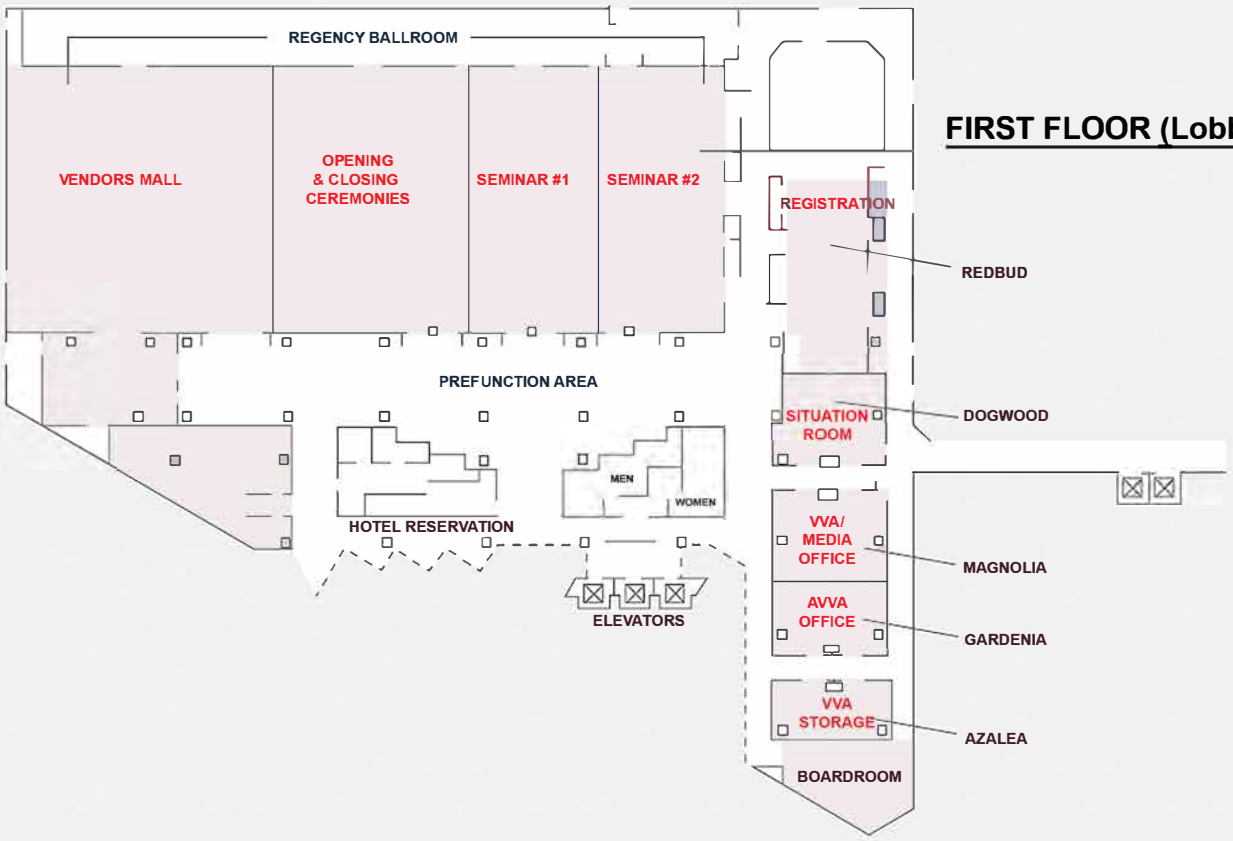
Vietnam Veterans Of America
National Leadership & Education Conference
2022

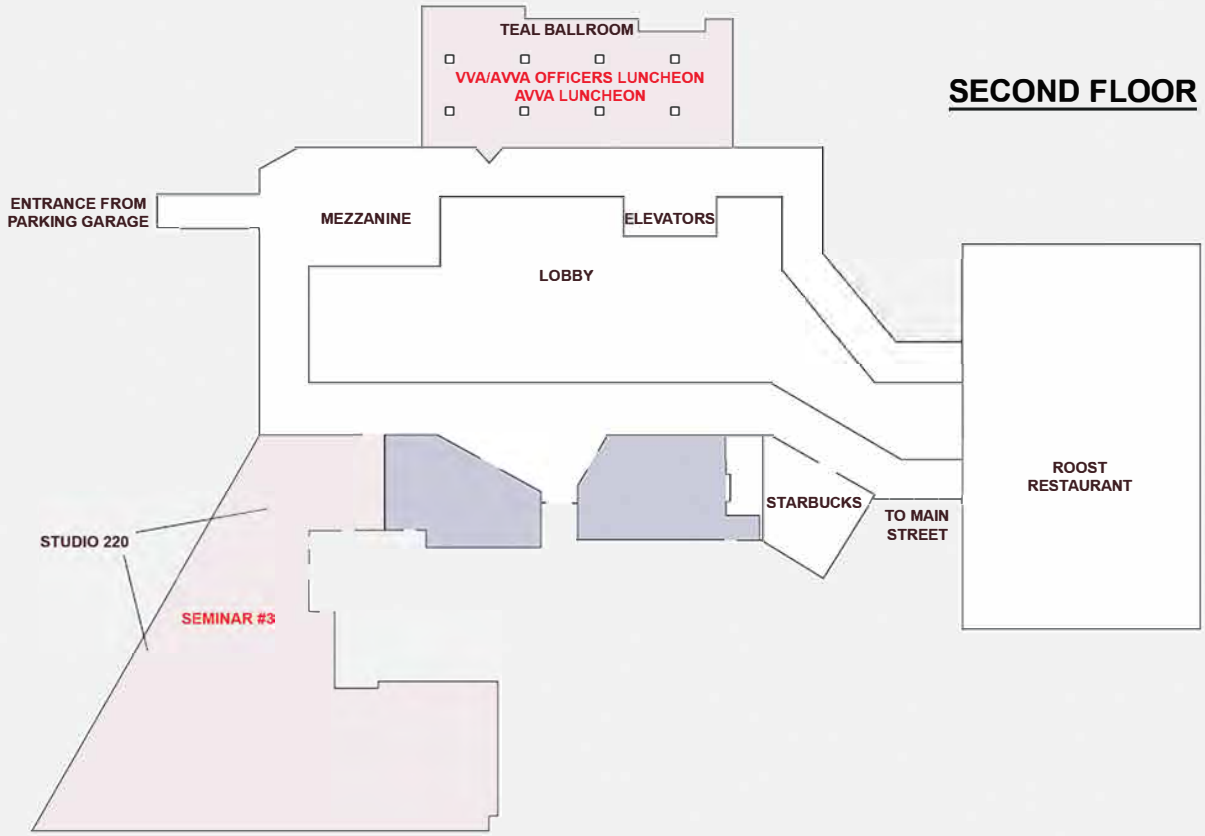


Greenville, South Carolina
August 9-13

FIRST FLOOR (Lobby Level)



SECOND FLOOR



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AGENT ORANGE

Wednesday, August 10, 2022

11:00am - 12:30pm

Presented by:
Sandie Wilson
Linda Schwartz, PhD
Linda Birnbaum, PhD

Linda S. Birnbaum, Ph.D., D.A.B.T., A.T.S

Linda S. Birnbaum, Ph.D., D.A.B.T., A.T.S, was director of the National Institute of Environmental Health Sciences (NIEHS) of the National Institutes of Health, and the National Toxicology Program (NTP) from 2009 to 2019. As NIEHS and NTP director, Birnbaum oversaw a budget of more than $740 million that funds biomedical research to discover how the environment influences human health and disease. NIEHS funded more than 1,000 research grants.

A board-certified toxicologist, Birnbaum served as a federal scientist for 40 years. Prior to her appointment as NIEHS and NTP director in 2009, she spent 19 years at the U.S. Environmental Protection Agency (EPA), where she directed the largest division focusing on environmental health research. Birnbaum started her federal career at NIEHS, as a senior staff fellow in the National Toxicology Program, as a principal investigator and research microbiologist, and finally as a group leader for the institute's Chemical Disposition Group. Birnbaum is now a Special Volunteer at NIEHS and conducts research as part of the Mechanistic Toxicology Branch.

In October 2010, Birnbaum was elected to the Institute of Medicine of the National Academies, one of the highest honors in the fields of medicine and health. She was also elected to the Collegium Ramazzini; she received an honorary Doctor of Science from the University of Rochester and a Distinguished Alumna Award from the University of Illinois. She is a recipient of numerous awards.

Birnbaum was vice president of the International Union of Toxicology, the umbrella organization for toxicology societies in more than 50 countries; former president of the Society of Toxicology, the largest professional organization of toxicologists in the world; former chair of the Division of Toxicology at the American Society for Pharmacology and Experimental Therapeutics; and former vice president of the American Aging Association.

She has authored more than 700 peer-reviewed publications, book chapters, and reports. Birnbaum's research focused on the pharmacokinetic behavior of environmental chemicals, mechanisms of action of toxicants including endocrine disruption, and linking of real-world exposures to health effects. She was an adjunct professor in the Gillings School of Global Public Health, the Curriculum in Toxicology, and the Department of Environmental Sciences and Engineering at the University of North Carolina at Chapel Hill, as well as in the Integrated Toxicology and Environmental Health Program at Duke University.

A native of New Jersey, Birnbaum received her M.S. and Ph.D. in microbiology from the University of Illinois at Urbana-Champaign.

— TAB 2 —

VET CENTERS

Wednesday, August 10, 2022

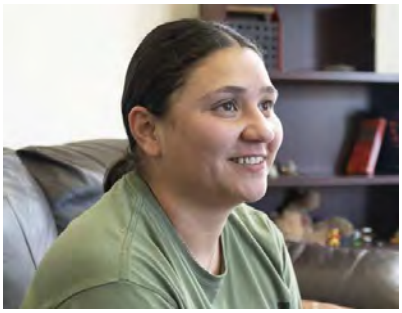
11:00am - 12:30pm

Presented by:
Michael Fisher

VET CENTER EST. 1979

Connection.
Camaraderie.
Community.







Our Priorities

> 94% of those who use Vet Centers trust us to provide services that improve their lives.

Safe and confidential.

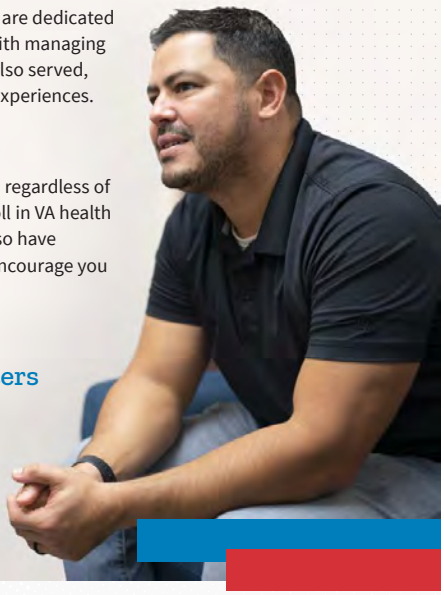
Our records cannot be accessed by other VA or DoD offices, military units, or other community networks and providers without your permission or unless required to avert a life-threatening situation. Here, you can be as open as you want — there's absolutely no judgement.

Guided by professionals who get it.

Our highly trained counselors and team members are dedicated to seeing you through the challenges that come with managing life during and after the military. Most of us have also served, so we understand common Veteran and military experiences.

No cost. No strings attached.

Vet Center services are available to you at no cost, regardless of discharge character, and without the need to enroll in VA health care or have a service-connected disability. We also have appointments available to fit your schedule and encourage you to stop by for more information.



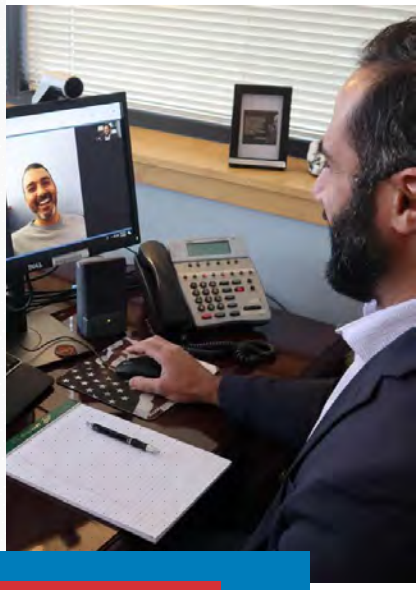
> 95% of those who use Vet Centers feel their appointments are scheduled within a reasonable amount of time.

Statistics represent survey responses from 13,512 established clients as of 12/21/2021.

Who We Are

Conveniently located in your community, Vet Centers help you and your family build meaningful connections and develop tools for achieving success in both your military and civilian lives.

> 92% of those who use Vet Centers say their quality of life benefits from our services.



Our Services

Counseling.

We provide individual, group, couples, and family counseling to talk through problems, brainstorm solutions, discuss what resources are available, and work with you to create effective and practical plans for your personal growth.

Referrals.

We provide medical, benefit, employment, and other VA and community referral services to help you and your family navigate time-consuming tasks, like applying for VA benefits or finding a job.

Community engagement.

Vet Centers help you connect with your community by working with local partners and using our resources to advocate for your needs. Ultimately, this allows us to create a greater support system for you and your family.

Our Core Benefits

Welcoming environment.

Our Vet Center community treats you like family. We work hard to ensure you feel respected, safe, relaxed, and comfortable with everyone while you are here.

Community of support.

Whether you come in for one-on-one counseling or to participate in a group session, Vet Centers allow you to form social connections, try new things, and build a support system with people who understand you and want to help you succeed.

Practical and therapeutic services.

At Vet Centers, one size does not fit all. From talk therapy to recreational activities, our team works with you to identify your individual goals and find the right plan that meets them.

> 92% of those who use Vet Centers say our services meet or exceed their expectations!



Who We Serve

Scan for Eligibility

We focus on providing services to Veterans and service members who served in combat operations, areas of hostility, stateside deployments or endured military service-related trauma. We also serve their families to support the growth and goals of the Veteran or service member. Eligibility varies based on individual military experience including those with service in the National Guard, Reserves, and Coast Guard. We look for reasons and means to qualify individuals rather than turn them away. If someone is found to not meet our eligibility, we will work with them to find available community resources that may be more suitable for that individual. Visit us online or scan the QR code for up-to-date eligibility.



VETERANS

SERVICE MEMBERS

NATIONAL GUARD AND RESERVE

FAMILY MEMBERS

To Vietnam Veterans, With Thanks

It is because of Vietnam Veterans that Vet Centers exist today. These Veterans refused to be forgotten, refused to be stigmatized, and insisted on a program where they were at the center of their care. We remain grateful to them for ensuring generations of men and women can turn to the support and community of a Vet Center.

Find a Vet Center
www.va.gov/ find-locations

Call us 24/7
Vet Center Call Center:
877-927-8387

Can't make it to a Vet Center?
Our services are also offered through Mobile Vet Centers, virtual appointments, and other community locations that might be more convenient.

Veterans Crisis Line
If you or someone you know is in crisis or having thoughts of suicide, call 1-800-273-8255 and press 1, text 838255, or chat online at: **https://www.veteranscrisisline.net/chat**.

VA | U.S. Department of Veterans Affairs

VET CENTER

V2; 1-2022

READJUSTMENT COUNSELING SERVICE

Veterans Health Administration

The Readjustment Counseling Service (RCS) mission is to welcome home and honor those who served, those still serving, and their families by reaching out to them, engaging their communities, and providing a broad range of counseling, outreach, and referral services.

VET CENTER Connection. Camaraderie. Community.

Vet Centers provide services to Veterans, service members, including National Guard and Reserve members, and their families who meet eligibility criteria. Vet Centers are community-based counseling centers that provide a range of socioeconomic and psychological services with primary focus areas of military service-related trauma, Military Sexual Trauma (MST) and family counseling. Individual, group, marriage and family counseling is offered in addition to referral and connection to other VA or community benefits and services. Vet Center teams do not diagnose but work to address reported symptoms and take a holistic and strength-based approach to improve them.

*Key Statistics**

- 300 Vet Centers nationwide in both rural and urban areas, 83 Mobile Vet Centers (MVCs), 23 Vet Center Outstations, the 24/7 Vet Center Call Center, and over 1,000 Community Access Points.
- Nearly 1.66 million counseling visits and outreach contacts were made, serving nearly 217,000 Veterans, service members and families.

Increasing Access:

- Nearly 470,000 visits provided outside of the traditional Vet Center setting, representing 32% of all visits.
- Teams hosted or participated in over 32,000 outreach events, resulting in more than 168,000 outreach contacts.
- The **Vet Center Call Center** took nearly 121,000 calls in FY 2021, a 9.6% increase from FY 2020.

Mobile Vet Centers:

- MVCs were utilized in over 4,000 outreach events.
- 87 MVC deployments for VA emergency response and COVID-19 vaccination efforts. Across these deployments, RCS provided support to over 12,000 Veterans, 1,100 service members, 1,300 family members, 4,000 civilians and nearly 200 U.S. Capitol Police officers.

Telehealth:

- Nearly 393,000 visits provided using telehealth modalities, a 137% increase over FY 2020. Close to 720,600 telephone visits reflected a 20% increase.

Focus Area of Visits:

- 65% symptoms associated with PTSD or other military-related trauma.
- 10% Socioeconomic Counseling
- 9% Marital/Family Counseling
- 6% Military Sexual Trauma
- 1% bereavement
- 9% other

Key Accomplishments

Customer Feedback:

- 92.5% Vet Center aggregated trust score, which exceeds VHA trust score by 2.5% and overall VA trust score by 16.5%. 96% of new client respondents and 95% of established clients reported the Vet Center scheduled their appointment within a reasonable amount of time.
- VSignals data indicates strong trust in Vet Center services by female clients, resulting in an aggregated trust score of 93.8% for female clients.

Expanded eligibility:

- In FY 2021 the "Vet Center Eligibility Expansion Act" extended eligibility to certain members of the reserve components of the Armed Forces or the National Guard, who actively served in response to a national emergency or major disaster declared by the President or under orders of the chief executive of a State in response to a disaster or civil disorder.
- The FY 2021 National Defense Authorization Act extended eligibility to any member of the reserve components with a behavioral health condition or psychological trauma.
- Between FY 2020 and the end of FY 2021, Vet Centers had a 252% increase in service utilization from members of the National Guard.

Key Issues

- Vet Centers increased outreach efforts during the Afghanistan withdraw to current and prospective clients, offering additional support groups, extended hours, check-ins and additional briefings at military bases/units.

COVID-19 Impact

- Vet Centers saw a decline in group visits (15% less than FY 2020), however individual visits substantially increased by 144% over FY 2020 visits.
- Despite COVID-19 challenges, RCS realized a 1% increase in new clients during FY 2021.

*Fiscal Year 2021 statistics represented

VA | U.S. Department of Veterans Affairs

— TAB 3 —

DUTIES OF PRESIDENTS

Wednesday, August 10, 2022

11:00am - 12:30pm

Presented by:
Tom Burke
Ned Foote

To download the handbooks referenced in this session, please visit: https://vva.org/docs/

What does it take to be president?

Ned Foote, Tom Burke

VVA State Council Presidents' Handbook


STATE COUNCIL PRESIDENTS' HANDBOOK

To Serve the American

by

VIETNAM VETERANS OF AMERICA, INC.

VVA CONFERENCE OF STATE COUNCIL PRESIDENTS

What does it take to be president?

VVA State Council Presidents' Handbook Continued…


State Council Presidents' Handbook
Introduction

This handbook was originally developed for your use by the VVA Conference of State Council Presidents (CSCP). It is based on many years of combined expertise from the CSCP, VVA board members, committee chairs, and staff, and will provide you with as much guidance as is available.

The purpose of this handbook is to provide assistance on a variety of issues pertaining to the proper procedures, operations, and management of a Vietnam Veterans of America State Council. Commencing with the administering of the oath, the handbook will walk the new President through each sequence of events, from the conduct of New Business during the Annual Meeting to the final transition once his or her term is completed.

For leadership to be productive, one must provide a foundation of information to draw from. This handbook will cover many key functions, such as the elements of administration, meetings, disciplinary issues, required forms, and reports. The number of meetings and the State Council bylaws may vary from state to state, but the techniques discussed in this handbook are integral to keeping the State Council in compliance with *The Constitution of Vietnam Veterans of America* and will assist the new State Council President in becoming an effective leader.

Please send any recommendations for changes or improvement to the VVA National Office, Attn: Membership Affairs.

What does it take to be president?

VVA State Council Presidents' Handbook Continued…

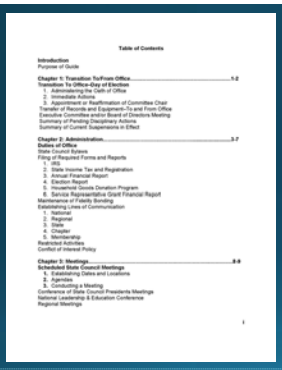


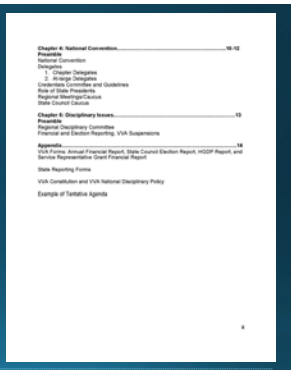
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VVA State Council Presidents' Handbook Continued…



CHAPTER 1: TRANSITION TO/FROM OFFICE

Transition To Office–Day of Election
Every State Council will hold its Annual Meeting in the second calendar quarter of each even numbered year for the purpose of electing officers. The officers shall serve for a term of two (2) years, per the **Constitution of Vietnam Veterans of America, Article II: State Provisions, Section 4–Officers, Paragraph A**. The delegates of the State Council will determine the date and location of the meeting. After verification of the prescribed credentials of each candidate, the State Council Nominating or Election Committee conducts the elections in accordance with the National Constitution, the State Council bylaws, and any delegate-approved election procedures.

1. Administering the Oath of Office: There is no requirement for an oath of office in the VVA Constitution, the oath of office is optional and anyone can administer the oath since it is purely ceremonial. The person elected to office takes their office immediately upon announcement of the election results unless the bylaws say differently. No oath has to be administered for an officer to assume his or her position.

2. Immediate Actions: The new State Council President will assume the position of Chairperson and reconvene the meeting under New Business.

3. Appointment or Reaffirmation of Committee Chair: The newly elected President appoints or reappoints the chairpersons of all State Council committees, including any delegate-approved special or ad hoc committees, subject to the approval of the State Council, as defined in **Article II: State Provisions, Section 7–Committees** and as per **Appendix B to The Constitution of Vietnam Veterans of America, Inc.** The VVA Constitution has no directive to form an election or nomination committee at the state council level and it is really up to each state council. State Councils might want to consider calling this an "election committee" to be consistent with the national and chapter level. Per the VVA Constitution, the President administers the Oath of Office to the chairs as per **Appendix B** to the **Constitution of Vietnam Veterans of America, Inc.** The committee chairpersons then appoint the members of committees subject to the approval of the State Council **delegates**.

Transfer of Records and Equipment – To and From Office
The outgoing officers of the State Council should turn over all records and equipment after the election is completed unless the by-laws state otherwise or there is a viable reason for a delay. In that case, a verbal or written agreement for the transfer of State Council records and equipment should be noted during the New Business session so that it will be a matter of record in the meeting minutes. The outgoing officers of the State Council will turn over all records and equipment to the incoming officers. Delivery of all State Council records and equipment within a timeframe determined by the State Council from the date of the election and at the expense of the State Council.



A new Treasurer should immediately take possession of checkbooks, credit cards, and any financial records available at the annual meeting. Other records and equipment that should be turned over to the incoming officers are the State Council seal, cabinet(s), flags, banners, archival as well as current records, and any inventory of items for sale by the State Council should be transferred and delivered within a timeframe determined by the State Council. The delivery of the above items should be in person or by means of the appropriate postal or delivery service and should be documented by a written inventory signed by both the outgoing and incoming officers responsible for the records and equipment.

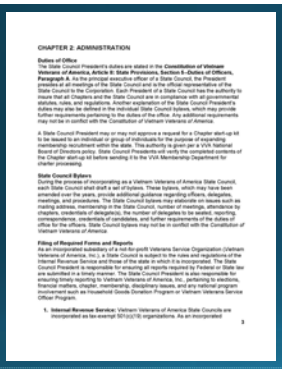
Executive Committee and/or Board of Directors Meeting
Depending on the state's corporate statutes and/or individual State Council bylaws, the State Council may or may not have an executive committee composed of the officers elected by the delegates at the annual meeting. State Council bylaws may permit the addition of other elected State Council officials in addition to the elected officers to form a Board of Directors. An Executive Committee and/or Board of Directors meeting may be held after adjourning the annual State Council meeting in order to orient new officers, arrange future meetings, sign signature cards for bank accounts, and conduct any other business that requires immediate action. Any business conducted by the Executive Committee/Board of Directors can be addressed by the State Council bylaws or determined by the Executive Committee/Board of Directors. Meeting(s) should be used to keep State Council Officers informed and to implement, assign, or follow up on any business approved by the State Council delegates.

Summary of Pending Disciplinary Actions
Should there be pending disciplinary actions by the State Council, the outgoing officers should prepare for the incoming officers a summary report of the pending cases as well as all files and records associated with those cases. The outgoing officers should also make themselves available to answer questions from the newly elected officers about any particular case in order to prevent confusion and any reciprocal action by an accused.

The outgoing administration, in the person of the Secretary with the assistance of the President, should provide a list of names of the current members of the Regional Disciplinary Committee. The chair of the committee should be identified as well.

Summary of Current Suspensions in Effect
The outgoing administration should provide their their records a summary of all current suspensions of Chapters or members. Any files and records associated with a suspension should be delivered to the incoming Secretary. In the case of a Chapter's suspension due to failure to submit an election report or a financial report on a timely basis, the outgoing administration should apprise the new officers of all actions taken to resolve the suspension of that chapter.

VVA State Council Presidents' Handbook Continued…



CHAPTER 2: ADMINISTRATION

Duties of Office
The State Council President's duties are stated in the **Constitution of Vietnam Veterans of America, Article II: State Provisions, Section 5–Duties of Officers, Paragraph A.** As the principal executive officer of a State Council, the President presides at all meetings of the State Council and is the official representative of the State Council to the Corporation. Each President of a State Council has the authority to insure that all Chapters and the State Council are in compliance with all governmental requirements and the National Constitution and Bylaws. The President's specific duties may also be defined in the individual State Council bylaws, which may provide further requirements pertaining to the duties of the office. Any additional requirements may not be in conflict with the Constitution of Vietnam Veterans of America.

A State Council President may or may not approve a request for a Chapter start-up kit to be issued to an individual or group of individuals for the purpose of expanding membership recruitment within the state. This authority is given per a VVA National Board of Directors policy. State Council Presidents will verify the completed contents of the Chapter start-up kit before sending it to the VVA Membership Department for charter processing.

State Council Bylaws
During the process of incorporating as a Vietnam Veterans of America State Council, each State Council shall draft a set of bylaws. These bylaws may have been amended over the years, provide additional guidance regarding officers, delegates, meetings, and voting. The bylaws may also address such issues as the fiscal year, mailing address, membership in the State Council, number of meetings, attendance by chapters, credentials of delegate(s), the number of delegates to be seated, reporting, correspondence, credentials of candidates, and further requirements of the duties of office for the officers. State Council bylaws may not be in conflict with the Constitution of Vietnam Veterans of America.

Filing of Required Forms and Reports
As an incorporated subsidiary of a not-for-profit Veterans Service Organization (Vietnam Veterans of America, Inc.), a State Council is subject to the rules and regulations of the Internal Revenue Service and those of the state in which it is incorporated. The State Council President is responsible for ensuring all reports required by Federal or State law are submitted in a timely manner. The State Council President is also responsible for ensuring timely reporting to Vietnam Veterans of America, Inc., pertaining to elections, financial matters, chapter, membership, disciplinary issues, and any national program involvement such as Household Goods Donation Program or Vietnam Veterans Service Officer Program.

1. **Internal Revenue Service:** Vietnam Veterans of America State Councils are incorporated as tax-exempt 501(c)(19) organizations. As an incorporated



subsidiary of Vietnam Veterans of America, Inc., the State Councils are covered by the Internal Revenue Service Group Tax Exemption granted to VVA, Inc. Beginning in 2008, all State Councils are required to file either an Electronic Notice (990-N, a Form 990EZ, or a Form 990, and State Councils with any Exempt Organization Business Income file Form 990T.

2. **State Income Tax and Registration:** The State Council is issued a Federal Employee ID number and must register with the appropriate office in the state of incorporation. Depending on the state, this office may be the Secretary of State, Attorney General, Secretary of State, Taxation and Revenue, or some other office. In addition, tax-exempt status may qualify a State Council for state and local benefits, such as exemption from state sales tax. Consult with an attorney familiar with your local law to determine if additional benefits are available and the procedure for application. The IRS Group Tax Exemption Ruling does not relieve a State Council from its federal, state, and local charity registration and reporting requirements. Your exemption is in lieu of the sales tax on taxable items purchased by the State Council. The State Council is a non-profit organization and are not taxed for the personal benefit of a private individual.

3. **Annual Financial Report:** Annual Financial Reports are due in the National Office no later than **July 15** of the year in which the fiscal year ended. There is only one format for the VVA Annual Report and the form is self-explanatory. Either the IRS Form 990, 990EZ or 990T that was filed with the IRS must be submitted with the VVA Annual Financial Report. A copy of the IRS letter acknowledging acceptance of the 990-N submission must be submitted with the State Council Financial Report. The form requires the dated signatures of the State Council President and the State Council Treasurer. Annual Financial Reports should be sent to the VVA Membership Department by certified mail with return card requested. The return receipts should be kept with a copy of the report in the State Council records. VVA could grant a waiver if a legitimate problem prevents the State Council from filing by the deadline. If an extension is granted by the IRS, you must notify the National Office no later than **July 15** of the extension. In odd-numbered years, financial reports must be received prior to the National Convention in order for the State Council delegates to participate in the Convention.

The Charter of any State Council that fails to file its financial report within the specified period automatically will be suspended upon written notice of suspension to the National Board of Directors by the VVA Membership Department. In such cases, no disciplinary charges under the National Disciplinary Policy are required for the suspension to be effective. Written notice of suspension shall be sent to the State Council at its last-known address. Suspension shall continue until (1) the State Council files its financial report for the year that caused the suspension, or (2) the Board of Directors of the Corporation

VVA State Council Presidents' Handbook Continued…



relieves the State Council of the responsibility for the filing of a financial report for the year in question; or (3) the Charter of the State Council is revoked upon the filing of charges under the National Disciplinary Policy and Procedures.

4. **Election Report:** Election of State Council Officers is held in the second calendar quarter of even-numbered years. The Officers serve for a term of two (2) years. **The VVA Constitution, in Article II: State Provisions, Section 12— Reporting,** states that the Charter of any State Council that fails to file its election report by July 15th automatically will be suspended upon written notice of suspension to the National Board of Directors by the VVA Membership Department. In such cases, no disciplinary charges under the National Disciplinary Policy are required for the suspension to be effective. Written notice of suspension shall be sent to the State Council at its last- known address. Suspension shall continue until (1) the State Council files its election report for the year that caused the suspension, or (2) the Board of Directors of the Corporation relieves the State Council of the responsibility for the filing of a report for the election year in question, or (3) the Charter of the State Council is revoked upon the filing of charges under the National Disciplinary Policy.

5. **Household Goods Donation Program:** If your state participates in VVA's Household Goods Donation Program, all questions or concerns relative to the operation of the program should be directed to the VVA's HGDP Manager at this toll free number 800-882-1316, Ext. 123. All financial reporting requirements are to be directed to VVA's CFO at this toll free number 800-882-1316 ext. 126. The State Council President is responsible for ensuring that the 6 month and the annual report are filed. The form requires two signatures and the State Council President is responsible for ensuring that HGDP funds are used only for purposes approved under the agreement.

6. **Service Officer Grant Financial Report:** State Councils receiving grants for the Service Officer Program from the Vietnam Veterans Assistance Fund must submit 6-month and annual reports. Funds received under this program may be spent only in support of the Service Officer Program. The report should reflect ALL of the funds spent on or in support of the Service Officer program, regardless of the source. In-kind expenses such as VA free office space, etc., should NOT be used when determining expenses and the report must be signed by the State Council President.

Maintenance of Fidelity Bonding
Vietnam Veterans of America, Inc. will secure and maintain fidelity bonding which is a 3 year policy for State Councils up to the amount of $10,000 at no expense to the State Council. Additional bonding over that amount may be secured by the State Council at its expense. Such bonding is for the purpose of restitution or reimbursement of, State Council funds due to dishonesty, fraud, deceit, forgery, embezzlement, theft, or any



other act of moral turpitude, which could result in a monetary loss to the State Council. For further detail you can consult the **Constitution of Vietnam Veterans of America, Article II: State Provisions, Section 5–Duties of Officers, Paragraph E**.

Establishing Lines of Communication
Many communication methods are available to insure that contact among every level of Vietnam Veterans of America and the general membership is continuous. The Internet and the use of E-mail or a cell phone has advanced every day communication, but mail correspondence and fax are still used to a great extent.

1. **National:** The State Council must maintain lines of communication with National regarding membership, election & financial reporting, and disciplinary issues. Other communication regarding information on Veterans' benefits, legislative matters, national programs, training, and committee work are also important. The State Council may use the VVA Website as a primary source of communication for National. Each State Council should insure that information regarding resources at National is available to their membership.

2. **Regional:** The State Council must maintain communication with its Regional Director regarding election reporting, disciplinary issues, advocacy at the National Board meetings, and updates on policy or procedural changes. The Regional Director will also facilitate the sharing of information among the states within the region.

3. **State:** The State Council President is responsible for communication within the Executive Committee/Board of Directors in order to keep all State Council Officers updated on Council business matters. Updates to your Committee Chairs will keep their committees current with breaking news, and updates to a group e-mail contact list of their chapters will keep the members current.

4. **Chapter:** The State Council President is responsible for maintaining communications with all Chapters within the State. This may be directly to Chapter officers or through State Council delegates. Enforcement of election-reporting requirements will keep contact sources current. Updates between Council meetings could help streamline your Council meetings.

5. **Membership:** Use of a State Council Newspaper as a communication tool helps to keep your membership updated. Your availability by e-mail, phone, and fax will keep you in tune with the members you represent.

Restricted Activities
State Councils are prohibited by the **VVA Constitution** from certain activities such as telephone solicitation, direct mail, work-place donations, regular and continuous sale of alcoholic beverages, and/or the solicitation of household goods. A detailed interpretation of restricted activities is in **The Constitution of Vietnam Veterans of America, Article**

VVA State Council Presidents' Handbook Continued…



IV: General Provisions, Section 3–Restricted Activities, Paragraph A-G.

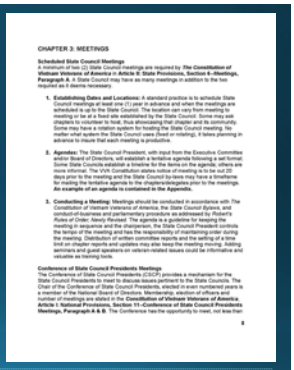
Conflict of Interest Policy

In 1998, the VVA Board of Directors adopted a Conflict of Interest Policy which, in part, recognizes that "[t]he mere existence of a conflict of interest is neither inherently illegal nor necessarily a reflection on the integrity of the director or officer" and that "[i]n a situation involving corporate decision-making, it is the manner in which the director or officer and the board deal with a disclosed conflict that determines the propriety of a transaction."

The Policy provides that, "[s]ince board members and officers owe the corporation a duty of loyalty, actual or potential conflicts of interest are best addressed by prior disclosure and abstention from decision-making in the area in which a conflict exists." To implement the requirement for prior disclosure and abstention when necessary, the Policy mandates that all national board members and officers annually complete, sign, and submit a Conflict of Interest Disclosure Report Form.

Since VVA State Councils are separate corporations, they should be aware of the possibility that potential or actual conflicts of interest by one or more delegates or officers could directly or indirectly influence the State Council's decision-making. VVA has not required that VVA State Councils adopt the same conflict of interest policy VVA uses, however, since one of the hallmarks of good governance of a nonprofit corporation is the existence of a conflict of interest policy. State Councils that do not already have one would be well advised to develop and adopt one.

The Internal Revenue Service (IRS) has recently indicated its interest in having nonprofit organizations seeking recognition as an exempt organization under Section 501(c)(3) of the Internal Revenue Code adopt a conflict of interest policy. Although a new vet~veterans organization seeking tax-exempt status under Section 501(c)(19) would use an IRS Form 1024 (not a Form 1023), that distinction alone doesn't erase the handwriting on the wall. The IRS thinks it's smart for a tax-exempt organization to have a conflict of interest policy and, although the IRS has not yet said a conflict of interest policy is mandatory, it has provided a sample Conflict of Interest Policy as Appendix A (**http://www.irs.gov/instructions/i1023/ar03.html**) to the revised instructions for IRS Form 1023. The IRS has also indicated that it considers it a "best practice" for a nonprofit corporation incorporated in that state to have a conflict of interest policy (or a conflict of interest provision in its corporate bylaws), a State Council in such a state should comply with the state law.



CHAPTER 3: MEETINGS

Scheduled State Council Meetings
A minimum of two (2) State Council meetings are required by ***The Constitution of Vietnam Veterans of America*** in **Article II: State Provisions, Section 6—Meetings, Paragraph A**. A State Council may have as many meetings in addition to the two required as it deems necessary.

