



UNITED STATES POWER SQUADRONS[®]

DISTRICT 28



POLICIES AND PROCEDURES

RATIFIED BY DISTRICT CONFERENCE

8 OCTOBER 2011

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CHANGES SINCE LAST RATIFICATION

Page 3: Section 2: Added new subsection 16 defining squadron commander limited reimbursement for attendance at the USPS Annual meeting.

Page 4: Section 3, subsection 2: Deleted 2009 meeting locations and added locations for 2015 and 2016. Changed the meeting location for the 2014 Fall Conference from D13 to Lake Mohave.

Page 4: Section 3, subsection 6: Delete "District 28 supports Joint Fall Conferences with District 13, in alternate years beginning in 2006. District 13 is expected to host twice as many Fall Conferences as District 28. The D/28 Conference chair will provide a preliminary budget to the Winter Council preceding the Joint Fall Conference." and renumbered subsequent Section 3 subsections.

CUSTODIAN OF MASTER COPY OF THIS DOCUMENT

D/Lt/C Edward Bowler, AP
District 28 Secretary

SECTION 1 - OBJECTIVES

1. These D/28 Policies & Procedures are adopted by a majority vote at a Conference or Council. They may be amended or rescinded with a two-thirds vote without notice or a majority vote with notice at a Conference or Council.
2. D/28 Policies do not take precedence over D/28 bylaws or the National USPS bylaws. Rather, they are intended to be an adjunct to procedures that are not specified in these documents
3. D/28 Policies, as established herein, are to govern until rescinded or amended.
4. The Policies herein shall be reviewed annually and presented by the Planning Committee for ratification at the D/28 Spring Conference.
5. A custodian for the District Policies & Procedures shall be appointed by the District Commander and shall continue to serve at the pleasure of the D/C until replaced by a subsequent appointee. The custodian shall be responsible for maintaining a master copy of the Policies & Procedures.

SECTION 2 - FINANCES

1. Department Heads must sign money requests for committees in their department.
2. Change of accounts from bank to bank requires District Council approval.
3. The District Treasurer will give a report at each District Council Meeting showing the current Budget with disbursements made and a statement of the balance remaining in each Budget item.
4. The District Bridge is given authority to reallocate funds within the Budget, provided that the reallocation does not exceed the total Budget.
5. New Provisional Squadrons will be given \$100.00 by District 28 upon assignment to D/28 by the Governing Board or the USPS Board of Directors.
6. An Annual balanced Budget will be presented to the District Council at the December meeting at which time the District assessment will be announced and approved including the explicitly stated amounts. The District Treasurer will notify each Squadron Treasurer of the assessment prior to 1 February.
7. An assessment increase should be designed to cover the anticipated Budget for at least THREE years.

8. The Host Squadron (see Section 3) wins or loses on District Conferences except that the District picks up the tab for National and District guests up to the amount of the costs. (Tab includes ladies activities, ladies lunch and Conference fees). The district does not pay either lodging or transportation costs for National guests.
9. The Host Squadron must submit a Preliminary Budget for a District Conference to the District Council preceding the Conference. Subsequent changes to the Conference Budget must be approved by the District Commander. A final statement of income and expense must be submitted to the District Commander within 30 days after the Conference and reported at the next Council Meeting. This statement shall include final quantities and pricing of the room nights, luncheon and/or dinners and other events held at the Conference to provide future reference.
10. The minimum fiscal reserve shall be established at 150% of the current year's Budget
11. Spouses of deceased Past District Commanders will be the guests of the District at all District Conferences. District will reimburse the Host Squadron for the costs of attending all programs, dinners, etc. District will not pay for the transportation or hotel costs.
12. D/28 pays for Council meeting expenses. D/28 does not advance monies to Squadrons for Conferences, except in the situation of a Joint Conference. For a Joint Conference the Host Squadron may include a request for advance funding by the District in accordance with Item 9, above.
13. The D/C shall be reimbursed for expenses related to a shared hospitality room at the USPS Annual meeting up to the amount provided in the approved District 28 budget upon presentation of acceptable receipts.
14. The District Treasurer shall be limited to paying the charges within that officers' budget. Budget increases must be approved by the District Council.
15. The treasurer shall send, on a semi-annual basis, an invoice to each squadron for the district assessment for all new members who joined USPS since the previous invoice.
16. To encourage participation by squadron commanders at the USPS national level, the District shall provide a non-budgeted, non reimbursed \$200 stipend for a Commander's attendance at the USPS Annual Meeting. The stipend will be awarded upon submission of proof of attendance to the treasurer by the last day of February in the year of attendance. This stipend shall commence for the 2012 year and shall be reviewed by the Planning Committee bi-annually to assess achievement of purpose and impact on District finances.

