

# COCOA BEACH SAIL & POWER SQUADRON (CBSPS)

## MANAGEMENT POLICIES

### **Purpose**

CBSPS Management Policies are supplementary to the CBSPS Bylaws and are concerned with the policies of the squadron.

### **Precedence**

In case of any conflicts between these Management Policies and CBSPS Bylaws, the squadron bylaws take precedence.

### **Approval**

Approval and amendment of these Management Policies 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 the meeting.

### **1. Squadron Organization Policy**

The governing body of the squadron is the Executive Committee.

Six Bridge Officers, namely a commander, an executive officer, an educational officer, an administrative officer, a secretary and a treasurer, are responsible for carrying out the duties of their assigned department, each with its own budget.

Each department will be organized, subject to the bylaws, to serve the best interest of the members.

A CBSPS Yearbook will be published annually with a list of all the committees and department's positions, and listed on the squadron's website.

All committees and positions shall be reviewed annually to determine their relevancy to the management of the upcoming year's activities.

### **2. Procedures Policy**

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 CBSPS Management Policies and Bylaws and subject to approval of the squadron commander.

These will be passed along to the next person in charge and reviewed to reflect current practices.

### **3. Audits and Inventories Policies**

#### **3.1 Annual Audit:**

The Auditing Committee shall make an annual complete financial review of the treasurer's records and obtain verification from the banks of the balances on hand. This shall be prior to the Change of Watch.

#### **3.2 Special Audit:**

The treasurer will keep orderly records at all times and be ready for a special audit on ten (10) days notice from the Executive Committee, Auditing Committee or squadron commander.

#### **3.3 Annual Inventory:**

Each Bridge Officer shall take an inventory of squadron property (worth more than \$250.00) used by their department as of 1 January and report to the Executive Committee at their next regular meeting.

#### **3.4 Equipment Loans:**

Squadron material may not be loaned for personal use without the approval of the Executive Committee. Members who borrow squadron equipment shall be responsible for the repair and/or replacement of any item damaged or lost while in his/her possession.

#### **4. Budget Policies**

A yearly operational budget shall be prepared by the Finance Committee, headed by the commander, with a separate budget for each department. This budget shall be approved by the Executive Committee for submittal to the membership at the March meeting each year. Bridge Officers are responsible for managing the expenditures and income in their department budget. 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 chair. However, the voucher or receipt must be initialed by the department head before being presented to the treasurer for payment. The budget line item code must be shown.

4.2 Any expenditure above budget must be approved by the Executive Committee and CBSPS membership before they are incurred.

4.3 Budget expenditures will be reviewed quarterly and reported to the Executive Committee 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 by the squadron with the exception of the educational materials which shall be purchased no later than the first class.

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. Educational Policies**

5.1 The course fee for all classes, seminars and programs shall be approved by the Executive Committee at any time changes to the price list are required due to cost increases. All fees shall include Florida sales tax.

5.2 All Advanced Grades (except JN and N) and Elective Courses shall be offered to non-members at a 50% premium over the member cost. Members of the USCG Auxiliaries and other associations determined by the Executive Committee shall be charged the membership rates.

5.3 Minimum class size shall be five (5) students, except when there is no cost for the meeting room and at the discretion of the squadron education officer.

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

5.5 Course prerequisites: as per USPS policy.

#### **6. Merit Marks Policy**

6.1 A member will be recommended for a merit mark at the discretion of the squadron commander. The calendar year is to be used for hours toward a merit mark.

6.2 Each Bridge 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.

6.3 The Merit Mark Committee will input the commander's recommendations via DB2000 before 15 November each year.

## 7. Treasury Policies

7.1 All moneys received for any and all squadron purposes shall be deposited in a squadron bank account, of which there will be at least three: **Operational, Activities and Educational Fund.**

7.2 The Activities account is a separate squadron bank account for the handling of funds associated with events such as picnics, boat show trips, parties and similar functions.

7.3 The Educational Fund is made up of the assets of the previous Building and Educational Fund. 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 Executive Committee and at a meeting of the general membership.

7.4 The treasurer shall be fully responsible for the management of funds associated with the CBSPS bank accounts. The treasurer may be assisted by other active members who have been appointed by the commander and who are covered by USPS fidelity bonding.

7.5 The treasurer shall report the financial results of all activities to the Executive Committee. These shall be reflected in the monthly financial reports of the squadron in a timely manner.

7.6 Upon the death of a member, the Executive Committee is authorized to make a fifty dollar (\$50) contribution to USPS Educational Fund in memory of the deceased member.

## 8. Squadron Publications Policy

8.1 The squadron newsletter, *The Soundings*, is to be distributed by the 25<sup>th</sup> of each month preceding the publication period. *The Soundings* shall be issued to squadron members, and district and national officers, and others, at the discretion of the commander. *The Soundings* may be distributed electronically.

8.2 A squadron brochure with basic information on mission, education, events, VSCs and membership shall be maintained in inventory for boat shows, public classes and other public relations needs, and budgeted under the public relations committee.

8.3 A new member orientation manual shall be printed and given to all new members.

8.4 A website, [www.cbsps.org](http://www.cbsps.org), shall be kept up-to-date for the benefit of the members and the public.

## 9. Change of Watch (COW) Awards

Every year, the Awards Officer will ensure that all necessary plaques, flags and other such items are ready for distribution at the COW ceremony to recognize the contributions of its members. An award manual will be kept up-to-date listing all awards and all necessary procedures to acquire and allocate said awards.

- Reviewed by the Rules Committee on: 22 October 2014  
Chair's signature: p/o P/C Marion (Bud) Miller
- Approved by the Executive Committee on: 28 October 2014
- Approved by membership on: 7 November 2014  
Secretary's signature: p/o Lt/C Theresa FitzGerald  
Commander's signature: p/o Cdr Robert Rutigliano