

# Sea Lancers Diving Club

## Constitution

### Article I. - Name and Purpose

The name of this association will be **Sea Lancers Diving Club**, hereafter referred to as the Club. It is established pursuant to the provisions of AFI 34-223 and according to all applicable civil and military laws and regulations. It will operate as a Private Organization (PO).

The purpose of the Club is to provide facilities, equipment, and services within its resources and conduct recreational and social activities for its members as considered necessary and proper by the 15th Airlift Wing Commander (hereinafter referred to as the 'Commander') and not otherwise prohibited by Air Force directives. Individual members will not have any proprietary interest in the Club; but will derive benefits exclusively through participation in, or patronage of, the activities for which this Club is established. Such activities include supporting a training program in the safe and proper use of SCUBA equipment, instruction in diving safety, stimulating interest in the sport of skin and SCUBA diving as a recreational activity, and conducting Club activities and dives to promote good fellowship and good sportsmanship.

### Article II. - General Provisions

- A. **Sea Lancers Diving Club** operates on Hickam Air Base, Hawaii, only with the consent of the 15th Airlift Wing Commander. It is not a nonappropriated fund instrumentality and is not entitled to any immunities and privileges afforded to such agencies. The private organization (PO) may not use base distribution in carrying out any of its activities. The operation of this organization is contingent on compliance with the requirements and conditions of all Air Force regulations and only with the consent of the installation commander. This organization will conduct itself in a manner that is free of discrimination and will provide equal opportunity and treatment for all members. Membership discrimination based on race, religion, color, age, rank, national origin, disability, or gender is not permitted.
- B. This constitution and associated Bylaws will be submitted for an annual review in February of each year to the Private Organization Program Manager (15 SVS/SVF).
- C. The establishment and dissolution of the Club are subject to approval of the Commander.
- D. Conflict of any of the provisions of the Constitution and/or Bylaws with existing Air Force directives will be changed administratively.

### Article III. - Officers and Governing Body

- A. The establishment and dissolution of the Club is subject to approval of the Commander.
- B. The Board of Directors. The administrative control of the Club and the custody of its funds and property are the responsibility of the Board of Directors, subject to the direction of the Commander.

1. The seven elected members of the Board of Directors are:

President	Vice President	Secretary
Treasurer	Dive Chairperson	Publicity Chairperson
Entertainment Chairperson		

The term of office for each elected Board member is one year. Nominations for the President, Treasurer, Publicity Chairperson, and Entertainment Chair-person are accepted at the general membership meetings in January and February with their election during the February membership meeting. Nominations for the Vice President, Dive Chairperson, and Secretary are accepted at the general membership meetings in July and August with their election during the August membership meeting. All officers are to assume their positions at the Board meeting of the month following elections. After 6 months, an elected person may vacate office at his/her discretion with the election for that office to be held at the upcoming election time. If the President leaves office, the Vice President will act as the President until a new President is elected. In the event that an elected office is vacated at any other time, the office will be filled by Presidential appointment followed by an election as expeditiously as possible.

2. Elections, Appointments, Challenges and Recalls. The processes and criteria for conducting elections, appointments, challenges and recalls presented in the associated Bylaws.
3. The Board of Directors will appoint from the General Membership three (3) assistants to support the operations of the Club. These assistants will be (1) the Equipment Manager, (2) the Cashier and (3) the Safety and Training Advisor. Their duties and responsibilities are described in the Club's Bylaws.
4. All members of the Board of Directors and assistants to the Board are responsible to execute the duties of their office in the best interests of the club as a whole.
5. The Club recognizes that involvement in other activities and/or organizations may create a conflict with the Club's best interests. No person with a conflict of interest may serve in any elected or appointed position, or participate in the Club's management, or have decision authority over, or access to the Club's assets and/or resources other than that accorded to the general membership as a whole. The existence of a

conflict of interest shall be determined by a vote of the Club Members using the challenge process.

6. Duties and responsibilities of the Board members:

- a) President: Responsible for the management of the organization, including the accountability for assets, satisfaction of liabilities, disposition of any residual assets upon dissolution, and otherwise assuring responsible financial and operational management.

He/She is authorized to appoint committees and represent the Club in all public matters. He/She shall enforce all rules and regulations originated by the Club and the Commander.

The president will forward a copy of the treasurer's report to the Services Division's Private Organization Program Manager (15 SVS/SVF) quarterly.

- b) Vice President: Shall assume the duties of President in that officer's absence and will assist the President in the performance of his/her duties. He/She will oversee the daily operations of the Club. He/She shall prepare annual budgets to include the cost of related fees, events and functions and submit them to the Treasurer by 01 January and 01 July.

