

## DISTRICT 20 PROCEDURAL GUIDE INDEX

(Current through 21 March 2009)

This issue supersedes all previous editions and should be used in conjunction with the current edition of the District 20 Conference Manual.

Readers will notice some items may be termed 'one time' situations. However, this is a Procedural Guide and although any given item may be termed a 'one timer' it has been inserted to indicate how these situations have been handled.

**This guide is the property of District 20. After your term of office it must be returned to the District Secretary.**

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## DISTRICT 20 PROCEDURAL GUIDE

D/C Richard H. Morland suggested that a Procedural Guide be created for the District. It was decided that the D/C's suggestion would be implemented and that minutes of all of the District's meetings for the past several years would be reviewed for procedures which may have been forgotten. Said procedures would become a guide for future Officers of the District. The intent was that this would be an ongoing project.

**Exec/Com 04/16/82**

### 1. PURCHASE OF FLAGS AND PLAQUES

Unless otherwise designated by the D/C, the D/Admin/Off is responsible for the purchasing of flags and plaques awarded by the District.

**General**

### 2. I.R.S. FORM 990

The District Treasurer is to be notified by each member Squadron, at the time the Squadron reports to USPS Headquarters, whether or not there is a necessity for the Squadron to file a Form 990 for the tax year.

**General**

### 3. PURCHASE OF GIFTS FOR DISTRICT PERSONNEL - BUDGET ITEM

The cost of the gifts purchased for the outgoing District Commander and his spouse shall be a separate District budget item. The D/Admin/Off shall be responsible for the purchase of the gifts.

**Exec/Com 04/25/76**

### 4. PURCHASE OF DISTRICT STATIONERY

Unless otherwise designated by the D/C, the Secretary shall be responsible for the purchase of District stationery. The suggested quantities to be purchased are 3000 letterheads and 5000 envelopes.

**Exec/Com 04/25/76**

### 5. ADVANCE OF FUNDS TO CONFERENCE HOST SQUADRONS

If necessary for use as deposits, the District will advance an amount of money to Squadrons hosting Conferences up to two years in advance of the event. This advanced money is considered as a portion of the total District allotment for any given Conference.

**Council 08/22/76**

6. BOATING COURSE CLASS SCHEDULES FURNISHED TO THE USCG  
It was recommended that, as soon as possible, a schedule of Boating Course classes should be furnished to the offices of the United States Coast Guard both in Chicago and Fox Lake areas every year.

**Exec/Com 08/27/77**

7. SAVINGS ACCOUNTS

It was recommended that, when practicable, savings accounts of the District be placed at institutions providing services to the District.

**Exec/Com 08/27/77**

8. THEME OF FALL CONFERENCES

Due to the fullness of the time schedule at Spring Conferences, the Fall Conferences have been educationally-oriented. In view of this, the Educational Department awards, the Full-Certificate presentation for the previous year's awardees and the Teaching Aid display/competition should take place at the Fall Conferences.

**Council 08/28/77**

9. SQUADRON MAILING LISTS

Squadrons are expected to include the name and address of the D/C on their mailing lists so that the D/C may receive copies of minutes of all of their meetings as well as their publication.

**Conference 10/15/77**

10. AVAILABILITY OF BOATING COURSE CLASS SCHEDULES AT BOAT SHOWS

A listing of the Squadron Boating Course class schedules, available at the time of a boat show in which the District participates, should be in the boat show booth as an information item.

**Exec/Com 02/11/78**

Due to the fact that many Squadrons do not respond in a timely manner to the D/EO's request for Boating Class information for use in our Boat Show booth, the following was moved, seconded and passed. The D/EO will make available, for the booth, a generic flyer listing current S/EO's and their phone numbers.

Additionally, there will be a separate sheet of paper listing Boating Class information of those Squadrons that have forwarded this information to the D/EO.

**Exec/Com 12/02/07**

11. LOG BOOK AT BOAT SHOWS

There is to be a log book available at all boat shows, in which the District participates, to be used for sign-in for watch-standers as a reference for Merit Mark recommendations.

**General**

12. INCORPORATION OF THE DISTRICT

The District is to be incorporated in the State of Illinois as a Not-For-Profit corporation.

**Council 08/20/78**

13. REPORTS BY EXECUTIVE COMMITTEE MEMBERS

All Executive Committee members are expected to furnish to the Secretary a written copy of each report they make at various District meetings.

**General**

14. ITEM DELETED (see item 103)

15. MEETING RESERVATION FORMS - CONFERENCES, OPERATIONS  
TRAINING, CRUISE AND  
RENDEZVOUS

Reservation forms for rooms and activities should be forwarded to all Squadrons, for reprinting and distribution, at least 90 days prior to the function. The purpose of this is to help to eliminate problems caused by a late issuance of the Trident.

**Exec/Com 09/29/78**

16. PAYMENT OF ASSESSMENT (see item 69)

Squadrons are to remit per capita assessment to the District at the same time the National dues are paid. Subsequent to the District Change of Watch, the District

Treasurer shall mail a notice to this effect annually to each Squadron Treasurer.

**Council 02/10/79**

17. ATTENDEES AT NATIONAL MEETINGS

Those District personnel attending the various Governing Board and/or Annual Meetings are expected to prepare a written summary of notes taken at the subordinate meetings attended. These notes are to be given to the District Commander so that he may have the information distributed among the Squadrons.

**General**

18. BOAT SHOW HANDOUT MATERIAL

There is to be **no squadron handout material** used in a boat show booth when participation in that particular show is District sponsored.

