

**UNITED STATES POWER SQUADRONS®**

*Sail and Power Boating — America's Boating Club*

The  
United States  
Power  
Squadrons

# USPS DISTRICT 12 BYLAWS



D/12 edits by  
P/R/C John Bedrossian, Jr., SN  
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dedicated to  
making boating  
safer and more fun

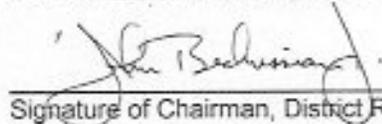
10 November 2015

## CERTIFICATION

### USPS DISTRICT 12

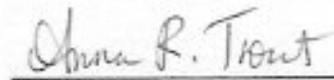
The accompanying bylaws (or amendments thereto) were adopted by the Conference of this District on

(Date): 31 October, 2015

  
Signature of Chairman, District Rules Committee

31 October, 2015  
Date

I certify that the members were notified in accordance with the district's bylaws, that a quorum was present, and that at least two-thirds of those voting voted in favor of all amendments reflected in these bylaws.

  
Signature of District Secretary (or Commander)

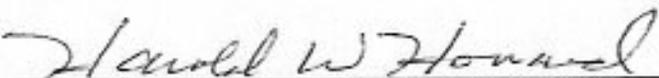
Date signed: 31 October 2015

D/L/C Anna R. Trout JN  
Rank, name and grade of Secretary (or Commander)

### APPROVAL

Approved by the USPS National Committee on Rules on 10 NOVEMBER 2015

(This is the Effective Date)

  
Signature USPS National Committee on Rules Representative

P/D/L+L/C HAROLD W HOWARD, SN  
Rank, Name and Grade of USPS National Committee on Rules, Representative

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*These bylaws adapted from Model bylaws for Districts edition of February 2015*

# ARTICLE 1

## District Organization

- Section 1.1** This district shall be known as District 12, United States Power Squadrons.
- Section 1.2** The district shall be composed of the chartered squadrons assigned it by the Governing Board of United States Power Squadrons. It shall be governed by a District Conference functioning as the governing body and by a District Council functioning as an executive committee of the District Conference, all in accordance with the policy and authority of USPS.

## Word and Term Meaning

- Section 1.3** As used herein, and unless the context clearly indicates otherwise, the term:
- 1.3.1** *USPS* means United States Power Squadrons.
  - 1.3.2** *Governing Board* refers to and means the Governing Board of USPS
  - 1.3.3** *National* refers to and means the national organization and officers of USPS.
  - 1.3.4** *Conference, council, district, squadron, division, officers, committees, aides, members, and subjects* treated generally, refer to and mean those of this district
  - 1.3.5** *Policy and authority of USPS* refers to and means the bylaws of USPS, and the policies adopted by the USPS Governing Board or the Board of Directors. The current USPS Operations Manual often includes or refers to these bylaws and policies for ease of member reference. If there is a difference between the National bylaws or USPS policy and the Operations Manual, the bylaws or policy always take precedence.
- Section 1.4** Any word denoting gender used in these bylaws shall apply equally to either gender as the context may require.

# ARTICLE 2

## Officers and Committees

### General Provisions

- Section 2.1** All officers and committee members, elected or appointed, shall be subject to the following general provisions:
- 2.1.1** All elected officers, elected committee members and all committee chairmen, elected or appointed, shall be active members of squadrons in the district and at least 18 years of age. All appointed officers and committee members shall be members of squadrons in the district.
  - 2.1.2** All bridge officers shall have been awarded at least one advanced grade and at least one merit mark. This requirement may be waived by the national executive officer for good cause in accordance with USPS Bylaws Section 6.8.
  - 2.1.3** Except as otherwise provided in these bylaws, all officers, committee members, and appointees shall: (1) be elected or appointed annually; (2) serve for one year or until their successors are elected or appointed, or if

applicable, installed; and (3) begin their term of office at the time at which they are elected, or if applicable, appointed or installed.

