

WCSDO Local Chapter

The WCSDO chapters are geographically based. They are a branch of the WCSDO mission, vision and values. They are a group of people who are enthusiastic about our mission, and willing to represent the love and hope of Jesus.

The purpose of a local chapter is the following:

- Fellowship with our fellow divers, snorkelers, swimmers and others
- Serving and visiting people in need
- Discipleship by mentoring and growing with each other
- Evangelism through the Gospel message from the Book of the Holly Bible to people who ask for it and are in need.

Being involved in a local chapter brings a local support structure and helps bring out the God given gifts that you have to offer. It also helps get NEW members who are excited and have joined the WCSDO to be connected with people of similar interest and activities. It also helps bring attention to what the WCSDO will be organizing on a national basis. Many times there may be a few months in between events that members might wish to participate in on a national or even worldwide level such as regional or international mission trips of service. Being involved in a local chapter will not only help “fill the gap” in between these events, but help us organize, get membership involvement and/or needed supplies and donations to equip these trips!!

Forming Your WCSDO Local Chapter

Chapter Locations

WCSDO chapters are geographically based. Please check our Chapter Listings on our website to see if there is already a chapter in your area. Surrounding chapters will be consulted before new chapters in close proximity will be opened.

If you are mostly interested in becoming a member for one of the WCSDO chapters – please contact your nearest chapter for more information which you will find on www.wcsdo.org website.

Step one: Forming a Local Chapter:

1. Round up 4 volunteers in your area who are interested in starting a Local Chapter. This is the core team. It may also be smart to arrange one or more informal sessions prior to creating a local chapter to see if there is enough local interest to start a local chapter. You need at least 3 scuba divers to petition for Chapter status and at least 3 volunteers willing to be part of your local chapter.
2. Create a name for the Chapter that reflects the boundaries of the Chapter. The geographic boundaries are formally approved by the Regional Coordinator and may be changed from what you initially propose in the petition.
3. Fill out all the online applications.

If you have problems with the online application please a form together with the information below.

List of the people that are founding the chapter and the geographical area to be covered by the new chapter,

- I. Brief description of professional background (from each of the 4 founding leaders),

(Appoint a four-member Chapter Council- president, vice president, secretary, treasurer- to develop and administer the selection, discipline, and dismissal procedures for the chapter. These individuals have to be 21 years or older, president must be at least 25 years old, exceptions are acceptable with interviews)

II. Statement of why he or she wants to be a WCSDO Chapter Leader (from each of the founding leaders).

III. Each founding leader(s) (as well as any leaders joining the chapter after its creation) must read, understand, and agree to the terms of the WCSDO and Local Chapter as explained in this Handbook.

It is important that we provide you with basic ministry information about the Trinity, Salvation, Creationism and verses to have the same message flow in every event WCSDO organizes; but also is the foundation of a local chapter. Our goal is to be the body of Christ and minister the same message throughout the States and world. This material is available on our website under “Statement of Faith” in the Local Chapter tab. Please read the material with diligence. Fill out the last page which shows that you have read the Statement of Faith material, understood and agreed with it. Please email the form to info@wcsdo.org. After reviewing your agreement we will contact you.

Step Two: Make a commitment to establish a chapter at your community.

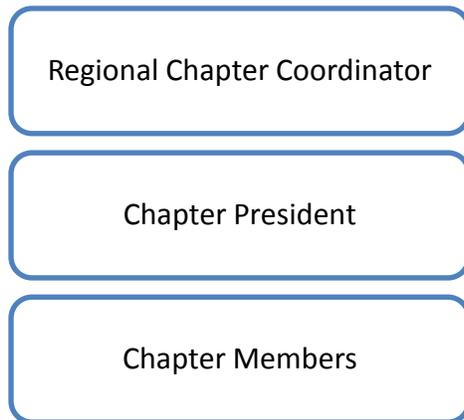
To develop and maintain a chapter, the group must:

- Follow the WCSDO guidelines and doctrines as found on the in this package and also on the www.wcsdo.org website.
- Agree to meet on a regular basis.
- Maintain an active and regular affiliation with the Regional Coordinator or WCSDO Main office.

Step Three: Processing

After receiving the application it will be reviewed by the Regional Coordinator who will contact the applicant for an interview with the local chapter officers.

WCSDO Local Chapters Structure



Regional Chapter Coordinator

Regional Coordinator is appointed by the WCSDO Board of Directors for a specific region. This person has the primary responsibility for communications and coordination within that specified region. They are responsible for orchestrating communication and operations between local chapters. The Board of Directors can remove a Regional Coordinator of his/her position if necessary. Regional Coordinators may resign at any time by notifying the WCSDO 90 days prior leaving. A Regional Coordinator may be asked to assist in identifying his/her replacement when taking on additional responsibilities within their region.

Specific responsibilities:

1. Hold calls every 4 months with Local Chapter Presidents.
2. Ensure open communication between Local Chapters.
3. Orchestrate programs and platforms between Local Chapters.
3. Assure that the local operations have a long strategy, achieve its short and long term goals.
4. Provide mentorship in developing program, organizational goals with the local operation to promote WCSDO Chapters and Organization with locals.

Administrative Requirements:

- A. Gather annual reports on the progress of local operations from Local Chapter President and send report to the Headquarters.
- B. Manage funding and financial reports to HQ annually.
- C. Be available for Board meetings and calls from HQ.

Chapter Officers:

Chapter officers are elected by the chapter to help lead and coordinate the chapters' involvement in various activities. Chapter officers are a reflection of the WCSDO ministry and represent the quality of the chapter because of their visible spiritual leadership and their dedication to the ministry. They should work together as a team and promote unity throughout the chapter.

As chapter leaders, they should wear WCSDO logo at all times when representing WCSDO Inc., realizing the honor and integrity that it represents.

Chapter officers should take the lead in setting the example for chapter members in attendance at secular events and WCSDO sponsored events. They should also set an example of consistent financial giving to the chapter and WCSDO Inc.

The qualities of a chapter officer are:

- Godliness
- Respected among members
- Proven worker
- Team who makes the ministry of WCSDO a priority
- Active in the WCSDO vision of charity work, evangelism and Christian growth
- Involved in both secular and WCSDO events
- Teachable spirit
- Positive influence

Chapter President

God has entrusted us with a mission of taking the message of hope and salvation to a lost and dying world. As Chapter President, you are God's man or woman for the time you are in office.

You are a representative of the WCSDO ministry in your area and therefore need to believe in the ministry, understand it, and respect its leadership.

Responsibilities:

- Serves as the chief volunteer of the organization.
- Provides leadership to the board.
- Assigns work to the committee members, sets the agenda and runs the meetings.
- Promotes/attends WCSDO State and National events. Leading by example will underscore their importance to chapter members.
- Encourages the board's role in strategic planning.

- Is an expert in the location the chapter is located; identifies trends and activities of the locals
- Finds out about and get involved with local groups and clubs in his/her area. (Ministry opportunities come from relationships. Gets involved and encourage members to do the same.)
- Helps guide and mediate board actions with respect to organizational priorities and governance.
- Monitors financial planning and financial reports.
- Plays a leading role in fundraising activities.
- Evaluates annually the performance of the chapter in achieving its mission.
- Communicates and be open with Regional Leadership. (They will pass on information from WCSDO HQ as they receive it. Forward such information to chapter members just as promptly. If the information is about seminars or meetings, the members need to know about it as early as possible so they can plan accordingly.)

Key functions of the Chapter President:

- Full of faith
- Full of wisdom
- Good reputation

You have been elected to represent and lead your members. When things go well, praise your members and give glory to God; when things do not go well, accept the blame (even if it is not your fault). By doing this you will earn the respect of not only your members but the secular community as well. Your members will work harder and be more likely to step out of their comfort zone.

Vice President

God has entrusted us with a mission of taking the message of hope and salvation to a lost and dying world. As Chapter Vice President, you are God's man or woman for the time you are in office. You are typically a successor to the President

Responsibilities:

- Reports to the President.
- Performs President responsibilities when the President cannot be available.
- Works closely with the President and other staff.
- Participates closely with the President to develop and implement officer transition plans.
- Promotes ministry.
- Encourages chapter members to participate in meetings, events and trips.

Key Leadership Principle: You have been elected as a servant to the chapter. As a servant, you have great influence; it is up to you to determine if it will be positive or negative.

Secretary

As Chapter Secretary, you need to be a dependable person. Your task is to record all the information for the chapter and maintain it in an organized manner. As a result, your presence at the chapter meetings, officer's meetings and state planning meetings is critical. Many chapter decisions may be based on your records.

Responsibilities:

- Maintain records of the board and ensures effective management of organization's records.
- Manage minutes of board meetings.
 - **Tip:** in taking minutes, not every word has to be written. Business motions need to be recorded – who made the motion, seconded it, etc., and if the motion passed or failed and anything that affects the chapter membership. (If your minutes are published in the newsletter, you may abbreviate the published minutes, but keep the full minutes in the chapter records.)
- Ensure minutes are distributed to members shortly after each meeting.
- Need to be sufficiently familiar with legal documents (e.g. articles, by-laws, IRS letters) to note their applicability during meetings.
- Set the tone for the committee work.
- Ensure that committee members have the information they need to do their jobs.
- Oversee the logistics of committee operations.
- Reports to the Chapter President.
- Work closely with the other office staff.
- Initiate annual evaluation.
- Report to the full board on decisions/recommendations.
- Have past minutes available at chapter meetings for reference.
- Keep a record of members' attendance at each chapter and secular meeting, function and event. This information is necessary to determine voting and nomination eligibility in chapter elections.
- Electronically fill out the Chapter Report and, at the approval of the Chapter President, send the form via email to your Regional Coordinator.

Information for this report is compiled from your meeting sign in sheets and/or the Chapter Meeting Secretary's Summary Report. Only include the numbers for members who are qualified to wear the WCSDO logo.

A sample of this reports and forms are available in Appendix A.
The Chapter Report is due by the 10th of each January.

- For your records and for chapter officer information only, you can have members fill out a WCSDO Member Information Sheet. This form can be beneficial in helping to determine if a person is eligible to vote in chapter elections and will provide information that will help you and the other officers utilize the members in areas they are most interested in participating. This form can be found in Appendix A
- Semiannually send information of new members to the Regional Coordinator for his/her files.

Key Leadership Principle: Organization is very important from the beginning to keep detailed and accurate records. Discuss any concerns you have with your records with the Chapter President in a timely manner and work as a team to resolve them.

Treasurer

- Manage the finances of the organization.
- Administrate fiscal matters of the organization.
- Ensure development and board review of financial policies and procedures.
- Meet with the chapter officers to determine the amount and frequency that the chapter will donate to WCSDO HQ.
- Inform chapter members and contributors to make checks out to the chapter that are intended for chapter use and make checks out to WCSDO Inc. (with their WCSDO number) that are intended as a tax deductible donation for WCSDO's use. Donations cannot be split between WCSDO Inc. and the chapter, therefore separate checks must be written.
- Use two envelopes to collect donations, one for chapter donations and one for WCSDO Inc. donations. Please advise members to include their WCSDO number, when possible, on all donations to be sent to WCSDO Inc. so they will receive proper credit. Mail all donations intended for WCSDO Inc. to WCSDO Inc. and deposit all donations intended for the chapter into the chapter bank account
- Keep accurate records of all monies the chapter receives and disperses. Keep itemized receipts for deposits and expenditures.

Tip: Keep all financial records separate. Make a list of intended purposes and record accordingly (i.e., postage fund, newsletter fund, Christmas fund, etc.). This way you will know what is available in which account.

- Get approval from the Chapter President for all expenditures. Inform chapter officers of these expenditures.
- Give a brief report of the past month's expenditures and the chapter's account status at each chapter meeting.
- Count all donations with another officer before leaving the chapter meeting.
- Attend chapter and officers' meetings.

Setting up a chapter checking account: Obtain a federal identification number (FEIN) for the chapter from the IRS by completing an SS-4 form (available on www.irs.gov).

Fill in the coordinating blanks on the form with the following information:

1. Chapter name and number
3. Treasurer's name
- 4a. Treasurer's address
- 4b. Treasurer's city, state, and zip code
6. Chapter charter county and state
- 7a. Chapter President's name
- 9a. Other (specify): Branch of Non-Profit
10. Banking Purpose (specify purpose): Obtain checking account
11. Date of chapter charter
12. December
13. Enter 0
14. Check "Yes"
16. Other (specify): Chapter non-profit branch
17. No merchandise sold
18. No (if applicable)

Submit the form (keeping a copy for your records). Once you receive your number take it to the bank and use it to open a chapter checking account. **NOTE: Members cannot deduct donations made directly to the chapter.

On-line enrollment for an EIN is also available, but the questions are slightly different from the above form. To assist with on-line enrollment, first print out the SS-4 and fill in according to the above instructions as this will help in understanding the on-line questions.

General Instruction to enroll on-line:

- Use name of chapter with chapter number for name of entity.
- Use name & social security number of person making the request on-line. (This is necessary to authenticate the application.)
- Select “View Additional Types, Including Tax-Exempt and Governmental Organizations”
- Under Additional Types – Select Community or Volunteer Group

If you have any trouble, please contact the WCSDO Inc. office.

****IMPORTANT NOTE:** Chapters are NOT non-profit. You will not be able to obtain an EIN number if you select this category. Members and other entities’ cannot deduct donations made directly to the chapter; as they are not tax-deductible.

Key Leadership Principle: Lead by example and in humility. People are more willing to follow a leader who is already doing a task.

Chapter Officers’ Meeting

Holding a monthly chapter officers’ meeting is strongly suggested, but not required.

The purpose of the chapter officers’ meeting is to allow time for the officers to get together to discuss plans for upcoming chapter meetings and events. It also allows time for the officers to build relationships and grow into a stronger team. Each officer should have time to discuss ideas, upcoming events, and concerns. We also suggest that you include prayer for the chapter leadership team and chapter during these meetings.

Any decisions made during these meetings should be supported by the team outside of the meeting. Unity among chapter leadership will allow a chapter to grow and thrive. The diversity of backgrounds and opinions of the chapter officers will provide opportunity for checks and balances in keeping the chapter on the right course.

Chapter Elections

Chapter elections are an important part of the function of a chapter. Those who are nominated for an office should be willing to take the office, not forced into it because they are the only ones who will do the job. Remember to pray for God’s direction as your chapter prepares for nominations and elections.

If you have any questions about any of the nomination/election guidelines, please feel free to contact your Regional Coordinator. He will be happy to assist you in any way he can. His contact information can be found on website at www.wcsdo.org.

Officer Nominations:

- Determine which members (active chapter members as defined in the Chapter Constitution) are eligible to be nominated for office before the October meeting. (The Chapter Secretary will need to review attendance sheets, membership dates and ministry team completion dates in order to determine this information.)
- Conduct nominations during the chapter's October meeting by secret ballot.
- Review nominees with the chapter during the October meeting so that they may pray for them during the month before the elections.

Officer Elections:

- Conduct elections during the chapter's November meeting by secret ballot.
- Voting is for active chapter members only.
- The current Chapter President votes as a member, not just a tie-breaker.
- The current Chapter Secretary will need to have preprinted ballots with all nominees listed. (Write-in nominations are not valid.)
- Elect one office at a time, in the following order: President, Vice President, Secretary and/or Treasurer.
- Two active chapter members not running for an office will count the votes and announce the elected person and position.
- After being elected to a position, the person's name is removed from further nomination.
- After the elections, the current Chapter Secretary will need to electronically fill out the New Chapter Officers form located on the WCSDO website. The form will automatically be sent to WCSDO Inc. This needs to be completed no later than December 1.
- Newly elected officers will take their appointed positions as of January 1.
- All exiting officers need to turn in all material pertaining to the office to the newly elected officers by January 1 (i.e. chapter attendance, chapter financial records, etc.)

Chapter Guidelines

Below are some chapter guidelines. If you have any questions about these guidelines, please contact your State Coordinator for clarification.

The chapter function should include:

- A strong spiritual foundation.
- Interest in the spiritual needs of the local community regardless of background.
- Supporting all WCSDO programs and activities.
- Agreement with the heart and leadership of WCSDO.

