



Standing Rules of District 22, Inc. of the United States Power Squadrons®

These Standing Rules (SR) reflect the policies and decisions of the District on matters relating to administrative operating procedures (not warranting inclusion in) but in accordance with the Bylaws. They may be amended, rescinded, or additional rules adopted by majority vote approval of the District Council subject to review and approval by the District Conference. When a SR is changed or added, the conference in which it is approved is indicated by a date at the end of the pertinent section, i.e. [Conf: Oct'06] Deletions are not dated.

Section 1. Organization and Membership

1.1 - RESERVED

1.2 - United States Power Squadrons bylaws provide that life members shall pay no annual dues to the United States Power Squadrons. Therefore, District 22 shall waive its assessment for life members provided that the local squadron waives payment of dues of said life member.

1.3 - Upon the death of a member, it is the duty of the secretary of the deceased member's squadron to notify the national secretary.

1.4 - At each conference, the district chaplain shall conduct a brief memorial for those members having died since the last conference.

1.5 - District 22 shall honor its departed members by giving a donation in the amount of \$50.00 each year to the USPS Educational Fund. It shall be the duty of the USPS Educational Fund representative to remit the check and notify national.

1.6 - The district commander, at the end of his term, shall be awarded a District Commander's Plaque, properly engraved, or, at his option, he may select another type of recognition award. The district's contribution to the cost of an alternative award shall not exceed the value of a District Commander's Plaque properly engraved. At the end of his tenure on the district bridge, a district bridge officer, who has completed three years' service as a district lieutenant commander, shall be awarded a Distinguished Service Plaque. The budget allocation and timely procurement of these awards shall be the responsibility of the district treasurer.

1.7 - The district treasurer shall be empowered to reimburse the district commander, or his representative, and the district educational officer, or his assistant, and the district executive officer for approved lodging and travel expense at the mileage rate set by USPS for official visitation trips to a squadron or to a district or national meeting. Other district lieutenant commanders shall be reimbursed for automotive travel expense incurred while attending squadron Changes of Watch. All reimbursement shall not exceed the budget committee's allotment for travel expenses. These funds could only be used to supplement any payment by national and would not exceed actual expenses incurred. [Conf: Apr'06]

1.8 - The district secretary, when sending out calls for conference meetings, rosters, etc. shall include in the mailings, in addition to members of the district council, past district commanders, elected or past elected national officers who are active members in squadrons in this district, all district first lieutenants and all district chairmen as published in the district directory each spring, or such later list as he may receive.

1.9 - In all instances where the bylaws or standing rules refer to squadron membership without reference to date, such membership shall be determined by the latest USPS records. Where dates are referred to but records are unavailable for such date, the records of the latest available date prior to the stated date shall be used.

1.10 - To provide adequate time for drafting, processing and clearance with national where required, deadlines for the submission of proposed changes in bylaws and standing rules, and for other agenda items are as follows, (the days shown on the schedule indicating the number of days preceding the next conference):

<u>Category</u>	<u>At Least</u>
Changes in bylaws (to Rules Com)	110 days
Changes in standing rules (to Rules Com)	80 days
Resolutions and agenda item (to D/C)	60 days
Changes, bylaws & SRs (Rules Com to D/C:)	40 days

Except where specifically otherwise provided, all proposed changes in bylaws and/or standing rules shall be routed through the district commander to the rules committee.

1.11 - Not later than 30 November each year the district treasurer will notify squadrons of the per capita assessments adopted by the fall conference to be effective for the fiscal year beginning 1 April next following. Squadrons will take the necessary action to assure this assessment is included with their notice of the amount of squadron dues to be included in the dues notices to be mailed to members by national headquarters of USPS.

1.12 – District assessments for new active members joining a squadron shall be payable to the district treasurer semi-annually. The 2 billing periods are from 1 December to 31 May and 1 June to 30 November. The district treasurer will prepare billing subsequent to the close of business dates of 31 May and 30 November, by querying the District 22 database by certificate date, that is, dates inclusive within the billing period. Squadrons will remit funds to the district treasurer upon receipt of the billing. Assessments for additional active members shall be one-half (1/2) the assessment for active members. [Conf: Oct'06]

Section 2 **Committees**

2.1 - District 22 shall assume the entire operation and all responsibilities of both district conferences, under the leadership of the chairman, District Conference Committee.

