

The  
United States  
Power  
Squadrons

**UNITED STATES POWER SQUADRONS®**

*Sail and Power Boating — America's Boating Club*

**BYLAWS  
of  
USPS DISTRICT 5, Inc.**

**America's Boating Club – Mid-Atlantic**



**Date of Approval [07 April 2026]**

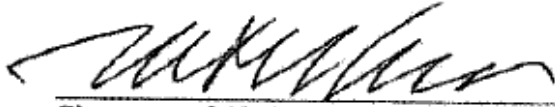
dedicated to  
making boating  
safer and more fun

# CERTIFICATION

## USPS DISTRICT 5, Inc.

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

(Date): 28 March, 2026

  
Signature of Chair, District Rules Committee

07 April, 2026  
Date

I certify that the members were notified in accordance with the district's bylaws, that a quorum was present, and that at least two-thirds of those voting voted in favor of all amendments reflected in these bylaws.

Alan R. Hart Date signed: 2 April 2026  
Signature of Secretary (or ~~Commander~~)

D/Lt/C Alan R. Hart, AP  
Rank, name, and grade of Secretary (or ~~Commander~~)

### APPROVAL

Approved by the USPS National Committee on Rules on (Date): 7 April 2026

  
Signature USPS National Committee on Rules Representative

DC Kest Simpson AP  
Rank, Name and Grade of USPS National Committee on Rules, Representative

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## ARTICLE 1

### District Organization

Section 1.1 This district shall be known as District 5, United States Power Squadrons, Inc.

1.1.1 District 5 shall use the “doing business as” name of “America’s Boating Club Mid-Atlantic.”

Section 1.2 The district shall be composed of the chartered squadrons assigned it by the Governing Board of United States Power Squadrons. It shall be governed by a Conference functioning as the governing body and an Executive Committee in accordance with the policy and authority of USPS [USPS 6.1].

Section 1.3 Duties assigned by the USPS bylaws that are not assigned in these bylaws to the Conference or to the Executive Committee are deemed to have been reserved for the Conference.

### Word and Term Meaning

Section 1.4 As used herein, and unless the context clearly indicates otherwise, the term:

1.4.1 *USPS* means United States Power Squadrons®.

1.4.2 *Governing Board* refers to and means the Governing Board of USPS.

1.4.3 *National* refers to and means the national organization and officers of USPS.

1.4.4 Conference, Executive Committee, district, squadron, division, officers, committees, aides, members, and subjects treated generally, refer to and mean those of this district.

1.4.5 *Policy and authority of USPS* refers 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 takes precedence.

Section 1.5 Any word denoting gender used in these bylaws shall apply equally to any gender as the context may require.

**Nonprofit Organization**

Section 1.6 This is a nonprofit organization organized under the laws of Delaware. The bylaws of United States Power Squadrons and any rules and regulations made pursuant thereto, not inconsistent with federal, state or local laws, are hereby incorporated by reference and shall take precedence over those of this district, and all provisions thereof affecting the conduct of the affairs of this district shall prevail.

**Human Rights Laws**

Section 1.7 The district and its members shall at all times observe all federal, state and local human rights laws, regulations, and ordinances applicable to any squadron activity, procedure or practice. No person may be refused membership, denied office, or be prevented from participating in any activity because of any fact or circumstance which would identify that person as one of a protected class of individuals under the human rights laws, regulations or ordinances of any governmental jurisdiction where the person resides or in which the district is chartered.

**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 chairs, 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 active or associate members of squadrons in the district.

2.1.2 Elected Officers and Committee Chairs

(a) Elected officers of the district shall be the Commander, the Educational Officer, the Secretary and the Treasurer. The same person may hold the office of Secretary and Treasurer.

(b) Additional elected officers shall be the Executive Officer and the Administrative Officer, unless the Conference at any election should choose not to fill either or both of these positions.

