

# THE BYLAWS

Jacksonville Reef Research Team, Inc.

A Florida Not For Profit Corporation

Bylaw and Amendment Updates:

February 10, 2008: These bylaws of Jacksonville Reef Research Team, Corporation shall replace, supersede any and all historical bylaws and their amendments, formally or implied for this corporation from the approval date.

# Jacksonville Reef Research Team, Inc. By-Laws

Corporate Contact Information: Jacksonville Reef Research Team, Inc.

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## **Position Statement**

The Jacksonville Reef Research Team, Inc. (JRRT) is a non-profit organization consisting of a group of specially trained volunteer research divers. The primary objective of the Jacksonville Reef Research Team is to observe, collect, document scientific data for use in further enhancing our marine habitats. The Jacksonville Reef Research Team envisions this effort as a long-range community project spanning many years and involving hundreds of volunteers.

JRRT's second objective is to explain the rich and diverse offshore environment to the local communities through scientific reports, public forums and the media. The JRRT will report observations and archive our recorded data for public access by academia, governmental agencies and others. Our contribution to these groups will further contribute to the understanding of both natural and artificial reef structures in the marine habitat.

Our community outreach and educational opportunities will additionally increase awareness of local marine environment, the use of the benthic structures, and the impact of these artificial structures for resource users. Our goal in the community is an increase awareness of the benthic structures and the organisms of those habitats. By example, we will demonstrate good conservation practices on the reefs.

## **Corporate Name**

Jacksonville Reef Research Team, Inc. (A Florida Not For Profit Corporation).

### **Article I. Corporate Purpose and Objectives**

Section 1: Collect scientifically valid data on artificial and natural reefs for use in further enhancing the understanding of the marine ecosystem.

Section 2: Provide assistance and develop workable relationships to the public and scientific communities of Florida by providing scientific data concerning reef enhancement productivity, to locate and evaluate sites for future artificial reef placement locations.

Section 3: Create opportunities for divers to utilize skills and experiences for the benefit of public interest.

Section 4: Educate the public about the value of fish enhancement devices in the marine environment and develop a workable relationship with the scientific community in obtaining information concerning the Fish Enhancement Program.

Section 5: Incorporate the corporation to contract in its own name, protect its members, officers and directors from personal liability and provide an organizational format that will allow corporation to pursue the Purposes and Objectives as set forth in these Bylaws.

### **Article II. Membership**

Section 1: Defined as person who

- A. Is a scuba diver (diver) or non-diver, subject to provisions set forth in these Bylaws, over the age of 18 years who will abide by the Bylaws of the JRRT organization and who expresses the desire and willingness to be dedicated to the purpose herein stated.
- B. Has completed the Artificial Reef Research Diver Training program.
- C. If a diver, shall be certified by an internationally recognized agency with a minimum certification of Advanced Diver.
- D. Meeting the provision outlined with Article III section 1 A, B, C, is therefore considered a member for life, though that member's status may change.

Section 2: Member Status

A. Active Member

1. Shall attended at least 5 of combined JRRT events in the prior 12 months, such as; meeting, planned dive event, community event, approved individual project, training event, which shall support the JRRT's mission.
2. Shall register with the Secretary in the current year, registration will include contact and other such information deemed appropriate by the Secretary.
3. Shall have meet all requirements set forth in these Bylaws and the Dive Standards Manual.
4. Members are entitled to one vote and all other rights privileges according by these Bylaws.
5. Active Members may hold elected office.
6. Shall have rights and privileges that supper seed any and all others in terms of resources and the allocation of those resources.
7. Not meeting the requirements set forth in Article III, section 2A, parts 1, 2, 3 shall be defined as a non-active member.

B. Return to Active Status

1. Member returns to active status by participating in JRRT activities and meeting Article III section 2A, parts 2, 3 of these bylaws. The Executive Committee or designee may conduct a member status review.
2. Member returning from a long absents, 12 months or more, may require training and skill updates.

- a) Non-diving skills will be evaluated by an Executive Officer or assigned project leader of the department of interest. Retraining will be conducted by that department with the council of the Training Officer.
- b) Divers returning to active status shall meet all requirements as outlined in Dive Standards Manual. Diver Status is at the discretion of Dive Control Board, Article IV.

