

# STANDING RULES OF

# *The Tritons*



October 25, 2005

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**AUDIT COMMITTEE**

1. A former Treasurer or a previous member of an AUDIT committee shall be a member of the Committee.
2. The Committee shall audit the Treasurer's accounts, the Board of Education's accounts, and the Marshall Howard Memorial Fund.
3. The Committee shall verify the Treasurer's monthly reports and the Marshall Howard monthly reports
4. The Committee shall, for any chosen month, verify:
  - a) The above ledgers.
  - b) That money received was recorded on the Triton deposit forms and was deposited in the checking account.
  - c) That money spent was recorded on the Triton expense forms, was approved by the Board of Directors, was paid by check, and included receipts.
  - d) Event final reports include:
    - Checks and deposits
    - Expenses and receipts
    - Subsidy usage
5. The Committee shall report the Board of Directors and the membership as required by the Bylaws.

AWARDS

1. TRITON OF THE YEAR

At the Anniversary Party an award shall be given for the Triton of the Year.

The process of selection will be as follows:

- a) The current Triton of the Year shall place ballots for Triton of the Year in the February and March Triton Tribs.
- b) The current and two designated former Tritons of the Year shall collect, verify, and count the ballots by the end of the March meeting.
- c) Each full member may vote only once. Only signed ballots count.
- d) The full Triton member receiving the largest number of votes is Triton of the Year. In case of a tie identical awards shall be presented.
- e) The current Triton of the Year introduces the new Triton of the Year at the Anniversary Party.

2. EVENT OF THE YEAR

At the Anniversary Party awards shall be given for Dive Event of the Year and Social Event of the Year (prior calendar year). The process of selection will be:

- a) Ballots listing each dive and social event of the prior year and their Tritons-in-Charge (TIC's) shall be placed in the February and March Triton Tribs by the Chair of the Events Committee.
- b) All members may vote for one dive event and one social event. Ballots shall be collected by the Events Committee by the end of the March meeting.
- c) The dive event receiving the largest number of votes is the Dive Event of the Year. The same procedure applies for the Social Event of the Year. The Events Committee shall verify winners and the Chair shall present the awards at the Anniversary Party.

3. MARSHALL S. HOWARD AWARD

This award is presented to Tritons as recognition for their extra efforts and support of our training program. It is administered by the Board of Education. Awards are presented by the Director of Training.

4. OTHER AWARDS

Other awards may be given as determined by the Board of Directors.

**BYLAWS AND RULES COMMITTEE**

1. Approved Bylaws amendments shall become effective at the close of the meeting at which they were approved, unless otherwise stated.
2. Approved Bylaws amendments shall be published and mailed before the next regular meeting.
3. Approved Standing Rules shall be published in the following Triton Trib.
4. Current Bylaws and Standing Rules shall be published and distributed as necessary.
5. The Committee shall submit a budget to the Finance Committee during August.
6. The Committee shall teach the newly elected Board of Directors about the Bylaws, the Standing Rules, and parliamentary procedure.
7. The Committee shall teach the Board of Education and the other committees about the Bylaws, the Standing Rules, and parliamentary procedure.
8. The current Committee shall teach the new Committee about the Bylaws, the Standing Rules, and parliamentary procedure before their term ends.

**EQUIPMENT COMMITTEE**

1. The Equipment Committee has responsibility for maintenance and inspection of the Club's equipment as stated in Article VIII, Section 4 of the Bylaws.
2. The Club's equipment is available to be loaned to Triton members for use on Triton events under the following conditions.
3. Members who borrow equipment are responsible for exercising proper care in its use. The Club shall be reimbursed for loss or damage incurred. The Chairman of the Equipment Committee has authority to determine the extent of damage or loss.
4. Members who borrow equipment are responsible for returning it promptly to the designated location.
5. Borrowed equipment must be properly rinsed and dried before return. Borrowed air cylinders must be returned full.
6. Board of Education equipment used in training may be borrowed only with the permission of the Director of Training or his/her designated Divemaster. The borrowed equipment must be returned as stated in paragraphs 4 and 5 above prior to the next pool session.
7. The Committee must submit a budget to the Finance Committee during August.
8. The Committee must maintain an inventory list of Club equipment and its location.
9. The Chairman of the Equipment Committee or his designee has the authority to modify paragraphs 4 and 5 above as individual circumstances warrant.
10. The canopy and non-pool training equipment shall not be used for non-Triton events. This equipment is intended to be used for open water training and other major club events, subject to the Board of Education approval.

