

# COALITION ORDER TO RECLAIM POPULAR SOVEREIGNTY

SOP STANDARD OPERATING PROCEDURE



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1<sup>st</sup> Edition 1.01 June 2023  
QORPS / SCH/ KFS  
Nest 1 division SE

(INSTALLATION & NAME OF CLUB 1 of 9 DATE -/-/-)

**KELTIC/SAXON/QORPS**

**RhineStoneHAMMER**



## **SOP Standard Operating Procedure**

### **ARTICLE I**

#### **Name and Authority**

The name of this organization shall be the (*Your Charter*) Club/Guild. They shall have the authority to preside at meetings, organize Clubs and affiliate Guilds, and participate in all Organization events. Operation depends on compliance with the requirements of applicable Orders and policies and this Charter Constitution and associated By-Laws.

### **ARTICLE II**

#### **Purpose, Goals, and Objectives**

**PURPOSE:** To establish and maintain a spirit of camaraderie and “Esprit de Qorps” that will enhance the prestige of the Organization, encourage on-going Education and Skills development, and spread Truth and Justice, Honor and Virtue. Additionally, set an example for all personnel according to the standards and values of Organic, Natural, National, Folk Traditions and Culture. To operate and conduct ourselves in a manner that provides equal opportunity and treatment for All in our Circle.

#### **GOALS:**

1. The (*Your Charter*) will seek to improve morale, promote awareness, and improve Euroick Traditions of Home, Hearth, and Heritage. The Club/Guild will seek to enhance our Living Space in local, social, and small business relationships through local service efforts and events by unifying and combining the unique and individual talents of (*Yoiur Charter*) members.
2. Each member will participate in the (*Your Charter*) and support the objectives of the (Club/Guild) by setting a positive example and promoting the safety and welfare of all members.
3. Provide each member with the benefits of the total knowledge and experience of (*Your Charter*), in order to positively influence our Circle of all Euroick peoples of all ages and background.
4. Improve our future through positive mentorship for our youth and continuing education for all.
5. Establish an effective means of communication with all members to exchange ideas and keep attuned to changes in attitudes and behaviors while maintaining an atmosphere of respect. Robert's Rules of Order I.e Parliamentary Procedure
6. Promote defend and support our Euroick Artisan Farm and Trade Labour Guild, Youth Activities, and Social Clubs ‘QORPS’, [**RhH**]’RhineStoneHAMMER’, [**KFS**] ‘KELTIC FOLK SCHOOL’, and [**SCH**]’SAXON COWBOY CHURCH’
7. Provide a forum wherein any policy, program, or problem of interest to the members in general, and unit leadership in particular, may be freely discussed in a tactful and constructive manner.

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**ARTICLE III**

**Qualification of Members**

**SECTION A:** Membership in the (*Your Charter*) shall be mandatory and without regard to nationality, religion, sex, age, or handicap. Membership will not be granted to any prospect or member of a known or unknown subversive group. Active members must have a Club membership card including affiliate GUILD [RhH] [SCH] [KFS] registration, Either with 'QORPS' or by Guild. All card carrying RhineStoneHAMMER and KELTIC/SAXON/QORPS members are considered Active members upon ratification of (*Your Charter*) with Executive 'QORPS' Board. All members must be aware that they are all responsible for the integrity and credibility of the (*Your Charter*) responsible and liable for all independent actions. Membership shall consist of two categories as defined below:

1. **Active Member:** Any Dues paying member who is officially part of 'QORPS' by Charter or Guild. Active members include independent local Charters, their Officers, Artisan Farm Trade and Labour Guilds [RhH] [SCH] [KFS] and 'QORPS' Charters. An Active member is a Card-holder with Armor (ArmBand, Club card, Rank, etc;) officially recognized and is authorized to vote upon and discuss all matters within the Club.
2. **Passive Member:** Any new member who has less than 1 year Active participation. Upon applying for Active membership the prospect must participate in Club events in conjunction with joining a Guild. Passive members may also be non Dues paying Support members that do not participate in Club life and Meetings, but have been granted membership by local or Executive Charter. Passive membership are not allowed to run for or hold Office in Election nor entitled to Vote.

**SECTION B:** Active participation and support of projects, activities, and functions of the (Club/Guild) are encouraged and are the responsibility of every member.

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**BY-LAWS**

The following By-Laws are set forth for the normal operation and administration of the (unit club).

**ARTICLE I**

**Offices and Duties**

**SECTION A:** Club Officers: The Commander will be appointed by the (Club/Guild) in writing. The remaining officers (Chairman/Chief, Vice Chair, Secretary, Sergeant, and Treasurer) will be elected/appointed in accordance with the SOP of the (Your Charter) Club and affiliate Guilds, to serve a period of one year. No term limits are implied and officers can serve longer with approval. All appointed/elected officers must be Active members of good standing within the (Club/Guild).

