

EDMONTON POWER & SAIL SQUADRON
A unit of Canadian Power & Sail Squadrons

POLICY MANUAL (Final Draft)
Version 3, Sept 30, 2014

The Policy Manual of the Edmonton Power & Sail Squadron is provided as a guide, and the Squadron is at liberty to change any of these precedents or policies as time and circumstances may require.

POLICY DEFINED:

Policies are guidelines for the organization. They form part of the overall mission of the Squadron and its general fundamental operation. Policies tend to be fairly broad statements addressing a particular subject therefore do not fit adequately within the normal rules and regulations under which the Squadron conducts its business.

Policies are created by a majority vote of a quorum at a Squadron Executive Committee Meeting. In many Squadrons, the Squadron Executive Committee is defined as those Officers elected at the Annual General Meeting usually held in April of each year. The Squadron Bridge consists of the Squadron Executive Committee and those appointed Officers that may participate in the meeting but may not vote as part of the Squadron Executive Committee. Elected Officers include Commander, Training Officer (Education Officer), Secretary, Treasurer (Financial Officer) Membership Officer. Appointed Officers normally include Executive Officer, Administrative Officer, Public Relations Officer, Communications Officer, Social Officer, Assistant Training Officer and Historian. In the case of the Edmonton Squadron the proposed slate of Officers presented at the Squadron AGM are all considered as elected Officers and as a result may vote on any Motions considered by the Bridge.

CPS POLICIES:

The policies of the Canadian Power & Sail Squadrons (CPS) so noted on the Web Based Admin System (WBAS) form part of this Policy Manual. Where conflict arises between the Squadron Policies and CPS National Policies, the CPS National Policies will in general prevail but there will be exceptions based on previous established practices on defined issues.

POLICY CHANGES:

Policy changes after the date of acceptance of this document will be added to or shown as amendments to a policy after the so noted policy by reference to the date of the meeting and the minutes that this change or addition will be reflected in.

POLICY REVIEW:

This Policy Manual, at a minimum, will be reviewed annually. The Squadron Commander will set the review date and place on the agenda accordingly.

1. **SQUADRON YEAR**

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

2. **ANNUAL GENERAL MEETING**

The Annual General Meeting of the Squadron will be held in April unless otherwise agreed to. The meeting date in part, will be set to accommodate the financial audit review of the Squadron's records. The date will be set enough in advance for proper notification to be sent out to the members. Notification to members will normally be via E-mail using the Squadron's membership list of Internet Addresses.

3. **SQUADRON NOMINATING COMMITTEE**

The Squadron Nominating Committee should consist of 3 members, being the Squadron Commander, the immediate Past Squadron Commander and the Past Squadron Commander once removed, all of whom shall hold their position by virtue of their office and shall not require election or appointment. The Chairman of the Committee shall be the immediate Past Squadron Commander. Alternate members may be utilized if any of the above are not available

4. **ANNUAL CHANGE OF WATCH BANQUET**

The Annual Change of Watch Banquet will be held in May or June or as set by the Squadron Bridge. The Annual General Meeting can be combined with the Annual Change of Watch Banquet if deemed necessary by the Squadron Bridge. The "Change of Watch" is normally held on a Friday Evening. The District Commander having just completed or just completing his/her term will be invited to pledge the new Bridge. Where the District Commander is unable to attend the Change of Watch a designated representative from the District Bridge will act on behalf of the District Commander if available.

5. **DISTRICT**

The Edmonton Squadron is currently a voting member of the Western Canada Inland District (WCID). The Squadron Commander should attend or participate via 'GoTo Meeting', or another approved form of communication, all District Meetings (if at all possible) held during the year. In the event that the Squadron Commander cannot participate an alternate representative should be nominated for that particular meeting. Normally there are three (3) District Council Meetings held per year. One of these meeting is held in conjunction with the Annual WCID AGM and Conference, the other two (2) District Council Meetings are held as a Skype or Go-to-Meeting conference calls via computer. Where possible the Squadron Training Officer and Squadron Executive Officer should attend the Annual WCID AGM and Annual Conference. Normally the Annual District AGM and Conference is held towards of end of May but may be held earlier depending on which Squadron is hosting the event.

- a. The Squadron will invite District representation to the following Squadron functions:

- i. Annual “Change of Watch” Banquet (*District guests invited to a Squadron function will be a guest of the Squadron.*)
- ii. The Squadron Commander will e-mail Bridge Meeting Minutes to the District Commander.

6. BRIDGE MEETINGS

Squadron Bridge Meetings are held on an ‘as required’ basis. In a typical year, the squadron will try to meet 4 or 5 times. Normally, there are no scheduled Squadron Bridge Meetings during June, July. An August meeting would normally be called to finalize the fall course schedule. Additional meetings may be scheduled as required.

