

Chapter 17

TRANSFERS AND UNATTACHED MEMBERS

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Transfers

17.1 A member who desires to transfer from one squadron to another, or from unattached member status to a squadron, may make written application to the secretary of the squadron to which transfer is desired.

If the executive committee of the squadron to which transfer is desired finds the applicant acceptable on the basis of known information, it will direct its secretary to supply the applicant with two copies of a transfer letter, form HQ-110, available from headquarters. The applicant should furnish the required information, including reason for transfer, and return the form to the secretary with a check for the applicable amount [Refer to 5.53 on page 5-12].

The secretary will endorse the transfer letter and send it to the national secretary together with the applicant's check (or a squadron check) for the applicable transfer fee, retaining one copy of the transfer letter. The transfer will become effective immediately upon processing by headquarters, but will be subject to revocation for satisfactory cause if, as noted below, protest is filed by the releasing squadron within 45 days.

The national secretary will record the transfer, indicating that date as the effective date, and will send one copy of the transfer letter to each of the following:

- 1) The secretary of the squadron accepting the transfer;
- 2) The transferee;
- 3) The secretary of the releasing squadron, if one.

These letters carry the notice that, "unless a protested transfer letter, showing satisfactory cause, is returned to the national secretary within 45 days, the transfer will continue to be valid."

In the case of an attached member, if the executive committee of his squadron is not in agreement with the transfer, for satisfactory cause as provided by USPS Bylaws: (1) is indebted to a squadron or USPS for dues or otherwise, (2) is the respondent in a pending disciplinary action, or (3) has failed to return squadron property, its secretary will note the reason for denial and return the transfer letter to the national secretary within 45 days. The national secretary will then notify the applicant and the commander of the squadron to which transfer was intended that the transfer was not acceptable and return the transfer fee to the applicant.

If, on receipt of the transfer letter, the national secretary finds that the applicant is no longer a USPS member, he will notify the commander of the prospective receiving squadron and will return the applicant's transfer fee.

17.2 A member transferring to become a **charter member of a new squadron** is not required to pay a transfer fee.

17.3 A member who desires to **transfer to unattached member status** must make written application to his squadron secretary, who will supply the applicant with four copies of a transfer letter, form HQ-110, available from headquarters. The applicant should complete the form, including

reason for requesting unattached status, and return four copies to the squadron secretary with a check for the applicable transfer fee.

No member is permitted to transfer to unattached member status **except for assignment to a provisional squadron**, unless, in the opinion of the secretary of USPS, there is no suitable squadron within a reasonable distance of the member's place of residence to which the member may belong.

The squadron secretary will forward three copies of the transfer letter and the applicant's check (or a squadron check) to the national secretary, retaining a copy. If the national secretary approves the transfer to unattached status, he/she will endorse and record the transfer, indicating the effective date, and send one copy of the endorsed transfer letter to:

- 1) The transferee, and
- 2) The secretary of the releasing squadron.

These letters carry the notice that "unless a protested transfer letter, showing satisfactory cause, is returned to the national secretary by the squadron within 45 days, the transfer will continue to be valid."

If the executive committee of the releasing squadron is not in agreement with the transfer, for satisfactory cause as provided by USPS Bylaws, its

secretary will note the reason for denial and return the transfer letter to the national secretary within 45 days. The national secretary will then notify the applicant that the transfer was not acceptable and return the applicant's transfer fee.

17.4 A member of the Canadian Power and Sail Squadrons, if otherwise qualified, may become a USPS member in the same way as anyone else. USPS will recognize grades awarded the applicant while a member of CPS. New member fees apply.

17.5 As part of the procedure for a squadron to request a merger or consolidation, active members and apprentices desiring to transfer must complete form HQ-114, which identifies for headquarters their names and certificate numbers. No transfer fee is charged any member transferring as a group or individually out of a squadron that is being merged or consolidated. Members requesting such transfer must be paid up and in good standing with USPS.

17.6 Transfer to a currently chartered squadron will be effective on the date the Governing Board approves the merger.

17.7 Transfer to a newly chartered squadron will be effective on the date the Governing Board approves the squadron's charter.

Unattached Members

17.8 Unattached members of USPS are those not enrolled in a squadron and who do not pay national dues through a squadron. The provision for this class of membership is intended to make it possible for members, after having participated in squadron affairs before relocating to an area where there is no local USPS activity, to maintain contact with the national body, to receive *The Ensign* and to provide a desirable nucleus to possible USPS

expansion [Refer to 15.1 on page 15-1].

The strength of USPS and the unique services it renders depends on activities of the squadrons. For this reason, it is desirable for members to seek and maintain association with a squadron even through they may live some distance from a community served by one.

17.9 Any applicant for membership or reinstatement in USPS may apply to the national secretary for unattached membership or unattached membership assigned to a provisional squadron. Except for assignment to a provisional squadron, no application for unattached status shall be accepted unless, in the opinion of the national secretary, there is no suitable squadron within a reasonable distance of the applicant.

Unattached members are represented at USPS annual and special meetings by delegates appointed annually by the national secretary. The number of delegates appointed is one for each one hundred unattached members or fraction thereof. If a member wishes to be classified as an unattached member, the member's squadron should handle the application in accordance with outlined procedures [See Chapter 17].

