



Policies and Practices

Rev. April 2015

1.0 Review and Revisions to Policies and Practices

- 1.1 At the first meeting of the Executive Committee following the Change of Watch, all of the Policies and Practices of the Squadron shall be reviewed by this Committee, shall be continued, and may be changed by the Executive Committee at this meeting.
- 1.2 Policies and Practices can be changed at any Executive Committee Meeting by a simple majority of those Executive Committee Members present.
- 1.3 As items are revised or new items added, the date of the change shall be noted in the text.
- 1.4 Nothing in Policies & Practices shall contradict or supersede the USPS or RBPS bylaws.

2.0 Squadron Change of Watch

- 2.1 The outgoing Commander is in charge of the Change of Watch, except that the incoming Commander shall choose who is to officiate at the Change of Watch (e.g. District Commander).
- 2.2 The outgoing Commander shall send a RBPS letter offering a complimentary Change of Watch invitation, with RSVP, to the District Commander and a guest, or his/her representative and a guest. If the District Commander is attending but not officiating, then a complimentary invitation shall also be extended to the Officiator and a guest. There may be up to four (4) invited guests based on this criteria, and the cost for these guests shall be included as part of the cost of the Change of Watch.
- 2.3 The following shall also be included as part of the cost of the Change of Watch affair: (a) Dinners for the DJ or Band, (b) Table flowers, decorations, centerpieces, invitations, place cards.
- 2.4 The outgoing Commander shall provide the Treasurer with a copy of the contract where the Change of Watch will be held, when requesting a deposit to reserve the Change of Watch date.
- 2.5 The outgoing Commander shall periodically hand in funds collected from attendees to the Treasurer as

received, and shall also maintain a list of attendees to be handed in with the final funds received.

- 2.6 Following the Change of Watch, the outgoing Treasurer shall maintain and be responsible for the financials until the end of the month to close out the financials for the fiscal year and then turn all records over to the incoming Treasurer.
- 2.7 If the outgoing Commander and incoming Commander both have uniform "F" shirts, the outgoing Commander will give the Incoming Commander his Commander Epaulets. The squadron will pay for and provide the outgoing Commander with his/her Past Commander Epaulets. [03/15]
- 2.8 The outgoing Commander shall turn in all Change of Watch expenses and provide a complete activity report prior to the end of the month so that the Treasurer can close out the fiscal year.

3.0 Commander's Expenditures – Squadron

- 3.1 The Commander shall be authorized to attend one (1) Change of Watch at another squadron within District Four at Squadron expense either within his/her year as Commander or within 6 months of completing the year. Such expense shall be limited to the cost of tickets for the Commander and one guest.
- 3.2 The Commander is authorized to provide refreshments at Executive Committee meetings (including the incoming Commander's initial organizational meeting) at a total cost not to exceed the annual budgeted amount. The Commander shall submit the expenses following each meeting.
- 3.3 The Commander shall be authorized to host a reception, known as the Commander's Open House, during the term of his or her command for members at an appropriate location at a cost not to exceed the annual budgeted amount.
- 3.4 At the January Executive Committee Meeting, the Treasurer shall provide a check to the outgoing Commander for \$100 as reimbursement for unreimbursed miscellaneous costs incurred during his or her command.

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3.5 The Commander will be reimbursed for reasonable expenses submitted to, and approved by, the Executive Committee. Any expense greater than \$50 above those provided for in Policies and Practices is not reimbursable unless prior approval is obtained from the Executive Committee.

4.0 Commander's Expenditures – District

4.1 The Commander shall be authorized to secure one (1) hotel room on the Friday and Saturday night of the Spring District Conference. At the discretion of the Executive Committee, the Commander may also be authorized to secure a second adjoining room to provide a hospitality area to host a reception for RBPS members and other D/4 squadron members. Cost for the room(s) shall not exceed the annual budgeted amount. In order to be more cost effective, wine will be served rather than hard liquor.

4.2 In keeping with D/4 tradition, the Commander is authorized to secure two gifts – for use as door prices at the Spring Conference ladies Luncheon and the Change of Watch. Maximum approved expenditure shall be \$50 for both gifts.