**EVENTS COMMITTEE**

1. The Events Committee shall establish and maintain guidelines for coordinating events on the Triton calendar. The guidelines should include procedures for contacting charter operators, dive facilities, and other vendors, procedures for promoting the event, procedures for collecting funds from members, procedures for reporting the financial results of the event, and any other information that will aid coordinating the event.
2. The Tritons will not provide alcoholic beverages at events; however alcoholic beverages may be included at events when provided by an insured purveyor.
3. Requests for donations to Triton events must be approved in advance by the Events Committee.
4. Events shall be classified as follows:
  - a) Triton Event: An event listed on the Triton calendar which has been adopted per Article VIII, Section 5 of the Bylaws or an event which has been approved by the Events Committee and the Board of Directors for addition to the calendar after it has been adopted.
  - b) Non-Triton Event: Any event, not on the Triton calendar, which is advertised in the Triton Trib or otherwise marketed to the members.
5. Tritons may not profit or attempt to profit from fellow Tritons via association with Triton events or non-Triton events unless the potential for profit is fully disclosed in advance. The disclosure must be made in all advertisements, brochures, and announcements promoting the event. The disclosure must be approved by the Board of Directors prior to the promotion of the event.
6. A deposit is required at time of sign up for the event. No reservation is made until the deposit is received. On all events totaling less than \$75.00, the deposit is payment in full. On events totaling \$75.00 or more, the amount of deposit required will be based on the amount of money advanced by the club to secure the event. Any request for refund, with an explanation, must be submitted in writing to the Events Committee for review and recommendation. The Events Committee must present the request and its recommendation, including any dissenting views, to the Board of Directors. All refunds must be approved by the Board of Directors.
7. If space is available, guests of members are welcome to participate in Triton events subject to the following limitations:
  - a) Each guest participating in a dive event must possess a certification acceptable to the charter operator or dive facility.
  - b) Guests must agree to abide by all rules applicable to members with respect to the conduct of an event.
  - c) Guests must complete and sign the Liability Release and Assumption of Risk form described below.
8. The Events Committee shall appoint members to coordinate each Triton event.
9. The Triton event Information Coordinator (TIC) is the member designated to coordinate a Triton event. The responsibilities of the TIC are limited to the following:
  - a) Solicit participation in the event.
  - b) Collect funds from members as required.
  - c) Transmit funds collected to the Treasurer.
  - d) Ensure that payments are made as required to dive operators or other vendors as necessary.
  - e) Obtain a signed Liability Release and Assumption of Risk form from each participant attending a Triton dive event.
  - f) Prepare a financial report for the event.

THE TIC IS NOT RESPONSIBLE FOR ASSESSING ANY INDIVIDUAL'S QUALIFICATIONS TO PARTICIPATE IN AN EVENT, ESTABLISHING OR ENFORCING EQUIPMENT REQUIREMENTS OR LIMITATIONS, OR ESTABLISHING THE PARAMETERS OF ANY DIVE. THE TIC IS NOT IN ANY WAY RESPONSIBLE FOR THE SAFETY OF A DIVE OR DIVER.

