

USPS



Procedures Postions Policy

1 Jan 2008

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Standard Operating Procedures

Standard Operating Procedures are policies that the Operating Committee or the Governing Board has set to handle routine actions. Often these procedures require an individual or Headquarters to take some action based on a set of parameters set by OCom. Not included in Standard Operating Procedures are job descriptions and bylaw and Operations Manual requirements. All actions of the Operating Committee were subsequently ratified by the Governing Board.

This section is divided into areas of responsibility.

Policy Access

A motion to approve a District 10 resolution to list all policy statements in a conspicuous place. Create and maintain at some conspicuous place where any member may have access a list of all policy statements adopted by the Governing Board which are in effect and relate to matters which may concern the organization's relationships with outside parties or governmental entities; these be the fundamental statements of position on such matters as education, boating safety, and the environment.

(2005-GB-21)

Policies

Actions of the Operating Committee or the Governing Board that set policy are covered in this section. For the purpose of this section, policies are directions to take specific actions in certain circumstances. All actions of the Operating Committee were subsequently ratified by the Governing Board.

This section is divided into areas of impact.

POLICY for “OFFICIAL USPS REPRESENTATIVES”

TO

NON-USPS MEETINGS, EVENTS and ACTIVITIES

Objectives The objectives of this policy are to assist the Chief Commander and to ensure...

1. Coordination of “official” USPS representation with authority to speak for USPS.
2. Current, consistent and “official” information regarding USPS policies and positions on issues.
3. Communication with appropriate USPS officers by sharing meeting actions and results.

General Terms

1. “Official USPS Representatives” are appointed by and serve at the pleasure of the Chief Commander.

2. When formal reports are to be presented to an outside organization, they should be cleared with the Chief Commander in advance with a copy to the NGPRCom Chairman, and other appropriate officers.
3. Following the meeting or event, the representative must provide the Chief Commander a written report discussing topics of interest to USPS, actions taken, and recommendations for further action. In most cases all Bridge Officers and the NGPRCom Chairman should be copied. Other appropriate USPS members may be copied and, if copied, must be noted on the distribution list.
4. In special cases the Chief Commander at his discretion may restrict the distribution of reports.(2006-OC-14)

Collecting State Registration Fees

Annual Meeting 4 Feb 1995 (NEO)

States are now enacting requirements that organizations that present approved boating courses collect a registration fee from students for remission to the state. The state uses the fee for such things as issuing certificates, maintaining records, etc. We want our squadrons to remain competitive and believe collecting this fee, when required, will prove our cooperative spirit and participation with state programs.

Therefore, we ask the Governing Board to approve the collecting of state fees, when required to maintain approval of our Boating Courses.

Procedure for Approving Non-USPS Boating Safety Courses and Examinations

AM 23 Jan 1999 (NEO)

The Annual Meeting adopted a motion approving the following policy establishing a procedure for approving non-USPS courses and examinations as fulfilling educational requirements for membership:

Procedure for Approving
Non-USPS Boating Safety Courses and Examinations
As Fulfilling Educational Requirements for USPS Membership

- 1) Following direct observation in accordance with Educational Department requirements, any district may submit, through the District Educational Officer, a non-USPS course and proctored examination for Educational Department review and evaluation for educational membership requirement equivalence. While examination approval is the ultimate goal, course content shall also be reviewed and evaluated with an eye to equivalence.
- 2) When the equivalency review is completed, regardless of the results, the Educational Department shall report its findings and recommendations to the Operating Committee for action at its next meeting.
- 3) The Operating Committee may approve any examination, provided course and examination equivalence are demonstrated, but shall not approve any nonproctored examination nor any administered under conditions or rules deemed inferior to USPS" requirements. The Operating Committee shall be free to withhold approval of any examination for any extenuating circumstances it deems to be disqualifying.

4) Such approvals by the Operating Committee shall last for no longer than three years. Unless otherwise directed by the Operating Committee, the Educational Department shall routinely obtain and review new observational reports for all prior approvals, and recommend to the Operating Committee, prior to approval expiration, whether or not approval should be renewed for an additional three years.

5) If, at anytime during the approval period, evidence reaches the Educational Department indicating that an approved examination is being administered in a nonproctored environment, such circumstance shall be reported to the Operating Committee which may withdraw approval immediately.

[Courses and examinations approved under the new policy]

..State of Virginia Safe Boating Course and examination (OCom 13 March 1999)
..Graduates of the U.S. Naval Academy, the U.S. Merchant Marine Academy and the U.S. Coast Guard Academy (OCom 10 April 1999)
..Anyone who holds or has held a USCG license to operate a boat for hire (OUPV or SixPac) (OCom 8 May 1999)
..Connecticut safe boating course (OCom 8 May 1999)
..Pennsylvania Basic Boating (OCom 10 June 1999) ..
USCG Deck Officers License Exam (OCom 10 June 1999)
..Arizona boating Basics (OCom 9 September 1999)
..Illinois Boating Basics (OCom 9 September 1999)
..Wisconsin Boating Safety Certification Exam (OCom 13 November 1999)
..Ohio Boating Education Course Final Exam (OCom 8 June 2000)
..Ohio Boating Education Course Home Study Course Proctored Exam (OCom 8 June 00)
..American Sailing Association Basic Keelboat Sailing Course Proctored Final Exam (OCom 1 July 00)

USPS Position on Boating Education and Licensing

OCom 14 Nov 1998 (NXO)

The members of United States Power Squadrons believe the best way to achieve boating safety is through boater education.

USPS members support state mandatory boating education for young boaters and personal watercraft operators.

USPS members believe that any state licensing of recreational boat operators should be based upon strong educational requirements.

USPS members believe that all boating safety courses should be NASBLA approved and include proctored examinations.

USPS members will continue to provide educational support in all states.

AM 23 Jan 1999 (NXO)

The Annual Meeting adopted a motion approving the policy listed above.

Courses approved as satisfying educational requirements for USPS membership.

American Sailing Association Basic Keelboat Sailing Course (00-00-OC-87)
Boat Texas (02-09-OC-87)
Boat Louisiana (02-09-OC-87)

Connecticut Safe Boating Course (02-03-OC-16)
Delaware Boating Basics Course (01-01-OC-5)
Delaware Boating Course (01-01-OC-5)
Massachusetts Boating Basics Course (01-09-OC-49)
North Carolina Boater Education Course (02-)3-OC-16
New York Safe Boating Course (01-06-OC-38)
Ohio Boating Educational Course Final Exam (00-00-OC-66)
Ohio Boating Education Course Home Study Course Proctored
Proficiency Exam (00-00-OC-66)
Completion of any United States Coast Guard program. (2006-OC-62)

Instructor Certification

(03-09-GB-39)

A motion to approve the Instructor Certification Policy.

USPS Trademarked Items Sold by Manufacturers and Retailers

GB 12 Sept 1997 (Law)

The Governing Board adopted the following statement of policy concerning USPS trademarks:

No manufacturer or retailer shall be permitted to produce or sell any item which contains thereon or represents any registered USPS trademark unless a license agreement is entered into between that manufacturer or retailer and USPS.

Drug-free Workplace Policy

R/C James D. Richlak, SN, reported that federal grant contracts require a drug-free workplace policy. The OCom ADOPTED a Drug-free Workplace Policy, subject to final review by LawCom and headquarters, and authorized spending up to \$1,000 to retain a North Carolina attorney to review the policy for compliance with North Carolina and federal laws. (2006-OC-70)

THE ENSIGN® EDITORIAL GUIDELINES

7 February 2006 (2006-OC-20)

The Ensign Committee regards editorial integrity as a cornerstone of its mission.

1. Editorial Independence.

Editorial independence is the best way to achieve honesty and excellence in our work.

1.1 A publication's editor should have control over all editorial content, photos and front cover artwork.

1.2 The Ensign Committee expressly condemns the practice of trading advertising for editorial content. We believe that this practice not only undermines a publication's credibility among its readers but ultimately diminishes its value in the marketplace.

