

**COCOA BEACH SAIL & POWER SQUADRON (CBSPS)  
DBA America's Boating Club Cocoa Beach**

**MANAGEMENT POLICIES**

**Approved by ExCom 28 May 2024  
Approved by membership 02 July 2024**

**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 (ExCom). 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 listing of department heads, their committees, vessel safety examiners and past commanders will be listed annually on the 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**

2.1 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 with the approval of the executive committee. These will be passed along to the next person in charge and reviewed to reflect current practices.

2.2 Minutes of the executive committee shall be submitted for review one week prior to the next scheduled meeting.

2.3 Minutes of the business meetings will be provided to the membership at the next scheduled business meeting.

**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 1January and present a written account to executive committee to be filed with the secretary.

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**

4.1 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.

4.2 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.

4.3 Any expenditure above the total budget must be approved by the Executive Committee and CBSPS membership before they are incurred. The Executive Committee has the right to modify the budget between departments.

4.4 Budget expenditures may 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.

4.5 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.

4.6 All club events requiring 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 Advanced grade course Boat Handling and all 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 recommendation by the squadron education officer to the Executive Committee.

5.4 Members who request to take courses at home shall pay all fees.as approved by the ExCom.

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 USPS.org website before 15 November each year.

**7. Treasury Policies**

7.1 All moneys received for 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 not associated with the operation of the business.

7.3 The Educational Fund is made up of the assets of the previous Building and Educational Fund. The Educational Fund's principal shall only be used to further the squadron's educational programs. Such expenditures shall be approved at a meeting of the Executive Committee. Any interest earned by this fund will be transferred to the operating budget.

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 executive committee 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 commander is authorized to make a fifty dollars (\$50) contribution to USPS Educational Fund in memory of the deceased member.

**8. Squadron Publications Policy**

8.1 The communication officer shall email a monthly calendar of events and other pertinent information no later than the weekend before regularly scheduled meetings. The commander will approve all such notices prior to their distribution.

8.2 All email announcements of special events and other information shall first be approved by the commander who will inform the communication officer of this approval.

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

8.4 The membership chairperson shall maintain a new member orientation manual to be given to all new members.

8.5 The webmaster shall maintain a website, [www.cbsps.org](http://www.cbsps.org), and shall keep it up-to-date for the benefit of the members and the public.

**9. Change of Watch (COW) Award**

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.

- Approved by the Rules Committee on: 25 April 2024  
Chair's signature: P/C Gerard Meunier, SN-CN
  
- Approved by the Executive Committee on: 28 May 2024
  
- Approved by membership on: 02 July 2024  
Secretary's signature: Jan Moore, S

Commander's signature:

John Gonzalez, S