

APPENDIX A

AWARDS

- 1.0 A Division Merit Award Plaque consisting of an engraved plaque on a wood base approximately 6 inches by 8 inches, to which shall be affixed the United States Coast Guard Auxiliary emblem and inscribed with Division and District designation, the name of the recipient and recipient's Flotilla designation. This award shall be awarded upon recommendation of the Division Awards committee to any member of this Division who fulfills the three (3) following requirements in single calendar year:
 - a. Must be a qualified Vessel Examiner for that year. Properly credited with performing at least twenty (20) passing or failing examinations, including facilities or must be a qualified Recreational Boating Safety Visitation Program Visitor for that year and properly credited with performing at least twenty (20) Recreational Boating Safety Visitation Program visits.
 - b. Be a qualified Instructor and serve as Instructor in charge of principal lecturer, in uniform for three (3) or more hours of officially scheduled Division or Flotilla Public Education courses or Member Training. Serve in uniform as Assistant Instructor for six (6) or more hours of Division or Flotilla Public Education courses or Member Training. Need not be a Qualified Instructor to serve as an Assistant Instructor. Combinations of Instructor and Assistant Instructor missions shall be calculated in the following manner: Two (2) hours as Assistant Instructor equating to one as Principal Instructor. Individual members who serve as principal lecturers under the supervision of Qualified Instructors shall be equated to that of Assistant Instructor while the Qualified Instructor in attendance shall be credited as the instructor in charge.
 - c. Serve on official orders as Coxswain or Crew of a facility for fifteen (15) or more official underway patrol hours.
- 1.1 The Division Awards Committee shall oversee award of the Division Awards Program. This committee shall consist of the following staff officers: SO-IS, and the Division Vice Commander with the Vice Commander serving as chairperson. Additional members of the Division may serve on the committee at the discretion of the Division Commander.
- 1.2 The Division Vice Commander shall inform Flotilla Commanders of the requirements of the Division Merit Plaque Award Program at the beginning of each year in an effort to keep all members in the Division knowledgeable of the Division Merit Plaque Award Program. The Division Vice Commander shall monitor Division Member activities in concurrence with the SO-IS and initiate the process of procuring and preparing the items for presentation of the award and subsequent awards when he has confirmed information of the Division Member's activities meeting the criteria for the award and/or subsequent awards. This shall also include preparation of certificates in section 4.0, which the Division Commander shall sign.
- 1.3 Totals for the individual areas RBSVP, PE, OP, and VE shall be calculated from 1 January through 31 December each year, commencing with the initial year in which the Merit Plaque Award was earned.

- 1.4 Award of the Division Merit Plaque Award and subsequent awards and additions shall be at the Division Change of Watch. In the event that a Change of Watch does not take place, the award shall be made at the next Division meeting.
- 1.5 The qualifying information source for the Auxiliary fields covered by “The Division Merit Plaque Award” shall be numbers from AUXDATA.
- 2.0 Members who have earned the Division Merit Award Plaque may then qualify to receive additional award bars to be suspended from the basic plaque. These bars, approximately 1 x 4-1/2 inches in size, shall be awarded upon certification and verification made in the same manner as for the basic plaque. Cumulative totals shall not contain activity prior to 1 January 1973. Computation of the totals for fields covered shall begin with the initial year of earning “The Merit Plaque Award.” In the event that new fields are added, cumulative totals shall start for that field in the year in which the field was included or the year in which the member earned the initial award, whichever is the latter. The bars shall be designated and earned as follows:
- a. **SUCCESSIVE AWARD BAR:** The Merit Award Plaque described in Section 1.0 of this appendix shall be awarded one (1) time to a single individual. When, however, in a successive year, a person who has already received the plaque again fulfills the requirements listed in Section 1.0 of this appendix, in lieu of another plaque he shall be presented a suspension bar indicating the year of such successive award. All successive award bars earned become a permanent part of the plaque and may be displayed thereon.
 - b. **VESSEL SAFETY CHECK AWARD BAR (VSC):** Awarded for a minimum of 50 Vessel Safety Check Examinations cumulative over any period of time. This bar will be replaced to indicate the accomplishment of 100, 200, 500, 750, and 1000 Vessel Safety Check Examinations, and thereafter in multiples of 250. Records in the Directors office shall govern. Only the bar with the highest earned number shall be displayed at one time. The inscribed designation on the award bar shall indicate “VSC,” with standing past or future name changes to or within the Vessel Examination Program.
 - c. **PUBLIC EDUCATION COURSE INSTRUCTOR AWARD BAR:** Awarded to recognize service performed as an auxiliary instructor or assistant instructor. Award shall be for service as instructor in charge or principal lecturer for ten (10) scheduled hours of public instruction, in uniform, cumulative over any period of time. Service as instructor of member training classes shall also be counted toward the total for this award. One lesson Public Education Courses performed in uniform shall be counted toward this number. Service as assistant instructor, in uniform, will also be counted and shall receive half credit, with two (2) hours as assistant instructor equaling one (1) as instructor in charge. Replacement bars will be issued for multiples of ten (10) hours. Only the bar with the highest earned number shall be displayed with the plaque.