4.3 The Commander or Commander's representative, upon presentation of receipts, shall be reimbursed up to \$30.00 in connection with the cost of attending the annual District Memorial Service. [03/15]

5.0 Other Expenditures

5.1 Postage, stationery, photocopies, and other reasonable expenses incurred in connection with Squadron business shall be reimbursed to the Commander and other Squadron members upon submission of appropriate bills to the Treasurer and approved in accordance with Squadron practice. Bills submitted by the Commander shall be approved by the Executive or Administrative Officer. Bills submitted by other officers and non-Bridge members shall be approved by the Commander.

5.2 The squadron will **not** reimburse for sales tax for any purchase over \$25.00. Anyone making a purchase on behalf of the squadron shall request a copy of Form ST-5 from the Treasurer so that sales tax is not charged. The Executive Committee can approve exceptions for emergency purchases and other special circumstances. Approval in special circumstances should be obtained prior to the expenditure.

5.3 Only the Commander, the SEO, ASEO or Boating Course Chair may order material from National, except that the VSC Chair shall be authorized to order VSC supplies from the VSC link with ExecCom approval.

5.4 Anyone ordering material from National **must** send a copy of the order to the Treasurer when the order is placed. The recipient of the material must notify the Treasurer when the material is received and must forward a copy of the packing slip to the Treasurer.

5.5 The Treasurer shall request approval for the squadron's annual contribution to Keyport Yacht Club at the January Executive Committee meeting. A Certificate of Appreciation and letter from the Commander shall accompany check.

5.6 Should it become necessary to pay an invoice or voucher prior to the next scheduled meeting, the Treasurer may make such a request to the Commander by email or FAX, with a full explanation of what needs to be paid, including an invoice copy, if possible. The Commander may provide approval by return email or FAX, which the Treasurer shall print and attach to the payment voucher.

5.7 The Treasurer shall be authorized to write checks for certain items without prior Commander approval under the following circumstances:

- a. Any recurring expense for *Relative Bearings* that is a budget line item such as ink, postage, paper.
- b. Any invoice from National for material, provided the Treasurer has received appropriate prior notification from the member placing the order.
- c. Any invoice for prearranged items related to an activity or event for which the ExecCom had previously approved, provided the Treasurer has been given a copy of the contract, if applicable.
- d. Any invoice related to an activity or event for which there is an anticipated even exchange of monies collected and monies paid out.
- e. Any member requesting payment under these circumstances must make a written request by either voucher or email, listing all pertinent details. In either case, copies of supporting documentation and receipts must be provided.

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- f. Vouchers for any checks written by the Treasurer under the above circumstances shall be presented to the Commander for his signature at the next scheduled meeting or event.
- g. It shall be the Treasurer’s sole decision as to whether or not an invoice or voucher meets the above criteria and thus is to be paid without prior Commander approval.

6.0 Executive Committee / Chairpersons / Other Responsibilities

- 6.1 The Commander shall schedule at least ten (10) Executive Committee meetings each year.
- 6.2 The agenda shall follow parliamentary procedures in accordance with Roberts Rules of Order and USPS guidelines.
- 6.3 In addition to the elected Executive Committee members, the Commander shall invite to each Executive Committee meeting:
 - a. The Membership and Membership Involvement Committee Chairs
 - b. The Law Officer
 - c. The Rules Committee Chair

The Commander shall also be authorized to invite any member(s) of the Squadron to meet with the ExecCom as may be appropriate from time to time. All guests shall be accorded the privilege of the floor, but shall not vote on any matter coming before the Committee, and shall not be present at any vote pertaining to invitation to membership.
- 6.4 The Commander shall maintain and update the "Commander's Check List" during the period of his or her command. The outgoing Commander shall turn over an electronic version of this Check List to the incoming Commander following the January Executive Committee meeting. The incoming Commander shall disseminate this Check List to all incoming Bridge Officers by the February Executive Committee Meeting.
- 6.5 Each Bridge member shall maintain and update a Check List for his/her position similar in format to the Commander’s Check List, which shall be passed on to the next person elected to the position. [03/15]
- 6.6 Following every Squadron activity, (e.g. Change of Watch, Picnic, Pot Luck Supper, Auction. etc.) the chairperson of the activity shall prepare a report to be sent to the Bridge Officer to whom the

