

**STANDING RULES
&
BYLAWS
OF
FIFTH DISTRICT
SOUTHERN REGION
UNITED STATES COAST GUARD AUXILIARY**

STANDING RULES	02
BYLAWS – Purpose and Responsibility	19
APPENDIX A – Committees	20
APPENDIX B – District Financial Matters	23
Audit Committee Guide	26
APPENDIX C – Disenrollment and Resignation	27
APPENDIX D – District Meeting and Board Meeting	28
Meeting Procedure Guide	29
APPENDIX E – Telephonic / Electronic Meeting Plan	30
eMeeting SOP	34
APPENDIX F – District and National Awards Program	35
APPENDIX G – Past Division Commands Association	36
APPENDIX H – Boat Crew Qualification (BCQ) Program	
Mentor Qualification	37
APPENDIX I – Operational Facility Identification	40
APPENDIX J – Public Education Classes	41
APPENDIX K – Records Retention Policy	42
APPENDIX L – Document Routing Guide	48
APPENDIX M – Standard Forms	55
APPENDIX N – AV Qualification	57
APPENDIX O – Mascot Program SOP	58
APPENDIX P – Amendments to D5SR Bylaws	59

**STANDING RULES
OF
FIFTH DISTRICT
SOUTHERN REGION
UNITED STATES COAST GUARD AUXILIARY**

ARTICLE I NAME

- 1.1 The name of this organization shall be the Fifth District Southern Region United States Coast Guard Auxiliary, herein referred to as the “District”.

ARTICLE II STANDING RULES; LIMITATIONS AND AMENDMENTS

- 2.1 These Standing Rules (sometimes referred to herein as “Rules” shall govern the conduct of the business of the District Board.
- 2.2 Any provision in these Standing Rules which is in conflict with the current edition of the Auxiliary Manual, COMDTINST M16790.1 (Series), and all additions and amendments thereto, hereinafter referred to as the “Manual”, Commandant and District Commander directives, instructions and notices, and the Standing Rules of the United States Coast Guard Auxiliary National Board, shall be null and void.
- 2.3 These Standing Rules are supplementary to the policies and procedures established for the formulation, operation, election and appointment of officers of the District by the Manual.
- 2.4 Nothing in these Standing Rules shall authorize the District to take any action inconsistent with, or not authorized by, the Manual or other policies of the Commandant of the United States Coast Guard.

ARTICLE III ORGANIZATION

- 3.1 The District Board shall be comprised of the District Commodore, District Chief of Staff, each District Captain, each Division Commander, the District Director of Auxiliary (Director), and the Immediate Past District Commodore. The National Commodore, or his/her designee, is an *ex officio* member of the District Board. A Past Division Commanders Association is authorized. The President of the Past Division Commanders Association shall be a voting member of the Board.
- 3.2 The District Executive Committee (EXCOM) shall be comprised of the District Commodore, as Chairperson, the District Chief of Staff, each District Captain, the Director, and the Immediate Past District Commodore. EXCOM is charged with managing the day-to-day operations and business of this District and will meet as determined by the District Commodore and Director. EXCOM will review the progress of the Auxiliary in the District, will study suggestions received from District members and will provide recommendations to Divisions and Flotillas where problems develop and when assistance is requested or needed.
- 3.3 Unless otherwise limited by the Manual or these Rules, EXCOM shall have the power and authority to exercise functions of the District Board: (a) To the extent expressly authorized by the District Board; and (b) On any matter which necessarily must be determined between District Board meetings. The District Commodore shall promptly give written notice to all District Board members of any substantive action(s) taken by EXCOM in intervals between District Board meetings. Unless modified or rescinded by the District Board at the next regular or special meeting, EXCOM actions shall be final.

ARTICLE IV DISTRICT OFFICERS

- 4.1 The eligibility, terms of office, duties and manner of election or appointment of District Board Officers shall be as set forth in the Manual.
- 4.2 The District Commodore, in addition to the duties set forth in the Manual, shall have the following duties:

- 4.2.1 On or before 30 November of each year, the District Commodore, with the concurrence of the Director, shall appoint all District Staff Officers and Assistants for the succeeding year, in writing, and advise all members of the District Board and Staff (for the succeeding year) of such appointments, in writing. When a new District Commodore has been elected, this duty shall become the responsibility of such District Commodore-elect and shall be made for the succeeding year by the District Commodore-elect no later than 15 December.
- 4.2.2 Be an *ex officio* voting member of each Division Board and District Standing Committee.
- 4.3 The District Chief of Staff in addition to the duties set forth in the Manual, shall have such duties as may be assigned by the District Commodore.
- 4.4 Each District Captain, in addition to the duties set forth in the Manual, shall have such duties as may be assigned from time to time by the District Commodore or District Chief of Staff. This District shall have three District Captains. Each area District Captain shall represent and be responsible for one of the District geographic areas described in an Appendix to these Rules and may also be given specific program responsibility as described in an Appendix to these Rules, and each program District Captain shall be responsible for a specific program (s) as described in an Appendix to these Rules. Each area District Captain shall ensure effective communication and coordination between all Auxiliary and Coast Guard units within their area of responsibility. A program District Captain shall be primarily responsible for coordination between the District Commodore and the appropriate staff officers and units.
- 4.5 The District Commodore may appoint, with Director concurrence, up to three District Directorate Chiefs and a District Planner as set forth in the Manual.
- 4.6 Any elected or appointed District Officer may be removed from office in the manner provided in the Manual.

ARTICLE V MEETINGS

- 5.1 Regular meetings of the District Board shall be held at such place as from time to time selected by action of the District Board. There shall be a minimum of one District Board regular meetings in each calendar year.

- 5.2 Special Meetings of the District Board for any purpose or purposes may be called by the District Commander, Director or the District Commodore, or at the written request of a simple majority of District Board members, upon not less than fifteen (15) days prior written notice to all Board members. Such notice shall state the purpose (s) and the place, date and time of the Special Meeting. The written notice may be delivered personally, or by regular mail and, if by regular mail, shall be by certified mail, return receipt requested. The District Secretary shall include in the minutes of the District Board proceedings a copy of the notice and the original of each mail receipt. If, and only if, each District Board member has ready access to electronic mail (“email”) the notice may be sent by email. To be a valid notice by email, the recipient shall reply with an acknowledgement of receipt.
- 5.3 All regularly scheduled District Board and District Staff meetings shall be open to any member of the Auxiliary. Any Special Board meeting at which policies are made, voting is conducted or funds voted to be disbursed shall be an open meeting to all Auxiliary members. Meetings determining District award recipients, EXCOM meetings, and Special Meetings called by District Commander, Director or the District Commodore to discuss sensitive issues at which no formal vote is taken, or meetings of special purpose committees such as the District Conference committee, may exclude Auxiliary members who are not members of the particular committee or body holding the meeting.

ARTICLE VI VOTING

- 6.1 Provided the District Commodore, District Chief of Staff, or the Immediate Past District Commodore is present, a majority of the members of the District Board shall constitute a quorum for the transaction of District Board business at any meeting. The action of a simple majority (more than 50%) present and voting at a meeting, at which a quorum is present, shall be the act and decision of the District Board unless a greater majority (or percentage) for specific action is required by the Manual or these Standing Rules. Such greater majority shall be based on the count of those members present and voting, provided a quorum is present. In all instances, all District Board members present shall be included for the purpose of determining a quorum. A blank vote or abstention shall not be counted as a vote cast.

- 6.2 Voting on routine matters normally will be by voice vote or by a show of hands. A written ballot may be requested by any voting member of the District Board and the request shall be honored without discussion. No second is required when a District Board member requests a written ballot.
- 6.3 Unless otherwise permitted by the Manual, no proxy or absentee vote shall be permitted or counted on any District Board question. Each District Board member shall have one vote on any motion or issue. There shall be no cumulative voting.
- 6.4 All voting, as well as all meetings, shall be conducted and held in accordance with the Manual, these Rules and the current edition of Robert's Rules of Order, Revised. In the event of conflict among the Manual, these Rules and Robert's Rules of Order, Revised, they shall prevail in the order named.
- 6.5 Unless otherwise permitted by the Manual, or National Auxiliary Policy, no mail or electronic votes shall be submitted or counted at any regular or duly called special meeting of the District Board.
- 6.5.1 If a District Board meeting for which all Board members are physically present is deemed impractical, and the District Commodore determines that a District Board meeting may be held by mail, then the following applies:
- 6.5.1. A Any solicitation for votes by mail shall be in writing and delivered by certified mail, return receipt requested, to each District Board member. The solicitation shall, as to each matter to be voted on by mail: (a) Clearly state the matter: (b) Be so worded that a "yes" vote will be to sustain or adopt the matter: (c) Provide a space to be checked for an unqualified "yes" or "no" or "abstention" on the matter; and (d) State the name and address of the District Officer to whom the vote(s) response is to be submitted. The solicitation shall provide for a period of not less than twenty (20) days for the date of mailing of the solicitation for submission of the mailed vote(s) on the matters(s).
- 6.5.1. B So long as the member's responding vote is postmarked no later than the 20th day of the solicitation of votes has been mailed, and has been sent to the District Commodore, such vote shall be counted on the matter(s).