7. SQUADRON BANK ACCOUNT

The funds of this Squadron shall be deposited in a chartered bank, trust company or other financial organization as the Squadron Bridge may by resolution from time to time determine.

Cheques and other negotiable instruments of the Squadron may be drafted and signed by such persons as may be designated for that purpose by the Bridge, provided that signing officers are at arm’s length relationships. (Signing Authority).

The funds of the Squadron which are considered excess to the current year’s requirements may be invested in securities which are, at the time of acquisition, trustee securities or investments under the laws of the Province in which the Commander of this Squadron resides. In the case of the Edmonton Squadron the laws of the Province of Alberta shall govern. Securities or investments that are maturing may be re-invested if a motion is carried by the Bridge.

8. SQUADRON BUDGET

The Squadron Treasurer or designate shall prepare a preliminary budget for the Squadron’s for the Annual General Meeting (AGM). Squadron Officers should submit their input to the person preparing the Budget by late March to facilitate the preparation of the Budget.

9. TRAINING (EDUCATION) DEPARTMENT

The Edmonton Squadron classroom training program typically runs from October to early May each year and is dormant for the remainder of the calendar year. In consideration of instructor availability and knowledge within the Edmonton Squadron, as well as recent levels of public interest, the Squadron tries to offer the following courses each year:

- a. Courses:
 - i. Boating Essentials: 1 course is offered and typically runs each year
 - ii. Seamanship: 1 course is offered and typically runs most years
 - iii. Advanced Piloting: 1 course is offered each year but typically runs every 2-4 years

- iv. Maritime Radio: up to 3 course offerings may be run each year
- v. Fundamentals of Weather: 1 course each year or as required
- vi. Sail: As required

b. General:

- i. Other classroom courses are offered when the Squadron has identified a qualified instructor and there are enough students (typically a minimum of 7 students) to successfully run the course.
- ii. For each classroom course offered, a questionnaire is handed out to students at the end of the course. Course feedback is reviewed by the course instructor(s) and the Squadron Training Officer and improvements/adjustment to the course are made as necessary.
- iii. Where students express an interest in pursuing self-study and challenging the exam, this is supported and encouraged whenever possible.
- iv. The Squadron course calendar is prepared by the Training Department of each year and publicized in the following ways:
 - v. Typically, a downloadable Adobe PDF version of the course calendar is prepared and placed on the Squadron webpage. Updates to the calendar are periodically posted to the website and old versions are removed.
 - vi. Course registration links are setup and maintained in the Web Based Administration System (WBAS)
 - vii. Courses are also submitted to be displayed on 'Boatingcourses.ca' in accordance with CPS-ECP guidelines
 - viii. To minimize stale course material due to frequent course revisions and with the introduction of e-books, the Squadron shall attempt to keep course material inventory to a minimum or near-zero level at the end of each training year.

c. **Course Pricing and Costs**

The Edmonton Squadron attempts to price its courses fairly and below local market conditions for similar adult non-credit courses. Efforts are made to ensure that course pricing allows for a nominal annual budget surplus or minimal annual budget shortfall.

Specific considerations are given to the following:

- i. Pricing for the same course (e.g. Maritime Radio) by local vendors
- ii. Pricing in other Squadrons/Districts for the same course (as a reference only)
- iii. Course discounts for members (except Boating Essentials)
- iv. Student feedback on pricing and value from course questionnaires

- v. Reduced pricing for onsite training of special interest groups

In order to ensure the long-term financial viability of the Squadron while still remaining within its not-for-profit mandate, costs that must be considered in the course pricing structure include direct course costs as well as indirect costs.

Direct costs are those that are specifically incurred to run a course

- vi. Course material costs
- vii. Course material shipping costs
- viii. Venue costs
- ix. National processing fees (for Maritime Radio and PCOC only)
- x. Instructor expenses (parking, supplies, etc.)
- xi. Instructor copies of course material - free of charge to instructor(s) teaching their course
- xii. Postage (typically for mailing membership kits and advance copies of course material to students, exams to District Examiners for marking, and application forms to head office).

d. Venue costs are largely supported by course fees:

- i. Instructor Development contribution (for Instructor Development course which is free for prospective instructors)
- ii. Office supplies (envelops, markers, etc.)
- iii. Squadron administration (local Canadian telephone number fee, **website** fees, honour-roll contributions, etc.)
- iv. Public relations events (e.g. boat show participation)
- v. Charitable donations (e.g. PFD donations to Lifesaving Society)

10. **SOCIALS**

Socials usually consist of a social get-together followed by a presentation on a selected boating topic. These will be held once the Bridge agrees upon specific dates and possible presentations. Squadron social activity location shall be determined by the Bridge and/or Social Convener depending on the requirements of the evening

11. **OTHER SQUADRON ACTIVITIES**

Other Squadron activities shall be determined from time-to-time by the Bridge and/or Social convener.