(c) The District Bridge shall consist of the Commander, Educational Officer, Secretary and Treasurer, and if present, the Administrative Officer and/or the Executive Officer.

- (c). There shall be an elected Nominating Committee, and an elected Audit Committee.
- 2.1.3 Except as otherwise provided in these bylaws, all officers, committee members, and appointees shall:
- (a) be elected or appointed annually.
  - (b) serve for one year or until their successors are elected or appointed, or if applicable, installed; and
  - (c) 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 simultaneously hold more than one flag office within the district except that the district offices of 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 is no 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 chair except as otherwise provided in these bylaws.
- 2.1.6 *[Reserved]*
- 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 ranks of district officers shall be:
- (a) The presiding officer shall serve with the rank of District Commander *[USPS 6.2]*;
  - (b) The other members of the district bridge shall each serve with the rank of district lieutenant commander *[USPS 6.2.4]*;

(c) Elected assistants for the district lieutenant commanders, shall each serve with the rank of district first lieutenant [USPS 6.3]; and

(d) The chairs of appointed and elected committees shall serve with the rank of district lieutenant [USPS 6.5].

(e) No district rank shall be authorized or conferred except as provided for in this article [USPS 6.6].

### **Elected Officers**

Section 2.2 The Commander, the ranking officer, shall [USPS 6.2];

2.2.1 Preside at all meetings of the Conference and the Executive Committee 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 visits 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 and the Executive Committee 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 [USPS 6.4].

2.2.5 Appoint officers and the chairs and members of the appointive committees for a period of one year except as otherwise specified in these bylaws [USPS 6.5].

2.2.6 [Reserved]

2.2.7 The Commander may be assigned national duties and responsibilities in addition to those assigned by these bylaws [USPS 6.2.1].

2.2.8 Foster communications among squadron commanders.

Section 2.3 If elected 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, the Executive Committee or the Conference.

2.3.3 Be, *ex officio*, a member of all committees of the Executive Department.

2.3.4 Mentor Squadron Executive Officers in the district.

2.3.5 [Reserved]

- 2.3.6 Be responsible for those activities related to external organizations such as cooperative charting, vessel safety checks, safety, state boating law administrators.

Section 2.4 The Educational Officer shall [USPS 6.9]:

- 2.4.1 Assist the Commander [USPS 6.9.3];
- 2.4.2 Have general supervision of the Educational Department and coordinate the squadrons' educational programs as directed by the Commander, the Executive Committee or the Conference [USPS 6.9.2];
- 2.4.3 Be a member of the National Educational Department [USPS 6.9.1];
- 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 [USPS 6.9.4]; and
- 2.4.7 Provide counsel on, when requested, nominees for squadron educational officers, appointments to local boards, if any, and other squadron educational matters [USPS 6.9.5].

Section 2.5 If elected 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, the Executive Committee or the Conference.
- 2.5.3 Be, *ex officio*, a member of all committees of the Administrative Department.
- 2.5.4 [Reserved]
- 2.5.6 Coordinate the district activities among the district squadrons and their members.
- 2.5.7 Mentor the squadron administrative officers, and be responsible for those district activities such as membership, meetings and rendezvous, squadron activities.

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 the Executive Committee 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 *[Reserved]*
- 2.6.6 Send a copy of all Conference and Executive Committee meetings to all members of the Executive Committee and to the squadron commanders;
- 2.6.7 Report to USPS HQ the names of all officers and committee chairs 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 and the Executive Committee as required by Section 5.6 herein;
- 2.6.9 Be, *ex officio*, a member of all committees assigned to the Secretary's Department;
- 2.6.10 Mentor squadron secretaries in the district and be responsible for historian, newsletter, roster and information technology; and
- 2.6.11 Inform the District Conference when amendments to the District Bylaws are approved by the USPS Committee on Rules *[USPS 6.16]*.