- 6.5.1.C If a member of the District Board fails to exercise their privilege to vote on any question or questions submitted by certified mail, return receipt requested, within the time limit fixed, the member shall be still included for purposes of determining a quorum, and shall be counted as present and not voting.
- 6.5.1.D So long as a majority of the District Board members respond with a vote, and a quorum is met, a simple majority of votes responding with a “yes” vote shall result in sustaining or adopting the matter. The vote tally resulting from such mail voting shall be the act and decision of the District Board and shall be as conclusive and binding as a vote taken at a District regular or special meeting. The results shall be announced immediately after the votes are tallied. At the next regular Board meeting the District Commodore shall announce the result of such mail vote. Unless a District Board member asked for a secret written ballot, the Secretary shall include in the minutes of the District Board proceedings a copy of the solicitation, the original of each mail receipt and the original of each written vote received in response to the solicitation or any District Board member may review all such written evidence of a mail vote. If a secret written ballot was requested, the DCO shall tally the votes, inform the Board members of the results, and destroy all the written votes. Any such mail vote shall be effective as of the date of the 20th day after the solicitation mailing.
- 6.5.2 If a District Board meeting for which all Board members are physically present is deemed impractical, and only if each District Board member has ready access to email, such voting by mail may be conducted by email. After transmission of the email to District Board members, the District Secretary shall within twenty-four (24) hours notify each member of the Board by telephone that a time sensitive email concerning a District Board vote has been sent to the Board member’s email address. The procedure shall be the same as for solicitation of and voting by regular mail, except that the solicitation and each response shall be printed out and the Secretary shall include in the minutes of the District Board proceedings the printed solicitation and each printed email vote. All such printed evidence shall be made available for review by any District Board member. Any such email vote shall be effective as of the date of the 20th after the solicitation mailing.

- 6.6 In the absence or inability of any Division Commander to attend any meeting of the District Board, the Vice Division Commander may attend such meeting and vote in such Division Commander's place and stead. In the absence or inability of both the Division Commander and Vice Division Commander to attend any District Board meeting, the Immediate Past Division Commander may attend such meeting and act and vote in such Division Commander's place and stead unless the Division Commander has specified otherwise in writing to the District Commodore. If the Division Commander, Vice Division Commander, and Immediate Past Division Commander cannot attend a District Board meeting the Division Commander may designate in writing to the District Commodore another Division member to represent the Division, but such representative shall have no vote on the District Board.
- 6.7 The President of the Past Division Commanders Association is a voting member of the District Board. If the President of the Past Division Commanders Association is unable to attend a District Board meeting, another Past Division Commander Association member designated by the Present of the Past Division Commanders Association may attend the meeting and represent the Past Division Commanders Association but the designated Past Division Commanders Association representative shall have no vote on the District Board.

ARTICLE VII DISTRICT ELECTIONS

- 7.1 Not less than ninety (90) days before the date of any District regular election the District Commodore shall appoint a screening committee comprised of at least three members of the District Board. Each member selected to serve on this committee shall agree that the member relinquishes any right to be nominated and shall not run for election to any District office at such regular election. Not less than sixty (60) days before the date of any regular District election, each individual seeking election to a District elected office shall submit to the District Commodore a letter of their intent to be a candidate. The District Commodore shall thereafter immediately refer the names of all such members to the District Screening Committee. Not less than thirty (30) days prior to the election, the Screening Committee shall report to the District Board and to all members who have submitted letters of intent, the names of the eligible members who have submitted letters of intent and shall specifically state, with reference to the relevant positions of the Manual, the reason(s) why any member submitting a letter of intent has been deemed ineligible for the intended office. On the day of the election, the Screening Committee shall again verify the eligibility of all members submitted to them for screening. At the election meeting, the Presiding Officer shall nominate all candidates determined to be eligible by the Screening Committee and such candidate need not be present to be elected.
- 7.2 The Presiding Officer of all District elections shall be a moderator appointed by the District Commodore before the election. The moderator must be a District member in good standing who: (a) holds or previously has held the office of Flotilla Commander or any higher elected office; and (b) is not eligible for the office(s) for which the election is being held. The District Commodore may act as the moderator so long as condition (b) is satisfied.

- 7.3 Prior to opening the balloting for election of each District officer, the Presiding Officer shall invite nominations by any voting member from the floor. The nominator, prior to making the nomination from the floor, is responsible for ascertaining the eligibility and willingness of the nominee to accept the office and fulfill its duties if ultimately elected. No second shall be required for a nomination from the floor. Self-nomination is not allowed from the floor. Candidates nominated from the floor must be present for the election and must affirmatively state that they accept the nomination and will serve if elected. The Presiding Officer shall accept all eligible nominations from the floor and the name of each nominee from the floor shall be added to the balloting for such elected office. For purposes of all election provisions in these Rules, the term “floor” shall include only incumbent District Board members.
- 7.4 Election of District Officers shall be by secret written ballot unless there is only one candidate for a particular office. If there is only one candidate for a particular office, the unit may vote to use a secret written ballot. However, if one unit’s voting member requests the election to be held by a secret written ballot, without debate or vote on a motion, a secret written ballot shall be used.
- 7.5 If there is more than one nominee for any District office(s), the Presiding Officer shall appoint a teller committee of three persons, naming one of them the head teller of such committee. None of the committee persons may be members of the incumbent District Board or be running as a candidate for the particular District office(s) for which the election is being held. Written secret ballots shall be collected and counted by the teller committee after each ballot. After counting by the committee, the ballots shall be presented to the Presiding Officer in a sealed envelope. The head teller shall certify in writing the result of the balloting to the Presiding Officer by writing the order of finish in the balloting on the outside of the envelope. If a candidate received a majority of vote, the Presiding Officer will then announce the result of that ballot.
- 7.6 If a majority of eligible Board members vote for a candidate, that majority vote is sufficient to elect the candidate to the office. If more than two candidates are nominated for any one District office, and no candidate receives a majority of the votes on the first ballot:
- 7.6.1 The candidate receiving the least number of votes on the first ballot will be dropped out of the voting on a second ballot. Elimination of the “low vote” candidate will continue on the next and subsequent ballots until one candidate receives a majority of the votes cast.

Standing Rules and Bylaws of Fifth District Southern Region US Coast Guard Auxiliary

- 7.6.2 If there is a tie for low votes received on any ballot, the next ballot for that office will be a runoff between the candidates tied for low vote on the preceding ballot. The candidate receiving the highest number of votes on the runoff between the two tied for low vote will be included in the next succeeding ballot along with all other candidates who received a higher number of votes on the ballot preceding the tie for low ballot.
- 7.6.3 In the event of three successive tie votes for any District office, the Presiding Officer shall, in open session, place all the ballots cast on such third tie vote into a container and blindly select one ballot from the container. The teller committee then shall tally the remaining ballots, present the ballots to the Presiding Officer in a sealed envelope and certify the result of the balloting to the Presiding Officer, who shall announce the result of that ballot and, if it is the last ballot between two candidates for any office, the final election result.
- 7.7 Each member of the District Board shall be an eligible voter for the election of the District Commodore, District Chief of Staff, and program District Captain(s). The election of area District Captains, whether or not they are also designated a program District Captain, shall be by those Division Commanders in their respective Sector, plus the District Commodore, the District Chief of Staff, the Respective District Captains, the Immediate Past District Commodore, PDCA President, and the Director.
- 7.8 In those years in which a District Commodore and District Chief of Staff are to be elected to District office, the election sequence shall be: first, election of the District Commodore; (b) second, election of the District Chief of Staff; and (c) lastly, election of District Captains. Any unsuccessful candidate for election to a District office who is eligible for election to a lower position District office and who did not submit their letter of intent to be a candidate for that office as required by these Rules, may be nominated from the floor for election to such next, lower position District office.

- 7.9 There will be no announcement of the number of votes received by any candidate on any ballot. At the conclusion of an election for an office, all the ballots shall be resealed and shall be held by the head teller for a period of twenty-four (24) hours after the election is over. Any unsuccessful candidate for an office who wishes to examine the ballots for that office shall, in writing and within twenty-four (24) hours notify the Presiding Officer and such candidate shall then be afforded an opportunity, within a reasonable period of time thereafter, to examine the ballots for that office in a meeting with the head teller, the Presiding Officer of the election and the District Staff Officer-Legal. If no request for examination is made by an unsuccessful candidate within such 24-hour period, the head teller shall immediately destroy the ballots and all envelopes in which any ballots were sealed. If a request for examination is made in a timely manner, the head teller shall deliver the ballots and envelopes to the Director immediately after the unsuccessful candidate has examined the ballots and the Director shall examine the ballots, certify the results of the election and destroy the ballots and envelopes.
- 7.10 In the event any question or controversy concerning any substantive or procedural matter(s) is raised by a District Board voting member during the course of any election, and such question or controversy is not clearly resolved under provisions of the Manual, these Rules, and Robert's Rules of Order, the Presiding Officer, after consultation with the District Commodore, Director, and the District legal officer, shall decide and announce a resolution to the question or controversy. Such decision, so long as it is not in conflict with the Manual or these Rules, shall be final and binding and the election(s) then shall continue to a conclusion.
- 7.11 Before assuming office, the election of any member to the office of District Commodore, District Chief of Staff, or District Captain, must be approved and confirmed by the Director.
- 7.12 If a vacancy occurs in any District elective office, an interim election shall be held in accordance with the provisions of the Manual, subject to the applicable election procedures of these Rules.

ARTICLE VIII DISTRICT STAFF OFFICERS AND STAFF COMMITTEES

- 8.1 District Staff Officers may be appointed by the District Commodore with the concurrence of the Director as authorized by the Manual.
- 8.2 The District Commodore may appoint Assistant District Staff Officers and staff committees to assist the District Staff Officers in carrying out their duties.
- 8.3 The selection and appointment of each District Staff Officer, Assistant District Staff Officer, and each member of any staff committee, and the chairperson thereof, shall be made, in writing, by the District Commodore. In addition to such duties and responsibilities as are stated in the Manual, each such appointee's duties and responsibilities shall be as the District Commodore may specify in writing. Each District Staff Officer and Assistant District Staff Officer and committee person shall serve at the pleasure of the District Commodore.
- 8.4 If, subsequent to the adoption of these Standing Rules, the Manual or the National Board authorized any District Staff Officer(s) in addition to the District Staff Officers presently specified, the District Commodore is authorized to appoint such additional Staff Officer(s), with such other Assistant District Staff Officers and staff committees as the District Commodore may deem necessary, all in the manner and subject to the provisions of the Manual.
- 8.5 The District Commodore shall have the discretion to appoint such additional aides and staff members as may be authorized by the Manual. Each such appointment shall be in writing and shall specify the responsibilities and duties of the appointee.

