

**SAN CARLOS BAY SAIL and POWER SQUADRON
STANDING RULES**

1.	Executive Department	2
1.1	Awards for the Outgoing Commander.....	2
2.	Administrative Department	2
2.1	Membership Name Plates	2
2.2	Speakers and/or Activities for General Membership Meetings	2
2.3	Cruise and Rendezvous and Social Activities.....	2
2.4	Tuesday Luncheon.....	2
2.5	Change of Watch	2
2.6	Change of Watch - Special Guests.....	2
2.7	Change of Watch - Planning and Arrangements.....	3
2.8	Change of Watch - Outgoing Bridge Officers' Flags	3
2.9	Change of Watch - Acknowledgements/Presentations	3
2.10	Dress Code - All Events	3
3.	Education Department	3
3.1	Course Costs and Administrative Fees	3
3.2	Plaque for "N" Course Graduates	3
3.3	Squadron Education Files	3
3.4	Spare Parts for Audio/Visual Equipment.....	3
4.	Secretary's Department	4
4.1	Mailing Membership Certificates	4
4.2	Squadron Directory.....	4
4.3	Squadron Publication - <i>Tidings</i>	4
4.4	Mailing List/Labels.....	4
4.5	Office of Records.....	4
4.6	Annual Reports	4
5.	Treasurer's Department and General Fiscal Matters	4
5.1	Squadron Bank Accounts.....	4
5.2	Normal Accounts	4
5.3	Special Bank Accounts	4
5.4	Irrevocable Building Fund	5
5.5	Insurance.....	5
5.6	Contribution to D/22 Conference Hostess	5
5.7	Expenditure of Budgeted Funds	5
5.8	Squadron Budget	5
5.9	Monetary Burden Placed on Squadron Officers	5
5.10	Squadron Equipment	6
5.11	Annual Review of Fiscal, Equipment and Supply Procedures.....	6
5.12	Sales by the Squadron Supply Officer.....	6
5.13	USPS Operation Training	6
5.14	Sale of Educational Courses, Books, Educational Supplies	6
5.15	Payment to the Squadron	6
6.	Miscellaneous Items	6
6.1	Port Captain	6
6.2	Trophies and Awards.....	6
6.3	Squadron Trophies and Awards.....	7
6.4	Eight Ball Trophy	7
6.5	Boating Activities Trophy	7
6.6	Member of the Year Award	7
6.7	Officer Files	7
6.8	Serious Illness or Death of Members	7

San Carlos Bay Sail and Power Squadron Standing Rules

These standing rules reflect the adopted policies of the Membership and the Executive Committee on matters relating to administrative procedures not warranting inclusion in, but in accordance with Squadron Bylaws and USPS policies and regulations. They may be amended, rescinded or suspended by a majority vote of the Membership or the Executive Committee.

1. Executive Department

1.1 Awards for the Outgoing Commander

It is customary for the new Commander to present the outgoing Commander with a Past Commander's plaque, a Past Commander's flag and Past Commander's shoulder insignia at the Change of Watch. Upon election, the incoming Commander should take prompt action to insure these items will be available in sufficient time for the Change of Watch ceremony.

2. Administrative Department

2.1 Membership Name Plates

The Chairman of the Membership Committee will be responsible for the procurement of USPS approved name plates for new Active Squadron Members, to include transfers and Additional Household Members at the Squadron's expense.

2.2 Speakers and/or Activities for General Membership Meetings

In order to improve the quality of our General Membership meetings, the Administrative Department is authorized to budget for speakers. The annual Charter Party and the Change of Watch are to be self-sustaining and will be funded separately even though they substitute for regular meetings.

2.3 Cruise and Rendezvous and Social Activities

The Cruise and Rendezvous Chairman will submit, through the Administrative Officer, to the Executive Committee a written report for each C & R. This report should include number of boats, attendees and guests, receipts and expenses and location of the C & R. The Administrative Officer will provide copies of the report to the Secretary and Treasurer.

