

# **CONSTITUTION NIAGARA DIVERS' ASSOCIATION**

## **1. TITLE**

This non-profit organization shall be known as the Niagara Divers' Association, also referred to as the "Club".

## **2. PRINCIPLES**

- a) The Club will be democratic, non-sectarian and non-political.
- b) The Club shall endeavour to provide an environment for diving which is safe and enjoyable for all members.
- c) The Club may acquire and hold such property as equipment or trophies purchased or donated for the good and welfare of the Club.
- d) The Club shall not operate as a training club but shall encourage education and training through various recognized training agencies.

## **3. MEMBERSHIP**

- a) Full Membership may be taken by all persons 16 years of age or over who are certified divers.
- b) Associate Membership may be taken by divers in training or by any interested person, diver or non-diver, at the rate of one half of the current membership fee. Divers in training, 16 years of age and older, upon certification, may become full members upon paying the balance of the full membership fee. Associate members may not vote or hold office. Associate members may not dive with the Club unless full membership is taken out or the non-club member fees paid, subject to a) above.
- c) Honorary or complimentary membership may be awarded annually to any persons who have rendered distinguished service to the Club. That person or persons may be presented to the Club membership for approval. Honorary members may not vote or hold office.
- d) All members must sign a Statement of Understanding and/or Parental Consent Form with respect to diving.
- e) All members must abide by the Niagara Divers' Association Rules & Regulations and Policies & Procedures as they pertain to diving.
- f) The Executive Committee, on the recommendation of the Safety and Training Committee, has the right to suspend or expel a member from the Club for infractions of Club rules or regulations. If a member is recommended for suspension or removal from the Club, he/she shall have the right to attend any meetings where his/her case is being discussed. If a member is suspended or expelled he/she shall not be entitled to receive back his/her subscription or any part thereof.
- g) In all cases membership shall be offered and continued at the discretion of the Executive Committee.

**4. OFFICERS AND THEIR DUTIES**

- a) At the Annual General Meeting of the Club the following officers shall be elected and will form an Executive Committee:

President  
Vice-President  
Secretary  
Treasurer  
Safety and Training Director  
Membership & Promotion Director  
Shipwrecks Chair

- b) The immediate Past President shall also be a part of the Executive, for a term not exceeding one year.
- c) All members of the Executive must be fully paid up members in good standing.
- d) All officers shall hold office for a period of one year.
- e) i) The President shall preside over all meetings of the Executive and the Club and act as Chairman. He/she will call general membership and Executive Committee meetings when necessary; preside over the Annual General Meeting; may countersign cheques for expenditures approved by the membership and transact such other business as may by custom apply to this office.
- ii) The Vice-President shall in the absence or inability of the President exercise all powers vested in him. He/she shall also act as Chief Dive Planner. The Chief Dive Planner shall present a proposed dive schedule to the membership and appoint Dive Planners to organize each dive event, who may or may not act as Dive Coordinator. The Chief Dive Planner may form a committee to assist in his/her duties.
- iii) The Secretary shall keep true records of the proceedings of all General and Executive Meetings and shall make certain that all members of the Club shall have full access to them; may countersign cheques for expenditures approved by the membership and carry on all general correspondence.
- iv) The Treasurer shall keep a true and just record of all monies received and paid out by the Club. A true financial report of expenditures and receipts for the month shall be submitted by him/her at each meeting. Most monies payable by the Club shall be paid by cheque or money order, all cheques to be signed by the Treasurer and countersigned by the President or Secretary and no cheque under any circumstances shall be signed in blank. At the Treasurer's discretion, some monies may be payable from cash on hand, providing all transactions are recorded. The Treasurer shall prepare and present a true financial report for the year at the Annual Meeting. He/she will make certain that all members of the Club shall have full access to all financial records.
- v) The Safety and Training Director shall promote the training and/or encouragement of diving techniques and theoretical knowledge necessary for safe diving. The Safety and Training Director may form a committee to be known as the Safety and Training Committee to assist in his/her duties. He/she shall be responsible to the Executive Committee.

- vi) The Membership & Promotion Director shall be responsible for greeting new members and introducing them at meetings; for keeping records of all members; for Club promotion for the purpose of making the Club more visible in the region and to promote Club membership. The Membership & Promotion Director may set up a Membership & Promotion Committee to assist with his/her duties. He/she shall be responsible to the Executive Committee.
- vii) The Shipwrecks Chair shall be responsible for heading a committee for the overall organization of the annual dive symposium, such event to be subject to the approval of the Club membership. The Shipwrecks Chair shall present a proposed budget, event outline and ongoing updates to the membership. He/she shall set up a Shipwrecks Committee and possible subcommittees to assist with his/her duties in the organization of the event. Due to timing of General Elections, duties also include primary planning of the following year's event, again subject to event approval by the Club membership. The Shipwrecks Chair shall be responsible to the Executive Committee.
- viii) The Executive Committee shall be responsible for fund-raising and programme planning for general meetings.
- ix) The Executive Committee may appoint cheque countersigning privileges to one other Executive Committee member at their discretion, for expenditures approved by the membership.

