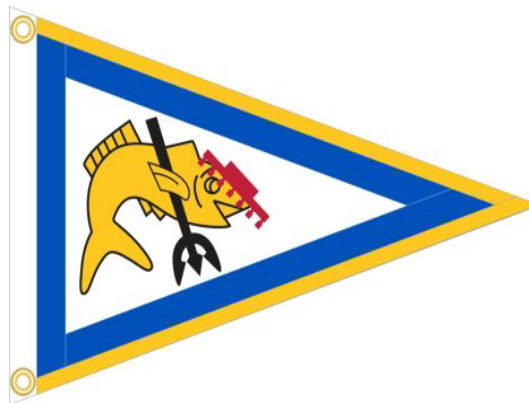


**San Luis Rey Power Squadron
Policies and Procedure Manual**



SAN LUIS REY SAIL & POWER SQUADRON®



POLICIES AND PROCEDURES MANUAL

APPROVED AS OF SPRING 2016

San Luis Rey Power Squadron Policies and Procedure Manual

TABLE OF CONTENTS

1. General Policies.....3

Changes Since Last Ratification

Revision	Date	Description

San Luis Rey Power Squadron Policies and Procedure Manual

San Luis Rey Power Squadron Policies and Procedure Manual

1. GENERAL POLICIES

For so long, our squadron has relied on the institutional memory of our past officers to guide newer officers in their tasks and responsibilities. However, we have never placed all of this information into a document that can be referred to over the course of an officer's term. This document represents our attempt at gathering and collating that information into a concise document that is meant to aid and guide you in your very important jobs and responsibilities.

1.1 Approval and amendment

This manual documents Policies & Procedures approved by the Executive Committee for governance of the operations of San Luis Rey Sail & Power Squadron. They may be amended with a majority vote at any Executive Committee meeting. They provide squadron officers with guidelines for operations that are peculiar to San Luis Rey Sail & Power Squadron and that are not covered by the Squadron Bylaws.

1.2 Maintenance and review

These Policies & Procedures are subordinate to the bylaws of San Luis Rey Sail & Power Squadron. They shall be reviewed annually and represented by the custodian for Policies & Procedures, appointed by the Commander. The custodian shall be responsible for maintaining a master copy of the Policies & Procedures, including change control.

1.3 Finances

The Squadron Treasurer shall submit a financial report at each Executive Committee meeting, either in writing or electronically. The report shall disclose:

1. Date of financial report
2. Previous balances brought forward
3. General receipts and disbursements
4. Outstanding payables and collectables
5. Education receipts and disbursements
6. New balances to date

The Treasurer's Report shall **not** be published in "The Mariner's Needle", on the Squadron Website, or in any publication whose distribution goes beyond the Squadron

The Treasurer shall use generally accepted accounting principles.

The Squadron is not permitted to operate a deficit budget.

