

## Chapter 11

### MEETINGS AND CEREMONIES

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Meetings at all levels of USPS are conducted according to USPS Bylaws and, in squadrons and districts, the bylaws of the squadron or district. All bylaws usually stipulate that when not in conflict with their own provisions, some recognized authority on rules of order will be observed.

**11.1 The Pledge of Allegiance.** Many meetings of USPS, particularly business meetings, begin with members joining in reciting the *Pledge of Allegiance*. It is as follows:

*I pledge allegiance  
to the flag  
of the United States of America  
and to the republic  
for which it stands;  
One nation under God,  
indivisible,  
with liberty and justice for all.*

**11.2 Order of business.** It is strongly suggested that all business meetings at all levels follow this outline for the order of business:

- A) Roll call
- B) Determination of quorum
- C) Reading of minutes
- D) Reports of officers
- E) Reports of committees
- F) Unfinished business
- G) Elections (when appropriate)
- H) New business

**11.3 Seating of officers.** There are very few truly formal meetings where a head table is required. Ordinarily, especially at monthly luncheons or dinner meetings, a head table is not only unnecessary but often contributes to an unfortunate “them/us” atmosphere. When a head table is appropriate, such as at a strictly business meeting, officers do have designated seating. If an officer is absent, his assistant or next in command is seated in his place, and that person is prepared to act and report for the officer.

The commander sits in the center seat flanked by, on his left, the education officer, then the treasurer and secretary in order of seniority and on his right, the executive and administrative officers in that order.

**11.4 Bridge meetings.** Squadrons and districts are encouraged to hold bridge meetings on a regular schedule. These meetings of the elected flag officers allow detailed planning of specific goals and future activities and events. The assistant educational officer, assistant administrative officer, assistant secretary and the assistant treasurer plus

special guests are usually invited to attend the bridge meetings. An evaluation of the progress and achievements of the squadron or district is also appropriate. This exchange of plans, thoughts and actions prevents problems and misunderstandings.

**11.5 Board of directors.** The executive committee in the squadron, the council in the district and the Governing Board on the national level serve as the *board of directors*. These committees meet on a regular basis and handle the business of that specific level.

**11.6** In the **squadron**, the **executive committee** usually consists of the bridge officers (commander, executive officer, educational officer, administrative officer, secretary and treasurer) and three or more members-at-large elected by the membership; the bylaws specify the exact number of members-at-large. In addition, a squadron may, if its bylaws so provide, permit its immediate past commander to serve as a voting member of the executive committee. All members of the executive committee are elected by the squadron’s membership at the annual meeting.

**11.7 Duties.** This committee advises the commander on most aspects of squadron activities. The squadron bylaws usually define the powers and functions of the executive committee.

The executive committee has general charge of the policy, management and functions of the squadron. It has custody of all property of the squadron, including money. All bills contracted by the squadron must first be approved by the executive committee, and its recommendations for the following year must be presented to the membership for vote in time for dues notices to be prepared and mailed by headquarters.

Another responsibility of the executive committee is the approval of applications to membership. Applicants are recommended by the membership committee, and these recommendations are acted upon by the executive committee. This committee also approves nominations for associate membership, honorary membership and for transfers into the squadron.

The executive committee approves the selection of apprentices as provided for in USPS and squadron bylaws.

Any vacancy in an elective office in the squadron is filled by the executive committee until the next meeting of the squadron or until a successor is duly elected.

**11.8 District council.** Each district has a council consisting of, as a minimum, the district bridge officers and squadron commanders of that district. The membership of the council may include the chairs of the standing committees. All members of the council are elected and must be active members of a squadron within that district.

**11.9 Functions.** The council meets several times a year so that its members thoroughly discuss all matters to come before the district conference.

It is advisable that council meetings be distributed geographically within the district. Many districts have each council meeting sponsored by one or more squadrons of the district on a rotating basis resulting in a more thorough acquaintance of individual squadron members with district affairs.

It is highly desirable to have all squadron bridge officers attend council meetings to acquaint them with district matters. They have the privilege of the floor but no vote.

Many districts find it expedient to provide for attendance at council meetings of general members of the Governing Board and national officers from their district so that the council may not only benefit from the experience gained by these individuals at Governing Board meetings but also be represented on the Governing Board by those who are aware of the plans and operations of their district.

By reason of conspicuous service to USPS or to the district, the district council elects persons who are not members of USPS as honorary members of USPS. Such elections are valid for one year at a time. Persons elected to honorary membership by district councils enjoy the same privileges and restrictions as those elected by squadron executive committees.

**11.10 The Governing Board (GB)** regulates the management and policies of USPS, its districts and its squadrons. Its membership is composed of three classes of members:

- 1) Those who acquire membership by virtue of office held (i.e. members *ex officio*);
- 2) Those who are elected as individuals;
- 3) Members emeritus (members with fifty merit marks).

Members *ex officio* include the chief commander, vice commanders, rear commanders, district commanders, district educational officers, members of the national general committees, squadron commanders, past chief commanders and past vice commanders who have served a minimum of two full elected terms as such. District and squadron commanders may be represented by authorized alternate: the district commander by the district executive officer or the district administrative officer (in that order); the squadron commander by another member of his squadron or his district commander. Elected individuals are referred to collectively as "general members".

Special meetings of USPS may be called at any time or place by the chief commander, by the Governing Board or by active members. Notice of annual and special meetings is mailed to each member of the Governing Board no later than 60 days in advance.

Minutes of Governing Board meetings are sent to each of its members. In addition, past vice commanders, past rear commanders and past district commanders are sent minutes upon written request. Other members subscribe individually.

**11.11 Procedures.** Voting procedures at Governing Board meetings are explained. In order to vote, all members of the Governing Board or authorized alternates and delegates are registered and in attendance at the time the vote is taken. The secretary is responsible for registration of voters. The Committee on Rules advises the chair on parliamentary matters and passes on the credentials of delegates and proxies.

General members are elected at the annual meeting in the ratio of one for every six hundred

active members of USPS as of the preceding 1 March. The general members are nominated by the Committee on Nominations, usually upon recommendations submitted by the district commanders. Each member has a personal vote, entirely independent of the district commander or squadron commander. Each is deemed a representative of the general membership of USPS, and each has the responsibility to keep informed on issues and is expected to attend at least one Governing Board meeting a year. General members meet before each Governing Board meeting to be familiarized with and discuss matters that require their vote at the Governing Board session. They discuss and originate other matters affecting USPS. They are to report back to their districts. The number of general members shall not be exceeded by the number of rear commanders.

The Governing Board holds two regular meetings each calendar year: the organizational meeting of the newly-elected Governing Board, in conjunction with and immediately following the annual meeting at which it was elected; a meeting in the Fall; and, finally, a meeting of the retiring Governing Board in conjunction with and immediately prior to the ensuing annual meeting. The time and places of all Governing Board meetings are designated by the Governing Board.

Certain USPS officers and committees report directly to the Governing Board, namely the Board of Directors and the standing committees (auditing, finance, law, marketing and planning).

