**CAPE CORAL SAIL AND POWER SQUADRON, INC.**

*(America’s Boating Club Cape Coral)*

**STANDING RULES**

**January 8, 2020**

**ARTICLE I INTRODUCTION**

* 1. Standing rules and procedures are by the Cape Coral Sail and Power Squadron, Inc. **(CCSAPS)** *(America’s Boating Club Cape Coral)* Executive Committee (ExCom) as an adjunct to, and to further clarify, existing CCSAPS Bylaws. They represent motions passed by the ExCom and the general membership and provide specific guidelines for the conduct of normal day-to-day **CCSAPS** business.
	2. These standing rules and guidelines supersede all previous **CCSAPS** standing rules, guidelines and policies that were in effect.
	3. United States Power Squadron Bylaws and the USPS Operations Manual will strive to prevail wherever conflicts occur.
	4. These standing rules may be amended, rescinded or additional rules adopted by a simple majority vote of the ExCom and are subject to review and approval by the squadron members in attendance at the next regular membership meeting after due notice has been given in the squadron publication.

**ARTICLE II**

**MEMBERSHIP**

2.1 Squadron membership lists shall be guarded against being distributed for political or commercial purposes.

2.2 The Commander will strive to introduce each new member to the general membership and lead them in the USPS pledge.

2.3 A kit for new members and transferring members will strive to include a welcome letter from the Commander, if not previously mailed/ emailed, the latest Buoys (if available) and any other material decided by the membership committee. This kit will strive to be presented, mailed, or emailed within 90 days. All of the above being at the discretion of the Commander.

2.4 New member orientations are to be held twice a year or at the discretion of the Commander.

2.5 The squadron educational officer will strive to have the names published in the ***BUOYS*** of each member who has received a passing grade in an advanced grade or elective course.

2.6 Mentors are encouraged to help with dinner seating in order to place at least one new member at the tables with current members.

2.7 Death notices, obituaries, or eulogies concerning non-members shall not be published in any squadron publication. Method of dissemination of information would be as selected by an appropriate responsible person.

**ARTICLE III**

**GENERAL POLICY**

3.1 Prayers at general functions and those appearing in squadron publications shall be non-sectarian. This would not apply to personal services such as weddings, funerals, etc.

3.2 The squadron bulletin boards shall contain no political or commercial notices or advertisements of any kind. The displaying of signs inside or outside of Squadron Harbor by private businesses is prohibited unless approved for a renter on a temporary basis by the Commander. In order to maintain our non-profit status, we cannot conduct ourselves in any activity that might imply that the squadron or USPS condones, supports or operates any commercial or political venture.

3.3 The posting of personal ads on the squadron bulletin boards is limited to squadron members ONLY. By using his/her own name and phone number, a member may sponsor a non-member ad. Ads are to be dated and limited to three (3) months and may be renewed prior to the expiration of that time period. The Secretary is responsible for the enforcement of rules 3.2 and 3.3.

3.4 The budget, finance committees and/or the Squadron Treasurer will strive to present the budget to the Executive Committee no later than DECEMBER for their concurrence and then to the membership for approval according to the squadron Bylaws. The budget will strive to include explanations, recommendations and plans for conducting the financial affairs of the squadron for the fiscal year. Events may occur during the watch year that would require re-budgeting.

3.5 Squadron Harbor is a smoke free facility.

3.6 A squadron directory is available through DB2000 and CCSAPS website.

3.7 A memento shall be awarded to each outgoing squadron Commander at the Change of Watch. The Bridge is responsible for administering this requirement. The maximum cost to be paid by the squadron is contained in the CCSAPS *Treasurer Payment and Procedure Document.* The amount is approved by the Executive Committee.

3.8 Copies of the ExCom minutes are distributed to a D/22 Bridge Officer (generally the District Secretary) each month by the squadron secretary.

3.9 No food or drink is to be served on the second floor unless rescinded at the discretion of the Commander and/or Building Manager/Rental Manager.

3.10 Accounting Procedures should be followed in the latest edition of the *CCSAPS Treasurer Payment and Procedure Document*.

3.11 Building insurance is to be renewed with a building value, contents value, ordinance coverage, debris removal, and earnings coverage. The amounts are contained in the CCSAPS Treasurer Payment and Procedure Document. The CCSAPS Treasurer Payment and Procedure Document contains dollar values as approved by the Executive Committee.

