



CANADIAN FORCES SUPPORT GROUP
OTTAWA-GATINEAU

FORCES SUB AQUA CLUB CONSTITUTION

ARTICLE I

IDENTIFICATION

1. This Recreation Club will be operated as part of the Canadian Forces Support Group Ottawa-Gatineau (CFSG (O-G)) community recreation program and shall be known as the

Forces Sub Aqua Club
Club de plongée des Forces canadiennes

Hereinafter referred to as FSAC

ARTICLE II

AUTHORITY

1. FSAC, having been duly constituted under the authority of QR&O Article 4.61, will be managed in accordance with all orders and policies governing the operation of recreation clubs, including the instruction contained in this constitution and in the amplifying By-Laws appended thereto.

2. The local Canadian Armed Forces (CAF) authority responsible for FSAC is the Commandant of CFSG (O-G), hereinafter referred to as the 'Commandant'.

3. FSAC is a CFSG (O-G) Fund entity under the supervision of the PSP Community Recreation Manager, hereinafter referred to as the PSP CRM.

4. Club membership, operations, and services will be administered by FSAC Executive Committee ('executive'). The CFSG (O-G) PSP Community Aquatics and Recreation Coordinator will provide guidance to the executive on any club related matter and will oversee club management practices to ensure efficiency and policy compliance.

5. Key national policy documents and directives affecting the management and operation of FSAC are:

- a. QR&O 4.61 Duties and Responsibilities of Officers – Recreation Programs;
- b. Personnel Support Programs Policy Manual, Part 6 – Recreation and Part 8 – Aquatics;
- c. A-PS-110-001/AG-002 Morale and Welfare Programs in the Canadian Forces Volume I: Public Support to Morale and Welfare Programs and Non-Public Property;

- d. A-FN-105-001/AG-001 Policy and Procedures for Non Public Funds Accounting;
- e. CDS Delegation of Authorities for Financial Administration of Non-Public Property;
- f. DAOD 5012-0 Harassment Prevention and Resolution;
- g. Staff of the Non-Public Funds Harassment Prevention and Resolution Guidelines;
- h. PSP Recreation Club and Recreation Activity Harassment Prevention and Resolution Policy; and
- i. 5590-1 (NM DSRM) 22 July 2013 Categories of Membership Community Recreation Clubs and Specialty Interest Activities.

ARTICLE III

PURPOSE

1. The purpose of this club shall be to:
 - a. promote SCUBA diving as a beneficial recreational activity to all potential members;
 - b. promote safe SCUBA Diving practice and provide instructional opportunities;
 - c. plan and promote SCUBA Diving outings for Club membership; and
 - d. facilitate access to SCUBA Diving and resources in the region that can benefit club members.

ARTICLE IV

ACCREDITATION AND AFFILIATION

1. Members of FSAC shall seek and maintain necessary accreditation with recognised SCUBA governing bodies in order to ensure safe programming and contemporary practices are followed.
2. SCUBA instructors, dive masters, and rescue divers who act on behalf of FSAC shall be accredited to do so by a recognised SCUBA governing body.
3. FSAC shall foster and maintain close ties with local and CAF recreational clubs who share in FSAC's purpose.

ARTICLE V

MEMBERSHIP CATEGORIES

1. In accordance with CAF policy governing the organization and administration of military recreation clubs, membership is divided in following three categories.
 - a. Regular Members. The following shall be eligible for Regular Membership:

- (1). serving members of the CAF of all components and their families;
 - (2). foreign military personnel serving with the CAF and their families; and
 - (3). former members of the CAF of all components (who have completed basic training) and their families.
- b. Ordinary Members. The following shall be eligible for Ordinary Membership:
- (1). currently serving DND Public Servants, staff of NPP, staff of MFRCs, staff of DRDC and DCC and their families
 - (2). serving members of the RCMP and their families
 - (3). serving Honorary Colonels/Captains(N) and Lieutenant-Colonels/Commanders and their families;
 - (4). former staff of NPP receiving a pension and their families; and
 - (5). former RCMP in receipt of an annuity and their families.
- c. Associate Members. All others who pay or are invited to become members.

MEMBERSHIP RESTRICTION

1. The FSAC executive must ensure that Regular members are able to participate fully in the operation and activities of FSAC, therefore:
 - a. the proportion of associate members shall not exceed 20 per cent of the total membership; and
 - b. the combined total of ordinary and associate members should not exceed 50 per cent of the total membership.

