



UNITED STATES POWER SQUADRONS®

America's Boating Club®

DISTRICT 28

POLICIES AND PROCEDURES

(Last Ratification 20XX Annual Conference)

Table of Contents

SECTION 1 – OBJECTIVES	2
SECTION 2 – FINANCES	3
SECTION 3 – MEETINGS	4
SECTION 4 – ORGANIZATION	4
SECTION 5 – PROPERTY and AWARDS	5
SECTION 6 – HISTORY BOOK	6
SECTION 7 – DOING BUSINESS AS America’s Boating Club®	6

CHANGES SINCE LAST RATIFICATION

Spring 2020 changes:

Revised Policies and Procedures to reflect the USPS requirements for one meeting per year delete separate Council meetings, remove requirement for the Treasurer to notify Squadrons of district assessments, delete Attendance and Star Awards and change dates of future council meetings to the annual schedule.

2021 Changes:

Revised Policies and Procedures deletes a District Council and streamlines procedures for updating in the future. This revision removes certain requirements like Conference approval and requirements for multiple members on committees. The basic philosophy is that the document is to manage internal affairs of the district that are not defined in the Bylaws or the USPS Operations manual.

SECTION 1 – OBJECTIVES

1. These D28 Policies & Procedures are to be reviewed and approved at each annual meeting of the district or as required by changing circumstances. The planning committee is charged with the periodic review of this document and for submitting recommended changes to the district bridge for approval.
2. D28 Policies & Procedures do not take precedence over D28 Bylaws or the National USPS Bylaws. Rather, they are intended to be an adjunct to procedures that are not specified in other USPS documents.
3. D28 Policies & Procedures, as established herein, are to govern until rescinded or amended.
4. The custodian for the District Policies & Procedures shall be the District Secretary. The District Secretary shall be responsible for maintaining a master copy of the Policies and Procedures.

SECTION 2 – FINANCES

1. Department Chairs must sign money requests for committees in their department.
2. Change of accounts from bank to bank requires District Bridge approval.
3. The District Treasurer will give a report at each District Conference showing the current Budget with disbursements made and a statement of the balance remaining in each Budget item.
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 the district upon assignment to District 28 by the Governing Board or the USPS Board of Directors.
6. An Annual Budget will be presented to the District Bridge by the District Treasurer preceding the Annual Conference at which time the district assessment will be announced and approved including the explicitly stated amounts. An assessment increase should be designed to cover the anticipated Budget for at least three (3) years.
7. The Host Squadron (see Section 3.4 Meetings) gains or losses on District Conference expenses except that the District picks up the expenses for National and District guests up to the amount of the costs. (Expenses include ladies' activities, ladies' lunch and Conference fees). The District will not pay either lodging or transportation costs for National guests.
8. The Host Squadron must submit a Preliminary Budget for hosting a District Conference to the District Bridge preceding the Conference. Subsequent changes to the Conference Budget must be approved by the District Commander. A final statement of income and expense by the host squadron must be submitted to the District Commander within 30 days after the Conference and reported at the next district Bridge meeting. This statement shall include final quantities and pricing of the room nights, luncheon and/or dinners and other events held at the District Conference to provide future reference.
9. The minimum fiscal reserve shall be established at 150% of the current year's Budget
10. Spouses of deceased Past District Commanders will be the guests of the District at all District Conferences. The District will reimburse the Host Squadron for the costs of these guests attending all programs, dinners, etc. District will not pay for the transportation or hotel costs.
11. The District pays for Conference meeting expenses. The District will not advance funds to Squadrons for Conferences. For a Joint Conference, the Host Squadron may include a request for advance funding by the District in accordance with Item 10, above.
12. The District Commander shall be reimbursed for expenses related to a shared hospitality room at the USPS Annual meeting up to the amount provided in the approved District Budget upon presentation of acceptable receipts.
13. The District Treasurer shall be limited to paying the charges within that officers' Budget. Budget increases must be approved by the District Bridge.

14. To encourage participation by Squadron Commanders at the USPS national level, the district may provide a non-budgeted, non-reimbursed \$200 stipend for any Bridge Officer designated by their Squadron Commander, for attendance at any of the USPS Meetings. The stipend will be paid upon submission of proof of a report at the next District Meeting. This stipend shall be reviewed by the Planning Committee bi-annually to assess achievement of purpose and impact on District finances.

