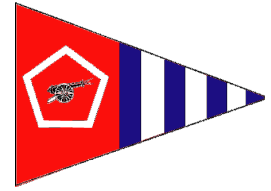




Fort Macon Sail and Power Squadron, Inc.

*A Unit of United States Power Squadrons®
America's Boating Clubsm*

*P. O. Box 1403
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Fort Macon Sail and Power Squadron, Inc.

Policies and Procedure

Updated By: Lt/C Louise Manke, AP
On: March 16, 2010

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Meal Reservations and Meal Payment Policy

Adopted: 8 December, 2002

Purpose

The purpose is to prevent the squadron from having to pay for meals when members do not show up for meetings. The telephone committee accepts reservations, then members fail to come to the meeting and the squadron is obligated to pay for their meal.

Policy

If a member tells the telephone committee contact person that they are going to attend a meeting, and they fail to show, the member will be billed for the advertised cost of the meal, unless there are extenuating circumstances.

- If a member calls the telephone committee contact person at least 72 hours before the meeting, notifying them that they wish to cancel, the reservation will be cancelled without cost to the member.

COW Award, Trophy, and Gift Funding Policy

Adopted: 8 December, 2002

Purpose

To assure that awards, trophies, and gifts given by the Squadron Commander to his Staff Officers are funded by the squadron, and not “out-of-pocket” by the Squadron Commander.

Policy

The squadron will pay for awards, trophies, and gifts presented/given by the Squadron Commander to recognize his/her Staff Officers.

The funding by the squadron is not to exceed \$250.00.

Commemorative Squadron Flag Policy

Adopted: 8 December, 2002

Purpose

To assure that a commemorative squadron flag and squadron gavel is passed to the new Commander at the squadron's change of watch meeting.

Policy

The Commemorative Squadron Flag, Squadron Gavel, and the Squadron Bell will be passed from the outgoing Commander to the new Commander at the Annual Change of Watch meeting. The flag will contain the signatures of the squadron's Past Commanders.

Hospitality Room Funding Policy

Adopted 11 November, 2002

Purpose

To assure that hospitality rooms are funded by the squadron and not “out-of-pocket” by a Bridge Officer or other duly appointed member of the squadron.

Policy

The squadron pays for hospitality rooms and non-alcoholic consumables such as ice, cups, paper plates, napkins, and mixers. The hospitality room funds may be the price difference between a regular room and a hospitality suite.

The Executive Committee, prior to an “official” squadron function, will determine the need for a hospitality room and appoint a squadron member to be responsible for the hospitality room. The Executive Committee may set spending limits and other restrictions depending on the size and formality of the function.

Officers' Travel Policy

Update Adopted 7 July, 2005

Purpose

It is important for Bridge Officers to attend USPS National and District meetings whenever possible. It is recommended that the Squadron Commander (or a designated representative) attend the District Council/Conferences. It is strongly recommended that the Administrative Officer, Executive Officer and Education Officer attend as well. The squadron is entitled to one delegate to a District Conference for each 25 active and additional active members or portion thereof. The Commander and these delegates are voting members of the Conference. Whenever possible it is recommended that the Squadron Commander attend at least the USPS Annual Meeting.

These are the business meetings of the organization and where changes to by laws and operational processes are determined. They also serve as important means of communicating information to the squadrons that will help in day-to-day operations. These meetings are vehicles for sharing information about successful projects among the districts and squadrons.

The purpose of this policy is to encourage Bridge Officers to attend these meetings by off-setting their expenses.

Policy

The Budget Committee shall budget money each year for travel by the Squadron Commander and delegates to the USPS National Meetings (e.g. Annual Meeting/COW, Governing Board(s) and District 27 meetings (e.g. Annual Meeting—COW/Council/Conference and Council and Council/Conference meetings). Money budgeted by the Squadron for such travel shall be distributed as follows:

- 50% of the budget amount shall be allocated to the Squadron Commander or Squadron Education Officer, whichever is planning to attend. If the Commander will attend, then the 50% will be dispensed to him/her.
- The remaining 50% shall be distributed equally among the other Squadron Bridge Officers or Squadron executive committee members at the discretion of the Commander. The order of preference is:

1 st Education Officer	4 th Secretary
2 nd Executive Officer	5 th Treasurer
3 rd Administrative Officer	6 th Elected members-at-large of the Executive Committee based on first-come, first-served request.

- If only one officer from the Squadron attends a meeting, the entire amount shall be allocated to the attending officer.
- Monies will be paid if requests are substantiated with receipts and detailed accounting of expenses.