2.1.1 - The District Conference Committee chairman shall select the locations and dates for the spring and fall conferences and submit them to the district council and conference for approval.

2.1 .2 - The district assistant treasurer acting for the district conference committee shall maintain a special conference operating fund of \$1,000.00 to be retained as a cash advance toward the next conference and shall render a full report including all financial transactions to the district commander and district treasurer within ninety (90) days after each conference. Such reports, and material supporting them, shall be in such form and detail as the district treasurer may prescribe. These reports shall be subject to audit by the auditing committee.

2.1.3 - In the event that a conference shall show an excess of receipts over disbursements, the moneys in excess of the \$1,000.00 operating fund shall be returned

to the district treasurer for the general fund. If disbursements exceed the receipts, the District Conference Committee chairman may request the treasurer to reimburse the operating fund to the \$1,000.00 operating level.

2.1.4 - The district treasurer is empowered to pay the room cost of the district commander and his spouse. He is also empowered to pay the cost of social function meals for the district commander and spouse and the official national representative and spouse attending the conference in an official capacity.

2.2 - There shall be a Planning Committee, as established by District 22 bylaws, to originate, study, report, and make recommendations to the district council on matters concerning the welfare and operating procedures of District 22.

2.3 – There shall be a Cruise and Rendezvous (C&R) Committee made up of squadron commanders appointed by the district commander. Each year, one of the commanders will be designated as the committee chair and his/her squadron will be the host of the C&R. There will also be co-host Squadrons. The committee shall serve with the support and supervision of the District Administrative Officer and the District Boating Activities Committee Chair. The host squadron shall arrange and conduct the annual C&R and shall determine dates, sites and activities with the assistance of the co-host squadrons. The host squadron shall set admission and other charges so that the C&R's shall be conducted on a more or less "break-even" basis. [Conf: Oct'08]

2.3.1 - The District Administrative Officer and the Boating Activities Committee Chair, in consultation with the district's squadron commanders, will maintain a five-year list of annual C&R host and co-host squadrons from which committee members are to be appointed. This list will be updated at each C &R. The District Administrative Officer and the Boating Activities Committee Chair will maintain and update materials regarding procedures and guidelines for conducting annual C&R's and their games. [Conf: Oct'08]

2.3.2 - Each year's committee will make an effort to shift the sites of the C&R's to various parts of the district depending on site availability and cost. Activities of the C&R are expected to be primarily supportive of boating skills and enjoyment. [Conf: Oct'08]

2.3.3 - An operating fund of \$2,000.00 shall be advanced to the assistant treasurer, who shall act as treasurer of each cruise and rendezvous committee, advancing funds as needed, and who shall prepare financial statements, subject to audit, separately for each cruise and rendezvous, and within ninety (90) days after each such event, submit to the district treasurer (1) such financial statements, with supporting evidence of income and expenses, and (2) any surplus for deposit in

the general fund. In the event of a deficit, the operating fund may be restored to the prescribed amount by the treasurer, if approved by the district commander.

2.4 - District 22 Bylaws provide for a Finance Committee and a Budget Committee to work with the district treasurer in fiscal planning and in the development and monitoring of the district budget.

2.4.1 - The Budget Committee shall prepare and present to the chairman of the Finance Committee, at least sixty (60) days prior to the fall conference, a detailed estimate of receipts and expenditures for the coming fiscal year. This estimate shall be submitted to the Finance Committee for rejection or agreement to finance, predicated upon anticipated revenue. If the proposed budget does not meet with the approval of the Finance Committee, it shall be returned to the Budget Committee within thirty (30) days with their objections.

2.4.2 - If rejected, a conference composed of the district commander and the chairmen of the Finance and Budget Committees shall work out a revised budget to be presented to the district fall council and conference. Based upon this budget, the Finance Committee shall recommend to the council and conference the district assessment for the next fiscal year. The district budget and assessment are subject to approval by the fall council and conference.

