

SPECIAL OPERATIONS ASSOCIATION

STANDARD OPERATING PROCEDURE

ANNEX X

SPECIAL OPERATIONS ASSOCIATION AWARDS

I. GENERAL.

A. PURPOSE: This Standard Operating Procedure (SOP) annex is to standardize routine recurring operational and administrative procedures associated with awards presented by the Special Operations Association (SOA).

B. CONFORMITY. This annex and all actions taken to implement its directives will conform to the 2016 By-Laws of the SOA (as amended or dated later) and the Articles of Incorporation in the State of Texas, Charter Number 120709501, as amended by Certificate dated 2 January 2003 (or amended by Certificate at a later date).

II. AWARDS.

A. CERTIFICATE OF APPRECIATION.

1. The intended use of Certificates of Appreciation is to commend members and non-members, such as vendors or supporters, for their contributions to the SOA. Any member of the SOA can recommend award of a Certificate of Appreciation to anyone deserving recognition. Approval authority is a majority of the SOA Board of Directors (BOD).

2. The current award at the time of approval of this Annex is an 8 1/2" X 11" certificate printed on high quality paper intended for framing. The SOA Administrator has digital copies of the award and can print these certificates. (Figure 1)

B. DEPARTING OFFICER OR DIRECTOR AWARD.

Each year, a small Bronze Eagle statuette is presented to Officers or Directors who are departing the BOD under honorable circumstances. Anyone dismissed from the BOD, or SOA membership, will not receive the award. The inscription will include the office(s) held and duration of service. (Figure 2)

C. GENEROUS DONOR AWARD.

1. A crystal award (with an engraved, illuminated SOA logo imbedded within) will be presented to individuals who have donated significant amounts to the SOA or SOAF (currently defined as \$5000 or more). (Figure 3)

2. At the time of approval of this annex. The crystal award is approximately 4 3/4" high, 3" wide and 2 1/2" deep. The current vendor for this award is SOA member Bryan Pane.

D. SOA PRESIDENT'S AWARD

1. The SOA President's Award is intended to be an extremely prestigious award for truly outstanding service to the SOA. Recipients are not limited to SOA members. Any

member of the SOA can nominate a recipient to the President, SOA, who is the approving authority. The nomination should include justification for the award and a recommended inscription for the plaque.

2. The current plaque at the time of approval of this Annex is rosewood with gold inlay. Plaque quality is extremely important for this award. (Figure 4)

#### E. JAMES E. BUTLER FOUNDER'S AWARD

The James E. Butler Founder's Award is the most prestigious award presented by the SOA. At the time of approval of this Annex, this award has only been presented to six recipients over the 44 years of the SOA's existence. Any member of the SOA may nominate any other member of the SOA deemed worthy of this high honor by submitting a nomination packet to the BOD. A majority vote of the BOD is required to approve the award.

### III. ADMINISTRATION.

A. The SOA BOD will approve awards of Certificates of Appreciation, the Departing Officer or Director Award and the James E. Butler Founder's Award.

B. The Treasurer, SOA, will coordinate award of the Generous Donor Award.

C. The President, SOA, will approve award of the SOA President's Award.

D. The SOA Administrator will be responsible for locating and coordinating with vendors for the various awards. Vendors doing business in Las Vegas, Nevada, are preferred in order to avoid shipping costs.

E. Approval authorities will coordinate with the SOA Administrator for procurement of approved awards and with the Treasurer, SOA, for payment.

F. Vice President, SOA, is responsible for maintenance of this annex and serves as the BOD point-of-contact for matters related to SOA awards.

IV. EFFECTIVE DATE. This Annex to the SOA SOP will become effective upon the approval of the BOD and the dated signature of the Vice President of the SOA.



Michael Taylor  
Vice President

Date: November 19, 2020

Figure 1. Certificate of Appreciation



Figure 2. Departing Officer or Director Award



Figure 3. Generous Donor Award



Figure 4. SOA President's Award



Figure 5. James E. Butler Founder's Award

