

Policy Guide

Division 30
U.S. Coast Guard Auxiliary
Eighth Western Rivers Region

**POLICY GUIDE
U.S.COAST GUARD AUXILIARY, DIVISION 30
EIGHTH WESTERN RIVERS REGION**

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Any provision in this Policy Guide which is in conflict the current edition of the United States Coast Guard Auxiliary Manual, COMDTINST M16790.1E (Series), and all amendments and editions thereto, hereinafter referred to as the "Manual," Commandant or District Instructions and Notices, the National Board Standing Rules, the District Standing Rules, and/or the Division Standing Rules shall be null and void.

DIVISION 30, 8WR POLICY GUIDE 02-01

Subj. ESTABLISHMENT OF DIVISION 30, 8WR POLICY GUIDE

1. **PURPOSE:** The purpose of this Policy Guide is to announce the establishment of a Division 30, 8WR Policy Guide, to provide an organized system of Recording policies and operating procedures of Division 30, 8WR.
2. **OBJECTIVE:** To aid in the efficient operation of Division 30, 8WR, by reducing verbal policies and procedures to writing, to disseminate these policies and procedures to Division 30, 8WR Board and Staff, and to prevent ambiguity and misunderstanding when new elected and Appointed Officers assume office.
3. **DISCUSSION:**
 - A. Division 30, 8WR Policy Guide will be maintained by the Division Commander
 - B. The standard distribution for the Policy Guide will include the Division Board, Staff, and members of Division 30, 8WR.
 - C. The Policy Guide may be reproduced locally for wider distribution.
 - D. The Policy Guide is intended to reflect actions directed by the Division 30, 8WR Board EXCOM, Director of Auxiliary or Commodore.
 - E. Division 30, 8WR Policy Guide:
 1. Will be numbered in order, beginning with the last two digits of the current year and followed by two digits reflecting the order of enactment in the year.
 2. Will indicate the date of enactment.
 3. Will indicate the authorizing authority.
 4. May be established for a period of no greater than three years from the date of enactment. Policies may be renewed for periods longer than three year but must be renewed at three year intervals.
 4. Will have a review date shown in the lower right corner of the last page of Each Policy Guide.
 5. Will have a review date shown in the lower right corner of the last page of Each Policy Guide.
 6. Will be provided to each member of the Division 30, 8WR Board and Staff by their relief

DIVISION 30, 8WR POLICY GUIDE 02-01

- F. Division 30, 8WR Policy Guide may be amended, replaced, or removed by the issuing authority or the Eighth Western Rivers Board at any time. Actions by the Board to replace, amend, or remove a policy will be governed by the same procedures as required to modify the Standing Rules.
- G. Division 30, 8WR Board is responsible for publishing and maintaining this series.

DIVISION 30, 8WR POLICY GUIDE 02-02

Subj: DIVISION BOARD

1. PURPOSE: To determine Division Policy and guidelines.
2. DISCUSSION:
 - A. The division board shall be composed as prescribed in the Manual and shall here-in-after be referred to as the Board. Each member of the Board shall have one (1) vote without regard to the numerical size of the Flotilla represented.
 - B. The District Commodore is an ex-officio member of the Board when present. This ex-officio voting membership may be delegated in writing to the District Commodore or the District Captain when either is in attendance and is directed to substitute for the District Commodore. A copy of the written Authorization shall be provided to the Division Commander at the meeting.
 - C. DUTIES OF ELECTED OFFICERS:
 1. The duties of the Division Commander and the Division Vice-Commander will be as specified in the Auxiliary Manual.
 2. The Division Commander and Division Vice-Commander will if possible, represent the Division at all meetings of the District Board.
 3. The Division Vice-Commander may represent the Division Board and vote at any District Board meeting where the Division Commander is not in attendance and said vote may be without written permission from the Division Commander

