

ORLANDO REEF DIVERS, INC.

Orlando, Florida

NON-PROFIT CLUB

FOUNDED 1997

Bylaws of Orlando Reef Divers, Inc.

Article I. Name

Section 1. Club Name

The name of this organization shall be Orlando Reef Divers, Inc., hereinafter referred to as "the Club." The records of this organization shall be maintained at the homes of the current Officers. The principal office shall be located at a location determined by the Board of Directors, hereinafter referred to as "the Board."

Section 2. Club Logo

The official Club logo shall be that which is adopted by the Board, from time to time, with the approval of the Members.

Article II. Purposes and Objectives

Section 1. Purpose

The purposes of this organization are the preservation, support, and promotion of the sport of skin and scuba diving and its various related activities.

This organization is dedicated to the furtherance of the sport, together with sound conservation, good sportsmanship, and cooperation with and for federal, state, and local agencies, as well as other worthwhile groups and projects.

Section 2. Approach

This organization promotes fellowship by sponsoring contests, outings, and other educational, social, and recreational activities.

Section 3. Non-profit Status

This organization shall be incorporated and non-profit. The funds necessary to accomplish the objectives and discharge the expenses of this organization shall be obtained by membership dues, application fees, donations, outing fees, and voluntary contributions from its Members or other persons.

Article III. Affiliation

Section 1. No Commercial Affiliations

The Club does not affiliate with any dive shop or commercial diving activity. The Club does not advocate one vendor over any other.

Section 2. Affiliations of Purpose

The Club may be affiliated with any other organization with which it is to the advantage of the Club to affiliate. These affiliations require the approval of the Members.

Article IV. Finances

Section 1. Fiscal Year

The Fiscal Year of the Club is October 1 to September 30.

Section 2. Accounting Methods

The Club shall use the "Cash Accounting Method" for maintaining the financial records.

Section 3. Expenditures Requiring Approval

Any expenditure in excess of \$200 requires approval of the Members. Approval of said expenditures shall only be after written notification to the Members and must be approved by the Members. Approved dive outings and approved social activities where funds for same are run through the Club treasury are excluded from this requirement. When said expenditures are approved by Members as part of a published annual budget, reapproval is not needed at the time of expenditure in the same budget year.

Section 4. Dissolution

Upon dissolution of the Club, other than for a merger or consolidation, the assets of the Club shall be transferred to any nonprofit corporation(s), club(s), trust(s) or other organization(s) or public agency(ies) to be used for purposes similar to those stated in [Article II. Purposes and Objectives](#). The selection of these beneficiaries shall be determined in conjunction with the vote for dissolution (see Article XIV, Section 8 of these Bylaws).

Article V. Membership

Section 1. Eligibility

Membership is open to any person, subject to the provisions of these Bylaws, who is at least fifteen (15) years of age, who will abide by these Bylaws and the official Policies and Procedures of the Club, and who expresses a desire and willingness to be dedicated to the purposes stated herein.

Section 2. Application

Application for membership shall be made in writing on forms provided by the Club and signed by the applicant.

Section 3. Members under 18

A person under eighteen (18) years of age shall also have the written consent of his/her parent or guardian on the application forms to join as a Member of the Club.

A person under 18 must be supervised at any Club function by their parent or legal guardian. The parent or legal guardian of any Member under 18 years of age is responsible to the Club for the activities of said Member at all Club functions. The parent or legal guardian of any person under 18 years of age must be their dive buddy on any Club sponsored dive outings.

Section 4. Agreements by Applicants

Any applicant for membership shall be provided with a copy of these Bylaws and the official Policies and Procedures of the Club, and shall read and agree to be bound by them. The applicant also specifically agrees that he/she and any of his/her family, heirs, or representatives will not hold the Club responsible or liable for damages or injury to the applicant arising out of his/her participation in Club activities.

A copy of the Bylaws and Policies and Procedures will be available at each meeting from the Membership Chair. The Chair shall also send a softcopy of the Bylaws and Policies and Procedures to new members. {21Mar2017}

Section 5. Limits of Personal Liability

No Member of the Club shall be personally liable for any of its debts, liabilities, or obligations, nor shall any Member be subject to any assessment except as provided in these Bylaws.

Section 6. Founding Member

Any person joining the Club by October 1, 1997, shall be a Founding Member of the Club.

Section 7. Local Member

Any Member who resides within 100 miles of the Club's current location for Regular Meetings, shall be a Local Member of the Club.

Article VI. Dues

Section 1. Application Fee

An application fee must accompany each application for membership. The amount of the application fee shall be determined by the Board. The application fee is not refundable or transferable.

Section 2. Membership Dues

Annual membership dues shall be payable on October 1 of each year. The amount of dues and proration schedule for the dues shall be determined by the Board. Membership dues are not refundable or transferable.

Section 3. Delinquency

Dues are delinquent on October 2. Delinquent members shall lose all Club privileges.

Section 4. Limits on Dues Changes

A change in the amount of the dues by more than twenty percent (20%) in any fiscal year requires approval of the Members.

Article VII. Meetings

Section 1. Regular Meetings

Regular Meetings will normally be held twice each month on alternating weeks. A change in the day of the week of the meetings requires approval of the Members. At the discretion of the Board, Regular meetings may be canceled if they conflict with holidays or special events.

Section 2. Special Meetings

Special Meetings may be called by the President or any member of the Board in the absence of the President. A Special Meeting may replace a Regular Meeting. Written notification of a Special Meeting must be made to each Member at least seven (7) days in advance of such scheduled meeting. {21Mar2017} The purpose of the Special Meeting must be clearly stated in the notification.

Section 3. Annual Meetings

The Annual Meeting, at which the election of Officers shall be held, will be the second meeting in the month of September.

Section 4. Board Meetings

The Board shall meet at least once per month at a place to be determined by the Officers. The membership will be notified of the date and location of the next Board Meeting at the Regular Meetings and in the Newsletter. Meetings of the Board shall be open to all Members, and Members shall have the privilege to be heard. Minutes of all Board Meetings shall be available for review by the Members upon request. {21Mar2017}

Section 5. Conduct of Business

Each Club meeting shall, at a minimum, include the following:

1. Call to order
2. Minutes of the previous meeting
3. Business arising from the minutes
4. Correction and adoption of the minutes
5. Treasurer's report
6. Old business
7. New business
8. Activities report (past and future)

9. Business arising from activities report
10. Dive report (past and future)
11. Adjournment

A social or entertainment program may be held in conjunction with a meeting.

Section 6. Newsletter

The Club shall have an official newsletter which will be published monthly.

Article VIII. Board of Directors

Section 1. Officers

The affairs of the Club shall be managed by a Board of Directors, consisting of the current Officers of the Club.