1. **Establishing Dates and Locations:** A standard practice is to schedule State Council meetings at least one (1) year in advance and when the meetings are scheduled is up to the State Council. The location can vary from meeting to meeting or be at a fixed site established by the State Council. Some may ask chapters to volunteer to host, thus showcasing that chapter and its community. Some may have a rotation system for hosting the State Council meeting. No matter what system the State Council uses (fixed or rotating), it takes planning in advance to insure that each meeting is productive.
2. **Agendas:** The State Council President, with input from the Executive Committee and/or Board of Directors, will establish a tentative agenda following a set format. Some State Councils establish a timeline for the items on the agenda; others are more informal. The VVA Constitution states notice of meeting is to be put 20 days prior to the meeting and the State Council by-laws may have a timeframe for mailing the tentative agenda to the chapters/delegates prior to the meetings. **An example of an agenda is contained in the Appendix.**
3. **Conducting a Meeting:** Meetings should be conducted in accordance with *The Constitution of Vietnam Veterans of America*, the State Council Bylaws, and conduct-of-business and parliamentary procedure as addressed by Robert's *Rules of Order, Newly Revised*. The agenda is a guideline for keeping the meeting in sequence and the chairperson, the State Council President controls it. The State Council President has the authority to limit discussion on issues at the meeting. Distribution of written committee reports and the setting of a time limit on chapter reports and updates may also keep the meeting moving. Adding seminars and guest speakers on veteran-related issues could be informative and valuable as training tools.

Conference of State Council Presidents Meetings
The Constitution of Vietnam Veterans of America (CSCP) provides a mechanism for the State Council Presidents to meet to discuss issues pertinent to the State Councils. The Chair of the Conference of State Council Presidents, elected in even numbered years is a member of the National Board of Directors. Membership, election of officers and number of meetings are stated in the **Constitution of Vietnam Veterans of America**, **Article I: National Provisions, Section 11–Conference of State Council Presidents Meetings, Paragraph A & B**. The Conference has the opportunity to meet, not less than

VVA State Council Presidents' Handbook Continued…



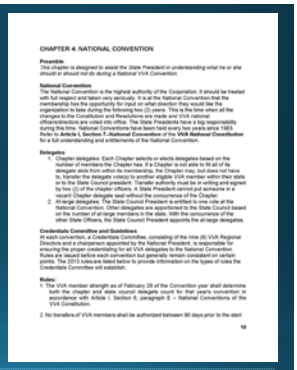
twice per year, to share information and to discuss matters of common concern. Each State Council should have representation at the CSCP meetings. If the President is unable to attend and a substitute is necessary, that individual's name should be submitted in writing to the Chair of the CSCP.

Meetings in April and October are in conjunction with the national Board of Directors and are funded by National. For these two meetings, each State Council President is responsible for scheduling his/her transportation to the meetings through Let's Travel (800-659-4441), the travel agency designated by the National office, or a method of their choice, as long as the cost does not exceed Let's Travel's costs. The VVA Travel Policy (amended October 11, 2013) can be found on the VVA web site under Strategic Documents/Travel Policy. The Chair of the Conference of State Council Presidents' reservations should be made at least twenty-one (21) days prior to the meetings. State Council Presidents who do not schedule transportation through the VVA national designated travel agency should submit an Expense/Reimbursement form, available from the Secretary of the Conference of State Council Presidents, to the Chief Financial Officer. A hotel reservation form for the two meetings, in conjunction with the National BOD meeting, must be submitted using the e-Reservation form on the VVA web site.

The other meetings of the Council of State Council Presidents are held at a time and site to be determined by the Council and could be in conjunction with the National Convention (odd numbered year) or the National Leadership Conference (even numbered year). It is the State Council's responsibility to provide funding for the other meetings. The chair of the CSCP will establish the agenda for meetings with input from the other State Council Presidents. All motions made during the meeting require a completed State Council Presidents Motion form. The National Standing Committees have at least one (1) State Council President as a member, and all the Presidents are encouraged to attend the committee meetings.

National Leadership & Education Conference
In even-numbered years, Vietnam Veterans of America conducts the National Leadership & Education Conference at a predetermined site. This Conference presents seminars on a variety of topics which will enlighten or provide information that will benefit State Councils and Chapters. Additional seminars may pertain to National Standing Committee work, which usually includes useful information.

Regional Meetings
Some regions hold periodic meetings or conferences for the states/chapters within that region. Others do not. State Presidents who wish to participate in regional conferences should discuss this with their Regional Director.



CHAPTER 4: NATIONAL CONVENTION

Preamble
This chapter is designed to assist the State President in understanding what he or she should or should not do during a National VVA Convention.

National Convention
The National Convention is the highest authority of the Corporation. It should be treated with full respect and taken very seriously. It is at the National Convention that the membership has the opportunity for input on what direction they would like the organization to take during the following two (2) years. This is the time when all the National Officers and members of the National Board of Directors (BOD) or officers/directors are voted into office. The State Presidents have a big responsibility during this time. National Conventions have been held every two years since 1983. Refer to **Article II, Section 7–*National Convention* of the *VVA National Constitution*** for a full understanding and entitlements of the National Convention.

Delegates
1. Chapter delegates: Each Chapter selects or elects delegates based on the number of members the Chapter has. If a Chapter is not able to fill all of its delegate slots from within its membership, the Chapter may, but does not have to, transfer the delegate vote(s) to another eligible VVA member within their state or to the State Council president. Transfer authority must be in writing and signed by two (2) of the chapter officers. A State President cannot put someone in a vacant Chapter delegate seat without the concurrence of the Chapter.
2. At-large delegates: The State Council President is entitled to one vote at the National Convention. Other delegates are apportioned to the State Council based on the number of at-large members in the state. With the concurrence of the other State Officers, the State Council President appoints the at-large delegates.

Credentials Committee and Guidelines
At each convention, a Credentials Committee, consisting of the nine (9) VVA Regional Directors and a chairperson appointed by the National President, is responsible for ensuring the proper credentialing for all VVA delegates to the National Convention. The VVA Constitution and Bylaws provide for but generally remain unrelated on certain points. The 2013 rules are listed below to provide information on the types of rules the Credentials Committee will establish.

Rules:
1. The VVA member strength as of February 28 of the Convention year shall determine both the chapter and state council delegate count for that year's convention in accordance with Article I, Section 8, paragraph E – National Conventions of the VVA Constitution.

2. No transfers of VVA members shall be authorized between 90 days prior to the start

VVA State Council Presidents' Handbook Continued…



of the convention and the end of convention. Transfers for the purpose of starting new VVA Chapters or transfers into a different chapter when the member changes their residence may continue.

3. If national has not received a copy of a State Council's or a Chapter's annual financial report, that State Council or Chapter's delegates will not be credentialed. They will not be allowed on the Convention floor until the annual financial report has been received. Annual financial reports may be turned in at Convention. (Suggestion – Have a copy of your financial report with you.)

4. If national has not received a copy of a State Council's or a Chapter's annual election report, that State Council or Chapter's delegates will not be credentialed. They will not be allowed on the Convention floor until the annual election report has been received. Annual Election reports may be turned in at Convention. (Suggestion – Have a copy of your Election report with you.)

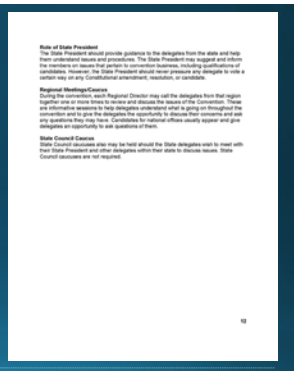
5. All Chapters and State Council's will have filed with the appropriate state agency or office in their state, commonwealth or territory any report(s) necessary to maintain their corporate status as a non-profit corporation in good standing. This will have been confirmed by the respective State Council President. If there is any delinquency in any required filings, that State Council or Chapter's delegates will not be credentialed until all required filings have been brought current.

6. New delegates who are attending their first VVA Convention must attach a copy of their DD Form 214 to their convention registration form. Delegates who attended VVA conventions in 1998, 2001, 2003 2005 2007 and 2009 or are Life Members or are State Council Presidents do not need to attach a copy of their DD Form 214. All delegates are encouraged to have a copy of their DD Form 214 with them at the convention to assist in answering any potential credentialing questions.

7. When a chapter elects not to send a delegate, they may transfer the delegate vote(s) to another eligible VVA member in good standing from any chapter within their state or to their state council. If a state council elects not to send a delegate, they may transfer the delegate vote(s) to another eligible VVA member in good standing from any chapter within their state. Transfer authority must be in writing and signed by two of the chapter officers or in the case of a state council signed by two of the state council officers."

8. All challenges are to be brought to the attention of the Credentials Committee Chairperson. The Chairperson will then seek the applicable regional director, state council president, and VVA membership staff for clarification of any delegate's credentials. If a challenge cannot be resolved at that level, a meeting of the Credentials Committee will convene and arbitrate.

9. The Credentials Chair will make an oral report each morning to the assembled delegates notifying them of the total number of delegates seated that day.

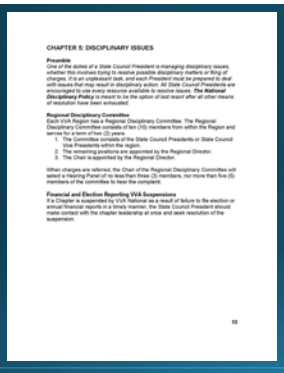


Role of State President
The State President should provide guidance to the delegates from the state and help them understand issues and procedures. The State President may suggest and inform the members on issues that pertain to convention business, including qualifications of candidates. However, the State President should never pressure any delegate to vote a certain way on any Constitutional amendment, resolution, or candidate.

Regional Meetings/Caucus
During the convention, each Regional Director may call the delegates from that region together one or more times to review and discuss the issues of the Convention. These are informative sessions to help delegates understand what is going on throughout the convention and to give the delegates the opportunity to discuss their concerns and ask any questions they may have. Candidates for national officers usually appear and give delegates an opportunity to ask questions of them.

State Council Caucus
State Council caucuses also may be held should the State delegates wish to meet with their State President and other delegates within their state to discuss issues. State Council caucuses are not required.

VVA State Council Presidents' Handbook Continued…



CHAPTER 5: DISCIPLINARY ISSUES

Preamble
One of the duties of a State Council President is managing disciplinary issues, whether this involves trying to resolve possible disciplinary matters or filing of charges. It is an unpleasant task, and each President must be prepared to deal with issues that may result in disciplinary action. All State Council Presidents are encouraged to use every resource available to resolve issues. ***The National Disciplinary Committee is reserved to be the option of last resort after all other means of resolution have been exhausted.***

Regional Disciplinary Committee
Each VVA Region has a Regional Disciplinary Committee. The Regional Disciplinary Committee consists of ten (10) members from within the Region and serves for a term of two (2) years.

1. The Committee consists of the State Council Presidents or State Council Vice Presidents within the region.
2. The remaining positions are appointed by the Regional Director.
3. The Chair is appointed by the Regional Director.

When charges are referred, the Chair of the Regional Disciplinary Committee will select a Hearing Panel of no less than three (3) members, nor more than five (5) members of the committee to hear the complaint.

Financial and Election Reporting VVA Suspensions
If a Chapter is suspended by VVA National as a result of failure to file election or annual financial reports in a timely manner, the State Council President should make contact with the chapter leadership at once and seek resolution of the suspension.



APPENDIX

Annual Financial Report, State Council Election Report, NSDF Report, and Service Representative Board Financial Report

VVA forms, such as the Annual Financial Report, State Council Election Report, NSDF Report for State Councils, and Service Representative Board Financial Report for State Committee are available to download from the VVA web site at [illegible]. These forms may also be obtained by fax and mail by contacting the VVA Membership Department at 1-800-[illegible]-4482.

State reporting forms are available from the appropriate state office.

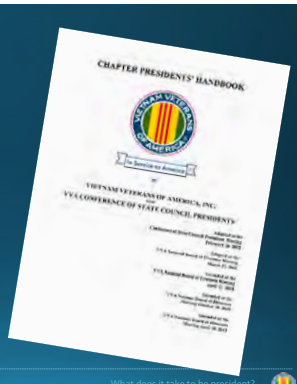
VVA Constitution and VVA National Disciplinary Ruling

VVA Corporate Documents such as the VVA Constitution, VVA National Disciplinary Ruling, and Current Resolutions are available at the VVA web site [illegible] or from the VVA Membership Department at 1-[illegible]-4482.

Example of Tentative Agenda

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VVA Chapter Presidents' Handbook


CHAPTER PRESIDENTS' HANDBOOK

OF

VIETNAM VETERANS OF AMERICA, INC.

AND

VVA CONFERENCE OF STATE COUNCIL PRESIDENTS

VVA Chapter Presidents' Handbook Continued…

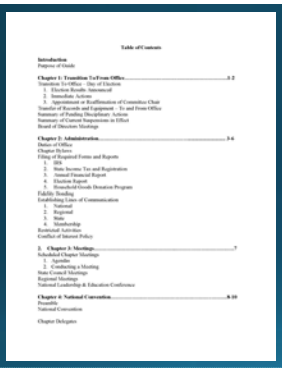

Chapter Presidents' Handbook
Introduction

This handbook was originally developed for chapter presidents by the Vietnam Veterans of America Conference of State Council Presidents (CSCP). It is based on many years of combined expertise from the CSCP, VVA board members, committee chairs, and staff, to provide you with as much guidance as is available.

The purpose of this handbook is to provide assistance on a variety of issues pertaining to the proper procedures, operations, and management of a VVA Chapter. The handbook will walk the new president through each sequence of events, from the conduct of New Business during the Annual Meeting and concluding with the transition once his or her term is completed. For leadership to be productive, one must provide a foundation of information on which to draw from. This handbook will cover many key functions, such as administration, the conduct of meetings, disciplinary issues, required forms, and reports. The number of meetings and Chapter bylaws may vary from chapter to chapter, but the techniques discussed in this handbook are necessary to keep the Chapter in compliance with *The Constitution of Vietnam Veterans of America* and to assist the new Chapter President in becoming an effective leader.

Please send any recommendations for changes or improvement to the VVA National Office, Attn: Membership Affairs.

VVA Chapter Presidents' Handbook Continued…


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VVA Chapter Presidents' Handbook Continued…


Chapter 1: Transition To/From Office

Transition To Office – Day of Election

Every Chapter will hold their Annual Meeting in April of each year for the purpose of electing officers. The officers shall serve for a term of one (1) or two (2) years as per the Constitution of Vietnam Veterans of America, **Article III: Chapter Provisions, Section 6: Officers, Paragraph B**. The members of the Chapter will determine the date and location of the meeting. After verification of the prescribed credentials for each candidate, the Chapter Election Committee conducts the elections in accordance with the National Constitution, the Chapter bylaws, and any chapter membership-approved election procedures.

1. **Election Results Announced:** The Oath of Office optional. It is a ceremonial function that anyone can administer.

2. **Immediate Actions:** The new Chapter President will assume the position of Chair immediately upon announcement of the election results unless otherwise specified in the bylaws say differently. The chapter may choose to orient new officers, arrange future meetings, sign signature cards for bank accounts, and conduct any other business requiring immediate attention.

3. **Appointment or Reaffirmation of Committee Chair:** The newly elected president appoints or reappoints the chairpersons of all chapter committees, including any membership-approved special or ad hoc committees, subject to the approval of the Chapter, as defined in **Article III: Chapter Provisions, Section 7–Committees** and as per **Appendix B** to the *Constitution of Vietnam Veterans of America, Inc.* The committee chairpersons then appoint the members of committees.

Transfer of Records and Equipment – To and From Office

All records necessary for operating the chapter must always be brought to the meeting at which elections are to be carried out in the event they need to be given to another person.

A new Treasurer should immediately take possession of checkbooks, credit cards, and any financial records available at the annual meeting. Other records and equipment, including but are not limited to computer(s), printer(s), scanner(s), fax machine(s), file cabinet(s), flags, banners, and archival as well as current records, and any inventory of items for sale by the Chapter, should be transferred and delivered within the thirty (30)-day period. The delivery of the above items should be in person or by means of an appropriate postal or delivery service and should be documented by a written inventory signed by both the outgoing and incoming officers responsible for the records and equipment.

Summary of Pending Disciplinary Actions

Should there be pending disciplinary actions by the state council or chapter, the outgoing administration should provide to the incoming officers a summary report of the pending cases as well as all files and records associated with those cases. The outgoing officers should also make themselves available to answer questions from the newly elected officers about any particular case in order to prevent confusion and any reciprocal action by an accused.

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The outgoing administration, in the person of the Secretary, with the assistance of the President, should provide a list of names of the current members of the Regional Disciplinary Committee, as well as the name of the chair.

Summary of Current Suspensions in Effect

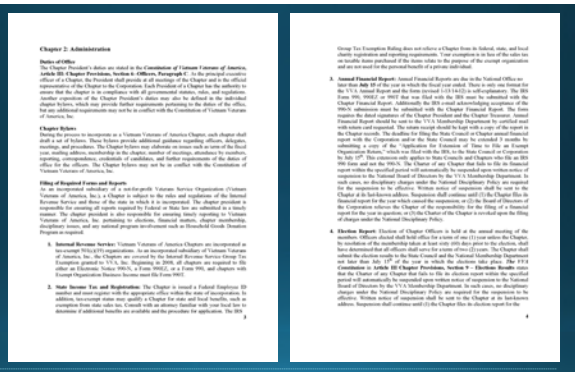
The outgoing administration should provide a list of suspended members along with any files and records associated with a suspension to the incoming Secretary. In the case of the Chapter's failure to submit a financial report or election report or a failure to submit an election report on a timely basis, the outgoing administration should apprise the new officers of all actions taken to resolve the suspension of that chapter.

Executive Committee and/or Board of Directors Meeting

Depending on the state's corporate statutes and or individual chapter bylaws, the chapter may or may not have an executive committee composed of the officers elected by the membership at the annual meeting. The Executive Committee is usually composed of the elected officers and, in addition to the elected officers, to form a Board of Directors. Frequency of meetings of the Executive Committee and/or Board of Directors can be addressed by the Chapter bylaws or be determined by the Executive Committee and or Board of Directors. Meeting(s) should be used to keep chapter officers informed and to implement, assign, or follow-up on any business approved by the chapter members.

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VVA Chapter Presidents' Handbook Continued...



Chapter 2: Administration

Duties of Office

The Chapter President's duties are stated in the ***Constitution of Vietnam Veterans of America,* Article III: Chapter Provisions, Section 6: Officers, Paragraph C**. As the principal executive officer of a Chapter, the President shall preside at all meetings of the Chapter and is the official representative of the Chapter to the Corporation. Each President of a Chapter has the authority to appoint, with the advice and consent of the Chapter membership, committees as deemed necessary. Another exposition of the Chapter President's duties may also be defined in the individual chapter bylaws, which may provide further requirements pertaining to the duties of the office, but any additional requirements may not be in conflict with the Constitution of Vietnam Veterans of America, Inc.

Chapter Bylaws

Before applying to incorporate as a Vietnam Veterans of America Chapter, each chapter shall draft a set of bylaws. These bylaws provide additional guidance regarding officers, delegates, meetings, and procedures. The Chapter bylaws may elaborate on issues such as term of the fiscal year, mailing address, membership in the chapter, number of meetings, attendance by members, reporting, correspondence, credentials of candidates, and further requirements of the duties of office for the officers. The Chapter bylaws may not be in conflict with the Constitution of Vietnam Veterans of America, Inc.

Filing of Required Forms and Reports

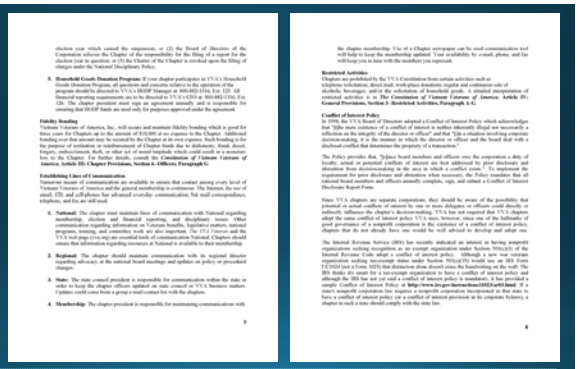
As an incorporated subsidiary of a not-for-profit Vietnam Service Organization (Vietnam Veterans of America Inc.) a Chapter is subject to the rules and regulations of the Internal Revenue Service and those of the state in which it is incorporated. The chapter president is responsible for ensuring all reports required by Federal or State law are submitted in a timely manner. The chapter president is also responsible for ensuring timely reporting to Vietnam Veterans of America, Inc pertaining to elections, financial matters, chapter membership, disciplinary issues, and any national program involvement such as Household Goods Donation Programs as required.

1. **Internal Revenue Service:** Vietnam Veterans of America Chapters are incorporated as tax-exempt 501(c)(19) organizations. As an incorporated subsidiary of Vietnam Veterans of America, Inc. the Chapters are covered by the Internal Revenue Service Group Tax Exemption granted to VVA, Inc. Beginning in 2008, all chapters are required to file either an Electronic Notice 990-N, a Form 990-EZ, or a Form 990, and chapters with Exempt Organization Business Income must file Form 990-T.
2. **State Income Tax and Registration:** The Chapter is issued a Federal Employee ID number and must register with the appropriate office within the state of incorporation. In addition, tax-exempt status may qualify a Chapter for state and local benefits, such as exemption from state sales tax. Consult with an attorney familiar with your local law to determine if additional benefits are available and the procedure for application. The IRS

Group Tax Exemption Ruling does not relieve a Chapter from its federal, state, and local charity registration and reporting requirements. Your exemption is in lieu of the sales tax on taxable items purchased if the items relate to the purpose of the exempt organization and are not taxed for the personal benefit of a private individual.

3. **Annual Financial Report:** Annual Financial Reports are due to the National Office no later than **July 15** of the year in which the fiscal year ended. There is only one format for the VVA Annual Report and the form (revised 11/2/14(2)) is self-explanatory. The IRS Form 990, 990EZ or 990T that was filed with the IRS must be submitted with the Chapter Financial Report. Additionally the IRS e-mail acknowledging acceptance of the 990-N submission must be submitted with the Chapter Financial Report. The form requires the dated signatures of the Chapter President and the Chapter Treasurer. Annual Financial Report should be sent to the VVA Membership Department by certified mail with return card requested. The return receipt should be kept with a copy of the report in the Chapter's files. Failure to file the Annual Financial Report or any other required report with the Corporation and/or the State Council may be extended 3 months by submitting a copy of the "Application for Extension of Time to File an Exempt Organization Return," which was filed with the IRS, to the State Council or Corporation by July 15th. This extension only applies to State Councils and Chapters who file an IRS 990 form and not the 990-N. The Charter of any Chapter that fails to file its financial report within the specified period will automatically be suspended upon written notice of suspension to the National Membership Department. In such cases, no disciplinary charges under the National Disciplinary Policy are required for the suspension to be effective. Written notice of suspension shall be sent to the Chapter at its last-known address. Suspension shall continue until (1) the Chapter files its financial report for the year which caused the suspension; or (2) the Board of Directors of the Corporation relieves the Chapter of the responsibility for the filing of a financial report for the year in question; or (3) the Charter of the Chapter is revoked upon the filing of charges under the National Disciplinary Policy.
4. **Election Report**: Election of Chapter Officers is held at the annual meeting of the members. Officers elected shall hold office for a term of one (1) year unless the Chapter, by resolution of the membership taken at least sixty (60) days prior to the election, shall have determined that all officers shall serve for a term of two (2) years. The Chapter shall submit the election results to the State Council and the National Membership Department not later than July 15th of the year in which the elections take place. **The VVA Constitution in Article III: Chapter Provisions, Section 9 – Election Results** states that "Failure to file the report by July 15th of the year in which the election took place" the period will automatically be suspended upon written notice of suspension to the National Board of Directors by the VVA Membership Department. In such cases, no disciplinary charges under the National Disciplinary Policy are required for the suspension to be effective. Written notice of suspension shall be sent to the Chapter at its last-known address. Suspension shall continue until (1) the Chapter files its election report for the

VVA Chapter Presidents' Handbook Continued...



election year which caused the suspension, or (2) the Board of Directors of the Corporation relieves the Chapter of the responsibility for the filing of a report for the election year in question; or (3) the Charter of the Chapter is revoked upon the filing of charges under the National Disciplinary Policy.

5. **Household Goods Donation Program:** If your chapter participates in VVA's Household Goods Donation Program, all questions and concerns relative to the operation of the program should be directed to VVA's HGDP Manager at 800-882-1316, Ext. 125. All financial reporting requirements are to be directed to VVA's CFO at 800-882-1316, Ext. 126. The chapter president must sign an agreement annually and is responsible for ensuring that HGDP funds are used only for purposes approved under the agreement.

Fidelity Bonding

Vietnam Veterans of America, Inc., will secure and maintain fidelity bonding which is good for three years for Chapters up to the amount of $10,000 at no expense to the Chapter. Additional bonding over that amount may be secured by the Chapter at its own expense. Such bonding is for the purpose of restitution or reimbursement of Chapter funds due to dishonesty, fraud, deceit, forgery, embezzlement, theft, or other act of moral turpitude which could result in a monetary loss to the Chapter. For further details, consult the ***Constitution of Vietnam Veterans of America*, Article III: Chapter Provisions, Section 6: Officers, Paragraph G**.

Establishing Lines of Communication

Numerous means of communication are available to ensure that contact among every level of Vietnam Veterans of America and the general membership is continuous. The Internet, the use of email, CD, and cell-phones has advanced everyday communication, but mail correspondence, telephone, and fax are still used.

1. **National:** The chapter must maintain lines of communication with National regarding membership, election and financial reporting, and disciplinary issues. Other communication regarding information on Veterans benefits, legislative matters, national programs, training, and committee work are also important. *The VVA Veteran* and the VVA web page (vva.org) are essential tools of communication National. Chapters should ensure that information regarding resources at National is available to their membership.
2. **Regional:** The chapter should maintain communication with its regional director regarding advocacy at the national board meetings and updates on policy or procedural changes.
3. **State:** The state council president is responsible for communication within the state in order to keep the chapter officers updated on state council or VVA's business matters. Updates could come from a group e-mail contact list with the chapters.
4. **Membership:** The chapter president is responsible for maintaining communications with

the chapter membership. Use of a Chapter newspaper can be used communication tool will help to keep the membership updated. Your availability by e-mail, phone, and fax will keep you in tune with the members you represent.

Restricted Activities

Chapters are prohibited by the VVA Constitution from certain activities such as telephone solicitations, direct mail, web-place donations, regular and continuous sale of alcoholic beverages, and/or the solicitation of household goods. A detailed interpretation of restricted activities is in ***The Constitution of Vietnam Veterans of America*, Article IV: General Provisions, Section 2: Restricted Activities, Paragraph A-G**.

Conflict of Interest Policy

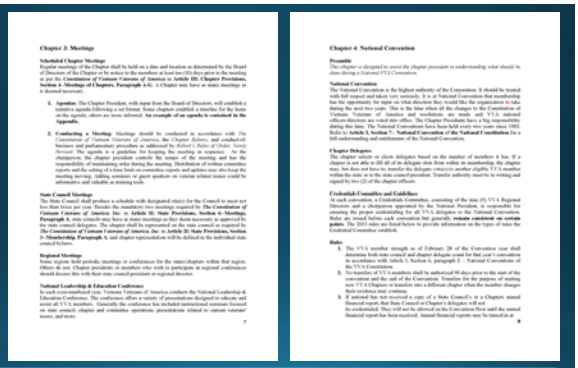
The VVA Board of Directors adopted a Conflict of Interest Policy which acknowledges that "[t]he mere existence of a conflict of interest is neither inherently illegal nor necessarily a reflection on the integrity of the director or officer" and that "[i]n a situation involving corporate decision-making, it is the manner in which the director or officer and the board deal with a disclosed conflict that determines the propriety of a transaction."

The Policy provides that, "[since board members and officers owe the corporation a duty of loyalty, actual or potential conflicts of interest are best addressed by prior disclosure and abstention from decision-making in the area in which a conflict exists." To implement the requirement for prior disclosure and abstention when necessary, the Policy mandates that all national board members and officers annually complete, sign, and submit a Conflict of Interest Disclosure Report Form.

Since VVA chapters are separate corporations, they should be aware of the possibility that transactions in which a director or officer has a conflict of interest may subsequently be indirectly influence the chapter's decision-making. VVA has not required that VVA chapters adopt the same conflict of interest policy VVA uses; however, since one of the hallmarks of good governance of a nonprofit corporation is the existence of a conflict of interest policy, chapters that do not already have one would be well advised to develop and adopt one.

The Internal Revenue Service (IRS) has recently indicated an interest in having nonprofit organizations adopt conflict of interest policies. Although a new version of Section 501(c) of the Internal Revenue Code adopt a conflict of interest policy – although a new version requiring organization seeking tax-exempt status under Section 501(c)(19) would use an IRS Form 1CEO1D (and a Form 1023) that distinction alone doesn't erase the handwriting on the wall. The IRS thinks it's smart for a tax-exempt organization to have a conflict of interest policy and although the IRS has not yet said a conflict of interest policy is mandatory, it has provided a sample Conflict of Interest Policy at **http://www.irs.gov/instructions/i1023.ps03.html**. If a state's nonprofit corporation law requires a nonprofit corporation incorporated in that state to have a conflict of interest policy (or a conflict of interest provision in its corporate bylaws), a chapter in such a state should comply with the state law.

VVA Chapter Presidents' Handbook Continued...



Chapter 3: Meetings

Scheduled Chapter Meetings

Meetings of the Chapter shall be held on a date and location as determined by the Board of Directors of the Chapter or by notice to the members at least ten (10) days prior to the meeting as per the ***Constitution of Vietnam Veterans of America* in Article III: Chapter Provisions, Section 4: Meetings of Chapters, Paragraph A-G**. A Chapter may have as many meetings as is deemed necessary.

1. **Agendas:** The Chapter President, with input from the Board of Directors, will establish a tentative agenda following a set format. Some chapters establish a timeless for the items on the agenda; others are more informal. **An example of an agenda is contained in the Appendix.**
2. **Conducting a Meeting:** Meetings should be conducted in accordance with *The Constitution of Vietnam Veterans of America*, the Chapter Bylaws, and conducted business and parliamentary procedure as addressed by *Robert's Rules of Order, Newly Revised*. The Chapter President, or designee, should serve as the meeting chairperson, the chapter president controls the tempo of the meeting and has the responsibility of maintaining order during the meeting. Distribution of written committee reports and the setting of a time limit on committee reports and updates may also keep the meeting moving. Adding seminars or guest speakers on veteran related issues could be informative and valuable as training tools.

State Council Meetings

The State Council shall produce a schedule with designated site(s) for the Council to meet not less than twice a year. **As stated in the *Constitution of Vietnam Veterans of America*, Article III: Vietnam Veterans of America Inc. in Article III: State Provisions, Section 4: Meetings, Paragraph A**, state councils may have as many meetings as they deem necessary as approved by the state council delegates. The chapter shall be represented on the state council as required by ***The Constitution of Vietnam Veterans of America, Inc. in Article II: State Provisions, Section 2: Membership, Paragraph A***, and chapter representation will be defined in the individual state council bylaws.

Regional Meetings

Some regions hold periodic meetings or conferences for the states/chapters within that region. Others do not. Chapter presidents or members who wish to participate in regional conferences should discuss this with their state council president or regional director.

National Leadership & Education Conference

In each even-numbered year, Vietnam Veterans of America conducts the National Leadership & Education Conference. The conference offers a variety of presentations designed to educate and train chapter and state officers. Past conferences have included instructional seminars focused on state council, chapter and committee operations, presentations related to current veterans' issues, and more.

Chapter 4: National Convention

Preamble

This chapter is designed to assist the chapter president in understanding what should be done during a National VVA Convention.

National Convention

The National Convention is the highest authority of the Corporation. It should be treated with full respect and taken very seriously. It is at National Convention that membership has the opportunity for input on what direction they would like the organization to take and what they want VVA to be. It is also the time when the Board of Directors of Vietnam Veterans of America and resolutions are made and VVA national officers/directors are voted into office. The Chapter Presidents have a big responsibility during this time. The National Conventions have been held every two years since 1985. Refer to **Article I, Section 7 – National Convention of the National Constitution** for a full understanding and entitlements of the National Convention.

Chapter Delegates

The chapter selects or elects delegates based on the number of members it has. If a chapter is not able to fill all of its delegate slots from within its membership, the chapter may, but does not have to, transfer the delegate vote(s) to another eligible VVA member within the state or to the state council president. Transfer authority must be in writing and signed by two (2) of the chapter officers.

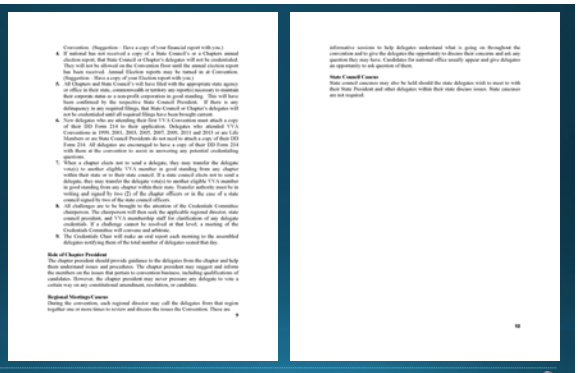
Credentials Committee and Guidelines

At each convention, a Credentials Committee, consisting of the nine (9) VVA Regional Directors and a chairperson appointed by the National President, is responsible for ensuring the proper credentialing for all VVA delegates to the National Convention. Rules are issued before each convention but generally **remain consistent on certain points**. The 2015 rules are listed below to provide information on the types of rules the Credential Committee establish.

Rules

1. The VVA member strength as of February 28 of the Convention year shall determine both state council and chapter delegate count for that year's convention in accordance with Article I, Section 6, paragraph E – National Conventions of the VVA Constitution.
2. No transfers of VVA members shall be authorized 90 days prior to the start of the convention and the end of the Convention. Transfers for the purpose of starting new VVA Chapters or transfers into a different chapter when the member changes his/her residence are exempt.
3. If national has not received a copy of a State Council's or a Chapter's annual financial report, that State Council or Chapter's delegates will not be credentialed. They will not be allowed on the Convention floor until the annual financial report has been received. Annual financial reports may be turned in at

VVA Chapter Presidents' Handbook Continued...



Convention. (Suggestion – Have a copy of your financial report with you.)

4. If national has not received a copy of a State Council's or a Chapters annual election report, that State Council or Chapter's delegates will not be credentialed. They will not be allowed on the Convention floor until the annual election report has been received. Annual Election reports may be turned in at Convention. (Suggestion – Have a copy of your Election report with you.)
5. All Chapter and State Council's will have filed with the appropriate state agency, the IRS Form 1023 and all documentation that is deemed necessary to maintain their corporate status as a non-profit corporation in good standing. This will have been confirmed by the respective State Council President. If there is any delinquency in any required filings, that State Council or Chapter's delegates will not be credentialed until all required filings have been brought current.
6. New delegates who are attending their first VVA Convention must attach a copy of their IRS Form 214 to their application. Delegates who attended VVA Conventions prior to 2015 are exempt. Chapter Presidents, State Council Members or any State Council Presidents do not need to attach a copy of their IRS Form 214. All delegates are encouraged to have a copy of their IRS Form 214 with them at the convention to assist in answering any potential credentialing questions.
7. When a chapter elects not to send a delegate, they may transfer the delegate vote(s) to another eligible VVA member in good standing from any chapter within their state. If a chapter elects not to send the maximum number of delegates, they may transfer the delegate vote(s) to another eligible VVA member in good standing from any chapter within their state. Transfer authority must be in writing and signed by two (2) of the chapter officers or in the case of a state council signed by two of the state council officers.
8. All challenges are to be brought to the attention of the Credentials Committee chairperson. The chairperson will then seek the applicable regional director, state council president, and VVA membership staff for clarification of any delegate credentials. If a challenge cannot be resolved at that level, a meeting of the Credentials Committee will be convened to resolve it.
9. The Credentials Chair will make an oral report each morning to the assembled delegates notifying them of the total number of delegates seated that day.

Role of Chapter President

The chapter president should provide guidance to the delegates from the chapter and help them understand issues and procedures. The chapter president may suggest and inform the members on the issues that pertain to convention business, including qualifications of candidates. However, the chapter president may never pressure any delegate to vote a certain way on any constitutional amendment, resolution, or candidate.

Regional Meetings/Caucus

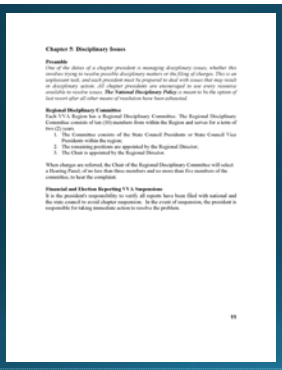
During the convention, each regional director may call the delegates from that region together one or more times to review and discuss the issues the Convention. There are

informative sessions to help delegates understand what is going on throughout the convention and to give the delegates the opportunity to discuss their concerns and ask any question they may have. Candidates for national office usually appear and give delegates an opportunity to ask question of them.

State Council Caucus

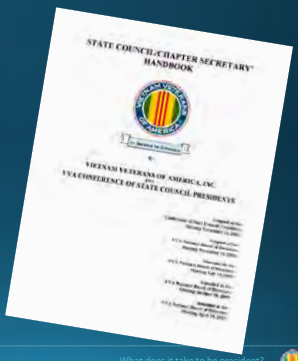
State council caucuses may also be held should the state delegates wish to meet to with their State President and other delegates within their state discuss issues. State caucuses are not required.