DIVISION 30, 8WR POLICY GUIDE 02-02

Subj: ELECTION OF OFFICERS

1. PURPOSE: To provide guidance in seeking elected office and conducting annual and interim elections.
2. DISCUSSION:
 - A. All members wishing to run for the office of Division Commander and/or Division Vice Commander shall file with the Division Secretary/Records a written statement of their intent at least forty-five (45) days prior to the election period.
 - B. The division Secretary/Records shall furnish the Division Commander a list of those whose names shall be in nomination. The Division Commander is responsible for ascertaining the eligibility of the candidates as prescribed by the Auxiliary Manual.
 - C. The Division Commander shall furnish a list of those eligible to the District Captain to be approved by the Director of Auxiliary within the provisions of the Manual.
 - D. The Division Commander shall, at the time of notification of the membership of the Annual Election, inform the members of the nominees.
 - E. A nominating committee **shall not** be appointed.
 - F. A nominee shall not preside during the nominations or election. A nomination shall not require a "second." A nominator must state in the nomination that the nominee has consented to the nomination. A nominee is not required to be present to accept the nomination. Nominees, if present, will be afforded the opportunity to address the Board, in order of nomination, after the close of nominations.
 - G. No motion for closing nominations shall be made until further nominations are declined for three (3) consecutive calls after the last nomination.
 - H. A "write-in" nomination may be made by any voting member of the Board if submitted to the Division Commander, in writing, at least seven (7) days prior to the date of the annual election.
 - I. All newly elected officers within the Division shall be sworn in at the Division Fall Conference, unless and until the Division reestablishes the Change of Watch Conference.

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J. An interim election of any Division elective office may be held at any regular or special meeting of the Board. Such elections may have prior approval of the District Commodore and Director of Auxiliary.

K. VOTING/BALLOTING:

The election chairperson shall appoint three (3) election tellers; preferably selected from Past Division Captains/ Commanders, past Board Members, or Division Staff Officers, who are not candidates.

Tellers will be selected from different Flotillas if at all possible.

DIVISION 30, 8WR POLICY GUIDE 02-04

Subj: MEETINGS / CONDUCT OF BUSINESS

1. PURPOSE: To provide guidance in scheduling and conducting Division Board Meetings.
2. DISCUSSION:
 - A. Unless otherwise provided by majority vote of the Board, meetings shall be held after the District Spring Meeting and after the District Fall Meeting but no later than October 30. The Change of Watch Meeting shall be suspended until such time as the flotillas feel we can afford the expense. The Division Fall Meeting shall be conducted on a date approved by the Board scheduled after the District Elections. The Division Commander and Division Vice Commander shall be sworn in during this Conference with the understanding that they shall not take office until January 01 of the following year. The new staff officers shall be sworn in at the following Spring Meeting. In addition to regular business, this meeting is scheduled to principally conduct the annual election of officers and to present a proposed budget and schedule for the Division activities for the coming year. (Note: Officers elected in the Fall of 2009 take office January 1, 2010, etc.)
 - B. Special meetings will be held at the direction of the Division Commander or at the request of two-thirds (2/3) of the Board. Board members shall be notified as prescribed by the Division Standings Rules.
 - C. The Division Commander shall forward the Agenda and official notice of the Board meeting to each Board member and Division Staff at least fourteen (14) days prior to such meetings. Minutes of a scheduled meeting shall be forwarded to the Board within the thirty (30) days before the next scheduled meeting. Special meetings are excluded from this provision.
 - D. Any Board member desiring to place items on the Agenda for the next Board meeting shall notify the Division Commander, in writing, at least thirty (30) days prior, if possible, to the scheduled meeting date.
 - E. Auxiliary members of the Division may address the Board for any reason by requesting, in writing, to be placed on the Agenda. Their request will be submitted to the Division Commander at least thirty (30) days prior to the scheduled meeting date. Further, the request shall clearly state the matter for consideration. The requesting member shall not exceed five (5) minutes for their discussion or remarks. Such a request shall not be denied for any reason.
 - F. The Division Commander may call for a Flotilla Commanders and/or Division Staff Officers meeting. The Division Vice Commander may call for a Division Staff Officers meeting. Official business may be presented and discussed at such meetings, but not acted upon.

