

UBC AQUA SOCIETY CONSTITUTION

(Updated Spring 2013)

Article I

The organization shall be called UBC Aqua Society or the University of British Columbia Aquatic Society of the AMS.

Article II

The objectives of the organization shall be to promote participation, interest, and safety in skin and scuba diving.

Article III

The membership of Aqua Society shall consist of:

- a. current AMS student members
- b. associate members, defined as persons not paying AMS fees who may not comprise more than one third of the total society membership.
- c. all members and associate members will be SCUBA divers who hold certification with a recognized certifying agency or are currently enrolled in an Open-water course.

Article IV

The following positions shall comprise the Aqua Society executive:

- a. President
- b. Vice-President
- c. Treasurer
- d. Secretary
- e. Dive Coordinator
- f. Social Coordinator
- g. Newsletter Editor
- h. Internet Coordinator

One member may upon confirmation of the club membership, hold up to two of these positions in reasonable combinations.

Article V

All banking and financial dealings shall be done by the treasurer through the AMS business office subject to the rules and regulations of the AMS. The treasurer shall be the sole signing officer of the Aqua Society Club accounts.

Article VI

THE AQUA SOCIETY SHOP MANAGEMENT BOARD

1. The purpose of the board is to ensure the proper operation of the Aqua Society Shop.

2. The Board shall consist of three voting members and one non-voting member as follows:

- a. Voting Members
 - i. Aqua Society President
 - ii. Aqua Society Treasurer
 - iii. Aqua Society Member selected by executive
- b. Non Voting Members
 - i. Aqua Society Shop Manager
- c. Executive Duties
 - i. The Board will appoint a secretary who shall:
 - a. take minutes of all Board meetings
 - b. keep minute books of the Board with copies filed in the club Treasurer's folder

3. Meetings

- a. the Board shall meet at least once a year and as required.
- b. the Board shall meet upon 96 hours notice at the direction of any one of the voting members.
- c. Quorum for a meeting shall be two (2) voting members.

4. Powers and Responsibilities

The Board shall, subject to the limitations placed upon it by S.A.C., be responsible for the operation and management of the Aqua Society Shop.

Without limiting the generality of the foregoing, the Board:

- a. shall ensure that sufficient revenue is generated to offset operating, maintenance and upgrading expenditures.
- b. shall employ a shop manager and staff. The manager is responsible for the day to day operation of the Aqua Society Shop.
- c. shall ensure adequate supervision of employees.
- d. shall purchase, acquire, underwrite, hold pledge, hypothecate, exchange, sell, deal in and dispose of real and personal property of every kind and description.
- e. may cause, borrow or secure the payment of money in such a manner as S.A.C. and Students Council sees fit, and to purchase, redeem or pay off such debts.
- f. shall do such other things as may be incidental or conducive to the operation of the shop.

5. Procedure

The Board shall conduct all business in accordance with Robert's Rules of Order.

Article VII

Amendments

Amendments to the constitution and by-laws from within the club may be made only at a general meeting where a quorum is present. The amendment must be passed by a two-thirds majority vote of the voting members present. An amendment may be proposed at a general meeting if it is passed by the executive and presented with a signed minute, or if it is presented by a signed petition representing twenty percent of the voting members. Any proposed amendments must be posted on the club notice board seven days prior to their being voted upon. All amendments must be forwarded to the secretary of S.A.C. and then to S.A.C. before they become effective. The constitution may be amended by S.A.C. by a minute for S.A.C..

By-laws of the Aqua Society

By-law I

Meetings

- a. General meeting shall be held at least once a year.
- b. A general meeting may be called at any time by the President or one-half the executive.
- c. A general meeting must be called by the President on receipt of a signed petition representing at least thirty-three percent of the voting members.
- d. Notice of a general meeting must be posted on the club notice board at least seven days before the meeting is to take place.

By-law II

Elections

- a. A general election of all club executive **must take place during the first two weeks of March.**
- b. Voting shall be by secret ballot.
- c. The Vice-President shall preside or appoint a chair to preside over the election procedure.
- d. Nominations may be accepted from the floor, or in writing prior to the election meeting.
- e. The names of the candidates, nominators, and seconders must be read at the start of the casting of the ballots.
- f. Separate votes will be made for the President, Vice-President, and Treasurer. The remaining executive may be voted on in a combined

ballot.

g. The chair shall appoint a teller and two scrutineers for the counting of votes. The candidates may also scrutineer if they so desire.

h. The new executive shall take office as of the day they are elected.

i. By-elections must be called by the President whenever an office becomes vacant. Procedure shall be as for a general election.

j. Notice for any election must be posted on the club notice board at least seven days prior to the election taking place.

k. Nobody may be nominated without their consent.

l. Results of the elections must be submitted to the Executive Secretary of the AMS by the new president no later than seven days after the election.

m. No by-elections shall take place between the months of May through August.

n. The executive may, by two-thirds resolution, appoint any member to a vacant position until a by-election is possible.