The Officers of the Club are:

1. President
2. President Elect
3. Secretary
4. Treasurer
5. Dive Director

Section 2. Eligibility

A candidate for any office shall meet all the following criteria at the time of nomination:

1. Is a Voting Member of the Club, and
2. Has been a Member for at least one (1) year, and
3. Participated in at least two (2) Club Activities during the previous twelve (12) months.

A candidate for Dive Director shall meet all the criteria above for any candidate and shall also have acted as a Trip Coordinator for at least one (1) club dive trip.

Section 3. Election

All Officers shall be elected by the voting Members.

A copy of the ballot containing the names of all nominees, lines for write-in candidates, and instructions for absentee voting, shall be published in the September newsletter which shall be sent to all Members at least 14 days in advance of the Annual Meeting.

Election of Officers shall take place at the Annual Meeting in accordance with [Article XIV. Voting](#).

Section 4. Term

Officers are elected to serve for the upcoming Fiscal Year. Officers shall take office on October 1 of each year.

Section 5. Duties of Officers

1. President

- a. Serve as Chairperson of the Board.
- b. Preside at all meetings of the organization.
- c. Ensure operation of the Club in accordance with the Bylaws.
- d. Perform such other duties as may be consistent with the office of President.

2. President-Elect

- a. Perform all functions of the President in his/her absence.
- b. Perform such other duties as may be determined by the President.

- c. Succeed to the office of President upon expiration of the term or if there is a vacancy in that office.

3. Secretary

- a. Maintain all non-financial records of the organization.
- b. Ensure preparation of the monthly newsletter.
- c. Record the minutes of all meetings.
- d. Have available at each meeting a copy of the Bylaws and Minutes of the previous twelve (12) months Board Meetings and Regular Meetings.
- e. Prepare the election ballot which includes the Proposed Slate from the Nominating Committee and all additional candidates nominated from the floor.
- f. Certify that a quorum is present at any Meeting before a vote is conducted.
- g. Perform such other duties as are incidental to his/her office.

4. Treasurer

- a. Receive and duly process all moneys payable to or from the organization.
- b. Maintain all financial records of the organization, and make them available upon request by any Member(s).
- c. Present financial reports at a Regular Meeting at least once per month.
- d. Prepare quarterly financial reports to be published in the Club Newsletter.
- e. Prepare the annual fiscal report.
- f. Prepare and file the annual tax returns.

5. Dive Director

- a. Coordinate all proposed dive outings.
- b. Meet with any Member proposing dive outings for discussion and preliminary approval.
- c. Present proposed dive outings to the Board for final approval.

Section 6. Number of Terms

A Member may serve a maximum of two (2) consecutive terms in the same office and a maximum of three (3) consecutive terms in any office.

Section 7. Requirement for Attendance

Any Officer missing four (4) consecutive Club meetings will be notified, at the Board's discretion, that unless he/she attends the next meeting, his/her office will be considered vacant. This requirement applies to all types of Club meetings defined under [Article VII. Meetings](#).

Section 8. Vacancy

A vacancy in the office of President shall be filled by the President Elect. At the time of Elections, if the President Elect cannot take the office of President for the next year, the regular election process shall include nomination of candidates and member voting for both President and President-Elect. A vacancy in any other office shall be filled by an appointment by the Board with approval by the membership.

Section 9. Official Forms

The content and format of all official forms and all changes thereto shall be approved by the Board.

Section 10. Board Action

All actions or approval by the Board shall be by majority vote of all members of the Board.

Article IX. Standing Committees

Section 1. Committees

There shall be an a Program Committee, a Membership Committee, a Social Media Committee, a Nominating Committee, and other committees as the Board deems necessary for the welfare of the organization. {06Apr2017} Each committee shall have a chairperson appointed by the Board. Each committee chairperson will report to the President, or the President's designee.

Section 2. Duties of Committees

{21Mar2017}

1. Program Committee

- a. Arrange suitable educational, recreational, and entertainment programs for all Regular Meetings.

2. Membership Committee

- a. Greet guests and potential new members.
- b. Provide membership information and forms to potential new members.
- c. Receive and process membership applications.
- d. Ensure each new member receives all membership materials.

3. Social Media Committee {21Mar2017}

- a. Social Media websites are as approved by the majority of the Board.
- b. Update social media websites for event and meeting dates.
- c. Updates social media websites contact information for the Club and its Officers.
- d. Monitor the websites for messages.

4. Nominating Committee {06Apr2017}

- a. See Article X.

Section 3. Duties of Chairpersons

1. Recruit Members as members of the committee to assist with the Committee duties.
2. Coordinate the effort of committee members.
3. Direct the committee members in understanding and performance of the duties.
4. Ensure that all duties are fulfilled and all actions of the committee are in keeping with these Bylaws and the Policies and Procedures of the Club.
5. Communicate to the Board all committee requirements (for example budget), recommendations, and status of activities.

Article X. Nominating Committee

Section 1. Committee Charter

A Nominating Committee establishes a slate of qualified and willing candidates for all offices.

Section 2. Committee Members

The Nominating Committee is made up of at least three (3) Voting Members plus the Chairperson.

The members of the Nominating Committee are appointed by the Board.

A candidate for member of the Nominating Committee must have an understanding of the requirements for each of the positions and a knowledge of the capabilities of those members who are eligible for nomination.

Section 3. Duties of the Committee

- a. The committee shall recommend at least one qualified candidate for each of the vacant offices.
- b. The Nominating Committee shall present its slate of candidates at the July Board meeting of each year. The Nominating Committee presents its Proposed Slate to the Board.
- c. The Proposed Slate is officially nominated at the second Regular Meeting in July.
- d. The Nominating Committee Chairperson reports administratively to the Board.

Section 4. Duties of the Chairperson

- a. Coordinate the efforts of the Nominating Committee members.
- b. Direct the committee members in understanding and performance of their duties.
- c. Ensure that all duties are fulfilled and all actions of the committee are in keeping with these Bylaws and the Policies and Procedures of the Club.
- d. Report the Proposed Slate to the Board.
- e. Arrange for the nomination of the Proposed Slate.
- f. Ensure each proposed candidate has an understanding of the requirements for the office and has a current copy of the Bylaws and Policies and Procedures. {21Mar2017}

The Nominating Committee Chairperson does not vote on the business of the Nominating Committee.

Section 5. Avoidance of Conflict

Members of the Nominating Committee shall not appear on that Committee's Proposed Slate of Officers.