#### **11.12 Duties.** The Governing Board:

- A) Regulates the management and policies of USPS, its districts and its squadrons;
- B) Makes and executes contracts and makes expenditures provided the liability of USPS does not exceed reasonably anticipated uncommitted funds;
- C) Makes and amends bylaws and rules for its own governance;
- D) Enforces the authority given it under USPS Bylaws and takes action to advance the best interests of USPS, its districts and its squadrons, including disciplinary action and/or imposition of penalties for violation of USPS policy and bylaws;

E) Holds regular and special meetings at such times and places as it designates as well as sets the time and place of USPS annual meeting;

F) Establishes committees of the Governing Board and of the departments and makes appointments and establishes offices to be held and designates rank for the holders of such offices;

G) Controls the educational policies and practices of USPS as administered through the educational department and its officers; including the award of grades and other recognitions of proficiency;

H) Is empowered to waive district conferences and to constitute and reconstitute the districts and to form districts into groups;

I) Passes upon applications for squadron charters;

J) Elects to elective office members other than those elected at an annual meeting;

1) the district officers of any district;

2) chairs and assistants of the committees of the Governing Board.

K) Makes appointments to appointive committees and department offices;

L) Fills vacancies in any elective or appointive national office; any such officer to hold office until the next annual meeting of USPS or until a successor has been elected or appointed;

M) Admits persons to membership in USPS;

N) Fixes requirements for transfer of members and for resignations by members;

O) Promulgates specifications for and regulates the wearing of uniforms and insignia by members of USPS and flags and pennants to be used by members or flown from vessels commanded by members;

P) Publishes an official magazine of USPS, a manual for the guidance of officers and others, and other publications as it is ordered;

Q) Fixes all national fees and dues.

**11.13 Meetings.** The Governing Board meetings are normally scheduled in different cities around the country to reflect the diversity and interests of the membership. These meetings are usually "hosted" by a USPS district in or near the site of the Governing Board meeting. There is no geographic formula for specifying where or how often any meeting is to be held in a given region. Selection considerations include availability of adequate

and suitable hotel and convention facilities at competitive rates, public transportation access, recreational amenities and the experience and dedication of the host district. A district wishing to host any Governing Board meeting should contact the national meetings committee for current requirements.

The host district for a Governing Board meeting works closely with the national meetings committee in making and carrying out plans and arrangements for meetings. The committee has the direct responsibility for certain aspects of these meetings.

Special meetings of the Governing Board may be called by the chief commander or by the Governing Board to be held at any reasonable time and place, or by the written request of 100 members of the Governing Board. Only business as is referred to in the notice of meeting is transacted at a special meeting.

Notices of all meetings of the Governing Board, including a report of nominees, if any, by the Committee on Nominations, is mailed by the national secretary to each member of the Governing Board at least 30 days before the meeting except that an announcement by the chief commander at a special meeting of USPS is sufficient notice for holding a special meeting of the Governing Board immediately following a special meeting for the purpose of organization, election and appointment of officers, approval of committee members and chairs and implementation of any policies or resolutions adopted by the immediately preceding special meeting. At all meetings of the Governing Board, 100 members constitute a quorum.

**11.14 Board of Directors (BOD).** When the Governing Board is in recess, or in between meetings, the Board of Directors carries on routine business of USPS.

**11.15 Composition.** The Board of Directors is comprised of the National Bridge and the most recent past chief commander willing and able to serve, such directors to be elected by the Governing Board at its annual meeting.

All actions taken at an Board of Directors meeting are subject to Governing Board ratification no later than the meeting of the Governing Board next following the Board of Directors meeting for which minutes are in the hands of the Governing Board members.

**11.16 Responsibilities.** The power of the Board of Directors to establish policy is limited to urgent matters which have no significant effect upon district or squadron operations. Unless specifically adopted by the Governing Board, any policy expires at the meeting of the Governing Board next following the Board of Directors meeting at which such policy was made.

The duty of the Board of Directors in making appointments is limited to filling of vacancies created since the last meeting of the Governing Board, and all such appointments are for a term that expires at the meeting of the Governing Board following the Board of Directors meeting at which such appointments were made.

Proceedings of the Board of Directors are recorded by the national secretary. The minutes of each Board of Directors meeting are submitted to all members of the Governing Board no later than 45 days following the meeting. If a regular or special meeting of the Governing Board occurs less than 45 days following a meeting of the Board of Directors, the chief commander notifies members present at the Governing Board meeting of any matters of importance that were voted upon at the Board of Directors meeting unless the minutes of the meeting are already in the hands of the Governing Board members.

**11.17 Restrictions.** The Board of Directors cannot:

- Change the composition of the Governing Board or the Board of Directors
- Amend USPS Bylaws

**11.18 Squadron membership meeting.** Squadrons usually conduct one membership meeting each month or as specified in their bylaws. This meeting may be strictly a **business meeting** or it may follow a dinner meeting or even a social (picnic, pig roast or rendezvous). If there is a charge

for the dinner or social, a member is not obliged to attend that function. If a meal or entertainment is scheduled in conjunction with a meeting, members still must be permitted to attend the meeting itself without charge, even if it is convened at a location which charges admission, such as an excursion boat. No fee or charge may be attached to attending a membership meeting. A member must be allowed to attend any business meeting itself without charge. A member cannot be required to pay for the privilege of voting. The business meeting is well planned. After the place has been selected, notice is mailed to members. This may be achieved by a detailed meeting notice in the squadron newsletter that is sent to each member or a call from a member of the telephone calling committee to issue a personal invitation.

The commander presides at the meeting and is flanked by the lieutenant commanders and such national and district officers as may be present. The various officers and committee chairs prepare reports for the membership. The meetings committee, entertainment committee or other group makes necessary arrangements for the entertainment part of the meeting.

**11.19 The squadron's annual meeting** is the meeting at which squadron officers are elected. The Governing Board recommends that the meetings be held in March of each year, with the change of watch to take place before 31 May. Some squadrons have their annual meeting between 01 October and 01 December. This timetable permits a smooth transition at the national, district and squadron levels. The period between election and assumption of command permits orderly winding up of the old administration's affairs and preliminary organization time for the new. It is desirable to have good attendance at the annual meeting as this is the principal business meeting of the squadron year. The retiring commander makes the program for the annual meeting sufficiently interesting to attract good representation.

**11.20 Actions.** At the annual meeting the order of business outlined by USPS is followed. All elected and appointed officers give complete reports on activities within their responsibility. The commander's report outlines what has been accom-

plished by the squadron generally and includes a brief resume of what USPS has accomplished in the interest of boating. A complete financial report is made by the treasurer, but this is not accepted until approval of the report by the auditing committee. To aid the secretary, all reports are submitted in writing.

All appointed officers are discharged with thanks by the retiring commander, in deference to selections which are made by his successor. The chair then surrenders to the senior national or district officer present, or to a past commander of the squadron, for conducting the elections of officers for the ensuing year.

The report of the nominating committee is read to the membership. The secretary then asks for any nomination as prescribed under the bylaws. The balloting for office then begins and continues until all elective offices have been properly filled. Polls remain open only for the first hour after the election has been initiated as an order of business, and all contested offices are decided by secret ballots cast in person.