12. CPS FOUNDATION

The Squadron at one of the Bridge Meetings during the year (to be determined) will vote on whether to authorize the Squadron Treasurer to send in sufficient funds for the Squadron to be on the "CPS Honour Roll" for the current year. To be on the "CPS Honour Roll" requires that the Squadron send in to the CPS Foundation a donation of \$ 1 per Regular Member

13. CPS MEMORIAL DONATION

The Squadron on a Motion by the Bridge will make a donation of \$50 to the CPS Memorial Log in memory of any Squadron member who passes away during the current fiscal year.

14. OTHER DONATIONS

At the discretion of the Bridge, the Squadron may only make donations or contributions to organizations which are Registered Charitable Organizations of Canada and in accordance with CPS-ECP guidelines.

15. EXPENDITURES

So long as the squadron financials remain healthy, the Commander or appointed designate, may expense back to the squadron in the performance of his/her duties based on prior budgeting by the Treasurer and Bridge approval and for items listed in (a), (b) & (c).

- a. National AGM and Conference: Registration fees, airfare, baggage costs, hotel, internet access, food (not covered by the registration fee or by National), parking and reasonable transportation expenditures may be expensed back to the squadron by the attendee(s). This expenditure will vary based on the location of the Conference. Airfare costs must be minimized where possible by booking the lowest cost fares available at least 10 weeks in advance or of a seat-sale comes up. Also, at the Bridge's discretion, a second representative (STO or designate) may be sent to the National AGM and Conference.
- b. WCID District AGM and Conference: Registration fees, airfare, baggage costs, hotel, food (not covered by the registration fee or by District), parking and reasonable transportation expenditures may be expensed back to the squadron by the attendee(s). The Commander will participate in the District AGM that is applicable to his/her term even though they may not be Commander at that time. Also at the discretion a second representative (STO or designate) may be sent to the WCID District AGM and Annual Conference.
- c. WCID District Travel: reimbursement for travel (if applicable) to District meetings at a per km charge. Rate to be fixed by the Treasurer early in the Squadron year consistent with CPS National Guidelines. The expenses must be submitted in a timely manner in order to all be paid within the Squadron fiscal year they are incurred. It is encouraged that expenses be submitted as incurred

Expenditures \$ 100 or greater are to be approved by the Bridge prior to being incurred unless previously approved as a budget item. Social activities and functions should operate under an approved budget.

16. BRIDGE EXPENSES

By definition of the term Bridge as defined under “Policy Defined” at the beginning of this document, any reference to “Bridge Members” will include elected and appointed Officers to the Bridge.

So long as the squadron financials remain healthy, the Bridge will operate under the same expenditure method as stated in # 15. Any discretionary expenses more than \$100 must be approved by the Commander prior to expenditure.

Bridge members may buy Regalia at the cost price to the Squadron. At the Squadron’s expense, flags will be provided to members assuming new Bridge positions at the annual Change of Watch. Any additional flags required by these Officers will be at their own expense.

17. SQUADRON WEBSITE

The Edmonton Squadron website is accessed at www.cpsedmonton.ca or www.edmontonpowerandsail.ca. The website is to be maintained by the Squadron Communications Officer or WEB master. Information provided on the website to include Comma999nders Column, About Us/Contacts, Training, Announcements, Membership, Social Events, Boating Groups –Links. Other topics can be added as required by the WEB master

18. SURRENDER OF SQUADRON WARRANT

Application may be made to the Governing Board or to the Operating Committee for the surrender of the Squadron. In the event of the surrender or revocation of the warrant of the Squadron all assets under the control of the Squadron shall be transferred over to the National Treasurer.

19. USPS RELATIONSHIP

Upon invitation and by acceptance of the Bridge, the Edmonton Squadron may liaison with District 16, USPS on topics of mutual interest and may represent CPS at events sponsored by District 16. District 16 is located in Washington State across the border from Alberta and BC. Closest USPS Squadron to Edmonton is Spokane, Washington. An example of the type of interaction between CPS and USPS was the joint District 16 and WCID Fall Conference held on October 23-25, 2009 in Penticton, BC. A similar arrangement exists between the Windsor Power & Sail Squadron, in Ontario (the first CPS Squadron in Canada) and District 9, USPS in Michigan.