



# Ship's Articles Code of Conduct and By-Laws S.S.S. SouthWinds 100



---

## 1) Preamble (Member of the Life-Ring)

- You are Sea Scouts in *S.S.S. SouthWinds 100*. In joining our Ship, you have become part of a tradition, honor, and history that dates to Sea Scouting's beginning in 1912.
- Our Ship symbol is the life-ring. It is recognized the world over as a provision of rescue and safety.
- We close our meetings with a particular life-ring that is experienced at saving others.
- As you grasp the ring, look across at your fellow crew members and realize the friendships you make here, **can** and **will** last a lifetime.
- And so, you are responsible to each other – to receive help as well as give it when needed by your fellow crew members.

## 2) Mission

The mission of Sea Scout Ship 100 is:

- To learn sailing procedures and seamanship;
- To maintain and keep safe all sailing vessels;
- To build and maintain friendships with our fellow crew members and other Sea Scouts;
- To learn and apply leadership skills;
- To share responsibilities with our fellow crew members;
- To be the best Sea Scout Ship in the Atlanta Squadron; and
- To have fun while doing it.

## 3) Membership and Dues

- Membership shall be open to all young adults 14 years old, or 13 having completed 8<sup>th</sup> grade, through 20 years old.
- No prospective crew member shall be disqualified because of race, color, creed, or sexual orientation.
- All crew members must be registered as Sea Scouts and agree to these Ship's Articles.
- BSA-required current medical forms must be on file with the Ship for all crew members and be renewed annually.
- BSA-required swim test must be completed annually.
- An annual registration fee set by the Atlanta Area Council (AAC) is required. Ship 100 requires separate annual dues of \$100, which may either be paid in full prior to September 30<sup>th</sup> or quarterly in \$25 installments by December 31<sup>st</sup>, March 31<sup>st</sup>, June 30<sup>th</sup>, and September 30<sup>th</sup>. Dues may be pro-rated throughout the year. Failure to pay the minimum \$25 dues by the end of each quarter (i.e., Late Dues) shall make a crew member ineligible to participate in Ship activities and cause a referral to the Sea Scout Petty Officer Court (SSPOC).
- Special financial considerations are to be brought to Ship's Committee or Skipper for approval.
- Funding for special events will be calculated in advance and collected by the Purser.
- On the 21<sup>st</sup> birthday of a crew member, that member may become registered as an adult Officer.

#### 4) Petty Officers and Elections

- The elected Petty Officers shall be Boatswain, Boatswain's Mate for Administration, and Boatswain's Mate for Program.
- The appointed positions are Yeoman, Purser, Storekeeper, and Media Specialist, and will be determined by the Skipper based on the qualifications of the crew member. Cox'ns and Specialists will be appointed by the Boatswain as needed. The duties of the Petty Officers are to be as they are described in the *Sea Scout Manual* (SSM).
- Petty Officers will wear their uniform at all Ship meetings and events with the proper badge of office displayed on said uniform.
- The Petty Officers shall be known as and shall be obliged to serve on the SSPOC. Cox'ns and Specialists shall not serve on the SSPOC.
- The normal term of office shall be six months starting at the first Quarterdeck Meeting following elections, which are to be held in mid-February and mid-August.
- Any crew member wishing to run for a Petty Officer position shall make a speech to the Ship summarizing which position they would like to run for and why they are qualified to be in said position.
- At a meeting, at least one week before elections, any crew member may present nominations from the floor. If the nomination is seconded and the candidate agrees to serve, he or she must be included on the ballot.
- All nominees must be present for election. Request for excused absence must be made to the Skipper. Failure to do so will result in the nomination being discarded.
- Voting shall be by secret ballot and based on a simple majority of crew members present.
- If an election is contested, secret ballots shall be recast and counted by the Skipper.
- Any Petty Officer elected must attend 75% of the Quarterdeck, Landship, and general Ship meetings, and special activities, unless a valid excuse is presented to the SSPOC. If this rule is not followed or if a Petty Officer neglects to identify their replacement for any missed meeting, the SSPOC shall form an exploratory committee to consider the removal of the Petty Officer from his/her position. Failure to follow this rule shall be known as Petty Officer Misconduct.
- No crew member shall serve more than two successive terms in the same office, unless there is shown to be no opposition to the currently elected Petty Officer. In this case, there is no vote.
- If a Petty Officer resigns, quits, or is expelled, a temporary officer shall be appointed by the SSPOC and approved by the Skipper.

