



Peconic Bay Power Squadron, Inc.
a unit of United States Power Squadrons®
chartered 23 August 1939



SAIL and POWER BOATING

Please find a few moments at least to browse, perhaps to read this material – that you may start with some understanding of our activities and objectives.

It's your squadron: help keep it strong.

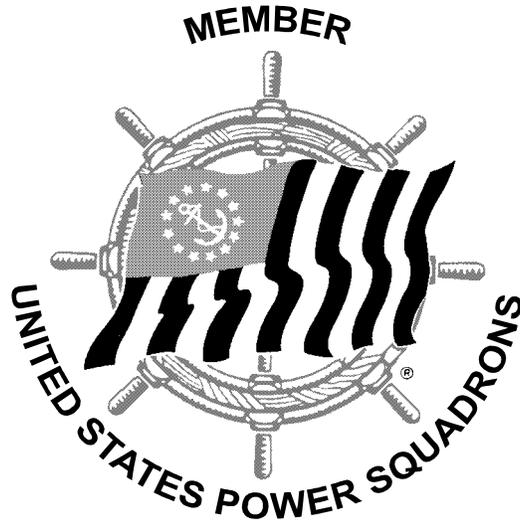
We hope you'll continue your education, your interest in knowledgeable boating with our courses and programs. We hope you'll share our many events – that you may enjoy rewarding lifetime memories, and develop long-lasting friendships.

A warm welcome,
the Executive Committee



SECOND EDITION

Member Orientation



Decals are available for your car or boat.
There are several designs and a sample is printed above.
Check the squadron Ship's Store or ask a member of the Bridge.
Advertise – Be Recognized – Be Proud

Visit your squadron web site:
www.PBPS.us

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Bilge Press, agi Peconic, NY
On line edition adapted by Glen Sherman

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The Pledge of the United States Power Squadrons

I do solemnly pledge to:

Abide by the *Bylaws* of the United States Power Squadrons;

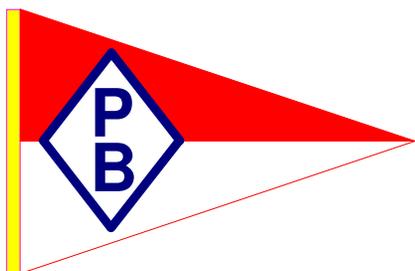
Promote high standards of navigation and seamanship;

Maintain my boat and operate it legally;

Render assistance whenever possible; and

Conduct myself in a manner that will add prestige, honor,
and respect to the United States Power Squadrons.

Our Squadron



Peconic Bay's Burgee

Whenever you see one of these, you will have found a friend.

The squadron burgee is flown appropriately from a bow staff, or from the starb'd spreader halyard. [The USPS ensign is flown properly from a stern staff or a backstay].

Here's an excerpt from our *Bylaws*. This is what we're all about.

- To encourage and promote a high amateur standard of skill in the handling and navigation of yachts, power and sail; to encourage and promote the study of the science and art of navigation, seamanship and small boat handling; to develop and promote instructional programs for the benefit of members; and to stimulate members to increase their knowledge of and skill in yachting through instruction, self-education, and participation in marine sports activities and competitions;
- To encourage its members to abide by recognized yachting traditions, customs and etiquette;
- To render, and encourage its members to render, such altruistic, patriotic or other civic service as it may from time to time determine or elect;
- To selectively associate congenial persons of good character having a common love and appreciation of yachting as a nationwide fraternity of boatmen; and
- To encourage and promote yachting, power and sail, and to provide through local squadrons and otherwise a practical means to foster fraternal and social relationships among persons interested in yachting.

— *Safe Boating Through Education* —

Our Objectives

Words to live by

How Our Squadron is Organized

Nearly every corporation has a board of directors that oversees the managers who actually conduct the day-to-day business. Ours does too, but we call it our Executive Committee. This group, which includes our elected officers and several elected Directors, meets regularly to review and approve all squadron activities.

The Executive Committee is responsible to all of our members to assure all things are done properly. Its meetings are announced in our newsletter, and we encourage you to attend — they're open to all members, and when you're there, your suggestions and questions will be welcomed. Remember – we're volunteers and can use all the constructive input we can get.

The day-to-day management of our squadron is accomplished by a group of officers called the *Bridge*. Those officers are elected by, and are responsible to all of the members. The Bridge consists of:

The Commander: the presiding officer for our membership and Executive Committee meetings who also performs all of the other tasks normally accomplished by the president of any corporation or similar group. To provide a nautical sort of recognition and honor to the office of our chief executive, he or she holds the rank of Commander (**Cdr**) and receives a special flag to fly.

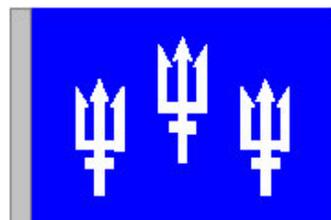
Each of the following officers gets lots of help from the rest of us through the various committees to which we belong. Their areas of responsibility are generally described below.

