

## **STANDARD OPERATING PROCEDURE OF THE TENNESSEE YOUNG REPUBLICAN FEDERATION**

1. Article 1: Purpose
  - a. Section 1: The purpose of this document is to state the policies and procedures of the Tennessee Young Republican Federation.
  - b. Section 2: The Constitution and By-laws of the Tennessee Young Republican Federation supersede this document in the event any section of this document conflicts with the Constitution and By-laws.
2. Article 2: Policies
  - a. Section 1: Non-discrimination policy
    - i. Statement of Policy
      - A. The Tennessee Young Republican Federation does not and shall not discriminate on the basis of race, color, religion, creed, gender, gender expression, age, national origin, ancestry, disability, marital status, sexual orientation, or military status, in any of its activities or operations.
    - ii. Protected Classes
      - A. The Federation will not discriminate and will take affirmative action measures to ensure against discrimination in membership or holding leadership roles on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression. Nothing in this policy shall prevent the organization from discrimination based on political party identification.
      - B. Discrimination shall include, but not be limited to, membership, leadership, and participation in an events or activities.
      - C. This policy shall also cover discrimination in the form of derogatory comments or posts about a protected class whether in person, online or any other form of communication.
    - iii. Procedures
      - A. This policy shall be effective immediately. Anyone found to be in violation of the policy shall be immediately suspended from their duties and subjected to a disciplinary investigation that shall last no more than 30 days.
      - B. The Tennessee Young Republican Federation expects members to immediately report incidents of discrimination regardless of the parties involved. Any member of the Federation is expected to seasonably report any incidents or concerns to the Vice Chair. Such report should be in writing and should discuss the following:
        - 1) The name, position and affiliation of the person who allegedly violated this policy;
        - 2) A description of the incidents, including the dates, locations, presence of witnesses, and the names of any other members who may have been subject to the same or similar harassment;

- 3) Any prior incidents of discrimination against the victim by the person who allegedly violated this policy;
      - 4) Any other information the complainant believes to be relevant to the discrimination complaint.
    - C. Any reported allegations of discrimination will be investigated by a committee consisting of the Vice Chair, Secretary, and an appointed General Counsel. If at any time there is a conflict of interest with any member of the committee, that member shall immediately excuse himself from the investigation. A member of this committee can also be removed from an investigation based upon a majority vote of the Federation's Executive Committee.
    - D. The investigation may include individual interviews of the complainant, the accused, or any individuals who may have had knowledge relevant to the inquiry.
    - E. To the extent possible, confidentiality will be maintained throughout the investigatory process. Anonymous complaints will be accepted; however, the Federation will be limited in its options in investigating and resolving these complaints due to a limited ability to collect additional information.
    - F. At the conclusion of the investigation, the Committee shall recommend to the Federation's Executive Committee a course of action, including but not limited to, reprimand, censure, termination from elected or appointed position, or removal from membership in the Federation and any county federation.
- b. Section 2: Sexual Misconduct Policy
  - i. Statement of Policy
    - A. The Tennessee Young Republican Federation is committed to providing an environment in which all individuals are treated with respect and dignity. Each individual has the right to participate in our meetings with an expectation of a professional atmosphere that promotes the comfort and welfare of all our members and prohibits sexually harassing practices. It is the policy of the Federation to provide an environment which does not tolerate sexual harassment. In keeping with this commitment, we will have zero tolerance for harassment of our members.
    - B. This policy shall apply to any member of the Tennessee Young Republican Federation, including the Executive Committee, Board of Directors, and any club that has been granted a charter under the Federation's guidelines.
  - ii. Definitions of Sexual Harassment and Assault
    - A. Sexual Harassment includes, but is not limited to:
    - B. Persistent and unwelcome solicitation of sexual activity or conduct of a sexual nature.
    - C. Solicitation of sexual activity or conduct of a sexual nature, accompanied by real or implied threat of professional harm iv. Deliberate intimidation, stalking or following;

- D. Nonconsensual photography or recording of a sexual nature;
  - E. Acts in retaliation for the reporting of, or threat to report, sexual harassment under this policy;
  - F. The threat of sexual assault.
- iii. Sexual Assault Definition
- A. Physical assault of a sexual nature, or the attempted physical assault of a sexual nature, including but not limited to unwelcome touching or groping;
  - B. Any type of sexual contact or behavior, or attempted sexual contact or behavior, that occurs without the explicit consent of the recipient.
- iv. Procedures
- A. This policy shall be effective immediately. Anyone found to be in violation of the policy shall be immediately suspended from their duties and subjected to a disciplinary investigation that shall last no more than 30 days.
  - B. The Tennessee Young Republican Federation expects members to immediately report incidents of harassment regardless of the parties involved. Any member of the Federation is expected to seasonably report any incidents or concerns to the Vice Chair. Such report should be in writing and should discuss the following:
    - 1) The name, position and affiliation of the person who allegedly violated this policy;
    - 2) A description of the incidents, including the dates, locations, presence of witnesses, and names of any other members who may have been subject to the same or similar harassment;
    - 3) Any prior incidents of harassment or assault against the victim by the person who allegedly violated this policy;
    - 4) Any other information the complainant believes to be relevant to the harassment complaint.
  - C. Any reported allegations of harassment will be investigated by a committee consisting of the Vice Chair, Secretary, and an appointed General Counsel. If at any time there is a conflict of interest with any member of the committee, that member shall immediately excuse himself from the investigation. A member of this committee can also be removed from an investigation based upon a majority vote of the Federation's Executive Committee.
  - D. The investigation may include individual interviews of the complainant, the accused, or any individuals who may have had knowledge relevant to the inquiry.
  - E. To the extent possible, confidentiality will be maintained throughout the investigatory process. Anonymous complaints will be accepted, however, the Federation will be limited in its options in investigating and resolving these complaints due to a limited ability to collect additional information.
  - F. At the conclusion of the investigation, the Committee shall recommend to the Federation's Executive Committee a course of

action, including but not limited to, reprimand, censure, termination from elected or appointed position, or removal from membership in the Federation and any county federation.

- c. Section 3. The Tennessee Young Republicans, or any of its members, shall not provide personal information provided by members to any outside party, without the express permission of that person. The only exception to this rule is when required by the Young Republican National Federation.
  - d. Section 4. Caucus Policy
    - i. Caucuses shall be devoted to specific interests, careers, or causes.
    - ii. All caucuses shall have at least 3 members.
    - iii. Any member of the Tennessee Young Republicans can join a caucus.
    - iv. There shall be at least one member of the TYRF Board of Directors in each caucus.
    - v. Anyone wishing to start a caucus shall submit the name of the caucus and proposed members to the TYRF Chair. The Executive Committee shall then vote to approve or deny the caucus by majority vote.
    - vi. Caucuses shall not be used to support or endorse candidate(s) in an election.
  - a. Section 5. Felony Commission Policy
    - i. Statement of Policy
      - A. The Tennessee Young Republican Federation does not condone the commission of a felony by any of its members.
    - ii. Procedures
      - A. Anyone indicted for a felony shall be immediately suspended from their duties.
      - B. Should the individual indicted under a felony charge be the chairman of a chapter, the chairman may appoint a representative in his place to serve on the Board of Directors during the suspension. That appointment may be replaced by the chapter affected with a two-thirds vote of its current executive board.
      - C. Upon dismissal or any other disposition except for conviction, the chairman shall be immediately reinstated to his position.
      - D. Upon conviction, the chairman shall be automatically and immediately removed from his position. The chairman will remain subject to disciplinary action by the TYRF.
3. Article III. Executive Committee
- a. Section 1. Role of the Committee
    - i. The role of the Executive Committee is to carry out the day-to-day operations of the Tennessee Young Republicans.
  - b. Section 2. Internal Communications
    - i. The Executive Committee shall hold monthly conference call meetings organized by the Vice Chair.
    - ii. Every member of the Executive Committee shall attend these calls unless they provide an approved excuse to the Secretary prior to the meeting.
  - c. Section 3. National Board Meetings
    - i. If the Tennessee Young Republican Chair, National Committeeman, or National Committeewoman is unable to attend a national Young Republican

Board Meeting, he or she shall notify the Executive Committee at least 30 days prior to the scheduled meeting in order to find a replacement to attend the event.

- d. Section 4.
  - i. In the event a member of the Executive Committee resigns, that member shall notify the entire Board of Directors in writing within 10 days of the resignation. If that member fails to notify the entire Board of Directors in writing within the required period of time, the Chair shall notify the entire Board of Directors of the member's resignation within 3 business days of the expiration of the required notification period.
- 4. Article IV: Rules for Convention
  - a. Section 1. Convention Officers
    - i. The Chair of This Federation shall be the Chair of the Convention and the Secretary of This Federation shall be Secretary of the Convention. In the absence of the Chair of This Federation, the Vice-Chair of This Federation, shall serve as the Presiding Officer and Chair of the Convention. The Chair shall appoint a Parliamentarian to serve for the Convention.
  - b. Section 2. Delegates
    - i. Delegates to the Convention shall be those delegates who were duly chosen by their respective county clubs and properly credentialed.
  - c. Section 3. Governance
    - i. The Constitution and By-Laws of this Federation shall govern over these Rules for Tennessee Young Republican Convention in the event of a conflict.
    - ii. Any delegate can object to a decision made by the Chair regarding the rules. In the event a dispute is made, the General Counsel of the organization shall make a final ruling.
  - d. Section 4. Voting
    - i. Individual counties shall decide the apportionment of votes by delegates. b. All elections shall be conducted by a show of hands, unless otherwise decided by the convention.
  - e. Section 5. Election of Organization Officers
    - i. Offices shall be elected in the following order: Chair, Vice Chair, Secretary, Treasurer, Press Secretary, Political Director, National Committeeman, and National Committeewoman. If any office has no candidates, that office shall be again up for election after the final elections have taken place.
    - ii. After the close of nominations, the Secretary shall confirm the eligibility of each candidate for office.
    - iii. If more than two (2) eligible candidates are nominated for an office, and no candidate receives a majority of the votes, the top two candidates will advance to a runoff election.
  - f. Section 6. Debate Time
    - i. After the presentation of any proposed Constitutional or Bylaws amendment to the Federation's By-Laws, there shall be an allotted three (3) minute time of debate, with individuals being allowed one (1) minute to speak at a time.

- ii. After the close of nominations for each position, each candidate shall be given two (2) minutes to address the convention. There shall be an allotted three (3) minute time of debate, with individuals being allowed one (1) minute to speak at a time. During the debate, the candidates shall not be permitted in the room.
      - iii. Any delegate may move to shorten or lengthen any debate time. This vote must pass by a majority of votes of the Convention.
    - g. Section 7. Removal From Convention
      - i. The Chair at his discretion may remove anyone from the Convention who has caused a disruption during the Convention.
    - h. Section 8. Effective Date of Decisions
      - i. All decisions made by the convention will go into effect at the close of the convention unless otherwise stated.
    - i. Section 9. Default Procedural Rules.
      - i. The most recent revised edition of Robert’s Rules of Order shall govern the proceedings at the Convention unless otherwise specifically set forth in this Article.
- 5. Article V: Chartering a New TNYR Chapter
  - a. Section 1. Chartering New TNYR Chapters
    - i. The Chapter Development Director and Regional Directors shall be primarily tasked with recruiting and developing new chapters.
    - ii. If any other Executive Board member receives communications from an individual interested in chartering a new TNYR chapter, they shall direct that individual to contact the Secretary, the Chapter Development Director, and the Regional Director for that region.
    - iii. All prospective chapters shall submit their chartering documents, including governing documents and roster, to the Secretary prior to chartering.
    - iv. Once the Secretary has received all of the required documents from a prospective chapter, he or she shall notify the Executive Committee.
  - b. Section 2. Provisional TNYR Chapter Status
    - i. Once an individual has expressed interest to the Secretary and Executive Board to create a new TNYR chapter in a county, the Executive Board will have the power, by majority vote, to grant the individual the provisional right to use the TNYR name and likeness to promote and begin creating a TNYR chapter.
    - ii. The Young Republican name is registered intellectual property of the Young Republican National Federation. No one shall use this name unless given express permission by the Tennessee Young Republican Executive Committee.
    - iii. Until a prospective club is officially chartered by the Tennessee Young Republicans, the club shall use the term “Interest Group.”
    - iv. This right shall last for no more than 30 days. If the individual has not yet submitted chartering documents to the secretary, he or she can reapply for provisional status to the Executive Board for an additional 30 days.
    - v. This provisional chapter status will include, but is not expressly limited to, creating social media accounts under the name of the “[New County] Young

Republican Interest Group” or any other appropriate name, promoting initial events as a Young Republican group, and communicating as the official TNYR representative for the new TNYR county chapter.

6. Article VI: Social Media

a. Section 1: Chapter Social Media Accounts

- i. The Press Secretary shall keep a master list of all chapter’s social media accounts for the purpose of supporting these chapters.
- ii. Chapters shall refrain from making posts on social media accounts that endorse or support an individual Republican candidate running in a contested primary.
- iii. Chapters are encouraged to highlight candidate events; however, they must highlight events from all primary candidates and shall add a disclaimer on each post stating that they are not endorsing or supporting an individual candidate in a contested Republican primary.
- iv. Chapters shall not post offensive or untrue posts to any social media accounts.

7. Article VII: Investigative Committee

a. Section 1: Formation

- i. The Committee shall automatically form when the Vice Chair receives an official complaint.
- ii. In the event of a conflict of interest of one of the board members, the Chair shall appoint someone to take his or her place.

b. Section 2: Procedure

- i. The Committee shall convene within 24 hours of receiving a complaint.
- ii. The Committee can handle either by an in-person meeting, electronic meeting, telephone, or email.
- iii. The Committee may vote to dismiss the complaint if the complaint is found to not violate TNYR rules.
- iv. In the event it is found that the complaint is actionable, the Committee shall issue a recommendation for punishment to the TNYR Executive Committee for a vote.
- v. By a majority vote, the Executive Committee can vote to accept the recommended action or refer the recommendation back to the Investigative Committee for further action.
- vi. The TNYR Chair shall notify the relevant parties in writing within 48 hours of the vote of the action taken by the committee.
- vii. Any decision made can be appealed to the Board of Directors at the next Board of Directors meeting. The party must submit a notice of appeal to the TNYR Chair within 7 days of being notified of the action taken.

c. Section 3: Appeal

- i. If the member disagrees with the decision of the Executive Committee, he or she can file an appeal to the Investigative Committee.
- ii. When an appeal is filed, the Investigative Committee shall hold a hearing

with the accused member.

- iii. At the hearing, the accused member shall have the ability to state his or her case and explain why the original decision was incorrect.

8. Article VIII: Awards

a. Section 1:

- i. The Tennessee Young Republicans shall give annual awards. The awards shall be given out at the annual fundraising dinner in Nashville. The awards shall consist of the following awards:
  - A. Young Republican of the Year: this award shall go to a member of the organization who has done an outstanding job of helping the organization.
  - B. Club of the Year: this award shall go to a club that has done an outstanding job.
  - C. TNYR Supporter of the Year: this award shall go to a non-member who has helped the organization.
  - D. Chair's Award: This award shall be given out in the discretion of the Chair.

b. Section 2: Awards Committee

- i. The Awards Committee shall consist of the TNYR Chair, Vice Chair, Secretary, and Treasurer.

c. Section 3:

- i. With the exception of the Chair's Award, all nominations shall be submitted no later than 60 days prior to the annual fundraising dinner to the Awards Committee. The Committee shall meet and determine the winners.

9. Article IX: Officer Oaths

a. Section 1: Executive Committee and Board of Directors Oath

- i. All members of the TNYR Executive Committee and Board of Directors shall take the oath. This oath shall be administered verbally and signed and given to the TNYR Secretary.
- ii. "I, [Insert Name], do solemnly swear (or affirm) that I will faithfully execute the office of [Insert Title] of the Tennessee Young Republicans, and will adhere to the governing documents of the Tennessee Young Republicans and the Young Republican National Federation. I pledge to advance the mission and goals of the Young Republican National Federation and carry out the duties of my office to the best of my ability. So help me God."

b. Section 2: Local Officer Oath

- i. All locally elected club officers shall take the oath. This oath shall be administered verbally and signed.
- ii. "I, [Insert Name], do solemnly swear (or affirm) that I will faithfully execute the office of [insert title] of the [insert county chapter], and will adhere to the governing documents of the [insert chapter], Tennessee Young Republicans, and the Young Republican National Federation. I pledge to advance the mission and goals of the Young Republican National Federation and carry out the duties of my office to the best of my ability. So help me God."

10. Article X: Financial Policies



- a. Section 1: Purchases and Reimbursements Policy
  - i. No one shall make any single purchase, make multiple purchases in forty-eight hours, or request reimbursement for a purchase or purchases in excess of \$250 without having the approval of the Executive Committee prior to the purchase, purchases or reimbursement.
  - ii. No one shall make any single purchase, make multiple purchases in forty-eight hours, or request reimbursement for a purchase or purchases in excess of \$1500 without having the approval of the Board of Directors prior to the purchase, purchases or reimbursement.
  - iii. No one shall make single purchases or request reimbursements for an event that total more than \$500 for a single event without having the approval of the Executive Committee prior to the purchases or reimbursements.
  - iv. No one shall make single purchases or request reimbursements for an event that total more than \$2500 for a single event without having the approval of the Board of Directors prior to the purchases or reimbursements.
  - v. For all purchases and reimbursements, a receipt or invoice must be provided to the Treasurer prior to payment. For mileage reimbursement, the location(s) of travel, date of travel, total miles, and cost requested must be submitted. All reimbursements must have prior approval from the chair and treasurer to be eligible for reimbursement.
  - vi. No one shall enter into a contract on behalf of the Tennessee Young Republicans with contingency payments with the potential to total more than \$2500 in one year without approval of the Board of Directors.
  - vii. No one shall enter into a contract on behalf of the Tennessee Young Republicans with payouts totaling more than \$5000 over the course of one year without approval of the Board of Directors.
  - viii. Nothing in this Section shall apply to chapter funding held by Tennessee Young Republicans in accordance with Section 4.
  - ix. Nothing in this Section shall apply to chapter funding held by Tennessee Young Republicans in accordance with Section 4.
- b. Section 2: Budget
  - i. The Treasurer must present a budget to the Executive Committee for approval no later than April 30 of each calendar year.
  - ii. A Treasurer's report on the current status of the budget must be presented at each Board of Directors meeting.
- c. Section 3: Conflicts of Interest
  - i. In any purchase where a TNYR Executive Committee Member has a conflict of interest, this interest must be disclosed to the Executive Committee prior to the purchase being made.
  - ii. In any situation where a TNYR Executive Committee Member or Board of Directors Member has a conflict of interest, this member shall be required to abstain from any vote regarding the purchase.
- d. Section 4: Chapter Finances
  - i. Any duly chartered Tennessee Young Republicans chapter may utilize the Tennessee Young Republicans hosted bank account, provided that they have given written notice to the Tennessee Young Republicans Chair and

Treasurer of the amount of money to go into the account and the names of the individuals who shall have access to the account. Chapters may choose to have an individual account or an account with commingled funds.

- ii. At the time written notice is given of the intent to utilize the hosted account, Tennessee Young Republicans shall begin the process of onboarding the account within 30 days of receiving notice.
- iii. In the event of a change of leadership at the county level, the Tennessee Young Republicans Chair and Treasurer shall be notified by the Chapter Chair within 30 days of the leadership transition of the changes to be made to the bank account.
- iv. In the event that a chapter requests any or all chapter monies in the Tennessee Young Republicans hosted bank account be returned to the chapter, the request must be made in writing, with written proof of a majority vote by the chapter's executive board, directed to the Tennessee Young Republicans Chair and Treasurer. The Tennessee Young Republicans must return the requested monies to the chapter within 60 days. Any fees, expenses, penalties, or otherwise incurred in the return of the money shall be credited against the amount to be returned to the chapter.
- v. In the event that a chapter fails to recharter or a chapter's charter is revoked, the chapter's money shall be held by Tennessee Young Republicans until the next Board of Directors meeting before it is deposited into the Tennessee Young Republicans General Fund. If an Interest Group has formed in the county that did not recharter, the Group may request Tennessee Young Republicans extend the holding period. Upon successful recharter, the money shall be restored to the chapter. If the chapter fails to recharter by the next board of directors meeting, the money may be immediately deposited into the Tennessee Young Republicans General Fund.
- vi. Tennessee Young Republicans may assist a newly chartered chapter with a loan to have sufficient funds to start a bank account. The chapter shall not use this loan for chapter expenses. The chapter shall have 90 days to repay the loan. This repayment obligation may be extended a maximum of 180 days, in whole or incrementally, by majority vote of the Tennessee Young Republican Executive Committee.
- vii. Counties utilizing the Tennessee Young Republicans hosted bank account must agree to abide by all state and federal campaign finance laws, including, but not limited to, collecting all required information for contributions and expenditures.
- viii. Chapters utilizing the bank account using commingled funds must submit a request to the Tennessee Young Republicans Chair and Treasurer to withdraw funds. Any request over \$500 must be signed by two members of the chapter's executive committee.
- ix. In no case shall a chapter borrow funds without approval from the Tennessee Young Republican Executive Committee.

#### 11. Article XI: Roster Updates

##### a. Section 1: Updating Rosters

- i. Chapters may update rosters for the purpose of adding members who have

- joined the chapter or updating officer positions.
- ii. Updating rosters will not change the number of votes a chapter gets at a Convention.
- iii. Clubs may send an updated roster to the TNYR Secretary to update their membership roster.
- iv. The TNYR Secretary shall inform the Executive Committee that a roster has been updated by a club.
- v. The TNYR Executive Committee shall then vote to approve or reject the updated roster.
- vi. The Secretary shall then notify the club chair if their roster has been approved.