**Exec/Com 02/10/79**

19. CERTIFICATE OF INSURANCE

It was reported that, if necessary, a Certificate of Insurance may be obtained by Squadrons from USPS Headquarters for use at certain functions (e.g. a boat show in a shopping center).

**Council 08/19/79**

20. REGISTRATION WITH THE STATE OF ILLINOIS NOT REQUIRED

It was reported that there is a letter on file stating that the District is not required to register with the State of Illinois under either the Charitable Trust Act or the Solicitation Act.

**Council 08/19/79**

21. PAYMENT OF INVOICES BY TREASURER

The District Treasurer was instructed to pay no invoices without the WRITTEN approval of the officer in whose department the expense was incurred.

**Exec/Com 09/28/79**

22. MEDICAL EMERGENCIES AT CONFERENCES

The host Squadron should make prior arrangements to have a medical doctor available in case of medical emergencies at Conferences.

**Council 03/21/80**

23. PROCEDURE FOR PRESENTATION OF RESOLUTIONS

It was suggested that Squadrons submit their resolutions, proposals and problems to the District Exec/Com for screening PRIOR to presentation at Council meetings.

**Conference 03/22/80**

24. RESPONSIBILITY FOR COMPLETION OF THE DISTRICT ROSTER

Whether repeating in office or not, the incumbent Secretary is charged with the responsibility of completing the District roster for the ensuing District year. The rosters should be available for distribution at the Spring Conference. Any missing or changed information will be supplied upon the issuance of errata sheets.

These errata sheets shall be compiled and distributed by the then incumbent Secretary as soon as practicable.

**General**

25. COOPERATIVE CHARTING AWARD

If earned by the District, any National award for Cooperative Charting shall be given to the District Chairman of the year for which the award was earned.

**General**

26. SPECIAL QUALIFICATIONS OF AUDIT COMMITTEE MEMBERS

Members of the Audit Committee may not audit the books of a Squadron hosted District function if they are members of that particular Squadron. An alternate is to be selected for that particular audit.

**Exec/Com 12/12/80**

27. SQUADRON EDUCATIONAL DEPARTMENT ROSTER

The District Educational Department shall develop a Squadron

Educational Department roster so that any Squadron's Educational Department personnel can more easily communicate with their counterparts in other Squadrons.

**Exec/Com 04/10/81**

28. REPORT OF PLANNING COMMITTEE - CONFERENCE RELATED

It was the recommendation of the Planning Committee that Conferences NOT be assigned to Squadrons and that oral reports of Squadron Commanders NOT be curtailed at Council meetings.

**Plan/Com 05/04/81**

29. PROXY VOTES OF SQUADRON COMMANDERS

All Squadron Commanders are expected to give to the D/C their written proxy with written voting instructions for use by the D/C at National meetings PROVIDED that they themselves or their designee will not be present at said meeting(s).

**General**

30. NOTIFICATION OF DEATHS

Notification of the D/C and the District Chaplain is to be made of the death, as soon as practicable and before the funeral, if possible, of any USPS member who was active in District work or members of the immediate family of that USPS member. The term immediate family is meant to mean the spouse, children or parents.

**Exec/Com 05/15/81**

31. DISTRICT FUND ALLOTMENT TO CONFERENCE HOST SQUADRONS

It was verified that, within one year of the actual Conference date, the host Squadron may receive from the District any funds due to them as the District allotment.

**Exec/Com 05/15/81**

32. PURPOSE OF OPERATIONS TRAINING MEETING

The Operations Training meeting is to be conducted for the benefit of the District Bridge and Executive Committee as well as Squadron personnel.

**Exec/Com 06/19/81**

33. PRINCE HENRY KEEPER TROPHY

It was recommended that the Prince Henry keeper trophy should bear a plastic-enclosed photo of the original trophy. The total cost of this award is not to exceed \$125.00.

**Exec/Com 06/19/81**

34. CONGRATULATORY LETTER FOR EDUCATIONAL ACHIEVEMENT

The District Educational Officer shall prepare a letter of congratulations for any member of the District who has achieved Full Certificate status. The letter is to be signed by the D/C and the D/EO and forwarded to the member's Squadron Commander for presentation by him at his discretion.

**Exec/Com 06/19/81**

35. SPECIAL BUDGET ITEM - CONFERENCE RELATED

The cost of meals and gift(s) for the representative of the Chief Commander at Conferences should be a separate District budget item and not considered as part of the District allotment to the host squadron. This cost shall also include that of the representative's spouse if in attendance. The D/Admin/Off shall be responsible for the purchase of the gifts.

**Exec/Com 09/25/81**

36. CERTIFICATES OF APPRECIATION - USPS MEMBERS

Certificates of Appreciation are distributed, at the Spring Conference, to all personnel serving at the District level whether they be elected or appointed and who will not serve the ensuing year in the same capacity.

**General**

37. CERTIFICATES OF APPRECIATION - NON-USPS MEMBERS

A framed Certificate of Appreciation was given (for each year used) to the owner of a facility who donated space and refreshments for the meetings of the District Executive Committee. It was suggested that this also be done for donors when related to any other District function.

**Exec/Com 09/25/81**

38. ELECTION OF PAST DISTRICT COMMANDERS AS COMMITTEE CHAIRMEN

This item does NOT refer to the Immediate P/D/C whose duties are outlined in the District Bylaws. Traditionally, the next prior P/D/C has been Chairman of the Nominating Committee while his predecessor has been Chairman of the Planning Committee. This applies to those P/D/C's who are currently members of USPS, who reside in the District and are willing to serve.

