

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

(As revised and updated through the Special Business Meeting held January 22, 2014. This update addressed the Neptune Award, discontinuance of the Deep Sea Digest Newsletter, defining officer terms, voting, TGCC Member of the Year Award and a better defining of Club Representative Duties and Responsibilities. Improvements in communications devices, the increase in mobility of our officers and the changes in today's business atmosphere requiring faster and faster responses - has been addresses by increasing alternatives allowed to our officers on how issues can be discussed and decisions made.)

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. An event is sanctioned by the appropriate TGCC Club Representative submitting in writing a description of the event and the Neptune points applicable to that event. The Council votes on the proposal. If the event is sanctioned by the TGCC, the requesting TGCC Club Representative is also responsible for reporting the events results and Neptune points earned to the TGCC 1st Vice President, who monitors this activity. 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. Those events are also part of the Neptune award program.

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. Prior to January 1, 2013 the "Deep Sea Digest" was the official club publication. It was published as required, normally quarterly. Effective January 1, 2013 the "Deep Sea Digest" is discontinued and information disseminated thru the TGCC Web-Site, TGCC Club Representatives and/or individual member club newsletters.

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.

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, web based, by phone or by e-mail. For meetings that are in person, by teleconference or web based the Council shall notify the TGCC officers and Club Representatives in advance as specified in the TGCC Constitution. For phone and e-mail based meetings notification will be by those methods at the time of the meeting.

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.

E-mail – Voting on the single issue type of meeting this would warrant shall be by an e-mail from each club representative voting "For", "Against", or "As Amended". The opinions and recommendations of the club's officers shall also be recorded. The Chairperson of that meeting will tabulate the result and report them by e-mail to all the club's officers and Club Representatives. The chair of the e-mail meeting is responsible for recording the minutes of the e-mail meeting and a copy of the individual votes will be included with those minutes. The minutes should be voted upon at the next General Meeting.

Telephonic Meeting - Phone contact by the TGCC President with each member of the Executive Committee and Board. This method would be utilized for voting on a limited number of time sensitive issues. The President would record the votes and be able to take whatever action was necessary to carry forth the wishes of the Council. The results of such a meeting, once known to the President, would be e-mailed to all the TGCC Board Members. The President is also responsible for recording the minutes of this type meeting. The minutes should be voted upon at the next General Meeting.

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 (Position and requirements discontinued effective January 1, 2013):

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 (Deep Sea Digest discontinued effective January 1, 2013) 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. Elections are held the November meeting prior to the year beginning their term. For example - the election for the 2009-2010 officers is held at the November 2008 TGCC General Meeting. Terms from there run for 2011-2012, 2013-2014, 2015-2016, 2017-2018, etc.

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. COMMITTEE CHAIRPERSON TERMS

Chairpersons are appointed by the President and Board each year. This is also done at the November TGCC General Meeting prior to the start of the year that they serve. These are volunteer positions and have no term limits. Presently there are chairpersons (webmaster) for (1) the TGCC Web site, (2) Trashfest and (3) the TGCC

Donations and College Scholarship positions. The number of chaired positions may vary based upon the needs of the club.

ARTICLE XVII. 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 XVIII. 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 1 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 2 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. (See Attachment 4 to the TGCC By-Laws)

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
- Attachment 4 – TGCC Member-of-the-Year Information
- Attachment 5 – TGCC Duties and Responsibilities of Dive Club Representatives

Approved and ratified on January 22, 2014 by:

TGCC 2014 Officers:

Todd Hasken President

Randy Widaman First Vice President

George Clark Second Vice President

 Treasurer

TGCC 2014 Full Member Representatives:

Mark Leiserowitz - City of Houston Underwater Mariners

Randy Widaman – Bay Area Divers

Frank Burek – H. Underwater Photographic Society

Mark Leiserowitz

Tom Burns – Lunar fins

_____ Secretary
Frank Burek