

# Standing Rules

As approved by the membership 13 December 2017

**Definition:** These Standing Rules shall reflect the policies and decisions of the St. Petersburg Sail and Power Squadron (SPSPS) 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 They may be amended, rescinded or additional rules adopted by a majority vote of the active members present and voting at any regular or special meeting of SPSPS, provided that (1) a quorum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, and (3) that said notice is presented to all active members at least twenty days prior to the date of said meeting.

## Financial

**Section 1.1 Financial Records:** The Treasurer shall keep the financial records of all Squadron funds according to standard accounting practices. A full financial statement shall be made available to members upon request. Said statement shall fully reflect all income and expenditures of the Operating, Educational and Boca Ciega Showcase Funds.

**Section 1.2 Educational Fund:**

**Section 1.2.1 SPSPS Contribution:** Upon the death of a member, twenty-five dollars (\$25) 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 1.2.2 Member or Other Contributions:** All funds given to SPSPS for educational purposes shall be deposited with the Treasurer and credited to SPSPS Educational Fund account. This account is to be used solely for the purchase and repair of equipment and for the purchase of instructor material used by the Educational Department. Planned expenditures will be budgeted annually; unspent funds may be added to the following budget year's expenditure budget.

**Section 1.3 Boca Ciega Showcase Fund:** The Boca Ciega Squadron bestowed SPSPS with a substantial amount in 2017. These funds are to be used to showcase SPSPS activities. Examples include, but are not limited to advertising for SPSPS public courses and events, boat shows or other public events, or improvements around the area. Planned expenditures will be budgeted annually; unspent funds may be added to the following budget year's expenditure budget.

**Section 1.3.1** The Executive Committee shall not expend or authorize expenditure in excess of three thousand dollars (\$3,000.00) for any single operation, event or activity not included in the annual Boca Ciega Showcase Fund budget without first obtaining approval of the expenditure by the membership of SPSPS.

**Section 1.4 Name Badge:** A new, involved member will receive a name badge.

**Section 1.5 Outgoing Commander's Award:** SPSPS 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 may be presented with a memento of his/her choice, the cost not to exceed budget.

**Section 1.6 Commander's Expenses:** To encourage the Commander or his designated representative to attend the USPS Annual Meeting, Governing Boards and District 22 Conference(s) 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 1.7 Expense Reimbursement for D/22 Conferences:** The Treasurer is authorized and directed to reimburse SPSPS' portion of the actual expenses for food, beverages, incidentals and hospitality room rental at the Squadron Joint Hospitality Party at District 22 Conferences.

**Section 1.8 Budget and Finance Committee:** The Budget and Finance Committee shall submit in writing the budget for the coming year at an Executive Committee meeting. This budget shall include all squadron Investments, including discussions of higher interest / increased risk investments in accordance with Bylaws

Section 6.7.6. If needed, the Budget and Finance Committee may use up to \$5,000 as income from the Squadron investments for the coming year.

**Section 1.9 Off-Budget Expenditure Limitations:** The Executive Committee shall not expend or authorize expenditure (except as identified in Section 1.3.1 above) in excess of three hundred dollars (\$300.00) for any single operation, event or activity not included in the annual budget, without first obtaining approval of the expenditure by the membership at a regular membership meeting. (Offering course discounts does not constitute an expenditure.)

**Section 1.10 Interest Income:** Income earned from investments may be used as income for the operating expenses and budget planning.

**Section 1.11 National Educational Fund:** All active members of SPSPS shall be assessed one dollar (\$1) per annum for the *National Educational Fund* (in addition to their annual squadron dues). Life Members shall be exempt from this assessment.

## 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. All course and seminar material and instructional cost shall be reviewed by the Executive Committee annually

**Section 2.2 Instructional Classes:** No instructional classes will be held on the regular meeting night of St. Petersburg Sail and Power Squadron.

## Membership

**Section 3.1 Membership Committee:** New membership applications shall be processed in accordance with Bylaws Section 5.9.1. The Executive Committee will approve all new members. Approval may be done by email and ratified at the next EXCOM meeting.

## Awards

**Section 4.1 Boating Activities Awards:** Each year, the Boating Activities Committee shall encourage members to participate in cruises and rendezvouses, 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 Cruise & Rendezvous, SPSPS Cruise & Rendezvous, SPSPS cruises and participation in other D/22 squadron's 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 SPSPS 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.

**Section 4.2 Teacher of the Year Award:** This award is presented to a member of SPSPS 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*, and SPSPS 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 a squadron general meeting following the annual Change of Watch. The selectee shall be the SPSPS 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, which includes a shirt, may be awarded up to four times a year, and only once to any member.

### **Other**

**Section 5.1 FORCE 12:** The *FORCE 12* and *MONTHLY HAPPENINGS* shall be managed and edited by the Editor. All contracts relative to the publication of *FORCE 12* and all other publications of SPSPS 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 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 SPSPS. 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 SPSPS historical record. The Historian report must be filed electronically each year with National from DB2000.

**Section 5.3 Chaplain:** The SPSPS 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 deceased 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. Electronic Committee Meetings are not to be used for more than 25% of Executive Committee Meetings in any one calendar year. The attendees of the meetings will be certified as present by the Executive Committee at its next scheduled meeting.