

BY-LAWS TO THE CONSTITUTION of Texas Gulf Coast Council of Diving Clubs

(As revised and updated through the General Business Meeting held September 4, 2008)

ARTICLE I. EXPENDITURE OF MONIES

Section I. Expenditures of up to \$700.00 which have been previously budgeted by the Board of Directors may be paid directly upon presentation of the proper bills or receipts by the Chairman of that event or activity.

Section II. Other non-budgeted expenditures of up to \$200.00 may be approved by the Executive Committee.

Section III. Any non-budgeted expenditure of over \$200.00 must be approved by the Board of Directors.

ARTICLE II. DUES

Section I. Member Clubs

- (a) A Full Member-club's annual dues shall be \$35.00.
- (b) An Affiliate Member club's annual dues shall be \$25.00.
- (c) An Associate Member club's annual dues shall be \$15.00. Under certain circumstances this membership fee can be waived if approved by the Board of Directors (this is only for clubs that are affiliated with public educational institutions and whose members are predominately full time students).

Section II. Individual memberships for members of member-clubs shall be \$10.00.

Section III. Membership for individuals awarded a TGCC Lifetime Achievement Award shall be \$0.00. Individuals are members for life.

Section IV. Individual memberships for all others shall be \$15.00.

ARTICLE III. DEFINITIONS

Section I. TGCC-sanctioned events shall be approved and/or promoted by TGCC. The TGCC shall be neither liable for the indebtedness nor shall it receive any profits from such events.

Section II. TGCC-sponsored events shall be directly arranged and/or funded by the Council as approved by a quorum of the Board of Directors present at a meeting.

Section III. At the discretion of the Board of Directors, the TGCC may promote and/or advertise other water-related activities or events.

ARTICLE IV. PUBLICATIONS

Section I. The "Deep Sea Digest" shall be the official club publication. It shall be published as required, normally quarterly.

Section II. TGCC shall maintain a Web-Site. Updates shall be done as required.

ARTICLE V. DATE BY WHICH DUES MUST BE PAID

Club and individual dues shall be paid to the TGCC by the second meeting of each calendar year or all voting rights shall be relinquished until reinstatement.

Club and individual dues shall be paid to the TGCC by the fourth meeting of each calendar year or all mailing rights shall be relinquished until reinstatement.

ARTICLE VI. ATTENDANCE AT MEETINGS

The TGCC Secretary will notify the President when a Full Member club has missed two (2) consecutive meetings. Should that club miss a third consecutive meeting, the club shall be designated as an Affiliate club, but may be reinstated by the Executive Committee upon written request by that club stating their intent to be active voting members of the Council.

Any Full, Affiliate or Associate Member Club or its members, or any TGCC Individual Members may attend any General Business Meeting.

TGCC meetings may be in person, by teleconference or web based. The type of meeting shall be determined by the Council in advance and the TGCC officers and Club Representatives notified of the method of attendance as specified in the TGCC Constitution.

ARTICLE VII. VOTING

Voting shall be done based upon the meeting type. Voting on any TGCC business shall only be done by Full Member clubs. Affiliate, Associate and individual members shall not have voting privileges.

Physical Meetings - Voting shall be by voice vote. If there is even one (1) "no" vote, a revote for the purpose of the minutes shall be taken by hand to count the "yes" or "no" votes, and to record how each club voted on the motion.

Tele-conference – Voting shall be by voice vote with a roll call.

Web Based – Voting shall be by electronic vote on the web. In cases where the vote is not unanimous, voting shall be by e-mail to the TGCC Secretary, or the Secretary's designated representative.

ARTICLE VIII. DEFINITION OF PAST PRESIDENT

The definition of Past President shall be the President for the previous calendar year.

ARTICLE IX. MATERIAL MAINTAINED BY COUNCIL OFFICERS AND PASSED TO SUCCESSORS

Section 1. President:

- Copy of Incorporation
- Copy of the Constitution
- Copy of the By-laws
- Copy of the IRS tax status
- A listing of TGCC's annual event flow
- Historic copy of TGCC Officers & Clubs by Year

Section 2. 1st Vice President:

- Copy of Neptune Award Instructions
- Copy of any award tracking documentation being maintained
- Historic listing of Neptune Award Winners
- Historic listing of Member-of-the Year Winners
- Historic listing of Lifetime Achievement Award Winners

Section 3. 2nd Vice President:

- Copy of status of any legislation currently being watched
- Synopsis of past legislation monitored and the outcome
- List of contacts

Section 4. Treasurer:

- Financial files
- Copy of IRS tax status
- Schedule for filing Texas Franchise Tax payments/reports
- List of contacts, phone numbers and e-mail addresses of State and Federal Agencies
- List of TGCC assets and contacts at the Banks including electronic accounts such as Paypal
- Flow chart of annual activities and Trashfest payment schedule
- Data on our storage facility and Post Office Box
- Process delegation cards for TGCC bank and CD accounts

Section 5. Secretary:

- Secretary files
- Club Delegation files

Section 6. Webmaster:

- All electronic source files
- Login process and passwords for hosting/email/Paypal accounts
- Billing info. and requirements for hosting accounts and domain names
- Website development software owned by TGCC (plus freeware used)
- Documentation on site layout and structure

Section 7. Trashfest Chairperson:

- Trashfest files
- Chronology of Trashfest trash collection results
- Trashfest instruction files
- Historic listing of Trashfest Chairpersons and other positions
- Contact data for sponsors and vendors

Section 8. Deep Sea Digest Editor:

- Editor files
- Editing software owned by TGCC (plus freeware used)

Section 9. Donations Committee Chairperson:

- Electronic file of TGCC Scholarship form
- Historic listing of winners and participants for the TGCC College Scholarship

ARTICLE X. ANNUAL TGCC FILES

At each March meeting a composite file of the previous year's activities should be compiled and stored with the other annual historic files. This file should at a minimum contain the minutes from each meeting, financial reports voted upon by the Council, copies of the Deep Sea Digests and any other documents pertinent to that year.

ARTICLE XI. REPRESENTATIVE AUTHORIZATION

Each Full Member club President must provide written notification identifying whom their club's TGCC representative and alternates will be. The annual club information form will serve as the initial written notification for this purpose. Without a delegation letter, only that club's President would have voting privileges at TGCC meetings.

All Affiliate and Associate Member Clubs must annually complete and submit the club information form providing club representative, mailing and newsletter instructions.

ARTICLE XII. BUDGET

A yearly TGCC budget shall be presented by the Executive Committee to the Board of Directors at the January meeting. The budget must be approved by the April meeting.

ARTICLE XIII. EXECUTIVE COMMITTEE VOTE

The Executive Committee (known as Council officers) shall have no vote except in case of a tie when the presiding officer shall have one (1) vote.

ARTICLE XIV. EXECUTIVE COMMITTEE NOMINATIONS

Nominations for candidates running for election to the Executive Committee (known as Council officers) shall be closed at the beginning of the November General Business Meeting.

ARTICLE XV. EXECUTIVE COMMITTEE TERMS

For 2008 and before, all officers are elected for a one year term. Effective with the 2009 officer elections, all officers are elected for a two year term. No person shall hold the same office for more than three (3) consecutive terms. In the event that an officer is elected mid-term to fill a vacancy on the Executive Committee, the time spent completing the term this term does not count as part of the before mentioned three (3) consecutive term limit.

ARTICLE XVI. MEMBER CLUB REQUIREMENTS

Any Skin or SCUBA Diving Club located along the Gulf Coast or adjacent states may become a member of the TGCC providing:

- They are a non-profit organization.
- They provide to TGCC a copy of their Constitution & By-Laws.
- They promote safe diving practices.
- Hold general member meetings with their club members a minimum of four (4) times a year.

ARTICLE XVII. TGCC AWARDS

TGCC recognizes the work done for it, member clubs and/or the community with several unique awards:

Neptune Award – A point based individual award based upon events/contests sanctioned by TGCC. (See Attachment I to the TGCC By-Laws)

Lifetime Achievement Award – Recognition for work done by an individual in and for the dive community for a significant number of years. (See Attachment II to the TGCC By-Laws)

Service Awards – Recognition for the work done for TGCC by departing Executive Committee or other officer member (s) of TGCC.

Member-of -the-Year – Recognition of an individual for work done for TGCC and/or the dive community.

Attachments to the By-Laws of the Texas Gulf Coast Council of Diving Clubs:

- Attachment 1 – TGCC Neptune Award Information
- Attachment 2 – TGCC Lifetime Achievement Award Information
- Attachment 3 – TGCC Donation Committee Information

Approved and ratified on September 4, 2008 by:

TGCC 2008 Officers:

TGCC 2008 Full Member Representatives:

Frank Burek President

Todd Hasken - City of Houston Underwater Mariners

Todd Hasken

First Vice President

Mark Leiserowitz – Houston Underwater Club

George Clark

Second Vice President

John Ringrose – H. Underwater Photographic Society

John Ringrose

Treasurer

George Clark – Lunar fins

Todd Rushing

Secretary