1. Commander and/or
2. Chief/Chairman
3. Vice Chair
4. Secretary
5. Treasurer
6. Public Relations
7. Advisor
8. Sergeant
9. Guard

**SECTION B: (Duties of Officers)**

**COMMANDER**

The duties are as follow:

1. Exercises final authority over (unit club). Recommended that he delegates daily business officers within the (Club/Guild).
2. Has final approval of all events and official club business.
3. Approve the attachment/detachment of the (*Your Charter*) to higher/adjacent/lower Club/Guilds.

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**CHIEF/CHAIR**

The Chief/Chair is appointed by the Commanding Officer.

The duties are as follows:

1. Manage the (unit club) according to its Charter and By-laws.
2. Preside at all membership and special meetings.
3. Set dates for membership, special, and executive committee meetings.
4. Appoint committee members for special projects.
5. Appoint members to fill elected officer positions as necessary until a special meeting can be scheduled for an election for the vacant position.
6. Act as (Club/Guild) representative.
7. Chair Executive Committee.
8. Distribute a tentative agenda for the next membership meeting.
9. Pre-approve all plans for organized functions public or private (Venue, Duties, Objectives).

**VICE Chair**

The Vice Chair is elected by the Active Member majority.

The duties are as follows:

1. Assume duties of the Chief in his/her absence.
2. Serve as member of Executive Committee.
3. Assist Chief/Chair in the execution of his/her duties as necessary.

**SECRETARY**

The Secretary is elected by the Active Member majority.

The duties are as follows:

1. Record the minutes of membership meetings and take attendance.
2. Maintain (unit club) correspondence files.
3. Serve as member of Executive Committee.
4. Provide administrative support required by the (Club/Guild).
5. Maintain social (e-mail, phone numbers, etc.)

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**TREASURER**

Treasurer is appointed by the local Executive Committee (Chief, Vice Chair, and Secretary).

The duties are as follows:

1. Collect and keep a log of all Club/Guild funds used.
2. Collect and keep a log of all membership Dues and moneys gained.

**SERGEANT**

Sergeant are appointed by the local Executive Committee

The duties are as follows:

1. Lead the (*Your Charter*) in all public events and initiatives. The Sergeant will give event briefs to all members prior to the start of a public event and select Guard and Security detail
2. Enforce all rules and by-laws
3. Sergeant shall have the authority to terminate a member's participation in a given event for the sake of (Club/Guild) safety or image. All members have the right to appeal before the members and will abide by the decision of the members--majority rules.
4. One Guard will always hold the point. Another Guard will always keep "clean-up" to assure the safety of the (Club/Guild) from behind and assist members with problems.
5. Guards will be designated before each public event.
6. Guards will assist and ensure inspections

**ADVISOR(S)**

1. An advisor is defined as "a trusted counselor or guide." Mentoring, therefore, is a relationship in which a person with greater experience and wisdom guides another person"

2. Will observe and assist New Members:

An advisor (selected by the Commander from the general membership) will observe, advise and encourage (*Your Charter*) membership

3. Will use available training and promotional resources to encourage active participation techniques and skills.

**HISTORIAN**

1. Maintains documentation of (*Your Charter*).
2. Photographs events and members participating in/at events.
3. Keeps minutes from public Gatherings (start time, stop time, and stops).

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**SECTION C:**

**MEMBER DUTIES AND LAWS**

1. Members will above all, uphold the basic 'QORPS' Values of Truth, Order, Charity, and Justice.
2. When representing the club to and from the clubHause all members will conduct themselves with the highest regard of the club principles. The club must not be tarnished by unrestrained behavior, disrespect of fellow citizens, or acts that generally reflect poorly on (*Your Charter*) image and 'Qorps' reputation as a whole.
3. Members will not endanger (*Your Charter*) or any member by an illegal act. If a member is arrested for illegal activities, they will automatically be suspended from club activities until the charges are adjudicated with the Commanding Officer having final say.
4. Each member serves as a safety officer. Each member is responsible to identify and correct any condition that threatens the welfare of Club/Guild members or the general public. Any willful act of unsafe activity could result in suspension of membership or disciplinary action.
5. Activities will be conducted in such a manner to encourage participation by all members and no laws will be enacted that favor or separate members arbitrarily. Only excellence and talent.
6. All members will be in Active member status prior to participating in club events.
7. Members will always hold (*Your Charter*) in high regard. A member will never verbally accost, assault, or slander any other member.
8. Members will embrace and encourage an atmosphere of skills improvement, responsible behaviour, camaraderie, and discourage violent and potentially self destructive behaviors.

**SECTION D: (Elections, Voting, and Officer Removal)**

**ELECTIONS**

Elections shall take place during the political election cycle ending October 31. The Commander and Chief/Chairman may postpone elections on a month-to-month basis as necessary. Under no circumstances will 18 months transpire without an organized election.

Election of (unit club) officers shall occur whenever an officer for any reason leaves the unit or if an officer tenders his or her resignation.