**General**

39. PUBLIC IMAGE

As suggested by the National organization, each Squadron should make a concerted effort to enhance the image of USPS by obtaining favorable publicity (including pictures where possible) in local news media.

**Exec/Com 09/25/81**

40. MERIT MARK RECOMMENDATIONS

If work done for the District does not warrant a Merit Mark recommendation on its own, the D/C should forward the information to the Squadron Commander of the presumed recipient for possible inclusion in the Squadron Commander's listing of Merit Mark recommendations.

**General**

41. REGISTERED AGENT - STATE OF ILLINOIS

R/C Leonard F. Stein reported on the status of the Registered Agent for the State of Illinois as regards the District. R/C Stein's offer to serve in this capacity was accepted.

**Exec/Com 04/16/82**

42. ACKNOWLEDGMENT OF GOVERNING BOARD MEETING RESERVATIONS

P/D/C John W. Hotz, Chairman of Registration and Finance for the Fall 1984 Governing Board meeting in Chicago, reported that a letter of acknowledgment would be sent to each individual sending a reservation for any of the meeting's functions.

**Exec/Com 07/09/84**

43. NON-MEMBER GUEST SPEAKERS AT CONFERENCES

It was suggested that the practice of having a guest speaker at the morning session of the Conference be discontinued and that two shifts of seminars be provided. In this manner, every member who so desired could attend at least two seminars. The presentation of the colors would then be made at the start of the Conference meeting. The suggestion was well taken and would be implemented at the next Conference.

**Exec/Com 11/08/85**

44. MEMBERS SERVING USPS AT THE NATIONAL LEVEL

It was recommended that the District roster maintain a list of all D/20 members serving at the National level.

**Exec/Com 11/08/85**

45. FLAG KIT (see item 54)

It was reported that the District has a flag kit consisting of the following flags: one D/C, five D/Lt/C, one D/1st/Lt, two Chaplain/Aide and one Squadron Commander. Also included are one each for a C/C, P/C/C, V/C, P/V/C, R/C and a P/R/C. This kit is in the care of the District Flag Lieutenant and is for use at Conferences and Council meetings.

**Exec/Com 01/10/86**

#### 46. OVER-BUDGET ITEMS

There have been several instances in the past when the District has, of necessity, paid over-budget items without prior approval. This was due to the time lapse between when payment was actually due and the succeeding Conference. When this situation occurred the approval of this payment was ALWAYS an agenda item at the next Conference. In instances such as this the action of the Conference has always been a positive response. Payment for these expenses are taken from general funds.

#### **General**

#### 47. GOVERNING BOARD DELEGATES

A request was made to explain the District procedure relative to who was a delegate to the National meetings. The explanation was that the D/C and the D/EO are automatically delegates by virtue of their offices. Additionally, upon request from the National Com/Nom, the D/C submits the names of the remainder of the Bridge as nominees. In descending order the names have been that of the Executive Officer, the Administrative Officer, the Secretary and the Treasurer. At the time of the C/O/W the Executive Officer, upon becoming the new D/C, again is automatically a delegate.

The Immediate P/D/C then would become a delegate by assuming the vacancy left by the Executive Officer, if elected by the Governing Board at its next meeting. It was, therefore, strongly recommended that the National Com/Nom be notified in writing by the incoming Commander by 1 March but no later than the District C/O/W recommending that the outgoing D/C be the individual to fill the vacancy created by virtue of the C/O/W.

**Exec/Com 04/10/87**

#### 48. NOTIFICATION OF MEETING DATE CHANGE

It was strongly recommended that if the publicized date of a meeting is changed to a later date, a mailed notice of the meeting should be sent as though the new date was the date originally set. Similarly, if the publicized date is moved to an earlier date, the mailing date of the notice should be moved forward accordingly. This would eliminate the task of notifying, by phone, all concerned individuals.

**Exec/Com 07/26/87**

#### 49. PROCEDURAL GUIDE PRINTING AND DISTRIBUTION

Of the 85 copies of the Procedural Guide produced and individually numbered, one copy was assigned to each member of the Executive Committee and to each Squadron Commander. The remaining copies were to be retained by the Secretary. These copies may be assigned to those individuals with a demonstrable need for one.

The Secretary is to maintain a list showing to whom which numbered copy has been assigned. It is further noted that, as with all other USPS documents, the guide is to remain with the office and not with the individual.

**Exec/Com 12/08/02 (updated)**

#### 50. AIDES TO THE DISTRICT COMMANDER

It has been the practice for the D/C to appoint, as Aides, the Commanders of the Squadrons hosting each of the Conferences during said District Commander's term of office. These Aides are intended to be in addition to any other Aides the D/C may choose to appoint.

**General**

#### 51. SIGNING OF CONTRACTS IN BEHALF OF THE DISTRICT

It was moved, seconded and passed that the D/C will reinforce his signing of a contract in behalf of the District with a letter stating that any other contract(s) signed by any other member(s) of the District also in behalf of the District are not binding on the District with one exception. Any contracts signed having anything to do with Conferences must be signed by both the D/C and the D/20 Conference Chairman.

**Exec/Com 04/07/89**

#### 52. COST OF BOAT SHOW HANDOUT MATERIAL

The clarification was made that if participation in a boat show is sponsored by the District, the District will bear the cost of the handout material. However, if the District booth is loaned to a Squadron for its participation in a boat show, the Squadron will bear the cost of the material.