2.4.3 - At least sixty (60) days prior to the spring conference, the Budget Committee may offer for approval any revisions of the current budget they deem necessary to the Finance Committee for presentation to the spring council and conference for approval.

2.5 - An Awards Committee shall be appointed by the district commander for recommending policies, rules and guidelines for trophies and awards to be presented by District 22. The committee shall determine the suitability of any such trophy or award offered and designed to stimulate interest and increase participation by squadrons or individuals of District 22 in a particular activity. Determination of winners shall be made by committees formed in the department to which the awards were assigned.

2.5.1 - Members of the Awards Committee shall be:

- a.) a past district commander of District 22 as chairman,
- b.) the chairman of the Rules Committee,
- c.) the district educational officer and the district administrative officer, and
- d.) two (2) squadron commanders.

2.5.2 - Before an award is presented to the district

council and conference for consideration, a drawing or detailed description and the conditions under which the award should be presented shall be submitted to the Awards Committee. After consideration of the design and possible value of the proposed award, the committee shall submit its recommendations to the district council and conference.

2.5.3 - Establishment of a District 22 award, including trophies, plaques, certificates, etc. shall be in accordance with the following procedural guidelines:

- a.) a private individual sponsorship of an award may be made to a recipient only on a "one shot", nonrecurring basis;
- b.) in order to encourage sponsorship of awards by all squadrons in District 22, the sponsorship of more than one award by a squadron is not recommended;
- c.) no award shall be given in memory of or as a memorial to, an individual;
- d.) where the determination of a winner is affected by geographic locations of the squadrons, a mileage factor must be worked out to give all participants an equal opportunity. Example: attendance at district functions.
- e.) if possible, the design of the award shall portray the subject covered.
- f.) all trophies shall be provided with a firm-sided carrying case by the donor.

2.5.4 - The district is responsible for refinishing, replating and engraving of trophies as necessary. This shall be the responsibility of the district administrative officer.

2.5.5 - Squadrons will be responsible for loss of or damage to trophies while in their possession and for the return of the trophies to the district at the proper time for subsequent awarding.

2.5.6 - The **BEACON 22** Publication Committee shall report to the district secretary and shall be appointed by the district commander. The committee shall consist of the chairman, the editor, associate editors, business manager and others as deemed necessary by the chairman with the approval of the district commander.

of squadron members, but must be returned to the district educational officer prior to the next spring conference.

3.2.3 - Prince Henry the Navigator Trophy:

Awarded at the fall conference to the squadron having the greatest conversion of Advanced Pilots to Junior Navigators during the year, using USPS figures as of 1 July each year to determine the winner. The winning squadron shall be determined on the basis of the highest percentage of advanced pilots as of 1 July of the preceding year, who have achieved the grade of Junior Navigator as of 30 June preceding the fall conference,

3.2.4 - Sarasota Seamanship Achievement Trophy:

Awarded at the fall conference to the squadron having the highest number of active members, as defined in National's by-Laws, attaining the grade of Seaman during the current year (1 July of the preceding year through 30 June of the current year) divided by the eligible membership as of 30 June (expressed as a percentage). Eligible membership is the number of squadron members minus those who have previously been awarded the grade of Seaman.

3.2.5 - Anclote Key Elective Courses Trophy:

Awarded at the fall conference to the squadron having the highest percentage of members passing an Elective course during the two year period ending 30 June preceding the conference. Squadron percentages for this trophy will be determined by the district educational officer on the basis of the two year sum of passing members divided by the USPS membership figures for the squadron as of 30 June of the current year.

3.2.6 - Venice Boating Achievement Trophy:

Awarded at the spring conference to the squadron graduating the highest percentage of starters in their Boating courses during the previous calendar year, provided there are twenty or more graduates.

3.2.7 - Educational Achievement Award for Senior Members:

Awarded semiannually at the spring and fall conferences. A plaque to be permanently retained shall be awarded to each active member who has (1) attained senior or life member status, and (2) completed all courses required by USPS for the Educational Achievement Award, the last course of which must have been completed in this district while a member of a

Section 3 **Trophies and Awards**

3.1 - Winners of trophies and other awards (except Full Certificate Plaques) shall receive the District 22 Certificate of Award to be retained after the award has been returned to the district for subsequent presentation. Certificates shall also be awarded to second and third place winners.