Chapters:

- Are led by elected officers.
- Have decisions decided by the majority of the active WCSDO chapter members.
- Utilize the State Coordinator as needed.
- Show no preference to any denomination in the chapter name.
- Should avoid having chapter officers from one church or family.
- Should prayerfully consider financially donating to WCSDO Inc. on a regular basis.

Chapter Members:

- Cannot vote or hold office in more than one chapter at a time.
- Need to have an understanding of the WCSDO Handbook.
- Have to support the Mission Statement, Vision and Core Values of WCSDO and Local Chapter.
- Should prayerfully consider financially donating to WCSDO individually on a regular basis.

Chapter Patches and Shirts:

Any Chapter apparel with the WCSDO Inc. logo must be approved by WCSDO Inc. such as patches, shirts, etc. before being manufactured, sold, or worn.

Chapter Fundraising

There are times when a chapter may choose to do a fundraiser to help raise money for the chapter funds or to help offset project costs. Chapter fundraisers need to be the exception and not the norm for chapters. Please notify the Regional Coordinator in advance before conducting a fundraising event. Chapters are responsible for cost of fundraisings events.

Fundraising suggestions:

- Auctions
- Yard sales (review items and apparel for anything that may be considered inappropriate)
- Bake sales (avoid rum-cakes, bourbon-balls, etc.)
- Car washes (be modest in your apparel)

Appendix A

SIGN-IN SHEET

CHAPTER MEETING SECRETARY'S SUMMARY REPORT

WCSDO APPLICATION

LOCAL CHAPTER QUESTIONARE

MEETING MINUTES TEMPLATE

WCSDO INC. INFORMATION SHEET

CHAPTER MEETING SECRETARY'S SUMMARY REPORT

Date:

Chapter Name & Number:

Numbers of Attendees:

Members:

Visitors:

Members' Names:

Visitors' Names:

Total Offering:

Projects, Events or Activities Scheduled for the Month:

Praise Reports:

Prayer Request:

WCSDO LOCAL CHAPTER MEMBER INFORMATION SHEET

Are you a WCSDO Member? Yes No

- Are you active in the ministry of your church? How? [] Yes [] No
- Do you want to be contacted to help with WCSDO chapter events? [] Yes [] No
- Would you be willing to host a chapter bible study in your home? [] Yes [] No
- Would you be willing to have a chapter fellowship in your home? [] Yes [] No
- Would you like to be on the chapter prayer line (email)? [] Yes [] No
- Do you belong to another scuba diving organization? [] Yes [] No
- Do you hold office in any other organizations? [] Yes [] No

If yes, please explain:-

Comments:



MEETING DATE: <MM/DD/YYYY>

MEETING LOCATION: <LOCATION>

RECORDED BY: <RECORDER'S NAME>

Agenda

- <Agenda Item 1>
 - <Notes on discussion>
- <Agenda Item 2>
 - <Notes on discussion>
- <Agenda Item 3>
 - <Notes on discussion>
- <And so forth...>

Meeting End

Meeting End: <HH:MM>

Post Meeting Action Items

Action	Assigned To	Deadline
<Action Item>	<Assignee>	<mm/dd/yy>

Decisions Made

[Document any decisions made during the meeting

- **Decision 1**
- **Decision 2**

Etc.]

Next Meeting

Next Meeting: <Location> <Date> <Time>

ATTENDANCE

#	NAME	TITLE
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		

WCSDO Information Sheet

WCSDO Main Office: 309 N Stuart Place Road, Harlingen, TX 78552

WCSDO Operations Office: 667 Hidden Valley Road, King of Prussia, PA 19406

Email: info@wcsdo.org

Founder: Jim Mustoe (jim@aitruckers.com)

Directors:

1. Gary Mace, Owner of Conch Republic Divers, Key Largo FL
(garymace@bellsouth.net)
2. Paul Washington, President of Black Scuba Divers Association, Washington DC
(nupe.scuba.diver@gmail.com)
3. Bill Barington, President of Mission Possible, Cosmos MN
(barin70@xtratyme.com)
4. Bruce Justinen, President of Sea Soft Scuba (bruce@seasoftscuba.com)