

Constitution of the SCUBA Club of CNU

Purpose

Section 1. The purpose of this club is to provide members with the opportunity to get certified in SCUBA and travel to various dive sites.

Membership

Section 1. Membership in this organization will be open to any interested student. The SCUBA Club of CNU shall not have any prospective or current member for the purpose of admission into or affiliation with the organization. Members of the SCUBA Club of CNU are free to leave or dissociate without fear of retribution or harassment. The SCUBA Club of CNU shall not discriminate based on race, creed, color, sex, age, national origin, disability or sexual orientation.

Section 2. Types of membership shall be the following: active, inactive, alumni, and special members. Active members are the only ones in which can vote. They shall be defined as:

1. Active- Members are those that are currently involved in the club and have paid their dues. Active members do not necessarily have to be SCUBA Certified. These members are the only ones that are allowed to vote. These members have the right to reserve their places on trips first.
2. Inactive- Members that were in the club at one time, but they decided to leave for reasons. These members do not have a vote, unless they join the club again.
3. Alumni- Members that were active in the club, but graduated. They also do not have a vote on current club issues.
4. Special- Members that are friends with club can go on trips or get certified but do not want to join the club. This is acceptable and should be used in order to receive group rates when active members are not available in numbers.

Section 3. It shall be the privilege of any active member to voice their concerns about the club and any trips. It is included that only active members going on the trip can vote on decisions for particular trip. Other members, such as special and alumni members, can voice their concerns yet only active members can vote.

Section 4. Expulsion from the club can occur with any member if they endanger the well-being of the club. The process shall be overseen by the executive board, who will be presided over by the president. The process for expulsion is as follows:

1. Actions occur which endanger the club and are brought to executive board's attention.
2. A meeting will be scheduled with the accused member and executive board, where a discussion will allow the accused member to have a chance to explain their actions. Witnesses will be permitted to speak on behalf or against the accused member.
3. At this point the executive board can ask questions to the accused and witnesses. A second meeting is established no more than a week later.
4. Executive board is expected to meet immediately after discussion to talk about the occurrences and possible sanctions.
5. The second meeting occurs and executive board meets to determine the verdict. A vote is held and a unanimous decision of executive board is required to expel a member. If expulsion is not necessary, a consensus amongst the executive board must be made for sanctions placed upon the accused member.
6. After a verdict is reached, the accused is then brought into the room and the president explains and gives the verdict.
7. An appeal process, which will only be utilized in the case of expulsion, can be brought to the entirety of the club. Each party can make a statement., starting with the executive board followed by the accused. Following that, the club may ask questions. Once all questions have been asked, the executive board and the accused member are dismissed. The president then oversees a vote on whether the verdict of expulsion for the accused should stand(the president has no vote). A vote of $\frac{3}{4}$ or greater must be met for the accused to stay. If $\frac{3}{4}$ is not met then the accused is expelled.
8. Should the member not be expelled, executive board meets after this meeting to determine and deliver sanctions. If the member is expelled then the ruling stands.

Meetings

Meetings will be held well before important events; such as certification trips, any weekend dive trips, the spring break Florida trip, and before any fundraising events. All e-board officers are expected to show up to all meetings, as well as, as many active members as possible.

Section 1. The exact number of meetings per semester are undetermined, as it depends on the number of trips and fundraising events the club became involved in. There is typically at least one meeting per month.

Section 2. The eboard members will determine a majority of the decisions, unless an entire group vote is necessary; such as voting new members for the next year, voting on certain decisions for a dive, etc. Only active member's votes will count.

Section 3. The minimum number of members who have to be present at meetings for the group's business to be legally conducted is the five e-board members.

Section 4. Majority defined- All decisions must be brought to a membership vote before said decision can become valid. A simple majority (50% + 1) must be met for any membership vote to be decided.

Dues

Section 1. Shall be used to pay for expenses associated with the school such as travel expenses with vans and the like. In addition, it can be used to apparel and to assist with smaller fees for the trip.