District 22 Trophies and Awards are:

*** 3.2 - Educational ***

3.2.1 - Clearwater Educational Achievement Trophy:

Awarded at the spring conference to the squadron with the highest percentage of their eligible membership to pass Advanced Grades courses during the past calendar year. Eligible membership shall be determined by subtracting the number of members holding the grade of navigator from the total number of members listed in the 1 July national educational statistics for the preceding year.

3.2.2 - Flag for Educational Excellence:

Awarded at the spring conference to each squadron excelling in all of the three following categories during the previous calendar year.

a.) Excellence in USPS Public Boating courses. For

being one of the top four squadrons in percentage of enrollees successfully taking and passing the final examination in the Boating course, based on this formula: number of such successful graduates divided by the total registration of such Boating course.

b.) Excellence in Advanced Grades. For being one of the top four squadrons in percentage of membership passing Advanced Grades courses during the past year.

c.) Excellence in Elective courses. For being one of the top four squadrons in percentage of membership passing Elective courses during the past year.

Flags for Educational Excellence may be displayed by qualifying squadrons at all official squadron and district meetings, at rendezvous and at other gatherings
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squadron assigned to District 22 by USPS. A member may qualify only once for this award. Having once qualified under USPS requirements then existing, a member may not later qualify for an award under this Standing Rule by taking an additional course, or courses, under revised national requirement. A plaque, when awarded, shall include the inscription "Senior Member" or "Life Member" as the case may be. Each squadron secretary shall inform the district educational officer of the names of all members of his squadron qualifying for the award since the previous district conference. The district educational officer shall obtain plaques for presentation.

3.2.8 - Sanibel-Captiva Piloting Award

Trophy:

Awarded at the fall conference to the squadron having the highest percentage of their eligible membership to be awarded the grade of Pilot during the period 1 July of the preceding year through 30 June of the current year. Squadron percentage for the award shall be determined by the district educational officer on the basis of 1 July national educational statistics of the preceding year and USPS membership figures as of 30 June of the current year.

3.2.9 - Manatee Educational Proficiency Award Trophy

Awarded at the fall conference to the squadron having the highest percentage of members attaining the grade of Educational Proficiency during the current year (1 July of the preceding year through 30 June of the current year) as provided by the annual national educational statistics report for the current educational year showing the number of new Educational Proficiency holders and the squadron percentage.

3.3 - Teaching Aids

3.3.1 - Boca Ciega Teaching Aids Trophy:

Awarded semiannually at the spring and fall conferences to the squadron displaying the most outstanding teaching aid based on portability, audience interest, ease of manufacture, cost and value as a teaching aid and with the best three receiving certificates.

3.3.2 - Not Used

3.3.3 - Ft. Myers Multimedia Teaching Aids Trophy:

Awarded annually at the spring conference to the squadron displaying the most outstanding teaching aid for electronic/digital presentation and with the best three receiving certificates. [Conf: Apr'06]

The district education committee shall establish a judging committee for this award known as the MMTA (Multimedia Teaching Aid) judging committee appointed by the district education officer. The trophy is to be returned to the spring conference for awarding to the next recipient. The MMTA judging committee shall forward to each squadron SEO not later than 1 February the criteria to be used in determining the judging for the award. Multimedia Teaching Aids hereinafter will be referred to as MMTA.

The following are the guidelines to address MMTA submissions and judging criteria.