Upon election to office, the new squadron bridge, other elected officers and new members of the executive committee are introduced to the general membership. In squadrons whose bylaws provide for those elected to assume their new duties immediately, they are called to their proper places on the dais and are inducted by the senior official present. After an acceptance speech by the newly-elected commander, new business is taken up, and the squadron moves forward under its new leadership.

In many squadrons, bylaws and long-standing custom call for the new bridge and others to be installed at a formal change of watch ceremony. Where that concept is used, the time between the annual meeting and the change of watch is a reasonable period so as not to delay the programs of the incoming administration.

**11.21 District conference.** Each district is required to hold a district conference between 1 March and 1 May and between 1 October and 1 December each year unless the requirement is

waived by the Board of Directors. The conference is the primary meeting of the district and is a clearing house for subjects of particular interest to the district. Questions of policy and procedure appear on the agenda, and participation by all squadrons in that district is important to consolidate ideas on these subjects.

In planning a District Conference, the Conference Planning Committee should pay particular attention to both civil and religious holidays occurring during the planned conference dates. Every effort should be made to avoid planning a conference that spans those holidays. District Chaplains should advise the planning committee on scheduling conflicts with religious holidays. A listing of the Jewish holidays can be found in the Table of URLs in Chapter Zero.

**11.22 Procedures.** The district commander or secretary sends notice of a district conference as far in advance as possible to the commander of squadrons in the district as well as to the chief commander, the national executive officer and the national secretary. This notice gives the date, time and place of the conference and is sufficiently timely to allow national officers to make plans for attendance. Because district commanders and their staffs are usually elected and installed at the spring conference, with the chief commander or his representative present, the D/C notifies the designated visitor in advance as to the nature and timing of duties he will be expected to perform in connection with installation, pledging and presentations. If flags of office or plaques are to be presented, the official visitor is properly briefed. If any amendments to district bylaws are to be voted on, they are set forth in the notice of the meeting as required by the district's bylaws.

There are two means by which district conferences are arranged:

- 1) The district assumes full responsibility for the conference, under the leadership of a conference chair and a conference committee. The district commander appoints a chair who is willing to serve for several years, thus providing continuity and experience;

- 2) The conference is hosted by one or more squadrons in the district. It is usually desirable to

have host squadrons attend to the general and social features while responsibility for arranging business meetings is placed on one of the district's department heads. Hosting a conference by a squadron enhances the prestige of that squadron and increases interest of its members in district affairs. The responsibility for the format of a conference rests with the district.

**11.23 Agenda.** Squadron commanders of the district communicate with the DXO well in advance, giving a brief summary of the subjects they wish presented at the conference. The D/C prepares an agenda including matters brought up within the district and additional national matters. It may be the duty of a designated district department head to correlate these agenda and reduce them to simplified forms. Some districts prefer to have a council meeting a month or six weeks in advance of a conference, at which time the agenda is discussed and brought into final form. In the event that an amendment of the district bylaws becomes necessary, it is advisable that it first be discussed at a district council meeting, then referred to the district rules committee for preparation and final recommendation by the council to the district conference for adoption. Preliminary approval by the Committee on Rules is recommended, and final approval by this committee is mandatory.

A district conference includes meetings or seminars of all departments and committees of the district in order to provide a full and complete discussion of all district activities. Details of plans for these meetings of the departments are arranged by the D/C with the assistance of each department head and committee chair.

Educational meetings during the conference provide an opportunity to exchange ideas for improving teaching methods and for discussion between instructors on effective presentation of subjects, proper use of teaching aids and other matters of interest to all members.

**11.24 Resolutions.** The minutes of any district conference, together with any resolutions adopted for forwarding to the Governing Board, are sent to the national executive officer, the national educational officer and to the national secretary immedi-

ately after the conference. At the first Governing Board following receipt of a resolution from a district conference, the national executive officer will summarize the resolution to the Governing Board and propose referral to a national committee or officer for further study.

At the following Governing Board meeting the committees or officer assigned the resolution will report its recommendations, and the resolution will be presented to the full Governing Board. The text of the resolution is published in the minutes of the Governing Board meeting where it was referred and in the call for the ensuing meeting.

**11.25 Social activities.** One of the functions of a district conference is to bring together members of the squadrons. It is therefore urged that a conference be accompanied by social gatherings, such as a dinner and dance, to attract squadron members and guests. Although district conferences do have a luncheon or dinner, a member is not obligated to pay anything to attend a conference or to vote, if he is eligible. This fact should be made clear in the call to the meeting.

**11.26 Attendees.** A squadron is represented by its commander and delegates, the number of delegates varying with bylaws of the various districts. It is important that delegates attend the conferences. It is also desirable that representatives of the educational department of the squadrons attend conferences because one of the functions of a conference is to provide an interchange of information among squadrons on educational matters. Attendance by all squadron members is encouraged.

The order of business at district conferences is suggested and should appear in the district bylaws. The vote at a district conference is binding on the district and its squadrons insofar as it relates to district matters, provided it does not conflict with USPS or district bylaws.

**11.27 Annual meeting.** USPS annual meeting is held early each year, usually in January, at a time and place designated by the Governing Board. The chief commander, with the concurrence of the Board of Directors, is responsible for recommending to the Governing Board for its decision suitable

times and places for holding the annual meeting. The national meetings committee, under the direction of the national administrative officer, evaluates prospective sites and hosting responsibilities for such meetings and furnishes its recommendations concerning selection. This committee is also responsible for the planning, scheduling and administration of arrangements for hotel accommodations, meeting facilities, exhibits, transportation and publicity for all national meetings. All of these arrangements are in accord with the guidance furnished by the Board of Directors.

**11.28 Host district.** Prior to making any commitments for social activities for members, spouses or guests, activities not part of the formal Governing Board meeting agenda, the host district must obtain the written approval of the chair of the meetings committee and the Board of Directors. The nature of the activity, its timing and budget, are considerations.

The host district must submit a budget to the meetings committee at least four months before the scheduled meeting, showing in detail all anticipated income and expenses. USPS will indemnify the host district against financial loss incurred by the district in assisting with the meeting provided that all plans and a budget have been approved in advance by the chair. A final detailed accounting of all receipts and disbursements is to be submitted to the meetings committee within forty-five days after conclusion of the meeting. Any excess of income over expenses is to be turned over to USPS by the host district.

The order of business at the annual meeting is prescribed in the bylaws. Unless otherwise provided by the members or the presiding officer, the order of business shall be as outlined.

**11.29 Actions.** The annual meeting is comprised of the broadest voting base of all national meetings because it includes delegates representing the membership. These delegates may be instructed by their squadrons as to what position to take on a matter before the meeting. Certain actions, therefore, may be taken only at the annual meeting or a special meeting called for a specific purpose. Among them are the following:

A) The bylaws of USPS may be amended by a two-thirds vote of those present and voting at any annual or special meeting of USPS or at any meeting of the Governing Board, provided such proposed amendment is stated in full in the notice of the meeting. When any amendment is properly before any meeting, it may, before final action, be changed by a majority vote provided the change is germane to the subject covered by the amendment as proposed;

B) The national bridge, the chair and members of the Committee on Rules, the chair and three-year members of the Committee on Nominations and general members of the Governing Board are elected at the annual meeting;

C) The annual presentation of awards is made to members, squadrons and districts in a wide variety of programs or activities in the furtherance of the objectives of USPS.