1.3 Insofar as possible, editorial and advertising functions should be kept separate to avoid the risk of editorial decisions being influenced by advertising revenues.

1.4 Editors should not submit any editorial piece to advertisers for prior approval or screening. This does not preclude checking facts or verifying quotes for accuracy.

1.5 Advertorial and sponsored pages must be clearly labeled as such on each page of the advertising section. Display advertising must be clearly differentiated from editorial to avoid confusion.

2. Accuracy, Fairness and Truth

Editors and writers should always strive to be fair and truthful.

2.1 Writers and editors must never deliberately mislead readers, either by making dishonest or distorted statements or by omitting pertinent facts about a product or subject they are covering. However, editors may inform a manufacturer of specific criticisms of boats or products prior to publication and give the manufacturer a fair chance to respond before the article appears in print.

2.2 Any factual errors should be acknowledged immediately, and corrections should be featured as prominently as possible.

2.3 Information provided by any manufacturer must be identified as such. This includes performance test data that has not been independently verified by the editor or writer.

2.4 Plagiarism is considered theft of another's work. Writers and editors should always attribute materials taken from other sources.

3. Conflicts of Interest.

Writers and editors should avoid conflicts of interest, real or perceived whenever possible.

3.1 Any potential conflict of interest, which might affect editorial content, must be disclosed prior to publication. Writers must notify editors, and the editor, in turn must disclose this information to readers.

3.2 Editors and writers should not expect substantial gifts, services or merchandise from organizations or individuals that may be affected by editorial content.

3.3 Editors and writers should not solicit products for personal use.

3.4 The acceptance of a product for editorial review does not carry an obligation to give that product favorable coverage. Any products provided by suppliers should be returned after the test is complete.

3.5 Any product loaned on "consignment" or for a "long-term test" should be identified as such in the article.

Adapted from Boating Writers International Code of Ethics
R/C Ina Fay Zitter, JN
Chairman The Ensign Committee

Gifts

GB 9 Jun 84 (ComRules) (pps. 4-5)

The policy, as amended after discussion, read as follows

"WHEREAS, from time to time members, friends, organizations, corporations, trusts, foundations and others may wish to make gifts, donations, legacies, grants and bequests for the use of United States Power Squadrons and its units; and

"WHEREAS the recipients of such gifts may not be aware of USPS programs and activities which may be affected by the acceptance of such gifts;

"Now, Therefore, Be it resolved by the Governing Board of United States Power Squadrons that:

(1) United States Power Squadrons, any of its divisions, committees, districts or squadrons may accept, directly or indirectly, any gift having a monetary value of \$10,000 or more only with prior specific approval by the Operating Committee of the acceptance of such gift and of any condition or conditions attached thereto . All pertinent information regarding the proposed gift shall be furnished to the Operating Committee by way of the chief commander for evaluation.

(2) The value of the gift shall be the total value, whether the gift be made in installments or otherwise. The determination of the value of the gift, if desired by the donor, shall be made by an independent appraiser whose fee shall not be paid by the recipient. No certificate of value shall be furnished to any donor by the recipient of a non-cash gift.

(3) The term "gift" shall include, but not be limited to, any gift, donation, legacy, bequest, grant or assignment of beneficial interest in, to or of property of any kind whatsoever."

OCom 8 Mar 1997 (Law)

The law officer noted that USPS periodically receives gifts and bequests with no direction as to use. Since these are "unplanned receipts", R/C Fotsch offered the following policy for recording and using these gifts and bequests, and moved its presentation to the Governing Board for adoption.

Gifts and bequests accepted by USPS shall be used for such purposes as may be designated by the donor. If the donor has not stated a purpose for the gift or bequest, the same shall be made a part of the Members Fund and administered as a part of the general endowment of that fund.

USPS Policy for Reimbursement of Travel and Related Expenses Update

The national treasurer made a motion to amend the USPS Policy for Reimbursement of Travel and Related Expenses to reimburse the national chaplain, national photographer and parliamentarian for a maximum of three days at annual and governing board meetings. The policy will fall under Reimbursement Code F. The OCom ADOPTED the motion. (2006-OC-67)

Three-year suspension of the examination requirement for USPS membership

V/C Kyle reported that a vote on a bylaws amendment to allow for a three-year suspension of the examination requirement for USPS membership was postponed until this meeting. He noted a key point in that the waiver does not remove a squadron's responsibility to approve a membership application. Squadrons will determine their own educational requirements for membership. He said that these amendments will expire automatically if no further action is taken. He moved that the USPS Bylaws be amended by adding a new section 3.12:
Section 3.12 Notwithstanding contrary language in sections 3.6, 3.7.2 , 3.8 and 7.11.6, applicants who have not passed an approved examination may be admitted between 1 December 2006 and 1 December 2009 to any class of membership, and may take and be examined in any USPS course .

The Governing Board ADOPTED the motion by a two-thirds majority. (2007-AM-10)

Positions

Personal Flotation Device Usage

(2004-GB-20)

A motion to approve the following position statement: "Be it resolved that based on current United States Coast Guard accident and fatality statistics, United States Power Squadrons supports USCG efforts to significantly increase PFD (lifejacket) wear by all boaters especially those in small, open boats."

USPS Position Statement Regarding National Weather Service

Under review by the Committee on Commerce, Science and Transportation since 14 April 2005 is Senate bill 786, National Weather Services Duties Act of 2005, proposed by Sen. Rick Santorum, R-Pa.. It is the position of United States Power Squadrons (USPS) that adoption of this bill, which in essence restricts the National Weather Service to provide only severe weather information, would be detrimental to the safety and well-being of not only boaters, fishermen and other outdoor enthusiasts, but to the general public who rely on a variety of information NWS now furnishes. As an integral component of the National Oceanic and Atmospheric Administration (NOAA), NWS provides weather, hydrologic and climate forecasts and warnings for the U.S., its territories, adjacent waters and oceans for the protection of life and property. With its extensive network of Regional and National Support Centers, NWS is the preferred entity which can provide the scope of observations, forecasts and research at reasonable expense to the American people. Millions of others benefit from NWS data as well. USPS strongly encourages you to oppose S. 786 as individual and concerned citizens.

A motion to approve a USPS position statement regarding the National Weather Service. (2005-OC-41)

The Annual Meeting ADOPTED the motion to approve the USPS Position Statement Regarding National Weather Service opposing S. 786. (2006-AM-5)

USPS Position Statement regarding the Water Ballast Issue

Federal courts have directed the United States Environmental Protection Agency (U.S. EPA) decision to implement across-the-board Clean Water Act (CWA) provisions and National Pollution Discharge Elimination System (NPDES) permitting for all vessels from outboards to cargo ships.

USPS opposes a blanket characterization of all vessels and urges the federal government to exercise restraint and reason by exempting small recreational watercraft from NPDES permits not currently required of vessels regulated by the U.S. Coast Guard.

Our organization recommends implementing a national, environmentally-responsible program of manufacture and operation standards for recreational vessels without the need for individual permitting.

USPS further recommends that such a program include development of best management practices for key environmental concerns from recreational watercraft: grey, black and bilge water, as well as engine cooling water and exhaust.

Adopted practices would include such considerations as fuel tank venting and recovery systems, black water holding tanks, and non-discharge of grey water in confined anchorages. In addition, bilges should have oil and water separators ranging from absorbent pads to mechanical devices.

The fragility of our environment is a major concern to all of us, on land and sea. USPS urges a sensible approach in determining environmental regulations that protect our environs but are reasonably imposed based on a vessel's size and use so as to preserve the public's right to enjoy more than 18 million boats for recreational purposes.

The OCom ADOPTED a USPS Position Statement Regarding the Water Ballast Issue. (2007-OC-22)

Printed Policies

Procedures for District Resolutions

(1) Upon receipt of a duly adopted resolution from a district, the national executive officer shall assign the resolution to a committee or department for study and recommended action.

(2) At the Governing Board Meeting next following assignment of a district resolution(s), the national executive officer shall, without reading the resolution(s) to the meeting, announce the subject of the resolution(s), the district from which it was received, and the department(s) or committee(s) to which the resolution(s) had been assigned for action, and request approval of the Governing Board. The resolution(s) in full, but not the supporting arguments, shall be published in the Minutes of the Governing Board Meeting at which the assignment for action was announced.

