

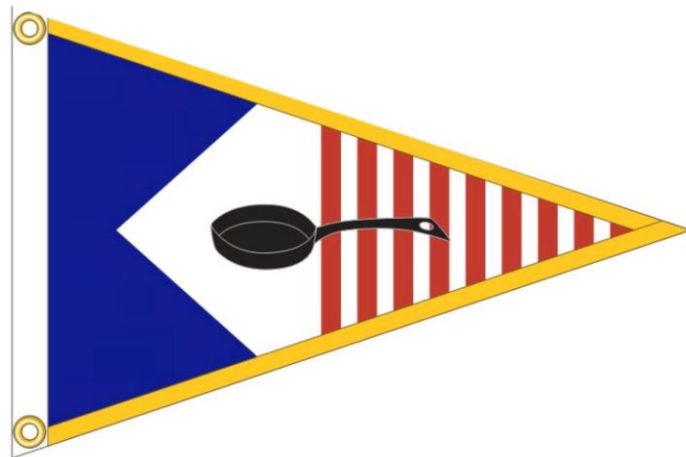
HANDBOOK FOR MEMBERS

The
United States
Power
Squadrons®



Cape Fear Sail and Power Squadron

A unit of the United States Power Squadrons:
America's Boating Club



Your New Friends Who Save Lives With
Safe Boating Through Education,
While Having a Great Time
With Sail and Power Boats

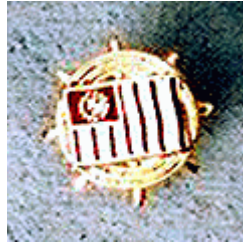
dedicated to
making boating
safer and more fun

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

A new member joining the Cape Fear Sail & Power Squadron (CFSPS) membership will receive his certificate of membership and take the USPS Pledge, usually with fellow members at a regularly scheduled membership meeting.



Typically the new member will also receive a name tag and a lapel pin soon after joining. Name tags can be ordered from the Squadron Treasurer for those who wish to attend meetings with other CFSPS members.

Replacement name tags may also be ordered from the Squadron Treasurer

1. United States Power Squadron History

Before 1900, most recreational boats were sail-powered; everything relating 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

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 Naval 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 commissions in the U. S. Navy. During both World War I and World War II, USPS supported the war efforts by training many naval navigators

2. The United States Power Squadrons® Ensign

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 below.

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 since.



The USPS ensign is flown as a signal to others that the boat is commanded by an active member of USPS in good standing. USPS is a national fraternity of boaters dedicated to better and safer boating through education and civic service.

The preferred location for flying the USPS ensign is the starboard yardarm or spreader, underway or at anchor, or made fast to shore, on motor and sailing craft. It may be flown from the stern staff in place of the U.S. or yacht ensign, but this is usually done only on smaller boats that lack a mast. On sailboats underway, it may be flown from the aftermost peak or leech in place of other ensigns

3. The Origin of our Squadron

Cape Fear Sail & Power Squadron, chartered in 1951 as the Cape Fear Power Squadron, is the oldest squadron in District 27. Actually the start of USPS activities in North Carolina goes back to 1949 when the first Piloting class (our current public boating course) was formed through the efforts of the late J. Paddison (Pat) Pretlow in Wilmington, N. C. The need for some program of instruction in boating skills and safe boating was thought needed with the deactivation of the Coast Guard Auxiliary unit in

Wilmington. Pretlow, a veteran of WW II, in which he served as skipper of a USA Air Corps PT boat, learned of the USPS program and obtained course material and instruction advice for holding the first free course offered to the public by the USPS. Aiding in the promotion for this class was Paul R. Jennewein, who skippered a boating column in the Sunday Star News on a weekly basis. P/C Paul R. Jennewein, AP, became the Cape Fear (Sail &) Power Squadron commander in our Squadron's 5th year. Paul was active in the squadron serving as Corn Flakes editor and assisting in public awareness of boating safety and education in his Star News column.

The first public boating class, held at Wilmington College, attracted 19 persons, who came first out of curiosity but later stayed on to complete the course and take the examination. The examination was conducted under the supervision of the Charleston Power Squadron.

A petition was submitted early in 1950 by the Charleston Power Squadron, with the charter issued to the Cape Fear (Sail &) Power Squadron in June of 1950. By the end of the next year, the Cape Fear (Sail &) Power Squadron had grown to 34 members, under the leadership of P/C B. A. Waldenmaier, SN.

In 1957, Cape Fear (Sail &) Power Squadron began to expand as new USPS organizations started being considered in the state. Prompting expansion was the discussion on revision of the National Motor Boat Act of 1940 and state numbering acts. Cape Fear (Sail &) Power Squadron was asked to supervise establishment of a free public class in boating safety in two places. These classes led to the formation of New River (Jacksonville, NC) Power Squadron and Myrtle Beach (SC) Power Squadron. Helping in the formation of the Myrtle Beach unit was Charleston Power Squadron, which sponsored its charter.

Cape Fear (Sail &) Power Squadron continues the fine tradition today with leadership in District 27. Cape Fear (Sail &) Power Squadron was selected Squadron of the Year for District 27 in 2002 and 2003. Cape Fear has always assisted in the committee and leadership positions for District 27 management. In the 2003 Squadron Year Cape Fear (Sail &) Power Squadron co-hosted with the Fort Macon Sail and Power Squadron the District 27 Rendezvous in Wilmington. The District 27 Rendezvous was held during the inaugural Wilmington Nautical Festival event and had in attendance the entire USPS National Bridge to escort the USCGC Eagle up the Cape Fear River into Downtown Wilmington.

In 2008, the name of the squadron was changed from Cape Fear Power Squadron to Cape Fear Sail & Power Squadron.

You have become a part of a group with rich nautical history; based in public education and civic service. This member handbook should provide an opportunity for you to find your area of interest and expertise for your contribution to this tradition of service.

4. "How Cape Fear (Sail &) Power Squadron Started"

"Back in 1948, when I got a job at the Star-News Newspapers, the staff of the Wilmington Morning Star had the job of producing the Sunday Star News. Each staff member was required to produce a feature story to fatten that copy of the paper.

I found it easiest to produce a column on a boating subject. It proved popular. But that fall, after writing about the snow birds, the boats going down the Intra-coastal Waterway (ICW to most), I found it extremely difficult to gain information in winter and later, early spring.

In 1949, I looked into some boating organizations which might help develop boating information. The Wilmington Outboard Club was the first try. It flourished, but information on this sort of boating got a bit boring. The first column was called 'Yachtlines.' A yacht, after all, is a pleasure boat.

Then, having grown up in Larchmont, N.Y., which was a substantial yachting center, I recalled that the U.S. Power Squadrons provided boating education usually in the fall and winter. The national head of the organization lived in Larchmont.

I wrote to the USPS headquarters which was then in New Jersey about the possibility of forming a group in Wilmington that would provide boating instruction. The USPS said it had just formed an organization in Charleston, S.C., and that group might help. W.L. Muckenfuss was a key member. It wasn't until 1950 that enough interest was generated on forming an instructional group in Wilmington. The first classes were held at Wilmington College. The Charleston Power Squadron helped. But I couldn't join the class because I worked at night. But the boating column promoted the class. The squadron was chartered in June of 1951.

