



**CANADIAN FORCES SUPPORT GROUP**  
**OTTAWA-GATINEAU**

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**FORCES SUB AQUA CLUB CONSTITUTION**

**ARTICLE 1**

**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 2**

**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 3**

#### **PURPOSE**

1. The purpose of FSAC is to contribute to the overall physical and mental health and well being of its members. It is an opportunity for members to gain a sense of community and supports the development of serving members by providing leadership opportunities.
2. To achieve this purpose, FSAC shall:
  - a. Promote safe and responsible diving practices.
  - b. Provide opportunities for leadership and mentorship and further professional development.
  - c. Provide access to diving equipment and training at reasonable prices.
  - d. Plan and promote SCUBA diving outings for Club membership; and
  - e. Act as a source of information for community engagement opportunities with regards to marine wildlife and maritime history in the NCR and surrounding areas.

### **ARTICLE 4**

#### **ACCREDITATION AND AFFILIATION**

1. Members of FSAC shall seek and maintain necessary accreditation with recognized 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 and insured to do so by a recognized SCUBA governing body.
3. FSAC shall foster and maintain close ties with local and CAF recreational clubs who share in FSAC's purpose.

### **ARTICLE 5**

## MEMBERSHIP CATEGORIES

1. In accordance with CAF policy governing the organization and administration of military recreation clubs (Personnel Support Programs Policy Manual), membership is divided in the following three categories.

- a. Regular Members. The following shall be eligible for Regular Membership:
  - i. CAF members (Regular and Reserve) and their families;
  - ii. former CAF members and their families; and
  - iii. foreign military member serving with the CAF and their families.
- b. Ordinary Members. Shall be for a one year with no guarantee of renewal for further one-year terms. Members of the extended security and Defence team and their families, pensioners shall be eligible for Ordinary Membership, such as but not limited to:
  - i. former Staff of the Non-Public Funds;
  - ii. Canadian Forces receiving a pension;
  - iii. members of the RCMP and their families;
  - iv. former RCMP in receipt of a pension;
  - v. families of former Staff of the Non-Public Funds; and
  - vi. families of former Royal Canadian Mounted Police Officers in receipt of a pension.
- c. Associate Members. Shall be for one year with no guarantee of renewal for further one year terms. Subject to the approval, any person not specified in subparagraphs a. or b. above may be invited to become an associate member.
- d. Guest membership. Individuals may apply for membership for a temporary period no longer than one week. Guest membership can only be issued once per calendar year. Guest members are required to complete the required paperwork to join the club.

**Note:** Definition of family is as per Section 6-2, para 21 in the Personnel Support Programs Policy Manual.

2. Members in good standing and with proof of current membership of another CAF SCUBA club shall be given the same services as FSAC 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.
- b. the combined total of ordinary and associate members should not exceed 50 per cent of the total membership; and
- c. Serving CAF members, then regular members will have priority for executive and training positions if a conflict arises.

1. Prospective members are required to complete medical forms and a PSP waiver. Additional paperwork may be required as seen fit by the executive committee. Failure to do so will result in termination of membership.

2. When applying for membership a current diver must show proof of logged dives and training certification. At the discretion of the chief instructor or technical committee, the individual may be asked to attend a refresher training session before participating in club activities.

#### 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.

2. Applications for membership and payment of membership fees are to be made through the CFMWS online system. Membership category shall be verified by PSP staff.

3. Annual memberships are valid for the calendar year in which they are paid.

4. Membership fees will not normally be refunded. A request for refund of membership dues may be sought in extenuating circumstances. The determination for the refund is at the discretion of the executive committee.

### ARTICLE 6

#### MEMBERSHIP ENTITLEMENTS

1. Active members of FSAC shall be given the following benefits:

- a. Access to rental equipment at a reasonable price;
- b. Planned SCUBA dives and events;
- c. Opportunities for mentorship and professional development; and
- d. Supervised access to club facilities.

### ARTICLE 7

#### 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. The executive is accountable to the Commandant, PSP Recreation, and club membership for the operation of FSAC.
3. Executive Committee members:
  - a. A president shall be elected at a general meeting of club members. The vice-president shall be a serving CAF member (Exception may be approved by B Comd);
  - b. A vice-president shall be elected at a general meeting of club members. The vice-president shall be a regular member (Exception may be approved by B Comd);
  - c. A treasurer shall be elected at a general meeting. The treasurer shall be a serving CAF member (Exception may be approved by B Comd).
  - d. A secretary elected at a general meeting. The persons filling this office can be regular, ordinary or associate member; and
  - e. Additional members, as necessary, to fulfill special functions, shall be elected at an AGM. Such members may be either regular, ordinary members or associate members.
  - f. Must be members in good standing with priority to currently serving CAF members and their families;
  - g. There is no expectation of compensation for services to the club;
  - h. Volunteer hours shall be tracked by each executive. If an executive shows a pattern of non-participation with club responsibilities the president in consultation with the vice-president may request to the base commander to remove that individual from the executive role. The executive in question will be notified prior and provided the opportunity to highlight their efforts to the club;
  - i. Executives shall serve in their capacity for up to a two-year term; and
  - j. Executives may seek re-election at the end of their two-year term.
4. 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.
5. If required, an executive member may operate in more than one role. In this situation, every opportunity will be made to recruit a new executive member.
6. 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.
7. Executives may maintain their positions in the event they are deployed. The executive committee may appoint a member to temporarily fill the role until the executive in that positions returns.

