

# **FORCES SUB AQUA CLUB (FSAC) BYLAWS**

Updated 17 Mar 22

# 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
XXX XXX	Substantial updates done throughout to better align with PSP policy

## 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. The Executive may appoint positions and committees as necessary to carry out the functions of the Club. On approval of the President, members may hold up to two committee positions temporarily in reasonable combinations.

### 2.1 President

The President shall:

- Coordinate all activities of the club;
- Plan, call, and chair all executive and membership 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;
- Ensure that information is provided to the members of the club at regular intervals;
- Act as the secondary credit card holder.
- Review and approval all entries placed into the CFMWS online system;
- Act as the signing authority for completion of any training that is required for the Executive or the clubs volunteers.
- 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;
- Collect, monitor and report on volunteer hours to the club;
- 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;
- Draft letters of appreciation once every fiscal year for serving members denoting their volunteer service; and
- Assist the Dive Coordinator as necessary.

## **2.3 Dive Program Coordinator**

The Dive Program Coordination shall:

- Develop the yearly dive program that fits within the allocated budget;
- Liaise with dive charter companies to book charters for club dives;
- Ensure that a Dive Master attends each scheduled dive;
- Plan dives for all certification levels;
- Maintain a list of who has attended each dive;
- Ensures the certification level for each dive is clearly advertised on club website;
- Ensure that a report of any accidents or incidents that occur during club dives are submitted;
- Create a duty roster to ensure that an executive member is present at each dive event;
- 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;
- Co-ordinate and organize all club courses and training;
- 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 training-related dives are submitted;
- Coordinate with the Treasurer for the payment for course materials and rental equipment;
- Provide a summary financial report to the Treasurer at the completion of each course;
- Obtain feedback from the membership on what courses and training they would like;
- Hold a Book-King administrative account to post training events;

- Hold a technical committee meeting once a year in order to assess instructor and dive master skills; and
- Vet and 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;
- Act as the primary credit card holder;
- 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 a running log of all repairs performed to equipment within the club;
- Provide materials and training if needed with regards to the safe handling and care of FSAC equipment;
- Perform and record a quarterly check of equipment to check for serviceability and wear. Report will be submitted to the technical committee and vice-president.
- Maintain records of issue and receipt;
- Coordinate equipment maintenance and perform maintenance in their certification and comfort level;
- Ensure the care, maintenance and control of all FSAC equipment and facilities;
- Prepare draft budget submission(s) for the consideration of the procurement of new equipment;
- Submit a life cycle plan to the treasurer and president prior to budget planning;
- 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 the club is not holding funds in excess of PSP policy;
- Perform audits of the cash float and receipts on a regular interval;
- Be the primary individual for depositing funds received and providing training on how to do so in their absence;
- 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;
- Maintain and organize all current and archived documents, both paper and electronic copies, of membership forms, waivers, administrative and legal documents;
- Acts as the primary authority for reviewing and approving membership applications;
- Hold a Book-King administrative account to review payment status;
- Records approved amendments to the Constitution and By-Laws.
- Maintain file for all club correspondence;
- Electronically archive and dispose of paper copies of outdated documents, as prescribed by the NPP policy for safeguarding of documents;
- Maintain official copy of the Club Constitution and Bylaws and ensure additional copies are forwarded to the Community Recreation Office and posted on the Club notice board, website and social media pages
- Create a duty roster for monitoring emails and reviewing membership applications as required;
- 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. NON-EXECUTIVE VOLUNTEERS**

Non-executive volunteers are individuals that are not voted on by the membership. These volunteers must be members of good standing within FSAC. They may express their interest and be voted in by the executive only. These volunteers do not vote on executive manors but may be permitted to sit in on executive meetings. These volunteers may maintain their position for one calendar year from being selected.

### **2.8.1 Media Coordinator**

The Media Coordinator shall:

- Be responsible to update the FSAC social media and web pages and post regularly;
- The production of media products to advertise the club throughout the NCR;
- Coordinate FSAC participation in outreach activities, such as Family Appreciation Days;
- Advertising FSAC using official DND/CAF resources, such as the periodic 'In the NCR' email sent by CFSG(O-G) public affairs;
- Seek and propose events outside of the regular diving program to gain exposure to the club;
- Coordinate activities with other PSP Recreation dive clubs; and
- Correspond with outside organizations regarding Club activities.