(3) No vote shall be taken on any resolution(s) at the Governing Board Meeting at which the assignment for study has been announced, nor shall any motion be in order.

(4) a. In the Call of the Meeting for the Governing Board Meeting next following the announcement of the assignment of a resolution(s), the subject of the resolution(s) and the department or committee to which it had been assigned shall be published as a reminder of pending Governing Board action.

(4) b. The head of the department or the chairman of the committee, or their designee, shall report on the resolution(s) at the next meeting of the Governing Board and shall recommend its adoption or rejection, stating his reasons therefore, and move the question. The floor shall then be open for debate under parliamentary procedure or other motions relating to the question. When debate is closed a vote by voice shall be had, except that the vote shall be by ballot if so moved by majority vote. No motion to ballot on whether a ballot shall be had shall be in order.

(5) No resolution shall be assigned for study if another resolution of the same or closely similar purpose has been approved or defeated by the Governing Board at a previous meeting within one year. This rule may be suspended by a simple majority vote.

GB 14-15 May 77 (Exec) (pgs. 14-17)

Guidelines for Displays at National Meetings

Displays shall be limited to material that is compatible with the aims of USPS.

The Chairman of the Meetings Committee as he negotiates with hotels, will determine what display spaces are available without cost to USPS.

An application form should be developed for the use of prospective exhibitors, indicating:

- a) Their name
- b) The material to be displayed
- c) When last shown in The Ensign
- d) Size of the space required
- e) Whether electrical service is required

As space permits, the Chairman of the Meetings Committee will assign specific display areas and supply the accepted exhibitor an appropriate certificate which will indicate the area assigned.

Where display space is limited the following will establish priorities among applicants:

1. Official presentation of USPS material.

2. Displays of programs in which USPS cooperates with other organizations
3. Display of material advertised in The Ensign.
4. Other displays deemed of value to our members

The administrative officer will make final determination in any disagreement that may arise.

This information should be included in the packet supplied to the local assisting squadrons.

OCom 12 June 82 (ComNom) (pgs. 4-5)

Voting Procedures at Annual Meeting

(1) The national secretary shall provide each squadron commander with a form for the authorization of an alternate voter, at the time of the Call of Notice to each national meeting. (See bylaws Section 10.3.2 (1))

(2) The national secretary or designated assistants shall maintain a Voter Registration Desk at each meeting. This desk will have a list of all current members of the Governing Board and a list of squadron delegates to an Annual or Special Meeting.

(3) All members of the Governing Board, authorized alternates and delegates attending will be required to check in at the Voter Registration Desk. They will be recorded as being in attendance and will be given a voting certification card of distinctive color. District commanders will be given a different colored card, plus a card of the same color for each signed squadron commander alternate authorization they present.

(4) All registered voters should carry their certification cards to the formal meetings for use in voting. No vote will be counted unless supported by the proper display of the card.

(5) During meetings of the Governing Board or the Annual Meeting, routine matters, acceptance of reports, etc. can be handled in the usual manner by a voice vote. However, on any major issue where a voice vote is not sufficiently clear or not desired, the Chair can call for an immediate "Division of the House" count. On the question, the Chair would first request all voters, except district commanders, in favor of the motion to raise their colored voting card. A quick count could be taken, after which the district commanders would be requested to raise their voting cards they are casting in favor of the motion. This count of multiple cards, which only the D/Cs would have, when added to the single votes already counted, would give the total "aye" vote. This same procedure would then be repeated for the "nay" vote. [Note: In common practice, D/C votes are not counted separately.]

This would give accurate, effective and relatively quick vote decision in which every squadron would have had a representative vote, thereby guaranteeing the democratic process and protection of the vote and will of the membership.

At Annual or Special Meetings those delegates in attendance would follow the same procedure and vote in the same manner. If a delegate does not attend, no alternate delegate is authorized.

GB 23 Sept 78 (Planning) (pgs.. 57-58)

Each squadron commander shall certify the names of the delegates to each Annual or Special Meeting of United States Power Squadrons designated by the squadron of which he is a commander. He shall provide a copy of such certification to each of his squadron's delegates, which certification shall be exchanged at the applicable meeting for voting credentials. The secretary of United States Power Squadrons shall provide each squadron commander, with the

Call to the Meeting, the appropriate forms for certifying such delegates. (See bylaws Section 10.2.1)

Annual 8 Jan 83 (ComRules) (p. 14)

Forming an Auxiliary

Except as modified by the following, the statements and procedures regarding auxiliaries set forth in section 3.35 of the Operations Manual are hereby reaffirmed.

Any squadron which has or desires to have an auxiliary should submit the following to the auxiliary advisory committee in order for the auxiliary to be a recognized auxiliary:

- 1) A copy of the application to the squadron executive committee to form or authorize an auxiliary, and the approval by the squadron executive committee of such application;
- 2) An agreement by the squadron that its recognition and sponsorship of the auxiliary will be revoked if the auxiliary engages in any program or activity or adopts any bylaws or policy which is contrary to the policies and best interests of USPS;
- 3) A copy of the bylaws or proposed bylaws of the auxiliary containing a statement that the auxiliary recognizes the authority of USPS to revoke recognition of the auxiliary if the auxiliary engages in any program or activity in which a squadron may not engage or the auxiliary engages in any program or policy which is contrary to the policies and best interests of USPS. Model Bylaws for Auxiliaries of Squadrons of United States Power Squadrons are available from the Auxiliary Advisory Committee;
- 4) A list of the general activities engaged in by the auxiliary or participated in by auxiliary members as a group, which list shall be up dated and filed with the auxiliary advisory committee annually.

Upon receipt of the foregoing, the auxiliary advisory committee will review the submission and, if all is found to be in order, so advise the squadron and add the name of the auxiliary to the list to be submitted to the IRS. For those squadrons which have had an auxiliary for a long time, copies of the pre existing documentation may be submitted.

Questions such as "Should an auxiliary apply for tax exemption?", "Should an auxiliary incorporate?" and "Should an auxiliary have its own insurance?" cannot be answered on a general, nationwide basis. Each auxiliary should investigate the many ramifications of such questions under the laws of its state and make its own decisions. The squadron law officer may be of some assistance in evaluating the criteria concerning this decision. It is the current position of the national law officer that auxiliaries should neither incorporate nor apply for tax exemption on their own.

Auxiliaries may not do anything which a squadron may not do directly, and while auxiliary members may participate in activities outside the scope of USPS, e.g. teaching in schools and teaching other than USPS educational courses if such subjects have been reviewed by USPS educational department and approved by the Operating Committee, they may participate in any other activities only as individuals, not as an organized auxiliary activity, just as squadron members may participate in other activities as individuals but not as members of a squadron. Auxiliary members should not represent themselves as being experts or experienced simply because of their auxiliary membership, or wear any auxiliary uniform, blazer, or other distinctive

clothing while participating in unauthorized outside activities which might give the impression they were engaging in such activities as members of the auxiliary.

