



# THE BOTTOM BUNCH

P.O. Box 2344, National City, CA 91951-0351

A California Nonprofit Mutual Benefit Corporation

## BYLAWS

### **ARTICLE I – NAME**

The name of this corporation shall be THE BOTTOM BUNCH.

### **ARTICLE II – PURPOSE**

To promote safe, responsible, recreational Self-Contained Underwater Breathing Apparatus (SCUBA) diving.

### **ARTICLE III – MEMBERSHIP**

- Section 1      Types of membership shall consist of active, associate, honorary, and family membership.
- (a)      Active membership requires that the member be a SCUBA diver certified by a recognized national/international agency.
  - (b)      Associate memberships are not required to be certified SCUBA divers and shall have the same privileges as active members, excepting that associate members may not hold office.
  - (c)      Honorary membership may be conferred upon an individual chosen by the executive Board for such honor. Such a member is entitled to the same privileges as an active member.
  - (d)      Family Membership may be a combination of Active and/or Associate membership and is comprised as follows:  
Husband/Father, Wife/Mother, Son(s)/Daughter(s) or any combination thereof residing in the same domicile.
- Section 2      Qualifications for admittance to the dive club are an active interest in the sport of SCUBA diving.
- Section 3      Application for membership shall be made in writing and presented at any monthly meeting to any Board member.
- Section 4      Annual membership renewal shall be not more than 45 days after expiration of current annual membership.

- Section 5      Initiation fees and dues:
- (a)      Initiation fee shall be established at the January annual meeting.
  - (b)      Annual dues shall be as determined by the executive Board and approved by majority vote of the members present during the annual meeting. Dues will be payable to the Treasurer not later than 30 days after a membership application has been approved by the executive Board.
  - (c)      Annual dues for family membership shall consist of the first member of the family paying the full current membership fee, each subsequent family member shall pay one-half of the full current membership fee.
  - (d)      No other assessments shall be made in addition to annual dues.

- Section 6      Dropped from membership for nonpayment of dues:
- (a)      A member who has not paid the current dues by 45 days after their renewal date will be dropped from membership after notification by mail from the treasurer.
  - (b)      A member who has been dropped may request reinstatement of membership in writing. Upon approval by the executive Board and with payment of all dues in arrears, shall be reinstated.

**ARTICLE IV – THE EXECUTIVE BOARD**

- Section 1      The Board shall consist of the elected officers and committee heads.
- Section 2      The Board shall handle the regular business of the corporation.
- Section 3      Meetings:
- (a)      Regular meetings of the Board shall be held at least monthly.
  - (b)      Minutes of the Board shall be read and ratified by members at the next business meeting.
- Section 4      Quorum: A quorum for conducting business of the Board shall be not less than two (2) members of the Board empowered to vote. Only the elected members of the Board shall be empowered to vote at Board meetings.
- Section 5      Each outgoing Board must leave in the treasury a sum equal to the unpaid bills or obligations for which the administration is responsible.

## **ARTICLE V – OFFICERS AND COMMITTEE HEADS**

Section 1 There shall be the following five elected officers:

- President
- Vice-President
- Secretary
- Treasurer
- Dive Coordinator

Section 2 A dive shop representative may be elected or appointed or both at the discretion of the elect Board members.

Section 3 An officer who does not comply with assigned responsibilities may be relieved of office by a majority vote of the Board. Appointment of a replacement shall be made by the President with the approval of the Board to fill the remainder of the appointed term. EXCEPT that of the President, which may only be filled by special election of the membership at the second regular meeting following that relief. A President so elected will fill the remainder of the present term and the following term.

## **ARTICLE VI – ELECTIONS**

Section 1 Nominations: Nominations shall be held at the OCTOBER business meeting and shall come directly from the floor.

Section 2 Elections:

- (a) Elections shall be held at the NOVEMBER business meeting.
- (b) Elections shall be by a secret ballot. The President shall conduct the elections according to the procedures set up in the standing rules. Officers shall be elected by a simple majority vote of those members present.
- (c) Each active, honorary, associate, and family member shall have one vote.