- 2.1.4** No member shall be nominated for or hold more than one district flag office simultaneously, except that the district offices of secretary and treasurer may be held by the same person. A member may hold an elected flag office at other levels of USPS if there does not seem to be a conflict of interest.
- 2.1.5** Committees whose members have staggered terms shall have members elected or appointed initially for terms to meet such qualifications. One of the members whose term next expires shall be considered for appointment as chairman except for the general committees, which shall select their own chairmen.
- 2.1.6** A vacancy occurring in any elective office shall be filled by the Council for the unexpired term and a vacancy occurring in any appointive office shall be filled by appointment by the commander except for multi-year terms which shall be appointed by the Council. Persons selected to fill vacancies in the offices of educational officer and assistant educational officer must have their qualifications approved as provided in 6.3 herein.
- 2.1.7** In addition to the specific duties set forth herein, all district officers shall be expected to perform such other duties relating to their office as may be prescribed by the policy and authority of USPS.
- 2.1.8** In all instances relating to rank, grade, appointment, duties, and procedures, the policy and authority of USPS shall prevail.
- 2.1.9** Upon leaving office, officers shall turn over to their successors all significant records, reports, communications and documents in their possession that pertain to the affairs of the district.

## **Elected Officers**

**Section 2.2** The commander, the ranking officer, shall:

- 2.2.1** Preside at all meetings of the Conference and the Council and represent the district at meetings and functions of USPS.
- 2.2.2** Visit each squadron at least once a year. If unable to make such visitations in person, designate a representative to do so, preferably one of the district lieutenant commanders or a past district commander.
- 2.2.3** Call meetings of the Conference and the Council as provided herein.
- 2.2.4** Be, *ex officio*, a member of all committees except the Nominating, Rules and Auditing committees.
- 2.2.5** Appoint all appointive officers and the chairmen and members of the appointive committees who have one year terms. Appointments for those with multi-year terms shall be made by the Council.

**Section 2.3** The executive officer shall:

- 2.3.1** Assist the commander.
- 2.3.2** Have general supervision of the Executive Department as directed by the commander, the Council, or the Conference.
- 2.3.3** Be, *ex officio*, a member of all committees of the Executive Department.
- 2.3.4** Be the liaison between the district and the squadron commanders and receive their reports.
- 2.3.5** In the temporary absence or incapacity of the commander, perform the duties and exercise the powers of the commander.

**Section 2.4** The educational officer shall:

- 2.4.1 Assist the commander.
- 2.4.2 Have general supervision of the Educational Department and coordinate the squadrons' educational programs as directed by the commander, the Council, or the Conference.
- 2.4.3 Advise the squadron nominating committees with respect to candidates for squadron educational officer and assistant educational officer and approve such nominations if the national educational officer has delegated such authority.
- 2.4.4 Be, *ex officio*, a member of all committees of the Educational Department.

**Section 2.5** The administrative officer shall:

- 2.5.1 Assist the commander.
- 2.5.2 Have general supervision of the Administrative Department as directed by the commander, the Council, or the Conference.
- 2.5.3 Be, *ex officio*, a member of all committees of the Administrative Department.
- 2.5.4 In the temporary absence or incapacity of the executive officer, perform the duties and exercise the powers of the executive officer.

**Section 2.6** The secretary shall:

- 2.6.1 Assist the commander.
- 2.6.2 Keep a record of the proceedings of the Conference and the Council and conduct the correspondence of these bodies.
- 2.6.3 Have custody of the official copy of the bylaws, which shall be kept corrected to date, and send promptly to the designated member of the Committee on Rules duplicate copies of bylaws amendments adopted by the Conference.
- 2.6.4 Keep and file all documents, records, reports and communications connected with the business of the district.
- 2.6.5 Make a report at each meeting of the Council and the Conference and as directed by the commander.
- 2.6.6 Send a copy of all Conference and Council minutes to each member of the council.
- 2.6.7 Report to USPS HQ the names of all officers and committee chairmen on the OD1 when requested. In the event of an interim election or appointment, report such changes within 10 days of the election or appointment.
- 2.6.8 Send notices for meetings of the Conference and the Council as required by 5.6 herein.
- 2.6.9 Be, *ex officio*, a member of all committees assigned to the Secretary's Department.