- c) Secretary: Shall perform recording, typing, and corresponding duties as required to support the Board in the execution of its prescribed responsibilities. Shall record and maintain the minutes of all meetings. Copies of all meeting minutes will be available for review by any Club member and provided to the Commander as requested. The Secretary will maintain a current membership file and will draft a semi-annual roster of Club Members and provide same to the Publicity Chairperson. He/She will update the revolving Club calendar of events at the beginning of each month and will perform additional clerical duties as required to support the Board in execution of its responsibilities. He/She will pickup the mail weekly and distribute it. He/She shall prepare annual budgets to include administrative costs and submit them to the Treasurer by 01 January and 01 July.

- d) Treasurer: Shall be responsible for instituting procedures for the receipt of and control over all moneys. Resource control procedures will be according to nationally accepted business standards and will record all collections and expenditures made by the Club. He/She will act as manager of all moneys received. The Treasurer will maintain the Club checking account in such a manner that all checks must be counter-signed by another designated Club officer. He/She will prepare and maintain statements of financial transactions and financial condition each month. A verbal report will be presented at every business meeting. The Treasurer will ensure that an internal review of financial records and operating procedures on the control of cash and other Club assets is performed annually, or before vacating

office for any cause, by a disinterested member or other qualified person selected by the Board. The results of the review and financial statements will also be furnished to 15 SVS/SVF. The Treasurer will consolidate inputs from other Board members and draft an annual Club budget and present it for approval at the Board meetings in January and July.

- e) Dive Chairperson: Shall be responsible for planning and conducting monthly Club dives and all special dive events. He/She shall serve, or designate a suitable representative to serve, as the Dive Master at all Club sponsored dives. He/She shall record and maintain records of the names of all boat owners and members participating in any and all Club sponsored dives. He/She shall prepare annual budgets to include the cost of all planned dives and submit them to the Treasurer by 01 January and 01 July. He/She shall preside over any ad hoc dive committees established by the President.
- f) Publicity Chairperson: Shall prepare items which will advertise and promote Sea Lancers Diving Club for publication in the Base Bulletin and Base Newspaper. He/She shall procure appropriate trophies and awards for members. He/She shall write, publish and mail a monthly newsletter to Club Members. He/She shall prepare annual budgets to include the cost of all publicity related expenses and submit them to the Treasurer by 01 January and 01 July. He/She shall preside over any ad hoc Publicity committees established by the President.
- g) Entertainment Chairperson: Shall plan picnics to correspond with monthly Club dives and other social events. He/She should provide films, slide presentations, or guest lecturers of common interest to the membership to be presented at social or general membership meetings. He/She shall prepare annual budgets to include the cost of all entertainment events and submit them to the Treasurer by 01 January and 01 July. He/She shall preside over any ad hoc Entertainment committees established by the President.

#### Article IV. - Membership and Guests

##### A. Membership will be voluntary and classified as:

1. ACTIVE. Membership will be extended to all active duty military, reserve/national guard, and retired military personnel and their dependents. Active members participate in the management of the Club and are authorized to hold office therein and to vote upon all matters in which members have an interest with the exceptions listed below. The following are the various categories of active members:
  - a) Full Member: Is the first member (normally the sponsor) of a family and has all privileges listed above.
  - b) Family Member: Is a dependent of a full member, is 18 years of age or older, and has all the privileges listed above.