**Exec/Com 04/07/89**

#### 53. BOAT SHOW PARTICIPATION

It was moved, seconded and approved that the Boat Show Chairman propose in writing to the Executive Committee each year, in advance, in which shows the District should participate. After review the Executive Committee is to

make its recommendation to the Council and request its approval.

For whichever dates and locations are approved the Chairman is to forward a written request to Headquarters for insurance coverage for the event. Further, it was noted that historically the District has participated in two major shows per year.

**Exec/Com 05/12/89**

54. FLAG AND STAND SET (see item 45)

It was moved, seconded and passed that a set of flags (United States and USPS) with appropriate flag stands be purchased for use by the District at a cost not to exceed \$300.00.

Further, it was stated that it would be the responsibility of the District Flag Lieutenant to store and display the flags.

**Council 07/30/89**

55. PURCHASE OF GIFTS FOR OTHER THAN DISTRICT PERSONNEL

Unless otherwise designated by the D/C, the D/Admin/Off is responsible for the purchase of gifts for the Chief Commander and his lady or his representative and their spouse when visiting the District on official business. The amount to be spent on these gifts is up to \$50.00 each.

**Exec/Com 09/09/89**

56. DISTRICT FURNISHED COFFEE BREAK AT OPERATIONS TRAINING SESSION

Due to the fact that there were enough advance room-nights reserved for the O/T session February 1990 in Lisle, Illinois there was no charge to be made by the facility to the District for seminar rooms. It was decided, therefore, that the \$150.00 that had been budgeted for the function would be used to purchase coffee for the District personnel attending the function.

**Exec/Com 10/13/89**

57. EXPENSE VOUCHERS

A motion was made, seconded and approved that all vouchers for expenditures in behalf of the District be submitted for payment to the District Treasurer within sixty (60) days from the date on which the expense was incurred. All vouchers not submitted within this time frame must be

forwarded to the District Commander for approval prior to their being paid.

**Exec/Com 02/10/90**

58. FUND RAISING ACTIVITIES AT DISTRICT FUNCTIONS

A motion was made, seconded and passed relative to the policy regarding the sale of raffle tickets. As an explanation, if a Squadron is selling raffle tickets, it can do so at its own Conference and at two prior District events (the prior Conference and the prior Operations Workshop or Cruise and Rendezvous, as appropriate). Its members may also sell tickets at their own events and in their hospitality room. This is intended to avoid competition among the Squadrons selling tickets.

**Exec/Com 03/06/09**

59. DONATIONS MADE BY THE DISTRICT IN MEMORIAM

It has been the practice, through the years, for the Executive Committee to vote a \$25.00 expenditure as a donation to the USPS Educational Fund in memory of the passing of a District member or a member of the immediate family of a District member. Notification of such donation is to be sent to the bereaved family by a member of the National Educational Fund Committee. The criteria has been that the D/20 member had been actively engaged in District work.

As further clarification of the above, it was decided that the term immediate family is to include the spouse, children or parents of that member.

**Exec/Com 09/07/90**

60. KEEPER TROPHIES

It was moved, seconded and passed that keeper trophies (with the exception of the Prince Henry which is covered elsewhere) be given to any Squadron winning the District's Boating Course or Squadron Membership Educational Achievement Award for three consecutive years. Further, it was stipulated that a limit of \$50.00 each be set for the purchase of these `keepers'.

**Exec/Com 10/12/90**

61. INSTALLATION OF ELECTRIC POWER OUTLETS AT BOAT SHOW

A motion was made which was seconded and passed to have installed electric power outlets at the District's booth at the Chicago Boat Show. The purpose of the outlets is to be able to operate equipment to present a video program at

the show. The total cost of the outlets is not to exceed \$160.00.

**Exec/Com 11/09/90**

62. OFFICIAL PERMANENT RECORDS OF THE DISTRICT (see item 105) Since P/R/C Leonard F. Stein is currently the Registered Agent of the District according to the State of Illinois (see item 41) it was moved, seconded and passed to have Stein retain a copy of the District's Bylaws, Procedural Guide, Award Guidelines, Conference Manual and other such records for safekeeping.

**Exec/Com 11/09/90**

63. OPERATIONS TRAINING COMPLETION CERTIFICATES

It was stated by the District's O/T Chairman that credit would be given toward an Operations Training completion certificate to those members in attendance at the O/T sessions in February 1991. **Exec/Com 12/16/90**

64. DISTRICT HOSTING OF A GOVERNING BOARD MEETING

A motion was made and seconded that the District advance \$2000.00 as a loan to the function's committee, for deposits required for various items in connection with hosting the Fall 1991 Governing Board meeting. Following a discussion the motion passed.

**Exec/Com 03/08/91**

65. MILEAGE ALLOWANCE

It was moved, seconded and passed that the mileage allowance be increased to \$0.25 per mile for those traveling on District business in behalf of the D/C. The change is to become effective immediately.

**Exec/Com 06/07/91**

66. MAILING BY THE CHICAGO PARK DISTRICT

Upon being contacted, the Chicago Park District agreed to include, with their mailing of mooring renewal notices, a flyer listing the USPS Spring Boating classes offered by Squadrons of the District. Their request was for 5,000 copies. Based on this information it was moved, seconded and passed to approve an expenditure not to exceed \$200.00 for the printing of the flyers.