**Section 2.7** The treasurer shall:

- 2.7.1 Assist the commander.
- 2.7.2 Collect and hold, in the name of the district, all funds belonging to the district.
- 2.7.3 Pay all bills contracted by the district, which have been approved by the Council or provided for in the budget adopted by the Conference.
- 2.7.4 [reserved]
- 2.7.5 Make a written report of the district financial condition at each meeting of the Council and the Conference, and as may be directed by the commander.
- 2.7.6 Send to each squadron a notice of the annual assessment levied against it by the Conference. Assessments shall be determined on the basis of the number of single active members or family units as shown on the records of USPS as of 01 March of the year for which the assessment is to be paid. Assessment notices shall be mailed within 30 days of the foregoing date. Payments will be made from National to the district treasurer within 30 days of each renewing member's anniversary date.
- 2.7.7 Prepare and file in a timely manner all required federal, state and local tax and information returns, following the instructions and recommendations of the national treasurer.
- 2.7.8 Be, *ex officio*, a member of all committees assigned to the Treasurer's Department.

### **Elected Assistants**

**Section 2.8** The Council may authorize election of an assistant educational officer, an assistant administrative officer, an assistant secretary, and/or an assistant treasurer. These assistants, when authorized, shall be elected, and serve with the rank of district first lieutenant. Any such officers shall assist their principals and, in the temporary absence or incapacity of their principals, act in the principals' stead.

### **General Committees**

**Section 2.9** The following general committees shall be elected by the Conference and shall report directly to the Conference the results of their assigned duties and responsibilities.

- 2.9.1 The **Nominating Committee** shall consist of a chairman and **five** other members, two of whom shall be elected each year for a term of three years. If practical this committee shall be so constituted that at least half the members are past district commanders or past district lieutenant commanders and with not more than one member from any one squadron. No member of this committee whose term is expiring shall be re-nominated to this committee, and no member of this committee shall be eligible for nomination by this committee to any elective office of the district during the bridge year following service on this committee. This committee shall annually nominate a candidate for each elective district position and its nominating report shall be mailed first class or hand delivered [or sent via e-mail] to the district secretary not fewer than 45 days prior to the date of the spring conference.
- 2.9.2 The **Rules Committee** shall consist of a chairman and two other members, one of whom shall be elected each year for a term of three years. This committee shall: (1) be responsible for adherence to the USPS Bylaws, USPS policy, and these bylaws; (2) remain familiar with the latest *Model Bylaws for Districts of USPS* and prepare necessary recommendations for district bylaws to maintain consistency with the policy and authority of USPS; and (3) prepare wording for amendments to the district bylaws and district resolutions to the Governing Board on motion of a committee member or as may be directed by the Council or the Conference.

- 2.9.3** The **Auditing Committee** shall consist of a chairman and two other members, one of whom shall be elected each year for a term of three years. This committee shall examine all records of the treasurer annually and submit a report of its findings to the spring meeting of the Conference. An additional financial review shall be performed should a different person assume the office of treasurer prior to the end of the fiscal year.

### **Appointed Committees**

- Section 2.10** The following committees and their members shall be appointed by the commander or the Council and shall report to the Council or their respective department heads as required or directed. Every appointee shall hold office at the pleasure of the appointing authority but not beyond the term of office of that person or body except to complete an assignment with the approval of the Council.

