

BY-LAWS OF THE NASJAX SKIN AND SCUBA DIVING CLUB, INCORPORATED

(Revised 4/7/2018)

1. Membership, Membership fees and policy

- a. A member has the privilege to participate in club functions such as, but not limited to, dive trips, raffles, picnics, parties, newsletters and use of club name and affiliation.
- b. Annual dues shall be established by the Executive Board and payment of the dues will be in accordance with the club Membership and Application form. Any member whose dues are in arrears shall have no membership privileges or benefits, and will not be considered a member in good standing.
- c. Any member whose dues are in arrears for a period of two months shall be dropped from the roster of this club. A member whose dues are in arrears for more than twelve months must submit a new membership application. Any club member transferred from the area has the option to renew his membership without having to pay past dues provided they left as a member in good standing. Special consideration will be given to any member applying to the Executive Board for special suspension of the rule to pay back dues with regard to professional obligations or responsibilities.

2. Member Dismissal

- a. Persons may be removed from the membership roster of the club for flagrant violation of club safety regulations or for conduct bringing discredit upon the club. Dismissal from the club shall be by 2/3 vote of members present at a regular monthly Executive Board meeting. Said persons shall have the right of redress with the Executive Board prior to the vote and shall be given written notification of the intended action. Prior to the Executive Board vote, the persons will be allowed fifteen minutes to provide their response to the intended dismissal vote. All dues will be forfeited upon dismissal.
- b. Persons may be removed from the membership roster by the Executive Board for failure to pay individual financial commitments made to the club.

3. Appointed Officers

Additional club Officers may be appointed by the President in accordance with Article I, Section 2, Subparagraph e of the Constitution of the NASJAX Skin and Scuba Diving Club, Incorporated. These Officers will have duties and responsibilities as assigned by the President and will serve as voting members of the Executive Board. Any Appointed Officer may be removed from, or be replaced on, the Executive Board at the President's discretion.

4. Duties of the Executive Board

- a. The Executive Board shall be responsible for the administration of the club. The Executive Board shall continually review the policy and programs and shall make recommendations for such changes and modifications as it deems necessary. The Executive Board may also recommend purchases, initiations of action, and enactment of policy. All disbursements shall be approved by the Executive Board prior to purchase.
- b. A majority of the Executive Board shall constitute a quorum. Executive Board meetings shall be open to all club members in good standing who desire to attend.

5. Annual Election of Executive Officers

- a. At the October regular meeting the President will open the floor to nominations for the Executive Officers election in November. All nominations will be made at the October meeting. Nominations will be included in the October newsletter. Ballots will be distributed at the November regular meeting and write-in candidates will be accepted.
- b. Every current member in good standing will have one vote. If members are unable to attend the November regular meeting a written proxy vote will be accepted. Written proxy includes handwritten and electronic communications. Proxy votes must be signed by the club member (signature for e-mail will be based upon address listed in most recent club roster) and must be received by the club secretary at least 24 hours prior to the November meeting. The incumbent President and challenging President shall choose one vote counter each. With a current list of club members in good standing, the club Secretary and the two vote counters will distribute voting ballots. After members have voted, they will collect, count and tally all voting ballots. The secretary will add the proxy votes of club members absent from the November meeting. Names on proxy votes will be kept in confidence. All ballots will be kept by the Secretary for seven days, then destroyed.

6. NASJAX Scuba Diving Club Website Protocols

- a. The NASJAX Skin and Scuba Diving Club has established the following guidelines to control the content of our club website. Anyone who submits information to the club website agrees that the content is subject, but not limited to, the following criteria and may be deleted or edited by the Webmaster. Questions regarding the content of the site may be addressed through the Webmaster and/or the Executive Board.
- b. Club members may submit dives that they want to schedule to the Webmaster for inclusion on the web calendar. Dives sponsored by another dive group, organization, or commercial entity will not be advertised or posted on the club website unless approved by the Executive Board.

- c. Dive reports including photos and/or videos may be submitted to the Webmaster for review. Material deemed inappropriate by the webmaster will not be posted. Any reports, photos, or videos submitted may be edited and posted in whole or in part at the discretion of the Webmaster.
- d. All web links must be approved by the Executive Board for publication.
- e. Members may submit ads for articles for sale not of a commercial nature.
 - 1. The Webmaster should be notified immediately when the item is sold so that the ad can be taken down.
 - 2. No sales advertising will be accepted from any commercial entity.
 - 3. No other advertisements will be posted unless approved by the Executive Board.
- f. Personal data including E-mail addresses, phone numbers, or mailing addresses are to be held in strict confidence between members only and will NOT be released for publication or other use without the individual consent of each member listed.
- g. Failure to follow the above guidelines may result in dismissal from the club pending disciplinary actions by the Executive Board.

7. Dissolution

Upon dissolution of the club all assets shall be liquidated. Sixty days prior to dissolution of the club, the Executive Board shall generate a minimum of three (3) suggestions for distribution of the funds. All club members in good standing will be given 30 days notification via the newsletter regarding club dissolution, and a 3/4 vote of all members in good standing present at that meeting will decide the distribution of the funds.