



Susquenango Sail & Power Squadron

Policies

As of 03/21/2018

The following motions have been approved by the respective Executive committees as policy decisions of this Squadron:

October 1956: The treasurer is empowered to promptly pay USPS headquarters invoices when received if such are deemed just and payable.

November 1957: The staff of the Sea Chest shall have the authority given them by the Executive Committee, to solicit contributions in return for printed recognition in monthly publications.

January 1958: The Commander, Treasurer, and Asst. Treasurer shall be authorized individually to sign Squadron checks.

March 1960: Perpetual squadron trophies that have been won by Susquenango members will be engraved at the squadron's expense.

April 1961: The squadron will pay for the printing of the roster issue of the Sea Chest.

March 1965: A hospitality room can be provided at District Conference at the Squadron expense. No extraneous charges against the room are allowed.

December 1969: The Treasurer's report shall be omitted in the Sea Chest.

April 1970: The Treasurer is authorized to accept all reinstatements from those who were members during the immediate preceding year.

February 1971: The Treasurer is authorized to maintain a savings account for the purpose of earning interest on surplus squadron funds.

January 1972: Quarterly financial reports (March, June, September and December) shall be submitted to the Executive committee from the Sea Chest.

March 1975: The Commander shall be granted an annual stipend to offset expenses, by the Budget Committee and approved by the Executive Committee in conjunction with the budget approval.

April 1975: The Sea Chest mailing list shall be continually updated with mailings to the following:

1. First Active member of each family.
2. Life members.
3. Apprentice members who have no family members in USPS
4. District and National Officers on request.
5. New members upon receipt of dues.
6. Others as determined by Sea Chest Staff.

October 1976: All individuals accepted into membership will be installed at the Founders Day Dinner.

August 1977: All surplus foods at the rendezvous will be sold at the rendezvous by the Rendezvous Committee. All proceeds from this sale will be used to offset the rendezvous expenses.

June 1978: All profits realized from fund raising events shall be added to the General Fund unless otherwise specified.

January 1979: The Squadron will supply the following materials only (no tailoring charges) to the in coming Commander. An officer's flag, sleeve strips, sleeve insignia, a cap device and a merit mark; outgoing Commander-a P/C insignia, sleeve device, a cap device and a plaque. These materials shall be applicable to the "Class A" uniform with officers long sleeve shirt.

September 1979: The Mike Page Trophy can be awarded according to the deed of gift to the Outstanding Member of Susquenango each year.

March 1980: Squadron will pay the dinner costs of District Representatives at functions to which they are invited.

November 1981: Upon receipt of initial membership dues the new members will receive a package containing the following information:

1. A welcome letter from the current Commander.
2. A welcome letter from the current Education Officer.
3. A calendar of forthcoming Squadron events.
4. A copy of the current roster.
5. A copy of the current Sea Chest.
6. A schedule of Squadron education classes.
7. A National USPS lapel pin.

February 1985: Change Sea Chest from Administrative department to the Secretary department.

October 1985: Open General membership meeting to guests.

March 1989: A donation for meeting location will be determined by the Budget Committee and approved by the Executive Committee as part of the annual budget.

June 1992: To establish a memorial fund in honor of P/C NORMAN BAKER, N. All contributions will be voluntary and are to be used for the purchase of new sextants or other educational material.

December 1995: Squadron dues will coincide with National and District billing dated.

September 1996: The squadron shall charge \$ 15.00 per copy to any person requesting documentation showing that they have successfully completed the Boating course. The fee shall be waived for any USPS member.

December 1998: Susquehanna accepts the long term commitment to sponsor an Explorer Sea Scout Ship (a unit of the Boy Scouts of America). The makers of this policy request that future Susquehanna Executive Committees not eliminate this Scouting support without careful consideration. This commitment shall consist of:

- 1 - Susquehanna will provide a committee (minimum of three Susquehanna members) to help review and approve leadership for the Sea Scout Ship. Such leadership may emerge from Susquehanna but providing such leadership is not a requirement.
- 2 - Susquehanna will provide one person to serve as an Institutional Representative from Susquehanna to the Sea Scout Ship committee. This person may also serve on the committee described in 1 above.
- 3 - Susquehanna will pay the annual \$25.00 certification fee that is associated with the BSA Annual Charter Agreement (attached).
- 4 - It has been agreed with the local BSA Council that the requirement for Susquehanna to provide Sea Scout Ship meeting facilities is waived.

