

**APPENDIX TO
STANDING RULES OF
DIVISION 31 DISTRICT 8 WESTERN RIVERS
UNITED STATES COAST GUARD AUXILIARY**

ARTICLE I MEETINGS

- 1.1 There shall be at least three meetings of the Division annually (Change of Watch, Spring and Fall), and they shall follow the corresponding District meeting when possible. A Winter Board Meeting may be called at the discretion of the Division Commander to complete unfinished annual business.

ARTICLE II AMENDMENTS

- 2.1 Changes to the Appendix shall be approved in accordance with Articles V and XIII of the Standing Rules and submitted to the Director of Auxiliary in the same manner as for the Standing Rules.

ARTICLE III FINANCE

- 3.1 The annual dues of the Division shall be \$10. Members may also be charged flotilla, district, and national dues.
- 3.2 Non-payment of dues by 1 October shall be cause to begin dis-enrollment.
- 3.3 All disbursements of Division funds shall be in accordance with Section 8.10 of the Standing Rules. Two signatures shall be required.

ARTICLE IV AWARDS

- 4.1 The Division shall have the following awards:
- (a) Vessel Safety Checks Award (Gold, Silver, or Bronze)
 - (b) Program Visitor Award (Gold, Silver, or Bronze)
 - (c) Marine Safety Award (Gold, Silver, or Bronze)
 - (d) Patrols Award (Gold, Silver, or Bronze)
 - (e) SAR Award (Gold, Silver, or Bronze)
 - (f) Instructor and Member Training Award
 - (g) Emergency Management Award (Gold, Silver or Bronze)

(h) Training Award (99D) (Gold, Silver or Bronze)

(i) Outstanding Division Staff Officer Award

(j) Division Commander's Award to Outstanding Couple/Individual

(k) Ship's Bell Award for Operational Excellence

Awards (a) through (i) shall be individual awards. Award (j) may be for a couple or an individual. Award (k) shall be a traveling trophy.

4.2 A Division award (Gold level and Awards [i] through [j]) shall consist of a certificate appropriate to the subject of the award in a frame, folder, or other mounting, suitable for presentation. The name of the recipient, unless otherwise stated herein, shall be on the certificate. The certificate shall bear the authorized title of the award as set out in Section 4.1, above.

4.3 Criteria for a Division award.

1. Vessel Safety Checks - As recorded in AUXDATAII prior to 1 December recipients must have conducted enough Vessel Safety Checks that the total is thirty-five (35) or more for the Gold; at least twenty-five (25) but less than thirty-five (35) for the Silver; and at least fifteen (15) but less than twenty-five (25) for the Bronze.
2. Program Visitor - As recorded in AUXDATAII prior to 1 December recipients must have conducted enough Program Visits that the total is twenty (20) visits or more to receive the Gold award; at least fifteen (15) but less than twenty (20) visits to receive the Silver award; and at least ten (10) but less than fifteen (15) visits to receive the Bronze award.
3. Marine Safety - As recorded in AUXDATAII prior to 1 December recipients must have conducted enough Marine Safety hours that the total is forty (40) hours or more to receive the Gold award; at least twenty-five (25) but less than forty (40) hours to receive the Silver award; and at least fifteen (15) but less than twenty-five (25) hours to receive the Bronze award.
4. Patrols - As recorded in AUXDATAII prior to 1 December recipients must have conducted enough

Patrol missions and hours prior to 1 December, provided that the totals are more than ten (10) missions and forty (40) hours. The formula for judging shall be the number of missions times the number of hours, with the highest number to receive the Gold award; the second highest number to receive the Silver award; and the third highest number to receive the Bronze award.