- d. PATROLS AWARD BAR: Awarded for commanding a facility on a minimum of fifty (50) official patrol hours for which orders were issued by the Coast Guard or were authorized and approved by the District Director; cumulative over any period of time. Service as a crew on a facility during patrols shall earn full credit, but in no case will credit be allowed for both crew service and facility command during the same patrol. Replacement bars will be awarded in multiples of fifty (50); only the highest earned number shall be displayed with the plaque.
 - e. ASSIST BAR: Awarded for a cumulative total of ten (10) assists rendered over any period of time if the same have been properly reported to the District Director. A replacement bar will be given when 25 assists have been credited, and thereafter in multiples of 25, but only the bar with the highest number shall be displayed.
 - f. AUXOP BAR: Awarded to any Division Member attaining full Operational Member status by passing all required elements leading to AUXOP status and being so certified by the Director. This bar becomes a permanent part of the plaque and may be displayed thereon.
 - g. RECREATIONAL BOATING SAFETY VISITATION PROGRAM AWARD BAR: Award for a minimum of 50 Recreational Boating Safety Visitation Program visits. Cumulative over any period of time. This bar shall be replaced from time to time to indicate the accomplishment of 100, 200, 500, 750 Recreational Boating Safety Visitation Program visits and thereafter in multiples of 250 at 1000, 1250. Records in AUXDATA shall govern. Only the bar with the highest number accumulated shall be displayed at any given time. This award is retroactive to 1 January 1998.
- 3.0 A series of certificates shall be awarded for activities with the following criteria:
- a. PUBLIC EDUCATION AWARD: 10 hours, or assistant count of half value.
 - b. OPERATIONS AWARD: 50 patrol hours. Coxswain or Crew
 - c. VSC AWARD: 50 vessel examinations, a facility inspection shall count as one.
 - d. MEMBER TRAINING AWARD: 10 hours, or assistant counts half value.
 - e. ASSISTS AWARD: 10 or more assists.
 - f. RBSVP AWARD: 50 Recreational Boating Safety Visitation Program visits.
- 4.0 Nothing in this appendix shall be construed as preventing the Division Board from authorizing such other awards, plaques, or trophies as it may from time to time deem appropriate. The Board shall not be prevented from revising the standards that form the basis of the various awards, or from altering the form, design, or lettering of any of these awards.

- 5.0 **FLOTILLA OF THE YEAR.** This award consists of a plaque for the winner, and is given to the flotilla with the highest score, computed as the total points for each member of the flotilla, divided by the total number of Flotilla members as of January 1st of the award year. No more than 25percent of a flotilla's total points can come from any one item. Points are awarded as follows: Limited to two consecutive years
- a. Five (5) points for each new member accepted by the **DIRAUX** and sworn in as a member of the Auxiliary during the award year.
 - b. One (1) point for each approved Public Education (PE) hour recorded as Instructor or Instructor Aide. Instructor Aide count as half value. Categories 14A, B, C, D, E, F, G, H, & J.
 - c. One (1) point for each Operational Patrol hour performed as Coxswain or Crew Categories 01A, 02, 03, 07C, 22A, 24,26, 41, 42,43
 - d. One (1) point for each Member Training (MT) hour completed and recorded in Category 06A, 06B, 22B. Instructor Aide counts as half value
 - e. Five (5) points for each Specialty Course successfully completed.
 - f. One (1) point for each Public Appearance (PA) hour recorded in Categories 10B, 10C, 10D, 10F, 10K.
 - g. One (1) point for each VSC conducted.
 - h. One (1) point for each hour of Recruiting Assistance reported in Categories 09, 90A, 90C.
 - i. One (1) point for each hour of Marine Safety reported in categories 28A, B, G and 70B, C, D, E, F, G, H, K, M, N, R, T, U, V and 80A, B, C, D, E, F, &G.
 - j. One (1) point for each RBS Program Visit reported on Form 7046.
- 6.0 **AUXILIARIST OF THE YEAR AWARD:** This award consists of a plaque for the winner. The greatest total point accumulation in any of two (2) areas on the Mission Hours Report, ANSC 7046 PV's, ANSC 7038 VSC's, ANSC 7030 Activities. Limited to two consecutive years
- a. Operations: Categories 01A, 02, Boat Crew HRS, 22A, 24, 07A, 07B, 07C, 07D, 20B, 41.
 - b. Member Training: Categories 06A, 06B, 06 Aide, 22B.
 - c. Public Education: Categories 14, 14 Aide counts half.
 - d. Program Visitor: Category 11, visits.
 - e. Vessel Examination: Vessel exams given, all types.
 - f. Recruiting Assistance: Categories 09, 90A, 90B, 90C.
 - g. Marine Safety and MEP: Categories 28A, B, G and 70B, C, D, E, F, G, H, K, M, N, R, T, U, V and 80A, B, C, D, E, F, & G.
 - h. Public Affairs: Category 10A, B, C, D, E, F, G, H, J, K, L.
 - i. Coast Guard Administrative Support: Category 08