Governing Board, 12 September 1987

Policy on Guidelines for Teaching State Courses

1. **Interference With USPS Boating Courses** A squadron commander shall not request a member to teach a state sponsored boating course, if by so doing it will diminish the squadron's capacity to conduct its own public or member courses.
2. **Facilities, Supplies & Equipment** The state shall sponsor the courses and provide all teaching facilities, administrative support, supplies, advertising and students. The USPS member shall be an instructor only, and shall have no other responsibilities whatsoever other than providing instruction.
3. **No Compensation** No member or squadron shall be paid compensation for the time of a member expended in teaching a boating course sponsored by a governmental organization. A member of a squadron, however, may be reimbursed for actual expenditures reasonably and directly incurred in connection with teaching such courses. For example, a member may accept a mileage allowance for traveling to and from the place where the course is taught; governmental transportation or public transportation vouchers for the same, meals away from home, lodging, and the actual cost of materials, supplies and photocopies furnished by the squadron or member. The reason for this rule is that USPS insurance does not cover professional teaching liability. So long as the teacher is not compensated, he or she is not considered "professional" and our existing liability insurance will cover the activities of such teacher as he or she goes about the duties of teaching.
4. **Merit Mark Consideration** Work performed while teaching State safe boating courses may be considered in recommending a member for a merit mark, but only if such member is certified by the squadron education officer, and recommended to teach by the squadron commander. Only members who are certified by the squadron commander shall be allowed to count such service toward a merit mark recommendation. It is the prerogative of the chief commander to make the final decision.
5. **Uniforms** All members are encouraged to wear USPS blazers when teaching state courses, but not USPS uniforms.
6. **Instructor Certification** It is anticipated that squadron commanders will be requested by state administrators to furnish instructors for state-sponsored courses. Such requests shall be in writing and signed by the state administrator who is responsible for the course. The squadron commander may recommend only members or associate members of that squadron who are certified by the squadron educational officer to teach. In order to be certified, a member must have completed the I.Q. (Instructor Qualification) course and must have completed at least twenty hours of instruction in a USPS course. A squadron commander shall not recommend a member, nor shall a squadron educational office certify a member for teaching duty without the consent of such member. Certification shall be for the purpose of teaching a state boating course only and shall not extend to the teaching of any course designed to train other state instructors. Lack of certification shall not disqualify a member from teaching the USPS public Boating course or any advanced or elective grade courses offered by USPS.
7. **Liability** It is desirable that the governmental organization involved be the sponsor of the state course and in so doing explicitly hold USPS members, squadrons and USPS harmless from liability arising directly or indirectly from such teaching activities. It may be that the simple

sponsorship of the course will, in most jurisdictions, afford protection to the member, squadron and USPS under the doctrine of governmental immunity. This would cover everything from premises liability to errors and omissions made by the instructor in the act of teaching. It will most likely be difficult to have a governmental agency contract with a squadron to provide indemnity. However, it should be requested and, if available, reduced to a memorandum of agreement between the state agency and the squadron. The USPS national law officer will be available to review such agreements with the hope that a standardized form or provision will evolve.

OCom 14 March 1988

Squadron Charters

R/C Estes proposed USPS standard operating procedures pertaining to squadron charters, which were APPROVED by the Operating Committee. The standard operating procedures are effective immediately and will be printed in the next supplement to the Operations Manual as follows:

1. For the initial chartering of a squadron by the Governing Board, USPS will pay for the production costs of the charter.
2. Existing squadrons which merge and drop their original names will be issued a new charter citing the new squadron and names of all active members of the new squadron in good standing at the date of the merger. The new squadron will pay the production costs of the charter.
3. An existing squadron into which another squadron is merged, and retaining its original name, will not be issued a new charter listing the names of the merged members.
4. An existing squadron which, with the approval of the Governing Board, changes its name, will be issued a new charter reflecting that name. The renamed squadron will pay USPS the production costs of the new charter. The names listed on the charter bearing the new squadron name will be identical with and limited to the member names on the original squadron charter.

OCom 7 Nov 91 (Rules)

Investment Policy

"The Operating Committee considered and APPROVED a proposed update of the Finance Committee Investment Policy as printed below:

"The funds of USPS are divided into two general categories consisting of 'operating' and 'reserve' funds. The size of the operating fund should be set annually by the treasurer so as to reasonably sustain the day-to-day operations of USPS. The funds should be readily available to Headquarters in the form of checking accounts, short term certificates of deposit, etc.

"The remaining funds, or the reserve funds, and their management are of direct concern to the Finance Committee. These reserve funds are divided into two categories based on the degree of investment safety.

1. Lower Risk Investments - These are low risk investments such as savings accounts, certificates of deposit, money market funds, U.S. Treasury Notes, and U.S.

Treasury Bonds, U.S. Government Agency Notes, U.S. Government Agency Bonds, and taxable AA or better municipal bonds. The Finance Committee should constantly be aware of current trends in interest rates in order to recommend a maximum yield for each type of investment. Trends and predicted trends should be carefully reviewed to determine the best maturity periods of the investments.

2. Moderate Risk Investments - These are moderate risk stock and equity investments. They are best handled by full time managers who are responsive to the day-to-day fluctuations in the securities markets. Currently these investments are in the form of mutual funds which have full time managers. Another approved method of participating in the equity markets is through a managed portfolio. Selected mutual funds shall be switchable to or from a money market type of account without significant fees and by telephone notification. In an emergency the chairman or assistant chairman of the Finance Committee is authorized to have headquarters make the switch without the concurrence of the other committee members, but should notify them of the switch.

“The ratio of apportioning the reserve funds to these categories shall be reviewed at each National meeting in the light of the market conditions existing at the time.

“Full Finance Committee approval will be required before recommending entry into any high risk investment.

“This policy may be changed from time to time as may be necessary, with the approval of the Operating Committee.”

OCom 9 Sept 93 (FinCom) (pps. 7-8)

USPS Lobbying Policy

PREAMBLE:

USPS has a significant responsibility in educating the public in general and governmental officials in particular on matters involving boating activities. USPS members have considerable expertise in seamanship, piloting and navigation and can give valuable guidance in the development of governmental policies and regulations in those areas.

As educators, it is important for USPS members to be informed of and to exchange ideas and opinions on the latest laws and regulations effecting water activities and water resources. USPS and its recognized member units (districts, squadrons and auxiliaries) are classified as 501©)(3) tax exempt organizations by the Internal Revenue Service. As such, certain limitations are imposed on their activities of attempting to influence legislation at all levels of government, whether state, national or local and whether at the legislative or executive level. These limitations are based upon the total amount of expenditures USPS and its member units make in carrying out their exempt purposes each year.

POLICY STATEMENTS:

I. Adoption of Policies —

The ultimate authority for the determination of USPS policy on governmental matters is the Governing Board. All statements made on behalf of USPS shall be consistent with that policy. Policy positions may be adopted by the Operating Committee between meetings of the Governing Board. Unless specifically ratified by the Governing Board, such policy provisions shall expire at the meeting of the Governing Board next following the Operating Committee meeting at which such policy was adopted. Policy positions may be proposed to the Governing Board by a properly

passed resolution of a District Conference submitted to the National Secretary at least 90 days in advance of the Governing Board meeting at which it is to be considered. The proposed policy shall be published in writing to the membership of the Governing Board prior to consideration at the meeting.

II. Implementation of Policies —

Pursuant to Article 19, Section 19.2 of the Bylaws, the chief commander, or the designee(s) of the Chief Commander or the Operating Committee, shall be the spokesperson(s) in presenting USPS policy before any governmental body or agency and any nongovernmental organization. Any policy adopted by the Governing Board and Operating Committee may be implemented upon its adoption.

III. Filing with headquarters —

Each district and squadron must complete and send timely to national USPS headquarters either a duly completed TR-1 form or U.S. Treasury Form 990 with a Schedule A, depending on the district's or squadron's need to file a 990 with the IRS. If a district or squadron fails to provide a duly completed TR-1 or a 990 form with Schedule A to USPS Headquarters on a timely basis, that district or squadron may be excluded as one of the "subordinate" organizations of USPS in the next annual notice to the IRS upon the affirmative action of the Operating Committee.

EFFECTIVE DATE:

The above policies shall become effective following adoption by the Governing Board and upon USPS filing with the Internal Revenue Service U.S. Treasury Form 5768, Election/Revocation of Election by an Eligible Section 501(c)(3) Organization to Make Expenditures to Influence Legislation.

AM 17 Jan 1997 (pps. 12-14)

Trademark License Agreement Statement of Policy

Continuing his report, R/C Fotsch said that in April 1997 the Operating Committee adopted the general recommendations of the Law Committee to have a standard form trademark license agreement to protect USPS' valuable trademark property rights and to assure quality control of items sold to USPS members. Members of the Law and the Flag & Etiquette committees developed a new license agreement with several variables such as the term, royalty and type of supplier. Rather than requiring that each contract be submitted to the Operating Committee for approval, the responsibility for contract negotiation should be delegated. R/C Fotsch offered the following policy statement and moved for OCom concurrence to have the policy presented to the Governing Board.

