



**Oregon Scuba Dive Club Charter  
Portland Metropolitan Area, Oregon  
Ratified January 2011**

**Article I. Club Identification**

**Section 1.01 The club name shall be Oregon Scuba.**

**Section 1.02 The club newsletter shall be Narcosis News.**

**Article II. Statement of Club Purpose**

**Section 2.01 To promote safe SCUBA diving activities.**

**Section 2.02 To facilitate and promote diving conversation amongst the Oregon dive community.**

**Section 2.03 To inform membership of legislation.**

**Section 2.04 To promote dive safety education.**

**Section 2.05 To promote habitat conservation through diving skill improvement and education.**

**Section 2.06 Mentor new divers and new divers to the area**

**Article III. Club Affiliation**

**Section 3.01 Oregon Scuba is a resource for all members of the Oregon diving community supported by its membership base.**

**Section 3.02 Oregon Scuba is not affiliated with any business but considers SCUBA industry business as equal partners in the promotion of the sport of SCUBA diving**



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**Article IV. Membership**

**Section 4.01 Requirements**

- (a) Each member and participating family member shall complete and sign a liability waiver to be submitted along with a completed membership application.**

**Section 4.02 Membership Classification:**

**(a) Full Member**

- (i) Must be a certified SCUBA diver or pursuing diving certification**
- (ii) Must fill out an application form, liability waiver, and member in good standing**

**(b) Family Member**

- (i) Is applied only to members living in the same household.**
- (ii) Shall not scuba dive at club events unless he/she is a certified scuba diver.**
- (iii) Shall be eligible for benefits equal to Full Member.**
- (iv) Must fill out an application form, liability waiver, and member in good standing**

**(c) Honorary Member**

- (i) Shall be proposed by a Club Member and approved by a majority vote of the club officers.**
- (ii) Shall receive all benefits of a Full Member.**
- (iii) Shall not pay dues**
- (iv) The status of an Honorary Member may be reviewed/renewed/revoked at intervals as deemed appropriate by the club officers.**
- (v) Shall complete and sign an application form, and liability waiver upon being granted honorary membership**



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**Section 4.03 Dues**

- (a) **These shall be payable in January of each New Year.**
- (b) **The amount of the dues shall be determined by the club officers. Changes in dues shall be approved by a 2/3 majority vote of the current members in attendance at a regular club meeting.**
- (c) **Members who have not renewed membership by the March meeting shall lose all Club privileges.**
- (d) **The categories of dues are: Full Membership and Family Membership.**

**Article V. Club Officers and Club Management**

**Section 5.01 Club Officer Conduct**

- (a) **Shall at all times be responsive to the needs of the club membership in relation to the purpose of the club.**
- (b) **Shall endeavor to conduct the business of the Club in the most efficient and responsible manner possible.**
- (c) **Club meeting attendance is strongly recommended**
- (d) **Club officer meeting attendance is strongly recommended**
- (e) **Encourage increased participation of new divers in the local community.**

**Section 5.02 Club Officer Authority**

- (a) **Convene a committee of club members for the purpose of task or project completion**
- (b) **Collect new member dues, membership application and liability waiver and remit to treasurer**
- (c) **Convene an officers meeting for any purpose**
- (d) **Chair regular club meetings, in lieu of president and vice president**
- (e) **Administer the check out and check in of club owned equipment**
- (f) **Contribute regularly to newsletter Narcosis News**



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**Section 5.03 Club Officer Positions & Responsibilities**

**(a) Club President**

- (i) Shall preside over all club meetings and club officer meeting**
- (ii) Shall have been a club member for at least one year when nominated.**
- (iii) Shall be responsible for ensure ongoing club solvency**
- (iv) Shall be responsible for organizing the annual picnic & annual holiday party**
- (v) Coordinate and facilitate club operation ensuring the success of club officers**
- (vi) Assign officer temporary duties as needed**

**(b) Club Vice President**

- (i) Shall act as President in the President's absence.**
- (ii) Shall be responsible for club monthly speaker and continuing dive education.**
- (iii) Shall be responsible for club participation in community volunteer activities**

**(c) Club Dive Coordinator**

- (i) Shall be the official club dive coordinator.**
- (ii) Shall maintain club owned diving equipment**
- (iii) Shall maintain certification in the use of club owned diving equipment**
- (iv) Coordinate dive hosts (dive sponsors)**
- (v) Advertise approved host dives and sponsored dives**

**(d) Club Dive Safety Officer**

- (i) Review and approve hosted and sponsor dive plans**
- (ii) Present safety topics or safety stories at club meetings**
- (iii) Shall be alternate maintainer of club owned diving equipment**

**(e) Club Secretary**



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- (i) Shall record the proceedings of the regular meetings.**
- (f) Club Treasurer**
  - (i) Shall conduct the financial affairs of the Club.**
  - (ii) Shall be responsible for obtaining, storing and issuing air cards.**
  - (iii) Shall be responsible for issuing membership cards.**
  - (iv) Shall be responsible for maintaining membership list and contact details**
  - (v) Report at club meetings general financial and membership levels**
  - (vi) Report quarterly financials to club officers**
- (g) Club Newsletter Editor**
  - (i) Shall be the Newsletter Publisher-editor responsible for the assembly of officer and member articles as well as distribution of the newsletter.**
- (h) Club Technology Officer**
  - (i) Shall be responsible for the operation and maintenance of the Club-sponsored Website.**
  - (ii) Shall be responsible for the operation and maintenance of the Club-sponsored electronic communication and social media presence.**
  - (iii) Shall be responsible for making available to club membership and club officers access as deemed appropriate to club electronic resources**

**Section 5.04 Terms of Club Officer Service**

- (a) Limits of Officer Service**
  - (i) Shall be limited to two consecutive years in the same office for all officers**
  - (ii) Shall last from January 1 through December 31.**
  - (iii) Any elected officer may step down from their elected position, remaining club officers will appoint replacement until next member election**
  - (iv) Any elected officer not fulfilling their roles and responsibilities may be removed by a majority vote of club officers**
- (b) Elections**



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- (i) Elections will be held at November club meeting with responsibilities to begin in January.**
- (ii) Nominations shall be at the October general club meeting one month prior to the election. Nominations will be accepted from the floor at that time.**
- (c) Voting Procedure**
  - (i) Elections shall be the privilege of all Members whose dues are paid in full at the time of voting.**
  - (ii) Only those members present shall vote.**
  - (iii) The majority shall govern. In the case of a tie, the tossing of a coin shall be the final determining factor of the election.**
- (d) Club Officers Meeting**
  - (i) Only officers shall vote.**
  - (ii) At least four Officers must be present to constitute a quorum and to conduct club business.**
  - (iii) Proposals may be made by any club member.**
  - (iv) Any club member may attend the officers meeting.**
  - (v) Approvals of proposals require a majority vote of the attending club officers.**

**Article VI. Amendments to the Charter**

**Section 6.01 Officer Request for Change**

- (a) Amendments to the charter shall be discussed and voted on at a scheduled club officers meeting for presentation to club membership.**
- (b) Discussion on the amendment shall be taken up at the next general meeting and a vote will be taken at the second general meeting.**
- (c) Passage will require a 2/3 vote of the attending members in good standing.**

**Section 6.02 Member Request for Change**

- (a) Club member in good standing may present an amendment to the club officers at the officers meeting.**



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- (b) Amendments to the charter shall be discussed and voted on at a scheduled club officers meeting for presentation to club membership.**
- (c) Discussion on the amendment shall be taken up at the next general meeting and a vote will be taken at the second general meeting.**
- (d) Passage will require a 2/3 vote of the attending members in good standing.**