

# Sea Lancers Diving Club

## *Bylaws*

### **I. General.**

- A. Bylaws and rules governing the operations of the *Sea Lancers Diving Club* (hereinafter referred to as “the Club”) are promulgated for the information and guidance of all concerned. Members are enjoined to observe the spirit and intent of the Bylaws and rules. Members will be held personally responsible for their conduct and deportment.
- B. All members will review a copy of the Club’s Constitution and Bylaws when making an application for membership in the Club.
- C. A copy of the current *Sea Lancers Diving Club* Constitution and Bylaws will be maintained in an area of the Clubhouse freely accessible to the Membership during normal operating hours.
- D. All references herein to the “Board of Directors”, the “Board” or the “BOD” refer to the elected positions on the *Sea Lancers* Board of Directors excluding the Assistants (appointed) to the BOD.
- E. All references herein to ‘Club Membership’, ‘Club Members’, ‘Members’, or ‘General Membership’ are intended to refer only to those Club Members “in good standing” meeting the eligibility requirements for the particular circumstance as set forth herein and in the Club’s Constitution.

### **II. Membership.**

- A. The Club Members will be responsible for their own personal liability insurance and the Club will not be held liable for any death or injury. Members will be required to have on file a signed liability release statement.
- B. Full membership will be granted upon completion of:
  - 1. Two (2) orientation SCUBA dives as annotated on the back of the *Sea Lancers Diving Club* provisional membership card with a signature of the full Club Member participating in the orientation dive
  - 2. Satisfactory completion of the Safety and Training Program as evidenced by a completed and graded Safety and Training test results attached to membership card.
  - 3. Satisfactory completion of the training program for the operation of the Club’s SCUBA tank filling facility (Fill Station Operators only) as annotated on the provisional membership card by the Safety and Training Advisor or his/her designated alternate.
  - 4. Satisfactory completion of the HAZMAT training program (Fill Station Operators only) as evidenced by the HAZMAT test results attached to membership card.

5. Upon completing these requirements, the provisional membership card will then be presented to the Cashier and a full membership card will be issued.

### III. Fees and Dues.

- A. Each active, associate, provisional, or temporary member of the Club will pay fees and assessments as required by the BOD. Members of the BOD and Assistants to the BOD are exempt from paying dues while serving in office.
- B. Membership Dues and Initiation Fees.
  1. The initiation fee is \$10.00. New members will be assessed this amount when applying for provisional membership.
  2. Temporary Members: Temporary members may join for one month. Membership is not renewable. Dues are the same as for Active members. The initiation fee will be \$10.00. There is no grace period. If application is made during the last 10 days of a month, dues will be waived for the remainder of that month. Dues are non-refundable and there is no waiver for time spent off-island. The initiation fee will be waived for Temporary Members who can show proof of current membership in any MWR or DOD affiliated SCUBA Club. This waiver will be at the discretion of the Board of Directors.
  3. Membership Dues: Dues are \$15.00 per month for the first (primary member or sponsor) member and \$25.00 per family. Dues are normally paid quarterly (\$45.00 individual, \$75.00 family) and are due and payable on the first day of each calendar quarter (01 January, 01 April, 01 July, 01 October). A grace period shall extend 30 days from the date dues are payable. Any member falling in arrears by more than the grace period shall be considered late and if dues remain in arrears for 90 days (3 months) will be considered as having resigned from the Club. If application is made during the last 10 days of a month, dues will be waived for the remainder of that month. Basic membership is required for all club members. The following exceptions apply:
    - a) Members on official orders requiring them to be in an area that denies them use of the Club facilities. If their temporary duty is less than 30 days, their 30 day grace period shall begin on the date of return; if their temporary duty is 30 days or longer, they shall be exempt from Club dues for the period of the temporary duty. A copy of their orders must be presented to the Cashier or Equipment Manager prior to departing.
    - b) For Members on leave or vacation status away from Oahu for a period of 30 days or longer dues shall be waived. If their leave/vacation status is less than 30 days, they are liable for Club dues, notwithstanding use of Club facilities. A copy of TDY orders or leave papers must be presented to the Cashier or Equipment Manager prior to departing.
    - c) Unused dues are reimbursable only if a person is transferred from Oahu and he/she requests reimbursement in writing to the President or Treasurer. A copy of the PCS orders should be attached to the request.
    - d) Other valid exceptions will be made upon review and approval by the BOD.

- C. Other Fees: It is in accordance with the premise that individual Club members are responsible for compensating the club for Club resources used by the member outside of those resources provided to the membership as a whole (ie, use of the Club's SCUBA tank fill stations) that the Club charges fees for other services to the extent that the service benefits a specific member. Examples are:
1. Maintenance fees for use of SCUBA equipment from the Club's loaner pool.
  2. SCUBA Cylinder visual inspection and hydro retesting service.
  3. Modest labor charges for equipment repair services.
  4. Charges for repair and replacement parts and supplies.
- D. All dues, fees and payments to the Club, for any reason, shall be rounded up to the nearest whole dollar.

