

# SAANICH PENINSULA POWER & SAIL SQUADRON

A Unit of Canadian Power and Sail Squadrons

## Policy Manual

Approved: May 16, 2018

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### 1 Squadron Purpose

The Saanich Peninsula Power & Sail Squadron (SPPSS) obtained a charter from the CPS-ECP on April 29, 1969 to provide the advancement of safe boating practices with standardized training courses in an enjoyable atmosphere on the Saanich Peninsula of Vancouver Island.

### 2 Policy Scope

This Policy Manual documents the policies of SPPSS for the activities it undertakes.

The policies identified herein are intended to adhere to the spirit of the national policies of the CPS-ECP and the policies of the Vancouver Island, South District. A copy of the CPS-ECP Policy Manual is available on the Web Based Admin System (WBAS), under Officer Home, General Information, Regulations and Policies.

Amendments to the policies in this manual must be discussed and documented by the Squadron Executive Committee, normally at the October Bridge meeting, and subsequently approved by means of a motion at an SPPSS Annual General Meeting (AGM) or a Special General Meeting. The revised version of the Policy Manual will be included as an attachment to the minutes of the AGM.

### 3 Definitions

- **AGM:** Annual General Meeting of the SPPSS.
- **Bridge:** This refers to the elected Officers of the SPPSS. They form the Squadron Executive Committee.
- **CPS-ECP:** The Canadian Power and Sail Squadrons / Escadrille canadiennes de plaisance is made up of National, Districts, and Squadrons.
- **Him:** Where 'him' is referred to in this document, it means either 'him' or 'her.'
- **Life Member:** An individual designated by National upon reaching 20 merit marks.
- **Merit Mark:** Represents the hours of service in CPS (currently 20 hours as defined by CPS.)
- **National:** The (elected) national executive portion of CPS-ECP which manages the governance of Districts and Squadrons.
- **Policy:** Where the term 'policy' is used in this document, it refers to the policy of the SPPSS guiding its activities. Where applicable, references to other policy documents will explicitly identify the name of that document.
- **SPPSS:** This refers to the 'Saanich Peninsula Power & Sail Squadron'.
- **Squadron Executive Committee:** At a minimum, the Squadron Executive Committee is made up of the following: the Commander, the Education Officer, the Secretary, the Treasurer and the Membership Officer.

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### 4 Squadron Governance

SPPSS follows the governance model as identified by National.

The individuals noted in this section are either elected at an Annual General Meeting (AGM) or appointed at other times in the year as required.

#### 4.1 Squadron Executive Committee

The minimum number of elected Officers required to sustain a Squadron, and herein referred to as the "Squadron Executive Committee" (aka Bridge) shall be as follows:

- Squadron Commander.
- Squadron Education Officer.
- Squadron Secretary.
- Squadron Financial Officer.
- Squadron Membership Officer.

In addition to the above, others may be appointed (by means of a motion) to the Squadron Executive Committee. These include:

- Executive Officer.
- Administration Officer.
- Public Relations Officer.
- Assistant Education Officers - Boating, Advanced and ROC (M).
- Supply Officer.
- Environmental Officer.
- Chief Proctor
- Electronic Communications
- Webmaster
- Registrar
- Historian
- Privacy Officer

The duties of any two (2) or more of the above offices may be performed by one (1) person with the exception of the following offices which must be held by one (1) person:

- Squadron Commander.
- Squadron Financial Officer.

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### 4.2 *Appointed Committee Members*

As required, committees and committee members may be appointed. They may participate in Squadron meetings and may make, second or vote on motions as would members of the Squadron Executive Committee.

### 4.3 *Nominating Committee*

Refer to CPS-ECP Board Regulation 7.1.6.

### 4.4 *Officer Duties*

**The duties of the members of the Squadron Executive Committee are identified in the (CPS) Board Regulations as found in WBAS under- Officer Home; General Information; Officer Guidebook; Section Four- Squadron Organization.**

The duties of the Supply Officer are not listed in the above document. The Squadron Supply Officer shall be responsible for ordering and accounting for all Squadron material required for the Squadron operation and training. He shall also be responsible for procuring the appropriate plaques required for eligible officers. He shall also be responsible for preparing the appropriate plaque for the retiring Commander. The plaque shall include the year(s) of the Commanders term.

The Supply Officer will also provide the Treasurer with a list of inventory with the total value of stock at year end.

(Note: CPS will independently provide a plaque for those receiving a 20th Life Member merit mark award.)

## 5 Squadron Fiscal Year

The Squadron Year shall commence on the 1st day of April in each year and shall end on the 31st day of March in the next calendar year.

## 6 Membership

Members identify to CPS the Squadron with which they are associated.

Squadron membership categories include the following are the three types of memberships:

- Regular Member. (Note: Individuals of the same family may join as a Regular Member)
- Associate. This is an individual who is under the age of nineteen (19). Associates do not pay membership dues and are not allowed a vote at meetings.
- Life Member. These are individuals designated by National upon reaching 20 merit marks.