Article XI. Removal of Officers or Members

Section 1. Grounds

1. Any Member may be considered for expulsion for any of the following reasons:
 - a. Committing an infraction of any diving rule as set forth in [Article XIII. Standards for Divers](#);
 - b. Performance of a willful act, dangerous or causing harm to another person during any Club activity; OR
 - c. Upon a complaint of misconduct on the part of any Member which might reflect unfavorably on the organization as a whole.
 - d. Continuous disregard for the Bylaws or the Policies and Procedures.
2. Any Officer may be considered for removal from office for any of the following reasons:
 - a. Performance of any act which would result in consideration of his/her expulsion from membership in accordance with paragraph 1 of this Section;
 - b. Failure to perform duties under these Bylaws or the Policies and Procedures; OR
 - c. Upon petition of a minimum of twenty-five percent (25%) of the membership.

Section 2. Process

When there are Grounds for removal of any Member or Officer, the issue shall be given consideration in accordance with the Policies and Procedures of the Club. Said Member shall have the right to speak in his/her own behalf. Expulsion of a Member or removal of an Officer from office requires approval of the Members.

Article XII. Dive Outings

Section 1. Dive Outing Requests

Dive outings of the Club shall be coordinated by the Dive Director. Any Member may request a Club outing to a specific location. This request must be made to the Dive Director in writing on the "Orlando Reef Divers Outing Proposal Form" complete with all pertinent details. The requesting Member may volunteer his/her services to the Dive Director to formulate this outing.

Section 2 Outing Approval

The Dive Director shall present to the Board, for selection, all proposed outings having complete proposals.

The final selection of dive outings will be by approval of the Board.

Section 3. Pricing

All dive outings, both domestic and international, requiring expenditure of Club moneys, shall be priced to Members at cost plus a rate not greater than 10% on the trip package, to cover expenses incurred in organizing and running the dive outing. The rate at which a dive outing will be charged shall be determined by the Board. If actual costs cannot be determined, the Board will make a fair cost estimate.

{21Mar2017}

Excess moneys after any dive outing will be used for normal operations.

Section 4. Collections and Payments

Each outing shall have specified deadlines for deposits and final payment. The deadline schedule shall be determined so that the Club does not advance funds for the final payment on any outing.

Section 6. Use of Dive Operators

All domestic commercial dive boats used for Club outings must be U.S. Coast Guard approved, equipped, and operated by a U.S. Coast Guard licensed captain. The Board may waive this requirement for inland dive outings.

Section 7. Trip Coordinators

1. Requirement. A Trip Coordinator will conduct and supervise all dive outings.

2. Eligibility.

A Trip Coordinator Assistant must have previously participated in at least two (2) Club dive outings or must be a Founding Member.

The Trip Coordinator must have previously participated in at least two (2) Club outings as a Trip Coordinator Assistant or must be a Founding Member.

Non-divers and non-members cannot serve as a Trip Coordinator or Assistant.

3. Selection. A qualified Trip Coordinator and Assistant for each outing will be chosen by the Board, or may volunteer, with approval of the Board. A Trip Coordinator cannot run the same international trip for more than two (2) years in a row.

4. Duties. The duties of the Trip Coordinator are:

- a. Complete the current Club forms for the trip's approval, conduct, and finances.
- b. Review the Trip Coordinator Guidelines at each outing and brief dive outing participants accordingly.
- c. Collect all moneys for outings, maintain all outing records and forms, and forward all moneys to the Treasurer.
- d. Reconcile and return all records to the Dive Director for review after the trip.

5. Reimbursement. All or a portion of the Trip Coordinator's trip expenses will be reimbursed by the Club in an amount to be determined by the Board. Expenses will only be reimbursed from surplus funds from the particular dive outing.

Section 8. Cave Dives

The Club will not sponsor cave dives.

Article XIII. Standards for Divers

Section 1. Coordinator Authority

The Trip Coordinator has complete authority to suspend any diver from participating in any individual dive or entire outing due to drug or alcohol abuse, improper equipment, or any situation that could endanger said diver or fellow divers. The Trip Coordinator has the authority to cancel individual dives or entire outings due to unsafe conditions.

Section 2. Eligibility

To entitle a person to participate in a dive outing as a scuba diver, proof of certification must be supplied and a signed release form must be on file with the Club.

Any diver under the age of eighteen (18) must be accompanied by a parent or legal guardian as their dive buddy.

Section 3. Rules

Each diver is responsible for complying with the following rules during Club dive outings.

1. Being under the influence of alcohol or dangerous drugs is prohibited during actual scuba dives.
2. Stick with your buddy.
3. Surface with at least 500 PSI of air.
4. Load and unload spear guns in the water. Power heads are not permitted.
5. Planned decompression dives are not permitted.
6. Comply with the rules of the Dive Operator and Boat Captain.

Section 4. Refunds

Once a deposit is paid, there shall be no refunds for moneys paid for dive outings. The committed participant is responsible for all unrecoverable trip costs due unless he/she finds a replacement: participant is to contact the trip coordinator first to determine if there is anyone on the wait list; if so the trip coordinator (within reasonable measures) will help determine if a replacement from the list can be found, if not the participant is still responsible for finding a replacement. {21Mar2017} The only exception is cancellation due to death in the immediate family.

All recoverable moneys will be refunded should a portion of a dive outing be canceled by the Club. If an entire trip is canceled, all moneys will be refunded.

Article XIV. Voting

Section 1. Eligibility to Vote

Each Member over eighteen (18) years of age shall be entitled to one vote, provided they have been a Member for over sixty (60) days. {21Mar2017} A Member entitled to vote is also called a Voting Member.

Section 2. Quorum for Member Meetings

A quorum is the number of Voting Members that must be present in order to transact any business or take any votes.

A quorum for any business consists of twenty percent (20%) of the Club's Local Voting Members, unless the purpose of the vote is for:

- a. Election of Officers, OR
- b. Amendments to the Bylaws,

in which case, a quorum consists of twenty percent (20%) of the Club's Voting Members or ten (10) Voting Members either present or represented by absentee ballot, whichever is greater.

Section 3. Absentee Ballots

Absentee ballots will be available only for the types of voting stated below:

- a. Election of Officers
- b. Amendments to the Bylaws

Section 4. Approval

In all cases, when these Bylaws or the Policies and Procedures of the Club call for “approval” of the Board or the Members, such approval is determined by voting. A quorum is required before there may be any voting. For all votes except for Amendment to the Bylaws, an affirmative vote of a majority of Voting Members present carries a Motion.

Section 5. Ballot for Election of Officers

Voting for Election of Officers shall be by secret ballot.

Section 6. Voting on Removal of Officers or Members

A vote of approval of fifty percent (50%) of the total membership plus one (1) is required to remove any Officer from office or to expel any Member from the Club.

Section 7. Voting on Amendments

A two-thirds (2/3) vote of approval of Voting Members present in person or by Absentee Ballot is required for amendments to the Bylaws.

Section 8. Voting on Dissolution

A two-thirds (2/3) vote of approval of all Voting Members is required for dissolution of the Club. Such a vote must be taken at a special meeting duly called for that purpose under the provisions of Article VII. Meetings, [Section 2. Special Meetings](#).