VVA Chapter Presidents' Handbook Continued…





State Council/Chapter Secretary Handbook



VVA State Council/ Chapter Secretary Handbook Continued…



VVA State Council/ Chapter Secretary Handbook Continued…





VVA State Council/ Chapter Secretary Handbook Continued…



CHAPTER 2: ADMINISTRATION

Duties of Office:

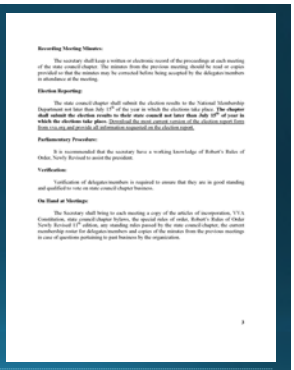
A description of the State Council/Chapter Secretary's duties is stated in The Constitution of Vietnam Veterans of America, *Article II: State Provisions, Section 3-Duties of Officers, paragraph C and Article III: Chapter Provisions, Section 6-Officers, paragraph E, (Revised August 2013).*

Notice of Meetings:

The Secretary shall ensure that the delegates/members are notified in a timely manner once the date, time and location of the meeting has been established by the state council/chapter. All requirements for the notification procedure for meetings are stated in the Constitution of Vietnam Veterans of America, *Article II: State Provisions, Section 6-Meetings, paragraph A & B and Article III: Chapter Provisions, Section 4-Meetings of Chapters, paragraph C, D & E, (Revised August 2013).*

1. **Regular Meetings:** State Council meetings shall meet not less than twice per year and notice of any such regular meeting shall be given to members of the Council at least twenty (20) calendar days prior to the meeting. Chapter meetings shall be held on such a date as determined by the Board of Directors and notice made during the previous meeting or by at least ten (10) days prior to the meeting.
2. **Board of Director or Executive Committee Meetings:** State council meetings of the Executive Committee may be required by the individual council by-laws. Chapter board meetings shall be held at least four (4) times per year, inclusive of the annual meeting as scheduled and notice made at least five (5) days prior by written notice. NOTE: The authority of the Executive Committee should be delineated in the state council or chapter bylaws.
3. **Special Meetings: State Council** special meetings may be called by the president or by petition of twenty-five (25) percent of the regular delegates to the council. Written notice of any special meeting shall be given to each member of the council at least ten (10) calendar days prior to any such special meeting. Notice shall be deemed to have been given upon a first-class mailing to the recipient at the address on file with the council. The President of the Corporation may call a special meeting of the state council when he or she deems such a meeting to be in the best interests of the Corporation. **Chapter** special meetings of the members may be called at any time by the president of the chapter, by petition of ten (10) percent of the members in good standing or by majority of the Board of Directors or by the members in good standing. A special meeting may also be called by the President of the Corporation or the President of the State Council of the state in which the chapter is located.

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Recording Meeting Minutes:

The secretary shall keep a written or electronic record of the proceedings at each meeting of the state council/chapter. The minutes from the previous meeting should be read or copies provided so that the minutes may be corrected before being accepted by the delegates/members in attendance at the meeting.

Election Reporting:

The state council/chapter shall submit the election results to the National Membership Department not later than July 15th of the year in which the elections take place. **The chapter shall submit the election results to their state council not later than July 15th of year in which the elections take place.** Download the most current version of the election report form from vva.org and provide all information requested on the election report.

Parliamentary Procedure:

It is recommended that the secretary have a working knowledge of Robert's Rules of Order, Newly Revised to assist the president.

Verification:

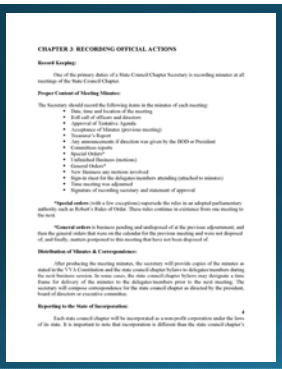
Verification of delegates/members is required to ensure that they are in good standing and qualified to vote on state council/chapter business.

On Hand at Meetings:

The Secretary shall bring to each meeting a copy of the articles of incorporation, VVA Constitution, state council/chapter bylaws, the special rules of order, Robert's Rules of Order Newly Revised 11th edition, any standing rules passed by the state council/chapter, the current membership roster for delegates/members and copies of the minutes from the previous meetings in case of questions pertaining to past business by the organization.

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VVA State Council/ Chapter Secretary Handbook Continued…



CHAPTER 3: RECORDING OFFICIAL ACTIONS

Record Keeping:

One of the primary duties of a State Council/Chapter Secretary is recording minutes at all meetings of the State Council/Chapter.

Proper Content of Meeting Minutes:

The Secretary should record the following items in the minutes of each meeting:

- Date, time and location of the meeting
- Roll call of officers and directors
- Approval of Tentative Agenda
- Acceptance of Minutes (previous meeting)
- Treasurer's Report
- Any announcements if direction was given by the DOD or President
- Committee reports
- Special Orders*
- Unfinished Business (motions)
- General Orders*
- New Business are motions involved
- Sign-in sheet for the delegates/members attending (attached to minutes)
- Time meeting was adjourned
- Signature of recording secretary and statement of approval

***Special orders** (with a few exceptions) supersede the rules in an adopted parliamentary authority such as Robert's Rules of Order. These rules continue in existence from one meeting to the next.

***General orders** is business pending and undisposed of at the previous adjournment, and then the general orders that were on the calendar for the previous meeting and were not disposed of, and finally, matters postponed to this meeting that have not been disposed of.

Distribution of Minutes & Correspondence:

After producing the meeting minutes, the secretary will provide copies of the minutes as stated in the VVA Constitution and the state council/chapter bylaws to delegates/members during the next meeting. Copies may be made available to delegates/members prior to the meeting as a frame for delivery of the minutes to the delegates/members prior to the next meeting. The secretary will compose correspondence for the state council/chapter as directed by the president, board of directors or executive committee.

Reporting to the State of Incorporation:

Each state council/chapter will be incorporated as a non-profit corporation under the laws of its state. It is important to note that incorporation is different than the state council/chapter's

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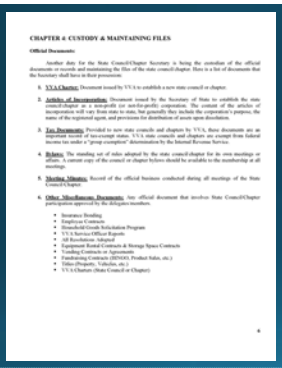


charter, issued by VVA. Upon incorporation, the state shall issue "articles of incorporation" or a similar document to the state council/chapter. Corporate status also identifies a point of contact (name and official mailing address) for legal purposes. This legal point of contact is called a "registered agent." It is the responsibility of each state council/chapter to maintain its corporate status by filing periodic reports with the state. These are usually filed with the secretary of state. Failure to file these reports could result in the loss of the state council/chapter's corporate status, which in turn may jeopardize the state council/chapter's charter. **To find information about corporate filings in your state, look for "Secretary of State" in the state government listings in your telephone directory, or look for "secretary of state," "corporation" or "business entities" in your state government web site.** There are several areas of reporting to the Secretary of State which could affect the State Council/Chapter concerning:

- Articles of Amendment
- Articles of Correction
- Change of Registered Agent and/or Registered Office
- Change of Address of Registered Agent
- Resignation of Registered Agent
- Articles of Dissolution
- Certificate of Authority
- Reinstatement

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VVA State Council/ Chapter Secretary Handbook Continued…



CHAPTER 4: CUSTODY & MAINTAINING FILES

Official Documents:

Another duty for the State Council/Chapter Secretary is being the custodian of the official documents or records and maintaining the files of the state council/chapter. Here is a list of documents that the Secretary shall have in their possession:

1. **VVA Charter:** Document issued by VVA to establish a new state council or chapter.
2. **Articles of Incorporation:** Document issued by the Secretary of State to establish the state council/chapter as a non-profit (or not-for-profit) corporation. The content of the articles of incorporation will vary from state to state, but generally they include the corporation's purpose, the name of the registered agent, and provisions for distribution of assets upon dissolution.
3. **Tax Documents:** Provided to new state councils and chapters by VVA, these documents are an application for recognition of tax-exempt status. VVA state councils and chapters are exempt from federal income tax under a "group exemption" determination by the Internal Revenue Service.
4. **Bylaws:** The standing set of rules adopted by the state council/chapter for its own meetings or affairs. A current copy of the council or chapter bylaws should be available to the membership at all meetings.
5. **Meeting Minutes:** Record of the official business conducted during all meetings of the State Council/Chapter.
6. **Other Miscellaneous Documents:** Any official document that involves State Council/Chapter participation approved by the delegates/members.

- Insurance Pending
- Insurance Claims
- Household Goods Solicitation Programs
- VVA Service Officer Reports
- All Resolutions Adopted
- Equipment Rental Contracts & Storage Space Contracts
- Vending Contracts or Agreements
- Fundraising Contracts (BINGO, Product Sales, etc.)
- Titles (Property, Vehicles, etc.)
- VVA Charters (State Council or Chapter)

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Appendix:

A. State Council and Chapter Election Report, HQSP Report, and Service Officer Grant Financial Report

VVA Forms such as the State Council and Chapter Election Report, HQSP Report for State Councils, and Service Officer Grant Financial Report for State Councils, are accessed by download from the VVA web site at http://vetsinaction.net. These forms can also be obtained by fax and mail by contacting the VVA Membership Department at 1-800-882-1316.

B. VVA Constitution and VVA National Disciplinary Policy and Procedures:

VVA Corporate Documents such as the VVA Constitution, VVA National Disciplinary Policy and Corporate Resolutions are available at the VVA web site http://vetsinaction.net or from the VVA Membership Department at 1-800-882-1316.

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State Council/Chapter Treasurer Handbook



STATE COUNCIL/CHAPTER TREASURER HANDBOOK

VVA State Council/ Chapter Treasurer Handbook Continued…



State Council/Chapter Treasurers' Handbook
Introduction

This handbook was originally developed for your use by the VVA Conference of State Council Presidents (CSCP). It is based on many years of combined expertise from the CSCP, VVA board members, committee chairs and respective staff to provide you with as much guidance as is available.

The purpose of this handbook is to provide assistance on a variety of issues pertaining to the proper procedures, record keeping and the overall duties a Vietnam Veterans of America State Council/Chapter Treasurer. The handbook will systematically walk a new Treasurer through each sequence of events from the transfer of the financial records/checkbook(s) from the outgoing Treasurer and concludes with the transition to a new Treasurer when the term is completed. This handbook covers numerous key functions such as managing checkbook(s), handling reimbursements, constructing a budget, periodic financial reporting to the State Council/Chapter, the Annual Financial Report required by VVA National, and reporting required by the Internal Revenue Service. The procedures discussed in the handbook are necessary to keep the State Council/Chapter in compliance with the Constitution of Vietnam Veterans of America, current state and/or federal regulations concerning exempt status and will assist the new State Council/Chapter Treasurer in becoming an effective officer.

Please send any recommendations for changes or improvement to the VVA National Office, Attn: Membership Affairs.

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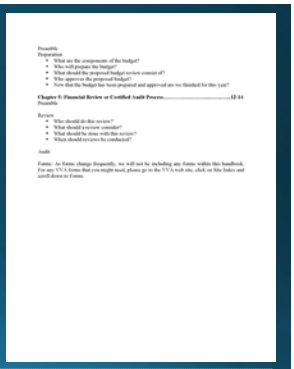
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- Who should do this review?
- What should a review consider?
- What should be done with this review?
- When should reviews be conducted?

Audit

Forms: As forms change frequently, we will not be including any forms within this handbook. For any VVA forms that you might need, please go to the VVA web site, click on Site Index and scroll down to Forms.

VVA State Council/ Chapter Treasurer Handbook Continued…



Definitions and Explanations:

The following definitions and explanations are used to identify words and words that have different definitions from those you use. They are used for explanation purposes only.

IRS/IR Number – 501(c) tax exempt or basis limit (non-profit) Employment Identification Number) (now known as EIN (Employment Identification Number). This number identifies the State Council or Chapter. You should have it either from the IRS (http://www.irs.gov/) or from your state's tax agency. Use it on all tax forms and do not use another organization's IRS number unless the council's charter is compliant. To apply for a (FEIN) go to www.irs.gov, click on Businesses and click EIN or the Search box and follow the instructions.

Fiscal Year – **The fiscal year of the Corporation begins on the first day of March and ends on the first day of February.**

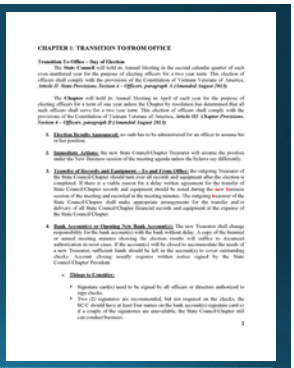
Form 990-N (e-Postcard) – a form 990-N is filed via computer and is not an actual form. Upon filing, you will receive back a postal acknowledgment from the IRS. The first filing will tell you that you have received your 990-N submission and are waiting on it. The second notice will let you know whether they have accepted your submission. Thereafter, you receive an "Acceptance" notice. If the ACS "Annual Form, Extension is $50,000 or less, you are required to file a 990-N (e-Postcard) or a 990 – once you have filed a 990-N, it is valid for the next 3 years.

How to File on the IRS Website:
- Go to www.irs.gov
- Type "990-N (e-Postcard)" in the Search Box.
- Click on "990-N (e-Postcard)"
- Click on "Form 990-N (e-Postcard)"
- Click on "Begin to File"
- You will be prompted to Login, BIT site
- Follow the instructions

Group Exemption – VVA State Councils and Chapters are covered under VVA's Group Exemption (1 GEC). The IRS sometimes recognizes a group of organizations as exempt if it has a central organization that has been recognized as exempt under IRC 501(c)(3) and has certain specified characteristics (called a group exemption letter for states effected as an individual chapter or state council that it applies to from their tax organization.

IRS Determination Number – VVA, its State Councils and Chapters all have the same IRS Determination Number – 1045 a 501 – recognized as a Section 501(c)(3) organization. There are over 25,305 "Councils".

SCC – State Council(s) / Chapter(s)



CHAPTER 1: TRANSITION TO/FROM OFFICE

Transition To Office – Day of Election
The **State Council** will hold its Annual Meeting in the second calendar quarter of each even year for the purpose of electing officers for a two year term. This election of officers shall comply with the provisions of the Constitution of Vietnam Veterans of America, *Article IV State Provisions, Section 4 – Officers, paragraph A (Amended August 2013).*

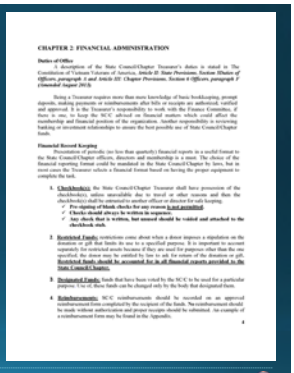
The **Chapter** will hold its Annual Meeting in April of each year for the purpose of electing officers for a term of one year unless the Chapter by resolution has determined that all such officers shall serve for a two year term. This election of officers shall comply with the provisions of the Constitution of Vietnam Veterans of America, *Article III- Chapter Provisions, Section 6 – Officers, paragraph B (Amended August 2013).*

1. **Election Results Announced:** no oath has to be administered for an officer to assume his or her position.
2. **Immediate Actions:** the new State Council/Chapter Treasurer will assume the position under the New Business session of the meeting agenda unless the bylaws say differently.
3. **Transfer of Records and Equipment – To and From Office:** the outgoing Treasurer of the State Council/Chapter should turn over all records and equipment after the election is completed. If there is a viable reason for a delay written agreement for the transfer of State Council/Chapter records and equipment should be noted during the new business session of the meeting and recorded in the meeting minutes. The outgoing treasurer of the State Council/Chapter shall make appropriate arrangements for the transfer and/or delivery of all State Council/Chapter financial records and equipment at the expense of the State Council/Chapter.
4. **Bank Account(s) or Opening New Bank Account(s):** The new Treasurer shall change responsibility for the bank account(s) with the bank without delay. A copy of the bonded or annual meeting minutes showing the election results will suffice to document authorization in most cases. If the account(s) will be closed to accommodate the needs of a new Treasurer, sufficient funds should be left in the account(s) to cover outstanding checks. Account closing usually requires written notice signed by the State Council/Chapter President.
   - **Things to Consider:**
     - Signature card(s) need to be signed by all officers or directors authorized to sign checks
     - Two (2) signatures are recommended, but not required on the checks, the SCC should have at least four names on the bank account(s) signature card so if a couple of the signatures are unavailable, the State Council/Chapter still can conduct business.

VVA State Council/ Chapter Treasurer Handbook Continued…



- The SCC may choose to allow the Treasurer to take advantage of online banking. Online banking should be restricted to monitoring the account(s) or printing statements for financial reports. Any transfer of funds (in the case of multiple accounts) between the state council/chapter accounts should require the approval of the state council delegates or the chapter Board of Directors.
- When an account is closed, the final statement must be placed in the State Council/Chapter financial records and report to the delegates/members during the next Annual Meeting.
- When there is a change of the Treasurer at the State Council/Chapter level, a review of the financial records is recommended. This will provide the new Treasurer with a clean slate to begin their term of office and any problems will be noted by the review.



CHAPTER 2: FINANCIAL ADMINISTRATION

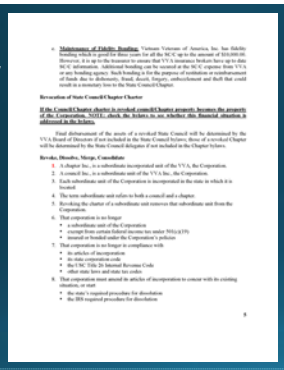
Duties of Office
A description of the State Council/Chapter Treasurer's duties is stated in The Constitution of Vietnam Veterans of America, *Article IV State Provisions, Section 3Duties of Officers, paragraph A and Article III- Chapter Provisions, Section 4 Officers, paragraph F (Amended August 2013).*

Being a Treasurer requires more than mere knowledge of basic bookkeeping, prompt deposits, making payments or reimbursements after bills or receipts are authorized, verified and approved. It is the Treasurer's responsibility to work with the Finance Committee, if there is one, to keep the SCC advised on financial matters which could affect the membership and financial position of the organization. Another responsibility is reviewing banking or investment relationships to assure the best possible use of State Council/Chapter funds.

Financial Record Keeping
Presentation of periodic (no less than quarterly) financial reports in a useful format to the State Council/Chapter officers, directors and membership is a must. The choice of the financial reporting format could be mandated in the State Council/Chapter by-laws, but in most cases the Treasurer selects a financial format based on having the proper equipment to complete the task.

1. **Checkbook(s):** the State Council/Chapter Treasurer shall have possession of the checkbook(s), unless unavailable due to travel or other reasons and then the checkbook(s) shall be entrusted to another officer or director for safe keeping.
   - ✓ **Pre-signing of blank checks for any reason is not permitted.**
   - ✓ **Checks should always be written in sequence.**
   - ✓ **Any check that is written, but unused should be voided and attached to the checkbook stub.**
2. **Restricted Funds:** restrictions come about when a donor imposes a stipulation on the donation or gift that limits its use to a specified purpose. It is important to account separately for restricted assets because if they are used for purposes other than the one specified, the donor may be entitled by law to ask for return of the donation or gift. **Restricted funds should be accounted for in all financial reports provided to the State Council/Chapter.**
3. **Designated Funds:** funds that have been voted by the SCC to be used for a particular purpose. Use of these funds can be changed only by the body that designated them.
4. **Reimbursements:** SCC reimbursements should be recorded on an approved reimbursement form completed by the recipient of the funds. No reimbursement should be made without authorization and proper receipts should be submitted. An example of a reimbursement form may be found in the Appendix.

VVA State Council/ Chapter Treasurer Handbook Continued…



- **Maintenance of Fidelity Bonding:** Veterans Veterans of America, Inc. has fidelity bonding which is good for three years for all the SCC up to the amount of $10,000.00. However, it is up to the treasurer to ensure that VVA insurance brokers have up to date SCC information. Additional bonding can be secured at the SCC expense from VVA or any bonding agency. Such bonding is for the purpose of restitution or reimbursement of funds due to dishonesty, fraud, deceit, forgery, embezzlement and theft that could result in a monetary loss to the State Council/Chapter.

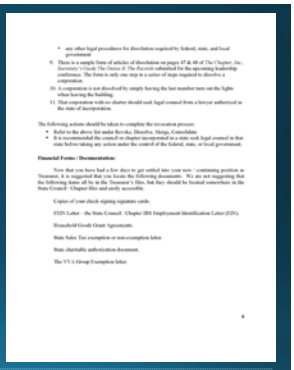
Revocation of State Council/Chapter Charter

If the Council/Chapter charter is revoked council/Chapter property becomes the property of the Corporation. NOTE: check the bylaws to see whether this financial situation is addressed in the bylaws.

Final disbursement of the assets of a revoked State Council will be determined by the VVA Board of Directors if not included in the State Council bylaws; those of a revoked Chapter will be determined by the State Council delegates if not included in the Chapter bylaws.

Revoke, Dissolve, Merge, Consolidate:

1. A chapter Inc., is a subordinate incorporated unit of the VVA, the Corporation.
2. A council Inc., is a subordinate unit of the VVA Inc., the Corporation.
3. Each subordinate unit of the Corporation is incorporated in the state in which it is located.
4. The term subordinate unit refers to both a council and a chapter.
5. Revoking the charter of a subordinate unit removes that subordinate unit from the Corporation.
6. That corporation is no longer
   - a subordinate unit of the Corporation
   - exempt from certain federal income tax under 501(c)(19)
   - assessed or bonded under the Corporation's policies
7. That corporation is no longer in compliance with
   - its articles of incorporation
   - its state corporation code
   - the CMC Title 26 Internal Revenue Code
   - other state laws and state tax codes
8. That corporation must amend its articles of incorporation to concur with its existing situation, or start
   - the state's required procedure for dissolution
   - the IRS required procedure for dissolution



- any other legal procedures for dissolution required by federal, state, and local government

9. There is a sample form of articles of dissolution on pages 47 & 48 of *The Chapter, Inc., Secretary's Guide The Duties & The Powers* submitted for the upcoming leadership conference. The form is only one step in a series of steps required to dissolve a corporation.
10. A corporation is not dissolved by simply having the last member turn out the lights when leaving the building.
11. That corporation with no charter should seek legal counsel from a lawyer authorized in the state of incorporation.

The following actions should be taken to complete the revocation process:

- Refer to the above list under Revoke, Dissolve, Merge, Consolidate
- It is recommended the council or chapter incorporated in a state seek legal counsel in that state before taking any action under the control of the federal, state, or local government.

Financial Forms / Documentation:

Now that you have had a few days to get settled into your new / continuing position as Treasurer, it is suggested that you locate the following documents. We are not suggesting that the following items all be in the Treasurer's files, but they should be located somewhere in the State Council / Chapter files and easily accessible.

Copies of your check signing signature cards.

FEIN Letter – the State Council / Chapter IRS Employment Identification Letter (LIN).

Household Goods Grant Agreements.

State Sales Tax exemption or non-exemption letter.

State charitable authorization document.

The VVA Group Exemption letter.

VVA State Council/ Chapter Treasurer Handbook Continued…



CHAPTER 3: FINANCIAL REPORTING

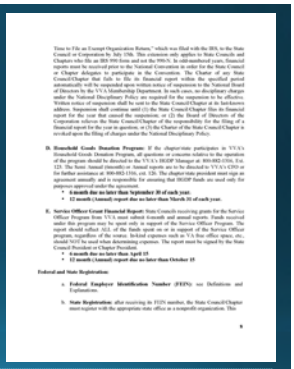
Filing of Required Forms and Reports

As an incorporated subsidiary of a not-for-profit Veterans Service Organization (Veterans Veterans of America, Inc.), a State Council/Chapter is subject to the rules and regulations of the Internal Revenue Service and those of the state in which it is incorporated. The SCC President is responsible for ensuring all reports required by Federal or State law are submitted in a timely manner. The SCC President is also responsible for ensuring all activities of the Veterans Veterans of America, Inc., pertaining to elections, financial matters, chapter membership, disciplinary issues, and any national program involvement such as Household Goods Donation Program or Veterans Veterans Service Officer Program. The treasurer shares this responsibility and is expected to assist and ensure required reports are accurate and filed on time.

A. Internal Revenue Service: Veterans Veterans of America state councils/chapters are required to file annual reports with the IRS. Because state councils/chapters are covered by the Veterans Veterans of America, Inc., the state councils/chapters are covered by the Internal Revenue Service Group Tax Exemption granted to VVA, Inc. Beginning in 2008, all State Councils/Chapters are required to file either an Electronic Notice 990-N, a Form 990-EZ, or a Form 990, and state councils/chapters with **Exempt Organization Business Income** will file Form 990T Due by July fifteenth.

B. State Income Tax and Registration: The state council/chapter is issued a Federal Employee ID number and must register with the appropriate office (for example: Secretary of State, Comptroller of Public Accounts, Attorney General's) within the state of incorporation. In addition, tax-exempt status may qualify a state council/chapter for state and local benefits, such as exemption from state sales tax. Consult with an attorney licensed in the state of incorporation for specific information on these benefits and procedure for application. The IRS Group Tax Exemption Ruling does not relieve a state council/chapter from its federal, state, and local charity registration and reporting requirements. The exemption is in lieu of the sales tax on taxable items purchased if the items relate to the purpose of the exempt organization and are not used for the personal benefit of a private individual. **Check with the state for due dates.**

C. Annual Financial Report: Annual Financial Reports are due in the National Office no later than July 15th of each year. There is only one format for the VVA Annual Financial Report and the form (revised 1 15-14-12) is self-explanatory. The form requires the detail signature of the state council/chapter president and treasurer. **The IRS Form 990, regardless of the form filed with the IRS and the annual report submitted to the national office, must be submitted with the Annual Financial Report.** Annual Financial Reports should be sent to the VVA Membership Department by certified mail with return receipt requested. The return receipts should be kept with a copy of the report in the State Council/Chapter records. The deadline for filing the State Council or Chapter annual financial report with the Corporation and/or the State Council may be extended 3 months by submitting a copy of the "Application for Extension of



Time to File an Exempt Organization Return," which was filed with the IRS, to the State Council or Corporation by July 15th. This extension only applies to State Councils and Chapters who file an IRS 990 form and not the 990-N. In odd-numbered years, financial reports must be received prior to the National Convention in order for the State Council or Chapter delegates to participate in the Convention. The Charter of any state council/chapter that fails to file a 990 for three consecutive years will be revoked automatically will be suspended upon written notice of suspension to the National Board of Directors by the VVA Membership Department. In such cases, no disciplinary charges under the National Disciplinary Policy are required for the suspension to be effective. Written notice of suspension shall be sent to the State Council/Chapter at its last-known address. Suspension shall continue until (1) the State Council/Chapter files its financial report for the year that caused the suspension, or (2) the Board of Directors of the Corporation votes to lift the suspension, or (3) the Board votes to accept the filing of a financial report for the year in question, or (3) the Charter of the State Council/Chapter is revoked upon the filing of charges under the National Disciplinary Policy.

D. Household Goods Donation Program: If the chapter/state participates in VVA's Household Goods Donation Program, all questions or concerns relative to the operation of the program should be directed to the VVA's HGDP Manager at 800-882-1316, Ext. 125. The basic annual (biweekly or Annual) reports are to be directed to VVA's CFO or for further assistance at 800-882-1316, ext. 120. The chapter/state president must sign an agreement annually and is responsible for ensuring that HGDP funds are used only for purposes approved under the agreement.

- **6 month due no later than September 30 of each year.**
- **12 month (Annual) report due no later than March 31 of each year.**

E. Service Officer Grant Financial Report: State Councils receiving grants for the Service Officer Program from VVA must submit 6-month and annual reports. Funds received under this program must be spent only in support of the Service Officer Program. The report should reflect ALL of the funds spent on or in support of the Service Officer program, regardless of the source. In-kind expenses such as VA free office space, etc., should NOT be used when determining expenses. The report must be signed by the State Council President and the Treasurer.

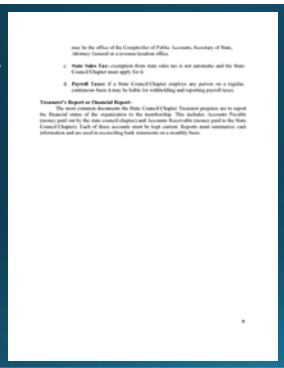
- **6 month due no later than April 15**
- **12 month (Annual) report due no later than October 15**

Federal and State Registration:

a. **Federal Employer Identification Number (FEIN):** see Definitions and Explanations

b. **State Registration:** after receiving its FEIN number, the State Council/Chapter must register with the appropriate state office as a nonprofit organization. This

VVA State Council/ Chapter Treasurer Handbook Continued…



may be the office of the Comptroller of Public Accounts, Secretary of State, Attorney General or a revenue taxation office.

c. **State Sales Tax:** exemption from state sales tax is not automatic and the State Council/Chapter must apply for it.

d. **Payroll Taxes:** if a State Council/Chapter employs any person on a regular, continuous basis it may be liable for withholding and reporting payroll taxes.

Treasurer's Report or Financial Report:

The most common document the State Council/Chapter Treasurer prepares are to report the financial status of the organization to the membership. This includes Accounts Payable (money paid out by the state council/chapter) and Accounts Receivable (money paid to the State Council/Chapter). Each of these accounts must be kept current. Reports must summarize cash information and are used in reconciling bank statements on a monthly basis.



CHAPTER 4: BUDGET

Preamble

The VVA Constitution states that a State Council or Chapter may establish such special committees as are necessary or proper to the conduct of the business of the State Council or Chapter in **Article II: State Provisions, Section 7 Committees and Article III: Chapter Provisions, Section 7 Committees**. One such committee to be considered is the Finance Committee.

Duties of the Finance Committee are as follows:

"The Finance Committee shall provide oversight of the financial activities of the Corporation, State Council or Chapter and shall recommend policies of financial matters, to include, but not limited to assisting and consulting with the Treasurer on all financial planning, budgeting, reporting and other related matters."

Financial planning, oversight, budgeting, and reporting all call attention to the need for an annual budget. A budget is a financial planning tool recommended for all organizations, large or small. A budget is not "cast in concrete" but is a plan for the financial future based upon the best information available at the time.

Preparation

For budgeting to be successful, a responsive accounting system must be in place to allow the State Council or Chapter to record and compare its "actual" expenses with those that were budgeted. The budget format should follow the format you use to present the regular financial statements, using the same account names and descriptions. Budgeting is generally done on a fiscal year basis.

- **What are the components of the budget?**

The appropriate people, whether it is the officers, Finance Committee or simply the Treasurer, should identify the organization's operating components. These components may be called cost centers, departments, committees, etc., and reflect functions such as Membership, Veterans Benefits, Community Relations, etc. Examples of expenses under each component might include items such as travel, postage, printing, and other items necessary for that component to perform its duties. Each of these components should have someone (a "manager") who is ultimately responsible for the operation, outcome and finances of a component.

- **Who will prepare the budget?**

Once the operational components of the state council or chapter are defined the State Council/Chapter need to decide who is going to do the initial "number" work. The answer to this question depends on the number of members and their individual expertise. It is suggested that the Treasurer, Finance Committee and/or Chapter Officers develop the organizational expectations for revenue and expenses for the coming fiscal year. The proposed budget should be accompanied with explanations and justifications for the Revenue

VVA State Council/ Chapter Treasurer Handbook Continued…



and Expense figures presented and should be presented along with prior year "actual" expenses so that the budget review can compare "proposed" with "actual."

- **What should the Proposed Budget review consist of?**

Depending on the wishes of the State Council/Chapter, review of the proposed budget may involve several steps including a Finance Committee, the Executive Committee or Board of Directors and the delegates/membership. Review of proposed budget should include several questions: "Will the proposed budget accomplish the organization's agreed upon plan for the coming year? Do the revenue and expense justifications make sense? Can the organization **afford** the proposed budget?"

- **Who approves the proposed budget?**

The State Council/Chapter should have procedures that spell out the approval process and who is authorized to make final approval. State State Councils/Chapters may wish to require approval by the membership, Executive Committee, Board of Directors, or the delegates/membership. Remember, because the budget in essence is an approval for expenditures of State Council/Chapter funds, transparency is essential to prevent concerns over how State Council/Chapter funds are being used.

The Constitution of Veterans Veterans of America Incorporated, Article II State Provisions,

§8 Duties of Officers, paragraph D, states:

The Treasurer shall attend all meetings of the Council and shall collect, receive, deposit, and disburse the funds of the Council as directed by the Council, and shall render financial statements and reports as may be requested by the Council or the Corporation, and shall perform such other duties as the Council shall assign to him or her.

The council directs the council treasurer to disburse funds. This means the council adopts the budget, the council amends the budget, and the council adopts motions to disburse funds. Remember in article II, there is no authorization of a board or an executive committee such as there is in article I and article III.

§9 Finance, states:

Subject to the provisions of this Constitution and the rules, resolutions and procedures of the Corporation, each Council shall have the power to raise funds as are necessary to its operation in such manner as the Council deems appropriate, provided, however, that the State Council must first obtain the approval of the Corporation's CFO or his or her designee in any case where the State Council proposes to conduct a fund-raising campaign, prior to the commencement of any such activity. Chapters shall have sixty days to respond favorably or unfavorably to any request for permission to conduct such a fund-raising activity. A failure by a Chapter to respond to any such request within sixty days shall be deemed to be a grant of permission to the State Council. Any denial of permission by a Chapter shall be subject to review by the entire State Council at its next regular meeting or at a special meeting. A two-thirds vote of the entire State Council shall be required to overrule a Chapter.



The council has the power to raise funds, not a board or an executive committee. A chapter can deny permission for the council to raise funds. The council then requires a two-thirds vote to overrule the denial.

- **Now that the budget has been prepared and approved are we finished for this year?**

NO! Budgeting and reporting are an ongoing process. The treasurer has budget oversight function and should review actual revenue and expenses on a monthly basis, with those that were budgeted. If revenue is down, action needs to be taken before problems occur. The same goes for expenses exceeding budget. Decisions may need to be made to discontinue spending in an area, or postponing a project.

Budgeting is an extremely important tool for the financial management of the State Council or Chapter. Used correctly, it is a powerful tool.

VVA State Council/ Chapter Treasurer Handbook Continued…



CHAPTER 5: FINANCIAL REVIEW OR CERTIFIED AUDIT PROCESS

Preamble:

Review or Audit, are both terms which reflect a looking at an organization closely for adherence to appropriate rules and regulations. As used in this handbook, review or audit refers to the accounting and financial records and operations of a State Council or Chapter.

Review:

Review – While a review can be and sometimes is performed by a CPA, a review can be performed by anyone reasonably knowledgeable about accounting and internal controls.

Because most State Councils and Chapters do not have extensive financial accounts, most should consider periodic reviews of financial operations and records rather than audits.

- **Who should do this review?**

The review is best conducted by someone who does not have a vested interest in the outcome. Said differently, the review should NOT be conducted by the bookkeeper or the Treasurer as they do have a vested interest in the outcome. The state council/chapter may choose to have an outsider conduct the review. The main object here is to have a trained individual review the financial operations of the state council or chapter.

- **What should a review consider?**

The reviewer must be aware of all of the financial policies and procedures of the State Council or Chapter before beginning his/her examination of the financial records. The reviewer's job is to determine whether the State Council/Chapter's policies and procedures and common sense are being followed. Some of these policies and procedures may be:

1. Are two signatures required on checks and if so, is this being done?
2. Does only one person have control of receipts and disbursements for the organization?
3. Are bank accounts reconciled monthly and is this reconciliation shared with the board of directors?
4. Are bills approved for payment by the proper authority?
5. Are any checks made out to officers, board members or members of the State Council or Chapter for anything other than approved expenses (i.e., travel or expenses routinely incurred and included in the budget, etc)? If yes, has this expenditure been approved in accordance with the State Council/Chapter's policies and procedures?

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6. Are financial statements prepared regularly, presented to and accepted by the proper authority as prescribed by the VVA Constitution?
7. Are financial policies and procedures being followed and complied with?
8. Is the VVA Annual Financial Report being prepared and submitted on time?

There are other questions that could be presented.

- **What should be done with this review?**

The review should be presented to the Executive Committee or Board of Directors and questions, if necessary, should be asked of the reviewer and answered. If changes in policies or procedures need to be made, someone should be designated to see that these changes are presented to the proper authority for approval as prescribed by the VVA Constitution. The review should be filed and compared to previous reviews to assure that problem areas do not keep re-turning.

- **When should reviews be conducted?**

Generally speaking, if the state council or chapter does not have an annual audit, it is recommended that at a minimum, reviews be conducted at the end of every fiscal year. In addition, we recommend that reviews take place upon a change of officers especially a change in the treasurer or bookkeeper.

Audit:

Audit – This term is frequently misused. Audits are done by Certified Public Accounts (CPA's) and follow a strict protocol in accordance with Generally Accepted Auditing Standards (GAAS). Many times an audit is requested when what is really wanted is a review. Audits are also more expensive than reviews.

As stated above, audits are performed by CPA's and are done annually at the end of a fiscal year. While audits are important, they are also expensive. However audits give the general public a more comfortable feeling about your state council or chapter. You should compare the cost of an audit with the budget to determine whether it is an acceptable expense.

If you are interested in having audits done regularly on the state council or chapter, you should prepare a proposal to be sent to several CPA firms. This proposal should include an explanation of the VVA, a brief history of the State Council or Chapter, the purpose of the 501(c)(19) organization, what you do, and a summary of your annual revenues and expenses. Following the proposal, you should interview potential firms; comparing prices and the length of time it will take them to complete the audit. It is suggested that you should have the audit in hand no longer than three months after the end of the fiscal year.

Audits are occasionally precipitated by some specific concern regarding some issue.

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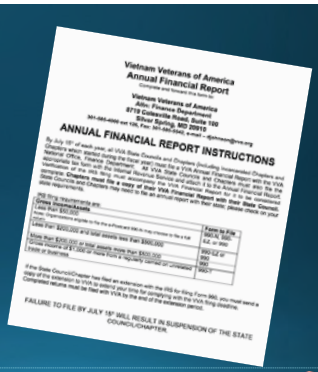
VVA State Council/ Chapter Treasurer Handbook Continued…



There are different schools of thought on whether you should retain the same auditor over time or change auditors periodically. The up side of changing auditors is that you may get a new view of the State Council or Chapter. the down side is that you will have to teach a new auditor all of the nuances of the State Council or Chapter, which the former auditor learned over time.