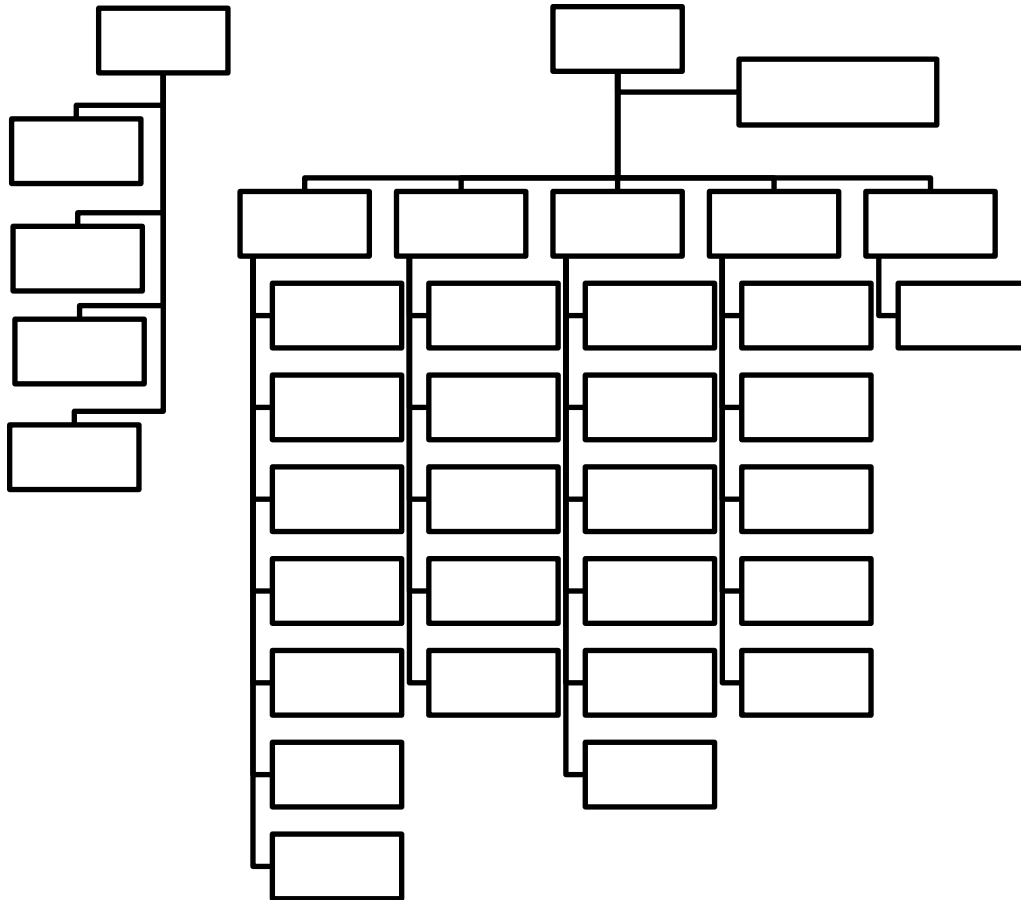
1. Squadron Dues
2. Annual Audit
3. Educational Fund
4. Assets & Inventory
5. District Conferences

San Luis Rey Power Squadron Policies and Procedure Manual

1.4 Squadron Organization

The San Luis Rey Power Squadron was founded in August 1962 *“for the purpose of establishing a high standard of skill in the handling and navigation of yachts”*. The name was amended in July 2005 to include Sail. Its Board of Directors shall consist of up to thirteen members to manage and conduct the business and affairs of San Luis Rey Sail & Power Squadron under the Articles of Incorporation, the Bylaws and these Policies & Procedures.

San Luis Rey Sail & Power Squadron



San Luis Rey Power Squadron Policies and Procedure Manual

1.5. Standard Procedures

2. The elected Bridge shall consist of the Commander (who shall be the ranking officer), the Executive Officer, the Educational Officer, the Administrative Officer, the Secretary and the Treasurer. All but the Commander and Executive Officer may also have an elected Assistant. In addition, the Immediate Past Commander (willing to serve), an Executive Committee of three members, and one Member at Large are elected to the Board of Directors.
3. Following the Change of Watch, the Squadron Secretary shall compile the list of all elected and appointed Officers, Committee Members for publication in the Squadron Roster and on the Squadron Website. The Roster shall contain both historic and current information. The Roster shall be distributed within 45 days following the Change of Watch. The Squadron Website shall reflect only the most current information.
4. The Commander develops the Squadron Calendar for the ensuing fiscal year to be available for approval at the first Executive Committee Meeting of the Watch and published in the Roster, the Squadron Website and, in a timely fashion, in The Mariner's Needle.
5. The Calendar of Events shall reflect USPS and District Events and shall take into account other pertinent calendars like cooperating Squadrons, Yacht Club, National and Religious Holidays and the like to avoid conflicts and ensure all members are included if possible,
6. The Education Officer develops the Education Calendar for the ensuing fiscal year to be available for approval no later than the first Executive Committee Meeting of the Watch and published in the Roster, on the Squadron Website and by other means available.
7. Outgoing officers shall confer with and transfer their department files to incoming officers during the period between election and installation from one watch to another to ensure a smooth transition. The Deed of Gift for each Squadron, as well as District 28 trophies in our possession, shall be available on the Squadron Website.
8. The Mariner's Needle shall be published and provided directly to the Squadron Membership by the Secretary, to include the membership meeting and event schedule as indicated above. The distribution shall be by electronic means, unless a paper copy is requested.