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 Council, the Executive Committee 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 financial condition at each meeting of the Executive Committee and the Conference, and as may be directed by the Commander;

- 2.7.6 Inform the squadrons of the district assessment annually or when changed when the district budget is approved by the Conference. Any change in assessment will take effect 30 days after approval by the Conference;
- 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 Mentor squadron treasurers and assist the budget and finance committee.
- 2.7.10 Notify USPS Headquarters of changes in district assessment and when the change goes into effect.
- 2.7.11 Ensure that all income and disbursement in district events are reflected in the district accounts.

### **Elected Assistants**

- Section 2.8** The Executive Committee may authorize elected 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 their principals' stead. When the Conference declines to elect a bridge officer, the corresponding assistant shall remain vacant [USPS 6.3].

## **Committees**

### **Elected Committees**

- Section 2.9** The following committees are elected by the District Conference.
- 2.9.1 The **Nominating Committee** works each year to interview members and recommend a slate of candidates for each elective district position.
    - (a) The Nominating Committee is elected by and reports to the District Conference;
    - (b) The Nominating Committee will consist of three members with staggered 3-year terms per paragraph 2.1.5;
    - (c) If practical, this committee will be formed by members who are past district commanders or past district lieutenant commanders;

(d) If practical, this committee will have no more than one member from any one squadron;

(e) The nominating committee shall send a slate of nominees for elected district jobs to the District Secretary not less than 45 days prior to the date of the Conference at which elections are held.

2.9.2 *[Reserved]*

2.9.3 The Audit Committee shall examine all records of the Treasurer annually and submit a report of its findings to the next meeting of the Conference.

(a) The Audit Committee is elected by and reports to the District Conference

(b) The committee will consist of three members with staggered 3-year terms per paragraph 2.1.5. The member beginning their third year will serve as chair.

(c) 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 shall be appointed by the Commander or the Executive Committee. Except as otherwise indicated herein, appointed Chairpersons may appoint additional committee members with the concurrence of the Commander or the Executive Committee. 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 Executive Committee.

2.10.1 There may be a **Planning Committee** established by the Executive Committee to evaluate recommended changes:

(a) Action to activate the committee may be initiated by recommendations from a squadron or an Executive Committee member.

(b) The scope of the assignment and reporting date will be established when the committee is established. It shall report to Executive Committee;

(c) Will consist of members needed for the evaluation. Committee members shall select the chair; and

(d) If practical, this committee shall be so constituted that at least half the members are past district commanders or past lieutenant commanders of the district and with not have more than one member from any one squadron.

- 2.10.2 The **Budget and Finance Committee** shall recommend policy concerning general reserves and operating funds as directed by the Executive Committee and shall annually draft a detailed budget of operating expenses, anticipated income, and recommended assessment to be levied against the squadrons for the following budget year.
- (a) Shall consist of three members appointed by the Executive Committee with staggered 3-year terms per paragraph 2.1.5.
  - (b) The committee will select its own chair; and
  - (c) The Budget and Finance Committee will report to the Executive Committee
- 2.10.3 There may be a Membership/Member Involvement Committee chair appointed by the commander to work closely with other district committees and squadrons to suggest programs to increase membership and participation in squadron and district activities.
- (a) Reports to the Administrative Department;
  - (b) Members should be familiar with the policies and procedures outlined in the current edition of the USPS Membership Manual and shall coordinate membership activities within the district.
- 2.10.4 There may be a Law Committee to perform such legal duties which concern the affairs of the district, its squadrons, and its USPS affiliations [*USPS 6.12*].
- (a) Consisting of the law officer as chair appointed by the Commander.
  - (b) All members shall be attorneys licensed to practice in their respective states
- 2.10.5 There may be a Legislative Committee which monitors and gathers information pertaining to laws, proposals and regulations affecting recreational boats, boaters, and water sports in the states in which squadron of the district operate.
- (a) Consisting of a chair appointed by the Commander for a one-year term, other appointed members.
  - (b) Reports to the Executive Department.
  - (c) If practical, the chairs of any squadron legislative committees may be appointed as members; and
  - (c) When more than one district operates within a state, the district chair will coordinate activities with the other districts.

