

**Grand Lake Sail and Power Squadron
Policies and Procedures Manual
14 March 2014**

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The purpose of this document is to serve as guidelines and not meant to replace the Grand Lake Sail and Power Squadron Bylaws but to supplement it.

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Section "A" - Meetings

1. Membership Meetings and Social Events

- 1.1. Guests and spouses (or persons living at the same address) are always welcome at membership meetings and social events.
- 1.2. The squadron pays for the meal costs for guests who are invited to present the program. The squadron does not pay for meal costs for member's guests.

2. Executive Committee Meetings

- 2.1. Members of the Grand Lake Sail and Power Squadron are welcome to attend the Executive Committee meetings. They may talk if recognized by the Commander or presiding officer. They may not vote on any measure.

3. Squadron Change of Watch (COW)

- 3.1. The outgoing Commander and spouse are in charge of the COW and theme. The Commander selects the COW planning committee.
 - 3.1.1. The incoming Commander and spouse serve as co-chair and are in charge of the silent auction.
 - 3.1.2. The outgoing and incoming Commander's spouses are most involved in the activities, rather than the Commander.
 - 3.1.3. It has been presumed that all Past Commanders of the squadron and their spouses and any member interested in working on this committee help with the decoration the day of the COW.
- 3.2. Invitations to the COW are sent by the outgoing commander to all commanders in District 31 including the District Commander. These invitations shall be sent via first class mail or email. Expenses for the invitations are part of the COW budget.
 - 3.2.1. This job could be delegated to the Secretary.
 - 3.2.2. Examples of invitations are in the back of the P&P Manual.
- 3.3. The outgoing commander purchases gifts for the outgoing Bridge at the Commander's own expense.
- 3.4. The outgoing commander sees that his/her name is embroidered on the Commander's Flag before the next COW.
- 3.5. Incoming commander obtains and presents Past Commander's flag and pin for outgoing commander at the Squadron's COW expense.

- 3.6. Squadron pays for the District Commander and his/her guest's meals and lodging from COW expense.
 - 3.7. Squadron pays for the gift for the D/C from the COW expense. Traditionally a thank you card was given with a donation to the USPS Education Fund as a gift.
 - 3.8. Money made at the Silent Auction at the COW is added to the Squadron educational fund.
 - 3.9. Incoming Commander sends thank you notes to the Silent Auction donors.
 - 3.10. Conducting a COW: Refer to the insert in the back of the P&P Manual.
4. District Conferences: Refer to District 31 Policy and Procedures on their website. www.usps.org/d31

Section "B" – Officers and Departments

5. Commander
 - 5.1. The calling tree is enacted by the Commander or his/her representative and implemented by the Membership Committee.
 - 5.2. New brochure should be developed and printed before the boat show. This can be delegated to someone else.
 - 5.3. Commander's Kit can aid newly-elected commanders in their duties and to facilitate the transaction of business. It can be found at <http://www.usps.org/php/kits/>. It includes the USPS bylaws, the Operations Manual, Squadron and District Officer Guides and Calendars, a Directory of National, District and Squadron Officers and other materials, such as sample forms necessary to the discharge of his duties. There is also information from the national secretary concerning the various services available from headquarters which can simplify and assist him in many ways. Each commander should see that all elected officers have either a paper or electronic copy of the Operations Manual.
 - 5.4. Issues keys to the storage unit each year. This list is published in the minutes.
 - 5.5. An Awards chairman can be selected by the Commander. He/she should keep the awards up to date and clean. Also, keep the awards book updated.

5.6. Budget:

5.6.1. Three years of cash flow should be kept as a baseline for the Squadron per 19 Nov 2013 E-board minutes. (Approved and added 4/15/14)

5.6.2. The Executive Committee needs to approve the payment of an amount of \$50 or more over the budgeted amount. (Approved and added 4/15/14)

6. Executive Officer

6.1. The XO is responsible for organizing outside events such as:

6.1.1. Boat Show booth

6.1.2. Street Parades (such as Christmas and Pelican Festival)

6.1.3. Pelican Fest booth

6.1.4. REC Day booth

6.1.5. A Proclamation for Safe Boating Week shall come from the Grove City Council and should be approved and announced at their first meeting in May. Someone will need to ask the Grove City Administration to put this on the city council agenda. (approved and added 4/15/14)

6.2. Committees that report to the XO

6.2.1. Public Relations

6.2.1.1. Scrapbook

6.2.2. Liaison to GLA

6.2.3. Safety

6.2.4. Vessel Safety Check (VSC)

6.2.5. Environmental

6.2.5.1. Shoreline clean up shall be funded separately from the Squadron budget. This funding is from an annual GRDA grant applied for by the Environmental Committee chair in the early spring. (approved and added 4/15/14)