#### **IV. Assistants to the Board of Directors**

- A. The Board of Directors will appoint from the General Membership three (3) assistants as follows to assist with the operations of the Club. These assistants will be (1) the Equipment Manager, (2) the Cashier and (3) the Safety and Training Advisor.
- B. General Duties and responsibilities:
1. Each assistant may nominate at least one Club Member to act as their authorized representative during periods of their absence. This representative must be approved by the BOD.
  2. Assistants shall attend all Club business meetings and present verbal reports.
  3. Assistants have the right to make motions to the BOD at BOD meetings and request appropriate action from the BOD.
  4. Assistants shall develop and implement processes and procedures to accomplish their assigned tasks subject to approval by the BOD.
- C. Equipment Manager: Shall be appointed by a simple majority vote of the elected members of the BOD. His/her appointment will be formally reviewed by the BOD at a regularly scheduled BOD meeting at least semi-annually.
1. He/She will maintain proper accountability and storage of all equipment owned by the Club. The Equipment Manager shall maintain Club loaner equipment, and the air system. He/she will periodically inspect the equipment to insure that all maintenance and repairs are accomplished in accordance with BOD policies or other applicable industry standards. He/She will maintain a formal record of all Club loaner equipment to include Club assigned number, manufacturer serial number, inspection requirements, repairs performed, and hydrostatic test dates.
  2. He/She will conduct internal tank/visual cylinder inspections on Club and members' tanks. He/She shall be certified at Club expense to perform visual inspections if necessary.
  3. He/She will insure that an air sample is drawn from the Club air system and is analyzed every 120 days and a record made thereof.
  4. He/She will further insure that the building occupied by the Club and the surrounding area is maintained and presents a neat and orderly appearance.

5. He/She shall prepare annual budgets to include the cost of all planned equipment related expenses and submit them to the Treasurer by 01 January and 01 July.
  6. He/She is responsible for supervising the operations of the equipment room during Club business hours.
  7. He/She will maintain sufficient inventory of 'repair parts' to support needs of the Club and Club Members.
  8. He/She will serve as the Club's primary agent for purchasing items for the Club as directed by the BOD.
  9. He/She is specifically excluded from authorization to operate the cash register, accept any form of income to the club or have unaccompanied access to the cash register or income.
  10. He/She is specifically excluded from responsibility or unaccompanied access to 'promotional' or other retail/resale items.
  11. He/She is responsible for other such tasks as directed by the BOD.
- D. Cashier: Shall be recommended to the BOD by the Treasurer and appointed by a simple majority vote by the BOD. His/her appointment will be formally reviewed by the BOD at a regularly scheduled meeting at least semi-annually.
1. Responsible for accepting and accounting for Club income and operating the retail portion of the Club's operations.
  2. He/She is the only person authorized to operate the cash register and accept income from persons doing business with the Club.
  3. He/She will accept income, prepare a bank deposit, deposit the income in the bank and submit the bank deposit receipt to the Treasurer as specified by the Treasurer and approved by the Board.
  4. He/She is responsible for the inventory and proper accounting for promotional & other resale items.
  5. He/She is responsible for conducting membership sign-ups to include verifying and recording the certification level and experience of all new members.
  6. He/She shall prepare annual budgets to include the cost of all planned expenses and submit them to the Treasurer by 01 January and 01 July.
  7. He/She is responsible for other such tasks as directed by the BOD.
- E. Safety and Training Advisor: Shall be appointed by a simple majority vote of the elected members of the Board. The Commander will be notified in writing of any change in this position.
1. He/She shall conduct an unending Safety Program IAW AFR 127-101, AFM 215-1, and other governing directives to ensure that only safe procedures are used and that any unsafe acts or procedures are noted, corrected and publicized.
  2. He/She will become, and remain, familiar with the applicable OSH, HAZMAT and any other applicable safety related laws, rules and regulations and ensure that all aspects of the Club's operations are compatible with them.

3. He/She will continuously monitor the Club facilities, capital plant and other equipments for safety hazards and bring these situations to the attention of the Board for action.
4. He/She will ensure that an adequate training program is established in the use of SCUBA equipment, diving techniques, safety, life saving and rescue procedures and the use of the Club's SCUBA tank filling facility.
5. He/She will establish, document, maintain current, and oversee the conduct of the safety and training program for Provisional members. At a minimum, the program will cover the safety aspects of the Club's facilities and diving activities; the diving environment (specific to Hawaii); appropriate Hawaii game and SCUBA rules and regulations; and general SCUBA safety.
6. He/She will establish, document, maintain current, and conduct, a hazardous materials training program (as applicable to the Club's SCUBA tank filling facility) IAW applicable federal, state, local, DOD and AF rules and regulations.
7. He/She will establish, document, maintain current, and conduct, a safety and training program for the Club's SCUBA tank filling facility requiring 'hands-on' operation of the facility by the student.
8. He/She shall prepare annual budgets to include safety and training expenses and submit them to the Treasurer by 01 January and 01 July.

