Constitution
The Scuba Club at the University of Miami
Ratified Thursday, September 29, 2004

Article I – Name
The Name of this organization shall be The Scuba Club at the University of Miami.

Article II – Affiliation
The Scuba Club shall be affiliated under SCRIF, abiding by all by-laws, standing rules, and the constitution belonging to SCRIF.

Article III – Purpose
Section 1. Guidelines
A. To advance the sport of Scuba diving at the University of Miami by providing Scuba diving equipment and affordable Scuba diving activities.
B. To dedicate ourselves to the principles of underwater safety, marine conservation, and good sportsmanship.

Section 2. Objectives
A. To increase awareness and knowledge of Scuba diving, marine science, and environmental conservation by engaging guest speakers for our meetings.
B. To actively participate in recreational Scuba diving, marine science, and environmental conservation within the local community.
C. To cooperate, deal, and interact with all organizations and individuals at the University of Miami.

Article IV – Responsibility
The Scuba Club shall comply with all University of Miami policies and procedures, including but not limited to those policies set forth in the Student rights and Responsibilities Handbook, The Student Organization handbook, as well as local, state, and federal laws.

Article V - Membership
Section 1. Membership shall be open to all individuals who meet all of the following qualifications:
A. Is seventeen (17) years of age or older.
B. Is a student in good academic standing at the University of Miami who has paid the student activity fee.
C. Members of the faculty, staff, or alumni may become non-voting, associate members.
D. Has submitted a completed copy of the UM Scuba Club Membership Profile form, Club Sports General Information form, Assumption of Responsibility Agreement form, Field Trip Release form, a Consent to Administer and Treatment form and any other form(s) that may be requested by the University of Miami.
E. All members that comply with the ethical standards of this Organization in such a manner as to not bring danger or discredit to the Organization or the University of
Miami and make timely payment of dues and fees shall be considered in good standing.

Membership alone in the Scuba Club does not guarantee the right to participate in Scuba Diving activities with the Club.

Section 2. Non-Discrimination Policy - It is the policy of the Scuba Club at the University of Miami that no citizen of the United States of America or any other person within the jurisdiction thereof, shall on the grounds of race, color, sex, age, disability, veteran status, religion, national origin or sexual orientation be excluded from participation in, be denied the benefits of, or be subjected to discrimination or harassment in any activity of this organization.

Section 3. Honorary Membership - Any member in good standing may nominate for lifetime honorary membership any person or persons who have rendered distinguished service to the sport of Scuba Diving or has made a notable contribution to this organization. This is considered to be an honorarium, and as such confers no actual benefits or membership to the recipient.

A. A written nomination must be sent to the Executive Committee stating the reasons for the nomination.
B. The Executive Committee shall review and act upon the nomination.
C. Upon receiving the award the nominee shall be presented with a suitable certificate stating status as an honorary member of this Organization.

Section 4. Benefits of Membership

A. Upon completion of Club enrollment, members will be provided with a membership card signed by both the President and Advisor. This card will include expiration date indicating when current membership expires. A new card will be issued with each subsequent semester or yearly enrollment.
B. Club members at the Open-Water (or higher) certification level will be provided with regularly scheduled, low-cost Scuba Diving activities.
C. Club members at the Open-Water (or higher) certification level in good standing are eligible to check out club equipment for club or personal diving activities. All equipment checked-out to members will be due back in a reasonable amount of time.
D. Positive proof of membership (membership card) and Scuba Diving Certification rating (C-Card) are required to check out any club equipment.

Section 5. Active Membership

Active membership in The Scuba Club is defined as those members which follow all criteria of Article VI Section 1, and have paid the appropriate club dues for the current semester.

Section 6. Positive Proof of Certification and Eligibility for Club Dives and Pool Activities

Certification and eligibility for Club diving activities require:

A. Proof of a valid Scuba diving certification from a recognized certifying agency (PADI, NAUI, SSI, NASDS, YMCA, BSAC, etc.) in the form of a valid Scuba certification card (C-Card) must be shown to at least two current Executive Officers of the club, OR Club members are in a Club sponsored entry level Scuba Diving training program with a Scuba Instructor present on all training dives at all times. Entry level Scuba training status must not extend past one semester in length.
B. Written proof of valid medical/health insurance coverage must be provided. DAN insurance coverage is highly recommended for all current Club members.
C. Acknowledgement, in writing, receipt of a copy of this Organization's Equipment Check-out Rules and Safe Diving Rules.

