

September 2021

## **CONSTITUTION**

### **Article I - Name**

The organization shall be officially known as the Lunarfins Scuba Club.

### **Article II - Purpose**

Section 1 - Provide a social forum for the exchange of diving experiences between members.

Section 2 - Provide a means of organizing underwater recreation for members and their families.

Section 3 - Provide a means of qualification through training of members for skin and scuba diving and encourage continued diving education and safe diving.

Section 4 - Promote participation in local, national, and international archaeological and biological underwater exploration and research.

Section 5 - Encourage participation with other skin and scuba diving clubs.

### **Article III - Membership**

Regular Members attend general meetings and participate in club activities. Regular members will have dues paid for the Lunarfins current fiscal year in order to vote at meetings. Regular members may attend board meetings, but cannot vote.

### **Article IV - Officers**

The elected officers of this club are President, Vice President, Secretary, Treasurer, and Social Director. The appointed officers of the club are the Trip Information Officer, Training Information Officer, Lunarscope newsletter Editor, Webmaster, and Texas Gulf Coast Council Representative and are appointed by the President.

### **Article V - Amendments**

This constitution may be amended by a 75 % or greater affirmative vote of Club members present at a regular meeting. The proposed amendment must be available to all members before the regular meeting at which it is to be voted on by the club membership.

## **BY-LAWS**

### **Article I - Meetings and Elections**

Section 1 - A regular monthly meeting shall be held at a place, date, and regular time to be announced in written notice by mail, email, or Lunarscope newsletter to all members.

Section 2 - The election of officers shall be held at the regular March meeting of each year. Voting members must be current paid members for the current fiscal year in good standing.

Section 3 - Meetings may be conducted in accordance with Roberts Rules of Order, Revised.

### **Article II - Officers**

Section 1 - Officers shall be members in good standing. The offices of President, Vice-President, and Treasurer can be held by the same officer for an indeterminate number of terms; however, they must be re-elected for each term. The offices of Secretary and Social Director can be held by the same officer for an indeterminate number of terms; however, they must be re-elected each term. One person may hold more than one appointed office.

Section 2 - Duties of the President: The President shall give supervision to the club and its officers, see that the desires of the club membership are achieved, and preside at all general meetings of the club and the board. The President is responsible for appointing all appointed officers and committees.

Section 3 - Duties of the Vice President: The Vice President shall perform all duties of the President in his/her absence, provide assistance to the President as required, and be responsible for programs presented at regular meetings.

Section 4 - Duties of the Secretary: The Secretary shall keep accurate and complete records of club business, record minutes of regular meetings, send and receive correspondence, and provide notification to club members as required. The Secretary is also responsible for maintaining and making available to Club Officers a current membership roster. The secretary can delegate maintenance of the membership roster to the treasurer.

Section 5 - Duties of the Treasurer: The Treasurer shall manage the funds of the club, receive, and record all dues, fees, and assessments, and co-authorize the expenditure of funds with the President or Vice President. The Treasurer can maintain the membership roster if delegated by the Secretary.

Section 6 - Duties of the Social Director: The Social Director shall organize all social activities of the club and be responsible for any refreshments provided at regular business meetings.

Section 7 - Duties of the Trip Information Officer: The Trip Information Officer shall identify dive trip opportunities for the Lunar fins Scuba Club and communicate these opportunities to the Lunar fins Scuba Club members.

Section 8 - Duties of the Training Information Officer: The Training Information Officer shall identify dive training classes available for the Lunarphins Scuba Club members and prospective members and communicate these dive training opportunities to the Lunarphins Scuba Club members.

Section 9 - Duties of the Lunarscope Newsletter Editor: The Lunarscope Editor shall be responsible for editing, publishing, and distributing the Lunarscope newsletter on a monthly basis.

Section 10 - Duties of the Texas Gulf Coast Council (TGCC) Representative: The TGCC Representative shall represent the Lunarphins' interests at all TGCC meetings, and communicate all pertinent information between the TGCC and the club.

Section 11 - Duties of the Webmaster: The Lunarphins Scuba Club Webmaster shall be responsible for maintaining, editing, publishing and updating the Lunarphins website, including ensuring all hosting fees are current and paid in full.

### **Article III - Board**

The board shall consist of elected officers, appointed officers, and advisers. The board shall meet on a regular basis, and act in the capacity of, and in the interest of the club, when items of business cannot be delayed for a regular monthly meeting. The board shall ensure an annual budget is prepared for the club at the start of each club fiscal year, and provide a status on income and expenditures at the end of each club fiscal year. The outgoing board shall make recommendations to the incoming board to assist them in preparing a new budget.

