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## CFB Kingston Dolphin SCUBA Club By-laws

### 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 OPERATIONS

2. The **Dolphin SCUBA Club** is organized under the authority of the Commander, CFB Kingston, and in accordance with Canadian Forces Administrative Orders (CFAO) 50-2, 50-20 and 50-10.
3. The **Dolphin SCUBA Club** shall operate in accordance with:
  - a. All Canadian Forces, CFB Kingston and CFB Kingston Recreational Council Regulations, Orders and Instructions governing the operation of SCUBA Diving recreational clubs;
  - b. The **Dolphin SCUBA Club** Constitution and by-laws; and
  - c. Current safe SCUBA diving practices and regulations of the SCUBA Diving Industry

### PURPOSE

4. The purpose of the **Dolphin SCUBA Club** is to promote and control safe, enjoyable SCUBA diving at CFB Kingston and area.
5. The **Dolphin SCUBA Club** will accomplish its purpose by maintaining the highest standards of the SCUBA Diving Industry.

### AFFILIATIONS

6. The **Dolphin SCUBA Club** will be affiliated with the Ontario Underwater Council (OUC) and hold a Club Membership in good standing.
7. All **Dolphin SCUBA Club** members will hold a basic personal OUC membership (minimum), paid for and maintained by **Dolphin SCUBA Club**.

### MEMBERSHIP

8. The membership year shall be from 01 Sept until 31 December the following year.
9. Membership fees shall be set by the Executive Committee. Fees will include the Recreational Council fees and Ontario Underwater Council fees, Fees shall be due on 01 January annually.

10. Membership fees shall be collected in advance of members being permitted to participate in any **Dolphin SCUBA Club** activity or training.

11. **Dolphin SCUBA Club** MEMBERSHIP ENTITLEMENTS

- a. Members may attend meetings and vote on all **Dolphin SCUBA Club** matters and activities placed before the general membership;
- b. Members may attend all training periods conducted by the **Dolphin SCUBA Club**;
- c. Members may participate in all **Dolphin SCUBA Club** diving activities within the limits of individual qualification; and
- d. Members may use **Dolphin SCUBA Club** equipment commensurate with the qualification held providing such use does not conflict with organized **Dolphin SCUBA Club** activities, including training.

**MEMBERSHIP RESTRICTIONS**

12. Membership shall be restricted to personnel qualified to at least the minimum standard established by CMAS (CMAS one-star equivalent). Students enrolled in the Basic Open Water Course will receive their **Dolphin SCUBA Club** Membership on successful completion of the course.

**EXECUTIVE COMMITTEE**

13. The Executive Committee shall be responsible for promulgating the policy and maintaining control of all operations and activities of the **Dolphin SCUBA Club**;

14. They will approve recommendations on all matters, financial or administrative, before activities are commenced;

15. All members of the Executive Committee shall be **Dolphin SCUBA Club** Members in good standing; and

16. Controversial subjects will be referred to a general meeting for a decision.

17. The Executive Committee shall consist of the following voting positions:

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

18. The Executive Committee shall consist of the following non voting positions:
  - a. Chief Instructor; and
  - b. Technical Safety Officer
19. Duties of the President:
  - a. The President shall preside over general, executive and emergency meetings of the **Dolphin SCUBA Club**;
  - b. The President shall authorize all club expenditures.
  - c. The President shall ensure that the wishes of the majority of the **Dolphin SCUBA Club** members are protected;
  - d. The President shall assist the Committee Heads in their duties; and
  - e. The President shall review and authorize all membership applications.
20. Duties of the Vice-President:
  - a. The Vice-President shall chair any meeting during the absence of the President whether it is an executive, general or emergency meeting;
  - b. The Vice-President shall authorize all club expenditures in the absence of the President.
  - c. The Vice-President shall be responsible to the President for the adherence by all **Dolphin SCUBA Club** members to SCUBA diving regulations; and
  - d. The Vice-President shall assist committees as required.
21. Duties of the Secretary:
  - a. The Secretary shall record the minutes of all meetings and ensure the minutes are submitted for the approval of the Chairperson Recreation Council and the PSP Mgr.
  - b. The Secretary shall be responsible for the writing, answering and filing of all **Dolphin SCUBA Club** correspondence; and
  - c. The Secretary shall maintain an accurate, up-to-date record of all members.
22. Duties of the Treasure:
  - a. The Treasure shall record all financial business of the **Dolphin SCUBA Club**;
  - b. The Treasure shall authorize all club expenditures in the absence of the President and Vice-President.