ARTICLE IX DISTRICT PUBLICATION

- 9.1 The official publication of this District shall be known as "*The Blinker*" (hereinafter referred to as the "Newsletter").
- 9.2 The purpose of the Newsletter will be to inform the membership of District accomplishments and activities and to serve as an exchange of members' ideas within the District.

- 9.3 The District Staff Officer, Publications shall be the Newsletter's editor. Such officer's duties shall be as set forth in the Manual and as the District Commodore may specify in writing. All material to appear in the Newsletter shall be submitted to the District Commodore and Director for clearance prior to publication.
- 9.4 The Newsletter shall be posted on the District's internet website. One copy shall be electronically sent to the Chief Director, NEXCOM members, national department chiefs, and DCOs and Directors of other districts. At the direction of the District Commodore, a copy of the Newsletter may be sent to District Auxiliary members electronically or in printed form, or both.
- 9.5 The Newsletter will be in compliance with the Manual and there will be no paid advertising or commercial material of any kind in the Newsletter.

ARTICLE X DISTRICT FINANCIAL MATTERS

- 10.1 The specific details of District financial matters and policies (including, without restriction; membership dues amount, budget committee appointment and duties, District expenditures for District business and functions, and banking details) shall be as established in an Appendix to these Rules which shall be in conformity with the Manual. The following sections of this Article state some of the District's general, substantive financial policies.
- 10.2 All District Accounts shall be kept on a calendar year basis. The District Finance Officer shall be custodian of all District funds which will be deposited in an account, approved by the District Commodore and Director, with a federally insured banking institution or federal credit union. The account shall be known as "U. S. Coast Guard Auxiliary District D5SR"
- 10.3 All disbursements of District funds shall be by check, signed by the District Finance Officer or District Commodore. A disbursement of District funds greater than \$5,000.00 must be first approved by the District Board.

- 10.4 The District Finance Officer shall keep the account so that financial statements can be obtained on a monthly basis. Said officer shall prepare and submit a complete written monthly report at each District Board regular meeting and an Annual District Financial Report at the District Board's Annual Meeting. Each financial report shall include all receipts and expenditures since the last rendering of a financial report as well as the balance of funds at the most recent District Board meeting at which the report is rendered.
- 10.5 No later than by January 15th of each year, the District account for the previous year shall be audited by an auditor selected by the District Board. Copies of the written audit report shall be made available to all members of the District Board and the District Commander, no later than the second District Board meeting of the ensuing year. The auditor shall ensure that each expenditure of District funds was authorized and that there is a receipt for the expenditure signed by an authorized Auxiliary member other than the District Finance Officer or the person who authorized the expenditure. The selected auditor shall be assisted by an audit committee appointed by the District Commodore.
- 10.6 Upon the appointment of a succeeding District Finance Officer, an audit by an auditor selected by the District Board shall be made of the District account with a written audit report given to the District Board. The retiring District Finance Officer shall promptly deliver all District funds, books and records to the succeeding District Finance Officer.
- 10.7 Whenever a new District Commodore is elected or a new District Finance Officer is appointed, a new signature card reflecting the change will immediately be delivered to the banking institution or federal credit union where the District funds are located.
- 10.8 Annual District membership dues, as established by the District Board, shall include dues payable to National and shall be paid to the District by each Division and Flotilla of the District. The District Board may establish a procedure and rules to equitably prorate dues payable by members newly admitted during the course of a calendar year.
- 10.9 Divisions and Flotillas shall be billed for District members' annual dues by the District Finance Officer as determined by the policy of the District Board.

- 10.10 Any Division which fails to pay membership dues more than sixty (60) days after the due of a District billing to the Division shall lose its District Board voting rights until such delinquency is corrected.
- 10.11 In accordance with the Manual, any member who is delinquent in payment of dues and who does not request voluntary disenrollment shall be dis-enrolled by the Director on 31 December of the year in which the member's dues were payable.
- 10.12 Unless otherwise arranged with concurrence of the District Commodore in writing prior to the event, the net proceeds for any District sponsored event will become the property of the District.
- 10.13 Except as otherwise expressly provided in the Rules, any motion concerning a financial matter shall be carried by an affirmative vote of a simple majority of the District Board present and voting at a meeting at which a quorum is present.
- 10.14 An affirmative vote of seventy-five percent (75%) of the District Board, present and voting at a meeting at which a quorum is present, shall be required to approve any change in the amount of the annual dues. Any such dues change shall only become effective as of 1 January of the following year; provided, however, any dues increase reflecting only an increase in dues payable to National shall become effective in the year that the District is required to pay the increased dues to the National.

ARTICLE XI STANDING OPERATING PROCEDURES

- 11.1 Standing Operating Procedures may be developed and adopted by the vote of a majority of the District Board to supplement, facilitate or implement administrative procedures set forth in these Standing Rules. Any such procedures shall be subordinate to these Rules and will be in conformity with the Manual.
- 11.2 If any such procedures are established, they shall be maintained in writing by the District Secretary from year to year in an Appendix of these Rules.
- 11.3 Changes, additions and deletions to such procedures may be approved by the vote of a majority of the District Board.

ARTICLE XII SIGNATURE AUTHORITY

- 12.1 Only the District Commodore is authorized to sign District licenses, contracts and other agreements. Such licenses, contracts and other agreements must comply with the Manual and must first be reviewed and approved for legal purposes by the District Staff Officer-Legal, who shall be a licensed attorney.

ARTICLE XIII AMENDMENTS and APPENDICES

- 13.1 These Standing Rules may not be amended except to conform verbatim to changes directed by the Commandant of the United States Coast Guard or the National Board, provided however optional and elective provisions may be amended in conformity with the Manual. Such Amendments to these Rules may be made at a regular or special meeting of the District Board by an affirmative vote of at least two-thirds of the District Board.
- 13.2 Any Appendix to these Standing Rules, which should include matters local in nature that are in conformity with the Manual and these Standing Rules, may be amended at any regular or special meeting of the District Board by an affirmative vote of at least two-thirds of the District Board. In the event of any conflict between provisions in these Rules and any provision in an Appendix to these Rules, the provision of the Rules shall govern.

ARTICLE XIV APPROVAL

These Standing Rules of the Fifth District, Southern Region, United States Coast Guard Auxiliary, were duly approved at a District Board meeting on the 29th day of September, 2019, by a vote of at least two-thirds of the District Board.

DISTRICT REVIEW AND APPROVAL:

District Commodore (DCO) _____ Date

Director of Auxiliary (DIRAUX) _____ Date

District Legal Officer (DSO-LP) _____ Date

NATIONAL REVIEW AND APPROVAL:

National Commodore _____ Date

Auxiliary Chief Counsel _____ Date

Chief Director _____ Date

**BYLAWS
OF
FIFTH DISTRICT
SOUTHERN REGION
UNITED STATES COAST GUARD AUXILIARY**

1.01 PURPOSE

This appendix shall constitute a file of policies and procedures referred to as bylaws, enacted by the District Commodore (DCO), the District Executive Committee (EXCOM), or other Auxiliary authority with permission of the Board. They must be changed or rescinded by a majority vote of the Board. This file shall serve as a repository for policies of the District Commander which clarify or expand those set forth in the Auxiliary Manual (AUXMAN). Newly adopted standing rules may also be retained herein on a temporary basis.

1.02 RESPONSIBILITY

The District Chief of Staff (DCOS) shall be responsible for maintaining this file and transferring it to a successor in office.

APPENDIX – A – COMMITTEES

A-1 ADVISORY COMMITTEE

- A-1.01** Said Committee shall consist of a minimum of three (3) and a maximum of seven (7) active members, selected by the District Commodore (DCO), who are not sitting members of the Fifth District Southern Region Board. The Chairperson shall be designated by the DCO. The Advisory Committee members serve at the pleasure of the DCO.
- A-1.02** The Committee shall act in an advisory capacity to the Board on recommendations or other business matters referred to it by the DCO.
- A-1.03** The above matters to be considered by the Board for action must be submitted by the DCO and Chairperson of the Advisory Committee at least sixty (60) days prior to the next meeting date of the Board. This rule may be suspended, for any specific matter and the Board may decide to consider, with a vote of two-thirds (2/3) of the Board members present and voting to set aside the sixty (60) day rule. Recommendations for consideration to set aside the sixty (60) day rule must be introduced by a member of the Board and only in the format prescribed by the Board.
- A-1.04** Under the two-thirds (2/3) rule, those recommendations to be deemed to be of special nature for consideration by the Board shall be sent to Board members no less than thirty (30) days prior to the Board meeting.
- A-1.05** The Committee shall report all of its findings to the DCO.

A-2 DISTRICT AWARDS COMMITTEE

- A-2.01** Said Committee shall consist of the President of the Past Division Commanders Association (PDCA) as Chairperson, the District's Information Systems Staff Officer (DSO-IS), and a minimum of one PDCA member from each of the three Sectors. No member, except for the PPdCA and the DSO-IS, may be currently holding an elected office in the Auxiliary organization.
- A-2.02** Appointment to this Committee will be made by the DCO following consultation with the PPdCA and the Directory of Auxiliary (DIRAUX).

- A-2.03** The Committee shall maintain and publish a current and comprehensive list of “District Special Awards” available to members of the Coast Guard Auxiliary and shall administer the program of District Special Awards referred to in the D5SR Awards Manual.
- A-2.04** The Committee shall advise the District Board regarding program requirements, and receive and evaluate the recommendations for recognition of member achievement through the presentation of Coast Guard Auxiliary Awards.

