

*The Constitution of the*  
**ROI-NAMUR DOLPHINS**  
**SCUBA CLUB**

*Submitted 03/07/07 (SUPERSEDES PREVIOUS EDITIONS)*

President                     (signed)                     Date   03/07/07    
                    Greg Howson

Treasurer                     (signed)                     Date   03/07/07    
                    Gene Littlefield

## **ARTICLE I - NAME**

The name of the organization shall be the Roi-Namur Dolphins Scuba Club.

## **ARTICLE II - PURPOSE**

The purpose of the organization shall be to promote SCUBA and skin diving as a means of recreation and sport and to provide such assistance in search and rescue as may be requested. Club tanks and facilities shall be used for recreational purposes only. Scuba instruction will be considered a recreational use. Assistance to professional organizations will be granted on a case by case basis with the approval of USAKA.

The Private Organization known as the Roi-Namur Dolphins Scuba Club will not propagate extremist activities and does not advocate violence against others or the violent overthrow of the government. This Club will not seek to deprive individuals of their civil rights.

## **ARTICLE III - MEMBERSHIP**

### **A. Eligibility**

Only those persons over the age of 18 are eligible for membership.

### **B. Grades**

There shall be three grades of membership:

1. Regular Member
2. Club Divemaster
3. TDY Member

### **C. Qualifications**

Qualifications of the various grades of membership are as follows:

1. Regular Member:
  - a. Complete a SCUBA training course sponsored by a nationally recognized agency, and
  - b. Complete an area Orientation Dive defined as a briefing on local conditions and hazards and an introductory dive by a Club Divemaster. NOTE: This is not a skills evaluation.
  - c. Within six months new club members must complete an advanced dive course beyond Open Water certification, unless such certification is already held. New members failing to meet this requirement will be suspended until it is met.
  - d. Members will submit an initial and an annual medical status. Adverse responses will require a doctor's release to continue diving.
  - e. Members are required to view a dive safety video initially and annually. Members will be added to the Bad Diver List if they have not made an attempt to view the video within a reasonable amount of time as determined by the Executive Committee.

2. Club Divemaster:
  - a. Qualify as a regular member in good standing
  - b. Be a responsible individual certified as a Divemaster or equivalent by a nationally recognized certifying agency recognized in the club by-laws
    - (1) Enforce all diving regulations,
    - (2) Exercise sound Roi-Namur judgment,
    - (3) Display good moral character, stability and dependability,
    - (4) Devote the necessary time toward the many demands of divemaster membership. These duties include performing USAKA orientation dives, running club dive trips, assisting with facility and dock maintenance projects, and planning club functions.
  - c. Complete the following requirements:
    - (1) Undergo assessment of diving skills by a club divemaster on a 100 ft. dive, and
    - (2) Be voted in by the Executive Committee.
    - (3) Be an RND member for at least 1 month.
    - (4) Complete 10 logged dives within the RND dive area prior to the request to become a club divemaster.
3. TDY Membership:
 

All of the regular club member criteria and be a visitor to the atoll who does not possess a K-Badge.

#### **D. Duties and Privileges**

1. Regular Members: Duties and privileges of regular members are:
  - a. Promoting the welfare of the club,
  - b. Voting on club issues, (Roi-Namur resident members only)
  - c. Holding office, (Roi-Namur resident members only)
  - d. Using club facilities,
  - e. Familiarizing oneself and follow the current RTS regulation 385-9 with respect to water safety,
  - f. Making sincere efforts to attend club meetings and participate in club activities, if possible.
  - g. Attending one club-sponsored diver safety related training program per year. Members who fail to view the video will be placed on the Bad Diver List.
2. Club Divemaster: Duties and privileges are the same as regular members as well as:
  - a. Hold at least a "B" boat license
  - b. Supervise club dive trips if & when they occur.

## **ARTICLE IV - OFFICERS**

#### **A. Elected Officers**

1. Four officers shall be elected by simple majority vote of those members in good standing present at the regular meetings held in the month of January. Candidates must be members in good standing and shall be proposed by a committee designated

for the purpose by the President or may be nominated for office from the floor at the time of the meeting. The officers and their duties and responsibilities are:

- a. President: Presides over all meetings of the general membership, appoints committees for such activities as may be required for the welfare of the club, promote the progress and activities of the club
  - b. Vice President: Promotes the success of all regular club activities, assists the President in furthering the progress of the club, acts on behalf of the club in the President's absence: Coordinate and execute dive boat preparations. Periodically review the Security contractor records and act as liaison between Security and the RND concerning night dive activity and procedural problems noted.
  - c. Secretary: Records minutes of the general membership meetings, handles all club correspondence and notices, maintains a club post office box at the Roi Post Office, supplies the USAKA/RTS Safety Office with a monthly list of new club members and their post office box numbers
  - d. Treasurer: Maintains records of the club finances and submits a report at each regular meeting, receives and disburses all club funds, maintains club bank accounts.
2. Upon election of each new state of officers, a list of the incoming individuals and the positions to which elected shall be forwarded to the Commanding Officer, USAKA/RTS.
  3. Should it be necessary to fill a vacancy occurring in any elected office during the normal term of office, the officer shall be appointed by the Executive Committee (as defined by Article V, Section A) for the unexpired term.

