

PEACE RIVER SAIL AND POWER SQUADRON STANDING RULES

Sections Revised November 2023

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

GENERAL

1. Any member may request consideration of a new Standing Rule or amendment to, or deletion of any existing rule, by application in writing to the Commander, who shall bring this up at the next Executive Committee meeting for consideration.
2. No property of the squadron may be loaned outside of the squadron without the prior permission of the Commander or Bridge officer. Any user of squadron property shall follow such control procedure as may be prescribed by the appropriate bridge officer responsible for the property in his/her department.
3. The squadron Membership Directory is to be used for the sole information of the membership and not as a mailing list for business solicitation.
4. In the best interest of all our members, there shall be no smoking or serving of alcoholic beverages during the Squadron business meetings.
5. Squadron burial ceremonies will be performed exclusively for USPS[®] members past or present and/or their spouses.
6. A contribution of \$25.00 shall be made to the USPS[®] Educational Fund in memory of each deceased active member.
7. The squadron's newsletter, the "PILOT", should be published every month with the exception of July and August. It should be distributed so as to reach the membership on the first of the month. The Business/Dinner meeting flyer and squadron activities should be a part of each issue. A summer letter is written by the Commander to keep members informed during that period.
8. To minimize United States Post Office "Change Service Requested" fee charges, the squadron shall suspend newsletter mailings to any member whose mailing is returned. The squadron webmaster shall send an email to all members who have a valid email address listed in DB2000, when the "PILOT" has been posted on the squadron web site: www.puntagorda-boating.org. Only members who do not have an email address shall be mailed a printed copy of the "PILOT".
9. Each Bridge Officer, Executive Committee Member, and each Committee Chairman should check the USPS[®] Operations Manual for an outline of instructions for his/her job functions.
10. An annual review of the Squadron Strategic Plan shall be conducted by the Planning Committee. A report shall be made to the Executive Committee prior to the Annual Meeting. A written assessment of the progress being made toward achievement of the goals of the Plan shall be made by the respective bridge officers and provided to the ExCom prior to the annual meeting.
11. Members who make a dinner reservation and do not attend the dinner and do not cancel their reservation will be billed for the cost of the dinner(s). (October 2018)

EXECUTIVE COMMITTEE

1. The Executive Committee shall meet each month prior to the monthly business meeting or at the discretion of the Commander. The planned meeting dates will be published in the Membership Directory. (December 2017)
2. To be a member of the Executive Committee a person should be a participating active member of the Peace River Sail and Power Squadron for at least two years in order to be aware of squadron policies.
3. The Nominating Committee shall ask each Executive Committee nominee for a commitment that he or she will attend each meeting of the committee or provide a reasonable excuse to the Commander for not doing so.
4. In the interest of conducting an orderly meeting, any member of the Executive Committee who has a matter to be discussed shall notify the Commander at least a week in advance of the meeting so that it may be included in the agenda. The agenda shall be provided to the Executive Committee prior to the meeting.
5. The Commander is exclusively responsible for the invitation of non-squadron member guests to the Executive Committee meetings. Guests, if making a report, shall furnish a written and/or email copy to the Secretary.
6. The Commander shall invite the Membership Committee Chairman and the Editor of the PILOT to all Executive Committee Meetings and call upon them to give their report, if any, upon the request of their respective Bridge Officer.
7. The outgoing Commander shall be provided with a Past Commander's plaque, flag and insignia at the Change of Watch. These gifts shall be budgeted in the Administrative Officer's account.
8. An elected Bridge officer who serves for two years but not three or more years, and who leaves the Bridge for any reason shall be presented their respective Bridge officer flag at the time of their departure. Such flag is presented as a memento and in appreciation of services to the squadron, but such flag shall not be flown. Elected Bridge officers who serve at least three years in Bridge officer rank (Lieutenant Commander, Lt/C) (not necessarily consecutively) shall be presented past Lieutenant Commander's flag per the latest revision of the Operations Manual at the time of their departure.
9. The Commander or his designate shall approve any special mailing or flyer which a committee chairman desires to be sent to the membership.

