



**District 21**  
**Policy & Procedure Statements**

**25 October 2008**

The following policy and procedure statements provide guidance to D21 Council regarding financial and program issues. Council may amend or suspend at any Council Meeting by a majority of members present. Policies and Procedures will be made available to all squadron commanders at the Incoming Officer's Meeting and posted on district website.

1. Electronic Communication and Documentation

Matters of Council may be acted upon by e-mail or U.S. mail when needed. To ensure all council members are aware of comments the individual council member replies shall be sent to all council members by email prior to final vote. Council members should use "reply all" when conducting official D21 business via e-mail.

2. Performance Reporting

3. Asset Inventory Reporting & Procedures

4. Vendor contracts

5. D21 Website

Password for the D21 Website – Members Only Information Section - will be made available to Squadron Commanders, District Bridge and P/D/C's at the Incoming Officers' Meeting.

6. Rosters

Each year district shall produce a hard copy roster that is available to P/D/C's, District Bridge, Squadron Commanders, and Committee Chairmen having need of a paper version; a digital copy is adequate for those who so indicate. The roster will also be posted on the district website, and the online version is to be updated at least quarterly.

Council is to allocate appropriate funds for this task.

Each squadron shall provide a roster of the current officers and committee chairs to the District Bridge and Nominating Committee within 30 days of beginning the squadron bridge year (hard copy or electronic version).

7. Reimbursement Policies

National Meetings

The District Executive Officer, Administrative Officer, Secretary, and Treasurer (or any D/1<sup>st</sup>/Lt sitting for a bridge officer) shall each receive \$65.00/hotel-day for

up to three days to help defray expenses of attending a national meeting on behalf of D21. The stipend shall not be paid to anyone receiving partial reimbursement from National (such as National Officers, the District Commander, District Education Officer, or anyone attending in their absence.

The District Commander will be reimbursed as follows:

1. Cost of hospitality room and adjoining sleeping room less cost of standard sleeping room for a period of up to four nights.
2. \$300 toward decorations, food, refreshments, and other expenses per meeting.

#### District Meetings

The cost of the D/C sleeping and hospitality room at conferences comes out of the Conference Budget. Any other expense incurred for the hospitality room in conjunction with the two D/21 meetings comes out of the D21 Meetings budget category. \$500.00 of this budgeted amount is designated for the Incoming Officers' Meeting.

Expenses outside budgeted amounts should be presented to D21 Council for approval for reimbursement.

#### 8. Emergency Funding

Emergency funding as required shall be approved by the District Council.

9. Financial Income & Expense Reports

Dues – D21 dues are \$8.00 per Active and Additional Active member. Life members do not pay District dues.

Awards and Flags	plaques, Texas Navy items, COW flags, outgoing D/C gifts
Committee Expenses	postage/copying for D/C, DXO, DAO, DSec, DTreas or any other committee chair, except: Coop Charting, Historian, Photographer, Public Relations, Roster
Conference Mailing	District covers printing and mailing for conference registration forms and printing of conference program.
Cooperative Charting	postage/copying, etc. for Cooperative Charting
D21 Meetings	expenses incurred for hospitality room ( <i>not</i> cost of sleeping room or hospitality room) at the two D21 conferences; \$500 included in budget for Incoming Officers' Meeting
Historian – Photography	scrapbook Historian makes for D/C; pictures taken at District events
Public Relations	postage/copying, etc. for Public Relations
Roster	postage/copying, etc. for district roster
Seminars Expenses	
Ship's Store Expenses	expenses for operation of district Ship's Store
USPS Meetings	Cost of D/C hospitality and sleeping room at Annual and Governing Board meetings (after \$65/night national reimbursement deduction); reasonable expenses to host hospitality room
USPS Meetings Bridge	\$65/night for up to 3 nights

10. Revising Financial Reports

11. Public Education

12. Environmental

13. District Conference Committee: Policies, Support & Contracts

The District Conference Coordinating Standing Committee shall be made up of the standing District Bridge, two members from the host squadron (if hosted by a squadron), two members at large, and legal counsel.

This committee will be responsible for securing the contract with the hotel, and any vendors, at each District Conference location. District 21 shall be responsible for reasonable expenses incurred for the purposes of negotiating and signing the contract.

The contracts approved by the District Conference Committee shall be signed by the District Commander.

NOTE: To ensure financial protection for District 21 officers and committee members the D21 Legal Committee shall ensure the corporation charter is maintained current with the respective state where the conference will be held.

After execution of the contract, the host squadron shall then coordinate the Thursday night function if one is planned, as well as complete the other administrative and support functions associated with the remainder of the Conference, as directed by the District Commander.

Funds are available to the host squadron from the district in advance for certain expenditures: up to \$1000 for printing and mailing of the Conference announcement and program. There are also funds to cover any required deposits up to \$4,000.00. The Conference Budget must be approved by the District Commander prior to these disbursements being made.

14. Gifts presented to national USPS visiting representatives should be a nominal appropriate memento if the visit given with the D21's expression of gratitude for the visit. Should the D21 council wish to have a more significant monetary contribution, then, in addition to the memento gift, a donation in a dollar amount determined by the council should be given to the USPS Educational Fund, or other appropriate USPS fund in the visiting representative's name.

#### 15. District 21 Awards

The final objective scoring of D21 Squadron Awards by all squadrons shall be provided to Squadron Commanders during the conference when the award is presented.