#### 5) Sea Scout Petty Officer Court (SSPOC)

- The SSPOC is an honor court that consists of the Ship's Petty Officers. The court is responsible for ensuring that the rules of the Ship are followed by its members: Late Dues, Petty Officer Misconduct, Court Martial, etc.
- Late Dues is addressed in the Membership and Dues section of the By-Laws.
- Petty Officer Misconduct is addressed in the Petty Officer section of the By-Laws.
- Court-martialable offenses against the Ship are addressed in the Court Martial section of the By-Laws.
- In the event of a Petty Officer being brought before the SSPOC, the unfilled position shall not be filled.
- The SSPOC will hold a meeting (*follow two-deep leadership*) after the case is presented to make their verdict and final decision.
- The verdict handed down by the court shall be decided by majority of the members of the court.
- The verdict shall also be capable of appeal to the Ship's Committee, but only after a written reason for the appeal that regards the wrongness of the decision of the court.
- In the event of a split decision, the Skipper shall be the final vote. This is the only time the Skipper will vote.
- Procedure for bringing an issue before the court is as follows: Inform the Skipper of the issue and say that you want it brought before the court. The Skipper will then inform the Boatswain of the issue that the SSPOC needs to be convened. The date and time of the hearing is at the discretion of the Skipper and Boatswain.

6) **Safety and Training**

“Every Scout deserves a trained leader.” All activities and individuals will abide by the BSA *Guide to Safe Scouting* and each crew member will complete, including but not limited to, the following:

- *Venturing Youth Protection Training for Adults*,
- *Sea Scout Adult Leader Fast Start Training*,
- *Sea Scout Adult Leader Basic Training (SSALBT)*,
- *Safe Swim Defense*,
- *Safety Afloat*, and
- *About Boating Safely* (U.S. Coast Guard Auxiliary) or equivalent.

7) **Electronics on Boat Trips**

- Personal electronic devices are seen to be a distraction and a safety hazard, and are therefore not allowed onboard, unless previously approved by the Skipper or Mate.
- Devices should be kept off at all times, unless permitted by the Skipper/Mate. Special permission will typically be granted to allow crew members to use the camera on their devices to share photos with their peers in order to generate excitement about Ship adventures.
- A ship radio (e.g., VHF or FM) can be used with Skipper/Mate permission.

8) **Language and Behavior**

- No put-downs. No teasing. No swearing. No inappropriate gestures.
- Hands to yourself.
- Respect is universal – People, Places, and Things.
- Drugs, Alcohol, and Tobacco products are strictly prohibited per BSA Standards.
- New tattoos and piercings are prohibited.

9) **Relationships**

- All crew members are expected to thoroughly enjoy each other's friendships and have fun in a safe and respectful manner. As such, crew members are discouraged from dating each other and/or public displays of affection (e.g., kissing, hugging, handholding, etc.). If members keep personal relationships out of Ship 100, unnecessary drama can be avoided.
- Scouting guidelines on male, female, youth, and adult separation of quarters for sleeping, bunking, showering, grooming, etc. will be adhered to during all Ship-organized activities, outings, trips, events, etc.
- No sexual harassment, neither peer nor otherwise, will be tolerated.
- Abide by the higher rule of the venue.

10) **Discipline and Consequences**

- **1<sup>st</sup> Offense** is a verbal warning by Skipper, Mates, or Boatswain (*follow two-deep leadership*).
- **2<sup>nd</sup> Offense** includes counseling with Skipper and Mates (*follow two-deep leadership*).
- **3<sup>rd</sup> Offense** results in behavior discussed at the next scheduled SSPOC.
- **Beyond Three** your issues will be discussed at the next scheduled Ship Committee meeting.
- **Serious Issues** including violating Ship By-Laws, Ship Code of Conduct, or BSA policy and guidelines, will be addressed immediately by Skipper's Mast (including but not limited to probation, suspension, or expulsion, as well as any additional actions required by the charter organization and AAC).

11) **Court Martial**

- a. Court martial shall include anything that pertains to defacing or misusing Ship, charter organization, or AAB property, anything that puts a person in any form of danger, or anything that jeopardizes the honor of Ship 100.
- Any court-martialable offense should be reported to the Skipper.
  - The Skipper shall refer the Court Martial to the SSPOC if he/she feels that it should be addressed by the youth of the Ship.

## 12) Ship Business

- Ship business meetings shall be conducted at every Ship meeting as needed. Business meetings shall be conducted in accordance with *Robert's Rules of Order*. This procedure shall be followed to the best of the Ship's ability.
- **Non-By-Law Issues** (i.e., general Ship's business):
  - Voting on all non-By-Law issues will be by simple majority. Whenever possible, issues requiring a vote should be known of before the meeting so that the crew members may prepare for any discussion, if desired.
  - A quorum for non-By-Law issues will consist of a minimum of one current Petty Officer and ½ the total number of registered crew members, plus one.
- **By-Law Issues** (i.e., changes and amendments):
  - Any active crew member may propose a change to the By-Laws, in writing, to any current Petty Officer. All proposed changes must be presented to the Ship during a Landship Meeting and crew members must be notified of a vote at least two weeks prior to any vote. If passed by the Ship, the amendment will be presented to the Ship Committee and or charter organization Sea Scouts SouthWinds 100, Inc. All changes and amendments are effective immediately upon Ship Committee and charter organization approval. The Ship Committee and charter organization have the option to request alteration to any proposed change or amendment before approval.
  - A quorum for By-Law issues will consist of the Boatswain, Boatswain's Mates, Yeoman, and ½ the total number of registered crew members, plus one.
  - By-Laws and the Code of Conduct are to be reviewed annually to ensure that these two documents (collectively, the Ship's Articles) have remained in agreement with one another.