Statement of Policy

No manufacturer or retailer shall be permitted to produce or sell any item which contains thereon or represents any registered USPS trademark unless a license agreement is entered into between that manufacturer or retailer and USPS.

The Flag & Etiquette Committee, with the concurrence of the National Administrative Officer, is granted the authority and the responsibility to negotiate and enter into on behalf of USPS license agreements in an approved form with manufacturers and retailers of products to be sold to USPS members.

The Flag & Etiquette Committee, with the concurrence of the National Administrative Officer, is given the discretion of developing a suitable fee structure for royalties to be charged manufacturers and retailers and to determine the fees to be charged each of them. This discretion includes the authority to waive any royalty or to charge a nominal royalty.

Further, the Flag & Etiquette Committee, with the concurrence of the National Administrative Officer, is given the discretion to determine the term of the license agreement; provided, however, that if the term is five years or more, prior approval of the license agreement shall be obtained from the Operating Committee.

The Operating Committee concurred with the Law Officer and adopted the motion to present the Statement of Policy to the Governing Board.

OCom 11 Sept 1997 (Law)

The Governing Board adopted the policy.

GB 13 Sept 1997 (pps. 6-7)

On the Water Guidelines

On-The-Water Policy

The Operating Committee shall establish and amend from time to time guidelines for on-the-water boating activities undertaken by districts, squadrons and auxiliaries. Such guidelines shall be based on the insurance coverage obtained by USPS® from time to time and upon reasonable risk management principles.

On-The-Water Guidelines

Our current national liability insurance policies cover regularly scheduled district, squadron and auxiliary sponsored activities. These may include on-the-water activities such as educational and instructional cruises, cooperative charting events, predicted log events, squadron and district cruises and rendezvous, boating safety demonstrations and publicity events, local harbor festivals and other civic and/or social events that further boat safety education. Since new policies of insurance are issued each year, there is no guarantee that this coverage will be continued. Every USPS member who is in charge of an on-the-water activity should verify that the activity in question will be adequately covered with appropriate insurance before proceeding with the activity. This should be done through the National Treasurer. It is important that the sponsored on-the-water activity be documented in the district, squadron or auxiliary's official records.

While insurance protection usually extends to national, district, squadron and auxiliary units, and the USPS members involved, there will always be two primary exceptions to this coverage. These are (1) the USPS insurer will not defend nor protect under any circumstances the vessel owner/operator from any liability claims arising as a result of an incident during the on-the-water event, and (2) the USPS insurer will not defend nor protect anyone, not even a squadron or the national organization, from any liability claims arising as a result of an incident occurring during the on-the-water event if any compensation is required by the owner of the vessel.

For this reason, the following shall apply to such activities:

Squadron member-owned vessel:

A district, squadron or auxiliary shall require member owners to provide proof of insurance. The member owner shall have underlying liability insurance coverage with limits of at least \$300,000, but it is suggested that the coverage be \$500,000. The member owner must not require any form of compensation or payment for the use of his or her boat for the activity; however, the voluntary sharing of the actual expenses of a voyage, by monetary contribution of fuel, food, beverage or other supplies has been determined to not constitute payment or consideration by the United States Congress as of October 1, 1999.

Chartered or Rented Vessels:

In the event a vessel will be chartered or rented from a commercial operator by a district, squadron or auxiliary, the district, squadron or auxiliary involved must enter into a written charter agreement in a form approved by the National Law Officer. This agreement must require that the commercial operator have in effect liability insurance with minimum coverage of \$1,000,000 per occurrence and \$1,000,000 per person. A standard form of a Charter Agreement is on file at National Headquarters or on the USPS Internet site.

Educational or Instructional Activities with members or non-members:

When a member is involved in a USPS, district, squadron or auxiliary sponsored educational or instructional on-the-water event, only the boat owner shall operate the vessel. If the boat owner becomes incapacitated for any reason the activity shall be terminated and the vessel returned to the nearest safe harbor. Only USPS member boats may be used for such activities, unless the vessel is a commercial vessel under an appropriate lease or charter agreement with minimum commercial general liability insurance coverage of \$1,000,000 per occurrence and \$1,000,000 per person provided by the commercial vessel naming USPS, its districts, squadrons and auxiliaries as additional named insureds. No beer, wine or liquor shall be provided, offered, furnished and or sold to any person on any such educational or instructional activity prior to or during such on-the-water activity. No predicted log contests, speed contests or any other contests shall be combined with or run in conjunction with an educational and or instructional cruise. The member's vessel or any commercial vessel used for an instructional and or educational on-the-water training event shall comply with all state and federal boating safety requirements and all vessel weight and capacity requirements as set forth by the vessel manufacturer shall be complied with at all times. No such event shall be undertaken outside of the waters of the United States or those of a state. The boat owner/operator and the instructor shall be different persons. That is to say the operator shall not participate in any instruction but shall keep his/her attention focused solely on boat operation.

Policy Regarding State Certification of USPS Boating Course Graduates

1. In those states where state boating regulations are more stringent than or differ from U.S. Coast Guard regulations, squadrons are encouraged to add material to the USPS Boating Course dealing with state regulations. Where it is necessary to achieve state recognition of the USPS Boating Course, questions may be added to the Boating Course examination testing students comprehension of state regulations.

2. In those states which recognize successful completion of the USPS Boating Course as sufficient educational grounds for state certification squadrons are encouraged to take all reasonable actions necessary to achieve such certification for graduates wishing to be certified. Care should be taken not to release information to state agencies regarding students who either do not pass the Boating examination or do not wish to participate in the certification process. Where possible, this is best accomplished by providing any necessary documentation directly to the graduate who may then file with the state for certification. If the squadron is required to report

directly to the state as part of the certification process, then squadrons should have students sign a release that the squadron submit the required documentation on the student's behalf.

3. Should any state choose not to recognize successful completion of the USPS Boating Course as sufficient grounds for state certification, district should inform the chief commander through the executive officer of the non-recognition problem so that steps may be taken to gain state approval.

OCom 12 Nov 88

Continued V/C Mahnken: "Another item to be addressed: States are now enacting requirements that organizations that present approved boating courses collect a registration fee from students for remission to the state. The state uses the fee for such things as issuing certificates, maintaining records, etc. We want our squadrons to remain competitive and believe collecting this fee, when required, will prove our cooperative spirit and participation with state programs.

"Therefore, we ask the Governing Board to approve the collecting of state fees, when required to maintain approval of our Boating Courses, and I so move."

The motion was seconded and APPROVED.
AM 4 Feb 95 (NEO)

At the suggestion of the NEO, the OCom interpreted the phrase "prorated facility cost" in Sec. 12.20 of the Operations Manual to mean that, within the overriding policy that no squadron is to make a profit on the prorating of facility costs to Boating or Boat Smart students, each squadron may determine for its own public classes whether: (a) to prorate facility costs associated with each class to the students of that class alone or (b) to combine the facility costs of two or more such public classes and prorate the total cost to the students of all the classes (thus averaging or equalizing the costs among all students). As class locations and facility costs change, a squadron may elect to change its facility-cost-averaging policy from time to time. In any event, each squadron should maintain appropriate financial records to support its actions.

OCom 6 May 2000 (NEO)

Fiscal Policy

OCom 11 Dec 99 (Finance)

The Annual Meeting adopted a motion approving the following fiscal policy required by the just-adopted Bylaws amendment (Article 5.)

The financial health of USPS shall be measured by the level of undesignated, unrestricted funds.

For purposes of this policy, undesignated, unrestricted funds are the sum of:

- a. Fund balance, undesignated as reported in the unaudited treasurer's report, and
- b. The undepreciated value of all buildings and land as reported in the unaudited treasurer's report (the current value is \$1,000,000 as rounded.)

A control limit is established at \$3,000,000. The Finance Committee shall review the value of the control limit at least once every three (3) years.