Section 3 Term of Office:

- (a) Officers shall be elected for a term of one (1) year, to serve from the time of installation until the succeeding installation of officers.
- (b) Installation of new officers shall be at the DECEMBER meeting.
- (c) No person shall occupy the same office for more than two (2) consecutive terms, except in the absence of any other nominee, and only then with the approval of a ballot vote of at least two-thirds of the members present.

Section 4 Transition of Administration: There shall be a meeting of the executive Board immediately following installations at the DECEMBER meeting. It should include the outgoing and incoming officers and the committee heads. Upon the introduction of new business, retiring officers shall turn over to successors all records, documents, and other property of the Club.

## **ARTICLE VII – DUTIES OF OFFICERS**

Section 1 The President shall:

- (a) Preside at all meetings of the executive Board and general meetings of the organizations and any special meetings.
- (b) Appoint the committee heads immediately after installation with the approval of the elected Board.
- (c) Make interim appointments as needed with the approval of the executive Board.
- (d) Sign checks with the Treasurer, Vice-President, Secretary, or Dive Coordinator in that order.
- (e) Sign all contracts with the Secretary after approval by the executive Board.
- (f) Sign all membership cards with the Secretary.
- (g) Serve as an ex-officio member of all committees.
- (h) Call special meetings when necessary.

Section 2 The Vice-President shall:

- (a) Perform the duties of an absent President and perform such duties as are assigned by the President.
- (b) Sign checks with the Treasurer in the absence of the President or with the President, Secretary, or Dive Coordinator in that order in the absence of the Treasurer.

Section 3 The Secretary shall:

- (a) Record and maintain the minutes of all proceedings of the Board and membership meetings.
- (b) With the President, sign contracts for the origination.
- (c) Handle the correspondence of the organization.
- (d) Sign checks with the President, Vice-President, or Dive Coordinator in that order.

- (e) Summarize the minutes of the previous general meeting and subsequent Board meeting(s).

Section 4 The Treasurer shall:

- (a) Have charge of all funds of the organization.
- (b) Make a monthly financial report of the membership.
- (c) Sign all checks with the President , or in the absence of the President, Vice-President, Secretary, or Dive Coordinator in that order.
- (d) Keep restricted funds of the organization in separate accounts (in the treasurer record book).

### **ARTICLE VIII – MEETINGS**

Section 1 There shall be a regularly scheduled monthly meeting of the club. Robert’s Rule of Order shall be the normal procedure at all business meetings.

- (a) Notice of such meetings shall be given to each member in the monthly newsletter.
- (b) There shall be a monthly newsletter as required by the Board.

Section 2 Special meetings may be called by the President of the Board upon written notice to a simple majority of members. Notices of special meetings shall be given to the members at least (7) days in advance. Nature of the business to be conducted at the special meeting shall be specified in the notice.

### **ARTICLE IX – RESTRICTED FUNDS**

Restricted funds may be used only for the designated purpose of each fund.

### **ARTICLE X – ACTIVITIES**

Section 1 Participation in SCUBA diving portions of the club activities is restricted to certified SCUBA divers.

Section 2 Visitors to scheduled activities, that utilize club monies, must be approved by an elected club officer in advance of the date of the scheduled activity except the regular schedules monthly meetings.

## **ARTICLE XI – DISCIPLINE**

- Section 1 Charges of dishonesty, working against the principles and purposes of the organization, and/or injuring the professional standing of a member may be filed in a written statement signed by a member in good standing and sent to the executive Board.
- Section 2 The accused member shall be notified in writing of the action and shall have the privilege of being present at a special or regular meeting of the executive Board, at which the charges will be considered.
- Section 3 The club reserves for itself the right to suspend/expel any member found to be in violation of these by-laws or found to be unfit for membership by the general assembly. Any member suspended or expelled will have 30 days to submit in writing a request for redress. Reinstatement must be by majority vote.

## **ARTICLE XII – AMENDMENTS**

The by-laws may be amended or revised by a affirmative vote of two-thirds of all members present at a meeting designated for that purpose. Copies of proposed amendments shall be given to members in writing at least (1) month prior to the meeting.

## **ARTICLE XIII – DISSOLUTION**

Should the corporation be dissolved, all material possessions of the corporation and all cash assets must be donated to the Chula Vista Nature Interpretive Center, 1000 Gunpowder Point, Chula Vista, CA 91910, after all bills have been paid.