SECTION 3 – MEETINGS

1. There shall be not less than one District 28 Meeting per year. District Meetings may be called by the District Commander as required to conduct District Business.
2. The proposed area for the meetings through 2024 are:

<u>Year</u>	<u>Location</u>
2022	San Luis Ray Sail and Power Squadron
2023	Phoenix Sail and Power Squadron
2024	San Diego Sail and Power Squadron
2025	Balboa Sail and Power Squadron

3. The Meeting location may be changed by action of the District Bridge.
4. The District Commander "Designate" (District Executive Officer) shall be responsible for the coordination of District requirements 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 Meetings 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 District Conference "CALL TO MEETING" to all District Members, eligible to vote. This includes the elected bridge officers, the immediate past district commander, the chairmen of the general committees, the squadron commanders, the past district commanders who are active members of district squadrons, and the delegates, which persons shall be the voting members of the Conference.
6. The names of all Squadron Delegates in attendance at District Conferences shall be listed in the Conference minutes.

SECTION 4 – ORGANIZATION

The District is organized in two groups with varying responsibilities and voting authority.

The **District Bridge** has overall authority for district operations. The elected Bridge Officers include the District Commander, District Executive Officer, District Education Officer, District Administrative Officer, District Secretary and the District Treasurer.

The **District Conference** shall be composed of the elected bridge officers, the chairmen of the general committees, past district commanders, the squadron commanders, and the delegates, which

persons shall be the voting members of the Conference. The District Conference is the governing authority for all district activities.

Summary of group members and their voting authority

Function	Bridge	Conference
Commander	X	X
Executive Officer	X	X
Education Officer*	X	X
Administrative Officer*	X	X
Secretary*	X	X
Treasurer*	X	X
Immediate P/D/C	X	
General Committees		
Rules		X
Nominations		X
Financial Review		X
Squadron Commanders		X
Past District Commanders		X
Squadron Delegates		X

* Assistant officers only vote in absence of their department head.

1. The **Planning Committee** is to assist the District Officers in the necessary planning as directed by the District Commander. The District Commander shall make all appointments to the Planning Committee.
2. The **District Calendar** for the ensuing fiscal year will be submitted and approved by the District Commander prior to the publication of the District Conference "CALL TO MEETING".
3. The **P/D/C uniform insignie** shall be provided to the District Commander at least one month prior to the expiration of the District Commander's term of office. Insignie shall consist of shoulder boards and sleeve tridents.
4. The **Deed of Gift** for each District trophy shall be available on the District website.
5. The "**District 28 Lead Line**" shall be published and provided directly to the District Members by the Secretary, to include the meeting schedule and agenda.

SECTION 5 – PROPERTY and AWARDS

1. Accountability for the District Property and Awards shall be the responsibility of the District Treasurer who may appoint a Property Officer to perform the duties.
2. 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.

3. The District Property Officer will prepare an inventory of District Property. The inventory will be included annually in the Financial Review 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 District banner for display.

TRANSFER OF PROPERTY REPORT

1. It is the responsibility of all incoming elected 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.
2. Each department chairman will report on the status of transfers at the first District Conference Meeting after the change of watch. The TRANSFER OF PROPERTY REPORT forms will be attached to the original business meeting minutes.

The District Awards will be presented at the District Conference as appropriate: 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 the District Conference.

SECTION 6 – HISTORY BOOK

1. The purpose of the District History Book is to preserve important facts about people, events and statistics related to D28 affairs. The format of the books at the time of this revision is: one book for D28 events, the other for (1) Squadron events that are related to the District, (2) Statistics, (3) District Trophies and (4) miscellaneous information.
2. 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.
3. 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.
4. This format is not all-inclusive and may be expanded or detailed by creative historians. This responsibility is assigned to the Secretary Department.

SECTION 7 – DOING BUSINESS AS America's Boating Club®

The district shall monitor developing requirements for the rebranding of USPS units as doing business as (dba) Americas Boating Club® and coordinate with the district's squadrons to establish approved requirements.