New Member Procedure

Updated and adopted: 12 April, 2007

Purpose

This procedure does the following:

- Involves the right people at the right time
- Identifies responsibility for the items that are sometimes “overlooked”, like welcoming the new member at the Membership Meeting, presenting them with their Membership Certificate, performing the “Swearing-in Ceremony”, and getting them on the roster
- Allows for the rare case when a person might be “turned down” for membership

This is the procedure to be followed for all persons wanting to become members of the Fort Macon Squadron.

1. Person notifies someone in the squadron that they would like to become a member.
2. Membership Chairman or Member provides prospective new member with the appropriate application form, perhaps electronically, and provides the prospective member the appropriate dues information.
3. Prospective member sends the form and appropriate dues to the Treasurer who brings a copy of the application to the Executive Committee (ExCom) meeting.
4. ExCom votes approval of the prospective new member.
5. Treasurer forwards the application to headquarters. (National and D/27 bill FMSPS for the appropriate dues.)
6. Treasurer forwards copies both to Membership Chairman and to the Secretary.
7. Membership chairman, upon receipt of the registration form from headquarters, sends the “New-Member Packet”, telephones the new member before the next membership meeting or activity, and informs the telephone chairman.
8. After a “negative” vote,
 - the Secretary writes a letter explaining that their membership was turned down
 - the Treasurer returns the dues payment

Voting for New Members Policy

Adopted: 26 March, 2003

Purpose

The purpose is to eliminate the use of the internet (Email) as a means to vote for or against prospective members.

- Not all Executive Committee members have access to the internet
- Makes sure that the XCOM Meeting Minutes accurately reflects the vote
- Makes sure there is a “real” quorum and a “real” majority
- Allows for better discussion of the prospective member

Policy

The Executive Committee must hold a meeting (face-to-face) to vote on prospective new members. The meeting can be the regularly scheduled XCOM Meeting or a special session called by a member of the Executive Committee (e.g. A special session of the Executive Committee following a Membership Meeting). A quorum must be established as with all official meetings and meeting minutes should accurately reflect the vote.

Educational Events, Courses & Materials Pricing Policy

Updated and adopted 07 May, 2009

Adopted: 7 May, 2009 ExCom

The Fort Macon Sail and Power Squadron (FMSPS) shall, in furtherance of its educational and boating safety mission, offer educational events and training courses to meet the needs of the general boating public and for the improvement and maintenance of the members' seafaring and boating safety skills. Reflecting the benefits of membership and the desire to foster squadron camaraderie from working closely together toward improving the safety of boating, certain courses and their materials shall be available only to squadron and associate squadron members.

The Squadron Education Officer shall at the EXCOM meeting following the yearly Bridge Officer Elections recommend to the EXCOM the slate of educational events and training courses proposed for the coming year for review and approval.

The slate shall contain the following information for each event or course:

- a) Title and summary description
- b) Objectives
- c) Proposed dates
- d) Proposed locations
- e) Anticipated audience indicating members, non-members or both
- f) Estimated number of attendees
- g) Proposed budget detailing estimated expenses and profit
- h) Prior years related experience
- i) Educational materials for sale not related to a proposed event or course

The EXCOM shall review, modify and approve the slate of events and courses, in whole or in part, prior to commencement of any activities or encumbrance of any funds.

Each educational event or course conducted by the FMSPS shall be financially self-supporting unless otherwise explicitly directed by the EXCOM.

The slate may be modified, from time to time, by the Educational Officer and the EXCOM, acting jointly, as needed.

All FMSPS educational events and courses shall be coordinated and supervised by the Educational Officer.

All expenses relating to FMSPS conducted educational events and courses shall be reviewed and approved by the Educational Officer.

All revenues collected shall be tendered to the Treasurer for deposit into the FMSPS bank account as soon as possible following the event.

Name Tags Provided for New Members Policy

Adopted 3 June, 2004

The squadron will provide custom name tags for new members .

Education Equipment Loan Policy

8 July, 2004

Purpose

The purpose of the policy is to set usage and loan parameters for the use of our electronic and other department equipment

Policy

Education materials may be used by department instructors for Boat Smart instruction, Advanced Grade Courses (Seamanship, Piloting, Advanced Piloting, Junior Navigator, Navigator) and Elective Courses (Sail, Weather, Marine Electronics, Engine Maintenance, Instructor Development, Cruise Planning) and for certain specialty programs such as Skipper Saver, GPS and Chart Smart.