## **B. Appointed Officers**

1. Two officers shall be appointed by the 4 elected club officers from members in good standing at its first meeting after the January election. The officers and duties are:
  - a. Facilities and Operations Engineer: Maintains club grounds, buildings and club property, assures uninterrupted electrical and telephone service to the club facilities; maintains and assures the proper operation of all club mechanical and electrical equipment, including maintenance of the air compressor, fills divers' tanks, and keeps proper records of equipment maintenance according to written procedures developed in conjunction with the Executive Committee.
  - b. Safety and Training Officer: Shall be appointed from the roster of club divemasters and shall act as Chief Club Divemaster; maintains a schedule of divemasters to supervise club dives, reports to the President any unsafe conditions or practices involving club activities, maintains a library of material pertaining to club activities, diver safety, and training. The Safety and Training Officer shall implement a USAKA/RTS approved Responsible Diver Campaign, giving publicity to safe diving regulations and recommended practices.

## **ARTICLE V - STANDING COMMITTEES**

**A. Executive Committee**

1. The Executive Committee shall consist of all elected officers and the Safety and Training Officer. The President shall be the chairman and he will call meetings as often as necessary to execute club business. The chairman and two other members must be present to constitute a quorum.
2. The duties and privileges of the Executive Committee are:
  - a. Conducting business of the club as directed by the general membership,
  - b. Approving the appointment and revocation of divemasters,
  - c. Suspending or expelling members guilty of misconduct,
  - d. Appointing any member in good standing to act as an agent of the club for procuring specific goods and services as directed by the general membership.
  - e. Reviewing tank house equipment maintenance records monthly and the results of semiannual air test results.

## **ARTICLE VI - FUNDS**

**A. Charges**

The club may access the following charges to generate income for use in maintaining its facilities and promoting the welfare of the club.

1. Initiation Fee - A one-time initiation fee, non-refundable charge, shall be assessed for becoming a club member. If a member leaves in good standing, i.e. not in arrears for dues or fees, then the member may reactivate his/her membership without payment of the initiation fee if they rejoin within a twelve month period from the date they terminated their membership.
2. Dues - Members shall be assessed monthly dues that will be paid annually on January 1. For existing members dues must be paid twelve months in advance. New member dues must be paid through the end of the current billing period. A member may have this fee prorated and the unused portion refunded, if he cancels his membership before the next payment is due.
3. Other Fees - The club may assess other fees to members and nonmembers for use of its facilities and services. TDY divers are required to pay a monthly fee of \$50. Fees paid to the Kwajalein Scuba Club are not applicable or transferable to RND. Documentation and check out dive administered by the Kwajalein Scuba Club will be recognized by RND.
4. All fees for club membership shall be waived for any active-duty military personnel that apply for club membership. This waiver does not apply to National Guard or Military Reservists that are not on active duty.

**B. Delinquent Payments**

1. Dues and locker fees that are more than 10 days over due shall be considered delinquent and be charged a ten dollar late fee. If the member is assigned a locker, the locker will be captured by placing a club lock on said locker. If dues and late fee have not been paid after 30 days from the due date all contents of the locker may be removed and held for 60 days before being sold at the next regular membership meeting. The course of action will be determined by majority vote of the Executive Committee, and funds from any sale will be applied against the past dues

and fees and be placed in the club's general treasury. Once the contents have been removed the locker will be reassigned to the next member on the locker waiting list.

2. Members more than three months in arrears on membership dues will be dropped from the rolls and can be reinstated only by paying all delinquent payments and qualifying as a new member. This shall include the initiation fee.

### **C. Control of Funds**

1. All funds received from members and other sources shall be deposited in the club bank accounts at the Bank of Guam, passbook savings acct # 0213-001041 and checking acct # 0113-001338.
2. All expenditures of the club funds shall be made by check signed by the Treasurer and one other elected officer. The President shall sign checks in the absence of the Treasurer.
3. Funds shall be expended securing and maintaining club facilities and equipment, social events, and such other uses as shall be agreed upon by a majority vote of the general membership.
4. The Executive Committee shall be authorized to expend club funds up to 5% of the club's net assets or \$100, whichever is less, without special approval of the general membership if spent on items for the club.
5. At the time of election of a new Treasurer, or at the time of re-election of an incumbent Treasurer, but no less frequently than annually, an audit of all financial transactions, receipts, disbursements and other financial records shall be conducted by a responsible individual external to and independent of the club. A copy of the Auditor's report shall be forwarded to the Commanding Officer, USAKA/RTS, upon completion.
6. No liability will be incurred nor any expenditure made in excess of the liquid cash assets on hand at the time of such incurring of expenditure.
7. Per AR 210-1 para.2-6 of the regulations governing private organizations, the RND will carry a one million dollar General Liability Policy. The membership shall not be held liable for any judgement against the club that may exceed the coverage of the general liability policy.