## **5. MEETINGS & ELECTIONS**

- a) The Annual General Meeting shall be held in September of each year. Those elected take office at the first Executive Committee Meeting following the Annual General Meeting, which meeting shall be called at the discretion of the President.
- b) A notice of the Annual General Meeting shall be mailed by the Secretary to all paid up members in good standing two weeks prior to the date of the meeting, advising positions open for nomination on the Executive.
- c) Nominations will be accepted from the floor of the meeting.
- d) The ballot shall be secret and taken at the meeting.
- e) At the Annual General Meeting, the office bearers may make their reports of the business of the previous year.
- f) In the event of a vacancy occurring on the Executive prior to the Annual General Meeting, the said Executive Committee is empowered to appoint a replacement for the office affected provided such a replacement is approved with a majority of the members in attendance. Upon appointment of such replacement a special general meeting will be called by way of written notice to all fully paid members in good standing no later than two weeks prior to date of the said meeting for the purpose of obtaining such approval.
- g) The Annual Dive Meeting shall be held in April.
- h) General Meetings shall be held monthly from September through June, at the discretion of the Executive Committee.

- i) Executive Committee meetings shall be called prior to General Meetings, and at any time at the discretion of the President.
- j) Special meetings may be called at any time by the Executive Committee.
- k) Decisions concerning Club problems will be made at official Executive Committee meetings by a majority vote with a quorum of five members of the Executive. The results of those votes shall then be taken to the Club membership for final approval. Minutes will be taken at every Executive Meeting and presented to the members at the next Club meeting.
- l) A quorum for a meeting of the Niagara Divers' Association will be defined as having at least as many members present as there are members of the Executive at a given meeting. The number of Executive members present is not to include the Chair.

6. AMENDMENTS

The President shall upon receipt of a petition supported by ten or more fully paid up members in good standing call a General Meeting. Notice of motion to change the Constitution of the Club must be sent to all fully paid members in good standing by the Secretary at least two weeks prior to the meeting in the same method as which each member has requested their newsletter be sent. The motion must be carried by a majority of at least 75% of the members present at the meeting.

7. GENERAL

- a) The Club name or badge shall not be used by members in conjunction with advertising, personal or commercial, unless approved by the Executive Committee.
- b) Members shall not enter into in the name of the Club, or involve the Club, in any commercial transaction or financial responsibility without specific approval of the Club membership.

## **STANDING RULES - NIAGARA DIVERS' ASSOCIATION**

### **1. MEMBERSHIP**

- a) All membership fees shall be paid annually from the first of January.
- b) Cost of membership shall be determined annually by vote at the November General Meeting and published in the December newsletter.
- c) New members who join after August 31st shall have their fees prorated from the date of joining to the following January and those fees shall be payable on application for membership. Fees shall be prorated by months of membership to December 31.

### **2. EXPENDITURES/REVENUES**

- a) The Treasurer may write cheques to pay dive charter deposits.
- b) The Treasurer may write cheques for refunds due to cancellation of dive charters by the Club or by the dive operator on site.
- c) Executive Committee members shall be reimbursed for telephone calls made in order to conduct Club business.
- d) The Treasurer may write cheques up to and including \$50 per speaker for donations to non-profit/non-member guest speakers.
- e) The Treasurer may write cheques up to and including \$25 per speaker for gifts of appreciation for commercial non-member guest speakers.
- f) Immediate meeting expenses will be paid out of raffle proceeds the night of the meeting.
- g) Other than normal operating expenses, all expenditures other than those listed above shall be passed in the Minutes of a General Club Meeting.
- h) All revenues shall be deposited by the Treasurer to offset approved Club expenditures.

### **3. ADVERTISING**

- a) Amount of advertising per month is limited to one side of an 8-1/2 x 11 page.
- b) Any Club sponsored event and members' equipment for sale are at no charge.
- c) There is a two tiered fee structure to deal with requests for advertising:
  - i) The fee structure for members' personal advertising is set at \$2 - 1/8 page; \$5 - 1/4 page; \$10 - 1/2 page; \$20 - full page.
  - ii) The fee structure for non-members' advertising is set at 50% above that of members' personal advertising.
- d) Fees for advertising shall be collected by the Newsletter Editor and receipts issued by the Treasurer.

4. MEMBERSHIPS IN ORGANIZATIONS

Shall be determined annually and passed in the Minutes of a General Club Meeting.

5. AMENDMENTS

Motion to amend or introduce any Standing Rule can be put forward at any regularly scheduled or special General Meeting. The motion must be carried by a majority of at least 75% of the members present at the meeting.

## **RULES OF ORDER - NIAGARA DIVERS' ASSOCIATION**

1. The business for which an Executive or General Meeting is called must be discussed before any other business may be introduced.
2. Membership on the Executive Committee of the Club shall not exclude that member from putting forward a motion for consideration by the Club. The member of the Executive Committee in the Chair is the only member not eligible to introduce motions to the Club.
3. All members of the Club shall have the right of verbal or written communication of thoughts and ideas at all times, although matters of business shall be determined by those members having voting privilege.
4. The Chair shall determine in what order members may speak and the Order of Business shall determine at what point the issue may be addressed.
5. The Chair shall have no vote unless it is to break or cause a tie.
6. Meetings will be conducted in general accordance with Robert's Rules of Order.
7. Order of Business of a Special or General Meeting shall be:
  - a) Call of the meeting to order by the Chair.
  - b) Determination of members present for a quorum.
  - c) Minutes of the previous Meeting read and accepted or amended.
  - d) Treasurer's Report read and accepted or amended.
  - e) Election of Officers when necessary.
  - f) Reports of Officers of the Club and Committees.
  - g) Report of Newsletter Editor.
  - h) Discussion pertaining to old business.
  - i) Presentation of new business by Executive Committee and discussion per topic.
  - j) Presentation of new business from the floor and discussion per topic.
  - k) Announcements and notices.
  - l) Adjournment by Chair.

**AMENDED JUNE, 2010**