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- G. All programs and/or activities for Board meetings and other Division social events are to be approved by the Division Commander at least fourteen (14) days in advance.
- H. If it is impractical for the Board to meet, routine business may be transacted by Mail, phone, email or other means available. Regular annual or an interim election may only be held as prescribed by the Standing Rules.
- I. Except for the Spring Board meeting, any Flotilla that has not filed a copy of its Standing Rules, report of election of officers with the Division Commander, or has failed to pay its annual dues shall not be represented on the Board for regular or special meetings and Division sponsored activities.
- J. The Division Standing Rules may be waived by a vote to two-thirds (2/3) of the Board members present, providing however, that no rule may be waived where its Purpose is also covered by a provision of the Standing Rules of the Eighth Western Rivers, the Standing Rules of the National Board, or the Auxiliary Manual.
- K. Either the Division Commander or the Division Vice Commander must be present to conduct business.
- L. The order of business shall be as prescribed by the Manual.
- M. The latest revision of Robert's Rules of Order shall govern the deliberations of the Board except that they shall not conflict with the Manual.

DIVISION 30, 8WR POLICY GUIDE 02-05

Subj: FINANCES

PURPOSE: The purpose of this policy is to augment the Standing Rules relevant to Division budget matters.

DISCUSSION:

- A. Flotillas will not be considered in good standing when any dues or bill owed to the Division are delinquent for 30 days or longer. Any Flotilla which is delinquent at the time of any meeting of the Board shall not be seated on the Board.
- B. Dues submitted to the SO-FN shall be for Division, District and National dues.
- C. Individuals awarded Life Membership are exempt from Division, District and National dues.
- D. Dues for initial membership shall be based on the calendar year quarter in which the member enrolls or re-enrolls (based on signature date of membership application) in the Division is as follows:

PRO-RATA "CHEAT SHEET" FOR DUES

	<u>DIVISON</u>	<u>DISTRICT</u>	<u>NATIONAL</u>
ANNUAL (1 Jan. to 31 Dec.)	\$8.00	\$10.00	\$12.00
1st QUARTER (1 Jan. to 31 March)	\$6.00	\$7.50	\$9.00
2nd QUARTER (1 April to 30 June)	\$4.00	\$5.00	\$6.00
3rd QUARTER (1 July to 30 Sept.)	\$2.00	\$2.50	\$3.00
4th QUARTER (1 Oct. TO 31 Dec.)	\$0.00	\$0.00	\$0.00

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- E. Finance Report shall be presented in a similar format showing Income and Expenses relevant line items approved by the Board.

**FINANCE REPORT
CURRENT QUARTER
DATE PRESENTED**

<u>INCOME:</u>	BUDGET	RECEIPTS
THIS PERIOD	TOTAL RECEIPTS	
<u>DATE</u>	<u>FLOTILLA</u>	<u>AMOUNT TO</u>
ANNUAL DISTRICT & NATIONAL DUES (CURRENT NUMBER OF MEMBERS X \$22		
	30-1	
	30-2	
	30-4	
	30-5	
	30-7	
	30-13	
SUB TOTAL:	ANNUAL DUES	
NEW MEMBER DIVISION DUES (NEW MEMBERS X \$8)		
	30-1	
	30-2	
	30-4	
	30-5	
	30-7	
	30-13	
SUB TOTAL:	MEMBER DUES	
INTREST INCOME:		
TOTAL INCOME TO DATE:		
MISCELLANEOUS (RESERVES) :		
TOTAL RESERVES:		

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**SAMPLE FINANCE REPORT
CURRENT QUARTER**