- The equipment and supplies will be housed by the SEO and the using instructor must be certified by the SEO in the use of the equipment. Under normal circumstances the SEO will set up the equipment and return it to its storage container prior to each class unless the course instructor is certified by the SEO to set up and take down the equipment.
- The educational department equipment may be used for other squadron and power squadron related events such as squadron meetings, booth displays, district and national meetings and boating safety educational presentation so long as the using individual has been satisfactorily trained by the squadron SEO and the person using the equipment has signed for the equipment.
- If the equipment is used for an event other than a squadron educational course/program the user will be responsible for the equipment and if it is damaged will be responsible for repair or replacement at the discretion of the SEO.

A sign-up sheet is attached.

Squadron Equipment Loan Policy

7 October, 2004

Purpose

The Fort Macon Squadron has in its possession numerous pieces of equipment, training aids, a library of reference books and other materials, which it deems of considerable value. These items have been donated to the Squadron or purchased at considerable expense through dues, donations, fund raising events or through other resources available to the Squadron.

It is intended that these items be used by the Squadron in its educational efforts with members and the public boating classes, and by its members through their normal course of study during their quest for educational knowledge.

It is also the intent of the Squadron to use these items during the normal course of business for presentations, resource material or for the entertainment of its members at meetings, outings or socials.

The Squadron may also use the equipment, reference materials, or other items in its possession at District or National meetings and for community presentations, civic events or festivals so long as a member of the squadron Bridge or Executive Committee is in possession of the equipment and supervises its use, provided such use of the equipment outside the Squadron is approved by the Executive Committee and a designated person responsible for the equipment is assigned.

In the case of certain equipment, a fee may be assessed at the discretion of the Executive Committee at its regular monthly meeting, prior to the event with sufficient time to designate a responsible person and collect the assigned fee(s). Understanding that the list of equipment designated as "*available for a fee*", the list of such equipment and its designated fee may be in a state of flux. Thus rather than detail those pieces of equipment and their fees in this policy, an attachment shall be assigned to this policy listing the specific equipment and the fee to be charged.

Policy

The Executive Committee after consulting with the Squadron Property Officer, Education Officer and Commander may assign a value to certain items in its possession and assign a fee for use of such equipment outside the normal operations of the Squadron to include community, District 27 or USPS national events. Such a list of equipment, value and fee shall be attached to this policy and the list, value and fees shall be keep up to date by the Squadron Property Officer and/or Squadron Education Officer.

Petition for use of the equipment outside of the Squadron in the Community, District 27 or USPS national meetings shall be in writing, presented to the Executive Committee of the Squadron at an Executive Committee meeting preceding the intended use.

If the Executive Committee approves the equipment use, a member of the Squadron shall be

assigned to monitor/supervise the use of the equipment. The fee shall be due and payable prior to the use of the equipment. The Executive Committee at its discretion may elect to refund the user fee if the equipment is returned to the squadron in the same condition as when loaned, normal wear and tear accepted.

The use of the equipment is limited to the purpose for which the petition is submitted, normal travel time to and from the event being accepted.

Note: The squadron may at any time change this policy without written notice and may at the election of the Executive Committee remove or add pieces of equipment or other items to the list. The Squadron may also, at its election waive the user fee by three quarters (3/4) vote of the members of the Executive Committee being present with a minimum of seven (7) members in attendance.

Squadron Equipment Loan Policy

Supplemental Equipment List

Item#	Description	Value	User Fee
	In Focus LCD Projector	\$1200	\$300.00
	Compaq Laptop Computer	\$ 800	\$ 50.00
	3M Overhead Projector	\$ 300	\$ 10.00
	Portable Public Address	\$ 500	\$ 50.00
	Podium	\$ 100	\$ 10.00
	Squadron Flags	\$ 100	\$ 10.00

SAFETY OFFICER AN APPOINTED POSITION

Adopted 4 November, 2004

Safety Officer is an appointed position.

Member Death Memorial Policy

Adopted: 6 April, 2006

Purpose: The purpose is to memorialize members of the Squadron.

Policy: Upon the death of a current Active Member of the Squadron, a memorial contribution of \$25 shall be forwarded to the National Education Fund

Copy Card Policy

Adopted: 1 June, 2006

Purpose: The purpose is to monitor costs at a local copy shop/printer re signators using squadron purchased copy card.

Policy: Though primarily used for Newsletter Publication and Education, the copy card (currently purchased at UPS Store) may be used for other purposes, e.g. Aids to Navigation cruise. A letter shall be updated annually to the copy shop, usually by the incoming Commander or as needed, stating which persons are authorized to use the copy card.

The copy store shall be instructed to mark clearly in their book the name of the person and their department. This instruction is important in the case of printings done electronically when the signator is not present to sign in.