Should it appear that the end-of-year undesignated, unrestricted funds will be less than the control limit, before annual dues are raised, the Operating Committee shall first investigate reducing expenses as a means of increasing undesignated, unrestricted funds to the control limit.

If the Operating Committee agrees the undesignated, unrestricted funds cannot be raised above the control limit without reasonable expense reductions, it shall direct the Finance Committee to recommend options to the Governing Board. Such options shall, at a minimum, address methods of returning the level of undesignated, unrestricted funds to a satisfactory level.

AM 23 Jan 1999 (pgs. 2-3)

Squadron Investment Policy

OCom 11 Dec 99 (Finance)

R/C Kerr explained that by policy all district- and squadron-invested funds are to be maintained only in CDs. Currently, some of those funds are invested in other securities. Because FinCom will not meet again until the January 2000 Annual Meeting, R/C Kerr recommended and the OCom ADOPTED a motion for a two-month suspension of the policy.

Policy on Additional Actives

Whereas USPS and all of our squadrons will benefit from encouraging those who are qualified for and who have been accepted into membership to take an active and participatory role in squadron affairs, therefore be it resolved by the Governing Board that

1) Where two or more active members, belonging to the same squadron, share and abide at the same residence, national active member dues for the second and any subsequent active members of that household shall be established at one half of the then current national dues for full dues paying active members; and,

Active members enjoying reduced active member dues as a result of 1) above shall not be entitled to a separate copy of THE ENSIGN; and, National dues for family members under the age of 18 shall be \$2.00 per year."

The Governing Board ADOPTED a motion entertained by C/C Jensen to amend the Governing Board policy that defines additional active members. (02-02-AM-11)

Policy Regarding Health Information

17 January 2004

Policy: Officers and Members of USPS® with responsibilities in the production and execution of USPS meetings; may, in the discharge of their official duties, be required to obtain personal and health related information from other members and meeting attendees that could be considered sensitive and private. Such information shall be treated as confidential and used for the benefit of the member or attendee but subject to the assumptions and exceptions set forth below (Exceptions).

General: USPS has established a First Aid Support Team (F.A.S.T.) made up of members who volunteer to assist, support, and refer members or attendees who become injured or ill during meetings of the national organization. In the performance of their duties, F.A.S.T. members may ask, acquire, and/or become aware of health related information that could be considered sensitive and private and that should be kept confidential. In like manner, officers and other members of USPS may become aware of health related information during the discharge of their official duties. This document describes certain assumptions and exceptions within the general policy of treating health information as being sensitive and confidential.

Assumptions: USPS and its F.A.S.T. team operate under the following assumptions:

- a) Any health related information received by USPS members and F.A.S.T. team members is given by the USPS member voluntarily.
- b) F.A.S.T. team members are not functioning as licensed health care professionals.
- c) F.A.S.T. team members provide voluntary assistance and receive no compensation for their efforts.
- d) Health related information will be treated as confidential by USPS, with certain exceptions.

Exceptions: F.A.S.T. team members may release such health or health care information as may be necessary for the following purposes:

1. Consultation: F.A.S.T. team members may discuss health information and issues with each other and with the National Medical Officer. They may divulge health information in order to arrange for the transfer, consultation or emergency care of USPS members and meeting attendees by licensed health care providers, and/or by security or law enforcement personnel.
2. Administration: Limited information regarding the health or health care of members or attendees may be disclosed to USPS officers and members who require such to discharge the responsibilities of their office. Release of such information will be as authorized by the National Medical Officer.

For example, recipients of health related information could include the Chief Commander or his Flag Lieutenant, National Meetings Committee officials, and committee chairmen under whom the ill, injured, or incapacitated member serves.

3. Surrogates: Appropriate information regarding the health or health care of members or attendees may be disclosed to next of kin, spouses, and other significant persons who may require such information in order to make decisions on behalf of an unconscious or uncommunicative person.

Record Retention: Any and all records or information of a F.A.S.T. related event shall be maintained in confidence at USPS Headquarters and shall be destroyed four years thereafter.
 Amendment: This policy may be amended using the procedure for amending policies in effect at the time of the amendment.

Dated: 17 January 2004

USPS Privacy and Data Policy

17 January 2004

Purpose: The United States Power Squadrons Privacy and Data Policy is intended to inform all interested persons of our policy, and to protect the privacy of USPS, its members and guests from inappropriate use of data. At the same time we seek to facilitate our use of valuable data for USPS purposes and inform persons who supply us with data of, and protect them against unsolicited or unwanted communications.

Application: This policy applies equally to data of any kind, whether electronic, print or otherwise. The terms "data" and "information" shall, when the context allows, be used interchangeably.

Principles:

USPS Data:

Generally: The USPS data policy needs to balance existing policies developed for paper records and the realities of instantaneous worldwide electronic data sharing. There are a number of considerations:

1. Members should have a reasonable expectation of privacy.
2. We will continue to inform members and respect their privacy and will extend the same courtesy to non-members.
3. Members and employees of USPS will not seek financial gain from information learned from USPS membership, nor will others be allowed to do so.
4. We seek to educate the boating public and invite them to join our ranks.
5. Access to our wealth of training materials is generally reserved for members, but some of our educational materials are for the use of the public in accordance with our educational policies, or other USPS purposes.
6. There are practical limits of computer security technology, and any system can probably be compromised.
7. Authorized USPS officers, committee members and Headquarters staff need access to information to do their jobs.
8. USPS officers and committee members have a wide range of computer skills from expert to no computer skills at all.

These considerations call for different procedures, depending on the data involved and the needs of various users of that type of information.

Use and Modification of USPS Data and Membership Records:

1. Access shall be restricted to USPS members and Headquarters staff. Users must identify themselves before accessing our data. The identification will be used to select the set of records that can be accessed by that user.

2. Use of USPS data shall be on a "need to know" or "need to use" basis. This will be the overriding principle for use and modification of USPS and membership records. The following rules shall govern use and modification of USPS and membership records:

Members may only review and update (or correct) their own personal contact data such as addresses and phone numbers, and order authorized products and services for themselves.

Squadron officers and committee members may only review and update data and order products and services appropriate to their responsibilities for their own squadron. For example, squadron secretaries and membership records chairs should be able to change member contact information and may update information developed at the squadron level, such as current rank and office held.

District officers and committee members may only review and update data and order products and services appropriate to their responsibilities for their own district.

National officers and committee members may only review and update data and order products and services appropriate to their responsibilities. For example, National officers and committee members should be able to access and modify data such as the following provided it is appropriate to their office:

- Merit Marks and related member designations such as Senior Member, Life Member and Governing Board Member Emeritus.

- Educational courses completed and grades such as P, AP, SN, etc.

Headquarters staff may review and update data and order products and services appropriate to their responsibilities.

Further, Headquarters staff will support local squadrons, districts and national officers and committee members as appropriate, including those without computer access.

Headquarters staff will be solely authorized to enter membership categories, new members, changes of membership status, sustaining members, etc.

Headquarters staff will also be able to assist in entering and changing such information as renewals, squadron transfers and other changes submitted by squadrons, appropriate officers and committee members without computer access.

3. The Operating Committee may authorize disclosure of information to governmental bodies, grant providers, and others if it's advantageous to USPS or its members or is required by law.

Public Disclosure of Member Information: Members, officers and committee members, on behalf of themselves and their squadrons, districts and the national organization, shall be sensitive to the privacy expectations of members. Members' personal contact information, including but not limited to names, addresses, E-mail addresses, phone numbers and fax numbers, may be published in accordance with this policy.

Membership data may be reproduced on a limited basis electronically or published in a limited access Web page provided that:

Records are kept as to who has authorization to access the data;
It is prominently marked or noted on or in connection with the data in a practical manner that the data is to be used for official business only, and that it cannot be distributed or made available except as authorized;
Before publication, the responsible bridge officer (squadron, district or national as appropriate) must approve such publication; and

We may use vendors (such as mailing services) to perform services for us. If so, we will require a vendor to abide by this policy and maintain the confidentiality of our data. Where appropriate, we will require a written assurance of compliance with this policy by a vendor. When a vendor is finished using the data, it will be returned to USPS.

