

The By Laws for:
University of Central Florida Dive Club
As Revised April, 2002

ARTICLE 1 - Name of Organization

As defined in the club constitution.

ARTICLE 2 – Purpose and duration

Section 1 – Club mission

As defined in the club constitution.

Section 2 - Duration

The club shall remain active as long as there are at least ten (10) members in good standing or may be dissolved by a majority vote of active voting members.

ARTICLE 3 – Membership

Section 1 – General membership rules

The club shall operate under the following general rules:

1. The club does not discriminate on the basis of gender, age, race, color, creed, sexual orientation or medical status.
2. The club reserves the right to refuse admission to any individual or group of individuals if it reasonably appears that to admit the individuals or group would not be in the best interests of the club's membership.
3. All divers must be certified by a nationally recognized organization.
4. Non-divers shall be eligible for membership.
5. All approved members must have on file with the Secretary:
 - a. A current and complete Release from Liability Form (not required for non-diving members)
 - b. A completed application for membership
6. Each member will promote dive safety and will conduct themselves safely in all club activities.
7. Each member is solely responsible for his or her own safety and actions. No member of the Scuba Dive Club at UCF shall, as such, be personally liable for acts or omissions of the Scuba Dive Club at UCF, dive club committees, or dive club officers, other than as a member.
8. All members will attempt to:
 - a. Participate in club activities
 - b. Attend meetings regularly.
 - c. Contribute some time to duties of the club through committees, special events, etc.
 - d. Maintain physical fitness to participate in club or diving activities.
 - e. Adhere to safe and responsible diving practices
 - f. Conduct themselves in a professional and ethical manner
 - g. Promote the dive club whenever possible
9. Club members may receive benefits such as discounted equipment, travel and trips. However, the club makes no guarantees with regard to these benefits.
10. All solicitations and/or sponsorships directed to or concerning the General Membership must be approved by the Club Officers.
11. Club activities are for the good of the general membership and no activity or revenue shall inure to the benefit of any individual member.
12. Visitors are permitted to attend one regular meeting per semester.

Section 2 – Membership application and approval

All individuals seeking membership status must complete a membership application. Membership will be approved upon payment of dues.

Section 3 – Membership types and voting privileges

ACTIVE STUDENT MEMBERSHIP: To be considered active, members must not be delinquent in their dues. In addition to having the right to vote on club matters, active members will also have priority over other members and non-members in placement for trips and other club activities. All members under the age of 18 must have their parent/guardian sign their membership application. Any student enrolled in a degree seeking program at any college or university in the Orlando area will be eligible for student membership. No memberships are transferable.

AFFILIATE MEMEBERSHIP: As defined in the club constitution.

HONORARY MEMBERSHIP: At times, individuals or groups may be selected as honorary members upon receiving a majority vote of a quorum of the club officers. Honorary members shall not pay dues, and may not hold any elective or appointed office and are not entitled to any voting rights.

ADVISORY BOARD: Members of the advisory board shall be considered honorary members and shall be appointed by the Club Officers. The Advisory Board can be expanded at any time by a majority vote of the Club Officers. There is no term limit. A member of the advisory board may be removed by 2/3 vote of the active club membership.

Section 4 – Dues

Student Dues shall be established at a rate recommended by the Club Officers and approved by a majority vote of a quorum of the club membership. Affiliate dues shall be at a rate higher than student dues. Dues will be paid for one semester or one full year and are payable within 30 days of receipt of the membership application. A thirty-day grace period will be provided following the due date of initial dues and any renewal dues. After the grace period, the member shall be considered a non-member receiving no benefits or privileges and will need to re-apply as a new member. Membership and dues expire at the end of the current semester or at the end of the Summer for those who paid for one full school year. Dues are not refundable.

Section 5 – Offenses and Dismissal from the Club

Members are expected to abide by club rules, adhere to accepted safe standards, and standards of acceptable behavior as determined by the club or the club officers. Additionally, members must obey local, state, civil or federal laws and ordinances related to SCUBA diving activities. Offenses must be presented in writing (including date, time, location, and a brief description) to a club officer. The officer will bring the violation to the attention of the club officers at the next meeting. The club officers will review the matter and decide if further investigation or action is necessary. The member will be given written notice of the charges and will be allowed the opportunity to respond. The club officers shall decide by majority vote whether to dismiss the offense, reprimand, suspend or terminate the member in question.

Any member who has been terminated may request a review by a committee of at least five members to include three officers and two regular members appointed by the club officers. This committee may uphold or reverse the decision.

Upon dismissal from the club the ex-member shall surrender without delay their club membership card, pay any outstanding debts to the club and their dues shall not be refundable. Additionally, the dismissed ex-member must wait one year before reapplying for membership.

