



# NLPOA

NATIONAL LATINO PEACE OFFICERS ASSOCIATION

CALIFORNIA STATE CHAPTER

## Standard Operating Procedure

Procedure: Local Chapter Responsibilities

Number: SOP O2

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

Effective Date: March 25, 2017

Revises Previous Date: N/A

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### Summary:

The President of a local chapter shall maintain the following organizational records and provide a report to the National Latino Peace Officers Association California State Executive Board of Directors bi-annually.

A summary of accounts, financial reports, checking accounts, depository records and such other documents designated by the State Executive Board.

A summary of minutes in written form of the proceedings of executive board and membership meetings to include election results.

A record of the chapter's members, listing their names, addresses email addresses and the class of membership held by each.

The President or their representative shall attend at least one Membership Meeting each calendar year unless excused by the State President or their duly appointed representative.

All chapters shall make prompt payment of dues, support the NLPOA California State functions, and at all times conduct themselves in a professional and responsible manner. Violation of any part of the governing documents may constitute cause to consider removal from membership.