## **V. General Club Operations**

- A. SCUBA Courses. The Club will maintain an active and positive relationship with Hickam AFB MWR and the SCUBA Instructors under contract to Hickam AFB MWR. The Club will refer persons desiring SCUBA instruction to Hickam MWR and will maintain a current list of points of contact.
- B. Receipt of Club Moneys. The Cashier or designated alternate will be authorized to receipt for Club dues, initiation charges, fees or fines during normal operating hours of the Club, subject to procedures established by the Treasurer.
- C. Operating Hours. Normal operating hours are 1730 - 1930 on Monday, Wednesday and Friday except Federal holidays. Other closures will be published in the newsletter or announced on the bulletin board.
- D. Equipment. The Club will maintain a "loaner" pool of equipment for use by Club members. Members utilizing equipment from the pool are responsible to compensate the Club for maintenance, repair and replacement of the equipment in the pool. The Club is responsible to maintain the equipment in safe and usable condition in accordance with the manufacturer's recommendations and good industry practices.
  1. The facility will be open for the purpose of checking out equipment during the operating hours. Equipment checked out will be turned in the next open day of the facility; i.e. out on Monday - in on Wednesday. All equipment will be turned in on the date required by 1800 and the individual will be required to wait his/her turn in line to re-check out the equipment if desired. A maintenance fee, set by the BOD will be charged for the use of Club equipment. Payment of the fee is due at the time of equipment issue. Failure to return equipment by the prescribed date and time will result in a fine set by the BOD and published in advance.

2. All equipment controlled by the Club will be available to all members in good standing. A maximum of one (1) set of equipment (two cylinders and one piece each of any other equipment desired) for each person on a membership card plus one (1) additional set for a guest will be issued per Club Membership. Additional equipment maybe checked out to Club Members, if available, after 1830 at the discretion of the Equipment Manager. All equipment will be issued on a first come, first served basis.
  3. Equipment may be checked out for extended periods of time for Club Members going on outer island trips or when on a leave status at the discretion of the Equipment Manager. Documentation of the reason must be presented to the Equipment Manager at the time of equipment check out.
  4. Club Members will not provide equipment, air or access to the air supply to any person who is not an adult Club Member in good standing. Provisional, junior and visiting members will have their SCUBA tanks refilled by a Club Member qualified to operate the filling station.
  5. Club Members have a pecuniary liability, as adjusted by the Board, for all equipment they check out. Club members are responsible for compensating the club for any damage, outside normally accepted wear, for the equipment in their custody.
- E. Club SCUBA Tank Filling Facility. The Club will maintain a compressed breathing air system and SCUBA tank filling facility for use by Club Members as follows:
1. Use of the Club's SCUBA tank filling facility is limited to authorized adult Club Members for the sole purpose of filling properly maintained, tested and inspected SCUBA cylinders for their personal use or use by their dependents.
  2. The air system shall be designed, operated and maintained in a safe condition in accordance with all applicable safety regulations. An air sample will be drawn and tested at least every 120 days or whenever the air quality is suspect.
  3. The Safety and Training advisor is responsible for developing, maintaining and conducting a 'hands-on' safety and training program for adult Club Members desiring access to the SCUBA tank filling facility. The Safety and Training Advisor may train additional assistants to conduct the training program subject to approval by the elected members of the BOD.
  4. The Safety and Training advisor is responsible for developing, maintaining and conducting a Hazardous Materials (HAZMAT) training program appropriate for the SCUBA tank filling facility for adult Club Members desiring access to the SCUBA tank filling facility. A written examination is required. The Safety and Training Advisor may train additional assistants to conduct the training program subject to approval by the elected members of the Board. The course and exam must be repeated at least every 36 months.
  5. Access to the SCUBA tank filling facility shall be granted to adult Club Members in good standing after they have satisfactorily completed the Club's SCUBA tank filling facility safety and training program; including the HAZMAT portion. Appropriate means will be employed to limit access to the filling facility to authorized users.
- F. Safety. The following rules apply to all Club Members:
1. At all Club sponsored events, the Dive Chairperson will designate a Dive Master for the dive. The Dive Master will give a safety briefing prior to the first dive of the day