ARTICLE 4 – Finances

The club Treasury exists to defray all club operating expenses, fund club activities and for the purchase of club owned assets. All monies and receipts must be transferred to the Treasurer and be deposited in the

club bank account as soon as feasible. The Scuba Dive Club's fiscal year shall run concurrent with the academic calendar year.

The club will operate as a non-profit organization supported by membership dues and other revenue opportunities. Such revenue opportunities may include the sale of merchandise, activity fees, and others. All revenue opportunities must be approved by a majority vote of a quorum of Club officers. Changes to the dues structure must be recommended by the Club officers and approved by a majority vote of a quorum of club members.

A comprehensive report of finances is to be given at each general meeting. He/She will submit a concise financial statement detailing the business transactions at last general meeting of each semester.

At least two Club officers must authorize all checks and funds issued up to and including \$100 per occurrence. Checks and funds issued for more than \$100 per occurrence must be approved by a majority of the Club officers. Checks written for \$100 or less can be signed by a single authorized check signer while checks greater than \$100 require two signers. No payment or other contract of indebtedness or other documents obligating the Scuba Dive Club at UCF shall be entered into except after review and approval by a majority vote by the Club officers.

If the club should dissolve for any reason, property and remaining funds after satisfaction of all obligations shall be distributed in an appropriate manner recommended by the Club officers and approved by a majority of the membership.

Article 5 – Club Officers

Section 1 - Election of Club Officers

As defined in the club constitution.

Section 2 – Duties of the Club Officers

Duties of the Club Officer are described in the constitution and expanded below:

a. PRESIDENT

- Presides over all regular meetings of the club.
- Provides leadership for club officers and committee chair persons
- Oversees and chairs the meeting of the club officers
- Responsible for the club's financial status and to monitor club spending
- Acts as spokesperson for the club

b. TREASURER

- Maintain accurate records of financial transactions
- Collect money and issue receipts.
- Along with the president, responsible for the club's financial status and to monitor club spending
- Provide fiscal advise to the club and Club officers

c. SECRETARY

- Keep accurate minutes of club meetings and meeting of the Club officers including participation
- Acts as club historian
- Custodian of club documents other than those maintained by the Treasurer

d. VICE PRESIDENT

- Publishes a schedule of events
- Maintain a data base of members as well as potential members with the cooperation of the Treasurer and the Secretary
- Track visitor attendance and participation
- Act as Secretary in his/her absence
- Act as President in his/her absence

ARTICLE 6 - Committees

The Scuba Dive Club at UCF will utilize committees to support the business of the club. These committees may be long standing, permanent committees or ad hoc as needed. The Club Officers will approve the formation and disbandment of all committees. The committee Chair Person will be appointed by the President. Whenever feasible, a Club Officer shall serve on each committee.

ARTICLE 7 – Meetings

Section 1 – Meeting Schedule

- ❖ Membership meeting shall be held monthly at a time and place to be chosen by the Executive Board ["General Meeting"].
- ❖ The Executive Board meetings shall be held before each General Meeting at a time and place convenient to the Board ["Informal Meeting"].
- ❖ An attempt shall be made to call the meeting within ten days notice. The Secretary must attempt to notify all members of any general or special meeting by any means possible in the time allowed. The notice for the special meeting shall state the purpose for which the meeting is called.

Section 2 – Meeting governance

General Meetings shall be for the purpose of conducting Club business for the purpose of informing the membership of the business and activities of the Club. General Meetings also may be used for education purposes.

The President or his/her designee will preside of all regular meetings. When applicable, all meetings shall be governed by "Roberts Rules of Order", revised edition. All meetings shall be in compliance with these by-laws.

For general meetings a quorum shall be defined as a simple majority of active members. In the case of officer meetings, a quorum shall be defined as a simple majority of all club officers.

In the event of a deadlock during any club vote, up to two additional votes will be held after discussion. If upon the third vote, a deadlock still exists the matter shall be considered defeated. Deadlocks in votes of the club officers may be settled by a vote of the general membership.

All announcements to the General Membership shall be made only through the club's mailing list or at General Meetings and only by Club Officers, Committee Chairs or other individuals by request of the club officers.

ARTICLE 9 - Amendments to Constitution and by-laws

These by-laws shall become effective upon ratification by the general membership. These by-laws may be altered or amended by a two-thirds vote of active members present at a regular meeting, provided that the proposed amendment shall have been presented to the members of Scuba Dive Club at UCF at least 30 days prior to the meeting and through an announcement in the club's newsletter.

All future modifications and amendments to these by-laws shall be added to this document, dated and signed by Club President as well as a Vice President.

These by-laws were ratified and approved in accordance with Article 9 above.

Date: _____

Signature: _____
President

Signature: _____
Vice President