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Annual Financial Report



Vietnam Veterans of America
Annual Financial Report

Complete and forward this form to:

Vietnam Veterans of America
Attn: Finance Department
8719 Colesville Road, Suite 100
Silver Spring, MD 20910
301-585-4000 ext 136, Fax: 301-562-3942, e-mail – djohnson@vva.org

ANNUAL FINANCIAL REPORT INSTRUCTIONS

By July 15th of each year, all VVA State Councils and Chapters (including Incarcerated Chapters and Chapters which started during the fiscal year) are to file a VVA Annual Financial Report with the VVA National Office, Finance. The Internal Revenue Service requires that all VVA State Councils and Chapters file appropriate tax forms with the Internal Revenue Service by the 15th day of the 5th month following the conclusion of the state tax filing requirements. All VVA State Councils and Chapters must file a VVA Financial Report with their State Council. State Councils and Chapters may need to file an annual report with their state, please check on your state requirements.

Who is to file? Generally are:

Types Organizations	Form to File
Have Gross Receipts Less than $50,000	990-N, 990-EZ or 990
Have Gross Receipts Less than $200,000 and total assets less than $500,000	990-EZ or 990
Have Gross Receipts $200,000 or more, assets more than $500,000	990
Private foundation (if 100% of more from a regularly carried out organization)	990
Terms or trust taxes	990-T

If the State Council/Chapter has filed an extension with the IRS for filing Form 990, you must send a copy of the extension to VVA to be added to your time for completing and for the VVA filing deadline. Completed returns must be filed with VVA by the end of the extension period.

FAILURE TO FILE BY JULY 15th WILL RESULT IN SUSPENSION OF THE STATE COUNCIL/CHAPTER.

Annual Financial Report Continued…



VVA ANNUAL FINANCIAL REPORT FORM

FY 20[ ]/[ ]_____Thru 2[ ]6/[ ]_____

Finance e-mail:
djohnson@vva.org

Finance Fax: 301/585-5542

Complete the following:

STATE COUNCIL _____ / CHAPTER NO. _____

STATE COUNCIL / CHAPTER NAME/ADDRESS _____

** FEDERAL EMPLOYER ID NUMBER (FEIN) _____

* Each State Council/Chapter must have its own FEIN. It must not use the FEIN of another organization (e.g., Chapter using the state council's) even if/when using the relative organization(s).

ATTACH A COPY OF THE IRS ACKNOWLEDGEMENT FROM THE IRS ACKNOWLEDGING SUBMISSION OF A 990-N.

OR

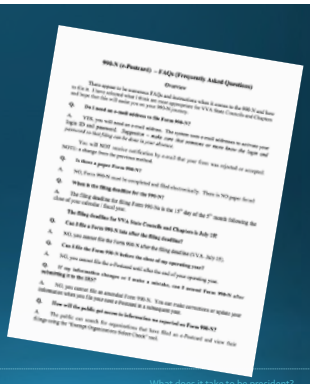
ATTACH A COPY OF YOUR IRS 990, 990-EZ, AND 990-T if applicable

SUBMIT TO: djohnson@vva.org

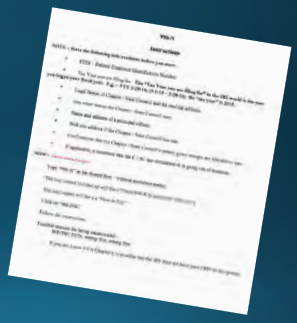
NOTE: If you have not received an e-mail acknowledgement of receipt of your submission within 5 days, please call or e-mail:

Deborah Johnson @ 301-585-4000 ext 134 or djohnson@vva.org
Joe Sienkiewicz @ 301-585-4000 ext 126 or jsienkiewicz@vva.org

990N – FAQ's



990N – Simple Instructions

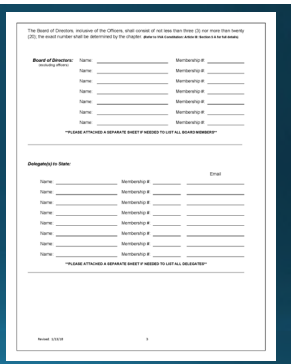


VVA Election Report



VVA Election Report Continued…

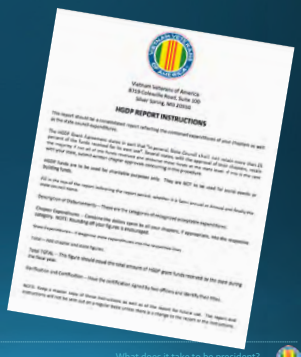




Chapter Bylaws, Sample



HGDP Report Instructions



Important Dates for Reports

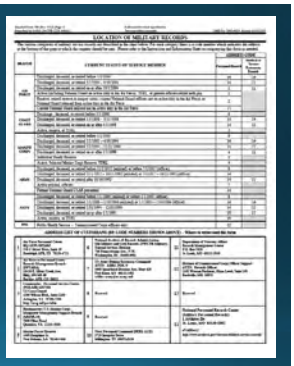
15-Jul	Finance Election	990n/etc
31-Mar	HGDP	12 Month
31-Mar	Grant Application for Service Officer Program	

Standard Form 180

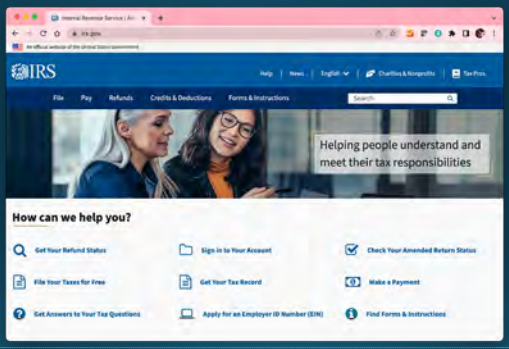


Standard Form 180 Continued...





IRS Info



IRS Info

Steps for using the Form 990-N Electronic Filing System (e-Postcard)

REMINDER

An organization cannot file Form 990-N until after the end of its tax year. For example:

- **Calendar Year Filers**

  If your organization uses a calendar year (Jan. though Dec.) as its tax year, it must wait until the following January 1 (after the tax year is complete) to file.

- **Fiscal Year Filers**

  If your organization uses a fiscal year (for example, Oct. 1 through Sept. 30) as its tax year, it must wait until the following October 1 (after the tax year is complete) to file.

The IRS determines the filing year using the beginning date of the organization's fiscal period.

IRS Info

NOTE: BEFORE FILING

If technical issues prevent you from registering or filing with the Form 990-N electronic filing system, try the suggestions below. If the problem still exists after trying all the suggestions below, contact IRS Customer Account Services at 877-829-5500 (a toll-free number). Telephone assistance is also available for individuals with TTY equipment at 800-829-4059.

Take the following steps to prevent problems during the registration and filing processes:

- **Close multiple browsers when registering.**

  Errors may occur if you have additional internet browsers open during the registration process. Please close other internet browser windows.

- **Do not use a smart phone to register or file your Form 990-N.**

- **Use correct text characters when registering and filing.**

  Ensure that you use only letters, numbers or a hyphen when entering text fields and limit your entries to 35 characters/spaces. These character limits do not apply to password fields. When choosing a password, use only letters, numbers and special characters except the caret (^).

- **Check your spam or junk email folders.**

  When registering or requesting a user-identification reminder, check your spam or junk email folders for a response. The email may have been filtered out by your email program.

- **If the suggestions above don't resolve the issue, sign out of the filing system (if logged in), close all programs and shut down your computer. Wait a minute, restart your computer and try again.**

  This step is required before calling the Customer Account Services line (877-829-5500) for technical help.

IRS Info

HOW TO FILE

Open the electronic filing page at *https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard*.

After reviewing the information provided on the Form 990-N webpage, click the "Electronic Filing System" link under the **READY TO FILE?** header.

First Time Users: Select **Create Account.**

Returning Users: Enter Username and select **LOG IN.** On the next page, enter your Password and select **Submit.** Skip to **STEP 5** of this user guide. If you did not register with the new system until after February 2016, you must register as a First Time User. Your user name and password from Urban Institute will not work.



IRS Info

REGISTRATION: FIRST TIME USERS ONLY

Use your personal information when registering. The login ID and password you are creating are for your personal use - to file the organization's Form 990-N. With your login ID and password, you may file a Form 990-N for multiple organizations without the need to register for each organization. The login ID and password belong to you, not to the organization for which you are filing.

STEP 1

Enter your contact information, then select **SEND CODE.**

USE CORRECT TEXT CHARACTERS WHEN REGISTERING AND FILING.

Ensure that you use only letters, numbers or a hyphen when entering text fields and limit your entries to 35 characters/spaces. These character limits do not apply to password fields - except that you cannot use the caret (^).



IRS Info

STEP 2

Enter the confirmation code found in your email, then select **CONTINUE.** If you don't receive an email, check your spam or junk email folder.



IRS Info

STEP 3A

Choose a **USERNAME** and **PASSWORD** on the "Create Your User Profile" page.

Username field: Ensure that you use only letters, numbers or a hyphen and limit your entries to no more than 35 characters unless noted otherwise. Periods, slashes and other prohibited characters will cause registration or filing errors. These character limits do not apply to password fields.

Password field: You may use letters, numbers and special characters except the caret (^).



IRS Info

STEP 3B

Choose a **SITE PHRASE**. This phrase will appear on your login page before you input your password. When you see the phrase you created while logging in, you can be assured you're not on a scam or fake page. You may use spaces within the site phrase.



STEP 3C

Choose a **SITE IMAGE**. This image will appear on your login page before you input your password. When you see your selected image while logging in, you can be assured you're not on a scam or fake page.



IRS Info

STEP 3D

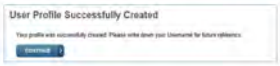
Choose four challenge questions. These questions may appear when you logon using a new computer or location. When you have selected and answered four questions, select **CONTINUE**.



IRS Info

STEP 4

The "User Profile Successfully Created" page will appear. Select **CONTINUE**.



STEP 5

Select **CONTINUE** on the "Online Security Information" page.



IRS Info

CREATE AN ELECTRONIC FORM SUBMISSION

STEP 6

Select **MANAGE E-POSTCARD PROFILE** to create a new Form 990-N electronic filing submission.



STEP 7

From the drop down shown below, select either **Exempt Organization** or **Preparer** in the "User Type" field.

- **Exempt Organization:** Select if you are only completing 990-N for your organization.
- **Preparer:** Select if you expect to help multiple organizations.
  - Example: A preparer can be a paid preparer, such as a CPA, volunteer or someone aiding exempt organizations at a local library. By selecting **Preparer**, you can use your login to add as many organizations as you wish.

IRS Info

After selecting the user type, select **CONTINUE**.



IRS Info

STEP 8

Enter an EIN for the organization you're filing for, then click **ADD EIN**. You may also delete EINs already associated with your profile. To continue, select **CREATE NEW FILING**.



IRS Info

STEP 9

Select the EIN you wish to file for from the drop down menu. Once you have selected the EIN, select **CONTINUE**.



IRS Info

STEP 10

Complete the "Organization Details" page. If you don't understand the request, click the question mark icon for an explanation. When you have completed each line, select **CONTINUE**.



IRS Info

STEP 11

Complete the "Contact Information" page. If you don't understand the request, click the question mark icon for an explanation. When you have completed each line, select one of the following:

- **SAVE FILING**: Select if you are missing any requested information. This will allow you to return to complete it later.
- **SUBMIT FILING**: Select when you are sure all required information has been input.

NOTE WHEN REGISTERING OR FILING: Text fields cannot exceed 35 characters and must contain only numeric, alpha or hyphen characters unless noted otherwise. Periods, slashes and so on will cause registration or filing errors.

Also, enter website addresses using "www." – not "http://www."



IRS Info

STEP 12

The filing CONFIRMATION will display the filing status as "Pending."

Click on the word **PRINT** in the bottom paragraph to print a copy for your records. Once you leave the page, you won't be able to print this filing.

Select **MANAGE FORM 990-N SUBMISSIONS** to view or submit additional filings.



IRS Info

MANAGING FORM 990-N SUBMISSIONS

STEP 13

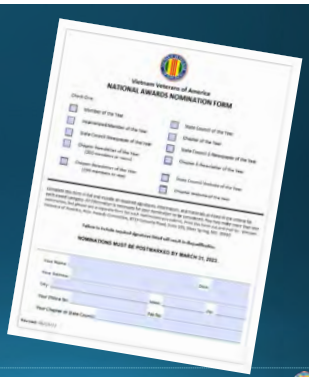
On the "Manage Form 990-N Submission" page, your submission will show the status of "Pending."

- After seven minutes, refresh the page (F5 key for Windows; Command-R for Mac) and the **GET UPDATED STATUS** button will be visible.
- The status will change from pending to accepted or rejected.
- If your submission was rejected, select the **submission ID hyperlink** for additional details.
- After the status is updated, the only valid statuses are "Accepted" or "Rejected." If your status displays any other text (like "submitted" or "MeF failed"), contact Customer Account Services at 877-829-5500.

Additional Information

- Annual Electronic Filing Requirement For Small Exempt Organizations - Form 990-N (e-Postcard)
- Form 990-N FAQs

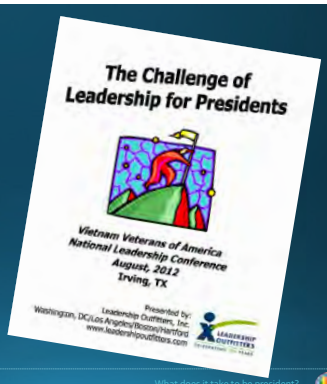
VVA National Awards Nomination Form



VVA Medal Nomination Form



Duties of Presidents



— TAB 4 —

CHAPTER & STATE COUNCIL SECRETARY DUTIES AND RESPONSIBILITIES

Wednesday, August 10, 2022

2:00pm - 3:30pm

Presented by:
Leslie DeLong

Table of Contents

Duties of the chapter/council secretary 3

The meeting minutes 4

Meeting preparation 7

During the meeting 11

Motion Guide for Minute Taking 13

Motions & Characteristics 14

After the meeting 15

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Organizing the chapter/council records 16

A chronology of the secretary's duties 18

Chapter/council resources 19

Motion form 20

DUTIES OF THE CHAPTER/COUNCIL SECRETARY

1. According to the Constitution of Vietnam Veterans of America Incorporated, the duties of the Chapter secretary are:

   Article III Chapter Provisions,
   Section 6 Officers,
   paragraph E,
   The chapter secretary

   a. Shall, in a book, record minutes of the meetings of the board of directors
   b. Shall, in a book, record minutes of the meetings of members
   c. Shall, in a book, record minutes of meetings of the executive committee, board of directors
   d. Shall give notice of meetings
   e. Shall have custody of the corporate seal
   f. Shall affix the corporate seal to documents
   g. Shall sign documents

2. According to the Constitution of Vietnam Veterans of America Incorporated, the duties of the Council secretary are:

   Article II State Provisions,
   Section 6 Duties of Officers,
   paragraph C,
   The state council secretary

   a. Attend all meetings
   b. Custodian of
      - Minutes
      - Correspondence
      - Other documents relating to the business of the state council
   c. Record minutes of regular and special meetings
   d. Provide each chapter with a copy of the minutes within a reasonable time after the meetings
   e. Give notice of regular meetings at least twenty days prior to the meeting

3. The rules contained in *Robert's Rules of Order Newly Revised* (RONR) current edition are binding upon the VVA, Inc., in all cases where they are not inconsistent with the bylaws, special rules of order, or provisions of local, state, or federal law applying to the corporation. According to RONR, the duties of the chapter/council secretary are:

   a. Record the minutes, of the chapter/council
   b. File committee reports
   c. Call the roll where it is required (keep the official membership roll unless another has this duty)
   d. Make records available to members upon request

e. Notify officers, committee members, and delegates of their election or appointment
   - furnish committees with documents required for the performance of their duties
   - have at each meeting a list of committees and their members

f. Furnish delegates with credentials

g. Sign certified copies of acts of the chapter/council

h. Maintain and have on hand at every meeting the record books of the chapter/council containing
   - articles of incorporation
   - bylaws
   - special rules of order, containing the order of business
   - standing rules
   - minutes
   - any amendments to these documents

i. Send the membership notice of each meeting
   - Conduct the correspondence of the chapter/council

j. Prepare, prior to each meeting
   - an order of business or agenda for the use of the presiding officer
   - showing matters known and those due to come up in their exact order

k. In the absence of the president and vice president, to call the meeting to order and preside until the election of a chair pro tem

THE MEETING MINUTES

According to RONR the minutes are an official record of the proceedings of, in this case, a chapter/council meeting and usually follow the sequence of items in the agenda or order of business. The minutes should contain a record of what was done at a meeting and not what was said by the members. The minutes should never reflect the secretary's opinion on anything said or done (RONR (12th ed.) 48:2). The minutes may be written using paragraphs, bullet points or numbered lists. The format is not important. The following section describes information that should be contained in the minutes (RONR (12th ed.) 48:4 – 7).

<u>Opening section or paragraph</u>

1. Kind of meeting:
   - regular
   - special
   - annual
   - biennial
2. Name of the chapter/council, Inc.

3. Date and time of the meeting, and the place (if it is not always the same)

4. Statement that the regular chairman and secretary were present or,

    - in their absence, the names of the chair pro tem or secretary pro tem

5. Whether the minutes of the previous meeting were read and approved—as read, or as distributed or as corrected—and

    - the date of that meeting if it was other than a regular meeting
    - any correction is made in the text of the minutes being approved
    - the minutes of the meeting being corrected merely state that the minutes were approved "as corrected"

<u>Body of the minutes</u>

The body of the minutes should contain a separate section/paragraph for each subject including the name of the member making the motion, the name of the member seconding the motion is not necessary.

6. All main motions or motions to bring a main question again before the assembly except any that were withdrawn stating:

    - the wording in which each motion was adopted or otherwise disposed of
    - the disposition of the motion, including— adopted, lost/rejected, postponed to a certain time, or postponed indefinitely
    - any amendments

7. Secondary motions that were not lost or withdrawn, in cases where it is necessary to record them for completeness or clarity

    - for example, motions to recess or to fix the time to which to adjourn, or motions to suspend the rules or grant a request to be excused from a duty

8. Written reports should be attached to the minutes. The word for word content of oral reports should be written into the minutes. This should only be permitted in rare instances and with reports of only a sentence or two.

    - officers
    - standing committees
    - special committees

9. All notices of motions

    - for example, notice of a proposed bylaw amendment

10. All points of order and appeals, whether sustained or lost, together with the reasons given by the chair for the ruling

11. In certain circumstances, the name of a member who has not followed the rules of proper decorum (RONR (12th ed.) 61:12-14)

10. Additional content as indicated counted vote – list the number of votes for and against the motion

    - roll call vote – list the names of those voting on both sides and the names of those stating "present" but not voting
    - ballot vote – the full tellers report should be entered

Ending section or paragraph

11. The hour of adjournment
12. And upon approval by the assembly, the minutes should contain
    - a statement of approval
    - the date of the approval
    - the date of any corrections
        - if an error is found even years after approval the minutes may be corrected with a motion to amend something previously adopted
    - the secretary's signature

The Secretary's Notes

The preceding record of the action taken is referred to as the secretary's notes, sometimes referred to as a draft, and does not become the minutes of the chapter/council until approved by the members at a meeting. The minutes are the documents placed in the secretary's record book with the approval statement, date, and the secretary's signature.

MEETING PREPARATION

Order of business or agenda

RONR delegates preparation of the order of business or agenda to the secretary. Ordinarily an order of business specifies the sequence in terms of certain general types or classes of business and gives only the order in which they are taken up. Most chapters/councils have an established order of business that is used by the presiding officer for every meeting. The following is an example of a typical chapter/council order of business.

Chapter XXX/Council XXX

- Call to order
- Opening ceremonies

1. Roll call
2. Reading and approval of the minutes
3. Written reports of officers
3. Written reports of board
3. Written reports of standing committees
4. Written reports of special committees
5. Special orders – The April chapter elections and the election to fill a vacancy in a council office are examples of special orders as prescribed by the VVA Constitution
6. Unfinished business – Motion being debated when the previous meeting adjourned without voting
6. General orders – Motions postponed to this meeting and motions for which notice was given
7. New motions
8. General announcements or comments, no motions

- Adjourn

Roll call

Have a current membership roster available for chapter meetings and a current list of chapter delegates and alternates for council meetings.

Motion forms

Motions should be submitted to the secretary in writing. The secretary should have copies of a "Motion Form" available to facilitate this process. Refer to page 20 for a sample form.

Minutes

The secretary may want to distribute the draft or notes from the previous meeting to the chapter/council members/delegates for their review prior to the next meeting. In this case they are not read unless a member requests they be read. The secretary may create a template for the meeting minutes based on the chapter/council order of business. The secretary can print a copy of the template and fill it in at the meeting or type the information directly into a computer.

Minutes Template using the previous sample order of business

- Call of the meeting

  A quorum being present (president, chair pro tem) _____ called the regular meeting of chapter 4, Inc., to order on _____ __, 2022

- Opening ceremonies

1. Roll call of…

   Present were Name 1, Name 2, Name 3, Name 4, Name 5… (Cross out the names of those absent or attach a sign-in sheet with the names of those attending with member and guest designations)

2. Reading and approval of the minutes

   The minutes of the _____ meeting were approved as (read, distributed, corrected)

3. Written reports of officers and board

   Treasurer reported:

Starting Balance, _____	$_____
Receipts	$_____
Disbursements	$_____
Ending Balance, _____	$_____

   A detailed report was submitted to the secretary.

3. Written reports of standing committees (one line for each standing committee from A—P established by the president)

   _____ committee report filed

   _____ committee report filed

   _____ committee report filed

4. Written reports of special committees

   Special committee to _____ report filed

   Special committee to _____ report filed

5. Special orders[1]

   The motion to _____

   _____ postponed to this meeting and made a special order by a two-thirds vote. (adopted, lost, referred to committee, postponed to _____, postponed indefinitely)

5. Special orders for April are the nominations & elections

   Election Committee's report

   Nominations[2] were, in turn, opened and closed for each office.

   _____ is nominated for the office of president
   _____ is nominated for the office of president
   _____ is nominated for the office of vice president
   _____ is nominated for the office of vice president
   _____ is nominated for the office of secretary
   _____ is nominated for the office of secretary
   _____ is nominated for the office of treasurer
   _____ is nominated for the office of treasurer
   _____ is nominated for the office of director
   _____ is nominated for the office of director
   _____ is nominated for the office of director
   _____ is nominated for the office of director

   As required for the April meeting by the VVA, Inc., constitution, article III, Section 4, paragraph B, the polls are now open…

5. Special orders for April, continued

   Tellers' report (filed with the minutes)

   Number of votes cast for president _____
   Necessary for election _____
   Number of votes cast for _____ _____
   Number of votes cast for _____ _____
   The chair declares _____ elected president.
   Number of votes cast for vice president _____
   Necessary for election _____

---

1 Special orders include any requirement in the VVA, Inc., constitution for this meeting and any motions postponed to this meeting and made a special order by a two-thirds vote.

2 List the names here and on the ballots in the order given.

Number of votes cast for _____ _____

Number of votes cast for _____ _____

The chair declares _____ elected vice president.

Number of votes cast for secretary _____

Necessary for election _____

Number of votes cast for _____ _____

Number of votes cast for _____ _____

The chair declares _____ elected secretary.

Number of votes cast for treasurer _____

Necessary for election _____

Number of votes cast for _____ _____

Number of votes cast for _____ _____

The chair declares _____ elected treasurer.

Number of votes cast for director _____

Necessary for election _____

Number of votes cast for _____ _____

Number of votes cast for _____ _____

Number of votes cast for _____ _____

Number of votes cast for _____ _____

Number of votes cast for _____ _____

The chair declares _____, _____, and _____ elected directors.

6. Unfinished business

   The motion to

   _____

   _____ that was being debated at the previous meeting when it was adjourned. (adopted, lost, referred to committee, postponed to _____, postponed indefinitely)

6. General orders

   The motion to

   _____

   _____ that was postponed to this meeting. (adopted, lost, referred to committee, postponed to _____, postponed indefinitely)

   The motion to_____

   _____ for which notice was given. (adopted, lost, referred to committee, postponed to _____, postponed indefinitely)

7. New motions

   _____ moved to

   _____

   _____ (adopted, lost, referred to committee, postponed to _____, postponed indefinitely)

   _____ moved to

   _____

   _____ (adopted, lost, referred to committee, postponed to _____, postponed indefinitely)

8. General announcements or comments, no motions

   _____

   _____

   _____

- Adjourn

  Approved _____ (date approved by the assembly)

  Signed _____ (secretary's signature)

  Corrected _____ (date corrected by the assembly)

  Signed _____ (secretary's signature)

DURING THE MEETING

The secretary should be positioned to facilitate his/her seeing and hearing the proceedings and to allow the secretary direct access to the presiding officer for instructions, comments and clarifications.

<u>Roll call</u>

The secretary will call the roll when indicated.

<u>Minutes approval</u>

Read the previous meeting minutes if requested or if the secretary's notes were not distributed prior to the meeting. Write in corrections approved by the members/delegates on the typed

copy of the notes. When the minutes are approved, sign as approved as written or approved as corrected, and date.

Secretary's notes

The secretary should make a written record of the proceedings as they occur. A previously prepared template as shown above can simplify the task.

Motions

The secretary must accurately record the exact wording of motions and amendments to motions. The secretary's notes should initially contain everything associated with motions except the debate. However, not all of that information is necessary when the notes are eventually presented to the members/delegates for approval. The "Motion Guide for Minute Taking" chart on page 13 will help the secretary decide what remains in the document presented for approval and what can be removed. The secretary may request that motions be made in writing and may make forms available for that purpose.

Reports

Collect all written reports and other documents that should be recorded/filed in the chapter/council record books.

Parliamentary procedures

It is important for the secretary be familiar with the fundamentals of parliamentary procedure to assist the presiding officer, if needed, and to ensure the meeting minutes contain all of the necessary information. Knowledge of the type and ranking of motions is essential, refer to the motions & characteristics chart on page 14.

Adjournment

Note the time the meeting was adjourned.

Motion Guide for Minute Taking

Used with permission from Michael Swift PRP, CPP-T

Rank	Motion	Record at meeting	Keep in the minutes	
			If adopted	**If rejected**
Privileged Motions				
1	fix the time to which to adjourn	Yes	Yes	No
2	adjourn	Yes	Yes	No
3	recess	Yes	Yes	No
4	raise a question of privilege	Yes	Yes	No
5	call for the orders of the day	Yes	No	Yes
Subsidiary Motions				
6	lay on the table	Yes	Yes	No
7	previous question	Yes	No	No
8	limit debate	Yes	No	No
9	postpone to a certain time	Yes	Yes	No
10	refer to committee	Yes	Yes	No
11	amend the amendment	Yes	Incorporate in amendment	No
12	amend the motion	Yes	Incorporate in main	No
13	postpone indefinitely	Yes	Yes	No
Main Motion				
14	main motion	Yes	Yes, final wording	Yes, final wording
Motions that Bring Business Again Before the Assembly				
	take from the table	Yes	Yes	No
	rescind (or repeal, or annul)	Yes	Yes	No
	amend previously adopted	Yes	Incorporate in main	No
	discharge a committee	Yes	Yes	No
	reconsider	Yes	In passing[3]	In passing[4]
Incidental Motions				
	point of order	Yes	Chair's ruling	Chair's ruling
	parliamentary inquiry	Yes	No	No
	request for information	Yes	No	No
	appeal from decision of chair	Yes	Yes	Yes
	suspend the rules of order	Yes	Yes	No
	suspend standing rules	Yes	Yes	No
	choose the method of voting	Yes	No[5]	No
	division of a question	Yes	In passing[6]	No
	division of the assembly	Yes	No	No
	object to consideration	Yes	Yes	Yes
	permission to withdraw motion	Yes	No[7]	No
	consider by paragraph	Yes	No	No
	blank, to create by striking out	Yes	No	No
	permission to read paper	Yes	No	No

[3] "Upon reconsideration, the main motion to _____ was rejected."

[4] The motion to reconsider the vote on _____ was rejected.

[5] Numerical results of counted or ballot vote recorded in minutes.

[6] "The question was divided into two motions."

[7] The withdrawn motion does not appear in the minutes.

Motions & Characteristics

RONR (12th ed.) pages t6—t32 (Used with permission from Michael Swift PRP, CPP-T)

		4	5	6	7	8
Rank	Motion	Second	Debate	Amend	Vote	Reconsider
Incidental Motions						
0	point of order	no	no	no	chair rules	no
0	parliamentary inquiry	no	no	no	chair advises	no
0	request for information	no	no	no	chair directs	no
0	appeal from decision of the chair	yes	unless[8]	no	majority or tie[9]	yes
0	suspend the rules of order	yes	no	no	two-thirds	no
0	choose the method of voting	yes	no	yes	majority	yes
0	division of question	yes	no	yes	majority	no
0	division of assembly	no	no	no	one	no
0	object to consideration of question	no	no	no	neg two-thirds[10]	if sustained
0	request permission withdraw motion	if maker	no	no	majority	if lost
0	consider in sequence	yes	no	yes	majority	no
0	create a blank by striking out	yes	no	no	majority	no
0	request permission to read	if maker	no	no	majority	yes
Privileged Motions						
1	fix the time to which to adjourn	yes	no	yes	majority	yes
2	adjourn	yes	no	no	majority	no
3	recess	yes	no	yes	majority	no
4	raise a question of privilege	no	no	no	chair rules	no
5	call for the orders of the day	no	no	no	one	no
Subsidiary Motions						
6	lay on the table	yes	no	no	majority	if lost
7	previous question	yes	no	no	two-thirds	yes
8	limit debate	yes	no	yes	two-thirds	yes
9	postpone to a certain time	yes	yes	yes	majority	yes
10	refer to committee	yes	yes	yes	majority	yes
11	amend the amendment	yes	if motion	no	majority	yes
12	amend the motion	yes	if motion	yes	majority	yes
13	postpone indefinitely	yes	yes	no	majority	if adopted
Main Motion						
14	main motion	yes	yes	amend	majority	yes
Motions that bring a question again before the assembly						
-	take from the table	yes	no	no	majority	no
-	rescind (or repeal, or annul)	yes	yes	yes	two-thirds	if lost
-	amend something previously adopted	yes	yes	yes	two-thirds	if lost
-	discharge a committee	yes	yes	yes	two-thirds	if lost
-	reconsider	yes	if motion	no	majority	no

- A motion with a **lower number** than the pending question is **in order at this time**.
- A motion with a **higher number** than the pending question is **not in order at this time**.
- An applicable **incidental** motion is in order and **decided** before proceeding with business.

[8] Unless it relates to (a) indecorum, (b) priority of business, (c) …undebatable question.

[9] Majority or tie sustains the decision of the chair.

[10] Two-thirds against consideration sustains the objection.

AFTER THE MEETING

Secretary's notes

Immediately following the meeting, while the memory is fresh, the secretary should type the information into a computer file. Reference the "Motion Guide for Minute Taking" on page 13. The following sample of VVA Chapter XXX minutes is written following the typical order of business for a chapter/council shown on page 7. Provide chapters with a copy of the council meeting secretary's notes within a "reasonable time" and provide copies of the chapter meeting secretary's notes as required by the chapter.

VVA Chapter XXX, Inc. Minutes July 6, 2022

- Call to order
  A quorum being present President Gorham called the regular meeting of Chapter XXX, Inc., to order on July 6, 2022, at 7:00 p.m.
- Opening ceremonies

1 Reading and Approval of the Minutes
- The minutes of the June 1 meeting were approved as distributed.

2 Reports of Officers, Boards and Standing Committees
- Treasurer reported:

Starting Balance June 1	$12,376
Receipts	$ 4,422
Disbursements	$ 1,792
Ending Balance June 30	$15,003

  A detailed report was submitted to the secretary.
  Morris
- Member ~~Johnson chair~~ of the membership committee reported we signed up two new members in June and we now have 175 members on the roster.

3 Reports of Special Committees
- Member Read chair of the special committee assigned to paint the president's office reported the job was completed last Sunday.

6 New Business
- Motion by Member Bedford to purchase a new lawn mower for $295.87 was adopted. The president directed Member Bedford to pick up a check from the treasurer, purchase the mower and submit the receipt.
- Member Blair raised the point of order that the member recognized already spoke two times and cannot speak a third time without the permission of the assembly. The chair ruled the point well taken and directed the member recognized to be seated. Members may speak only two times on a motion without permission of the assembly.
- Motion by Member Jenifer to purchase a new laptop at a cost not to exceed $1000 was postponed until the next meeting.
- Motion by Member Pinckney to prepare a membership directory to be sold at $5.00 a copy.
- Motion by Member McHenry to adjourn. Adopted.
- President Gorham adjourned the meeting at 7:45 p.m.

- Secretary Franklin took the minutes.
- Adjourn

Approved as corrected
August 3, 2022
Member Franklin

Update chapter/council Record books and electronic files

Organize information and documents from the meeting. Scan written documents and add to the electronic file of the chapter/council.

ORGANIZING THE CHAPTER/COUNCIL RECORDS

The chapter/council records should be kept in three-ring binders or other appropriate system specifically set up for the purpose. If binders are chosen, a new binder or set of binders can be used each year with the old binders storing the previous year's records. In addition to the paper records, electronic copies of all records should be kept on a dedicated flash drive or disc. Records not received in electronic format should be scanned into the electron records of the chapter/council. Check with your state law to see if paper records are still required. In any case, the chapter/council should have a copy of all records whether paper or electronic stored away from the original records.

Section I Governing Documents

1. Charter
2. Articles/certificate of incorporation
3. Constitution of the VVA, Inc.
4. Chapter/council bylaws
5. Special rules of order
6. Standing rules

Amendments to any of the above documents would be attached to the document and included in this section.

While not included in the binder, a copy of the VVA, Inc., parliamentary authority, *Robert's Rules of Order Newly Revised* current edition is essential to this section. The rules contained in Robert's Rules of Order Newly Revised current edition are binding upon the VVA, Inc., in all cases where they are not inconsistent with the bylaws, special rules of order, or provisions of local, state, or federal law applying to the corporation.

Section II Meeting Minutes

Copies of the current year's minutes with

a. written treasurer's reports attached / date received
b. written committee reports attached / date received / further action taken
c. written auditors' reports attached / date received / further action taken
d. written & signed report of elections committee / date received
e. written tellers' reports in full attached / date received / further action taken
f. written & signed waivers of notice / date received

Section III Main Motions

Keep a list of the chapter/council main motions lost or adopted numbered sequentially for quick reference. This eliminates the need to search through numerous pages of meeting minutes to find a specific motion. For example, using the numbering format YYMMDDNN (year year month month day day number number) at the chapter/council, Inc., meeting held on Thursday, February 27, 2022, the first motion adopted or lost would be 22022701, and the second motion would be 22022702. This system creates an ever-increasing sequential numbering system for purposes of filing the chapter/council, Inc.'s, motions.

Section IV Committees

List of standing committees from Appendix II of the VVA Constitution and any special committees established by the chapter/council including

a. names of the committee chairs

b. names of the committee members

c. instructions given to the committees

Section V Budgets

File the adopted annual budget including amendments in this section.

Section VI Correspondence

Section VII Election reports filed with the Corporation and/or state council

Section VIII Financial reports filed with the Corporation and/or state council

Section IX IRS forms filed

Section X Corporation forms and reports filed with the state

Section XI Insurance and bonds

File documents associated with bonds, sureties, insurance policies, application for waiver of bond requirements, and verification certificates, etc. in this section.

Section XII National conventions

File forms associated with the number of delegates, release of delegates, etc. in this section.

Sections XIII and above

Anything that is appropriate for your chapter or state council

A CHRONOLOGY OF THE SECRETARY'S DUTIES

In January

- starts new binders

In April

- gives the binders to the new chapter secretary, at the April meeting
- examines and checks the records received from the past chapter secretary
- takes custody of any ballots and tally sheets and keeps them under seal until directed by the chapter to destroy them

After council elections in even years

- gives the binders to the new council secretary, at the election meeting
- examines and checks the records received from the past council secretary
- takes custody of any ballots and tally sheets and keeps them under seal until directed by the council to destroy them

By July 15th

- submits the election report to the council and/or Corporation
- submits the annual financial report to the council and/or Corporation
- submits a copy of the "Application for Extension of Time to File an Exempt Organization Return," which was filed with the IRS, to the council
- submits a copy of the "Application for Extension of Time to File an Exempt Organization Return," which was filed with the IRS, to the Corporation

Throughout the year

- submits copies of bonds to the Corporation or
- submits application for bond waiver to the Corporation
- submits copies of insurance policies to the Corporation
- gives notice of chapter meetings
    - announces the date of the next regular meeting at the chapter meeting
    - gives at least ten days' notice[11] of the next regular[12] meeting
    - gives at least ten days' notice of any special meeting
    - gives not less than thirty nor more than fifty days' notice of the annual meeting
    - gives at least five days' notice of any meeting of the board
- gives notice of council meetings
    - gives at least twenty days' notice of regular meetings
    - gives at least ten days' notice of special meetings
- notifies committee chairs of their appointment
- notifies committee members of their appointment
- gives a copy of the bylaws to each member

---

[11] Notice of time and place is given a reasonable time in advance by United States Postal Service, e-mail, other electronic written means, messenger service, or hand delivered. And/or notice is given as prescribed by the state code or bylaws.

[12] If the bylaws prescribe regular meetings such as, "Article V Meetings, Sec. 1 Regular Meetings. The regular meetings of the Chapter shall be held on the first Thursday of each month." this suffices for notice of the regular meetings.

- records ordered roll call votes in alphabetical order with the chair recorded last
- reads correspondence of an official character under reports of officers
- requests the chair require any motion, amendment, or instruction be in writing
- has custody of, and affixes, the chapter/council seal
- submits proposal to engage in restricted fund-raising activities to the Corporation
- submits proposal to engage in restricted fund-raising activities to the council

By the date required by the state

- submits the bylaws as amended in the current year
- submits documents required by the secretary of state for nonprofit corporations
- submits documents required by the state department of assessment and taxation for corporations

As required by the state

- personal property filings
- amendments to the articles of incorporation
- change of resident agent
- change of resident agent's address
- articles of revival
- articles of reinstatement
- articles of dissolution
- change of name
- change of principal office

CHAPTER/COUNCIL RESOURCES

VVA chapter and council forms can be found at:

https://vva.org/docs/

IRS information and forms can be found at:

https://www.irs.gov/Charities-&-Non-Profits

State information and forms can be located on the Secretary of State web sites for each state.