- c. The Treasure shall be responsible for the collecting of all fees, issuing of receipts and ensuring that all monies received are deposited with Non Public Funds Accounts and that receipts are obtained;
  - d. The Treasure shall be responsible for the issuing of all cheques;
  - e. The Treasure shall provide a current financial statement for discussion at executive and general meetings; and
  - f. The Treasure shall be responsible for providing and maintaining of a budget.
23. Duties of the Equipment Manager:
- a. The Equipment Manager shall be responsible to follow the Canadian Forces SCUBA Clubs Air Quality Assurance Program;
  - b. The Equipment Manager shall maintain the **Dolphin SCUBA Club** inventory;
  - c. The Equipment Manager shall ensure that all equipment is periodically overhauled and within safety standard; and
  - d. The Equipment Manager shall be responsible for the proper storage and security of all equipment.
24. Duties of the Chief Instructor:
- a. The Chief Instructor will be responsible to ensure that current industry stands of safe SCUBA diving practices are being taught by all **Dolphin SCUBA Club** instructors;
  - b. The Chief Instructor will be responsible to ensure that all **Dolphin SCUBA Club** instructors are following all pertinent Canadian Forces Orders and Regulations;
  - c. The Chief Instructor will review all membership applications and Log Books and authorize membership in the **Dolphin SCUBA Club**; and
  - d. The Chief Instructor shall recommend to the Technical Committee any restrictions or classifications placed on any **Dolphin SCUBA Club** Membership.
25. The Chief Instructor shall be a National Association of Underwater Instructor's (NAUI) qualified instructor or Association of Canadian Underwater Councils (ACUC) qualified instructor or Professional Association of Diving Instructor (PADI) qualified instructor appointed by the Executive Committee and approved by the Commanding Officer.
26. Duties of the Technical Safety Officer:
- a. The Technical Safety Officer shall chair the Technical Safety and Training Committee;

- b. The Technical Safety Officer shall be responsible for the inspection and approval of all diving equipment used by the **Dolphin SCUBA Club** and its members; and
- c. The Technical Safety Officer shall be responsible to ensure the **Dolphin SCUBA Club** Dive Log is maintained up to date.

### **SUBCOMMITTEES**

#### 27. Technical Safety and Training Committee:

- a. The Technical Safety Committee shall be composed of the following **Dolphin SCUBA Club** Members:
  - (1) Technical Safety Officer;
  - (2) Chief Instructor;
  - (3) Instructors;
  - (4) Equipment Manager; and
  - (5) Any other **Dolphin SCUBA Club** Member deemed necessary by the Executive Committee.
- b. The Technical Safety and Training Committee shall be responsible for compiling and maintaining a comprehensive list of current industry standards of safe SCUBA diving practices, rules and regulations to govern all **Dolphin SCUBA Club** diving and ensure observance of these;
- c. The Technical Safety and Training Committee shall submit an annual training programme to the Executive Committee for approval;

#### 28. Judicial Committees:

- a. A Judicial Committee shall be formed to determine if a **Dolphin SCUBA Club** member is guilty of violations, infractions or other infringements of the rules, regulations and or orders associated with the **Dolphin SCUBA Club**;
- b. The Judicial Committee shall recommend to the Executive Committee appropriate action to be taken with any **Dolphin SCUBA Club** member found guilty of any violations, infractions and or infringements of the rules, regulations or orders associated with the **Dolphin SCUBA Club**;
- c. The Judicial Committee shall be made up of one voting member of the Executive Committee, one member of the Technical Safety and Training Committee and two **Dolphin SCUBA Club** members appointed by the Executive Committee;

- d. In the case where the Judicial Committee can not come to a majority decision it shall be disbanded and a new Judicial Committee formed; and
  - e. Any **Dolphin SCUBA Club** member may request the formation of a Judicial Committee.
29. The Club Executive may appoint special Committees as required.