Wachovia Bank Debit Card Policy

Adopted: ExCom Meeting 5 June, 2008

Purpose: The purpose of this policy is to control the use of the debit card, enumerate those uses, and provide safekeeping and security measures.

Policy: FMSPS shall have a debit card associated with the squadron non-profit checking account at Wachovia Bank, Morehead City, NC. The Executive Committee shall approve in advance the use of the debit card for specific purposes by specific members of FMSPS.

Uses.

Proposals for purchases and the rationale for such a purchase shall be presented to the Bridge at an Executive Committee meeting. Proposed uses shall be entered as a motion and approved by two-thirds majority vote.

Safekeeping and Security.

The current Treasurer shall be responsible for the safekeeping of this card. The Treasurer shall store the card, when not in use, at Wachovia Bank in the squadron safety deposit box. The Treasurer shall keep confidential the Personal Identification Number (PIN) for this card. The PIN shall be written/typed and placed in a sealed envelope signed by the Treasurer across the envelope flap; this shall be stored in the squadron safety deposit box.

Charitable Giving Policy

Adopted: 10 July, 2008

Purpose: Fort Macon Sail and Power Squadron is committed to boating safety and boating education for all boaters who navigate inland and coastal waters in Eastern North Carolina. Our intention is to review requests for funding, honorariums or memorials to organizations that provide boating safety events, materials, and instruction.

Policy: Proposals for charitable giving and the rationale for such gifts shall be presented to the Bridge at an Executive Committee meeting. Requests may be made by qualifying 501(c)3 organizations for the purpose of funding boating safety events or boating safety classes or assisting with cost for materials that facilitate boating safety. Individuals may also request funding for 501(c)3 organizations related to boating safety or education to honor or memorialize other individuals.

The Executive Committee will review the request to determine to what extent funding will be granted and an appropriate amount. Approval of the proposed gifting shall be entered as a motion and approved by two-thirds majority vote of the Executive Committee.

Awards Criteria

Commander's Award

The Commander of Fort Macon Sail and Power Squadron may select from the active membership and member who, in his/her opinion has provided exemplary service to USPS and the Fort Macon Squadron. The Commander need not justify his/her selection, but the recipient should be a person of good character and someone who embodies the principals and aims of USPS. The Commander makes his/her selection without the need of consulting other members of the squadron or presenting the selection to the squadron Executive Committee prior to presentation for approval. The award is given annually if there is a deserving individual. It need not be given if no member embodies the principals set forth in the criteria.

Education Award

The Education award is established for the purpose of recognizing that individual within the squadron who has contributed outstanding service to the community, USPS and the Fort Macon Sail and Power Squadron by being a member of the Education department. The selection is made by the Squadron Education Officer, and must be approved by the Executive Committee. The award is given annually if there is a deserving individual. It need not be given if no member embodies the principals set forth in the criteria.

Dubious Activity Award

The Dubious Activities award is presented in recognition of an error of judgment, seamanship or piloting which caused embarrassment to the individual and/or the squadron. The award is given annually by the members of the Dubious Activities committee, comprised of the prior three recipients. They need not consult the squadron members, Bridge or Executive Committee for approval. The recipients name is to be kept in confidence until presentation.

Outstanding-Non-Member Award

The Outstanding Non-Member (not active, additional active, family, woman certificate holder, junior or apprentice) Award is presented annually to that individual who contributes by action, service and character the most to the social, service and education programs of the squadron. Any member may nominate an individual for this award. The recipient is selected by the Executive Committee.

All of the awards listed above are awarded annually, if a suitable individual is selected. The awards themselves are permanent/rotating plaques or other suitable remembrance. The individual will receive a plaque as a keepsake of the recognition. If no individual is selected in a particular year, the prior recipient will hold the award until the next year when a suitable member may be selected. The squadron awards are presented at the Annual Change of Watch. Funds for upkeep, maintenance, refurbishment of the original award, as well as the recognition plaques shall come from the General funds of the squadron.

Ambassador Award

Recognizes members who have exceeded expectations for community outreach by bringing the Fort Macon Sail and Power Squadron spirit into the community.

The following exemplary characteristics are deserving of special recognition:

- Outreach into the community and its organizations served by FMSPS to include District 27 and the USPS
- Showing individual integrity and friendly camaraderie within the community.
- Exhibiting the spirit of the FMSPS Mission and Vision Statement, thereby furthering its goals and objectives within the life of the community and the lives of its citizens
- Particularly exemplifying safe boating practices, boating education and on-the-water preparedness and enjoyment.

Anyone may submit a written recommendation to the ExCom. The Ambassador Award may not necessarily be made annually; this award can be awarded posthumously.