Section 9. Proxy

Proxy voting is not permitted.

Article XV. Parliamentary Authority

Robert’s Rules of Order, Newly Revised, shall be the parliamentary authority for all matters not specifically covered in these Bylaws.

In addition to these Bylaws, the Orlando Reef Divers, Inc “Regulations” (also referred to as “Policies and Procedures”) document reflects decisions of the Members and Officers of the Club which do not require amendment of the Bylaws. {21Mar2017}

Article XVI. Amendments

Section 1. Proposal

Amendments to these Bylaws may be proposed by:

- a. Majority vote of the Board.
- b. Written petition signed by 10% of the Voting Members or 10 Voting Members, whichever is greater.

Section 2. Notice

Members shall receive written notification of proposed amendments to the Bylaws at least one month in advance of the meeting at which it is to be voted upon {21Mar2017}. A vote to amend the Bylaws will be conducted in accordance with [Article XIV. Voting](#).

ORLANDO REEF DIVERS, INC.

Orlando, Florida



NON-PROFIT CLUB

FOUNDED 1997

Policies and Procedures of Orlando Reef Divers, Inc.

Table of Contents

Policies and Procedures of Orlando Reef Divers, Inc.	3
Use of the Orlando Reef Divers' logo	3
Purposes and Objectives	4
Club-sponsored Training Programs	4
Affiliations	4
Dive Shop Affiliation	4
Finances	5
Accounting for Cash Receipts	5
Electronic Checks {4Apr2017}	5
Other	5
Membership	5
Membership Applications	5
Membership Packets	5
Dues	5
Meetings	6
Rules for Discussion	6
Board of Directors	6
Removal of Officers or Members	6
Complaint Process	7
Standing Committees	7
Activities Proposal	7
Ad Hoc Committees	7
Teller's Committee	7
Dive Outings	9
Outing Approval	9
Opening Trips	9

Trip Stand-by Lists	9
Trip Legal Waiver	9
Cancellation of Trips or Parts of Trips	9
Post Trip Reconciliation	10
Trip Coordinator Presence	10
Club Standards for Domestic (U.S.) Dive Outings	10
Club Standards for International Dive Outings	11
<i>Trip Coordinator Guidelines</i>	11
Reimbursement of Trip Coordinators	13
Party Expenses on Trips	13
Voting	13
Ballots for Election of Officers	13
Club History	14
Picture Albums	14
Revision History	14
Trip Coordinator Assistant Training Guidelines	14

Policies and Procedures of Orlando Reef Divers, Inc.

These Policies and Procedures reflect decisions of the Members and Officers of Orlando Reef Divers, Inc., hereinafter referred to as “the Club.” These are operating rules adopted by the Club and must be followed. Unlike Bylaws, these Policies and Procedures can be set aside for specific cases by vote of the Board or the Members. All votes, which result in Policies and Procedures or in Exceptions, remain in effect until they are reversed by a contrary vote.

A majority of the Board may make changes to the Policies and Procedures except in areas dealing with finances (such as trip profit standard, coordinator reimbursement, etc.). Financial changes must be brought to the vote of the members following Article XIV, Voting, of the Bylaws. The Board may choose to bring other changes to a vote of the members. {2/17/18}

Changes to the Policies and Procedures are marked with the meeting date at which the decision was made. When updates are being made to the Policies and Procedures, date markings for changes older than 2 years may be removed, and redlines incorporated. {2/17/18}

Policies and Procedures Annual Review: At least once per year (generally just before elections or at the election meeting) the Secretary should review all the minutes, since the last review, and extract any long term decisions to be recorded in the Policies and Procedures and present them to the Board. All operating decisions are to be reviewed and made at Board meetings or Member meetings in the current year. If no changes are needed, the Policies and Procedures revision and date will still be updated in the Revision History with a note “no updates required for year <date>” so that it is recorded that it was reviewed. {2/17/18}

Note: It is customary to place into Policies and Procedures those rules and details of procedure that may change more frequently than the organization wants to amend Bylaws. For example, the "Standards for Dive Trips" is a Procedure.

This document also contains operating guidelines that reflect past experience and traditions. These are not set as rules but should be considered in the operations of the Club. Guidelines are printed in italic.

All Policies and Procedures must comply with the Bylaws.

Use of the Orlando Reef Divers’ logo

The official logo of Orlando Reef Divers is as shown below:



NO USE OR REPRODUCTION OF THE OFFICIAL LOGO IS AUTHORIZED WITHOUT EXPLICIT APPROVAL OF THE BOARD OF DIRECTORS. Once the Board has approved use of the logo for a purpose, for example, on an approved form or item of merchandise, additional copies of that item may be made by authorized Members subject to the Bylaws and Policies and Procedures concerning Club expenditures.

NO VARIATIONS OF THE OFFICIAL LOGO ARE AUTHORIZED. This includes shape, shading, proportion of elements, style of lettering, etc. The use of the logo is reserved to Members of Orlando Reef Divers and must be in good taste.

When four colors are used, only green, brown, blue, and black are authorized with the colors as shown above. Shades of color should be matched as closely as possible. Colors may be darkened or lightened as needed to accommodate a background. Gray scale reproductions of the color logo are acceptable.

When one color is used, such as black on white, the parts of the logo appear with color or white as shown below:



Purposes and Objectives

Club-sponsored Training Programs

The Club cannot present training of any type. We can present informative lectures, discussions, presentations, and arrange for training to be conducted by agencies outside the Club, such as the CPR class conducted by the local fire department, or the underwater communication classes provided by the Winter Park Adult Education Center.

None of our outings can be considered a training dive or activity. Individual participants may practice diving techniques like buddy breathing, photography, underwater navigation, or any other skill development activity with dive buddies of their choice on any outing, but there must be no commercial or Club-sponsored training activity.

Private instructors may not use Club dive outings as formal training vehicles for their students. They may inform, advise and share information with our Members, as can other Members.

Affiliations

Dive Shop Affiliation

The Club does not affiliate with any dive shop or commercial diving activity. We do not advocate one vendor over any other. (Bylaws Article III, Section 1)

Dive stores are welcome to give informative presentations during our programs, but commercialism must be restrained. It is the responsibility of the Program Chairperson to make this clear to the speaker before he/she arrives for the meeting at which he/she will speak.

Dive store, charter boats, travel agencies, and hotels are encouraged to offer our Members their best deals.

Special discounts, free air, etc. may be announced from the Club meeting floor, or published in the Newsletter, but such announcements must include all currently available deals. A list of sponsors of special events (such as picnic prize donors) may be announced from the Club meeting floor, or published in the Newsletter or special flyers for the event, but such announcements must include all sponsors equally.