5. SAR - As recorded in AUXDATAII prior to 1 December recipients must have conducted enough SAR assists that this total is five (5) or more for the Gold; **at least** three (3) but less than five (5) for the Silver; and **at least** one (1) but less than three (3) for the Bronze.
6. Instructor and Member Training Award - As recorded in AUXDATAII prior to 1 December, recipients must have logged enough Instructor missions (Public Education) and/or Member Training missions that the total missions are four (4) missions or more and fifteen (15) hours or more. The formula for judging shall be the number of instructor/aide missions times the number of hours plus the number of member training missions (including courses and workshops) times the number of hours.
7. Public Affairs - As recorded in AUXDATAII prior to 1 December, recipients must have logged enough Public Affairs hours that the total is twenty (20) hours or more to receive the Gold award; **at least fifteen** (15) but less than twenty (20) hours to receive the Silver award; and at least ten (10) hours but less than fifteen (15) hours to receive the Bronze award.
8. Emergency Management Award – As recorded in AUXDATAII prior to 1 December, recipients must have logged enough Emergency Management mission hours (28 A, B, L, P, T) that the total is one hundred (100) or more for the Gold Award, at least forty (40) but less than one hundred (100) for the Silver Award, and at least twenty (20) but less than forty (40) for the Bronze award.

9. Training Award (99D) - As recorded in AUXDATAI prior to 1 December, recipients must have logged enough 99D Training hours that the total is one hundred (100) or more for the Gold Award, at least forty (40) but less than one hundred (100) for the Silver Award, and at least twenty (20) but less than forty (40) for the Bronze award.
10. Outstanding Division Staff Officer(s) – Selected by the Division Commander, based on the recommendation of the Division Vice Commander.
11. Division Commander's Outstanding Couple/Individual
- As chosen by the Division Commander.
12. Ship's Bell Award
 - a. This award shall be known as the *Ship's Bell Award for Operational Excellence in honor of Frank and Lois Caughey*.
 - b. This award shall be presented to the individual who has excelled in operational activity and member training during the year and shall be the highest operational award in the Division.
 - c. The award shall be a traveling trophy that will have a metal plate added each year with the name of the individual earning the award. The trophy will be awarded annually based on activities and training prior to 1 December.
 - d. The recipient will also be presented with an individual certificate or other memento that will indicate he or she has earned this award for the indicated year.
 - e. The individual presented with this award shall not be eligible to receive a Patrols, SAR, or Instructor Missions award for the same year.
 - f. The criteria for this award shall be based on operational activity and member training, including patrols, assists, and classroom member training missions or completed member training courses. The minimum criteria shall be based on multipliers and the following:

- i. Must have conducted patrol missions prior to 1 December, provided the total exceeds ten (10) missions requiring at least forty (40) hours.
- ii. Must have conducted or taken and completed member training missions and hours prior to 1 December, provided that the totals exceed three (3) missions and ten (10) hours.
- g. The formula for evaluating the combination of criteria shall be based on multipliers, and the individual with the highest number shall receive the award. The formula shall be as follows:

(Patrol mission hours) X 10

plus

(Member training missions/class hours) X 5

4.4 Certificate Awards

- 1. Division Awards that have Multiple Levels, as listed in Section 4.1, shall be certificates with the appropriate title.
- 2. Gold Certificates - Shall be awarded annually to no more than two (2) Flotilla Staff Officers in each flotilla deemed outstanding and so recommended to the Division Commander by the Flotilla Commander.
- 3. Silver Certificate - Shall be awarded annually to any Flotilla Staff Officer deemed outstanding and so recommended by his or her counterpart on the Division Staff.

- 4.5 The Division Board may substitute, delete, or add awards as deemed appropriate. No other award or trophy shall be authorized unless approved by the Board. All awards shall be presented at an appropriate ceremony. The Division Commander may appoint an awards committee from the membership of the Division to assist the Commander in determining who qualifies for the various Division awards.

ARTICLE V APPROVAL

This Appendix to the Standing Rules was adopted on the 14th day of OCT, 2023 by the affirmative vote of at least two-thirds (2/3) of the Division Board and becomes effective upon signature by the Division Commander.

IN WITNESS WHEREOF, the undersigned has set that person's hand this 14th_ day of October, 2023.

Dennis L. Pearson

Dennis Pearson
Division Commander