By-law III

Membership

The members are entitled to all club benefits and activities including:

a. Access to the equipment rental program of the Aqua Society Shop.

b. Free air-fills by the Aqua Society Shop.

c. Entry into club events and contests.

d. Only current members of the AMS may hold voting privileges.

By-law IV

Executive Positions and Duties

The following positions shall comprise the executive of Aqua Society.

Additional non-voting positions may be instituted as deemed necessary by two-thirds majority vote of the executive, and will be filled at the time of the general election, or by a subsequent by-election. All executive officers

must be active student members of the AMS and have been a member of Aqua Soc for at least one year.

President

Duties shall be:

a. to preside over the executive, and coordinate the execution of club activities.

i) This requires a complete knowledge of this constitution and AMS regulations pertaining to clubs.

b. to preside over general meetings.

c. to call **at least four** executive meetings, not including the Annual General Meeting, per year

Vice-President

Duties shall be:

- a. to assume the duties of the President should the President, for any reason, be unable to perform them him/herself.
- b. to monitor that executive duties are performed and report any perceived incomplete fulfillment of duties to the executive so that it may be addressed.
- c. to work with the club secretary and social coordinator to advertise for the club and events.

Treasurer

Duties shall be:

- a. to be sole valid signing officer.
- b. to submit an account for the budget, and to account for all funds.
- c. to monitor fee collection with shop, including having oversight of any refunds given by the shop on a monthly basis.
- d. to learn how the shop software "EVE" works such that shop activity may be properly monitored.
- e. to keep account books up to date so that an accurate record may be given upon request with 24 hours notice.
- f. to submit the account books for publication upon one week written notice from twenty percent of the voting members.
- g. to draw up a budget for the upcoming fiscal year, and to present it to the Financial Commission for approval.

Secretary

Duties shall be:

- a. to coordinate club advertising and Club Days volunteers.
- b. to keep accurate and organized minutes of all meetings.
- c. to maintain a photographic record of club events.

Dive Coordinator

Duties shall be:

- a. to organize club diving trips and other club activities related specifically to diving.
 - i) **At least four trips** must be organized per year
- b. to keep a log of club dives.

Social Coordinator

Duties shall be:

- a. to organize and book the room for meetings.
- b. to be the club's official booking rep.
- c. to organize social events as decided by the executive.
 - i) **At least 4 social events** must be organized per year.

d. to lead advertising efforts for club events .

Newsletter Editor

Duties shall be:

a. to coordinate, publish and distribute a newsletter to the entire membership **at least once a month.**

Internet Coordinator

Duties shall be:

a. to maintain and update the club website as needed.

b. to facilitate the club's online presence through Facebook and club website updates.

i) Updates to the club website and Facebook page must be done **at least monthly**

Executive meetings may be called by the President at any time, or by one half of the executive. Notice of the meeting must be posted on the club notice board twenty-four hours in advance, and signed by the person or persons calling the meeting.

By-law V

Quorum

The quorum of a general meeting of Aqua Society shall be either twenty percent of the active membership at the time of the meeting, or ten active student members.

By-law VI

Repugnancy

1. Nothing in these by-laws shall be interpreted in a manner repugnant to the AMS Constitution, Code, rules, regulations, or policies enacted from time to time by the AMS.

2. Any procedural matter shall be governed by Robert' Rules of Order.

3. Any further discrepancies shall be decided by the Student's Court.

By-law VII

Fees

1. Membership fees shall be set by the executive in conjunction with the shop manager.

2. Membership fees are non-refundable, except in the case of a trainee who has a valid medical excuse, or who cannot demonstrate sufficient skills for the safe completion of training.

3. The executive may amend membership fees at any time, but not during the months of May through August. Any fee amendments must be posted on the club notice board at least ten days prior to their becoming effective.

4. If the membership determines the fees to be unfair, they may submit a petition signed by thirty-three percent of the voting membership to the President and decide the fees for themselves at a general meeting at which voting quorum is present.

By-law VIII

Committees

Committees may be appointed by the executive or at a general meeting, but a member of the executive must take the responsibility to supervise and control their actions.

By-law IX

Disciplinary Action

Any member whose actions are considered to be against club policy as determined by a vote of the executive may lose any club benefits, subject to appeal to Student's Court.

By-law X

Voting

On all voting matters, an affirmative vote shall be a fifty percent majority unless specified otherwise in the constitution. Votes by mail will not be accepted.

By-law XI

Executive Duties

All executive members are expected to attend club activities, including, but not limited to Club Dives, executive meetings and general meetings. Repeated failure to do so may result in removal of rental privileges or removal from executive, as decided a majority vote in executive. In particular, if by the end of December of the year they were voted in, the president, dive coordinator, social coordinator, newsletter editor or internet coordinator have not completed either half of their quantitative positional requirements, or have not consistently completed their monthly duties, they may be voted out of the executive by the other executive members. In this case any one executive may call an anonymous ballot to be carried out and if the majority of executives (other than the executive facing expulsion) vote against continued inclusion in the executive, the executive in question will be removed from the executive. They will remain a general member. The position may then be temporarily filled prior to a by-election as per By-law II (i & n).