A-3 MEETING COMMITTEE

- A-3.01** Said Committee shall consist of the DCOS, all DCAPT's and the District Conference Coordinator (A-AD-COC) appointed by the DCO. The DCOS shall be the Chairperson.
- A-3.02** The Committee shall meet annually to recommend the location of the sites for future District Meetings. Meeting sites should be selected at least one year in advance of any Meeting. Site requirements are detailed in the D5SR Meeting Procedures Guide (Appendix P)
- A-3.03** The Committee should report its recommendations to the Board annually at the Fall meeting.

A-4 AUDIT COMMITTEE

- A-4.01** The Audit Committee shall consist of the DCOS as Chairperson, and three members recommended by the DCOS and appointed by the DCO.
- A-4.02** Detailed Audit procedures are contained in the D5SR Audit Committee Guide (Appendix Q)

A-5 BUDGET COMMITTEE

- A-5.01** Said Committee shall consist of the DCOS as Chairperson, all DCAPT's and the District Finance Officer (DSO-FN).
- A-5.02** The Committee shall prepare an annual District budget for the following year, with consideration to funds available, current expenses and anticipated income and expenses.

Standing Rules and Bylaws of Fifth District Southern Region US Coast Guard Auxiliary

A-5.03 The Committee, in preparing its Annual Budget shall review the current District dues rate and recommend any changes deemed necessary requiring approval of the Board.

A-5.04 The Committee shall submit its proposed budget to the DCO and the Board for review not less than sixty (60) days prior to the Fall District Board meeting, where it shall become an agenda item for discussion and approval.

A-5.05 The DCO shall utilize this proposed budget to provide information to the DIRAUX regarding requirements for Coast Guard funds to support planned Auxiliary program activities for the following year.

A-6 AD HOC COMMITTEE

A-6.01 The DCO may appoint such other *Ad Hoc* committees as may be deemed necessary; designate the chairperson, and the members of the committee thereof, and charter the committee with specific duties.

APPENDIX – B – DISTRICT FINANCIAL MATTERS

B-1 FEES AND DUES

- B-1.01** The annual dues for Fifth District Southern Region United States Coast Guard Auxiliary shall be six (6) dollars per member exclusive of flotilla, division and national dues.
- B-1.02** Annual membership dues are assessed and distributed by Auxiliary members at each level of the organization. Annual and prorated dues shall be considered obligated funds and therefore not refundable to disenrolled members.
- B-1.03** Within the District, member dues fall into four categories:
1. National
 2. District
 3. Division
 4. Flotilla
- Dues levied by National, District, and Division are payable by flotillas on a calendar year basis. Each Flotilla establishes its own amount of annual dues. This amount must be fair, equal for each Flotilla member and is payable at times stated in the Flotilla Standing Rules.
- B-1.04** National dues are approved by the National Board and are due and payable no later than 30 days after billing date. District dues are recommended by the Budget Committee and approved by three-quarters (3/4) of the District Board voting to approve the change. Billing will occur on or about 31 January of each year. Dues shall be due and payable 30 days thereafter.
- B1.05** The National Board has excluded Past District Commodores from the payment of National and District annual dues after they leave office. As a result, they shall not be required to pay annual National and District dues levied by divisions and flotillas.

B-1.06 Prorated annual dues will be payable at the following rate for new members. Members assigned to flotillas on the following dates shall pay:

1. Between 1 January and 31 March - 75%
2. Between 1 April and 30 Jun - 50%
3. Between 1 July and 30 September - 25%

Prorated dues shall be due and payable within thirty days of the date of such billing. AUXDATA quarterly reports shall be the source of membership data prorated dues.

B-2 FISCAL AND ACCOUNTING POLICIES

B-2.01 The term district funds, used herein, shall be defined as all monies collected for any purpose sponsored by the Board in the name of the District.

B-2.02 The banking institutions in which District funds are to be deposited shall be a legally constituted and recognized firm of excellent repute and be insured under a recognized U.S. Government Deposit Insurance Organization. They will be selected with the concurrence of the DSO-FN and approved by the DCO. All monies of the District will be kept in accounts primarily titled "United States Coast Guard Auxiliary, Fifth District – Southern Region." For convenience of operations, individual accounts may be established as follows:

1. District (DSO-FN, Account manager)
2. Materials Center (DSO-MA / ADSO-MA-MC, Account managers)
3. Conference coordinator (D-AD-COC), Account manager)
4. Past Division Commanders Association account (President, Treasurer, Account managers)

B-2.03 The payment of District obligations from any account shall be made by serially numbered checks, signed by either the DCO or the appropriate Account Manager (President/Treasurer, account manager). Authority is authorized for documented electronic funds transfer.

B2.04 Funds of the District account may only be disbursed by the account managers or the DCO provided such expenditures do not exceed the amounts approved by the Board in the annual District budget for the current year. In situations where the expenditure of funds is deemed necessary, but not previously authorized or included in the budget, the matter shall be presented to the Board for action.

- B-2.05** Any person authorized to obligate budgeted funds for supplies, material, equipment, services or incidental expenses shall submit a request for reimbursement accompanied by receipts to the DSO-FN. Questions regarding the authority for expenditures will be referred to the DCOS.
- B-2.06** Funds may be advanced to administer District programs in amounts not to exceed the authorized budget limitations. The DCO is authorized to advance said funds without further recourse to the Board, with the following exception: if any program funds, committee fund, or DSO program fund is depleted, the DCO may authorize an additional 10% in any budget category, provided the total aggregate of additions and approved amounts do not exceed the total district budget approved by the Board. Authorized DSOs and Committee Chairpersons shall manage financial functions in such manner as to anticipate future requirements and remain within budgeting limitations established by the Board.
- B-2.07** The District Budget Committee shall prepare an annual District budget. This budget shall be reviewed by the EXCOM prior to the Fall Meetings and be subject to formal approval by the District Board during the Fall District Meeting. It should provide for the payment of routine and recurring expenditures for the District Elected and Staff Officers, Committees, Official Awards and Gifts, annual Change of Watch, National dues, approved programs and activities, and contingencies.
- B-2.08** The DCO is authorized to negotiate contracts for the services of hotels and similar business organizations and to sign such contracts following review and approval by the DSO-LP. Those contracts for future services negotiated and signed by the current DCO shall be honored by the newly elected DCO and Board.
- B-2.09** The DSO-FN shall maintain adequate records in such format as to allow for periodic reports required by the Board and a written report to be presented at each Board meeting.
- B-2.09.1** No later than 30 days following the adjournment of a District meeting the DSO-FN shall provide a report to the Board of any and all transactions of the District Meeting Contingency Fund.
- B-2.10** The FSO-FN, DSO-MA, D-AD-COC, and the PDCA accounts, if established, of they shall be audited in accordance with the provisions of the AUXMAN and the guidance of the Audit Committee Guide (Appendix Q).

AUDIT COMMITTEE GUIDE

Download Guide by clicking on the icon below



054- Audit
Procedures Guide.pdf

APPENDIX – C – DISENROLLMENT AND RESIGNATION

- C-1.01** Before submission through the chain of leadership and management (CoLM), disenrollment shall be prepared on the most current Change of Membership Status (7035) form, contain the required information, including signatures and be fully investigated by the Flotilla Commander (FC) and the Division Commander (DCDR)
- C-1.02** After approval by the FC and DCDR, disenrollment, retirement and resignation forms will be sent to the Director (DIRAUX) with a copy being sent to the appropriate DCAPT and DCOS.
- C-1.03** All disenrollments, resignations, and retirements must be annually received in the DIRAUX office no later than 01 October to ensure processing by the 31 December AUXDATA deadline. Disenrollments received after the October deadline will be processed as soon as possible by DIRAUX; however, there is no guarantee that the member will be removed prior to the 31 December deadline. If the member is on the rolls as of 31 December, the Flotilla remains obligated for that member's dues.

APPENDIX – D – DISTRICT MEETINGS AND BOARD MEETINGS

- D-1.01** District Meetings and Board Meetings shall be scheduled at the call of the DCO, at times and places, and as frequently as approved by the Board. At a minimum, there shall be an Annual Meeting in the month of September. The EXCOM has the option to call for a winter meeting in February or sector workshop meetings but must decide by July 1, of the preceding year. The expenses of the Board Members, appointed DSOs, and workshop instructors to attend Board Meetings will be sought from Coast Guard funds when they are available.
- D-1.02** The DCO shall preside over all meetings of the Board and the Executive Committee (EXCOM). In the absence of the DCO, the DCOS shall preside. No meeting shall take place unless the DCIO or DCOS is present and presiding.
- D-1.03** The Fall meeting of the Board shall constitute the Annual Meeting of the Board and time for annual elections of District Officers.
- D-1.04** When circumstances require, special meetings may be called or business conducted by telephone, e-mail, or regular mail when approved in advance by the DCO and the Director. Under unusual circumstances and with prior approval of the DIRAUX, voting may be held either by electronic e-mail or U.S certified mail. These circumstances will follow Appendix F – District Telephonic / Electronic Meetings Plan
- D-1.05** The program of events for each regularly scheduled District meeting shall be published to the membership approximately eight (8) weeks prior to the meeting.
- D-1.06** The District Staff Officer Secretary of Records (DSO-SR) will prepare and distribute the minutes of the previous Board meeting to all members of the said Board, no later than ninety (90) days before the next scheduled meeting of the Board. The Board will have thirty (30) days to review, make any corrections, and return to the DSO-SR, for said corrections, omissions and/or additions. DSO-SR will distribute corrected minutes prior to thirty (30) days of the next scheduled Board meeting.
- D-1.07** The Fifth District Southern Region Meeting Procedures Guide (Appendix S) will be maintained by the DCOS, D-AD-COC, DSO-MT and D-AA.