If paid advertising is printed in the Newsletter, all area dive shops must have the opportunity to participate and such advertising will be clearly marked as "Paid Advertisement." The Club may refuse Paid Advertising for activities and outings which conflict with Club events, for content not in keeping with the Club's Purposes and Objectives, or if, in the Board's opinion, the ad is not in good taste.

Special events, such as a used gear sale, may be held in conjunction with a dive store. This event may be moved to a different location from year to year to prevent continuing association.

{2/17/18}

Finances

Accounting for Cash Receipts

The Club may solicit donations to help defray the costs of meetings, party refreshments, etc.

Two disinterested Members should be asked to count the donations at the end of the activity and submit their count to the Treasurer. The Treasurer should make a note of who counted the funds as well as the funds amount.

Electronic Checks {4Apr2017}

The Treasurer must receive one (1) other Board member approval before sending an electronic check. If at a meeting this may be logged in Board meeting minutes, if in email the email needs to be retained in the Treasurer's records. {02Feb2018}

The Treasurer cannot be reimbursed by electronic check. {02Feb2018}

IRS notices go to the ORD gmail account. {02Feb2018}

If bank sends debit card(s) – they are to be shredded immediately (prefer to ask bank to not send them in the first place). {02Feb2018}

Other

Up to \$100 per year can be budgeted to reimburse the Historian for expenses.

As available funds permit, in each fiscal year beginning Oct 1, 2011, the Board may authorize and budget gift certificates to dues paying members in an amount not to exceed the dues they paid. The gift certificates are not transferrable (must be used only by the recipient), must be used during the year in which they were issued, and can be used on club dives, outings, and merchandise. Certificates cannot be used for alcohol.

Membership

Membership Applications

A prospective member must complete the Orlando Reef Divers Membership Application Form. A prospective member joining as a diver must also complete and sign the Orlando Reef Divers Release Form and present his/her certification card for verification. Forms and fees are to be returned to a Membership Committee member. The Membership Committee member shall check the forms for completeness, collect the fees, verify the certification and release (for divers), and sign the application to witness the understanding of risk and validation of certification.

Membership Packets

The Secretary shall send each new Member a "membership package" including such items as a copy of the Bylaws, Policies and Procedures, and other pertinent information about the Club. This should be email notification to verify correct email address and ask member to verify their contact information they want on the roster. {2/17/18} The information to be provided is listed on the Orlando Reef Divers New Member Checklist. The Membership Committee is responsible for maintaining and distributing the Membership Packets.

Dues

Dues for New and Renewing Members are \$20. Dues will be prorated on the following schedule:

One-month grace period is to be given on the payment of dues.

Member pays dues	for Year through	Receive membership for	Dues amount due
July 1 through September 30	September 30 of <u>next</u> Club year	15-12 months	\$25

October 1 through December 31	September 30	12-9 months	\$20
January 1 through March 31	September 30	9-6 months	\$15
April 1 through June 30	September 30	6-3 months	\$10

Meetings

Rules for Discussion

When approval is required by the Members, a Motion is made and seconded at the appropriate time in the agenda.

At the request of the Secretary, the mover shall provide the Secretary with a written copy of the Motion, as stated, as soon as possible after the Motion is made.

When discussion is begun, the mover shall have the first opportunity to speak.

Each person wishing to discuss the motion shall be recognized and heard in turn. *An attempt will be made to hear arguments pro and con alternately. Persons desiring to speak who have not yet been heard should be recognized before recognizing someone who has already spoken on that issue.*

Each speaker shall limit his/her comments to a total of 2 minutes. There shall be a limit of 15 minutes total discussion on any issue, unless the Members vote to extend discussion. When time expires for discussion, the meeting chairperson calls for the vote.

Newsletter

The newsletter is to be distributed in time so that it is likely to be in the hands of the membership at least 3-days prior to the first scheduled meeting of each month.

If paid advertising is printed in the Newsletter, the prices for 12 months of a non-changing ad shall be as follows:{2/17/18}

- \$100 full page
- \$50 half page
- \$25 quarter page
- \$15 eighth page

{2/17/18}

In general newsletters posted on the internet should not show personal information such as last names, phone numbers, and e-mail addresses unless the individuals give specific permission. The exception is our agent who is the public contact for our incorporation.

Board of Directors

Duties of Officers

President-elect: The President-elect will head the Program committee. {Jan2017}

Secretary: The secretary will keep the current original version of all forms and have all on electronic media {02Feb2018}.

Dive Director: The dive director will set up a trip folder for every dive trip, to include: outing proposal form, request for check forms (4), outing roster, trip reconciliation form, cash/check receipt forms (4), dive log (head count form), emergency point of contact form, action list, & copy of the Dive Outings Section of Policies and Procedures.

Social Media Chairperson: The Social Media Chairperson will monitor the social media sites for incoming messages and will forward the information to the appropriate Board member or committee chair for information or action. {02Feb2018}

Removal of Officers or Members

Complaint Process

This process documents the steps required to process a complaint which may lead to Removal of a Member or a Board member in accordance with the Bylaws, Article XI, Removal of Officers or Members.

1. Any Member who has a complaint of misconduct against another Member must submit the complaint in writing to the Board.
2. The issue will be scheduled for discussion at the next Board meeting. At this meeting, the Board will determine if the complaint warrants further investigation. If the complaint is against a Board member, the complaint will always be investigated.
3. Upon finding there is no cause for further investigation, the complaint will be dropped from further consideration. The Board will communicate their decision to the person who filed the complaint.
4. If the Board finds cause for further investigation, or if the complaint is against a Board member, the Board will:
 - Create a committee of at least 3 people who will investigate the complaint. If the complaint is against a Board member, the committee shall contain at least two (2) people who are not members of the Board.
 - Document the steps to be taken during the investigation. As one of the steps, the subject of the complaint will have an opportunity to discuss the issue(s) with the committee. The investigation will be planned to conclude before the next scheduled Board meeting.
 - Send the Subject notification of the complaint in writing, within two calendar days.
5. The committee will report its findings and recommendations at the next Board meeting. The Subject of the complaint will have a reasonable opportunity to be present and to speak in his/her own behalf. The Board may choose a solution that satisfies all concerned parties and does not require removal. The Board will decide whether the findings show there is cause for a vote by the Members regarding removal. A Board member may be removed without cause if a majority of the entire membership votes for removal. Probability of sufficient support for such a vote should be considered cause for a vote.
6. Upon finding no cause for a vote by Members, the complaint will be dropped from further consideration. The Board will document their decision.
7. If the Board finds cause for a vote for removal, the Board will notify the subject of the complaint and that person will be asked to resign. If the Subject of the complaint does not resign, that person will be sent written notification of the upcoming vote. The vote will be scheduled for the agenda of the next Regular Meeting of the Members at which the Subject can be present, but in no event longer than three (3) Regular Meetings after the written notification. The Board will present the process and conclusions of their investigation at said meeting. The Subject will have the opportunity to be present to speak in his/her own behalf.
8. The Members will vote in accordance with Article XIV, of the Bylaws, Voting. The decision of this vote will be final.

