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**1. Club Governance**

1. **Club governing documents**
   1. **SCUBA Club Constitution (Last updated: 2/6/17)**

**Article 1 – Name**

The name of this organization shall be the Wisconsin Hoofers SCUBA Club of the Wisconsin Union of the University of Wisconsin, Madison, herein referred to as the Club. The address is c/o Memorial Union, 800 Langdon St. Madison, WI 53706.

**Article 2 – Goals & Purposes**

The Club shall be a non-profit educational and social organization with the express purpose to:

1)      Promote safe participation in recreational SCUBA diving.

2)      Foster an interest in SCUBA diving by providing leadership opportunities, programs, certifications, and trips.

3)      Provide education in the skills of safe recreational SCUBA diving.

4)      Provide a positive environment for social interaction between club members.

**Article 3 – Membership**

-          *Section 1 – General Membership*

General membership may be held by any member of the Wisconsin Union and the Wisconsin Hoofers upon payment of any club membership fees set forth by the Board of Officers (“BoO”).

-          *Section 2 – Class Privileges*

Class Privileges: are required to participate in club class. All Club members will be granted full privileges, commiserate with their level of certification, upon presentation of proof of current membership to a member of the Board of Officers (“BoO”).

-          *Section 3 – Diving Privileges*

Diving Privileges: are required to participate in club trips, or rent club equipment. Any Club member possessing SCUBA diving certification may hold diving privileges, further, all Club members will be granted full privileges, commensurate with their level of certification, upon presentation of diving certification to a member of the BoO.

**Article 4 – Voting**

*Section 1 - Quorum*

The Club shall be considered an organization of open membership; therefore, quorum shall be generally considered the attendance of any meeting with the following exceptions.

1)      Meetings of the BoO, where quorum is defined by the bylaws.

2)      Quorum for general meetings at which an agenda item is an addition to, or change of the Club constitution or amendments to the constitution, shall be ten (10) members. Additionally, a majority of all members of BoO must part of the attendance of the meeting.

*Section 2 – Majority Rule*

All items of club business shall be decided by majority rule with the following exceptions.

1)      Changes to the Club constitution, bylaws, protocols, or amendments to the constitution shall require a supermajority of two thirds (2/3).

2)      Additions of new bylaws, protocols, or amendments shall require a supermajority majority of two thirds (2/3).

3)      The majority needed to overturn a decision of the Club Divemaster; to suspend a member’s privileges; to expel a member, will be specified in the bylaws.

**Article 5 – Board of Officers (BoO)**

*Charge & Composition*:

Control of the general direction of affairs and the day-to-day operations of the Club shall be vested in the Board of Officers (BoO), all members of which have voting privileges. The members of which and their areas of responsibility are as follows:

1)      *President*

Responsible for all club business, with the exception of matters of dive safety, if there is a sitting Club Divemaster, and shall preside at all general and BoO meetings.

2)      *Vice-President for Education*

Responsible for all areas of the Club’s educational program. Including the scheduling of classes and resources associated with them. In addition, will assume the duties of the President in the President’s absence.

3)      *Vice-President for Local Trips*

Responsible for all areas of the Club’s Trips and Activities program within 500 miles of Madison.

4)      *Vice-President for Remote Trips*

Responsible for all areas of the Club’s Trips and Activities program that are more than 500 miles from Madison.

5)      *Secretary*

Responsible for minutes of all meetings and club correspondences.

6)      *Treasurer*

Responsible for all financial records of the club and the yearly budget with notes.

7)      *Club Divemaster*

Responsible for all areas of dive safety.

8)      *Equipment Manager*

Responsible for storage of, maintenance of, and distribution of all Club owned equipment, with the exception of the Club’s boats, and affiliated materials. In addition, he/she is expected to take a complete inventory of all Club owned assets at least once per semester.

9)      *Marketing Chair*

Responsible for the creation and implementation of a unified marketing and publicity strategy for the club in general, and for the marketing and publicizing of specific Club events, classes, and trips- both in paper and online.

10)      *Webmaster*

Responsible for maintaining all aspects of the Hoofer’s Scuba Club website. He/she will keep the website up to date with club activities. The Webmaster has the rights to update the website at his/her discretion, and should do so frequently to ensure accuracy of information.

11) *Social Chair*

Responsible for planning all social Club events outside of the realm of diving. Such events may include, but are not limited to, movie viewings, events with speakers, topic discussions, field trips, and culinary events.

-Note: additional responsibilities and requirements of the BoO positions may be detailed in the document “HOOFER SCUBA CLUB BoO POSITION DESCRIPTIONS”.