The Executive Officer is our senior vice president. As second in command, the **XO** performs the Commander's duties when the Commander is unavailable. This member is responsible for the *external* functions of the squadron, such as public relations, cooperative charting (see page 7), show booths, legislation of interest to boaters, radio technical information, and safety issues.

The Executive Committee

The Bridge

Commander



Commander's Flag

Executive Officer

The **SEO** (Squadron Educational Officer) is responsible for the entire educational program of our squadron. This officer may well be our busiest member (having the most fun), because the SEO schedules courses and instructors, generally supervises our busy education program, both for the courses offered to the public and those for our members only.

The Administrative Officer (**AO**) is responsible for all *internal* functions of the squadron (as opposed to the XO's external scope). The AO's tasks include recruiting and retaining members; encouraging our involvement in squadron activities; arranging for membership meetings, programs and entertainment; setting up cruises.

Our records keeper: just as the secretary of any organization, this officer maintains records, keeps minutes of all our meetings and safeguards our legal and important documents. Our secretary also maintains the squadron membership records, and has general responsibility for publication of our newsletter and roster of members.

This is our 'show me the money' officer. The treasurer manages all of the financial transactions of the squadron.

The Executive, Educational and Administrative officers, and the Secretary and Treasurer, each have squadron rank of Lieutenant Commander (Lt/C). [Elected assistants are First Lieutenants].

The Bridge officers are elected at our annual meeting, installed at the Change of Watch (a big party you won't want to miss), and serve one year until our next Change of Watch. Usually our SEO serves for three consecutive one year terms, while other Bridge members normally serve only one or two year terms.

On the following pages, you'll read about *some* of the committees and activities in our squadron. Several committees are not listed since they are generally inactive and/or unpopular, but given sufficient interest and willing volunteer(s), you'd be surprised at how quickly we can make productive use of ad hoc groups and/or new committees.

It's your squadron · get involved

Educational officer

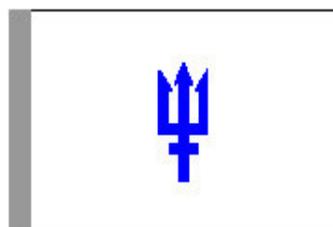
Administrative officer

Secretary

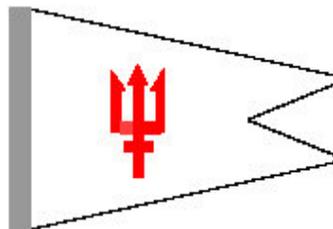
Treasurer



Lieutenant Commander



First Lieutenant



Lieutenant

Executive Department

The activities for which the Executive Officer is responsible primarily relate to events that affect our relations with the public.

Boat Shows

Each year, companies that build and sell boats and related boating equipment put on one or more exhibits to display and sell their products to the public. These are wonderful opportunities to tell people about the squadron and our motto: *Safe Boating Through Education*. We cooperate with our neighboring squadrons to set up and staff a booth at the shows to distribute our literature, talk to boaters and prospective boaters about safety and education, and publicize our Boat Smart and The Squadron Boating Course classes.

Our squadron provides a civil service by helping to maintain the accuracy of the charts, light lists, survey markers, etc., in our area. Since charts and related publications are important safety and information items, this is an important activity.

More than that, however, it's a lot of fun; it's like an adult scavenger hunt. We have water and land cruises to search out, find, and report discrepancies or errors on the charts to the National Ocean Survey (NOS), the Coast and Geodetic Survey (C&GS), U.S. Army Corps of Engineers, and/or local agencies

Cooperative Charting

Many laws, rules and regulations affect our recreation and boating safety. These are proposed and enacted by federal, state, and municipal authorities. This committee is responsible for maintaining our awareness of these bills and laws so that we can comply with them and, where necessary, contact our elected and administrative officials with comments and suggestions.

Legislative

We present solid educational and informational opportunities to the public. But, if we don't tell them why, where, and when, we're wasting our time. Public Relations – getting the word out about our classes – is critical. PR *directly* promotes boating safety.

Public Relations

PR *indirectly* promotes boating safety by informing the public about USPS, our activities, and opportunities for membership. Our members *are* our squadron. Unless we continue to attract new members, we cannot continue to promote boating safety. Effective Public Relations is critical to our goals.

As boaters, we need someone to be aware of the technical matters and regulations relating to the installation and operation of marine electronic equipment. Usually, this is done for our squadron by someone appointed as our Radio Technical Officer. Our RTO monitors FCC regulations and other information published by various marine electronics and telecommunications organizations.

Radio Technical

The RTO helps us to be aware of, and in compliance with the rules and regulations relating to our boating activities, and helps our instructors to present accurate and current electronic equipment information in our courses and programs.

Our Safety Officer is selected on the basis of an interest in marine safety. He or she helps to present informative programs throughout the year, during our meetings, classes and cruises, and distributes safety bulletins, posters literature, etc.

Safety

Each year, our country observes National Safe Boating Week, and a major task for this officer or committee is to help us observe and promote it to the public as another form of our civic service.

Vessel Safety Checks are made by squadron members who have qualified as Vessel Examiners through on-the-job training, study and certification by examination. On the premise that a properly equipped boat is a safer boat, the aim is to promote on-water safety through an annual examination of (volunteered) vessels for necessary equipment, compliance with rules, etc. A VSC decal is issued upon a satisfactory result of that inspection.