**Exec/Com 11/08/91**

67. DRAM SHOP ACT LIABILITY

After much research and advice received from National Officers a report was made regarding the serving of liquor

at District and Squadron functions and the liability attached thereto. It is **ASSUMED** that we are protected if the drinks are served at no charge. This would also apply to hospitality rooms. However, liquor included in the price of a dinner ticket sold by USPS or USPS members selling drink tickets are completely different situations and there is no insurance coverage unless obtained specifically for the occasion. **PLEASE BE AWARE THAT THE ABOVE INFORMATION IS BASED ONLY UPON OPINIONS AND IS NOT TO BE INTERPRETED AS LEGALLY BINDING.**

**Council 02/08/92**

68. DONATIONS

It was moved, seconded and passed that the District donate \$100.00 to District 8 for disaster relief necessitated by Hurricane Andrew.

**Exec/Com 09/11/92**

69. ASSESSMENT STATEMENTS (see item 16)

Squadrons are to be billed monthly by the District Treasurer for any unpaid District assessments.

**Exec/Com 11/13/92**

70. INVESTMENT OF DISTRICT FUNDS

There was a motion that was moved, seconded and passed that \$5,000.00 of the monies on deposit with the Bank of Lyons be withdrawn and then deposited in the USPS Treasurer's fund for investments on behalf of the District.

**Exec/Com 12/13/92**

71. USE OF THE TELEPHONE INFORMATION SERVICE NUMBER

It was moved, seconded and passed that only the District Information Line phone number be shown in the general mailing of flyers distributed by North Point Marina.

**Exec/Com 01/08/93**

Due to the relative inactivity on this Information Line its use was discontinued.

**Council 07/21/07**

72. MAILING PERMIT

It was moved, seconded and passed that the District purchase a Not-For-Profit bulk mailing permit from the Elgin, IL Post Office.

**Exec/Com 04/02/93**

73. MAILING TO PAST DISTRICT COMMANDERS

There was a suggestion made that all District mailings, minutes of all District meetings including Executive Committee, Council and Conferences be sent to all P/D/C's in good standing and residing in the District. The suggestion was moved, seconded and passed.

**Exec/Com 05/07/93**

74. INFORMATION FOR NOMINATING COMMITTEE

It was moved, seconded and passed that copies of all District meeting attendance sheets be forwarded to the District Chairman of the Nominating Committee.

**Exec/Com 05/07/93**

75. QUANTITY OF SETS OF BYLAWS/ROSTERS PRINTED AND HOW DISTRIBUTED

It was moved, seconded and passed that 200 sets each of bylaws be printed (when appropriate). Additionally, a clip-out coupon will be inserted into the Trident for interested members to complete and return to the Secretary requesting a copy of the bylaws. The primary distribution will be as follows: A copy for every member of the Executive Committee plus ten copies of each for every Squadron Commander.

**Exec/Com 06/01/07**

76. MEMBERSHIP GUIDELINE MANUALS

There was a motion made which was seconded and passed that the District purchase from Headquarters 17 copies of the Membership Guideline manual. One copy is to be placed in the District library and the other 16 are for the Squadrons. The cost is \$6.00 each.

**Exec/Com 08/25/95**

77. BOAT SHOW BOOTH

It was moved that the District purchase a new booth for use at boat shows with the cost not to exceed \$2,400.00. The motion was seconded and passed.

**Conference 10/21/95**

78. USE OF BOAT SHOW BOOTH BY SQUADRONS

There was a motion made that the boat show booth be available for use by Squadrons of the District when the District was not participating. The motion was seconded and passed.

**Council 02/10/96**

79. TELEPHONE INFORMATION SERVICE ANSWERING MACHINE  
PURCHASE

Due to the fact that there was difficulty with the messages received on the answering machine, it was moved, seconded and passed to purchase a new one at a cost not to exceed \$150.00

**Exec/Com 05/03/96**

80. BOAT SHOW PARTICIPATION FEE

It was stated that a letter was received from the Marine Manufacturers Association with reference to educational organizations exhibiting at boat shows. The letter noted that there would be a minimum fee of \$50.00 to cover set-up and electrical costs. It was moved, seconded and passed to pay the fee for the upcoming Racine In-The-Water show.

**Exec/Com 05/03/96**

81. SALES TAX - STATE OF ILLINOIS

It was reported that Squadrons in Illinois no longer qualify for Sales Tax exempt status. This does NOT affect our status with the I.R.S.

**Council 07/27/96**

82. OPERATIONS TRAINING LOCATION

It was moved, seconded and passed to continue to offer one O/T session per year. However, they would alternate locations between the Chicago area and downstate Illinois on a two to one basis.

**Conference 10/12/96**

83. INTERNET WEB SITE

There was a motion made which was seconded and passed to appropriate \$150.00 to create an information web site for the District. The web site will have both Boating class and membership class information.

**Exec/Com 12/08/96**

84. SALES OF VIDEOTAPES AT BOAT SHOWS

There was a discussion as to whether or not certain USPS videotapes, normally available to the public, should be offered for sale at the District booth at boat shows. The suggestion was rejected.

**Exec/Com 02/07/97**

85. BOATING CLASS SCHEDULES FOR USE AT BOAT SHOWS

It was noted that there were 700 copies of the schedule distributed at the Racine Boat Show and 500 at the Michigan City Show, both of which were in 1996. It was further noted that there were 800 copies used at the Chicago Boat Show at McCormick Place and 500 at the Sailboat Show at Navy Pier in 1997. These numbers are offered as a guide for future shows.

**Council 02/08/97**

86. USE OF WEB SITE BY SQUADRONS

There was a suggestion that a Squadron be allowed to use the District site, with prior permission from the District, for a trial period of three months without charge. After that, if the Squadron chose to remain on the District site, there would be a charge of \$2.00 per month to the Squadron for as long as they used the site. The suggestion was moved, seconded and passed.

