

	Patriot Guard of Montana	SOP #	101
		Title	GOTG
		Implementation Date	
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Shaped by/Initials:	Jenny Kober, Member Darla Cherney, Member Jim Cherney, Acting Treasurer	Approval Date/Initials	

Gathering of the Guard - Standard Operating Procedure

1. Purpose

To guide Montana Patriot Guard Members in facilitating the annual Gathering of the Guard

2. Scope

Montana Patriot Guard Hosting Districts (Host will be rotated annually between Western, Central and Eastern)

3. Procedure

WHAT:

The Hosting City will be determined on a volunteer basis within the District designated by yearly rotation. The Gathering will be the site of the annual Board of Directors elections.

WHO:

All Members and guests are encouraged to attend the annual Gathering. Only Members will be permissible to vote in the elections.

WHEN:

Elections shall be held each year on the last Saturday of June. The Hosting city shall schedule all other activities to insure that elections are of the highest priority.

HOW:

Hosting city Members will be responsible for –

- Venue
- Agenda for elections, meetings, schedule, etc. (with approval from acting President)
- Notifying Members of updates and deadlines (via acting President)
- Informing Members of lodging options/recommendations
- Entertainment

All funds needed to compensate for hosting the Gathering shall be acquired on a donation basis only.

All funds obtained and allocated through donations or any other activities must be documented and reported to the acting Treasurer, as well as relinquishing any remaining balance to be deposited in the Montana Patriot Guard account.