

# The By Laws for: SJ Dive Club

## **ARTICLE 1 - Name of Organization**

This organization shall be called **SJ Dive Club**. (AKA: SJDC).

## **ARTICLE 2 – Purpose**

This club is organized to provide its members with the opportunity to participate in the sport of SCUBA diving through safe diving techniques, education and enjoyment. The primary purpose of the club is to dive.

To provide basic access to individual dive partners via an optional Dive Buddy List.

To preserve all ocean and inland waterways and their inhabitants, by promoting environmental awareness and removing marine debris thus enhancing and rehabilitating the environment.

To abide by the rules imposed by the New Jersey State Department of Fish and Games as applied to diving and the taking of game.

To encourage divers to engage in safe diving practices.

## **ARTICLE 3 - Membership**

### **Section 1 - General membership rules**

SJDC does not discriminate on the basis of gender, age, race, color, creed, sexual orientation or medical status.

SJDC 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 SJDC's membership.

All divers must be certified by a nationally recognized organization. (PADI, NAUI, SDI, SSI , etc.)

Non-divers shall be eligible for membership.

Every member understands that they are solely responsible for their own safety and actions.

Application for membership must be submitted along with a fully completed copy of the *Release From Liability Form*.

An optional “Buddy List” showing each participating member's name and phone number will be kept available to all interested members. The “Buddy List” is available for SJDC members only and will not be distributed or used for solicitations of any sort. Violators will immediately dismissed from the club.

**All members must have on file with the Secretary:**

- A current and complete *Release from Liability Form*.
- A personal information sheet including copies of level of certification addresses and Phone numbers (or other methods of communication).

No officer or member of SJDC shall, as such, have any personal liability for acts or omissions of SJDC, SJDC committees, or SJDC Board of Directors, other than as a member.

**All Members should make attempts to:**

Participate in club activities and attend meetings regularly.

Contribute some time to duties of the club through committees, special events.

Keep themselves physically and mentally fit to participate in any club or diving activities.

Strictly adhere to diving science and the sport of SCUBA by their own personal conduct and behavior.

## **Section 2 - Membership Types**

**ACTIVE MEMBERSHIP:** To be considered active, members must pay the annual dues. In addition to having the right to vote on club matters, active members will also have priority over non-members in placement for trips and other club activities.

**HONORARY MEMBERSHIP:** Any individual may be elected to an honorary membership upon recommendation of the Board of Directors and a majority vote of a quorum of the active membership. These members shall not pay dues, and not hold any elective or appointed office and are not entitled to any voting rights.

## **Section 3 - Dues**

Dues shall be assessed annually at a rate to be determined during the annual reorganization meeting.

Dues are payable on the first day of the fiscal year (January). A ninety - (90) day grace period will be provided following the first of the year during which those members whose dues payment is delinquent shall retain all membership privileges. After the ninety-day grace period, the member shall be considered a non-member and not have benefits or privileges and will need to re-apply as a new member.

Dues shall be paid by all members of SJDC, including all board and committee members.

## **Section 4 - Safety Offenses**

Any member who is observed violating a basic safety or SJDC rules or regulations or that violates local, state, civil or federal laws may be considered for suspension or termination.

Offenses must be presented in writing (including date, time, location, and a brief description) to a Board Member who will bring the violation to the attention of the entire board at the next meeting. The board will review the matter and will 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.

SJDC's Board of Directors shall decide by majority vote whether to suspend or terminate the member in question.

## **Section 5 - Dismissal from the Club**

Any member may be terminated from membership in SJDC for safety violations or conduct inconsistent with acceptable behavior, or the purpose of SJDC.

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

If the committee upholds the decision, the person must wait one year before reapplying for membership.

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.

## **ARTICLE 4 – Finances**

The club Treasury exists to defray all club-operating expenses and for the purchase of club owned equipment and activities.

All monies and receipts must go to the Treasurer as soon as feasible.

Either the president or treasurer must authorize all checks and funds issued.

No payment or other contract of indebtedness or other documents obligating SJDC shall be entered into except after review and approval by a majority vote by the board of directors. The board shall have the authority to change this amount only at the annual reorganization meeting.

If the club should dissolve for any reason, property and funds will be equally divided among members in good standing, and only after all outstanding debts are satisfied.

The Club Officers and Committee Chairpeople shall prepare a budget for activities and expenditures by the third month of the fiscal year, for the review and approval of the Board of Directors. The Board shall reserve the right to approve, modify and/or reject any proposed budget.

## Article 5 – Officers and Directors

### **Section 1 - Duties of the Club Officers**

#### **a. PRESIDENT**

Presides over all meetings of the club.

Oversees all committees and activities (including meetings) of SJDC.

Know SJDC's financial status and monitor its spending.

Attend SJDC's meetings and activities.

See that SJDC maintains a complete slate of officers.

#### **b. VICE PRESIDENT**

Fulfills all the duties of the President during his/her absence.

Attend SJDC's meetings and activities

Act as Sergeant at Arms at both the monthly board meetings as well as the regular member meetings.

Responsible for maintaining and acquisition of Club merchandise and equipment.

#### **c. SECRETARY**

The Secretary shall keep minutes of the monthly meetings and these shall be available to the membership.

Attend SJDC's meetings and activities.

Prepare press releases and announcements for the local newspapers.

See that all members have paid their dues and have been issued membership cards.

Work with the President to promote SJDC's activities and trips.

Maintain a current membership list ("Club Data Base").

