



UNITED STATES POWER SQUADRONS®

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District 27



D/27 PROCEDURES MANUAL

REVISION 1-OCTOBER 16, 2016

This manual contains procedures and cross references to governing rules. Polices and Rules are contained in USPS Bylaws and the Operations Manual, and in the District Bylaws and Standing Rules. Provisions of those documents are cross referenced and not repeated in this manual.

TABLE OF CONTENTS

Conference	3
1.1. Committee appointments	3
Council	3
1.2. Committee Appointments.....	3
Officers and Committees	3
1.3. Commander	3
1.3.1 Duties	3
1.3.2 Appointments	3
1.4. Executive Officer	4
1.4.1. Duties	4
1.5. Educational Officer	4
1.5.1. Duties	4
1.6. Administrative Officer	4
1.6.1. Duties	4
1.7. Secretary	4
1.7.1. Duties	4
1.8. Treasurer	5
1.8.1. Duties	5
Awards Presentation and Arrangements	5
Meeting Arrangements.....	5
Meeting Scheduling	7
References to mandated policies of USPS and District 27.....	8

Conference

1.1. *Committee appointments*

1.1.1. REFERENCE: D/27 Bylaws Section 4.33.

1.1.2. The Conference normally appoints the following additional committees:

[List]

Council

1.2. *Committee Appointments*

1.2.1. REFERENCE: D/27 Bylaws Section 3.2.2.

1.2.2. The Council normally appoints the following additional committees

[List]

Officers and Committees

1.3. *Commander*

1.3.1 Duties

1.3.1.1 REFERENCE: Duties: D/27 Bylaws, Section 2.2

1.3.2 Appointments

1.3.2.1 REFERENCE: Appointments: District Bylaws, Sections 2.10—2.12

1.3.2.2 The practice in D/27 is not to make the following of the listed appointments of officers:

[List]

1.3.2.3 The practice in D/27 is for the Commander to make the following additional appointments of officers:

[List]

1.3.2.4 The practice in D/27 is not to make the following of the listed appointments of committees

[List]

1.3.2.5 The practice in D/27 is for the Commander to make the following additional appointments of committees:

[List]

1.3.2.6

1.4. Executive Officer

1.4.1. Duties

1.4.1.1. REFERENCE: Duties: D/27 Bylaws, Section 2.3

1.4.1.2.

1.5. Educational Officer

1.5.1. Duties

1.5.1.1. REFERENCE: Duties: D/27 Bylaws, Section 2.4

1.5.1.2.

1.6. Administrative Officer

1.6.1. Duties

1.6.1.1. REFERENCE: Duties: D/27 Bylaws, Section 2.5

1.6.1.2.

1.7. Secretary

1.7.1. Duties

1.7.1.1. REFERENCE:

1.7.1.1.1. USPS Operations Manual, Chapter 15

<http://www.usps.org/national/om/pdfs/opsman15.pdf>

1.7.1.1.2. Secretary's Manual (Standalone Version of OpsMan, Ch15)

<http://www.usps.org/national/om/pdfs/secman.pdf>

1.7.1.1.3. D/27 Bylaws

Section	Topic
2.1.2	Qualifications
2.1.4	Dual Office
2.6	Duties
2.8	Assistant Secretary
2.9.1	Nominations
4.2	Conference Delegates
5.6	Notice of District Meetings

- 5.8.4 Voting Cards
- 6.1 Nominations
- 6.5.2 Uncontested Election
- 9.3 Notice of Approval of Bylaw Amendments
- 1.7.1.1.4. D/27 Standing Rules
 - 1.7.1.1.4.1. [Insert references to standing rules here]
- 1.7.1.2. Procedures Relating to the District Secretary
 - 1.7.1.2.1. [Here begins the setting out of procedures for the Secretary]

1.8. Treasurer

1.8.1. Duties

- 1.8.1.1. REFERENCE: Duties: D/27 Bylaws, Section 2.7

Awards Presentation and Arrangements

- 1.9. REFERENCE: Section 7, District 27 Rules Supplemental to the Bylaws.
- 1.10. District Awards are created in and described in Appendix A (referenced by Section 7) of the District 27 Rules Supplemental to the Bylaws.
- 1.11. The normal time for presenting awards, and the presenter, is as follows:
 - 1.11.1. Spring Conference
 - Awards Luncheon
 - [List awards and presenters here and in following sections]
 - Business Meeting
 - Banquet
 - 1.11.2. Fall Conference
 - Awards Luncheon
 - Business Meeting
 - Banquet

Meeting Arrangements

- 1.0 There are two D/27 Meetings per year that are Hosted by a Squadron, the Spring Conference and the Fall Conference. The D/27 Rendezvous, although not a meeting per se, is also Hosted by a Squadron.

