

# **CONSTITUTION OF THE NASJAX SKIN AND SCUBA DIVING CLUB, INCORPORATED**

(Revised 4/7/2018)

## Preamble

The purpose of the NASJAX Skin and Scuba Diving Club, Incorporated, shall be to provide activities, fellowship and information related to the sport of skin and SCUBA diving to persons concerned with recreational diving, underwater conservation and safety.

## Article I - Officers

Section 1. Officers. The Executive Officers are: President, Vice-President, Secretary and Treasurer. These Officers shall be elected by a majority vote of club members present at an annual election to be held during the November dive club meeting. Those members absent may vote by proxy vote. Officers shall be installed in January the following year and shall hold office for one year or until their successors are elected. Officers shall serve without pay. Should the office of President become vacant, the Vice-President shall assume this position. Should any other elected office become vacant, it shall be filled temporarily by appointment by a majority vote of the remaining Executive Board members and the appointee shall fulfill the duties of the office until such time as a new Officer can be elected in accordance with the club constitution and by-laws.

Section 2. Executive Officers and Their Duties. All Officers must be at least 21 years old and members of the dive club in good standing. Executive Officers may be removed for cause in accordance with Section 2 of the Club By-Laws, Member Dismissal.

a. President: The President shall officiate at the regular monthly club meetings and shall call any necessary special meetings and shall appoint such committees as are necessary for the proper functioning of the club. The President will further act on the club's behalf between meetings, subject to the approval of the club. The President will vote only to break a voting tie at the monthly meetings.

b. Vice-President: The Vice-President shall act for the President and discharge the duties of the President whenever the President is unable. The Vice-President shall officiate at the Executive Board meetings and act as club parliamentarian. The Vice-President will vote only to break a tie at Executive Board meetings.

c. Secretary: The Secretary shall maintain minutes of all club and Executive Board meetings, be responsible for all club correspondence and will handle such correspondence as the club directs. Also, he/she shall be responsible for taking club membership applications. The Secretary shall publish a monthly dive club newsletter and membership roster. They will be promulgated to all club members in good standing within ten days of the monthly dive club meeting.

d. Treasurer: The Treasurer shall receive all funds due to the club and disburse all funds as authorized. The Treasurer shall maintain an accurate and current accounting of all funds and financial records and shall keep full and accurate reports of disbursements and render account thereof at each club meeting. The Treasurer shall present an annual report to the membership at the January meeting. In the Secretary's absence the Treasurer shall accept membership applications.

e. Appointed Officers: The Club President may appoint Officers as deemed necessary for the benefit of the Club.

Section 3. Executive Board. The Executive Board shall consist of the currently elected Officers and all Officers as appointed by the Club President. All elected Officers and appointed Officers will have one vote each at Executive Board meetings except as noted in Section 2(b) above.

#### Article II - Club Membership

Membership in the club is open to anyone indicating a willingness to learn and abide by the dive club's Constitution, By-Laws and Safety Standards.

An individual shall be admitted to membership when the dues are paid as prescribed in the by-laws and the applicant receives approval by 2/3 of those members present at a regular monthly dive club meeting.

#### Article III - Constitution Amendments

This Constitution may be amended by a 3/4 vote of those members present at a special dive club meeting, notice of which shall be given in writing to all club members at least one month in advance.

#### Article IV - By-Laws Amendments

By-Laws to this constitution shall be enacted or amended by a 3/4 vote of those members present at a special dive club meeting, notice of which shall be given in writing to all club members at least one month in advance.