**Article 7 – Recall and expulsion (suspension of privileges etc.)**

-          *Section 1 – Members*

Members of the club who act in a manner that does not uphold the principles and goals set forth by this constitution, or violates its terms, those of the club bylaws, code of conduct, protocols, or policies, or directly and consciously violates any local, state, or federal law in any matter are subject to disciplinary action by the BoO. Disciplinary action will be taken if such acts jeopardize the name of Hoofers, or the safety of its members. Such action may include, but is not limited to, suspension of some or all privileges, or expulsion from the club. Members subject to disciplinary action are entitled to an impartial hearing before the BoO. Both notifications of the general membership, as well as the member subject to disciplinary action is required at least seven (7) days prior to the vote on the action. Notification must also comply with the requirements of meeting of the BoO.

-          *Section 2 – Officers*

In addition to expulsion, and suspension, as specified in section 1, an officer is subject to recall. An officer may be recalled for the same reasons as stated in section 1, or subject to a recall election if a petition signed by ten (10) members is submitted to the Secretary or President, in care of the BoO. Officers subject to disciplinary action are entitled to an impartial hearing before the general membership. Both notifications of the general membership, as well as the officer subject to recall is required at least seven (7) days prior to the vote on the action. Notification must also comply with the requirements of meeting of the BoO.

-          *Section 3 – Use of membership / office for personal financial gain*.

Any member who uses their membership, or office in the club for personal financial gain, is subject to expulsion. Further, the Club, the Wisconsin Hoofers, the Wisconsin Union, and the University of Wisconsin System, retains the right to all financial gains derived from use of the club, its name, or property, and to seek reimbursement under any and all local, state, or federal statutes that apply.

**Article 8 – Amendments, Bylaws, & Protocols**

-          *Section 1 – Proposal*

o   *Subsection 1* – Amendments

Amendments to this constitution may be proposed to the general Club membership by any Club member.

o   *Subsection 2 – Bylaws*

New bylaws or revisions of standing bylaws may be proposed to the BoO by any Club member

o   *Subsection 3 – Protocols*

New protocols or revisions of standing protocols must be proposed to the BoO by the Club Divemaster.

o   *Subsection 4 – Submission*

Proposals must be made in writing, and must be submitted to the Secretary or President, in care of the BoO.

-          *Section 2 - Adoption*

o   *Subsection 1- Amendments*

The proposed amendment shall become effective when it has been approved by general membership, the Hoofer Council, and The Wisconsin Union Council.

o   *Subsection 2 - Bylaws*

The proposed Bylaw shall become effective when it has been approved by BoO, and the Hoofer Council.

o   *Subsection 3 - Protocols*

The proposed protocol shall become effective when it has been approved by BoO. The BoO may not amend the proposal; it may only vote yea, or nay.

**Article 9 – Bylaws**

The Bylaws shall be enumerated in the document “BYLAWS OF THE WISCONSIN HOOFERS SCUBA CLUB”. This document shall be maintained by the club. An up to date version shall be on file with the outdoor programs office (“ODP”). The version on file shall be the only version in force.

**Article 10 – Dive Protocols**

The Club shall use as the basis of its dive protocols those standards, procedures & protocols defined, and maintained by PADI. All matters not specifically dealt with by the club dive protocols shall be governed by PADI standards & protocols. In such matters where the club protocol speaks to a point, it shall be decisive if and only if it is more stringent than that set forth by PADI.

The Dive Protocols shall be enumerated in the document “DIVING PROTOCOLS FOR THE HOOFER SCUBA CLUB”. This document shall be maintained by the Club. An up to date version shall on file with the ODP. The version on file shall be the only version in force.

**Article 11 – Code of Conduct**

The Code of Conduct shall be enumerated in the document “HOOFER SCUBA CLUB CODE OF CONDUCT”. This document shall be maintained by the Club. An up to date version shall be on file with the ODP. The version on file shall be the only version in force.

**Article 12 – Definition of terms**

A list of specific and technical definitions, used in this or any other Club document shall be enumerated in the document “HOOFER SCUBA CLUB DEFINED TERMS”. This document shall be maintained by the Club. An up to date version shall be on file with the ODP. The version on file shall be the only version in force.

* 1. **Bylaws of the Wisconsin Hoofers SCUBA Club** (Last updated: 2/7/17)

**Article 1 – Voting**

*Section 1 – Quorum*

1. Quorum for any BoO meeting with an agenda item that requires a vote shall be the number of officers needed to have at least five (5) full votes.
2. Quorum for any BoO meeting with an agenda item that requires a vote shall be sixty percent (60%) of the officers.
3. Quorum for appeals of suspension of privileges or expulsions shall be two thirds (2/3) of all BoO members and the Club President.

*Section 2 – Majority Rule*

1. The majority needed to overturn a decision of the Club Divemaster; to suspend a member’s privileges; to expel a member, requires a true majority (greater than 50%) of all BoO members.

*Section 3 – Format*

Meetings of BoO may be conducted in person, by correspondence, or through electronic media.  Electronic media includes, but is not limited to: E-Mail, Telephone, and Instant Messenger Chat.