Section 3: Member In-Training

- A. Member In-training is a diver or non-diver who has not successfully completed the Artificial Reef Research Diver Training Program, ARRD.
- B. Non-Diver Registered for ARRD program may participate in JRRT events based on their level of training after completion of Training Module 1 with and departmental officer or JRRT leader approval.
- C. Diver who is Registered for ARRD program will be allowed to attend Diving events based on their level of training after completion of Module 1 and all meeting the requirements of the Dive Standards Manual. The DCB must approve diver.

Section 4: Mossback Status

Defined as any member who completes 500 documented volunteer service hours with the JRRT, and who is nominated by the Secretary and approved to the Mossback Status by a quorum attending the yearly corporate meeting.

- A. Moss Backs have the rights of active membership as defined by Article III, section 2.
- B. Diving Mossbacks will meet all requirements of the DCB.
- C. Exempt of any membership dues ever.
- D. Moss Backs may be called to act as advisor or mentor.

Section 5: Members approved by the Scubonauts Reef Research Team Membership prior to year 2000, for having 500 documented volunteer hours will be grandfathered under these bylaws to Mossback Status.

Section 6: Documentation of Member Hours

- A. Documentation of hours is the responsibility of the individual member on a signed activity tracking form submitted to Secretary or membership committee on a current year basis.
- B. Other documentation such as signed meeting/event attendance sheets, dive logs, other documents may be considered. The individual member is responsible for properly completing these documents at the time of the event.

**Article III. Corporate Board of Directors**

Section 1: The elected officers of the Corporation shall be the President, Vice-President, Secretary, and Treasurer by a majority of the Active Membership so designate.

Section 2: Meetings

- A. Board of director will meet directly after the yearly corporate meeting and at any time there after as need.
- B. Board may meet within or outside the state of Florida.
- C. The Secretary shall give notice of each special meeting to each Committee Member not less than five (5) days before that meeting unless each Committee Member shall waive notice thereof before, at or after the meeting. These meetings shall be open to any JRRT Member who desires to attend.
- D. Upon demand of a majority of the membership or upon recommendation of the Board of Directors as ratified by a majority of the Active Members present at any meeting an officer may be removed from office. Said officer shall have the right to speak in his/her own behalf.
- E. Officers may attend meeting via telephony
- F. In the event that any officer holds more than one elected office in the corporation, that officer shall have the only one vote regardless of the number of elected offices held.

### Section 3: Executive Committee

The Board of Directors may by resolution, designate two (2) or more of their number to constitute a standing committee, the Executive Committee, who, to the extent provided in such resolution, shall have and may exercise the powers of the Board of Directors.

#### A. The President

1. May be known as Team Coordinator.
2. Shall be the Chief Executive Officer of the corporation, shall have general and active management of the business and affairs of the corporation subject to the directions of the Executive Committee.
3. The President will preside at all meetings of the corporation.
4. Will represent the corporation, on proper occasions and business contracts as spokesperson.
5. Provides leadership to foster growth, generate revenue, and promote a positive image.
6. Administers established policies and procedures in accordance with project objectives.
7. Promotes the interests of each JRRT member concerning team life and activities.
8. Develops and maintains communication network with other Reef Research Teams
9. Assists all other officers of the corporation in the performance of their duties.
10. Votes only when one vote is necessary to break a tie.
11. Performs related duties as are required.
12. An member of the Board of Directors and Executive Committee.
13. In the event that a presiding officer relinquishes his/her, post or fail to perform the duties of his/her office, nominations shall be held at the next regular meeting with election and installation at the following meeting. Nominations from the floor will still be taken on the third meeting.

#### B. The Vice-President

1. May be known as Team Assistant Coordinator.
2. Will perform the duties of the President in his absence.
3. Will act as meeting organizer, duties shall be to facilitate and provide logistics as the President directs.
4. Organizes members for JRRT events, such as socials.
5. Assists in any manner which the President deems necessary.

#### C. The Secretary

1. Will have the duties associated with corporate secretary and archivists.
2. Will have custody of and maintain all of the JRRT records except the financial records.
3. Will develop and maintain cataloging system and reference index for JRRT records and data.
4. Prepares and submits written reports and statistical data as requested.
5. records all the minutes of all meetings of the JRRT and Executive Committee.
6. sends notices of all regular and special meetings, 5 days prior.
7. handles all JRRT correspondence.
8. Will maintain and update membership roster and contact information from member yearly registration.
9. Will handle submitted volunteer hour tracking forms and will nominate those qualified to the status of Moss Back as outlined in Article III, Section 5, at the yearly meeting of the corporation.
10. Will perform such other duties as generally fall to that office.
11. Will retain and archive copies of all JRRT correspondence by any other member.
12. Will assure that a JRRT member shall fill the role of recording secretary for all meetings the Secretary is unable to attend.