EXPENSES

	BUDGET THIS PERIOD		DISBURSEMENTS TOTAL EXPENSES	
UNCOMMITTED	<u>CHECK #</u>	<u>AMOUNT</u>	<u>TO DATE</u>	<u>BALANCE</u>
ANNUAL DUES				
NEW MEMBER DUES				
VC DIST CONF				
DIV CONF GUESTS				
DIV CONF COFFEE				
PRINTING				
AIM PROJECT				
AWARDS				
BANK CHARGES				
OFFICER PENNANTS				
PCA GIFT				
ADVERTISEMENT				
DC CONTINGENCY				
AUXOP COURSE EXPENSE				
MTG ROOM EXPENSE				
DIVISON STANDING RULES				
DIVISON SHOW BOOTH EXPENSES				
DIVISION PICNIC				
TOTAL BUDGETED EXPENSES				
TOTAL EXPENSES				
BEGINNING BALANCE				
TOTAL INCOME THIS PERIOD:				
TOTAL:				
TOTAL EXPENSES THIS PERIOD:				
BALANCE AS OF THIS QUARTER				

AUTHORIZED BY: DIVISION 30 BOARD, 8WR

1 MAY 2006

DIVISION 30, 8WR POLICY GUIDE 02-06

Subj: STAFF OFFICER – MATERIALS (SO-MA)

PURPOSE: To augment the duties and responsibilities of this office as prescribed in the Auxiliary Manual and the Administrative Procedures Guide (APC).

DISCUSSION:

- A. The SO-MA shall not buy, sell, manufacture, or enter into procurement of any items or services without prior consent of the Board.
- B. The SO-MA shall have custody of all Division property and shall maintain an accounting system for physical property owned by or loaned to the Division. The SO-MA shall prepare an annual consolidated custody receipt as 31 December of each year for all Division, Coast Guard, and Coast Guard Auxiliary property. A copy shall be filed with the Division Finance Officer with a copy to the Division Commander.

DIVISION 30, 8WR POLICY GUIDE 02-07

Subj: DIVISION PUBLICATIONS

PURPOSE: To convey Division activities and correspondence to the Division membership

DISCUSSION: Division publication shall be known as "*THIRTY KNOTS.*"
THIRTY KNOTS shall be published quarterly and shall serve as a
publication for each Division member.

DIVISION 30, 8WR POLICY GUIDE 02-08

Subj: DIVISION CONFERENCE

PURPOSE: To provide guidelines for Division Conferences.

DISCUSSION:

- A. Host Flotilla shall follow conference and procedures outlined in the Division Conference Planning packet.
- B. Host Flotilla will be responsible for the mailing of conference announcements per Division Conference Planning packet.
- C. Division Commander is responsible for supplying a conference agenda to host Flotilla to be included in sufficient time for the first mailing as prescribed in the Division Conference Planning packet.
- D. Division conference host shall be based on a perpetual rotational schedule based on the following:
 - 1. With all Flotillas participating, each Flotilla will ultimately host a conference approximately once every three years unless otherwise approved by the board.
 - 2. All Flotillas will host the conferences according to the consecutive number of the Flotilla, beginning as follows:

Spring Conference	2010	Flotilla	13
Fall Conference	2010	Flotilla	01
Spring Conference	2011	Flotilla	02
Fall Conference	2011	Flotilla	04
Spring Conference	2012	Flotilla	05
Fall Conference	2012	Flotilla	07
Spring Conference	2013	Flotilla	13
Fall Conference	2013	Flotilla	01
Spring Conference	2014	Flotilla	02
Fall Conference	2014	Flotilla	04

(This Calendar needs to be updated periodically.)

AUTHORIZED BY: DIVISION 30 BOARD, 8WR

17 OCTOBER 2009

DIVISION 30, 8WR POLICY GUIDE 02-09

Subj: **DISENROLLMENTS**

PURPOSE: Guidelines in submitting disenrollment paperwork to DIRAUX with a copy to the Division Commander.

DISCUSSION: Paperwork for proposed disenrollments shall be processed and forwarded To DIARUX and the Division Commander will be copied **NO LATER THAN 01 OCTOBER** of each calendar year.

