



**UNITED STATES POWER SQUADRONS®**



**DISTRICT 28**

**POLICIES AND PROCEDURES**

RATIFIED BY SPRING CONFERENCE

7 MARCH 2009

## TABLE OF CONTENTS

OBJECTIVES .....	1
FINANCES .....	1
MEETINGS.....	3
ORGANIZATION .....	5
PROPERTY and AWARDS .....	5
TRANSFER OF PROPERTY REPORT.....	6
HISTORY BOOK .....	7

## CHANGES SINCE LAST RATIFICATION

Added Items 14 through 16 to Section 2 – Finance, by action of the Summer 2009 Council. Amended Item 3 in Section 2

## CUSTODIAN OF MASTER COPY OF THIS DOCUMENT

P/D/C LOUIS LOTH, AP

## 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 They may be amended or rescinded with a two-thirds vote without notice or a majority vote with notice at a Conference or Council.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 D/28 Policies, as established herein, are to govern until rescinded or amended.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 identified for each watch year. 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. The Treasurer shall separately identify expenses that were part of prior year indebtedness, and shall not include these items in current year calculation of performance-to-budget. These prior year records shall be provided to the Current Audit Committee Chairman.
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 National Operating Committee.
6. The Annual Budget will be presented to the District Council at the December meeting at which time the District dues will be determined and approved including the explicitly stated amounts, whether changed or not. The District Treasurer will notify each Squadron Treasurer of the dues amount prior to 1 February.
7. A dues increase should be designed to cover the anticipated Budget for at least THREE (3) 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 lodging nor 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 nites, 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 District Commander (D/C) and the District Educational Officer (DEO) shall be reimbursed for housing charges in excess of those reimbursed by National for attending the Annual Meeting and the Governing Board upon presentation of acceptable receipts. The daily cost of housing shall be the stated group room rate at the host hotel plus all applicable taxes. The reimbursement will be limited to the daily housing cost less the reimbursement provided by National for the stated number of days of the meeting. In the event that the D/C or DEO stays at a different hotel, the basis for determining the reimbursement is the rate charged plus applicable taxes at that hotel, not to exceed the corresponding amount at the host hotel.
14. Reserved
15. The treasurer shall, on a semi-annual basis, send an invoice to each squadron for the district assessment for all new members who joined USPS since the previous invoice.
16. The current district assessment is as follows: Active Member, \$7.00; Additional Active, \$3.50; Family Members, Apprentices, Sea Scouts, Life Members = No Charge.

## 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 2012 are:

<u>Year</u>	<u>March Conference</u>	<u>June Council</u>	<u>October Conference</u>	<u>December Council</u>
2007	San Diego	San Diego	San Luis Rey	San Diego
2008	Phoenix	So Bay	Balboa **	Lake Mohave
2009	Balboa	So Bay	San Diego	San Diego
2010	Phoenix	San Diego	D/28 **	San Diego
2011	San Luis Rey	San Diego	Balboa	San Diego
2012	Lake Mohave	San Diego	San Diego *	San Diego

\* Joint Conference, hosted by D/28

\*\* Joint Conference, hosted by D/13 or D/25

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.
6. 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.



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

A. Meetings as specified below:

Conference - ONE (1) point for each Member in attendance.

Council - THREE (3) points for each Member in attendance.

B. Mileage Factor - After a Squadron's total points have been computed, 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>
PHX	1.0	1.4	1.4	1.4	1.3
SD	1.4	1.0	1.1	1.0	1.4
BAL	1.4	1.1	1.0	1.0	1.3
SLR	1.4	1.0	1.0	1.0	1.4
LM	1.3	1.4	1.3	1.4	1.0

The total 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.

8. 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 insigne to the D/C at least one month prior to the expiration of the District Commander's term of office. Insigne shall be shoulder boards and sleeve tridents.
4. The Deed of Gift for each District trophy shall be published in the "LEAD LINE" at least once in every FIVE (5) years.
5. The District Secretary whilst compiling the list of all District Elected and Appointed Officers, Committee Persons and Squadron Commanders for the District Roster shall also include the Certificate Numbers of these Members. The numbers shall be retained in the Secretary's files for the Commander's use in preparing Merit Mark recommendations.
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. D/28 owns an engraving machine capable of work on metal or plastic. D/28 will make engraved items for District 28 Squadrons at minimal costs. D/28 will provide engraved Participation Plaques for each boat participating in each District Sanctioned Cruise, Regatta and Cruiser Navigation Contest, at no charge.

4 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.