10. Each member participating in an event shall be responsible for his or her own activities and safety. Each member participating in a dive event shall have the following specific responsibilities:
  - a) Must abide by rules and limitations established by the charter operator or dive facility.
  - b) Must complete and sign an Liability Release and Assumption of Risk form described below.
11. **LIABILITY RELEASE AND ASSUMPTION OF RISK:** Divers are responsible for understanding the nature and extent of the risk involved in scuba diving in general and in the dive events they are attending. Diving participants voluntarily choose to incur this risk and agree to release the TIC, The Tritons, and its members from any claims for any injuries, damages or other losses sustained as a result of their participation.

**MARSHALL S. HOWARD MEMORIAL FUND**  
**FOR SCUBA INSTRUCTOR EDUCATION**

1. All money donated or earned by the fund will be kept in a special bank account separated from the general funds of the Triton Scuba Diving Club. The sitting Vice-President of the club will maintain the account records and the Triton Board of Directors will act as the executors of the fund. An annual audit of the fund will be conducted by the appointed audit committee during the annual audit of the general treasury of the Triton Scuba Diving Club.
2. The fund account will be maintained with a minimum of \$3000.00 at all times and any funds in excess of this amount are available to qualified candidates for scholarship support. If special circumstances make it necessary, reducing the fund account below the minimum of \$3000.00 can be authorized by a vote of the membership at any regular meeting of the organization.
3. Expenditures are to be used to support selected Triton candidates for specified costs incurred in completing nationally recognized scuba instructor certification courses. These courses may include but are not limited to, instructor certification, certain specialty instructor certifications and recognized first aid or cardiopulmonary resuscitation instructor certifications.
4. Supportable costs will include the following: course fees and tuitions, required reading materials, required instructional materials, and necessary air fills. Support will be given either as a reimbursement or a prepayment depending on the course and the individual circumstances. Transportation, meals, lodging and diving equipment shall not be considered supportable costs.
5. Applicants for scholarship support must be Triton members in good standing with not less than two years of continuous membership, including time spent as an associate member. Applicants must also have demonstrated support for the overall activities of the Tritons including attendance at events, volunteering to be in charge of events et cetera.
6. Applicants for scholarship support must be willing to make a written commitment of at least two full years to the Triton teaching efforts, including continuing education of the general membership.
7. Applications are available from the Board of Education and will be submitted to the Director of Training. Applications must be received not less than four weeks prior to the scheduled training to allow for board actions. Selection of candidates shall be made by the Board of Education. Special consideration will be given to applicants who are currently active in the teaching efforts of the Tritons. A recommendation will be made by the Board of Education relative to the necessity of the particular training requested and whether that training suits the need of the Tritons. All applications will then be submitted to the Board of Directors, with recommendations, for consideration and appropriation of funds.

**MARSHALL S. HOWARD MEMORIAL FUND**

Application for Scholarship

TO: The Director of Training, Triton Scuba Diving Club

FROM: \_\_\_\_\_

Please enter this application for scholarship to support the undersigned instructor/instructor candidate in obtaining a certification in the following course:

Type of Certification	Date[s] of Course
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Issuing Organization	Location of Course
Anticipated costs:	Tuition and course fees _____
	Required materials _____
	Other [attach list] _____
	Total anticipated costs _____

Brief reason for request: \_\_\_\_\_

Teaching experience: \_\_\_\_\_

Certificates held: \_\_\_\_\_

**I HEREBY ACKNOWLEDGE THAT BY ACCEPTANCE OF SCHOLARSHIP SUPPORT I AGREE TO PARTICIPATE IN TWO FULL YEARS OF TEACHING WITH THE TRITONS, INCLUDING CONTINUING EDUCATION OF MEMBERS.**

DATE: \_\_\_\_\_ SIGNATURE \_\_\_\_\_

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**BOARD OF EDUCATION ACTION**