### **2.8.2 Technical Safety Officer**

The technical safety officer shall:

- Work closely with the chief instructor and equipment manger to ensure FSAC is following industry best practices;
- Inspect fire systems, O2 kits, first aid supplies and any other emergency equipment and provide a report to the vice-president;
- Perform an annual review and make available an emergency response plan for each regularly dived site;
- Ensure the polices and procedures for safe handling of FSAC equipment are being followed;
- Create and submit the report from any technical committee meetings;
- Ensures dive leaders have all the required information and equipment when conducting club lead dives; and
- Work closely with dive coordinator to ensure safe diving practices are being followed.

### **3. Technical Committee**

#### **3.1 Requirement**

In accordance with the Personnel Support Programs Policy Manual Chapter 6-3, Para 11-a Technical Committee shall be appointed by the club executive and chaired by the chief instructor. This committee shall be composed of currently accredited and CAF recognized instructors, assistant instructors, divemasters and the club equipment manager. It is imperative that members of the technical committee are current and active divers.

#### **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
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A member of the technical committee also acts as the club technical safety officer.

### **4 Dive Program**

#### **4.1 Program purpose**

The objective of the dive program is to foster maximum attendance. The dive program should accommodate basic open water divers so they feel welcomed in the club and can participate in most dives. As such a significant portion of the dive sites selected should be in little or no current and in as close to pool like conditions as possible. Advanced dives should be planned to ensure there are activities for all levels.

#### **4.2 Club led dives**

A Dive Master (DM), or higher, shall accompany every official club led dive. A club led dive is one in which the club creates the exact dive plan and requires all members to follow it with in water supervision. It is the prerogative of the DM to cancel a dive should they consider the conditions are unsafe. 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.

### **4.3 Membership led dives**

The FSAC dive program intends to create a meeting area for serving members to share similar interests and meet new people. Members may not be able to attend club led dives due to their schedule. Members may post their interest in diving individually as Friends of FSAC on social media platforms. The membership may coordinate and dive with other members of the club outside of official led dives. These dives are at the members own risk and not to be considered a led dive. FSAC may provide dive site information and safety precautions for the members to dive on their own to their certification level.

### **4.4 Dive Safety**

The following safe practices shall be used:

- All DMs shall have a current First Aid, CPR and O<sub>2</sub> Provider qualifications.
- Solo diving is not permitted on led club dives;
- A Dive flag shall be flown at sites that are not recognised dive location and on drift dives;
- 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).

### **4.5 Dive Sign-up Procedure**

Members may sign up for dives using the official club website and tracked by the dive coordinator.

## **5 Equipment Rental Program**

### **5.1 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 and life cycling of the equipment. Equipment will only normally be serviced once an individual has identified that they will be renting the gear. All damaged or equipment of concern will be tagged and quarantined until it has been repaired/inspected.

## **5.2 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. Equipment will be washed and drained prior to storage.

## **5.3 Equipment maintenance**

Ongoing repairs may be carried out. This should only be done up to the qualification and comfort level of the equipment manager or other EXEC. Those performing repairs shall log any repairs or maintenance done and ensure the equipment manager is made aware and tracked as per equipment managers maintenance system.

## **5.4 Rental priority**

Club equipment shall be used on the following priority basis:

- FSAC scuba club Basic Open Water Courses;
- Other authorized FSAC scuba Club courses or training;
- Sanctioned FSAC scuba club activities;
- Rentals by FSAC scuba club members for personal sport usage; and
- Other Canadian Forces Base or Unit sport SCUBA Clubs.

## **5.3 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. The following further describes the characteristics of the FSAC rental program:

- FSAC equipment and resources will not be used for commercial activities.
- Scuba equipment packages (a buoyancy compensator; a regulator with submersible pressure gauge, depth gauge, compass and octopus; and a scuba cylinder) and individual pieces of gear are available for rent. The main rental season is from May – Nov each year. The winter months are utilized for maintenance of equipment and may not be available.
- Annual servicing by certified technicians will be conducted on all equipment before it is rented out and logged. Equipment should also be sanitized prior to renting.
- 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 in good standing. Rental equipment will not interfere with FSAC scuba training activities.
- Rental fees are set at the cost of annual maintenance plus applicable taxes and rounded up to the nearest \$5. Executives and volunteers performing club activities may have fees waived if the club is in good financial standing. This only applies to FSAC volunteers and shall not be extended to friends or family.
- 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.

## **6 Public Relations Program**

### **6.1 Objectives**

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

### **6.2 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.

## **7 Social Program**

### **7.1 Responsibilities**

The Media Coordinator will handle the bulk of responsibilities when planning social events. The President must approve any activities that represent the club to both the membership and the public.

### **7.2 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. Programs such as underwater clean ups can be used to promote the club by helping the community.

## **8 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 program, 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. Once a member leaves, the club electronic files are purged and paper copies are shredded.

## **9 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.