SECTION 3 - MEETINGS

1. There shall be FOUR (4) District 28 Meetings per year.
 - A. TWO (2) Council Meetings.
 - B. TWO (2) Conferences; ONE (1) in the Spring and ONE (1) in the Fall.
2. The proposed areas for the meetings through 2016 are:

<u>Year</u>	<u>March Conference</u>	<u>June Council</u>	<u>October Conference</u>	<u>December Council</u>
2010	Phoenix	South Bay	D13**	San Diego
2011	San Luis Rey	San Diego	Balboa	South Bay
2012	Lake Mohave	San Diego	San Diego	South Bay
2013	Phoenix	South Bay	San Luis Rey	San Diego
2014	Balboa	South Bay	Lake Mohave	San Diego
2015	San Diego	South Bay	Phoenix	Lake Mohave
2016	San Luis Rey	San Diego	Balboa	South Bay

** Joint Conference

3. The Meeting location may be changed by action of the District Council. The meeting frequency may not be reduced.
4. The D/28 Commander "Designate" (D/28 Executive Officer) shall be responsible for the coordination of D/28 with the Host Squadron(s) and will adhere to these policies in establishing the District Calendar prior to this officer's election so that there may be timely preparations made by the Host Area. It is recommended that the calendar takes the USPS National meeting schedule into consideration so that there are at least two weeks between National Meetings and District Conferences. At least one year in advance of a Conference, the designated Squadron Commander shall select a Conference Chairman. The District Administrative Officer will see that a copy of the District Conference Guidelines is provided to the Conference Chairman.
5. The District Secretary shall send a copy of the official "CALL TO THE DISTRICT COUNCIL MEETING" to all Council voting members and to all active Past District Commanders.



District 28 Perpetual Award for Attendance

6. For the award of the District Attendance Trophy, attendance at meetings will receive the following points:

A. Meetings as specified below:

- Conference - ONE point for each Squadron Member in attendance.
- Council - THREE points for each Squadron Member in attendance.

- B. Mileage Factor - After a Squadron's total points have been computed for each meeting, that number shall be multiplied by an appropriate multiplier from the table below:

	<u>PHX</u>	<u>SD</u>	<u>BAL</u>	<u>SLR</u>	<u>LM</u>	<u>SB</u>
PHX	1.0	1.4	1.4	1.4	1.3	1.4
SD	1.4	1.0	1.1	1.0	1.4	1.1
BAL	1.4	1.1	1.0	1.0	1.3	1.3
SLR	1.4	1.0	1.0	1.0	1.4	1.2
LM	1.3	1.4	1.3	1.4	1.0	1.4
SB	1.4	1.1	1.2	1.2	1.4	1.0

The points for each Squadron will be summed for the year preceding a Spring Conference and the award will be made at the Spring Conference to the Squadron with the greatest total.