Vessel Safety Check

The Squadron Educational Officer (SEO) is responsible for all aspects of public and member courses and programs, including scheduling courses, classrooms and instructors, instructor training and support, with plenty of *et cetera*. As a result, the Educational Department is fairly large and involves many of our members.

We have an Assistant Squadron Educational Officer (ASEO) who helps guide this department's work. He's a busy bee too!

What's the difference between courses and programs? *Courses* present specific material to students over a period of time. Typically, students do homework, and courses finish with a proctored exam. *Programs* are relatively short presentations, normally completed in a few hours on a day or two – most use *USPS Learning Guides*; there is no homework or exam.

Public courses and programs include *the Squadron Boating Course, Boat Smart, Chart Smart, and Boating Safety for Kids*. These are all free of charge to everyone, with only the cost of the texts, materials, and any fees charged for classroom use.

Member courses are far more extensive and you'll undoubtedly want to begin taking them soon after you join our squadron. As a rule, we cannot offer all courses each year – so start early and be alert for the opportunities. These member courses are in two categories: Elective Courses, and Advanced Grade courses.

Elective Courses may be taken at any time and in any order you choose. These courses are:

- Cruise Planning
- Instructor Development
- Engine Maintenance
- Marine Electronics
- Sail
- Weather

Cruise Planning discusses everything you need to know about planning for a cruise, whether it will last hours, days, months or years. Do **CP** with your cruising companions; doing it together will add to the fun and be more informative for everyone.

Educational Department

Courses vs. Programs

Public Courses

Member Courses

Elective Courses

Cruise planning

The name of the course doesn't do justice to its content – either to its utility or to its comprehensive nature. You'll learn to make effective presentations to other people in every part of your life: at work, at home, in any public or private gathering, as well as in a classroom. The **ID** course covers preparation of presentations, presentation methods, questioning techniques, adult learner strategies, special learning challenges and use of aids to help make your point(s). Interesting? Surprisingly, those among us who are reticent about these matters have benefited most from this course.

Learn to do some maintenance on your boat's engine and related equipment – useful maintenance, not hacker-damage. Equally important, **EM** will coach you as a problem detective: how to diagnose problems; when to keep hands off – so you can more intelligently assess the work that needs to be done and discuss it with those you select to do it.

ME offers essential information on boat electrical and electronic systems in terms you will understand, not the usual esoteric tech material. Subjects include wiring, corrosion, electrolysis, safety and navigation systems.

There's more to going for a sail than simply hauling sails up the mast and letting go the docklines. When you take **Sa**, you'll learn about different kinds of wind – true, apparent, boat – and, different kinds of sail-boats – sloops, ketches, yawls, etc. You'll also learn to make the wind, sail configuration and weight of your boat produce the fastest and/or most comfortable ride. Interested?

Is the weather forecaster on your TV station right – always? Here's your opportunity to become familiar with the problems meteorologists encounter. Learn how they determine what the weather is most likely to be at some time in the future – tonight, tomorrow, next week, next month. (You'll be more sympathetic when they forget to look out the window.) Boating really is a 'know before you go' activity. Knowing what the weather will be doing can be critical to your fun and safety. Don't miss **Wx**; it's a terrific course.

The Elective Courses may be taken in any order you wish. You can self-study any or all of these courses, and challenge any examination to obtain permanent credit, but we encourage you to take them along with other student-members. Students tend to share their own experiences with the class, so you'll learn things not found in the texts, and profit greatly by the enrichment. Not surprisingly, you'll develop lasting friendships with your fellow students during the class sessions.

Instructor Development

Engine Maintenance

Marine Electronics

Sail

Weather

When to Take Elective Courses

Advanced Grade Courses

A major element of safe boating is knowing your responsibilities as well as knowing how to move your boat from one place to another, whether across the marina or around the world. Many people think that anyone can get into a boat and, with no special training, drive it successfully. Perhaps that's right sometimes; maybe often. *But*, they won't be safe — nor will anyone else on the water at the same time they are.

Our Advanced Grade courses present a series of information that is important for you to know to be safe, and to arrive where you wanted to arrive with the least trouble. For best results, we recommend that you take them in the order stated below, but you may take them as they become available, if the instructor approves. The instructor will ensure that you have sufficient background to absorb the material without impeding the progress of other students in the class.

Our Advanced Grade courses are:

- Seamanship
- Piloting
- Advanced Piloting
- Junior Navigation
- Navigation

S is our boat-handling course. It covers your responsibilities as a skipper. You will learn the basics of anchoring, line handling, rules of the road, and marlinespike, i.e., some basic knots, bends and hitches — more than those taught in our public courses.

Your accomplishment in completing Seamanship is recognized by all of us, with our sincerest congratulations. The grade designator **S** may be used as name suffix. In addition, *if* you have a uniform (very, very optional), and/or *if* you have a blazer (you don't need one of these, either) then you may display the Seamanship award insignia on its breast pocket.

