

FORCES SUB AQUA CLUB (FSAC) BYLAWS



1 Purpose

These By-laws amplify the FSAC Constitution and govern the operations of the club.

1.1 Record of Revisions

These Bylaws will be reviewed, adjusted, modified and added to as required by the FSAC Executive. The date of each revision should be listed below, included as part of each revision, and the old version of the complete Bylaws archived in the Club's records.

<u>Date Revised</u>	<u>Description of changes</u>
Feb 2006	First Edition
Jul 2014	Substantial updates to include detailed job descriptions
Apr 2021	Periodic review and update
Oct 2021	Periodic review and update

2 Executive Committee Roles and Responsibilities

In accordance with Article VI of the FSAC constitution, the Executive Committee is responsible to manage the club. The responsibilities and primary duties of each executive position are outlined below.

2.1 President

The President shall:

- coordinate all activities of the club;
- plan, call, and chair all meetings;
- cast a tie-breaking vote on club matters;
- ensure members meet membership requirements outlined in the constitution;
- liaise with the PSP Community Aquatics and Recreation Coordinator for the use of facilities;
- ensure that an annual operating budget is prepared, reviewed, and approved by the executive in January of each year.
- attempt to fill vacancies on committees as they occur;
- attend required meetings with PSP staff;
- check periodically to see records are up to date;
- respond to requests for information made to club email addresses;
- ensure that information is provided to the members of the club at regular intervals;
- ensure the Training Coordinator, Dive Program Manager, and Equipment Manager co-ordinate their respective programs; and
- approve and sign the minutes of each meeting.

2.2 Vice-President

The Vice President shall:

- assist the President and be prepared to act for them in their absence;
- carry out those duties and responsibilities assigned by the President;

- develop and coordinate an advertising campaign to inform NCR personnel about FSAC;
- coordinate the promotion of all club courses;
- coordinate the recruiting of new club members;
- distribute information to new and perspective members, e.g. ensure they are familiar with Book King, the FSAC website, and the FSAC Facebook page;
- Assist the Dive Coordinator as necessary; and
- respond to requests for information made to club email addresses.

2.3 Dive Program Coordinator

The Dive Program Coordination shall:

- develop the yearly dive program that fits within the allocated budget;
- ensure that the dive program is input into Book King;
- liaise with dive charter companies to book charters for club dives;
- manage the website and Facebook page;
- ensure that a Dive Master attends each scheduled dive;
- plan dives for all certification levels;
- ensures the certification level for each dive is clearly advertised and visible on the Book King sign up page;
- ensure that a report of any accidents or incidents that occur during club dives are submitted;
- communicate coordinating instructions for each dive to those who have signed up for each dive; and
- prepare a report regarding the conduct of the dive program at the end of each dive season.

2.4 Training Coordinator / Chief Instructor

The Training Coordinator shall:

- prepare and submit training plans for each dive season;
- prepare a cost neutral budget for each scheduled course;
- co-ordinate and organize all club courses;
- coordinate instructors and DMs to staff club courses;
- provide supervision of instructors and assistant instructors;
- ensure that a report of any accidents or incidents that occur during club dives are submitted;
- coordinate with the Treasurer for the payment for course materials and rental equipment; and
- provide a summary financial report to the Treasurer at the completion of each course;
- maintain a list of instructors available to teach for the club.

2.5 Equipment Manager

The Equipment Manager is responsible to:

- maintain an up-to-date inventory of all equipment held on the DA;
- ensure that non-serviceable equipment is marked and that write-off action in accordance with current NPP regulations is instituted for equipment that is beyond economical repair;
- maintain records of issue and receipt;
- coordinate equipment maintenance;
- ensure the care, maintain and control of all FSAC equipment;
- prepare draft budget submission(s) for the consideration of the towards the procurement of new equipment;
- negotiate approved purchases of new equipment; and
- ensure that all equipment used in scuba activities is certified serviceable in accordance with Interim CF Scuba Club Policy Annex A.