3.12 The Squadron Education Officer will control assignment of second floor rooms for educational purposes. SEO will coordinate with the Rental Manager as to availability of rooms for non-education use.

3.13 A donation of $1.00 per active member is to be made to the USPS Education Fund. The official membership count date for this donation is 31 July.

**ARTICLE IV**

**SELECTION AND APPOINTMENT TO**

**SQUADRON POSITIONS**

4.1 The criterion for any elected position in the squadron must be the candidate’s qualifications to fulfill the job requirements. However, it is desired that candidates for all Bridge positions must hold at least one advanced grade and one merit mark. See Section 5.1.2 of the Bylaws. District has the authority to over ride 4.1.

**ARTICLE V**

**RECORDS AND CORRESPONDENCE**

5.1 Cape Coral Sail and Power Squadron, Inc. is a unit of the United States Power Squadrons. We are a 501(c)(3) nonprofit organization registered as **United States Power Squadrons 22 Cape Coral Power Squadron** with the Internal Revenue Service. The organization annually files financial records using Form 990, which is publicly available. Public records are available for review in the Squadron office and are maintained by the Squadron Secretary.

5.2 Cape Coral Sail and Power Squadron, Inc. is a Florida Not For Profit Corporation registered with the State of Florida. Registration records are available at https://dos.myflorida.com/sunbiz/.

5.3 Outside correspondents should be advised to address mail for this Squadron as listed at Sunbiz, identifying the concerned person by name and title as listed in the Sunbiz registration (Sunbiz uses the term Title, not rank)

5.4 The current registration is the Squadron Harbor address: 917 SE 47th Terrace, Cape Coral, FL 33904.

5.5 Sunbiz recognizes the Squadron Treasurer as the Registered Agent. It is the responsibility of the Squadron Treasurer to accurately maintain the Sunbiz registration.

**ARTICLE VI**

**MANAGEMENT OF SQUADRON HARBOR**

6.1 The Squadron Building Property Manager, who reports to the Squadron Commander, will have the following responsibilities and authority:

* Schedule and oversee the routine general maintenance of Squadron Harbor, including, but not limited to:
	+ Maintenance of the air conditioning systems
	+ Maintenance of the electrical and plumbing systems
	+ Maintenance of the kitchen
	+ Work parties for building improvements and maintenance
* Maintain a physical inventory of furniture and fixtures with the exception of training materials.
* Provide suggestions on building improvements to the Executive Committee
* Submit an annual budget
* Interview and contract with vendors about building maintenance
* Seek insurance for the building and contents and the building’s ability to provide its functions.
* Make decisions with regard to the physical maintenance of Squadron Harbor within budgetary constraint or at the discretion of the Commander.

6.2 The Squadron Rental Manager, who reports to the Squadron Building Property Manager and Commander, will have the following responsibilities and authority:

* Review all rental files within 48 hours of receiving deposit and sign documents
* Check all rental files once a week before events to make sure payment is received, seating diagram is received and door code is issued to renter. Also call renters to go over things with them just before their event and give them a contact name and phone number to call if a problem arises.
* Conduct a walk thru after rentals and order remedial cleaning or repair as needed. Then advise the treasurer about the deposit return.
* Enter and delete door codes to be used by the renters. Make up door code sheets to be placed in the Rental Book located in the office.
* Check the cooling system remotely and adjust temperature as needed.
* See that restrooms are properly stocked with paper towels, toilet paper and hand soap prior to rentals.
* Establish and negotiate rental values with multi-use rental clients and procure new markets for the Squadron Harbor, e.g. advertise and promote rentals.
* Work with CCSAPS established clients to ensure an ongoing relationship where desirable for CCSAPS.
* Arrange for event setup, cleanup and submit a yearly budget, such as for advertisement, for approval.
* Oversee that long term rentals maintain a current certificate of liability insurance on file with the secretary. The Rental Manager and/or Commander should review the certificate of liability insurance for compliance.

6.3 Rentals to bona fide USPS members for functions do not require a certificate of insurance. Cape Coral Sail and Power Squadron’s liability insurance indemnifies these members.

