



## Club Constitution

Rev. February 2015



University  
of Victoria

# Recreational Sports Club Constitution

UVic Scuba Club 2015

## **ARTICLE I - NAME**

This club shall be known as: the UVic Scuba Club.

## **ARTICLE II - PURPOSE**

The purpose of the UVic Scuba Club is to promote diving and provide members the affordable opportunity to safely engage in scuba diving.

## **ARTICLE III - MEMBERSHIP**

In addition to all students, faculty, and staff, the club may be made up of up to ten percent of community members not attending or associated with the University of Victoria. Preferential treatment will be given to members associated with dive organizations within the community and highly trained dive professionals to promote connectivity and safety within the club. All club members must ascribe to the avowed purpose of the club. The Recreational Sports Clubs programmer may alter this community limit at any time.

## **ARTICLE IV - EXECUTIVES**

There shall be no less than four executives in this organization. The following positions must be filled for every term the club is active: "President", "Vice-President", "Lead Dive Coordinator" and "Marketing Director". In addition, the club may opt to have an "Equipment Manager", "Social Chair" and "Assistant Dive Coordinator" and any other positions required to meet club demands. Assuming club executives can handle the responsibility, executives may hold multiple positions. The executive positions are outlined as follows:

### **1) President**

- Ensures all club activities are executed as per the constitution.
- Collaborates with the Lead Dive Coordinator to ensure the club has several dive professionals at its disposal for running club dives and charters.
- Works with the executive to ensure events and news are communicated to members.
- Attends all president's meetings as called by Vike's Athletics & Recreation.
- Ensures club records are current.
- Collaborates with the Vice President to manage club finances, and to create yearly budgets with a long-term strategy in mind.
- Submits all necessary paperwork to Vike's Athletics & Recreation on time and in an organized fashion.

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- Responds to club emails.

## 2) Vice President

- Maintains a record of the club's financial activity.
- Provides the executive with information on the clubs budget for club prizes and spending.
- Collaborates with the President to manage club finances, and to create yearly budgets with a long-term strategy in mind.
- Communicates with the Clubs Coordinator for financial statements.
- Files receipts, deposits and reimbursements with the Clubs Coordinator.
- Ensures healthy cash flow.
- Assumes duties of president should they be unable to carry out presidential duties for any reason.
- Ideally this person should have a minimum of four semesters left at UVic. This ensures club continuity.

## 3) Lead Dive Coordinator

- Collaborates with the Vike's Recreation Scuba Program Coordinator to schedule Scuba programs within the confines of the Vike's Recreation and UVic Scuba calendar.
- Preferably works as a dive professional and ensures all club dive professionals have active professional membership and insurance.
- Collaborates with the President to ensure the club has several dive professionals at its disposal for running club dives and charters.
- Is ultimately responsible for finding a dive professional and club executive to execute club dive events.
- Collaborates with, and trains, the Assistant Dive Coordinator to ensure club continuity in subsequent years.
- Ensures the UVic Scuba Recreational Dive Safety Protocols are adhered to.

## 4) Assistant Dive Coordinator

- Collaborates fully with the Lead Dive Coordinator to build the dive schedule and organize and execute weekly dive events, as well as book and plan club charters.
- Ideally this person should have a minimum of four semesters left at UVic. This ensures club continuity.
- Ideally this person should be someone who is currently a dive professional, in-training to become a dive professional, or is looking to become a dive professional in the near future.

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## 5) **Marketing Director**

- In charge of updating the website, Facebook page and other social media, University newspapers, bulletin boards ect. with current events.
- Works with executive to create a monthly newsletter to update all members on current events, socials and general club news.
- In charge of creating or procuring promotional material to post on the clubs social media outlets and website. This includes photos, videos, blog posts and the like.
- Organizes and executes club attendance at Club Days and Thunderfest.
- Organizes booth set-up around campus to promote the club and courses.

## 6) **Social Chair**

- Assists the Marketing Director in organizing and executing club attendance at Club Days and Thunderfest.
- Plans and executes bi-monthly club socials such as bowling nights, trivia nights, karaoke nights, beach clean-ups, movie nights, “social crawls” and the like.
- Assists the Marketing Director in updating the website, Facebook page and other social media, University newspapers, bulletin boards ect. with current events.

## 7) **Equipment Manager**

- Ensures gear is in good condition; sends gear needing repair in for service.
- Ensures prevention of inventory loss; conducts regular counts on inventory and ensures gear is properly marked.
- Ensures oxygen kit is full and first aid supplies are stocked.
- Works with Vikes Recreation Scuba Program Coordinator to ensure current sizing meet student demands.
- Ensures all executive and instructors are using proper maintenance and check out procedures when using gear.
- Maintains a detailed spreadsheet/log of all club owned equipment.
- Ensures all liability waivers and equipment rentals forms are printed-out and available for club events.