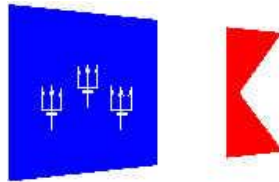
I studied at home and flunked the final exam. The examining board let me take the exam over after about a week's study. I passed. It was winter or close to it so that I couldn't be considered a charter member.

Nor could I be considered the squadron's first commander. I didn't really want the job. But my arm got twisted.

The late Bernhardt A. Waldenmaier, who earned an N after his transfer to Miami, was the first. He had the AP rating while in Cape Fear Squadron. He had been the engineer who laid out the New Hanover County airport. The nominating committee decided about that time that commanders would have to have the AP rating before becoming commanders. I became the fifth commander. We helped New River Power Squadron in Jacksonville become chartered. Obtaining their membership from the Marine Base which transferred its membership about every three years made New River difficult to grow. We also received credit for Raleigh Power Squadron. We helped with the formation later of Shallotte River Power Squadron."

--- P/C Paul R. Jennewin. AP

P/C Paul R. Jennewin, AP (deceased) served as our 5th Commander and served as Corn Flakes editor until 1999. (Corn Flakes was the Squadron Newsletter, until the name was changed to the Cape Fear Foghorn.)



Squadron Past Commander's Flag

5. Cape Fear Sail & Power Squadron Past Commanders

1951-52 Bernhardt A Waldenmaier, N
1953 R. A Dunlea, Sr. S
1954-55 Gordon H. Ellis, N
1956 Jack H. Fussell, Jr, S
1957 Paul R. Jennewein, AP
1958 Robert C. Ritch, AP
1959 Robert D. Dixon, AP
1960 Albert R. McBeth, AP
1961-61 William John Craig, AP
1963 Robert D. Dixon , AP
1964 Miles A. Abernathy, AP
1965 R. Leon Crouch, JN

1966-67 George M. Kerr, AP
1968 Hubert H. Bordeaux, SN
1969 Earl D. Cabbage, Jr., AP
1970 George Jernigan, Jr., N
1971 Wes J. Henry, Jr., JN
1972 William B. Skelton, Jr., SN
1973 Joseph M. James, AP
1974 Elmer C. Torkelson, JN
1975 Elbert H. Fernandes, P
1976 Charles A. Wilkinson, AP
1977 R. Terry Ronner, JN
1978 William F. Wagner, JN
1979 Melbern S. Smedley, AP
1980 Hardy Wessell, AP
1981 William R. Gibney, JN
1982 G. Fletcher Riemann, JN
1983 William G. Farris, AP
1984 Charles E. Smith, AP
1985 Claude W. Cooper AP
1986 Robert T. Herbst, JN
1987 John R. Jeffries, JN
1988 James H. Cheatham, Jr., AP
1989 Hamilton E. Hicks, Jr., AP
1990 Gordon H. Ellis, SN
1991 N. Victor Stewart, JN
1992 George E. Moeri, AP
1993 C. Jack Dunn, Jr., JN
1994 J. Duane Angstadt, SN
1995 Clifford B. Collins, JN
1996 John A. Odell, SN
1997 Oswald M. Sowers, SN
1998 William F. Badgett, AP
1999 Harold F. Beatty, AP
2000 Kenneth P. Knuebel, AP
2001 James R. Nelson, AP
2002 Jerry H. Hall, AP
2003 Juanita S. Neumeister, AP
2004 Bill Payne, AP
2005 Hubert Bordeaux, SN
2006 Robert H. Link, AP
2007 Francine Hall, AP

6. Cape Fear Squadron Education Officers

1952-53 J. Kelly Sellers, S
1954-56 J. Paddison "Pat" Pretlow, S
1957-61 Gordon H. Ellis, SN
1961 Albert R. McBeth, AP
1963-74 Gordon H. Ellis, SN
1975-76 Harold H. Fletcher, N
1977-81 Hubert H. Bordeaux, SN
1982-84 William B. Skelton, Jr., SN
1985-86 Charles L. Baker, N
1987-90 Wes J. Henry, JN
1991-92 David F. Wells, N
1993-95 Hubert H. Bordeaux, SN

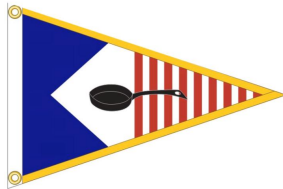
1996 N. Victor Stewart, JN
1997 Shirley M. Angstadt, SN
1998 William R. Gibney, JN
1999-2001 R. Terry Ronner, JN
2002-2003 Hubert H. Bordeaux, SN
2003-2005 Al Nigro, AP
2005- Samuel C. Franklin, JN

7. The Cape Fear Sail & Power Squadron 50th Anniversary Burgee

All Squadrons in USPS have heraldry for their burgee that is a story behind the design that helps to commemorate at least a portion of the history of the founding of the Squadron. When Cape Fear Sail & Power Squadron was formed, many of its founders reportedly had been members of the former Frying Pan Shoals Boating Club, and that fact is reflected in the design of our burgee. Following is the heraldry for the Cape Fear Sail & Power Squadron Burgee.

The components of the burgee are a blue swallow-tailed field at the hoist, a white field, then alternating red and white stripes. Superimposed over the white field and extending into the alternating red and white stripes is a black frying pan. A gold border extends the length of the fly, on the top and bottom edges of the burgee, meeting at the point of the tail.

The white field superimposed with the black frying pan represents the treacherous waters of Frying



Pan Shoals in the Atlantic Ocean, near the mouth of the Cape Fear River, just down stream from Wilmington, NC. The blue field represents the color of deep, safe water surrounding Frying Pan Shoals.

The white stripes represent the whitecaps breaking over Frying Pan Shoals and the nine (9) red stripes symbolize the color of the now-retired Frying Pan Shoals Light Ship. The gold border on the top and bottom edges, running full length of the fly, recognizes Cape Fear Sail & Power Squadron's 50th anniversary.

The Cape Fear Sail & Power Squadron Burgee can be purchased from the Squadron Ship's Store.

It is flown from the bow staff of mastless and single-masted motorboats, at the foremost masthead of vessels with two or more masts, and the main masthead of ketches and yawls. The burgee may be flown while underway and at anchor.

8. Official Publication – Cape Fear Foghorn

The Cape Fear Foghorn is the official Cape Fear Sail & Power Squadron publication. Cape Fear Foghorn is published 11 times annually with a combined June/July issue. Cape Fear Foghorn accepts advertising from businesses in which members may have an interest. Members may advertise at 50% off the current rate.

The original name of the squadron newsletter was Corn Flakes. The newsletter was renamed in 2005. A committee of members recommended the name change and presented a motion to change the name at a Membership Meeting. The motion passed by majority vote. The Corn Flakes name for the squadron publication corresponds with the same initials for Cape Fear. P/C Gordon Ellis, N, from a

family story related to boats, suggested the name. When Gordon decided to get a boat, his wife Louise realized that the family was going to have to economize. "I guess we'll be eating corn flakes for breakfast from now on," she said. When the topic of a Squadron publication came up, the squadron was financially strapped (as usual), and if it had not been for a lot of volunteer resources, it would have been difficult to pay for its publication. (In those days it cost more for paper and printing than for postage. Now it's reversed!) The name Corn Flakes fit the publication.