2.10.6 The Rules Committee shall be responsible for adherence to the USPS Bylaws, USPS policy, and these bylaws. They shall interpret the bylaws of the district and, if needed, prepare amendments to the District Bylaws.

- (a) The committee shall consist of a chair appointed by the Executive Committee and other appointed members
- (b) Shall report to the Executive Committee
- (c) Members should become familiar with Roberts' Rules of Order and be available if called upon to act as parliamentarian during a meeting.
- (d) Members should become familiar with the latest *Model Bylaws for Districts of USPS* to maintain consistency with the policy and authority of USPS.

**Other Committees (Appointed by the Commander)**

2.10.7 There may be a 'Personnel Committee' to maintain a current inventory of district members' interests and skills for use as a source of qualified candidates for specific duties. It consists of a chair appointed by the Commander, who reports to the Commander.

2.10.8 There may be a USPS Educational Fund representative who shall keep members informed of the progress of the fund and encourage gifts and memorials to the fund;

- (a) Appointed annually by and reports to the Commander.
- (b) If practical, the representative may recruit an aide from each district squadron.

2.10.9 There may be a Marketing Committee that shall make recommendations to the Conference of ways to market USPS. The chair is appointed by the Commander and reports to the Executive Committee.

2.10.10 The **Meetings and Rendezvous Committee** shall plan future district events (Conferences, Rendezvous, or district meeting) and is the primary resource for planning and executing district events.

- (a) The chair is appointed by the Commander and reports to the Administrative Department.
- (b) The chair may recruit other members when needed; and
- (c) District events can be led by the committee or in conjunction with a host squadron.

2.10.11 Other committees consisting of those customarily assigned to the various departments of this district by the policy and authority of USPS may be

appointed. They shall perform such duties as are usual for their responsibilities and as may be directed by their department heads and shall make such reports as are required by their operations.

### **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** The Commander may appoint a **property officer** reporting to the Executive Committee 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. A copy of the listing shall be supplied to the Treasurer upon request.
- Section 2.13** The Commander may appoint a **chaplain**, a **flag lieutenant**, and such other **aides** or lieutenants (committee chairs) as deemed necessary, to perform such duties as the Commander, Executive Committee or Conference may designate.

## **ARTICLE 3**

### **The District Executive Committee**

- Section 3.1** The District Executive Committee shall:
- 3.1.1** Carry on the interim business of the district between meetings of the Conference. The Executive Committee shall perform the functions of the district council assigned by the USPS Bylaws;
  - 3.1.2** Have authority to establish *ad hoc* committees and make appointments thereto;
  - 3.1.3** Fill any vacancy in any elective or appointed office or committee, the person so selected to hold office until his successor shall be elected, appointed and/or installed;
  - 3.1.4** At least annually and no less than 40 days prior to the Conference at which the budget is presented to the Conference, adopt a detailed budget, including the assessment to be levied against squadrons and any investment decisions, to be forwarded to Conference for final approval;
  - 3.1.5** Have authority to approve interim changes in the budget;
  - 3.1.6** Consider resolutions and recommendations from the squadrons and refer them to the Conference for action or refer them to committee for further study;