## 13) Regular Ship Meetings

- The Ship Meeting place is the club house at Cushing Memorial Park located at 1000 Delta Drive, Canton, unless otherwise specified.
- Regular Ship Meetings are held every 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Wednesday from 18:30-20:30 (6:30-8:30pm). Special meetings may be called by the Boatswain or appointee, as needed.
- The Regular Ship Meeting should follow an agenda provided by the Quarterdeck.
- The Regular Ship Meeting will follow the format set forth by the Boatswain. This format should include an opening ceremony, business meeting, and program activity, which should include the following forms: lecture, hands-on, and teaching. A game during each regular Ship Meeting is also encouraged. It is the responsibility of the Boatswain to follow-through with each program and be sure the program is being offered to all crew members on an equal opportunity basis.
- Uniform of the Day for all Regular Ship Meetings, unless otherwise specified, will be the Activity Uniform - Blues.
- The SSM is to be brought to **all** meetings, unless otherwise specified.
- The activities of the Regular Ship Meetings will be recorded by the Yeoman or appointed substitute. The meeting minutes will be published in electronic format set forth by the Yeoman and approved by the Skipper.
- All crew members are subject to the supervision and authority of the Petty Officers and adult Officers from arrival until dismissed.

## 14) Quarterdeck Meetings

- Quarterdeck Meetings are held the 1<sup>st</sup> Wednesday from 18:30-20:30 (6:30-8:30pm). The Boatswain, as needed, may call special meetings.
- A Quarterdeck Training Seminar will be held at the soonest possible convenience after elections.
- Uniform of the Day for Quarterdeck Meetings will be specified by the Boatswain.
- The activities of the Quarterdeck Meetings will be recorded by the Yeoman or appointed substitute. The meeting minutes will be published in electronic format set forth by the Yeoman and approved by the Skipper. These minutes will serve as a reference for the Petty Officers while planning activities that were discussed at the meetings.
- All Petty Officers and Committee/Activity Chairmen are expected to attend the Quarterdeck Meetings due to the amount of event planning required.

### 15) Landship Meetings

- Landship Meetings should be held the last available Wednesday of every quarter from 18:30-20:30 (6:30-8:30pm).
- The Landship Meetings will follow the format set forth by the Boatswain. This format should include an opening ceremony, Skipper general announcements, awarding of rank, parent meeting, dues collections, and a closing ceremony.
- Uniform of the Day for all Landship Meetings will be the Dress Uniform - Whites.

### 16) Attendance

- **Quarterdeck** requires 75% meeting attendance.
- **Active** status and **Rank** advancement require 75% attendance of Regular Ship and Landship Meetings and special activities for 6 months (Ordinary), 12 months (Able), and 18 months (Quartermaster).
- **College** exception can be made on a case-by-case basis to the Quarterdeck for a vote.

### 17) Advancement

- Rank advancement will be tracked on each crew member's *Sea Scout Personal Advancement Record* (SPAR), which will be maintained by the Sea Scout and brought to all meetings, unless otherwise specified.
- Rank advancement will be awarded during Landship Meeting ceremonies. Each ceremony recognizing advancement will be scheduled at the Skipper and/or Ship Committee's discretion.
- Skipper/Boatswain Conferences will occur when a crew member is eligible to advance through the ranks. Individual requirements may be signed off at any time by the Skipper, or his/her designate.
- If special consideration is needed for rank advancement, it will be at the discretion of the Skipper.
- Ceremonies for Quartermaster Rank shall be at the discretion and in the fashion that the youth that earned the rank approves of.

### 18) Recruiting

- Each crew member is encouraged to recruit new members.
- An open house activity shall be scheduled at least annually to allow prospective members an opportunity to learn about Sea Scouting and Ship 100.

