

# **Club Constitution**

## **NAME**

- 1. The name of this recreation club shall be: The CFB Kingston Dolphin SCUBA Club (hereinafter referred to as Dolphin SCUBA Club.**

## **AUTHORITY FOR ESTABLISHMENT AND OPERATION**

- 2. The Dolphin SCUBA Club is established under the authority of QR&O 4.61 as amplified by CFAO 50-2 and CFAO 50-20.**
- 3. The Dolphin SCUBA Club shall operate in accordance with:**
  - a. Regulations and Orders governing the operation of recreational clubs in the Canadian Forces;**
  - b. Base Standing Orders;**
  - c. other applicable Base Orders, Directives and Instructions;**
  - d. the CFB Kingston Recreational Council Constitution and by-laws; and**
  - e. the Dolphin SCUBA Club Constitution and by-laws.**

## **PURPOSE**

- 4. The purpose of the Dolphin SCUBA Club is to promote and control safe, enjoyable under-water diving at CFB Kingston and area.**

## **AFFILIATIONS**

- 5. Should the Dolphin SCUBA Club consider affiliation or association with another organization, group or society with similar interests, when such affiliation or association is not authorized by CFAO or CFP, an outline of the organization's operation, aims and objectives shall be obtained, including:**
  - a. a copy of the organization's Constitution;**
  - b. copies of any regulations binding the organization or its members to any affiliation or association with another group; and**
  - c. a list of other groups affiliated with the organization.**
- 6. Should the Executive Committee find that affiliation would be in the best interest of the Dolphin SCUBA Club, such affiliation may be proposed for approval of the membership at a General Meeting.**

7. No undertaking to join any association may be made and no action that might be construed as affiliation or association may be taken until a request for permission to affiliate or associate has been approved by the Chairperson Recreation Council and the PSP Manager.

## **MEMBERSHIP**

8. The following personnel are eligible for membership:

a. **Regular Members:**

- (1) members of the Regular Force and their dependants;
- (2) members of the Reserve Force While on Class “B” or “C” Reserve Service and their dependants;
- (3) foreign military personnel on duty with the Canadian Forces and their dependants; and
- (4) civilians living in Base Quarters and their dependants.

b. **Ordinary Members:** CANEX patrons listed in A-PS-110-001/AG-002 Chapter 6 (excluding personnel listed in subparagraph 8a or 8b, if recommended by the Executive Committee and approved by the PSP Mgr. Names shall be published in minutes and submitted for approval. Ordinary membership shall expire at the end of the each membership year with no guarantee of renewal; and

c. **Associate Members:** Persons not specified in subparagraphs 8a or 8b, if recommended by the Executive Committee and approved by the PSP Mgr. Names shall be published in minutes and submitted for approval. Associate membership shall expire at the end of each membership year with no guarantee of renewal.

9. The membership year shall be from the date of issue for a period of one year.

10. The following additional guidelines concerning membership in the Dolphin SCUBA Club are also applicable:

- a. for base staff personnel, the membership period shall be from the date of issue for a period of one year 01 April until 31 March; and
- b. dependants under 17 years of age require a parent or guardian to sign a waiver and release form; and
- c. personnel on course or temporary duty at CFB Kingston for a period of up to 6 months are subject to a monthly fee. Personnel at CFB Kingston for more than 6 months are subject to the annual membership fee.

## **MEMBERSHIP RESTRICTIONS**

**11. The membership of the Dolphin SCUBA Club shall be maintained so that military personnel and their dependants are provided with the opportunity to participate fully in the Dolphin SCUBA Club operation and activities. To ensure that this requirement is met, the following membership restrictions shall apply:**

- a. the number of Associate Members shall not exceed 20 percent of the total membership; and**
- b. the combined total Ordinary and Associate members shall not exceed 50 percent of the total membership.**

## **EXECUTIVE COMMITTEE**

**12. Members of the Executive Committee shall be Regular Members of the Dolphin SCUBA Club, elected at the Annual General Meeting to serve for a period of one membership year, subject to the approval of the PSP Mgr. The Executive Committee shall be composed of the following positions:**

- a. President;**
- b. Vice-President;**
- c. Secretary;**
- d. Treasurer; and**
- e. Equipment Manager.**

## **SUBCOMMITTEES**

**13. The President may appoint members to serve on such subcommittees as may be required to advise the Executive Committee on matters of interest to the Dolphin SCUBA Club and co-ordinate activities on behalf of the Executive committee.**

## **MEETINGS**

**14. General Meetings: General Meetings shall be held not less than twice annually and may be held more frequently as required.**

**15. Annual General Meeting: The Annual General Meeting shall be held in the month of December.**

**16. Executive Committee Meetings: Executive Committee Meetings shall be held as required.**

**17. Subcommittee Meetings: Subcommittee Meetings shall be held as required.**

## **QUORUM**

18. **General Meetings:** a quorum for a General Meeting shall be 30 percent of total membership.

19. **Annual General Meeting:** A quorum for the Annual General Meeting shall be 50 percent of total membership.

20. **Executive Committee Meetings:** a quorum for Executive Committee Meetings shall be a majority of Executive Committee members.

21. **Subcommittee Meetings:** a quorum for subcommittee Meetings shall be a majority of Subcommittee members.

22. If the number of members attending a meeting does not constitute a quorum, the President may declare that a quorum exists and open the meeting. Attendance, as a percentage of total membership, shall be recorded in minutes.

## **VOTING**

23. All members in good standing shall be eligible to vote. All motions to be voted on shall carry with a simple majority of members in favor (with a quorum present). In the event of a tie vote, the President shall cast the deciding vote.

## **SUBMISSION OF MINUTES**

24. Minutes of General and Executive Meetings shall be submitted for the approval of the Chairperson Recreation Council and the PSP Mgr.

## **AMENDMENT**

25. Any proposal to amend the Constitution or By-laws shall be posted on the Dolphin SCUBA Club Bulletin Board at least 30 days prior to a General Meeting where the Executive Committee shall put any amendment resolutions to an immediate vote for approval on principle. Recommended amendments shall be included in minutes and submitted for the approval of the Chairperson Recreational council and the PSP Mgr.

26. The constitution or By-Laws may be amended by direction of the PSP Mgr.

## **DISCIPLINE AND GENERAL CONDUCT**

27. The conduct of members of the Dolphin SCUBA Club shall at all time be of a high standard so as to reflect credit upon the Dolphin SCUBA Club, CFB Kingston and the Canadian Forces.

## **REVOKING MEMBERSHIP**

28. Membership in the Dolphin SCUBA Club may be revoked because of actions, which are clearly detrimental to the best interests of the Dolphin SCUBA Club. Such revocation must be approved by a majority of the Executive committee members. Revocation of membership shall be in writing to the member with an

**information copy sent to the Chairperson Recreation Council. A member of the Executive may suspend membership for a period of 24 hours during which time the Executive Committee will decide whether suspension will be permanent or temporary. The individual whose membership has been revoked has the right to submit a written appeal to the Dolphin SCUBA Club President with information copy sent to the Chairperson Recreation Council.**