**Article 2 – Board of Officers (BoO)**

*Section 1 - Requirements for eligibility:*

1. No member may hold more than three (3) voting Club offices concurrently.
2. Additionally, to hold the position of Club Divemaster a member must possess a rating of PADI Divemaster, its equivalent, or better.  At such times when no member is capable or willing to hold the office of Club Divemaster, the duties of the office will be exercised by the BoO.

*Section 2 – Privileges:*

In exchange for the time and effort needed to serve on BoO, the following privileges are extended to its members.

1. Exemption from Club membership dues and fees
2. Rental of Club equipment at no charge, but for their personal use only.
3. Participation in Club Trips and Activities at cost plus reserve.

In recognition of the scale of commitment and dedication required of the Club President, and Club Vice-President for Education, upon completion of their terms, they will each be given membership in the Club for life with no dues.  In addition, any club member who has completed four non-concurrent terms as a member of the BoO will be given membership in the Club for life with no dues.  This membership does not include fees or dues required by Hoofer Council or the Wisconsin Union.

*Section 3 – Elections*

The members of BoO shall be elected by the general membership.  Nominations will be taken up to the time of the vote if the vote is to be held in person. If the vote is to be held online, nominations will be taken only during a set time frame proceeding the vote as decided on by the BoO,

*Section 4 – Vacancies*

If an office is vacant, the Club President may appoint an eligible member to the office.  This appointment must be confirmed by the remaining members of BoO at the next official BoO meeting.  If more than twenty five percent (25%) of the voting offices are vacant, new elections must be held to fill the vacancies.  In such cases, the member elected to the vacancies will serve until the end of term of the currently sitting BoO.

*Section 5 – Term of Office*

The term of office shall last for one year, and will commence on a date as voted on yearly by the BoO.

*Section 6 - Authorization of Expenditures*

Authorization to commit the club to the expenditure of funds is limited to members of the BoO.

Further, any such commitment may only be made for the express purpose of fulfilling the club’s goals and purposes.

All other authorizations are void and any remaining liability is the responsibility of the individual who attempted to issue an authorization.

*Section 7 – Changes in Positions*

Positions may be added or removed by an act of the BoO.  Such additions/removals will be reflected in the bylaws, and will be the sole type of modification to the bylaws that the BoO may make directly.

**Article 3 – Meetings**

*Section 1 – General Meetings*

A general meeting of the club will be called at least once per term, including summer.  In addition, a general meeting will be called once per year.

*Section 2 – Officer Meetings*

BoO meetings will be held as deemed appropriate by the President, in consultation with the BoO.

*Section 3 – Announcement of Meetings*

All meetings must be announced, in all communication channels generally used by the club, at least six (6) days before the meeting.  Communication channels include, but are not limited to: web pages, newsletters, bulletin boards, personal communication, and flyers.

*Section 4 – Location of Meetings*

All general meetings must be conducted on University property, but BoO meetings may be held at any location known to and open to the general membership.  The location of a meeting must be part of its announcement.

*Section 5 – Rules of Order*

The rules contained in the current edition of Hoofer’s Rules of Order shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with any special rules the Club may adopt.  For all matters not addressed by Hoofer’s Rules of Order, modified Robert's Rules of Order shall be decisive.  Specific meeting procedures will be defined by the president at the beginning of each meeting.

**Article 4 – Club Events**

*Section 1 – Definition*

A club event is defined to be any event pertaining to the mission of the club that is publicized by the club to the general membership or is subsidized by the club, and is attended by one or more members of the BoO.

*Section 2 – Eligibility*

To participate in any Club event a member must have diving privileges appropriate for the skill level required by the activity.  Further, it is the Club Divemaster’s prerogative, and solely hers/his, to determine if a member’s participation in an event poses a significant danger or threat to that member, other Club members, divers not associated with the Club, or Club resources.  If so, the member may be deemed ineligible to participate in the event.

*Section 3 – Guests*

All members of the club are entitled to offer one (1) single day guest membership to a friend or relative each year.  To enjoy this right, the guest must fulfill all the membership requirements of general members and pay the dues, for a single day membership, as set by the BoO.  A guest member may not vote on Club matters, nor can he/she be the guest of more than one (1) member in a single year.

*Section 4 – Nonmembers*

1. Nonmembers of the Club are prohibited from participating in any Club sponsored trip, class, or event.  Further, they are explicitly barred from use or rental of Club owned equipment, such as, but not limited to, SCUBA Regulators and SCUBA Tanks.
2. Vendors, whilst acting in an official capacity, contracted/hired by the Club to provide services or resources needed to realize the goals and/or purposes of the Club are exempt from this prohibition.
3. Exceptions may also be made for events or activities serving solely promotional purposes for the club in accordance with the club goals and with BoO approval.