- chairperson reports, the Treasurer, and the Commander. It shall be the responsibility of that officer to ensure that a report is obtained and turned over to his successor. A similar report (on a form provided by the SEO) shall be completed by each course chairperson at the conclusion of a course and a copy sent to the Educational Officer, Treasurer and Commander.
- 6.7 Bridge Officers shall be responsible for ensuring each Committee Chair understands his/her role and fulfills responsibilities, in accordance with P & P, Bylaws and Operations Manual.
- 6.8 The Junior Past Commander shall be responsible for arranging refreshments for the hospitality suite at the Spring District Conference. His/her predecessor shall be responsible for arranging for food. In order to be more cost effective, wine will be served rather than hard liquor.
- 6.9 Arrangements for the Pot Luck Supper, September Dinner Meeting and Holiday Meeting shall be the responsibility of the Social Committee. The Commander shall be responsible for choosing the location of the September Dinner Meeting. The ExecCom shall approve Squadron expenses and cost to members for the September Dinner Meeting and the Holiday Meeting.
- 6.10 The December Holiday Dinner Meeting shall be held on the usual third Thursday evening of the month, with a catered buffet dinner. Live music for dancing shall be at the discretion of the ExecCom. In lieu of live music, continuous background holiday music shall be arranged. In keeping with the annual tradition of this event, the character of this evening is that of a holiday gathering for “adults” rather than for “family”. Flyers and advertising shall indicate only the full price per member so as not to imply that there are activities for children. Children, however, are *not excluded*, and those under 12 may attend at half the advertised price.
- 6.11 Any Bridge Officer or Chairperson collecting funds from attendees for an activity or function shall periodically hand in these funds to the Treasurer as received, and shall also maintain a list of attendees to be handed in with the final funds received.
- 6.12 All nominees for a Bridge Office should have successfully completed the Operations Training Course. Member at Large nominees are also encouraged to take this course.

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- 6.13 The nominee for the office of Commander should have successfully completed the grade of Advanced Pilot.
- 6.14 Members at Large shall serve with the rank of Lieutenant.
- 6.15 The Commander shall attempt to appoint an attorney as Law Officer. If no attorney is available or willing to serve, the Commander shall attempt to appoint someone with a legal background to fill the position.
- 6.16 No member shall initiate or be reimbursed for a squadron printing and mailing without prior approval of the Commander.
- 6.17 The Squadron's State Gaming License shall be for the exclusive use of RBPS fundraisers and shall not be loaned to or used for any other Squadron or District activity. The registration certificate shall be in the possession of only the Fundraiser Chair or the Secretary at all times. The ExecCom should consider license renewal every two years (current expiration 10/19/16).
- 6.18 Upon the death of a RBPS member, the Commander shall reach out to the family of the deceased and offer to perform the USPS memorial service. If the family says yes, then the Commander shall inform the squadron accordingly including dress code. Even if no USPS memorial service is to occur, the Commander shall make every effort to attend the wake or service of the deceased member, or designate someone to attend representing the Bridge. The Commander shall also insure that the deceased member's name is submitted to the Ensign. [03/15]
- 6.19 There shall be a Privacy Statement printed in all issues of *Relative Bearings* and in the Roster. Statement wording shall be approved by the ExecCom, with advice from the Law Officer.

7.0 Squadron Meetings

- 7.1 Refreshments shall be provided by the Refreshments Committee at all regularly scheduled Squadron general membership meetings unless handled by the Social Committee. The extent of such refreshments shall be determined by the Executive Committee in accordance with past practices, and the cost shall be a budgeted Squadron expense not to exceed \$250.00. [03/15]
- 7.2 Uniform "F" or the approved embroidered short sleeve white polo shirt and black slacks are the standard uniforms for all Bridge Officers at General

