

Standing Rules

Revised 14 Dec 2011

Definition: These Standing Rules shall reflect the policies and decisions of the St. Petersburg Sail and Power Squadron on matters relating to administrative operating procedures not warranting inclusion in, but in accordance with, the Bylaws. They may be amended, rescinded or additional rules adopted by a two thirds (2/3) vote of the active members present and voting at any regular or special meeting of the squadron, provided that (1) a quorum is present at the time the vote is taken, and (2) the proposed amendment(s) or new Standing Rules are stated in full in the Notice of the Meeting at which action is to be taken thereon, and (3) that said notice is mailed to all active members at least twenty days prior to the date of said meeting.

Financial

Section 1.1 Educational Fund Contribution: Upon the Death of a Member: Upon the death of a member, twenty -five dollars shall be presented to the *SPSPS Educational Fund* in memory of the deceased member. A memorial honoring a deceased member shall be published in FORCE 12.

Section 1.2 Education Fund: All funds given to the squadron for educational purposes shall be deposited with the Treasurer and credited to the *Educational Fund* account. This account is to be used solely for the purchase and repair of equipment and for the purchase of instructor materiel used by the Educational Department. Unspent funds are to be carried over into the following budget year.

Section 1.3 Name Badge: A new member will receive a name badge along with his *Certificate of Membership*.

Section 1.4 Outgoing Commander's Award: This squadron shall present to the outgoing Commander a plaque, lapel button and a Past Commander's flag. The Supply Officer shall order these items and the flags for incoming officers at least six weeks in advance of the annual Change of Watch ceremony. The outgoing Commander's spouse shall be presented with a memento of his/her choice, the cost not to exceed budget.

Section 1.5 Commander's Expenses: To encourage the Commander or his designated representative to attend the USPS Annual Meeting, governing boards and District 22 Conference(s) of USPS each year, St. Petersburg Sail and Power Squadron shall pay the Commander or his designated representative an amount per budget to help defray his expenses. The prorated amount of reimbursement for each meeting will be determined by the commander and subject to the approval of the Executive Committee. Reimbursed expenses will be limited to the cost of a round trip coach airline ticket from home location, limousine service between the airport and hotel, and the cost of a hotel room and other expenses. Automobile expenses will be at the IRS business rate and will be reimbursed up to the cost of a coach airline ticket.

Section 1.6 Expense Reimbursement/ D/22 Conferences: The Treasurer is authorized and directed to reimburse actual expenses for food, beverages, incidentals and hospitality room rental up to a total of budget to support the squadron hospitality room at District 22 Conferences.

Section 1.7 Budget and Finance Committee: The Budget and Finance Committee will submit in writing the budget for the coming year at the December Executive Committee meeting.

Section 1.8 Off-Budget Expenditure Limitations: The Executive Committee shall not expend or authorize expenditure of squadron funds in excess of three hundred dollars for any operation or activity not included in the annual budget, without first obtaining approval of the expenditure by the membership at a regular membership meeting.

Section 1.9 Interest Income: Interest income from savings accounts or certificates of deposit may be used as income for operating expenses and budget planning

Section 1.10 National Educational Fund: All active members of the squadron shall be assessed one dollar per annum for the *National Educational Fund* (in addition to their annual squadron dues). Life Members shall be exempt from this assessment.

Section 1.11 Scholarship Fund: Provides financial assistance to scouts and youth, ages 12 to 23. The Scholarship Program is available for all USPS seminars and courses with the exception of JN and N. Squadron funds will be used to reduce the costs of courses and seminars. The scholarship fund will initially be funded at \$1500. Additional funds must be approved by the membership. Individuals applying for scholarships must first complete our Boating Course (ABC), or an equivalent, and join the squadron as youth members. Applicants must agree to attend classes and to participate in squadron

activities. Initially, students would pay \$10 for each course and seminar. If they do not pass a course they must retake the course. No further courses would be eligible for the \$10 fee until they pass the course. If a student starts a new course before the grades for the previous course are available, the students could finish the new course. A scholarship committee will be appointed by the Commander. The committee will include the SEO and/or the Assistant SEO and the MemCom Chairman. The scholarship program will be presented by the committee at boating courses. The committee will monitor student progress, and will assess the program and recommend changes by 1 December each year.

Education

Section 2.1 Educational Course Charges: In order to defray handling costs, a charge, as determined by the Executive Committee, shall be added to all course material.

Section 2.2 Instructional Classes: No instructional classes will be held on the regular meeting night of this squadron.