13. Will oversee the Archive team leaders and work group activities; such as that of Membership, Media Archivist, Physical Archivist, Photo/Video Archivist, Archive Circulation leader, web and Data Manager and any group or committees partly or wholly under the auspices of this office
14. Will request current backup file copies from all member computerized systems and data bases that pertains to JRRT business or interests to insure an updated copy reside in a second safe location, the JRRT Archives.
15. Will perform such other duties as prescribed by the President or the Executive Committee.
16. Is a member of the Board of Directors and the Executive Committee

D. The Treasurer:

1. Will collect all money due the corporation.
2. Will make all payments from corporate funds when so ordered by the corporation.
3. Shall have custody of all corporate funds and financial records, shall keep full and accurate reports of disbursements and render account thereof at each meeting of membership and whenever else required by the President or Board of Directors or Executive Board.
4. Will be responsible for all corporate financial reporting to include the IRS and other agencies pertaining to the corporation's non-profit and tax status at the end of the fiscal year or when dictated by government agency. Fiscal year end for this Corporation shall be May 31.
5. may oversee and council all committees that are involved with the financing the projects of this organization.
6. Will develop an annual budget to be presented at the beginning of fiscal year for Executive Committee and membership for approval.
7. May create Finance Committee to help with work load.
8. Will present detailed monthly financial statements to the Executive Committee and membership.
9. Performs such other duties as prescribed by President or Board of Directors or By the Executive Committee.
10. Performs such other duties as prescribed by the President or Board of Directors or by the Executive Committee.
11. Member of the Board of Directors and the Executive Committee.

**Article IV.** Executive Committee Members (standing)

Section 1: Shall be a standing committee that consists of the Board of Directors (President, Vice-President, Secretary, and Treasurer), Science Coordinator, Dive Safety Officer, Public Relations Coordinator and Training Coordinator.

Section 2: The outgoing or past President shall be appointed as advisor to the Executive Committee for a term of one year after his/her departure from Office.

Section 3: Should the current residing president retain office, the former or past president may at their choosing, with Executive Committee approval, remain as an advisor until such time as the residing president vacates the office.

Section 4: Shall have no more than nine (9) but no less than five (5) Executive Committee Officers. conducts the general business of the JRRT Corporation.

A. Duties of Executive Committee :

- B. Will properly investigate and present to the JRRT membership all business or important activity situations.
- C. Reviews all material for media publication and distribution.
- D. Approves expenses over \$900.00.

- E. Approve all requests for grants, bids, and contracts.
- F. Makes recommendations upon JRRT member expulsions.

Section 5: Shall have one vote on matters presented requiring an approval. All votes require quorum as defined in Article III section 3 of these bylaws of members be present. The President Shall cast all deciding votes when required.

Section 6: Meetings of the Executive Committee shall be held monthly and prior to the monthly membership meeting and at other times upon the call of the President or by a majority of the Executive Committee Members.

- A. Officer may attend meeting via telephony.
- B. In the event that any officer holds more than one elected office, that officer shall have the only one vote regardless of the number of elected offices held.
- C. The Secretary shall give notice of each special meeting to each Committee Member not less than five (5) days before that meeting unless each Committee Member shall waive notice thereof before, at or after the meeting. These meetings shall be open to any JRRT Member who desires to attend.

Section 7: Vacancies

Executive Committee officer shall be filled by appointment by a majority of the remaining members of the Executive Committee. That the appointee shall fulfill the appointed office until such time as a new member can be elected in accordance with the various Articles of this, the By-laws, at which time the appointee, if different from the new member elected, shall step down and the new elected member shall be installed as a member of the Executive Committee.