**11.30 Recognition.** Traditionally, special honors are presented at the annual meeting by the chief commander.

**11.31 Special meetings.** Special meetings of USPS may be called at any time or place by the chief commander, by the Governing Board or by active members if called by written request filed with the national secretary not less than 60 days before the meeting. If called by the Governing Board, the request is signed by at least 100 members of the Governing Board. If called by the members, the request is signed by at least 10 active members from each of at least 10 districts.

Notice of annual and special meetings, including a report of nominees, if any, by the Committee on Nominations, is mailed by the national secretary to each member of the Governing Board no later than 60 days before the date of the meeting. Any list of nominations by petition validly received by the national secretary is mailed to each member of the Governing Board at least 15 days before the date of the meeting. Squadron commanders notify delegates representing the squadron.

At any annual or special meeting of USPS, 75 members of the Governing Board plus 75 delegates actually present or 150 or more alternate voter authorizations held by members of the Governing

Board or delegates present constitutes a quorum.

At national meetings the rules contained in the most current edition of *Robert's Rules of Order, Newly Revised* govern in all cases in which they are applicable and in which they are consistent with USPS Bylaws and any special rules of order which USPS may adopt. All questions of interpretation of *Robert's Rules* or USPS Bylaws are answered by the chair of the Committee on Rules or the chair's designee.

**11.32 Committee meetings.** Chairs of the various committees on all levels usually conduct committee meetings. These meetings are held for various reasons: (1) to review progress in a given area, (2) to coordinate efforts on a particular project, (3) to share experiences, or (4) to gain further information relative to a future activity. These meetings are most valuable and are essential for the cohesive attainment of the responsibilities of that assigned committee.

**11.33 Uniforms.** Customs vary with respect to wearing uniforms at squadron membership meetings. Some squadrons are quite formal, with the bridge in uniform, while others will have not a uniform in sight. USPS blazer is most often the preferred dress at squadron meetings. While no uniform is ever to be "required", the custom of an individual squadron is the deciding factor. Uniforms are not ordinarily worn at bridge meetings or meetings of the executive committee, socials, rendezvous, unless these activities are in conjunction with another activity or meeting where uniforms are appropriate.

Uniforms are customarily worn at district conference and Governing Board meetings. They are not usually worn at district council meetings or meetings of the Board of Directors [See Chapter 13].

### Special occasions and ceremonies

**11.34 Induction of new members.** As a fraternal boating club, each squadron makes it a practice to welcome new members at meetings and social occasions. A member's first meeting is one that he or she recalls with fondness and pride. At the same

time, a friendly greeting extended to these new shipmates evokes in “old timers” a feeling of dedication to a constructive purpose and satisfaction in their own accomplishments. Squadrons are encouraged to present a USPS ensign to each new active member with appropriate ceremony, the cost of the ensign being borne by the squadron.

### **11.35 Administering the USPS Pledge.**

Although new active members sign the USPS pledge when accepted into membership and are not required to formally recite it at a squadron meeting, it is desirable to ask them to stand together at a squadron function and recite the pledge before their new colleagues. To ensure greatest significance and dignity, the pledge is administered by the highest ranking USPS officer in attendance or a respected former district or national officer. When the pledge is recited by new members, it is almost universal custom for the entire membership present to accompany them in unison, each member thus reaffirming his own personal dedication.

**11.36 The Pledge preamble.** The inducting officer will address all candidates as follows:

*Ladies (and/or) gentlemen: You have accepted an invitation to membership in United States Power Squadrons, a nationwide boating organization dedicated to high standards of seamanship and an appreciation of yachting traditions. I ask you to raise your right hand and affirm your willingness to fulfill the obligations of all members of USPS and of \_\_\_\_\_ Squadron.*

### **11.37 USPS Pledge.**

I do solemnly pledge  
to abide by the bylaws  
of United States Power Squadrons;  
promote high standards of  
navigation and seamanship;  
maintain my boat and operate it legally;  
render assistance whenever possible;  
and conduct myself in a manner  
that will add prestige, honor and respect  
to United States Power Squadrons.

Following recitation of the pledge, member-

ship certificates, if available, are ceremoniously distributed by the inducting officer with the squadron commander assisting.

**11.38 Installation of officers.** Officers are installed individually or in a group, but the most common procedure is a separate installation of the commander followed by installation of all other flag officers as a group.

Installation ceremonies are usually conducted by the senior officer present. In the case of a squadron change of watch, the installing officer is a national or district officer. At a district ceremony, a national officer officiates. In all cases, the installing officer is invited well in advance of the affair. He is told exactly what is expected of him and is furnished with a typed or printed list of the new officers' names, grades, offices into which they are being inducted and their mates' names. The correct pronunciation of each name is noted.

Installation of assistant department heads (first lieutenants) and executive committee members is optional. Appointed officers (lieutenants) are not normally formally installed.

**11.39 Utility pledge.** The following pledge, quite broad in character, is used in conjunction with installation generally.

*I do solemnly pledge myself that during the term of my office I will abide by the bylaws of United States Power Squadrons and the bylaws of \_\_\_\_\_ Squadron (or District \_\_\_\_\_), that I will follow the procedures contained in the Operations Manual; that I will cooperate with national and district officers whose duties require them to direct and supervise certain aspects of my work; and that I will work in harmony with my fellow officers, always remembering that this is a fellowship organization dedicated to the advancement of boating and the self-education of members.*

**11.40 Short form.** This short but completely adequate pledge is also used:

*I do solemnly pledge myself to perform faithfully and impartially the duties of the office which I am about to assume.*

**11.41 Squadron commander.** A squadron commander is pledged individually as follows:

You have been selected by your peers to take command of \_\_\_\_\_ Squadron. This selection indicates confidence in your ability and integrity, but it also carries with it certain obligations. I ask that you make the following pledge, raising your right hand and repeating after me:

*I do solemnly promise that I will serve \_\_\_\_\_ (Sail and) Power Squadron faithfully as commander by always keeping in mind the best interests of the organization: that I will conduct our meetings in a dignified, impartial manner; striving to uphold the standards of the squadron, and improving them as I see the need and opportunity; that I will accept the responsibility, to the best of my ability, of seeing that my officers and committee members carry out their designated assignments; and, that I will bear in mind that it is my responsibility to give careful consideration to the desires of the members provided they are not contrary to the best interest of our organization and are not in conflict with the bylaws of this squadron or of United States Power Squadrons.*

**11.42 District commander.** A district commander is installed as follows:

You have been selected by the delegates of district \_\_\_\_ to command this district for the coming year. This election indicates your member-squadrons' exceptional faith in your ability and integrity, but it also carries with it certain obligations. I ask you to make the following pledge, raising your right hand and repeating after me:

*I do solemnly promise that during my term of office as commander of District \_\_\_\_ I will serve the best interests of United States Power Squadrons, District \_\_\_\_ and its member-squadrons. I accept the responsibility of seeing, to the best of my ability, that the officers and committees of the district and its member-squadrons*

