

STANDING RULES and POLICIES of
KEY WEST SAIL & POWER SQUADRON, Inc.
A UNIT of UNITED STATES POWER SQUADRONS

AS CONFIRMED AND ADOPTED BY THE EXECUTIVE COMMITTEE
10 June 2019

These Standing Rules and Policies of the Key West Sail and Power Squadron, Inc., a not for profit Florida corporation, hereinafter called KWSPS, shall be reviewed, revised as necessary, and approved annually, not later than 60 days following the Change of Watch.

I. GENERAL RULES AND POLICIES

A. MEMBERSHIP

1. Each new Active Member, at their Induction Ceremony, shall be given a welcome letter from the Squadron Commander or an appointee.
2. Associate Member dues shall be \$30.00. Associate Members shall be billed annually at the start of the calendar year.
3. The annual Squadron dues for a Family Unit (consisting of an Active Member, and all other squadron members in his household) shall be 150% of the active Member dues.
4. Life members shall not be charged Squadron dues.
5. A Conch Skipper shall be e-mailed to each member, associate member, honorary member and advertiser. Any of the above may request a printed copy be sent to them.

B. FINANCIAL

1. The Executive Committee shall provide the following insurance covering KWSPS functions:
General Liability: \$1,000,000 General Aggregate.
2. For Squadron functions where a reservation in advance is called for, any "no-shows" or cancellations after the announced cut-off date shall be billed the announced cost of the function by the Treasurer, if the reservation cannot be "re-sold."
3. Sales of Educational Materials to members for Advanced Grades, Elective Courses, Seminars and other educational materials will occur at prices set by the Executive Committee after consultation with the Educational Officer. Prices will be changed as needed to cover at least the cost of materials and miscellaneous costs. (These items are sales taxable.)
4. Sales of items (caps, visors, burgees, patches, ensigns, etc.) to Members, through the Squadron Store, are generally at KWSPS cost plus any shipping expense. These sales are sales taxable.
5. The Squadron will reimburse all Bridge Officers for attending the Spring and Fall District Conferences. The reimbursement will cover room expenses as specified by the District, not to exceed \$60 per night for up to two nights. Assistant Bridge officers attending a Conference can be reimbursed if the primary officer does not attend, or waives his reimbursement.
6. The Squadron will reimburse all Bridge Officers for attendance at the USPS Annual Meeting. Officers will be reimbursed \$60 per night of attendance, up to four nights.

C. KWSPS ALCOHOL POLICY

1. KWSPS, does not engage in the sales of any alcoholic beverages.
2. All alcohol located on the premises of KWSPS is the property of KWSPS, and is available for lawful consumption by the members and guests. Consumption of alcohol by minors, and by intoxicated persons is strictly prohibited.
3. Alcohol is provided to members and guests without charge, and only in reasonable amounts for the purpose of social drinking at KWSPS events, and for no other purpose.
4. Any monies given by members and guests are merely donations, to be used to replenish the alcohol beverage stock, and are used for no other purpose.
5. Any person consuming alcohol on the KWSPS premises thereby warrants that their consumption is lawful and reasonable, and those persons do so at their own risk and liability.
6. The KWSPS does not carry liability Insurance to cover possible negligent acts of persons consuming alcohol on the premises (Drams Shop Insurance), and therefore expressly disclaims, any and all liability for the negligent and/or intentional acts of anyone who has consumed alcohol on the KWSPS premises.
7. In the event that the KWSPS is ever made a party to any litigation, of any kind, resulting from any person, or persons consuming alcohol on the premises, the KWSPS premises, the KWSPS hereby declares that it will seek indemnity from all such persons whose conduct may have caused said litigation.

II RULES AND POLICIES FOR THE SQUADRON BUILDING AND GROUNDS

These rules shall govern the proper and orderly use of the Key West Sail & Power Squadron building and grounds located at 5205 College Road, Stock Island, Key West, Florida 33040. No use of this property, other than that described in these standing rules, shall be authorized. The intent and purpose of the KWSPS building and grounds is to provide a place for the educational, recreational and social activities of the Squadron Members, guests and those authorized to use the property.

A. Property Care and Maintenance The proper care and maintenance of the building and grounds shall be the responsibility of each and every Member or individual authorized to use the property.

1. Members and non-members authorized to use the property shall be responsible for actions of their guests while on the property.
2. Working parties will be requested and scheduled by the Squadron Commander when necessary or desired.
3. The Building and Grounds Committee Chairman is authorized to perform normal maintenance and emergency repairs as necessary to maintain building security and habitability.
4. Any construction or modification to the building or grounds must be approved by the Executive Committee.
5. Any damage to the building or grounds will be immediately brought to the attention of the Executive Committee. Any person causing damage to the property will be held responsible for repairs required. The Executive Committee shall deem when and how such repairs shall be effected, or take any alternative action considered appropriate.

B. Property Access The value of the building and its contents require the strictest control of access to ensure the security of the building and the Squadron's property therein.

1. All Squadron Members are granted access to the grounds at any time for bona fide reasons. Members entering the building must have a building key and code number and sign in and out in the building log book.
2. Instructions posted in the building must be followed regarding securing utilities.
3. Fines and repairs will be the responsibility of any member who does not follow code and security procedures.
4. Members using the grounds shall ensure that their use does not conflict in any way with Squadron activities and shall always be in consideration of other members' use.
5. Entrance to the grounds shall be controlled by a gate with a combination type lock. The lock combination shall be given to any member so requesting. Members shall take every precaution to ensure the combination is not divulged to a non-member or unauthorized person. The combination may be changed at any time deemed appropriate by the Executive Committee, and in any event, shall be changed once every year.
6. Keys to the building will be issued and accounted for by the Commander. The Executive Committee may authorize a change in locks and keys at any time.

C. Property Use

1. A calendar indicating dates and purposes for which the building is to be used shall be maintained by the Executive Officer, or the Squadron Commander's designee.
2. A KWSPS member with a building key and authorized to deactivate the alarm system shall be present at all times that the building is open or unlocked.
3. The Executive Committee may grant use of the building to a member provided the following procedure is followed:
 - a. A request, stating the specific use intended, date and time it is desired, and approximate number of persons expected to attend the activity, is presented at an Executive Committee meeting for prior approval.
 - b. That the requesting member assures that the property will be cleaned and properly arranged upon completion of the activity.
 - c. That the activity in no way harms or reflects badly on the reputation of the KWSPS, and should this occur, is grounds for immediate expulsion of the member and activity from the property.
 - d. That the recommended donation for building use by an active member, for a day or evening event, be \$2.00 per person, with a \$50.00 minimum.
4. The rental of the clubhouse and grounds by non-members must be documented by a formal agreement, spelling out all terms and conditions, and must be approved by the Executive Committee.
5. Squadron property is never to be removed from the building or Grounds without permission of the Commander or the Commander's designee. Removal must be entered in the building log.
6. Nothing shall be attached to the walls of the building without prior approval from the chairman of the Buildings and Grounds Committee or the Commander.

7. Pet Policy

- a. No pets are allowed in the building when food is being served.
- b. Service dogs are excluded from this policy.
- c. Anyone bringing a pet onto the squadron property will pick up pet's waste.