The United States Power Squadrons

# UNITED STATES POWER SQUADRONS®

Sail and Power Boating — America's Boating Club

# **BYLAWS**

of

# **USPS DISTRICT 28**



Date of Final Approval: 18 July 2023

dedicated to making boating safer and more fun

# CERTIFICATION

# **USPS DISTRICT 28**

The accompanying bylaws (or amendments thereto) were adopted by the Conference of this District on

(Date): March 24, 2023	
Signature of Chairman, District Rules Committee	(Date) April 6, 2023
I certify that the members were notified in accordance with the present, and that at least two-thirds of those voting voted in fav bylaws.	
Signature of District Secretary (or Commander)  Date signed	4.11.23
CI/Combr Sue A. Bean, AP Rank, name, and grade of Secretary (or Commander)	
APPROVAL	
Approved by the USPS National Committee on Rules on1	8 July 2023
alle W. Falus	s is the Effective Date)
Signature USPS National Committee on Rules Representative	

R/C Allan W. Lakin, SN
Rank, Name, and Grade of USPS National Committee on Rules, Representative

# TABLE OF CONTENTS

ADTIGLE 1	TABLE OF CONTENTS	
ARTICLE 1		
Diete	rict Organization	Sections 1.1. 1.2
Wor	ict Organizationd and Term Meaning	Sections 1.1 - 1.2
VV OI	d and Term Meaning	5cctions 1.5 - 1.4
ARTICLE 2		
Offic	eers and Committees	
Olliv	General Provisions	Section 2.1
	Elected Officers	
	Commander	Section 2.2
	OPTIONAL Executive Officer	
	Educational Officer	
	OPTIONAL Administrative Officer	
	Secretary	
	Treasurer	
	Elected Assistants	
	General Committees	
	Nominating Committee	Section 2.9.1
	Rules Committee	
	Financial Review Committee	
	OPTIONAL Appointed Committees	50001011 2.7.5
	OPTIONAL Planning Committee	Section 2 10 1
	OPTIONAL Budget and Finance Committee	
	OPTIONAL Membership Committee	
	OPTIONAL Member Involvement Committee	
	OPTIONAL Law Committee	
	OPTIONAL Legislative Committee	
	OPTIONAL Personnel Committee	
	OPTIONAL USPS Educational Fund Representative	
	OPTIONAL Marketing Committees	
	OPTIONAL Other Committees	
	OPTIONAL Other Appointed Officers	50011011 2.10.10
	Editor	Section 2.11
	OPTIONAL Property Officer	
	OPTIONAL Chaplain	
	OPTIONAL Flag Lieutenant	
	OPTIONAL OTHER ELECTED OFFICERS	
	Additional Elected Officers	Section 2.14
ARTICLE 3 I	RESERVEDJ	
ARTICLE 4		
The	Conference	
1110	Conference	Section 4.1
	Delegates	
	Duties of	
ARTICLE 5		
Mee	tings, Notices, and Quorums	
1,100	Number of Conferences	Section 5.1

	Number of Conference Meetings.  Regular Meetings.  Special Meetings.  Using Electronic Means.  Notice to meetings.  Quorum determination.  Voting  Getting the Floor  Offering a Resolution	Section Section Section Section Section Section Section Section Section	5.3 5.4 5.5 5.6 5.7 5.8 5.9 5.10
ADTICLE 6	Adjourned Meeting	. Section	5.11
ARTICLE 6			
Nomina	tions and Elections Candidates for Election Vacancies in the Slate Reserved Eligibility Voting Replacing an Officer	. Section . Section . Section	6.2 6.3 6.4 6.5
ARTICLE 7			
Order of	f Business and Rules of Order Order of Business Parliamentary Procedure		
Finance	S		
	Fiscal Year		
	Budget Year		
	Collecting Funds		
	Contracting Bills		
	Closing an Account		
ARTICLE 9			
A 1			
Amendr	Voting	. Section	9.2
ARTICLE 10			
Dieteiles	ation of Assets After Termination		
Distribu	Title to Assets  Distribution of Assets		

# **ARTICLE 1**

# **District Organization**

- **Section 1.1** This district shall be known as USPS District 28. The Conference, at any regular or special meeting, and in accordance with the requirements of the Bylaws of the United States Power Squadrons, may adopt a d/b/a name for doing business, provided that any state requirements for registration of a d/b/a are met.
- Section 1.2 The district shall be composed of the chartered squadrons assigned by the Governing Board of United States Power Squadrons. # The district shall be governed by a Conference functioning as the governing body in accordance with the policy and authority of USPS.
- **Section 1.3** Duties assigned by the USPS bylaws that are not assigned in these to the Bridge are deemed to have been reserved for the Conference.