Cape Fear Foghorn is currently mailed to all CFSPS members, associate members, advertisers and other interested associates. Cape Fear Foghorn is also available on the Cape Fear Sail & Power Squadron Web Site. See section 13.g for the website address.

Members are invited to submit articles for publication in the Cape Fear Foghorn. *Submit articles to the squadron editor at the email address on the header page of the Cape Fear Foghorn*

9. The Squadron Bridge

Cape Fear Sail & Power Squadron is managed by the "Bridge," officers elected by, and responsible to, the membership. The bridge is assisted in its duties by an Executive Committee elected from our membership; and by Committee Chairpersons and members who carry out programs, functions, and activities of the squadron. The Cape Fear Sail & Power Squadron Bridge consists of the Commander, Executive Officer, Education Officer, Administrative Officer, Secretary, and Treasurer. Bridge officers are elected for a term of one year at the annual meeting in December and installed at the Change of Watch early in the following year, usually January.

10. The Executive Committee

The Executive Committee consists of Bridge Officers (Commander, Executive Officer, Education Officer, Administrative Officer, Secretary, and Treasurer), the immediate Past Commander, three Active members elected from the general membership, and three Assistants (Education officer, Secretary and Treasurer) as provided for in the Squadron Bylaws. The other members of the Executive Committee, that are in addition to the Bridge Officers, are also elected for a term of one year at the December Annual meeting and installed at the Change of watch early in the following year.

The Executive Committee meets on the first Monday of each month and has general charge of the policy, management, and finances of the Squadron. Members of the committee are vested with and have legal custody of all the property of the Squadron. The Executive Committee appropriates such sums as may be deemed advisable, within the limits of the current resources of the Squadron, for the normal and usual operation of the Squadron, including Squadron, District, and USPS functions.

The Executive Committee:

- Votes to approve membership applications recommended from the membership committee.
- Carries on the normal business of the Squadron between meetings of the membership
- Establishes committees and appoints members, thereto, as may seem advisable in the best interests of the Squadron.
- Approves or disapproves the Commander's appointment of members to offices and committees.
- With the advice of the Treasurer, designates depositories insured by an agency of the United States government in which the squadron's funds shall be kept, and approves all expenditures.
- Enforces the authority given to it under Squadron Bylaws and acts as necessary to advance the best interests of the squadron consistent with the policy and authority of USPS.
- Invites the Law Officer to its meetings when legal expertise is desirable. The Law officer has the privilege of the floor at such meetings but is not entitled to vote.

11. Types of Membership

There are a number of different types of membership, each one designed to meet a specific need.

- a. **Active**. The active member pays full dues and enjoys all of the privileges of membership, including a subscription to the *Ensign*. Holding elective office, voting at General Meetings, earning Merit Marks, taking educational courses, wearing of a USPS uniform or blazer, and flying the USPS ensign and Squadron burgee on the member's boat.
- b. **Additional Active**. In a home where two persons are active members, one may take the status of "additional active" member. The difference is that only one copy of the *Ensign* is sent to the home. There is a savings in the national dues for the Additional Active member. Minimum age for joining USPS as an Active or Additional Active Member is 18 years old.
- c. **Family**. Family membership is available to the members of the family of an active member. A family member may not vote or hold office, but with service to the squadron may earn Merit Marks. Family Members can serve as appointed members of departmental committees.
- d. **Life**. Members who have earned 25 Merit marks (25 years of active work for the squadron) are designated Life members and are exempt from national dues.
- e. **Associate**. A member may be an active member of only one squadron; however, the member may be an Associate member of another squadron. An associate member is put on our mailing list but is not permitted to vote or hold office in the CFSPS. Associate dues are payable annually on the anniversary of the associates joining, with the dues amount being the same as local squadron membership dues.
- f. **Junior family members**. Are dependents of an active member who reside in the same household and are less than 18 years of age. Junior family members are accorded all privileges and responsibilities of family membership. The term "junior" family member is for dues classification only.
- g. **Apprentices**. The apprentice program is designed for interested persons between the ages of 12 and 23 [Bylaw 3.8] [3.8.2]. An apprentice accepted by a squadron is issued an appropriate certificate in accordance with USPS Bylaws. This certificate does not confer any title or grade, nor permit the wearing of any insignia, nor the display of any insignia on a vessel, nor the display of the USPS ensign.

12. Dues and Anniversary Billing

The USPS recently changed its billing procedures to allow for anniversary billing. Members who joined prior to the adoption of anniversary billing have an "anniversary date" of June 1st; members joining after that date have an "anniversary date" that coincides with the month they joined the Squadron.

Dues notices (renewals) are mailed from USPS headquarters to every member or household. The dues cover the ensuing 12 months and can be paid via the internet using a credit card, by mail using a credit card, or by mailing a check to USPS. Instructions for internet use are included in the annual billing notice.

Membership types and billing categories are different. For billing purposes, two categories exist: single and family unit. A single unit is a primary active member; a family unit is a primary active member and all other attached members (additional active or family).

A summary of dues for the 2007 / 2008 year follows:

CATEGORY	REGULAR DUES	INITIAL ENTRANCE FEE	NEW MEMBER TOTAL
Primary Active (without family)	\$68.60	\$35.00	\$103.60
Primary Active (with family)	\$107.90	\$45.00	\$152.90
Apprentice	\$37.00	\$10.00	\$47.00
Life Member (without)	\$0.00	\$0.00	\$0.00
Live Member (with family)	\$39.30	\$35.00	\$74.30

Regular dues reflect amounts billed to renewing members; new member total reflects regular dues plus a one time entrance fee for name tag(s) and administration. All dues collected from members are apportioned among USPS, USPS District 27, and Cape Fear Sail & Power Squadron.

13. Certificate Numbers

Each new member is assigned a Certificate Number by USPS. The number appears on a member's certificate as well as on the membership card issued to each member. When enrolling in a course, the member must have his certificate number available.

14. Uniforms, Rank and Grade

At squadron meetings, social events, and educational affairs, officers and members may be seen in uniform. Members are not required to have or wear a uniform. To add uniformity and dignity at formal and official occasions the USPS has adopted a modified navy style uniform. Insignia on the uniform reflect the member's rank, educational achievements and merit marks (one for each year of active work contribution) Members may also wear the regulation blazer with a USPS emblem.

The rank for elective offices is shown on the member's blue uniform by gold tridents and by sleeve stripes of specified number and width or by shoulder insignia of tridents on summer whites. For example, the commander's insignia is four stripes with three gold tridents above them. The Executive Officer, Education Officer, Administrative Officer, Secretary and Treasurer hold the rank of Lieutenant Commander (Lt. /C) whose insignia is three stripes with two gold tridents above them. Elected assistants; Assistant Education Officer (ASEO), Assistant Treasurer, Assistant Secretary serve with the rank of first lieutenant (1st Lt. or 1/Lt.). If their rank is noted on the member's blue uniform it will be noted with one stripe and one red trident above it. Committee Chairman and officers appointed by the commander hold the rank of Lieutenant (Lt.).