Section 8: Members of the Executive Committee

A. Public Relations Coordinator

1. Shall oversee all Public Relations activities for the JRRT.
2. Shall preside over the all public relations committees involved in planning, preparing and organizing people and equipment for all shows, presentations and press releases.
3. Shall organize and schedule Public Relation Events.
4. Shall prepare new marketing material.
5. Reviews all PR material for release to Public, prior to Executive Board approval.
6. Coordinates interviews and Public Speaking engagements.
7. Coordinates fund raising activities for donors and programs.
8. Maintains and updates all PR media materials and equipment.
9. Supervises and directs the recruiting of new candidates for JRRT membership.
10. Oversee the activities of the PR project team leaders and work groups. These projects may include any activity the Public Relations Coordinator deems necessary within the realm of his duties, such as: Team events, public events, newsletter, *JaxSpots Guide*, grant writing, resale and give away inventory, media and production, recruitment.
11. Maintains an updated listing of all available media contacts.
12. Shall report PR activities to Executive Board and members monthly.
13. Coordinates with the Treasurer for the ordering of PR-related supplies.
14. Assures that a JRRT member to fill the role of Public Relations Officer Will be present at any event the Public Relation Officer is unable to attend.
15. Coordinates with Secretary to ensure correspondence involving to donors, thank you and proper tax receipts, are written. Provide copies of all correspondence to the Secretary.

16. Is an Officer of the Executive committee by recommendation of quorum of the Executive Committee and confirmed by membership.

17. Will perform such other duties as may be prescribed by the President, Executive Committee.

#### B. Science Coordinator

1. May be known as Chief Scientist

2. Shall be responsible, though the DCB, to the Executive Committee for all science aspects of the scientific diving program of this organization.

3. Will compile reports of JRRT dives assisted by other JRRT members.

4. Will report monthly on all JRRT project progress to JRRT.

5. Ensures continuity of diving program monitoring plans.

6. Will oversee the activities of the project team leaders: these projects may include any activity the Science Coordinator deems necessary within the realm of his duties: such as dive coordination, methods, fish and/or invertebrate identification, mapping, physical data, photography, videography and data reduction.

7. Will coordinate all dive activities are in accordance to JRRT Standard Methods and as prescribed by grant compliance.

8. Will obtain all necessary permits for scientific diving and current projects, including compliance and renewal of all government permits and licenses for dive operations. Such as collection permits

9. Coordinates with Secretary, the cataloging of electronic data and physical reference collection, to assure collected data is in proper order in the archives.

10. Oversees the introduction of any new data collection devices, the proper calibration and proper use with coordination with professional and academic advisors.

11. Responsible for the, updating methodology, protocols and distribution of the Scientific Methods Manual.

12. Assists Training Coordinator in methods and procedures.

13. Coordinates with professional and academic advisors to ensure acceptable scientific methods are applied consistently.

14. Organizes and presides over the Reef Research Grant Writing Committee.

15. Reviews grants requests, bids, contracts that pertain to science, scientific correspondence, press releases, publications, etc, that pertain to data collection, presents these documents to Executive Board.

16. A member of the Executive Committee and Dive Control Board.

17. Performs duties as outlined in the Dive Standards Manual.

18. Performs such other duties as may be prescribed by the President, and Executive Committee.

#### C. Dive Safety Officer

1. Organizes and presides over the Dive Control Board describe in Article IX of these Bylaws.

2. Shall be responsible, though the DCB, to the Executive Committee for all safety aspects of the scientific diving program of this organization.

3. Ensures active members maintain current documentation and qualifications.

4. Updates and distributes the Dive Standards Manual

5. Oversee that all the plan dive activities comply with Dive Standards Manual.

6. Assure that a JRRT member to fill the role of Dive Safety Officer will be present on any dive and all boats the Dive Safety Officer is unable to attend.

7. Performs other such duties as required by the Diver Safety Manual.

8. Coordinates with the Treasurer for the ordering of dive-related supplies.

9. Performs such other duties as may be prescribed by the President, Executive Committee.

#### D. Training Coordinator

1. Is responsible, through the DCB, to the Executive Committee for all JRRT Training of the scientific diving program of this organization.
2. Organizes and schedules research diver training classes and continued education of JRRT.
3. Maintains training records and shall archive this information with Secretary.
4. Responsible for Training Class Finances.
5. Responsible for updating training materials in accordance with method manual with assistance from Science Coordinator.
6. Oversees the activities of the training project leaders: these projects may include any activity the Training Coordinator deems necessary and within the realm of appointed duties: such as, the activities of the training leaders, instructors, training safety and continue education.
7. Coordinates with the Treasurer for the ordering of training-related supplies.
8. Performs other such duties as required by the Dive Standards Manual.
9. A member of the Executive Committee and Dive Control Board.
10. Performs such other duties as may be prescribed by the President, Executive Committee.