Date Received: \_\_\_\_\_ Action Taken: Approved \_\_\_\_\_

Date Forwarded: \_\_\_\_\_ Not Approved \_\_\_\_\_

Method of payment: [circle one] **REIMBURSEMENT** **PREPAYMENT**

**MEMBERSHIP COMMITTEE****A. COMMITTEE FUNCTIONS**

1. Mail or distribute membership package to any qualified diver interested in club membership [Form C-1].
2. Process application form, including verification of age and certification, after it has been received with Information form and check or cash covering initiation fees and dues per the Bylaws. The funds are to be deposited with the treasurer.
3. After acceptance of application a membership folder will be issued [Form C-2A].
4. Periodically review the associate's records and progress on the Associate Summary Sheet [Form C-3]. This review should be made prior to the regular stated business meeting or at special committee meetings. On each associate's summary sheet will be listed the associate's meeting attendance, dives, and social events. It will be the associate's responsibility to have all the report forms completed and forwarded to the membership chairperson.
5. The membership committee shall recommend the associate for full membership. Previous Notice [see Bylaws Article V, Section 5] is required; the notice will carry the associate's name, meeting attendance, dives, and/or social event.
6. During the meeting a membership committee member will review the summary sheet of the associate. Voting will be in accordance with the Bylaws.
7. Advise the associate of the results of the vote.
8. If the associate fails approval at the membership vote, he or she may, at his or her option, reapply for associate status. In any case, the associate should be advised of the reasons for non-acceptance. If sufficient no votes are expressed without prior notice to the membership committee as required in the Bylaws, the membership committee should move to table the vote.
9. After the membership vote has been completed, the associate's file will be placed in the club's permanent records.
10. If the associate does not meet the requirements within the 12 month period the associate shall be so informed and will not be recommended or brought up for vote [Form C-2B]. The Membership Committee can extend this period in cases of special circumstances as permitted in the Bylaws.
11. Maintain a file of Information forms, one for each full and associate member. Advise the Board of Directors if any full member does not have an Information form on file. Maintain a permanent historical file of all non-current Information forms.
12. Provide each member with a membership card with current emergency contact information on the back. Update emergency contact information as needed.
13. Maintain a file of Information forms for each guest diver. Forms to be given to the Membership Committee by the Events Committee.

**B. REQUIREMENTS TO GAIN FULL MEMBERSHIP**

**I. Associates:**

1. Associates shall be aware of the requirements in the Bylaws.
2. Associates must be actively interested in the sport of skin and scuba diving.
3. Associates must present a check or cash covering the initiation fee and dues for the 12 month period.
4. Associates must present an Information form, completed and signed.
5. Associates must successfully complete two non-training dives on two different days with two different full members.
6. Associates must attend two Triton non-dive activities, meetings or social events.
7. In addition to the Bylaws requirements, the admission to active membership shall be after completion of all requirements within a 12 month period or sooner and only after recommendation of the membership committee and approval of the general membership.
8. An associate member may elect to drop their associate status at their discretion by written notice.

**II. Inactive Members**

1. The membership committee will review the request for reinstatement and make a recommendation as required by the Bylaws.

**C. FORMS AND LETTERS**

1. Membership Information Package.
2. A. New Member Folder.  
B. Sorry letter.
3. Associate Summary Sheet.
4. Dive Report.
5. Information form

**NOMINATING COMMITTEE**

1. Nominating Procedure:

- a. The offices of President, Secretary, and First Director are scheduled for election in even numbered years. The offices of Vice-President, Treasurer, and Second Director are scheduled for election in odd numbered years. The committee should contact the three officers whose offices are scheduled for election, and ascertain if they are interested and eligible to run again. Also, the committee should contact the other three officers, to see if any plan to run for a different office, or otherwise plan to vacate their office at mid-term.
- b. The committee shall meet and draw up a list of potential candidates whom they feel are qualified for each office. The roster is an excellent guide.
- c. All potential candidates for the office of President (even year) or Vice-President (odd year) should be contacted first to determine their willingness to run for this office or any other office. This procedure may yield candidates for other offices.
- d. Step [c] above will be repeated, for the office of Secretary (even year) or Treasurer (odd year) and then for the office of First Director (even year) or Second Director (odd year).
- e. For each office, the committee shall endeavor to nominate two or more qualified candidates who are willing to run.

