



PHOENIX SAIL AND POWER SQUADRON, Inc.

A UNIT OF THE UNITED STATES POWER SQUADRONS®
SAIL AND POWER BOATING

POLICIES AND PROCEDURES

Prepared by: Policies and Procedures Committee

Endorsed by: Executive Committee

Approved by: General Membership

Date: 15 January 2009

PHOENIX SAIL AND POWER SQUADRON POLICIES AND PROCEDURES

Pursuant to the establishment of a Policies and Procedures Committee, the following Policies and Procedures are hereby presented to the Squadron General Membership for their approval. Initial approval date: 13 January 1994.

In order to consolidate the documentation of Squadron Awards a new document titled Awards has been created and was approved 17 January 2008.

OBJECTIVES

01 - These accumulated Policies and Procedures are intended to establish, clarify or modify a modus operandi.

02 - These Policies and Procedures are not intended to take precedence over Squadron or National By-laws. Rather, they are intended to be an adjunct to procedures not specified in those documents.

03 - These Policies and Procedures as established herein are to govern until rescinded or replaced by approval of the General Membership of the Squadron.

04 - These Policies and Procedures shall be reviewed for modification on an annual basis, by the Policies and Procedures Committee and presented to the General Membership for approval at the Annual Meeting. Changes may also be presented for approval as needed throughout the year.

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POLICIES

01 - An award shall be presented to members who attain Senior Navigator status to be presented at the Change of Watch or other appropriate meeting.

02 - The Squadron shall present a plaque to the out-going Commander at the annual Change of Watch. An appreciation gift may be given to the out-going commander. (See procedures for limits).

03 - The Squadron shall maintain bridge officer's flags for presentation at the annual Change of Watch. These flags are the property of the Squadron and are to be passed on to succeeding officers. The Squadron shall buy and present a past commander's flag to the outgoing commander.

04 - The Squadron may reimburse, if requested, the Commander and the Squadron Educational Officer or their designated representative attending D/28 official functions. (See procedures for limits).

05 - The Squadron will not furnish alcoholic beverages at any event.

06 - There shall be a standard policy of pricing educational courses and seminars as it applies to squadron members and to the public. The base price shall be determined from the current USPS Educational Department Course price to the squadrons. The course price for squadron members and the public shall be determined by applying a set of overhead costs.

07 - Name tags will be ordered for new members by the Membership Chairman.

08 - Members making reservations for Squadron activities are expected to pay for the reservations even if they do not attend.

09 - Insofar as practical, small business matters will be handled at the Executive Committee meetings and only matters of greater interest to all members and those to needing approval of the membership will be brought up at the General Membership meetings.

10 - The *Bos'n's Pipe* is published ten times a year, monthly except July and August. On occasions when the need warrants additional copies are published. The *Bos'n's Pipe* is also available online.

11 - The Commander, Treasurer or Assistant Treasurer are authorized to sign checks.

12 - A copy of the last Executive Committee meeting minutes and agenda for the next meeting will be sent to each officer and committee member 10 days prior to the next Executive Committee meeting. The distribution of these documents may be accomplished electronically.

13 - In the event of the death of an active member, the Squadron will make a contribution of \$25.00 to the USPS Educational Fund in the name of the deceased member. The Squadron may also send flowers or a donation to an organization as directed by the family.

14 – Some of the net proceeds, when available, from the Mexico Fish Fry may be donated to the Cholla Bay Children’s Fund.

15 – The winners of each age division of the Squadron Youth Poster Contest shall receive a prize in cash or merchandise.

16- The Budget & Finance Committee shall include in its report to the Executive Committee prior to the end of the calendar year a recommendation for squadron membership dues, by category, for the upcoming year (June 1 – May 31). If no recommendation or action is taken by the Executive Committee, the dues shall remain unchanged.

17 – The squadron shall publish annually a Membership Directory

18 – The squadron shall maintain an online roster

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PROCEDURES

01 - Usually a plaque arrives from National through the District Commander to the Squadron Commander. Sometimes these have been available at National meetings. Watch for it.