### **MEETINGS**

30. General Meetings of the **Dolphin SCUBA Club** shall be held once during December and March and more frequently if required and agreed upon at a General Meeting.
31. The Annual General Meeting and Executive Committee Elections shall take place during the December General Meeting.
32. An emergency meeting can be held at the desecration of the Executive Committee.
33. An Executive Committee Meeting shall be held prior to the General Meetings and when deemed necessary by the President or Vice-President.

### **QUORUM**

34. Quorums for all meetings are as set out in the **Dolphin SCUBA Club** Constitution.

### **VOTING**

35. Election of Executive Committee positions shall be by secret vote; all other votes shall be by show of hands.

### **SUBMISSION OF MINUTES**

36. Minutes of all General Meetings and Executive Committee meetings shall be submitted for the approval of the Chairperson Recreation Council and the PSP Mgr.
37. Minutes of all Subcommittee meetings shall be submitted to the Executive Committee for approval.

### **AMENDMENT**

38. The **Dolphin SCUBA Club** Constitution and By-laws will be reviewed annually by the Executive Committee and submitted to the general membership for approval at the December Annual General Meeting.
39. Any Dolphin SCUBA Club member may propose amendments to the Dolphin SCUBA Club Constitution and By-laws to the Executive Committee at any time providing they are in writing and are delivered to the Executive Committee at least thirty days before a General Meeting.

40. Amendments will require the approval of at least 50% of the total registered membership.

### **DISCIPLINE AND GENERAL CONDUCT**

41. All **Dolphin SCUBA Club** members shall at all times conduct their SCUBA diving in a safe manner compliant with all rules, regulations, and orders associated with SCUBA diving and the **Dolphin SCUBA Club**.

42. All matters of conduct and discipline shall be referred to a Judicial Committee.

43. The Judicial Committee shall make its recommendations to the Executive Committee for approval and action.

44. Approval of the recommended actions to be taken against a **Dolphin SCUBA Club** member must be by majority vote of the Executive Committee.

### **REVOKING MEMBERSHIP**

45. The Judicial Committee may recommend that 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**.

46. Any member of the Executive Committee may suspend Dolphin SCUBA Club Membership privileges until a Judicial Committee can be formed.

47. Revocation of **Dolphin SCUBA Club** Membership shall be in writing to the member with an information copy sent to the Chairperson Recreation Council.

48. The individual whose membership has been revoked has the right to submit a written appeal to the **Dolphin SCUBA Club** Executive Committee with information copy sent to the Chairperson Recreation Council.

### **ACTIVITIES**

49. Sanctioned **Dolphin SCUBA Club** dives are defined as SCUBA dives planned by the Executive Committee or subcommittee and supervised by a member of the Technical Committee;

50. All equipment used in **Dolphin SCUBA Club** sanctioned SCUBA dives must be approved by the supervising Dive Master and be of a recognized industry safety standard;

51. All sanctioned **Dolphin SCUBA Club** dives must be recorded in the **Dolphin SCUBA Club** Dive Log;

52. Sanctioned **Dolphin SCUBA Club** dives must take place in areas recognized by the club as being safe and shall be classified by a member of the Technical Committee as appropriate to the skill level of the participating divers;

53. Sanctioned **Dolphin SCUBA Club** dives must be planned so that the minimum of two divers are under the water at any one time (the buddy system);
54. All sanctioned **Dolphin SCUBA Club** dives must be under the supervision of a qualified Dive Master or above trained to react to diving emergencies. Surveillance shall be from that point at which the dive originates e.g. boat, shore, and pier. Where a dive originates from a boat, one person who is capable of controlling the boat is required to remain onboard;
55. In addition, to a supervisor, a safety diver, ready, qualified and equipped for a maximum depth of the planned dive is required for specialty dives e.g. ice dives, wreck penetration dives, etc. The safety diver shall not dive except in response to an emergency and shall carry a lifeline or other means of assisting in the recovery of a distressed diver.
56. Only **Dolphin SCUBA Club** members may be allowed to participate in the SCUBA diving portion of any organized **Dolphin SCUBA Club** activities and only commensurate with their qualification level;
57. A dive flag will be displayed from a float or boat whenever divers are in the water;
58. Any physical abnormalities occurring during or after an organized **Dolphin SCUBA Club** SCUBA activity shall be reported immediately to the Medical Officer at Canadian Forces Hospital or in the case of civilian members to their family doctor.
59. All SCUBA diving accidents and unusual incidents must be reported immediately, as per CFAO 50-10, by the supervisor following actual or simulated dives, recording all details that have a bearing on the case.