12. Article XII: Advisory Council.

a. Role

- i. An Advisory Council, comprised of former Young Republicans, Republican Party leaders, Republican elected officials, and prominent Young Republican supporters. The council shall advise the organization, provide recommendations to the Executive Committee, and support the efforts of the Federation. The TYRF Chair may assign other duties to the members of the Advisory Council as deemed necessary. Quorum for meetings of the Advisory Council shall be those council members present. Meetings may be held via telephone or other electronic conference which is reasonably available to all council members. The Advisory Council shall only act in an advisory capacity. It shall not attempt to exert control over the TYRF Executive Committee or influence any member of the TYRF Executive Committee improperly or unduly.

b. Membership

- i. There shall be up to 9 appointed members on the Advisory Council. Members shall serve staggered 2 year terms.
- ii. The TYRF Chair shall nominate 5 members (three in even years and two in odd years), the Vice Chair shall nominate 2 members (one in even years and one in odd years), the Secretary shall nominate 1 member (in even years), and the Treasurer shall nominate 1 member (in odd years). All members of the Council shall be confirmed by a majority vote of the TYRF Executive Committee
- iii. Terms shall begin on January 1 of the year the member is appointed and run for two years. In the event of a resignation or removal of a member, that member shall be replaced by a nominee chosen by the TYRF member who nominated the outgoing council member.
- iv. A council member can be removed from the Council with a  $\frac{2}{3}$  majority vote of the Executive Committee.

- v. Members must be bonafide Republican members of the Tennessee Republican Party.
- vi. The TYRF Chair shall nominate a member of the Advisory Council to serve as the Advisory Council Chair. The chair shall be confirmed by a majority vote of the TYRF Executive Committee. This member shall serve a one year term as chair beginning January 1 of the year they are chosen.

### 13. Article XIII: Regions

#### a. Section 1: Region Maps

- i. The Western Region shall consist of the following counties:
  - A. Benton, Carroll, Chester, Crockett, Decatur, Dyer, Fayette, Gibson, Hardeman, Hardin, Haywood, Henderson, Henry, Lake, Lauderdale, McNairy, Madison, Obion, Shelby, Tipton, and Weakley
- ii. The Middle Region shall consist of the following counties:
  - A. Stewart, Houston, Humphreys, Perry, Wayne, Lawrence, Lewis, Hickman, Dickson, Montgomery, Robertson, Dickson, Davidson, Williamson, Maury, Giles, Lincoln, Marshall, Moore, Bedford, Rutherford, Wilson, Macon, Smith, Trousdale, Sumner
- iii. The East Region shall consist of the following counties:
  - A. Clay, Pickett, Fentress, Overton, Jackson, Putnam, Dekalb, White, Cumberland, Cannon, Warren, Van Buren, Bledsoe, Rhea, Meigs, Coffee, Grundy, Franklin, Marion, Sequatchie, Hamilton, Bradley, Polk, and McMinn
- iv. The North East Region shall consist of the following counties:
  - A. Scott, Roane, Morgan, Monroe, Loudon, Blount, Knox, Anderson, Campbell, Union, Claiborne, Hamblen, Grainger, Jefferson, Sevier, Cocke, Greene, Hawkins, Hancock, Washington, Unicoi, Sullivan, Carter, and Johnson.

### 14. Article XIV: Amendments

#### a. Section 1: Procedure

- i. The Standard Operating Procedure may be adopted and amendment(s) thereto may be made by a majority vote of either a Biennial Convention or a scheduled quarterly board meeting, provided that a written or electronic version of the proposed amendments shall be made available to the Executive Committee at least fourteen (14) days prior to the meeting. The Committee shall have seven (7) days to organize the proposed changes and send them out to all member clubs. Voting shall be on each amendment until all amendments have been voted on. No additional proposals or amendments to this Standard Operating Procedure from the floor of the meeting shall be considered unless the amendment is in the character of the original proposal. Said amendments shall not contradict the provisions of this Constitution and By-laws.
- ii. The Executive Committee shall be empowered, upon a two-thirds (2/3) vote, to amend this Standard Operating Procedure to correct any mistakes of grammar or spelling, in order to effectuate the intent and meaning of those

- documents.
- iii. In the event any provision of this Standard Operating Procedure is found to be invalid or unenforceable under the Act or any other provision of applicable law, the invalid provision(s) shall be deemed to be altered in such manner as is necessary to conform to the provisions of the Act or such applicable law. Notwithstanding such alterations as may be necessary, all other provisions of this Standard Procedure shall remain in effect as written.

*Adopted June 24, 2023.*