*Section 5 – Participation*

Members while participating in Club trips, classes, or events must substantively comply with the Club’s dive protocols.

**Article 6 – Amendments, Bylaws, & Protocols**

*Section 1 – Consideration*

A proposed amendment must be formally considered by the club if five club members, in addition to the member making the proposal, signify that, they will vote for the amendment in the affirmative.  Bylaws must have two officers signify that they will vote for it in the affirmative, to be formally considered.  All proposed protocols must be formally considered.

An amendment due formal consideration must be on the agenda of a general meeting within the timeframe specified by the bylaws.  If no general meeting is scheduled within the time specified, a special meeting will be called by the BoO.

A bylaw or protocol due formal consideration must be on the agenda of a BoO meeting within the timeframe specified by the bylaws.  If no BoO meeting is scheduled within the time specified, a special meeting will be called by the BoO.

*Section 2 – Announcement*

Any proposed Amendment, Bylaw, or Protocol, undergoing formal consideration, must be posted in all communication channels generally used by the club for at least six (6) days before the BoO meeting at which it is to be formally considered.  Communication channels include, but are not limited to: web pages, newsletters, bulletin boards, personal communication, and flyers.

1. **Scuba Club BoO Position Descriptions** 
   * 1. ***President***

Responsible for all club business, with the exception of matters of dive safety, if there is a sitting Club Divemaster, and shall preside at all general and BoO meetings. The Club President should be familiar with industry standards and protocol.

Qualifications to be Hoofer Scuba Club President

1. Previous Scuba Executive Board experience is recommended, but not required.
2. Must be a current student at the UW – Madison for full academic year of the term of office.
3. Should have an understanding of how the Scuba Club interacts with Hoofer Council and Outdoor UW.
4. Should be comfortable with leadership positions.
5. Should be comfortable with Scuba Diving, optimally with some advanced certification, but not required.

Hoofer Scuba Club President Responsibilities

1. Attendance at all Council Meetings is mandatory.
2. Attendance at all Scuba Executive Board Meetings is mandatory.
3. Be informed about all Scuba Club events, and be comfortable enough to respond to potential questions that members may have about said events.
4. Positively represent the Scuba Club to all UW-Madison affiliates and all Scuba related vendors, instructors, and clubs.
5. Maintain a good relationship with Outdoor UW, Hoofer Council, and all five other Hoofer’s Clubs.
6. Ensure that a positive and enriching environment is present at all Hoofer Scuba events.
7. Delegate responsibilities amongst the other officers serving on the Scuba Executive Board.
8. Respond to emails concerning club business in a reasonable amount of time and in a respectable manner.
9. Revise/update the President’s Binder with important documents and conversations that may be of need to future Scuba Presidents.
10. Manage potential conflicts amongst Club Executives and Members.
11. Actively seek out new ways to grow the Club and expand the diving opportunities offered by the Hoofer Scuba Club.
12. Attend at least some of the dives throughout the year.
13. Schedule Executive Board Meetings throughout the year, with at least one a month, with more to be added if needed.
14. Schedule Scuba classes in conjunction with the VP of Education early in the term.
15. Schedule local dives in conjunction with the VP of Murky Trips (Local Trips) throughout the year.
16. Ensure that dives are safe, accessible, and exciting.
17. Safety duties may include ensuring the Equipment Manager maintains gear properly and is serviced regularly.
18. Accessibility duties include ensuring transportation is available if necessary and having a range of dives for all certification levels.

In addition to the responsibilities to the Club, the president shall hold the following responsibilities to the Union.

* Uphold to standards laid out in Wisconsin Union Policy PL3-4 and disciplinary procedures laid out in PL3-12
* Required to attend WUD-Hoofer Meetings that happen once to twice per semester
* Mandatory Attendance at the Fall and Spring Leadership Retreats
* Presidents must serve on at least one Union Council committee and are encouraged to serve on Union and/or University committee(s)
* Time Commitment: Each President and the Commodore position requires a major time commitment of at least 20 hours on average per week, which can range with seasonal expectations during the academic
  + Hours fluctuate, with mid-winter having about 10-15 hours per week, with spring and fall being peak times with upwards of 30 hours per week, and summer months maintaining the average of 20 hours per week
* Maintain regular weekly office hours during regular business hours

Hoofer Scuba Club President Benefits

* Free club gear rentals (fees for air still apply).
* Excellent leadership experience.
* Gain extensive knowledge of scuba diving, both from the recreational side and business side.
* In Remuneration
  + 60% of yearly tuition based on previous year (Benefits Policy PL3-14)

Hoofer Scuba Club President Accountability

* The Scuba President is held accountable by the Scuba Club Constitution, Bylaws, Executive Board, Hoofer Council, the Wisconsin Union, Outdoor UW, and the University of Wisconsin – Madison.

