

UNITED STATES POWER SQUADRONS®

Operations Manual

What's Changed since Last Update?

Update Log for 2012

The 2012 release of the Operations Manual (OM) contains all known updates as of the Annual Meeting of the Governing Board of 01/28/2012 conducted in Jacksonville, Florida.

Since this is a comprehensive update, the changes noted in the previous release of the "What's Changed" document have been deleted and all change bars in the Operations Manual have been removed. Any future changes subsequent to this release will be noted in this document and noted in the manual by the use of a change bar. An example of a change bar is shown to the left of this paragraph.

The release numbering system has been changed. Effective with this release, the numbering system will be the year of the release plus the update number if one. For instance, this release is numbered 2012 as it is the first release of the manual for the year 2012. The next update for any manual we publish will be numbered 2012/1 indicating the first update to the 2012 edition. The next release will be 2012/2; then 2012/3 and so on. Also, the footer at the bottom of each page and cover page if one will be so numbered if they have been updated. This should simplify the recognition of which

release is the most current and thus indicate if you need to download the most current copy. If you notice any inconsistencies in any of our manuals or any questions or concerns regarding this website please contact the Committee Chair.

Update 1, Feb 2012 ...

1) In response to a request, the What's Changed document now reports not only the updates for the current year (2012) but the two previous years as well. Please let us know if this is of some assistance to you; and

2) Section 15.8 was updated to correctly indicate that the BOD can dissolve a squadron.

Update 2, May 2012 ...

On 27 April 2012, the Board of Directors approved revising the USPS Travel Policy to limit inter-city transportation reimbursement to a maximum of \$200 for Annual and Governing Board meetings. Appendix G-5, Local Transportation was updated to indicate this change.

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Update Log for 2011

The 2011 edition of the Operations Manual (OM) contains all known updates as of the Annual Meeting of the Governing Board of 02/05/11 conducted in Orlando, Florida.

Since this is a comprehensive update, the changes noted in the previous release of the "What's Changed" document have been deleted and all change bars in the Operations Manual have been removed. Any future changes subsequent to this release will be noted in this document and noted in the manual by the use of a change bar. An example of a change bar is shown to the left of this paragraph.

We welcome to the Committee this year, Cdr Bruce Brill, AP, from the Fort Macon Sail and Power Squadron in District 27. Bruce brings a world of experience to bear in assuming his first National assignment. Bruce, we are glad to have you and hope your tenure on the Committee will be long and productive. Welcome Aboard, at least that is what we used to say in the Navy.

April 2011 Release:

- 1) Minor editorial changes;
- 2) Section 14.22 ... updated;
- 3) Sections 15.8 and 15.9 ... removed as being unnecessary and covered in bylaws if necessary;
- 4) Sections 5.49, 5.50 and 5.54 were updated; and
- 5) Appendix K, "Canadian Power and Sail Squadrons," was extensively updated.

July 2011 Update:

- 1) Six pages titled "United States Power Squad-

rons and the American President" were added at the end of Chapter Zero;

- 2) Section 15.9 was updated; and
- 3) Sections 4.4, 4.39, 4.65, 5.6 and 11.21 were updated.

August 2011 Update:

Appendix G-6, the Reimbursement Policy for all Reimbursement Codes, Inter-city Transportation and Air for baggage was changed from \$25 to a maximum of \$40.00 each way for one checked bag only to and from the meeting site. Section 5.63, Squadron Bylaws, was updated by the Committee on Rules (ComRules). Section 6.30 was corrected and updated.

September 2011 Update:

Appendix J.4, Group Hotel Booking Contract was removed. Appendix G-6, Reimbursement of Travel and Related Expenses Policy, was updated.

October 2011 Update:

Appendix A, Guide to Taking Minutes, was added to the Secretary's Manual.

November 2011 Update:

Section 3.86, Auditing Committee, was deleted. Section 3.14, Bowsprit, was removed. Sections 3.90, Cooperative Advertising, and 3.91, Public Relations Contests, were moved to the National Executive Officer as sections 3.25 and 3.26 respectively. Sections 3.57, Ensign Correspondents, 3.63, Web Excellence Awards, and 3.58, The Ensign Contents, were relocated to Section 3.56, Communication Committee. Section 3.51 was corrected.

Many Section Numbers in chapter three were renumbered as a result of these changes. were renumbered.

Several sections in chapter five were updated. Please review the chapter and search for the change bars to see that paragraphs that were changed. Section 5.30 was deleted; thus, all sections post 5.30
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What's Changed since Last Update?

Update Log for 2010

The 2010 edition of the Operations Manual (OM) contains all known updates as of the Annual Meeting of the Governing Board of 02/06/10 conducted in Orlando, Florida.

Since this is a comprehensive update, the changes noted in the previous release of the "What's Changed" document have been deleted and all change bars in the Operations Manual have been removed. Any future changes subsequent to this release will be noted in this document and noted in the manual by the use of a change bar. An example of a change bar is shown to the left of this paragraph.

Appendix G, USPS Policies, has been updated with two new policies: Whistleblower and Conflict of Interest.

We have made every effort to infuse these changes into the Operations Manual and all associated manuals maintained by this committee. Every effort has been made to ensure the accuracy of the textual content and make it be consistent with the new bylaws. If you note any irregularities between the content of the bylaws and this manual or other inconsistencies, please notify the Operations Manual Committee so they may be corrected.

This Committee has added a substantial amount of new material to the manual in the past three years. This caused the manual to become somewhat disorganized. To allow for reordering chapters in the future with a minimum of confusion, we have completely reorganized the table of contents and thus renumbered some chapters. All webmasters have been notified of the changes. We

hope this reorganization will allow future changes and additions with a minimum of disruption.

The Secretary's, Treasurer's and Membership Manuals are joined by the Squadron Development Manual in this release; both as chapter 24 and in a stand-alone format. The Squadron Development Manual has been substantially updated and reformatted. The Committee believes it is a great addition to the suite of manuals we maintain for USPS.

April 2010 ... Appendix A was replaced with a new chapter titled "Using this Manual."

June 2010 ... The Membership Committee Section of Chapter 3, sections 3.37 through 3.42, were updated by that committee.

September 2010 ... Section 3.42, Public Contact, was added to define that position.

October 2010 ... Section 13.38, 13.50 and Appendix B were updated by the Flag and Etiquette Committee.

October 2010 ... By action of the Bellevue Governing Board conducted on 04 September 2010, the membership class of Family was eliminated. All existing Family members will be converted to Active Members. As well, Family Merit Marks were eliminated and will be converted to Active Merit Marks. All references to both Family Members and Family Merit Marks have been removed and the vernacular changed to indicate this change. While the changes required to articulate these changes are too numerous to list, each was indicated by a change bar in the appropriate

chapter when possible. Chapters 21 through 24 as well as the Secretary's, Treasurer's, Membership and Squadron Development stand-alone manuals have been updated.

Section 4.21 was updated and section 4.22 was added by the Homeland Security Team Leader.

Any discrepancies should be noted and forwarded to the Committee for Resolution.

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