- Membership Meetings. Members at Large will also wear the white polo shirts. [03/15]
- 7.3 Volunteers at the USPS booth shall be encouraged to wear USPS uniforms or Navy Blazers/Grey Slacks. RBPS or USPS Logo shirts are an appropriate substitute.
- 7.4 Guest speakers at Squadron meetings may be offered a \$25 honorarium, or a gift not to exceed that amount, at the discretion of the Commander.
- 7.5 The outgoing Administrative Officer shall be responsible for arranging the March meeting program/speaker.
- 7.6 One \$25.00 cash prize will be drawn and awarded to one current member at each General Membership Meeting. The member must be present at the time of the drawing to be eligible to win the prize. All paid members in good standing are eligible. [03/15]

8.0 Education – Public Boating Course and Seminars

- 8.1 The Public Boating Course fee and Seminar fees shall be reviewed annually at the March Meeting and/or when there is any cost increase.
- 8.2 All lecturers at the public Boating Course who have either uniform, blazer or RBPS/USPS Logo clothing are encouraged to wear them.
- 8.3 The Membership Chair shall be a weekly active participant at the Boating Course.
- 8.4 The same person may hold the Boating Course Chair and Membership Chair position. [03/15]
- 8.5 Boating Course Instructors and Lecturers shall be USPS Certified. Table Proctors are encouraged to be USPS Certified.
- 8.6 A Purchase Order must be obtained from any outside organization before any course or seminar material may be ordered for them. The fee per student shall be approved by the ExecCom and should be calculated to cover all squadron costs involved, plus a markup.

9.0 Education – Member Courses and Seminars

- 9.1 The SEO shall present all course and seminar fees annually at the March ExecCom meeting or whenever there is a price increase from National. Fees shall be calculated as follows:
 - a. Classroom facility fee, including a donation fee if applicable, shall be included in the course fee.

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- b. The SEO shall determine the charge for each member course or seminar, including the cost of manuals, exams, S&H charges, facility fees, etc. Any increase of \$20.00 or more above the total cost increase, or any price decrease of any value, shall require ExecCom approval.
 - c. Modular courses shall be ordered in their entirety and charged a single markup.
 - d. USPS member education course fees for KYC members shall be \$25 above USPS member fees. Course fees for students who are neither USPS nor KYC members shall be \$50 above USPS member fee.
 - e. Seminar fees, without materials, shall be charged as follows: RBPS/USPS members - \$10 above cost; KYC members - \$15 above cost; Non-members - \$20 above cost.
- 9.2 The SEO shall notify each Instructor prior to the beginning of each course or seminar to advise the correct fee to charge members and shall 'cc' the Treasurer.
- 9.3 The SEO or ASEO shall be responsible for the collection of all fees prior to ordering materials for courses or seminars, and promptly deliver these fees to the Treasurer. [03/15]
- 9.4 Instructors shall be responsible for filing a report at the completion of the course or seminar (form supplied by SEO).
- 9.5 Operations Training (OT) and Instructor Development (ID) shall be offered to members at no cost.
- 9.6 Individuals must pay in full for any course before any course material is ordered. Material must be shipped to the SEO, ASEO or the course Chair. [03/15]
- 9.7 The Power Point Projectors, Laptop Computers, and LCD Monitors shall be solely for the use of RBPS in the delivery of education and meeting presentations, and any other business of the organization. This equipment shall not be for anyone's personal use or for use by any other squadron.
- 9.8 Instructors shall notify the SEO and Property Officer throughout the year when they take possession of squadron property.
- 9.9 A Women Certificate holder shall be permitted to participate in all Squadron courses for which she has achieved the proper grade. Fees for courses

- shall be the same as for any other Squadron member.
- 9.10 Advanced Grade member courses must be taken in sequential order to achieve that grade as follows: Seamanship, Piloting, Advanced Piloting, Junior Navigation and Navigation. [03/15]
- 9.11 Member Course Instructors are required to complete the Instructor Development Course. [03/15]
- 9.12 Courses may be taught to non-members if approved by the ExecCom and agreed to by the instructor. [03/15]
- 9.13 If courses are offered by USPS for sale or online to non-members, RBPS will not administer exams to these non-members.
- 9.14 The instructor and private setting owner have final say of class roster. [03/15]
- 9.15 All current Executive Committee Members and those off the Executive Committee for up to 1 year and still current paid members of the squadron will receive a 20% discount on all courses. [03/15]