### **Standing Committees (Reporting to the Council)**

- 2.10.1** The **Planning Committee** shall consist of a chairman and five other members, two of whom shall be appointed each year by the Council for a term of three years. If practical, this committee shall be so constituted that at least half the members are past district commanders or past district lieutenant commanders and with not more than one member from any one squadron. This committee shall make recommendations for proposed changes benefiting the district in response to requests from the Council, the Conference, or from within the committee. It shall file an annual report at the spring **[optional: fall]** conference.
- 2.10.2** The **Budget and Finance Committee** shall consist of three members, one of whom shall be appointed by the Council each year for a term of three years. This committee shall recommend policy concerning general reserves and operating funds as directed by the Council, and shall annually draft a detailed budget of operating expenses, anticipated income, and recommended assessment to be levied against the squadrons for the following budget year. The complete budget shall be proposed to the Council prior to the spring conference. Any change in assessment adopted at a fall conference shall not take effect until the beginning of the next USPS dues year.

### **Key Appointed Committees (Reporting to Commander or Department Chair)**

- 2.10.3** The Membership Committee shall be composed of three members appointed annually by the commander. This committee shall be familiar with the policies and procedures outlined in the current edition of the USPS Membership Manual and shall coordinate membership activities within the district. Additionally it shall work closely with other district committees to encourage participation in district activities by members of district squadrons and, as requested, provide to the squadrons suggestions for programs to increase member participation in squadron activities by providing guidance to the squadron membership committees. The chairman shall have oversight of the district's squadron membership chairmen and communicate to them current membership activities.
- 2.10.4 [Reserved]**
- 2.10.5** The **Law Committee** shall consist of the law officer as chairman and where possible, an assistant law officer from each additional state, if any served by the district. All shall be attorneys licensed to practice in their respective states, appointed by the commander. This committee shall perform such legal duties as may be assigned it by the commander, the Council, or the Conference which concern the affairs of the district, its squadrons, and its USPS affiliations.

### **Other Committees (Appointed by the Commander)**

- 2.10.6** The **Personnel Committee** shall consist of two members. This committee shall maintain a current inventory of district members' interests and skills for use as a source of qualified candidates for specific duties.
- 2.10.7** The **USPS Educational Fund** representative shall keep members informed of the progress of the fund and encourage gifts and memorials to the fund. The representative should have an aide in each squadron.
- 2.10.8** The **Marketing Committee** shall be composed of three or more members appointed annually by the commander. This committee shall make recommendations to the Conference of ways to market USPS.
- 2.10.9** Other committees consisting of those customarily assigned to the various departments of this district by the policy and authority of USPS may be appointed. They shall perform such duties as are usual for their responsibilities and as may be directed by their department heads and shall make such reports as are required by their operations.

### **Other Appointed Officers**

- Section 2.11** The commander may appoint an **editor** and an associate editor who shall report to the district secretary and perform such duties as may be required for preparing district publications.
- Section 2.12** The commander may appoint a **property officer** who shall have physical custody of all district property which is not procured for resale to members and who shall maintain a current listing of such property showing location, date procured, and condition. A copy of the listing shall be supplied to the treasurer upon request.
- Section 2.13** The commander may appoint a **chaplain**, a **flag lieutenant**, and such other **aides** or **lieutenants** as deemed necessary, to perform such duties as the commander, the Council, or the Conference may assign.
- Section 2.14** The commander may appoint a **webmaster**, who shall report to the district secretary and perform such duties as may be required for preparing and maintaining district web site.

## **ARTICLE 3**

### **The Council**

- Section 3.1** The Council shall be composed of the elected bridge officers, the immediate past district commander or the most recent past commander willing to serve, the chairmen of the general committees, and the squadron commanders, which persons shall be the voting members of the Council.
- Section 3.2** The Council shall:
  - 3.2.1** Carry on the interim business of the district between meetings of the Conference.
  - 3.2.2** Have authority to establish committees and make appointments thereto.
  - 3.2.3** Fill any vacancy in any elective office or on any elective committee, the person so selected to hold office until his successor shall be elected and installed. Persons selected to fill vacancies in the office of educational officer and assistant educational officer shall have their qualifications approved as provided in 6.3 herein.