Duties of Officers and Members Having Access to Membership and USPS Data: Members ending a term of office are expected to pass all records and USPS property to their successors, including assets and membership records in paper, electronic and other forms. Members having access to membership lists, no matter the form or media, are expected to observe the "no commercial use" policy expressed in the USPS Bylaws.

Continuing Awareness of Electronic Security: The Information Technology Committee will continue to seek appropriate, reasonable and efficient methods to safeguard member privacy while enabling easy member usage of USPS electronic data. This includes taking advantage of new technology or techniques.

Changes to the USPS Privacy and Data Policy: USPS and technology continue to evolve. If we need to change our privacy policy in the future, we may do so through action of the Operating Committee, and if we can, we'll give you reasonable notice of the changes by posting in the Website, THE ENSIGN or any other reasonable medium.

USPS Web sites:

USPS Web site Privacy Statement: USPS has created this privacy statement in order to demonstrate our firm commitment to privacy. The following discloses our data gathering and dissemination practices the provisions of which shall be used as a minimum for all USPS Web sites whether at the National, District or Squadron level, regardless of where they are located on the Internet.

Upon Entering the Web site - Cookies: We compile information on the IP addresses that contact us so we can improve the services provided by our Site, but we will not provide that information to others. We may keep track of the pages you visited by placing a small entry in a text file called a "cookie" on your hard drive. The cookie contains an identifying number that allows us to track the pages you've visited on our Website. We may also use cookies to save your member access authorization (for a limited time, on our internal web pages) so you do not have to re-enter it each time you visit our Site. We may use member access authorization to maintain the privacy of our internal web pages. Information voluntarily provided by you may help us tailor our Site to your needs and interests.

Cookies don't reveal personal information. The only personal information a cookie can contain is information you supply yourself. Cookies can't read unrelated data off your hard drive. The help function on most browsers contains information on how to set your browser to notify you before accepting a cookie or to disable cookies entirely. However, if you don't accept cookies, you may not be able to take advantage of various features on our site such as membership only pages.

Links: Our Web sites may contain links to external Web sites that are not within our control. If you decide to use any of these external links, you will be connected to a site not covered by our privacy policies. We recommend that you read their privacy statements, since they may differ from ours. This privacy statement applies only to information collected on USPS Web sites.

Order Forms: Our Site uses order forms to request information, products and services. We collect a visitor's contact information (like an E-mail address), unique identifiers (like a USPS certificate number), and financial information (like an account or credit card number). Contact information from the order form is used to send products to our customers. The contact information is also used to get in touch with the customer when necessary.

We do not maintain a repository of this information after the initial information is sent. Financial information that is collected is used to check the user's qualifications and bill the user for products and services. Unique identifiers (such as a USPS certificate number) are collected from Website visitors to verify the user's identity and for use as account numbers in our record system.

Online Surveys: Our online surveys ask visitors for contact information (like their E-mail address). The contact information is used to contact the visitor when necessary.

Requested Information: Whenever our site asks a visitor to provide information, we will provide the visitor the opportunity to decline to have their information used for subsequent notices about our products or publications or those of our associates.

Security: We exercise care and diligence in managing, transmitting and securing personal information once we receive it. Your personal information is protected by safeguards that are appropriate to the sensitivity of the information and are in line with currently available security technology. This may include use of passwords and encryption. It is important for you to understand that data transmission over the Internet is not 100% secure. Despite our best efforts, we cannot guarantee the absolute security of any information you transmit to us, and you therefore do so at your own risk.

Your Agreement to Be Bound By This Policy: By visiting our Web site, you agree that your visit is governed by the USPS Privacy and Data Policy, and that the Policy may be revised from time to time.

Contact the Web site: If you have any questions about this privacy statement, the practices of the USPS National Web site, or your dealings with that Web site, you can contact the National Secretary:

1. By E-mail to ns@usps.org
2. By postal mail to:

National Secretary
United States Power Squadrons, Inc.
1504 Blue Ridge Road
Raleigh, NC 27607

3. By telephone to (888) FOR-USPS (367-8777)
4. By fax to (888) 304-0813

Endowment Fund Policy

There shall be created within the records and accounts of United States Power Squadrons® a separate fund to be known as the 'Endowment Fund'. The Fund was created at the 14 November 1998 meeting of the Operating Committee and that action was ratified at the Governing Board meeting of United States Power Squadrons held in January 1999. The purpose of this Fund is to receive voluntary contributions from members and other donors, that will be held permanently for the use and betterment of United States Power Squadrons. These rules shall not rescind or amend the United States Power Squadrons Gifts and Bequests policy as now or hereafter promulgated by the Governing Board but shall supplement such policies. These rules are intended to ensure stability of Fund principal and provide assurances that donors' funds are held under purposes consistent with those in effect at time of donation. The following provisions shall govern the 'Endowment Fund':

1. Except as provided in paragraphs 8 and 9 and by the donor, only the income from the Fund shall be expended.
2. The Planned Giving Officer, with the approval of the Operating Committee if required, shall have the power to accept or reject any gift to the Fund. A permanent record of any restricted gifts to the Fund shall be made showing the name of the donor and any restrictions accepted with the gift.
3. The Fund shall be invested separately and not commingled with other assets of United States Power Squadrons.
4. The Fund shall be administered by the Finance Committee of United States Power Squadrons, which shall have the power to invest and reinvest the Fund in such assets as the Committee deems appropriate; to distribute the Fund income for such purposes and in such amounts as recommended by the Finance Committee or the Operating Committee and approved by the Operating Committee, and to establish such guidelines as the Committee deems necessary, to enable the Fund to achieve its purposes and to operate efficiently.
5. The Fund shall be audited each year by the Audit Committee of United States Power Squadrons or such independent public accountants as are currently appointed by the Governing Board.
6. A report of the status of the Fund and changes in Fund balances shall be made available, at least annually to the membership of United States Power Squadrons.
7. The income from the Fund may be used for such projects and purposes that benefit United States Power Squadrons, including its general operations. United States Power Squadrons members and Committees may apply to the Finance Committee for grants to accomplish a specific purpose. While the use of the income is unrestricted, it is contemplated that uses will benefit all United States Power Squadrons members and not those of a specific Squadron or District. Further it is contemplated that the Fund will be used in cooperation with the Members' Fund but so as not to conflict or compete with United States Power Squadrons Educational Fund.

8. In the event of dire financial circumstances and the inability of the United States Power Squadrons to meet its operating budget, upon request of the Operating Committee and with the approval of the Governing Board, a withdrawal of principal shall be permitted so long as such withdrawal does not exceed ten percent of the principal of the Fund, in any fiscal year, valued as of the beginning of the fiscal year. Upon approval of use of the Fund principal, a plan for repayment of the withdrawn amount shall be jointly approved by the Operating Committee and the Finance Committee of United States Power Squadrons.

9. The income and if not adequate, principal of the Fund may be charged with the cost of Planned Giving activities such as brochures, mailing costs, professional management, etc. as approved by the Operating Committee and also with direct expenses and project costs incidental to a donor's expressed purpose in making the donation, if such be the case.

10. The fiscal year of the Fund shall be that of the United States Power Squadrons. Generally accepted principles of Fund accounting shall apply to the Fund's activities.

11. Except as provided herein, the Fund shall be invested and the income determined according to the Uniform Management of Institutional Funds Act of North Carolina.

GB 12 June 1999 (Finance)

R/C Mesenburg reported that the Governing Board established the Members Fund on 24 May 1994 to be a repository for funds donated to USPS, primarily by members. He said that the rules of expenditures parallel those of the Endowment Fund and that with the emergence of the Century Fund campaign, it is the Operating and Finance Committee's intent to have one Endowment Fund. R/C Mesenburg recommended, with the concurrence of the Operating Committee to combine the Members and Endowment funds. The Governing Board ADOPTED the motion. (2005-GB-10)

Policy on Teaching Boating Safety Courses

UNITED STATES POWER SQUADRONS STATEMENT OF POLICY ON TEACHING BOATING SAFETY COURSES

Where USPS has an MOU with the state, if any difference exists between this MOU and the following statement of policy, the MOU shall have precedence.

