records at least quarterly.

a. Financial Statements.

The Treasurer shall present a financial status at monthly meetings.

b. Audit Requirements.

An audit will be required by an independent (not a member of the Executive Council) annually in September. Members

may request to review the club records during club meetings.

c. Financial Expenditures

1. The Executive Council shall be authorized to expend funds not to exceed \$500.00 in a one-month period without the prior consent of the general membership. Checks, drafts, or money orders for expenditures of less than \$500.00 may be signed by one elected officer.

2. Any expenditure in excess of \$500.00 drawn against the club funds shall require the signature of the President and the Treasurer. If either are not available, alternates from the Elected officers may sign. In any event, such checks must bear the signatures of two elected officers, one of which must be either the President or the Treasurer. All expenditure will be announced at the next regular monthly meeting.

Section 6: Fund Raising activities

All fund raising activities will be coordinated with the MWR Officer, Vandenberg AFB, and must be approved by the installation commander.

ARTICLE VI
ACTIVITIES

The activity of the Aqualliers Dive Club is to conduct recreational and social activities for its members by promoting an awareness of diving-safety, the conservation of underwater and coastal resources. Sponsoring skin and scuba diving activities to promote an awareness of safe underwater recreation activities, a knowledge of our ocean environment, and its protection and uses.

ARTICLE VII
MEETINGS AND QUORUMS

Section 1: Types of Meetings

Meetings shall consist of:

a. Regular monthly meetings. All normal business shall be conducted at the monthly meeting.

b. Executive Council Meeting. The Executive Council shall meet at the request of the President, but no less frequently than every other month. Business shall consist of planning activities for presentation to the general membership.

c. Special meetings. A special membership meeting will be held at the request of the Executive Council, or upon the

written request of at least 10 members in good standing. Special meetings shall be announced in writing. Business shall be limited to the subject causing the special meeting.

Section 2: Voting

Voting will not be limited to members in good standing, however the following provisions apply:

- a. Only divers may vote.
- b. Temporary members do not have voting privileges.
- c. A non-diver acting as an elected or appointed officer may vote.

Section 3: Quorum Requirements

A quorum at all regular or special meetings shall consist of those voting members attending.

Section 4: Time and Place of Meetings

The monthly meeting shall be on the first Wednesday of each month except January, July and October. The July and October meetings shall be on the second Wednesday. The January meeting will be the annual officer installation outing. All meetings will be held at announced locations and times.

Section 5: Order of Business

The presiding officer shall determine the order of business at all meetings. All meetings shall be conducted in accordance with Robert's Rules of Order; Newly Revised.

ARTICLE VIII

ADOPTION AND AMENDMENTS

Any and all adoption and amendments to the constitution will be subject to final review by the installation commander. Any proposed amendment to Constitution or By-Laws shall be submitted in writing to the Executive Council for approval. Council approved amendments shall be read or distributed at the next two general membership meetings, and shall be adopted if they receive a 2/3 positive vote of the members present at the conclusion of the second reading, provided those members present constitute a quorum, and will take effect upon the approval of the installation commander.

ARTICLE IX DISSOLUTION

Section 1: Dissolution

In case of dissolution of the organization funds, in the treasury at the time will be used to satisfy any outstanding debts, liabilities, or obligations. The balance of these assets will be disposed of as determined by the membership. Dissolution is at the discretion of the installation commander.

Section 2: Procedures for Dissolution

Upon dissolution and discontinuance of the club, all existing club-owned property will be sold by sealed bid to members. All funds collected and paid will be handled by the Treasurer. If the existing liabilities exceed the assets, the deficit will be borne equally by the club members. Residual assets will be donated to the Air Force Aid Society.

I certify that the attached constitution has been approved by the membership as indicated in ARTICLE VIII.

President, Aqualliers

The attached Constitution has been reviewed in accordance with AFR 34-4.

Chief, MWR Division

Staff Judge Advocate

30SPW/SEGB

Approval for operation on Vandenberg AFB is subject to all restrictions stated in AFR 34-4 and in compliance with federal, state and local laws.

VAFB Installation Commander

BY-LAWS OF THE AQUALLIERS DIVE CLUB

The following by-laws apply to all members and are created to provide the utmost in safety.

ARTICLE I

DIVER QUALIFICATIONS

Diver: An individual who has completed a Skin Diving and/or Scuba course (or equivalent course) offered by a nationally recognized diver certification organization.

ARTICLE II - GUESTS

1. Guest Scuba divers (nonmembers) will be allowed on club outings on a space available basis if they can provide proof of diver qualifications and provide their own equipment.
2. Guest Scuba divers are not authorized the use of club equipment.
3. All guests will be sponsored at club functions by a club member in good standing and will be required to abide by the club safety rules.
4. Guest Scuba divers are not authorized to dive on Vandenberg AFB until they obtain written approval from the Base Commander or designated representative.

ARTICLE III

SAFETY RULES

All members will comply with all safety rules set forth by recognized diving and dive association such as PADI, NAUI, and other dive certifying organization and not limited to federal, state, and local rules and regulations.

1. All members will comply with buddy system while conducting a dive.
2. All members must be aware of the conditions of dive area to avoid dangerous places and poor diving conditions.
3. All members must comply with procedures in operating the club air compressor and club boat. All members must be trained in use of specific dive club equipment and as a minimum pass a written and oral test prior to operating club owned equipment.
4. All members must comply with PADI standards in maintaining scuba equipment for safety. As a minimum, regulator, first and second stage must be serviced yearly. Visual inspection of scuba tanks must be accomplished yearly by recognized scuba service inspection station. It is also required by law to perform hydro test of scuba tanks every five year by recognized service station.

5. All members must comply with non-use of alcohol, medication or other drugs that may affect the physical and mental ability to safely use the scuba equipment.

6. All authorized club members can provide local water and dive condition and related information to new/TDY personnel.

ARTICLE IV DUES

Payment of dues will be based on the following schedule:

Single membership:

1. Dues shall be \$24.00 per year.
2. New members pay an initiation fee of Five dollars.

Family membership:

1. Dues shall be \$12.00 per year per family.

Temporary membership:

1. For up to 2 months - free
2. For up to 4 months - five dollars (\$5.00)
3. For up to 6 months - five dollars (\$5.00)
4. For up to 10 months - five dollars (\$5.00)