- 3.1.7 Have authority to confer honorary membership, for not more than one year at a time, upon any persons not members of USPS who have made a significant contribution to safe boating or rendered conspicuous service in the interest of the district. Honorary membership shall not be subject to the payment of entrance fees, dues, or district assessments. Honorary members shall not have any of the privileges extended to other classes of membership except they may wear the USPS membership lapel pin [USPS 3.10];
- 3.1.8 Make annual committee appointments as specified herein;
- 3.1.9 Perform such other duties as may be required by the policy and authority of USPS for district councils; and
- 3.1.10 For all district operating funds, and with the advice of the Treasurer, designate depositories insured by an agency of the U.S. government in which the district's operating funds shall be kept. For planning purposes, operating funds shall approximate 150% of the district's annual operating budget. For investment funds, the district may seek out higher yield investments which have been recommended by a qualified professional.
- 3.1.11 Hold meetings at least four times annually.
- Section 3.2** The Executive Committee shall be composed of the elected bridge officers, one elected past district commander (PDC) and members of district squadrons. The total members of the Executive Committee shall be no fewer than 6 and shall not exceed 12.
- 3.2.1 If practical members of district squadrons may be selected from willing squadron commanders, chairs of the District Meetings and Rendezvous and of the District Budget and Finance committees;
- 3.2.2 Members of district squadrons and elected PDC are nominated and elected to serve one year; and
- 3.2.3 If practical the immediate past district commander shall serve in the PDC position.

## **ARTICLE 4**

### **The Conference**

- Section 4.1** The Conference shall be composed of the elected bridge officers, the chairs of the elected committees, chair of the rules committee, and the squadron commanders, 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 [USPS 6.11].

**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 each 25 active squadron members or fraction thereof so qualified and in good standing 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 or by electronic means 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, the squadron commander may appoint a substitute and notify the District Secretary prior to the convening of the meeting.

**Section 4.3** The Conference shall:

- 4.3.1 Elect annually elective officers and elected committee members as provided herein.
- 4.3.2 Adopt annually a detailed budget, including the assessment to be levied against squadrons.
- 4.3.3 Have authority to establish committees and make appointments thereto or delegate such authority to the Executive Committee or to the Commander.
- 4.3.4 Consider and act upon reports, resolutions, and recommendations from the Executive Committee, officers, and committees and conduct other necessary business.
- 4.3.5 Address resolutions intended for Governing Board consideration. Those which have been adopted by a two-third vote of the District Conference shall be forwarded to the National Executive Officer who shall refer the motion in accordance with USPS 5.13.5. A subsequent meeting of the District Conference may, by a two-thirds majority of those voting, move to withdraw a resolution then pending before the Governing Board, a department, committee, or officer of USPS. [USPS 6.15]. The district resolution:

(a) Will list the actions to be considered by the Governing Board;

(b) Will be signed by the Secretary with the date of adoption by the District Conference;

(c) Will indicate the number of District Conference delegates voting for and against the resolution.

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 The Executive Committee shall fix the number of its regular meetings provided, however, that there shall be at least one, which shall be no less than 40 days prior to the Conference at which the budget and assessment are presented.

Section 5.3 Regular meetings of the Executive Committee and the Conference shall be held at places, on dates, and at times selected and fixed by the Commander with the approval of the Executive Committee. These meetings may be held electronically.

Section 5.4 Special meetings of the Executive Committee or of the Conference may be called by the Commander or may be called by petition supported by a two-third 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 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** Regular or special meetings of the Executive Committee may be conducted in person, by electronic means or a combination of both, as defined by the currently available technology, provided that all other applicable sections of Article 5 are adhered to. Reasonable provisions must be made for all eligible members to participate in the format selected.

Section 5.6 Notice of any District Conference meeting shall be sent by the Secretary to members of the Executive Committee, to the chair of each elected committee and 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 in lieu 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 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** Meetings of the Conference may be conducted in person or by electronic means or a combination of both within the capability of currently available technology. All other applicable sections of Article 5 must be adhered to. Any active member of a district squadron may monitor the proceeds of the Conference.

5.6.4 As soon as practicable after the conclusion of any 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 at its next meeting.

Section 5.7 Quorums

5.7.1 At any meeting of the Executive Committee, 50 percent of the members of the Executive Committee shall constitute a quorum.

