

## Appendix A: Standard Operating Procedure Manual

### Purpose:

*The purpose of the Standard Operating Procedure Manual is to be a guide for the President of the Scottish Society of Indianapolis to complete his duties and keep the Society running smoothly.*

### Financial:

1. Upon election to the office of President, it will be necessary to have discussions with the outgoing President and Treasurer to make arrangements to meet them at the financial institutions where the Society's funds are kept and change signatories.
2. As the Society is a 501(c)7 social club by designation, any changes in responsible officers of the Society must be reported to the Secretary of State, Indiana Department of Revenue and the Internal Revenue Service by completing all necessary forms with each.
3. Required Annual Reports for 501(c)7 social clubs:
  - a. The Internal Revenue Service requires the submission of an electronic Form 990N by May 15th of each calendar year. <http://epostcard.form990.org>
  - b. The Indiana Department of Revenue requires a Business Entity Report, State Form 48725 annually by the anniversary date of incorporation for the Society (August 23) and the Foundation (June 10) with the required assessed fee.
4. Update the name and address changes of the responsible person. This may all be accomplished by electronic submission.

### Appointment of Officers and Committee Chairs

1. The President shall appoint a Secretary and Treasurer in accordance with the Constitution from the active elected Trustees.
2. The President shall appoint Committee Chairs for the Membership and Special Events committees.

### Board of Trustee Meetings

The Board of Trustee meetings are generally held each month on a date set by the Board. However, they may be rescheduled by the President due to unforeseen circumstances (weather, absentees, etc.) A quorum of four of the seven members of the Board must be present to conduct business. During voting, the President shall only vote to break a tie. The meetings are held under Roberts Rules of Order. The

agenda consists of the Secretary's Report, Treasurer's Report, old business, new business, and any committee reports.

### Dinner Meetings

Dinner meetings shall be held in a casual atmosphere with a monthly program and pitch-in style dinner with the meat dish paid for by the Society. The President shall call the meeting to order and give announcements and updates as needed. If a membership vote is required on any matter, only valid dues-paid members may vote. The Secretary must record the votes.

### Latvian Center

1. Obtain keys from the outgoing President or whomever he may have designated to be the key holder. Also obtain the combinations or keys to the storage cabinets upstairs, which contain all of the Society supplies.
2. The Society rents the facilities monthly, but has free access to use the kitchen, bar, sound and projection equipment. It may be necessary to reserve the equipment ahead of time.
3. When we use the facilities, we are responsible to set up all of the tables and chairs as we want, usually 9 round tables (3 x 3) with 7 chairs per table. During clean-up, put all of the trash in bags in the back room behind the kitchen, put all chairs away and wipe off the tables, but leave them set up. Turn out all lights and make sure all doors are securely locked.

### Job Descriptions

#### Purpose:

*To provide detailed descriptions of the duties of the officers, Trustees, and committees of the Scottish Society of Indianapolis. All descriptions shall be assumed to include any additional duties as assigned by the Board, or created by amendment to the Constitution, or these procedures.*

1. President
  - a. Presiding officer at all meetings of the Board of Trustees and general membership.
  - b. Ex-officio member of all committees.
  - c. Appoint from the Trustees a Secretary and Treasurer.
  - d. Appoint from the entire membership Chairs of any standing or special committees.
  - e. Shall vote in matters before the Board only in a tie breaking situation.
  - f. Shall be the mentor to see that the Trustees learn their jobs.

- g. Shall appoint a member of the Board to preside in the absence of the President at meetings of the Board or the general membership.
  - h. Have care of the post office box key and attend to all correspondence of the Society. This task is shared with the Treasurer.
  - i. File the Society and Foundation State and Federal tax forms by their respective due dates of August 23 for the Society and June 10 for the Foundation. This task may be delegated to the Treasurer.
- 2. Secretary
  - a. Have custody and care of the minutes of meetings of the Society and Foundation.
  - b. Attend all meetings of the Board of the Society and Foundation and keep or cause to be kept a true and complete record of the proceedings.
- 3. Treasurer
  - a. Keep a correct and complete record of the accounts owned by the Society and Foundation, accurately showing at all times the fiscal condition of the Society and Foundation. Present monthly reports to the Board.
  - b. Chair the Finance Committee.
  - c. Act as legal custodian of all monies, notes, securities and other valuables in the Society and Foundation possession.
  - d. Make timely deposits of all monies received by the Society and Foundation.
  - e. Issue payment for all financial obligations incurred by the Society and Foundation.
  - f. File the Society and Foundation State and Federal tax forms by their respective due dates of August 23 for the Society and June 10 for the Foundation, if so delegated by the President.
  - g. Arrange for audits of the books as required by the Board.
  - h. Have care of the post office box key and attend to all correspondence of the Society. This task is shared with the President.
- 4. Trustees (Collectively, among whom the following responsibilities shall be reviewed and assigned at the start of each fiscal term.)
  - a. Shall be in charge of the Society monthly dinner meetings, scheduling the programs and food served, and setting up the meeting room.
  - b. Shall ensure that Robert's Rules of Order are observed at all meetings of the Board.
  - c. Shall plan and execute the St. Andrews Dinner held in November.
  - d. Shall be responsible for ensuring the dues are collected from the membership and notifying any members of late payment and removal from membership.