## **Word and Term Meaning**

- **Section 1.3** As used herein, and unless the context clearly indicates otherwise, the term:
  - **1.3.1** *USPS* means United States Power Squadrons®.
  - **1.3.2** Governing Board refers to and means the Governing Board of USPS
  - **1.3.3** *National* refers to and means the national organization and officers of USPS.
  - **1.3.4** *Conference district, squadron, officers, committees, aides, members, and subjects* treated generally, refer to and mean those of this district.
  - 1.3.5 Policy and authority of USPS refer to and means the bylaws of USPS, and the policies adopted by the USPS Governing Board or the Board of Directors. The current USPS Operations Manual often includes or refers to these bylaws and policies for ease of member reference. If there is a difference between the National bylaws or USPS policy and the Operations Manual, the bylaws or policy always take precedence.
- Section 1.4 Any word denoting gender used in these bylaws shall apply equally to any gender as the context may require.

## **ARTICLE 2**

### Officers and Committees

### **General Provisions**

- Section 2.1 All officers and committee members, elected or appointed, shall be subject to the following general provisions:
  - **2.1.1** All elected officers, elected committee members, and all committee chairpersons, elected or appointed, shall be active members of squadrons in the district and at least 18 years of age. All appointed officers and committee members shall be members of squadrons in the district.
  - 2.1.2 Reserved.

- **2.1.3** Except as otherwise provided in these bylaws, all officers, committee members, and appointees shall: (1) be elected or appointed annually; (2) serve for one year or until their successors are elected or appointed, or if applicable, installed; and (3) begin their term of office at the time at which they are elected, or if applicable, appointed or installed.
- **2.1.4** No member shall be nominated for or hold more than one district flag office simultaneously, except that the district offices of the secretary and treasurer may be held by the same person. A member may hold an elected flag office at other levels of USPS if there does not seem to be a conflict of interest.
- 2.1.5 Committees whose members have staggered terms shall have members elected or appointed initially for terms to meet such qualifications. One of the members whose term next expires shall be considered for appointment as chairperson except for the general committees, which shall select their chairpersons.
- **2.1.6** A vacancy occurring in any elective office elected by the Conference at the preceding meeting shall be filled by the Bridge for the unexpired term and a vacancy occurring in any appointive office shall be filled by appointment by the commander except for multi-year terms which shall be appointed by the Bridge.
- **2.1.7** In addition to the specific duties set forth herein, all district officers shall be expected to perform such other duties relating to their office as may be prescribed by the policy and authority of USPS.
- **2.1.8** In all instances relating to rank, grade, appointment, duties, and procedures, the policy and authority of USPS shall prevail.
- **2.1.9** Upon leaving office, officers shall turn over to their successors all significant records, reports, communications and documents in their possession that pertain to the affairs of the district.
- **2.1.10** The commander and the lieutenant commanders shall constitute the Bridge.
- **2.1.11** No district rank shall be authorized or conferred except as provided for in this article.

### **Elected Officers**

### **Section 2.2** The commander, the ranking officer, shall:

- **2.2.1** Preside at all meetings of the Conference and represent the district at meetings and functions of USPS.
- **2.2.2** Visit each squadron at least once a year. If unable to make such visitations in person, designate a representative to do so, preferably one of the lieutenant commanders or a past commander of the district.
- **2.2.3** Call meetings of the Conference as provided herein.
- **2.2.4** Be, *ex officio*, a member of all appointed committees. but not a member of committees elected by the Conference.
- **2.2.5** Appoint all appointive officers and the chairpersons and members of the appointive committees who have one-year terms. Appointments for those with multi-year terms shall be made by the Conference.
- 2.2.6 Evaluate in coordination with the national executive officer requests from squadrons of the district for a temporary waiver to its bylaws to conduct its affairs under such organizational and operational structure as deemed appropriate. Monitor said squadron and its activities and report to the national executive officer.
- **2.2.7** The commander may be assigned national duties and responsibilities in addition to those assigned by these bylaws.