Article VI - Representation of Members

Section 1. Composition - The affairs of this Organization shall be managed and controlled by the members acting either as members or acting through the Executive Committee.
Section 2. Member Vote - In matters where the Constitution and By-Laws of this Organization require voting by the members, each member in good standing shall have one vote.
Section 3. Executive Committee - On all matters other than those of Section 2 of this Article IV, this Organization shall act through the Executive Committee.

Article VII - Executive Committee

Section 1. Composition - The Executive Committee shall be composed of the elected Officers (President, Vice-President, Secretary, Treasurer, Equipment Managers, PR/Advertising).
Section 2. Responsibility - Except as otherwise noted in the Constitution and By-Laws of this Organization, the Executive Committee shall be responsible for conducting all affairs and business of this Organization and shall have authority to act on all matters as it sees fit.
Section 3. Discipline - The Executive Committee shall have the power to discipline members and impose, enforce, or remit penalties for any violation of the Constitution, By-Laws, Equipment Check-Out and Safe-Diving Rules, or any violation of safe diving practices as they see fit.
Section 4. Delegation of Authority - The Executive Committee may, while retaining its responsibility, delegate power and authority to Officers, committees, and members to carry out specified actions. Said designees must make regular progress reports to the Executive Committee.
Section 5. Semester Report - At least once each semester, the Executive Committee must make available to all Club members a report concerning the financial status of this Organization.

Article VIII - Officers

Section 1. President - The President shall be vested with the Executive Authority. He/she shall be the Chairperson of the Executive Committee, run weekly meetings, and shall perform all ordinary duties of the office as set forth in Robert's Rules of Order. The President is also responsible for scheduling all diving activities with the appropriate shop/charter.
Section 2. Vice President - The Vice President shall assume the duties of the President at such time as may be required by the absence or incapacity of the President. The Vice President shall be an ex-officio member of all committees and shall have voting privileges on those committees. The Vice President is also responsible for engaging guest speakers for the weekly general meetings. These speakers should reflect the ideals set forth in Purpose #3.
Section 3. Secretary - The Secretary shall keep minutes of all general and Executive Committee meetings. The Secretary is responsible for distributing and collecting all membership forms, collecting written proof of medical insurance, verifying Scuba certification, and distributing Equipment Check-Out and Safe Diving Rules. The Secretary shall keep and provide to the Executive Committee and the Department of Wellness and Recreation a list of all current members, which shall verify that each member has fulfilled all requirements for membership, and shall also include a phone number for
each member. The Secretary shall also be responsible for distributing to all members a list of the current Executive Committee members' phone numbers and a calendar listing all upcoming Club activities.

**Section 4. Treasurer** - The Treasurer shall collect and arrange for the care and distribution of all funds of this Organization and the keeping of full and regular accounts. These accounts shall at all times be open to the inspection of any member of this Organization. The Treasurer shall present a financial report to the Executive Committee before the end of each semester. This report will also be made available to the general membership.

**Section 5. Equipment Managers(s)** - The Equipment Managers shall be responsible for administration and care of all Club’s diving equipment. This shall include making sure that equipment is maintained in the best possible condition, arranging for necessary repairs and regular inspections and assuring that used Scuba tanks are refilled in a timely manner. The Equipment Managers shall bear primary responsibility for checking out Club equipment to members, although all members of the Executive Committee will assist in sharing this responsibility. The Equipment Managers shall also take inventory of all Club equipment on a regular basis.

**Section 6. Public Relations/Advertising** - The PR officer shall be responsible for arranging and posting announcements/information about this Organization and its meetings. The PR officer will also work to promote relations with other organizations and divisions of the University of Miami, as well as with the local community, as set forth in Purposes #4 and #5. The PR officer will serve as Editor of the Club Newsletter, which should feature current Club information and articles submitted by the members. This Newsletter shall be published a minimum of twice a semester and must be submitted to The Department of Wellness and Recreation for review prior to publication. The PR officer will also serve as Webmaster of the organization’s website, unless he/she feels incapable of performing this action, in which case it may be assigned to another club member as per Article V, Section 4.

