

UNITED STATES POWER SQUADRONS
DISTRICT 4
DISTRICT OPERATING PROCEDURES

Section 1. The District Operating Procedures shall be a directive for the guidance of the District Officers and shall amplify the Bylaws as to detail and shall include motions passed by the District Council that shall be continued until such time as they are modified or rescinded. Any word denoting gender used in these operating procedures shall apply equally to either gender as the context may require.

The District Operating Procedures shall be reviewed and examined annually by the District Bridge. The Secretary shall advise the District Council when any motion proposed indicates that its intention is to be continuous and thereby add to said motion that it is to be included in these Operating Procedures. Changes in the Operating Procedures may be recommended at any District Council Meeting. The District Commander may permit action at that meeting or may appoint a committee to study said change for a report and vote at the next regular Council Meeting. Adoption of these procedures and any changes thereto shall be by majority vote of the District Council.

Copies of these Operating Procedures shall be furnished to all elected District Officers, squadron commanders and district chairmen upon assuming office.

1. The District Commander, upon assuming office, shall establish the dates of Council Meetings and their location. The District Commander shall also establish the dates and locations of the Spring and Fall Conferences. These dates shall be published in the District Roster. If circumstances require, the district commander

may change the council meeting location, notice of such change being made in a timely manner by mail or telephone.

2. The District Commander shall notify the Secretary of the agenda of each Council Meeting which shall be included in the call of the meeting. In the interest of conducting an orderly meeting, reporting officers shall confine their reports to the three minute time limit set forth. Any member who has a special matter to be discussed shall notify the District Commander in advance of the meeting so that it may be included on the agenda. Any member reporting, who shall need more than the allotted time, shall request time prior to the meeting from the District Commander.

3. The Secretary shall include a return form indicating attendance with the call to the meeting. Members shall promptly return said forms to assist the Meetings Chairman in making the necessary preparations. This form shall serve as a place card for dinner.

4. Each District Officer and Chairman is expected to carry out all duties within the limits of the approved budget, which shall be furnished by the Chairman of the Budget and Finance Committee before the Spring Conference. The second-most senior member of the Budget and Finance Committee shall serve as Budget Officer. All requests for payment must be approved by the Budget Officer for compliance with the budget before payment by the treasurer. Expenditures beyond the budget may be approved by the District Commander or the Budget Officer for amounts up to \$50.00. District Council

approval shall be required for all expenditures more than \$50.00 above the budgeted amount and for all capital expenditures.

5. Reports made by Officers and Committee Chairmen shall be in writing and a copy turned over to the Secretary for inclusion in the minutes.

6. Any notice that a Committee Chairman wishes to send to the Squadrons shall first be approved by the District Commander or by the Officer to whom the Chairman reports. This approval may be verbal as long as the approving officer hears the verbatim copy.

7. The Roster of all Officers, Committees and Squadron Officers and Committees shall be printed and distributed to all Council Members with a target date of the first Council Meeting after the Spring Conference.

8. The Officers of the Bridge shall review with each reporting Committee Chairman, the duties and results expected of the Committee that year.

9. Each year the Meetings Chairman shall request reservations for the members luncheon at the Spring Conference and the Fall Conference. Members who desire lunch shall return the reservation form to the indicated meetings committee member with payment.

10. The Treasurer shall maintain a checking account with no minimum required balance and a money market account with a minimum balance of \$2500.00 at a Council approved savings bank. The following officers

authorized to make withdrawals: the District Treasurer, District Commander and the District Executive Officer with only one signature required.

11. District 4 shall maintain a reserve fund factor to be not less than 1.5 times nor more than 2.5 times the operating budget. The district's cash assets consist of its checking account, money market account and investments in CD's. At times, some of the cash assets are dedicated for special purposes as was done for the D/4 50th anniversary and the USPS 75th anniversary. The total cash assets less such dedicated funds are the net funds available for budgeted expenses and the required reserve. The reserve funds, therefore, consist of the net funds as determined above, less any unexpended currently budgeted funds and/or approved unpaid invoices and vouchers. This is the reserve which must be maintained at no less than 1.5 times the annual budget. The Treasurer's Report shall contain a line item that lists non-billed acquisition amounts. This amount shall be so listed until the bill arrives. A member that receives an acquisition must notify the treasurer if billing is not received within 60 days.

12. The District Commander is hereby authorized and directed to make a donation of \$25.00 to the USPS Educational Fund on behalf of District 4 upon notification of the decease of certain members of the District (as listed below) and to advise the Council of such action at its next regular meeting. Such recognition shall be made to

and is limited to: (1) Current and Past National Bridge Officers who reside within the territory of District 4 and are or have been active in its affairs; (2) Current District 4 Bridge Officers, Committee Chairmen and Council Members, i.e., Squadron Commanders; (3) Past District Commanders of District 4; (4) Past District Lieutenant Commanders of District 4.

13. Any time any member of District 4 knows of the death or extreme sickness of a member, he or she should notify the District Commander and the District Executive Officer. A District 4 Telephone Committee established by the District Commander should notify the membership with the responsibility as follows:

District Commander: notifies the District Bridge, the chaplain, the flag lieutenant, chairmen of General Committees, Standing Committees, and Ad Hoc Committees, National Officers and Governing Board members;

D/4 Executive Officer: notifies all squadron commanders;

D/4 Educational Officer: notifies members of the educational dept;

D/4 Administrative Officer: notifies administrative department and treasurer's Department chairmen;

D/4 Secretary: notifies secretary's department and executive's department Chairmen

D/4 Treasurer: notifies members of the nominating committee and P/D/C's;

as per the most recent D/4 Roster. Each officer is to be responsible for their own assistant(s) and aide(s). If a bridge officer is unavailable, his/her aide will be notified and take responsibility to notify the appropriate members on the list.