MEMBERSHIP FEES

1. All FSAC members shall pay membership fees in accordance with the rates and timelines prescribed by the executive committee and approved as per PSP procedures. Membership fees will include an annual, half year (pre-APS/post-APS), trainee, and family classifications for each category of membership.
2. Applications for membership and payment of membership fees are to be made through the Book King system. Membership category shall be verified by PSP staff.
3. Annual memberships are valid for the calendar year in which they are paid.
4. Half-year memberships are meant to accommodate CAF members posted out/in during the APS who are not able to take advantage of an annual membership. They are meant to divide the Ottawa dive season and club activities into two parts and not the calendar year. Half-year memberships shall be divided as follows:
 - a. 01 Jan – 15 Jul; and
 - b. 16 Jul – 31 Dec.

5. Membership fees will not normally be refunded.

ARTICLE VI

CLUB EXECUTIVE COMMITTEE

1. The role of the FSAC Executive Committee is to plan and deliver an annual calendar of activities that caters to the interests and level of certification of its members.
2. Executive Committee members:
 - a. must be Regular members in good standing;
 - b. shall be elected to their position as vacancies arise by members during an Annual General Meeting (AGM);
 - c. shall serve in their executive capacity for a two-year term; and
 - d. may seek re-election at the end of their two-year term.
3. The Commandant may appoint executive members in exceptional circumstances when it has not been possible to hold an AGM, such as experienced during the COVID-19 pandemic.
4. The executive may appoint members to vacant executive positions after an AGM has been held where no member sought election to the vacant position. Any appointments made in this manner shall be confirmed by a vote of the membership at the next AGM.
3. The following positions shall constitute the voting members of the FSAC Executive Committee:
 - a. President
 - b. Vice President
 - c. Dive Program Coordinator
 - d. Training Coordinator
 - e. Equipment Manager
 - f. Treasurer
 - g. Secretary
4. The following position constitutes the non-voting members of the FSAC Executive Committee:
 - a. Media Coordinator.
5. Ordinary and Associate members are not eligible to serve on the executive unless approved by the Commandant.
6. The executive is accountable to the Commandant, PSP Recreation, and club membership for the operation of FSAC.

CLUB SUB-COMMITTEES

1. The FSAC executive may from time to time require the assistance of a club sub-committee to conduct specific activities (e.g. organising a social event). Upon the determination of the need for a sub-committee, the president shall appoint a chair and members. Any such sub-committee holds no executive power.
2. Technical committees, unlike other sub-committees, shall be established and governed as indicated in the PSP Policy Manual and shall report to FSAC executive.

ARTICLE VII

MEETINGS

1. Meetings are necessary in order to communicate with the membership of the club and to carry out club business. Meetings may be in person, virtual, or a combination of both. Club meetings shall be held as follows:

- a. Annual General Meeting (AGM). In normal circumstances, an AGM must be held once a year, usually after the start of the new fiscal year but before the opening of the dive season. The purpose of the AGM is to provide an annual update on the club, provide general information to potential new members, detail the training plan, and seek the approval of the members on the following matters:
 - (1). activity planning;
 - (2). budget;
 - (3). capital acquisitions;
 - (4). long term capital plan;
 - (5). proposed amendments to by-laws or substantive changes to the constitution;
 - (6). election of vacant executive positions and confirmation of the appointment of executive members made IAW Article VI.4 above; and
 - (7). Any other matter that requires the approval of the club membership IAW policy or in the opinion of the executive.
- b. Extraordinary General Meeting (EGM). When required, an EGM may be convened by:
 - (1). the Commandant;
 - (2). the President (may be on the advice of other executive members);
 - (3). PSP Recreation staff; or
 - (4). upon request by 25% of FSAC members.

- c. Executive Committee Meetings. Shall be held as deemed necessary by the president or another executive member. Executive meetings may be held secretarially if schedules prevent a synchronous meeting; and
- d. Executive Committee Special Meetings. Shall be called by the President to discuss emergency topics.

2. Format of FSAC meetings:

- a. call to order;
- b. general information and announcements;
- c. reading and adoption of previous minutes;
- d. old business update;
- e. standing reports (dive plan, training plan, equipment, finance);
- f. sub committee reports as applicable;
- g. new business;
- h. open forum; and
- i. adjournment.

ARTICLE VIII

QUORUM

- 1. A Quorum shall be at least 50% of the members of the club. FSAC shall not implement new projects or expenditures without a Quorum.

ARTICLE IX

VOTING

- 1. All members of FSAC are entitled to one vote each for every topic of discussion submitted to a vote. Voting shall be done by a show of hands (real and/or virtual). A Simple Majority shall serve to pass or defeat a motion.