Standing Committees

Activities Proposal

Club activities, such as social events, picnics, etc. shall be proposed to the Board on the Orlando Reef Divers Activity Proposal Form.

Upon approval of an activity by the Board the approving Board members shall sign the Orlando Reef Divers Activity Proposal Form.

After approval, any changes in the proposal must be approved by the Board.

Ad Hoc Committees

Teller's Committee

The Teller's Committee verifies the Voting Members, counts votes, and announces the results during Election of Officers. The Committee should also advise on balloting procedure to ensure the election is fair and the voting process runs smoothly.

The Teller's Committee shall be appointed by the Board before the printing of the ballot in the newsletter. The Committee ceases to exist when the Teller's report is complete at the Annual Meeting and all records are returned to the Secretary.

The Teller's Committee shall consist of at least two Voting Members, who shall NOT be

- members of the current Board
- current candidates for any office
- members of the current Nominating Committee

Care should be taken to select Teller's Committee members who are perceived by the Members as being of high integrity.

The Teller's Committee follows the Policy and Procedures on Voting, Ballots for Election of Officers.

Dive Outings

Outing Approval

Payment in full for an outing normally shall be received at least thirty (30) days in advance of the trip for domestic trips and at least sixty (60) days in advance of the trip for international trips. The Board may approve exceptions to this schedule to accommodate special cases, such as a new dive being proposed on short notice.

The standard for trip profit for paid members will be calculated in the 1-3%. Once a trip is full, the club and Trip Coordinator should not expand a trip if it adds a single supplement to the trip. *In general the trip profit is intended to cover a single supplement on the trip (1/2 a room).*{14Apr2018}

Upon approval of a dive outing the approving Board members shall sign the Orlando Reef Divers Outing Proposal Form.

No two dive club outings will be scheduled on the same dates, unless the first trip has filled. If another club wants to advertise a dive in ORD it can be allowed if there isn't another planned or expected ORD dive on that date, or the ORD trip is already full. For example, if a date has been set while finalizing the Coordinator and Assistant the Board can vote to not allow approval of advertising another trip on those days.{02Feb2018}

After approval, any changes in the proposal must be approved in writing by the Board.

Opening Trips

All dive outings will be open to Members, both divers and non-divers.

The schedule for opening the trip to Members, and to non-members, and the length of time spots will be held for new members are set in the outing proposal. The standard will be to reserve 2 openings for 30 calendar days (or two regular club meetings, whichever is longer) from the opening of the trip for new members: for the purpose of opening trips “new members” is defined as someone, who is a *member* of the club (even if joined in the “new member” window of the trip), who has not dove on an ORD trip before (whether member or non-member at the time of that trip). Also, the openings that are held for new members are for new members only (e.g., not a paid member and their non-member guest, no matter the relationship). {14Apr2018}

The date a trip will be opened will be announced electronically at least 10 days before the general club meeting to open the trip AND the mailing must include the flyer. A majority of the Board may vote to waive the 10 day rule: *generally this may be the case to be able to obtain special short notice discounts.* {14Apr2018}

Trips are opened at member meetings. Trips will be opened at the conclusion of a meeting, not in the middle of a meeting. Recommendation is to ask people to get in line. {14Apr2018} **Trip Stand-by Lists**

When a trip list is filled to capacity, the Trip Coordinator will start a stand-by list.

Those participants putting down a deposit as a stand-by will have priority over those just putting their names on the stand-by list. The deposit will be the full deposit amount for the trip. This does not mean that the person is obligated to take the spot when offered, they just have a priority over others without a deposit. (i.e.: they just will be offered the spot before those without a deposit.) Priority will be given in the order the deposit is received by the Trip Coordinator, and then in the order in which the person asked to be put on the stand-by list.

Trip Legal Waiver

All members and non-members must sign the trip waiver for when signing up for a trip or they will not be allowed to sign up for the trip. If mailing in the deposit, the deposit must include the waiver form. *Non-members can get a waiver form by contacting a member of the Board.* {14Apr2018}

Cancellation of Trips or Parts of Trips

The Bylaws state that the “Trip Coordinator has complete authority to suspend any diver from participating in any individual dive or entire outing due to drug or alcohol abuse, improper equipment, or any situation that could endanger said diver or fellow divers. The Trip Coordinator has authority to cancel individual dives or entire outings due to unsafe conditions.” (Article XIII, Section 1)

Cancellation of a dive or a trip is normally decided upon after a consultation with the dive boat captain and participants on the dive trip. The Trip Coordinator must consider the experience level of their divers as well as the hazards of finding and recovering divers in heavy seas. Usually the Club does not dive in seas over five feet unless all are experienced divers and all agree to dive. In some cases, long, open swells may approach the five feet height but offer no hazard to divers leaving or boarding the boat. In other cases the design of the boat's transom, boarding platform, and boarding ladders may make recovery hazardous in choppy seas of a lesser height. The Trip Coordinator and captain must make an honest assessment of the hazards in these cases before continuing or canceling the dive.

If the Trip Coordinator cancels a dive, Club participation in that dive ceases and the Club will make the appropriate refunds. Divers wishing to go out may make their own arrangements with the dive boat operator, but they must pay their costs at that time directly to the dive boat operator.

The Bylaws defines a refund will be made for death in the immediate family. "Immediate family" is defined as close relative (child including adopted and step children, parents, sibling, spouse, not in-laws), adult living in the same home that ORD member is legal guardian of, or significant other living in the same household for at least 2 years. Refund is limited if it takes the Club's equity below \$500. This benefit is only applicable to trip attendees that were members at the time they signed up for the trip and have maintained membership through the trip. The benefit amount only applies to the items and amounts already paid to ORD for the trip and if those are not refundable/able to be canceled, or are covered by the member's insurance. {14Apr2018}

Post Trip Reconciliation

After each trip the Trip Coordinator shall reconcile and return all forms to the Dive Director for review. The Dive Director delivers the reconciled records to the Treasurer for a verification of reconciliation. After the Treasurer's verification, the Treasurer will give all trip records to the Secretary to be filed as permanent Club records.

Trip Coordinator Presence

Normally no Club dive shall take place without the appointed Trip Coordinator or Assistant being present.

Should an emergency make both the Trip Coordinator and Assistant unavailable a qualified alternate Coordinator will take charge of the trip. The alternate will be selected as follows in this order of preference.