**San Luis Rey Power Squadron
Policies and Procedure Manual**

2. COMMITTEES

2.1 EXECUTIVE COMMITTEE

2.2 NOMINATING COMMITTEE

2.3 RULES COMMITTEE

2.4 AUDITING COMMITTEE

San Luis Rey Power Squadron Policies and Procedure Manual

3. SQUADRON COMMANDER

The position of Commander can be one of the more rewarding and frustrating positions on the squadron bridge. Your approach to the position of Commander and your relationship with your bridge will determine how your experience as Commander will be. Your squadron will have several Past-Commanders who are more than willing to provide you with their experience, (sometimes unsolicited), and you should not hesitate to consult them for advice and another perspective. However, you also need to be true your vision of what it is you want to accomplish during your term, and there may be times when your vision may conflict with some advice you may get from others. Don't be afraid to try new things, but also try to reach a consensus with your bridge and the other members you will be working with.

1. Management

Personal Management: One of the first decisions you will need to make is how much time you have available to commit to the Commander's position. Some of us are retired and have some free time that we can commit to the squadron. Others of us, are still working in our careers and have less free time. The more limited your free time to commit to the squadron, the more you will need to the assistance of others. This could take the form of special committees and/or creating assistant positions to relive some of the workload. Regardless of your approach to this, be honest with yourself. Becoming overwhelmed or overstressed because of your personal time constraints will ruin your experience as Commander and will ultimately have a negative impact on your squadron.

Delegation: As Commander, you have most likely worked your way up from various positions on your squadron's bridge and were personally involved in completing several of the tasks or had direct oversight. As Commander, you will need to take a step back and allow your bridge do their jobs, and stay out of their way. No one likes to be micro-managed. Just because they may not be approaching things the way you would does not mean they are not doing a good job. If the end result is met, how they got there, assuming it does not alienate other members of the squadron, is their business. It is important to remember that we are a volunteer non-profit organization. The members of your bridge are not your employees; they are volunteers doing the best job they can. However, allowing your bridge to function on their own does not mean being completely "hands-off." A great deal of good will can be generated by showing up early at events to help set up and staying afterwards to help cleanup, but only as a helper, not taking charge and usurping the individual who is actually in charge.

Managing the Bridge: One of the responsibilities of the Commander is helping the bridge and the Executive Committee reach a consensus. This takes more time, but the payoff is you get everyone working together for the same purpose. Remember, a Commander is not a dictator, no matter how benevolent you may feel. A Commander is a facilitator, and by facilitating you become a leader and are perceived as one.

Communication: Today, most communication is handled via email and/or text. One thing that can be very frustrating to members of your bridge is to feel "out of the loop."

San Luis Rey Power Squadron Policies and Procedure Manual

Be sure to copy all of your bridge members on all email and texting correspondence. Once a member feels like they are being left out of communications, they begin feeling unsupported and it becomes detrimental to the overall efficiency and productivity of the bridge. Make sure everyone is aware of what is going on. Don't blindsides someone at an Executive Committee Meeting because they were not allowed to be a part of an email exchange or other communication. Also, as Commander, all correspondence from the District and National will go through you. It is imperative that you forward this communication to the bridge member who has oversight of the particular correspondence.

3.2 Initial Considerations:

Vision & Planning: One of the first things a Commander should consider doing is having an informal meeting of the bridge. At a minimum, this should include your Executive Officer, your Administrative Officer and your Secretary and come to a consensus on the bridges vision and plans for the forthcoming year. Ideally, this meeting would take place prior to the change of watch, so that during the Change of Watch, everyone is on the same page.

STAR Program: The USPS STAR Program is an excellent outline of how to plan and set your vision for the upcoming year. Whether you actually submit this information to the District for review and award at the end of the year is up to you and your bridge. But following the outline of the program in setting your agenda for the year is a huge aid in making certain that you have covered everything and it gives you a roadmap to follow throughout the year.

Committees: As a bridge, you should review the various committees set forth in our Squadron By-Laws and how they can be populated with active members. In addition, depending on your vision and plans for the forthcoming year, you may want to consider creating additional committees. Your Executive Officer and you Administrative Officer both have a several departments under their watch, and you should encourage and help them in getting other members to take ownership of various aspects of this work load.