**Exec/Com 04/04/97**

87. WEB SITE INFORMATION

It was moved, seconded and passed that any information given out via the District web site must have prior approval of the District Commander. Further, a member's phone number, street address and/or e-mail address may not be placed on the District site without the written permission of that member.

**Exec/Com 09/09/97**

88. CONFERENCE SPEAKER - COST TO THE DISTRICT

There was a motion made, seconded and passed to approve an expenditure of not more than \$600.00 for the air fare, lodging and meals of N/Fl/Lt V. Glenn Daughtridge, AP who is to be the guest speaker at the 1998 Spring Conference. Daughtridge is a motivational speaker and has conducted many Leadership Seminars for USPS.

**Exec/Com 10/03/97**

89. DISTRICT 20 FLAG

The proposal to adopt a District 20 flag was discussed. There being little interest in the proposal, the idea was dropped.

**Council 10/24/97**

90. USPS BROCHURES FOR USE AT BOAT SHOW

It was moved, seconded and approved to purchase 2,000 brochures titled "This is USPS" for the Chicago Boat Show. The cost from USPS is \$3.50 per 50 copies.

**General**

91. TEMPORARY POWER OF THE EXECUTIVE COMMITTEE

There was a question as to whether or not the Executive Committee has the authority to approve expenditures which exceed a line item budget amount and/or do not appear on the budget. It was stated that when this situation occurred, usually due to time constraints, the matter was ALWAYS an agenda item and was up for approval at the immediately following Conference. Further, there has never been adverse comments on this type of action by the Executive Committee.

**Exec/Com 01/09/98**

92. GIFT FOR CHIEF COMMANDER'S REPRESENTATIVE

There was a motion made, seconded and passed that the District gift to the Chief's representative at the 1998 Spring Conference, P/C/C James T. Stewart, N and his wife Janie, would not exceed \$100.00. The gift to the Stewarts is to be a donation in their name to the USPS Members' Fund at the request of P/C/C Stewart.

**Exec/Com 02/21/98**

93. CONFERENCE SEAT PACKET REPORTS

It was stated that anyone who had need to include a copy of their report in the 1998 Spring Conference seat packet should furnish 175 copies to the District Secretary.

**Exec/Com 03/06/98**

94. CRUISING GUIDE

It was reported that each Squadron Commander had received five copies of the District Cruising Guide.

**Council 03/15/98**

95. BUDGET AMENDMENT

It was moved, seconded and passed that the budget be amended to allow the District to participate in the Racine, Chicago, Strictly Sail Boat Shows and the Safe Boating Week celebration events. This action had been referred to the Fall Conference for approval subsequent to the Council meeting 07/17/98.

**Conference 10/17/98**

96. BOAT SHOW BANNER

There was a motion made, seconded and passed that the District purchase from Headquarters a 42" x 48" USPS banner to be displayed at a District Boat Show booth. The purchase price is not to exceed \$200.00. The banner is to be in the care of the District Boat Show Chairman.

**Exec/Com 01/08/99**

97. NEWSPAPER ADVERTISING REGARDING BOATING CLASSES

Upon the recommendation of the District Executive Committee a motion was made, seconded and passed to refer the following to the 1999 Spring Conference for approval: An amount not to exceed \$450.00 be given to Illinois Valley Power Squadron to fund additional newspaper advertising relative to their Boating Classes. It was noted that the District will be eligible to seek reimbursement for one-half of this expenditure through the USPS Cooperative Advertising Program.

**Council 02/13/99**

98. USE OF DISTRICT FUNDS

There was a recommendation by the Planning Committee that was moved, seconded and passed. It reads: District funds may not be used to pay for any hospitality function or party that is not open to the entire membership of the District except for the 'First Timers' reception at the Spring and Fall District Conferences.

**Conference 03/20/99**

99. REBATES FROM DISTRICT TO SQUADRONS (COOPERATIVE ADVERTISING)

There is a Cooperative Advertising program offered by National whereby a certain percentage of an advertising expenditure spent by a Squadron is refunded to the District of which the Squadron doing the advertising is assigned. (The percentage of the refund is dependent upon the number of members in the Squadron which has done the advertising.) It was moved, seconded and passed to refund 50% of the amount received by the District to the Squadron involved.

**Conference 10/23/99**

Relative to monies received by the District from National for use in the Cooperative Advertising program, the following motion was made, seconded and passed. District's disbursement to the Squadrons participating in this program shall not exceed \$1.00 per Squadron member.

**Council 10/27/07**

100. DONATIONS

It was moved, seconded and passed that the District make a donation in the amount of \$150.00 to the Shipmasters' Memorial to Great Lakes Mariners at Navy Pier in Chicago. This will entitle the District to one inscribed brick which is a part of the memorial. The inscription is to read 'DISTRICT 20 UNITED STATES POWER SQUADRONS'.

**Exec/Com 11/05/99**

101. BOAT SHOW HANDOUT MATERIAL

A discussion was held as to the District handing out pencils at boat shows in which the District participates. It was moved, seconded and approved to purchase 1200 imprinted pencils at \$0.19 per each totaling \$228.00 plus a \$12.00 setup charge.

**Exec/Com 01/07/00**

102. MEETING ROOM SIGNS

A motion was made, seconded and passed for the District to purchase room activity signs for use at Conferences in the amount of \$460.00. The signs will be lettered to read (e.g.) CONFERENCE, COUNCIL MEETING, COMMANDERS' MEETING etc. Easels for the signs will be furnished by the facility at which the Conference is being held. In between Conferences the signs are to be stored by the District Conference Chairman.