A Past Commander (P/C) wears the designation of the previously held office but with silver tridents instead of gold. A District Officer's rank varies in that it is preceded by a D/ as in D/C (District Commander), D/Lt/C (District Lieutenant Commander) or P/D/C (Past District Commander)

15. Officers' Flags

One officer presides over all of our membership and Executive Committee meetings and 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. The flag includes three tridents with short staffs on a blue field, as shown here.



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." 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, boat show booths, legislation of interest to us as boaters, radio technical information, and safety issues.

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 he or she supervises our busy educational program, both the courses offered to the public and those for our members only.

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

Squadron Secretary, Our records-keeper. Just as does the secretary of any organization, this officer records and keeps minutes of all of our meetings and safeguards our legal documents. Our Secretary also maintains the squadron membership records (database), and is responsible for publishing our newsletter and roster of members.

The **Squadron Treasurer** manages all of the financial transactions of the squadron. In, addition to keeping the financial records the Squadron Treasurer presides over the ships store officer and property officer.

Each of the Executive, Educational, and Administrative officers, as well as the Secretary and Treasurer, is a Lieutenant Commander (Lt/C). The flag of a Lt/C has two short-staffed tridents on a red field, as shown here.



The Bridge officers are elected at our annual meeting, installed at our Change of Watch and serve until our next Change of Watch. Usually, our SEO serves for three consecutive one-year terms, but our other Bridge members usually serve for only one or two one-year terms.

Flags designating yacht club or USPS officers are rectangular in shape, blue (with white design) for senior officers; red for next lower in rank; and white (with blue design) for lower ranks. Other officer flags may be swallow-tailed or triangular in shape.

An officer flag is flown in place of the owner's private signal on all rigs of motor and sailing vessels except single-masted sailboats, when it is flown in place of the club burgee at the masthead. On smaller motor boats without a signal mast, a USPS officer flag may be flown from a radio antenna, preferably to starboard, either singly or beneath the USPS ensign.

16. Communications with members

Communication with members is accomplished by telephone calls, email, mailed announcements, meetings and through the Squadron newsletter; Cape Fear Foghorn

a. Monthly Membership Meetings

General Membership meetings are typically conducted on the 4th Monday of each month. Date time and location are announced in Cape Fear Foghorn. Some dinner meetings may be scheduled for the monthly meetings. The annual meeting in December and the Change of Watch meeting early in the year are two different types of dinner meetings that may be held. The Chairperson of meetings may from time to time schedule other dinner meetings at the pleasure of the executive committee. All members are invited to attend all membership meetings, whether they participate in the dining or not.

Unless there is other time consuming squadron business, general membership meetings will have a program of general interest to the membership scheduled by the meetings program chair.

b. Squadron Newsletter - Cape Fear Foghorn

The official CFSPS publication, mailed to all members, has meeting announcements and general information on the planned activities of the squadron. Cape Fear Foghorn is published monthly with the exception of a combined June/July issue. A PDF version is available on the CFSPS web site.

c. Direct mail

From time to time, between publication dates of the Cape Fear Foghorn, or when urgent notice is desirable, a direct mail reminder or notification may be mailed to all members.

d. District 27 newsletter - Carolina Bitts

The Carolina Bitts is the Publication of the District 27 of USPS. Published four times each year, the Carolina Bitts is currently available on the District 27 Web Site as a PDF file. See section 13.g for the District 27 website address.

e. Email

CFSPS Members who have access to email, and have provided an address to the secretary, will receive updates and reminders of meetings and other squadron activities from the Squadron Secretary.

f. Telephone committee

A telephone committee will make announcements and reminder follow-up calls regarding significant and urgent Squadron activities and events

g. Squadron, District and USPS web pages

Cape Fear Sail & Power Squadron Web Site www.capefearpowersquadron.org

District 27 Web Site www.usps.org/localusps/d27

Our USPS Web Page www.usps.org contains information about educational courses, National Committees, upcoming National Meetings and much more. The address is:

www.usps.org/member. You will need your certificate number to log into the members' page.

United States Power Squadron Web Site www.usps.org

h. The Ensign the USPS National Publication

All USPS members receive a copy of the official USPS publication The Ensign.

17. Squadron Roster

A Cape Fear Sail & Power Squadron Roster is published periodically and distributed to members. It contains the name, grade, address, spouse's name, phone number, email address, and boat information of each member. Also included is a listing of the current Squadron Officers and

Committee Chairpersons. USE OF THE ROSTER FOR OTHER THAN SQUADRON BUSINESS OR PERSONAL USE IS STRICTLY PROHIBITED.

Member information is maintained in a file by the Squadron Secretary and is updated as changes in member status are brought to the attention of the Secretary. Changes to educational grade are sent to the Secretary by USPS National Headquarters after a course has been passed. Members should send changes in phone number, address, email, or boat information to the Squadron Secretary. The Secretary's file is used to prepare the roster and member mailings.

The annual dues notice, which is sent to each member, contains an area for updating roster information. Changes noted will be entered into the Squadron's files.

18. Squadron Education Program

The Squadron Educational Officer (SEO) is responsible for all public and member courses and programs. As a result, the Educational Department is fairly large and involves a number of our members. The SEO has an Assistant Squadron Educational Officer (ASEO) who helps guide this department's work.

a. Public Course offerings

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

b. Advanced Grades

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 drive it with no special training. Perhaps they can. *But*, they won't be safe—nor will anyone else on the water at the same time they are.

Our Advanced Grades courses present a series of information that is important for you to know to be safe and to get where you're going with the least trouble. We recommend that you take them in the following order, 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 delaying the progress of other students in the class.

Our Advanced Grades Courses are:

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

Seamanship (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 marlinspike seamanship, 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, by awarding you the right to attach the suffix S after your name. In addition, *if* you have a uniform (you don't have to have one), and/or *if* you have a blazer (you don't have to have one of these, either), you may display the award shown here on its breast pocket.



Your primary course in navigating your boat within sight of land, Piloting (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 chart, the various types of charts available, the different types of aids to navigation, and how to use a compass effectively. Upon successful completion of this course, you may display the award shown here on its breast pocket.



After completing Seamanship and Piloting, you'll want to take Advanced Piloting (AP) to 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 your marina, too much water to get under the bridge, or if the current is too strong for your boat to get through the pass quickly. You'll also learn how to determine your compass' deviation and to prepare a deviation table for your boat.

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



Members who complete Seamanship, Piloting, Advanced Piloting *and* any three Elective Courses have earned the Educational Proficiency Award. Your breast-pocket grade designator may be underscored, as shown here, to display your award.



When you've completed your near-shore cruising education, it will be time to learn how the more adventurous seamen travel the high seas. Junior Navigation (JN) is the course that will tell you everything you've wanted to know about electronic navigation, and will also introduce you to celestial navigation—finding your way using only the stars and planets. Or, what to do when the batteries die.

Once again, if you're able, you may take JN before completing the earlier courses, but your grade designator will not be "JN" until Seamanship, Piloting, and Advanced Piloting have all been completed. And, as you may have guessed by now, when you complete these four courses, you will have earned the right to change your name's suffix to JN and display this breast pocket emblem.



And now, the full dose of celestial navigation! In Navigation (N) you will learn nearly everything there is to know about finding your way using only a sextant and celestial bodies. In fact, you'll even learn how to find where you are in emergency, lost-at-sea situations when you don't even have a sextant. When you take navigation, you will learn not only how to use celestial navigation, but its theory—why it works.