3.3 Documents:

There are several documents that you should become familiar with and will aid you during your term.

Squadron By-Laws: This is dry reading, but essential reading too. You can find our By-Laws location in SailAngle under the San Luis Rey Sail & Power Squadron group and look in the File Cabinet for the current By-Laws.

Commanders Kit: On the USPS.org website, click on Site Index and then click on Commanders Kits. There you will find just about everything you will need throughout your term including manuals for yourself and your bridge officers, informational notes and stationary among other items.

4. EXECUTIVE OFFICER

- 1) Safety Program

San Luis Rey Power Squadron Policies and Procedure Manual

- National Boat Safety Week
 - i. Set-up booth & displays
 - ii. Orders & receives CO2 cartridges for PFDs
 - iii. Seeks permission from harbor and other officials for flare demo
- 2) Vessel Safety Checks
 - Performs Safety Checks
- 3) Boat Shows
 - Set-up and attends boat shows
- 4) Rules and Law
 - Informs changes in rules & laws to Bridge members & general membership
- 5) Public Relations
 - Actively seeks ways to promote squadron
- 6) Oceanside Yacht Club Liaison
 - Collaborates with OYC on boating education & general agenda
 - Promotes education classes to OYC members
- 7) Environmental Committee
 - Coordinates & attends beach clean-ups
- 8) IT/Webmaster
 - Updates webpage
- 9) Co-Op Charting
 - Performs GPS coordinate plotting
 - Provides information to National via website

5. EDUCATION OFFICER

The Educational Officer manages educational activities of the squadron including public boating courses and the educational curriculum. The SEO shall encourage the members to avail themselves of the courses offered by the squadron. The SEO should be familiar with Squadron Operations.

EDUCATION INVENTORY

San Luis Rey Power Squadron Policies and Procedure Manual

The SEO with the assistant SEO shall maintain an inventory of available education materials and identify maintenance or improvements for educational equipment. Additional materials shall be ordered for scheduled classes before they are needed, and exams shall be ordered in time to be available for the scheduled course exam.

The committees under the Education Officer include:

- Public Boating and Seminars
- Advanced Grades
- Elective Courses
- Boat Operator Certification

EDUCATION CALENDAR

Each committee should have an appointed chairman, and the committee chairs shall assist and advise the SEO in establishing a schedule of classes for each year and define the pre-requisites for each class. The class schedule should facilitate the progressive progress of the squadron members in attaining higher grades in an efficient time frame, and attract new members through the public offerings.

The preliminary schedule of classes for the following year should be set in meetings in September and coordinated with OYC and the San Diego squadron, and finalized at the November Ex-Com meeting to facilitate coordinating with other squadron activities and advertising.

The committee chairs will ensure that each of their areas has available all teaching aides and other extra equipment needed for the courses in their area. The committee chairs must also assist with finding and certifying new instructors from the best qualified students for the various classes.

PRICING:

There shall be a standard policy of pricing educational courses and seminars as it applies to squadron members and to the public. The Bylaws require that all charges for education be spent on education, not to subsidize squadron activities. Therefore the base price shall be determined from the current USPS Educational Department Course price to the squadrons. The course price shall be determined by applying a set of overhead costs based upon the guidelines below. Any member who is an instructor for any course during the year will be exempted from paying the added overhead costs. For elective courses the resulting cost will apply to squadron members and OYC members, other public may attend by paying in addition the lesser of 50% of the member cost or the \$80 squadron charge for a membership. Round the final cost up to a round \$5 number to simplify the collection.

- Assume one Instructor Kit per 8 students
- Shipping cost at 3% of manual cost
- Exam returns at 2% of manual cost
- Shrinkage at 5% of manual cost
- Equipment Depreciation at 5% of manual cost

RECORD KEEPING:

The SEO should maintain and share with the squadron as desired the following:

- Courses offered and taught each year with instructor names
- List of students in each course with category (e.g. member, non-member, OYC, ..)
- Number of Passes / Failures of each course

San Luis Rey Power Squadron Policies and Procedure Manual

San Luis Rey Power Squadron Policies and Procedure Manual

6. ADMINISTRATIVE OFFICER

Administrative Officer Report to the Squadron Commander

Rank: Lieutenant Commander

The Admin Officer is responsible for the functions described as “internal affairs of the squadron”. The Administrative Officer should be well acquainted with the Operations Manual and should have taken Operations Training within the past four years. Below is a list of duties involved with his or her post as the Administrative Officer, and should appoint a chair for each post:

Membership

Member Involvement

Boating Activities

Meetings and Programs

Entertainment

Operations Training

Merit Marks

The Administrative Officer oversees each post in the Administrative Department and is responsible for seeing that they function properly and in agreement with policy and procedures of USPS.