Your primary course in navigating your boat within sight of land, **P**, will show you how to get from where you are to where you want to go, safely and directly. You will learn how to plot your course and position on a nautical chart, the various types of charts available, the different types and meanings of aides to navigation, and how to use a compass effectively. You'll also learn how to determine your compass' deviation and to prepare a deviation table for your boat.

Seamanship



Deborah A. Zettl, S

Piloting

As a sign of having completed Piloting, you may add the pilot-grade designator **P** after your name, and wear the 2-bar breast pocket emblem.



J. Myron Young, P

After completing Seamanship and Piloting, you're eligible for **AP** which will complete your near-shore cruising education. You will learn sophisticated methods of finding and plotting your position. You'll also learn how to avoid dangerous water conditions, figure out if there'll be enough water to enter an unfamiliar marina, too much water to get under the bridge, or if the current is too strong for your boat to get through a pass quickly.

Advanced Piloting



Lawrence J. Hynes, AP

If you have the background and skills to do the work, you may study and complete Advanced Piloting before you finish Seamanship and/or Piloting. However, if you do, you will not have earned the **AP** grade until all three of those courses are successfully completed. When all are completed, you'll have earned that privilege and may use the **AP** emblem on your breast pocket.



Charles A. Thompson, AP

Members who complete Seamanship, Piloting, Advanced Piloting plus any three Elective courses have earned the Educational Proficiency Award. The breast pocket emblem is underscored (as shown) to signify the award.

When you've completed your near-shore cruising education, it'll be time to learn how the more adventurous seamen travel the high seas. **JN** is the course. It'll deal with everything you've wanted to know about electronic navigation, and also introduce you to celestial navigation — finding your way using only the stars, sun, moon and planets. Or, what to do when the batteries die.

Junior Navigation



Jerry A. Giustra, JN

Once again, if you're able, you may take **JN** before completing the earlier courses, but your grade designator will not be **JN** until S, P, AP and JN have been completed. And, as you'll have guessed by now, when these four courses' requirements are satisfied, you'll have earned the right to the JN name suffix, and to display the 2-star breast pocket emblem.

And now, the full dose of celestial navigation: In **N**, you will learn nearly everything there is to know about finding your way using only a sextant and celestial bodies. Moreover, you'll learn how to find where you are in emergency, lost-at-sea situations without a sextant. When you take navigation, you will learn not only how to use celestial navigation, but also learn its theory — why it works.

When you complete Seamanship, Piloting, Advanced Piloting, Junior Navigation and Navigation, your grade designator becomes an **N**, you can use the 3-star pocket emblem.

Advanced Grade courses may be taken in any order you wish, but, as described above, your grade designator always depends on which courses you've completed. Although you can self-study any of these courses, and challenge any course's examination to obtain permanent credit, we encourage you to take our courses with other students. Typically, many students share their own experiences with the class, so there's important enrichment opportunities in addition to all you'll learn from the text material. Also, you can expect to develop lifelong friendships with your fellow students building on the common interest in boating that we all share.

When you complete all Advanced Grade and Elective courses, you will have earned the Educational Achievement Award and will have acquired a classroom-level education equal to that from any military or service academy. Is there more to learn? You betcha. Learn by doing; put what you've learned to good use; practice your skills, help others.

In the meantime however, you've earned the privilege of showing the symbol **N** or **SN** as a suffix to your name and displaying the completed emblem on your breast pocket.

What about using the grade designator as a name suffix? That's common practice in the squadron newsletter, roster and other communications among members. Is it bragging? There are good and sufficient reasons to use it. You decide — it designates an earned academic achievement level, therefore it's something to be proud of, and could motivate you and fellow members to soak up as much education as possible.

Navigation



Erich A. Herold, N

Senior Navigator



Barbara J. Dittman, SN

Les B. Hegeman, N

Second, when you go out in public with your grade-designator emblem on your breast pocket, non-members often ask you what it means. Tell them, and tell them what USPS does for the public, and how we do it. We want everyone to be the safest boater possible. Safe Boating Through Education!

So, how do we accomplish all this education? Clearly, it takes a lot of work. We're all unpaid volunteers, so the only way it's humanly possible to put on all these courses and create so many educated safe-boaters, is with a lot of help.

Educational Department Staff

Member-volunteers plan, teach, and proctor our courses; build teaching aids; distribute information about our classes to members so they know when and where to show up; and encouraged them to attend.

Our Educational Department staff includes:

Chairmen of Local Boards for Boating, Elective Courses, and Advanced Grades

A Course Chairman for each course

A Class Chairman for each term of each course (this person is often the course chairman)

Instructors for some or all of the topics in each course (sometimes, these persons include the course class chairmen)

Proctors who aid instructors by helping the students; grading homework; arranging teaching aids and ensuring the aids are ready and operable; setting up and breaking down classrooms, etc.

Teaching Aids Chairman, who works with course instructional teams to think up and build aids to clarify information taught to students to help the students better understand the subject matter and quickly progress through our courses.

As you become more familiar with our squadron, we hope that you'll not only agree to help when you're asked, but will call and volunteer when you hear or read that someone needs help. Be there!