10.0 Education Fund

- 10.1 All requests for educational materials to be purchased through the Simon Goldstein Education Fund shall be submitted in writing to the Fund Chair. Email is an acceptable form of writing.
- 10.2 The Executive Committee shall approve or deny proposed expenditures from the Simon Goldstein Educational Fund based on the recommendation of the Fund Committee in accordance with guidelines of the October 2002 Agreement, as amended March 2005.
- 10.3 Upon the death of a member of the Squadron, the Treasurer shall send \$25 to the USPS Educational Fund and request that a card be sent to the family of the deceased member in the name of the Squadron.
- 10.4 The Treasurer shall send the squadron's annual contribution to the USPS Education Fund in November. Contribution of \$1 per member shall be based on the March National Directory. This annual contribution must be reflected in the squadron budget and will continue until such time as the membership votes to rescind this policy.

11.0 Flags / Plaques / Awards

- 11.1 The Squadron has a designated Chairperson who handles the ordering of these items at the direction of the Executive Committee. Nobody else shall order, no will he/she be reimbursed for, any plaque

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- or award without the express prior direction of the Executive Committee.
- 11.2 The Outgoing Commander shall ensure that there are appropriate Officer Flags for the Change of Watch dais as well as Officer Flags for the swearing in ceremony.
- 11.3 The Squadron shall provide at its expense the following plaques, awards, flags and certificates to be presented to appropriate office holders and members at the Annual Meeting or Change of Watch. Paper Certificates shall be framed.
- a. PLAQUES & AWARDS
- i. Outgoing Commander
 - ii. Senior Member achieving 5 Merit Marks)
 - iii. Members achieving Merit Marks of 10 or more, in increments of 5 (i.e., 10, 15, 20, etc.)
 - iv. Members who achieved Navigator grade
 - v. Members who achieved Senior Navigator (Full Certificate)
 - vi. J. P. Okun Most Valuable Newer Member
 - vii. Mike Kupper Co-op Charting
 - viii. Most Vessel Safety Checks
 - ix. Predicted Log 1st Place Captain(s)
 - x. A Lieutenant Commander or a First Lieutenant leaving that office after five or more years of service at that rank and position.
- b. FLAGS
- i. Commander
 - ii. Past Commander
 - iii. Past Lt. Commander (for 3 years of service at that rank)
 - iv. Lt. Commander – Bridge Officers
 - v. Flag Lieutenant
 - vi. Assistant Education Officer (1st Lt)
 - vii. Assistant Administrative Officer (1st Lt.)
 - viii. Assistant Secretary (1st Lt)
 - ix. Assistant Treasurer (1st Lt.)
 - x. Chaplain (Lt.)
- c. CERTIFICATES
- i. Educational Proficiency Certificate (AP or higher + 3 electives)

- ii. Predicted Log Certificates of Appreciation for all other 2nd, and 3rd Place participants, and Observers.
- d. THANK YOU LETTERS
- If a member or non-member contributes or donates an item of tangible value to the squadron for a function or activity, then a thank you letter from the Commander or a Bridge representative shall be presented or mailed in lieu of a Certificate of Appreciation.
- 11.3.1 Should an individual hold more than one office, a flag of the highest office held shall be presented. Should an officer continue in his or her current rank/office and already has received that flag of rank/office, a ceremonial flag of the same office will be presented at the Change of Watch, but shall be returned at the end of the ceremony.
- 11.3.2 The J.P. Okun Award for the newer member, who has been deemed to have contributed the most to the Squadron as a new member, shall be determined by the Commander, and two immediate Past Commanders. “Newer” shall be defined as having joined RBPS within the past three (3) years, or at the discretion of the ExecCom. A "keeper" plaque shall be awarded to winners of this award.
- 11.3.3 The Mike Kupper Award for the member, who has been deemed to have contributed the most to the Squadron’s CoOp charting efforts, shall be determined by the Commander, and two immediate Past Commanders. A plaque shall be awarded to winner of this award. {The master plaque shall be retired.}
- 11.3.4 The Vessel Safety Check Award shall be awarded to the VSC Examiner who has performed the most Vessel Safety Checks in the prior calendar year. A plaque shall be awarded to the winner of this award. {The master plaque shall be retired.}
- 11.3.5 The Donald E. Baker Exceptional Member Award shall be awarded to any member who has made sustaining contributions to the squadron above and beyond what is expected. The winner shall be determined by criteria set by and voted on by the Executive Committee on 09/03/09, revised 02/10/11.
- 11.4 New awards and trophies received by the Squadron over the prior year shall be displayed at the Change

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of Watch, if convenient to do so. The Squadron's Charter and all trophies, plaques and awards belonging to the Squadron at large shall be turned over to the incoming Commander following the Change of Watch. The outgoing Commander shall provide a list of all such items to the incoming Commander and the Property Officer to insure that all items are turned over for safekeeping.