2.6 Treasurer

The Treasurer shall:

- maintain records of all financial transactions conducted on behalf of the club;
- maintain records to reflect the financial standing of the club;
- be responsible for the control and maintenance of allotted funds;
- make deposits as necessary;
- issue receipts/bills to members as required;
- complete the required courses to obtain an NPP delegation of authority and hold a club credit card;
- ensure budget is prepared and submitted annually through the president; and
- prepare and submit a financial statement to the membership at the AGM or at other times as needed.

2.7 Secretary

The Secretary shall:

- record the proceedings of all meetings and prepare a final version for submission;
- records approved amendments to the Constitution and By-Laws.
- maintain file for all club correspondence;
- assume those duties and responsibilities as assigned by the President; and
- be responsible to the President for the completion of all correspondence pertaining to the Club.

2.8 Media Coordinator

The Media Coordinator shall:

- be responsible to update the FSAC Facebook and web pages;
- the production of media products to advertise the club throughout the NCR;
- coordinate FSAC participation in outreach activities, such as Family Appreciation Day;
- advertising FSAC using official DND/CAF resources, such as the periodic 'In the NCR' email sent by CFSG(O-G) public affairs;

- coordinate activities with other PSP Recreation dive clubs; and
- correspond with outside organizations regarding Club activities.

Note that the Media Coordinator is a non-voting member of the Executive Committee.

3. Technical Committee

3.1 Requirement

In accordance with the Personnel Support Programs Policy Manual Part 6, a Technical Committee shall be appointed and "...chaired by a chief instructor and composed of currently accredited and CF recognized instructors, assistant instructors, Divemasters and a club equipment manager."

3.2 Role

The technical committee is responsible to:

- recommend a qualified individual to be the Chief Instructor;
- ensure that club dive locations are appropriate for the experience level of the divers attending the dive;
- provide technical approval of dive equipment being considered for purchase; and
- a member of the technical committee also acts as the club safety officer.

3.3 Safety Officer

The safety officer is not a member of the executive. The SO is responsible for the member adherence to club safety policies, emergency actions, the delivery of first aid and safety checks prior to the start of any dive activity.

4 Membership

4.1 Membership Categories

In accordance with CAF policy governing the organization and administration of military recreation clubs, membership is divided in following three categories.

- **Regular Members.** The following shall be eligible for Regular Membership:
 - serving members of the CAF of all components and their families;
 - foreign military personnel serving with the CAF and their families; and
 - former members of the CAF of all components (who have completed basic training) and their families.
- **Ordinary Members.** The following shall be eligible for Ordinary Membership:
 - currently serving DND Public Servants, staff of NPP, staff of MFRCs, staff of DRDC and DCC and their families
 - serving members of the RCMP and their families

- serving Honorary Colonels/Captains(N) and Lieutenant-Colonels/Commanders and their families;
 - former staff of NPP receiving a pension and their families; and
 - former RCMP in receipt of an annuity and their families.
- Associate Members. All others who pay or are invited to become members.

4.2 Additional Definitions

Qualified SCUBA Diver: A qualified SCUBA diver is certified to dive without being under the direct supervision of an Instructor, Assistant Instructor or a Dive Master in accordance with a nationally or internationally recognized certification agency.

4.3 Membership Fees

Membership fees are set by the executive and approved by PSP on an annual basis. Ordinary membership fees must be a minimum of 20% higher than Regular membership fees. Associate membership fees must be a minimum of 30% higher than Regular membership fees. This includes family membership fees.

Since what constitutes a ‘family’ varies from household to household, FSAC will accept a member’s/prospective member’s declaration of family status when paying membership dues. The family rate is meant for a household of two members (e.g. CAF member and partner). A nominal fee will be charged for each additional family member above two.

Club members who are not yet a qualified scuba diver and are taking an entry level scuba course with the club (commonly referred to as a Basic Open Water course) will not be required to pay an additional membership fee on top of the course fee. That is to say that anyone taking a Basic Open Water Course with FSAC is deemed to have paid their annual membership fee once payment for the Basic Open Water course is made in Book King.

4.4 Membership Form

Membership forms are filled out when paying membership fees on the Book King website.