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CPS collects the following annual membership dues:

- \$51.00 for a Regular Member  
(Note: Family members pay ½ the fees of the Regular Member in the family.)
- No fees are collected from a Life Member.

The dues are broken down into three categories:

- Funds retained by CPS.
- Funds forwarded by CPS to the District.
- And, funds provided to the Squadron.

The current District's portion of the dues are as follows:

- \$2.50 for a Regular Member.
- \$1.25 for a (family) Regular Member.

The current portion of the Squadron funds from the above dues are as follows:

- \$11.50 for a Regular Member.
- \$5.75 for a (family) Regular Member.

## 7 Squadron Meetings

SPPSS adheres to the National CPS Policy Manual with regard to the procedures for meetings conducted by SPPSS during the year.

### 7.1 Squadron Bridge Meeting

The Squadron Executive Committee and any Squadron members who wish, attend Squadron Bridge Meetings.

There are normally nine (9) Squadron Bridge Meetings per year, on the third (3rd) Thursday of each month, excluding July, August, and December. These start at 7:00 P.M. (1900 hrs) and are held at the Sidney North Saanich Yacht Club (unless that venue is not available).

### 7.2 Annual General Meeting (AGM)

#### 7.2.1 AGM Details

The Annual General Meeting of the Squadron will be held May or June.

Notification of the AGM must be made to the members at least two weeks prior to the AGM date. Notification may be made by email.

The AGM notification will include:

- The agenda items for the AGM including at a minimum:
  - A review of the Squadron's financial records.
  - A Commander's Report.

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- AGM date and location
- Any Policy amendments deemed appropriate by the Bridge.
- An invitation to the District Commander having just completed, or just completing his year to pledge the new Bridge.

A copy of the minutes of each Squadron Annual General Meeting shall be sent to the National Executive Officer within four weeks of the date of the holding of any such Meeting. (CPS Board Regulation 12.1 4.)

### 7.2.2 Elections Conducted at the AGM

At each Squadron AGM there shall be elected by those members entitled to vote, the slate of nominated Officers, including such appointee members, who in the opinion of the Squadron Executive Committee are necessary for the administration of the affairs of the Squadron during the Squadron Year.

Nominations shall be set out in the Notice of Annual General Meeting (AGM), a Squadron Internal Financial Reviewer shall be appointed, provided that if a candidate for any office is unopposed, that candidate may be elected by a single ballot cast by the Secretary in favour of that candidate.

The person appointed as the Squadron Financial Reviewer shall not be an elected Officer of the Squadron, a member of the Squadron Executive Committee or a member of any Committee of the Squadron during the period of their review.

Persons elected or appointed shall serve until the next Squadron Annual General Meeting or until their successors shall have been elected or appointed.

### 7.3 *Other General Meetings*

Other General Meetings (aka Special General Meetings) may be called by the Squadron Executive Committee as required. These will be conducted in the same format as the Annual General Meeting.

### 7.4 *Representation and Voting*

#### 7.4.1 AGM or Other General Meeting

The following voting rules apply:

- Each Member shall have one vote.
- Every question submitted to the meeting shall be decided by a majority of the votes cast provided a quorum is present when such vote is taken. Any member entitled to vote may request a ballot to be taken. The disposition of the resolution shall be declared by

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the chairperson. Each vote shall be given in person and there shall be no voting by proxy.

Quorum at these meetings will be based upon:

- Ten percent (10%) of the membership or ten (10) members, whichever is the lesser.

### 7.4.2 Squadron Bridge Meetings

The following voting rules apply:

- Only elected officers and appointed officers may make, second or vote on a motion; however, all members present may speak to any topic of the meeting.

Quorum at these meetings will be based upon:

- ½ of the elected officers.

## 8 Functions

The following functions are considered traditional functions of the Squadron:

- May - Graduation
- May/June - Squadron AGM
- May/June - District AGM
- May/September - Courtesy Boat Inspection
- July/August - Summer Cruises
- November/December - Christmas Party
- December - Graduation

Other functions and activities to be scheduled at the Squadron's discretion. These may include:

- Flare disposal days
- Beach clean-up events

Squadron Social Activities:

The squadron's social activities not included in the Education Department's functions will be held at a time and location to be decided by the Squadron Executive. This includes a Christmas Dinner and may include one or more Members' Nights. The cost to members or their guests for any social function shall be decided by the Squadron Executive. Such decisions shall be based on a budget for the function, showing the anticipated deficit to the squadron for any approved subsidy.

## 9 CPS Foundation

The Executive Committee at its March Bridge meeting will vote on whether to authorize the Treasurer to send in sufficient funds for the Squadron to be on the Honour Roll for the current



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year. The Honour Roll requires the Squadron to send in \$1 per regular member. Membership is pegged for Foundation purposes on July 1<sup>st</sup>.