- 1.1 The arrangements for and contracts for meals, meetings spaces, other required items normally furnished by a hotel or local vendor, will be negotiated by the Meetings Chair (MC).
 - 1.1.1 The MC is responsible for coordination with the hotel. Any changes to room setup, or requirements for additional tables, chairs, etc., must be communicated to the MC, not the hotel.
- 1.2 Other non-meeting activities, such as off-site meals or entertainment, may be planned by the Host Squadron, and any contracts required shall be negotiated by the MC.
- 1.3 All expenditures related to events associated with the Meetings, such as supplies for Hospitality Rooms, shall be reviewed by the MC or the Commander to assist in accounting for all costs and establishing a budget for these items. Persons shall be designated as authorized to make these purchases and the MC shall be notified as to who has been authorized to make purchases.

2.0 Pricing for Meetings

- 2.1 The MC and the District Commander will review all contracted prices and determine the price for event activities, including but not limited to Activity Fee, meal prices, and other items requiring payment.
- 2.2 Other non-meetings activities planned by the Host Squadron that will require expenditures shall have a Budget prepared for these expenditures for approval by the MC. The MC will set the pricing for these activities prior to the preparation of the Registration Form.
- 2.3 The MC shall also review all other expected expenditures that will be submitted by the Host Squadron, or other persons acting on behalf of D/27, to determine what other expenses should be included in the event pricing prior to the preparation of the Registration Form.
- 2.4 A copy of all expected expenditures, including budgets, should be submitted to the D/27 Treasurer when the Registration Form is complete to review the D/27 Financial position as it pertains to the meeting.

3.0 Duties of the Host Squadron

- 3.1 The Host Squadron should prepare information notices about activities with input from the MC and publicizes the event via the Bitts, Sail Angle or other venues.
- 3.2 The Host Squadrons shall receive all registrations for the meeting including checks made payable to D/27. Deposits of checks received will be coordinated with the Treasurer, who may direct that they be deposited locally in a timely manner. Payments made via PayPal will be coordinated with the Treasurer.
- 3.3 The Host Squadron shall maintain the registration list via a computer based spreadsheet recording such information as directed by the MC. An electronic file should be sent to the District Commander and the MC on a regular basis, every two weeks until the last two weeks of registration, then every three days, or as requested.
 - 3.3.1 Late registrations must be approved by the MC before the reservation can be confirmed.
- 3.4 The Host Committee shall provide the MC and the Treasurer an electronic copy of the final registration report no later than after the Saturday lunch.

- 3.5 The Host Squadron will prepare tickets for all meals and meal choices and other activities that may require a ticket, properly identifying each event and using different colors or sizes of the tickets to ease verifying the correct ticket for each event.
 - 3.5.1 The Host Squadron will prepare an envelope for each registrant, listing the names, what tickets are ordered, and will contain tickets and other information relative to the meeting. The members should be advised to check their envelope for accuracy.
 - 3.5.2 The Host Squadron shall provide reasonable access to the registration check - in to pick-up tickets and information relative to the meeting as designated by the Commander.
 - 3.5.3 The Host Squadron shall collect tickets for each event,
 - 3.5.4 All tickets collected shall be counted and delivered to the MC at the end of each event to confirm the actual number for each event and reconciliation with final bills.
 - 3.5.5 The Host Squadron may provide welcome bags for the registrants. Contents of the welcome bags should consist of items provided by merchants, businesses, or governmental offices at no cost to D/27.
- 3.6 The Host Squadron is requested to collect items and request items from other Squadrons for silent auction and/or raffle and provides members to assist with the silent auction and /or raffle.
 - 3.6.1 The Host Squadron is requested to run a 50/50 raffle.
 - 3.6.2 At the designated time, the Host Squadron will announce the successful silent auction bidders and any raffle winners and distribute the items.
 - 3.6.3 All proceeds from the silent auction and raffles will be turned over to the Treasurer, preferably no later than after the Saturday evening event.
- 3.7 The Host Squadron will prepare refreshments for the Spouse's coffee or brunch. If this is at the hotel, all plans need to be coordinated with the MC.

Meeting Scheduling

- 1.1 REFERENCE: Meetings, Notices and Quorums, D/27 Bylaws, Article 5. (Also includes Voting.)
- 1.2 Setting Council and Conference Meetings, General

Spring and Fall Conferences are required by the bylaws. The Council fixes the number of its meetings, but is required to have at least two, one of which shall be held within 40 days prior to each conference. The practice in D/27 is to comply with this requirement by having joint Council/Conference meetings, convening the Council first and the Conference second. Customarily there is also a winter Council meeting. The District also customarily holds a summer rendezvous, but neither the Council nor the Conference meet then and it is not an "official meeting" of the district. See the Bylaws provisions for how the meetings are set, approvals and notices.

References to mandated policies of USPS and District 27

The procedures set out in this manual are operating procedures, not policies mandated by USPS or D/27. The following are references to mandated policies.

- 1.1 USPS Bylaws, District Organization, Section 6
http://www.usps.org/national/hq/documents/USPS_Bylaws.pdf
- 1.2 USPS Operations Manual, District Organization, Chapter 4
<http://www.usps.org/national/om/pdfs/opsman.pdf>
- 1.3 District 27 Bylaws:
http://www.usps.org/national/rules/district_bylaws_storage/district_bylaws_storage.html
- 1.4 District 27 Standing Rules
(with Appendix A, Approved District Awards)