Hoofer Scuba Club President Time Commitment

Time commitment varies heavily with the season. The President should expect to dedicate roughly 8 hours a week to the Club. Hours can vary quiet extensively, with some weeks requiring minimal commitment, and others requiring very extensive work. Peak times may require the President to put up to 25 hours a week. The President is expected to dedicate time as required, and they should be willing to put in all hours as necessary to achieve success.

* + 1. ***Vice-President for Education***

Responsible for all areas of the Club’s educational program. Including the scheduling of classes and resources associated with them. In addition, will assume the duties of the President in the President’s absence.

* + 1. ***Vice-President for Local Trips***

Responsible for all areas of the Club’s Trips and Activities program within 500 miles of Madison.

* + 1. ***Vice-President for Remote Trips***

Responsible for all areas of the Club’s Trips and Activities program that are more than 500 miles from Madison.

* + 1. ***Secretary***

Responsible for minutes of all meetings and club correspondences.

* + 1. ***Treasurer***

Responsible for all financial records of the club and the yearly budget with notes.

* + 1. ***Club Divemaster***

Responsible for all areas of dive safety and adherence to a minimum of PADI or equivalent standards. Provides the Club with insight into the professional world of diving. May also assist with instructional classes. Must be a currently PADI or equivalent certified Divemaster.

* + 1. ***Equipment Manager***

Responsible for storage of, maintenance of, and distribution of all Club owned equipment, with the exception of the Club’s boats, and affiliated materials. In addition, he/she is expected to take a complete inventory of all Club owned assets at least once per semester.

* + 1. ***Marketing Chair***

Responsible for the creation and implementation of a unified marketing and publicity strategy for the club in general, and for the marketing and publicizing of specific Club events, classes, and trips- both in paper and online.

* + 1. ***Webmaster***

Responsible for maintaining all aspects of the Hoofer’s Scuba Club website. He/she will keep the website up to date with club activities. The Webmaster has the rights to update the website at his/her discretion, and should do so frequently to ensure accuracy of information.

* + 1.  ***Social Chair***

Responsible for planning all social Club events outside of the realm of diving. Such events may include, but are not limited to, movie viewings, events with speakers, topic discussions, field trips, and culinary events.

1. **Club Election Procedures**-*Election Procedures*The members of the BoO shall be elected by the general membership. If the elections are to be held online, nominations will be taken only during a set time frame proceeding the vote as decided on by the BoO. If the elections are to take place in person, nominations will be taken up to the time of the vote. Nominees must meet position requirements, when applicable, in order to be eligible to be voted in.   
     
   -*Vacancy Procedures*If an office is vacant, the Club President may appoint an eligible member to the office.  This appointment must be confirmed by the remaining members of BoO at the next official BoO meeting.  If more than twenty five percent (25%) of the voting offices are vacant, new elections must be held to fill the vacancies.  In such cases, the member elected to the vacancies will serve until the end of term of the currently sitting BoO.  
     
   The Club President may not appoint the next Club President under any circumstances. This position is always elected by the general membership.
2. **Hoofer Scuba Club Voting Procedures**

*Section 1 – Quorum (of the Constitution)*

The Club shall be considered an organization of open membership; therefore, quorum shall  
be generally considered the attendance of any meeting with the following exceptions.

1)      Meetings of the BoO, where quorum is defined by the bylaws.

2)      Quorum for general meetings at which an agenda item is an addition to, or change of the Club constitution or amendments to the constitution, shall be ten (10) members. Additionally, a majority of all members of BoO must part **of the attendance of the meeting.**

*Section 2 – Majority Rule*

All items of club business shall be decided by majority rule with the following exceptions.

1)      Changes to the Club constitution, bylaws, protocols, or amendments to the constitution shall require a supermajority of two thirds (2/3).

2)      Additions of new bylaws, protocols, or amendments shall require a supermajority majority of two thirds (2/3).

3)      The majority needed to overturn a decision of the Club Divemaster; to suspend a member’s privileges; to expel a member, will be specified in the bylaws.

*Section* 1 – *Quorum (of the Bylaws)*

1) Quorum for any BoO meeting with an agenda item that requires a vote shall be the number of officers needed to have at least five (5) full votes.

2) Quorum for any BoO meeting with an agenda item that requires a vote shall be sixty percent (60%) of the officers.

3) Quorum for appeals of suspension of privileges or expulsions shall be two thirds (2/3) of all BoO members and the Club President.

*Section 2 – Majority Rule*

1) The majority needed to overturn a decision of the Club Divemaster; to suspend a member’s privileges; to expel a member, requires a true majority (greater than 50%) of all BoO members.

*Section 3 – Format*

Meetings of BoO may be conducted in person, by correspondence, or through electronic media. Electronic media includes, but is not limited to: E-Mail, Telephone, and Instant Messenger Chat.