Motion Form

Date_____

Motion made by _____Second_____

Motion:_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Amendment/s:_____

_____

_____

_____

_____

_____

_____

Passed _____ Defeated_____

Other_____

— TAB 5 —

FEDERAL LAWS COVERING CHILDREN WITH DISABILITIES

Wednesday, August 10, 2022

2:00pm - 3:30pm

Presented by:
Pete Peterson

GOVERNMENT AFFAIRS COMMITTEE SEMINAR
VVA NATIONAL LEADERSHIP/EDUCATIONAL CONFERENCE
AUGUST 9-13, 2022

Federal Laws Covering Children With Disabilities

Federal Laws

- EPSDT and Title V Collaboration to Improve Child Health
- Individuals with Disabilities Education Act
- Americans with Disabilities Act (ADA)
- Rehabilitation Act
  - Section 501
  - Section 503
  - Section 504
  - Section 508

Federal Laws

- Early and Periodic Screening, Diagnosis and Treatment program for children
  - Deficit Reduction Act of 2005
  - Birth to age 19

Federal Laws

- **Individuals with Disabilities Education Act**
  - **Free Appropriate Public Education in the least restrictive environment appropriate to their individual needs**
  - **Public schools must develop appropriate Individualized Education Plans (IEP) for each child**

Individuals With Disabilities Education Act

- **Specific special education particular procedures to be followed and related services must be outlined in each IEP and reflect the individualized needs of the student**
- **Mandates that particular procedures must be followed in the development of the IEP**
- **Each IEP must be developed by a team of knowledgeable persons and must be reviewed annually**

Individuals With Disabilities Education Act

- **The team includes the child's teacher; the parents, subject to certain limitations; the child, if deemed appropriate, an agency representative who is qualified to provide or supervise the provisions of special education; and other individuals at the parents' or agency's discretion**
- **Children with emotional and other mental conditions must have a disciplinary plan in the IEP that addresses these conditions**

Individuals With Disabilities Education Act

- The IEP is not valid unless it meets all of the above criteria
- If parents disagree with the proposed IEP they can request a due process hearing and review from the State agency
- Covers the children from age 3 to 22

Federal Laws

- Americans with Disabilities Act
  - An individual with a disability is defined as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such impairment, or a person who is perceived by others as having such impairment

American with Disabilities Act

- Adult children with disabilities
  - Legal status
  - IEP
- Employment
  - Hired as a disabled person
  - Reasonable accommodations

Federal Laws

- **Rehabilitation Act**
  - **The Rehabilitation Act prohibits discrimination on the basis of disability in programs conducted by Federal agencies in programs receiving Federal financial assistance, Federal employment, and in the employment practices of Federal contractors.**

Rehabilitation Act

- **Section 501 requires affirmative action and nondiscrimination in employment by Federal agencies of the executive branch**
- **Section 503 requires affirmative action and prohibits employment discrimination by Federal government contractors and subcontractors with contracts of more than $10,000.**

Rehabilitation Act

- **Section 504 states that "no qualified individual with a disability in the United States shall be excluded from, denied the benefits of, or be subjected to discrimination under" any program or activity that either receives Federal financial assistance or is conducted by any Executive agency or the United States Postal Service.**
- **Section 508 establishes requirements for electronic and information technology developed, maintained, procured, or used by the Federal government. The section requires Federal electronic and information technology to be accessible to people with disabilities, including employees and members of the public.**


ANY QUESTIONS?

— TAB 6 —



HEALTHCARE AND THE AGING VETERAN: WHAT YOU NEED TO KNOW ABOUT PLANNING FOR THE FUTURE

Wednesday, August 10, 2022

2:00pm - 3:30pm

Presented by:
Dr. Molly McGaughey

Healthcare in the Aging Veteran:
What You Need to Know About Planning for the Future

Overview:	**a.** Our Purpose: to explain what you need to know for planning for your future. **b.** Our Mission is to improve your health and well-being by explaining the services available to you and your spouse/caregiver. **c.** Our Shared Vision: that the future does not have to be so uncertain, if you are proactive in your decisions.
What Happens As We Age?	**a. Body Changes:** Skin, sleep, senses change (taste, hearing, sight), arthritis, kidneys **b. Geriatric Syndromes:** Incontinence, Falls and Memory, Dementia vs Delirium, Longer to recover from illness, PTSD. **c. Why is this important?** i. Goal of Care (GOC) of the individual; important for more control in an uncertain circumstances; A Final gift for your loved ones ii. YOU can choose your medical path: treatment vs no treatment; Quality of Life vs Quantity of Life **iii.** Understand your benefits: at the VA, Medicare, Medicaid, supplemental insurance, your financial eligibility, co-pays, SC status, dental/vision/hearing
Resources & Services Available:	**a. VAMC: Out Patient Services (Clinics)** i. Primary Care & Geri-PACT, Women's Health, & Home Based Primary Care ii. Geriatric Evaluations: 1. GEM: Geriatric Evaluation and Management: Goal to enhance functioning and promote independence 2. POSH: Peri-operative Optimization of Senior Health: Goal is to evaluate and decrease post operation complications (delirium/confusion) 3. Palliative Care Clinic: Goal to improve quality of life for the Veteran and his/her family with serious illness iii. Specialty Services iv. Mental Health v. Video Outreach: Telehealth, Video Connect vi. Prosthetics & Physical Therapy vii. Substance Abuse: SARRTP **b. VAMC: In Patient Services** i. Hospital Acute Care & Emergency Room ii. CLC (Community Living Center): Short Term Rehab, Short Term Skilled, Long Term Care, Respite Care, Valor Hospice iii. Other VAMCs facility Specialty Programs: Eyesight Loss Rehab, Spinal Cord Injury Rehab, Traumatic Brain Injury Rehab, Bariatric Surgery, Neurosurgery **c. VA Partnerships with Community** i. VA paid services if eligible: Non VA Care, NIC (Non-Institutional Care: Adult Day Care, Hospice, Health Aides, Respite, Skilled Nursing, Veteran-Directed Care), Community Nursing Home, & Caregiver Support Programs **ii.** Veteran paid/private insurance: State Veteran's Home, Skilled Nursing Home, Medical Foster Home, Assisted Living Facility

The Final Gift: Advanced Care Planning:	Living Will, Life Sustaining Treatment, MOST Form, Durable Power of Attorney, Healthcare Power of Attorney, Will & Testament a. Paper Safe b. Survivor Benefits c. Burial Benefits

https://www.va.gov/GERIATRICS

McGaughey: August, 2022 Vietnam Veterans of America Conference

— TAB 7 —

NATIVE AMERICAN VETERANS (NAV)

Wednesday, August 10, 2022

3:45pm - 5:15pm

Presented by:
Gumersindo Gomez
Francisco Ivarra
Chuck Odom

— TAB 8 —



CHAPTER BYLAWS

Wednesday, August 10, 2022

3:45pm - 5:15pm

Presented by:
Leslie DeLong

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Chapter Bylaws

PRE-TEST

National Leadership Conference

August 2022

Circle the correct answer!

1. A chapter can adopt the VVA National Constitution Article III, as its bylaws.

   True False

2. The term of office for the chapter officers should be specified in the bylaws.

   True False

3. The chapter can ignore a bylaw if a majority of the members want to at a meeting.

   True False

4. The number of members necessary for a quorum should be specified in the bylaws.

   True False

5. The meaning of an ambiguous chapter bylaw is decided by the national constitution committee.

   True False

6. If the bylaws do not prohibit an action, then it is OK to do it.

   True False

7. The term “should” in a bylaw means the action it requires is optional.

   True False

8. Bylaws should always be reviewed by a lawyer.

   True False

9. A chapter can only amend their bylaws at their annual meeting.

   True False

10. Chapters often have the incorrect name of the chapter/council stated in their bylaws.

    True False

11. Council bylaws supersede the bylaws of chapters located within the state.

    True False

What is a bylaw?

- A fundamental rule that structures the chapter
- A rule that is too important to suspend
- A rule at one level of the corporation
- A contract between the members of the chapter
- An agreement between the member and the corporation
- Can be amended by the members of the chapter

Governing documents

In order of rank

1. Federal law applicable to corporations
2. State corporation laws
3. Articles of incorporation
4. The Constitution of VVA, Inc.
5. Chapter/council bylaws
6. Special rules of order
7. Rules of Order, Parliamentary authority
8. Standing rules
9. Minutes
10. Policies and Procedures

United States Code (USC) Title 26 and the Code of Federal Regulation (CFR) Title 26

- Tax exempt 501C (19)
- Specifies how funds are generated
- Limits political activity
- Should not be copied into the bylaws

State corporation laws or codes

- Each state has specific laws governing corporations
- Chapters must consider these laws when writing or amending bylaws
- The constitution requires chapters to comply with state law
- The state laws should not be copied into the bylaws

Articles/Certificate of incorporation

- Contract between the chapter and the state
- Statements found in the articles/certificate should not be copied into the chapter bylaws
- The phrase "…unless the bylaws provide otherwise" gives the chapter a default position in some circumstances
- Chapter bylaws should not conflict with the articles/certificate of incorporation

The Constitution of VVA, Inc.

- Contract between VVA and the members
- States the fundamental rules that structure the entire VVA
    - Article I National provisions
    - Article II State provisions
    - Article III Chapter provisions
    - Article IV General provisions
- Provides basic structure of chapter/council
- Requires chapters/councils to make choices were indicated
- After written notice can be amended at biennial convention by 2/3 vote of the convention delegates

Chapter/council bylaws

- Contract between chapter/council and members/delegates
- Relationship between councils and chapters
- Maintains compliance with constitution of VVA
- State's specific structure of chapter/council within limits of the VVA constitution
- Statements from the VVA constitution should not be copied into chapter/council bylaws
- Can be amended by members/delegates as prescribed by the chapter/council bylaws

Special rules of order

- An agreement between members
- "Supersede rules in the parliamentary authority (RONR)
- A procedural rule for meetings
- Can be amended by previous notice and a 2/3 vote, or else, a majority vote of the entire membership of the voting body with or without previous notice as prescribes by RONR

Parliamentary authority

- *Robert's Rules of Order Newly Revised* (RONR, 12th ed.)
- Rules in RONR are binding upon all levels of the VVA in all cases where they are not inconsistent with the bylaws, special rules of order, or any provisions of local, state, or national law applying to VVA
- Material from RONR should not be copied into the bylaws

Parliamentary authority (cont.)

- Choices should be made when applicable
    - Identification of officer positions
    - Number of board members
    - Duties of the board

Standing rules

- Rules that relate to the management of the meeting
    - Meeting room set up
    - Use of recording devices
    - Food service
    - Meeting times
- Adopted by majority vote
- Amended or suspended by majority vote
- Policies and procedures

Minutes

- Acts of the chapter, orders directing the chapter to do something
- Approved as written or as corrected
- Can be corrected even after they have been approved, there is no time limit

Policies and Procedures

- Administrative details for the staff and/or board
- Adopted by majority vote
- Amended by 2/3's vote or majority vote with notice
- Cannot be suspended

What Belongs in Chapter Bylaws

Refer to chapter cross reference table (pages 10 – 12) and the Chapter Bylaws Template (pages 13 – 14)

- Most or all of the following content should be in the chapter bylaws.
    - Name
    - Purpose
    - Members
    - Officers
        - Select chapter officer positions and length of term
    - Meetings
        - Set dates
    - Board of Directors
        - Composition and length of term
    - Committees
        - Election
    - Parliamentary authority
    - Amendment of bylaws
- Items specific to needs of individual chapters
    - Financial provisions
    - Others?

What Does Not Belong in Chapter Bylaws?

- Statements copied from
    - Federal law
    - State corporate law
    - Articles/certificate of incorporation
    - The Constitution of Vietnam Veterans of America, Inc.
    - Robert's Rules of Order Newly Revised, 11th ed.
- Confusing language or legalese
- Minutiae
- Policies and procedures
    - Policies and procedures connect the Corporation's higher ranking governing documents to its day-to-day operations.
    - Policies and procedures work together, in sequence, and are not interchangeable.

Policies and Procedures

Used with permission from Michael L. Swift PRP, CPP-T

What is a policy?

- A policy is an established principle that outlines the Corporation's plan for following a course.
- A policy is a rule that covers member behaviors and attitudes.
- Policies:
    - Change infrequently
    - State who, what when or why
    - Are broad and general

What is a procedure?

- A procedure is an established way the Corporation does something.
- A procedure is a list of steps prescribing how to implement a policy.
- Procedures:
    - Continuously change and improve
    - State what, how, when or who
    - Offer a detailed description of activities

Subjects for writing policies and procedures.

- Policies and Procedures for Finances
- Policies and Procedures for Accounting
- Policies and Procedures for Conflict of Interest

- Policies and Procedures for Ethics & Conduct
- Policies and Procedures for Use of Corporation's Property
- Policies and Procedures for Internet and Social Media Use

An Example

Bylaw & Rules of Order

- The bylaw establishes the office of treasurer who is understood to be the officer entrusted with the custody of the funds of the Corporation, and a bylaw establishes the term for the treasurer.
- The rules of order prescribe, in *Robert's Rules of Order Newly revised* 12th edition, some general rules for the office of treasurer.

The Policy

The principle that outlines the Corporation's plan for following a course is **the policy**.

The Policy for Treasurer

- The treasurer shall maintain a complete and accurate account of the financial records in a secure and readily reproducible backed-up format using Generally Accepted Accounting Principles as specified by the Financial Accounting Standards Board to ensure the Corporation receives a standard unqualified audit opinion.

The Procedure

The established way the Corporation does it is **the procedure**.

The Procedure for Treasurer

- The treasurer shall use the accrual system to maintain the Corporation's
    - balance sheets
    - income statements
    - statement of cashflows
    - statement of retained earnings
- The treasurer shall submit the most recent balance sheet at the board meetings.
- The treasurer shall arrange for an annual audit, at the end of the fiscal year, with an independent financial institute.
- The treasurer shall submit the audit report at the board meeting following the end of the fiscal year.

Chapter Bylaw Cross Reference Table

How do you know if you need to write a chapter bylaw?

If it is boxed, make a selection and write a bylaw

If "It is written" do not write a chapter bylaw

Art	Sect	Par	#	The Constitution of VVA, Inc.	
I				**National Provisions**	
I	2			**Purposes**	
I	2	A-F		national, regional, state, & chapter	It is written
Art	**Sect**	**Par**	**#**		
III				**Chapter Provisions**	
III	1			**Chapter Formation**	
III	1			15 members may petition for a charter	It is written
III	2			**Offices**	
III	2			principal offices shall be located within the state	It is written
III	3			**Members**	
III	3	A		chapter may set rules… for waiver of dues	It is written
III	3	A		Corporation's waiver is chapter's waiver of dues	It is written
III	3	B		loss of membership in Corporation is loss in chapter	It is written
III	3	C		entitled to one vote	It is written
III	4			**Meetings of Chapters**	
III	4	A		regular meetings shall be determined by the board	**set date**
III	4	B		annual meeting shall be in April	It is written
III	4	B		election committee elected for one or two years	**select term**
III	4	B		council delegates shall be elected for two years	It is written
III	4	C		special meetings may be called by president	It is written
III	4	C		special meetings shall be called at written request of majority of board	It is written
III	4	D		meetings at principal office or other place designated in notice	It is written
III	4	E		annual meeting 30-50 days' notice	It is written
III	4	E		special meeting 10 days' notice	It is written
III	4	F		shall define their quorum as required by state or local law	**set number**
III	4	G		each member entitled to one vote in person	It is written
III	5			**Board of Directors**	
III	5	A		not less than 3 nor more than 20 set by board approved by members	**set number**
III	5	B		shall consist of at a minimum the officers	It is written
III	5	C		shall be members of the chapter & shall serve 1, 2, or 3-year term	**select term**
III	5	D		shall be responsible for control & management of chapter & advise Corporation of activities	It is written
III	5	E		shall hold annual meeting immediately prior to annual chapter meeting	It is written
III	5	F		meet at least four times a year	**set date**
III	5	G		meeting 5 days' notice	It is written
III	5	H		quorum is two-thirds of the whole number [fixed membership]	It is written
III	5	I		vacancy filled by majority vote of remaining directors	It is written
III	5	J		3 unexcused absences are a resignation	It is written
III	5	K		should seat the AVVA chapter president or rep. on BOD non-voting	It is written

Used with permission from Michael L. Swift PRP, CPP-T

Chapter Bylaw Cross Reference Table

How do you know if you need to write a chapter bylaw?

If it is boxed, make a selection and write a bylaw

If "It is written" do not write a chapter bylaw

Art	Sect	Par	#	The Constitution of VVA, Inc.	
III	6			**Officers**	
III	6	A		shall be president, one or more vice presidents, secretary, treasurer, or secretary-treasurer	**state which**
III	6	B		shall be elected by members at annual meeting	It is written
III	6	B		shall serve a term of one or two years	**state which**
III	6	C		president… shall appoint committee chairs except election committee	It is written
III	6	D		vice president shall…	It is written
III	6	E		secretary shall…	It is written
III	6	F		assistant secretary shall…	It is written
III	6	G		treasurer shall…	It is written
III	6	H		assistant treasurer shall…	It is written
III	6	I		president, vice pres., treasurer… shall be authorized to sign checks	It is written
III	6	I		or other officer designated by board… shall be authorized sign checks	It is written
III	6	I		any officer so authorized shall obtain a fidelity bond or other surety	It is written
III	7			**Committees**	
III	7	A		3-member election committee, elected in April	It is written
III	7	A		shall submit slate at least 30 [March meeting] days prior to election	It is written
III	7	B		board may appoint an executive committee	It is written
III	7	B		board may appoint other committees of directors	It is written
III	7	C		president may establish standing committees in Appendix II	It is written
III	7	C		president shall appoint committee chairs	It is written
III	7	C		chairs shall appoint members	It is written
III	7	D		terms of chairs & members shall be	It is written
III	7	D	1	...election committee shall… serve for 1 or 2 years	**select term**
III	7	D	2	executive committee shall serve for their term of office	It is written
III	7	D	3	standing & other committees terminate at annual meeting	It is written
III	7	D	4	may be re-elected or re-appointed	It is written
III	7	D	5	board may remove any chair…	It is written
III	8			**Chapter Finance**	
III	8			...chapter shall have the power to raise funds…	It is written
III	9			**Election Results**	
III	9	A		chapter shall submit election results to council & national by July 15	It is written
III	10			**Fiscal Year**	
III	10			first day of March to last day of February	It is written
III	11			**Corporate Seal**	
III	11			chapter shall provide a corporate seal…	It is written
III	12			**Waiver of Notice**	
III	12			signed waiver is equivalent to giving notice	It is written

Used with permission from Michael L. Swift PRP, CPP-T

Chapter Bylaw Cross Reference Table

How do you know if you need to write a chapter bylaw?

If it is boxed, make a selection and write a bylaw

If "It is written" do not write a chapter bylaw

Art	Sect	Par	#	The Constitution of VVA, Inc.	
IV				**General Provisions**	
IV	I			**Finance**	
IV	1	A		…chapter shall conform to federal, state, local & this constitution	It is written
IV	1	C		Corporation shall be empowered to examine financial records of chapter	It is written
IV	1	D		copies of bonds & other sureties shall be filed with the Corporation	It is written
IV	2			**Discipline**	
IV	3			**Electronic Meetings**	
IV	3	A		Meetings on all levels of Corporation ***may*** be conducted on an internet platform	Optional
IV	3		1	Identify members participating	It is written
IV	3		2	Identify those seeking to speak	It is written
IV	3		3	Show text of motions	It is written
IV	3		4	Show results of vote	It is written
IV	3	B		Must support anonymous voting	It is written
IV	4			**Restricted Activities**	
IV	4	A		no member may receive compensation…	It is written
IV	4	A		reimbursement of reasonable expenses shall not be… compensation	It is written
IV	4	B		chapters may engage in fund raising activities…	It is written
IV	5			**Rules of Order**	
IV	5			Robert's Rules of Order Newly Revised	It is written
IV	6			**Amendments**	
IV	6			at National Convention 120 days' notice	It is written
				Appendix II Standing Committees	
		A		Membership Affairs Committee	It is written
		B		Public Affairs Committee	It is written
		C		Government Affairs Committee	It is written
		D		Veterans Affairs Committee	It is written
		E		Economic Opportunities Committee	It is written
		F		Minority Affairs Committee	It is written
		G		Constitution Committee	It is written
		H		Veterans Benefits Committee	It is written
		I		Finance Committee	It is written
		J		Women Veterans Committee	It is written
		K		POW/MIA Committee	It is written
		L		Agent Orange/Dioxin Committee	It is written
		M		Veterans Incarcerated and in the Justice System Committee	It is written
		N		Community Services Committee	It is written
		O		Veterans Health Care Committee	It is written
		P		PTSD and Substance Abuse Committee	It is written

Used with permission from Michael L. Swift PRP, CPP-T

Bold lettering indicates instructions, *italicized underlined lettering indicates choices*

Chapter Bylaws Template

_____ Chapter Bylaws

Article I

Name

The name of the organization is *(the name of the chapter copied from the Articles of Incorporation)* as prescribed by the Articles of Incorporation and is hereinafter referred to as the chapter. Article II

Purpose

The purposes of the chapter are those prescribed by the Articles of Incorporation and by the Constitution of Vietnam Veterans of America Incorporated.

Article III

Members

The requirements for membership are the same as the requirements in the Constitution of Vietnam Veterans of America Incorporated.

Article IV

Meetings

1 Regular Meetings. The regular meetings of the chapter shall be held on the *(first / second / third / fourth / last) (Monday / Tuesday / Wednesday / Thursday / Friday / Saturday / Sunday)* of each month.

2 Quorum. *(Five / Ten / Fifteen / Twenty / Twenty-five)* members of the chapter shall constitute a quorum.

Article V

Chapter Board

For section 1 use this option if the chapter board has officers and directors.

1 Board Composition. The officers including *(one/ two / three / four / five / six /…)* directors shall constitute the chapter board. The *(one/ two / three / four / five / six /…)* directors shall serve for a term of *(one / two / three) (year/years)*.

OR

This option if the chapter board has only officers and no directors.

1 Board Composition. The officers shall constitute the chapter board.

2 Board's Duties and Powers. The duties and powers of the chapter board shall be those prescribed by the Constitution of Vietnam Veterans of America Incorporated

Article VI

Officers

1 Officers. The officers of the chapter shall be a president, a vice-president*****, *(a secretary, and a treasurer or a secretary-treasurer)***.**

2 Office Holding Limitations. No member shall hold more than one elected office at a time.

3. Officers will be elected for a term of (one year/two years).

*** If more than 1 vice-president the positions must be listed by number.**

Article VII

Committees

1 Election Committee. The Election Committee shall consist of three members elected at the annual meeting who shall serve until their successors are elected.

2 Ex-Officio Member. The president shall be an ex-officio member of all committees except the Election Committee.

Article VIII

Parliamentary Authority

The rules contained in *Robert's Rules of Order Newly Revised (most current) Edition* shall govern the chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order and standing rules the chapter may adopt.

Article IX

Amendment of Bylaws

These bylaws may be amended at any regular meeting of the chapter by a two-thirds vote, provided the amendment has been submitted in writing at the previous meeting.

Bylaws as *(Adopted / Amended / Revised), Month, date, and year.*

Sample chapter bylaws written using the template

Local Chapter Bylaws

Article I

Name

The name of the organization is Local Chapter, Inc. as prescribed by the Articles of Incorporation and is hereinafter referred to as the chapter.

Article II

Purpose

The purposes of the chapter are those prescribed by the Articles of Incorporation and by the Constitution of Vietnam Veterans of America Incorporated.

Article III

Members

The requirements for membership are the same as the requirements in the Constitution of Vietnam Veterans of America Incorporated.

Article IV

Meetings

1 Regular Meetings. The regular meetings of the chapter shall be held on the second Tuesday of each month.

2 Quorum. Ten members of the chapter shall constitute a quorum.

Article V

Chapter Board

1 Board Composition. The officers including three directors shall constitute the chapter board. The three directors shall serve for a term of one year.

2 Board's Duties and Powers. The duties and powers of the chapter board shall be those prescribed by the Constitution of the Vietnam Veterans of America Incorporated.

Article VI

Officers

1 Officers. The officers of the chapter shall be a president, a first vice-president, a second vice-president, and a secretary-treasurer.

2 Office Holding Limitations. No member shall hold more than one elected office at a time.

3 Officers will be elected for a term of one year.

Article VII

Committees

1 Election Committee. The Election Committee shall consist of three members elected at the annual meeting who shall serve until their successors are elected.

2 Ex-Officio Member. The president shall be an ex-officio member of all committees except the Election Committee.

Article VIII

Parliamentary Authority

The rules contained in *Robert's Rules of Order Newly Revised (most current) Edition* shall govern the chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order and standing rules the chapter may adopt.

Article IX

Amendment of Bylaws

These bylaws may be amended at any regular meeting of the chapter by a two-thirds vote, provided the amendment has been submitted in writing at the previous meeting.

Bylaws as amended October 17, 2021.

Challenge #1

The following chapter bylaws contain errors. Can you identify all 14 of them? The answers are at the end of part 2.

Chapter XXX Bylaws

Article I
Name

The name of the organization is Chapter XXX as prescribed by the Articles of Incorporation and is hereinafter referred to as the chapter.

Article II
Purpose

The purposes of the chapter are those prescribed by the Articles of Incorporation.

Article III
Members

There are two classes of members, active and inactive. Active members are those who have not missed more than 2 meetings in the last year without being excused by the board of directors. Inactive members are all other members.

Article IV
Meetings

1 Regular Meetings. The regular meetings of the chapter shall be held on the first Tuesday of each month.
2 Quorum. Fifteen active chapter members shall constitute a quorum.

Article V
Elections

1 Elections will be held in April.
2 Only active members of the chapter who have been active for at least one year are eligible to run for any of the officer or director positions.
3 The president-elect will take over the position of president when his/her four-year term is over.

Article VI
Chapter Board

1 Board Composition. The officers including three directors shall constitute the chapter board. The three directors shall serve for a term of four years or until a successor is elected.

2 Board's Duties and Powers. The duties and powers of the chapter board shall be those prescribed by the Constitution of Vietnam Veterans of America Incorporated and these bylaws.

Article VII
Officers

1 Officers. The officers of the chapter shall be a president, a president-elect, a vice-president, a secretary, and a treasurer or a secretary-treasurer.
2 Office Holding Limitations. No member shall hold more than one elected office at a time.
3 Officers will be elected for a term of four years.

Article VIII
Committees

1 Election Committee. The Election Committee shall consist of three members elected at the March meeting prior to an election who shall serve until their successors are elected.
2 The board of directors shall approve all committee chair appointees.
3 Only active chapter members may be chosen as committee members and all committee members must be approved by the board of directors.
4 Ex-Officio Member. The president shall be an ex-officio member of all committees except the Election Committee.

Article IX
Parliamentary Authority

The rules contained in *Robert's Rules of Order Newly Revised 9th Edition* shall govern the chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order and standing rules the chapter may adopt.

Article X
Amendment of Bylaws

These bylaws may be amended at any regular meeting of the chapter by a two-thirds vote of the active members.

Bylaws as amended June 2020

Challenge #2

The following bylaw provisions conflict with either Robert's Rules of Order Newly Revised, 12th Ed., the Constitution of Vietnam Veterans of America, Inc. or both. Can you identify the areas of conflict? Answers to the challenge are at the end of part 2.

Membership

1.

There may be Honorary, non-voting memberships, granted by the Chapter's Board of Directors to such persons deemed by the Board of Directors to be worthy of such honor, having demonstrate by conduct deed, uncommon devotion and/or contribution to the cause and principles of the Vietnam Veterans of America in general and/or to the Chapter, in particular.

2.

ARTICLE 3

Membership and Assessment

Section 1. Regular Members. Any veteran of the United States of America military service who served in Vietnam or was in the military during the Vietnam era (1962 – 1975) are eligible for membership.

Section 2. Associate Members (AVVA). Any person who is not eligible as stated above but wants to support the organization can be accepted as an AVVA member. When this group of AVVA members reaches the membership number of 30; AVVA National will be contacted for instructions on our AVVA member to be a separate entity or chapter.

3.

Although our Associate Members belong to Associates of Vietnam Veterans of America (Which is a separate entity than VVA) they are encouraged to attend our meetings and help us raise money. Our Chapter along with National and the State Council recognize AVVA as a great body of information, without voting rights within our chapter. Their input to V.V.A. shall be in accordance with the National constitutions of their respective separate organization.

4.

The Chapter may restrict membership from persons or groups of persons who, by admission and/or action, act inconsistently or detrimentally to the purposes, principles, objectives, or goals of VVA.

Quorum

1.

Quorum.

Meeting	Members Entitled to vote
Board of directors	10
Regular	28
Annual	70

2.

A quorum for Regular Chapter meetings shall consist of a minimum of seven members in good standing of whom two must be Officers, and one must be a Director.

3.

In the absence of the Sergeant-at-Arms the presiding Officer may certify the Quorum at any meeting.

4.

Quorum. The presence in person or by proxy of One Elected Officer and _____ voting members shall constitute a quorum, as authorized by state Law and the Constitution of the Vietnam Veterans of America Incorporated, as amended.

5.

Quorum. Any number of members in good standing shall constitute a quorum.

Board of Directors

1.

At the even year April Annual Meeting the Chapter shall elect a Board of Directors, consisting of six (6) members in good standing, to include either:

a. A President, Vice President, Secretary, Treasurer, and two (2) Directors, or
b. A President, Vice-President, Secretary/Treasurer, and three (3) Directors.

2.

Quorum. Six or more members of the Board of Directors with at least four directors and two officers shall constitute a quorum. **This chapter has 6 officers and 9 directors*

Officers

1.

The Chapter requires that the standard oath of office contained in the Constitution of Vietnam Veterans of America be sworn or affirmed by new or re-elected officeholders of the Chapter upon assuming their duties.

2.

A member of the Chapter holding a State Officer position is not eligible to hold any Officers position at the Chapter level. This constitutes a conflict of interest for anyone holding a state officer position to consequently hold a Chapter Officer position at the same time. Ethically, this is not a sound choice that such a person(s)/member(s) serve at a lower level.

3.

Candidates for any non-officer BOD vacancy shall be first considered from those not elected at the previous Annual meeting, then recommendations and volunteers shall be considered.

4.

State council delegate

a. Official Delegate to State Council District and National Corporation Conventions shall be elected at the even year annual election.
b The Official Delegate shall be empowered to represent the Chapter at any Convention or public function where a designated representative or spokesperson is required.
c The Official Delegate may be any member in good standing that meets the membership requirement and having previously served as an elected officer or Director. Current Officers and Directors may serve as the Official Delegate concurrently with their elected position.

Committees

1.

Elections

January of each year, the President shall appoint an election committee to get suggestions as to members that are willing to run for the offices that will be vacated for that year.

- March of each year, the elections will be held at the membership meeting. New nominations also can be taken from the floor prior to voting, providing the nominee has given her consent. Officers and Committee Members are elected by the majority (minimum of 51%) of members that attended the meeting plus any absentee ballots. Elections may either be by a show of hands or by secret ballot.

2.

Committee membership shall not include members of the same family at the same time. To do so creates a conflict of interest, which shall not be permitted.

Finance

1.

Currently there is only one checking account and no savings account. If another checking or a savings account is required, the Treasurer will be responsible for opening such accounts. All checks will have two officer's signatures. As necessary new signature cards will be completed for the bank for checking or savings account. Receipts will be required for all deposits and expenses.

All bank statements will be reconciled as soon as they are delivered. All checks that are received will be stamped "For Deposit Only" as soon as they are received. Once the Treasurer collects money or checks from the Post Office or the distribution box at the American Legion Post, it will be deposited at the bank as soon as possible. All unused checks and deposit slips will be secured in the Treasurer's briefcase.

Bylaw Amendment

1.

These Bylaws may be altered, amended, replaced or new Bylaws may be adopted by the Board of Directors, providing that any such Bylaws or amendments thereto, as adopted by the Board, be voted on by the members or a new Bylaw, in lieu thereof, may be adopted by the members.

Any Bylaw voted on by the Board of Directors or adopted or modified by those members, shall require a vote of not less than two-thirds (2/3's) majority of the members of the Board of Directors, and the majority members of the Chapter present at the meeting.

2.

- Proposed amendments to the by-laws must be read in their entirety and approved by the Chapter at two (2) consecutive regularly scheduled meetings of the Chapter.
- Special-called meetings shall not qualify for the purpose of this section.

- A two-thirds (2/3) vote of the Chapter at the next regularly scheduled meeting following the second reading shall finalize any amendment.

Miscellaneous

1.

Actions by *Chapter Officer(s) or Chapter Member(s)* that are subversive in nature to the purposes, function, or the order of the Chapter will not be condoned. Any such actions shall be dealt with immediately and shall warrant the termination of such member(s) for just cause as decided by the Board of Directors. Any such member(s) upon a majority vote of the Chapter Board or the members of the Chapter in good standing may be expelled from membership for any cause, which the Chapter may deem reasonable.

2.

Section 6 Chapter Uniforms.

a. The Chapter BOD and membership has approved the white and black shirt with our new chapter name and the Black Beret with the VVA logo as the official VVA Chapter XXX uniform.
b. The Black Beret with the VVA logo is optional wear by all the elected officers. The black Beret or Chapter baseball cap is optional for the general membership.
c. The BOD established originally made the decision all VVA Chapter XXX members attending the monthly GMM and/or monthly social, must wear the Chapter black beret or the baseball cap or either the official Chapter shirt or black sleeveless shirt. If not in uniform, as stated herein the member in violation of this uniform rule will be fined 00.50, collected by the Sargent-at-Arms.

3.

CONFLICTS:

All members shall show respect for all fellow members at all times. In event of a conflict, if arbitration to resolve is required, the offending party is required to apologize to the party found without fault. Refusal to apologize requires immediate suspension from the Chapter for a period of one year and all offices or positions of responsibility currently held. This bylaw change is retroactive to January 1, 2015.

State council bylaws affecting chapters

1.

Article 13 Chapter Bylaws

Chapters may format their own by-laws, with State Council approval, as long as these bylaws do not contradict with the National Constitution and the Bylaws of the State Council.

2.

The President of the Corporation or State Council President may, for good cause shown, suspend the charter of a chapter, or suspend from office, any officer or director of a chapter for failure to comply with the Constitution of Vietnam Veterans of America, Inc., or the State Council Bylaws.

— TAB 9 —

SURVIVOR BENEFITS PROGRAMS: WHAT YOU NEED TO KNOW PLANNING FOR THE FUTURE

Wednesday, August 10, 2022

3:45pm - 5:15pm

Presented by:
Walt Ward
Allan Perkal

— TAB 10 —

VA BENEFITS Q&A

Thursday, August 11, 2022

9:00am - 10:30am

Presented by:
Alec Ghezzi
Claire Corsey
Dani Fischer
Marc McCabe

— TAB 11 —

MEMBERSHIP: INFO & NEWS

Thursday, August 11, 2022

9:00am - 10:30am

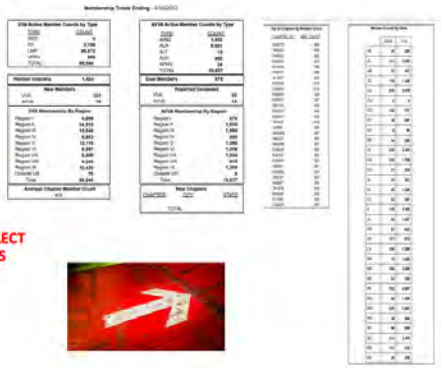
Presented by:
Dick Southern
Nicole Kennedy

VVA Membership THE Road Map





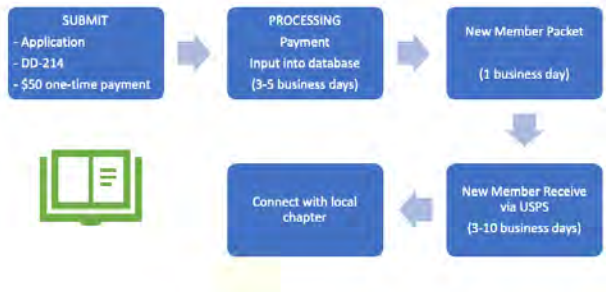
MEMBERSHIP METRICS



SLIDE WILL BE REVISED TO REFLECT CURRENT JULY 2022 METRICS

- ON THE ROAD TO 90K
- TOTAL MEMBERSHIP: XXXX

NEW MEMBER PROCESS



The Application



- ❑ All NEW Members must complete the application and submit a copy of their DD-214 Form
- ❑ One-time payment of $50
  - *Credit card payments can be submitted via:
    - EMAIL: vvamembership@vva.org
    - FAX: 301-585-3010
    - *fastest way process*

3 Ways to Pay
1. Check
2. Credit Card
3. Money Order

SEND TO:
PO BOX 64299
Baltimore, MD 21264

Frequently Used Forms



Chapter -> Chapter
Chapter -> At-Large

Contact Information (name/address/email/phone



TRANSFER FORM

CHANGE OF INFORMATION

Frequently Used Forms (cont.)



DECEASED FORM



MONTHLY ROSTER FORM
(WEB/ELECTRONIC)



MEMBERSHIP DEVELOPMENT

PROSPECTS

- Identify Potential Members
- Search the Internet for Veterans' Web Sites
- Identify Other Concentrations of Veterans
- Use At Large Roster Through Your State Council

RECRUITING

- Design & Launch Your Own Web Site on the Internet
- Establish an E-mail Address for a Point of Contact
- Expand Distribution of Your Newsletter with Electronic Version
- E-mail Contact List for Posting Updates on Veteran Related Issues



Membership Development *con't*



Orienting

- Inquire on their reason for joining
- Provide information on VVA's website, services and how to access them.
- Current members play an active role in orienting new members.
- Orientation helps VVA gain insight on new members' needs, expectations and the value each member expects from their VVA membership.