Section 2. Dues will be collected by officers. The use of receipts and the roster is necessary to keep track of dues to protect both the member and the officer. It should be noted that late fees will be assigned to those that fail to pay dues in time. These late fees can be between \$10 and \$25 depending on the amount of time it is late.

Elections or Selection of Officers

Section 1. Officers will be elected through an anonymous voting process. Priority for positions will be given to the most involved members. The current president shall conduct the election by having all *active members* write down the candidate they would like to elect on a piece of paper. The reigning secretary will then count the ballots and the new officers will be announced. Elections for all officer positions will occur at the end of the Fall semester or beginning of the Spring Semester. Officer transition will occur February 1st each year.

Officers

Section 1.

President-The president is responsible for overseeing meetings, officer elections, and membership collection fees. The president is the primary officer responsible for scheduling club meetings. The most important task of the president is scheduling and organizing the Florida Keys Spring Break Trip.

Vice President- The vice president is solely responsible for the certification of new members. This officer will help organize certification trips and will act as the main communicator between the person/organization providing the certifications and the new members getting certified.

Secretary-This officer is responsible for recording what is covered at club meetings and for sending out regular emails. The secretary helps keep everyone in the loop. This officer also helps with the creation of club apparel.

Public Relations and Fundraising chair- This officer will be responsible for getting to club's name out there. For example, signing the club up for club fair, paint the fence and posting events on the compass. This officer is also responsible for organizing and overseeing fundraisers to raise money for the club.

Sergeant at Arms- This officer is responsible for sending out emails as well and raising support for certain events.

Section 2.

The qualifications for holding office must be a full time student (at least 12 credit hours) must be an active member at the time of elections.

Section 3. The duties of the following positions include:

1. President: The primary duty of the President is to oversee the entire club and ensure that it is taking the necessary steps to achieve the purpose of the club. The president must partake in risk management and make sure the club is safe. The president is also the primary liaison between the club and the school. Hence, he/she is responsible for applying changes enforced by the administration to the club. The president also must oversee the planning of the Spring Break trip or similar bigger events. Finally the president must also oversee any case for expulsion and preside over any hearings.
2. Vice President: The Primary duty of the Vice President is to manage the certification process and organize any trips to the classroom and open water portions of the dives.
3. Secretary: The primary duty of the secretary is to communicate with members of the club and ensure that information about trips, certifications, etc. is being distributed. The secretary is also responsible for taking minutes during any meeting which is to sent out via e-mail after the meeting. The secretary is also in charge of all the paperwork for the club. This includes, but is not limited to, the roster, adding amendments, etc.
4. Public Relations and Fundraising Chair: The primary duty of this position is to organize club fair meetings and advertise the club. PRF chair must also have a broad understanding of the club so that they can inform potential people. This person must also have

5. Sergeant-at-arms: The purpose of this position is to assist with the general proceeding of the club, such as planning trips, organizing events, etc. This position must also keep meetings on task and focused.

Section 4: The removal of an officer is deemed necessary in cases of either lying, cheating or stealing. The procedure for removal of an officer is as follows:

1. Discussion within eboard on the situation
2. Defendant presents to active members and eboard
3. Members will vote Guilty or Innocent and cast their vote on paper
4. The secretary will tally the votes and the president will announce the verdict

A guilty verdict and removal from office is implemented with a unanimous decision from eboard and majority (50% + 1) vote from active members.

Advisor:

Section 1. A faculty advisor must be designated and appointed by the club.

Section 2. The advisor shall assist in guiding the club in its decisions and offering a different perspective in decisions and difficulties that may arrive. The advisor shall work closely with the organization in coordinating activities to insure that they are conducted in compliance with Christopher Newport University policies and the laws of the United States of America, the Commonwealth of Virginia, and the City of Newport News.

Section 3. Executive board shall select and vote in an advisor with a 3 out of 5 vote.

Section 4. Should the advisor not fulfill their duties or a more appropriate advisor be found, then the executive board shall select a new advisor before the previous one can be removed. After that, the executive board must vote 3 out of 5 to remove the previous advisor from the position and install the new one.

Responsibilities:

Section 1: The organization will adhere to University policies and all local, state and federal laws.

