

PEACE RIVER SAIL AND POWER SQUADRON STANDING RULES

Sections Revised August 11, 2011

For the aid and guidance of the Squadron members, there shall be a set of Standing Rules. These reflect the decisions of some of the more important motions approved by the Executive Committee (ExCom) on matters of a more or less permanent nature not warranting inclusion in the Bylaws. These motions as such are binding on squadron operations. Additions, deletions and changes therein shall be made by the Executive Committee which may at its discretion, submit the matter to the Squadron membership for action. These rules may be reviewed on the web site, at www.puntagorda-boating.org. Proposed changes will be published in the "Peace River PILOT"

GENERAL

1. Any member may request consideration of a new Standing Rule or amendment to, or deletion of any existing rule, by application in writing to the Commander, who shall bring this up at the next Executive Committee meeting for consideration.
2. No property of the squadron may be loaned outside of the squadron without the prior permission of the Commander or Bridge officer. Any user of squadron property shall follow such control procedure as may be prescribed by the appropriate bridge officer responsible for the property in his/her department.
3. The squadron Membership Directory is to be used for the sole information of the membership and not as a mailing list for business solicitation.
4. In the best interest of all our members, there shall be no smoking or serving of alcoholic beverages during the Squadron business meetings.
5. Squadron burial ceremonies will be performed exclusively for USPS[®] members past or present and/or their spouses.
6. A contribution of \$25.00 shall be made to the USPS[®] Educational Fund in memory of each deceased active member.
7. The squadron's newsletter, the "PILOT", should be published every month with the exception of July and August. It should be mailed so as to reach the membership on the first of the month. The Business/Dinner meeting flyer and squadron activities should be a part of each issue. A summer letter is written by the Commander to keep members informed during that period.
8. To minimize United States Post Office "Change Service Requested" fee charges, the squadron shall suspend newsletter mailings to any member whose mailing is returned. Such suspension shall remain in effect until the member advises of an address where mailings can be received. Furthermore this rule shall be electronically transmitted via e-mail to all members having an e-mail address during the months of September thru June of each year.
9. Each Bridge Officer, Executive Committee Member, and each Committee Chairman should check the USPS[®] Operations Manual for an outline of instructions for his/her job functions.
10. An annual review of the Squadron Strategic Plan shall be conducted by the Planning Committee. A report shall be made to the Executive Committee prior to the Annual Meeting. A written assessment of the progress being made toward achievement of the goals of the Plan shall be made by the respective bridge officers and provided to the ExCom prior to the annual meeting

EXECUTIVE COMMITTEE

- 1 The Executive Committee shall normally meet on the first or second Thursday of each month, or at the call of the Commander. The planned meeting dates will be published in the Membership Directory.
- 2 To be a member of the Executive Committee a person should be a participating active member of the Peace River Sail and Power Squadron for at least two years in order to be aware of squadron policies.
- 3 The Nominating Committee shall ask each Executive Committee nominee for a commitment that he or she will attend each meeting of the committee or provide a reasonable excuse to the Commander for not doing so.
- 4 In the interest of conducting an orderly meeting, any member of the Executive Committee who has a matter to be discussed shall notify the Commander at least a week in advance of the meeting so that it may be included in the agenda. The agenda shall be provided to the Executive Committee prior to the meeting.
- 5 The Commander is exclusively responsible for the invitation of non-squadron member guests to the Executive Committee meetings. Guests, if making a report, shall furnish a written and/or email copy to the secretary.
- 6 The Commander shall invite the Membership Committee Chairman and the Editor of the PILOT to all Executive Committee Meetings and call upon them to give their report, if any, upon the request of their respective Bridge Officer.
- 7 The outgoing Commander shall be provided with a Past Commander's plaque, flag and insignia at the Change of Watch. These gifts shall be budgeted in the Administrative Officer's account.
- 8 An elected Bridge officer who serves for two years but not three or more years, and who leaves the Bridge for any reason shall be presented their respective Bridge officer flag at the time of their departure. Such flag is presented as a memento and in appreciation of services to the squadron, but such flag shall not be flown. Elected Bridge officers who serve at least three years in Bridge officer rank (Lieutenant Commander, Lt/C) (not necessarily consecutively) shall be presented past Lieutenant Commander's flag per the latest revision of the Operations Manual at the time of their departure.