When you've completed all of Seamanship, Piloting, Advanced Piloting, Junior Navigation, and Navigation, once more you are entitled to change the suffix used with your name to N and display the breast pocket emblem shown here.



Advanced Grades courses may be taken in any order you wish, but, as described above, your grade designator will always depend upon which courses you have completed. Although you can self-study any or all of these courses, and challenge any course's examination to obtain permanent credit, we encourage you to take them with other student members. Students always bring their own experiences to the classes and share them, so you will learn things not found in the texts. You will also develop lifelong friendships with your fellow students due to the love for boating we all share.

When you complete all of the Advanced Grades and Elective Courses, you will have earned the Educational Achievement Award and have acquired a classroom-level nautical education equal to that from any military or service academy. Is there more to learn? You bet! Where do you go to learn it? Out on the water: put what you've learned to use and go out and practice it.

In the meantime, however, you have earned the privilege of showing the symbol SN as a suffix to your name and displaying the emblem shown below on your breast pocket



Is the use of these grade-designator suffixes bragging? Maybe, but there really are two important reasons we use them. First, they help us to inspire our friends and fellow-members to "be all they can be," and to absorb as much education as they can.

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!

c. Elective 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

d. Educational Department Staff

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.

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 encourage them to attend.

Our Educational Department staff includes:

Chair persons of the Local Boards for Boating, Elective Courses, and Advanced Grades

A Course Chair person for each course

A Class Chair person 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 Chair person, 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!

19. Squadron Meetings

There are two main types of Squadron meetings: General or Monthly Membership meetings and Executive Committee meetings. Various committee meetings will also be conducted on an as-need basis. All meetings are open to membership with the exception of the nominations committee meetings.

a. Monthly Membership meetings

Typically held on the 4th Monday of each month with the planned exceptions of July and August. Notices are published in Cape Fear Foghorn to inform all members of the topic and meeting location. Members are encouraged to bring guests. General Membership meetings are usually from 1930 to 2130.

Some dinner meetings may be scheduled for the monthly meetings. The annual meeting in December and the Change of Watch meeting early in the year are two different types of dinner meetings that may be held. The Chairperson of meetings may from time to time schedule other dinner meetings at the pleasure of the Executive Committee. All members are invited to attend all membership meetings, whether they participate in the dining or not.

b. Monthly Executive Committee/Bridge Meetings

Executive Committee meetings are normally held on the first Monday of each month. The location of Executive Committee meetings is at the pleasure of the Commander. Members are welcome and may participate in any discussion, but only executive committee members have the privilege to vote

c. Committee meetings

Committee meetings are held at the pleasure of the Committee Chair to discuss pending Squadron business and action relevant to the committee's successful contribution to the Squadron. A list of major squadron committees are presented on the Cape Fear Sail & Power Squadron Organizational Chart. A committee and job list appears in the Membership Involvement section (Section 31) of this manual. Members are encouraged to volunteer by service and involvement by choosing a committee of their interest.

20. Social Meetings

Many of our Squadron meetings have a social component along with the conducting of the current business of the squadron as well. Some traditional regularly scheduled meetings include: the Annual

Meeting in December and the Change of Watch early in the new Squadron Year. The main business of the Squadron for the Annual Meeting is the election of the new slate of officers for the coming new squadron year. The Change of Watch, held early in the calendar year, is a formal meeting where the new officers for the coming year are installed by the District Commander. Many of the District Bridge Officers often attend the Squadron Change of Watch.

21. Social Events

Our Squadron has several planned social gatherings for the purpose of more informally getting to know our new members and allow members a time for social interaction. Members are encouraged to bring the appropriate family members as well as guests.

Some of the traditional social events that we have include;

- The Past Commanders Shrimparoo, held mid summer and hosted by the Squadron Past Commanders
- Halloween Costume Party, held in October

Our Dinner meetings are preceded by a Social period which serves as an opportunity to greet old friends and meet new ones. All social events are announced in Cape Fear Foghorn.

22. District 27 Meetings

- a. District Change of Watch, usually in March
- b. Spring Council meeting
- c. District Rendezvous
- d. Fall Council and Conference

District meetings are held in various regional locations within the geography of the District. Announcements of meetings are published in the Carolina Bitts, available in pdf format on the District 27 web site www.usps.org/localusps/d27

23. District 27 Rendezvous

The District 27 Rendezvous is held during the summer and is hosted by one or more Squadrons in areas rotating through out the District. Boating activities, cruising, socializing, youth poster contest judging, and the Conch blowing contests are all features of a District 27 Rendezvous.

24. Conch Band (aka Cape Fear Foghorns)

- a. Part of the fun and camaraderie during a D/27 Rendezvous is the Conch Band competition, a tradition started by the Greensboro Sail and Power Squadron.
- b. The competition is based on making a melodic tone through the sawed off end of a conch shell
- c. An illustrious panel of judges is assembled and the performances are usually choreographed, often with theme based costumes.
- d. Awards are given for: longest blow, most melodic, youngest blower, and best group among other accolades. The most relevant and significant award is “bragging rights” of being the best.

25. On the Water Events

Scheduled on the water boating activities is one area where the Cape Fear Sail & Power Squadron really shines. Your squadron schedules events for the Cruising Boater, the daytrip boater, and slower

traveling vessels. It also coordinates near and distant cruising destinations to allow members to join us by land as well.

a. **Boating Activities Chairman**

On the water activities and events fall under the Squadron Administrative Officer, with a Boating Activity Chairperson proposing a schedule to membership and seeking feedback. The Boating Activities chair finalizes the schedule and communicates through Cape Fear Foghorn, membership meeting announcements, cruise planning meetings and email.

b. **Cruise Captains**

Each boating activity or cruise has a Cruise Captain who co-ordinates pre-trip-planning, reservations, pre-cruise scouting, posting of notices in Cape Fear Foghorn and communication to participants. This is a fun and responsible position which allows the Cruise Captain to assist fellow cruisers in having a relaxed and well planned cruising experience. Cruise Captains may volunteer by notifying the Boating Activities Chairperson.

c. **Raft-ups**

Raft-ups are daytime on water activities where Squadron members meet with their boats in a protected, but open, body of water large enough to safely accommodate a number of vessels. Members anchor their vessels in such a manner that the swim platforms (or transoms) are aligned to allow easy maneuvering between vessels. Members usually bring lunch, snacks, beverages and friends to share during Raft-ups. The Boating Activities Chair will schedule several Raft-ups during the boating season.

d. **Traditional On-the-Water Events**

- i. **The Shake Down Cruise** - usually in late winter or early spring, often a weekend overnigher with lunch where members can join us by land.
- ii. **Blessing of the Fleet** - Often in May at Wrightsville Beach followed by a member raft-up
- iii. **Predicted Log Contest** - Usually held in conjunction with a member participation on-the-water activity. The winner of the previous year's Predicted Log Contest is in charge of the event in planning and scheduling.
- iv. **Extended Cruise(s)** - Usually the Summer Cruise represents the Premier cruising event lasting 7 to 9 days depending on the destination and pleasure of the cruisers. The CFSPS has held more that one extended cruise annually when interest warrants.
- v. **Fall Cruise** – Because of the cool nights and sunny days fall cruises are greatly anticipated. All cruises overnight stay at marinas that have restaurants and motels near-by so don't let the size of your boat keep you from joining the fun.