**Section 7. Safety Officer (Optional)** - The President can appoint a Safety Officer with the advice and consent of the Executive Committee. The Safety Officer shall promote safe diving practices, advise the Executive Committee on all matters concerning safe diving practices, and shall receive and report to the Executive Committee all breaches of safe diving practices.

A. Minimum requirements for Safety Officer shall include training in dive supervision, management and rescue (Dive Master or equivalent).

B. Training in CPR, First Aid, and Oxygen Administration is recommended as well.

**Section 8. Qualifications of Officers**

To be eligible for elected office (Executive Board) an individual shall be:

A. A Club member in good academic standing

B. Be a registered full-time Undergraduate or Graduate level Student of the University of Miami

C. A Certified Scuba Diver at the Open-Water or higher certification level in good standing.

D. All other qualification of Club membership must also be adhered to.

**Article IV-Election of Officers**

**Section 1.** The Officers of this Organization shall be elected in January.

**Section 2.** Officers shall take office at the beginning of May and shall serve for a period of one year.

**Section 3.** Nominations shall be opened seven (7) days prior to the announced election, and will remain open until the time of the election. All nominations must be made by a member in good standing, and must also be seconded by a member in good standing.
Section 4. Facilitation of elections shall be by the current Officers, by which each nominee may have a change to speak on behalf of themselves at a club meeting before the active members. Nominees will be asked to leave the room, by which Officers may have a change to speak on behalf of the nominees. The floor will be open to discussion concerning the capability of all nominees. Elections shall be via a show of hands of active members. The majority rule wins.

Section 5. Only active members shall vote.

Article X - Replacement of Officers

If any officer should become disqualified for membership in this Organization, or resigns before the expiration of the term of office, the following regulations shall apply.

Section 1. Resignation
   A. The office of the President shall be filled by the Vice President, and his/her office shall become the vacant office.
   B. All other offices shall be filled by a special election, with at least fourteen (14) days notice given to the members.
   C. In the event that the entire Executive Committee resigns or fails to administer the business of this Organization for a period of fourteen (14) days and no member of the Executive Committee remains to exert authority, the members of the Club assume the power to call a special election. This special election will at all times adhere to the electoral procedures set forth in Article VII of this Constitution.

Section 2. Impeachment
   A. Petition
      a. Two-thirds (2/3) of the Officers must agree or two-thirds (2/3) of active members must sign a petition to ask for impeachment
   B. Process
      a. Active members, the Officers, Advisor, and Officer being impeached must be notified at least two weeks in advance of the impeachment hearing. The impeachment hearing must occur while classes are in session
   C. Hearings
      a. The moderator of the impeachment hearing will be the Advisor. The moderator can not be the Officer member being impeached. Three-fourths (3/4) of active members must be present in order for the impeachment hearing to begin. Each side will be given the opportunity to present their case and the active members may ask questions. A two-thirds (2/3) vote of active members present is needed for impeachment.

Article XI-Faculty Advisor

Section 1. Qualifications – The Advisor of The Scuba Club shall be a full-time faculty, administrator, or staff member at the University of Miami

Section 2. Duties - The Faculty Advisor shall be an ex-officio member of the Club.

Article XII-Meetings

Section 1. General Meeting - The membership shall hold a general meeting on the campus of the University of Miami once a week, except when precluded by scheduled University holidays.

Section 2. Executive Committee - The Executive Committee shall hold a regular meeting at least once each month.
Section 3. Special Meetings – Special meetings will be held when deemed necessary by the Officers.

Section 3. Notice - The PR officer shall publish and/or post notice of the time and place of each general meeting at least seven (7) days prior to the date of the meeting.

Section 4. Quorum
A. A quorum at general meetings shall be obtained if one-half of the members in good standing are present.
B. A quorum at Executive Committee meetings shall be obtained if two-thirds of the Executive Committee members are present.