MEETING PROCEDURES GUIDE

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APPENDIX – E – TELEPHONIC/ELECTRONIC MEETINGS PLAN

E-1.01 Definitions

- E-1.01.1 Telephonic Means:** Participation by meeting attendees by Telephone of any type (e.g., cell, landline) as to allow live full-time, full communication in a manner that does not interfere with the conduct of the meeting. It shall allow full participation in the meeting by all members, physically and electronically present, and shall meet all applicable requirements (with the exception of provision of all documents and materials referenced during the course of the meeting). If an attendee calls into a physical meeting, then an appropriate number of telephones with speaker capabilities shall be set in the meeting to allow all attendees at the meeting to hear anything the attendee calling in may say and for the attendee calling in to hear anything that those physically present may say.
- E-1.01.2 Electronic Means:** Participation by telecommuting via electronic audio or video or both using a system of a sophisticated nature to allow live full-time, full communication in a manner that does not interfere with the conduct of the meeting. It shall allow full participation in the meeting by all members, physically and electronically present, and shall meet all applicable requirements including secret votes on matters that may come before the District if such secret ballot is requested in accordance with the Auxiliary Manual or District Standing Rules.
- E-1.01.3 Participation:** The ability of an attendee appearing by telephonic/electronic means to communicate clearly on a live, full-time basis with all of the other meeting members and to have provided before the meeting, or electronically during the meeting, all documents and materials referenced during the course of the meeting and to participate in real time in any secret votes on matters that may come before the District if such secret ballot is requested in accordance with the Auxiliary Manual or District Standing Rules.
- E-1.01.4 District:** The Coast Guard Auxiliary District enacting this Appendix to its Bylaws and all associated committees.
- E-1.01.5 Division:** Any Coast Guard Auxiliary Division within this District and all committee authorized by this Division.

E-1.01.6 Flotilla: Any Coast Guard Auxiliary Flotilla within this District including any Detachments or committees authorized by the Flotilla

E-2.01 Telephonic/Electronic Meetings for Units

E-2.01.1 The District Board authorizes **when special circumstances warrant** the District, all divisions, flotillas, and flotilla detachments within this District, and any committees appointed by them to conduct their meetings and associated business, including votes, using telephonic/electronic means. The conduct of meetings using telephonic/electronic means shall only occur in conjunction with considerable planning and careful implementation.

E-2.01.2 A division or flotilla that desires to conduct its meetings or the meetings of its committees or detachments using telephonic/electronic means shall first adopt an Electronic Meetings Plan that shall be consistent with the templates provided on the forms page of the CGAUX.org website (<http://forms.cgaux.org/forms1.php>)

E-2.01.3 The District Commodore shall consult with the cognizant Division or Flotilla Commander at the Division or Flotilla Commander's request to determine whether such special circumstances exist so as to warrant authorization of a meeting of a division, flotilla, or flotilla detachment to be held by telephonic/electronic means.

E-2.01.4 The District Commodore, after consultation with the Director, shall determine whether such special circumstances exist as to warrant authorization of a District meeting to be held by telephonic/electronic means.

E-2.01.5 A regular or special election shall not be held by mail, telephone, or electronic means by any Auxiliary unit **unless such meeting is impractical due to special circumstances** and the Director specifically authorizes such means for the election.

E-2.01.6 The District Board has determined that the best means available in the region for holding telephonic/electronic meetings that will ensure meeting all provisions of the Auxiliary Manual and the Standing Rules for meetings, including the holding of a secret ballot if called for by a voting member of the Auxiliary unit, is using EasyPolls.net. These means shall be utilized by all Auxiliary units within the District.

E-2.01.7 The District's annual budget for electronic/telephonic meetings shall not exceed \$2,400.00.

E-3.01 Attendance of Individual Auxiliarists at Telephonic/Electronic Meetings

E-3.01.1 The District Commodore, after consultation with the Director, may authorize individual Board Members to attend and participate in meetings using telephonic/electronic means. Such authorization shall be given to Board members who live too far away to reasonably travel to the meeting or in cases in which the cost of travel is prohibitive. Such authorization shall also be given if the District Commodore, after consultation with the Director is reasonably satisfied that there are other compelling reasons to authorize such attendance and participation by telephonic/electronic means. A Board member who is denied such authorization may appeal the determination in writing (email is acceptable) in accordance with section M-5.01.8 of this Appendix.

E-3.01.2 Pursuant to Auxiliary Manual Chapter 4 subdivisions E.1. and E.5.b, District Board meetings are normally open and all Auxiliarists are welcome and invited to attend. In rare situations, a closed meeting may be needed, but this action may be taken only when authorized by the Director. All reasonable efforts shall be made by the District Commodore to accommodate the attendance at telephonic/electronic meetings of members who give adequate written notice (email is acceptable) in advance of the meeting of their desire to attend. If the request is denied, the District Commodore shall include the reason for denial. If approved, the District Commodore shall ensure that the telephonic/electronic system is functional during the meeting in order to accommodate the member's attendance. The member shall initiate contact with the telephonic/electronic system. Failure to initiate such contact in a timely manner shall not be grounds for preventing the meeting from occurring as scheduled. If denied, the member may challenge the determination in accordance with section M-5.01.8 of this Appendix.

E-4.01 Meeting Equipment and Capability

E-4.01.1 If all Board members attend an Auxiliary unit meeting by telephonic/electronic means the District Commodore shall provide the telephonic/electronic system to be used.

- E-4.01.2** The District shall be responsible for acquiring at the District's expense all software, hardware, and other system requirements to facilitate participation in the meeting. The District may, if it so chooses, fund, in whole or in part, the purchase or licensing of any software or equipment necessary for any subordinate unit to hold electronic/telephonic meetings or elections.
- E-4.01.3** Auxiliarists who attend a District meeting using telephonic/electronic means shall be responsible for acquiring, at their own expense, all telephonic/electronic system components (e.g., computer, speaker, headphones, etc.) to facilitate their participation in the meeting.
- E-4.01.4** The District Commodore shall ensure that the telephonic/electronic system used will allow participating Board members to vote on any matter in full conformity with voting requirements of the Auxiliary Manual and District's Standing Rules, including requests for secret written ballots.

E-5.01 Meeting Guidelines

- E-5.01.1** All meeting notice requirements shall be applicable to all District Board Members who attend a meeting using telephonic/electronic means.
- E-5.01.2** The minutes of the District meeting shall record the time of attendance of any District Board Member who attends using telephonic/electronic means.
- E-5.01.3** A District Board meeting using telephonic/electronic means may not be utilized for the purpose of interfering with a member's ability to participate in the meeting or to prevent a vote on any matter.
- E-5.01.4** No member may purposely interfere with the telephonic/electronic system established to allow members to participate using telephonic/electronic means.
- E-5.01.5** Any District Board Member authorized to attend a meeting using telephonic/electronic means shall be considered "present" for the meeting while in attendance. When a District meeting is held with some members physically present and other members present using telephonic/electronic means, then the District Commodore, District Chief of Staff, or Immediate Past District Commodore must be physically present at the meeting in order for the District's business to be conducted.

- E-5.01.6** If the telephonic/electronic system becomes inoperative during the meeting then the Chair shall be responsible for re-establishing contact with all District Board members participating using telephonic/electronic means. If good-faith attempts do not re-establish contact with such members within 10 minutes, then the meeting may continue without their telephonic/electronic participation. Quorum requirements shall be adhered to at all times dependent upon changes brought on by such inoperability.
- E-5.01.7** If the telephonic/electronic means used by a District Board member participating in the meeting becomes inoperative during the meeting, then the member shall be responsible for re-establishing contact. The meeting may continue without the member's participation. Quorum requirements shall be adhered to at all times dependent upon changes brought on by such inoperability.
- E-5.01.8** In the event of any challenge or protest regarding any matter pertaining to participating in a meeting, including voting, using telephonic/electronic means, the challenge or protest shall be referred by the District Commodore to the appropriate DNACO. The DNACO shall consult with the ANACO-CC, the NACO, and the Chief Director and then render a final decision.

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01 - D5S eMeet
Request Form.pdf



054 - eMeeting
SOP.pdf

APPENDIX – F – DISTRICT AND NATIONAL AWARDS PROGRAMS

- F-1.01** The maintenance of the D5SR Awards Guide will be the duty of the current Awards Committee.
- F-1.02** The Guide will be maintained as (Appendix T). Notification of changes will be made to the EXCOM, District Board and the general membership.

AWARDS GUIDE

Download Guide by clicking on the icon below



054 - Awards
Guide.pdf

APPENDIX – G – PAST DIVISION COMMANDERS ASSOCIATION (PDCA)

- G-1.01** There shall be a PDCA formed within the Fifth District Coast Guard Auxiliary Southern Region. The President of the PDCA shall be a voting member of the District Board and shall have the same rights and privileges as any other voting member of the Board as stated in the D5SR Standing Rules.
- G-1.02** The PDCA shall establish Standing Rules, bylaws and policies for the operation of that organization. Such standing rules, bylaws and policies shall be presented to the District Legal/Parliamentarian (DSO-LP), DCO and DIRAUX for approval and a copy of each shall become part of these Bylaws (Appendix U).
- G-1.03** The PDCA shall be allowed to collect dues as voted by the PDCA membership and approved by the DCO, and may be authorized by the DCO to maintain a checking account to facilitate the financial obligations of the Association.
- G-1.04** No District monies shall be used to support the programs or operation of the PDCA.

