

STANDING RULES and POLICIES of
KEY WEST SAIL & POWER
SQUADRON, Inc.
A UNIT of
UNITED STATES POWER SQUADRONS

AS CONFIRMED AND ADOPTED BY THE
EXECUTIVE COMMITTEE
13 October 1997 (rev 12/14/98, 04/11/05 and
05/14/07)

These Standing Rules and Policies shall be reviewed,
revised as necessary, and approved annually, not later
than 30 days following the Change of Watch.

**I. RULES AND POLICIES FOR THE SQUADRON
BUILDING AND GROUNDS**

These rules shall govern the proper and orderly use of the Key
West Sail & Power Squadron building and grounds located at 5205
College Road, Stock Island, Key West, Florida. No use of this
property, other than that described in these standing rules, shall be
authorized.

The intent and purpose of the KWSPS building and grounds is to
provide a place for the educational, recreational and social activities
of the Squadron Members.

A. Property Care And Maintenance

The proper care and maintenance of the building and grounds shall
be the responsibility of each and every Member, committee
chairman, or individual authorized to use the property.

1. Members shall be responsible for actions of their guests while on
the property.
2. Working parties will be requested and scheduled by the
Squadron Commander when necessary or desired.

KWSPS Standing Rules and Policies

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3. The Building and Grounds Committee Chairman is authorized to
perform normal maintenance and emergency repairs as necessary
to maintain building security and habitability. (revised 04/11/05%)
4. Any construction or modification to the building or grounds must
be approved by the Executive Committee.
5. Any damage to the building or grounds will be immediately
brought to the attention of the Executive Committee. Any person
causing damage to the property will be held responsible for repairs
required. The Executive Committee shall deem when and how such
repairs shall be effected, or take any alternative action considered
appropriate.

B. Property Access

The value of the building and its contents require the strictest
control of access to insure the security of the building and the
Squadron's property therein.

1. All Squadron Members are granted access to the grounds at any
time for bonafide reasons. Members entering the building must sign
in and out in the log book. Instructions posted in the building must
be followed regarding securing utilities and the building.
2. Members using the grounds shall ensure that their use does not
conflict in any way with Squadron activities and shall always be in
consideration of other members' use.
3. Entrance to the grounds shall be controlled by a gate with a
combination type lock. The lock combination shall be given to any
member so requesting. Members shall take every precaution to
ensure the combination is not divulged to a non-member or
unauthorized person. The combination may be changed at any time
deemed appropriate by the Executive Committee, and in any event,
shall be changed once every year.
4. Keys to the building will be issued and accounted for by the
Commander. The Executive Committee may authorize a change in

locks and keys at any time.

5. Any Member authorized entry into the building may request the use of a key from any member who has one; but the key must be returned immediately. It shall be the issuing persons responsibility to determine the validity of the request for entry.

C. Property Use

1. A calendar indicating dates and purposes for which the building is to be used shall be maintained by the Executive Officer, or his designee. (revised 04/11/05)

2. The Squadron Commander may authorize entry to the building to any member requesting use of the building for any Squadron activity providing there is no conflict.

3. A Member of the KWSPS shall be present at all times that the building is open or unlocked.

4. Any group or organization sponsored by or operating under the auspices of the KWSPS may be permitted use of the building or grounds, provided there is no conflict with Squadron activities. The building or grounds shall never be rented to the public, or used for, public functions.

5. The Executive Committee may grant use of the building to a member for non-squadron, non-public, activities provided the following procedure is met:

a. A request, stating the specific use intended, date and time it is desired, and approximate number of persons expected to attend the activity, is presented at an Executive Committee meeting for prior approval.

b. That the requesting member provide adequate assurances that the property will be cleaned and properly arranged upon completion of the activity.

c. That the activity in no way harms or reflects badly on the

reputation of the KWSPS, and should this occur, is grounds for immediate expulsion of the member and activity from the property.

d. That the recommended donation for building use by an active member, for a day or evening event, be \$2.00 per person, with a \$50.00 minimum. (revised 05/14/07)

6. Squadron property is never to be removed from the building or Grounds without permission of the Commander or his designee. Removal must be entered in the building log book.

7. Nothing shall be attached to the walls of the building without prior approval from the chairman of the Buildings and Grounds Committee or the Commander.

II. STANDING RULES AND POLICIES

1. Each new Active Member, at their Induction Ceremony, shall be given a "packet" or "new Member's kit" composed of:

a. USPS Membership Certificate. b. Current Roster.

c. Welcome to KWSPS Booklet d. Window Decal.

e. Member Pin

f. A Welcome Letter from the Commander or his appointee. (revised 05/14/07)

2. The Executive Committee shall provide **replacement cost** fire and windstorm insurance covering the Squadron building along with a minimum of \$1,000,000 liability insurance covering KWSPS functions and such other functions authorized by these Rules. (revised 04/11/05)

3. Associate Member dues shall be \$25.00. Associate Members shall be billed annually at the start of the calendar year. (revised 05/14/07)

4. A *Conch Skipper* shall be mailed to each member household and to each Associate member. (revised 05/14/07)

5. For Squadron functions where a reservation in advance is called for, any "no-shows" or cancellations after the announced cut-off date shall be billed the announced cost of the function by the Treasurer, if the reservation cannot be "re-sold".

6. Sales of Educational Materials to members for Advanced Grades and Elective Courses will occur at prices set by the Executive Committee after consultation with the Educational Officer. Prices will be changed as needed to cover at least the cost of materials and miscellaneous costs. (These items are sales taxable.) (revised 04/11/05)

7. Sales of items (caps, visors, burgees, patches, ensigns, etc.) to Members, through the Squadron Store, are generally at **KWSPS cost plus any shipping expense**. These sales **are** sales taxable.

8. The Squadron will reimburse all Bridge Officers for attending the Spring and Fall District Conferences. The reimbursement will cover room expenses as specified by the District, not to exceed \$50 per night for up to two nights. Assistant Bridge officers attending a Conference can be reimbursed if the primary officer does not attend, or waives his reimbursement. (revised 05/14/07)

9. The annual Squadron dues for a Family Unit (consisting of an Active Member, and all other squadron members in his household) shall be 150% of the active Member dues. (revised 05/14/07)

10. Life members shall not be charged Squadron dues. (Incorporated 04/11/05)

11. Members attending Squadron events without regulation name tags will be assessed \$0.25.

12. Subject to annual approval by the Executive Committee, the Squadron will partially reimburse the Commander and the Executive Officer for attendance at the USPS Annual Meeting. Officers will be reimbursed \$50 per night of attendance, up to four nights. (incorporated 12/14/98)