Involving

- Member involvement provides an opportunity to capitalize on the members' skills, talents, and expertise to help fulfill VVA's goals.
- Provide / educate members on leader handbooks to promote the possibility of future leaders.
- Communication with the members is important.

COMMUNICATION IS KEY

MEMBERS & THE PUBLIC

- Provides information on state council / chapter meetings (location & time).
- Provides information on the general operation of state council / chapter.
- Provides information on veterans benefits & veterans legislative issues.
- Provides information on fund-raising projects & upcoming events.



TOOLS TO USE

- Internet (e-mail contact list & web site)
- State Council / chapter newspapers & newsletters.
- Correspondence (mail & postcard).
- Phone & fax



Internet!

Success in Websites

VIETNAM Reflections

881 VVA Members

Baltimore Chapter 451

Internet!

BE IN TOUCH!

- PHONE: 301-585-4000 OPTION 3
- EMAIL: VVAMEMBERSHIP@VVA.ORG
- FAX: 301-585-3019

"Welcome Home"

QUESTIONS / COMMENTS











— TAB 12 —



AVVA – THE 3-RS TO RECOVERY: REKINDLE • REFRESH • REACTIVATE

Thursday, August 11, 2022

9:00am - 10:30am

Presented by:
Sharon Hobbs
Kathy Andras
Nina Schloffel
Nancy Switzer
Bobbie Morris
Jennifer Ellis

ASSOCIATES OF VIETNAM VETERANS OF AMERICA, INC.

2022 NATIONAL LEADERSHIP & EDUCATION CONFERENCE
GREENVILLE, SC

THE 3 RS TO RECOVERY:

- ❖ REKINDLE
- ❖ REFRESH
- ❖ REACTIVATE

PRESENTERS:

Sharon Hobbs, Nat'l President

Kathy Andras, Nat'l VP & VISTA Committee Chair

Nina Schloffel, Nat'l Secretary, PTSD2 Program Chair

Nancy Switzer, Past Nat'l President, Toxic Exposure Committee Chair

Bobbie Morris, Nat'l Region 2 Director, Incorporation Committee Chair

Jennifer Ellis, Nat'l Region 8 Director, Spousal & Survivor Benefits Program Chair

visit avva.org

ASSOCIATES OF VIETNAM VETERANS OF AMERICA, INC.

2022 NATIONAL LEADERSHIP & EDUCATION CONFERENCE
GREENVILLE, SC

THE 3 RS TO RECOVERY:

- REKINDLE
- REFRESH
- REACTIVATE

TOXIC EXPOSURE

HANDOUT CONTENT

- Scheduling an Agent Orange Town Hall Meeting

Power Point

visit avva.org

How to Set Up A Faces of Agent Orange/Toxic Exposure Town Hall Meeting



STEP #1
Contact Mokie Porter

1-800-882-1316 Ext. 146

email mporter@vva.org

Mokie is the VVA Director of Communications and Coordinator of the Faces of Agent Orange/Toxic Exposure campaign

You can also email Communications Specialist Kathleen Grathwol at kgrathwol@vva.org



GET A TEAM TOGETHER

- Find 5-7 people
- Each person will be responsible for a primary task & a secondary task.
- Don't try to do it all alone! Teams ensure that everything gets done & no one is overwhelmed.
- *Example*: Person 1 handles the location, date & time.
- Meanwhile, Person 2 coordinates the speakers and moderators.

LOCATION, LOCATION, LOCATION

- Choose a Central Location
- Check out:
  - Community Recreation centers
  - Schools, Colleges, or Universities
  - Churches or Temples that host community outreach programs or social events
  - Hotels

LOCATION, LOCATION, LOCATION

- Be sure to consider:
  - Adequate parking
  - Access & accommodations for people with mobility problems or disabilities (ramps, working automatic doors, sign language interpreters, etc.)

DATE & TIME

- Your best bet is to hold the town hall meeting when it's convenient for your community.
- Check Local Events!
- Meetings should a minimum of 2.5 hours. (Be prepared if meeting is longer, this is common)

SPEAKERS & MODERATORS

- ***Speakers***: find individuals familiar with the use and effects of Agent Orange and those who have personal experiences to share.
- These can include:
  - Advocates knowledgeable about Agent Orange and other toxic exposures
  - Veterans and family members willing to speak about Agent Orange and their exposure
  - Accredited Service Officers who can advise on the filing of Agent Orange/Toxic Exposure Claims

SPEAKERS & MODERATORS

- ***Moderator*** : Choose someone who can keep things moving & focused, and can organize people as they speak up & join the conversation,
- You can always contact **MOKIE PORTER** for a list of knowledgeable people in your area & for printed materials you can hand out to participants.

MEDIA

- Send Press Releases to all media outlets (radio, TV, print & online) and Veteran Service organizations.
- Don't forget social networks! Use Facebook, Twitter, and Agent Orange Zone. http://agentorangezone.blogspot.com/log




LOCAL NEWS IS A GREAT PLACE TO START…



ARIZONA RANGE NEWS
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Vietnam Veterans of America To Hold Town Hall Meeting on Generational Effects of Agent Orange/Dioxin

Story Comments (1) Print Font Size

Posted: Thursday, June 19, 2014 10:12 am

Vietnam Veterans of America Chapter 1093 Cochise | 1 comment

Chapter 1093 of the Vietnam Veterans of America, Sierra Vista, Ariz. will hold a Town Hall meeting to address the birth defects, diseases, and learning disabilities affecting the children and grandchildren of Vietnam veterans. The forum will be held on Saturday June 21, 2014 at 11 a.m., at the Sierra Vista United Methodist Church at 5225 St. Andrews Dr…

PRESS RELEASES ARE A GREAT HELP



PRESS RELEASE

Vietnam Veterans of America

VVA To Hold Town Hall Meeting on Generational Effects of Agent Orange/Dioxin in Wichita

POSTERS ARE GREAT TOO. PUT THEM EVERYWHERE!



AGENT ORANGE TOWN HALL MEETING

The Legacy of Exposure to Agent Orange and Other Toxic Substances On Veterans and Their Offspring

Learn About The Health Problems Associated With Exposure to Agent Orange and Other Toxic Chemicals And How They Affect Your Health and The Health of Your Children and Grandchildren.

Date: Thursday, August 7, 2014
Time: 2:00 pm
Location: Meeting Room Eagle D
Hyatt Regency Wichita
400 West Waterman Street
Wichita, Kansas 67202

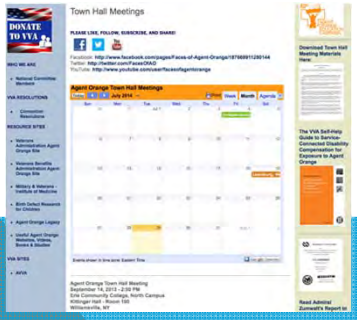
SPONSORED AND PRESENTED BY
The Vietnam Veterans of America Kansas State Council

For more information, contact:
Ron Zink, 785-379-5176

DON'T BE AFRAID TO THINK BIGGER. THIS BILLBOARD WAS USED TO RAISE AWARENESS IN ADVANCE OF A TOWN HALL MEETING



CHECK VVA.ORG TOO! THERE'S A CALENDAR WHERE WE POST INFO ABOUT YOUR UPCOMING TOWN HALL MEETINGS



AGENDAS ARE HELPFUL – THEY LET EVERYONE KNOW WHAT TO EXPECT!


FACES OF AGENT ORANGE TOWN HALL MEETING

Hosted by
The Vietnam Veterans of America
Kansas State Council

August 7, 2014
2:00 p.m. – 4:30 p.m.

Welcome
Introduction of Guests and Panelists
Ron Zink

Panelists
Richard Uedbeck
Mokie Pratt Porter
Nancy Switzer
Mike Demske
John Margowski

Audience Testimonials
Questions & Answers
Adjournment

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Adjournment

AUDIO / VISUAL

- Determine what A/V equipment you'll need, such as:
  - microphones
  - PA system
  - video camera
  - projector
- Most venues for big groups/events have their own A/V gear, there may be a cost involved.

INVITE ELECTED OFFICIALS & STAKEHOLDERS

- Your representatives in local, state, and federal government need to hear your message.
- Invite area VVA Chapters, State Councils, Veterans Service Organizations, and members of your community.

SIGN-UP SHEET

- Have a registration table at the entrance. Ask everyone to sign in and provide them with Agent Orange Materials and an Agenda.
- Participants should provide:
  - Name
  - Address
  - Phone Number
  - Email Address
- Forward a typed copy to mporter@vva.org and keep a copy for yourself. (Also include a total # of attendees)

FUNDING

- Nothing is free. Find a sponsor or location willing to "comp" the meeting space, coffee, and refreshments.
- Talk to your local VFW or American Legion
- Enlist the support of your business community to help underwrite expenses.
- Explore resources available through your Chamber of Commerce.

FUNDING

- VVA (C19) and AVVA (C4) are tax exempt! Remind any hotels or donors that this is a tax write-off
- Keep an open mind. Don't get discouraged if someone says "no" (although most people are more willing to help than you think!)

FOLLOW UP: TAKE ACTION!

- 1 Week after the event, contact everyone on your sign-in sheet and ensure they followed these steps:
- 1. Did you share your story with Faces of Agent Orange? (Email mporter@vva.org)
- 2. Did you register at National Birth Defects Registry?
- 3. Do you have plans to contact a service officer?

REMEMBER!

- You belong to a group of committed people who believe that just talking about Agent Orange and other toxic exposures isn't enough – We must act!
- We need to learn from you to improve what we do.
- Feedback from you and hosts of previous town hall meetings is key to getting better results from future meetings.

ASSOCIATES OF VIETNAM VETERANS OF AMERICA, INC.

2022 NATIONAL LEADERSHIP & EDUCATION CONFERENCE
GREENVILLE, SC

THE 3 RS TO RECOVERY:

❖ REKINDLE

❖ REFRESH

❖ REACTIVATE

PTSD2

HANDOUT CONTENT

- ❖ Introduction
- ❖ More information during the seminar

visit avva.org

PTSD2

Secondary PTSD is commonly referred to as "the stress resulting from helping or wanting to help a traumatized or suffering person." If you live with with someone who suffers from PTSD, you may notice yourself beginning to "mirror" some of their behaviors. This noticeable change is called Secondary Post Traumatic Stress Disorder.

WHAT IS PTSD? PTSD is Post Traumatic Stress Disorder. It is common in combat and other military personnel, fire fighters, police, victims of violent crimes, and other traumatic experiences.

What are some common symptoms of secondary PTSD?

* Intrusive thoughts

* Chronic fatigue

* Sadness

* Anger

* Poor concentration

* Second guessing

* Detachment

* Emotional exhaustion

care, listen, learn, and hope.

Peer Support:

Our program is based on ***peer support***. ***Peer support*** begins when people share their knowledge and experiences. Coming out of this sharing is the willingness to provide emotional, social and practical support. Our job as facilitators is to promote ***peer support*** by providing a safe, caring and non-judgmental environment; an environment that encourages people to share, care, listen, learn, and hope.

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2022 NATIONAL LEADERSHIP & EDUCATION CONFERENCE
GREENVILLE, SC

THE 3 RS TO RECOVERY:

- REKINDLE
- REFRESH
- REACTIVATE

INCORPORATION

HANDOUT CONTENT

- Incorporation information
- General description of the incorporation process

visit avva.org

Incorporating an AVVA Subsidiary

The AVVA Policy and Procedure Manual Section 2 explains the complete process for incorporating AVVA states and chapters.

- Incorporating your chapter or state will give you the ability to:
    1. plan AVVA events
    2. own and manage your bank account
    3. write grants
    4. corporate and community fundraising



- Donors can claim donations as a tax deduction.
- Incorporating your chapter or state enables you to maintain control over your events and your funds, and still be able to work side-by-side with your VVA chapter on their activities.
- States need 50 regular AVVA members to incorporate.
- Chapters need 10 members to incorporate.
- Steps for chapter and state to incorporate:
    1. Send a request to the Incorporation Chair that you wish to begin the incorporation process.
    2. The Incorporation Chair will send the petition packet to the chapter or state for the signatures of the members which includes the age verification form.
    3. The Incorporation Chair will send the link for the start-up kit to the chapter/state representative or their designee to move forward with the incorporation process.
    4. Submit all documents for chapters within 60 days, and 90 days for states to complete the process. All documents must be complete and signed.
    5. Presentation of the AVVA Charter and Flag.
- Our goal is your success.

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2022 NATIONAL LEADERSHIP & EDUCATION CONFERENCE
GREENVILLE, SC

THE 3 RS TO RECOVERY:

❖ REKINDLE

❖ REFRESH

❖ REACTIVATE

S & S BENEFITS SEMINAR
HANDOUT CONTENT

- ❖ Guideline for organizing
- ❖ Sample agenda
- ❖ Meeting handouts
- ❖ Public Service Announcement (PSA)

visit avva.org

ASSOCIATES OF VIETNAM VETERANS OF AMERICA

SPOUSAL & SURVIVOR VA BENEFITS PROGRAM

There are some twenty-one-and-a-half million veterans in the United States, of which almost two-thirds never interact with the VA. Most are unfamiliar with the array of benefits which they have earned by virtue of their military service. Even the one-third of vets who do interact with the VA's healthcare system and/or its benefits administration are not familiar with much of what is available to them, to their families, and to their survivors.

https://vva.org/what-we-do/veterans-advocacy/government-relations/

****

Introduction

In an effort to educate and support the families of veterans concerning the benefits available to them through the Department of Veterans Affairs, the Associates of Vietnam Veterans of America has created a program focused on bringing awareness to what is currently available to the spouse, widow, widower, and family of the veteran.

Federal benefits are constant for everyone; state-funded benefits can vary. With that in mind, this program is designed to be implemented at the state and chapter levels where both federal and in-state funded programs are relevant. This community event can be very successful if carefully planned and advertised.

This program is only available through our website. Included in this program are all the tools needed to plan and execute your seminar.

****

Preparation

A. Procure a knowledgeable certified Veterans Service Officer to conduct the meeting

This person should be local if at all possible. Bringing someone from out of town can be costly; however, if money is no object, then do what is necessary to get the "right" person for the job. (NOTE: perhaps the VVA chapter will co-sponsor the event with you) Also, if there is a Vet Clinic, Veteran Hospital, or National Cemetery, etc. in your area, invite a spokesperson from their organization to participate.

B. Secure a centralized location meeting room in the community

A local church or community center is a good fit for this event. Preferably a place that can be reserved free of charge with free parking to hold your cost to a minimum.

C. Set a date and time for Program

Timing is everything. So many of our older veterans and spouses do not travel at night. Midafternoon (maybe a 3pm or 4pm start time) on the weekend will get them home before dark. But in the winter time, these hours too might be difficult for them to manage. A weeknight seminar will have to begin later due to work constraints. (Note: If you live in an area where avid college football fans reside, be sure to check the schedule before planning this event in the fall.)

D. Announce the event well in advance

Planning a successful, well attended seminar requires getting the word out. Invite all spouses in your area- not just your AVVA members. Ask permission to include an announcement in the other local Service Organizations newsletters. i.e. VFW, DAV, American Legion. Contact your local TV stations for coverage; ask your local newspaper to run a Public Service Announcement (PSA) that are usually free-of-charge; create a flyer for distribution at the VA Center in your area, and anywhere that is a popular gathering place for veterans.

E. Educational material available from the national organization:

1. DIC Brochures
2. Paper Safes
3. AVVA & VVA applications
4. Toxic Exposure
5. PTSD ‘2’

These are available free of charge to our AVVA members just for the asking. Contact your State Representative or President.

F. Audio-Visual needs

Having the needed equipment for your seminar is essential so that people can see and hear what is being said and presented. So, consider these amenities when choosing your location for the event. Check with the Service Officer to know if he will need a projector and screen for a Power Point, etc. A microphone and podium are mandatory. Perhaps a microphone setup in the audience for questions should be considered if possible.

G. Included in these guidelines are:

1. *Example of program outline (for the Service Officer's use)*
2. *Six (6) handouts (these are updated as new handouts are distributed from the VA.)*
    a. *Survivor's & Dependents' Educational Assistance*
    b. *Accrued Benefits and Substitution*
    c. *Dependency and Indemnity Compensation (DIC)*
    d. *Survivors Pension Benefit*
    e. *Service-Disabled Veterans Insurance*
    f. *Burial and Plot Interment Allowance*
3. *Sign-in sheet (optional)*

H. Optional

1. ***Refreshments:*** *Serving refreshments is an option to consider if funding is available; however, refreshments should NOT be the main focus of your gathering. Keep everyone focused on the true reason for your meeting. Refreshments after the meeting is adjourned will be more conducive to learning.*
2. ***Military Protocol:*** *Posting of Colors, National Anthem, and/or Pledge of Allegiance.*
3. ***Invocation***

We hope that these instructions/guidelines will lead you to having a successful event. Remember, this event is to be focused on SPOUSES AND SURVIVORS but without our veterans, this need would not exist. Good luck and give us feedback afterwards. And don't forget to record your VISTA hours.

SPOUSAL AND SURVIVOR VA BENEFIT & EDUCATIONAL SEMINAR AGENDA

I. Overview of VA Structure

II. DIC

a. DIC for surviving spouse
b. DIC for children
c. DIC for parents
d. CHAMPVA health insurance
e. Chapter 35 education benefits for spouse/children

III. Death Pension

a. Eligibility requirements
    i. Length of service/character of discharge
    ii. Wartime service
    iii. Income and net worth
b. Maximum allowable pension rates
c. Housebound criteria
d. Aid & attendance
e. Calculating award amount
f. Medicaid

IV. Burial Benefits

a. Burial reimbursement
b. Headstones and markers
c. Interment in National Cemeteries

V. State Benefits

a. Tax exemptions, etc.

VI. Q**&**A

VII. DEERS Enrollment/DFAS (TJ Jordan-Survivor's Outreach)

a. Military retirement process overview
b. Military ID's
c. SBP application process

VIII. VA Healthcare (Kevin Baker-Chattanooga Vet Center)

a. How spouses can assist with navigating the system
b. Chattanooga Vet Center

IX. Q&A

SPOUSAL AND SURVIVOR BENEFITS EDUCATIONAL SEMINAR

PLEASE PRINT

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ACCRUED BENEFITS AND SUBSTITUTION

What Are Accrued Benefits?

Accrued benefits are benefits that are due to the beneficiary based on an existing decision on a claim for benefits or evidence in the Veteran's claim file at the date of death, but not paid prior to death. Examples of accrued benefits include:

1. A claim or appeal for a recurring benefit was pending at the time of the beneficiary's death and all of the evidence needed for a favorable decision was in the file on the date of death (evidence in file "means" the evidence was in VA's possession, in a VA facility, even if it was not actually physically in the claims file), OR
2. A claim for a recurring benefit had not been allowed, but the beneficiary died before award action could be taken, OR
3. At the time of the beneficiary's death, one or more benefit checks had not been deposited or negotiated.

Who is Eligible to Receive Accrued Benefits?

Generally, VA pays accrued benefits based on the claimant's relationship to the deceased Veteran. If there is no living person eligible to claim accrued benefits, VA pays accrued benefits based on reimbursement.

Relationship:

If accrued benefits are payable, they are paid to the first living person listed below:

When the person entitled is the Veteran's...	VA pays the accrued benefit in ...
Surviving spouse	Full to the surviving spouse

Veteran's **dependent** children, including children between the ages of 18 and 23 and attending school or children found helpless. (If the child is not a dependent for VA purposes, he/she may receive accrued benefits based on reimbursement (see below)	Equal shares
Parents (both)	Equal shares, if they are determined to be dependent parents at the date of the Veteran's death
Sole surviving parent	Full to the sole surviving parent, if he or she is determined to be a dependent parent at the date of the Veteran's death

If the death is that of a…	**Then the accrued is payable to the …**
Surviving spouse	Veteran's children. ***Note***: Accrued Dependent's Educational Assistance (DEA) is payable *only* as reimbursement on the expenses of last sickness and burial.
Child	Surviving child(ren) of the Veteran who are entitled to death compensation, dependency and indemnity compensation, or death pension with the exceptions as listed below. • If the deceased child was entitled to an apportioned share of the surviving spouse's award, the accrued benefit is payable *only* as reimbursement on the expenses of such deceased child's last sickness or burial.

	• If the deceased child was in receipt of death pension, compensation, or DIC, a remaining child who has elected DEA benefits is entitled only to the unpaid benefits which became due and payable to the deceased child for periods prior to the commencement of DEA benefits to the surviving child.

Entitlement to accrued benefits vests according to the line of succession established by law. The fact that a preferred beneficiary fails to file or prosecute a claim does not permit payment of his/her share of accrued benefits to a person or persons having an equal or lower preference. A waiver of right also does not permit such payment.

Reimbursement:

If there are no living persons who are entitled to accrued benefits on the basis of relationship, VA will pay accrued benefits to reimburse the person(s) who paid for or who are responsible to pay for the Veteran's last illness and burial expenses. If the expenses were paid from funds of the deceased beneficiary's estate, the claim should be filed by the executor of the estate.

The amount of accrued benefits payable as reimbursement is limited to the actual amount of expenses paid, and the amount of accrued benefits available.

What is Substitution?

Substitution is a type of accrued benefit. If a Veteran or other claimant dies while his or her claim or appeal is pending, a person eligible to receive accrued benefits may substitute for the Veteran or other claimant to process the claim or appeal through to completion.

How and When Can a Person File a Claim for Accrued Benefits?

Use the following forms (any of which may be used to claim accrued benefits) based on the following;

Relationship

- VA Form 21-601, *Application for Accrued Amounts Due a Deceased Beneficiary*
- VA Form 21-534, *Application for Dependency and Indemnity Compensation, Death Pension and Accrued Benefits by a Surviving Spouse or Child*
- VA Form 21-535, *Application for Dependency and Indemnity Compensation by Parent(s) (Including Accrued Benefits and Death Compensation when Applicable)*
- VA Form 21-0847, *Request for Substitution of Claimant Upon Death of Claimant*

Reimbursement

- VA Form 21-601, *Application for Accrued Amounts Due A Deceased Beneficiary*

VA must receive an accrued benefits claim within one year after the Veteran's death, and/or within one year from the date of notification to the Veteran.

VA must receive a substitution of claimant claim within one year of the original claimant's death. If the substitute dies, the next successive substitute has one year following the substitute's death to file a claim.

DEPENDENTS AND SURVIVORS

BURIAL AND PLOT INTERMENT ALLOWANCE

WHAT ARE VA BURIAL ALLOWANCES?

VA burial allowances are flat rate monetary benefits that are generally paid at the maximum amount authorized by law for an eligible Veteran's burial and funeral costs. A VA regulation change in 2014 simplified the program to pay eligible survivors quickly and efficiently. Eligible surviving spouses of record are paid automatically upon notification of the Veteran's death, without the need to submit a claim. VA may grant additional benefits, including the plot or interment allowance and transportation allowance, if it receives a claim for these benefits.

WHO IS ELIGIBLE?

If the burial benefit has not been automatically paid to the surviving spouse, VA will pay the first living person to file a claim of those listed below:

- Veteran's surviving spouse; **OR**
- The survivor of a legal union* between the deceased Veteran and the survivor; OR
- The Veteran's children, regardless of age; **OR**
- The Veteran's parents or surviving parent; **OR**
- The executor or administrator of the estate of the deceased Veteran.

*Legal union means a formal relationship between the decedent and the survivor that existed on the date of the Veteran's death, which was recognized under the law of the State in which the couple formalized the relationship and evidenced by the State's issuance of documentation memorializing the relationship.

The Veteran must also have been discharged under conditions other than dishonorable. In addition, at least one of the following conditions must be met:

- the Veteran died as a result of a service-connected disability, **OR**
- the Veteran was receiving VA pension or compensation at the time of death, **OR**
- the Veteran was entitled to receive VA pension or compensation, but decided instead to receive his or her full military retirement or disability pay, **OR**
- the Veteran died while hospitalized by VA, or while receiving care under VA contract at a non-VA facility, **OR**
- the Veteran died while traveling under proper authorization and at VA expense to or from a specified place for the purpose of examination, treatment or care, **OR**
- the Veteran had an original or reopened claim for VA compensation or pension pending at the time of death and would have been entitled to benefits from a date prior to the date of death, **OR**
- the Veteran died on or after October 9, 1996, while a patient at a VA–approved state nursing home.

★★★☆

Disabilities determined by VA to be related to your military service can lead to monthly non-taxable compensation, enrollment in the VA health care system, a 10-point hiring preference for federal employment and other important benefits. Ask your VA representative or Veterans Service Organization representative about Disability Compensation, Pension, Health Care, Caregiver Program, Career Services, Educational Assistance, Home Loan Guaranty, Insurance and/or Dependents and Survivors' Benefits.

U.S. Department of Veterans Affairs

HOW MUCH DOES VA PAY?

Service-Connected Death

- If the Veteran died on or after September 11, 2001, the maximum service-connected burial allowance is $2,000.
- If the Veteran died before September 11, 2001, the maximum service-connected burial allowance is $1,500.
- If the Veteran is buried in a VA national cemetery, VA may reimburse some or all of the cost of transporting the deceased Veteran's remains.

Non-Service-Connected Death

- If the Veteran died on or after October 1, 2017, VA will pay a $300 burial allowance and $762 for a plot.
- If the Veteran died on or after October 1, 2016, but before October 1, 2017, VA will pay a $300 burial allowance and $749 for a plot.
- If the Veteran died on or after October 1, 2015, but before October 1, 2016, VA will pay a $300 burial allowance and $747 for a plot.

Effective October 1, 2011, there are higher non-service-connected death rates payable if the Veteran was hospitalized by VA when he or she died.

- If the Veteran died on or after October 1, 2017, VA will pay a $762 burial allowance and $762 for a plot.
- If the Veteran died on or after October 1, 2016, VA will pay a $749 burial allowance and $749 for a plot.
- If the Veteran died on or after October 1, 2015, but before October 1, 2016, VA will pay a $747 burial allowance and $747 for a plot.
- If the death occurred while the Veteran was properly hospitalized by VA, or under VA contracted nursing home care, some or all of the costs for transporting the Veteran's remains may be reimbursed.
- **Note:** If the Veteran dies while traveling at VA expense for the purpose of examination, treatment or care, VA will pay burial, funeral, plot or interment allowances, and transportation expenses.

Unclaimed Remains

- If a Veteran dies and their remains are unclaimed, the entity responsible for the burial of the Veteran would be entitled to a $300 burial allowance.
- If the Veteran is buried in a VA national cemetery, VA may reimburse the cost of transporting the deceased Veteran's remains. VA may also reimburse for the cost of a plot.

HOW CAN YOU APPLY?

You can apply by filling out **VA Form 21P-530, Application for Burial Benefits**. You should attach a copy of the Veteran's military discharge document (DD 214 or equivalent) and a death certificate. If you are claiming transportation expenses, please attach a receipt for the expenses paid.

You can call us toll-free within the U.S. by dialing 1-800-827-1000. If you are located in the local dialing area of a VA regional office, you can also call us by checking your local telephone directory. For the hearing impaired, our TDD number is 711.

You should mail your application to the VA regional office located in your state. You can obtain the mailing address for VA regional offices by accessing our **locations site**. The address is also located in the government pages of your telephone book under "United States Government, Veterans."

RELATED BENEFITS

VA National Cemetery Burials / **Headstones, Markers and Medallions**/
Presidential Memorial Certificates / **Burial Flags**

EDUCATION AND TRAINING

SURVIVORS' & DEPENDENTS' EDUCATIONAL ASSISTANCE

WHAT IS SURVIVORS' & DEPENDENTS' EDUCATIONAL ASSISTANCE (DEA)?

Survivors' & Dependents' Educational Assistance (DEA) is an education benefit for eligible spouses and children of certain Veterans. Eligible persons can receive up to 45 months of full-time or equivalent benefits for:

- College, Business, Technical or Vocational Courses, High School Diploma or GED, Independent Study or Distance Learning courses
- Correspondence Courses (Spouses Only)
- Apprenticeship/On-the-Job Training
- National Exams (e.g. SAT, LSAT, GRE, GMAT)
- Remedial, Deficiency, and Refresher Training (in some cases)
- The cost of tests for licenses or certifications needed to get, keep, or advance in a job

Note: Log onto our GI Bill website to find out if the program is approved for VA educational benefits, then click on "Choosing a School" tab and Search for approved Education and Job Training Programs at VA's WEAMS Institution Search Tool.

WHO IS ELIGIBLE?

To be an eligible for DEA you must be the son, daughter, or spouse of:

- A Veteran who died, or is permanently and totally disabled, as the result of a service-connected disability. The disability must arise out of active service in the Armed Forces.
- A Veteran who died from any cause while such service-connected disability was in existence.
- A Servicemember missing in action or captured in the line of duty by a hostile force.

- A Servicemember forcibly detained or interned in the line of duty by a foreign government or power.
- A Servicemember hospitalized or receiving outpatient care for a VA determined service-connected permanent and total disability may be eligible for DEA benefits.

HOW LONG IS THE PERIOD DURING WHICH THIS BENEFIT MAY BE USED?

Spouses and surviving spouses generally have 10 years from the date VA establishes eligibility to use the benefit. Spouses and surviving spouses will remain eligible for 20 years if the VA rated the veteran permanently and totally disabled with an effective date of 3 years from discharge. Surviving spouses of Service members who died while on Active Duty also have 20 years from the date of the Service member's death to use the benefit.

Children may use the benefit while they are between the ages of 18 and 26.

Note: These time limits can be extended under certain circumstances. For details, call the toll-free number or visit our website.

HOW MUCH DOES VA PAY?

The amount VA pays is based on the type of training program and training time (i.e. full-time, half-time, etc). Benefits are paid monthly and in arrears. If attendance is less than a month or less than full-time, payments are reduced proportionately. Current payment rates can be found on our website.

HOW CAN YOU APPLY?

Once you find a program approved for VA training you can apply online.

For more information, call toll-free 1-888-442-4551 (1-888-GI BILL 1) or visit our GI Bill website.

DEPENDENTS AND SURVIVORS

DEPENDENCY AND INDEMNITY COMPENSATION (DIC)

What is Dependency and Indemnity Compensation?

Dependency and Indemnity Compensation (DIC) is a monthly benefit paid to eligible survivors of:

- Servicemembers who died while on active duty, active duty for training, or inactive duty training, OR
- Veterans whose death resulted from a service-connected injury or disease, OR
- Veterans whose death resulted from a non-service-connected injury or disease, and who were totally disabled from their service-connected disabilities for
    - at least 10 years immediately preceding their death, OR
    - since the Veteran's release from active duty and for at least five years immediately preceding death, OR
    - at least one year immediately preceding death if the Veteran was a former prisoner of war who died after September 30, 1999.

WHO IS ELIGIBLE?

SURVING SPOUSE

You may be eligible for DIC benefits if you are a surviving spouse who:

- was married to a military Servicemember who died on active duty, active duty for training, or inactive duty training, OR
- married the Veteran before January 1, 1957, OR
- married the Veteran within 15 years of discharge from the period of military service in which the disease or injury that caused the Veteran's death began or was aggravated, OR
- was married to the Veteran for at least one year, OR
- had a child with the Veteran, AND
- cohabited with the Veteran continuously until the Veteran's death or, if separated, was not at fault for the separation, AND
- is not currently remarried.*

You may be eligible to continue receiving DIC benefits if you remarried on or after December 16, 2003, and were at least 57 years of age.

★★★☆

Disabilities determined by VA to be related to your military service can lead to monthly non-taxable compensation, enrollment in the VA health care system, a 10-point hiring preference for federal employment and other important benefits. Ask your VA representative or Veterans Service Organization representative about Disability Compensation, Pension, Health Care, Caregiver Program, Career Services, Educational Assistance, Home Loan Guaranty, Insurance and/or Dependents and Survivors' Benefits.

SURVIVING CHILD

You may be eligible for DIC if you are the surviving child of a military Servicemember who died in the line of duty or a Veteran whose death resulted from a service-connected injury or disease. Additionally, you must be:

- unmarried AND
- under age 18, or between the ages of 18 and 23 and attending school.*

Certain helpless adult children may be entitled to DIC. Please call the toll-free number 1-800-827-1000 for the eligibility requirements.

PARENTS

You may be eligible for DIC if you are the surviving parent of a military Servicemember who died in the line of duty or a Veteran whose death resulted from a service-connected injury or disease. Find additional information regarding Parents' DIC.

HOW MUCH DOES VA PAY?

- Benefit rate tables for surviving spouses and children
- Benefit rate tables for parents

HOW CAN YOU APPLY?

You may apply for DIC benefits by filling out

- VA Form 21-534EZ or VA Form 21-534, Application for DIC, Death Pension and Accrued Benefits by a Surviving Spouse or Child, or

- VA Form 21-535, Application for Dependency and Indemnity Compensation by Parent(s),

The completed form should be mailed to the Pension Management Center that serves your state and has jurisdiction over your claim. If you do not know which PMC has jurisdiction over your claim, you may submit your request to the VA regional office closest to your current residence. A directory of VA regional offices is available at Directory of VA Regional Offices.

LIFE INSURANCE

SERVICE-DISABLED VETERANS INSURANCE

WHAT IS SERVICE-DISABLED VETERANS INSURANCE (S-DVI)?

S-DVI is life insurance for Veterans who have received a service-connected disability rating by the Department of Veterans Affairs. The basic S-DVI program, commonly referred to as "RH Insurance", insures eligible Veterans for up to $10,000 of coverage. Veterans who have the basic S-DVI coverage and are totally disabled are eligible to have their premiums waived. If a premium waiver is granted, policyholders may apply for additional coverage of up to $30,000 under the Supplemental S-DVI program. Premiums for Supplemental S-DVI coverage, however, cannot be waived.

WHO IS ELIGIBLE?

You are eligible for S-DVI if:

- You were released from service under other than dishonorable conditions on or after April 25, 1951 ***AND***
- VA has notified you that you have a service-connected disability (even one rated 0%) ***AND***
- You are healthy except for your service-related disability ***AND***
- You apply within two years of being notified of your service-connected disability

You are eligible for Supplemental S-DVI if:

- You have an S-DVI policy ***AND***
- The premiums on your basic coverage are being waived due to total disability ***AND***
- You apply within one year of being notified of the waiver ***AND***
- You are under 65 years of age

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Disabilities determined by VA to be related to your military service can lead to monthly non-taxable compensation, enrollment in the VA health care system, a 10-point hiring preference for federal employment and other important benefits. Ask your VA representative or Veterans Service Organization representative about Disability Compensation, Pension, Health Care, Caregiver Program, Career Services, Educational Assistance, Home Loan Guaranty, Insurance and/or Dependents and Survivors' Benefits.

REMINDER: Applying for Coverage - VA strives to inform all Veterans who are rated for new disabilities about their eligibility for S-DVI, but it remains your responsibility to apply within the prescribed time limits even if you do not receive an application in the mail.

Waiver of Premiums **-** you may be eligible for a waiver if you become totally disabled (unable to work because of your disability) before your 65th birthday and remain disabled for at least six consecutive months. (Premiums for Supplemental S-DVI can't be waived.) Your VA rating for a service-connected disability—even 100%--does not automatically qualify you for a waiver of your premiums.

HOW MUCH DOES IT COST?

The cost varies depending upon age, type of plan (term or permanent), and the amount of coverage.

HOW CAN YOU APPLY FOR S-DVI?

You can apply by using the following forms:

- VA Form 29-4364 to apply for S-DVI or by applying online
- VA Form 29-357 to apply for a total disability waiver of S-DVI premiums
- VA Form 29-0188 to apply for Supplemental S-DVI (or you may submit a letter, over your signature, requesting Supplemental S-DVI)

For More Information, Call Toll-Free 1-800-669-8477 or Visit Our Insurance Website

DEPENDENTS AND SURVIVORS

SURVIVORS PENSION BENEFIT

WHAT IS SURVIVORS PENSION?

Survivors pension (formerly death pension) is a needs-based benefit paid to surviving spouses and children of wartime Veterans, who meet certain age, disability, and marriage requirements.

WHO IS ELIGIBLE?

You may be eligible if:

- the deceased Veteran was discharged from service under other than dishonorable conditions, AND
- he or she served 90 days or more of active duty with at least 1 day during a period of war*, AND
- you are the unmarried surviving spouse (or previously married and the marriage was terminated prior to November 1, 1990); OR
- you are the unmarried child of the deceased Veteran who is under 18, who became permanently helpless before 18, or is between 18 and 23 and pursuing a course of instruction at an approved educational institution, AND
- your countable income is below the amount listed in the chart below, AND
- you meet the net worth limitations.

*If the deceased Veteran entered active duty after September 7, 1980, he or she must have served at least 24 months of active duty service. If the total length of service is less than 24 months, the Veteran must have completed their entire tour of active duty.

For the current maximum annual pension rate, visit our Survivors Pension Rate Table.

HOW MUCH DOES VA PAY?

VA calculates annual pension by first determining for your particular circumstances the Maximum Annual Pension Rate (MAPR), an amount set by Congress. For example, if you are a surviving spouse with no dependent children, the MAPR is $8,630. Next VA determines your countable income. VA determines countable income by subtracting from your total annual income the amount of those exclusions provided by law. VA then subtracts from the MAPR your countable income; the difference

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is your yearly pension entitlement. VA divides this amount by 12 and rounds down to the nearest dollar, this is the approximate amount of your monthly pension payment.

VA deducts certain expenses paid by you, e.g., unreimbursed medical expenses, from your annual household income, which will decrease your countable income and increase your monthly pension payment. A complete list of these exclusions is provided in section 3.272 of title 38, Code of Federal Regulations.

HOW CAN YOU APPLY?

You may apply for survivors' pension by filling out VA Form 21-534EZ, Application for DIC, Death Pension, and/or Accrued Benefits, and mailing it to the Pension Management Center (PMC) that has jurisdiction over your claim. If you do not know which PMC has jurisdiction over your claim, you may submit your application to the VA regional office closest to your current residence. See our directory of VA regional offices.