**VOTING**

Voting for the election of officers will be by a show of hands with the majority ruling. The candidate for each position with the most votes wins.

**OFFICER REMOVAL**

(unit club) officers may be removed from office for cause by request of two-thirds of the active membership in the form of a signed petition or by the request of the Commanding Officer.

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**ARTICLE II**

**SECTION A:**

**MONTHLY MEETINGS (Active Membership)**

1. One organized meeting per month.
2. Majority Rules.
3. If a vote is taken at a meeting and a member is not there, his vote is void.
4. Meetings will be closed except for members prospects and anyone there on business.
5. All meetings will be run on a Parliamentary basis. Members will be evicted for unruly conduct.
6. Quorum for a meeting is sixty percent of membership and eighty percent for membership votes.
7. Everyone will attend the meeting in person. If a member is working, sick, etc he will be excused. However, if a (*New Charter*) fellow repeatedly uses work as an excuse for not "being there" he will be "talked to."
8. Members must have Armour with him when attending meetings.
9. Members must be of sound mind (straight) when attending meetings.
10. If a member attends meeting and is fouled-up he will be FINED
11. There will be absolutely no booze or drugs consumed during meetings.
12. During a Meeting there will be no talking amongst members until they get the floor though the Chair. A sergeant-at-arms, if not present, will be appointed and anyone not abiding by the above will be evicted.
13. Miss three (3) meetings in a row and you're out of the club.
14. Anyone missing (2) consecutive month's meetings even if at work gets fined \$50.00 except in cases of hospital or jail, or out of town for a period of time, including prospects.
15. Members must attend meeting before leaving the club voluntarily or otherwise and turn in Club Card and Armor including ArmBand, Rank, Metals, and Badges of merit -- everything labeled with the 'QORPS' or Guild **[RhH]** **[SCH]** **[KFS]** insignia
16. Members thrown out of the club or quits without attending meetings, shall not represent the club in private or otherwise.



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**SECTION B:**

**MONTHLY MEETINGS**

1. Robert's Rules of Order – Parliamentary Procedure
2. Will be for a minimum of 2 hours.
3. Will consist of an official Quorum, event briefings and club business.
4. Meetings are designed for official Chartered QORPS and affiliate Guilds (*Arkadium* RKDM).
5. Public events with QORPS and/or public Guild activity are not Official meetings.
6. A record of attendance or participation will be maintained for 3 years.

**SECTION C:**

**Events**

1. Public events with 'QORPS' and affiliate Guilds are not official meetings
2. Public events can be held by any QORPS Charter and or affiliate Guilds officially Chartered as in *KELTIC FOLK SCHOOL, SAXON COWBOY CHURCH, AND RhineStoneHAMMER* where Gatherings, Workshops, Initiatives, Fund Raising, Education, etc; are all excellent examples of Public club Events encouraged under the 'QORPS' banner.
3. Public events and coordination between Charters and branches of (*Clubs/Guilds*) can be found on the SideWalK members board at QORPS.org or with Club and Guild Mailing Lists through the Euroick Artisan Farm Trade Labor Guild **[RhH]** 'RhineStoneHAMMER' Trade Periodicals or **FU!!!** United Freaks HandBook

**ARTICLE III**

**Meetings of the (unit club)**

**SECTION A: Monthly Meetings (General Membership Meeting)** Shall be held for the purpose of conducting business, electing new officers, appointing committees and special council, passing on new information, safety briefs, gathering discussions, and welcoming new Members. All Active and prospective members will attend monthly meetings. A record of all meetings and attendance will be maintained for a period of three years.

(INSTALLATION & NAME OF CLUB 9 of 9 DATE - / - / - )

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**ARTICLE IV**

**Revisions, Adoptions, Amendments, and Review**

**SECTION A: (Revisions/Adoptions)** The adoption and or revision of this charter and associated by-laws require the approval of a majority of votes of the active members present at any meeting, provided a two-week written notice is given the (*Your Charter*). Any revision to this charter and associated by-laws will not conflict with any higher headquarters directives. This charter and associated by-laws will not take effect until reviewed by the first acting and/or subsequent elected positions of the Chief/Chair, Vice Chair, and Secretary.

**SECTION B: (Amendments)** This charter and associated by-laws may be amended or abolished in whole or in part by a two-thirds (2/3) majority of votes of the Active members present at any meeting, provided a two-week written notice is given to the (*Your Charter*). Any amendments to this charter and associated by-laws will not conflict with any installation or higher headquarters directives. This charter and associated by-laws shall be automatically amended to conform with all directives from higher headquarters without submission to the Commanding Officer. Any amendments will not take effect until reviewed by the Commanding Officer and the first acting and/or subsequent elected positions of the Chief, Vice Chair, and Secretary.

(*New Charter*) name \_\_\_\_\_ Club/Guild \_\_\_\_\_

Chairman

x \_\_\_\_\_ Date \_\_\_\_\_

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