



NLPOA

NATIONAL LATINO PEACE OFFICERS ASSOCIATION

CALIFORNIA STATE CHAPTER

Standard Operating Procedure

Procedure: Finances

Number: SOP O3

Authority: NLPOA California State By-Laws - Article VIII and Article III

Effective Date: March 25, 2017

Revises Previous Date: N/A

Summary:

The Board of Directors shall develop an annual budget at the beginning of the calendar year. The budget shall include necessary expenses and proposed projects with projected expenses. It shall also include collectable income (dues) and projected fund raising income. The amount set for dues will be recorded in the minutes of the first Executive Board meeting held each calendar year.

Section I

The State Chapter shall receive the majority of their funding from membership fees, corporate support and gross receipts from fund raising activities.

Section II

The State Chapter shall abide by the National Latino Peace Officers Association Policy and Criteria regarding the use of solicitors for fund raising. Contracts with potential solicitors will require approval of the National and State Latino Peace Officers Association. The contracts must be signed by the National and State President.

Section III

Disbursement of funds shall be made by check signed by the President and Treasurer. In the absence of the President or the Treasurer, checks will be signed by another duly authorized member of the Board of Directors, for duly authorized expenditures; Checks require two signatures.

Section IV

Collectable Income is the amount that is assessed as "Membership Dues". That amount varies depending on the anticipated expenses to operate the State and Local Chapters annually.

Regular and Associate member dues will be determined by the Local Chapter to include State and National Dues. The chapter treasurer shall submit a membership roster with the yearly dues to the State Treasurer in addition to submissions to the National Treasurer. All other membership categories; Lifetime, Honorary and Student do not pay State dues. Corporate members become such when they sponsor major events.

Dues are required to be paid to the State Treasurer no later than March 15th. If dues are not received and confirmed by the State Treasurer by April 15th, the chapter is subject to the following:

- Suspension of benefits under the state umbrella. Benefits include, but are not limited to training, insurance and use of the state web site.
- Suspension of voting rights and the right to run for a state board position.
- Chapters failing to meet current year dues shall be required to pay any delinquent (past year) dues prior to being reinstated of all NLPOA California State privileges.