#### **Article VI. Dive Control Board**

Section 1: Membership will consist of five voting members including the Diving Safety Coordinator (DSC), the Science Coordinator, Training Coordinator and Two individuals chosen from active membership. Those chosen to serve from membership shall be selected by the DCB approved by the Executive Committee. One member chosen shall be recording secretary for all DCB meetings.

Section 2: Has autonomous and absolute authority over the scientific and safety diving program operation of said program. The administration of the scientific diving program will reside with Science Coordinator.

Section 3: Duties as described in the Dive Standards Manual.

#### **Article VII. Finances and Committees**

Section 1: Expense Approval

The President must approve all money matters over \$500.00. The Executive Committee must approve all money matters over \$900.00. All checks are to be signed by the corporation's Treasurer or by the President. The Executive Committee is encouraged to submit expenditures over \$900.00 for the approval of the Membership present at any given meeting.

Section 2: Committees

A. Expenditures associated with Jacksonville Reef Research Team Monitoring and Placement Grants must first meet the approval of the Reef Research Grant Committee in charge of grant compliance. The President will submit the proposed expenditure to the Monitoring Grant committee then Executive Committee for review. The Reef Research Grant Committee must respond to prudent suggestions by the Executive Committee.

B. Other Committees shall be formed and dissolved by the Executive Board as needed to accomplish the mission of the corporation.

C. Any committee in charge with financial responsibility will have first say in expenditures to meet the compliance with funder and/or project objectives. These committees must respond to prudent suggestions by the Treasurer and Executive Committee.

#### **Article VIII. Officer Elections**

The elected officers of the JRRT Corporation shall be the President, Vice-President, Secretary, and Treasurer.

Section 1: Nominations

- A. Nomination will be taken the month prior to elections.
- B. The nominees shall be voted upon and elected at the annual meeting in March of each year.

Section 2: Voting

- A. Occurs during the annual meeting for the election of officers.
- B. By members that must be physically present at the yearly meeting and shall vote by secret ballot.
- C. Active Member shall have the right and be entitled to vote at any meeting of the corporation, in which a quorum is present, upon each proposal presented at the meeting, to one vote.

Section 3: Installation of Officers

- A. Shall occur in May of the same year, and hold this office for one year or until their successors are elected and qualified.
- B. Officers shall serve without pay.

Section 4: Quorums as described in Corporation Meetings Article VII of these bylaws. A quorum of active members present at any meeting shall represent a majority for the voting on proposals and officers.

**Article IX. Corporation Meetings**

Section 1: Regular Meetings

- A. The corporation shall be held by the third Wednesday of each month at 6:30 P. M. The President or Board of Directors may call a special meeting at any time by mailing a notice to all JRRT Members at least five (5) days in advance.
- B. At least ten, (10) Active Members, in good standing shall constitute a quorum for the transaction of JRRT business.

Section 2: Member Voice

- A. Active Members are encouraged to present any grievance or concern to the Executive committee or during the “New Business” portion of any general meeting.
- B. Two-thirds of the Active Members present at any meeting, so long as a quorum is present, can over-ride the Executive Committee upon motion duly made and seconded by such JRRT Members.

Section 3: Annual Meeting:

- A. The annual meeting of this corporation shall be held on the third Wednesday of May each year thereafter, unless and until these By-Laws be amended as provided for herein.
- B. The annual meeting shall include the election of officers and other yearly business.

**Article X. Order of Business**

Section 1: Roberts Rules of Order shall govern the parliamentary proceedings of this corporation, unless otherwise provided in the By-Laws.

Section 2: The order of business shall be:

- A. Speaker (optional).
- B. Reading, approval or revisions of the previous meeting minutes.
- C. Treasury report.
- D. Executive Board Members and committee reports.
- E. Old business.
- F. New business.
- G. Dive Reports (optional).

## **Article XI. Membership Dues and Fees**

### Section 1: Membership Dues

A. The Jacksonville Reef Research Team does not require membership dues at this time.

### Section 2: Fees

A. Required of JRRT divers when necessary to complete the JRRT purpose and mission.

B. Executive Committee may ask of all members regardless of status to help fund dives, equipment, and other materials as needed by the JRRT to meet the mission of the corporation thru donations, in-kind service or assessment.

### Section 3: Members in Training

A. Will pay a fee for materials and open water training.

B. Fees will be set by the Training Coordinator, with guidance of the DCB.

Section 4: Guest Divers shall pay a fee for diving with the JRRT to be set by the DCB.