Membership

Section 3.1 Membership Committee: The chairman of the Membership Committee (Memcom) shall be the principal squadron contact for the acquisition of all categories of new dues paying memberships, to include members new to USPS, reinstatements, change of status and associates. Memcom will process all new member applications, collect specified dues and forward applications (excluding associate) on appropriate forms to USPS. Memcom will provide copies of these new membership forms to the secretary for the performance of duties as specified in the Bylaws Section 6.5, (and for the management of the FORCE 12 and the roster). Memcom will also provide copies of these forms, with collected dues, to the treasurer for the performance of duties as specified in our Bylaws Section 6.6.

3.1.1 Transferees: Application for transfer into this squadron shall be processed in the same manner as an application for active membership.

Awards

Section 4.1 Boating Activities Awards: Each year, the Boating Activities Committee shall encourage members to participate in cruises and rendezvous, predicted log and docking contests, and in general, to improve members skills in boat handling. At the end of each calendar year, the Chairman of the Boating Activities Committee shall award the following:

4.1.1 John Blocker Perpetual Trophy: This trophy is awarded to the boat captain who has participated in the most events during the calendar year. Events include, but are not limited to, D/22 C& R's, SPSPS C & R's, SPSPS cruises and participation in other D/22 squadrons boating events. The trophy shall stay in the member's possession until the following year's winner is established. Should there be no qualifying successor, the trophy shall be returned to the Squadron Property Officer.

4.1.2 The Boating Participation Plaque to Captains: The Boating Participation Plaque shall be awarded to each boat captain who is an active member of the St. Petersburg Sail and Power Squadron and participated, with his boat, in a minimum of four squadron boating events during the calendar year. Each succeeding year the award shall be in the form of an emblem that can be attached to the plaque, denoting the year of the award. Only one plaque or emblem will be awarded per family.

4.1.3 Boating Participation Plaque for Crewing: The Boating Participation Plaque shall be awarded to each active squadron member of St. Petersburg Sail and Power Squadron who has crewed six boating events during the calendar year. Each succeeding year the award shall be in the form of an emblem that can be attached to the plaque, denoting the year of the award. Only one plaque or emblem per family.

4.1.4 The Boating Participation Plaque to Captains and Crews: The Boating Participation Plaque shall be awarded to each boat captain who is an active member of the St. Petersburg Sail and Power Squadron and participated, with his boat, in a minimum of three squadron boating events during the calendar year and crewed two boating events during the calendar year. Each succeeding year the award shall be in the form of an emblem that can be attached to the plaque, denoting the year of the award. Only one plaque or emblem will be awarded per family.

Section 4.2 Teacher of the Year Award: This award is presented to a member of the squadron instructional staff, having been selected by a committee as follows: Squadron Educational Officer, Chairman; Squadron commander or Executive Officer, Member-at-Large of the Executive Committee, most recent past recipient of the *Teacher of the Year Award*, squadron member who was a student during the award year. The committee will review candidates' qualifications and select the final candidate for the award. This selection will then be forwarded to the DEO, who shall arrange for

presentation of the *District 22 Certificate of Appreciation* at the squadron's general membership meeting next following the annual Change of Watch. The selectee shall be the squadron nominee for the *National Charles F. Chapman Award* for the year.

Section 4.3 The Proud Award is given to a member of St Petersburg Sail and Power Squadron who has been selected unanimously by the executive committee for serving St. Petersburg Sail and Power Squadron in an exemplary manner with extraordinary efficiency and enthusiasm. This award may be given as often as the executive committee chooses.

Other

Section 5.1 FORCE 12: The FORCE 12 shall be managed and edited by the Editor. The editing is subject to approval by the Commander. All contracts relative to the publication of FORCE 12 and all other publications of the squadron must be approved by the Executive Committee. All material submitted for publication must be in the hands of the Editor on or before the date set and advised by the Editor(s).

Section 5.2 Squadron Historian: The Commander shall appoint a member to serve as Squadron Historian, which member shall accept appointment for a period of not less than one year. The Historian shall be custodian of all documents of historical value to the squadron. The Historian shall also receive, review or purge all documents of insignificance, including correspondence, files and records of Officers, Directors and Committees, as they retire or are relieved of their duties, to ensure inclusion of historic items in the squadron's historical record.

Section 5.3 Chaplain: The squadron chaplain shall be prepared to offer invocations and benedictions at the request of the commander. The chaplain shall make all necessary arrangements for the scattering of ashes of deceased members and their immediate families at sea, when requested in writing by a member or the member's next of kin.

Section 5.4 Retention of flags: At the end of their terms of office, all retiring officers may retain their flags of office.

Section 5.5 Electronic Committee Meetings: As stated in Bylaws Section 9.6.2 it may become necessary on rare occasions to have electronic committee meetings. The attendees of the meetings will be certified as present by the Executive Committee at their next scheduled meeting.