The Squadron will make a donation of \$50 in memory of any current or past member of the squadron bridge.

### 10 Bereavement

The Squadron Secretary will act as a Bereavement Officer. They will act in the best interest of the Squadron in sending condolences to any member affected by sickness or death in the Squadron. It would generally be limited to immediate family members. Any person with knowledge of a need in this area will contact the Bereavement Officer.

### 11 USPS Relationship & Events

Relationship with District 16, USPS shall be through Vancouver Island South District Bridge. The Squadron may be asked to join a committee to work with the organizers of any such events. The District will bear any costs that are related to any such events regarding promotional material including travel to the event by any volunteers.

### 12 Squadron Representation at District Meetings

The Squadron Commander should attend all District meetings held during the year as a voting member of the District Council. Where possible, the Executive Officer and Education Officer should attend. Any member attending as the Squadron Commander's representative is a voting member of the District Council. Generally, the District meets in the following months: January, March, immediately following the Annual General Meeting, September and November.

#### 12.1 Voting

Refer to CPS-ECP Board Regulation 10.1.

The Squadron will invite District representation to the following Squadron functions:

- Squadron AGM
- Squadron Christmas Dinner
- Squadron Graduation – including the District Commander and one (1) companion.

District guests invited to a Squadron function will be a guest of the Squadron.

### 13 Special Funds

The squadron Financial Officer will invest the squadron cash reserve prudently.

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### 14 No Charge Course

This is to be the outline of the general qualifications for enrollment into a Squadron Course on a no charge basis. At no time shall the value of the “no cost” be greater than the cost of the registration fee for the selected course. Any additional text or equipment will become the expense of the student.

Any person who instructs or proctors full time, or who has been requested to instruct or proctor, a 6 week or longer course, or two three-evening programs such as Maritime Radio or Boating Basics, is entitled to enroll in an Instructor’s or Officer Training Course held by the Squadron or District, the Squadron to bear the cost of the course.

From time to time the Bridge may choose to offer a free course to a person whom the Bridge feels would be a benefit to the Squadron. For example, a person who is a specialist in a field directly related to one or more of the Squadron courses, may be offered to take any Boating course (or ROC (M) without charge. This would be done with the agreement that this person would become a future instructor.

In general, anyone who qualifies for a no charge course must select from one which is being offered to the public or the membership. If a course is not being offered the candidate may take a no charge course on a self-taught basis.

### 15 Expenditures

The Squadron may pay the following expenditures for the Commander in the performance of his duties based on prior budgeting by the Treasurer and Bridge approval and for items (a) and (b), approval prior to any arrangements made by the Commander:

(a) National AGM and Conference: Hotel and reasonable transportation expenditures. This expenditure will vary based on the location of the Conference. A per diem for meals not covered in registration will be set by the Bridge prior to the conference annually.

(b) District travel: reimbursement for travel to District meetings is covered under the Vancouver Island South District Policy Manual at a \$0.36 per km charge.

(c) Squadron Operating Expenses: Reimbursement for operating expenses \$50.00 or under by Squadron instructors and Executive Committee Members will be made (as long as they are accompanied with receipts.) Expenses greater than this require Executive Committee approval for a reimbursement to be made (again receipts are required).

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(d) Squadron social functions and events such as the AGM- Graduation ceremony and Christmas Dinner will have expenditures approved beforehand by the Executive at a preceding Bridge meeting.

### *15.1 Social functions:*

The Bridge will participate financially in social functions the same as any other member of the Squadron. That is, pay as they go. Guests of the Squadron and one (1) companion as well as any person making an unpaid presentation to the function and one (1) companion will not be required to pay for any event they attend.

### *15.2 Regalia:*

Squadron members will buy regalia at the cost price to the Squadron, rounded up to the nearest dollar.

Officer flags will be exchanged at no charge to the Commander and the Immediate Past Commander at the Annual General Meeting

Any new members of the incoming bridge will receive one (1) new flag for their office. Any additional flags required by Officers will be at their expense.

Any special offers of regalia to the Squadron Executive Committee will include the elected and appointed Officers as identified earlier in this document.

## 16 Training Courses

### *16.1 Refunds*

Boating students who resign from a course may request a refund of the course fees. The amount refunded will be governed by the cost incurred by the Squadron of committed funds.

### *16.2 Pricing of Basic, Advanced and Elective Courses*

Pricing of all courses will be set as part of the Training budget, presented to the squadron bridge at the June meeting. No courses will be offered at a loss to the squadron except for approved special arrangements made regarding holding an "Instructional Techniques" or an "Operations Training" course.

### *16.3 Setting Class date, sizes:*

Classes for all courses will normally be between September and May. Courses may also be held at any other time convenient to the available Instructor(s).

Classes will not have more registered students than a training room can comfortably hold.

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### *16.4 Officer Training:*

The squadron shall attempt to hold “Instructional Techniques” and “Operational Training” at least once every three (3) years. See Section “No Charge Course”.