1. If possible, the Trip Coordinator will name the alternate from among the trip participants.
2. If the Trip Coordinator cannot do so, then the Assistant will name the alternate from among the trip participants.
3. If both the Trip Coordinator and the Assistant cannot do so, any Club Officer participating in the trip will name the alternate (which may be the Officer him/herself) from among the trip participants.
4. If both the Trip Coordinator and the Assistant cannot do so, and there are no Club Officers participating in the trip, all the participants on the trip will vote to select an alternate from among the participants.
5. If none of the above methods can result in a qualified alternate, then the outing is no longer a Club trip, and each diver takes full responsibility for the remainder of their participation.

Club Standards for Domestic (U.S.) Dive Outings

The following are minimum standards to be used in proposing, setting up and running dive Club trips within the United States.

1. Land-based accommodations are to be double occupancy with 2 beds. Accommodations shall have private bathrooms and air conditioning.
2. Commercial dive boats used for Club outings must be U.S. Coast Guard approved, equipped, and operated by a U.S. Coast Guard licensed captain. The Board may waive this requirement for inland dive outings.
3. Boats will be chartered either at per-person or full-boat price. If the full-boat price is used, the Trip Coordinator shall not permit any non-Club walk-ons on the boat unless the boat price is reduced accordingly and the trip participants agree to the walk-ons. In the case of a per-person price, if the number of Club Divers falls short of the contracted number reserved, either due to not enough divers signing up or cancellations, it is the responsibility of the Trip Coordinator to contact the boat operator to accept walk-ons to fill the slots in order to cancel the obligation to pay for the additional slots. If, in the case, where there are more slots open than walk-

ons are able to fill, the slots that no club member had reserved will be filled first followed by those club members that had cancelled, selected by the club member that cancelled earliest first and so on. A club member who had cancelled and has his or her spot filled by a walk-on, will be reimbursed the cost of the boat due to the walk-on. If no walk-on is available, there is no reimbursement.

4. Including air fill costs in a trip price will be at the discretion of the trip coordinator. If the air fills are not included in the trip cost, the trip coordinator will coordinate where fills can be obtained.
5. Dive boats shall have a dive platform or dive ladder located at the rear of the boat with easy access from the gearing up area. A dive ladder for exiting onto the platform from the water is not required, but a desirable feature.
6. Dive boats will not be filled to maximum capacity unless the dive boat has ample room for storage of gear and room for divers.
7. *Facilities to clean up after a dive should be provided. The Trip Coordinator will either reserve late checkout rooms or have facilities available at the dock area.*
8. Trip costs will include accommodations, dive boat, and air fills. Other costs can be added as approved by the Board.
9. It is preferred that the Trip Coordinator make final payment of the boat charter at the end of the trip.
10. The Trip Coordinator will obtain written confirmation of all trip costs and dates when bookings are made.
11. All dive trips will adhere to the sport diving limit of 130 feet as the maximum dive depth allowed.
12. Club funds shall not be used for the purchase of alcoholic beverages on Club dive outings. However, this shall not preclude individuals from pooling personal funds for such purchases.
13. For non-Members, the price for any outing will be cost plus twice the proposed profit charged to Members or \$20 (whichever is higher). {14Apr2018}
14. If, after the club profit, the cost of the trip is less than paid, the excess may be distributed to the paid participants. If the discount/refund will be more than \$30 per person, refunds are to be made. *In general the refund will be an even distribution, but the Board may elect otherwise for circumstances such as people cancelling and already having partial refunds or if the refund, for example, is % of room rate (i.e., on a live-aboard) where some members paid for higher priced rooms.* If the amount is less than \$30 per person, the Trip Coordinator with the majority of the Board will determine if refunds will be given. {14Apr2018}

Club Standards for International Dive Outings

Since standards for accommodations and dive operations differ from country to county, the Trip Coordinator must determine all details of a proposed outing and assess their acceptability. The Club Standards for Domestic (U.S.) Dive Outings should be used as a guideline for this assessment. Any departures from those standards shall be fully disclosed by the Trip Coordinator when promoting the outing.

An emergency point-of-contact list will be maintained for each dive outing. The dive coordinator will include this in the dive folder documents taken on the trip. In addition, a copy will be left with a club officer or designated member who is not on the trip. {2/17/18}

Trip Coordinator Guidelines

1. *Become totally familiar with the Club Bylaws Articles on Dive Outings and Dive Standards, as well as all materials included in the Coordinator package.*
2. Responsibilities
 - a. Validate membership of the trip participants. For non-members, have the non-member complete an Orlando Reef Divers Release Form and present his/her certification card. File the signed release form with the records for the dive outing.
 - b. Before the trip, provide participants with maps showing locations of the dive boat, dive shop, hotel, and any other relevant sites.

- c. Fill out the outing rosters of participants and buddy teams.
- d. *On the trip, observe divers for:*
 - *Proper equipment*
 - *Problems with equipment*
 - *Pre-dive anxiety*
 - *Being mentally and physically prepared*
- e. Know the experience level of all divers. *Observe the inexperienced divers and assign (with the divers' consent) experienced divers as buddies.*
- f. *The Trip Coordinator and Boat Captain will make the decision to cancel dives based on adverse conditions. The Trip Coordinator has the final word on cancellations.*
- g. Provide a post-trip write-up to the Secretary (for the Newsletter)
- h. Provide a completed Trip Reconciliation Form within 30 days after the trip.
- i. Coordinate with the dive assistant on the activities the dive assistant is responsible for. {14Apr2018}

3. Considerations for Trip Coordinators

- a. *Provide two points of contact to the dive shops and hotels. This can be the Coordinator and Assistant or Dive Director.*
- b. *Do not allow any participant to dive while under the influence of alcohol or with faulty equipment*
- c. *Assign compatible dive buddies and roommates as needed. Preferences of the diver should be honored wherever possible. Participants of different sexes should not be forced to share a room.*
- d. *Trip coordinators may "reasonably accommodate" members' special situations on trips. For example, arrangements and pricing could be made for members who are diving but not staying at the hotel that is included in the trip price. Any change in the structure of a trip for the benefit of an individual must not result in extra costs to the others on the trip. Any extra cost must be borne by the requesting party.*
- e. *Stress security of dive gear in all locations, including during loading and unloading of the boat.*
- f. *Set up a system to load and unload the divers and equipment, based on the situation and set-up.*
- g. *Check all Federal, State, and Local rules concerning marine environment and game collecting.*
- h. *Find out local places for dining, sightseeing, and entertainment for group activities.*
- i. *Confirm dive boat, hotel, and dive conditions 24 hours before departure.*
- j. *Check out all facilities upon departure at the end of each dive day and at the end of the outing. Check the dive boat for unclaimed gear. Make sure all rooms are cleared out and paid up.*
- k. *Use an Assistant or helper on the dive boat to take care of head counts or roll call when you are unavailable.*
- l. *Remember, all divers are certified, trained divers. Your responsibilities are to plan and run the outing. You are not a Dive Master. Divers retain full responsibility for their diving, equipment, and actions. The Trip Coordinator steps in only when obvious deficiencies are apparent in conduct, equipment, or safety that may affect the quality or smooth-running of the Club outing.*

Reimbursement of Trip Coordinators

The trip coordinator will pay for their trip up front and be reimbursed from the profits (if any) of the trip.