Maintain personal files on all members as described in ARTICLE 3.

Attend SJDC's meetings and activities.

#### **d. TREASURER**

Fulfill the duties of the Vice President during his/her absence.

Issue receipts and collect money.

Keep accurate records of expenses and receipts.

Assist the President with monitoring spending.

Attend SJDC's meetings and activities

## **Section 2 - Board of Directors**

The elected club officers shall serve as the club's Board of Directors. They will oversee the business of the club by taking all necessary actions consistent with the best interests of the club and these by laws.

All actions of the Board of Directors must be taken by vote of a simple majority of its board members. An item addressed and voted on by the board may be re-opened for discussion and brought back for re-vote. In order for a re-vote to take place, all board members who originally voted must re-vote in order for the decision to be overturned. If a deadlock is reached during the re-vote, the rules for governing deadlock shall be in effect.

Among other things the Board of Directors shall be specifically authorized to order disbursements of the club funds and to fill vacancies on the Board of Directors.

The Board of Directors shall meet regularly at closed-door sessions. Non-board members can request or be requested to attend Board Meetings only after discussion and majority vote of the board.

## **Section 3 - Election of officers**

The first club officers shall hold a term of two years after which club officers and committee chairpersons shall be elected to serve a one-year term. The Term shall run from January 1<sup>st</sup> to December 31<sup>st</sup>.

Nominations for club officers and committee chairpersons shall be held during a regular monthly meeting towards the end of the year.

Prior to the election meeting, a nominating committee officer shall be appointed by the board and charged with the responsibility of announcing, coordinating and running the nomination procedure. No current board member shall serve on the nominating committee.

Any active member may nominate another active member for any Board of Director or Core Committee Chairperson position.

Elections will be by a simple majority vote of active members held at the regular

meeting in December.

Active members will be permitted to vote by proxy, provided that their votes are delivered to the Secretary prior to the start of the December meeting.

In the event of a board vacancy, the Board of Directors can install an interim replacement until general elections can be held.

Either the Board of Directors or General Membership shall nominate a replacement at the next monthly meeting and vote on the nomination at the following meeting.

## **ARTICLE 6 - Committees**

There will be two core committees and three special committees; their purpose shall be as follows:

### **The Core Committees:**

**The Beach Diving Committee** – Shall be responsible for the scheduling, promotion of diving at various land based dives and dive sites accessible by the shore.

**The Wreck Diving Committee** – Shall be responsible for the scheduling, promotion of diving at various water based dives and dive sites accessible by boat.

### **The “Special Committees”**

**The Entertainment Committee** – Shall work with the Board of Directors, through the Secretary and various core committees to arrange and promote activities not directly related to diving. They shall submit a budget to the Board of Directors for approval prior to any scheduled event.

**The New Media Committee** – Shall be responsible for creating and maintaining the club web site.

**The Membership Committee** - Shall be responsible for marketing and recruiting new members, helping with renewals and maintaining the club’s Buddy List.

Additional “special committees” can be appointed as needed to assist in operation the club or holding of special events not normally covered by the core committees. These “special committees” shall have the responsibility to plan, organize and administer specific club events as established by the Board of Directors. Any special committee

will be disbanded after said event.

Members of the committees shall be invited to participate by their respective chairpeople.

Each Committee shall consist of a minimum of three members and a maximum of eight.

## **ARTICLE 7 – Meetings**

Unless otherwise approved by a majority vote by the general membership or the Board of Directors and, regular business meetings will be held on the first Tuesday of every month.

Additional meetings may be held when a presentation, speaker, or other seminar is available or desired.

General Meetings can only be postponed and/or canceled by a simple majority vote of the Board of Directors.

The last meeting of the fiscal year shall be known as the annual meeting and shall be for the purpose of voting for club officers, presenting the treasury report, for receiving annual reports of officers and committees, for setting dues for the next fiscal year, and for any other business that may arise.

Special meetings may be called by the President or Board of Directors or upon presentation of a petition signed by one fourth of the active membership to the Board of Directors. An attempt shall be made to call the meeting within ten days notice. The Secretary must attempt to notify all members of such 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 and that only the special business will be discussed. Special meetings may not be used to amend these bylaws or to elect Board members.

## **ARTICLE 8 - Conduct of Business**

SJDC's fiscal year shall run concurrent with the calendar year.

A Quorum shall mean a simple majority vote, either among the general membership

or the board of directors, present during the voting on an issue.

In the event of a deadlock among the Board of Directors, There will be two additional votes after discussion if upon the third vote, a deadlock still exists; the matter shall be tabled to the General Membership. If a dead lock occurs among the general membership after two additional votes the issue shall be considered defeated.

All solicitations and/or sponsorships that concern the General Membership shall only be done with the express permission of the Board of Directors.

All announcements to the General Membership shall be done only at the General Meetings and only by Club Officers, Committee Chairs or other invitees of the board during that meeting.

The Board of Directors reserves the right to accept or reject any request for solicitations and/or sponsorships.

The name and logo of SJDC cannot be used for any purpose what so ever without the express written consent of its Board of Directors.

## **ARTICLE 9 - Amendments to Constitution and by-laws**

These by-laws shall become effective upon ratification by the general membership.

This Constitution and 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 SJDC at the previous month's 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 both the President and Vice-President of SJDC.

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Arin Centrone – President

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Date

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Ed Johnson - Secretary

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Date

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Kris Centrone – Vice-President

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Date

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Mike Grassmann - Treasure

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Date