We ask that you provide a copy of the Veteran's death certificate with your claim.

ARE YOU ELIGIBLE FOR



Discover the benefits you are entitled to by attending our

SPOUSAL and SURVIVOR'S BENEFITS EDUCATIONAL SEMINAR

DATE: TIME:

PLACE:

ADDRESS:

CONTACT INFORMATION:

More information: www.avva.org/benefits.html

Sponsored by: Associates of Vietnam Veterans of America, Inc.

Serving Veterans & their Families since 1999.

SAMPLE PUBLIC SERVICE ANNOUNCEMENT

SPOUSAL & SURVIVOR BENEFITS EDUCATIONAL SEMINAR

DAY/DATE/TIME

PLACE ● STREET ADDRESS ● CITY/STATE

PRESENTER: NAME & CREDENTIALS

Additional information ● Additional information

SPONSORED BY:

Associates of Vietnam Veterans of America,
Chapter ??? or
State ???

REPLACE THE ABOVE TEXT WITH YOUR INFORMATION AND GIVE TO YOU LOCAL RADIO STATION, NEWSPAPER, AND/OR OTHER PUBLIC INFORMATION OUTLETS AND OTHER VETERAN RELATED SERVICE ORGANIZATIONS.

ASSOCIATES OF VIETNAM VETERANS OF AMERICA, INC.

2022 NATIONAL LEADERSHIP & EDUCATION CONFERENCE
GREENVILLE, SC

THE 3 RS TO RECOVERY:

- REKINDLE
- REFRESH
- REACTIVATE

V.I.S.T.A.

HANDOUT CONTENT

- Record Reporting Form
- Policy/Guidelines for recording and submitting

Associates of Vietnam Veterans of America, Inc.

Volunteers In Service To America Hours

Name: _____ State & Chapter_____

E-Mail:_____ (If you have no email address, please enter your phone #)

DATE	HOURS	EVENT

Total All Hours:_____

Complete this form and mail to: Kathy Andras, ***AVVA VISTA*** Coordinator
117 Hardwood Dr.
Belle Chasse, LA 70037

Or, print and scan to computer, and email to: Kathy.Andras@yahoo.com

c. The volunteer must completely fill out the identifying portion of the timesheet to insure credit is given to the proper individual and/or AVVA chapter. Hours donated must be recorded for each event with a brief explanation of how time was spent.
d. The volunteer may submit the timesheet electronically to: vista@avva.org, or mail it to the *AVVA VISTA* Coordinator at the address provided on the form.
e. The *AVVA VISTA* Committee reserves the right to verify hours, should a question be raised as to the validity of records.

C. RECOGNITION

1. The AVVA national board of directors will recognize those individuals and chapters performing the most volunteer hours during the applicable fiscal year for their efforts and accomplishments. These hours must be properly recorded and submitted.

    a. While VISTA tracks all hours submitted for accounting purposes, this program was created to give recognition to AVVA Regular Members.

2. This recognition will take place during the AVVA luncheon held at the annual meetings.

3. The Fiscal Year will begin March 1, and end on the last day of February of each year.

D. VISTA COORDINATOR

1. The coordinator is a member of the *AVVA VISTA* Committee and is appointed by the AVVA national president, with the approval of the board of directors.

2. The coordinator will select two (2) or more additional committee members for the term of the committee.

3. The coordinator is responsible for recording, tallying, and reporting volunteer hours to the state president, state representative, and the board of directors on a quarterly basis.

4. The coordinator will submit the annual budget to the Finance Committee.

5. The coordinator mentors and advises the membership regarding qualifying hours.

E. VISTA COMMITTEE MEMBERS

1. The members of the AVVA Vista Committee are responsible for:

    a. Assisting the coordinator in counting and verifying hours submitted.
    b. Determining and verifying the order of award recipients.
    c. Aiding the coordinator in making decisions regarding VISTA committee concerns.

III. COMMITTEE AND PROGRAM POLICY: AVVA VISTA Committee

A. GENERAL:

1. AVVA recognizes that VA clinic hours are already being counted, and that procedure remains intact. These guidelines are designed to encompass those countless hours not recognized or counted by the VVA's Veterans Administration Volunteer Services (VAVS).

2. The Associates of Vietnam Veterans of America give innumerable hours of service to our veterans and our communities. In an effort to capture the totals and recognize those who have committed their time to AVVA's service, we have created the *VOLUNTEERS IN SERVICE TO AMERICA* (AVVA VISTA) Program.

B. DEFINITION OF VOLUNTEER HOURS

1. Volunteer hours are hours donated without prejudice or coercion to the betterment or care of our veterans, individually or collectively, or involvement in community activities or local charities in your capacity *as an AVVA member.*

2. Examples of VISTA hours include, but are not limited to:

   a. Assisting an individual who would otherwise have difficulty completing day-to-day tasks. (i.e. shopping, cleaning, and/or cooking, etc.);
   b. Cooking for a chapter meeting, volunteering during fundraisers, and/or chapter functions;
   c. Driving an individual to doctor's office visits:
   d. Visiting nursing homes or hospitals;
   e. Spending time with emotionally, mentally or physically challenged persons *('Lending an ear');*
   f. Tasks required of you by your members at chapter, state, or national events, subject to being specifically sent to said event by your membership.
   g. Creating items to be donated or building quality-of-life home improvements for the physically challenged;

3. Examples of hours which **will not** be counted:

   a. Hours spent in the above activities which are for the sole support of one's own family member.
   b. Hours spent volunteering in a VA clinic (these hours are counted by VVA).
   c. Hours spent volunteering in the specific capacity of an AVVA board member.
      (a) Board members may count hours spent in a capacity of a chapter or state position if they hold one, but may not make an issue of their board position.

4. Collecting Hours:

   a. Each volunteer will record their donated time(s) and submit to the *AVVA VISTA* coordinator monthly.
   b. The volunteer will use ***Form F-Pro08.03*** to record hours. This form will be available on the AVVA website, or may be requested to be sent by U.S. mail to the volunteer from the *AVVA VISTA* Coordinator, State President, State Representative, or Regional Director.

ASSOCIATES OF VIETNAM VETERANS OF AMERICA, INC.

2022 NATIONAL LEADERSHIP & EDUCATION CONFERENCE
GREENVILLE, SC

THE 3 RS TO RECOVERY:

- REKINDLE
- REFRESH
- REACTIVATE

PAPER SAFE

HANDOUT CONTENT

- Paper Safe information
- How to order your Paper Safe

visit avva.org

FREE THE PAPER SAFE FREE

The *Paper Safe* is one of AVVA's longest and most successful programs. First printed in 2002, over 75,000 copies have been distributed.

The *Paper Safe* is a wonderful document for any family. We all know that we are not going to live forever, and the hardest thing for our families and friends is trying to deal with all of the details when we are gone, or if we become unable to make important decisions for ourselves. Often, people do not have any information available for their spouse, children, or friends to help them do what you would want them to do.

This document was designed with Veterans in mind, but is a great tool for anyone. It is intended for you to easily contain all of the information that your family will need in a stressful time. Even if you already have a Will or Trust, the *Paper Safe* can allow you to put all of that information, along with all of the other details that someone would need, in one simple to find place.

To order your copy, either fill out the order form located on the AVVA website or contact Nancy Switzer at switzer3@frontiernet.net or Sharon Hobbs at blondyhobbs@aol.com directly.

ASSOCIATES OF VIETNAM VETERANS OF AMERICA, INC.

2022 NATIONAL LEADERSHIP & EDUCATION CONFERENCE
GREENVILLE, SC

THE 3 RS TO RECOVERY:

- REKINDLE
- REFRESH
- REACTIVATE

PROJECT FRIENDSHIP

HANDOUT CONTENT

- Description
- 2022 Recipient flyer

visit avva.org

PROJECT FRIENDSHIP

Project Friendship is one of AVVA's longest running programs. Each year, when AVVA meets, either for its National Convention or Leadership Conference, members come together to assist another non-profit organization. It is common for *Project Friendship* to benefit a charity in the local area of the meeting, or as geographically close as can be located. The chosen charity is a 501(c)(3) organization that works either with Veterans, homeless Veterans, wounded Veterans, or those who have lost a loved one in service to America. AVVA feels it is essential that, as a non-profit organization, we reach out to help other organizations whose mission touches on the Mission and Purpose of AVVA. *Project Friendship* is announced annually and is the choice of the National President, with advice given from the VVA National Homeless Committee Chair, and with the approval of the National Board.

The *Project Friendship* recipient in 2022 is ***Fellow Countrymen***. AVVA will present a check to the organization on Saturday morning during the Closing Ceremony at the Leadership & Education Conference in Greenville, SC. (flyer included)

ASSOCIATES OF VIETNAM VETERANS OF AMERICA, INC.

2022 NATIONAL LEADERSHIP & EDUCATION CONFERENCE
GREENVILLE, SC

THE 3 RS TO RECOVERY:

- REKINDLE
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- REACTIVATE

HELPING HANDS GRANT

HANDOUT CONTENT

- Purpose
- General description of the process

visit avva.org

ASSOCIATES OF VIETNAM VETERANS OF AMERICA, INC.

HELPING HANDS GRANT

The AVVA Helping Hands Grant is for the purpose of lending aid to various projects that intend to help Veterans or their families, homeless, or other charitable projects that may be approved by the AVVA National Board of Directors.

Some examples of qualifying events or projects might be stand downs; homeless veteran organizations; chapter or state projects that raise funds specifically for veteran related charities; local veteran related charitable projects by other organizations; and similar endeavors.

If you believe your project or event may qualify, an application can be found on the AVVA website. (avva.org) Applicants will be notified in writing of a decision within 8-12 weeks of receipt. Applicants should plan accordingly. All materials submitted become the property of AVVA.

— TAB 13 —

LEGISLATIVE ADVOCACY 101 AND ROLE PLAY

Thursday, August 11, 2022

10:45am - 12:15pm

Presented by:
Pete Peterson
Sharon Hodge

GOVERNMENT AFFAIRS COMMITTEE SEMINAR
VVA NATIONAL LEADERSHIP/EDUCATIONAL CONFERENCE
AUGUST 9-13, 2022

How to Become an Effective Legislative Advocate

UNITED STATES CONGRESS

The United States Congress consists of two distinct groups of elected officials:

The Senate and the House of Representatives

There are 435 members in the House of Representatives and 100 in the U.S. Senate. You are represented by one Congressperson (elected to the House of Representatives from your district) and two Senators (elected to the Senate from your state).

According to the U.S. Constitution, these individuals are expected to represent you in Congress. However, to do that, they must hear from you. Establishing and developing an ongoing, effective relationship with your elected officials helps to educate them regarding your issues and ensures that their votes aren't cast without your input.

Know Your Elected Officials

You may have more than one representative listed in your area. Call your representatives' district office to get the phone and fax numbers and also request info on their Washington offices. If you have email capability, you can ask for an email address as well.

ELECTED OFFICIALS

House of Representatives
25 years of age
A citizen of the United States for at least 7 years
At the time of election, be a resident of the state

U.S. Senate
30 years of age
A citizen of the United States for 9 years
At the time of election, be a resident of the state

Members of the House of Representatives serve two-year terms and reelection are held every even year. Senators serve six-year terms and elections to the Senate are staggered over even years so that only about 1/3 of the Senate is up for reelection during any election.

PLANNING YOUR VISIT

A visit with your representatives is one of the most effective ways to develop a relationship with your legislators in Washington DC and in your home District.

KNOW BEFORE YOU GO

- ✓ Know Key Players
- ✓ Communicate
- ✓ Discussing Issues
- ✓ Stay Focused
- ✓ Be Courteous

PERSONAL VISIT

- ✓ Make an appointment
- ✓ Be prompt
- ✓ Dress the part
- ✓ Be Political
- ✓ Be Prepared
- ✓ Business Cards

BE PREPARED

- ✓ Support Your Position
- ✓ Keep Agenda Limited

STATE YOUR CASE

- ✓ Objective
- ✓ Audience
- ✓ Message

GRASSROOTS

- ✓ Ask for support
- ✓ Hold your representatives accountable
- ✓ Use social media, twitter, facebook

10

GRASSROOTS CON'T

- ✓ Work with other Veterans
- ✓ Involve your state council
- ✓ Develop State Legislative Agenda

11

WRITTEN CORRESPONDENCE

Write letters on your own stationary and mention any appropriate organizational or professional affiliations.

Handwritten letters are appropriate and considered extremely effective.

Address the specific issue or congressional bill you are writing about.

Keep your letter to one page and explain how the issue affects you, your agency, or those you care about .

Include your name, address and phone number in your correspondence

The Honorable
United States Senate
(*House of Representatives*)
Washington, DC 20510
(*20515 for House*)

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TELEPHONE ADVOCACY

Effective telephone calls are generally best when time constraints make letters or personal visits impossible. Calls are logged on a chart in the legislators' office and can have an effect on how he or she votes.

- ✓ Identify yourself. state your name, address, why you are calling and that you are a constituent
- ✓ Keep your message simple, specific and brief. Do not go over three or four minutes.
- ✓ Ask for a written response and provide your mailing address

13

EMAIL ADVOCACY ELECTRONIC MEDIA

Your congressional representatives are now online and email is clearly a quick and efficient way to communicate with elected officials. As with all communication, it is important to be personal when emailing your representatives. Because it is easier to email a quick note than to handwrite a personal letter, Make sure you discuss only one issue at a time and always give your name and mailing address.

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REMEMBER

Elected Officials work for You!!!!

15


Any questions?

— TAB 14 —



VETERANS INCARCERATED, PTSD AND TBI

Thursday, August 11, 2022

10:45am - 12:15pm

Presented by:
Dominick Yezzo
Gary Newman

Veterans Incarcerated and In the Justice System Committee: The Silent Scars of PTSD & TBI

COMMITTEE SCOPE: We encourage you to acknowledge the men and women who honorably served in the military and returned to civilian life with the silent scars of Post-traumatic Stress and Traumatic Brain Injury.

The VINJUS committee is in service to honorably discharged personnel who are prosecuted and sentenced to incarceration because of a crime committed while suffering from PTSD and TBI. We ask that you learn the causes and effects of PTSD and TBI on returning veterans, who are otherwise honorable people, and that you establish support systems for those who face the justice system as follows:

- **VETERANS INCARCERATED:**
  - Prison visits.
  - Encouraging wardens and prison administrators to house veteran inmates in separate veteran wards.
  - Fostering inmate initiatives for business, education, community service, art, and self-development.

VETERAN TREATMENT COURTS:

- The role of the judges.
- The need for mentors; mentor training to make personal connections, veteran to veteran.
- District Attorney dialogue.
- Establishing Veteran Treatment Courts.
- Veterans Administration support groups.
- Family and community participation at court proceedings.
- The need for social services in the courtroom, (viz): Alcohol and drug specialists
- Veterans Administration Program.
- Coordinators, career counselors, and support therapists.

GETTING AHEAD WHILE GETTING OUT:

A prisoner reentry model to reduce recidivism through:

- Learning
- Building resource
- Accountability and collaboration
- Tips for starting a program in your community.

VINJUS Committee
Dominick Yezzo, Chair (516) 524-5600 dominickyezzo@gmail.com
Gary Newman

— TAB 15 —

SUICIDE PREVENTION

Thursday, August 11, 2022

10:45am - 12:15pm

Presented by:
Dr. Todd Burnett

— TAB 16 —

WE ANSWERED THE CALL

Thursday, August 11, 2022

2:00pm

Presented by:
John Kinzinger

— TAB 17 —

TREASURER RESPONSIBILITIES: IS THERE A BETTER WAY?

Friday, August 12, 2022

9:00am - 10:30am

Presented by:
Anthony Powell

— TAB 18 —

HOME AT LAST

Friday, August 12, 2022

9:00am - 10:30am

Presented by:
Sandy Miller
Dr. Tom Hall
Mr. Will Train

— TAB 19 —

BYLAWS WORKSHOP

Friday, August 12, 2022

10:45am - 12:15pm

Presented by:
Leslie DeLong
Michael Swift

Bylaws Workshop

Presented by Leslie DeLong

and the National Constitution Committee

2022 National Leadership Conference

Greenville. SC

Friday, August 12, 2022

10:45am - 12:15am

Chair, Leslie DeLong

Members: Grant Coates, Ken Holybee, Barry Rice, Beverly Stewart, Shelby Pinkerton, Jack Dean, Fred Barks, Gerry Corrigan

AVVA Advisors: Mary Miller, Kaye Gardner

Staff Liaison: Sharon Hodge

Amend or Revise the Bylaws?

AMEND (SOMETHING PREVIOUSLY ADOPTED, RONR (12th ed.) 57:1 – 19

- Minor changes
- Isolated changes
    - Substitute an entire section or paragraph
    - Substantially change an entire section or paragraph
- Requires previous notice of the change and at least a 2/3's vote[1] to adopt
    - Notice should be given at a previous meeting or, for example, thirty days prior to the next meeting.
        - Notice can be stated verbally at a meeting and recorded in the minutes, or it can be given in writing and attached to the minutes.
        - An example of notice of a proposed amendment follows:
            - To amend the bylaws by adding the following under Section VI, Board of Directors
              B. The board may authorize a donation of up to $500 in emergency assistance to an individual or family.
- Process
    - A bylaws amendment for which notice was given would be considered under "Unfinished Business and General Orders[2]" in the agenda or order of business at a chapter meeting.
    - Scope of notice limits what can be included in any amendment applied to the original proposed bylaw amendment

Script for making an isolated amendment to the bylaws

Chair: Notice having been given the question is to amend Section VI, paragraph B, by striking $300 and inserting $500. If adopted the bylaw will read

Section VI, Board of Directors
B. The board may authorize a donation of up to **$500** in emergency assistance to an individual or family.

Chair: Is there any debate or amendment? (Chair recognizes)
Mbr Jones: I move to amend the motion by striking $500 and inserting $700.
Chair: The motion is out of order. According to Robert's Rules of Order (12th ed.) 57:11, no amendment that makes a change larger or greater than that for which notice was given can be made to this motion.
Chair: Is there any more debate or amendment? (pause)

[1] An alternate to notification and a 2/3's vote is a majority vote of the entire membership, RONR (12th ed.) 57:1 (1).
[2] General orders consist of those motions that were postponed or for which notice was given at a previous meeting. General orders are considered after unfinished business is attended to.

Chair: There being none, those in favor of amending the bylaws under Section IV, paragraph B. by striking $300 and inserting $500, say aye.
Mbrs: Majority say aye
Chair: Those opposed say no
Mbrs: A few noes
Chair: The ayes have it. The secretary will distribute the amended bylaws to the members by email within 10 days. The bylaw provision becomes effective immediately.

BYLAWS REVISION (RONR (12th ed.) 57: 5 – 9

- Extensive changes scattered throughout document essentially creating a new document.
- Requires previous notice, notice of a revision signifies an entirely new document will be considered.
    - Notice can be given verbally at a prior meeting of the chapter and recorded in the meeting minutes, or it can be a written notice sent to all members of the chapter a certain length of time, for example, thirty days prior to the meeting during which the document will be considered. The written notice would be attached to meeting minutes with notation as to when it was sent out. The following is an example of a verbal notice recorded in the chapter meeting minutes.
    - The bylaws committee will be presenting a revision of the chapter bylaws for consideration at the July 2022 regular meeting of the chapter. A copy of the proposed bylaws will be emailed to the members ten days prior to the July meeting.
- Current bylaws have no bearing on the revision and members are not confined to considering only those changes that have been made to the current bylaws. The entire document is open for amendment.
- Process
    - The motion to adopt the revised bylaws would be considered under "Unfinished Business and General Orders" in the meeting agenda or order of business.
    - The presiding officer should ask that the document be considered paragraph by paragraph.
        - The paragraph is read and explained if necessary.
        - The presiding officer will open the paragraph for debate and amendment when there is no more debate the next paragraph is considered.
        - Amendments are voted on as they are made but the paragraph is not voted on until the document is completed.
        - There is no need to amend section numbers etc. as they can be done by the secretary or other person responsible for finalizing the document.
        - After all paragraphs have been considered the chair opens the entire document for debate and amendment.
        - Members can strike, insert, or amend any part of the document at this point.

- When there is no more debate the Chair will put the document to the members for a vote.
- If the document is adopted the new bylaws become effective immediately, if rejected, the current bylaws stand.

Script for considering a bylaws revision by paragraph

Chair: The chair of the bylaw committee will read each section after which the chair will open debate and the members may propose amendments/changes. When debate is complete the bylaws chair will read the next section, and so on until the document is complete. At that time, the chair will open the entire document for debate and amendment. When there is no further debate the chair will call for a vote on the entire document. The bylaws committee chair will read the first article.

Bylaws chair reads the first article.

Local Chapter Bylaws
Article I
Name

The name of the organization is Local Chapter, Inc. as prescribed by the Articles of Incorporation and is hereinafter referred to as the chapter.

Chair: Is there any debate or amendment on this article? (pause) There being none, read the second article.
Bylaws chair: Reads the second article.

Article II
Purpose

The purposes of the chapter are those prescribed by the Articles of Incorporation and by the Constitution of Vietnam Veterans of America Incorporated.

Chair: Is there any debate or amendment on this article? (pause) There being none, read the third article.
Bylaws chair: Reads the third article.

Article III
Members

The requirements for membership are the same as the requirements in the Constitution of Vietnam Veterans of America Incorporated.

Chair: Is there any debate or amendment on this article? (pause) There being none, read the fourth article.

Bylaws chair: Reads the fourth article.

Article IV
Meetings

1 Regular Meetings. The regular meetings of the chapter shall be held on the second Tuesday of each month.
2 Quorum. Ten members of the chapter shall constitute a quorum.

Chair: Is there any debate of amendment on this article? [Chair recognizes]
Mbr Williams: I move to have the regular meetings on the second Wednesday of each month.
Mbr Jones: Second!
Chair: It is moved and seconded to strike out "Tuesday" and insert "Wednesday" under 1. Regular meetings. If adopted #1 will read "Regular Meetings. The regular meetings of the chapter shall be held on the second Wednesday of each month."
Chair: Is there any debate or amendment? [Chair recognizes]
Mbr Smith: I am against moving the meetings to Wednesday because many of us attend church services on Wednesday evenings.
Chair: Is there any more debate or amendment? (pause) There being none, those in favor of striking Tuesday and inserting Wednesday say aye.
Mbrs: One or two ayes
Chair: Those opposed say no.
Mbrs: Overwhelming no.
Chair: The noes have it. The amendment is lost. Is there any further debate or amendment on article four? (pause) There being none, read the fifth article.
Bylaws chair: Reads the fifth article.

Article V
Chapter Board

1 Board Composition. The officers including three directors shall constitute the chapter board. The three directors shall serve for a term of one year.
2 Board's Duties and Powers. The duties and powers of the chapter board shall be those prescribed by the Constitution of the Vietnam Veterans of America Incorporated.

Chair: Is there any debate or amendment on this article? (pause) There being none, read the sixth article.
Bylaws chair: Reads the sixth article.

Article VI
Officers

1 Officers. The officers of the chapter shall be a president, a first vice-president, a second vice-president, and a secretary-treasurer.
2 Office Holding Limitations. No member shall hold more than one elected office at a time.
3 Officers will be elected for a term of one year.

Chair: Is there any debate or amendment on this article? [Chair recognizes]
Mbr Johnson: I move to insert a new sub-article after #1 that reads "The first vice-president will be responsible for coordinating the annual chapter fund-raiser on the Fourth of July."
Mbr Williams: Second!
Chair: It has been moved and seconded to insert a new sub-article after #1 that reads "The first vice-president will be responsible for coordinating the annual chapter fundraiser on the Fourth of July." Is there any debate or amendment? [Chair recognizes]
Mbr Kent: I move to amend the motion by striking "the annual chapter fund-raiser on the Fourth of July" and inserting "all chapter fundraisers."
Mbr Williams: Second!
Chair: It has been moved and seconded to amend the motion by striking "the annual chapter fund-raiser on the Fourth of July" and inserting "all chapter fundraisers." If adopted the new sub-article would read "The first vice-president will be responsible for coordinating all chapter fundraisers."
Chair: Is there any debate on this amendment? (pause) There being none, those in favor of striking "the annual chapter fund-raiser on the Fourth of July" and inserting "all chapter fundraisers" say aye.
Mbrs: Majority say aye
Chair: Those opposed say no
Mbrs: One or two say no
Chair: The ayes have it the amendment is adopted, and the motion reads "The first vice-president will be responsible for coordinating all chapter fundraisers."
Chair: Is there any further debate? There being none, we will vote on the motion to insert a new sub-article "The first vice-president will be responsible for coordinating all chapter fundraisers." After sub-article #1. those in favor say aye.
Mbrs: Majority say aye
Chair: Those opposed say no.
Mbrs: Silent
Chair: The ayes have it. The motion is adopted, and the new sub-article will be added. Read the amended Article VI.
Bylaws chair:

Article VI
Officers

1 Officers. The officers of the chapter shall be a president, a first vice-president, a second vice-president, and a secretary-treasurer.
2 The first vice-president will be responsible for coordinating all chapter fundraisers.
3 Office Holding Limitations. No member shall hold more than one elected office at a time.
4 Officers will be elected for a term of one year.

Chair: Is there any debate or amendment? (pause) There being none, read the seventh article.
Bylaws chair: Reads the seventh article.

Article VII
Committees

1 Election Committee. The Election Committee shall consist of three members elected at the annual meeting who shall serve until their successors are elected.
2 Ex-Officio Member. The president shall be an ex-officio member of all committees except the Election Committee.

Chair: Is there any debate or amendment? (pause) There being none, read the eighth article.
Bylaws chair: Reads the eighth article.

Article VIII
Parliamentary Authority

The rules contained in *Robert's Rules of Order Newly Revised (most current) Edition* shall govern the chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order and standing rules the chapter may adopt.

Chair: Is there any debate or amendment? There being none, read the ninth article.
Bylaws chair: Reads the ninth article.

Article IX
Amendment of Bylaws

These bylaws may be amended at any regular meeting of the chapter by a two-thirds vote, provided the amendment has been submitted in writing at the previous meeting.

Chair: Is there any debate or amendment? (pause)
Chair: There being none, the entire document is open for debate and amendment. Is there any debate on the proposed bylaw revision or any part of the revision? (pause)
Chair: There being none, the motion on the floor is to adopt the revision of the bylaws as amended. If the motion is rejected the current bylaws will remain in force. Those in favor of adopting the revised bylaws say aye.
Mbrs: Majority say aye
Chair: Those opposed say no.
Mbrs: Silent
Chair: The ayes have it the revised bylaws have been adopted as amended and are effective immediately. The secretary will prepare the document and distribute it by email to the members within ten days.
Chapter Bylaws Template and Cross Reference Tables (See Part I of this presentation)
State Council Bylaws Template and Cross Reference Tables (Pages 32 – 37)

Bold lettering indicates instruction, *italicized underlined lettering indicates choices*

_____ State Council Bylaws

Article I

Name

The name of the corporation is *(the name of the state council copied from the Articles of Incorporation)* as prescribed by the Articles of Incorporation and hereinafter referred to as the "council."

Article II

Purpose

The purposes of the council are those prescribed by the Articles of Incorporation and the Constitution of Vietnam Veterans of America, Inc.

Article III

Members

Choose the method of determining delegate allocation

Each chapter shall be entitled to *(one/two/three/…)* delegate*/s and (one/two/three/…) alternate delegates.*

OR

Each chapter shall be entitled to one delegate for each _____ members and *(one/two/three/…) alternate delegates.* Any chapter with less than _____ members shall be entitled to one delegate and *(one/two/three)* alternate *(delegate/delegates)*.

Include the following if the council chooses to have at-large membership represented on the council.

The members-at-large shall be entitled to one delegate.

OR

The members-at-large shall be entitled to one delegate for each _____ members-at-large.

Insert the following *ONLY* if the council has voted to establish a council board of directors.

Article IV

Board of Directors

1 Composition. The officers of the council shall constitute the board of directors.

OR

1 Composition. The officers and (one/two/three/…) elected (director/directors) shall constitute the board of directors.

2 Board's duties and powers. The council board shall have general supervision of the affairs of the council between its regular meetings, make recommendations to the council and perform other duties specified in these bylaws. (List any specific duties or restrictions here)

3 Board meetings. Regular meetings of the council board will be held .

Article V

Officers

The officers of the council shall be a *(choose the officers needed from the following list of officers or add additional names as required: president, vice-president*, secretary, treasurer, or secretary-treasurer.)* These officers shall perform the duties prescribed by these bylaws, the Constitution of Vietnam Veterans of America, Inc. and by the parliamentary authority adopted by the Vietnam Veterans of America, Inc.

Insert the following *ONLY* if the council has voted to amend the bylaws to allow officers who are not elected delegates to be authorized voting privileges.

Council officers who are not elected chapter delegates are authorized voting privileges on all business that comes before the council.

* If more than 1 vice-president the positions must be listed by number.

Article VI

Meetings

Regular and special meetings of the council shall be called and conducted as described in the Constitution of Vietnam Veterans of America, Inc*. (If there are specific requirements for meetings other than those established in the Constitution they should be described.)*

Article VII

Parliamentary Authority

The rules contained in *Robert's Rules of Order Newly Revised (most current) Edition* shall govern the council in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order and standing rules the council may adopt.

Article VIII

Amendment of Bylaws

These bylaws may be amended at any meeting of the council by a two-thirds vote provided the amendment has been given to the members within thirty to sixty days before the meeting.

Bylaws as *(adopted, amended, revised), Month, date, and year.*

State Council Bylaw Cross Reference Table

How do we know if we need to write a council bylaw?

If it is boxed, make a selection & write a council bylaw.

If "It is written" do not write a council bylaw.

Art	Sect	Par	#	VVA Constitution	
I				**National Provisions**	
I	2			**Purposes**	
I	2	A-F		national, regional, state, & chapter purposes	It is written
Art	**Sect**	**Par**	**#**		
II				**State Provisions**	
II	1			**Establishment of State Councils**	
II	2			**Purposes**	
II	2			Article I, Section 2, Paragraphs A through F	It is written
II	3			**Membership**	
II	3	A		each chapter... shall be represented…. at large membership may be represented…	**state which and set number**
II	3	A	1	...the number of delegates	**set number**
II	3	A	2	each chapter shall elect delegates…	It is written
II	3	A			It is written
II	3	A		council shall establish number of delegates…	**set number**
II	3	B		council shall seat AVVA state president/representative on board or council	It is written
II	3	B		…shall be non-voting special advisor to board	It is written
II	4			**Board of Directors**	
II	4			council may establish	**decide BOD or no BOD**
II	4			duties/powers of board	**state**
II	4			composition of board	**determine who and number**
II	4			members will be elected by delegates	It is written
II	5			**Officers**	
II	5	A		elect president, vice pres., secretary, treasurer or secretary-treasurer	**state which**
II	5	A		and other officers as may be necessary…	It is written
II	5	A		elections held April, May or June of even numbered years	It is written
II	5	A		officers serve for 2 years	It is written
II	5	B		SC shall fill vacancies by majority vote or SCP appoint with council approval	It is written

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State Council Bylaw Cross Reference Table

How do we know if we need to write a council bylaw?

If it is boxed, make a selection & write a council bylaw.

If "It is written" do not write a council bylaw.

Art	Sect	Par	#	VVA Constitution	
II	6			**Duties of Officers**	
II	6	A		president shall…	It is written
II	6	B		vice president shall…	It is written
II	6	C		secretary shall…	It is written
II	6	D		treasurer shall…	It is written
II	6	E		president, vice president, treasurer shall be authorized to sign checks	It is written
II	6	E		any other officer designated by council shall be authorized to sign checks	It is written
II	7			**Meetings**	
II	7	A		shall be held as designated by the council	**set date**
II	7	A		shall meet not less than twice per year	**set number**
II	7	A		notice shall be 20 days	It is written
II	7	B		special meetings may be called by president	It is written
II	7	B		special meetings may be called by petition of 25% of delegates	It is written
II	7	B		notice shall be 10 days	It is written
II	8			**Committees**	
II	8			council may establish committees in Appendix II	It is written
II	8			council may establish special committees	It is written
II	8			president shall appoint committee chairs who appoint committee members	It is written
II	9			**Finance**	
II	9			council shall have the power to raise funds…	It is written
II	10			**Fiscal Year**	
II	10			first day of March to last day of February	It is written
II	11			**Seal**	
II	11			council shall provide a corporate seal…	It is written
II	12			**Waiver of Notice**	
II	12			signed waiver shall equal previous notice	It is written
II	13			**Reporting**	
II	13			shall submit election results no later than July 15	It is written
IV				**General Provisions**	
IV	1			**Finance**	
IV	1	A		…council shall conform to federal, state, local & this constitution	It is written
IV	1	A		…council shall file annual financial report w/ national by July 15	It is written
IV	1	B		…chapter or state council that fails to file its annual financial report…	
IV	1	C		Corporation shall be empowered to examine financial records of council	It is written
IV	1	D		copies of bonds & other sureties shall be filed with the Corporation	It is written
IV	1	E		the Corporation shall obtain an audit…	

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State Council Bylaw Cross Reference Table

How do we know if we need to write a council bylaw?

If it is boxed, make a selection & write a council bylaw.

If "It is written" do not write a council bylaw.

Art	Sect	Par	#	VVA Constitution	
IV	2			**Discipline**	
IV	2			there is a national disciplinary policy…	It is written
IV	3			**Electronic Meetings**	
IV	3	A		Meetings on all levels of Corporation ***may*** be conducted on an internet platform	Optional
IV	3		1	Identify members participating	It is written
IV	3		2	Identify those seeking to speak	It is written
IV	3		3	Show text of motions	It is written
IV	3		4	Show results of vote	It is written
IV	3	B		Must support anonymous voting	It is written
	4			**Restricted Activities**	
IV	4	A		reimbursement of reasonable expenses shall not be… compensation	It is written
IV	4	B		councils may engage in fund raising activities…	It is written
IV	4	B	**1-4**	guidelines	It is written
IV	4	C-I			
IV	5			**Rules of Order**	
IV	5			Robert's Rules of Order Newly Revised, current edition	It is written
IV	6			**Amendments**	
IV	6			at national convention 120 days' notice	It is written
II				**Appendix II Standing Committees**	
II	A			Membership Affairs Committee	It is written
II	B			Public Affairs Committee	It is written
II	C			Government Affairs Committee	It is written
II	D			Veterans Affairs Committee	It is written
II	E			Economic Opportunities Committee	It is written
II	F			Minority Affairs Committee	It is written
II	G			Constitution Committee	It is written
II	H			Veterans Benefits Committee	It is written
II	I			Finance Committee	It is written
II	J			Women Veterans Committee	It is written
II	K			POW/MIA Committee	It is written
II	L			Agent Orange/Dioxin Committee	It is written
II	M			Veterans Incarcerated and in the Justice System Committee	It is written
II	N			Community Services Committee	It is written
II	O			Veterans Health Care Committee	It is written
II	P			PTSD and Substance Abuse Committee	It is written

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Challenge #1 (page 17)
Answers are numbered in <u>bold</u> and explained after each article.

Chapter XXX Bylaws

Article I
Name

The name of the organization is Chapter XXX as prescribed by the Articles of Incorporation and is hereinafter referred to as the chapter.

Article II
Purpose

The purposes of the chapter are those prescribed by the Articles of Incorporation **(1).**

1. ***The Constitution states the purposes of the Corporation, state councils and chapters in Article 1 Section 2. The Chapter's Articles of Incorporation should not be different and should reference the Corporations Constitution.***

Article III
Members

There are two classes of members, active and inactive **(2).** Active members are those who have not missed more than 2 meetings in the last year without being excused by the board of directors **(3)**. Inactive members are all other members.

2-3.VVA has defined a member in good standing as one whose rights as a member of VVA are not under suspension because of disciplinary proceedings or by some specific provision of the VVA constitution and is designated as "Active" under the heading "Status" in the most recent VVA Membership Roster. The chapter is not authorized to make up their own version of membership classification.

Article IV
Meetings

1 Regular Meetings. The regular meetings of the chapter shall be held on the first Tuesday of each month.

2 Quorum. Fifteen active chapter **(4)** members shall constitute a quorum.

4. This should be 15 members since there is no active classification.

Article V
Elections

4 Elections will be held in April.

5 Only active members of the chapter who have been active for at least one year **(5)** are eligible to run for any of the officer or director positions.

6 The president-elect **(6)** will take over the position of president when his/her four-year term **(7)** is over.

5. There are no restrictions on an individual who wants to run for chapter office except that he/she be a chapter member.

6. The VVA Constitution does not authorize a president-elect position.

7. the term of office for chapter officers is either 1 or 2 years as stated in the bylaws not 4.

Article VI

Chapter Board

1 Board Composition. The officers including three directors shall constitute the chapter board. The three directors shall serve for a term of four years **(8)** or until a successor is elected.

8. Director terms may be 1, 2 or 3 years in length not 4.

2 Board's Duties and Powers. The duties and powers of the chapter board shall be those prescribed by the Constitution of Vietnam Veterans of America Incorporated and these bylaws.

Article VII

Officers

1 Officers. The officers of the chapter shall be a president, a president-elect, a vice-president, a secretary, and a treasurer or **(9)** a secretary-treasurer.

2 Office Holding Limitations. No member shall hold more than one elected office at a time.

3. Officers will be elected for a term of four years.

9. The chapter must choose what officer positions they will have, and it must be stated in the bylaws. If the chapter wants to add or change an officer position, they must amend the bylaws.

Article VIII

Committees

1 Election Committee. The Election Committee shall consist of three members elected at the March meeting **(10)** prior to an election who shall serve until their successors are elected.

2 The board of directors shall approve all committee chair appointees **(11).**

3 Only active chapter members may be chosen as committee members and all committee members must be approved by the board of directors **(12)**.