**2.2.8** Shall serve with the rank of commander.

### **Section 2.3** The executive officer shall:

- **2.3.1** Assist the commander.
- **2.3.2** Have general supervision of the Executive Department as directed by the commander, or the Conference.
- **2.3.3** Be, ex officio, a member of all committees of the Executive Department.
- **2.3.4** Be the liaison between the district and the squadron commanders and receive their reports.
- **2.3.5** In the temporary absence or incapacity of the commander, perform the duties and exercise the powers of the commander.
- **2.3.6** Serve with the rank of district lieutenant commander
- **2.3.7** By decision, the Conference may leave this office vacant at the time of elections.

#### **Section 2.4** The educational officer shall:

- **2.4.1** Assist the commander.
- **2.4.2** Have general supervision of the Educational Department and coordinate the squadrons' educational programs as directed by the commander, or the Conference.
- **2.4.3** Be a member of the National Educational Department.
- **2.4.4** Be, ex officio, a member of all committees of the Educational Department of the district.
- **2.4.5** Advise the commander on all district educational matters and appointments.
- **2.4.6** Coordinate, in conformance with national educational policies and procedures, the educational activities within the district.
- **2.4.7** Provide counsel on, when requested, nominees for squadron educational officers, appointments to local boards, if any, and other squadron educational matters.
- **2.4.8** Shall serve with the rank of district lieutenant commander
- **2.4.9** If there is no elected executive officer and in the temporary absence or incapacity of the commander, perform the duties and exercise the powers of the commander.

### **Section 2.5** The administrative officer shall:

- **2.5.1** Assist the commander.
- **2.5.2** Have general supervision of the Administrative Department as directed by the commander, or the Conference.
- **2.5.3** Be, ex officio, a member of all committees of the Administrative Department.

- **2.5.4** In the temporary absence or incapacity of the executive officer, perform the duties and exercise the powers of the executive officer.
- 2.5.5 Shall serve with the rank of district lieutenant commander
- 2.5.6 The Conference may leave this office vacant at the time of elections.

### **Section 2.6** The secretary shall:

- **2.6.1** Assist the commander.
- **2.6.2** Keep a record of the proceedings of the Conference and conduct the correspondence of these bodies.
- **2.6.3** Have custody of the official copy of the bylaws, which shall be kept corrected to date, and send promptly to the designated member of the Committee on Rules duplicate copies of bylaws amendments adopted by the Conference.
- **2.6.4** Keep and file all documents, records, reports, and communications connected with the business of the district.
- **2.6.5** Make a report at each meeting of the Conference and as directed by the commander.

#### 2.6.6 Reserved.

- 2.6.7 Report to USPS HQ the names of all officers and committee chairpersons on the OD1 when requested. In the event of an interim election or appointment, report such changes within 10 days of the election or appointment.
- **2.6.8** Send notices for meetings of the Conference as required by 5.6 herein.
- **2.6.9** Be, ex officio, a member of all committees assigned to the Secretary's Department.
- **2.6.10** Shall serve with the rank of district lieutenant commander
- **2.6.11** The offices of the secretary and the treasurer may be held by the same person.
- **2.6.12** The secretary may appoint a **property officer** who shall have physical custody of all district property which is not procured for resale to members and who shall maintain a current listing of such property showing location, date procured, and condition. I had assumed that the secretary would take this task on, him/herself.

### **Section 2.7** The treasurer shall:

- **2.7.1** Assist the commander.
- 2.7.2 Collect and hold, in the name of the district, all funds belonging to the district.
- **2.7.3** Pay all bills contracted by the district, which have been approved by the or provided for in the budget adopted by the Conference.
- **2.7.4** Make all financial records of the district available for audit.

- **2.7.5** Make a written report of the district's financial condition at each meeting of the Conference, and as may be directed by the commander.
- 2.7.6 Send to each squadron a notice of the annual assessment levied against it by the Conference. Assessments shall be determined based on the number of single active members or family units as shown on the records of USPS as of 1 March\_of the year for which the assessment is to be paid. Assessment notices shall be mailed within 30 days of the foregoing date.
- **2.7.7** Prepare and file, in a timely manner, all required federal, state, and local tax and information returns, following the instructions and recommendations of the national treasurer.
- **2.7.8** Be, ex officio, a member of all committees assigned to the Treasurer's Department.
- **2.7.9** Shall serve with the rank of district lieutenant commander
- **2.7.10** The offices of the secretary and treasurer may be held by the same person.