*carry out their designated assignments, giving careful consideration to the needs and desires of the individual members. I will abide by the bylaws of United States Power Squadrons and District \_\_\_\_\_. I will work in harmony with my fellow officers, always remembering that this is a fellowship organization, dedicated to the advancement of boating and the self-education of its members.*

**11.43 Other district bridge officers.** Other district bridge officers are installed as a group as follows:

*I do solemnly pledge myself to perform faithfully and impartially the duties of the office which I am about to assume. I will abide by the bylaws of United States Power Squadrons and District \_\_\_\_\_ and I will follow carefully the procedures outlined in the Operations Manual. I will cooperate with all national, district and squadron officers where our respective duties converge, to further the objectives of USPS. I will always remember that United States Power Squadrons is a fellowship organization, dedicated to the advancement of boating and the self-education of its members.*

### Formal Banquets

**11.44** Most squadrons and districts hold formal banquets at one or more times during the year. Many have a "commander's ball", honoring either a newly installed or just retired commander; others schedule their "change of watch" as a dinner at which the installation ceremony is a featured part. There are also Founders' Day parties and other types according to local custom and need.

**11.45 Planning.** An invitation to formal squadron functions should always be directed to the district commander and, usually, to the commanders of neighboring squadrons. Navy and Coast Guard officers serving in the local area are desirable guests, as are cooperating business, civic and municipal officials. A formal, printed invitation is sent to all invited guests, including squadron members. Make sure that the proper use and placement

of the ensign and squadron burgee appear on any printed matter.

**11.46 Dress code (Uniform of the Day).** The commander of the sponsoring entity stipulates the dress code or “uniform of the day” and ensures that not only his constituents but also all invited guests are informed early. The announced uniform should specify either four-in-hand or bow tie if there might be a question and advice is given to guests as to whether the uniform cap or hat is required. Appropriate dress for non-members is also noted, “formal”, “semi-formal” or “informal”.

**11.47 Speeches.** There may be a principal address, either by an officer of the hosting organization or by a guest speaker. Other than that, speeches are topical, timely and brief. If it is desired that an officer from a higher level address the gathering, he is advised of that fact well in advance, together with an indication of a preferred subject, if any, and the time allotted for his remarks.

**11.48 Official guests.** When an official visitor or guest speaker is present, it is important that he be accorded proper courtesy and accommodation. Inasmuch as the commander will likely be occupied with a variety of duties, responsibility for guests are assigned to his flag lieutenant or to one or more aides who can devote themselves to introductions, pointing out assigned seating, organizing cocktails and otherwise assuring their comfort. Official guests are not asked to pay for their attendance and specific precautions are taken to preclude their being charged at the door.

They are also given the courtesy of advance information regarding:

- the program or agenda
- what is expected specifically of them
- the names of other head table personnel
- the names of other guests they may or should know
- any special facts about the organization or its members which may be helpful, either socially or in their remarks.

### Opening and closing ceremonies

**11.49** Although it is not recommended, at squadron and district business meetings it is occasionally desirable that flags be advanced and retired ceremoniously.

**11.50 Flags to be used.** When flags are advanced or retired, one does not require the other, the U.S. flag and USPS ensign are used as a minimum; if it is desired to honor a foreign country, organization or visitor, that flag(s) is included. The correct positioning of flags in procession and when mounted is most important and should be studied prior to the activity.

**11.51 Advancing the colors.** The route of march in advancing the colors will depend upon the size and layout of the meeting place, furniture arrangement, width of aisles and height of the ceiling. In small or congested rooms the following is recommended:

A) The bearer of the flag of the United States stands at the right side of the room, as viewed by the audience, with the bearer of USPS ensign on the opposite side of the room, in the open space between the first rows of chairs and the speaker’s platform;

B) The commander raps his gavel for order, and announces, “All please rise”;

C) As soon as all are standing the commander orders, “Color bearers: present the colors”;

D) As the bearers start their march across the room, the commander orders, “Breast salute”;

E) Members of the color bearers, on the order, march, not stroll or shuffle, towards each other across the room in front of the speaker’s platform and pass each other carrying the U.S. flag nearest the audience. At the point of passing, the bearer of the USPS ensign dips his flag slightly. Both bearers continue their march and place their flags in their respective stands with finials (top ornaments) facing the audience. Marching and close-order drill maneuvers such as “column right” and “about face” must be executed correctly;

F) After each flag is in place, both bearers step back and come to attention. The color bearers then face the flag of the United States, and render a hand salute if in uniform and covered (wearing a cap), or breast salute otherwise;

G) If the national anthem is to be played, it is played at this time. Members hold their salute. If a

foreign national anthem is also to be played, it follows the U.S. anthem and members retain their salute throughout;

H) If the *Pledge of Allegiance* is to be recited, it is done at this time, with members holding their salute;

I) The commander orders, “Two” (second count of the salute routine), and all present return to the position of attention;

J) The color bearers retire;

K) The commander raps his gavel and orders, “Be seated”, or calls for the invocation.

If a larger hall is used or more formal ceremonies are desired, the flags are marched up the center aisle or right aisle. If in single file, the United States flag is in the lead; if abreast, the U.S. flag is on the right of other flags.

If marching up the center aisle, at the point where the cleared space between the front seats and head table is reached, the bearer of USPS ensign stops momentarily and allows the bearer of the U.S. flag to cross in front of him. The flag dip is used only when the flags meet from opposite directions as in the procedure above.

**11.52 Retiring the colors.** The ceremony of retiring the colors is conducted essentially as follows:

A) Just before declaring the meeting adjourned the commander orders, “Color bearers, stand by to retire the colors”;

B) On receiving this order, the color bearers advance and stand directly in front of their respective flags;

C) When they are in position the commander orders, “Attention” or “Please rise”, and all present rise and stand at attention;

D) The commander orders, “Color bearers, secure the colors”;

E) Color bearers remove their flags from the stands and correctly execute an about face, facing the audience;

F) They hoist the flags to carrying position;

G) The commander orders, “Breast salute”;

H) The color bearers step off in unison to retrace their presentation march. If the method first described for presenting colors is used, dipping is repeated just as they meet;

I) The commander orders, “Two”, as soon as the colors reach the side of the room, or, if the aisle method is used, as soon as the colors pass from sight or reach the back of the room. All present return to the position of attention;

J) The commander now calls for a benediction, orders the meeting adjourned, or seats the audience if informal activities follow.

### Founders’ Day

**11.53** By Governing Board resolution, “Whereas: United States Power Squadrons was organized on 2 February 1914, and through the succeeding years, in peace and war, has demonstrated its value and importance in the teaching of navigation, seamanship and good sportsmanship afloat; and Whereas: The ensign of United States Power Squadrons is recognized by the nautical world as a signal that the vessel flying it is under the command of a lover of the sea who is skilled, capable, trustworthy and law abiding; Now, Therefore, Be It Resolved: That February second of each year be designated by the chief commander as Founders’ Day, and that on that day throughout the United States recognition be given publicly to the work, growth and progress of United States Power Squadrons and to its founders”.