- and will maintain a log of all participants entering the water. Each SCUBA diver must check in and out with the Dive Master and will be responsible for figuring his/her own repetitive dive schedule.
2. All persons entering the water for the purpose of skin diving will be required to have a buddy and each will be required to wear a flotation device equipped with a manual or oral inflator in operational condition. People participating in Club activities entering the water for the purpose of SCUBA diving will have, in addition to a flotation device, at least one (1) depth gauge, one (1) watch per buddy team and one (1) pressure gauge per person.
  3. Weight belts and SCUBA backpacks will be equipped with "quick release" features.
  4. All dives will be made within no-decompression time limits and will be restricted to a maximum depth of 130 feet. Exceptions will be made to this rule only during the advanced diving course and in the line of military duties.
  5. Members should not dive within 12 hours of consumption of alcohol or any drug not prescribed for SCUBA diving by a doctor or until the effect of the alcohol or drug is gone, whichever is later.
  6. No Club Member will dive with an uncertified diver unless assisting a qualified instructor with certification classes.
  7. Any violations of basic safe diving practices should be reported to any member of the BOD.
- G. Elections, Appointments, Challenges and Recalls
1. Announcement of Appointments
    - a) Any individual appointed to any position with the Club shall be published to the general membership and identified before the members at the next regularly scheduled general membership before the appointment process is to be considered complete.
    - b) At a minimum; the appointee, person or persons appointing the individual, the position and duties associated with the position shall be described in the newsletter and published via all other official Club processes normally used to disseminate information to the Membership prior to the next regularly scheduled membership meeting. The same information shall be presented the general membership at the next regularly scheduled membership meeting.
  2. Challenges to Nominations or Appointments
    - a) Any candidate or appointee for any Board of Directors position, assistant to the Board of Directors position or any other staff position may be challenged by any Active or Associate Club Member in good standing at any time during the nomination and/or appointment process. Any challenge so voiced must be resolved before the nomination/appointment process for that specific position or office can continue.
    - b) Challenges may be presented orally at a meeting of the General Membership or in writing at any time during the nomination/appointment process to a member of the Board of Directors who is then required to forward the challenge to the President as expeditiously as possible.

- c) The challenge should be specific in nature and describe the basis for the assertion that the nominee/appointee is not suitable for the position.

### 3. Challenge Process

- a) The President shall receive the challenge.
  - b) The nomination/appointment process for the affected position will be held in abeyance until the challenge is resolved.
  - c) The President will call for a vote of the membership at the next regularly scheduled general membership meeting as to the validity of the challenge.
  - d) The challenge vote 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. Those members presenting the challenge and any respondents shall be granted equal opportunity to address the membership and present their arguments.
  - e) A majority vote of the eligible members present at the membership meeting shall be sufficient to resolve the challenge.
  - f) A successful challenge shall be sufficient cause to remove the affected member from consideration for any elected or appointed position with the Club.
4. Recall: A recall vote will be held if requested by a majority vote of the members present at any regularly scheduled meeting or upon a majority vote of the BOD. The recall vote will be conducted at the next scheduled general membership meeting. A minimum of 20 days must be allowed between the meeting when the recall vote is first requested and the meeting when the vote is taken. The recall vote 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. A two-thirds majority of the members present is required to remove the BOD Member from office.

## H. Sea Lancer of the Month/ Sea Lancer of the Year

1. Description: A means of showing recognition and appreciation to Sea Lancers Diving Club Members who have contributed outstanding support to the Sea Lancers organization.
2. Eligibility: Any Club Member deemed appropriate by the Sea Lancers Board of Directors
3. Award Criteria: Candidates for the award must be nominated by a member of the Board of Directors. The nominee must have made a significant contribution to the Club which affects the other members of the Club in a positive manner. The contribution may be in any form. Some examples are: Clubhouse improvements, assisting with Club activities, donating equipment and/or services to the Club, etc. This award must be the nominee's only form of compensation for the subject contribution.
4. Procedures for administering the award: The members of the Board of Directors shall submit nominees and a verbal justification for each nomination at the monthly Board meeting in the month following the month of the contribution. Other Club Members may submit nominees to any Board Member along with any justification for the nomination. The Board Member will then present the nomination at the next

- Board meeting. After all nominations have been made and discussion permitted, a vote by show of hands will be taken. Each Board member present shall cast one vote. In the event of a tie, a runoff shall be conducted.
5. Recognition: All persons nominated for this award will be recognized at the next general membership meeting and in the next newsletter. The Club shall maintain a plaque in the Clubhouse to which a brass plate engraved with the winner's name will be added each month.
  6. *Sea Lancer* of the Year: At the Board meeting for the month of January, the Board of Directors will select a *Sea Lancer* of the Year from the *Sea Lancers* of the Month for the previous calendar year. The *Sea Lancer* of the Year shall be presented a trophy at the January General Membership and shall be recognized in the Club newsletter. The *Sea Lancer* of the Year will normally be the *Sea Lancer's* nomination for the HCDC Diver of the Year Award.