- 11.5 The Merit Mark Committee shall be comprised three members, preferably Past Commanders, appointed by the Commander, who will review all submissions and make recommendations to the Commander. Committee Chairs shall submit recommendations for their members. Any member having knowledge of work done by a member for consideration may submit a written recommendation.
- 11.6 A Certificate of Appreciation shall be presented to any vendor, speaker, host, facility, etc. for exceptional participation, contribution, or effort during any activity or function. Certificate shall be presented at the conclusion of the activity or event, or alternately mailed to the recipient.
- 11.7 With the approval of the Executive Committee, a Certificate of Appreciation shall be presented to any member for exceptional or substantial participation, contribution or effort during any activity or function, above and beyond what was volunteered for. Certificate shall be presented at the conclusion of the activity or event, at the next scheduled meeting, or alternately at the Change of Watch.

12.0 Records Management

- 12.1 The Fiscal Year shall be from the first day of March to the last day of February in the subsequent calendar year.
- 12.2 The Commander, Executive Officer, Education Officer and Administrative Officer shall maintain documents and records of their office.
 - a. Pertinent documents shall be saved in at least one of two locations, but may be saved in both locations as deemed necessary by the Officer. These locations are:
 - i. Save in a loose-leaf Binder with proper tabs to categorize such records for easy reference.
 - ii. Save on a Flash Drive or CD, organized in electronic folders.

- b. The preferred method of saving documents shall be electronic, so as to facilitate passing them on to the Officer's successor.
 - c. Binder shall contain a list detailing which documents are saved electronically.
 - d. Binder and Flash Drive/CD shall be surrendered to the Records Review Committee at the December General Membership Meeting and returned to the incoming Bridge at the January General Membership Meeting.
 - e. A Google Docs account has been approved as an alternative venue to save documents and records. Each ExecCom member shall be responsible for his/her Department. In order to maintain privacy, there shall be no account numbers, financial figures or membership numbers posted. Copies of correspondence may be posted for future use as templates (welcome letter, thank you letter, get well letter, etc.); however personal data shall be removed from the document prior to posting.
- 12.3 The Records Review Committee may request, with sufficient notice, a spot check of an Officer's Binder, and such review shall be at a General Membership or ExecCom Meeting.
 - 12.4 The Treasurer's records, expenditures, receipts, balances, etc. shall be maintained electronically and a "hard copy" made available for inspection at all Executive Committee and regular Squadron meetings. Once each month, records entered into the computer shall be protected by means of appropriate backups. Back-up documents and other records shall be maintained in organized file folders or in a binder.
 - 12.5 The Secretary shall be the holder of and shall be responsible for all official squadron documents, including, but not limited to:
 - i. The Articles of Incorporation
 - ii. The Squadron Bylaws
 - iii. Policies and Practices
 - iv. The Simon Goldstein Educational Fund Agreement
 - v. Squadron Artwork and Logos
 - vi. State Gaming License, if applicable
 - 12.6 Where possible, the Secretary shall maintain electronic versions of documents. Where hardcopies of the documents exist, the Secretary shall store the documents in an appropriate container to protect any originals from damage.

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- 12.7 The Secretary shall be considered to have the sole official copy of any electronic version of this document. Official copies of the document will be provided upon request on colored paper so as to differentiate official copies from unofficial copies.
- 12.8 Where an electronic copy of an official document is provided, it shall be provided in a format that renders the document un-editable, unless the Executive Committee authorizes the release of the document in editable form.
- 12.9 The Secretary shall be the holder of the Corporate Seal. Use of the Corporate Seal will only be with the authorization of the Commander.