The activities for which the Administrative Officer is responsible primarily relate to events that affect our relationship with and services to our members.

Here's the fun: this committee arranges our squadron's cruises and rendezvous. We try to do several each year, setting our destinations for locations that are fairly easy and fun to go to. These events always involve social activities, especially those that involve meals. Sometimes we do raft-ups, so be prepared to learn and use new skills for anchoring and tying up to the boats of your fellow members. This committee also matches up skippers and crew for those who don't have access to a boat.

Since all of us are busy, we make a special effort to get together on a regular basis and spend time with our friends and fellow members. At meetings this committee arranges, our Bridge officers report about their respective departments' activities, giving the rest of us an opportunity to question, suggest and vote on matters that need membership approval. That's the business part.

There's a fun part too. Usually our meetings include lunch or dinner, often with a cocktail hour, and often with a speaker, display, or something else that's interesting and entertaining. It's impractical to list all the things we've done in the past and/or may do in future, so be sure to read our newsletter (the *Peconic Bay Tell-Tale*) and other announcements. You don't want to miss out because you're not informed.

All of this requires some support — hosts/hostesses to make it all happen: preparations, serving refreshments and such; person(s) to act as greeters; to be our welcoming ambassadors. Assistance is gladly received here.

Okay, this *Member Orientation* material is helpful (we hope), but how does this outfit really run? The Operations Training Committee will tell you everything you could ever want to know. In fact, when you're ready to take on some responsibility, such as serving as a committee chairman, assistant to a Bridge officer, or as a Bridge officer, it will be very helpful if you've done **OT**.

OT is a program. It is educational but is not an Educational Department program. Since OT deals with everything about the administration of the United States Power Squadrons it is an Administrative Department activity.

We encourage you to take this short program when it is offered. It is fun and interesting, and will make your involvement in USPS and in our squadron more interesting, easier and more effective.

Administrative Department

Boating Activities

Meetings and Entertainment

Hospitality

Operations Training

Membership

Without members, there's no squadron. Without the squadron, the safety of boaters is impaired. This means there's exceptionally important work to be done: locate, recruit, and propose new members, and retain current members.

This committee submits membership applications to our Executive Committee for approval, and then forwards the paperwork to USPS headquarters in Raleigh, North Carolina, for assignment of certificate numbers and issuance of membership certificates. The committee also encourages current members to renew their memberships and continue promoting safe boating now and in the future.

Our Membership Committee is directly or indirectly involved in nearly everything the squadron does that, in any way, has a possible effect on membership. For example, when you were taking The Squadron Boating Course or Boat Smart, you met one or more members of this committee. Your instructors were part of our Membership Committee. And, when you filled out your application for membership, you turned it in to a member of the committee.

You may not have realized that the people you were talking to were Membership Committee members, because they probably forgot to tell you that they were. They may not have even thought about it themselves.

You see, every member of our squadron is part of our Membership Committee. *You* are on our membership Committee. We need as many members as possible to effectively promote Safe Boating Through Education, and we need your help to do this committee's important work.

Talk about our squadron with your friends and other water-enthusiasts you meet. Tell them about our public courses and recommend that they take them as soon as possible. Then, pick up your roster and call our Membership Committee chairman. Give him or her the name and phone number of these prospective members so we can help you get them signed up for our next public course.

Member Involvement

When was the last time you went out and looked for something to do? Maybe when you were a teenager? We're all busy now with the unavoidable daily activities that it's difficult to juggle our schedules to make time to do many things we *should* do, much less those things we *want* to do. We usually don't look for work – rather we tend to let work find us.

Even so, there are many things that need to be done to keep our squadron interesting, fun, and worthwhile, and which will happen only if each of us is willing to help. TEAM stands for *Together Everyone Accomplishes More*. No one can – or should – do it all, but when everyone takes part, the job(s) will get done; no one will burn out; everyone will profit from the participation.

The Member Involvement Committee helps distribute among our members those tasks that need doing. This committee acts as our 'help wanted' agency. Its goal is to invite each of us to contribute some time and effort to something that's worthwhile to all of us. When you're asked, we hope you'll respond and pitch in.

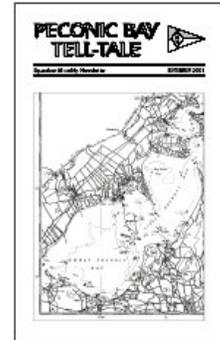
All that having been said, we sincerely hope you won't wait to be called. When you hear about something that interests you, or have special talents, or think of a new project that could promote boating safety for example, don't hesitate: speak up; pitch in; help. We guarantee no one will object when you do.

In addition to taking and distributing the minutes of our member and Executive Committee meetings, the Secretary is responsible for safeguarding legal documents, such as our Articles of Incorporation and Bylaws. In addition, this department is responsible for communications with our members and the public.

Secretary's Department

Our newsletter is published monthly. It's our primary mode of communicating with our members, so be sure to read it as soon as you receive it (on or about the first of each month). Opportunities abound — take advantage of them. If you don't, you will surely miss out on something you will wish you had seen or done.