### **D. Final Disposition**

In the event of the dissolution of the club, the Executive Committee shall be responsible for ensuring that all funds in the treasury at the time are used to meet any outstanding debts, liabilities or obligations. The balance of these assets may be disposed of as determined by the membership, such as to a nonprofit institution.

## **ARTICLE VII - MEETINGS**

### **A. Regular Meetings**

1. Regular business meetings shall be held once a month, on the first Wednesday of each month unless previous public written notice is given by the President at least one week in advance.
2. Meetings at which officers will be elected or changes to the Constitution or By-Laws will be voted upon shall be announced at the previous regular business meeting.

**B. Special Meetings**

Special meetings may be called by the President whenever he may consider it necessary.

**C. Quorum**

A simple majority vote of members in good standing present at club meetings shall decide all issues except as defined in Article VIII, Amendment, and Article IX, Suspension and Expulsion Procedures.

**D. Meeting Conduct**

Members are expected to conduct themselves in a professional, civilized manner during club meetings. The use of profanity or other abusive language is disruptive to the meeting and may be considered as grounds for warnings or suspension as determined by the Executive Committee.

## **ARTICLE VIII - AMENDMENT PROCEDURES**

**A. Amendment**

This Constitution and Bylaws may be amended by a two-thirds majority vote of the membership present at a regular business meeting, providing the intention of the vote was announced at the preceding meeting.

**B. Approval**

Upon approval by the general membership, amendments to the Constitution and Bylaws are to be submitted to the Commanding Officer, USAKA/RTS, for approval.

## **ARTICLE IX - WARNING, SUSPENSION AND EXPULSION PROCEDURES**

**A. Warning**

1. Cause for considering warnings shall be confined to minor cases of misconduct, violation of Club Constitution or Bylaw, and unsafe behavior.
2. Repeated warnings are cause for suspension or expulsion. Warnings shall be in writing with a copy provided to the affected club member and a copy kept in club files.

**B. Suspension**

1. Cause for considering suspension shall be confined to misconduct, violation of the club Constitution or By-Laws, or unsafe behavior.
2. Suspension shall be limited to a period of not less than 30 days or more than 120 days.
3. Any member found diving with a suspended diver will be suspended for 30 days.
4. When violation of the club's constitution, bylaws or USAKA/RTS regulations is suspected, the Executive Committee has the authority to inspect any member's dive computer, dive log or items recovered from the ocean. Failure of a member to allow inspection when requested is grounds for suspension or expulsion.

5. Suspensions will be in writing with a copy provided to the affected member and a copy kept in club files. The names of suspended divers will be posted on the bad diver list at the tank house.

**C. Expulsion**

1. Cause for considering expulsion shall be confined to cases of gross or repeated misconduct, unsafe behavior or violation of the club Constitution or By-Laws.
2. Any member suspended twice in the same year will be removed from the club.

**D. Appeals**

Appeals concerning suspension or expulsion shall first be made to the Executive Committee; subsequently, if the member is still dissatisfied, he may place the matter before a meeting of the club. A three-fourths majority vote of the members present is required to reverse the decision of the Executive Committee.

**E. Incident Reporting Procedures**

Club members will report violations of the constitution or bylaws by a member(s) to any member of the Executive Committee. Failure to do so may result in suspension. All reports will be held by the Executive Committee in strict confidentiality. Any reports or documentation provided to the accused member shall have the reporting member's name removed.

When a report is received by the Executive Committee the following actions will be taken:

1. The Safety and Training Officer or Executive Committee designee will immediately contact the individual reporting the incident to verify and further discuss the incident. The Safety and Training Officer or Executive Committee designee shall conduct an inquiry and attempt to verify or refute the allegation. The President or designee will advise the accused of the accusation immediately, or after the Safety and Training Officer's inquiry, at the President's discretion, based on the seriousness of the accusation. The accused will be required to respond to the accusation(s) not later than seven days after receiving the report or seven days after returning to USAKA/RTS if on travel. If a response is not received within seven days, the individual will be suspended from all diving activities until the issue is resolved. If the individual continues to dive he/she will be automatically expelled from the club and USAKA/RTS will be notified.
2. Upon receipt of the accused member's response and the written result of the Safety and Training Officer's investigation, the President will call a meeting of the Executive Committee to discuss the matter. The Executive Committee will determine if any further action is required. A letter will be sent within seven days to the accused member detailing the results of the Executive Committee meeting and any action taken against the member.
3. If the accusation is substantiated and the member expelled, a letter will be forwarded to USAKA/RTS stating the individual's name, certification level, date of the incident, and a brief summary of the incident and the action taken.
4. Any diver who continues to dive while on suspension will be expelled.
5. Any diver found diving with an expelled diver will also be expelled. USAKA/RTS will be notified of any expelled divers.

6. All reports will be made available, upon request, to members after the name of the reporting individual is removed from the report.
7. If a member is found to file a false accusation with intent to harm the credibility of another member, that member will be suspended for a period determined by the Executive Committee.