- c) Junior Member: Is a dependent of active/retired military person, 12 through 17 years of age. Junior members may vote and make motions but may not hold office. They must be accompanied by their sponsors or other designated (in writing, forms on file in Clubhouse) responsible person on all diving activities, or when using Club equipment or air. Junior members are specifically prohibited from operating or gaining access to the Club's SCUBA tank filling facility.
2. ASSOCIATE: Members who may use the facilities and services of the Club and who have the same privileges as active members except the right to hold the office of President. Associate membership may be extended to (a) all current or retired DOD appropriated and non-appropriated fund civilian employees on the island of Oahu; (b) holders of a 'sponsor' DOD ID card who are the sponsor of a DOD dependent; and (c) those contract civilians who's primary place of employment is at a DoD installation in direct support of DoD personnel. Associate membership will be limited to 10% of the total membership. Fees, dues and other charges will be the same as those paid by Active members. . The following are the various categories of Associate members:
- a) Full Member: Is the first member (normally the sponsor) of a family and has all privileges listed above.
- b) Family Member: Is a dependent of a full member, is 18 years of age or older, and has all the privileges listed above.
- c) Junior Member: Is a dependent of the full member, 12 through 17 years of age. Junior members may vote and make motions but may not hold office. They must be accompanied by their sponsors or other designated responsible person (in writing, forms on file in Clubhouse) on all diving activities, or when using Club equipment or air. Junior members are specifically prohibited from operating or gaining access to the Club's SCUBA tank filling facility.
3. PROVISIONAL: Applicants who have not completed the safety, training and orientation programs. Provisional members are required to pay all fees, may attend meetings and speak, but cannot hold office, make motions or vote. Provisional members must complete the safety, training and orientation programs within ninety (90) calendar days of their initial application for membership. Extensions may be granted at the discretion of the Board of Directors for circumstances beyond the applicant's control.
4. TEMPORARY: Temporary membership will be extended to all active duty military, reserve/national guard, retired military personnel and their dependents, current or retired DOD appropriated and non-appropriated fund civilian employees visiting the island of Oahu. Temporary members are required to pay all fees, may attend meetings and speak, but cannot hold office, make motions or vote. Temporary membership is valid for one calendar month and is not renewable.

5. HONORARY: This membership will be limited and extended to individuals who have a specifically beneficial association with the Club, hold prominent positions in the local communities, or have provided outstanding service to the diving community. Such membership must be approved by a simple majority vote of the Club Members present during a regularly scheduled monthly meeting. Honorary members have the same rights, responsibilities, and privileges as Active members with the exception of the right to vote, hold office or make motions. Honorary members are not required to pay dues or initiation fees.
- B. Membership will be terminated upon request of the member concerned 15 days in advance of the effective date by written notice to the Board of Directors, hereafter referred to as the Board.
  - C. Membership may be suspended, refused, or terminated by a simple majority vote of the Board after thorough review of the circumstances as follows:
    1. The conduct of the member is such as to bring discredit upon the Club.
    2. The member violates Club safety rules, Hawaii Fish and Game regulations, or abuses/misuses Club equipment.
    3. The member habitually fails to meet his/her Club financial obligations.
    4. For other valid reasons as determined by the Board.
    5. Before any member may have his membership suspended or terminated for cause(s) under the above provisions, the President shall call a special meeting of the Board to act upon the charge(s) submitted.
  - D. Membership may be reinstated after termination for cause by a majority vote of the Board. Application for reinstatement must be made in writing to the Board.
  - E. Honorary memberships will be reviewed at least every 6 months by the Board to determine if the individual's status still merits the privilege of membership.
  - F. All references herein to 'Club Membership', 'Club Members', 'Members', or 'General Membership' are intended to refer only to those Club Members meeting the eligibility requirements for the particular circumstance as set forth herein or in the Club's Bylaws.
  - G. Application for Membership:
    1. Applicants must be at least 12 years of age. All persons between the ages of 12 and 18 years must provide written approval to join the Club from both parents or guardians. Further, persons between the ages of 12 and 16 years of age must have an adult sponsor. The sponsor must be an Active or Associate member in good standing or applying for membership at the same time as the applicant being sponsored. If the sponsor is other than the junior member applicant's parent or guardian, a notarized statement authorizing the sponsor to act in the parent's or guardian's behalf must be submitted with the application for membership. Sponsors will co-sign for

the junior's equipment, operate the Club's SCUBA tank filling facility for the Junior Member and assume full responsibility during all Club related activities for the person being sponsored.

2. All applicants must have a valid certificate of SCUBA training issued by an internationally recognized authority (such as the U.S. Navy, National Association of Underwater Instructors {NAUI}, Los Angeles City and County, YMCA, Professional Association of Diving Instructors {PADI}), and must make application to the Club on the Club Membership application forms.
3. All applicants will be accepted as provisional members only. Final acceptance will be made upon completion of the required safety, training and orientation programs as specified below:
  - a) All provisional members are required to complete one (1) Safety and Training briefing prior to participating in the orientation dives.
  - b) All provisional members will complete two (2) orientation SCUBA dives with an Active Full or Associate Full Club Member in good standing. This requirement will be considered satisfied for those members who have completed a SCUBA diving training course sponsored by the Club.
  - c) All adult provisional members will participate in a 'hands-on' training program covering the operation of; and safety precautions associated with; the Club's SCUBA tank filling facility prior to being granted access to the facility.
  - d) All adult provisional members will complete the HAZMAT training program before being granted access the Club's SCUBA tank filling facility.
  - e) The safety, training and orientation programs must be completed within ninety (90) days of initial application for membership and before a provisional member receives a full membership card.

