

STANDING RULES

TAMPA POWER SQUADRON, INC.

1. Introduction

A. In order to expeditiously discharge the duties of the Executive Committee, there shall be a system of Standing Rules to govern the repetitive day-to-day business of the Tampa Power Squadron. These Standing Rules shall be used to record decisions of the Executive Committee and are subject to revision by the Executive Committee. Voting members of the Executive Committee may propose Standing Rules or revisions to existing Standing Rules at any regularly scheduled meeting of the Executive Committee. Revisions may also be proposed at any special called meeting of the Executive Committee provided all voting members of the Executive Committee are notified in advance of the proposed revision.

B. Any voting member of Tampa Power Squadron who is not a member of the Executive Committee may propose changes to these Standing Rules by providing a written copy of the proposal to each voting member of the Executive Committee one week before a regularly scheduled meeting of the Executive Committee.

C. The Standing Rules for the Tampa Power Squadron will be distributed when needed to keep each member of the Squadron informed.

2. Entertainment Committee

A. The Administrative Department is responsible for entertainment. This responsibility is assigned to the Chairman of the Entertainment Committee. The Chairman of the Entertainment Committee will be provided working capital in the amount of \$300.00 or such other amount that the Executive Committee may approve in order to assemble necessary supplies and decorations before such entertainments occur. Anytime the available working capital falls below \$300.00, the Chairman can have the fund restored to that amount by presenting suitable receipts to the treasurer for reimbursement. Prior to the Annual Meeting, or anytime at the direction of the Commander or the Executive Committee any surplus above \$300.00 will be returned to the general treasury.

3. Awards

A. Tampa Power Squadron will provide suitable recognition to Senior Members, Past Commanders, Navigators and Commanders.

B. Senior members will be presented with the standard Senior Member plaque, and that their names be engraved on the Squadron's permanent Senior Member Plaque. The plaques will be ordered by the Treasurer when notified of eligibility by the Secretary.

C. Past Commanders will be presented with the standard Past Commanders plaque, a Past Commanders flag, and one set of Blue/Silver Past Commander sleeve insignia and one set of Past Commander shoulder boards. These items will be ordered by the Treasurer as soon as possible after being notified that the present commander will not stand for re-election.

D. These members attaining the grade of Navigator will be presented the standard Navigator Plaque.

E. The incoming Commander will be provided standard sleeve stripes for his rank.

F. The purpose of standing Rule number 3. F. is twofold: one, to establish the authority for the "Commander's Support Award" and two, provide guidance for the implementation of the award.

(1) At the end of his term of office, the Commander has the option of identifying and honoring a member of Tampa Squadron who, in the Commander's opinion, performed above the merit-mark level in helping him accomplish his duties throughout the year.

(2) This recognition will take the form of a nameplate attached to the "Commander's Support Award" plaque and be presented to the recipient by the outgoing Commander at the Change of Watch Ceremony. The plaque will be retained by the recipient until the next Tampa Squadron Annual Meeting. At the Annual Meeting the plaque will be turned over to the Commander who will cause the next recipient's name to be inscribed on the plaque with the cost to be borne by the Squadron.

(3) Although he may solicit input from others, the Commander will be the sole judge in selecting the recipient of the award. The person selected can be any member of Tampa Squadron, but cannot be related to the Commander or living in the household of the Commander during the previous 12 months.

G. Tampa Power Squadron will present the "E. Bruce Hewitt Educational Award", a perpetual plaque, at the Change of Watch each year. The recipient, determined by the seated SEO, will keep the award during the year. Two weeks prior to the Change of Watch, the award will be turned in to the Squadron Commander who will cause the next recipient's name to be inscribed on the plaque with the cost to be borne by the Squadron.

Added 30 November 2006

H. Tampa Power Squadron will present the "Well-Done Award", a perpetual plaque, at the Change of Watch each year. The recipient, determined by the seated Commander and seated Executive Officer, will keep the award during the year. Two weeks prior to the Change of Watch, the award will be turned in to the Squadron Commander who will cause the next recipient's name to be inscribed on the plaque with the cost to be borne by the Squadron.

Added 30 November 2006

4. Remembrances

A. Upon the illness of an active member, the spouse and/or a dependent of an active member living at home, that results in prolonged hospitalization or bed rest at home, the Squadron Secretary, upon notification, shall mail a "get well" card and shall cause an appropriate floral arrangement to be delivered to the patient, unless notified by the family declining the remembrances. Such remembrance will be in the name of the members of Tampa Power Squadron, and the cost (not to exceed \$35.00) to be borne by the Squadron.

B. In the event of the death of an active member, spouse, and/or dependent of an active member living at home, the Secretary, upon notification, shall cause an appropriate floral arrangement to be delivered to the funeral home. The family may request a donation to a charity in lieu of flowers. The cost of the flowers/donation (not to exceed \$40.00) will be borne by the Squadron. The Secretary shall also mail a card of condolence and notification of the donation, if applicable.