March 2001: Any bank charges incurred by Susquehanna Power Squadron for insufficient funds or any other reason shall be payable by the member causing such charges to be incurred.

February 2004: Remembrance

A floral arrangement or a charitable contribution in keeping with the decedent's wishes at a cost not to exceed \$ 50.00 will be made at the discretion of the remembrance committee. The Remembrance Committee may from time to time send greeting cards and condolence cards to persons currently or formerly connected to the Squadron.

April 2004: Vessel Safety Examiner Shirts

The Squadron Executive Committee recognizes that our volunteer Vessel Safety Examiners (VSE) spend a great deal of their personal time to perform this important work. In recognition, a motion was made and passed, that the Squadron buy and pay for, a shirt for first time VSE who is a Squadron Member. The shirt will be embroidered with the Squadron name and burgee. The cost to the Squadron is not to exceed \$42. per shirt.

March 2008: A box shall be maintained by Susquehanna Power Squadron at a US Post Office located in an area convenient for the squadron member maintaining the box. This box will be used as the official squadron address.

March 2008: A revolving account of \$150.00 will be maintained with the Johnson City Post Office to cover mailing costs connected with the use of the mailing permit.

November 2010: The two policies of March 2008, pertaining to the US Postal Service revolving account for bulk mail, and the permit and maintaining a PO Box, is rescinded. Squadron newsletters and member communication is now being delivered electronically as much as possible and the bulk mail permit is no longer necessary.

November 2010: Lt/C David Olds, AP, will use his home address (3154 Webb Rd., Binghamton, NY 13903) as the Squadrons legal address to receive any official mail with regard to the corporation.

December 2011: To address the importance of having our SEO in attendance at conference and council, a policy is established for the SEO to be reimbursed for lodging only for district events, up to \$ 60.00 per night. The events include Spring Council, Spring Conference, Fall Council and Fall Conference; for a maximum of six nights.

February 2012: The monies collected in memory of P/C David Rought, P, will be merged with the P/C NORMAN BAKER, N, Memorial Fund. The fund name will be changed to Norman Baker/Dave Rought Memorial Fund. The objective of the fund will remain the same as specified in item June 1992.

December 2015: If necessary the Baker/ Rought fund may be used to back up and sustain the general fund.

March 2018: Meeting minutes or highlights of meeting minutes will not be posted in the SeaChest. A link to the meeting minutes, as submitted, shall be included in the SeaChest availability notification sent via e-mail to all members for whom a valid e-mail address is available to the Squadron.

Approved meeting minutes for all meetings, beginning on the date of this policy, shall be available on the Squadron web site.

THESE POLICIES SHALL STAND, UNLESS OTHERWISE AMENDED AND HEREIN INDICATED.

Jy021512 Policy February 2012

Revisions of 12/14/2015:

December 1962: A non-profit postal bulk-mail permit shall be maintained for SeaChest and Squadron mailings. **Item removed.**

March 1965-Changed **shall** to **can** (be provided).

October 1976: Educational Classes will not be held on the nights of the spring and Fall Captains Dinner Meeting. **Item removed.**

September 1979-Changed **shall** to **can** (be awarded).

February 1985: Susquenango Land Contest Trophy wording defined regarding the trusteeship of the trophy. **Item removed.**

November 2004: Course fees allocated to Baker Fund

It was resolved by the Squadron Executive Committee in October 2004; that the Squadron allocate one dollar from the fees charged each student for every course taught, public and private, to the Norman Baker Educational Fund. **Item Removed.**

February 2004: Remembrance Reference to contribution to USPS Education Fund as follows: **Is removed**

Upon the death of a Member of the Susquenango Power Squadron or upon the death of a family member, (defined as a spouse, or a dependent child), \$10.00 will be contributed to the USPS Educational Fund unless the family of the deceased member requests other arrangements be made.

Charitable contribution increased from \$40.00 to 50.00.

December 2015: Use of Baker/ Rought fund to back-up and sustain general fund. **Policy added.**

Revision of 03/21/2018:

March 2018: Item regarding Meeting minutes and highlights of meeting minutes. **Policy added.**

Jy03/16/2018 Policy March 2018