# **Elected Assistants**

Section 2.8 The Conference may authorize election assistants for the lieutenant commanders. These assistants, when authorized, shall be elected, and serve with the rank of district first lieutenant. Any such officers shall assist their principals and, in the temporary absence or incapacity of their principals, act in the principals' stead. If the district bylaws provide for an intentional vacancy in a bridge office, the Conference by declining to elect a bridge officer, the corresponding assistant shall remain vacant.

### **General Committees**

- **Section 2.9** The following general committees shall be elected by the Conference and shall report directly to the Conference the results of their assigned duties and responsibilities. The chairs of elected committees shall serve with the rank of district lieutenant.
  - **2.9.1** The **Nominating Committee** shall consist of a chairperson and at least two other members, one of whom shall be elected each year for a term of three years. This committee shall annually nominate a candidate for each elective district position and its nominating report shall be sent via e-mail to the district secretary, not fewer than 45 days prior to the date of the Conference at which elections are held.
  - **2.9.2** The **Rules Committee** shall consist of a chairperson and at least two other members, one of whom shall be elected each year for a term of three years. This committee shall:
    - (1) Be responsible for adherence to the USPS Bylaws, USPS policy, and these bylaws;
    - (2) Remain familiar with the latest *Model Bylaws for Districts of USPS* and prepare necessary recommendations for district bylaws to maintain consistency with the policy and authority of USPS; and
    - (3) Prepare wording for amendments to the district bylaws and district resolutions to the Governing Board on motion of a committee member or as may be directed by the Conference.
    - (4) Appoint a Member of the Committee to make recommendations for proposed changes to the district Policies and Procedures, benefiting the district in response to requests from the Conference, or from within the committee. It shall file an annual report to the Conference.
  - **2.9.3** The **Financial Review Committee** shall consist of a chairperson and two other members, one of whom shall be elected each year for a term of three years. This committee shall examine all records of the treasurer annually and submit a report of its findings to the next meeting of the Conference. An additional financial review shall be performed should a different person assume the office of treasurer prior to the end of the fiscal year.

# **Appointed Committees**

**Section 2.10** The following committees and their members may be appointed by the commander or the Conference and shall report to the Conference or their respective department heads as required or directed. Every appointee shall hold office at the pleasure of the appointing authority but not beyond the term of office of that person or body except to complete an assignment with the approval of the Conference.

### **Standing Committees Reporting to the Conference**

**2.10.1** The Commander or the Conference may appoint a law officer. The law officer shall be an attorney licensed to practice in the state of California. This officer shall perform such legal duties as may be assigned by the commander. The commander may also appoint a legislative officer, to gather information on laws, proposals, and regulations affecting recreational boats, boaters, and water sports.

### 2.10.2 Reserved

# **Key Appointed Committees Reporting to Commander**

- 2.10.3 Reserved
- 2.10.4 Reserved
- 2.10.5 Reserved
- 2.10.6 Reserved

# **Other Appointed Officers**

**Section 2.11** The commander may appoint an editor and an associate editor who shall report to the secretary and perform such duties as may be required for preparing district publications.

Section 2.12 Reserved.

Section 2.13 Reserved

### **ARTICLE 3**

### Reserved

## **ARTICLE 4**

### The Conference

Section 4.1 The Conference shall be composed of the elected bridge officers, the chairpersons of the general committees, the Squadron Commanders, the Squadron Education Officers, the Past Commanders of this district who remain active members of district squadrons, and the delegates, which persons shall be the voting members of the Conference. The Assistant Bridge Officers will be voting members in the absence of the Bridge Officers that they were elected to assist.

# Section 4.2 Delegates.

- **4.2.1** Delegates shall be selected by each squadron from that squadron's members qualified to vote on the basis of one delegate for every 25 members so qualified and in good standing, or a major fraction thereof, as of the preceding 1 March, with a minimum of two delegates per squadron.
- **4.2.2** During the first year of a new squadron, the number of its delegates to the Conference shall be based upon the number of its charter members, with a minimum of two delegates.
- **4.2.3** Prior to each meeting of the Conference, each squadron commander shall submit in writing to the district secretary a list of the squadron's delegates entitled to vote at such meeting.
- **4.2.4** If a delegate is disqualified or is unable to attend, either in person or electronically, if so authorized, the squadron commander may appoint a substitute and notify the district secretary before the convening of the meeting.