Article XIII-Parliamentary Authority

In the event of dispute, the latest edition of Robert's Rules of Order shall govern the proceedings at all meeting of this Organization.

Article XIV-Fees and Assessments

Section 1. Power - The Executive Committee shall have the power to set and collect all dues and fees required for conducting the affairs of this Organization.

Section 2. Dues - Membership dues shall be payable for the semester or the year. Dues must be paid in full before any membership benefits (Article III, Sec. 3) are gained.

Section 3. Failure to Pay - Members knowingly in arrears in payment of fees shall not be entitled to any benefits, privileges, or rights of membership, and shall not be considered in good standing.

Section 4. Disposition of Funds - All funds, whether dues, fees, or assessments, shall be accounted for and deposited in the accounts of this Organization.

Section 5. Organization Funds - The funds of this Organization as required to pay its obligations shall be disbursed by check which shall be drawn by the Treasurer and countersigned by a member of the Executive Committee.

Section 6. Special Assessments - Any special assessments and/or expenditures which may come before this Organization shall be approved by a two-thirds majority vote of the Executive Committee.

Section 7. Audit (Optional) - The President, with the approval of the Executive Committee, may, just prior to the expiration of his term of office, appoint an independent auditor to audit the accounts of this Organization and certify their findings to the membership.

Article XV-Equipment

Section 1. Club equipment may be checked out by any member in good standing. This shall be limited to two tanks, one buoyancy compensator, one wet suit, one weight belt, and one underwater light per member. (See Appendix I for Rules of Equipment Check-Out).

Section 2. Only members of the Executive Committee may check out gear to a member.

Section 3. An equipment check-out form must be filled out by the member each time equipment is issued. It must be countersigned by a member of the Executive Committee, and shall include check-out and return dates, a list of items and item identification numbers checked out, and relevant personal information about the member being issued the gear.

Section 4. Club equipment shall only be issued to and used by members in good standing.

Section 5. Equipment is provided on a first-come, first-serve basis, but priority shall be given to members engaging in Club sponsored Scuba activities.

Section 6. This Organization shall not purchase or provide regulators to members.

Section 7. All equipment purchases must be approved by a two-thirds majority vote of the Executive Committee.
Section 8. Inventory of all Club equipment shall be performed at least once a semester. Results of any inventory shall be made available to the Executive Committee and to the Department of Wellness and Recreation.

Section 9. All equipment shall have regular maintenance performed as prescribed by the manufacturer.

Section 10. Any equipment deemed unfit for safe diving shall be repaired or discarded as appropriate.

Article XVI-Discipline

Section 1. General - Any member may be expelled, suspended, placed on probation, or otherwise disciplined for violation of the Constitution, By-Laws, rules or regulations adopted by this Organization, or for conduct which is unbecoming to underwater sportsmanship or safety, or tends to discredit this Organization, or tends to impose upon, endanger, or mislead the public. The President will carry out all disciplinary actions, with approval from the Executive Committee.

Section 2. Appeal - Any member may appeal any punitive disciplinary action taken against him/her to the Executive Committee for reconsideration. Only a single appeal is allowed per disciplinary action.

Article XVII-Amendment of Constitution

Section 1. Amendments to this Constitution shall be submitted in writing to the Executive Committee for presentation to the members for a vote. Written notice of the proposed amendment and scheduled vote must be posted thirty (30) days prior to the scheduled date of the vote.

Section 2. A two-thirds vote of active members is required for any proposed amendment to be adopted.

Section 3. Adopted amendments shall be presented to the Committee on Student Organizations (COSO) for final approval prior to implementation.

Article XVIII-Dissolution

Section 1. Process The Scuba Club may be dissolved after dissolution is approved by the Officers and by a vote of two-thirds (2/3) active members, provided that a notice of the vote on dissolution is furnished to all active members at least sixty (60) days prior to the vote.

Section 2. Obligations Upon dissolution, the Officers will utilize assets of the organization to pay all obligations and expenses of the organization.

Section 3. Approval Notice of dissolution must be presented in writing to the Committee On Student Organizations
Amendments to the Constitution
The Scuba Club at the University of Miami
Updated September 29, 2004

All amendments to this constitution shall be posted with the Constitution and all Appendices of the Club.