2.4 Tuesday Luncheon

Should a change of location become necessary, it will be the responsibility of the Administrative Officer to secure another location for approval by the Executive Committee and general membership.

2.5 Change of Watch

Squadron social events normally fall under the purview of the Administrative Officer. The Squadron Change of Watch which is an official Squadron meeting as well as a social event requires planning and action by the outgoing and incoming Commanders and the Administrative Officer.

2.6 Change of Watch - Special Guests

The outgoing Commander will be responsible for sending an invitation to the District Commander and accompanying guest. The Squadron will absorb the cost of the dinners for these special guests. Invitations to other Squadron Commanders and the District Bridge will be initiated by the Commander.

2.7 Change of Watch - Planning and Arrangements

The outgoing Administrative Officer will, after consultation with the outgoing and incoming Commanders, submit to them a plan regarding the arrangements for the Change of Watch. Upon approval by the Commanders, the Administrative Officer will proceed, conferring frequently as planning is implemented and questions/problems arise. The Administrative Officer will appoint a chairman and committee to assist in this endeavor.

2.8 Change of Watch - Outgoing Bridge Officers' Flags

The outgoing Administrative Officer will be responsible for the collection of the Bridge Officers' flags for re-use at the Change of Watch. These are Squadron property and go with the offices. These flags should be collected far enough in advance as to permit replacement of any that may be worn or damaged. The Administrative Officer will turn the flags over to the outgoing Commander prior to the Change of Watch.

2.9 Change of Watch - Acknowledgements/Presentations

A list of the Special Guests is to be included in the Change of Watch program and all such guests should be recognized at the beginning of the Change of Watch. Squadron Letters of Appreciation and Certificates of Recognition for members may be presented at the Change of Watch.

2.10 Dress Code - All Events

The Commander will announce dress code for Bridge Officers. A member representing the Squadron at a function such as a parade, boat show booth, television or any public event should wear an appropriate uniform, but may certainly wear other attire suitable for the occasion. There is no requirement that any member buy or wear any uniform.

3. Education Department

3.1 Course Costs and Administrative Fees

Prior to the commencement of each education year, the Education Officer will present for approval of the Executive Committee recommended individual course costs and administrative fees. The total cost of each course will be rounded to the next higher dollar and shall include sales tax.

3.2 Plaque for "N" Course Graduates

Each Active Squadron member passing the Navigation Course will be awarded an appropriate plaque. Upon receipt of notification from USPS Education Department, the Education Officer will, procure an appropriate "N" plaque for presentation by the Commander.

3.3 Squadron Education Files

The Education Officer is authorized to procure and maintain one copy of each USPS Supplementary Course.

3.4 Spare Parts for Audio/Visual Equipment.

The Education Officer is authorized to purchase and maintain a small stock of frequently needed spare parts to permit on-the-spot repair of audio/visual equipment, i.e. bulbs, etc.

4. Secretary's Department

4.1 Mailing Membership Certificates

When it has not been feasible for the Commander to present a new Members Certificate to that member, the Secretary will mail the certificate to the member.

4.2 Squadron Directory

The Secretary or designee, in collaboration with the Commander and the Computer Services Committee Chairman shall prepare and mail the annual directory to include the complete list of new officer assignments, Squadron calendar, family members, and Past Commanders no later than 30 days following the Change of Watch. The directory will not be available to non-USPS members.

4.3 Squadron Publication - *Tidings*

Items will be submitted in such form and at such time as specified by the Editor.

4.4 Mailing List/Labels

The Computer Services Committee will be responsible for the mailing address labels for the Directory and Tidings to be mailed to USPS members designated by National and District and to all Active, Associate and Honorary members of SCBSPS.

4.5 Office of Records

The official Office of Record for the Squadron is the Secretary's Department in conjunction with the Computer Services Committee. Copies of all internal correspondence as well as non-routine correspondence to outside parties should be sent to the secretary. The Computer Service Committee will maintain all records concerning the membership. All records and files for previous years are to be maintained at the Squadron office and specifically identified.

4.6 Annual Reports

All Bridge Officers and Chairmen of General and Standing Committees, except the Treasurer and the Chairman of the Audit and Nominating Committees, will submit in writing to the Commander at the Executive Committee meeting prior to the annual meeting a report covering the past year's activities. After review, the Commander will file a copy of these reports with the Secretary Department and the Historian.

5. Treasurer's Department and General Fiscal Matters

5.1 Squadron Bank Accounts

All Squadron Bank Accounts will have as signatories the Treasurer, Assistant Treasurer, Commander and Administrative Officer. The Treasurer is responsible for all Squadron bank accounts.

5.2 Normal Accounts

The Treasurer will maintain a bank account to support current operations and if desired, a Money Market or savings type account. The Treasurer is authorized to transfer money between all Squadron accounts, subject to any restrictions imposed on the accounts. Federally insured Certificates of Deposit will not be purchased without prior approval of the Executive Committee.

5.3 Special Bank Accounts

The establishment of special accounts will be kept to a minimum. However, where circumstances warrant, the Treasurer will establish such an account. A Project Manager may, at

the discretion of the Executive Committee, be added as a signatory of a special account after certain actions are completed. They are: the Project Manager must be appointed as an Assistant to the Treasurer, the Treasurer must take necessary action with National to have the individual bonded; the Treasurer must thoroughly brief the individual on required fiscal procedures. These accounts, like normal Squadron bank accounts, will be subject to annual audit by the Auditing Committee.

5.4 Irrevocable Building Fund

On January 27, 1987, the Squadron membership, at the General Membership Meeting authorized the establishment of a special account to be known as the Irrevocable Building Fund. This fund would be restricted solely for and to the use of construction and attendant expenses thereto of the San Carlos Bay Power Squadron facility. Said fund to be governed and managed by the Executive Committee. This account will be subject to annual audit by the Auditing Committee.

5.5 Insurance

If requested, the Treasurer will secure information on insurance policies that would cover the loss of Squadron property.

5.6 Contribution to D/22 Conference Hostess

The Treasurer on request, is authorized to make the customary contribution to the D/22 Conference Hostess.

5.7 Expenditure of Budgeted Funds

Department Heads, Chairmen of General and Standing Committees and the Commander and staff are responsible for the routine expenditure of funds within the approved budget. Expenditures will not exceed approved budgetary allowances without approval of the Executive Committee. Any proposed major unbudgeted expenditure exceeding 10 percent of the current annual budget will be referred to the General Membership for approval. All expenditures will be properly vouchered to the Treasurer. In an emergency, the Commander may authorize individual unbudgeted expenditures (within an annual limit as set forth in the approved budget), reporting same at the next Executive Committee and General Membership meetings. A suitable Contingency fund will be shown in the Commanders section of the Annual Budget to cover emergency expenditures. The overall control and monitorship of the approved budget falls under the purview of the Executive Committee.

5.8 Squadron Budget

If it is known at the time of the annual meeting, that an adjustment of the subsequent year's annual Squadron dues will be necessary, this will be emphasized and voted on as part of the fiscal package. The submitted budget will contain this statement: "Considering the likelihood of changing requirements, the Executive Committee is authorized to make adjustments within the overall approved total. The General Membership will be advised of any major adjustments".

5.9 Monetary Burden Placed on Squadron Officers

There is a personal sacrifice of belonging to a non-profit organization. Personal expenses for travel, room rent, meals, etc. are an obligation accepted by an individual when they join such an organization. However, the Squadron Commander, over and above these normal sacrifices, has a customary social and entertainment obligation at Executive Committee meetings and the semi-annual District Conference as well as the National Annual Meeting. As a partial compensation for these entertainment expenses, the Finance Committee will insert in the Commanders section of the Squadron Budget, an appropriate amount of money for entertainment. If approved, the

Commander will provide proper vouchers and receipts to the Treasurer for all such expenditures.

