



# **USPS District 21 Policy & Procedure Statements**

**Revised 7 March 2013**

The following policy and procedure statements provide guidance to D/21 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 D/21 business via e-mail.

2. Performance Reporting

3. Asset Inventory Reporting & Procedures

4. Vendor contracts

5. D/21 Website and Sail Angle

Password for the D/21 Website – Members Only Information Section - will be made available to Squadron Commanders, District Bridge and P/D/C's at the Incoming Officers' Meeting.

The District Commander will designate one or more moderators for the D/21 group on SailAngle.

6. Rosters

Each year district shall produce an electronic copy roster that is delivered by email to P/D/C's, District Bridge, Squadron Commanders, and Committee Chairmen. The roster will also be posted on SailAngle, and the online version is to be updated at least quarterly. Those needing a hard copy can arrange to have one printed for them.

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 per conference day attended for up to three days to help defray travel expenses of attending a national meeting on behalf of D/21. 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).

District will reimburse the District Commander for the cost of the hospitality room and adjoining sleeping room less the cost of a standard sleeping room; and \$400 for 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 D/21 Meetings budget category. \$500.00 of this budgeted amount is designated for the Incoming Officers' Meeting.

Expenses outside budgeted amounts should be presented to D/21 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 – D/21 follows family dues structure. Current dues for an individual member are \$10, and dues for all additional family members combined are \$5. Life members and apprentice members do not pay District dues.

<b>Expense Category</b>	<b>Description</b>
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 conference program. Materials. Conference registration material may be distributed electronically via email or SailAngle.
Cooperative Charting	postage/copying, etc. for Cooperative Charting
D/21 Meetings	expenses incurred for hospitality room ( <i>not</i> cost of sleeping room or hospitality room) at the two D/21 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 (obsolete)	(The roster is now distributed electronically by email or SailAngle)
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 D/21 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 printing of the conference 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 D/21's expression of gratitude for the visit. Should the D/21 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 D/21 Squadron Awards by all squadrons shall be provided to Squadron Commanders during the conference when the award is presented.

The bridge or committee member that is responsible for administering a D/21 award will see that the trophy is collected from the previous winning squadron prior and update the award as appropriate prior to the conference where the award will be presented.

Awards, plaques and trophies received by D/21 from National or other organizations will be presented to the bridge member or committee chair responsible for the function earning the award. The bridge member or committee chair will be free to dispense with the award as they see fit. Copies of certificates may be presented to others, and plaques may be given to individuals, but these are not to be retained by the District as there are no storage facilities.