- 3.2.4** At or before the Council meeting prior to the spring conference, approve for recommendation to the Conference a detailed budget, including the assessment to be levied against squadrons for the following year.
- 3.2.5** Have authority to approve interim changes in the budget.
- 3.2.6** Consider resolutions and recommendations from the squadrons and refer them to the Conference for action or refer them to committee for further study.
- 3.2.7** Have authority to confer honorary membership, for not more than one year at a time, upon any persons not members of USPS who have made a significant contribution to safe boating or rendered conspicuous service in the interest of the district. Honorary membership shall not be subject to the payment of entrance fees, dues, or district assessments. Honorary members shall not have any of the privileges extended to other classes of membership except they may wear the USPS membership lapel pin.
- 3.2.8** Appoint annually two members to the Planning Committee and one member to the Budget and Finance Committee to replace the members completing their final year of service.
- 3.2.9** Perform such other duties as may be required by the policy and authority of USPS.
- 3.2.10** For all district operating funds, and with the advice of the treasurer, designate depositories insured by an agency of the U.S. government in which the district's operating funds shall be kept. For planning purposes, operating funds shall approximate 150% of the district's annual operating budget. For investment funds, the district may seek out higher yield investments, which have been recommended by a qualified professional. Finally, the Council shall adopt the budget, including any investment decisions, for submission to the spring conference for their final approval.

## **ARTICLE 4**

### **The Conference**

- Section 4.1** The Conference shall be composed of the Council, the past district commanders of this district who remain active members of district squadrons, and the delegates, which persons shall be the voting members of the Conference.
- Section 4.2** Delegates.
  - 4.2.1** Delegates shall be selected by each squadron from that squadron's members qualified to vote on the basis of one delegate for each 25 members so qualified and in good standing, or major fraction thereof, as of the preceding 01 March, with a minimum of two delegates per squadron.
  - 4.2.2** During the first year of a new squadron, the number of its delegates to the Conference shall be based upon the number of its charter members, with a minimum of two delegates.
  - 4.2.3** Prior to each meeting of the Conference, each squadron commander shall submit in writing to the district secretary a list of the squadron's delegates entitled to vote at such meeting.
  - 4.2.4** If a delegate is disqualified or is unable to attend, the squadron commander may appoint a substitute and notify the district secretary prior to the convening of the meeting.
- Section 4.3** The Conference shall:
  - 4.3.1** Elect annually, at its spring meeting, elective officers as provided herein and members of the general committees.

- 4.3.2** Adopt annually, at its spring, a detailed budget, including the assessment to be levied against squadrons. Assessments for members joining squadrons after the date specified in 2.7.6 herein may be levied by the Conference. Assessments shall not be levied upon squadrons of a division of the district without authority of the Division Conference.
- 4.3.3** Have authority to establish committees and make appointments thereto or delegate such authority to the Council or to the commander.
- 4.3.4** Consider and act upon reports, resolutions, and recommendations from the Council, officers, and committees (and division officers, if any) and conduct other necessary business.
- 4.3.5** Adopt and forward appropriate recommendations and resolutions via the office of the national Executive Officer for final decision by the Governing Board.
- 4.3.6** Adopt amendments to these bylaws.
- 4.3.7** Establish and promulgate district rules and regulations consistent with the policy and authority of USPS and these bylaws. Such rules and regulations shall be binding upon all officers and squadrons of the district.