26. Cooperative Charting

- a. Cooperating Charting Committee falls under the Executive Officer
- b. Cooperative Charting reporting, and assignments for the Squadron, falls under the responsibility of the Chairperson for Cooperative Charting in the Executive Department.
- c. Cooperative Charting is one of the many important public services that members of the Squadron perform.
- d. Cooperative charting is the collection of correction data for nautical and aeronautical charts, reports on marine facilities and condition, and status of geodetic survey markers (bench marks). This data is reported to the National Oceanic and Atmospheric Administration (NOAA) and to the National Ocean Service (NOS), both of the Department of Commerce. USPS contributes the largest

number of chart correction reports, although NOAA and NOS also obtain data from the U.S. Navy, U.S. Coast Guard, U.S. Coast Guard Auxiliary, and Civil Air Patrol, among others.

- e. Members who do not have a boat can participate in the program by reporting on the geodetic survey markers positioned in locations all over the area. The markers are used in surveying and in map making. Members with or without boats can also participate by turning in facilities reports on marinas. These data change frequently and need regular updating.
- f. There is competition among Squadrons and Districts based on the number of reports and reporters from each Squadron and District. Recognition of achievement for Cooperative Charting is given at District and National meetings.
- g. The Cape Fear Sail & Power Squadron usually sponsors a nautical charting event early in each boating season, usually in June.

27. Vessel Safety Examination

Vessel Safety Examination is a public service courtesy examination of your boat (Vessel) to verify the presence and condition of certain Safety Equipment required by State and the Federal regulations. The Vessel Examiner is a trained specialist and is a member of the US Power Squadrons or the US Coast Guard Auxiliary. The VSE will also make certain recommendations and discuss certain safety issues that will make you a safer boater.

- a. Vessel Safety Examination committee falls under the Executive Officer
- b. The VSE Chair leads the VSE committee composed of certified Vessel Safety Examiners
- c. Vessel Safety Examiners must complete at least 5 vessels annually to maintain certification
- d. The VSE Chair reports at least quarterly to the District VSE Chair.
- e. The VSE Chair will hold VSE certification training as needed to interested Squadron members.
- f. The Cape Fear Sail & Power Squadron takes the issue of vessel safety as a primary way to display public service to boaters in our communities.
- g. The Cape Fear Sail & Power Squadron annually publishes an honor roll of members that have a VSE conducted on their vessels.
- h. Some of the items verified during a Vessel Safety Check:
Proper display of numbers, registration/documentation, personal flotation devices, life jackets, visual distress signals, fire extinguishers, ventilation, backfire flame control, sound producing devices, navigation lights, state requirements, overall vessel condition

28. USPS A Tax Exempt Organization

- a. USPS and its Districts and Squadrons have been granted tax-exempt status under Section 501(c) (3) of the Internal Revenue Code of 1954 because of its nationwide educational activities. The status is very important to the organization. Preservation of the exemption is the responsibility of all USPS members.
- b. Squadron member activity – One part of the code states that *as an organization* we must avoid attempting to influence legislation or intervene in a political campaign on behalf of a candidate for public office. As individuals we may participate as much as we wish in trying to influence political or legislative matters. However, mentioning membership in USPS or a District or a Squadron is *NOT* permitted and could cause revocation of our status.
- c. Personal Deductions – Members who participate in the function of USPS in an official capacity may deduct on their tax return certain expenses as charitable contributions. These expenses

include transportation; parking fees and tolls, reasonable expenditures for meals, and lodging while away from home, uniforms, postage, telephone bills, supplies, dues and other miscellaneous cash expenses.

- d. State sales tax refund for CFSPS - State and County Sales Tax is refundable. The Squadron does not use a tax ID number prior to purchase. All purchase receipts are collected by the Squadron Treasurer who determines eligibility on individual items and files the Sales Tax Refund documents with the State.

29. USPS Boat Insurance Program

One benefit of membership in USPS is access to the exclusive USPS boat insurance program. This program operates on the premise that USPS members are “preferred risk” boaters. The program, designed by the St. Paul Fire & Marine Insurance Company, offers broad coverage at very competitive rates. The program is open to boats of almost any type, size, construction, and age, including antiques.

Premiums take into account such things as educational achievement in USPS courses, boating experience, and claims history. Additional premium discounts are available as a member successfully completes Seamanship, Piloting, Advanced Piloting and Engine Maintenance.

30. Boat/US Affiliation Discount - # GA80847P

Cape Fear Sail & Power Squadron members who are members of BOAT/US pay annual dues to Boat/US at half the regular rate because of an agreement between the two organizations. When you get your Boat/US dues notice, put your group account number (GA80847P) in the return card and pay only half the annual dues plus the fees for extra services you choose.

31. Equipment Discounts

Check USPS web page for current list www.usps.org

32. Sea Tow Affiliation Discounts

The local operator of Sea Tow has advised that members of the Cape Fear Sail & Power Squadron are eligible for a discount of \$10.00 when either renewing or joining their organization. Be sure to request this when applying. You must contact the local Sea Tow office to receive this discount.

33. Lighthouse Marine Supply CFSPS Discount

Lighthouse Marine Supply, Dutch Square, Wilmington offers to Cape Fear Sail & Power Squadron members parts at wholesale prices. Inform them of your membership or show your membership card.

34. Membership Involvement

- a. **Cape Fear Squadron Organizational Chart**
See Organizational Chart on the squadron web site (see section 16, item g).
- b. **List of committees and committee jobs**

Administrative Department

Asst Admin officer
Director of Cruises
Assistant Director of Cruises,
Assistant for Cruise Entertainment
Raft-up Coordinator
Chairman of Meetings,

Chairman of Meeting Entertainment,
Assistant for Meetings,
Assistant for Meeting Entertainment and Special Activities
Chairman of Membership
Assistant for Membership,
Chairman for New Member Entertainment and Involvement
Chairman of Operations and Education for new members and officers, (OT Chair)
Assistant for Operations and Education

Executive Department

Director of Boat Show
Assistant for Boat Show
Coordinator of Change of Watch Meetings,
Assistant for Change of Watch Meetings and Special Activities,
Liaison to USCG and Wildlife Commission
Director of Safety,
Assistant Director of Safety,
VSE Chair
Director of Advertising and Community Publicity,
Director of Public Relations for Wilmington Nautical Festival
Media Display and Advertising
Assistant for CPR and First Aid Training

Education Department

Senior Instructors, Staff Instructor and Instructors,
Education Publicity Officer, Assistant to SEO

Treasury Department

Assistant Treasurer
Manager of Property and Inventory,
Chairman for Retail Sales,
Assistant for Retail Supply Sales

Secretary Department

Assistant Secretary
Editor of Cape Fear Foghorn
Publisher of Cape Fear Foghorn
Assistant Editor of Corn Flakes Cape Fear Foghorn
Assistant for Publishing Cape Fear Foghorn
Assistant for Distribution/Circulation of Cape Fear Foghorn
Historian
Recorder of Events
Photographer
Assistant Events Photographer

Committees

Nominating Assistants, Rules and Membership,
Assistants to Standing Committees,
Chaplin
Assistant Chaplin
Medical Officer and Assistant
Medical Officer
Auditor and Assistant Auditor

35. How to get on a committee

Find a committee which interests you and get involved. Speak to any Executive Committee member listed on the lead page of each Cape Fear Foghorn issue. The Organization Chart, and Committees List, illustrates how Cape Fear Sail & Power Squadron works. Committees have been, and will continue to be, established to accomplish our goals. Each committee is responsible to a bridge officer or to the membership.

