

COCOA BEACH SAIL & POWER SQUADRON

PERMANENT RULES

Purpose and Scope

Permanent Rules are supplementary to the Squadron Bylaws and are concerned with policies of the Squadron.

Precedence

In case of any conflicts between these Permanent Rules and the Squadron Bylaws, the Squadron Bylaws take precedence.

Approval

Approval and Amendment of permanent rules may be done by majority vote of the members present at a regular meeting, providing notice of the change was given in the call for meeting.

1. Squadron Organization

The squadron will be organized in the following manner:

Command Department

Cdr The Squadron Commander
 Aide
 Flag Lieutenant
 Law Officer
 Chaplain
 Merit Mark Committee
 Awards Committee
 Port Captains

Executive Department

Lt/C Executive Officer
 Public Relations Committee
 Cooperative Charting Committee
 Radio Technical Officer
 Safety Committee
 Legislative Committee
 Boat Show Committee
 Squadron Liaison Committee
 Vessel Safety Check Program

Educational Department

Lt/C Educational Officer
1/Lt Assistant Educational Officer
Chairman, Local Board for Advanced Grades
 Seamanship Course Chairman
 Piloting Course Chairman
 Advanced Piloting Course Chairman
 Junior Navigation Course Chairman
 Navigation Course Chairman
Chairman, Local Board for Elective Courses
 Engine Maintenance Course Chairman
 Weather Course Chairman
 Sail Course Chairman

Instructor Qualification Course Chairman
Marine Electronics Course Chairman
Cruise Planning Course Chairman
Chairman, Local Board for Boating
Chairman, Teaching Aids Committee

Administrative Department

Lt/C Administrative Officer
Membership Committee
Boating Activities Committee
Operations Training Committee
Meeting and Program Committee
Auxiliary Liaison Officer
Entertainment Committee
Photographer
Refreshment Committee
Blood Bank Committee
Membership Involvement Committee

Secretary's Department

Lt/C Secretary
1/Lt Assistant Secretary
Historian
Roster Committee
Publication Committee
Supply Officer

Treasurer's Department

Lt/C Treasurer
1/Lt Assistant Treasurer
Property Accountability Committee

General Committees

Auditing
Nominations
Rules

Standing Committees

Finance
Planning

2. Procedures

Each Squadron Department, Committee and/or activity will establish such standard operating procedures as may be necessary to facilitate the execution of its duties in accordance with established Squadron Permanent Rules and Bylaws and subject to approval of the Squadron Commander.

3. Audits and inventories

3.1 Annual Inventory:

The Auditing Committee shall take an inventory of Squadron property as of 1 January and report to the Board of Directors at their next regular meeting.

3.1.1 Squadron material may not be loaned for personal use without the approval of the Board of Directors or Educational Officer.

3.2 Annual Audit:

The Auditing Committee shall make an annual complete audit of the Treasurer's and Supply Officer's records and obtain verifications from the Bank of the balance on hand. This audit shall be as of 1 February.

3.3 **Special Audit:**

The Treasurer and Supply Officer will keep orderly records at all times and be ready for a special audit on ten (10) days notice from the Board of Directors, Auditing Committee or Squadron Commander.

4. Squadron Budget

A yearly budget shall be prepared by the Finance Committee with the Commander as Chairman, with inputs from each Department. The budget shall be approved by the Board of Directors for submittal to the General Membership at the March meeting each year. After membership approval of the budget, the following rules shall apply to Squadron expenditures:

4.1 Expenditures within the budget less than twenty-five dollars (\$25) may be made at the discretion of the committee chairman. However, the voucher or receipt must be initialed by the Department head before being presented to the Treasurer for payment.

4.2 Any expenditures above budget must be approved by the Board of Directors and General Membership before they are incurred.

4.3 Budget expenditures will be reviewed quarterly and reported to the Executive Board at the June, September, December and March meetings. If necessary, budget revisions may be submitted for membership approval at the next meeting.

4.4 A member is required to pay in advance for material ordered from the Supply Officer.

4.5 All activity reservations must be paid in advance. Refunds will not be made after the date set for refunds for each affair.

5. Course Fees

5.1 The Course fee for all Advanced Grades and Elective Courses will be determined at the May Board of Directors meeting.

5.2 Minimum class size shall be five (5) students, except when there is no cost for the meeting room at the discretion of the Education Officer.

5.3 Members who request to take courses at home shall pay all fees, purchase text material and take the final exam.

6. Merit Marks

6.1 A member will be recommended for a merit mark at the discretion of the Squadron Commander.

6.2 Each Elected Officer shall see that a record is kept of the work performed by each member within his Department. This record is to be presented to the Squadron Commander and Merit Mark Committee for use in preparing Merit Mark recommendations to the Squadron Commander.

7. Death of a Member

Upon the death of a member, the Squadron is authorized to make a fifty dollar (\$50) contribution to a charity specified by the family or to USPS Educational Fund in memory of the deceased member.

8. Open for future use

9. Squadron Publications

9.1 The Squadron publication, *The Soundings*, is to be distributed by the 25th of each month.

9.2 *The Soundings* shall be issued to Squadron members, District and National Officers and others, at the discretion of the Commander.

10. Special Awards

10.1 The outgoing Commander shall be presented with a plaque and Past Commander's Flag at the formal Change of Watch for recognition of services rendered. The Awards Chairman shall be responsible for the purchase and availability at the Change of Watch.

10.1.1 The outgoing Commander shall be presented with a gift not to exceed an amount set in the budget and shall be purchased by the Executive Officer.

10.2 The newly elected Commander shall be presented with a Commander's lapel button tab, paid for by the Squadron. The Awards Chairman shall be responsible for the purchase and availability at the Change of Watch.