## **ARTICLE 5**

### **Meetings, Notices, and Quorums**

- Section 5.1** There shall be two regular meetings of the Conference in each calendar year, to be known as the spring conference and the fall conference. The meetings shall be scheduled in accordance with the policy and authority of USPS and care shall be taken that dates not conflict with national events.
- Section 5.2** The Council shall fix the number of its regular meetings provided, however, that there shall be at least two, one of which shall be held within 40 days prior to each conference.
- Section 5.3** Regular meetings of the Council and the Conference shall be held at places, on dates, and at times selected and fixed by the commander with the approval of the Council.
- Section 5.4** Special meetings of the Council or of the Conference may be called by: (1) the commander; (2) the Council; or (3) petition supported by a two-thirds vote of the Executive Committees of at least three squadrons of the district and such petition shall set forth the reason for calling the meeting.
  - 5.4.1** The commander shall select the date, time and place of such special meetings, in the case of a special meeting. In the case of a special meeting called by petition, the date shall be within 30 days of receipt of the petition.
  - 5.4.2** The business of any special meeting shall be limited to action upon the agenda items contained in the meeting notice.
- Section 5.5** Regular or Special meetings of the council may be conducted by electronic means, as defined by the currently available technology, provided that all other applicable sections of Article 5 are adhered to.
- Section 5.6** Notice of any district meeting shall be sent by the secretary to members of the Council not less than 30 days prior to the date of a regular meeting and not less than 15 days prior to the date of a special meeting. For meetings of the Conference: (1) notice shall also be sent to each past district commander of the district; (2) the squadron commanders shall notify their respective delegates; and (3) notice of the spring conference

shall include a list of members nominated by the Nominating Committee for election to positions within the district. Publication of notices in a regular district publication, duly and timely circulated, shall fulfill the foregoing requirements.

- 5.6.1** Electronic communication may be used for notices provided the recipient has agreed to accept electronic messages in lieu of physical mail and the message is transmitted to the member's facsimile machine or last e-mail address of record on or before the applicable deadline for providing notice. Providing an e-mail address or fax number shall constitute agreement to receive notices electronically. Electronic transmission of an official district publication containing such notice shall be deemed to comply with this requirement provided it is transmitted in its entirety.
- 5.6.2** Electronic Meetings of the District Council may, when necessary, be conducted by electronic means, as defined by the currently available technology, provided that all other applicable sections of Article 5 are adhered to. Such meetings shall be announced to all involved members well in advance of the published start date and planned end date. Provision shall be provided for any member who wishes to monitor the proceedings, and comment to the meeting any questions or concerns as if they were meeting in person. However, non-members of the Council may not vote on any question. The number of electronic Council meetings in a year shall not exceed 50%, and electronic meetings shall not be used for a Conference.
- 5.6.3** As soon as practicable after the conclusion of any electronic meeting of the district Council, the Secretary shall enter into the minutes of the meeting the results of discussions held and the final votes on any decisions approved. These minutes shall be presented and ratified by the Council members at its next non-electronic meeting.

**Section 5.7** At any meeting of the Council, 50 percent of the members of the Council shall constitute a quorum. At any meeting of the Conference, 25 percent of the members of the Conference shall constitute a quorum. At any meeting of a committee of more than two members, a quorum shall be a majority of its members.

**Section 5.8** Voting at district meetings shall be as follows:

- 5.8.1** Each member qualified to vote and present at the meeting shall have one vote on each question even if holding multiple positions each of which would otherwise qualify a vote.
- 5.8.2** Voting at a meeting of the Council shall be by members of the Council only; voting at a meeting of the Conference shall be by members of the Conference only.
- 5.8.3** In the absence of a squadron commander, the squadron executive officer or administrative officer may act for the commander and in the absence of an officer for whom there is an elected assistant; the assistant may act for the principal.
- 5.8.4** Voting shall be by voice unless a poll is demanded by a person duly qualified to vote, in which event votes shall be cast by show of hands. Upon a motion supported by at least one-fifth of the members present and voting, a roll call vote shall be taken. The presiding officer may require that voting be by secret ballot if circumstances warrant.
- 5.8.5** Voting at an election shall be as provided in 6.5 herein.