EDUCATION

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

FINANCE

1. Checks submitted for payment of squadron affairs and classes shall be made to the order of the Peace River Sail and Power Squadron.
2. Monies collected by members of the Squadron should be transmitted to the Treasurer within fifteen days of the event.
3. For expenses beyond the budget, the Commander may approve, in any Watch Year, cumulative amounts up to \$200.00. Executive Committee approval is required for non-budgeted expenditures in excess of \$200.00.
4. The expense for dinners of approved guests who have been invited to Squadron business or social functions shall be paid from the accounts, as approved by the Executive Committee, when such dinners are not included in that functions budget.
5. The Department Bridge Officer responsible should approve in writing, all budgeted expenses incurred, using the Income/Expense Form.
6. The Treasurer shall issue a financial report to the Executive Committee at each regular meeting.
7. Surviving spouses of former members, apprentices, or women certificate holders desiring to receive the "Pilot" mailings may do so.
8. The proceeds from the sale of the "Peace River Sail and Power Squadron building" (hereafter referred to as the Peace River Sail and Power Squadron Inc. Investment Fund) shall be deposited in separate accounts(s). These funds shall be maintained in managed accounts under the supervision of a licensed account manager approved by the Executive Committee. Any transactions regarding investment instruments in these accounts will be recommended by the Finance Committee and approved by the Executive Committee either in person or electronically. This requires both the signature of the Chairman of the Finance Committee and of the Squadron Treasurer. This action will be reported to the Executive Committee at its next meeting. The funds in the account will be maintained in conservative investments in highly rated stocks & bonds and mutual funds recommended by an account manager and approved by the Finance Committee. Up to 4% of the Peace River Sail and Power Squadron Inc. Investment Fund may be budgeted and expended for the benefit of the Squadron on an annual basis. (Oct. 2020) Annually, as part of the budget process, the Executive Committee will determine the amount to be withdrawn from the Peace River Sail and Power Squadron Inc. Investment Fund.
9. Permanent records include annual financial and audit reports, tax return copies (IRS990), articles of incorporation, property deeds and titles, and building fund investments.

SECRETARIAL

1. Motions passed at the Executive Committee Meeting shall be summarized in the monthly Secretarial Department Report published in the PILOT.

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

MEMBERSHIP

1. Associate membership in Peace River Sail & Power Squadron, Inc. may be granted by the Peace River Sail & Power Squadron, Inc. Executive Committee in accordance with Squadron By-Laws Sections 3.2 and 3.7. These associate members shall be charged an annual membership fee to be determined by the Executive Committee prior to June 1 of each year. This fee is to cover postage and handling of Peace River Sail & Power Squadron, Inc. mailings. Associate members declining to renew shall be terminated. Reinstatement to associate membership status once terminated will be in accordance with the by-laws of the Peace River Sail & Power Squadron, Inc. (Nov 2021)
2. Name tags shall be provided for transfer members and for associate members. (Jan 2016)
3. Applicants for new membership into the Peace River Sail & Power Squadron, Inc. 1) Must be able and willing to contribute time, energy and skills to the objectives of USPS; 2) Must be accepted by the Squadron Executive Committee: 3) Must have paid all applicable entrance fees and dues as required by National, District and Squadron. The Membership Chair will forward the Membership Committee's recommendations to the Executive Committee for its consideration. (Jan 2020)
4. The Merit Mark is awarded by the Chief Commander of the US Power Squadrons and is a coveted award; it is by and large the only official recognition members receive for their efforts. Only one merit mark may be awarded in a year to a member, no matter how extensive the contribution. A certificate is issued, and a special insignia may be worn on USPS uniforms.

Members who demonstrate substantial personal effort in furthering the interest, programs and objectives of USPS, its districts and squadrons will be recommended for a "Merit Mark" (MM) by the squadron Commander in the fall of each year. Attending most meetings is a privilege of membership and does not count toward a merit mark unless attending in an official capacity. Generally, a total of 12 hours of volunteer work is deemed the minimum to be recommended for a Merit Mark. For more information see the USPS Operations Manual, Chapter 16. (Nov 2021)

RECORDS

RECORD RETENTION AND DESTRUCTION POLICY (November 2019)

1) Purpose

The purpose of this Policy is to ensure that necessary records and documents are adequately protected and maintained and to ensure that records that are no longer needed by Peace River Sail and Power Squadron (PRSPS), or are of no value are discarded at the proper time.

2) Policy

This Policy represents the PRSPS policy regarding the retention and disposal of records and the retention and disposal of electronic documents.

3) Administration

Attached as Appendix A is a Record Retention Schedule that is approved as the initial maintenance, retention and disposal schedule for physical records of PRSPS and the retention and disposal of electronic documents. The PRSPS Bridge Officers (the "Administrators") are the officers in charge of the administration of this Policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. The PRSPS Bridge Officers are also authorized to make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state and federal laws and includes the appropriate document and record categories for PRSPS; monitor local, state and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this Policy.