6.4 The SALE of alcoholic beverages, or distribution of alcoholic beverages to minors on the premises is expressly prohibited.

6.5 As with any corporation, all contracts, agreements, or other legal instruments require the final approval and signature of the Commander.

**ARTICLE VII**

**ENTRY FEES AND DUES**

7.1 USPS National and District fees are listed in the *CCSAPS Treasurer Payment and Procedure Document*. Our squadron does not have entry fees.

7.2 The Current Annual Dues consist of National Dues, District 22 Assessment and Squadron Dues. National and District dues reside in the *CCSAPS Treasurer Payment and Procedure Document.* Squadron dues are as follows: Active Individual ($31.00); Active with Family ($46.50); Apprentice/Sea Scout ($0)

7.3 Reinstatement- Payee: member pays the current annual dues (National Dues, District 22 Assessment and Squadron Dues). A new anniversary date will be established by National for renewal purposes.

7.4 Renewal notices will be sent out by National in accordance with National Policies.

7.5 The Treasurer is responsible for advising National each year of the Squadron’s current dues.

7.6 The total dues plus the entry amount is to be collected by the Squadron and the treasurer is responsible for submitting the appropriate amounts to National and District 22.

7.7 Squadron dues levied against the membership must first be reviewed and approved by the Executive Committee. The Executive Committee shall then submit the changes to the general membership for approval. Note: National and District assessments, fees, charges, etc. are approved at their respective level.

**ARTICLE VIII**

**PUBLICATIONS**

8.1 The mailing/e-mailing of the ***Buoys*** will strive to include the following: District Bridge, District publications judging committee, District publications editor, Squadron Commanders, editors of D/22, National chairman of ***THE ENSIGN*** committee, ***THE ENSIGN*** Reader and the National publications editor or at the discretion of the Commander. The Editor and/or Secretary are assumed to have this responsibility.

**ARTICLE IX**

**(Reserved)**

**ARTICLE X**

**MISCELLANEOUS**

10.1 Certificates of insurance are required of all service firms hired by the Squadron (e.g. plumbers, air conditioner repairmen, etc.) These certificates must specify that Florida State Workmen’s Compensation insurance is included covering all employees. These certificates are to be reviewed and approved by the Building Manager prior to any workman entering the premises. The squadron Secretary will strive to maintain a current file of certificates for all firms doing business with the Cape Coral Sail and Power Squadron.

10.2 It is the task of the Secretary to provide the Rules Committee with copies of all changes to the Standing Rules, policy and or procedures, whether amended, adopted or deleted by the Executive Committee or general membership.

10.3 It is the task of the Secretary to provide the Rules Committee with a copy of the minutes of the Executive Committee meetings and the minutes of the general membership meetings. It is the responsibility of the chairman of the Rules Committee to maintain this information and pass it on to his/her successor or as deemed appropriate.

10.4 It is the task of the Planning Committee reporting to the Commander to continue with its’ efforts in the Squadron Harbor Building utilizing funds donated or budgeted, by developing plans, presenting them, providing estimates, soliciting bids, selecting project managers and work crews, while seeing each task to completion. The Executive Committee would need to approve all expenditures if not budgeted.

10.5 The Treasurer should strive to maintain a *CCSAPS Treasurer Payment and Procedure Document* which will contain accounting practices for receipts, expenditures and reimbursement procedures.

 10.5.1 Payment amounts and rental charges

 Each Bridge Officer shall strive to develop a schedule of charges and reimbursement amounts for specific items overseen by their reporting organization in a format managed by the Squadron Treasurer. Once approved by the ExCom, the schedule of charges and fees will be maintained by the Squadron Treasurer until modified by ExCom vote. A quick list of examples include: Co-Op Charting Fuel, Pot Luck Reimbursement, Ships Store Prices, Education Fee Schedule, etc.

10.6 Fuel reimbursement rates for Co-Op Charting will appear in the *CCSAPS Treasurer Payment and Procedure Document.*

10.7 The Hostess for Member Involvement potluck dinners shall be reimbursed. Rates will appear in the *CCSAPS Treasurer Payment and Procedure Document.*

10.8 The Executive Committee’s approval is required for all dollar values appearing in the *CCSAPS Treasurer and Payment Procedure Document*or as required by USPS National or District dues and/or fees.