### **Article IV - Advisors**

Advisors shall be members in good standing, are appointed by the Board, and are part of the board. Advisors shall provide guidance in club activities. Advisors may vote at Board meetings.

### **Article V - Committees**

Committees are created by the President with approval by the board. Any permanent committee shall be added to the by-laws. A nominating committee may be created as needed by the board 60 days prior to a meeting when officers are elected. The purpose is to propose a slate of officers for the coming fiscal year and publish the proposed slate in the Lunarscope newsletter prior to the meeting when the election is held.

### **Article VI - Suspension and Removal**

Section 1 - Any member who is in 60 days arrears of any financial obligations to the club shall be removed from club membership or shall be given an extension at the determination of the board.

Section 2 - Any member who persists in violation of the safety rules promulgated by Article VIII of these By-Laws, who misuses club property, or whose conduct is detrimental to the best interests of the club may be suspended or removed from the club membership. These proceedings may be initiated by an affirmative simple majority vote of the members at a regular meeting, in which event, the offending member shall be immediately notified and the matter presented to the next regular meeting. The member may be removed, as may be determined by a secret ballot vote of 75 % of the members present.

Section 3 - An officer or advisor may be removed from office or advisory status for conduct detrimental to the best interest of the club. The proceeding may be initiated by an affirmative simple majority vote of the members at a regular meeting, in which event, the offending member shall be immediately notified and the matter presented to the next regular meeting. The member may be removed by a secret ballot vote of 75 % or greater of the members present.

Section 4 - It is emphasized that the conduct of club members, officers, and advisors can greatly affect other members of the club, or the sport as a whole. It is of utmost importance and imperative that good conduct and safe diving be adhered to at all times.

#### **Article VII - Finance and Property**

Section 1 - The necessary expenses of this club shall be met from funds secured through club membership dues, fees, assessments, fund raisers, and contributions. The club shall have as a goal to have a balanced annual budget to maintain the bank account so as not to deplete funds or to have large gains at the discretion of the Board.

Section 2 – Annual dues shall be set in November by the board based on the treasurer’s budget and bank statements. Considerations to take into account are benchmark of other club’s dues, encouraging membership by not having too high of dues, and having enough funds for club activities and education. The board shall vote on the annual dues and 75 % or greater of those present approval is needed to set the annual dues. The board shall bring the annual approved dues amount by the November regular meeting for the next club fiscal year. Dues shall be paid by March 31st. In addition, new members who join after August 1<sup>st</sup> will pay one-half of the annual dues through the fiscal year. Family memberships are available for members residing at a single residence. Enrollment forms including the liability release statement must be completed and submitted when dues are paid to be considered a member.

Section 3 - Expenditure of greater than \$100.00 above and beyond regular budgeted items must be approved at a regular meeting by 75% or greater of members present. All Lunarfin Scuba Club checks must be signed by any two of the three following officers: President, Vice President, and Treasurer. The Fiscal year is defined as April 1 to March 31.

Section 4 - Club assets shall include, but are not limited to, Club owned property and accounts held at financial institutions in the name of Lunarfin. The Club shall maintain accounts to provide for  
a) the operating expenses of the Club during the fiscal year (i.e., the Checking Account),  
b) an operating contingency fund (i.e the Savings account)

Section 5 - The use of any funds from the operating contingency fund shall be approved at a regular Club meeting. In addition, the use of funds from the operating contingency fund in an amount greater than \$1,000 in any fiscal year shall require the approval of a 75 % or greater majority of the Club membership present at the regular meeting in which it is presented. Withdrawals from the operating contingency fund shall require the signature of two officers of the Board (President, Vice President or Treasurer).

Section 6 - In the event of dissolution of the Club, a plan for disbursement of the Club assets shall be prepared by the Board and shall require the approval of 75 % or greater of the Club membership by written proxy and/or those present at the regular meeting in which it is presented. All beneficiaries and uses of the Club assets designated in the Plan for Disbursement shall be not-for-profit. In addition, these beneficiaries and uses shall be Scuba/Skin Diving related and/or marine life preservation/protection/educational related.

Section 7 - For the purpose of determining a 75 % approval of Club membership, a "single" membership shall be given one (1) vote and a "family" membership shall be given two (2) votes.

#### **Article VIII - Club Diving Trips**

All dive trips sponsored by the club shall be governed by published rules per trip. The rules shall be considered part of this article.

#### **Article IX - Amendments**

The By-Laws may be amended by 75 % or greater vote of Club members at a regular meeting following written notice by mail, email or Lunarscop newsletter to all members.