Chairpersons and members of committees are volunteers who want to contribute their time, energy and expertise to help the squadron achieve its goals of self education, civic service and fellowship with boating oriented people. Most of us have an area of interest, or capability that can help the squadron achieve those goals.

There are opportunities for all. Some of the committees are active at specific times of the year. For example, the Boating Activities Committee, which plans and organizes our cruises and rendezvous, is active mainly during boating season. Other committees are active all or part of the year. In education, we have been adopting a team-teaching approach to reduce each individual's time contribution as well as bringing more experience to each class session. Teachers and Proctors are almost always needed.

Long-time members who are active often cite the following as their reasons for working to build and grow the squadron:

- A good way to meet other boaters
- Personal satisfaction in helping others
- Good and worthwhile goals to support by work
- Learning through the experiences of fellow members
- Teaching as the ultimate form of learning

Members who wish to volunteer are urged to call the commander or any of the bridge members or committee chairpersons.

c. How to become a Bridge or Executive Committee Member

- i. Attend meetings and participate
- ii. Chair a committee and contribute to the success of the squadron
- iii. Express interest

36. Membership action and involvement

- a. **Next Steps** - This members' hand book serves as an introduction to the value of USPS membership. The real value of membership in the United States Power Squadron and more particular in the Cape Fear Sail & Power Squadron is the involvement; activities, events and education that you, the member, plan to take advantage of and participate in.
- b. Find your level of interest for commitment to personal involvement and let the organization meet your needs; be it cruising partners, additional education, social activities or civic involvement surrounding boating education and safety.
- c. Contact an executive committee member (listed on the lead page of the Squadron newsletter, Cape Fear Foghorn, or from the CFSPS Web Site). Attend any of the Squadron's regularly scheduled membership meetings and find an activity that interests you.
- d. The Cape Fear Sail & Power Squadron has a membership involvement committee that will assist in answering any questions that you have to achieve the most of your association with the Cape Fear Sail & Power Squadron.
- e. Your involvement, as well as your ideas, suggestions and participation will be what make the Squadron work for you. The primary goal of the United Americas' Boating Club® States Power Squadron is to make Boating Safer and more Fun.

When was the last time you went out and looked for something to do? We're all so busy now with just the business of living that it's hard to juggle our schedules and find time to do the things we *should* do, much less the things we *want* to do. We don't go looking for work—we make it come and find us.

Even so, there are a lot of things that need to be done to keep the squadron fun, interesting, and worthwhile. That can only happen if each of us is willing to do just a little bit to help out. *T.E.A.M.*

stands for *Together Everyone Accomplishes More*. No one can—or should—do it all, but if everyone does just a little, the job will get done, no one will be burned out, and everyone will have fun.

The Member Involvement Committee helps distribute the tasks that need doing among our members. This committee is like a "help wanted" agency. Its goal is to ask each of us contribute at least a little time and effort to something that's worthwhile to all of us. When you get a call, we hope you'll be ready to 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 think of a new project that could promote boating safety, don't hesitate; pitch in and help. We guarantee no one will object when you do!

37. Merit Marks: This is where you can earn a Merit Mark (*recognition for your contributions to the squadron*)

- a. Merit Marks are one of the tangible rewards for squadron service
- b. Member involvement in significant work for the squadron starts with finding an area that interests you where you are already proficient or an area that you would like to increase your knowledge

USPS offers no monetary compensation to any member – just the opportunity to perform voluntary service. The varied and valuable voluntary service does not go unrecognized or un-rewarded. A USPS member who *“performs substantial effort in furthering the interests, programs and objectives of USPS, its Districts and Squadrons”* may be awarded a merit mark by the Chief Commander.

Each year recommendations are submitted which include a summary of services performed. Merit Mark information can be submitted by individual members or committee chairs via the merit mark submission form and forwarded to the Merit Mark Committee as designated by the Cape Fear Squadron Commander or directly to the Commander as appropriate. Work deemed appropriate for merit mark recognition can be submitted via the merit mark form at any time during the year, but must be submitted

no later than 1 November as the first group of submissions will be forwarded by 15 November of each year.

The Squadron Commander submits merit marks to be reviewed by an Area Merit Mark Monitor and then forwarded to the Chief Commander for review and the awarding of the merit marks. Please note that this is one area that our Squadron Merit Mark Committee and Commander take significant care in timely submission and that the USPS Chief Commander reviews every Merit Mark submission – usually more than 20,000.

Only one Merit Mark will be awarded a member in a given year, no matter how large the contribution. When a member has received five merit marks, a designation of Senior Member is received along with the privilege to wear the Senior Member Insignia on the USPS uniform. With the award of a member's twenty-fifth merit mark comes a status known as Life Membership, a plaque awarded by the Chief Commander, a permanent membership card printed in silver and exemption from USPS dues.

A member who achieves 50 Merit Marks receives a special award from the Chief Commander and the status of USPS Governing Board Member Emeritus.

38. Squadron Awards – Typically awarded at the Squadron Change of Watch

a. Education Award

The Squadron Education Award was established to be presented annually to the Cape Fear Sail & Power Squadron instructor who has excelled in achieving Squadron Educational goals; providing inspiration, teaching leadership, stimulates student interest in courses, and who has otherwise exhibits an infectious spirit and intellectual enthusiasm.

b. Corinthian Award

This award is presented to a new member (less than 4 years in membership), who has at least one (1) merit mark and completed at least two (2) USPS Courses. A stellar contributor who exemplifies the qualities desirable of all USPS members, i.e. generous and responsive, giving of time and energy in support of Squadron activities, and leadership vital to the health and growth of the organization.

c. Old Salt Award

This award recognizes a senior member with eight or more merit marks who has demonstrated through long service, dedication to the squadron, generally helping in the smooth functioning of the squadron and the promotion of the ideals for which it stands.

d. Commander's Award

The Commander's Award was initiated by now P/C Hardy Wessell, AP in 1980 and approved by the 1980 Bridge. It was originated in order to encourage non-bridge members of the squadron to *"do just a little more for the good of the unit."* Bridge members were excluded because they were expected to work hard by accepting the office for which they were elected. This award singles out the member who, while not an officer, desires to be an integral part of who makes the organization move. The award is a perpetual one, listing the name of the recipient and the commander's name.

e. First Lady Commander's Award

The First Lady Commander's Award was initiated by P/C Juanita Neumeister, AP in 2003 and approved by the 2003 Bridge. It was originated in order to recognize significant accomplishment by a member or members of the squadron on committees, projects, or other efforts, who consistently and enthusiastically contributed time and effort toward meeting our squadron's goals. There are no restrictions as to whether the member is on the bridge, has a specific number of merit marks, takes a specific number of classes, or is a new member. The recipient will be that member who has shown an enthusiastic attitude working toward recruiting new members, supporting squadron activities, working together with other members accomplishing the objectives of the squadron. Consideration may be given for effort performed in a previous year that has not yet been recognized. It recognizes a member who consistently put what was best for the squadron first.