### 19) Activities

- It shall be the intention of the Ship's leadership to provide outside activities.
- Achievement of Ordinary Rank may be required by the Skipper and/or National Sea Scouting prior to participation in special activities (e.g., boarding U.S. Navy or Coast Guard vessels, competing in the William I. Koch International Sea Scout Cup, etc.).
- Activity committee chairmen are to be identified during the business meeting at either the Quarterdeck or Landship meetings. It is the chairman's responsibility, with the assistance/approval of the Boatswain, to appoint committee members as needed for the event.
- Should an activity committee chairman become inactive prior to the event, an evaluation will be held three weeks prior to the event by the Skipper to decide whether to appoint a new chairman.
- An adult advisor is required to supervise every Ship activity. The advisor may either be a Ship Committee member, the Skipper, or another interested adult approved by the Skipper.

## 20) Uniforms and Clothing

The motto of the uniform will always be: Whites with pride, Blues to ride, and B's to play.

- **Dress Uniform - Whites** (according to the SSM) will be worn for all Landship Meetings and ceremonies, or as prescribed:
  - U.S. Navy-style “dixie-cup” cap.
  - U.S. Navy-style white, long-sleeved dress white uniform jumper with tar-flap on back over white crew neck T-shirt.
  - Insignia including Sea Scout BSA pocket strip, American flag with blue trim, anchor “bugs” on tar-flap, Atlanta Area Council patch, and Ship 100 unit patch, as well as name tag.
  - Matching U.S. Navy-style white slacks.
  - White web belt with silver buckle and silver tip.
  - Black neckerchief-tie.
  - Plain toe, black polished shoes with black dress socks.
- 2) **Activity Uniform - Blues** (according to the SSM) will be worn for all Regular Ship Meetings, or as prescribed:
  - Navy-blue *S100* baseball cap.
  - Short-sleeved blue chambray shirt with insignia as described above (excluding “bugs”) over white crew neck T-shirt.
  - Blue jeans, navy-blue pants, or navy-blue cargo shorts (weather dependent).
  - Navy-blue web belt with silver buckle and silver tip.
  - Plain toe, black polished shoes with black dress socks, or boat shoes, or solid black athletic shoes with white athletic socks (weather dependent).
- 3) **Class B** is identified as a BSA-printed shirt and will be worn when traveling to-and-from all Ship events, work parties, water activities, or as prescribed. Sewing patches on a shirt and calling it BSA does not constitute Class B, unless voted on and used by the entire Ship.
- 4) Event-specific uniform will be described as *Uniform of the Day* and will be defined prior to an event.
- 5) No writing, drawing, or offensive/questionable language or symbols on clothing, including uniform, will be tolerated.
- 6) All uniforms are to be clean and well cared for.
- 7) Shoes are to cover the toes and capture the heel.
- 8) Caps will be worn out-of-doors and indoors only as part of color guard duties, Landship Meetings, uniform inspections, or as prescribed.
- 9) Two-piece swimming suits are prohibited.

## 21) Service

Reasonable service to the community, charter organization, BSA, and Ship 100 are considered a duty. As such, each Sea Scout is expected to participate in the following:

- Community service projects (minimum of four per year),
- Ship 100 or BSA workdays as prescribed by Ship 100,
- Ship 100 money-earning activities, and
- Other projects as prescribed by Ship 100.

## 22) Money Earning

- Dues shall be supplemented by money-earning activities involving the participation of all crew members.
- Single person money-earning activities are allowed if previously approved by the Skipper and/or Ship Committee.
- All money-earning projects must be approved by the Skipper and/or Ship Committee and must meet the requirements listed on the BSA *Unit Money-Earning Application* (No. 34427).
- A portion of the monies earned by each Sea Scout will be designated for that crew member's use for Ship activities, and will be denoted as such in the Ship's account, as documented by the Ship's Purser and maintained by the Ship Committee Treasurer Purser.

**23) Acceptance of Watercraft, Equipment, and Funds**

- The Ship is willing to accept any vessels, equipment (e.g., PFDs, oars, anchors, etc.), and/or funds that are offered.
- Any accepted vessels will be titled as designated by the Skipper (using customary, accepted procedures).

**24) Limit of Powers**

- The By-Laws or amendments contained herein will be secondary to the Appalachian Trails District, the Atlanta Area Counsel, the National Sea Scout Committee, and BSA National guidelines, as well as those of our charter organization (i.e., Higher Rules).
- Ship 100 may not edit Higher Rules from the above-mentioned in anyway. Ship 100 must adhere to all Higher Rules and respect those decisions completely.
- Any areas not outlined by District, Council, or National are left to the Ship to decide upon.
- The Skipper is the responsible party for the Ship and its actions. At no time will any crew member or associated party make any official communication on the behalf of the Ship. Official Communication is defined as all forms of communication that will affect the Ship's finances, operation, assets, or any future interests. The only persons that can speak on behalf of or make decisions for the Ship are the Skipper, the Ship Committee Chairman, and the Chartered Organization Representative.
- In all cases, the Skipper must be informed and is final authority.