4) Suspension of Record Disposal In Event of Litigation or Claims

In the event PRSPS is served with any subpoena or request for documents or any PRSPS member becomes aware of a governmental investigation or audit concerning PRSPS or the commencement of any litigation against or concerning PRSPS, such member shall inform the Administrators and any further disposal of

documents shall be suspended until such time as the Administrators, with the advice of the United States Power Squadrons (USPS) counsel, determines otherwise. The Administrators shall take such steps as is necessary to promptly inform all PRSPS membership of any suspension in the further disposal of documents.

Applicability

This Policy applies to all physical records generated in the course of PRSPS's operation, including both original documents and reproductions. It also applies to the electronic documents described above.

APPENDIX A - RECORD RETENTION SCHEDULE

A. ACCOUNTING AND FINANCE

Record Type	Retention Period
Accounts Payable ledgers and schedules	7 years
Accounts Receivable ledgers and schedules	7 years
Annual Audit Reports	Permanent
Annual Audit Records, including work papers and other documents that relate to the audit	7 years after completion of audit
Bank Reconciliations	2 years
Bank Statements	3 years
Canceled Checks (for important payments/purchases)	Permanent
Financial Statements (year-end)	Permanent
General Ledgers	Permanent
Investment Records	7 years after sale of investment

B. BOATING COURSE

Record Type	Retention Period
Student registration form	6 years

C. CONTRACTS

Record Type	Retention Period
Contracts and Related Correspondence (including any proposal that resulted in the contract and all other supportive documentation)	7 years after expiration or termination

D. CORPORATE/SQUADRON RECORDS

Record Type	Retention Period
Corporate Records (corporate seals, articles of incorporation, bylaws, standing rules, annual reports)	Permanent
Licenses and Permits	Permanent

E. CORRESPONDENCE AND INTERNAL COMMUNICATION

General Principle: Most correspondence and internal communication should be retained for the same period as the document they pertain to or support. For instance, a letter pertaining to a particular contract would be retained as long as the contract (7 years after expiration).

Correspondence that does not pertain to documents having a prescribed retention period should generally be discarded sooner. These may be divided into two general categories:

1. Those pertaining to routine matters and having no significant, lasting consequences should be discarded **within two years**. Some examples include:

Record Type	Retention Period
Routine letters and notes that require no acknowledgement or follow-up, such as notes of appreciation, congratulations, and plans for meetings.	2 years
Form letters that require no follow-up	2 years
Letters of general inquiry and replies that complete a cycle of correspondence	2 years
Letters or complaints requesting specific action that have no further value after the changes are made or action taken (such as name or address change).	2 years
Other letters of inconsequential subject matter or that definitely close correspondence to which no further reference will be necessary	2 years
Chronological correspondence files	2 years

2. Those pertaining to non-routine matters or having significant lasting consequences should generally be retained permanently.

Record Type	Retention Period
Minutes of board meetings and annual meetings of members	Permanent

F. HISTORICAL

Record Type	Retention Period
Material of Historical Value (including pictures, publications)	Permanent

G. INSURANCE RECORDS

Record Type	Retention Period
Audits and Adjustments	3 years after final adjustment
Certificates Issued to PRSPS	Permanent
Claims Files (including correspondence, medical records, injury documentation, etc.)	Permanent
Insurance Policies (including expired policies)	Permanent

H. MEMBERSHIP RECORDS

Record Type	Retention Period
Membership Records	5 years

I. PROPERTY RECORDS

Record Type	Retention Period
Correspondence, Property Deeds, Assessments, Licenses, Rights of Way, Insurance Policies	Permanent
Original Purchase/Sale/Lease Agreement	Permanent

J. TAX RECORDS

These documents and records shall be kept for as long as the contents thereof may become material in the administration of federal, state, and local income, franchise, and property tax laws.

Record Type	Retention Period
Tax-Exemption Documents and Related Correspondence	Permanent
IRS Rulings	Permanent
Tax Bills, Receipts, Statements	7 years
Tax Returns	Permanent

Record Type	Retention Period
Tax Workpaper Packages - Originals	7 years
Sales/Use Tax Records	7 years
Annual Information Returns - Federal and State	Permanent
IRS or other Government Audit Records	Permanent