7.0 A challenge coin will be awarded for activities with the following criteria:

- a. **OUTSTANDING MEMBER IN OPERATIONS AWARD:** The greatest total point accumulation of operational hours performed as Coxswain or Crew. Categories 01A, 02, 03, 07C, 22A, 24, 26, 41, 42, 43. Limited to two consecutive years.

- b. **OUTSTANDING MEMBER IN OUTREACH AWARD:** The greatest total point accumulation in Public Education, Member Training, and Recruiting and Public Appearances. Instructor Aide count as half value. Limited to two consecutive years.

- c. **OUTSTANDING MEMBER IN VESSEL SAFETY CHECKS:** The greatest total number of vessel safety checks. Limited to two consecutive years.

- d. **OUTSTANDING MEMBER IN VISITOR PROGRAM:** The greatest total visitor program visits. Limited to two consecutive years.

- e. **OUTSTANDING MEMBER IN COAST GUARD ADMINISTRIVE SUPPORT:** most hours: Category 08. Limited to two consecutive years.

This Appendix was adopted on the ____ day of _____, by a majority vote of the Division Board and becomes effective immediately.

Division Commander

Attest: _____ Division Staff Officer –Secretary/Records

APPENDIX B

FINANCE

DIVISION DUES

Division dues shall be in the amount of \$33.00 Per fiscal year.

Division dues shall be prorated by quarter for new members as follows:

01 January through 31 March	\$33.00
01 April through 30 June	\$24.75
01 July through 30 September	\$16.50
01 October through 31 December	\$8.25

The Four Rivers Division (082-08) will require two signatures on all checks to disburse funds from the Division and shall be either of the Division Commander, the Vice Division Division Commander or the Finance Staff Officer.

That there is a permanent, annual, budgeted expense of \$200.00 for Coastie and/or the Coastie Trailer.

That there is a permanent, annual, budget expense of \$200.00 for the Change of Watch.

This Appendix was adopted on the 18th day of April, 2016 by a majority vote of the Division Board and becomes effective immediately.



Division Commander

Attest:

Division Staff Officer – Secretary of Records

APPENDIX C

MEETINGS

At least four (4) regular meetings of the Division Board shall be held each year, at least one (1) of which shall be in each calendar quarter, at a time and place designated by the Division Commander after giving reasonable notice to all affected parties.

All regular meetings shall be open to all Auxiliary personnel, whose attendance is welcomed by the members of the Division Board, and all regular meetings will be posted in the Division publication.

An agenda for each Division Board meeting shall be forwarded to all regular board members at least two (2) weeks prior to such meeting. Any Board member desiring to have an item placed on the agenda must notify the Division Commander, in writing, one (1) week prior to official publication date for meeting.

At regular meetings the customary order of business shall be:

1. Call to order
2. Pledge of Allegiance
3. Invocation (optional)
4. Roll call
5. Introduction of guest, official visitors, new members
6. Minutes of previous meeting
7. Communications received
8. Old business
9. Reports of Elected Officers
 - a. Division Commander
 - b. Division Vice Commander
 - c. Flotilla commanders
10. Reports of Staff Officers and Committee chairpersons
11. Announcements of future activities
12. New business
13. Adjournment of business session
14. Program

This Appendix was adopted on the ____ day of _____, by a majority vote of the Division Board and becomes effective immediately.

Division Commander

Attest:

Division Staff Officer –Secretary/Records

Division Telephonic/Electronic Meetings Plan

Pursuant to COMDTINST M16790.1 (series), (the Auxiliary Manual), Division _____ adopts the following Telephonic/Electronic Meeting Plan as an Appendix to its Standing Rules.

Article I. Definitions

A. 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 Board 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 speaker phones shall be set in the meeting to allow all attendees at the meeting to hear anything the attendee calling in may say.

B. Electronic Means: Participation by telecommuting via electronic audio or video, or both, using a system of a sophisticated nature 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 Board Members, physically and electronically present, and shall meet all applicable requirements including secret votes on matters that may come before the Auxiliary unit if such secret ballot is requested in accordance with the Auxiliary Manual or Auxiliary unit Standing Rules.