1. **Meeting Minutes**

*Recording of Meeting Minutes*

The secretary of the Hoofer Scuba Club is responsible for the recording of accurate and detailed meeting minutes. All official Club decisions will be noted as such and included in the meeting minutes. These may be taken by hand (on paper) or be written on a computer. Meeting minutes taken by hand must be transcribed into a digital copy afterwards.

*Sharing and Storage of Meeting Minutes*

Meeting minutes will be sent out to the entire BoO within 3 days. These will be stored on the Club website and will be accessible to all Club members.

1. **Club Leader Training**

*Certification Training*

The only Club leader position on the BoO that requires official training and certification is the Divemaster. The Divemaster is required to fully complete a Divemaster certification program and pass all of their required examinations and practicals through PADI or an equivalent organization.

 *BoO Club Leader Training*

Members of the BoO, upon their election, are trained by their predecessor in the duties that come with their respective position. The BoO will, to the best of their ability, arrange elections and turn over dates so that there is a period of overlap for which the new BoO member can shadow their predecessor. Many new BoO members have previous experience relevant to their position to guide them through the transition. In addition, the president can arrange informational sessions, retreats, and additional training as deemed necessary.

*Club President Training*

The Club President must attend any additional formal training sessions that the Hoofer Council deems necessary (eg, retreats). Exceptions may be made in the case of illness or other unforeseen circumstances.

1. **Club Leader Compensation**

*Privileges:*

In exchange for the time and effort needed to serve on BoO, the following privileges are extended to its members.

1)  Exemption from Club membership dues and fees

2)  Rental of Club equipment at no charge, but for their personal use only.

3)  Participation in Club Trips and Activities at cost plus reserve.

In recognition of the scale of commitment and dedication required of the Club President, and Club Vice-President for Education, upon completion of their terms, they will each be given membership in the Club for life with no dues.  In addition, any club member who has completed four non-concurrent terms as a member of the BoO will be given membership in the Club for life with no dues.  This membership does not include fees or dues required by Hoofer Council or the Wisconsin Union.

The Club President also receives additional compensation as outlined in the President’s position description.

1. **Dismissal/Discipline of Leaders and Members**

– *Recall and expulsion (suspension of privileges etc.)*

*Section 1 – Members*

Members of the club who act in a manner that does not uphold the principles and goals set forth by this constitution, or violates its terms, those of the club bylaws, code of conduct, protocols, or policies, or directly and consciously violates any local, state, or federal law in any matter are subject to disciplinary action by the BoO. Disciplinary action will be taken if such acts jeopardize the name of Hoofers, or the safety of its members. Such action may include, but is not limited to, suspension of some or all privileges, or expulsion from the club. Members subject to disciplinary action are entitled to an impartial hearing before the BoO. Both notifications of the general membership, as well as the member subject to disciplinary action is required at least seven (7) days prior to the vote on the action. Notification must also comply with the requirements of meeting of the BoO.

*Section 2 – Officers*

In addition to expulsion, and suspension, as specified in section 1, an officer is subject to recall. An officer may be recalled for the same reasons as stated in section 1, or subject to a recall election if a petition signed by ten (10) members is submitted to the Secretary or President, in care of the BoO. Officers subject to disciplinary action are entitled to an impartial hearing before the general membership. Both notifications of the general membership, as well as the officer subject to recall is required at least seven (7) days prior to the vote on the action. Notification must also comply with the requirements of meeting of the BoO.

*Section 3 – Use of membership / office for personal financial gain*.

Any member who uses their membership, or office in the club for personal financial gain, is subject to expulsion. Further, the Club, the Wisconsin Hoofers, the Wisconsin Union, and the University of Wisconsin System, retains the right to all financial gains derived from use of the club, its name, or property, and to seek reimbursement under any and all local, state, or federal statutes that apply.

**2. Club Team Governance***Not applicable.*

**3. Club Activity Policies, Practices & Guidelines**

1. **Club activities**
   1. *Types of Club Activities*

Club activities may include, but are not limited to, various types of scuba diving (open water, advanced open water, confined, shipwreck, ice, drift, cave, ocean, quarry, lake, etcetera), social events (movie viewings, speaker presentations, topic discussions, field trips, other non-certification educational, etcetera), trips (local or long distance), certification programs (open water, advanced open water, rescue diver, nitrox, dry suit, first aid, dive master, etcetera), and environmental protection (lake clean ups, environmental awareness, etcetera).