## **Article XII. Code of Conduct**

Section 1: Members shall act with reasonable decorum at all meetings, events and functions of this corporation. This shall hold true when representing the corporation while under banner, such as flag or uniform.

Section 2: Charges of Conduct Code violation must be submitted in writing and the member given a hearing before the Executive Committee, which in turn will report its findings to the JRRT with its recommendation that the charges be considered as proven and the member expelled, or the charges be considered not proven and the accused remain a member of the JRRT.

### Section 3: Code of Conduct Violation Discipline

#### A. Member:

1. Upon a complaint of conduct on the part of any member or their guest, which might reflect unfavorably on the organization as a whole, said member may be expelled by a quorum present at any meeting. Any member so expelled shall immediately surrender his/her vote in this corporation and any corporate property in his /her possession to a corporate officer.

2. Surrendering his/hers vote in this corporation and thus membership, shall be then be ineligible to participate in any JRRT activity.

#### B. Officers:

1. Any officer missing consecutive meetings, without prior notice, will be notified to attend the next meeting. Officer's position will be reviewed by the Executive Committee to consider its status.

2. Upon demand of a quorum of Active Membership or upon recommendation of the Executive Committee as ratified by a quorum of the Active Members present at any meeting an officer may be removed from office. Said officer must have the right to speak in their own behalf.

#### C. Infraction of Dive Safety Standards:

1. Infractions of the Dive Safety Standards shall be Code of Conduct Violations.

2. Any member who commits an infraction of any diving rule as set forth by the Dive Safety Control Board or willfully acting dangerously or causing harm to another person, or themselves, while diving, shall be subject to dismissal from the JRRT.

3. Any officer may suspend the dive privileges of a member for any such infraction or unsafe practice, said suspension being effective immediately upon notification to the offending member.

4. The offending member, on the instant of notification, shall be suspended from all activities of the Jacksonville Reef Research Team, Inc., or any subsidiary, until the monthly Dive Control Board convenes to following such a suspension, at which time the offending member shall have the right to be heard in his/her own behalf.

5. Member after review and council of the Dive Control Board, The Executive Committee shall make a determination of the member's status, including suspension or dismissal from the JRRT diving program.

### **Article XIII. Official Statements**

Official statements on questions of public policy shall be issued only with the approval of the Executive Board. The Executive Board must formally approve any statement purporting to represent the viewpoint of the Jacksonville Reef Research Team, Inc.

### **Article XIV. By-Law Amendments**

These By-laws may be amended by the Executive Committee, subject to approval by a majority of the Active JRRT Members present, so long as they constitute a quorum, at the next monthly meeting.

### **Article XV. Dissolution**

In the event of dissolution, all assets will be distributed to another tax-exempt organization. This organization will qualify as an exempt organization under the Section 501(C3) of the Internal Revenue code of 1954 (or the corresponding provision of any future United States Revenue Law) as the Executive Board shall determine.

### **Article XVI. Certification, Inspection and Agreement of Bylaws**

JRRT Membership shall execute a statement that he/she has read and agreed to the Bylaws and will be bound by them. The original or a copy of the Bylaws certified to be a true copy by a person purporting to be the Secretary of the corporation is evidence of the adoption of such Bylaws and the matters stated in them.

The corporation shall keep the original or a copy of its Bylaws, as amended to date, which shall be open to inspection by the members' at all reasonable times.

**CERTIFICATION, INSPECTION AND AGREEMENT OF BYLAWS**

The Bylaws of said corporation as duly adopted at a meeting of the Board of Directors thereof held on February 10, 2008.

Dated: \_\_\_\_\_

\_\_\_\_\_, SECRETARY

**Member Agreement:**

I hereby certify that as a voting member and membership;

I, \_\_\_\_\_, of the Jacksonville Reef Research Team, Inc. a not for profit Florida corporation have read and fully understand theses by-laws.

Further, I, \_\_\_\_\_, agree to abide by the By-Laws as set out and stated in this document ratified by the Board of Directors and a quorum of voting membership of the Jacksonville Reef Research Team, Inc.