PDCA BYLAWS

Download Bylaws by clicking on the icon below



01 - PDCA Standing
Rules.pdf

APPENDIX – H – D5SR BOAT CREW QUALIFICATION (BCQ) PROGRAM MENTOR QUALIFICATIONS

- H-1.01** Purpose: The purpose of the “Boat Crew Mentoring Program” is outlined in the Auxiliary Manual (AUXMAN) and the Boat Crew Manual. Boat Crew Mentors (BCQ) are selected by their respective Flotilla Commanders. Each Boat Crew and Coxswain candidate entering the BCQ program shall be assigned a BCQ Mentor. Pursuant to applicable provisions of the Manuals referenced above, the Board establishes herein special District requirements pertaining to the selection, and appointment of the BCQ Mentors.
- H-2.01** Suitability as a BCQ Mentor: BCQ mentors should be selected based upon both their crew/coxswain knowledge skills and their interpersonal mentoring skills.
- H-3.01** Mentor Training: All members appointed as BCQ mentors shall be required to attend an initial BCQ mentoring workshop, and thereafter bi-annual mentoring workshop to maintain their mentoring appointment. Mentors failing to attend the workshop will be removed from the approved mentor list maintained in the DIRAUX office and may not sign off any candidate crew or coxswain PQS.
- H-3.01.1** Workshop preparation: The Mentoring workshop shall be developed by the Chief Qualification Examiner (QE) Coordinator or designated AQEC and shall be approved by the Operations Training Officer (OTO).
- H-3.01.2** The workshop should be informative and be a reasonable time normally not exceeding two (2) hours in length.
- H-3.01.3** The workshop topics should include changes to the Boat Crew Program, changes in the sign-off procedures, applicable principles of Team Coordination Training (TCT), communications procedures and mentoring techniques useful in dealing with trainees and other relevant current topics.
- H-3.02** Workshop preparation date: The workshop shall be prepared and approved no later than 31 December for use during the following calendar year.
- H-3.03** Workshop Instructors: To provide the District wide conformity with the training and sign-off requirements, the workshop shall be taught by qualification Examiner (QE) or experienced qualified coxswain as approved by the OTO.

- H-3.04** Workshop completion date: The presentation of the bi-annual mentor workshop should be completed no later than 30 April of each calendar year. If new mentors are appointed after 30 April it shall be the FCs responsibility to certify that the new mentor has received a complete make-up workshop, prior to the appointment becoming effective.
- H-4.01** Workshop attendance reporting procedure: Instructor shall use the D5SR class attendance roster to record participant names and member number.
- H-4.01.1** Attendance submission procedure: Instructor shall forward the completed form to the Division IS (SO-IS) Officer who shall enter the members' attendance in AUXDATA / Member Training Record.
- H-4.01.2** Division IS Officers (SO-IS) data entry procedures: Division IS (SO-IS) Officers shall enter the names of those members, certified by the workshop Instructor as having attended a BCQ mentoring workshop, in AUXDATA under the appropriate category in member training.
- H-4.01.3** Listing of Qualified Members: Each SO-IS shall furnish the QE coordinator in their respective Sector with a listing of all qualified mentors as shown in AUXDATA as of 01 July each calendar year.
- H-5.01** Establishment of workshop presentation cycle: To facilitate the implementation of the bi-annual workshop cycles the following schedule should be utilized:
- H-5.01.1** Years ending with EVEN digits: Even numbered Divisions should teach the Mentor workshop during these even years. All members of these Division in the BCQ Mentoring Program should attend a workshop with a goal of 30 April but must be completed prior to 30 June.
- H-5.01.2** Years ending with ODD digits: Odd numbered Divisions should teach the Mentor workshop during these odd years. All members of these Division in the BCQ Mentoring Program should attend a workshop with a goal of 30 April but must be completed prior to 30 June.

H-5.01.3 Mentors appointed in “off” years: Mentors appointed in years which their Division is not scheduled to present the Mentor workshop, should receive the workshop either by attending a workshop provided by a scheduled Division or a special workshop presented through arrangements by the SO/FSO-MT and presented by an instructor as identified in Section I-3.03. Mentors qualified during their Division “off year” should attend the workshop during the very next workshop cycle for their Division, thereby allowing members from the same Division to attend during the same year.

APPENDIX – I – D5SR OPERATIONAL FACILITY IDENTIFICATION

- I-1.01** In all three Sectors of the Fifth District Southern Region Auxiliary, a five digit identification number shall be used in radio communications for surface operational facilities in place of the vessel's name. The number shall consist of the vessels length in feet and the last three digits of either its State registration number or in the case of documented vessels its official number.

APPENDIX – J – PUBLIC EDUCATION CLASSES

- J-1.01** During a Public Education class there shall be one (1) lead instructor and no more than two (2) non-lead instructors. All instructors, non-lead instructors or trainees must be actively involved in the instruction of the class session(s) to be eligible for the time reported on the ANSC 7030.
- J-1.02** When a lead instructor changes during a class then a new ANSC 7030 will be initiated to reflect that change. Waivers for additional non-lead instructors must be approved prior to the start of the class by the appropriate DCDR through the Chain of Leadership & Management.
- J-1.03** Any member present that is not actively engaged in the instruction, such as members that are signing in students, serving refreshments, grading tests, etc. should record their time as 99-B on the ANSC 7029.
- J-1.04** FSO / SO-PA taking pictures or writing articles for press releases report time as 10-A (collateral development if for webmaster) or 10F (print media if for newspaper press release) on ANSC 7030.

APPENDIX – K - RECORDS RETENTION POLICY

- K-1.01** Reference: COMDTINST M5212.12A – Information and Life Cycle Management Manual
- K-1.02** **Introduction:** As a proud component of team Coast Guard, the Fifth District Southern Region and its Divisions and Flotillas maintain records of their accomplishments. Those records convey a continuity of effort from policy reports to public education test scores and form the basis of our history. This instruction is designed to assist unit in planning and accomplishing a systematic program for the creation, maintenance and disposition of record material, both paper and electronic. While it is important for any organization to have pride and a sense of their historical undertakings for maintaining esprit de corps, retention of all records, for fear of throwing out the wrong document, can be counterproductive.
- K-1.03** **Purpose:** As a component of the Coast Guard, all information received, created, or compiled by the Auxiliary for use in conducting government business is the property of the U.S. government. The records of the District, Divisions and Flotillas efforts are not only evidence of past work, but are useful for planning future operations. When used and kept in an efficient manner, records can be extremely valuable. However, retention of all records for all time can create disorder, frustration and confusion. Therefore, it is the purpose of this policy to identify records, assess their value and to determine how long those records should be retained. The records listed below are not a comprehensive listing. There will be instances where a record does not fall completely within a category. When this occurs, consult with the District Legal Officer (DSOLP).
- K-1.04** **Limitation of Scope:** This document is to help District, Division and Flotilla leaders reduce and retain selected records in a logical, systematic and defensible manner. This policy is to delineate the recommended records and time periods for retention. This policy takes into account that many of the records are retained by the Coast Guard in the AUXDATA System. It is the records that are not entered in AUXDATA that are the basis of record retention.

- K-1.05 What is record material?** Records are defined as books, papers, maps, photographs or other documentary materials, regardless of physical form or characteristics, made or received by the Coast Guard Auxiliary in pursuance of federal law or in connection with the transaction of Auxiliary business, and preserved or appropriated for preservation because they are evidence of organization, functions, policies, procedures, operations, or other activities of the Coast Guard Auxiliary, or because of the informational value of the data processing documents/databases (including electronic mail (E-mail)) are included in this definition.
- K-1.06 Imaging or microfilming of records** may be of value for preservation, reducing volume, providing duplicate copies, and facilitating information retrieval. Additional measures, including dedicated resources for migration/conversion of documents/data to ensure preservation of accurate and complete documentation, are needed for records created or received through office automation applications. Like paper records, electronic records can be lost, changed, or otherwise disposed of (deleted) prematurely. Electronic records may be admissible in court under the Federal Rules of Evidence 803(8) if trustworthiness is established by such means as implementation of a uniform electronic record keeping system into the enterprise architecture.
- K-1.07 What records should an Individual Auxiliarist retain:** Individuals may wish to keep copies of their time activity reports in order to verify that AUXDATA information has been entered correctly. Those individual reports are also a record of activity for individual tax return information. Once verified as correct in AUXDATA, an individual's time activity records need not be retained by the Division or Flotilla. Personal information from membership application through your most recent time working with the Auxiliary is kept by the Director of the Auxiliary and there is no need for the District, Division or Flotilla to retain copies beyond the time enumerated in this policy.

K-1.08 Time periods for retention of records: Records have value for different purposes, such as administrative value, fiscal or budgetary value, legal value and/or historical value. While each of these reasons may have a different time frame for the records usefulness, this policy provides uniform time frames for most records. Unless suggested otherwise in this policy, the time frames of three years or five years will apply to all records not a part of AUXDATA. The five-year retention time is for policy matters at the District level, potential legal issues and all contracts entered into at the District, Division or Flotilla level. Time activity reports of individual Members should be retained for one year in order to verify correct entry in the AUXDATA system. This policy only applies to records of the District, Division or Flotilla and does not supersede other recordkeeping requirements. For example, a vessel or aircraft owner who has a facility must retain their logbook permanently.

K-1.09 Elected Officers: records for retention: Five Year Retention: All contracts entered into by the elected officer; all matters of discipline, injury, accident or misconduct involving an Auxiliarist under your direct command. Three Year Retention: All records that do not involve any of the above categories. Any records that are in question as to which retention period to follow may be kept for the longer period or referred to the District Legal Officer for determination. An increasingly important area of record retention is computer documents and electronic mail. While Auxiliary District, Division and Flotilla officers do not have mainframes that hold all e-mails and documents, it is important that leaders maintain a record of documents as well as e-mail communications. In some systems, these documents can be transferred to a C/D or other storage methods to prevent e-mail accounts from overflowing. The amount of e-mail traffic should determine the frequency of downloading to a storage unit. Common sense must prevail in the saving of e-mails. While it is important to save the essence of the Auxiliary's duties, many e-mails are extraneous. For example, banter between Auxiliarists regarding an upcoming Public Education assignment would not have to be saved. The records must be part of any Change of Watch, with the outgoing elected officer transferring records to their successor.

K-1.10 Commodore's Staff and District Directorate Chiefs of Response, Prevention and Logistics

The Commodore's staff and District Directorate chiefs' records are different in subject and scope from most other records. Policy matters and analysis as well as tactical decisions emanate from the Commodore's staff and the District Directorate Chiefs of Response, Prevention and Logistics. Due to the different nature of these records a longer retention policy is warranted. Matters concerning policy, analysis and contracts and any underlying correspondence, e-mails and other germane records shall be retained for a period of five years. Records that are not the subject of policy decisions, analysis of readiness, operations or contracts shall be retained for a period of three years. Any records that are in question as to which retention period to follow may be kept for the longer period or referred to the District Legal Officer for determination.