### Pass-in-review

**11.54** As part of a rendezvous or as a special recognition ceremony, squadrons occasionally honor their commander, past commanders or distinguished guests by staging a marine review. The beneficiary of the honor is usually situated on board an anchored vessel or in a reviewing area on shore, while the fleet files past rendering appropriate salutes. In confined quarters, however, the reviewing officials review the stationary fleet from a moving vessel.

The activity is well choreographed in advance, and each skipper advised of not only his particular place in line but when and how to assemble for, participate in and return from the procession. He is also appraised of the various protocols to be observed as respects saluting and dressing the ship.

Both sail and power boats are accommodated.

It is not recommended that sail craft proceed under sail, but if they do so it is advisable to group them separately. A sailboat without auxiliary power is towed.

Boats are formed in a mustering area beforehand and proceed in pre-arranged order following the guide vessel or “van”. The speed of all boats is slow enough to accommodate the slower hull speed of sailboats yet fast enough for maneuverability of larger power craft. A uniform distance between boats of about 150 feet is maintained.

As each boat approaches the flagship or reviewing area, the helm is given over to a volunteer and the skipper and his guests stand at attention at the rail. Just before drawing abreast of the flagship, the skipper renders the hand salute and, if so equipped, a cannon is fired. In some municipalities, a permit is required for discharging a saluting cannon. The hand salute is held until answered. Whistle salutes are inappropriate.

It goes without saying that squadron members should be in uniform, if possible, and that flags should be displayed correctly. Dipping the ensign is not recommended as an element of the review procedure in as much as it is preferred that USPS vessels fly the U.S. ensign from the flag staff.

The flagship or reviewing vessel is positioned so that the reviewing official(s) and his party are able to be in full view of the fleet. Depending on boat design, this may mean anchoring bow-on, stern-on or parallel to the line.

Unfavorable winds or currents require anchoring fore and aft. On a boat with limited deck space, the reviewing party stands abreast with the reviewing officer(s) in the center. If adequate deck space is available or when the fleet is reviewed from shore, the reviewing officer(s) stands in front of his (their) party. Only he (they) return the fleet’s salutes. Each cannon salute is answered in kind.

### Religious Activities and Ceremonies

**11.55 Services and prayers.** It is common at gatherings of USPS members that time be set aside for devotions and prayers. These take various

forms, from a blessing at meals to formal worship services and funerals. While these are a valued part of USPS life, it should be remembered that the membership is comprised of persons of different beliefs and traditions, so an effort is made to embrace all members by making prayers non-denominational.

**11.56 Resources for chaplains.** The following prayers are appropriate for use at squadron meetings and other gatherings. They meet the criteria for sensitivity to varied beliefs and traditions. Those who prefer to compose their own prayer may wish to use them as models.

#### Invocations

1) Heavenly Father, we ask that You bless us with Your presence here today. Grant to us the wisdom to see all things in true perspective. Grant to us the patience to hear one another with open minds and hearts. Grant to us the strength to meet all present challenges. May all that we do this day bring honor to You and credit to ourselves. Amen.

2) God, our Father, as giver of life, help us to live fully and bring quality of life to others. As fountain of wisdom, enlighten us and guide our efforts here today. As source of all strength, help us bring to fruition all that we shall now propose. As our common Father, unite us as brothers and sisters in fellowship and cooperation. We best honor You by respecting one another. Amen.

3) *The Lord’s Prayer (Matthew 6:9)* Our Father, which art in heaven, hallowed be Thy name. Thy kingdom come. Thy will be done on earth, as it is in Heaven. Give us this day our daily bread. And forgive us our trespasses, as we forgive those who trespass against us. And lead us not into temptation, but deliver us from evil. For thine is the kingdom, and the power, and the glory, forever. Amen.

*It should be noted that some denominations have minor deviations in the working above, e.g. “debts/debtors” or “sins/sin against”.*

#### Change of Watch

Heavenly Father, You are alpha and omega, the beginning and the end. We commend to You this evening a beginning and an end. Give strength and guidance to members of the bridge about to take the

helm. May they have a willing and able crew. Reward with a special blessing those about to relinquish their posts. Grant them a sense of duty well done. Bless all our USPS members and guests. (Before a meal) Bless the food we are about to receive from Your bountiful hands. Amen.

#### **Prayer before a cruise**

God, our Father, we thank You for this day, for the time we will spend together, for the joy of being on the water. Protect us as we journey. Bless our fellowship and fun. Help us assist those whom we encounter who are in need. Return us to port, safe and refreshed. Amen.

#### **Meal prayer**

God, our Father, be our strength when seas are high. Be our compass when we lose our way. Be our anchor when we are adrift. Be our beacon when we're in the dark. Be our landfall when the course is run. Now, bless us and the food we are about to receive from Your bountiful hands. Amen.

#### **A benediction.**

God, our Father, we are grateful for Your many gifts. For the gift of life and those with whom we share it. We are grateful for talents received from Your hands. May we use them to bring glory to You and honor to ourselves. May all that we have proposed here today be accomplished with Your help. May all our purposes truly be Your own. Amen.

**11.57 Service at sea.** Cruising often makes it impossible for crew and guests to get ashore for their customary religious services. If no chaplain is aboard to conduct a service, the reading of selected scriptures is appropriate. Such readings might include Psalm 107:23-31 and Psalm 8:1-9, or Luke 5:1-11. Additional religious services may be found in *Prayers at Sea* by Chaplain Joseph F. Parker.

**11.58 Death of a member.** The news of the death of a squadron member, spouse or family member should be quickly shared with members of the squadron. The commander requests that the

telephone committee take up this duty as soon as accurate information concerning funeral arrangements is available. The traditional ship's wheel logo may be used in conjunction with a newspaper death notice. If the family so desires, it is appropriate for the squadron to be involved in funeral rites or a memorial service. The squadron commander aided by the chaplain, takes responsibility for arranging participation. Some possible areas where squadron members participate are the following:

- provide a USPS ensign with mourning streamer [Refer to 12.54 on page 12-16]
- act as pall bearers [Refer to 11.65 on page 11-20]
- be represented on a grave marker [Refer to 11.66 on page 11-20]
- provide an honor guard of uniformed members to attend the casket or grave site
- provide ushers for the family at the funeral or grave site, or
- offer a eulogy [Refer to 11.59 on page 11-15] as part of the funeral or internment service or conduct a full service

When squadron participation in a funeral service is contemplated, discreet inquiry is made as to its propriety. For example, the Lutheran *Book of Worship* states, in its chapter on funerals, "The ceremonies or tributes of social or fraternal societies have no place within the service of the church" (*Op. Cit.*, first printing, September 1978; page 206).

Whenever squadron members participate as a group, the commander notifies all concerned as to the uniform required. After a discrete interval, the commander or his representative contacts the family for permission to provide data for the "Last Horizon" column in *The Ensign*.

**11.59 USPS funeral or memorial service (Christian or Jewish).** A member's death is information which is communicated immediately to people concerned. For a member of a squadron who has had no involvement with district or national, notice is given to squadron members. If the member had been involved in district affairs, then the district commander is also notified. If the member is or was an elected national officer, USPS

headquarters is informed; which, in turn, will notify appropriate officers.