The president shall be ultimately responsible for all organizational and financial dealings of the club; however, they are required to designate responsibility to other club executive in order to spread out the workload. Notwithstanding, the president is responsible for

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monitoring the actions of club executives acting on their behalf. Eligibility for executives is simply that they are UVic Students and members of the club. The president shall submit a report at the end of the year to the Recreational Sports Clubs Programmer who shall keep all reports in a place available to successive officers and members. In addition, the president or club delegate shall be required to act as an active representative to the Recreational Sports Club Programmer.

All executive members are expected to attend club activities, including, but not limited to Club Dives, executive meetings and general meetings. Repeated failure to do so may result in removal of executive benefits or removal from executive, as decided by a majority vote within the executive. As a general guideline, club executives should run a minimum of two events per semester.

## **Club Dive Supervision:**

In addition to the above executive positions, the club shall maintain a professional staff to supervise club diving events. These dive professionals must be, as a minimum requirement, certified, active and insured Divemasters.

Dive Supervisors will be responsible for the following duties:

- Works under the guidance of the Lead Dive Coordinator and ensures proper supervision for club dive events.
- Communicates with Equipment Manager regarding any gear in need of servicing.
- Ensures all paperwork is completed and filed accordingly.
- Ensures the University of Victoria Recreational Dive Safety Protocols are adhered to.

## **ARTICLE V - FUNDS**

- a) The President and Vice President shall be the only members of the club with signing authority over the club's funds. There is only one exception to this rule. This is if the club ever ends up in a situation where no club executive has signing authority over the club's funds. In this case only the Recreation Sports Club Programmer shall have signing authority until such time that a new President can be elected.
- b) The allocated budget grant that the club receives each year will be deposited in the club's standard budget account in the Recreational services office, McKinnon 181.
- c) All funds designated as self-generated must be deposited in the club's account in the Vike's Recreation services office. It will be necessary to put on file with the Recreational Sports Clubs Programmer the signatures of the signing authorities for the club.

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## ARTICLE VI - MEETINGS

- a) The Scuba club shall have no less than two meetings per semester.
- b) At any time the President, two executives, or twenty-five percent of the membership may call a meeting.
- c) The quorum for any general meeting is ten percent of club members.

## ARTICLE VII - ELECTIONS

- a) Elections can only be held at general meetings of the club fulfilling the quorum. All officers of the club must be given at least one weeks notice of upcoming elections. In addition, posted notices must be displayed to inform club members.
- b) The election for president shall be held before March 15th at which time the Recreation Sports Clubs Programmer shall be notified of the selection.
- c) Election of other officers shall take place no later than the first general meeting of the fall at which time the Recreation Sports Club Programmer shall be notified of the identity of the new executives. Identity in this case refers to their names, addresses, phone numbers, and student numbers.
- d) Voting shall be by secret ballot.
- e) The Vice-President shall appoint a chair to preside over the election procedure. This chair must not be running for an executive position.
- f) Nominations may be accepted from the floor, or in writing prior to the election meeting.
- g) The names of the candidates, nominators, and seconders must be read at the start of the casting of the ballots.
- h) Separate votes will be made for all positions in the order of: 1) President; 2) Vice-President; 3) Lead Dive Coordinator; 4) Marketing Director; 5) Assistant Dive Coordinator; 6) Social Chair; 7) Equipment Manager.
- i) The chair shall appoint a teller and two scrutineers for the counting of votes, subject to a two-thirds majority vote of the voting members present. The candidates may also scrutineer if they so desire.
- j) The new executive shall take office as of the day in they are elected.
- k) By-elections must be called by the President whenever an office becomes vacant. Procedure shall be as for a general election.
- l) Notice for any election must be posted on the club Facebook page at least seven days prior to the election taking place.
- m) Nobody may be nominated without their consent.
- n) No by-elections shall take place between the months of May through August.
- o) The executive may, by two-thirds resolution, appoint any member to a vacant position until a by-election is possible.

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## **ARTICLE VIII - AMENDMENTS**

Amendments to the constitution from within the club may be made only at a general meeting where a quorum of 10% is present. The amendment must be passed by a two-thirds majority vote of the voting members present. An amendment may be proposed at a general meeting if it is passed by the executive, or if it is presented by a signed petition representing twenty percent of the voting members. Any proposed amendments must be communicated to the general membership seven days prior to their being voted upon. Nothing in this constitution shall be interpreted in a manner contrary to the constitution or policies of the University of Victoria.