**MOC GRAND OF NORTH CAROLINA**

**STANDARD OPERATING PROCEDURE**

Purpose: To establish a uniform method for conducting the internal affairs of the Grand Pup Tent.

Scope: The Grand Pup Tent, hereafter referred to as the Grand, shall at all times remain under the

 jurisdiction of and be governed according to the Constitution and By-Laws of the Veterans of Foreign

 Wars of the United States of America and the By-Laws of the Military Order of the Cootie.

# I

## PROCEDURE

1. At all times when a Scratch is in progress, the Grand will follow the order of business as prescribed

by the Ritual. The Grand Pup Tent of North Carolina is a left-handed Pup Tent.

1. A shavetail meeting shall be held at the discretion of the Grand Commander for the purpose of planning the programs of the Grand. The Quartermaster shall be audited quarterly by the Tightwads.

**II**

**FINES**

1. The Jimmy Legs will levy fines for all un-Cootie like conduct observed by him while the Scratch is

in progress. Some examples are as follows:

 a. Not wearing authorized Cootie hat during Scratch.

 b. Crossing legs or arms.

 c. Using the right hand for anything except saluting or prayer.

 d. Being late for Scratch.

 e. Not knowing proper procedure for giving password or not knowing password.

 f. Wearing authorized Cootie hat in other than the prescribed manner.

 g. Interrupting a Cootie who has been granted permission to speak.

 h. Failure to salute the Seam Squirrel properly when requesting permission to speak.

 i. Attempting to get the floor improperly (raising hand, etc.).

 j. Reaching into the pot when paying fines (drop the money into the pot).

 k. Leaving the room when scratch is in progress without permission from the Hide Gimlet.

 l. Fines will be no less than Twenty-Five cents.

 m. The Jimmy Legs shall be fined up to five dollars if copper is found in the pot when

 challenged. The Pot will be verified by the Blanket Bum. If no copper is found, the

 challenger will be fined up to five dollars.

 o. Fines will be collected for the personal use of phones, ipads/ tables or computers during the

 scratch.

**III**

**DUITES OF THE GRAND OFFICERS**

The Grand Commander reserves the right to address his officers (elected or appointed) as described in the National By-Laws for the Grand or as related to the Pup Tent Level.

All Officers of the Grand of North Carolina will abide by the duties of their office as described in the MOC Supreme By-Laws and any additional requirements as stated in this SOP for the MOC Grand of NC.

Grand Commander/Seam Squirrel – will attend the VFW Dept. of NC Annual Convention and he/she or their

 representative will also attend all C of A’s of the Dept. of NC. Especially

 the winter C of A when Dept. of NC presents the VOD/Patriots Pen

 award winners. As the Grand sponsors the winners of the Patriots Pen.

Grand Senior Vice/Blanket Bum – will assume all duties and responsibilities as the Grand of NC Hospital

 Chairman

Grand Junior Vice/Hide Gimlet – will assume all duties and responsibilities as the Grand of NC Inspector,

 the Grand Inspector may assign Assistant Inspectors as needed to

 complete the required inspections.

Grand Quartermaster/CCDB – Is to deposit a minimum of $5.00 per year to the Grands Savings account

 in Order to prevent the Account to become inactive therefore not accruing

 any interest.

Grand Chaplain/Sky Pilot – will prepare and deliver a Service during every Grand Scratch and the

 prescribe Memorial Service during the Summer MOC Convention.

Grand Judge Advocate/Shyster – Refer to Supreme By-Laws

Grand Surgeon/Pill Pusher – Refer to Supreme By-Laws

Grand Historian/Keeper of the Crummy Records – Will create a minimum of 3 Articles/Reports to be

 Presented in the VFW Leader Magazine of the VFW Dept.

 of NC and one article in the MOC Supreme Cootie Courier

Grand Adjutant/Hungry Cootie – Refer to Supreme By-Laws

**III a.**

**QUARTMASTER FUNDS**

1. The quartermaster will maintain the following restricted funds: Dues Reserve fund, Grand Travel fund and Stephen Smith Memorial Relief Fund.
2. Grand Commander’s Travel Fund – is limited to $1,000.00/year or to equal the amount of funds raised by the Grand Commander when he or she were the Sr. and Jr. Vice Commander. **Travel Mileage** - paid to any representative on official business directed by the Grand Commander.
3. Dues Reserve to be transferred to the Grand Travel Fund at the end of the Cootie Year.
4. Patriots Pen Commitment – 100% of all Tomb Trek turn over to the Grand’s Obligation of Sponsoring the VFW Departments Patriots Pen Program.
5. Special Projects – Pup Tents to send $2.00 per Cootie to the Grand – Grand QM to send the whole amount to Supreme QM.
6. Fifty percent of the Grand per capita tax and extension fees collected will be deposited in the Dues Reserve fund. The Quartermaster will transfer the monies in the Reserve fund to the Grand Travel fund following the Grand Convention.
7. The quartermaster will deposit fifty percent of the fines collected at the Grand Scratches into the Stephen Smith Memorial Relief Fund.
8. Grand Quartermaster will deposit $5.00 into the MOC savings account to keep it active and avoid any non-activity fees that may be associated.

**IV**

**GRAND WIDE FUNDRAISER**

1. Elected Council Members to be the Chairperson of the Grand wide fundraiser using the following rotation: Member starting in the 2020-2021 Year and will follow rotation below.
* 2020-21 East Council Member
* 2021-22 Central Council Members
* 2022-23 West Council Member

Then repeat the cycle back to the East Council Member. Fund raiser will consist of a big value item(Council Member decides) to raffle with a $500.00 Cash option for the winner of the prize.

There will be a cap of 500 tickets @10.00 ea. Or $25.00/3 tickets, each Pup Tent will be required to sell 50 tickets at $10.00 each or $25.00 for 3 tickets. At a minimum, the Grand will gross $4,166.00 minus the cost of the big value item will be the net for the Grand estimated between $3000-$3500 for the year.

**V**

**SUPREME CONVENTION**

1. The Grand of NC, Sr. Vice or Jr. Vice is required to attend the Supreme Convention typically held the last weekend in July. The Grand representative will be reimbursed for room accommodations while at the Supreme Scratch. Any year the Grand may attain the status of “All Star” Grand the Grand will be reimbursed for travel and accommodations.

**Grand Commander** **Adjutant**

 **Effective as of: 6 June 2020**