5.7.2 At any meeting of the Conference, 25 percent of the members of the Conference shall constitute a quorum.

5.7.3 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 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 Executive Committee shall be by members of the Executive Committee only. 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 electronic means 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 Executive Committee or 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 Executive Committee or Conference, any member of a district squadron may ask to be recognized by the presiding officer, who may limit the time thereof.
- 5.9.1 Members of a district squadron who are not members of the Executive Committee or of the Conference, may not propose a motion without the approval of two-thirds of those Executive Committee or Conference members participating.
- 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 the nominating committee as specified herein.
- 6.1.2 Candidates may be nominated by written petition signed by a total of at least 5 voting members in good standing from each of at least two squadrons within the district.
- (a) Such petition shall be delivered to the Secretary at least 15 days before the date of the election.
- (b) The District Secretary shall immediately forward the petition to the members of the Conference.
- 6.1.3 *[Reserved]*
- 6.1.4 Squadron commanders shall notify delegates representing their squadrons.
- 6.1.5 Electronic notification shall be considered effective provided the conditions of Section 5.6 are met.
- Section 6.2 If vacancies exist in the properly formulated slate of nominees at the time of any election, they may be filled by nominations from the floor. The Conference may choose not to fill the Executive Officer and/or Administrative Officer position.
- 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 *[USPS 6.5]*.
- 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 conducted by an unsigned secret ballot.

(a) In person 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;

(b) Electronic voting shall utilize technology to accomplish secret balloting. Should technology not provide secret ballot capability, 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 Should an elected bridge officer be incapacitated the Executive Committee may elevate an assistant, activate the line of succession, or activate a past commander who volunteers to temporarily fill the position.

6.6.1 In the event that an elected bridge officer is absent or incapacitated the elected assistant to that office shall assume those duties.

6.6.2 When an elected assistant for that office is not in place, the next officer in line of succession shall perform the duties and exercise the powers of that office. The line of succession is Commander, Executive Officer, Administrative Officer, Secretary and Treasurer Educational Officer.

6.6.3 When necessary, the Executive Committee may assign the duties and powers of the vacant office to a past district commander agreeable to serve.

6.6.4 Such assumption of duties shall last only until the earliest of:

(1) the officer rescinds the self-declaration of incapability;

(2) the Executive Committee rescinds its declaration of incapability; or

(3) the next meeting of the District Conference at which elections are held

6.6.5 Should the incapacity become permanent, the Executive Committee may call for a special meeting of the Conference per article 5 to elect a replacement.

**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 Executive Committee or 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 parliamentarian which shall be selected from members with experience on the rules committee and designated by the presiding officer at the beginning of the meeting.

7.2.2 All questions of interpretation of these bylaws shall be answered under the authority of the chair 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 April and ending on the last day of March.

Section 8.2 The fiscal and budget year of the district shall be from the end of the Conference where officers are elected to the end of that Conference in 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 Executive Committee the Conference.

Section 8.4 No person shall contract any bills in the name of the district unless previously authorized the Executive Committee or the Conference, or by the adopted budget.

Section 8.5 Whenever an account is closed or an authorized function is completed; the person responsible shall promptly prepare and submit a full and 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 meetings of the Conference provided

any proposed amendments are stated in full in the notice of the meeting as required by Section 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 District Conference by the District Secretary [*USPS 6.16*].

## 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 remain one or more squadrons in the district, the District Conference shall decide how to distribute the assets of the district on one of the following bases:

(a) The district assets may be assigned to the squadron(s) which were a part of the district and apportioned to the current membership of those squadron(s), regardless of whether all the squadrons are reassigned to the same or different districts; or

(b) The district assets may be assigned to the district(s) to which the squadrons were reassigned. If the squadrons are assigned to two or more districts the assets shall be divided among the districts, apportioned to the membership of the squadrons at the time they were received.

10.2.2 In the event of the dissolution and voluntary surrender or revocation of this district when no member squadrons remain, all assets belonging to the district shall be assigned to USPS National Educational Fund.