### **Section 4.3** The Conference shall:

- **4.3.1** Elect annually elective officers as provided herein and members of the general committees.
- **4.3.2** Adopt annually a detailed budget, including the assessment to be levied against squadrons. Assessments for members joining squadrons after the date specified in 2.7.6 herein may be levied by the Conference.
- **4.3.3** Have authority to establish committees and make appointments thereto or delegate such authority to the Bridge or to the commander.
- **4.3.4** Consider and act upon reports, resolutions, and recommendations from the Bridge, officers, and committees and conduct other necessary business.

- **4.3.5** Adopt and forward appropriate recommendations and resolutions, which have been adopted by a two-thirds vote of the Conference, via the office of the national executive officer for the final decision by the Governing Board. A subsequent Conference may, by a two-thirds majority of those voting, move to withdraw a resolution still pending before the Governing Board, a department committee, or an officer of the USPS.
- **4.3.6** Adopt amendments to these bylaws.
- **4.3.7** Establish and promulgate district rules and regulations consistent with the policy and authority of USPS and these bylaws. Such rules and regulations shall be binding upon all officers and squadrons of the district.

# **ARTICLE 5**

# **Meetings, Notices, and Quorums**

- Section 5.1 There shall be at least one regular meeting of the Conference in each calendar year. Any Conference meeting shall be scheduled in accordance with the policy and authority of USPS and care shall be taken that the dates do not conflict with national events.
- Section 5.2 Reserved
- **Section 5.3** Regular meetings of the Conference shall be held at places, on dates, and at times selected and fixed by the commander with the approval of the Bridge.
- **Section 5.4** Special meetings of the Conference may be called by the commander, or petition supported by a two-thirds vote of the Executive Committees of at least three squadrons of the district and such petition shall set forth the reason for calling the meeting.
  - **5.4.1** The commander shall select the date, time, and place of such special meetings. In the case of a special meeting called by a petition, the date shall be within 30 days of receipt of the petition.
  - **5.4.2** The business of any special meeting shall be limited to action upon the agenda items contained in the meeting notice.

### Section 5.5 Reserved

- **Section 5.6** Notice of any district meeting shall be sent by the secretary to members of the Bridge, to the chairperson of each elected committee, and to each squadron commander, not less than 30 days prior to the date of a regular meeting and not less than 15 days prior to the date of a special meeting.
  - **5.6.1** For meetings of the Conference:
    - (1) Notice shall also be sent to each past commander of the district;
    - (2) The squadron commanders shall notify their respective delegates; and
    - (3) Notice of the District Conference at which elections are held shall include a list of members nominated for election to positions within the district.
    - (4) Publication of notices in a regular district publication, duly and timely circulated, shall fulfill the foregoing requirements.