02 - The Past Cdrs plaque must be ordered from headquarters ships store or other supplier 3 months ahead because near year end suppliers become swamped with orders for the national meeting and other squadron COW's. The squadron's gift for the out going Cdr should not exceed \$100.00. Both handled by COW committee.

03 - The COW committee should collect officer's flags 3 months ahead and order the P/C flag at the same time.

04 - Reimbursement not to exceed \$75.00 to each person.

05 - The Squadrons liability could be extensive.

06 - Using the base cost per current USPS Educational Department catalog price for student manuals and supporting material, add the following overhead to arrive at the squadron member and general public price for student course material:

Assume one Instructor Kit per 8 students
Shipping cost at 5% of manual cost
Exam returns at 2% of manual cost
Shrinkage at 10% of manual cost
Equipment Depreciation at 5% of manual cost
Round Student Price to the next higher \$10
Public Price at 150% member price
Round Public price to the next higher \$20

Explanation of Assumptions:

Shrinkage is to offset the squadron stock of material that becomes out dated and can not be returned to HQ for reimbursement.

Equipment Depreciation is to offset the repair and replacement costs associated with video projectors.

Public Price is provided but may not be applicable until such time that a USPS policy change is made to offer member courses to the general public, such as seminars, USPS University courses and boating certification..

07 - Original tags, no charge, replacements at cost. May be ordered through D/28. Check with D/28 secretary.

08 - This pertains mainly to dinners that must be ordered ahead and guaranteed to be paid for by the Squadron.

09 - This is an attempt to eliminate long dull meetings.

10 - One copy of the *Bos'n's Pipe* is mailed to the address of an active or associate member of the Phoenix Sail and Power Squadron unless those members have requested in writing that a copy not be mailed to that address. Copies to associate members are contingent on the payment of their annual associate member dues. In addition, courtesy copies are mailed to a special list made up of widows and widowers of former active members. Courtesy copies are also sent to each squadron commander and editor in District 28. Copies are also sent to members of the D/28 Bridge and USPS national reviewer who judges the publication for possible excellence in journalism awards.

11 - Be sure there are checks available if needed at some event. An authorized signature is no good without checks.

12 - Sometimes much must be accomplished between meetings 10 days is bare minimum for an important written record or notice.

13 - This may be handled by the treasurer. The commander usually has a form in his new commander's kit or refer to the Operations Manual. The Commander may arrange for flowers or donation that shall not exceed \$50.

14 - A check from the net proceeds, not to exceed \$200, will be presented to the Cholla Bay Children's Fund by the chairman of the Fish Fry or the chairman's designee.

15 - The winners, in each of the age groups, shall be determined by a majority vote of the Bridge and the Executive Committee. The Commander may present the prizes, not to exceed \$15 each in value, to the winners at the next General Membership meeting following the judging. The squadron will pay for the dinners of the participating children.

16- The dues categories for the squadron are primary active, additional adult active, adult family member, junior family member, life member, apprentice and associate member. The squadron is on anniversary billing, therefore, no dues prorating is required. Per the Executive Committee and the Squadron approval at the last regular membership meeting 18 October 2007, the squadron dues beginning with the year 2008-2009 shall be:

Primary Active	\$24.00
Additional Adult Active	\$12.00
Adult Family Member	\$0
Junior Family Member	\$0
Life Member (voluntary)	\$25.00
Apprentice	\$0
Associate Member	\$10.00

17 – The squadron directory shall include member name, grade, rank, merit marks, address, membership category, spouse name and applicable certificate number, home phone number plus business, cell phone, FAX and other numbers as applicable, certificate number, email address, birthday (day and month), certificate date, boat name, boat length, boat type, elective courses and certifications completed, senior, life member, educational prolificacy and education achievement as applicable.

18 – An online roster with limited elements of the above shall be maintained. That roster shall contain only current squadron members and associate members and shall be updated to reflect the most recent changes as they are received from the members or USPS headquarters. Access to the online roster shall be limited to only those members listed therein.