

LONDON SKIN AND SCUBA CLUB

THE CONSTITUTION

GENERAL

1. The name of the Club shall be the LONDON SKIN AND SCUBA CLUB.
2. The aim of the Club is to promote under-water diving in a safe and professional environment designed to enhance divers' abilities through training and to promote a sense of camaraderie among club members. The Club shall pursue its aims on a non-profit basis.

MEMBERSHIP

3. Membership in the Club is available to any person nominated by a member and approved by the Executive or by a majority vote of club members at a general meeting.

MEMBERSHIP ENTITLEMENT

4. All members shall be entitled to the following club privileges:
 - a. Attend and make presentations at all ordinary and extra-ordinary general meetings;
 - b. Use of the pool during training periods to swim, test gear and get assistance from instructional staff so long as it does not interfere with student training;”
 - c. Participate in all Club diving activities within the limits of individual qualifications; and
 - d. Use Club equipment commensurate with qualifications held providing such use does not conflict with organized Club activities.

TRANSFERS

5. Persons transferring from organized clubs or applying for membership as a qualified diver shall present a "C" Card and Dive Log to the authority appointed by the President and may be subject to a pool test.

EXECUTIVE COMMITTEE

6. The Executive shall consist of the following:
 - a. President;
 - b. Vice-President;
 - c. Recording Secretary;

- d. Treasurer;
- e. Membership Secretary;
- f. Chief Instructor; and
- g. Equipment Manager.

7. The Executive will be responsible for promulgating the policy and maintaining control of all operations and activities of the Club. They will approve recommendations on all matters, financial or administrative, before activities are commenced. On motion, controversial subjects may be tabled such that they can be discussed at a meeting of the Executive, and a Executive committee recommendation will be presented at a general meeting for a decision.

8. The Executive may enact Diving Regulations governing Club sponsored diving activity in addition to the standards set out in this Constitution.

9. The term of office for an executive position shall be one year. The executive members, except the Chief Instructor, shall be elected at a general meeting and require a majority to be elected. This meeting will be held in June, following open water check-outs.

10. The Chief Instructor shall be appointed by the technical committee.

DUTIES OF THE PRESIDENT

11. The President will:

- a. Preside over general, executive and emergency meetings of the Club;
- b. Ensure that the wishes of the majority of the Club members are protected; and
- c. Assist the Committee Heads in their duties.

DUTIES OF THE VICE-PRESIDENT

12. The Vice-President will:

- a. Chair any meeting during the absence of the President whether it is an executive, general or emergency meeting;
- b. Be responsible to the President for the adherence by all Club members to skin and scuba diving regulations; and
- c. Assist the Training Committee when required.

DUTIES OF THE RECORDING SECRETARY

13. The Recording Secretary will:
 - a. Record minutes of all meetings.
 - b. File all Club correspondence on behalf of the club;

DUTIES OF THE TREASURER

14. The Treasurer will:
 - a. Record all financial business of the Club;
 - b. Deposit all moneys received by the club in the Club Account and issue receipts for all such moneys;
 - c. Provide a current financial statement for discussion at general meetings and at the request of the President;
 - d. Pay the club expenses and receive and file invoices and receipts for such expenses;

DUTIES OF THE MEMBERSHIP SECRETARY

15.
 - a. Keep an accurate up-to-date record of all members of the Club
 - b. Organize payment of insurance for the Club in a timely fashion

DUTIES OF THE CHIEF INSTRUCTOR

16. The Chief Instructor will:
 - a. Prepare a training program;
 - b. Examine applications for grading and classification in accordance with current skin and scuba diving standards; and
 - c. Conduct and supervise individual training given to all Club divers in accordance with the Club Training Program.

DUTIES OF THE EQUIPMENT MANAGER

17. The Equipment Manager will:
 - a. Maintain the Club inventory;
 - b. Ensure that all equipment is periodically overhauled and within safety standards; and
 - c. Be responsible for proper storage of all equipment.

TRAINING AND TECHNICAL COMMITTEE

18. A Training and Technical Committee shall be established and shall be composed of the following:
 - a. Chief Instructor;
 - b. Instructors;
 - c. Assistant Instructors; and
 - d. Equipment Manager.
19. This Committee shall formulate and conduct an up-to-date and safe training program in skin and scuba diving and ensure that all rules and regulations governing diving and water safety are upheld.
20. The Training and Technical Committee must meet the following qualifications:
 - a. The Assistant Instructors, Instructors, and Chief Instructor shall be certified by a generally recognized certifying agency; and
 - b. The Chief Instructor shall be appointed by the Training and Technical Committee.
 - c. The Training and Technical committee as a whole, will address any questions regarding training procedures, when a member is not satisfied with the Chief Instructor's response to such a question. The response from the Training and Technical committee will be considered final.

SPECIAL COMMITTEES

21. Special committees may be appointed by the Club Executive.
22. A Judicial Committee may be formed to deal with members that are suspected of an infraction of the rules of the Club. (This committee shall contain one member each of the Executive and Technical committees and two members appointed by the Executive). The Judicial Committee can investigate the suspected infraction and

report their findings together with their recommended sanction, if any, to the Club membership at a general meeting for a decision by the membership on the issue.

23. Any club member may request the formation of a judicial committee.

MEETINGS

24. General meetings shall be held quarterly or more often as directed by the Club President and the format will follow Roberts's rules.

25. Except as otherwise provided in this Constitution, approval of motions presented at general, executive and committee meetings shall be by simple majority vote.

26. A quorum shall be considered to exist if:

a. either fifteen members or twenty-five percent of members, whichever is the lesser, are in attendance at a duly called general meeting.

b. a majority of directors are in attendance at a duly called executive meeting.

AMENDMENT PROCEDURES

27. This constitution may be approved and passed by the signatures of at least seventy-five percent of the members of the club.

28. Amendments to the constitution and by-laws may be proposed to the club by any member at any time providing they are submitted in writing at a regularly scheduled general meeting and placed for discussion on the agenda of the next regularly scheduled general meeting.

29. The Constitution may then be amended upon a motion with an affirmative vote of at least two-thirds of the members in attendance at the next duly called general meeting subsequent to the meetings described in paragraph 28 hereof.

CLUB EQUIPMENT

30. Club equipment shall only be issued to certified members in good standing. When used by students undergoing training, such use shall be under the direct supervision of the Chief Instructor or Instructional Staff.

31. A rental fee, of an amount to be set from time to time by the general membership, shall be charged for all rentals. Any equipment defects shall be reported to the Equipment Manager for action upon return of the equipment.

FINANCIAL

32. Membership fees at a rate to be determined by the general membership shall be assessed and paid by all members in advance on the first day of January in each year.

POOL REGULATIONS

33. All members shall adhere to regulations posted in the pool area and Club Pool Safety Rules as drawn up by the Chief Instructor and the Technical Committee.

34. A qualified lifeguard, being a member of the Royal Life Saving Society (Bronze Medallion Minimum), a Certified Diving Instructor or a rescue diver accredited with either ACUC, PADI, CMAS, or NAUI, shall be present during all pool training. The lifeguard will remain out of the water unless required to perform a rescue.

The amendments to this Constitution are hereby approved and passed by majority vote the 17th day of October, A.D. 2009.