C. 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 Board 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 Auxiliary unit if such secret ballot is requested in accordance with the Auxiliary Manual or Auxiliary unit Standing Rules

Article II. Telephonic/Electronic Meetings for Units

A. The Division Board authorizes, when special circumstances warrant, the Division and any Division committees to conduct Board meetings and associated business using telephonic/electronic means.

B. A regular or special election meeting shall not be held by mail, telephone, or electronic means unless such meeting is impractical due to special circumstances and the Director of Auxiliary specifically authorizes such means for the election.

C. The Division Commander, in consultation with the District Commodore, shall determine whether such special circumstances exist so as to warrant authorization of a meeting to be held by telephonic/electronic means.

D. The Division shall use the means selected by the District for holding telephonic/electronic meetings.

E. The Division's annual line item budget for telephonic/electronic meetings shall be \$_____.

Article III. Attendance of Individual Auxiliarists at Telephonic/Electronic Meetings

A. The Division Commander may authorize individual Board Members to attend and participate in Board and committee 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 Division Commander is reasonably satisfied that there are other compelling reasons to authorize such attendance and participation by telephonic/electronic means.

B. A Board Member who requests to participate in a Division or committee meeting using telephonic/electronic means must give adequate written notice (email is acceptable) of the request, including the reason(s) for such request, to the Division Commander. The Division Commander shall consider the request in timely manner and notify the Board Member of approval or denial (email is acceptable). If denied, the Division Commander shall include the reason for denial. If approved, the Division Commander shall ensure that the telephonic/electronic system is functional during the meeting in order to accommodate the Board member's participation. The Board 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 the request is denied, the Board member may challenge the determination in writing, (email is acceptable), pursuant to Article V paragraph H.

C. Pursuant to Auxiliary Manual Chapter 4 subdivision E.1. all Auxiliarists are welcome and invited to attend their division's meetings although they may not have the right to participate and vote. All reasonable efforts shall be made by the Division Commander to accommodate the attendance at telephonic/electronic meetings of all 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 Division Commander shall include the reason for denial. If approved, the Division Commander 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 Article V paragraph H of this Appendix.

Article IV. Meeting Equipment and Capability

- A. If all Board members attend a Division meeting by telephonic/electronic means then the Division shall use the means selected by the District for holding telephonic/electronic meetings.
- B. The Division shall be responsible for acquiring all software, hardware, and other system requirements to facilitate participation in the meeting, except that the District may, if it so chooses, fund the purchase or licensing of any software or equipment necessary for the Division to hold electronic/telephonic meetings or elections.
- C. Auxiliarists who attend a Division or committee 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.
- D. The Division Commander shall ensure that the telephonic/electronic system used will allow participating Board members to vote on any matter in full conformity with voting requirements including requests for secret written ballots as permitted by the Auxiliary Manual or its Standing Rules.

Article V. Meeting Guidelines

- A. All Auxiliary unit meeting notice requirements shall be applicable to all Board Members who attend a meeting using telephonic/electronic means.
- B. The minutes of the Division meeting shall record the time of attendance of any Board member who attends using telephonic/electronic means.
- C. A meeting using telephonic/electronic means may not be utilized for the purpose of interfering with a Board member's ability to participate in the meeting or to prevent a vote on any matter.
- D. No member may purposely interfere with the telephonic/electronic system established to allow Board members to participate using telephonic/electronic means.
- E. Any Board Member authorized to attend a meeting using telephonic/electronic means shall be considered "present" for the meeting while in attendance. When a Board meeting is held with some members physically present and other members present using telephonic/electronic means then the Division Commander, Vice Division Commander, or Immediate Past Division Commander shall be physically present at the meeting in order for Auxiliary unit business to be conducted.
- F. If the telephonic/electronic system used by Division becomes inoperative during the meeting then the Division Commander shall be responsible for re-establishing contact with all 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.

G. If the telephonic/electronic means used by a Board member participating in the meeting becomes inoperative during the meeting then the member shall be responsible for re-establishing contact. The Division 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.

H. In the event of any challenge or protest regarding any matter pertaining to participating in an Auxiliary unit meeting (including voting) using telephonic/electronic means at the flotilla, detachment, or division level, the Auxiliarist making the challenge or protest shall use the appropriate chain of leadership to refer the challenge or protest to the DCO. The DCO shall consult with the DSO-LP and the Director, and then render a final decision. Any such challenge or protest at the District level shall be referred to the appropriate DNACO. The DNACO shall consult with the ANACO-CC, the NACO, and the Chief Director, and then render a final decision.

Passed by a 2/3 (two thirds) majority vote of the members of the Division Board on the _____ day of _____, 201____.

Approved:

Division Commander

Date