- 5.6.2 Electronic communication may be used for notices provided the recipient has agreed to accept electronic messages instead of physical mail and the message is transmitted to the member's facsimile machine or last e-mail address of record on or before the applicable deadline for providing notice. Providing an e-mail address or fax number shall constitute an agreement to receive notices electronically. Electronic transmission of an official district publication containing such notice shall be deemed to comply with this requirement provided it is transmitted in its entirety.]
- **5.6.3** Electronic Meetings of the Conference may, when necessary, be conducted by electronic means, as defined by the currently available technology, provided that all other applicable sections of Article 5 are adhered to. Such meetings shall be announced to all involved members well in advance of the published start date and planned end date. Provision shall be provided for any member who wishes to monitor the proceedings, and comments to the meeting any questions or concerns as if they were meeting in person. However, non-members of the Conference may not vote on any question.
- **5.6.3** As soon as practicable after the conclusion of any electronic meeting of the Conference, the secretary shall enter into the minutes of the meeting the results of discussions held and the final votes on any decisions approved. These minutes shall be presented and ratified by the Bridge members at its next non-electronic meeting.
- **Section 5.7** At any meeting of the Conference, 25 percent of the members of the Conference shall constitute a quorum. At any meeting of a committee of more than two members, a quorum shall be a majority of its members.
- **Section 5.8** Voting at district meetings shall be as follows:
  - **5.8.1** Each member qualified to vote and present at the meeting, either in-person or electronically, shall have one vote on each question even if holding multiple positions each of which would otherwise qualify a vote.
  - **5.8.2** Voting at a meeting of the Conference shall be by members of the Conference only.
  - **5.8.3** In the absence of a squadron commander, another member of the squadron bridge or other active member of the squadron may be appointed by the squadron commander to act for the squadron commander at a specific district meeting. Such appointment shall be in writing or by e-mail and submitted to the secretary at or prior to the meeting. In the absence of an officer for whom there is an elected assistant; the assistant may act for the principal.
  - 5.8.4 Voting shall be by voice unless a poll is demanded by a person duly qualified to vote, in which event votes shall be cast by show of hands. In an electronic meeting, voting shall conform to the available technology. If a poll is demanded by a person duly qualified to vote, a roll call vote shall be taken. In an in-person meeting, upon a motion supported by at least one-fifth of the members present and voting, a roll call vote shall be taken. The presiding officer may require that voting be by secret ballot if circumstances warrant. The Conference may determine for a particular meeting the manner of electronic voting and counting.
  - **5.8.5** Voting at an election shall be as provided in 6.5 herein.
- **Section 5.9** At any meeting of the Conference, any member may have the floor when recognized by the presiding officer, who may limit the time thereof.
- **Section 5.10** Any member of the Conference shall have the prerogative of offering a resolution or recommendation for consideration by the Conference.
- **Section 5.11** Should any meeting of the Conference be adjourned to reconvene more than 24 hours later than the time set for the original meeting, or to a different location, then there shall be issued a notice for such adjourned Conference

as provided in 5.6 herein. Such notice shall set forth the items to be included on the adjourned Conference agenda. No action at such adjourned Conference shall be valid unless a quorum is present.

# ARTICLE 6

### **Nominations and Elections**

- **Section 6.1** Candidates for elective offices to be voted on at the Conference shall be nominated by the method described herein.
  - **6.1.1** Candidates may be nominated by written petition signed by a total of at least 10 voting members in good standing from each of at least three squadrons within the district. Such petition shall be sent by first class mail or delivered to the secretary at least 15 days before the date of the election.
  - **6.1.2** At least 10 days before the date of the election, the secretary shall forward the names of those nominated to the Bridge, the chairperson of the elected committees, the squadron commanders, and to each past commander of the district.
  - **6.1.3** Squadron commanders shall notify delegates representing their squadrons.
  - **6.1.4** Electronic notification shall be considered effective provided the conditions of Section 5.6 are met.
  - 6.1.5 If the Conference chooses to leave an office vacant pursuant to 2.3.7 or 2.5.6, it shall not be a vacancy for purposes of 2.1.6.
- **Section 6.2** If vacancies exist in the properly formulated slate of nominees at the time of any election, they shall be filled by nominations from the floor.
- Section 6.3 Reserved
- **Section 6.4** No person shall be eligible to serve in an elected office without first signifying willingness and ability to serve if elected and being a member in good standing.
- **Section 6.5** At any election, each member of the Conference present and in good standing shall have one vote for each office to be filled. Voting shall be in the following manner:
  - **6.5.1** Cumulative voting is prohibited.
  - **6.5.2** Election to an uncontested office may be effected by a supported motion and a ballot cast and recorded by the secretary.
  - **6.5.3** Election to a contested office shall be affected by secret ballot, unsigned and cast in person. Such elections shall be determined by a judge of election and not fewer than three tellers, all of whom shall be appointed by the commander. The secret ballots shall be delivered to the judge of election and opened and inspected by the tellers, and the final results shall be tabulated and announced to the members before the close of the meeting. In the event of an electronic meeting, to the extent the technology allows, voting shall be by secret ballot. If the technology does not allow a secret ballot, the Conference shall determine the method of voting.
  - **6.5.4** The presiding officer shall vote only to create or decide a tie, or to cast a secret ballot.
  - **6.5.5** Polls shall remain open for no more than one hour after the election is initiated as an order of business.