**Section 5.9** At any meeting of the Council or Conference, any member may have the floor when recognized by the presiding officer, who may limit the time thereof.

**Section 5.10** Any member of the Conference shall have the prerogative of offering a resolution or recommendation for consideration by the Conference.

**Section 5.11** Should any meeting of the Conference be adjourned to reconvene more than 24 hours later than the time set for the original meeting, or to a different location, then there shall be issued a notice for such adjourned

conference as provided in 5.6 herein. Such notice shall set forth the items to be included on the adjourned conference agenda. No action at such adjourned conference shall be valid unless a quorum is present.

## ARTICLE 6

### Nominations and Elections

- Section 6.1** Candidates for elective offices to be voted on at the spring conference shall be nominated by the Nominating Committee or by written petition signed by a total of at least 10 voting members in good standing from each of at least three squadrons. Such petition shall be sent by first class mail or delivered to the secretary at least 15 days before the date of the election. At least 10 days before the date of the election, the secretary shall forward the names of those nominated by petition to each member of the Council and to each past district commander of the district. Squadron commanders shall notify delegates representing their squadrons. Electronic notification shall be considered effective provided the conditions of Section 5.6.1 are met.
- Section 6.2** If vacancies exist in the properly formulated slate of nominees at the time of any election, they shall be filled by nominations from the floor.
- Section 6.3** Prior to nomination for the office of educational officer or assistant educational officer, the candidate's qualifications for such office must have the approval of the national educational officer's designee.
- Section 6.4** No person shall be eligible for nomination without first signifying willingness and ability to serve if elected.
- Section 6.5** At any election, each member of the Conference present and in good standing shall have one vote for each office to be filled. Voting shall be in the following manner:
- 6.5.1** Cumulative voting is prohibited.
  - 6.5.2** Election to an uncontested office may be effected by a supported motion and a ballot cast and recorded by the secretary.
  - 6.5.3** Election to a contested office shall be effected by secret ballot, unsigned and cast in person. Such elections shall be determined by a judge of election and not fewer than three tellers, all of whom shall be appointed by the commander. The secret ballots shall be delivered to the judge of election and opened and inspected by the tellers, and the final results shall be tabulated and announced to the members before the close of the meeting.
  - 6.5.4** The presiding officer shall vote only to create or decide a tie, or to cast a secret ballot.
  - 6.5.5** Polls shall remain open for no more than one hour after the election is initiated as an order of business.
- Section 6.6** In the event the commander, the executive officer, or the administrative officer is determined, by self-declaration or by two-thirds vote of the Council, to be incapable of performing the duties of office because of illness or other reason, the Council may assign the duties and powers of such office to a past district commander agreeable to serve. Such assumption of duties by a past commander shall last only until the earliest of: (1) the next spring conference; (2) the officer rescinds the self-declaration of incapability; (3) the Council rescinds its declaration of incapability; or (4) the next meeting of the Conference at least 50 days after the declaration of incapability at which meeting the Council shall recommend to the Conference whether the period of incapability should be extended or the office should be declared vacant. Should the Council recommend the office be declared vacant, such recommendation shall be made in time for a report of the Nominating Committee to be included in the notice of the meeting of the Conference. If the

Conference by a two-thirds vote concurs, an election shall be held to fill such vacancy. Candidates for such office shall be nominated according to the provisions of 6.1 above.

## ARTICLE 7

### Order of Business and Rules of Order

- Section 7.1** Unless otherwise provided, the order of business at any regular or special meeting of the Council or the Conference shall be the same as that of USPS.
- Section 7.2** Orderly parliamentary procedure shall govern at all meetings.
- 7.2.1** All questions of procedure not otherwise covered herein or by the policy and authority of USPS shall be answered in accordance with the most current edition of *Robert's Rules of Order, Newly Revised* by the chairman of the rules committee or his designee. However if the rules committee chairman and designee are both absent, the presiding officer shall designate the parliamentarian. The person serving as parliamentarian shall be identified at the outset of the meeting.
- 7.2.2** All questions of interpretation of these bylaws shall be answered under the authority of the chairman of the rules committee.