#### Article V. - Method of Financing

- A. This organization is financially self-sustaining and there shall be no direct financial assistance from a nonappropriated fund instrumentality in the form of contributions, dividends, or other donations of money or assets. Income raised by the organization will not accrue to individual members except through wages and salaries for private organization employees, if any, or as payment for services rendered.
  1. We understand that our organization cannot solicit funds on any DoD base or installation.

2. Other funds will be obtained from fund-raising activities and donations. Fundraisers may include, bake sales, car washes or similar type activities as voted on by the membership. All fundraisers must receive prior approval from the 15th Services Squadron Commander, via 15 SVS/SVF. No fundraisers will be allowed that duplicate or compete with AAFES or Services Activities. No form of gambling, or the operation of amusement / slot machines is allowed.
3. All monies collected will be used for operation of the organization, to offset activity expenses, and to purchase necessary items based upon the annual budget approved by the membership.

### Article VI. - Meetings

- A. The Board will meet at least once a month at the call of the President. Board meetings will normally be held at 1830 (6:30 PM) on the first Wednesday of each month. Any other meetings will be scheduled at least 10 days in advance. To conduct business, at least four (4) elected Board members must be present. The proceedings will be recorded and will indicate the members in attendance, financial conditions, committee reports, and any actions taken or votes conducted. Action by the Board will be by majority vote of the voting Board members present unless otherwise specified herein. Any Club Member may attend any Board meeting. Any business to be presented at the Board meeting should be brought up to the President prior to the meeting.
- B. A meeting of the General Membership will be held monthly. General Membership meetings will normally be held at 1900 (7:00 PM) on the third (3) Wednesday of each month. Notice of the meeting will be posted on the Club Calendar at least 10 days prior to the meeting. The Active and Associate Club Members (in good standing) present at a General Membership meeting shall constitute a quorum. A simple majority vote of the Club Members present shall be sufficient to carry any motion except (1) amendments to the Constitution or Bylaws, and (2) recall of elected members of the Board. Any business to be presented at the membership meeting should be brought up to the President prior to the membership meeting.
- C. Special meetings of the membership may be called at anytime upon request of the Commander, Club President, or upon written request of 10 percent of the Active and Associate members. After the meeting has been duly advertised (minimum of 10 days notice), those Club Members in attendance will constitute a quorum sufficient to conduct this meeting.
- D. Robert's Rules of Order, as revised, shall be the final authority as to parliamentary procedures and shall control proceedings at all meetings insofar as they do not conflict with any provision of the Sea Lancers Constitution, its Bylaws or other applicable regulation or law.



## Article VII. - Adoption and Amendments

- A. This Constitution and Bylaws may be altered or amended only by a two-thirds majority of the members present at a General Membership meeting. Further, no proposed alteration or amendment of the Articles will be voted upon at any meeting unless sufficient notice has been provided to the membership. Notification of the proposed amendment shall be presented at a General Membership meeting and will be voted on at the next scheduled General Membership meeting. A minimum of 20 days must be allowed between the meeting when the proposed amendment is first announced to the membership and the meeting when the vote is taken. The proposed amendment will be announced in the club newsletter, posted around the Clubhouse and published via all other official Club processes normally used to disseminate information to the Membership prior to being voted upon.
- B. This Constitution and the associated Bylaws shall become effective upon adoption by an affirmative vote of a majority of the active membership present at a scheduled meeting and after approval by the Commander.

## Article VIII. - Disolution

- A. In case of dissolution of the organization, funds in the treasury at the time will be used to satisfy any outstanding debts, liabilities, or obligations. The balance of the assets will be disposed of as determined by the membership.
- B. A full financial statement shall be forwarded to the Chief, Resource Management Flight (15 SVS/SVF) along with notification of the termination, discontinuance, or dissolution of the organization. If adequate funds are not available to cover all outstanding debts and liabilities of the organization, the officers of the organization have the personal financial responsibility to pay such debts and liabilities on a pro rata basis. All officers shall be informed of these provisions.
- C. When the members decide to dissolve the organization, notice will be given to the installation commander via 15 SVS/SVF and such dissolution shall be carried out only with his/her approval.
- D. The installation commander has the authority to dissolve the organization when it is in the best interest of the Air Force.

## Article IX. - Insurance

- A. The Club will carry comprehensive general liability insurance in an amount no less than \$1,000,000.00 coverage. Copies of the certificate of insurance will be provided to the Commander and maintained at the Clubhouse.