* 1. *Timing of Club Activities*Scuba diving activities may be constricted to certain seasons depend on type of activity and location of activity. Ice dives, for example, are constricted to winter months in Wisconsin. All other types of open water diving, except for long distance trips, tend to occur between the months of April and November, weather dependent. Social events may take place year-round. Certification programs may take place year-round unless the certification requires open water dives which have seasonal restrictions. Environmental protections events may or may not have seasonal restrictions depending on the event. Decisions to restrict an event due to certain seasonal conditions are made to keep Club members safe in consultation with the Club Divemaster.
  2. *Frequency of Club Activities*Frequency of Club activities is also often dependent on season. When seasonal constrictions do not apply, the Club strives to have as many optimally timed events as possible. During the winter months, at least one social/confined dive event is expected per month. During the summer months, that number either remains consistent, depending on conditions, or increases. Both open water and advanced open water certification programs occur once per semester. Other certification programs occur based on instructor availability and club interest.
  3. *Suggesting a Club Activity*Types of Club activities being held is generally decided on by the BoO. All members are welcome to submit and follow up with their ideas for club activities.

1. **Safety Precautions, Rules, and Expectations for Club Activities**
   1. *Precautions, Rules, and Expectations for Non-Diving Activities*All members participating in non-diving activities must…
2. Not violate the club goal of providing a positive environment for social interaction between Club members.
3. Follow Wisconsin Union policy at all times.
4. Not endanger other Club members or themselves at any point in time.
5. Not damage any property or equipment that does not belong to them or leave items that do not belong to them in more disarray than they found them.
6. Have respect for all members and non-members of the Club  
   1. *Precautions, Rules, and Expectations for Diving Activities*

All members participating in diving activities must…

1. Follow the above precautions and rules for non-diving activities.
2. Only dive within the limits of their certification and experience.
3. Follow PADI protocol or equivalent protocol at all times.
4. Remain with a dive buddy at all times under water and on the surface of the water.
5. Follow instructions from Dive Leaders, Rescue Divers, Dive Masters, Instructors, and boat captains (highest certification level takes priority).
6. Report all hazards, injuries, and concerns to the above individuals (outlined in number 5).
7. Remove themselves from diving situations which they deem outside of their experience level or diving situations where conditions have become dangerous.
8. Report any violations by another Club member that endangers that club member or any other club member.
9. Respect all aquatic environments and environmental protections.
10. Remove nothing from dive sites except for items brought with them or trash previously left behind.
11. Return to the surface with at least 500 PSI left in their tank
12. Not push other Club members to dive outside of their certification limits, experience limits, or comfort zone.
13. Enter the water for a dive with a BAC above 0.00 or under the influence of any drugs not medically prescribed and approved for the diving activity.
14. Not provoke, unnecessarily disturb, harass, or display cruelty to any marine life, unless a specific exception has been made (such as for spear hunting an invasive species, i.e. lionfish).
15. **Member Training and Diving Privileges**
    1. *Requirements for Diving Privileges and Ratings*Diving Privileges are required to participate in club trips, or rent club equipment. Any Club member possessing SCUBA diving certification may hold diving privileges, further, all Club members will be granted full privileges, commensurate with their level of certification, upon presentation of diving certification to a member of the BoO. Proof of certification can be provided with a certification card and certification number.
    2. *Limitations of Diving Privileges*Diving Privileges are confined by the level of certification that the Club member has achieved. Though SCUBA certifications cannot be revoked by the club, the BoO can decide to revoke a member’s diving privileges based on violations of the safety precautions, rules, and regulations specified above.

**4. Club Field Leader Policies, Practices & Guidelines**

1. **Types of Club Field Leaders**There are two main types of Club field leaders – those that can lead Club dives and those that can lead Club non-dive activities.
2. **Eligibility for Club Field Leaders**

Any club member may lead a non-diving event with the approval of the BoO. Diving events must have leaders who are minimally Rescue Diver certified by PADI or an equivalent certification program. Dive leaders may only lead dives within their certification level that they have experience participating in. Dive Masters and Instructors are always preferred and sought out as dive leaders.

1. **Club Field Leadership Role and Limitations**

Club leaders of non-diving events may lead such events as long as the event is approved by the BoO. These leaders may not plan Club events on their own without BoO approval and approval of the social chair. Dive leaders also may not plan Club dives without BoO approval and approval of either the VP of Local or Remote Trips. Dive leaders may only lead dives within their certification and experience level. All non-fully certified divers can only be led by a Dive Master or Instructor within the limits of the Dive Master or Instructor’s certification.

1. **Club Field Leader Compensation**

Club leaders are currently considered to be serving on a volunteer basis. The BoO may approve leaders to be compensated on occasion, but this is not a common occurrence. Type of compensation is also determined by the BoO as the situation warrants.

1. **Club Field Leadership Training**

Appropriate Scuba certification classes are considered to be training for dive leaders. These certification classes are not required to have been overseen by the club. Certification courses of Rescue Diver or above as provided by PADI or equivalent organizations are considered dive leadership training. Certification cards and numbers serve as proof of completion of training.

Club field Leaders should attempt to dive a site a couple of times before leading a dive at that site, if possible. Additional training for certain dive sites may be provided in

Non-dive activity leaders are overseen by the BoO member whose position description corresponds with the type of activity being led.