Newsletter



If you like to write, edit, or publish, you will find this committee a fun and useful spot to use your talents. Don't wait to be asked — call the Secretary or newsletter Editor and offer your services.

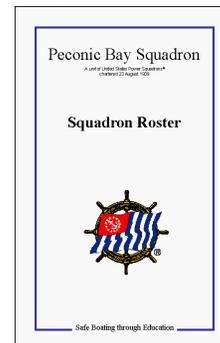
We make an effort to keep a written and photographic history of our squadron's activities. You may find it interesting (we hope) to review some of our history. Also you'll discover why we do some things in apparently strange ways.

Historian

We have no objection to changing something we've been doing, especially when the way it's being done is not useful or pleasing. If you think we can improve, please offer suggestions. While we are considering changes, our Historian can tell us why we've been doing whatever we're doing the way we're doing it — we really try to avoid and/or rectify mistakes.

Each year, we publish a squadron roster. It includes the name, address, phone number and other interesting information for each current member. It also lists the current Bridge and Executive Committee members, as well as the chairmen of the various squadron committees. Probably you'll find it useful to keep the roster handy — it's a good resource.

Roster



(We prize our privacy, and request that you don't publish or give out any of the information from our roster).

To some extent, the squadron regards its members as ‘family’, and acts accordingly. Just wait, you’ll see.

Many of our membership records are kept (also) by the National USPS headquarters’ computer, and for most of that material, our squadron is charged with keeping the data current and accurate. Our computer systems officer assumes this responsibility.

Our Treasurer keeps the books for our squadron: bills, collects and processes members dues whenever rendered, receives invoices from vendors and/or authorized members, including USPS headquarters, pays our bills, and files any required tax returns. All such expenditures and collections, are verified as authorized and recorded against an annual squadron budget. Another primary task of the Treasurer is to make periodic, written reports to us, through the Executive Committee, about our financial condition.

The squadron owns a significant amount of equipment and assorted property — audio-visual material; training exhibits; awards; important archival records; general supplies and on, and on, and on. Since these items are not normally located in some central place, the property officer provides an inventory of these items; i.e., maintains a paper trail / record so that we may find the stuff when needed.

Want to purchase a squadron burgee for your boat; want a polo-shirt embroidered with the squadron logo; want a USPS ensign or any of a seemingly endless selection of USPS emblematic items? The ship’s store person is your significant somebody.

Good & Welfare

Computer Systems

Treasurer’s Department

Property Officer

Ship’s Store



[Reporting to the Commander]

Our chaplain pronounces the invocation at squadron meetings, functions and at the request of the Commander, and on other appropriate occasions in an ecumenical manner. If requested, our squadron chaplain may also advise, counsel and provide comfort and aid to any member desiring such service.

The Flag Lieutenant is the Commander's personal factotum.

USPS supports a special network of individuals in each squadron who are ready and willing to provide information about their squadron's area to USPS members from other parts of the country. The list of names, addresses and telephone numbers of these Port Captains is free for the asking to all members.

Any savvy commander welcomes an experienced Aide. This position works well when held by a member who's knowledgeable about the workings of the squadron, its traditions, its obligations, and its place in the USPS scheme, i.e., someone with all the lowdown who can liaise effectively.

[Reporting to the Executive Committee]

From time to time, there are legal/legislative matters that affect our squadron. Our law officer provides the necessary expertise to read, interpret and advise about contracts, legislation, legal papers and such. Our law officer's a member of the New York State Bar.

The Budget Committee has special importance to every member. This committee looks over the Treasurer's reports and makes educated projections about what our income and expenses will be in the coming fiscal year. With this information, we can plan our activities and make sure we avoid jeopardizing our non-profit status under Section 501(c)3 of the Internal Revenue Code.

Staff Officers

Chaplain

Flag Lieutenant

Port Captain

Aide to Commander

Standing Committees

Law officer

Budget & Finance

Also reporting to the Executive Committee, we welcome the recommendation(s) of our Planning staff – particularly with respect to longer-term or inter-squadron activities. If you're energetic with an active imagination, then this is your spot.

[Reporting to the general membership]

Significant amounts of funds move through our accounts in a given year. For our comfort, those accounts need inspection at prescribed times. So ... we have auditors.

The Rules Committee has the responsibility to keep the squadron's *Bylaws* current with USPS policy and legislative requirements. It advises the Executive Committee / Commander on questions of interpretation, warns of action not in accordance with the *Bylaws*, and seeks counsel of the Law Officer as needed. The chairman of the Rules Committee is the squadron's parliamentarian, providing guidance and counsel on meeting protocol and the rules of order.

Diligent care by the Rules Committee helps retain control of the squadron by the concerned general membership, rather than allowing domination by special lobbies, self-interest groups, small cliques and such.

The responsibility here is to identify and select candidates to serve as squadron officers and/or on elected committees. All potential nominees must be willing and able to serve if elected, and should become conversant with squadron Bylaws, traditions, obligations and policies. The slate is presented to the Squadron Secretary and published prior to the squadron's annual meeting (February); election is by majority vote of the general active members at that meeting. The following March, the new officers are sworn in at the Squadron Change of Watch.