### **CLUB EQUIPMENT**

60. **Dolphin SCUBA Club** equipment may be used by **Dolphin SCUBA Club** members in good standing;
61. Under no circumstances may **Dolphin SCUBA Club** equipment be used for commercial usage;
62. **Dolphin SCUBA Club** members on an authorized Basic Open Water SCUBA Course or a Discover SCUBA may use **Dolphin SCUBA Club** equipment for course purposes only and only under the direct supervision of the course instructor;
63. **Dolphin SCUBA Club** equipment may be used in any authorized training programme, course or sanctioned **Dolphin SCUBA Club** activity;
64. **Dolphin SCUBA Club** equipment may be used by **Dolphin SCUBA Club** members for sport SCUBA diving activities;
65. **Dolphin SCUBA Club** equipment may be used by qualified SCUBA divers from other recognized Canadian Forces base or unit sport SCUBA diving clubs with express written permission from the **Dolphin SCUBA Club** Executive Committee;

66. **Dolphin SCUBA Club** equipment shall be used on the following priority basis:
- a. **Dolphin SCUBA Club** Basic Open Water Courses;
  - b. Other authorized **Dolphin SCUBA Club** courses or training;
  - c. Sanctioned **Dolphin SCUBA Club** activities;
  - d. **Dolphin SCUBA Club** members sport usage; and
  - e. Other Canadian Forces base or unit sport SCUBA Clubs.
67. Any equipment not working satisfactory shall be tagged as unserviceable and reported to the Equipment Manager for repair;
68. A fee for air or rental fee for equipment as necessary may be instigated by the Executive;
69. All **Dolphin SCUBA Club** equipment must be properly signed for before removing from the club stores;
70. The **Dolphin SCUBA Club** President, Chief Instructor, Equipment Manager and those persons designated by the Executive Committee shall be authorized to sign out equipment to members;
71. **Dolphin SCUBA Club** equipment at all times, when not in use, shall be locked in the provided places;
72. All equipment will be washed in clear, clean fresh water following all dives prior to being put away;
73. All equipment will be drained and dried prior to being put away;
74. The Equipment Manager will check all equipment for wear and damage ensuring that all equipment meets safety standards prior to being put away;
75. Tanks will be visually inspected annually and hydrostatically tested not less than once every five years to ensure they meet industry standards;
76. Demand regulators will be checked a minimum of annually by a qualified expert and maintain to a high standard of safety.

### **POOL REGULATIONS**

77. Only **Dolphin SCUBA Club** members may use the pool during the times assigned to the **Dolphin SCUBA Club**.
78. All **Dolphin SCUBA Club** members shall adhere to regulations posted in the pool area and safety rules as drawn up by the Technical Safety and Training Committee;

- 79. A qualified lifeguard shall be present during all pool sessions. The lifeguard will remain out of the water unless required to enter to save a life;
- 80. Training of uncertified divers will take first priority of the pool area;
- 81. All other training will take priority over free swimming;
- 82. Only **Dolphin SCUBA Club** members may utilize the pool to practice their SCUBA skills on a non-interference basis with courses. The buddy system must be strictly adhered to as well as all other safe SCUBA diving practices.

**ADOPTION OF CONSTITUTION**

83. This Constitution was adopted at a General Meeting of the **Dolphin SCUBA Club** held the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairperson Rec Council

Recommended / Not Recommended

\_\_\_\_\_  
PSP Manager

Approved / Not Approved