2. Notification:

The committee will disseminate the final slate according to the Bylaws, Article VIII, Section 8.

3. Election Procedure:

- a. The Chairman, or his/her designee, shall conduct the elections, assisted by the committee.
- b. Determine the total number of voting members present.
- c. Determine the total number of proxy votes per Article IV, Section 3, of the Bylaws.
- d. Determine if a quorum is present before proceeding with the election.
- e. Starting with the office of President, followed by Vice-President, Secretary, Treasurer, First Director, and Second Director, skip the offices not up for vote, (any office that becomes vacant before or during the elections should not be skipped); proceed as follows:
  - i. Announce nominees for the office, open for further nomination [nominations do not require a "second"], and close nominations. Nominees added from the floor can be accepted only if they are present and have consented or if absent have consented in writing.
  - ii. Permit each candidate to make a statement within a limited time period.
  - iii. Proceed with the balloting. If no candidate receives a majority [greater than 50% of those voting] per Article IV, Section 3, of the Bylaws, the two candidates receiving the most votes enter a run-off election. All ties must be decided by additional balloting.
- f. When announcing results, only names shall be announced, not vote totals.
- g. If there is the possibility of an office becoming vacant, for example, any of the officers in mid-term running for one of the offices scheduled for election; then the committee should have already drawn up a list of potential candidates and contacted them for consent, so they are prepared with nominees for that office. In the rare case of an officer not up for election running for a "lower" office at mid-term, that officer must resign his higher position before any elections begin.

**SAFETY COMMITTEE**

1. The Safety Committee shall establish and maintain "Recommendations for Safe Diving Practices" for Triton divers. Each diver must determine whether and to what extent the recommendations apply to his or her diving activities.
2. The Safety Committee will assist any member as requested with regard to any special safety precautions or for questions regarding the safety requirements of a dive location.
3. The Safety Committee shall investigate all reported safety related dive incidents or accidents, occurring on Triton dive events, and make a report to the Board of Directors.
4. All members have both the right and the responsibility to report to the Safety Committee any unsafe diving practices occurring on Triton dive events.
5. A suitable first aid kit must be present at all dive events. The Safety Committee shall maintain a safety kit equivalent to a US Coast Guard Lifeboat Safety Kit and an O<sub>2</sub> Kit. It is presumed that charter operators working within the United States will have such a safety kit, in compliance with Coast Guard regulations and have emergency O<sub>2</sub> available.
6. The Triton treasury will subsidize the replacement of any Triton member's weight system ditched during a diving emergency. After receipt of a written report, the safety committee shall investigate and make a recommendation to the Board of Directors. The Board will determine compensation.
7. All participants in any Triton dive event shall submit a signed copy of the PADI Standard Safe Diving Practices Statement of Understanding at the time he or she signs up for a Triton dive event.
8. All participants in any Triton dive event shall submit a signed copy of the Liability Release and Assumption of Risk form when signing up for a dive event.



**Liability Release and Assumption of Risk**

**PLEASE READ CAREFULLY BEFORE COMPLETING AND SIGNING.**

**THIS IS A RELEASE OF YOUR RIGHTS TO SUE** *The Tritons,*

\_\_\_\_\_, and \_\_\_\_\_,  
*TIC Name Facility or Charter Operator Name*

**AND THEIR EMPLOYEES, AGENTS, AND ASSIGNS (HEREIN AFTER "RELEASED PARTIES") FOR PERSONAL INJURIES OR WRONGFUL DEATH THAT MAY OCCUR DURING DIVE ACTIVITIES AS A RESULT OF THE INHERENT RISKS ASSOCIATED WITH SCUBA DIVING OR AS A RESULT OF THE NEGLIGENCE OF THE RELEASED PARTIES.**