**Exec/Com 05/05/00**

103. CONFERENCE PHOTOGRAPHY

After a brief discussion a motion was made, seconded and passed to increase the TRIDENT budget amount from \$3000.00 to \$3100.00. The additional \$100.00 was to be earmarked for an appointed photographer to take pictures at each Conference which would be suitable for publication.

**Exec/Com 10/06/00**

104. REBATES FROM DISTRICT TO SQUADRONS (PAINTINGS)

It was announced by National that there are 2000 limited edition copies of Demer's historical nautical painting to be sold at \$200.00 each. Since they are to be sold through the respective District organizations, the District will receive \$100.00 for each print sold. It was moved, seconded and approved to have the District refund \$50.00 to the Squadron whose member made the purchase.

**Conference 10/21/00**

105. OFFICIAL PERMANENT RECORDS OF THE DISTRICT (see item 62)

There was a motion made, seconded and passed to clarify the matter of retention of District records. The following is the approved motion:

<b>Record Type Retention</b>	<b>Responsible Officer</b>	<b>Min.</b>
Disciplinary Records	D/C (at time of action)	3 Years
Course Completion Records Permanent	D/EO	
District Award Records Permanent	D/EO (edu), Sec'y (other)	
Historian Annual Reports Permanent	Historian	
Sqdn Formation/Dissolutions* Permanent	Historian*	
Trident Permanent	Historian*	
Conference Records* Permanent	Historian* (dates, locations, elected officers)	
Conference Manual	Registered Agent**	3 Years
District Award Criteria** Permanent	Registered Agent**, Historian	
Charters, Incorp. Records, Permanent	Registered Agent**	
State Reports**	(in safe deposit*)	
Procedural Guide Permanent	Registered Agent**	
Bylaws and Amendments Permanent	Secretary, Registered Agent,** Ch/Rules Committee, Historian	
Audit Committee Reports	Secretary	3 Years
Meeting Attendance Records	Secretary	3 Years
Routine Reports & Corresp.	Secretary	3 Years
District Rosters	Secretary (then see Historian)	3 Years
District Rosters Permanent	Historian	
Meeting Minutes	Secretary (then see Historian)	3 Years
Meeting Minutes Permanent	Historian	
Insurance Policies* Permanent	Secretary (in safe deposit*) then Historian (in safe deposit*)	
Membership Records*	Secretary*	5 Years*
990 Reports or	Treasurer	3 Years
I.R.S.		Per
Assessment Records	Treasurer	3 Years
Receipts & Canceled Checks	Treasurer	3 Years

\*Required by Operations Manual  
Guide

\*\*Required by D/20 Procedural

The State of Illinois requires business records be available for 3  
years

excluding the current year.

Standard Banker's boxes are suitable for storage and handling.

**Exec/Com 12/03/00**

106. BOAT SHOW HANDOUT MATERIAL

It was moved, seconded and approved to make an expenditure  
of \$200.00 for 500 pins to be handed out at the Racine Boat  
Show. The pins are to bear an imprint promoting USPS.

107. PERMANENT WEB SITE

There was a discussion held on obtaining a new permanent  
web address since we have had several problems with the  
current provider. It was suggested that we spend \$25.00  
(one time cost) to move the site, \$20.00 per month to  
maintain the new site plus \$35.00 per year to register the  
site. Fifty percent (50%) of this total cost will be  
refunded to the District by National's Cooperative  
Advertising program. There was a motion made, seconded and  
passed to make these expenditures. The net cost is to be  
charged against the budget item COMPUTER SYSTEMS/WEB SITE.

**Exec/Com 11/02/01**

108. CONFERENCE SET-UP/BREAK-DOWN ROOM CHARGE

The Conference Chairman noted that the upcoming Conference  
site will make a charge of \$600.00 to cover the cost of  
set-up and break-down of various room used for different  
Conference activities. It was moved, seconded and passed to  
approve this charge. Further, this will become a separate  
budget line item for future Conferences to be used when  
necessary.

**Exec/Com 02/09/02**

109. RAFFLES

As a result of the use of the USPS credit card, the  
District received (no charge) several tote bags and T-  
shirts. It was proposed that these items be raffled at an  
upcoming District event.

**Exec/Com 04/05/02**

110. DISTRICT 20 WELCOME BANNER

There was a motion made, seconded and approved to make an  
expenditure not to exceed \$60.00 to purchase a banner to  
read "WELCOME DISTRICT 20". The banner is to be  
approximately 18" x 72"

in size and is to be used at such District functions as Conferences and Cruise and Rendezvous. It shall remain in the possession of the D/C's Flag Lieutenant.

**Exec/Com 07/28/02**

111. CONFERENCE SITE HOTEL DEPOSITS

There was an instance where the District was requested to make a deposit to a hotel where a conference was to be held. It was stated that the District should not comply with the request since that is the responsibility of the host Squadron.

**Exec/Com 10/04/02**

112. DISTRICT LOAN OF MONIES FOR SQUADRON EDUCATIONAL MATERIAL

Due to a shortage of funds in their treasury, Mid-Illini Power Squadron received a Past-Due statement for educational material they had purchased. It was moved, seconded and passed that the District send a check to cover the purchase price to the National Treasurer under the following conditions:

- a. The amount of the payment (loan) is not to exceed \$500.00.
- b. Mid-Illini Power Squadron approves of the payment made on its behalf.
- c. Mid-Illini Power Squadron agrees to sign a document expressing their intent to reimburse the District within two years.