## ARTICLE 8

### Finances

- Section 8.1** The fiscal (business) year of the district shall be for 12 consecutive months beginning on 01 December and ending on the last day of November.
- Section 8.2** The budget year of the district shall be from the end of the spring conference to the end of the spring conference the following year.
- Section 8.3** Any person collecting funds for any activity of the district shall be prepared at all times to make a full and complete accounting of same to the Council or the Conference.
- Section 8.4** No person shall contract any bills in the name of the district unless previously authorized by the Council or the Conference, or by the adopted budget.
- Section 8.5** Whenever an account is closed or an authorized function is completed; the responsible person shall promptly prepare and submit a full and complete report to the treasurer. Any excess funds shall be immediately turned over to the treasurer.
- Section 8.6** No person shall take advantage of USPS membership status in order to achieve personal gain or remuneration, which would otherwise be unavailable.

## 9 Amendments

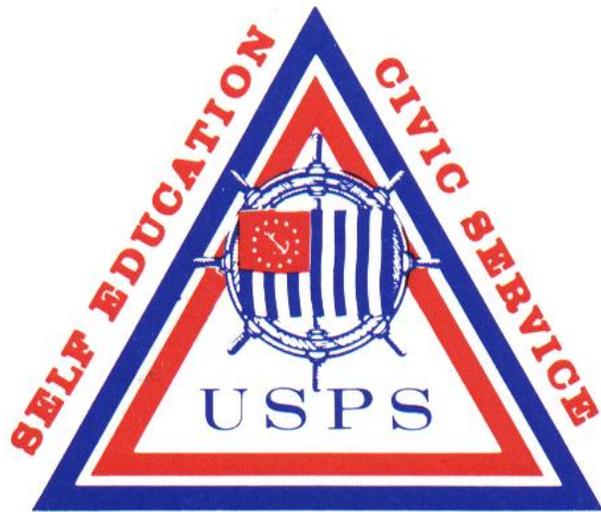
- Section 9.1** These bylaws may be amended by a two-thirds vote of conference members present and voting at any regular or special meeting of the Conference provided any proposed amendments are stated in full in the notice of the meeting as required by 5.6 herein.
- Section 9.2** When any amendment is properly before the Conference it may, before final action thereon, be changed by a majority vote provided the change is germane to the subject covered by the amendment as proposed.
- Section 9.3** Amendments shall become effective on the date of formal approval by the USPS Committee on Rules. Notice of such approval shall be provided to the District Council by the district secretary.

## ARTICLE 10

### Distribution of Assets after Termination

- Section 10.1** No individual member of USPS shall have any interest in or title to the assets of USPS, the assets of the district, or the assets of any squadron of the district. Such assets shall be devoted exclusively to the purposes of USPS, the district, and the squadrons of the district.
- Section 10.2** In the event of dissolution, or revocation of the district's authority to function:
- 10.2.1** If there are no squadrons, district assets shall be assigned to USPS or to an institution or organization which qualifies for tax exemption under Section 501 (c)(3) of the Internal Revenue Code of 1986, as from time to time amended, and any rules and regulations promulgated thereunder, or such other section of the code by which USPS is exempt or of the State the district may be incorporated in. The recipient of such assignment shall be selected by the Conference or other comparable body of the district. In the absence of such selection, the selection shall be made by the USPS Board of Directors. If such assets include bequests, gifts or endowments these assets will be subject to review of the National Law Officer and approved by the USPS Board of Directors
  - 10.2.2** Should the squadrons of this district, upon termination of the district's authority to function as such, be assigned to one or more other districts, the assets belonging to this district shall then be divided among such other districts, prorated as to the membership of the squadrons assigned to such districts.

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