In the absence or incapacity of the Executive Officer and the Commander, he will temporarily assume their duties.

As a Bridge Officer, the Administrative Officer is encouraged to attend all district council meetings and is expected to attend all district conferences and any other the Commander may assign. It is helpful to attend National Meetings when possible.

The Administrative Officer will track and submit his and his chairmen’s merit mark recommendations on a timely basis.

At the end of his term, he shall turn over to the successor all reports, records, communications, awards, and documents pertaining to the squadron.

If there is an Assistant Administrative Officer, the Administrative Officer will mentor and develop this person to take this Bridge position in the future.

AO list of contacts USPS

BullEx Fire Extinguisher http://www.usps.org/eddept/misc/fire_ext.htm Cindy Hodges at HQ
888 367 8777

Camp Pendleton contacts
Jennifer L. Webb, Program Analyst
MCCS Operations, Review & Analysis Branch
Box 555020 Bldg 1100, Camp Pendleton

San Luis Rey Power Squadron Policies and Procedure Manual

Wk: 760-725-5118 - Fx: 760-725-0228

Jennifer.L.Webb@usmc.mil

Camp Pendleton Marina - Ann Smith smithann@usmc-mccs.org sailmccs@aol.com 760
725 7245

Key to the gate for sundowners Lt. Sean Watson 949 525 1988

sean.b.watson@usmc.mil

Insurance requests for liability insurance: Mary Diaz p: 860-399-3643 f: 860-399-2888

maryd@gowrie.com

<http://www.boatingorders.com/freeproducts.html>

Donationmatch.com for donations; Username - seaunder ; password - sailing

San Luis Rey Power Squadron Policies and Procedure Manual

7. SECRETARY

As a bridge officer, the Secretary is encouraged to attend District Council meetings and conferences and to read and be familiar with Section 1 1.20 through 11.36 of the Operations Manual. He shall:

1. Keep the official squadron log of attendance and minutes of general, executive and special meetings.
2. Maintain an up-to-date mailing list for meeting notices and squadron communications.
3. Maintain and update Squadron activities calendar.
4. Maintain a file of all documents, records and communications of the squadron.
5. Handle such official correspondence as the Commander designates.
6. Cooperate with the Squadron Treasurer in processing information and forms relating to new members, transferring members and reinstatements.

An Assistant Secretary may be elected or an assistant to the Secretary may be appointed to work with the Secretary as required. This person should be capable of assuming the office of Secretary when required.

Other committees that may be found under the Secretary's Department can be:

- 1) Historian
- 2) Roster
- 3) Telephone
- 4) Squadron Newsletter
- 5) The Ensign Correspondent

Meeting Minutes

Before the Meeting:

- Meeting minutes will include the following: date, time and venue; attendees and absentees; as well as key outcomes from the meeting: decisions made, actions agreed to and open issues.
- Most meetings will have a pre-prepared agenda, and all attendees will be clear about the meeting objective and expected outcomes. Use the agenda to structure your note-taking, and be prepared to clarify points as the meeting progresses. Aim to record key themes not verbatim comments.
- Make sure to record the meeting venue as well as the date and time it starts and ends. Also, list the number of attendees and absentees, (approximate if the group is large) and whether a quorum is present.
 - A quorum is the minimum number of voting members who must be present at a properly called meeting in order to conduct business in the name of the group. The San Luis Rey Power Squadron has established their quorum to be 2/3 of their voting members must be present.

San Luis Rey Power Squadron Policies and Procedure Manual

- Format your notes to follow the furnished agenda. It makes the meeting more orderly, lets attendees know what to expect at the meeting, and makes taking minutes significantly easier.
- Make sure to record all motions and the outcome of all votes. It is especially important to list the names of people who make and second motions.
- Be sure to ask for clarification during the meeting to get a point straight in your notes.
- Be sure to spell check and ask the meeting presider to proofread the minutes before you circulate them.
- DON'T delay in keying in the minutes from your notes. Do it the same or next day while you still remember what occurred.