Further, the Squadron Support Committee is responsible for assuring that the above conditions are fulfilled.

**Exec/Com 11/01/02**

113. TEMPORARY SUSPENSION OF REINSTATEMENT FEES

In an effort to help bring back non-renewal members, it was noted that National has temporarily suspended reinstatement fees until further notice.

**Exec/Com 02/08/03**

114. SQUADRONS HOSTING ALL OR PART(S) OF A CONFERENCE

The Planning Committee moved that a Squadron could host all or part(s) of a District Conference. The motion was seconded and approved.

**Conference 10/16/04**

115. EXPERIENCED BOATERS PROGRAM BROCHURE

It was moved, seconded and approved to authorize the Executive Officer to design and order 2000 EBP brochures at a cost not to exceed \$687.00. With this approval, the Treasurer is to request an amendment to the Budget.

**Exec/Com 03/04/05**

116. CONFERENCE HOSPITALITY ROOM

A motion was made to allow the D/C to use line item funds to apply toward the cost of a Hospitality room. The motion was seconded and approved.

**Council 07/15/05**

117. TRIDENT DELIVERY DATE

After discussion, it was agreed that mailing of the Trident 4-6 weeks prior to a Conference would be proper timing.

**Exec/Com 08/26/05**

118. CRUISE AND RENDEZVOUS REGISTRATION FEE

The District does not have the authority to levy a registration fee for participation in a District Cruise and Rendezvous.

**Exec/Com 09/15/06**

119. DISTRICT WEB SITE

Items inserted into the Web Site are merely a guide and are not meant to take precedence over similar procedures set forth by individual Squadrons in the District.

**Exec/Com 09/15/06**

120. SIGNATURES ON CHECKS

It was decided that only one authorized signature is required to endorse checks and orders for the payment of monies or otherwise withdraw or transfer funds on deposit with the financial institution with which the District is dealing. However, this applies ONLY to the writing of checks that are NOT over the budgeted amount and that monthly reports are submitted by the Treasurer.

**Exec/Com 01/05/07**

121. AWARDS (by District)

It was moved, voted upon and approved that two traveling trophy awards be given to the deserving Squadrons each year at the Fall Conference. The specifics are:

a. Membership Award - based upon the growth of a Squadron's total membership (Active and Additional Active only) as recorded on 30 September of each year. The Squadron with the greatest growth, or least loss, based upon a percentage of the prior year's total membership (Active and Additional Active only) shall be the winner. A second and third place shall also be named.

b. Membership Retention Award - based upon the number of non-renewals as of 30 September of each year as reported by HQAB or extrapolated from the information of any Squadron not participating in HQAB. The Squadron having the lowest percentage of non-renewals as compared with the total membership as of 30 September shall be the winner. A second and third place shall also be named.

c. The results of the awards, including all computations for all Squadrons shall be made known to the membership of District 20 after the announcement of the awards.

d. The attendance award and any awards whose periods are determined by National are not subject to these stipulations.

**Conference 10/25/08**

#### 122. FISCAL YEAR EXTENDED

The fiscal year of the District had been from 1 March to 28 February of the succeeding year. To get a more accurate picture of the Budget/Finance situation (relative to the Change of Watch) it was decided to change the fiscal year from 1 April through 31 March. In order to accomplish this, a 13 month fiscal year was created. It began 1 March 2007 and will end 31 March 2008. THIS IS INTENDED AS A ONE-TIME OCCURRENCE ONLY.

**Conference 03/24/07**

#### 123. COST FOR USE OF WEB SITE

It was moved, seconded and passed that Squadrons using space on the District Web Site would be charged an annual fee of \$25.00. The District has increased the size of its domain in order to accommodate those Squadrons desirous of using the site.

**Council 07/21/07**

124. ILLINOIS COALITION FOR BOATING EDUCATION

It was moved, seconded and passed that the District become a participant in the Illinois Coalition for Boating Education. It was expressly noted that the District's commitment is directed toward boating education only and cannot act as a lobbyist.

**Council 07/21/07**

125. LOBBYING

No member of United States Power Squadrons may lobby, in any manner, as a member of USPS. Any member may lobby, in any manner, on his/her behalf as an individual.

**United States Power Squadrons**

126. PURCHASE OF GIFTS FOR DISTRICT PERSONNEL - NON BUDGET

It was moved, seconded and approved to award the two Friday night costume contest winners at the immediate past Fall Conference an amount not to exceed \$100.00 each provided there was money remaining from said Conference budget. This is intended as a one-time situation.

**Exec/Com 12/07/08**

127. PURCHASE OF GIFTS FOR NON-DISTRICT PERSONNEL

It was moved, seconded and passed to purchase a food platter, for an amount not to exceed \$100.00, as a Christmas gift to the 'Square Dancers' who performed no-charge during the evening activities at the recent Fall Conference. The cost of the platter is to be funded from the raffle income. This is intended as a one-time situation.

**Exec/Com 12/07/08**

128. INVESTMENT POLICY

As a result of policy change by National and before the end of this calendar year, National will return money to the Districts it has held for reinvestments. Further, said money to be returned will be invested in a series of insured Certificates of Deposit. It was moved, seconded and passed to require signatures of two members of the District Bridge on any transaction related to these investments. As a point of information, there is a policy in effect stating that Districts are required to maintain funds in excess of 1-1/2% of its annual income.

**Exec/Com 03/06/09**