1. An MMTA is defined as any form of digital media that can be presented to a class with the express purpose of enhancing the educational goals of a USPS course. Such media might include: PowerPoint® presentations, audio and visual presentations, animations, electronic charting, virtual reality simulations, and other non-traditional media.
2. A squadron may enter as many MMTAs as it desires. However each aid must pertain to only ONE of the twelve course categories.
3. All MMTAs shall be virus free and formatted on industry standard media such as 3.5" floppy, CD-ROM (4x or higher), or USB flash cards.
4. All MMTAs must use software that is readily accessible to other squadrons. Special or proprietary code will not be considered. By submitting an entry, the author automatically agrees to wide distribution of the MMTA contents within D-22 and USPS®.
5. All MMTAs (just like traditional teaching aids) should clearly address a specific educational topic within a USPS approved course.
6. All MMTAs must be capable of classroom presentation (for example, through a projector) as well as viewable on desktop computers or large screen TV.
7. Each MMTA being submitted for consideration shall be sent to the DEO no later than 15 February of each year and shall contain the following:
 - a. A completed Teaching Aid registration form. (Work in Progress)
 - b. Written Statement of Purpose.
 - c. Presentation notes.
 - d. Operating instructions.
 - e. A storage device from 3 above.
8. The MMTAs judging committee members shall consist of 4 members to be selected by the

DEO. The judging committee members may be selected from 0-22 SEO's, squadron IT committee chairs, squadron webmasters, and district education committee members. They may serve 5 back to back terms.

9. The MMTA's judging committee will evaluate the electronic aids prior to the spring conference where 1st, 2nd, and 3rd place awards will be presented. [Conf: Oct'06]

*** 3.4 - Squadron Publications ***

3.4.1 - Fort Myers Publications Trophy:

Awarded at the spring conference to the squadron having the best publication, as judged by a Publication Judging Committee of three (3) members appointed annually by the district commander. Guidelines for judging are established by the editors, and can be amended from time to time by the committee at the spring conference seminar. Amendments are subject to approval by the following fall District 22 Council and Conference. After such approval, the amended guidelines take effective for the following year's judging. Each member of the judging committee will use as many copies of a publication as he deems necessary to judge it on the basis of the current Evaluation of Publication form issued by the National Publications Committee.

3.4.2 - Peace River Graphics Trophy:

Awarded at the spring conference to encourage greater use of illustrations in District 22 publications and excellence of overall design including cover and contents, thereby stimulating reader interest, augmenting explicitness and improving communications among members. Criteria for the award of this trophy will include:

- a.) Quality and effectiveness of graphics including photographs, illustrations (both clip art and original) and computer generated graphics. Preference will be given to original material.
- b.) Quality of layout including format, consistency, clarity, balance and aesthetic appeal.
- c.) Relevance and relationship of photos, illustrations and other graphics to editorial matter.
- d.) Compatibility of photographs, illustrations and other graphics to the method of reproduction including quality of finished product and considering imitations of available reproduction methods. Additional criteria, rules, measures, tests or standards may be established

from time to time by a majority of the editors attending any conference Publications Round Table. Entries for this trophy will be judged by the Publications Judging Committee.

*** Other District 22 Awards ***

3.5.1 - Anna Maria Island "Shipping Over" Trophy:

Awarded at the fall conference to the squadron showing the largest percentage of membership renewals for the current year.

3.5.2 - Cape Coral Cooperative Charting Trophy:

Awarded at the fall conference to the squadron receiving the greatest number of credits from "NOS" for acceptable and usable chart corrections for the previous reporting year in the cooperative charting program.

3.5.3 - District Safety Certificate of Appreciation:

Awarded at the fall conference to any squadron in District 22 having contributed substantially to the promotion of safe boating during the annual period from 1 August of the preceding year through 31 July of the current year as determined by a committee composed of the district executive, public relations, and safety officers. Awards will be made on the basis of the squadron's written report containing, but not limited to,

- (1.) The squadron's promotion of the Boating course;
- (2.) Activities relating to boating safety at boat shows, boat parades, shopping centers and malls, the news media and any appropriate means available; and
- (3.) Boating safety activities held in cooperation with other boating safety organizations. Included in the report shall be a copy of the squadron's report to the National Safe Boating Council, Inc. relating to the squadron's participation in National Safe Boating Week, which shall not alone be considered the basis for the award. Any additional standards for the awarding of this certificate shall be determined by the committee prior to 1 August and forwarded to all squadron commanders and safety officers. Prior to 1 October, the committee shall forward to the district commander its recommendations of qualifying squadrons.