Amendment I. - Membership

Section 1. Membership shall be open to all individuals who meet all of the following qualifications:

F. Is seventeen (17) years of age or older.
G. Is a student in good academic standing at the University of Miami who has paid the student activity fee.
H. Members of the faculty, staff, or alumni may become non-voting, associate members.
I. Has submitted a completed copy of the UM Scuba Club Membership Profile form, Club Sports General Information form, Assumption of Responsibility Agreement form, Field Trip Release form, a Consent to Administer and Treatment form and any other form(s) that may be requested by the University of Miami.
J. All members that comply with the ethical standards of this Organization in such a manner as to not bring danger or discredit to the Organization or the University of Miami and make timely payment of dues and fees shall be considered in good standing.

Membership alone in the Scuba Club does not guarantee the right to participate in Scuba Diving activities with the Club.

Section 2. Benefits of Membership

E. Upon completion of Club enrollment, members will be provided with a membership card signed by both the President and Advisor. This card will include expiration date indicating when current membership expires. A new card will be issued with each subsequent semester or yearly enrollment.
F. Club members at the Open-Water (or higher) certification level will be provided with regularly scheduled, low-cost Scuba Diving activities.
G. Club members at the Open-Water (or higher) certification level in good standing are eligible to check out club equipment for club or personal diving activities. All equipment checked-out to members will be due back in a reasonable amount of time.
H. Positive proof of membership (membership card) and Scuba Diving Certification rating (C-Card) are required to check out any club equipment.

Section 3. Positive Proof of Certification and Eligibility for Club Dives and Pool Activities

Certification and eligibility for Club diving activities require:

D. Proof of a valid Scuba diving certification from a recognized certifying agency (PADI, NAUI, SSI, NASDS, YMCA, BSAC, etc.) in the form of a valid Scuba certification card (C-Card) must be shown to at least two current Executive Officers of the club, OR Club members are in a Club sponsored entry level Scuba Diving training program with a Scuba Instructor present on all training dives at all times. Entry level Scuba training status must not extend past one semester in length.
E. Written proof of valid medical/health insurance coverage must be provided. DAN insurance coverage is highly recommended for all current Club members.
Acknowledgement, in writing, receipt of a copy of this Organization's Equipment Check-out Rules and Safe Diving Rules.

Amendment I supersedes Article III Section 1, Section 4 and Article XIII section 1 and 4 of the Constitution of the UM Scuba Club.

Amendment II. – Qualification of Officers

Section 1. Qualifications of Officers

To be eligible for elected office (Executive Board) an individual shall be:
F. A Club member in good academic standing
G. Be a registered full-time Undergraduate or Graduate level Student of the University of Miami
H. A Certified Scuba Diver at the Open-Water or higher certification level in good standing.
I. All other qualification of Club membership must also be adhered to.

Section 2. Benefits of Officers

All members of the Executive Committee shall enjoy the following benefits:

A. A 50% discount on all regular dive trips.
B. A waiver in Membership Fees for term(s) in office.
C. Access to any secured area in which Club equipment or supplies are stored.
D. Lifetime Honorary Membership upon graduation from the University of Miami.
E. Club Membership Card displaying Executive status, Office held, and Term of Office.

Amendment II supersedes Article VI Section 8 and Section 9 of the Constitution of the UM Scuba Club.
Appendix I
Rules and Conditions for Equipment Check-Out
The Scuba Club at the University of Miami

1. Club equipment is for use only by active (dues paid) Club members in good standing. Club equipment can be used by Club members involved in an Open-Water (O/W) training program provided there is a Club sponsored Scuba Diver Instructor present during all of these activities. These students may not check out Club equipment for any other purposes.

2. Positive Proof of certification and active Club membership must be presented to the equipment manager(s) or other Executive Officer before any gear is checked-out.

3. A check-out form must be filled out and signed by the intended equipment user each time equipment is checked out.

4. Equipment must be checked out personally by the intended user. Club members in O/W training must have made prior arrangements with the equipment manager(s) and their Scuba Instructor in order to check out equipment. If this is not possible, a representative (O/W Instructor in the case of O/W students) may sign the gear out for him/her. However, the representative must present the user's SCUBA certification card and Club membership card at the time of check out.