It is strongly suggested that the Flotilla Commander check on the disenrollment paperwork no later than 30 October to be sure that DIRAUX has received it.

DIVISION 30, 8WR POLICY GUIDE 02-10

Subj: DIVISION COMMITTEES AND ACTIVITIES

PURPOSE: To provide guidance for static committees and activities of the Division.

DISCUSSION:

- A. AUDIT and BUDGET COMMITTEES are as prescribed in the Standing Rules.
- B. BOAT SHOW COMMITTEE:
 - 1. The Division Vice Commander shall chair this committee and will also be liaison to non-Division 30 Auxiliary personnel desiring to participate in Boat Show activities.
 - 2. The purpose of this committee shall be to plan, program, and schedule Boat Show activities in the greater Kansas City metropolitan area. The Division Vice Commander as liaison, shall make every effort to invite representatives of contiguous Auxiliary organizations, including the Division 31 Commander and/or their designee, to participate as a committee member and to assist in Boat Show activities.
 - 3. Committee membership shall consist of at least, but not limited to, the Division Vice Commander, SO-PE and SO-PA.
 - 4. Committee meetings will be determined as needed by to Division Vice Commander or their designee.
 - 5. The Division Vice Commander is responsible for the safe care and storage of the Division Boat Show booth, chairs and materials. Custody of the assigned materials will be at the discretion of the Division Vice Commander.
 - 6. The Division Vice Commander is responsible for making sure the booth is ready for each show, the booth is in good condition, and all materials are stocked and in good condition. The chart showing PE class locations should be accurately updated for each show.
 - 7. The Division Vice Commander is responsible for providing proper member training relevant to proper conduct and appearance of those Auxiliarists manning the booths.

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8. The Division Vice Commander will be responsible for collecting and formatting a work schedule for each boat show. The Division Vice Commander will also be responsible for collecting and printing of the Public Education schedules based on information supplied for each Flotilla to be distributed at the boat show.
 9. Each Flotilla Commander is responsible in submitting their PE schedules to the Division Vice Commander a minimum of two weeks prior to the first boat show scheduled. Failure to do so will result in that Flotilla's information not being represented.
 10. The Division Vice Commander shall be responsible for submitting a written report to the Division Board during the May Board meeting.
- C. AUXOP COURSE COMMITTEE shall be composed of course instructors and chaired by the Division Member Training Staff Officer (SO-MT). A minimum of three (3) Auxiliary Specialty courses shall be offered to the Division membership annually.

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- D. AWARDS COMMITTEE are as prescribed by the Standing Rules and further augmented by the Board approved awards point system as follows:
1. Rules for the awards are as follows:
 - a. Awards or plaques shall be awarded annually on the basis of totals appearing on the Coast Guard AUXDATA Report for the period through 31 December of the award year.
 - b. Runner up certificates will be awarded annually for the next greatest total VEs, Patrol Hours, Instructor Hours, and PV visits provided that this total is at least fifty percent (50%) of the first place award as outlined below.
 - c. The Board may substitute a suitable trophy for any award.
 - d. The awards shall be presented at the Spring (April/May) conference. Recipients should be encouraged to be present to accept the awards.
 - e. The criteria and rules for awards may be changed from time to time to meet the wishes of the Division Board; however, all changes for the current calendar year must be approved by the Division Board no later than the Change of Watch meeting in January of that award year.
 2. The following awards will be presented by the Division.
 - a. VESSEL EXAMINATION AWARD to be presented to the individual member who conducts the greatest total of VEs, provided that this total is in excess of one hundred (100).
 - b. OPERATIONAL EXCELLENCE AWARD to be presented to the Individual member who accumulates the greatest number of total patrol hours.
 - c. INSTRUCTOR EXCELLENCE AWARD to be presented to the individual member who conducts the most head instructor hours.
 - d. MDV EXCELLENCE AWARD to be presented to the individual member who conducts the greatest number of marine dealer visits.
 - e. MEMBER ACHIEVEMENT AWARDS to be presented to members for their accomplishments during the calendar year based on a point system to be credited for each activity as set forth below.
 - 1) Vessel Examination, one (1) examination 2 points
 - 2) Public Education:
 - a) Instructing during class (per hour) 3 points
 - b) Instructor Aid (per hour) 1 point
 - 3) Public Appearance: Category 10 (per hour) 1 point
 - 4) Operations
 - a) As Vessel Skipper (per hour) 2 points
 - b) As Crew (per hour) 2 points
 - 5) Per each SAR Incident (CG-4612AUX)
Turned into SO-OP, including Crew 2 points
 - 6) Member Training Instructor (per hour) 3 points
 - 7) Member Training Instructor Aid (per hour) 1 point
 - 8) Marine Dealer Visitor (per visit) 2 points
 - 9) Point schedule for Member Achievement Award:
 - a. Award #1 Greatest number of points
 - b. Award #2 2nd most accumulated points
 - c. Award # 3 3rd most accumulated points
 3. Award materials to be determined at the time the fiscal budget is accepted. Except as hearing provided, no other award, plaque, or trophy shall be presented in behalf of the Division unless approved by the Board.