The squadron or district commander contacts the spouse or a family member to express sympathy and determines if a USPS service, in uniform, is desired. If so, request that a family member furnish the deceased's personal history, names and relationships of surviving family and other pertinent information. This, when added to USPS record of the member, enhances any eulogy.

Contact as many members as possible and advise of the time and place of the service and which uniform (if any) is to be worn.

Prior to the service, the conducting officer coordinates with the minister, priest, rabbi or other person giving the religious part of the service (if any), and the music director. The officer provides them with a copy of USPS service. Have the funeral director set aside sufficient rows of pews on the front left side to accommodate squadron members. Spouses take seats with the congregation.

The "conducting officer" may be any USPS member; however, as an indication of the esteem in which the deceased is held, the squadron commander conducts the service for a past squadron commander, the district commander for a past district commander and the chief commander for a past chief commander.

The American flag is normally already displayed on the left side at front in churches and chapels. If a color guard is not employed, USPS ensign is placed on the right side prior to the service.

USPS membership forms outside and starts the service by their entrance, in a column of twos. The procession is led by a color guard, followed by ranking officers and then other members. Male members wear their caps outside, placing them under their left arm as they enter. Women remain covered when entering the building.

The color guard, wearing caps and white gloves, stops at the front of the congregation until all members have entered pews and remain stand-

ing. The conducting officer gives the order, "Post the colors", and, to the members, "Breast salute". The color guard goes forward, stops in front of the casket (or picture if it is memorial service) and dips USPS ensign. He then turns right and posts the flag in its stand. The order, "Two", is given and then, "Members, be seated". Color guard members remove their caps as they move to seats in the first row.

If there is to be an opening hymn or a religious service, it begins immediately. Following that, USPS conducting officer proceeds to the rostrum and starts USPS service. Depending upon the nature and extent of any preceding religious service, some or all of the prayers and readings that follow may be omitted.

**11.60 USPS service script.** A member of United States Power Squadrons has embarked on his/her last voyage. The tides of life have ebbed for a shipmate, and we, his/her fellow members, gather to honor his/her memory. (Name of the deceased) was a valued member of the \_\_\_ Power Squadron and District \_\_\_\_\_. Now the Supreme Commander has called our shipmate to sail with Him in eternal calm waters, forever free from the storms and tempests of mortal life.

*We thank You, O loving God, for Your promise that whenever even two or three are gathered in Your name, You are in their midst. As we gather in Your name at this sacred hour of dedication, we pray that You will make the sustaining power and comfort of Your presence clearly known to each one of us. Amen.*

(Psalm 107: 23-25, 28-32)

They that go down to the sea in ships, that do business in great waters; these see the works of the Lord, and His wonders in the deep. For He commandeth, and raiseth the stormy wind, which lifteth up the waves thereof. Then they cry unto the Lord in their trouble, and He bringeth them out of their distresses. He maketh the storm a calm, so that the waves thereof are still. Then are they glad because they be quiet,

so He bringeth them unto the heaven where they would be. Oh that men would praise the Lord for His goodness, and for His wonderful works to the children of men! Let them exalt Him also in the assembly of the people, and praise Him in the seat of the elders.

**Christian service:** *Let us repeat together the family prayer which Jesus taught us, saying - Our Father, Which art in heaven, hallowed be Thy name. Thy kingdom come. Thy will be done on earth, as it is in Heaven. Give us this day our daily bread. And forgive us our trespasses, as we forgive those who trespass against us. And lead us not into temptation, but deliver us from evil. For thine is the kingdom, and the power, and the glory, forever and ever. Amen.*

**Jewish service:** Psalm 121 - I will lift up my eyes for the mountains; What is the source of my help? The source of my help is the Lord, creator of heaven and earth! He will not let you falter; your Guardian does not slumber, He is at your right hand to protect you. The Lord, your keeper, gives shelter. The sun will not forsake you by day, nor the moon by night. The Lord will guard you from all harm. The Lord will preserve your soul. He will guard your going out and coming in, from this time forth and forever. Amen.

We have gathered here to honor a friend and pay our respects to the memory of (name). We are also here to find support and hope in overcoming the sadness that we feel in the loss of one who was very near and dear to us.

It is not difficult to honor and memorialize (name) because of the fine life he/she lived and the many contributions that he/she made to many of us through his/her love of the sea and his/her love of the boats and ships that ply the waters. His/her love was not only a love that went outward to impel him/her to do what he/she could do to give joy and happiness and safety on the water to others. This he/she did in many ways.

(A eulogy may be offered at this point. It may be

given by someone other than the conducting officer, in which case the conducting officer says, “I now call on (name and position or relationship, if appropriate)”. The conducting officer will leave the rostrum during the eulogy and return after, continuing thus:

*Our great sadness at (name)’s departure from our midst puts a clear challenge before us: to see how we who are left behind can turn our sadness and sense of loss into something positive and constructive as we know he/she would want us to do. It is, of course, only human that we should feel grief for any temporary parting of the courses that we are sailing in this life. But I am sure that (name) would not want us to be consumed by our sorrow nor by pity for ourselves.*

*He/she would, therefore, want us to turn our thoughts to the grounds of our faith that he/she has gone on to a new, fine experience of release, of quietness and peace. As written in Ecclesiastes 3:2,4 “There is a time to be born and a time to die; a time to weep, and a time to laugh, a time to mourn, and a time to dance”.*

**Christian service:** From 2 Timothy 4:6 and 7: “For I am now ready to be offered and the time of my departure is at hand. I have fought a good fight, I have finished my course, I have kept the faith”.

**Christian service:** a hymn may be sung here.

*From time immemorial man in his highest moments has expressed his faith in the reality of God and in God’s love and care for His children and, therefore, that the human spirit is immortal.*

**Christian service:** From John 14: 1 & 2: “Let not your heart be troubled; ye believe in God, believe also in Me. In My father’s house are many mansions. If it were not so, I would have told you. I go to prepare a place for you”.

And from 1 Thessalonians 4: 13, 14, 18: “But I would not have you to be ignorant, brethren, concerning them which are asleep, that ye sorrow not, even as others which have no hope. For if we believe that Jesus died and rose

again, even so they also which sleep in Jesus will God bring with Him. Wherefore comfort one another with these words”.

There we have our affirmations of faith on which in turn our own faith is firmly founded. But now let me try to restate our faith in terms of experiences that you and I have had and known.

Many of you who are gathered here to honor and remember (name) have, like him/her, crossed the great waters of the sea by mechanical power or by the power of the wind. While perhaps only some of you have piloted your boat great distances to new and strange shores, I am sure that most of you have been at the shore and have watched vessels as they sailed away.

*Haven't you watched a ship as she sailed out to sea until she hangs like a speck of white cloud just where the sea and cloud come together to mingle with each other? Then a landlubber says, "There, she is gone!" Gone? Gone where? We who have sailed know that she has just gone from our sight. She is just as large in hull and mast and rigging as she was when lying alongside us at anchor in the harbor, and just as able to bear her load of life. Her diminished size is in us, not in it. And just at the moment when the landlubber says, "There, she goes", we who sail know that on the other side there are others eyes watching her coming and other voices taking up the cry, "Here she comes!" So it is with the living spirit of (name) as he/she sailed beyond our horizon.*

A poet has expressed these thoughts in verses much better than I am able to do. Let me read his words:

### **When I Sail Away**

Sometime at eve when the tide is low,  
I shall slip my mooring and sail away.  
With no response to the friendly hail  
Of kindred craft in the busy bay.