K-1.11 District, Division and Flotilla Staff Officers

District, Division and Flotilla staff officers shall transfer to their replacement the relevant records for the position. For records other than the current year, all staff officer records should be transferred to the Secretary/Records Staff officer. The Secretary will have the responsibility to retain the non-current records for the appropriate time period. The Secretary shall ensure that each staff officer submits each year's records. Records held by the Secretary that are older than the three year or five-year retention period shall be destroyed by the Secretary in such a manner that the information is unavailable. In all instances of records retention, every effort should be made to lessen the storage burden of those records. Transferring records to electronic storage is more preferable than paper storage. The staff officer responsibilities for record retention are more voluminous at the Flotilla level since the Flotilla is the basic operating unit. However, District and Division staff officers also have the responsibility to retain their respective records.

K-1.11.1 The following District, Division and Flotilla staff officer positions may have records subject to retention for three years:

K-1.11.2 Aids to Navigation Officer - Any report of a discrepancy in aids to navigation; any required report.

K-1.11.3 Aviation Officer - Any records required to be kept as part of maintaining and flying aircraft.

- K-1.11.4** Communications Officer - The current “calling tree” or roster of names, addresses, telephone numbers and e-mail addresses for emergency alerting of member Auxiliarists.
- K-1.11.5** Communication Services Officer - Records related to the discharge of duties associated with the office including, but not limited to, those that are not entered in AUXDATA or another National database.
- K-1.11.6** Finance Officer - Annual budgets, annual Financial Reports, receipts, disbursements or any other financial transactions. Financial transactions include contracts (five years), purchases, expenditures, solicitations, gifts and donations. It is not necessary to keep copies of checks, as they are kept by the financial institution.
- K-1.11.7** Information Services Officer - Time activity reports from individual members (for one year only) in order to verify AUXDATA entries.
- K-1.11.8** Materials Officer - Orders of material, publications, forms and stationery and personal property inventory of the operating unit.
- K-1.11.9** Marine Dealer Visitor - Record of dealer visits, decals and promotional material provided. All necessary forms required for dealer visits.
- K-1.11.10** Marine Safety Officer - Records related to the discharge of duties associated with the office including, but not limited to, those that are not entered in AUXDATA or another National database.
- K-1.11.11** Member Training Officer - Inventory and location of equipment and material specifically acquired for the purpose of member training.
- K-1.11.12** Operations Officer - The schedule of all flotilla operations, facility fuel expenditures and the frequency of individual patrols.
- K-1.11.13** Human Resources Officer - Biographical file and advanced training completed by members; the listing and action taken on all potential new members.
- K-1.11.14** Public Affairs Officer - All press releases, news stories or published photographs of the respective District, Division or Flotilla Auxiliary activities.

- K-1.11.15** Publications Staff Officer - Copies of all unit publications and articles submitted to other publications.
- K-1.11.16** Public Education Officer - Copies of all scheduled public education, copies of receipts for all monies received from public education, student test answer sheets, inventory and custody list of all unit owned property used for public education.
- K-1.11.17** Qualification Examiner - Records related to the discharge of duties associated with the office including, but not limited to, those that are not entered in AUXDATA or another National database.
- K-1.11.18** Secretary/Records Staff Officer - Minutes of meetings. All staff officer records other than the current year's reports.
- K-1.11.19** State Liaison Officer - Records related to the discharge of duties associated with the office including, but not limited to, those that are not entered in AUXDATA or another National database.
- K-1.11.20** Vessel Examination Staff Officer - Schedule of vessel examination dates and locations; record of courtesy vessel examinations performed; record of facility inspections performed.

APPENDIX – L – D5SR DOCUMENT ROUTING GUIDE

(Updated 10 February 2020)

This index is provided as a quick reference guide as you prepare and process any of the forms required in order to conduct and complete Auxiliary business.

A defined routing for each form/notification has been designated in order to facilitate prompt and efficient processing.

Elected and Appointed Officers are responsible for ensuring accuracy of all forms routed through their chain of leadership and management. Auxiliary officers should help correct minor errors on the form without sending the entire package back and needlessly delaying the process.

Forms and processes are the tools used to track the Auxiliary's accomplishments. This guide lists all the approved forms for District Five Southern Region.

To avoid duplicative services & out of date material the numbered forms listed below are available via the Auxiliary National Website (<http://forms.cgaux.org/forms1.php>). The online forms can be completed on-line then printed, or blank copies may be printed then completed. It is strongly recommended that members obtain a current copy of the designated forms to reduce the opportunity for delay due to lacking information. This is especially true with the enrollment application. Only the current version will be accepted by DIRAUX for new members.

NOTE: Unnumbered forms are available from the D5SR Auxiliary Policy Manual (D5SR AUX), Boat Crew Training Manual (COMDTINST M16764.51A). All other unnumbered forms are notification only and do not have a specified form associated with information to be provided.

All forms submitted to DIRAUX shall be sent to the shared email inbox:

D05-SMB-D5_DirAux@uscg.mil

KEY: > = routing
from > to
#NAME?
+ = include all in notification (cc)

Standing Rules and Bylaws of Fifth District Southern Region US Coast Guard Auxiliary

FORM #	FORM NAME	ROUTING
7001	New member enrollment / re-enrollment package	FSO-HR > FC > DIRAUX
D5SR AUX	Application checklist	FSO-HR > FC > DIRAUX
D5SR AUX	AUX ID card replacement / renew request (include new photo with all requests)	Member > FSO-HR > FC > DIRAUX
7002	CG Award recommendation	Member > FC/DCDR > DCAPT > Award Committee
7003	Vessel facility inspection	VE > FSO-OP > SO-OP > DIRAUX
7004	Radio facility inspection	Inspector > FSO-CM > SO-CM > DSO-CM > DIRAUX
7005	Aircraft offer of use	Inspector > Owner/Co-Owner > DSO-AV > DIRAUX
7006	Change of Officer report	FC/DCDR > FSO-IS(SO-IS) + DCDR (if FC submits include DCDR) + DIRAUX
7007	Annual Unit Officer Report	<u>FORMS SUBMITTED FROM UNIT'S ELECTION TO 31 DEC</u> – incoming > FC(DCDR) > outgoing FSO-IS(SO-IS) + outgoing DCDR + incoming DCDR + DIRAUX <u>ALL OTHER TIMES</u> – FC(DCDR) > FSO-IS(SO-IS) +DCDR + DIRAUX
7008	PWC Facility inspection	VE > FSO-OP > SO-OP > DIRAUX
7012	Vessel Safety Check (VSC)	VE > FSO-IS(SO-IS) + FSO-VE
7012A	Paddlecraft Vessel Safety Check (VSC)	VE > FSO-IS(SO-IS) + FSO-VE
7015	Pilot / Aircrew Qualification	Member > Examiner (if applicable) > DSO-AV > DIRAUX

Standing Rules and Bylaws of Fifth District Southern Region US Coast Guard Auxiliary

7017	Record of unit meeting	Flotilla/Division > DCDR + DCAPT + DSO-SR + DCOS + DCO + DIRAUX
7020	PA Consent form	Member/public > FSO/SO-PA
7025	Financial Report of AUX unit	FSO-FN > FC > SO-FN+DCDR > DCAPT > DSO-FN > DIRAUX
D5SR AUX	Monthly unit financial report	FSO-FN sends a monthly financial report to the FC/VFC who will be responsible to approve the report. Each FC/VFC then sends the report to the SO-FN with a note of approval for the report. SO-FN tracks receipt and approval of Flotilla financial reports. SO-FN sends a monthly report to the DSO-FN to include Division financial report and approval. The report should include any unit that does not have an approved financial report.
7028	Change of Member Information	Member > FSO-IS(SO-IS) > DIRAUX for name changes
7029	Member activity report	Member > FSO-IS(SO-IS)
7030	Mission activity report	Member > FSO-IS(SO-IS) + Mission responsible FSO
7034	AUX SAR Report	COXN/PILOT > FC + FSO-OP + OIA + SO-OP + DCAPT + DIRAUX
7035	Change of Member Status	Member > FSO-HR > FC > DCDR (disenrollment) + DCAPT > DIRAUX
D5SR AUX	Death of an Auxiliarist - current or retired (Send obituary if available)	FC > DCDR + DCAPT + DCO + DIRAUX
7038	Recreational Vessel exam	VE > FSO-VE + FSO-IS(SO-IS)
7039	Workshop Mission & Attendance	Instructor > FSO-IS(SO-IS)

7042	Flight crew medical screening	Physician/PA > Member > DSO-AV > DIRAUX
7046	RBS Visitation report	PV > FSO-IS(SO-IS) + FSO-PV
7054	P-ATON report	Member/AV > FSO-NS+SO-NS+DSO-NS + FSO-IS(SO-IS) > Local ANT (NOTE – the 7054 form on the National website is no longer used in D5SR - only the D5SR Excel forms are to be used)
7054A	Bridge report	Member/AV > FSO-NS+SO-NS+DSO-NS + FSO-IS(SO-IS) > Local ANT (NOTE – the 7054 form on the AUX National website is no longer used in D5SR – only the D5SR Excel forms are to be used.)
7056	Member transfer	Member > FSO-HR (current) > FC (current) > DIRAUX (current) > FC (receiving) > DIRAUX (receiving)
7059	Short Term Training Request (STTR)	Member > FSO-MT (copy to SO-MT) > FC (copy to DCDR) *
Courses listed below determine the next route:		
	AUX-02 (AUXLAMs Resident Course)	* > DCAPT > DCOS > DCO > DIRAUX
	AUX-02A (AUXLAMs Part A)	* > DCAPT > DCOS > DCO > DIRAUX
	AUX-02B (AUXLAMs Part B)	* > DCAPT > DCOS > DCO > DIRAUX
	AUX-04 (Distance Education Tech Training - Website)	* > DSO-CS > DCOS > DCO > DIRAUX
	AUX-05A (Auxiliary Mid-Level Officer Course AMLOC)	* > DCAPT > DCOS > DCO > DIRAUX
	AUX-05 (Auxiliary Upper-Level Officer Course AULOC)	* > DCAPT > DCOS > DCO > DIRAUX