5 Dive Program

5.1 General

A Dive Master (DM) will accompany every club dive. Should a DM be unavailable, the dive will be cancelled. It is the prerogative of the DM to cancel a dive should they consider the conditions too risky. The DM shall ensure that all club members are adequately certified for the dive site and conditions. The DM shall conduct a complete site briefing, ensure appropriate buddy pairings, and ensure that pre-dive safety checks are carried out. They will also create a roster and ensure that all club members have exited the water at the end of the dive.

5.2 Dive Safety

All DMs shall have a current First Aid, CPR and O₂ Provider qualifications.

Solo diving is not permitted on club dives.

A Dive flag shall be flown at sites that are not recognised dive location and on drift dives.

First aid and O₂ kits are available for sign out from the equipment manager.

All divers must have all appropriate safety gear for the dive and site conditions.

A safety diver may be employed at dive sites and on charters if the DM determines the situation warrants. Safety divers must be rescue diver or higher certified and qualified for the specific environment (e.g. overhead environment).

5.5 Dive Sign-up Procedure

Members may sign up for dives using the PSP Book King system. Refunds may be issued for a missed dive if the club does not incur any expenses as a result.

6 Equipment Rental Program

6.1 General

The club has an inventory of scuba equipment that may be rented by club members on a seasonal basis. The program is cost neutral, which is to say that members are charged only a small amount more than what it costs the club to perform annual maintenance on the equipment. Equipment will only normally be serviced once an individual has identified that they will be renting the gear.

6.2 Guidelines

A physical inventory of all club equipment will be taken each year by the Equipment Manager in conjunction with PSP staff. Write offs of obsolete and damaged equipment will occur once the physical inventory has been completed.

6.3 Summer Equipment Rental Program

It is the intention of the club to provide a summer equipment rental program that will make scuba diving as economically feasible as possible and maximize the use of club equipment so that maintenance and replacement costs are optimized.

Scuba equipment packages (a buoyancy compensator; a regulator with submersible pressure gauge, depth gauge, compass and octopus; and a scuba cylinder) are available for rental from May until Nov of each year. Individual pieces of gear are also available for rental for the same time period.

Annual servicing by certified technicians will be conducted on all equipment before it is rented out.

Scuba equipment rentals are offered on a first come, first served basis. There is no guarantee of equipment being available for rental each year.

Rental equipment is only provided to club members.

Rental fees are set at the cost of annual maintenance plus applicable taxes and rounded up to the nearest \$5.

Members that rent equipment will be required to sign a receipt for the equipment noting any obvious damage and stating that they will be responsible for damage or loss due to their negligence; and, pay the entire amount for rental in Book King prior to picking up equipment.

7 Public Relations Program

7.1 Objectives

To promote membership in the club, promote participation by club members in club events, and to publicize club activities.

7.2 Guidelines

In order to be successful, the club website and Facebook page must be kept up to date with information such as: club history and objectives, dive schedule, current information concerning scuba courses and club events, and information on how to join the club through Book King. Contact emails must also be kept up to date so that prospective members may ask specific questions of the executive.

8 Social Program

8.1 Social Program Objectives

To plan and execute a dive program that caters to all skill levels and promotes an inclusive environment for all members that encourages fellowship amongst other dive clubs.

Some possible social activities include:

- Treasure Hunt in early June to start the dive season;
- ClubBBQs;
- A Corn Boil at a suitable dive in August; and
- A club wrap-up (Pumpkin) dive in October.

9 Privacy Policy

FSAC is committed to respecting the privacy of its members and their families. As such, FSAC only collects personal information necessary to provide a responsible dive programs, meet the individual development needs of each member, and prospective member, provide emergency health care, ensure a safe and secure environment, and meet applicable regulations. Personal information is kept only as long as a member is a member. Once a member leaves the club electronic files are purged and paper copies are shredded.

10 Conflict Resolution Policy & Procedures

From time-to-time conflicts may arise between members of FSAC.

Members are encouraged to discuss the matter with the individual(s) in question to see if a mutually acceptable solution can be found.

Members may also raise their concerns to the DM (if occurring during a dive) or contact an executive member. The DM or executive may attempt to facilitate a solution between the parties.

If the conflict involves an allegation of harassment, racism, or sexual misconduct the appropriate CAF/DND/PSP procedure will be followed, which may include the involvement of personnel and/or agencies outside of FSAC.