EDUCATION

- 1 For students who do not correctly answer 80% of the exam questions, the course chairman shall review the course material with the students and arrange for them to retake the exam as soon as possible.
- 2 All boating examinations and registration forms must be kept on file for six (6) years. Record retention may be electronic, such as CDs or DVDs.

FINANCE

- 1 Checks submitted for payment of squadron affairs and classes shall be made to the order of the Peace River Sail and Power Squadron.
- 2 Monies collected by members of the Squadron should be transmitted to the Treasurer within fifteen days of the event.
- 3 For expenses beyond the budget, the Commander may approve, in any Watch Year, cumulative amounts up to \$200.00. Executive Committee approval is required for non-budgeted expenditures in excess of \$200.00.
4. The expense for dinners of approved guests who have been invited to Squadron business or social functions shall be paid from the accounts, as approved by the Executive Committee, when such dinners are not included in that functions budget.
5. The department Bridge officer responsible should approve in writing, all budgeted expenses incurred, using the Income/Expense Form.

6. The Treasurer shall issue a financial report to the Executive Committee at each regular meeting.
7. Surviving spouses of former members, apprentices, or women certificate holders desiring to receive the "Pilot" mailings may do so.
8. The proceeds from the sale of the "Peace River Sail and Power Squadron building" (hereafter referred to as the "Building Account") shall be deposited in separate accounts(s). These funds shall be maintained in managed accounts under the supervision of a licensed account manager approved by the Executive Committee. Any transactions regarding investment instruments in these accounts will be recommended by the Finance Committee and approved by the Executive Committee either in person or electronically. This requires both the signature of the Chairman of the Finance Committee and of the Squadron Treasurer. This action will be reported to the Executive Committee at its next meeting. At least 50% of the funds in the account will be maintained in highly rated Bond Funds. The balance will be maintained in conservative investments and cash instruments recommended by the account manager and approved by the Finance Committee. Some of the income from these accounts, but no more than sixty percent of the annual appreciation of the total portfolio may be budgeted and expended as any other squadron monies. Annually, as part of the budget process, the Executive Committee will determine the amount to be withdrawn from the building account.
9. Permanent records include annual financial and audit reports, tax return copies (IRS990), articles of incorporation, property deeds and titles, and building fund investments.
10. Associate membership in Peace River Sail & Power Squadron may be granted by the PRS&PS Executive Committee in accordance with Squadron By-Laws Sections 3.2 and 3.7. These associate members shall be charged an annual membership fee to be determined by the Executive Committee prior to June 1 of each year. This fee is to cover postage and handling of PRS&PS mailings. Associate members who desire PRS&PS name tags shall be charged a name tag fee the same as regular members. Associate members declining to renew shall be terminated. Reinstatement to associate membership status once terminated will be in accordance with the by-laws of the PRS&PS.

Secretarial

- 1 The Commander or his designate shall approve any special mailing or flyer, which a committee chairman desires to be sent to the membership.
- 2 Motions passed at the Executive Committee Meeting shall be summarized in the monthly Secretarial Department Report published in the PILOT.
- 3 Discretion is used to decide which files to retain; however, it is a requirement that membership records be kept for five years. Much of the routine correspondence concerning address changes, transfers and resignations quickly lose value and can safely be destroyed. However, there are records and reports which are kept because they are the history of the squadron. The Squadron Historian's records include: minutes of the original organizational meetings, the original Squadron Charter, a copy of the incorporation papers including periodic endorsements, a color rendition or photograph of the Squadron burgee and its heraldry, Squadron Bylaws, Operating Policies, and Standing Rules including all amendments adopted, important correspondence (congratulatory and official), minutes of all meetings (annual, special, executive committee, including reports), publicity (newspaper clippings, radio and TV scripts, photos), the yearly Roster and/or Membership Directory and any other records deemed permanent by the Executive Committee.