All or a portion of the Trip Coordinator's trip expenses will be reimbursed by the Club in an amount to be determined by the Board, and indicated on the approval section of the **Orlando Reef Divers Outing Proposal Form**. Expenses will only be reimbursed from surplus funds from the particular dive outing. There will be only one Trip Coordinator reimbursement per Trip.

1. For dive trips to locations previously used by the Club, the Trip Coordinator reimbursement is not to exceed the Member trip price. Any complementary/free dive and/or travel package associated with the trip will be used to discount the trip price to all participants equally. For domestic trips, the Trip Coordinator will be reimbursed a maximum of \$75 per dive day of the trip. For international trips, the Trip Coordinator will be reimbursed a maximum of \$75 per night's stay of the trip.
2. For a dive trip to a new location, either domestic or international, and approved by the Board, the Trip Coordinator will be allowed to use any complementary/free dive and/or travel package in full.

Any non-approved expense of Club moneys may be deducted from the Trip Coordinator's reimbursement.

Party Expenses on Trips

The Bylaws make no provisions for using part of the Club's percentage charges for cookouts or party expenses on trips. Plans for such activities shall be planned into the outing, reported on the **Outing Proposal Form** for Board approval, and worked into the price for outing participants.

Voting

Ballots for Election of Officers

To preserve a "secret" ballot, Members shall not be required to put their names directly on the ballot used for election of officers. However, verification of the eligibility of Members to vote may require Members to sign in order to receive a ballot. In addition, methods for verifying absentee voters must be established.

1. *The Secretary or Membership Chairperson shall prepare one master copy of a roster of Voting Members: the "Voting Roster."*
2. *When absentee ballots are printed in the newsletter, the on-site ballot at the Annual Meeting shall be distinctly different (for example a different heading or color).*
3. *Absentee ballots shall be printed with the deadline date and instructions for mail-in indicating that Members shall print their name and sign on the flap of the envelope containing the ballot. Ballots shall be mailed to the Chairperson of the Teller's Committee. Before opening, envelopes from absentee ballots shall be verified against the Voting Roster. The Teller's Committee shall write "absentee" and the date received by the Member's name on the Voting Roster. Absentee ballots that cannot be verified (for example, no signature or illegible name) or that are received after the deadline, shall be declared invalid. The Teller's Committee shall separate the envelopes and the absentee ballots before the ballots are counted. The envelopes shall be retained and attached to the Voting Roster.*
4. *To receive an on-site ballot at the Annual meeting, each Member must sign by his/her name on the Voting Roster.*
5. *If a Member voting on-site is permitted to carry in his/her own absentee ballot form, that ballot will be collected at the time he/she signs the Voting Roster, and that Member will not receive an on-site ballot. (This would allow Members to mark their ballots at home if they wish and not have to transfer their vote to another form.)*
6. *During collection of ballots at the Annual Meeting, on-site ballots shall be kept separate from absentee ballot forms (whether mailed or collected at the election meeting). During counting, the on-site ballots shall be examined. Any absentee ballot forms found with the on-site ballots shall be declared invalid.*
7. *After the Teller's Committee completes counting, all ballots shall be enclosed in a sealed envelope, the Voting Roster attached to the front, and this package turned in to the Secretary. The Voting Roster becomes part of the Club permanent records. After one year, the ballots should be destroyed.*

Club History

Picture Albums

The Club desires pictures of its events for its picture albums. The Secretary, or an appointed assistant for the albums, is charged with the soliciting of pictures for the albums, selecting the appropriate pictures, and informing the Treasurer of the proper reimbursement.

Members are encouraged to share their pictures with their friends and the Club. If the Members wishes, the Secretary can borrow the negatives or slides, have copies made, and return the originals.

Revision History

This is a record of revisions to this document:

Revision Number	Meeting Type	Date	Changed for	Updated by
		8/20/97	Initial Publication	M. Mingoia
00		10/22/97	Approved Version (same as initial with typos fixed)	M. Mingoia
2001		9/19/01	Updated with Board decisions from all past minutes, as reviewed and confirmed by the 2000-2001 Board.	Mack Hill
2005		6/5/05	Updated with Board decisions from meeting of 3/3/05	Mack Hill
2007		1/16/2007	Updated with Board decisions regarding dive trips	Alison Webster
2011		9/18/2011	Updated with Board decisions since 2005	M. Mingoia
2018	Board	Jan2017 through Apr14 2018 changes	See redlines in document. For items that were standard practice they continued, but new changes (such as minimum fee for non-member) are not official until after the 14 April 2018 final review.	S.Delk

Trip Coordinator Assistant Training Guidelines

TC = Trip Coordinator

TCA = Trip Coordinator Assistant

All TCA "to do's" are done with the assistance and guidance of the TC or Dive Director. Goal is to be sure TCA is comfortable with all aspects of organizing and running a trip, so that he/she can become a successful TC after assisting on 2 trips.

1st Trip:

- *TCA to review Bylaws and Policies & Procedures/Regulations regarding dive outings.*
- *TC to review with TCA the process for contacting and booking the boat and hotel.*
- *TC to review with TCA the pricing and how proposal form is completed for dive director and board approval.*
- *TCA to draft trip flyer for newsletter and/or e-mail blast to members.*
- *TC to show TCA how to complete all forms that are used (cash receipts, check requests, roster, etc.)*
- *TCA to cover for TC at meeting(s) if TC cannot be present, to talk about the trip and accept payments.*
- *After the trip, TC to review reconciliation process with TCA. At TC's discretion, TCA can be tasked with the trip write-up for the newsletter.*
- *Assistant to get at least one photo of the group at some point during the trip to provide to club for ORD websites and newsletter.*

2nd Trip:

- *TCA to take lead in contacting boat and hotel (if not already booked when TCA is selected).*
- *TCA to fill out proposal to send to dive director.*
- *TCA to draft trip flyer for newsletter and/or e-mail blast to members.*
- *TCA to talk about trip at meetings (at least a couple of meetings), collect payments, complete necessary forms.*
- *TCA reconfirms with boat 15-30 days out, obtains any additional details to share with participants (tank rentals, gear rentals, etc.).*
- *TCA reconfirms with hotel 15-30 days out, and sends rooming list to hotel.*
- *TCA sends e-mail to participants with details on trip, eg. hotel address, boat address, what time to be at boat both days, any other necessary info.*
- *After the trip, TCA completes reconciliation and trip write-up.*
- *Assistant to get at least one photo of the group at some point during the trip to provide to club for ORD websites and newsletter.*