

# Proposed Modification to Standard Operating Procedures

Submitted by

(Name)

Date:

Councilor, Division #:

Committee Chairperson:

(Name of Committee)

***The following is proposed as an amendment, addition or deletion  
to the Standard Operating Procedures (“SOP”).***

Specific Section, if applicable:

[i.e., Section IV, B(1)(c)(2)(a)]

Description of the specific revision:

Reason for the requested revision:

**Please submit a copy to both the Club Secretary and the SOP Chairperson.**