Planning

General Committees

Auditing

Rules

Nominations

How We Acknowledge Our Members' Efforts

Throughout this manual, you have read about some of the important things that we do to further the cause of Safe Boating Through Education. We believe it's important that these things be fun to do, but we also believe that, when someone actively participates in furthering our cause, his or her efforts should be acknowledged.

Since everyone who belongs to the United States Power Squadrons is a volunteer (that is, unpaid) and, since we are a non-profit organization, we cannot reward our members financially.

We do show our appreciation for the efforts of any member who substantially furthers our cause by recommending that the Chief Commander (see page 25) issue a Merit Mark to that member. Since we have no other way of "paying" that member for his or her service, we believe that Merit Marks are very important.

Merit Marks can be earned at the rate of not more than one per year. They are not awarded automatically, and they are neither hard nor easy to earn. A member's efforts must be worthwhile and reasonably substantial to receive the award, and all the work the member does throughout the year is considered.

What type of activity is considered? Attending classes or meetings is a privilege of membership and is not considered to be an effort made on behalf of USPS. However, teaching a class, working on the Meetings Committee to arrange for, set up, or being the featured speaker at a meeting usually is. The work you do while serving on the committees you've read about in the manual usually counts toward your award. The point is, the *amount* of time spent is not as relevant as the *effort* and its benefit to USPS.

When a member has earned five Merit Marks, he or she becomes a Senior member. Senior members are authorized to wear a special insignia consisting of a double-headed arrow through the Roman numeral **V** on their breast pocket, below their grade designator, as shown here.

After earning 25 merit Marks, we become Life members, at which point we are exempt from paying further dues. The breast-pocket insignia is similar to that for a Senior Member, except that the **V** is cradled by a gold laurel wreath.

We hope you will help us while having fun educating yourself and others. We will reward you with the Merit Marks you earn.

Senior Members



What Is a District?

In our geographical area, there are several squadrons like ours, all with the same goals, and each with an organizational structure similar to ours, i.e., as you've read about on the previous pages.

In fact, all the squadrons in our area aren't just one squadron because of our geographical separation and our need to serve boaters and prospective boaters within the relatively small areas in which we live, work, and go boating. Nevertheless, we all share the same love of boating and the same goal of increased safety through education. So, while working toward this common goal in our respective neighborhoods, we cooperate with one another, as well as work and play together.

We share ideas about how to improve the things we do. We cooperate in the advertising we do to attract students to our public courses. We take cruises together. We attend parties together. We attend one another's meetings and events when we can. We get together at Spring and Fall Conferences to learn more about the things that all of USPS is doing, and to have a dinner party or two while we're at it.

Our district has the same officers, by title, as our squadron does, but preceded by the word *District*. In other words, District Commander, District membership Chairman, Etc. Their functions are similar to those of our squadron officers, but their work is not quite the same. For example, the district Member Involvement Committee chairman's job is the same as our squadron chairman's, except that the effort is for the district organization. In addition, the District MI chairman also helps and guides the MI chairman of all the squadrons in our district.

Similarly, the District Educational Officer (DEO) and the assistant (ADEO) don't actually plan, set up, and run courses as do our SEO and ASEO. But, they coordinate and guide the work of the SEOs so that everyone gets the job done without conflicts.

Why We Have a District

Our District Management

Each of our district officers is a member of a squadron in our district. Usually, they have been senior officers in their home squadrons and have earned several merit marks. This implies that they know how to do their jobs well, and are better able to help us do ours with optimum effort for the greatest result.

The District Bridge changes at the district Change of Watch, held at one of our semi-annual conferences. Watch for an announcement and make your reservations early. You'll have a chance to meet members of other squadrons in our district, as well as all the Bridge officers. You'll also have a chance to learn a good deal about what's happening throughout USPS because our conferences are always attended by a National visitor, as well as any National officers who are members of squadrons in our district.

The district officer's flags are similar to those of our squadron: the Commander is entitled to the blue three-trident flag; Lieutenant Commanders are entitled to the red two-trident flag, etc. The significant difference is with the tridents used. District's trident has a delta-symbol on its stem – D for district.



If you'd like to enlarge your circle of friends, participating in some of our district functions is an outstanding way to do just that. As within our squadron, we're always welcome at district functions, as well as at functions of other squadrons.

Why Should You Participate ?

An important practical advantage of having a district organization is that, if you're ready and anxious to take a particular course that our squadron is not offering at the time, you may take that course with members of a nearby (or any) squadron whenever available.

Watch our squadron and district newsletters for announcements of district conferences and cruises. Then sign up, show up, and have a ball.

What is This Thing Called “National” Anyway?

As you become more familiar with the activities and opportunities available in our squadron and district, you will often hear people discussing “national” this and “national” that. It’s important to realize that you, and I, and every USPS member everywhere, are “national”.

All the word really means is that the 60,000 USPS members and the 450 ± squadrons, throughout the country, the Virgin Islands, and Tokyo work together to achieve our common goals. In order to do this, we elect a national body, called a Governing board, and national officers. The officers’ positions are essentially the same as those in our squadron and district, i.e., Commander, Executive Officer, Administrative Officer, Secretary, and Treasurer, but their titles are a little different.