5. To check out equipment please contact an equipment manager at least 24 hours in advance to schedule a meeting time. This also applies for returning equipment. Club-sponsored dives will have a group check-out time announced at the meeting before the dive. If you cannot make this time please see an equipment manager to schedule an alternate time. If you are unable to schedule a time with an equipment manager, you can contact any other officer for equipment check out.

6. A maximum of 2 tanks, 1 buoyancy compensator (BC), 1 wet suit, 1 weight belt, and 1 underwater light may be checked out to a single member.

7. Equipment should be returned to the Club immediately following a dive trip. If this is not possible, the equipment must be returned no later than 7pm on the Tuesday following the day of the dive trip. If the equipment is not returned by this time, a late fee of $5.00 per item will be charged for the first day and $1.00 per item for each additional day.

8. Tanks must be returned with at least 500psi in them. If a tank is returned with less than this the user will be charged a $15.00 fee per tank for a mandatory tank VIP (or current VIP fee charge).

9. All equipment must be thoroughly rinsed with fresh water inside and outside prior to being returned.

10. Any member that checks out equipment assumes full responsibility for the return of that equipment in the same operational condition as it was received in and also accepts responsibility for any replacement or repair costs if lost or damage.
Appendix II
Safe Diving Procedures
The Scuba Club at the University of Miami

1. Sign ups for each weekends dive will take place at the meeting preceding the dive. The latest to sign up for a dive will be Thursday at noon. All payments must be prior to Friday at 1 PM, if payment is not made, you will not be allowed to dive.

2. Strict buddy teams of 2 or 3 will be used for all dives. Stay close to your buddy (can he/she reach your alternate air supply?).

3. Surface and descend as a buddy team. Do not allow divers to return alone even if you have plenty of air and/or bottom time left. If you become separated from your buddy, search for him/her for 1 minute and then surface and continue to search on the surface.

4. Each member of a buddy team must have a timing device (watch, or dive computer with a timer build-in), a depth gauge, and a tank pressure gauge (SPG). Computer diving is mandatory on all Advanced level dives. Both members of the buddy team are to use dive computers on all Advanced level dives.

5. Strict adherence to the no-decompression dive tables/computers is a must. No decompression diving is allowed.

6. A safety stop of at least 3 minutes at 15 feet is required for all dives exceeding 40 feet.

7. A dive flag must be flown any time you are diving. Dive flags are available for check out if you are doing a non-boat dive.

8. Discuss and plan the dive with your buddy. Go over time, depth, route, hand signals, emergency procedures, etc. (Do you feel comfortable diving with this person?)

9. On a boat dive the boat crew is in charge-their rules go-No arguments or exceptions. Pay attention to any briefings by the boat crew, since every dive operation does things differently.

10. On any Club trip an Executive Officer can cancel the dive due to bad weather, etc. Any Executive Officer may also revoke a member’s privilege to dive during a trip if that member violates these rules or otherwise demonstrates unsafe diving practices. No arguments or exceptions.

11. Always begin your dive against the current and return with it to the exit site. Always keep in mind where you are in relation to the exit site.

12. Finish your dive (exited from the water) with at least 500psi remaining in your tank.

13. Penetrate a wreck only if you are certified to do so and your equipment is positioned so that it won't become snagged, Wreck or Cave Diver Certification is highly recommended. A dive light and a dive knife are also recommended. Penetration cave diving is not allowed on Club dives unless the purpose of the trip is for Cave Diving and all divers are certified Cave Divers.

14. Observe the marine life while diving, but do not disturb it. Keep track of where your gauges, octopus, and other gear are so that they don't dangle and hit corals or plants. The same goes for your fins when you kick. Collecting of fish for aquaria is permitted if you have a license, but spear fishing is not allowed.

15. Observe and obey all rules for safe diving practice per your dive agency and rating level.
16. ANY observed diving practices deemed unsafe by the officers will result in IMMEDIATE TERMINATION of club membership

Advisor ________________________________ Date ____________

President ______________________________ Date ____________

Treasurer ____________________________ Date ____________