- **Section 6.6** In the event the commander or any of the lieutenant commanders are determined, by self-declaration or by a two-thirds vote of the Conference, to be incapable of performing the duties of office because of illness or other reason, the Conference may assign the duties and powers of such office to a past commander of the district agreeable to serve. Such assumption of duties by a past commander shall last only until the earliest of:

  (1) the next Conference at which elections are normally held;
  - (2) the officer rescinds the self-declaration of incapability;
  - (3) the Conference rescinds its declaration of incapability; or
  - (4) the next meeting of the Conference at least 50 days after the declaration of incapability at which meeting the Conference shall recommend to the Conference whether the period of incapability should be extended or the office should be declared vacant.

Should the Conference recommend the office be declared vacant, nominees will be determined according to the provision of Section 6.1 in time to be included in the notice of the meeting of the Conference. If the Conference by a two-thirds vote concurs, an election shall be held to fill such vacancy.

# **ARTICLE 7**

### Order of Business and Rules of Order

- **Section 7.1** Unless otherwise provided, the order of business at any regular or special meeting of the Conference shall be the same as that of USPS.
- **Section 7.2** Orderly parliamentary procedure shall govern at all meetings.
  - **7.2.1** All questions of procedure not otherwise covered herein or by the policy and authority of USPS shall be answered in accordance with the most current edition of *Robert's Rules of Order, Newly Revised* by the chairperson of the rules committee or his designee. However, if the rules committee chairperson and designee are both absent, the presiding officer shall designate the parliamentarian. The person serving as parliamentarian shall be identified at the outset of the meeting.
  - **7.2.2** All questions of interpretation of these bylaws shall be answered under the authority of the chairperson of the rules committee.

# **ARTICLE 8**

### **Finances**

- **Section 8.1** The fiscal (business) year of the district shall be for 12 consecutive months beginning on first day of December and ending on the last day of November.
- **Section 8.2** The budget year of the district shall be from the end of the Conference at which the budget is adopted to the end of the Conference at which the budget is adopted the following year.
- **Section 8.3** Any person collecting funds for any activity of the district shall be prepared at all times to make a full-and-complete accounting of same to the Conference.
- **Section 8.4** No person shall contract any bills in the name of the district unless previously authorized by the Conference, or by the adopted budget.

- **Section 8.5** Whenever an account is closed or an authorized function is completed; the responsible person shall promptly prepare and submit a complete report to the treasurer. Any excess funds shall be immediately turned over to the treasurer.
- **Section 8.6** No person shall take advantage of USPS membership status in order to achieve personal gain or remuneration which would otherwise be unavailable.

# **ARTICLE 9**

### **Amendments**

- **Section 9.1** These bylaws may be amended by a two-thirds vote of Conference members present and voting at any regular or special meeting of the Conference provided any proposed amendments are stated in full in the notice of the meeting as required by 5.6 herein.
- **Section 9.2** When any amendment is properly before the Conference it may, before final action thereon, be changed by a majority vote provided the change is germane to the subject covered by the amendment as proposed.
- **Section 9.3** Amendments shall become effective on the date of formal approval by the USPS Committee on Rules. Notice of such approval shall be provided to the individuals entitled to Notice of Meeting in Section 5.6 by the Secretary.

# **ARTICLE 10**

### **Distribution of Assets after Termination**

- **Section 10.1** No individual member of USPS shall have any interest in or title to the assets of USPS, the assets of the district, or the assets of any squadron of the district. Such assets shall be devoted exclusively to the purposes of USPS, the district, and the squadrons of the district.
- Section 10.2 In the event of dissolution, or revocation of the district's authority to function:
  - 10.2.1 If there are no squadrons, district assets shall be assigned to USPS or to an institution or organization which qualifies for tax exemption under Section 501 (c)(3) of the Internal Revenue Code of 1986, as from time to time amended, and any rules and regulations promulgated thereunder, or such other section of the code by which USPS is exempt or of the State the district may be incorporated in. The recipient of such assignment shall be selected by the Conference or other comparable body of the district. In the absence of such selection, the selection shall be made by the USPS Board of Directors. If such assets include bequests, gifts, or endowments these assets will be subject to review by the National Law Officer and approved by the USPS Board of Directors.
  - **10.2.2** Should the squadrons of this district, upon the termination of the district's authority to function as such, be assigned to one or more other districts, the assets belonging to this district shall then be divided among such other districts, prorated as to the membership of the squadrons assigned to such districts.

# This Page Intentionally Left Blank