13.0 Dues and Other Income

- 13.1 Advertising in *Relative Bearings* shall be handled as follows:
- Member Business Card Directory section shall be limited to 32 maximum card ads at rates approved by the ExecCom.
 - Business Card advertising by non-members shall be approved by the ExecCom.
 - Advertising shall be on a first come first served basis, with members having priority over non-members.
 - Members' classified ads (for selling boats, etc.) may be printed if room permits at no charge to the member.
 - Should the Publication Editor decide that any advertisement is inappropriate, it shall be presented to the ExecCom for a final determination.
- 13.2 Students from the Boating Course who join RBPS on or before the last night of that Boating Course (or the day of the final exam, whichever is later) shall receive a complimentary 6 month membership in the Squadron.
- 13.3 The Treasurer shall annually mail out dues invoices to Associate Members on January of each year.
- 13.4 The Treasurer shall maintain a reserve of \$5,000 in the checking account. In the event of an emergency, the Executive Committee may release funds from this account. Such funds shall be replaced as soon as possible thereafter.

14.0 Electronic Approval of New Members

- 14.1 The Membership Chair may electronically request approval of Proposed New Members. Email shall be the preferred electronic means.
- The Membership Chair shall notify the ten (10) voting members of the Executive Committee via email, providing the names and addresses of the Proposed Members.
 - Each Executive Committee member shall respond to the Membership Chair with a response of "Yes" (for all), "No" or "I abstain".
 - If there is a "no" or an abstention, then the issue is deferred to the next Executive Committee Meeting.
 - At the end of the fifth (5th) day following the poll, the Membership Chair shall consider the results to be valid if a quorum of the Executive Committee, as defined by RBPS Bylaws, has responded to the request and may then proceed to process the application. Otherwise, the matter shall be taken up at the next Executive Committee meeting where a majority vote will prevail. [03/15]
 - The Membership Chair shall electronically report the results of the Electronic approval of new members to the ExecCom.
 - The Secretary shall print the list of newly approved members, record the electronic poll results, and attach it to the next scheduled ExecCom meeting minutes.

15.0 Voting by Electronic Means

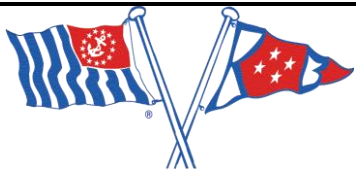
- 15.1 At the request of any member of the ExecCom, and with the concurrence of the Commander that there is a need to conduct a vote on a non-controversial matter prior to the next ExecCom meeting, the Commander may request the Secretary to poll the members by electronic means. Email shall be the preferred electronic means.
- The Secretary shall notify the ten (10) voting ExecCom members of the motion to be considered, and request their vote within 5 days. ExecCom members shall cast their vote by **replying to all**.
 - Any ExecCom member may change his/her vote within the 5 day period.

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- c. Votes sent or changed after the 5 day period shall not be counted if a 2/3 majority vote was reached. [03/15]
- d. Any ExecCom member may request that an electronic vote not take place and that the matter be deferred to the next ExecCom meeting.
- e. The Secretary shall tally the votes and then report the results to the ExecCom by electronic means and shall also record the result in the minutes of the next ExecCom meeting.
- f. The following conditions must be met for the vote to be considered valid:
 - i. Sufficient ExecCom members must vote so as to constitute a quorum of the ExecCom as defined by the RBPS By-Laws
 - ii. A 2/3 majority is required for a motion to be approved or defeated. If a 2/3 majority either for or against the motion is not achieved, then the matter shall be considered deferred until the next ExecCom meeting.
 - iii. If the By-Laws require more than a 2/3 majority, then the majority specified in the By-Laws shall be required for the motion to be approved.
- g. If an ExecCom member does not have email, then the Secretary shall endeavor to keep the member informed by alternate electronic means (e.g. telephone, fax) and shall communicate that member's vote to the other ExecCom members by electronic means.



Notice: Official copies of RBPS Policies and Practices are printed on blue paper. Any other copy is an unofficial copy.

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This document should not be disclosed to non-members of the United States Power Squadron without the authorization of the Commander, Raritan Bay Power Squadron.