

Division 31 Policy Guide

This was adopted by the Division 31 Board at the Fall Board Meeting 2001.

1. DIVISION MEETINGS

A. SETTING UP A DIVISION MEETING

PER THE DIVISION STANDING RULES ADDENDUM ARTICLE I.A the Division is to have quarterly meetings. They should be in January, April, September, and November. The January meeting is called the Change of Watch, the April meeting is called the Spring Board, the September meeting is called the Fall Board, and the November meeting is called the Winter Board. The Change of Watch and Spring meetings require an evening banquet. It is preferred that the Fall AND Winter meetings have an evening banquet or fun event. The Fall meeting will be the election of Officers for the following year. The host Flotilla is responsible for covering all costs of the meeting. The host Flotilla will set a meeting cost, lunch cost, banquet cost, and fun activity costs as applicable. The Captain must approve the budget for the meeting. The host Flotilla shall set the cost as close as possible to the actual cost. If the host Flotilla makes a profit on the conference, the profit will be paid to the Division. If the host Flotilla does not break even then the Division will reimburse the host Flotilla. NOTE: THIS IS NOT A FUND RAISING EVENT FOR THE HOST FLOTILLA!!

The only way for the host Flotilla to make money at a Division meeting is with a fun activity or raffle. These events must be coordinated with and have the Captain's approval. If the Captain's suite is used as the hospitality room, and if the room is not included with the conference package, the host Flotilla should include the difference between a suite and a regular room and add this amount into the conference cost. This will keep the Captain from incurring the cost of the hospitality room.

B. REQUIREMENT'S FOR MEETINGS.

A room large enough to hold the number of members expected to attend.

Provide a computer, LCD Projector and Screen for the Captain to use for presenting all the information given through a PowerPoint Presentation.

Have coffee, tea and doughnuts, rolls or snacks in the morning. This can be provided by the hotel or host Flotilla.

Decide if there will be a lunch provided or whether the members are on their own for lunch.

If there is a banquet set up the meal with at least two choices of meat.

If an overnight stay is expected block a number of rooms and get a rate for the number of members expected to stay overnight. Get an 800 number for the hotel, if possible. Give the hotel the Tax form for the meals and rooms.

Get a hospitality room for Friday and Saturday nights, if there is a banquet or fun activity, which will require an overnight stay. The hospitality may or may not be incorporated into the Captains suite.

Prior to signing a contract with the hotel or conference center the contract must be approved by the District Legal Officer, DSO-LP. Send the contract to the DSO-LP prior to the FC signing it. Allow at least 2 weeks for the contract to be reviewed, signed and returned.

C. MEETING FEES.

Work with the organization which is supplying the conference room to get the best rate for the meeting. With a specific number of lunches, dinners, and or rooms they will give different rates per person.

The Captain will provide a list of guests that will not pay conference and meal costs. These will be paid by the Division.

Figure a cost for the conference, which includes the hospitality room, meeting room, coffee and tea, (rolls), lunch, and banquet as applicable.

D. DECORATIONS.

If there is a banquet the host Flotilla is responsible for table decorations, if desired. The cost of these decorations may be included into the cost of the banquet. The decorations may be given away at the end of the banquet.

E. NOTIFICATION OF MEETINGS.

The Captain will provide the cover letter and agenda for the meeting to the host FC, forty five (45) days prior to the meeting. The host Flotilla will send out two meeting announcements, one thirty (30) days prior and one fifteen (15) days prior to the meetings. The SO-IS Officer will provide the host Flotilla two (2) sets of mailing labels, forty five (45) days prior to the meeting. On meetings where a Standing Rules change or voting for new officers the meeting announcements are required by the Standing Rules to be mailed to the members no later than fourteen (14) days prior to the meeting. MEETING ANNOUNCEMENTS, per the STANDING RULES, MUST BE MADE BY U.S. POSTAL MAIL OR BY TELEPHONE.

F. WHOM TO NOTIFY.

Notification must be sent to all members of Division 31, RCO-W, VCO, DCO, DIRAUX, and the Kansas BLA. It is recommended to send to all DCP's in the District, the remaining members of the District EXCOM, the Commander Group Upper Mississippi, the Commander of HIRSIC, the Commander of MSO – St. Louis, and the Recruiter in Charge – Kansas City. A copy of the meeting cover letter and agenda should be sent to the SO-PB to be included in the RIPPLES, preferably in electronic format.

G. VOTING

Persons eligible to vote at a Division meeting are: DCP, VCP, IPDCP, all FC's or their designees, DIRAUX, and a representative of the District EXCOM.

If the FC can't be present at the meeting, the FC may designate the VFC or IPFC, to represent the Flotilla and vote on all matters. This must be done in writing to the DCP prior to the start of the meeting.

The eligible representatives of the District EXCOM are: DIRAUX, DCO, VCO, RCO-N, RCO-S, RCO-E, RCO-W, and RCO-C.

H. ROOM SETUP

The head table will seat the Bridge, starting from the right: IPDCP, member of District EXCOM. DCP, VCP, SO-SR.

The US Ensign and 8WR flag will be on the DCP's right, the Auxiliary flag and the Kansas flag will be on the DCP's left. With the US Ensign and Auxiliary flag outboard. The FC's and VFC's will be seated next.

Note: the name place cards are blue for the voting board members (DCP, FC, IPDCP, and member of District EXCOM), red for non voting board members, and yellow for the staff officers.

Seat the Division staff.

Then seat the members.

A table should be provided in the back of the room, or in a separate lockable area, for the SO-MA to set up the Division store.

The room may be setup in a U-shape, or the Bridge table in the center with two rows of tables, starting with the Board, Staff, and then the members. The members may be seated either at tables or in chairs. Provide note pads and pencils for the members to take notes.

SEE THE FLOTILLA ADMINISTRATIVE PROCEEDURES GUIDE.

I. CONDUCT AT THE MEETING.

Normally only the voting members are allowed to speak during the meetings. If members need to ask questions they can write a quick note and give it to their FC or designee.

Members will be allowed time at the end of the meeting for questions. To help facilitate this the DCP will have the meeting agenda in the FC's hands a minimum of 45 days prior to a Division meeting to allow the Flotillas to examine the agenda for their concerns and input for the meeting.

At the Board's discretion members may be allowed to ask questions from the floor during the meeting, but will be limited to no more than 3 minutes per subject.

J. REGISTRATION

Can be done in advance to a person designated by the host Flotilla.

There will be a table at the meeting place for registering prior to the start of the meeting.

Copies of the agenda and other notices will be available there. NOTE: Board and Staff members do not pick up these articles; your information will be at your assigned seat.

K. DIVISION CAPTAIN

Prepare an agenda for the meeting and present it to the host FC at least 45 days prior to the Division Meeting. Also include a cover letter which invites all members and informs the FC's and SO's if they are required to provide written or verbal reports. Provide the host FC with a list of invited guests the Division will pay for. Have printed copies of all communications for the Board Staff and Members. Also put the communications into a

PowerPoint show for use with the LCD Projector for ease of the members reading. The Captain will approve all meeting setup's at least 4 months prior to the meeting.

L. FLOTILLA COMMANDER's.

FC's (if required) have a written report of the Flotillas activities either for the year or since the last meeting. Be prepared to give the report orally. It should last no longer than five (5) minutes. If you need more time notify the DCP that you need more time.

If you cannot attend the meeting send a letter to the Captain stating that you can't attend and that the VFC or IPFC will be attending and voting in your place. This letter must be presented to the Captain prior to the start of the meeting.

At the banquets notify the Captain of the number of member's and guests (with names) present.

At the Awards presentation receive all awards for the members of your Flotilla that are not present.

M. STAFF OFFICER's.

SO's (if required) have a written report of the activities of your office. That is everything you have done at the Division level and what the FSO's have accomplished. Be prepared to give this report orally is should last no longer than three (3) minutes. If you need more time notify the VCP that you need more time. If the SO cannot attend the Division Meeting you must notify the VCP in writing prior to the start of the meeting and send the copies of your report, if requested to give one, for the VCP to present.

O. REPORTS.

If you have a report for the meeting, you will need copies for the following members: DCP, VCP, IPDCP, RCO-W or the representative from the District, SO-SR and all FC's. It is a courtesy to give the VFC's and the SO's a copy. It is also recommended to have copies for the members. You should also give a copy of the report to the SO-PB to be included in the RIPPLES. If you provide the DCP with an electronic copy of your report, at least 14 days prior to the meeting it will be included in the PowerPoint presentation.

2. FLOTILLA COMMANDERS

Flotilla Commanders are a voting member of the Division Board.

Make a written report of the Flotillas activities for each Division Meeting and for each issue of the Ripples.

The FC should have the following materials:

- Division Administrative Procedures Guide.

- Flotilla Administrative Procedures Guide.

- 8WR Officers Guide.

- 8WR Policy Guide.

- 8WR Directory of Officers.

- Division 31 Policy Guide.

- Copy of Division 31 Standing Rules and Addendum.

- Copy of the 8WR Standing Rules and Addendum.

Copy on the materials list from ANSC for ordering supplies.

Copy of the 8WR Awards guide.

Sufficient Stamps, Envelopes, and Auxiliary letterhead.

NOTE: the above are property of the Office of Flotilla Commander and must be passed on to the new incoming officer.

Division 31 Directory. *Note: this is your copy.*

3. Staff Officers.

The Division Staff Officers are appointed for a one (1) year term by the Division Captain. The Division Vice Captain is chief of the Staff. All of the Staff Officers report to the VCP.

Each SO need to send a monthly report to the VCP summarizing their activities for the month.

Each SO needs to contact their FSO's to:

- Encourage them into promoting their office.

- Receive monthly reports summarizing the activities for their office in the Flotilla.

Each SO needs to contact their DSO and ADSO's to:

- Receive encouragement in promoting their office.

- Make monthly reports to the DSO summarizing the activities in the Division for their office.

Each SO should prepare a report of the Division activities in their office for each Division Meeting.

Each SO should prepare an article for the Ripples Magazine each quarter.

The SO should have the following materials:

- Division Administrative Procedures Guide.

- Division 31 Policy Guide.

- 8WR Officers Guide.

- 8WR Directory of Officers.

- Copy of materials list from ANSC, for ordering supplies through the SO-MA.

- Copy of the 8WR Awards guide.

- Sufficient stamps, envelopes, and Auxiliary letterhead.

NOTE: the above items are property of the Office and must be passed on to the new incoming officer.

Division 31 Roster. *Note: this is your copy.*