5.10 Squadron Equipment

If it is decided that Squadron equipment should be deemed surplus, obsolete, or unusable, the Executive Committee will review the recommendations and if acceptable will approve disposal thereof.

5.11 Annual Review of Fiscal, Equipment and Supply Procedures

The Treasurer, in coordination with the Chairmen of Finance and Auditing Committees, will after completion of the Annual Audit, review the Annual Audit and overall Squadron fiscal, equipment and supply procedures. They will report to the Squadron Executive Committee no later than its September meeting any suggestions for improvements in procedures, forms, type of records, etc.

5.12 Sales by the Squadron Supply Officer

The Executive Committee will determine the maximum cost of the items to be handled by the Squadron Supply Officer. The Executive Committee may authorize the sale of any items deemed profitable to the Squadron.

5.13 USPS Operation Training

All Bridge Officers shall be required to take the Operations Training course.

5.14 Sale of Educational Courses, Books, Educational Supplies

The Education Department is authorized to maintain a supply of course material and supplies to meet its needs. All unused course material should be returned to National within the allotted time for credit.

Qualified members and other qualified persons may purchase educational course textbooks and supplies through the Education Officer. Attendance at Squadron classes is not required for purchase. The cost of the course materials to the home-study student will be the same as for the registration charge for the class-attending student and it will also include the fee for examination and other course related costs.

The Auditing Committee will audit the Educational Department records of purchases, sales/use and stock on hand as part of the Annual Audit.

5.15 Payment to the Squadron

Payments to the Squadron for any purpose, if by check, will be made to the order of San Carlos Bay Sail and Power Squadron.

6. Miscellaneous Items

6.1 Port Captain

The Squadron Commander, with concurrence of the Executive Committee shall appoint a Port Captain to serve as a contact for USPS members cruising in this area.

6.2 Trophies and Awards

Awards received by the Squadron will be displayed at the Squadron building. The Commander will be responsible for the return to District any reusable trophy in time for the next presentation.

6.3 Squadron Trophies and Awards

The current holder of Squadron reusable trophies and awards (such as the Eight Ball and Boating Activities Trophy) will be responsible for the care and safeguarding of same. The Squadron Administrative Officer will verify the condition of reusable trophies and awards at least 30 days prior to the Change of Watch to insure their condition is suitable for presentation.

6.4 Eight Ball Trophy

Prior recipients of the Eight Ball Trophy will serve as the committee for choosing the current recipient. The announcement will be made by the previous year's recipient at the Change of Watch. The winner's name will be inscribed on a plate to be attached to the trophy.

6.5 Boating Activities Trophy

The Administrative Officer is chairman of the Boating Activities Trophy Committee which usually consists of the C & R Chairman and a prior recipient. Winner is determined by the criteria adopted by the Executive Committee. The winner will be announced by the Executive Officer at the Change of Watch. The winner's name will be inscribed on a plate and attached to the trophy.

6.6 Member of the Year Award

The member of the year will be chosen by the Commander from names submitted by the Executive Committee at the December Executive Committee meeting. The Commander will present the award at the Change of Watch.

6.7 Officer Files

It shall be the duty of all Bridge Officers and committee chairmen to maintain and keep current files of the activities of that office or committee. These files should be transferred to the incoming Bridge Officers and committee chairmen as soon as possible after the annual meeting.

6.8 Serious Illness or Death of Members

Upon receiving a report of a serious illness or death of a member (member's spouse or dependent child living at home), the Sunshine Chairman will obtain an appropriate card for signature by the Commander on behalf of the Squadron. Upon the death of an active member, the Squadron Chaplain will arrange with the Treasurer to contribute to the USPS Educational Fund, in memoriam, unless specified by the deceased member's family that contributions be given to another cause. The Executive Committee at its first meeting of the new Squadron year will establish a standard amount to be contributed for memorials.