It recognizes participation in various activities, and that member who is the steady and reliable "wind beneath the wings" of the other members. The award is a perpetual one, listing the name or names of the recipient(s). The recipient(s) keeps it for one year and returns it to P/C Neumeister, or the current Commander.

f. The X Factor Outstanding Services Award

The X Factor Outstanding Service Award was established in 2008 by the Squadron Executive Committee in memory of P/C William R. (Bill) Payne, AP for consistent star quality performance on the most teams.

Historical Background:

The X Factor Award was suggested in April 2008 by P/C Juanita Neumeister, AP, upon the passing of P/C Bill Payne, AP*, to recognize his unique contributions to the Cape Fear Sail and Power Squadron. Cdr M. J. Worcester, S, submitted the idea to the Executive Committee for electronic approval. It was presented by D/L/C Jerry Hall, JN, to Bill's widow, L/C Joan Payne, S, at his memorial service. It is a perpetual plaque designed to be represented in the future as a reminder of Bill's selfless participation and contributions to the United States Power Squadrons. The award should encourage members to strive to be the optimistic team player that Bill epitomized. The X Factor Award is defined as consistent star quality performance on the most teams.

At the time of his death, P/C Payne, AP*, was a Qualified Instructor, a qualified Vessel Safety Inspector, the Editor of the Squadron's Newsletter, the Instructor Qualifications class instructor, a member of the Membership Involvement Committee, a member of the Cape Fear Foghorn Conch Band, and was updating his published Squadron Handbook for Members, and the Squadron Photo Album.

He regularly made posters and signs for the basic boating classes and on the final class day, interviewed students and recruited members. He printed out VSC and Bridge member business cards, donating his time and materials. He was a regular helper at boat shows and sign up day for the basic boating classes, sometimes cooking hot dogs at Boater's World. He was an enthusiastic team player, never worrying about who got the credit. He was a great fund raiser and truly emphasized the USPS motto, "Boating is Fun, We'll Show You How!"

Facts:

1. The award is a perpetual one, listing the name or names of the recipient(s).
2. The recipient(s) keeps it for one year or until it is presented again and returns it to the current Commander upon request for re-presentation.
3. The decision as to who receives the award is a selection committee consisting of the current Commander, Executive Officer, Squadron Education Officer, Local Board for Public Boating Chair, Administrative Officer, and Merit Mark Chairman.
4. Criteria for this award are somewhat broad. Examples are, but not limited to: Optimistic team player; consistent star quality performance on the most teams; taking or have taken courses; bringing in new members; serving on committees; working enthusiastically with and encouraging participation of other members while having fun!

g. Merit Mark Milestones

- i. Senior Member Plaques (achievement of 5 merit marks)
- ii. 10 Merit marks
- iii. 20 Merit marks
- iv. 30 Merit marks
- v. 40 Merit marks

h. Bent Prop Award

In 2003, the Bridge established an award to identify an individual who has had a "unique" on-the-water experience(s), during the boating season. The goal of this award is to recognize, that while boating is a great recreational pastime, it also contains many challenges.

The criteria for the award are fairly subjective, but mainly stress three things:

1. The ability to meet challenges with confidence, fortitude, and credit cards.
2. The ability to persevere despite adverse conditions or hostile environments caused by wind, wave, or crew.
3. The ability to retain one's sense of humor and calm demeanor throughout.

This award is a revolving annual award. It will be held for a year by the "winner" and then be passed on to the next year's new recipient. The current "holder" of the award will select the next year's new recipient and will present it at the Change of Watch, when the other squadron awards are presented.

g. Local P/C/C William Selden IV MIR Award

Background: Cape Fear Sail and Power Squadron (CFSPS) proudly won the P/C/C William Selden IV Membership Involvement Retention (MIR) Award in 2007 from USPS. The award was presented to D 27 at the Fall Governing Board Meeting in Norfolk, VA. D 27 Commander Mack Gordy, AP presented it to Cape Fear at its Fall Council in Hickory, NC later in September 2007. The squadron presented it to its Membership Involvement Committee (MIC) Chairman P/C Juanita Neumeister, AP at its membership meeting in late September 2007.

The Executive Committee of Cape Fear Sail and Power Squadron (CFSPS), unanimously decides to bestow the honor of the P/C/C William Selden IV Membership Involvement Retention (MIR) Award, annually, at their Change of Watch and Awards Banquet.. This allows annual recognition of the P/C/C William Selden IV family's contribution in honor of their father, and recognition of a deserving member of the Cape Fear Sail and Power Squadron, who significantly contributes to CFSPS' membership involvement-retention efforts each year.

Local Award: CFSPS will use the P/C/C William Selden MIRA award that it received as an annual squadron award presented to one of its squadron's members each year, along with a plaque listing the recipient's name, as well as past recipients. CFSPS intends to keep the award active, letting it remind our squadron of their continued commitment to both membership involvement and retention. The squadron award will be presented at the annual Change of Watch.

Selection Criteria for Local Award: This award will be presented to the member who best represented the ideals of membership involvement, through their support of the CFSPS' membership involvement key objectives – membership involvement and retention. This includes support for creative, varied and innovative programs within the squadron which help support membership involvement and retention.

This award is not limited to members of the MIC committee. Any member who strongly supports the CFSPS' MIC objectives is eligible.

Selection Panel: A committee made up of the Commander, Administrative Officer, Membership Involvement Committee Chairman, Meetings Chairman, and Merit Mark Chairman will select the year's winner from a list of worthy candidates.

Time of Award and Ownership: The Selden MIR award and plaque will be presented at the annual COW and Awards Banquet for CFSPS. The recipient will hold the Selden award and plaque for the squadron year from the COW it is awarded until the next COW. The Selden award and plaque, which are owned by the squadron, will be returned to the squadron for re-issue in the next year. Each year's recipient name will be on the accompanying plaque

39. Leadership Development Program (LDP) Operations Training (OT)

Hopefully this membership handbook is helpful in understanding how your squadron is formed, but how does your squadron really run? The Leadership Development Program 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, an assistant to a Bridge officer, or even as a Bridge officer, it will be very helpful if you have had Leadership Development.

LDP is an educational program about the operation of the squadron, but is not an Educational Department program. Since Leadership Development tells you everything about the administration of the United States Power Squadrons, from top to bottom, it is an Administrative Department activity.

In the Cape Fear Sail & Power Squadron it has been the practice for the immediate past commander to work with the Administrative Officer to schedule, lead and facilitate Leadership Development Program classes through a Leadership Development Program committee.

You are encouraged you to take this short program when it is offered. It is fun and interesting, and will make your involvement in USPS and our squadron a lot more meaningful.

40. USPS National

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 the Governing Board, and national officers. The officers' positions are essentially the same as those in our squadron and district, i.e., Commander, Executive Officer, Educational 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 our 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 manner 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.

*Again, welcome to the Cape Fear Sail & Power Squadron,
where there is a place for everyone.*

*Get involved,
have fun,
and most of all
be safe on the water!*

**BOAT SMART.
BOAT SAFE.**

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