The United States Power Squadrons (USPS) Responsibilities:

- a. Schedule and administer boating safety courses in the state through the USPS administrative structure.
- b. Continue to conduct and administer the boating safety courses in accordance with current NASBLA National Educational standards.
- c. Provide the state a listing of USPS public boating course graduates (with the approval of the graduates) utilizing state provided forms within two weeks of course completion.
- d. Utilize state pamphlet(s) covering state boating laws in the conduct of USPS public boating courses.
- e. Request participation of state boating law agency personnel in the conduct of the classes covering state boating regulations and laws.
- f. Provide the state information as to the date, time and location of boating safety courses, and the name and telephone number of a contact person.

- g. Provide each student successfully completing the USPS public boating courses with a USPS Certificate of Completion.
- h. USPS members shall neither collect nor handle any state monies other than local taxes. (repealed 4 Feb 95)
- i. No state fee, other than local taxes shall be associated in any manner with the fees charged for textbooks, materials and other course supplies and those charged to defray any custodial or classroom usage fees.
- j. Provide a principal USPS point of contact to work directly with the state boating law administrator, or designated representative, in the execution of this program.

The State Responsibilities:

- a. Recognize successful completion of the USPS public boating courses as meeting state boating education requirements.
- b. Provide up to 10 examination questions on state specific laws and regulations.
- c. Provide state pamphlets, other materials, for each student attending the USPS public boating courses.
- d. Provide state forms for use in reporting USPS public boating course graduates to the state.
- e. Issue a state boating safety certificate to each person who successfully completes the USPS public boating course and requests state certification.
- f. Provide a listing of state boating law agency personnel available to make presentations at USPS public boating courses.
- g. Provide initial orientation workshops to all USPS instructors covering state and local boating laws and regulations.
- h. Provide the USPS instructors periodic updates concerning changes in state boating laws and regulations.
- i. Maintain a database of state certified students, including those reported by USPS as graduating from USPS public boating courses.
- j. Provide a duplicate state boating safety course completion certificate for all students listed in the state database in the event of a lost certificate.
- k. If a fee is required by the state, the state shall provide a state approved form that a graduate can utilize in requesting state certification.

Post-Annual GB 16 Jan 1993
Amended OCom 12 Nov 2005

Travel & Expense Guidelines

Reimbursement Code Position Qualifying for Reimbursement

A District Commanders or Voting Representatives

- District Educational Officers or Voting Representatives
 - Chairmen of Departmental Committees or Programs or Voting Representatives
 - Members of Committee on Nominations
 - Assistants to the NEO and Secretary
 - Aides Assigned to NXO, NEO, NAO, and Nat'l Secretary
 - Merit Mark Area Monitors
 - National Chaplains
 - National Photographer
 - National Medical Officer
- B Operating Committee Members
- C C/C's Guests at a national meeting and/or OCom Meetings Committee members working at headquarters
Audit, Budget, IT, and Historian Committees
- D C/C Advisory Council
- E C/C Representatives at District Conferences
National Flag Lieutenant
C/C Representatives traveling to meetings outside USPS
National Meetings Committee members at site visitations

Refer to both page 2 for Reimbursement Policy that applies to all letter codes and to subsequent pages that give additional Policy for a specific position, as identified by the Reimbursement Letter Code.

Unusual Travel Situations: There are occasions when it is cost-effective to combine trips or travel by auto when several persons are traveling. These should be cleared with the National Assistant Treasurer beforehand.

The Chief Commander has authority to make exceptions to this policy.

It is the intent of this USPS policy not to pay for any of the above items in excess of actual costs charged to the individual requesting reimbursement. This intent would be used in evaluation of any expenses that could not be anticipated by this policy. The federal per diem rate in effect for each meeting location would be considered a maximum reimbursement if this rate is less than the actual cost. The Treasurer's Department has responsibility for this policy and would welcome members questions.

Reimbursement Policy for all Reimbursement Codes

Inter-city Transportation

Air - Lowest advance purchase excursion fares (non-refundable with a Saturday night stay.) Senior coupons should be used if lowest. The officer will be reimbursed for any loss on a "non-refundable, no change" ticket should an emergency change travel plans.

Auto - 25 cents per mile plus tolls between member's closest home and meeting site. The mileage reimbursement should not exceed the air cost above.

Personal Plane - 25 cents per mile between member's closest home and meeting site plus up to \$12 per day for hangar space. The total reimbursement should not exceed the air cost above.

Local Transportation

Personal cars can be used from home to airport where the cost is less than other options. Reimbursement will be at 25 cents per mile, plus tolls and long term parking fee.

Airport shuttle or hotel courtesy cars should be used if available. Taxis can be used if shuttles or courtesy cars are not available. Expense reimbursement will be at the lowest cost available at each individual meeting.

Lodging and Meals

No reimbursement will be made for cost of meals enroute or for personal charges, e.g. laundry, telephone, hotel services.

No reimbursement will be made for lodging enroute to or from a meeting.

Submission of Requests for Reimbursement

Requests for reimbursement must be on form Bud2a and forwarded to the appropriate budget officer for approval within 60 days of travel. The Bud2a must be accompanied by original receipts. Travel agency statements are not acceptable. If senior coupons are used, mark the box showing the number used. Any unusual travel arrangements or routing should be explained and attached to the Bud2a form.

Reimbursement Policy for Specific Codes

Code - A Annual Meeting and Governing Board Meetings

Transportation

Travel expense will be reimbursed for the officer.

Lodging and Meals

A \$65 per day room allowance toward the hotel room will be reimbursed. This allowance is for four days at each national meeting and five days at the Annual Meeting. One additional day at each meeting is approved for members of the Committee on Nominations and for members of the Educational Department Leadership Staff. Additional days can be approved by an appropriate Vice Commander if absolutely needed. Two members eligible for reimbursement and sharing a room will each be allowed the lesser of the daily allowance or half of the room cost.

Code - B

Transportation

Reimbursement will be made for officer attending OCom Meetings.
Reimbursement will be made for officer and spouse attending national meetings.

Lodging and Meals

Hotel room expense will be reimbursed.
Required attendance meals will be reimbursed at national meetings, excluding the following: departmental lunches, spouses' luncheon, members' outings, members' luncheon and Saturday night dinner.

Code - C

Transportation

Reimbursement will be made for officer. (In the case of a guest at a national meeting, the Chief Commander will dictate if the guest's spouse will be reimbursed. This provision is not used for most meetings and is reserved for the "unusual event.")

Lodging and Meals

Hotel room expense will be paid.
Meals will be reimbursed only at meetings at USPS Headquarters.
Code - D

Transportation

Reimbursement will be made for officer and spouse for Annual Meeting.

Lodging

Hotel room expense will be reimbursed at the Annual Meeting.

Code - E

Transportation

Reimbursement will be made for officer and spouse for the meeting assigned. Meetings outside USPS could be officer only or officer and spouse whichever applies.

Lodging and Meals

Hotel room expense will be reimbursed.

Generally, meal expense is reimbursable when on the Chief's business at meetings outside of USPS. Meal expense is not reimbursed for the Chief Commander's representatives at District conferences, nor is it reimbursed at national meetings.

1 December 1999
Rev 4 June 2005

Rev 13 February 2002

Memorandums of Understanding or Memorandums of Agreement

American Canoe Association MOU
American Radio Relay League MOU
Boat U.S. MOA
Canadian Power and Sail Squadrons MOU
Great Lakes Cruising Club and CPS MOU
Maptech MOU
National Association of State Boating Law Administrators MOU
National Oceanic and Atmospheric Administration MOA
National Safe Boating Council MOU
National SAFE KIDS Campaign MOU
National Weather Service MOA
Sea Scouts MOA Sea/Tow MOU

United States Army Corps of Engineers MOU
USCGAux Regarding Vessel Safety Checks MOA
Vessel Assist MOA