10.3 The Squadron shall purchase and present a "NAVIGATOR AWARD" plaque to each member who attains the grade of Navigator while a member of this Squadron. The Squadron Educational Officer shall be responsible for notifying the Awards Chairman of this requirement. The Awards Chairman shall be responsible for the purchase and availability at the Change of Watch.

10.4 The Squadron shall purchase and present a "SENIOR MEMBER" plaque to each member who attains the status of Senior Member while a member of this Squadron. The Squadron Secretary shall be responsible for notifying the Awards Chairman of this requirement. The Awards Chairman shall be responsible for the purchase and availability at the Change of Watch.

10.5 The Squadron shall purchase and present a "FULL CERTIFICATE" plaque to each member who attains the status of Full Certificate while a member of this Squadron. The Squadron Educational Officer shall be responsible for notifying the Awards Chairman of this requirement. The Awards Chairman shall be responsible for the purchase and availability at the Change of Watch.

10.6 The Squadron shall purchase the appropriate flags for the new Commander, Executive Officer, Administrative Officer, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Education Officer and Assistant Education Officer to be presented at the Change of Watch. The Awards Chairman shall be responsible for the purchase and availability at the Change of Watch.

10.7 The Squadron shall purchase and present an "ERWIN RUDOLPH AWARD" plaque to each member who is a senior member and attains the status of a full certificate while a member of this Squadron. The Awards Chairman shall be responsible for the purchase and availability at the Change of Watch.

10.8 P/D/C GORDON W. SEAWARD, N AWARD: Presented annually at the Change of Watch to the Senior Member in good standing who most promotes, by deed and example, the continued achievement of Squadron and USPS objectives. Winner shall be selected by secret ballot of the Board of Directors.

10.9 P/C JAMES C. KNEELAND, JN AWARD: Presented annually at the Change of Watch to the Active Member in good standing who has distinguished him/herself in instructing and promoting USPS Advanced Grades, Elective Courses or the Boating Course. Winner shall be selected by secret ballot of the Board of Directors.

10.10 AGNES MARCH AWARD: Presented annually at the Change of Watch to the individual who has been an Active Member for at least eighteen (18) months on 1 February of the year presented and who the Board of Directors selects by secret ballot as the outstanding member for the year awarded.

10.11 JOHN E. BROWER AWARD: Presented annually at the Change of Watch to the individual who has been an Active Member less than eighteen (18) months on 1 February of the year presented and who the Board of Directors selects by secret ballot as the outstanding new member for the year awarded.

10.12 BENT SHAFT AWARD: Presented annually at the Change of Watch to the Active Member who, in the judgment of the Board of Directors, sustained the most humorous damage to his/her boat during the year 31 December through 1 January of the year awarded.

10.13 BARNACLE BILL AWARD: Presented annually at the Change of Watch to the Active Member who, in the opinion of the Board of Directors, used his/her boat the least during the year 31 December through 1 January of the year awarded.

10.14 COMMANDER'S AWARD: Presented annually at the Change of Watch to the individual who, in the opinion of the Commander, was the most outstanding Active Member in service and total involvement in Squadron activities during the year 31 December through 1 January of the year awarded.

10.15 WILLIAM (BILL) FISCHER AWARD: Presented annually at the Change of Watch to the Active Member who is awarded the highest number of points from the National Ocean Service (NOS) for co-operative charting inputs as communicated to the Squadron Commander by computer readout or from the District 23 Chairman of Co-Operative Charting

10.16 P/C EDWARD M. KYDD, SN AWARD: Presented annually at the Change of Watch to the member in good standing who has distinguished himself in commitment and contribution to the Vessel Safety Check Program of the Cocoa Beach Sail and Power Squadron and the United States Power Squadron. A member may win this award only once. Winner shall be selected by secret ballot of the Board of Directors.

10.17 For more detailed information regarding Squadron awards, refer to the Squadron Awards Manual.

10.18 The Squadron shall present a representative award, to be permanently retained by the member, e.g. certificate, to any Squadron member who receives a Squadron, District or National award.

11. Rules of Order

11.1 Parliamentary procedures at meetings shall be in accordance with *Parliamentary Procedures at a Glance* by O. Garfield Jones.

11.2 Disputed questions on procedure shall be referred to the Chairman of the Rules Committee or the Chairman's designee whose rulings on such disputed question shall be final.

12. Course Prerequisites

12.1 Advanced Grades shall normally be taken in the order: Seamanship, Piloting, Advanced Piloting, Junior Navigation, and Navigation. The order of Seamanship and Piloting may be reversed, however, at the discretion of the Squadron Education Officer. Both courses must be completed before Advanced Piloting.

12.2 For future use.

13. Social and Special Event Finances

13.1 All moneys received for any and all Squadron purposes shall be deposited in a Squadron banking account.

13.2 The Squadron Board of Directors shall establish a separate Squadron banking account for the handling of funds associated with events such as Change of Watch, picnics, boat show trips, parties and similar functions. The account shall be known as the CBSPS Activity Fund.

13.3 The Treasurer shall be fully responsible for the management of funds associated with the CBSPS Activity Fund. The Treasurer may be assisted by other active members who have been appointed by the Commander and who are covered by USPS fidelity bonding.

13.4 The Treasurer shall report the financial results of all such activities to the Board of Directors. The net financial results of the CBSPS Activity Fund shall be reflected in the financial reports of the Squadron in a timely manner.

14. Educational Fund

14.1 The assets of the previous Building and Educational Fund shall be known as the Educational Fund.

14.2 The Educational Fund's principal and interest shall only be used to further the Squadron's educational programs. Such expenditures shall be approved at a meeting of the Board of Directors and at a meeting of the general membership.