In the silent hush of the twilight pale  
When the night stoops down to embrace the day  
And the voices call o'er the water's flow  
Sometime at sea when the tide is low

I shall slip my moorings and sail away.

Through the purple shadows that darkly trail  
O'er the ebbing tide of the unknown sea  
I shall drop away with a hoist of a sail  
And ripple of water to tell the tale  
Of a lonely voyager sailing away  
To Mystic Isles where at anchor lay  
The crafts of those who have sailed before  
O'er the Unknown Sea to the Unknown Shore.

A few who have watched me sail away  
Will miss my craft from the busy bay,  
Some loving hearts that my soul hold dear  
In friendly ships that were anchored near  
In silent sorrow shall drop a tear;  
But I shall have peacefully furled my sail  
In moorings sheltered from storm or gale  
And greeted friends who have sailed before  
O'er the Unknown Sea to the Well Known Shore.

*O God, our Father, whose love is infinite and in Whom we can safely put our trust, we come in this hour to seek the comfort of Your presence and of Your power. We do not come to mourn for one who has entered into a fuller, freer life, for that would be selfish. We come rather to make willing dedication again to You of this life which You gave to us. We come to give You hearty thanks for the many hours and years which have been made brighter and happier for us and for our whole community by (name)'s life, for our thoughts as we think of him/her can only be of gratitude and thanksgiving. We pray for ourselves, O God, that You will make manifest to us the purposes of Your infinite wisdom and that You will open our hearts to understand Your Ways.*

**Christian service:** *We ask You to comfort and sustain all of us who are grieved by this temporary parting of the ways. Help us, O God, to know the power and truth of Christ's promise that You will give rest unto all who in earnestness and sincerity turn to Him in an hour of need.*

For life is eternal and love is immortal, and death is only a horizon, and a horizon is nothing save the limit of our sight. Light us up, O God, that we may see further. Cleanse our eyes that we may see You

more clearly. Draw us closer to Yourself that we may know ourselves nearer to our beloved who are with You.

**Christian service:** a hymn may be sung here.

**Christian service:** *Let us pray: O Lord Jesus Christ, Savior of the world, who, by Your cross and passion, did show Your love for all Your children, support us all the day long through this troubled life till the shadows lengthen and the evening comes and the busy world is hushed and the fever of life is over and our work is done. Then in Your great mercy grant us a safe lodging and a holy rest and peace with You at the last, through Jesus Christ our Lord. Amen.*

May the peace of God, which passeth all understanding, keep your hearts and minds in the knowledge and love of God; and the blessing of God almighty, the Father, the Son and the Holy Spirit be amongst you and remain with you always. Amen.

**Jewish service:** Psalm 23 - The Lord is my shepherd, I shall not want; He has me lie down in green pastures. He leads me beside the still waters. He revives my soul; He guides me on paths of righteousness for the sake of His glory. Though I walk in the valley of the shadow of death, I fear no harm, for You are with me. Your rod and Your staff do comfort me. You set a table in sight of my enemies. You anoint my head with oil; my cup overflows. Surely goodness and mercy shall follow me all the days of my life; and I shall abide in the house of the Lord forever. Amen.

The conducting officer returns to his seat and then gives the order, "Color guard, retire the colors". The color guard puts on caps and gloves and marches to USPS ensign. Then the order is given, "Please, all rise. Members, breast salute". The color guard proceeds down the aisle. When they reach the rear, the conducting officer orders, "Two".

That concludes the service, and the ushers will oversee emptying of the pews.

If a grave side service follows, the members who are pallbearers carry the casket to the hearse (with caps on) and then from the hearse to the grave site. They remove their caps during a Christian service but need not do so in a Jewish service.

**11.61 Annual memorial service.** Many squadrons and districts hold an annual memorial service to honor the memory of members who have passed away in preceding months. Squadron commanders or secretaries forward to the district secretary and chaplain the names of members who are to be remembered.

**11.62 Burial at sea.** Relatives of deceased members **occasionally** ask that members of a squadron or district perform a burial at sea. The following is suggested for this service. A funeral director is consulted concerning the applicability of any statutes or ordinances.

*Almighty and everlasting God, who are always more ready to hear than we to pray, and art wont to give more than either we desire or deserve; pour down upon us the abundance of Thy mercy; forgiving us those things whereof our conscience is afraid, and giving us those good things which we are not worthy to ask but through thine infinite and great mercies. Amen.*

*Unto Almighty God, whose way is in the sea, we commend the soul of our brother departed, and we commit his body to the deep (at this point distribute the ashes) in sure and certain faith that he doth now live in the life that is hereafter.*

*Almighty God, who has taught us that they who mourn shall be comforted; grant that in all our grief we may turn to Thee; and, because our need is beyond the help of men, grant us the peace of Thy consolation and the joy of Thy love, in Thy name. Amen.*

*The Lord bless us and keep us. The Lord make His face to shine upon us, and give us peace, both now and evermore. Amen.*

Or the following:

*We of \_\_\_\_\_ (Sail and) Power Squadron mourn our loss, but we are consoled by the abiding faith that when the final watch changes for us and we too cross the bar, our shipmate will be waiting to guide us to safe anchorage.*

*When our sailing nears its ending*

*When our course is all but run,*

*When this sense of past endeavor crowd upon us one by one*

*When we see in true perspective,*

*Knowing wrong and knowing right,*

*May we say, like Saul of Tarsus,*

*“I have fought a noble fight”.*

*May we find our life-long courses*

*Have not been steered in vain.*

*Lest the bearings we have plotted*

*Must be reckoned out again.*

*When we leave our earthly bodies*

*Buried deep in sea or sod,*

*May our endeavors be our glory*

*When we go to meet our God.*

*We bid you, “Hail and Farewell!” shipmate, until we drop anchor beside you at the Last Great Rendezvous.*

Two familiar psalms may also be appropriate: Psalm 107: 23-31 is nautically oriented and the

familiar 23<sup>rd</sup> Psalm is always in order.

**11.63 Military honors.** A deceased member who is or was a member of the U.S. armed forces is eligible for military honors, including burial in a military cemetery and the privilege of having his casket covered with the U.S. flag. These details and procedures are left to the military, a veterans’ organization or the family.

**11.64 The USPS ensign.** Covering a casket with the USPS ensign is not authorized; however, it may be displayed with mourning streamer on a staff near the casket [Refer to 12.54 on page 12-16].

**11.65 Pallbearers.** The USPS members acting as pallbearers should remove their uniform caps indoors and carry them under their unemployed arm, unless religious custom directs otherwise. Outdoors, the cap is worn while conveying the casket, but it is removed as appropriate at other times.

**11.66 Grave markers.** Use of the USPS logo or insignia on grave markers of departed members is authorized if carved in stone. If any other presentation is desired, the design must be approved by the Flag and Etiquette Committee.