7. Administrative Officer

7.1. Responsible for organizing internal events such as:

7.1.1. Dinner Meetings with program speaker

7.1.2. Summer activities: dock parties, boating events

7.1.3. Boat Parades: Flag Day, Independence Day

7.2. Committees that report to the AO

7.2.1. Membership

7.2.2. Operations Training, should be done in January or February

8. Educational Officer

- 8.1. Educational computers and video projectors are the responsibility of the Squadron Educational Officer or Assistant Educational Officer. This equipment should be kept at his/her home.
- 8.2. Current Squadron Educational Department Policies are maintained on the squadron website: www.usps.org/grandlake

9. Secretary

- 9.1. Mails get well, sympathy, etc. cards to members as needed.
- 9.2. Committees that report to the Secretary
 - 9.2.1. Newsletter Editor (Pelican)
Send to all members by email. Paper copies should be mailed to all without email.
 - 9.2.2. Historian
Complete history form on DB2000 after the Change of Watch
 - 9.2.3. Computer Systems or Website
 - 9.2.4. Roster
 - 9.2.5. Ensign correspondent

10. Treasurer

- 10.1. The Treasurer generally serves as the Property manager and is responsible for accounting, maintenance and storage of the squadron property.
- 10.2. Each officer shall submit a list and location of all squadron assets to the Treasurer. This list shall be included in the September E-Board meeting minutes.

Section "C" - Elected Committees of the Squadron

11. The elected committees are the Nominating Committee, Auditing Committee, and Rules Committee.
 - 11.1. These committees should be placed on the COW Program and the chairmen should be designated.
 - 11.2. It is customary for the senior member of the elected committee to be nominated as the committee chairman.
12. Rules Committee should review the Policies and Procedures Manual annually to keep it up to date.
 - 12.1. Any revisions to the policies and procedures manual shall be brought to the Rules Committee for compliance and then presented to the Executive Committee for action. (approved and added 4/15/14)

Section "D" - Appointed Committees of the Squadron

13. Appointed Chairmen are selected by the Commander.

Section "E" - Awards

14. Instructor of the Year is determined by the SEO. It has been customary to present an engraved plaque at the Change of Watch. Expense should be budgeted by the SEO.

15. Senior Members: Members with five merit marks determined by National
15.1. Senior members will be announced at the COW and listed on the program. (approved and added 4/15/14)

16. Commander's Award: Selected by the Commander at his discretion and is awarded to a Squadron member for outstanding Squadron service. Expense for awards should be included in the Commander's budget. This has not been given every year.
Awards given in the past have been duffle bags, free dinners at dinner meetings, dock flags, etc.

17. Plaques and engraving are funded by the squadron and should be budgeted within the department issuing the award.

18. The Incoming Commander orders the Outgoing Squadron commander's plaque and Past Commander Flag. These are given to the outgoing commander at the COW. The expense is budgeted as part of the Change of Watch.

Section "F" – Attire

19. The squadron does not require any member to buy a uniform. Squadron shirts and squadron nametags are encouraged to be worn by members only at meetings, social events, and community service activities to promote community awareness.

Section "G" – Non-Members

20. Non- members may serve as volunteers.

Other References:

Grand Lake Sail and Power Squadron website: usps.org/grandlake
Bylaws
Squadron Educational Department Policies
Policy and Procedures Manual

Operations Manual website: usps.org/national/om/pdfs/opsman07.pdf



GRAND LAKE SAIL AND POWER SQUADRON

A UNIT OF UNITED STATES POWER SQUADRONS®

THIS IS YOUR RECEIPT FOR INCOME TAX PURPOSES

This receipt covers donated item(s) other than cash, which you contributed for the Silent Auction at the Grand Lake Sail and Power Squadron's Change of Watch or for door prize drawings. The Squadron has provided no goods or services to you for this contribution.

Date _____

Contribution(s) _____

Name/Business _____

Address _____

City & State _____

Donor's Stated Value of Contribution(s) _____

Thank you for your contribution!



GRAND LAKE SAIL AND POWER SQUADRON

A UNIT OF UNITED STATES POWER SQUADRONS®

Business Name

Address

City, State

Date

Dear sir,

This is a request for a donation for our Squadron's Silent Auction at the Change of Watch on **date of COW**. The money raised will be used for the education of safe boating on Grand Lake.

The Change of Watch is an annual meeting of the Squadron at which time an election of officers is held.

The Grand Lake Sail and Power Squadron is a nonprofit organization under the laws of the State of Oklahoma.

Thank you for your consideration.

Sincerely,

Name, Executive Officer

Address

City, State

Phone #



GRAND LAKE SAIL AND POWER SQUADRON

A UNIT OF UNITED STATES POWER SQUADRONS®

Name
Business Name
Address
City, State

Date

Dear Name,

The Grand Lake Sail and Power Squadron would like to thank you for your donation of the two hour guided fishing trip for the Silent Auction at our Change of Watch on **date of COW**.

The Squadron is a nonprofit organization under the laws of the state of Oklahoma. The money raised at the Silent Auction will be used for the education and promotion of safe boating on Grand Lake. The Squadron has provided no goods or services to you for this donation.

Thank you again for your kind contribution.

Sincerely,

Name, Commander
Address
City, State
Phone #