## 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. organizing a social event or Judicial matters). 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. The technical committee will investigate and provide a report on any diving related incidents, maintain training standards and ensure compliance with industry standards.

## ARTICLE 8

### MEETINGS

1. Meetings are necessary in order to communicate with the membership of the club and to carryout club business. Meetings may be in person, virtual, or a combination. Club meetings shall be held as follows:
  - a. Annual General Meeting (AGM). In normal circumstances, an AGM must be held once a year, usually at the end of the dive season to facilitate feedback from the membership for the next 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:
    - i. activity planning;
    - ii. budget;
    - iii. capital acquisitions;
    - iv. long term capital plan;
    - v. proposed amendments to by-laws or substantive changes to the constitution;
    - vi. election of vacant executive positions and confirmation of the appointment of executive members.
    - vii. 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:
    - i. the Commandant;
    - ii. the President (may be on the advice of other executive members);
    - iii. PSP Recreation staff; or
    - iv. upon request of at least 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.
  - e. Season opener. A season opener meeting may be held in order to welcome new members and remind the membership about planed events for the season.
  - f. Annual technical committee meeting. Those who make up the technical committee should meet at minimum once a year. For instructors and dive masters this will act as a refresher to ensure teaching standards are met as defined by the chief instructor. The remainder of topics to discuss are:
    - i. Teaching practices and standards;
    - ii. Equipment serviceability and life cycling;
    - iii. Audit safety, emergency procedures and equipment maintenance; and
    - iv. Plan and organize club training.
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, etc.);
  - f. Sub committee reports as applicable;
  - g. New business;
  - h. Open forum; and
  - i. Adjournment.

## **ARTICLE 9**

### 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. Should a Quorum not be attained for a meeting prominently advertised at least 14 days in advanced, the President may declare a quorum exists and annotate the minutes to reflect the decision.

## **ARTICLE 10**

### VOTING

1. Members in good standing 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). Voting by proxy is not accepted. A Simple Majority shall serve to pass or defeat a motion.

2. In the event of a tie vote, the President will cast the deciding vote.

## **ARTICLE 11**

### **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.

3. Subcommittee minutes will be recorded by a representative of that committee and submitted for approval to the president.

4. The secretary is responsible for recording executive meetings when present. A delegate will be responsible in the case the secretary is not present.

## **ARTICLE 12**

### **AMENDMENTS**

1. Any proposed changes to the constitution or by-laws may be submitted 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 the appropriate representative for discussion and to assure policy compliance. The proposed document should then be provided to the membership two weeks prior to a called meeting. Once done, proposed changes will be put to the membership at the next AGM and will be implemented upon attaining at least 50% support.

## **ARTICLE 13**

### **DISCIPLINE AND GENERAL CONDUCT**

1. The FSAC executive has the power to suspend membership for any just cause. Suspension can be a result of but not limited to:

- a. Misuse or negligence resulting in damage of club property;



- b. Unsafe diving habits that go against established policy or are beyond the scope of individual training;
  - c. Inappropriate behaviour that results in a poor image of the club or an unsafe environment for its members.
2. 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.
3. 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.
4. PSP staff shall take the appropriate action in the CFMWS online system 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 and their governing acts.

## **ARTICLE 14**

### **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. Planning for life cycling and damaged equipment must be considered;
  - c. Requests for assistance via capital expenditures must be fully justified and approved prior to any disbursement of funds; and
  - d. 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. Unforeseen expenditures must be approved prior to FSAC committing or expending funds.

## **ARTICLE 15**

### **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 equipment manager 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 CFMWS online 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. FSAC should budget appropriately and have a safe guarded unencumbered sum to use in the event of catastrophic loss to the club. The sum will only be used to assist in resuming operations in a quick and precise manor.

## **ARTICLE 16**

### **REFUNDING AND LATE FEES**

1. If a member has paid for training and is unable to attend the following considerations will be followed:
  - a. Withdrawing from training will be considered on a case-by-case basis. The following are examples of valid withdraw requests:
    - i. Medical emergencies;
    - ii. Postings;
    - iii. Deployments and tasking.
  - b. In the event of withdraw the member will be given six months to rebook training before refund will be considered;
  - c. If the member cannot participate in the training within six months a partial refund will be issued. The following costs may be withheld at the discretion of the executive based on circumstances of withdrawal:
    - i. Materials both physical and electronic (eLearning codes) already used by the individual;

- ii. Instructor administrative fees as agreed upon by service agreement; and
    - iii. Administrative fee no greater than 10% of remaining funds may be kept by the club.
  - d. In the event the member does not give a valid reason or misses training without explanation 100% of the funds may be kept.
2. If equipment is rented for a specific event hosted by the club that is cancelled due to weather a full refund may be issued.
3. If rental equipment is not returned in the agreed upon time without notice, the additional time the equipment is held may be charged at the posted rates, in addition to a late fee of 50% of the initial cost of the rental.

## **ARTICLE 17**

### **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 18**

### **ACKNOWLEDGMENT OF CONSTITUTION**

1. This Constitution was updated in October 2022 and presented to the membership at the AGM held on 17 November 2022. On behalf of FSAC Executive Committee I acknowledge receipt of this constitution and the responsibilities contained herein.

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Dakotah Soucy  
FSAC President

Signed on:

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PSP Community Recreation Manager  
CFSG (O-G)  
613-884-2843

Recommended | Not Recommended

Signed on:

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Commandant  
CFSG (O-G)  
613-904-5229

Approved | Not Approved

Signed on: