

# **STANDARD OPERATING PROCEDURES**

## **SOP-VIII**

### **Officer and Member Conduct**

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#### **1.0 PURPOSE**

The purpose of this SOP is to establish procedures governing officer and member conduct, including credit card usage, disciplinary actions, removals, expulsions, and appeals, in support of Article VIII of the Club Bylaws.

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#### **2.0 SCOPE**

This SOP applies to:

- All officers
  - All members
  - The Executive Committee
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#### **3.0 AUTHORITY**

This SOP is authorized under **Article VIII – Officer and Member Conduct** of the Club Bylaws and shall be enforced by the Executive Committee.

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#### **4.0 RESPONSIBILITIES**

##### **4.1 Executive Committee**

- Approves credit card issuance and limits
- Reviews filed charges
- Conducts investigations
- Conducts expulsion hearings
- Maintains disciplinary records

##### **4.2 Officers**

- Comply with bylaws and SOPs
- Properly document all credit card usage

#### **4.3 Members**

- Comply with bylaws and SOPs
  - May file charges when appropriate
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### **5.0 PROCEDURES**

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#### **5.1 Use of Club-Issued Credit Cards**

##### **5.1.1 Authorization**

Club-issued credit cards shall only be issued with Executive Committee approval. Spending limits shall be established by the committee and documented.

##### **5.1.2 Permitted Use**

Credit cards may be used **only for club-related purchases**. Personal use is strictly prohibited.

##### **5.1.3 Documentation**

All transactions must include:

- Itemized receipts
- Written explanation of club purpose

Failure to document expenses may result in suspension of card privileges or disciplinary action.

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#### **5.2 Filing of Charges**

##### **5.2.1 Eligibility**

Any member in good standing may file charges against an officer or member.

##### **5.2.2 Requirements**

Charges must:

- Be in writing

- Clearly state relevant facts
- Identify the alleged misconduct
- Include supporting evidence when available

### **5.2.3 Submission**

Charges shall be submitted to any Executive Committee member for review and investigation.

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## **5.3 Removal of Officers**

### **5.3.1 Grounds**

Officers may be removed for cause, including misconduct or failure to perform duties.

### **5.3.2 Notice**

Written notice of charges and meeting details shall be delivered to:

- The officer in question
- The membership

Notice must be provided **at least ten (10) days prior** to the meeting.

### **5.3.3 Hearing**

The officer shall be allowed to present their case at the special meeting before a vote is taken.

### **5.3.4 Vote**

Removal requires a **two-thirds (2/3) vote of members in good standing present**.

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## **5.4 Expulsion of Members**

### **5.4.1 Authority**

The Executive Committee may expel a member for cause.

### **5.4.2 Notice**

Written notice of charges and meeting details shall be delivered at least **ten (10) days prior**.

Delivery may be made by registered letter.

### **5.4.3 Hearing**

The member shall be given an opportunity to present their case.

#### **5.4.4 Vote**

Expulsion requires a **two-thirds (2/3) affirmative vote of the Executive Committee.**

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### **5.5 Appeals**

#### **5.5.1 Right to Appeal**

Any expelled member may appeal to the full membership.

#### **5.5.2 Submission**

Appeals must be submitted in writing to the Secretary.

#### **5.5.3 Special Meeting**

The Secretary shall notify the President, who shall call a special meeting of the membership to hear the appeal.

#### **5.5.4 Final Decision**

The membership decision following the appeal is final.

Removal requires a **two-thirds (2/3) vote of members in good standing present.**

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### **6.0 RECORDS**

All disciplinary records, notices, evidence, and meeting minutes shall be retained in the club's official records.