San Luis Rey Power Squadron Policies and Procedure Manual

8. TREASURER

Mission Statement

The Treasurer is encouraged to attend district council meetings and conferences and to be familiar with the Treasurer's functions and responsibilities. The Treasurer is responsible for accurate financial reports and records, for policy guidance and for the solvent operation of the squadron. He/she will interact with the National and District Treasurers and will file all necessary documents with government agencies to keep the squadron in good standing and protect the squadron's nonprofit statuses.

The committees under the Treasurer include:

Property of the squadron.

Supply and/or storage of any kind.

The Treasurer's processes need to be documented:

Monthly reports to executive committee

Membership dues to national

Assets inventory

District conference accounting

Reporting to National Treasurer, IRS information

Reporting to Government entities

Yearly balance sheet to Audit committee

Monthly Report

The squadron Treasurer shall submit a financial report at each Executive Committee meeting either in writing or electronically. The report shall disclose:

1. Date of the financial report
2. Previous balances brought forward
3. General receipts and disbursements
4. Outstanding payables and collectables
5. Education receipts and disbursements
6. New balances to date

Policy On Reports

San Luis Rey Power Squadron Policies and Procedure Manual

The Treasurer's Report shall not be published in **The Mariner's Needle**, on the **Squadron Website**, or in any publication whose distribution goes beyond the **Squadron Membership**.

The Treasurer shall use generally accepted accounting principles.

The Squadron is not permitted to operate a deficit budget.

Note To Future Treasurer To Review Bylaws:

Review these specific areas of the Bylaws of San Luis Rey Sail & Power Squadron.

Section 5.11 Supply Officer
Section 6.6 The Treasurer Shall
Section 7.0 Dues and Entrance Fees

Specific Milestone Duties During The Year:

Board of Equalization Filing, Due: January 31

20XX StateBoardofEqualization@state.ca.gov

San Diego District Office
15015 Avenue of Science, Ste 200
San Diego, Dues evrCA 92128 858-385-4700

Pay Yearly Taxes:

Taxpayer Name: San Luis Rey Sail & Power Squadron
Account Number: 101122766
Express Login Code: h937553v

Board Of Equalization

Record Update: BOE-80-RU-REV 1(4-11)
Listing of Changes in Corporate Officers

Dues Report To National, Due: March 15, 20XX

The dues categories are Primary Active, Additional Adult Active, Adult Family Member, Junior Family Member, Life Member, Apprentice and Associate Member.

The Executive Committee approves Squadron and Education Fund Dues at the ExCom meeting yearly (every March).

Sample Dues:	Squadron	National	District	Education Fund
Primary Active	\$20.00	\$47.00	\$7.00	\$1.00
Family Unit	\$20.00	\$70.50	\$10.50	\$1.00
Additional Member in a Family Unit	\$1.00			\$1.00

San Luis Rey Power Squadron Policies and Procedure Manual

E-Postcard Filing

Due: July 1, 20XX

e-postcard@urban.org

Required to Process: FORM 990-N E-Filing Receipt-IRS

Organization:	United States Power Squadrons
EIN:	95-6097943
Login ID:	95609794301
Activation Link:	Activate Through the e-mail Link
Password:	SLRPS@dist28
Verify Password:	SLRPS@dist28
First Name:	
Last Name:	
E-mail:	
Day Time Phone:	

IRS Form 990

Due: July 15, 20XX

Return of Organization Exempt from Income Tax
Mail or FAX to National Treasurer before

Form 199 California Exempt Organization

Due; July 15 20XX

Annual Information Return 01-01-20XX to 12-31-20XX

State Of California

Franchise Tax Board

P.O. Box 942857

Sacramento, CA 94257-0540

(This may not be required. Only file if required by Franchise Tax Board.)

State Of California; Secretary Of State Filing Date July 20XX

California Corporation Number: 0437907

Listing of Corporate Officers

Calif. State Form: S1-100 (Rev 01/2014)

Useful Websites