C. In addition, in the event of the death of an active member, the Treasurer is authorized to forward a \$20.00 contribution in honor of the deceased active member of Tampa Power Squadron to the USPS Educational Fund. The contribution is to be made on a timely basis, but no later than one month following the date of death, or the receipt of notice of such a death.

5. Special Planning Committee

A. In accordance with Squadron Bylaws, the Commander shall appoint a Planning Committee. It is recommended that he appoint the following as members of the Special Planning Committee. The Squadron Executive Officer as Chairman; the Squadron Educational Officer; the Squadron Administrative Officer; the Entertainment Chairman; the Cruise & Rendezvous Chairman; the Immediate Past Commander; and any others, preferably Senior Members, he might deem necessary.

B. In conjunction with other functions within its purview, the Special Planning Committee should coordinate activity dates with the other Squadrons.

C. This Standing Rule shall not be construed to limit the scope of the Planning Committee but, rather, to specify one area of particular significance to the Squadron and its membership.

6. Meeting Attendance

A. In accepting nomination and election it is presumed that Squadron Bridge Officers and Executive Committee Members at Large, including the Immediate Past Commander and Assistant Officers, will make every effort to attend all regular Membership and Executive Committee meetings during their elected terms. However, since illness, vacations, etc. may preclude 100% attendance, these elected members shall be expected to attend two of the four meetings each quarter. The Secretary shall make a quarterly attendance report to the Executive Committee.

B. Failure to fulfill the minimum attendance per quarter would require the following actions:

(1) The Squadron Commander will investigate the reasons for the absences -- if the Commander is satisfied, no further action.

(2) If the Squadron Commander is not satisfied with the reasons for the absences, or gets no response from the elected member, the Commander will turn the matter over to the Executive Committee for their consideration and action.

7. Cost of Educational Material

A. The Squadron Educational Officer (SEO) is authorized to adjust the cost of all educational material to an amount equal to Tampa Power Squadron's cost plus 25% minimum, rounded to the next higher dollar, to provide timely adjustments to the frequent changes in cost by National.

8. Reconciliation of Activities

A. A written reconciliation of each activity involving receipt and/or expenditure of Tampa Power Squadron monies must be submitted by the chairperson of that activity (or his/her delegate) at the next regularly scheduled meeting (General or Executive Committee) of the Tampa Power Squadron. All unpaid expenditures and/or uncollected receipts must be itemized and attached to the submitted report. All monies received and receipts for all paid expenditures must also be submitted with the report.

9. Reimbursement of Funds

A. All requests for reimbursement of personal funds spent on Tampa Power Squadron business/events and all unpaid invoices for Tampa Power Squadron business/events must be submitted by the appropriate Bridge Officer, event chairperson, or committee chairperson to the Treasurer within 30 calendar days of the date the expenditure was invoked. Reimbursement for any expenditure submitted past 30 days must be approved by the Executive Committee.

10. **Commander's Expense Reimbursement Fund**

- A. All reimbursement shall require a properly submitted receipt for expenses.
- B. Only expenses incurred at the two District 22 conferences and a USPS Governing Board or USPS Annual Meeting shall be eligible for any reimbursement.
- C. The expense reimbursement fund is expressly for the Tampa Power Squadron Commander, the Executive Officer, or Administrative Officer in his/her stead.
- D. Reimbursement limits shall be \$50.00 per night, a two night maximum per event, with a three event maximum per year (\$300.00 maximum reimbursement per year).

11. **Squadron Computer**

- A. No one will be authorized to enter their own programs or outside data on the Squadron computer without the consent of the Executive Committee, and only after the disk or program is tested by a virus-detecting program.
- B. Due to the problems with Internet e-mail and malicious web sites, no one will use the Squadron Computer to send or receive e-mail. If the Squadron Computer must be used on the Internet the security level of the browser must be set to maximum. If a member does not know how to set the security level of the browser to maximum, they must check with the Executive Committee for the name of the member that has such knowledge prior to accessing the Internet.

12. **Commander's Cocktail Party**

Any out-going Commander who chooses to have a Commander's cocktail party before or after the Change of Watch, will bear the full financial responsibility of such party. Any member or other person who provides food, drinks, and/or room/s for a Squadron Commander's cocktail party will not be reimbursed by Tampa Squadron for any expenses incurred.

13. **General Membership Meeting Start Time**

The General Membership Meetings will start at 1900 (7:00 p.m.) beginning with the May, 2010 General Membership Meeting.

Added 25 March 2010

These Standing Rules approved by the Tampa Squadron, Inc. Executive Committee on June 26, 2003.

Section 3. G. and 3.H. added on 30 November 2006 by the Executive Committee.

Section 13. added on 25 March 2010 by the Executive Committee.