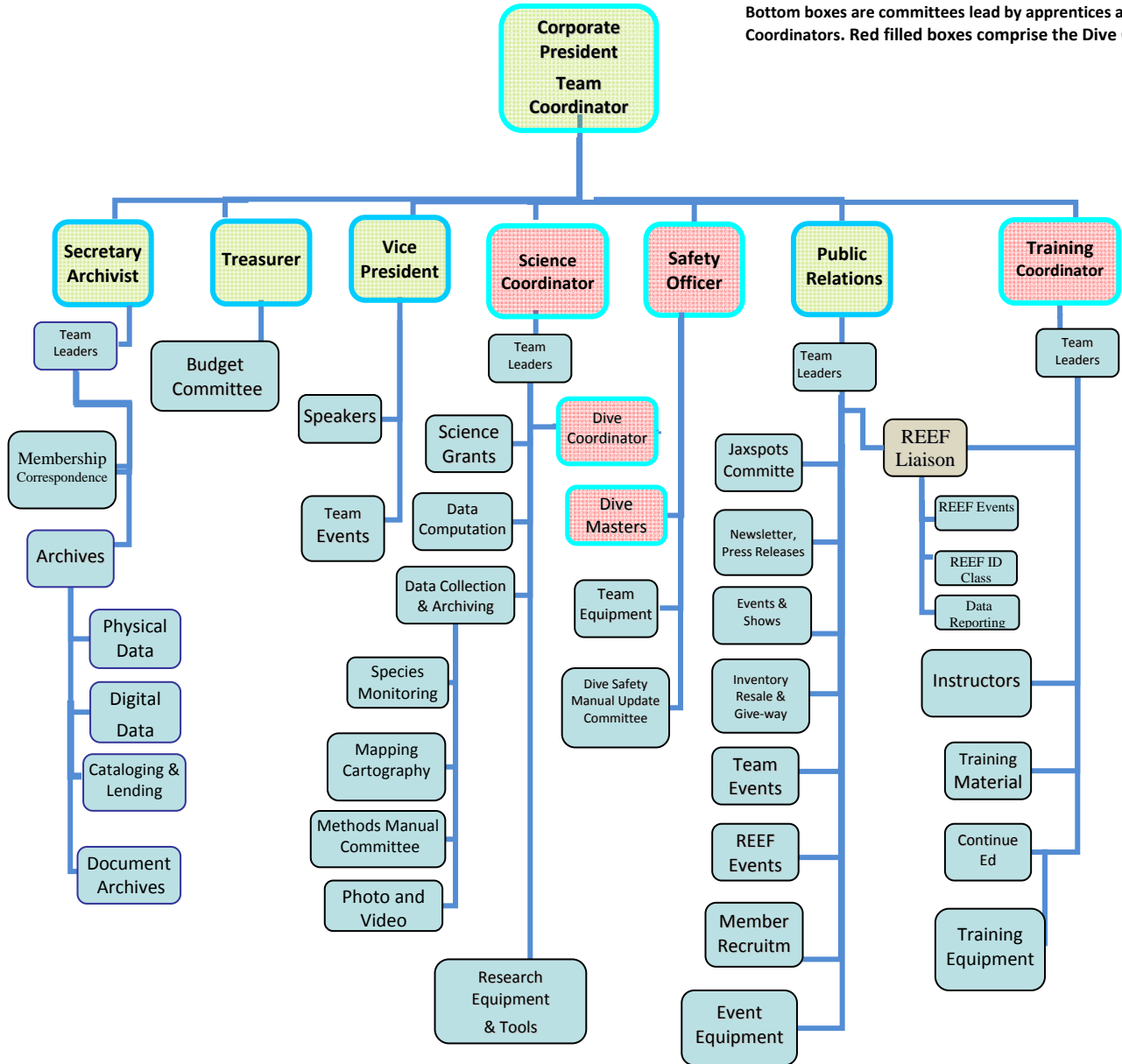
Member Signature:

Date:

DETACH THIS PAGE AND RETURN TO SECRETARY

**JACKSONVILLE REEF RESEARCH TEAM, Inc.,  
ORGANIZATIONAL CHART**

NOTE: This is a *dynamic* document that understands this is a volunteer organization. Further, it is understood that many departmental functions and responsibilities overlap with the responsibilities and functions of other Departments. The organizational chart allows with flexibility for both expansion and retardation of growth of the organization. Executive Committee positions (green boxes) and their departments are filled by member volunteers considered apprentices. Officers are relieved by these apprenticeship members, with general membership approval. Bottom boxes are committees lead by apprentices and overseen by Coordinators. Red filled boxes comprise the Dive Control Board.



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