For example, our national commander has the title Chief Commander and the other five officers on the national Bridge are all Vice Commanders. Chairmen of the national committees, which also correspond to those we’ve discussed in squadron, have the title Rear Commander, and their assistant chairmen are called Staff Commanders.

Of, course, the work done at the national level is also somewhat different. For example, in the National Educational Department, committees are responsible for developing, writing, and publishing our courses and programs. Course committees are also responsible for creating and grading examinations.

Similarly, in the other national departments, the work done is not the same “front line” work we do in the squadrons and districts. Rather, squadron members working at the national level provide leadership, guidance, and structure. This helps us to ensure that all of the important work we do to achieve our common goals is accomplished in a uniform and legal manor throughout USPS.

The main operating body of USPS is the Governing Board, i.e., our national board of directors. The governing board (GB) elects our national bridge officers and other national officers. The GB meets three times each year – spring, fall, and at the same time as the members’ Annual Meeting, usually in January. Every member is welcome at any of these meetings, and you will find reservation forms and a great deal of information about them in our national magazine, *The Ensign*.

The spring and fall GB meetings are held at different locations around the country, giving those who attend an opportunity to visit interesting places, and those who live in the vicinity of one of the meetings an opportunity to attend without having to travel far.

Should you participate at the national level? That depends upon you. You should consider attending a Governing Board meeting only if you fit into one or more of these categories:

- You like people
- You want to increase your circle of friends to include boaters from around the country (and the world)
- You have a talent from which all of USPS might benefit
- You like to be one of the first to know what’s going on

Talk to our Commander about it. You may even be appointed as a voting delegate once you’re well-established as a member of our squadron.

Why Should You Participate?

Who, What, Where, When, and Why of the UNITED STATES POWER SQUADRONS

Before 1900, most recreational boats were sail-powered; everything related to recreational boating was geared to sailing. There were a few steam-powered boats, but they required large crews. Shortly after the turn of the century, gasoline-powered craft became available and many boaters bought them: power boating became a popular activity.

Since skills and education all were directed to sailing at that time, power boaters found themselves within a skill and knowledge gap. In 1912, Roger Upton decided to fill that gap by forming an unofficial Power Boat Division of the Boston Yacht Club. A year later, that division became “The Power Squadron”.

The Power Squadron received considerable media attention. Interest began to spread. During 1913, over 70 power-boat clubs and owners’ associations met at the new York yacht Club. At the second meeting of this group, the United States Power Squadrons was officially formed.

Desiring some unique identification, this new group designed the ensign including a fouled anchor, encircled by 13 stars on a red field with 13 vertical, blue and white stripes, as shown here.

To protect the USPS Ensign, Roger Upton applied for and received a United States design patent, number 48,803, issued in April, 1914, which expired in 1928. To permanently protect the flag, however, trademark and copyright registrations, were obtained, both of which have been maintained ever since.

On 6 April 1917, Charles F. Chapman sent a letter to the Navy Department, offering the services of the USPS instructional program to train men for the Navel Coastal Defense. Franklin Delano Roosevelt, the Assistant Secretary of the Navy, formally accepted the offer. Over 5,000 students attended these classes and entered the military. As a result of their USPS training, many earned com-missions in the U.S. Navy. During both World War I and World War II, USPS supported the war efforts by training many naval navigators.



Originally, USPS was an all-male organization. Women were eligible to take our courses, but were issued “Women’s Certificates” to show their affiliation with the organization. Then, in 1982, a special “meeting of delegates” adopted changes to the USPS Constitution and By-Laws to make our membership “genderless”.

Thus, from the club-within-a-club beginning of USPS at the start of the 20th century, evolved the largest private, fraternal, self-supporting, non-profit, non-government, and non-military organization of power boaters *and* sail boaters in the world.

Over the years, USPS has expanded throughout the United States and the Caribbean. We even have a squadron in Tokyo, Japan. Now, you are one of 60,000 members in 450 squadrons. We work, study, and play with members of our neighboring squadrons. Ours and several nearby squadrons have joined together in a “district”, one of 33 geographically-related districts in USPS.

Our educational courses have been continuously developed, improved, and expanded since USPS’ early days so they remain current and up-to-date. Each of those courses is available for you to take when and where you choose: with members of your own squadron, members of other squadrons, or independently.

In addition to our educational program, we take cruises together, we perform a host of civic services, and we have all sorts of fun: picnics, parties, etc. Don’t miss out on these.

USPS has expanded services for its members over the years. One of the most important enhancements to your membership today is our boat insurance program. Special terms, coverage for older boats, and personal service are just some of the benefits of the USPS Insurance Program. The Membership Enhancement Committee can also provide information on discounts for airline reservation and auto rentals. We have our own USPS credit card for members who enjoy using that convenience.

Our USPS Web page contains information about educational courses, National Committees, upcoming National meetings and much more. The address is: www.usps.org. You will need your certificate number to log into some member’s pages. (Peconic Bay squadron’s web page can be found at www.pbps.us)

Enhancements to Your Membership

USPS Web Page