ARTICLE X

MINUTES OF MEETINGS

- 1. Minutes are required to record the business of the club and to refer to in order to ensure that progress is being made. Minutes shall be:
 - a. produced for all meetings; and
 - b. approved by the PSP CRM before implementation.
- 2. Minutes shall include information and decisions taken on all substantive matters discussed throughout the meeting.

ARTICLE XI

AMENDMENTS

1. Any proposals for changes to the constitution or by-laws may be made to the secretary by a mover and a seconder at any time. The secretary shall inform the executive of the proposal. The president or vice president shall forward the proposal to PSP Community Aquatics and Recreation Coordinator and PSP CRM for discussion and to assure policy compliance. Once done, proposed changes will be put to the members at the next AGM and will be implemented upon the attainment of at least 50% support during a vote

ARTICLE XII

DISCIPLINE AND GENERAL CONDUCT

1. The FSAC executive has the power to suspend membership for any just cause. No cancellation or suspension of membership shall be made without the member:
 - a. having been notified in writing of the reason for such action; and
 - b. having been given an opportunity to make representations.
2. In cases where the action of a club member contravenes a specific policy, such as the PSP Recreation Club and Recreation Activity Harassment Prevention and Resolution Policy, action taken shall be IAW the requirements of the governing policy.
3. PSP staff shall take the appropriate action in Book King to ensure that a member whose membership has been suspended is not able to continue to sign up for club activities. A current list of cancelled or suspended memberships is to be kept by the FSAC executive with due regard to personal information storage and handling requirements under statutes such as the Privacy Act.

ARTICLE XIII

BUDGET

1. FSAC shall submit yearly a budget forecasting the expected revenue and expenditures for the coming fiscal year. In preparing the budget, the following provisions will apply:
 - a. the budget must be balanced and will show a year end net income;
 - b. requests for assistance via capital expenditures must be fully justified and approved prior to any disbursement of funds; and
 - c. the budget will be remitted to the PSP Community Aquatics and Recreation Coordinator IAW established deadlines in order to allow for review prior to being submitted for approval.

2. Approval of FSAC budget constitutes approval of the expenditures therein, subject to the availability of funds within the FSAC account.
3. Unforecasted expenditures must be approved prior to FSAC committing or expending funds.

ARTICLE XIV

FINANCIAL MANAGEMENT

1. The financial management of FSAC shall comply with the policies and procedures governing the operation of NPP entities as detailed in applicable regulations, orders, and directives (see Article II.5) and any other regulation or guidance that may be promulgated under the authority of the Commandant or other competent authority.
2. The authority for commitment and management of financial resources will be in accordance with the Commandant CFSG (O-G) Delegation of Signing Authority for Financial Administration of Non-Public Property.
3. Where possible, the president and/or treasurer shall hold NPP credit cards for the efficient management of club finances. Potential card holders shall complete the NPP Financial Delegated Authorities and Contracting Certification prior to being approved for a club credit card. The PSP Community Aquatics and Recreation Coordinator shall coordinate the issuance and surrendering of NPP credit cards as required.
4. Payments for membership fees, courses, and other club activities shall be made using the Book King system (using a personal credit card) where possible. PSP staff shall provide appropriate guidance in the case where it is not possible to do so due to personal circumstances.
5. Priority in the provision of non-public funds support and in the allocation of facilities and space will be given to those clubs with a high percentage of regular members.

ARTICLE XV

INVENTORY

1. The control of FSAC inventory shall be IAW the policies and procedures outlined in applicable regulations, orders, and directives found in Article II.5 and any other regulation or guidance that may be promulgated under the authority of the Commandant or other competent authority.. The following essential procedure will be adhered to:
 - a. the equipment manager shall be delegated to manage the club Distribution Account (DA);
 - b. nonexpendable items will be entered on FSAC's NPP Distribution Account;
 - c. expendable items will be monitored through a 'Consumed in Use' register;

- d. inventory numbers will be assigned by the NPP Assets Section for non-expendable items;
- e. inventory items will be permanently marked for identification to the extent possible without jeopardising the safety of the equipment;
- f. a loan-out control system will be implemented; and
- g. an annual stock check will be done by the PSP Community Aquatics and Recreation Coordinator and the equipment manager, or by other personnel designated by the PSP CRM.

ARTICLE XVI

ACKNOWLEDGMENT OF CONSTITUTION

1. This Constitution was updated in October 2021 and presented to the membership at the AGM held on October 6, 2021. On behalf of FSAC Executive Committee I acknowledge receipt of this constitution and the responsibilities contained herein.

Dakotah Soucy
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Recommended | Not Recommended

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