1. **Club Field Leadership Appointment**

Current Dive Masters and Instructors are immediately eligible to dive leaders, unless the BoO determines them ineligible. Rescue Divers interested in becoming dive leaders must apply to the BoO in order to be considered. Their applications should include their Rescue Diver certification card and a dive log representing proper experience for dives that they wish to lead.

1. **Club Field Leader Expectations**

Club field leaders are expected follow all safety precautions, rules, and expectations as stated above in the club activities section. They are expected to prioritize safety and they are expected to project a positive image of the club on all club members and all non-club members.

1. **Club Field Leader Evaluation**

All Club field leaders are constantly open to being scrutinized by BoO members, especially the Club Divemaster, should their actions warrant scrutiny. General members may also bring concerns about a field leader to the BoO and are encouraged to do so. Potential concerns a field leader may be evaluated on include, but are not limited to, safety, responsibility, intrapersonal conduct, and handling of conflict.

Should a field leader be found lacking, warnings and additional training may be assigned for minor offences, but purposeful offences that damage the club or its reputation, or offences that pose a safety risk are grounds for removal from field leadership positions.

**5. Club Instructional Policies, Practices & Guidelines**

1. **Instructional Activities**The Club offers a variety of certification courses in different areas of SCUBA. These include, but are not limited to, open water, advanced open water, rescue, dive master, ice diving, dry suit, first aid/CPR, and nitrox courses. These courses are provided through the external dive shop Diversions Scuba (located at5504 University Ave, Madison, WI 53705).
2. **Instructors**

The instructors for the Club certification courses are currently licensed PADI instructors provided by Diversions Scuba. They have the ability to teach divers skills, supervise them underwater, administer various examinations to them, and lead them on dives underwater. The limits of their abilities are defined by PADI (or equivalent) standards and protocol. Certified Dive Masters, either from the Club or provided by the Club may assist in instructional activities to the limits of their certifications. The Club VP of Education also oversees instructional activities.

Diversions Scuba is compensated monetarily by the Club for both the time of their instructors for the course and the use of some of their gear.

The standards and expectations to which instructors from Diversions Scuba are held are those defined by PADI standards or better. Many of these are informally reflected in the safety precautions, rules, and expectations outlined in the Club activities portion of this document.

Should there be a problem, the Club Divemaster, VP of Education, or student can bring concerns to the BoO. Minor issues will result in the president addressing the instructor and/or the owner of Diversions Scuba. Greater offences may require reporting to the organization that issued the instructor certification or the police.

**6. Club Equipment Policies, Practices & Guidelines**

1. **Purchasing and Donation of Club Equipment**   
   For the most part, any equipment that is categorized as life-support (such as tanks and regulators) are purchased. An exception may be made if the equipment being donated has been routinely inspected, is up to industry standards, and has paperwork to provide proof of inspection and current state. The BoO may elect to send donated equipment to be inspected to ensure safety. Donated items considered life-support, even with the proper paperwork, are tested in a confined water setting for function by either the Equipment Manager or the Divemaster.

Equipment categorized as non-life-support (such as fins, masks, snorkels, weight, wet suits, booties) are always accepted by donation as long as they are functional and in good working condition. A visual inspection is given to all equipment on acquisition. It is suggested that these items are also tested by the Equipment Manager of Divemaster to ensure good working condition if uncertain before using them in an open water setting.

1. **Club Inspection of Equipment**Both donated and pre-owned equipment are inspected depending on the type of equipment. Non-life-support gear is visually inspected yearly for wear and tear damage. Any such gear that is found to be non-function is retired or repaired. Gear may also be identified as needing repair after use in a confined or open water setting. This gear is also set aside to be retired or repaired.  
     
   Life-support equipment is routinely inspected according to industry standards. Intervals of such inspections are also set by industry standards. Scuba tanks and regulators are sent to under professional hydrostatic tests on a regular schedule. This equipment is also visually inspected yearly. If a problem arises with such equipment while in use the equipment is immediately swapped out before continuing the dive and equipment in question is set aside for either retirement or repair.
2. **Equipment Turnover and Retire**

Inexpensive equipment that is considered non-life-support can be retired when the Equipment Manager deems that is no longer optimally functional. This piece of gear can then be replaced. More expensive, life-support categorized equipment is sent out to professionals for repair. This gear is retired when professionals recommend that it be retired, or when it becomes more profitable to replace the gear rather than repair it. The Equipment Manager and Club President make decisions on replacing or repairing gear in these situations.

1. **Instructional Equipment**

The Club does not have any inventoried equipment that is used just for instructional purposes. Some equipment provided by Diversions Scuba during certification courses may be used only for their instructional purposes.

**For Reference:**

-WRSTC Standards

-2017 PADI Instructor Manual