Standing Rules and Bylaws of Fifth District Southern Region US Coast Guard Auxiliary

	AUX-06 (Auxiliary Aids to Navigation Training)	* > DSO-NS > DCOS > DCO > DIRAUX
	AUX-07 (Auxiliary Senior Officer Course)	* > DCOS > DCO > DIRAUX
	AUX-10 (Information Systems Training)	* > DSO-IS > DCOS > DCO > DIRAUX
	AUX-12 (Auxiliary Public Affairs Training)	* > DSO-PA > DCOS > DCO > DIRAUX
	AUX-14 (Auxiliary District Flight Safety Officer DFSO)	* > DSO-AV > DCOS > DCO > DIRAUX
	AUX-15 (Auxiliary Aviation Coordinator AAC / Auxiliary Liaison Officer AUXLO)	* > DSO-AV > DCOS > DCO > DIRAUX
	AUX-17 (Auxiliary Air Crew Resource Mgmt. / ORM)	* > DSO-AV > DCOS > DCO > DIRAUX
	AUX-18 (Auxiliary Aviation Spatial Disorientation Training)	* > DSO-AV > DCOS > DCO > DIRAUX
	ICS Classroom Courses	* > DSO-IM > DCOS > DCO > DIRAUX
	Marine Safety Specialty Courses	* > DSO-MS > DCOS > DCO > DIRAUX
7060	Training Evaluation form	Student > Instructor > FSO-PE
7064	NACO 3-star award for excellence in Diversity	FSO-DV > FC (copy to SO/DSO-DV)> ANACO-DVd
7065	Vehicle offer for use	Member > FC > FSO-OP > SO-OP > CG Station OinC > DIRAUX
7066	Commercial Fishing Vessel (CFV) Exam & Uninspected Passenger Vessel (UPV) activity report	CFVE/UPVE > FSO-IS(SO-IS) + FSO-VE + Sector CFV coordinator
7069	AUX clergy support - application	Member > FC > DIRAUX + DCDR

Standing Rules and Bylaws of Fifth District Southern Region US Coast Guard Auxiliary

7070	AUX clergy support - statement	Member > FC > DIRAUX + DCDR
	D5SR Air Crew application form	Member > FC > DSO-AV > DIRAUX
	Application for DO status	Member > FC > DIRAUX
	Change from IQ to BQ status	FC > DIRAUX
	Record of certificates of training	Member > FSO-MT > FC > DIRAUX
AUX BCTM	QE request form - boat operations (Crew or COXN)	Member > FSO-MT+FSO-OP > FC > AQEC
AUX BCTM	QE request form - 3-year requalification (Crew or COXN)	Member > FSO-MT+FSO-OP > FC > AQEC
AUX BCTM	Requalification from REYR/REWK (crew or COXN)	Member > FSO-MT+FSO-OP > FC > DIRAUX
D5SR AUX	IT, VE, PV Qualification Certification form	Member > IT/VE/PV > FSO-MT > FC > DIRAUX
D5SR AUX	Fingerprint Tech / citizenship qualification	Member > FP Tech (mentor/certified) > FSO-MT > FC > DCDR > DIRAUX
PQS	Qualify as Aid verifier	Member > AV Instructor > FSO-MT > DSO-NS > DIRAUX
PQS	Qualify as Radio watchstander	Member > Radio instructor > FSO-MT > DSO-CM > DIRAUX
PQS	Record MS / Trident qualifications	Member > MS Instructor > FSO-MT > DSO-MS > DIRAUX
PQS	Record Air program qualifications	Member > FSO-MT > DSO-AV > DIRAUX
D5SR AUX	Travel Orders Request (TDY request)	Member > DCAPT > DCO/DCOS > DIRAUX
D5SR AUX	Reimbursement request	Member > DCAPT > DCO/DCOS > DSO-FN

Standing Rules and Bylaws of Fifth District Southern Region US Coast Guard Auxiliary

D5SR AUX	Mishap report / damage claim	Member > FC + FSO-OP + DCDR + DCAPT + OIA + DIRAUX
D5SR AUX	Training request form	FSO-MT + FC > SO-MT + DCDR > DCAPT > DSO-MT
D5SR AUX	Voluntary request for termination of certification	Member > FSO-MT + FC > DIRAUX
D5SR AUX	eMeeting / Conference call request form	Member > ADSO-CS-EM
D5SR AUX	Recommendation form	Member > FC > DCDR > DCAPT > DCO
D5SR AUX	Standard report form	Elected – FC > DCDR > DCAPT > DCO Appointed - FSO > SO > DSO > DDC > DCOS

APPENDIX – M – D5SR STANDARD FORMS

M-1.01 The following forms are standardized D5SR forms for conducting regular business.

Download forms by clicking on the below icons

M-2.01 Membership Application Check sheet



01 - D5S
Membership Applica

M-3.01 Auxiliary ID card Application Form



01 - D5S ID Card
Application.pdf

M-4.01 VE – IT – PV Qualification Request Form



01 - D5S VE-IT-PV
Qual form.pdf

M-5.01 Fingerprint Technician Qualification Request Form



01 - D5S FP Tech
Qual form.pdf

M-6.01 Voluntary Qualification Termination Request Form



01 - D5S Terminate
Cert request form.pc

M-7.01 Reimbursement Request Form



01 - D5S
Reimbursement Req

M-8.01 Standard Report Form



01 - D5S Standard
Report form.pdf

M-9.01 Recommendation Form



01 - D5S
Recommendation Fc

M-10.01 Training Request Form



01 - D5S Training
request form.pdf

M-11.01 Class Attendance Roster



01 - D5S Class
Attendance Roster.p

M-12.01 Death of a Member Notice



01 - D5S Death of
Member notice.pdf

M-13.01 MISHAP report form



01 - D5SR MISHAP
REPORTING FINAL.pc

APPENDIX – N – QUALIFICATION AS AN AIDS TO NAVIGATION VERIFIER

- N-1.01** In addition to completion of the nationally promulgated Auxiliary Aids to Navigation (ATON) Verifier Performance Qualification Standard (AV PQS) successful completion of the eight-hour *D5SR Aids to Navigation Verifier PQS Course and Examination* is required. Satisfactory completion of this course and examination must be entered into each candidates' training record prior to issuance of a Letter of Designation as an Auxiliary Aids to Navigation (ATON) Verifier.
- N-1.02** To maintain currency as an ATON verifier, submission of at least one Private or Federal Aide to Navigation (P/ATON) Verification or Discrepancy Report, Bridge Discrepancy Report, or NOAA Discrepancy Report per calendar year is required. Failure to submit at least one P/ATON Verification or Discrepancy Report, Bridge Discrepancy Report, or NOAA Discrepancy Report per calendar year will result in the member being placed in REYR status on 1 January of the following year. To be removed from REYR status, submission of a P/ATON Verification or Discrepancy Report, Bridge Discrepancy Report, or NOAA Discrepancy Report for the prior year or each of the prior years if the member is in REYR status for more than one year is required.
- N-1.03** When required by National Auxiliary guidance, completion of a workshop or refresher course will be necessary to maintain currency. Failure to complete the mandated workshop or refresher course by the established due date will result in the member being placed in REWORK status for the balance of the year or until the workshop or course is satisfactorily completed. Submission of P/ATON Verification or Discrepancy Reports, Bridge Discrepancy Reports, or NOAA Discrepancy Reports will not be accepted while the member is in REWORK status. If the workshop or course is not completed in the year of the due date it will further result in the member being placed in REYR status on 1 January of the following year. To be removed from REYR status, satisfactory completion and recording of the workshop or course is required along with submission of a P/ATON Verification or Discrepancy Report, Bridge Discrepancy Report, or NOAA Discrepancy Report for the prior year or each of the prior years if the member is in REYR status for more than one year.
- N-1.04** Remaining in REYR status for more than two years will result in revocation of the ATON Verifier qualification.

Standing Rules and Bylaws of Fifth District Southern Region US Coast Guard Auxiliary

APPENDIX – O – MASCOT PROGRAM SOP

Download Bylaws by clicking on the icon below



054 - Mascot
Procedures Guide.pdf

APPENDIX – P – AMENDMENTS TO D5SR BYLAWS

- P-1.01** Proposed amendments to these bylaws may be made to the D5SR EXCOM via the CoLM using the D5SR Recommendation Form by any D5SR member with the endorsement of at least two (2) other D5SR Auxiliary Members no later than sixty (60) days prior to the D5SR Board meeting where the proposal will be considered.
- P-1.02** The proposal will be submitted with the following information:
1. The wording of the proposed amendment
 2. The rationale for making the amendment
 3. The name(s) of the D5SR auxiliary member proposing and endorsing the amendment; and
 4. The date the proposal is submitted to the D5SR EXCOM.
- P-1.03** The DCO shall furnish the proposed amendment(s) to each Board member no later than thirty (30) days prior to the scheduled meeting. Board members will then present the proposals to the Board and reply to the DCO with any recommended changes to include any rewording of the proposed amendment and the rationale for making the change to the original proposed amendment.
- P-1.03.1** The DCO shall prepare in writing, using the updated recommendations received and resent them to the Board at the D5SR Board Meeting.
- P-1.03.2** The proposed amendment(s) shall be read for adoption at the voting meeting.
- P-1.04** All proposed amendments received after the due date will be considered by the D5SR Board and will be submitted at the next D5SR Board Meeting.