- e. Shall be the chair of the nominating committee and preside at the election.
  - f. Shall be active in recruiting new members and promoting the Society.
  - g. Shall ensure that the website is always up to date.
  - h. Shall be in charge of all special events, i.e. Irish Fest, International Fest, participation in the Columbus Scottish Games, etc.
  - i. Shall arrive early to and be a "greeter" at all functions and introduce all guests.
  - j. Shall be editor of the Society newsletter thereby ensuring its publication.
  - k. Shall be in charge of the Foundation Scholarship program and the Education Programs.
  - l. Shall maintain the Society's and Foundation's social media accounts.
  - m. Shall maintain the Society's and Foundation's email announcements.
  - n. Shall ensure the Society historical records are maintained.
  - o. Shall ensure the Whisky table is stocked and maintained.
5. Committee Chairs
- a. Shall appoint from among the general membership a minimum of one other Committee member.
  - b. Provide the Board with a complete roster of the Committee members.
  - c. Shall provide the Board, either verbally or written, regular reports of their actions to be entered into the Secretary's minutes. Included in these reports shall be an accounting of any monies authorized for the committee's use.
  - d. All non-standing committees, shall, at the end of their tenure, provide the Board with a final written report of the committee's actions and activities to be placed into the Society's permanent records.

## Dues

### Purpose:

*To provide guidelines for setting, notification, and payment of dues and to establish a delinquency procedure.*

1. The dues for each membership category shall be set by the Board of Trustees for the membership year 1 January to 31 December.
2. Recommendations for an increase in rates may come from the Finance Committee or from the Board.
3. Any rate change must be approved by at least a two-thirds majority vote by the Board.
4. The entire membership must be notified, in writing, of this increase, no less than thirty (30) days before it takes effect.

5. Notification and Collection:
  - a. The first notice of annual dues shall be with a written statement mailed to the membership to arrive near the first day of December each year.
  - b. Additional notices may be placed in the January issue of *The Thistle* and on the reminder card for February.
  - c. Verbal notice shall be expressed at the December, January and February general meetings.
  - d. The Treasurer or his representative of the Finance Committee shall collect dues at those three meetings.
6. Delinquency
  - a. Dues are considered to be delinquent if not paid by the end of February.
  - b. At the March Board meeting, the Treasurer shall provide the Membership Chair with a list of those members still delinquent. During the month of March the Membership Committee shall attempt to contact those members whose dues are still outstanding.
  - c. At the April Board meeting, a list of those still unpaid shall be provided to the Secretary and Treasurer with a recommendation from the membership committee to drop those names from the active roll. With approval of the Board, the roster shall then be adjusted.
7. To be eligible to stand for election, a member must be in good standing with the dues having been paid before the end of February in the year of nomination.
8. Dues are at the full rate when joining the Society during the first six (6) months of the membership year. Dues are reduced to half of the full rate when joining the Society during the third quarter of the membership year. The reduced sliding scale for the dues shall apply only to the first year of membership. Dues are at the full rate when joining the Society during the fourth quarter of the membership year and include the following membership year.

## Impeachment

### Purpose:

*To provide guidelines for the impeachment of an elected President or Trustee.*

1. A recommendation may be tendered in writing by any member in good standing to the Board of Trustees
2. Upon acceptance by a two-thirds majority of the Board, the recommendation is published to the general membership for review

3. Acceptance of such recommendation, resulting in the removal of the officer from office, shall be by a two-thirds majority vote of those members in good standing attending a special or general meeting.

## Appendix B: Code of Conduct

Purpose:

*The purpose of the Code of Conduct is to be a guide to promote trust and respect among members of the Society, prospective members, and affiliated parties.*

1. Take the High Road
  - a. Respect each other
  - b. Act honorably
2. Use open and honest communication
  - a. Address issues with the person involved when possible. If not seek assistance from a Board member
3. Conflict of Interest/Loyalty
  - a. Will not disclose confidential and nonpublic information without a valid business purpose and proper authorization.
  - b. Ask yourself: “Would this activity harm my reputation or that of the SSI?”
4. Intellectual Property
  - a. Our logos, photos, website, social media sites, and e-mail lists are property of the Society, and the Foundation and should only be used for Society business.
  - b. When leaving office or a committee please turn in all passwords, files, and photos that belong to the SSI
  - c. Use of the e-mail list should be for SSI business only
5. Physical Property
  - a. All labor and materials contributed to an SSI endeavor becomes property of the SSI
  - b. All donated items remain property of the SSI

## Appendix C: Library Policy

Purpose:

*The purpose of the Library Policy is to permit members of the Society access to the collection of books.*

- Books may be loaned to any member for up to two (2) months. An extension of one (1) month may be granted if necessary.
- Up to five (5) books may be borrowed at one time.
- Borrowed books must be returned before additional books may be borrowed.
- Members must write their name and the names of any books borrowed in the log book along with the date checked out and the date due.
- The Secretary of the Board of Trustees or the Secretary's designee is the Librarian. Members may contact the Librarian, the Secretary, or any member of the Board to gain access to the Library.