DIVISION 30, 8WR POLICY GUIDE 02-11

Subj: DISTRIBUTION OF MAILINGS AND CORRESPONDENCE

1. PURPOSE: To provide guidance to the Division Elected and Appointed Officers on who should receive copies of their mailings and correspondence Including emails.
2. DISCUSSION:
 - A. The Division Commander is responsible to keep in contact with the District Captain East for reporting Division activities and receiving information related to District and National activities.
 - B. The Division Commander and Division Vice Commander are responsible for keeping the Flotilla Commanders informed of Division, District, and National activities in a timely manner.
 - C. The Flotilla Commander is responsible for disseminating information to their respective members.
 - D. The Flotilla Commander is responsible for keeping the Division Commander informed of Flotilla activities.
 - E. Division Staff Officers will send copies of informational mailings to Flotilla Staff Officers, their counterparts, and the Division Vice Commander.

DIVISION 30, 8WR POLICY GUIDE 02-12

Subj: AUXMIS

PURPOSE: To provide guidance in submitting AUXMIS reports.

DISCUSSION:

- A. Mission reports must be submitted to the Division Staff Officer Information Services (SO-IS) within fifteen (15) calendar days after the mission has been completed.
- B. Completion and submission of reports must follow District policy.
- C. Submission of form should follow the *Routing Procedures Form* established by the District.
- D. It is strongly suggested to make a copy of completed forms submitted prior to mailing.

DIVISION 30, 8WR POLICY GUIDE 02-13

Subj: Willis Hintz Award

PURPOSE: To provide guidelines for the Willis Hintz Award.

DISCUSSION:

Willis Hintz worked to start the flotillas in our Division and then helped to form our Division. His interest lay in the following areas.

Following qualifications:

- 1) Public Education:
The person should attend all public education classes given by his / her Flotilla and teach at least 2 classes each year.
- 2) Growth and Retention:
Needs to do public appearances at Boat Shows or a PA Booth in the area at least twice for each one.
- 3) Member Training:
Should be active in Vessel Examinations, Must be a qualified boat crew person or Coxswain.
Should be instructor qualified and must be willing to help other members earn their qualifications.
Must earn his/her awards fairly
- 1) Fellowship:
Must attend all flotilla meetings for his/her flotilla.
Needs be considerate of others feelings and make learning and teaching fun.
Should wear his or her uniform at all classes or PA appearances and make sure it is worn properly at all Coast Guard functions.

Must be an active member in good standing for at least 5 years within our Division.

This award should be given on the Flotilla level to someone who has been strong in furthering the Goals of the Flotilla as the Flotilla is the lifeblood of our Division.

The recipient must be currently active in the Auxiliary within Division 30 and may not be given posthumously.

Must turn in award at fall conference for next awardee. When the traveling award is turned in the person will receive a small trophy or plaque to keep.