7. The names of all Squadron Delegates in attendance at District Conferences shall be listed in the Conference minutes.

SECTION 4 - ORGANIZATION

1. A **Planning Committee** is formed to assist the District Officers in the necessary planning as directed by the District Commander. The intent of the Planning Committee selection process is to provide an equitable method for fairness in representation of members on the committee and be consistent in the process by having the District Commander make all appointments of the candidates selected.
2. The District Calendar for the ensuing fiscal year will be submitted and approved at a Council Meeting prior to the publication of the "CALL TO THE ANNUAL MEETING" (Spring Conference).
3. The District shall provide P/D/C uniform insignia to the D/C at least one month prior to the expiration of the District Commander's term of office. Insignia shall be shoulder boards and sleeve tridents.
4. The Deed of Gift for each District trophy shall be available on the District website.
5. The District Secretary shall compile a list of all District Elected and Appointed Officers, Committee Members, Past District Commanders, Squadron Commanders, Squadron Bridge Officers and selected Squadron committee chairmen, for the District Directory. The Directory shall contain both historic and current information as set forth in the District 28 Secretary Job Description. The Directory shall be distributed within 45 days following the District Change of Watch.

The distribution shall be by both paper first class mail and electronic means. Distribution of the paper copies shall be limited to District Bridge, Chairman of District Committees including all members of the District Nominating Committee and Planning Committee, Squadron Commanders, Squadron Executive and Educational Officers, and National Secretary.

6. The "LEAD LINE" shall be published and provided directly to the District 28 Membership by the Secretary, to include in the Spring publication the meeting schedule as indicated in Section 3, above.

SECTION 5 – PROPERTY and AWARDS

1. Each new Squadron will provide to the District both their Squadron Burgee for display at all District Conferences and a written description and meaning of the Squadron Burgee. In the event of a loss or damage of the contributed Squadron Burgee, the District will pay for the replacement.
2. The District Awards and Property Officer will prepare an inventory of D/28 property. The inventory will be included annually in the Audit Committee report. All property not pre-assigned or awarded, as in the case of Trophies, will be in the possession of the Property Officer. The Property Officer will see that Trophies and Awards are available at the specific time and location for presentation, as well as the D/28 banner for display.

3. TRANSFER OF PROPERTY REPORT

It is the responsibility of all incoming elective and appointive officers to initiate appropriate action for obtaining files or records from the outgoing elective and appointed officers. However, it is the responsibility of each department head to coordinate this activity within his department to assure that timely transfers are completed.

Each department chairman will report on the status of transfers at the first District Council Meeting after the Change of Watch. The TRANSFER OF PROPERTY REPORT forms will be attached to the original business meeting minutes.

TRANSFER OF PROPERTY REPORT

USPS® DISTRICT 28

Department - Commander () Exec () Educ () Date _____
Admin () Sec () Treas ()

Incoming
Officer (Name) _____ Department _____
Committee _____

Outgoing
Officer (Name) _____

PROPERTY

	OPERATIONS MANUAL	FILES	FLAGS	OTHER	REMARKS
STATUS					
TRANSFER DATE					

5. The following D/28 Awards will be presented at the Fall and Spring Conferences as appropriate: STAR, Attendance, Deeds of Gift, National recognitions, special recognitions. Refer to website locations for more information. Department officers must coordinate with the Property Officer, current holders of perpetual trophies and, in some cases the established engraving firm, to assure a first class awards ceremony at these Conferences.

SECTION 6 - HISTORY BOOK

The purpose of the District History Book is to preserve important facts about people, events and statistics related to D/28 affairs. The format of the books at the time of this revision is: one book for D/28 events, the other for (1) Squadron events that are related to the District, (2) Statistics, (3) District Trophies and (4) miscellaneous information.

The District Events Book is arranged in chronological order and conveys the sequence of events that occur annually. Each event is documented with photographs, newspaper clippings, articles from Squadron publications, etc.

The second book is arranged alphabetically by Squadrons in the District and also includes District statistics, a Trophy and Awards section, District Activities and an "IN MEMORIUM" section for deceased District Officers.

This format is not all-inclusive and may be expanded or detailed by creative Historians.

This responsibility is assigned to the Secretary Department.