1. I acknowledge that I am a certified scuba diver trained in safe diving practices.
2. I am aware of the risks inherent in this sport and accept these risks.
3. I am in good mental and physical fitness for diving, and I am not under the influence of alcohol, nor am I under the influence of any drugs that are contra indicatory to diving. If I am taking medication, I affirm that I have seen a physician and have approval to dive while under the influence of the medication/drugs.
4. I am aware of the dangers of breath holding while scuba diving, and I will not hold the Released Parties and related entities (such as employees, instructors, certified assistants, boat operators, or diver training agencies) responsible if I am injured doing so.
5. I am aware that I will be diving with a buddy, and it will be our responsibility to plan our dive allowing for our diving limitations and the prevailing water conditions. I will not hold the Released Parties responsible for my failure to safely plan my dive.
6. I will inspect all of my equipment prior to the activity and will notify the Released Parties if any of my equipment is not working properly. I will not hold the Released Parties responsible for my failure to inspect my equipment prior to diving.
7. I acknowledge that I am physically fit to scuba dive, and I will not hold the Released Parties responsible if I am injured as a result of heart, lung, ear, circulatory problems or other illnesses that occur while diving.
8. I understand that even though I follow all of the appropriate dive practices, there is still some risk of my sustaining decompression sickness, embolism or other hyperbaric injuries and I expressly assume the risk of said injuries.
9. I expressly assume the risk and accept all responsibility to plan my dive and dive my plan.
10. I understand that scuba diving is a physically strenuous activity and that I will be exerting myself during this diving excursion and that if I am injured as a result of a heart attack, panic, hyperventilation, etc., that I expressly assume the risk of said injuries and that I will not hold Released Parties responsible for the same.
11. I understand that if on an open-water diving trip, I will be at a remote site and that there will not be immediate medical care or hyperbaric care available to me, and I expressly assume the risk of diving in such a remote spot.
12. IT IS THE INTENTION OF \_\_\_\_\_ BY THIS INSTRUMENT TO

*Diver's Name*

EXEMPT AND RELEASE

*The Tritons,*

\_\_\_\_\_, and \_\_\_\_\_,  
*TIC Name Facility or Charter Operator Name*

AND ALL RELATED ENTITIES AS DEFINED ABOVE FROM ALL LIABILITY WHATSOEVER FOR PERSONAL INJURY, PROPERTY DAMAGE, AND WRONGFUL DEATH HOWEVER CAUSED, INCLUDING, BUT NOT LIMITED TO, THE NEGLIGENCE OF THE RELEASED PARTIES.

**I HAVE FULLY INFORMED MYSELF OF THE CONTENTS OF THIS ASSUMPTION OF RISK AND RELEASE BY READING IT BEFORE I SIGNED IT ON BEHALF OF MY HEIRS AND MYSELF.**

\_\_\_\_\_  
*Participant's Signature Date (Day/Month/Year)*

\_\_\_\_\_  
*Signature of Parent or Guardian (where applicable) Date (Day/Month/Year)*

**TRITON TRIB**

1. The deadline for submissions to the Trib is the second Tuesday of each month.
2. The Trib should be mailed a minimum of seven days prior to the monthly business meeting to insure that Previous Notice, as defined in the Bylaws, is given on any matters printed in the Trib which require the vote of membership.
3. Members' telephone numbers are not to be printed on the exterior pages of the Trib without their permission. This is to protect membership from unsolicited contacts.
4. All Triton events should be advertised in the Trib. Non-Triton events [not on the official calendar] may be advertised, but must be submitted to the Board of Directors for approval before publication. Advertisements of non-Triton events for which a price is charged must clearly state whether any group discount will be passed on in full to those attending.
5. All Triton members with items for sale may advertise free of charge by submitting an ad to the Editor.
6. An individual or group representing a not-for-profit organization or activity may advertise such organization or activity free of charge by submitting an ad or notice to the Editor.
7. A for-profit organization or its representative may advertise its goods or services for a fee by contacting the Trib Editor. The size of the ad may be business card, quarter page, half page, or full page. Fees will be determined by the Board of Directors. Such organizations will receive free advertising [normal business card size] for donations to the club.