14. The District Bridge shall conduct annually, between 1 January and 28 February, an Officers Training Program for all squadron bridge officer nominees in the district for the coming year.

15. District 4 shall conduct an Interdenominational Memorial Service annually. Squadron commanders will be called upon to read the names of their shipmates who have departed during recent years.

Section 2. District Education Chairmen Duties and Responsibilities:

1. The District Education Officer shall recommend and the District Commander appoint such District Educational Course Chairmen as deemed necessary. Appointees shall have the rank of District Lieutenant and shall serve as liaison between the National Course Chairman and the Squadron Course Chairman. Appointments are to be made annually.

a) Chairmen are to be appointed for Boating, Seamanship, Piloting, Advanced Piloting, Junior Navigation, Navigation, Cruise Planning, Engine Maintenance, Instructor Qualification, Marine Electronics, Sail, Weather, Teaching Aids and Supplemental Programs. Other

educational chairmen may be appointed as may be deemed necessary.

(b) Their committees shall consist of the Squadron Chairmen of their courses or activity.

(c) The District Education Officer shall coordinate their activities and shall appoint a Squadron Education Officer as an advisor to each Chairman.

2. The duties and responsibilities fall into two categories: Those pertaining to the District Conference and those during the remainder of the year.

(a) District Conferences:

- Notify the District Education Officer and Advisor if unable to attend.
- Prepare agenda of subjects to be discussed at the Workshop
- Appoint a Workshop Secretary or personally take the minutes.
- Conduct the Workshop Meeting.
- See that only constructive criticism or comments are discussed and entered into the minutes.
- Prepare 36 copies of the minutes and supply them to the District Education Officer within ten (10) days.

(b) Remainder of the Year:

- Keep the members of the Committees informed of the latest developments pertaining to their course.
- If necessary, call special meetings of the Committees for discussion or dissemination of information. Notify the District Education Officer of such meetings.
- In cases where this Chairman wishes to clear up a discrepancy or seek additional information on the course or its material, the Chairman shall write directly to the National Course Chairman with a copy to the District Education Officer.
- Attend all Educational Department meetings.

At all times attempt to keep the District Education Officer abreast of what is happening regarding their Course.

3. For any video tapes (or audio tapes) that National sends to the District, the original copy shall be maintained separate from copies that may be made and distributed to the Squadrons. The original copy will be placed with the AsstDEO for safekeeping. The AsstDEO will maintain the District 4 library of tapes, films, student folders, and other Educational materials that are available for loan to District 4 Squadrons. The AsstDEO will maintain accountability for these items at all times.

Section 3. Executive and Administrative Workshops; duties and responsibilities of department chairmen.

District Conferences:

- Notify the District Administrative Officer if unable to attend.
- Prepare agenda of subjects to be discussed at the Workshop
- Appoint a Workshop Secretary or personally take the minutes.
- Conduct the Workshop Meeting.
- See that only constructive criticism or comments are discussed and entered into the minutes.
- Prepare 36 copies of the minutes and supply them to the District Administrative Officer within ten (10) days. When joint workshops are held, each chairman shall provide the required number of copies of the minutes.

Section 4. Awards and prizes.

1. The following District 4 awards shall be presented annually to those squadrons and members who do so qualify:

- a) Prince Henry, the Navigator, Award
- b) Charles H. Leach Memorial Trophy
- c) Harry Kern Memorial Award
- d) John Burns Safety Award
- e) District 4 Teaching Aid Award

f) Harvey A. Collins Memorial Award

g) George Ruckdeschel Memorial Award

Section 5. Spring Conference, yearly committee appointments and approvals.

1. The District Secretary shall distribute a list entitled "District 4, Committee Appointments for (applicable years)," to each appropriate D/4 Council member at the morning session of the Spring Conference prior to or after its convening but no later than the beginning of the workshop sessions.

2. The list shall show Committee Chairmen and members, Chaplain, Flag Lieutenant, Law Officers, Property Officer, Finance Committee, Planning Committee, Budget Committee, Aides, and others, as appointed by the District Commander, in accordance with D/4 Bylaws and Operating Procedures.

3. The District Secretary shall confirm the distribution of this list by signature of each Council member.

4. At the Council meeting following the Spring Conference, the Council shall approve or act upon the "Committee Appointment" list as distributed during the morning Conference session.

5. Resignations from elective and appointive committees:

a. Elective committees. A member who wishes to resign from an elective committee shall submit a letter of resignation to the District Commander, with a copy to the

Chairman of the Nominating Committee. The D/C may accept the resignation on behalf of the District Council, and so advise the Council at its next meeting, or bring it before the Council at its next meeting for action. The D/C shall also advise the Chairman of the Nominating Committee as soon as possible of any resignations from these elective committees.

b. Appointive committees. A member who wishes to resign from an appointive committee shall submit a letter of resignation to the District Commander. The D/C shall advise the Council of the resignation at its next meeting, and shall name, as soon as possible, a replacement, subject to the approval of the Council.

Section 6. District 4 logo.

The official District 4 logo shall be the two-color D/4 logo as shown on the 1994/1995 District 4 Directory. It shall be used appropriately on any District 4 publication, or displayed in a fitting manner as the District so chooses.