3.5.4 - District Awards for Cooperative Charting:

At each fall conference awards, in the form of 8.5" x 11" certificates, shall be presented to those District 22 members having earned the first, second and third highest number of accredited individual points from NOAA for the prior reporting year. The form, design and content of the certificates shall be subject to prior approval of the Awards Committee. The chairman of the district Cooperative Charting Committee shall have the responsibilities (1) of submitting the proposed form of the certificate to the Awards Committee for approval, (2) of determining the winners, based on reports from NOAA, and (3) of obtaining, preparing, and presenting the certificates to the winners.

3.5.4.1 – National Honor Roll Award

At each fall conference awards, the National Honor Roll individual certificates provided by NOAA, shall be presented to those District 22 members having achieved Honor Roll status for the prior reporting year. The chairman of the district Cooperative Charting Committee shall have the responsibility of presenting the certificates to the winners in the following manner.

- (1.) The certificates shall be sorted by Squadrons and placed in individual envelopes for presentation.
- (2.) The envelope shall bear the name of the Squadron, Squadron Cooperative Charting Chairman, and the names of those members having achieved Honor Roll status.
- (3.) The district Chairman shall read the names of the individuals and present the envelope to the squadron Chairman or other representative. The Squadron Chairman shall distribute the certificates at appropriate time determined by the individual Squadrons.

3.5.5 - Flint River Information Technology Trophy:

Awarded at the fall conference each year to the squadron achieving the best results in computer services in accordance with the criteria established annually as of 1 May by a majority of the squadron Information Technology Committee chairmen attending the Information Technology Round Table at the spring conference each year. Based on existing criteria, awards for the year ending 30 April will be determined by a committee comprising the district commander, the district secretary, the chairman of the district Auditing Committee and the chairman of the district Information Technology Committee.

3.5.6 Reserved

3.5.7 - Naples Cruise and Rendezvous Attendance Trophy:

Awarded at the fall or spring conference each year at the discretion of the District Commander to the squadron achieving the highest score computed in Standing Rules (Rev October 2007)

accordance with criteria established annually as of 1 May by majority vote of the squadron Boating Activities chairmen attending the Boating Activities Round Table at the spring conference each year. Based on the criteria thus established awards for attendance at the D/22 annual cruise and rendezvous will be determined by a committee comprised of the District Administrative officer, the District Boating Activities Committee chair and the chair of the annual cruise and rendezvous committee. [Conf: Oct'08]

3.5.8 - District Award for Excellence in Teaching:

Awarded each year to an outstanding teacher at a squadron Change of Watch or other suitable squadron function. Award criteria will be established by the district educational officer and may be altered from time to time by majority action of the squadron educational officers.

3.5.9 USPS D/22 Apollo Beach Boating Safety Award:

Awarded at the fall conference each year to the squadron achieving the best results in boating safety in accordance with criteria established annually, as of 1 September, by a majority vote of the District Safety Committee. Based on existing criteria, the District Safety Committee will receive squadron entries and advise the first, second and third place winners at each fall conference.

3.5.10 - Tampa Predicted Log Trophy:

Awarded at spring and fall district cruise and rendezvous to the squadron accumulating the highest percentage of accuracy in a combination estimated-time-of-arrival and predicted log contest conducted at each district cruise and rendezvous. Appropriate certificates shall be awarded first, second and third place individuals. Rules for the separate contests shall be decided for the ensuing year at the Boating Activities Round Table and will be administered at each event by the Predicted Log committee, all under the guidance of the district administrative officer.

3.5.11 - The Five Star Squadron Recognition Program

Awarded at the Spring Conference to each squadron receiving at least one star as determined by a committee of the District Executive Officer, District Education Officer, District Administrative Officer and two other district members appointed by the District Commander. The Criteria for the award shall be determined by the committee and approved by the District Commander. The Recognition for the award shall be in the form of a certificate as designed by the committee and approved by the District Commander.

*** 3.6 - National Awards ***

3.6.1 - National Awards Qualifiers:

Entries in USPS national competitions which have earned the right to represent District 22 in such competitions shall be awarded the certificate authorized by USPS.

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