4 Ex-Officio Member. The president shall be an ex-officio member of all committees except the Election Committee.

10. ***The election committee is elected at the annual meeting in April and remains in office until the next April election.***
11. ***The chapter president appoints the committee chairs. The VVA Constitution does not give the chapter BOD the authority to approve the chairs, but it does give the chapter BOD the authority to remove any committee chair, including the chair of the election committee.***
12. ***The committee chairs appoint the committee members and the VVA Constitution does not give the BOD the authority to approve them.***

Article IX

Parliamentary Authority

The rules contained in *Robert's Rules of Order Newly Revised 9th Edition* **(13)** shall govern the chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order and standing rules the chapter may adopt.

13. ***The VVA Constitution has adopted Robert's Rules of Order Newly Revised <u>current edition.</u> The 12th Edition is the most current.***

Article X

Amendment of Bylaws

These bylaws may be amended at any regular meeting of the chapter by a two-thirds vote of the active members **(14).**

14. ***Robert's Rules of Order Newly Revised states that bylaw amendments should be done only with prior notice of the proposed amendment and a two-thirds vote. This provision should require prior notice at a previous meeting or, for example, at least thirty days prior to the meeting during which the change will be considered.***

Bylaws as amended June 2022

Challenge #2 Answers (page 19)

Membership

1.

There may be Honorary, non-voting memberships, granted by the Chapter's Board of Directors to such persons deemed by the Board of Directors to be worthy of such honor, having demonstrate by conduct deed, uncommon devotion and/or contribution to the cause and principles of the Vietnam Veterans of America in general and/or to the Chapter, in particular.

Answer:

VVA Constitution, Article 1, Section 3, Paragraph B

2.

ARTICLE 3

Membership and Assessment

Section 1. Regular Members. Any veteran of the United States of America military service who served in Vietnam or was in the military during the Vietnam era (1962 – 1975) are eligible for membership.

Section 2. Associate Members (AVVA). Any person who is not eligible as stated above but wants to support the organization can be accepted as an AVVA member. When this group of AVVA members reaches the membership number of 30; AVVA National will be contacted for instructions on our AVVA member to be a separate entity or chapter.

Answer:

Section 1: There are no "regular" members. There is individual, life, hospitalized, incarcerated, and honorary life members. Also, 180 days of active duty for other than training purposes is required for membership.

Section 2: AVVA is a separate incorporated organization with its own membership requirements. Reverence to membership in AVVA has NO reason to be included in the bylaws at any level of VVA.

3.

Although our Associate Members belong to Associates of Vietnam Veterans of America (Which is a separate entity than VVA) they are encouraged to attend our meetings and

help us raise money. Our Chapter along with National and the State Council recognize AVVA as a great body of information, without voting rights within our chapter. Their input to V.V.A. shall be in accordance with the National constitutions of their respective separate organization.

Answer:

This is unnecessary information and has no place in the bylaws of the chapter.

4.

The Chapter may restrict membership from persons or groups of persons who, by admission and/or action, act inconsistently or detrimentally to the purposes, principles, objectives, or goals of VVA.

Answer:

VVA Constitution, Article 1, Section 3, Paragraph C

Only the National BOD has the authority to restrict any individual from membership in the corporation at any level.

<u>Quorum</u>

1.

Quorum.

Meetings	Members Entitled to vote
Board of directors	10
Regular	28
Annual	70

Answer:

The quorum for a chapter BOD meeting is set by the VVA Constitution and does not need to be included in the bylaws. The chapter should seriously consider making the quorum for regular and annual meetings the same. Different quorums are confusing and lead to discord within the chapter.

2.

A quorum for Regular Chapter meetings shall consist of a minimum of seven members in good standing of whom two must be Officers, and one must be a Director.

Answer:

Robert's Rules of Order Newly Revised, 12th ed. (RONR (12th ed.) 47:11 (3)) states that in the absence of the president and any vice-president, the secretary, or another "member" if the secretary is also absent, should call the meeting to order and immediately elect president pro tem. Quorums as complicated as the one above could interfere with the proper conduct of a meeting, especially if those stated in the quorum wanted to disrupt the business of the chapter.

3.

In the absence of the Sergeant-at-Arms the presiding Officer may certify the Quorum at any meeting.

Answer:

It is the duty of the presiding officer, not the SGT-at-arms, to certify that a quorum is present.

4.

Quorum. The presence in person or by proxy of One Elected Officer and _____ voting members shall constitute a quorum, as authorized by state Law and the Constitution of the Vietnam Veterans of America Incorporated, as amended.

Answer:

There is no proxy voting in VVA and there should never be "blanks" in the bylaws.

5.

Quorum. Any number of members in good standing shall constitute a quorum.

Answer:

The quorum rule is established to protect the members of the chapter. In this case, only the president and a secretary would need to be present because they are required to conduct any business. RONR (12th ed.) 3:3

Board of Directors

1.

At the even year April Annual Meeting the Chapter shall elect a Board of Directors, consisting of six (6) members in good standing, to include either:

a. A President, Vice President, Secretary, Treasurer, and two (2) Directors, or
b. A President, Vice-President, Secretary/Treasurer, and three (3) Directors.

Answer:

The chapter must make a choice only one of these should be included in the bylaws. If a change needs to be made, then the bylaws should be amended.

2.

Quorum. Six or more members of the Board of Directors with at least four directors and two officers shall constitute a quorum. **This chapter has 6 officers and 9 directors*

Answer:

The constitution states the quorum for a chapter BOD is two-thirds of the whole number of the board (Article 3, Section 5, H). In this case it would be ten members not six. It is not a good idea to require specific positions to be present to establish a quorum.

Officers

1.

The Chapter requires that the standard oath of office contained in the Constitution of Vietnam Veterans of America be sworn or affirmed by new or re-elected officeholders of the Chapter upon assuming their duties.

Answer:

RONR (12th ed.) 46:47 "If a formal installation ceremony is prescribed, failure to hold it does not affect the time at which the new officers assume office." The constitution does not require the oath of office; therefore, the oath is not required at any level of the organization. It is a nice ceremony but not necessary.

2.

A member of the Chapter holding a State Officer position is not eligible to hold any Officers position at the Chapter level. This constitutes a conflict of interest for anyone holding a state officer position to consequently hold a Chapter Officer position at the same time. Ethically, this is not a sound choice that such a person(s)/member(s) serve at a lower level.

Answer: This conflicts with both RONR and the constitution. The only requirement for holding a chapter position is that the individual must be a member of the chapter. RONR states that no member can be deprived of the basic rights of membership, in this case, holding office RONR (12th ed.) 1:4.

3.

Candidates for any non-officer BOD vacancy shall be first considered from those not elected at the previous Annual meeting, then recommendations and volunteers shall be considered.

Answer:

Not sure exactly what this means but it is restricting the right of members to run for an elected office and conflicts with both the constitution and RONR.

4.

State council delegate

a. Official Delegate to State Council District and National Corporation Conventions shall be elected at the even year annual election.
b The Official Delegate shall be empowered to represent the Chapter at any Convention or public function where a designated representative or spokesperson is required.
c The Official Delegate may be any member in good standing that meets the membership requirement and having previously served as an elected officer or Director. Current Officers and Directors may serve as the Official Delegate concurrently with their elected position.

Answer: The constitution places no such restrictions on state council delegates and there is no such position as "official delegate". The number of SC delegates is determined by the state council.

Committees

1.

Elections

January of each year, the President shall appoint an election committee to get suggestions as to members that are willing to run for the offices that will be vacated for that year.

- March of each year, the elections will be held at the membership meeting. New nominations also can be taken from the floor prior to voting, providing the nominee has given her consent. Officers and Committee Members are elected by the majority (minimum of 51%) of members that attended the meeting plus any absentee ballots. Elections may either be by a show of hands or by secret ballot.

Answer:

1. the members of the election committee are elected, not appointed and they are elected at the annual meeting in April and will hold office until the next election (Article 3, section 7, A). 2. Chapter elections are held in April (Article 3, Section 4 B). 3. Committee members are appointed by the chairs of the respective committees and not elected (Article 3, Section 7 C). 4. There is no absentee balloting in VVA.

2.

Committee membership shall not include members of the same family at the same time. To do so creates a conflict of interest, which shall not be permitted.

Answer:

This provision restricts the basic rights of membership.

Finance

1.

Currently there is only one checking account and no savings account. If another checking or a savings account is required, the Treasurer will be responsible for opening such accounts. All checks will have two officer's signatures. As necessary new signature cards will be completed for the bank for checking or savings account. Receipts will be required for all deposits and expenses.

All bank statements will be reconciled as soon as they are delivered. All checks that are received will be stamped "For Deposit Only" as soon as they are received. Once the

Treasurer collects money or checks from the Post Office or the distribution box at the American Legion Post, it will be deposited at the bank as soon as possible. All unused checks and deposit slips will be secured in the Treasurer's briefcase.

Answer:

These paragraphs should be in a procedures manual because they deal with the day-to-day operation of the chapter. They do not belong in the bylaws.

<u>Bylaw Amendment</u>

1.

These Bylaws may be altered, amended, replaced or new Bylaws may be adopted by the Board of Directors, providing that any such Bylaws or amendments thereto, as adopted by the Board, be voted on by the members or a new Bylaw, in lieu thereof, may be adopted by the members.

Any Bylaw voted on by the Board of Directors or adopted or modified by those members, shall require a vote of not less than two-thirds (2/3's) majority of the members of the Board of Directors, and the majority members of the Chapter present at the meeting.

Answer:

This is a bunch of nonsense. Bylaws must be approved by two-thirds of the members at a meeting in which a quorum has been established and after prior notice of the pending amendment has been given.

2.

- Proposed amendments to the by-laws must be read in their entirety and approved by the Chapter at two (2) consecutive regularly scheduled meetings of the Chapter.
- Special-called meetings shall not qualify for the purpose of this section.
- A two-thirds (2/3) vote of the Chapter at the next regularly scheduled meeting following the second reading shall finalize any amendment.

Answer:

VVA has adopted Robert's Rules of Order Newly Revised, 12th ed. Multiple readings of proposed amendments are not required by Robert's and there is no reason a "special

meeting" cannot be called for the purpose of adopting a bylaw amendment as long as there was previous notice and there is a quorum.

Miscellaneous

1.

Actions by *Chapter Officer(s) or Chapter Member(s)* that are subversive in nature to the purposes, function, or the order of the Chapter will not be condoned. Any such actions shall be dealt with immediately and shall warrant the termination of such member(s) for just cause as decided by the Board of Directors. Any such member(s) upon a majority vote of the Chapter Board or the members of the Chapter in good standing may be expelled from membership for any cause, which the Chapter may deem reasonable.

Answer:

Article 1, Section 3 C only the National BOD has the authority to restrict an individual or group from membership. Article 4, Section 2 Discipline, the National Disciplinary Policy needs to be followed whenever there are problems of this nature.

2.

Section 6 Chapter Uniforms.

a. The Chapter BOD and membership has approved the white and black shirt with our new chapter name and the Black Beret with the VVA logo as the official VVA Chapter XXX uniform.
b. The Black Beret with the VVA logo is optional wear by all the elected officers. The black Beret or Chapter baseball cap is optional for the general membership.
c. The BOD established originally made the decision all VVA Chapter XXX members attending the monthly GMM and/or monthly social, must wear the Chapter black beret or the baseball cap or either the official Chapter shirt or black sleeveless shirt. If not in uniform, as stated herein the member in violation of this uniform rule will be fined 00.50, collected by the Sargent-at-Arms.

Answer:

There is no problem with having a chapter uniform if that is what the members want. However, VVA does not have a dress code or uniform and no chapter or state council is authorized to require a uniform or to "fine" members for not wearing the chapter hat, etc.

3.

CONFLICTS:

All members shall show respect for all fellow members at all times. In event of a conflict, if arbitration to resolve is required, the offending party is required to apologize to the party found without fault. Refusal to apologize requires immediate suspension from the Chapter for a period of one year and all offices or positions of responsibility currently held. This bylaw change is retroactive to January 1, 2015.

Answer:

VVA has a National Disciplinary policy that should be followed in all such cases. However, there is nothing wrong with a chapter or state council making an effort to mediate conflicts before going through the process of filing charges. The problem with this provision is that the chapter is not authorized to suspend any member from chapter membership for any reason. Formal charges must be filed for any member to be suspended.

<u>State council bylaws affecting chapters</u>

1.

Article 13 Chapter Bylaws

Chapters may format their own by-laws, with State Council approval, as long as these bylaws do not contradict with the National Constitution and the Bylaws of the State Council.

Answer:

Each chapter is a separate corporation as is each state council. No state council has the authority to "approve" a chapter's bylaws. The only section of the SC bylaws that impacts the chapter is found in Article 2, Section 3 A-1 which states that the number of delegates, a system of alternate delegates, and the voting procedures of the delegates shall be established by the state council.

2.

The President of the Corporation or State Council President may, for good cause shown, suspend the charter of a chapter, or suspend from office, any officer or director of a chapter for failure to comply with the Constitution of Vietnam Veterans of America, Inc., or the State Council Bylaws.

Answer:

Neither the president of the corporation nor any state council president has the authority to suspend the charter of a chapter or to suspend from office any director or officer for any reason. Only the National Board has the authority to do this and only after charges have been filed or other procedures stated in the VVA Constitution have been followed.

Pre-test Answers

1. A chapter can adopt the VVA National Constitution Article III, as its bylaws.

   True **False**

2. The term of office for the chapter officers should be specified in the bylaws.

   True False

3. The chapter can ignore a bylaw if a majority of the members want to at a particular meeting.

   True **False**

4. The number of members necessary for a quorum should be specified in the bylaws.

   True False

5. The meaning of an ambiguous chapter bylaw is decided by the national constitution committee.

   True **False**

6. If the bylaws do not prohibit an action, then it is OK to do it.

   True **False**

7. The term “should” in a bylaw means the action it requires is optional.

   True False

8. Bylaws should always be reviewed by a lawyer.

   True **False**

9. A chapter can only amend their bylaws at their annual meeting.

   True **False**

10. Chapters often have the incorrect name of the chapter/council stated in their bylaws.

    True False

11. Council bylaws supersede the bylaws of chapters located within the state.

    True **False**

— TAB 20 —

FROM HEARTBREAK TO HOPE (AVVA)

Friday, August 12, 2022

10:45am - 12:15pm

Presented by:
Sharon Hobbs
Dr. Tom Hall
Nina Schloffel

ASSOCIATES OF VIETNAM VETERANS OF AMERICA, INC.

2022 NATIONAL LEADERSHIP & EDUCATION CONFERENCE
GREENVILLE, SC

FROM HEARTBREAK TO HOPE

visit avva.org

FROM HEARTBREAK TO HOPE

Vietnam Veterans are dying at an alarming rate. The spouse and family not only feel the loss of their veteran but too often feel alone and no longer part of their chapter. *From Heartbreak to Hope* is AVVA's way of giving back to our families and communities. During this session, you will learn a new peer-support program designed to bring comfort, belonging, and healing to the heartbroken family.

Presenters: Sharon Hobbs – National President, AVVA; Dr. Tom Hall – PTSD/Substance Abuse Committee Chair; Nina Schloffel – National Secretary, AVVA

I. Welcome

II. Introductions

III. Organizing a support meeting

IV. Holding a support meeting

V. Building a support network

VI. Finding community resources

VII. Audience participation (if time permits)

FROM HEARTBREAK TO HOPE

Organizer duties

1. **Identify the members of the families who have lost their veteran (or spouse of a veteran)**

Beginning with families of your AVVA Chapter, gather the names of deceased veterans and spouses. After completing this list, move to your VVA Chapter families. (not always members of AVVA) Gather the names of deceased veterans and spouses. (This may require enlisting the help of your VVA Chapter Membership Chair or an Officer.)

2. **Designate a place, time, and date for the meeting**

Choose a place that will be available to you on a routine basis. The size of the room depends on the number of families identified in # 1. The time and date should not interfere with working schedules of younger family members; a meeting on a weeknight is usually more attended than the weekend.

3. **Invite the identified families**

Formal invitations are not required; use the method of communication that ensures reaching your targeted families. i.e. email, phone call

4. **Arrive in time to setup up the room; closes the meeting**

The organizer should be structured and punctual. Arriving early and having everything is place projects that “put-together” image.

5. **Develop an agenda to keep everyone on track**

An agenda keeps the meeting on focus. It sets the rules and subject matter

6. **Include on the agenda a welcome and introductions time**

As a support group, we want to make everyone comfortable. Introductions and a welcome will start your meeting with the feeling that everyone is of equal value; that their story and contributions are important and welcome.

7. **Manages and maintains the meetings and time**

The organizer keeps everyone focused and participating. Time constraints are necessary for fairness. Don't allow one person to monopolize the conservation. Remember, everyone is of equal importance and all stories matter.

8. **Actively listens more that talks**

Organizers need not be a widow or widower; an organizer must be a good listener, compassionate, reliable, and trustworthy.

9. **Schedules the next meeting**

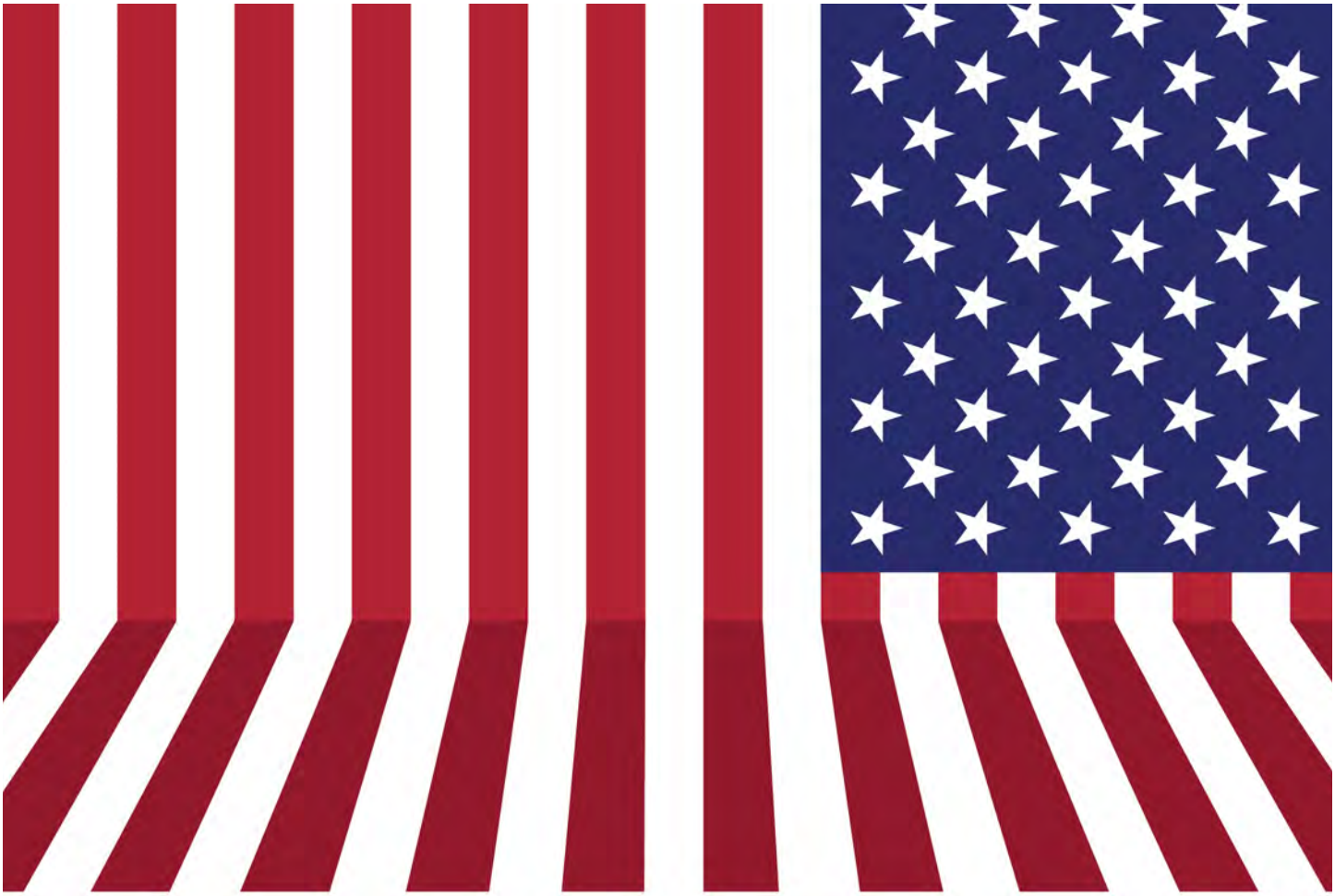
— TAB 21 —

ORAL HISTORY OF OUR VETERANS

Friday, August 12, 2022

2:00pm - 3:30pm

Presented by:
Kate O'Hare-Palmer
Dottie Barickman
Sheryl Shaffer



Oral Histories

Techniques for oral histories with recording and video for veterans and civilians that served during military actions and wars.

ORAL HISTORIES FOR VETERANS

Every year, around Memorial Day and Veterans Day, our thoughts turn to participants of previous wars, military and civilian alike. How did "their" war affect them? Unless we ask them, and learn from our own family histories, we may never even realize the impact a war has had on our lives. Many of us have lost opportunities within our own families by not truly sitting down with loved ones to listen to their stories. You always think there is time tomorrow… until there isn't any.

As a member of the baby boomer generation, I know WWII was one of the biggest events in my parents' lives. How much of their experiences did I really get to hear? I have since learned I would have understood them, and my family, better had I listened to more of what they had experienced.

It isn't just the big things--like where they served, worked, lived--but also the little things. Like, how and why did they decide on their own branch of the service, or where they chose to work, or how they managed to step out on their own and leave everything behind. How did they decide to face the threat of death? Or did they even think about it?

Were there other members in the family who helped them decide to serve, or was it just the news of what was happening to other people that made them decide to help?

What is your story? How has war through history determined your life today? How have the wars throughout history created your family's story and played a role in your location, vocation, and marriage? So many of us wish we had put together our family stories. Now is the time.

This seminar will introduce you to some ways to do oral histories. Oral histories of veterans of all eras and women workers of WWII are compiled for families and the nation by the Library of Congress's Veterans History Project, as part of the American Folklife Center. There are some forms and standardized methods we will share if this is the way you decide to go.

There are also shorter methods that may be used, including using your video phones and your computer zoom access. These can be shortened for a more concise history that could be shared with your local press or other service organizations in your community. Interesting enough, most veterans in their local chapters or posts do not know the stories of their own members. We tend not to talk about it. Now is the time!

The Veterans History Project at the Library of Congress

VETERANS HISTORY PROJECT



LIBRARY OF CONGRESS

AMERICAN FOLKLIFE CENTER · THE LIBRARY OF CONGRESS ·

Deceased Veterans



Next of kin may donate original photographs, letters, diaries and unpublished memoirs of a deceased veteran, and must submit the Biographical Data Form and a Veteran's Release Form on behalf of the deceased veteran. The collection must meet the minimum collecting standards.

Gold Star Families



Under the Gold Star Families Voices Act (Public Law 114-246), VHP also accepts oral histories by immediate family members (parent, spouse, sibling or child) of "members of the Armed Forces who died as a result of their service during a period of war." Due to the sensitive nature of the Gold Star oral histories, the Veterans History Project requires a minimum age of 18 for both the interviewers and the interviewees.

Group Participants



In addition to individual volunteers, VHP accepts collections from organizations around the country interested in participating in a grassroots community project. They include high school, university and college classrooms; libraries; veterans service organizations; places of worship; retirement communities; Scout troops; local businesses; and professional associations.

New Initiative

You may also bring your veteran to the Library of Congress and interview them on site using our equipment. Contact VHP to schedule an appointment.

Ship Your Collection

Use a **commercial carrier** (e.g., FedEx, UPS, etc.) to ship your unedited, original materials and required forms to VHP. **Do not use the U.S. Postal Service**. Remember to keep a copy for yourself and the veteran. Expedited service is unnecessary; ground service is fine.

Veterans History Project
The Library of Congress
101 Independence Ave, SE
Washington, DC 20540-4615

Hand Deliver Your Collection

Stop by our Information Center **weekdays** between **9:30 a.m. and 3:30 p.m.**, and a VHP representative will assist you. Please call 202-707-4916 in advance to ensure schedule availability.

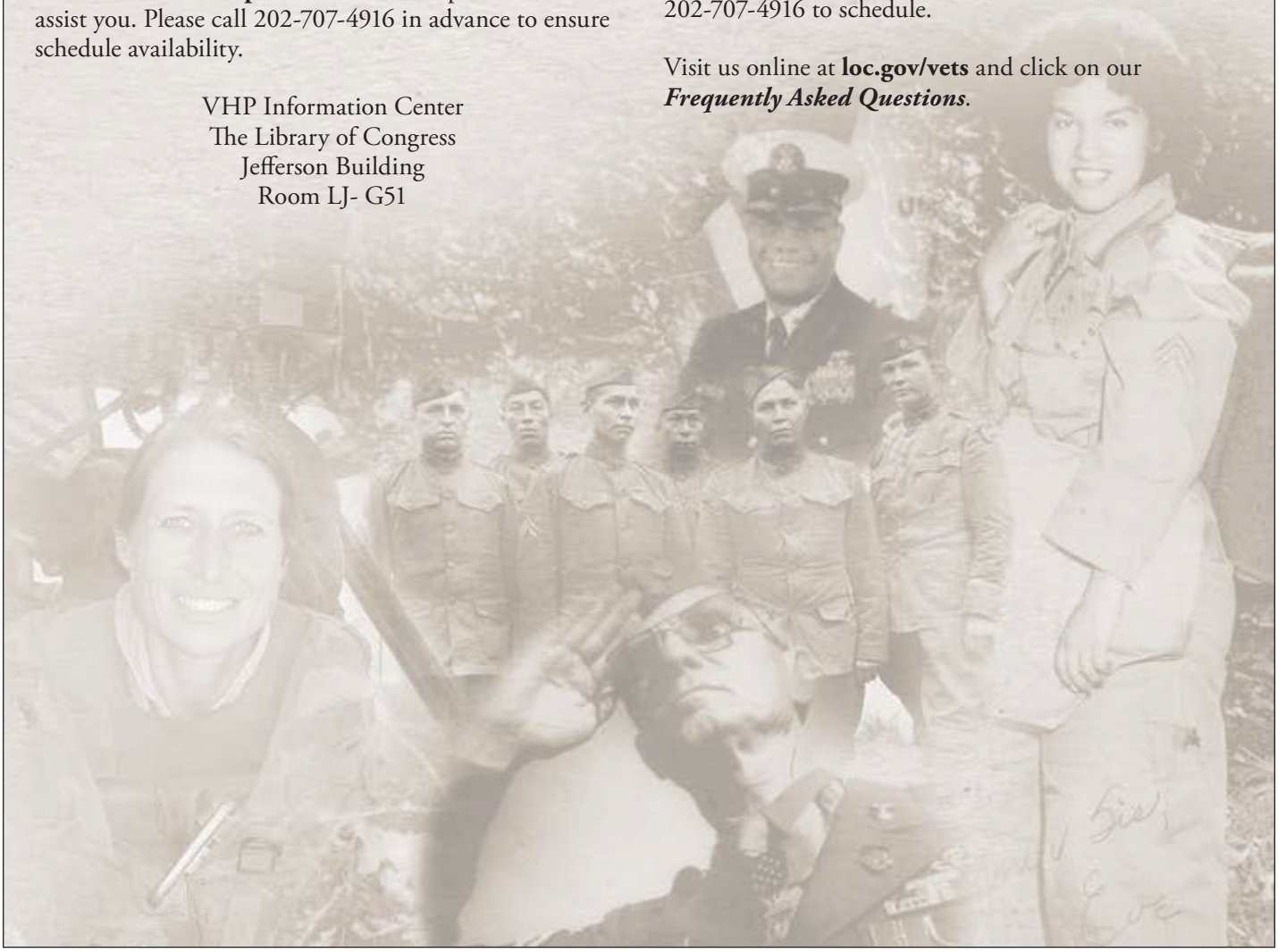
VHP Information Center
The Library of Congress
Jefferson Building
Room LJ- G51

View VHP Collections

The VHP website, **loc.gov/vets**, contains a **Biographical Information and Service History record for each veteran** who contributes. This page includes the veteran's name, military service details and donor/interviewer affiliation. **Some collections include digitized content** that is easily viewable online. Digitized collections are identified by a "VIEW DIGITAL COLLECTION" button. Click on ***Search the Veterans Collections*** to access the database.

To view collections **in-person**, you must make an appointment with research staff at least 10 working days in advance of your visit. We are **unable to serve collections on-demand**. Email vohp@loc.gov or call 202-707-4916 to schedule.

Visit us online at **loc.gov/vets** and click on our ***Frequently Asked Questions***.



The United States Congress created the Veterans History Project (VHP) in 2000 as part of the American Folklife Center at the Library of Congress. VHP **collects, preserves and makes accessible** the firsthand remembrances of U.S. military veterans from World War I through the more recent conflicts. Anyone, including students ages 15 or older, can volunteer to participate. It's that easy to make history! Download a how-to **Field Kit** at **loc.gov/vets** and get started right away.

Participate

Create a collection at the Library of Congress with and for the veteran in your life. Contribute a **minimum** of:



30 minutes or longer unedited audio or video recording of an interview with a veteran

AND / OR



20 pages or more of original, unpublished memoirs, journals or diaries

AND / OR



10 or more original photographs, letters or 2 dimensional art works

Connect with VHP

tel: 202–707–4916 **email:** vohp@loc.gov
msg: 1–888–371–5848 **web:** www.loc.gov/vets/
fax: 202–252–2046
Facebook: www.facebook.com/vetshistoryproject
blog: http://blogs.loc.gov/folklife/category/veterans-history-project/

Disclaimer: *Veterans History Project collections are not intended as a substitute for an official record of the federal government nor of military service. These histories are the personal recollections and perspectives of participating individuals, as they were voluntarily submitted to the Project. The Library of Congress does not verify the accuracy of the accounts.*

Printed using soy ink.

Request a Field Kit

Download and print a Field Kit at **loc.gov/vets**. If you **do not** have Internet access, please mail or fax this form to make a request, or call the toll-free information line at **888-371-5848**. Supplies are limited.

Name: _____

Address: _____

_____

City: _____

State: _____ Zip: _____

Telephone: _____

Email: _____

Please send _____ Field Kit(s).

Mail:

Veterans History Project
The Library of Congress
101 Independence Ave, SE
Washington, DC 20540–4615

Fax:

202-252-2046
No cover sheet is necessary.

Sheryl Alexa Shaffer



Sheryl Alexa Shaffer created Veterans Helping Veterans TV in 1996 as an out reach to veterans in San Mateo County while she was working as an EDD Local Veterans Employment Representative, L.V.E.R.VHVtv is filmed in the HD studio at the MidPeninsula Media Center in Palo Alto and Sheryl is a Volunteer Community Producer.
Since 2016, we are producing VHVtv episodes in the Mid Peninsula Media Center's state of the art HD studio and during the past few years, have had many guest hosts.
All MC studio produced HD content is on this website.
VHVtv is now produced using video conference app, digital photos and B roll. When we are able to film on location, we prefer to film using iPhone 13 Pro.Sheryl Shaffer is the Producer of VHVtv. She likes to film with the iPhone 13 Pro in Cinematic mode. VHVtv has gone through many changes since we began and none as dramatic as 2020 with the Covid 19 pandemic. The Media Center in Palo Alto has been closed since March 13, 2020. Starting June 2020, all videos are being created virtually with VHVtv Co-Producer Richard Gonzales.

Sheryl is a Community Producer at the MidPeninsula Media Center in Palo Alto, CA and has won several Western Access Video Excellence, the WAVE awards for community educational access TV, for VHVtv episodes: "The Rosie Legacy" 2019, "Veteran Advocates" 2018, Vetsin Tech 2017 and What is TBI? 2015.

She is a member of the Veterans in Media & Entertainment, the VME Connect and a member of the American Legion Post 43 Hollywood.

Kate O’Hare-Palmer, RN, RD.



Vietnam Veterans of America. Current National Women Veterans Committee Chair (since 2013) Vietnam Veterans of America California State Council Women Veterans Chair. Work with legislators and community at State and National level for veteran legislation and community education for women veterans. Written VVA women veteran white papers for House and Senate Veterans Affairs Committees. Attended California Senate Committee on Military and Veterans Affairs. Maintains VVA Women Veterans Committee resolutions on women veteran issues and supports the Military Justice Improvement for Sexual Assault and Harassment in Armed forces Act. Vietnam Womens’ Memorial Foundation member since 1993. Guest Speaker at Veterans Day Ceremony in Washington, D.C. 2018 with emphasis on Women Veterans.

Commissioned as 2nd Lt. RN in the Army Nurse Corp 1967. Served as an operating room nurse and emergency room nurse at 2nd Surgical Hospital and 312th Evacuation Hospital in Chu Lai, RVN 1968, and at the 2nd Surgical Hospital, Lai Khe, in 1969. Rank 1st Lt. reached in ’68. Army reserves for 2 years after active discharge in ‘69.

Dottie Barickman



Dottie Barickman was first elected Director at Large at VVA's 18th National Convention in New Orleans, LA. She was re-elected to continue serving in this position at VVA's 20th National Convention in Greensboro, NC. Barickman served in the U.S. Air Force from 1970–1974. Stationed at the Lackland, Barksdale, and Offutt bases, she specialized in data automation and computer programming. A VVA member since 1987, she has participated in VVA's National Finance, Constitution, Women Veterans, and PTSD committees. At the state level, Barickman has been active with the VVA Nebraska State Council, and she has held the positions of president, vice president, secretary, and delegate with Chapter 279 in Omaha. She has also held leadership roles with the Nebraska Veterans Home Board, Nebraska Veterans Council, and Governor's Round Table. Barickman helped stage the Omaha production of "A Piece of My Heart," a play depicting the struggles of nurses serving in Vietnam, and she participated in events with the Women in Military Service Association, the Vietnam War 50th Commemoration, and the Offutt AFB Open House Committee.

— TAB 22 —

WHERE ARE THE DEAD OF WAR?
(POW/MIA – VETERANS INITIATIVE)

Friday, August 12, 2022

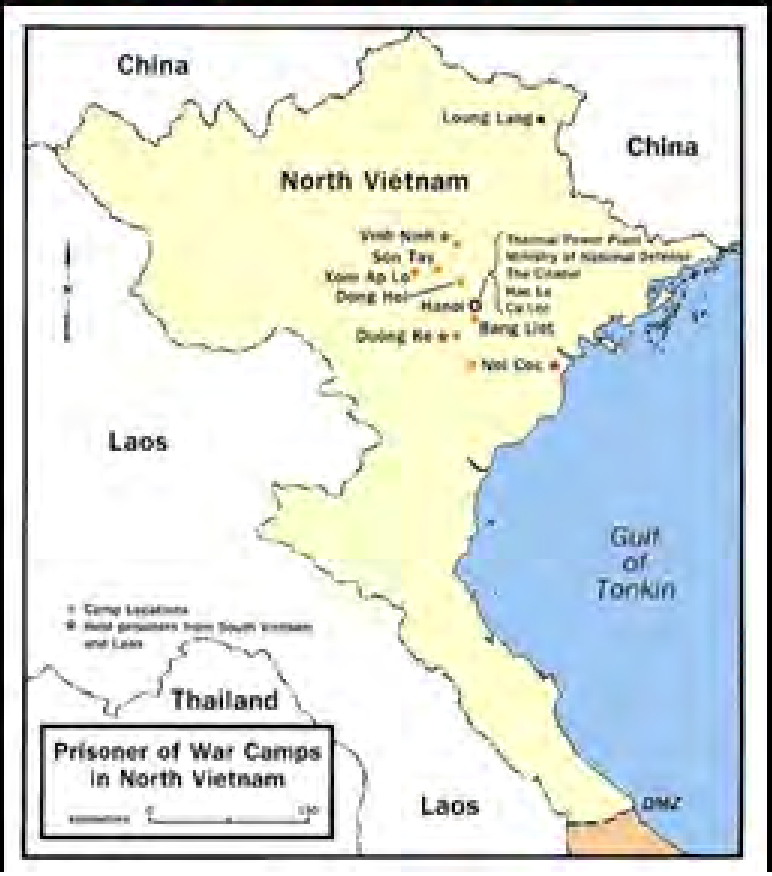
2:00pm - 3:30pm

Presented by:
Grant T. Coates
Mokie Pratt-Porter

DOG TAGS

- 20 Dec 1906 - Official introduction of a SINGLE Dog Tag (ref. GO # 204)
- 06 Jul 1916 - Official introduction of a SECOND Dog Tag
- 12 Feb 1918 - Official introduction of ARMY SERIAL NUMBER
- 01 Dec 1928 - Dog Tags are now officially part of the uniform and must be worn at all times
- 30 Jun 1969 - SOCIAL SECURITY ACCOUNT NUMBER replaces service number

Prisoner of War Camps North Vietnam



The North Vietnamese used existing structures, buildings and facilities as POW camps. Former prisons were most commonly used. Some POW camps were annexes to already existing buildings like the Alcatraz camp which was actually situated on the courtyard to the Ministry of National Defense in Hanoi.

The Camps:

(1) Hanoi Hilton, Camp One, Camp Unity, Heartbreak, Little Vegas, New Guy Village, West Court. (Some of these names apply only to specific sections of the prison.)

(2) Citadel, Plantation, Country Club, Camp Four, Funny Farm, Holiday Inn, Lows or Lowes Camp.

(3) Camp Alcatraz, Country Club Annex, Plantation West.

(4) Thermal Power Plant.

(5) Zoo, Zoo Annex, Cu Loc, BOQ, Camp Two, Camp America. (Some of these names apply only to specific sections of the camp.)

(6) Camp Faith, Don Hoi.

(7) Camp Hope, Son Tay.

(8) Briarpatch, Tic-tac-toe, Country Club, Farm, Xom Ap Lo.

(9) The Rockpile, Noi Coc, Camp B.

(10) Dogpatch, Luong Lang, That Khe, Dong Khe.

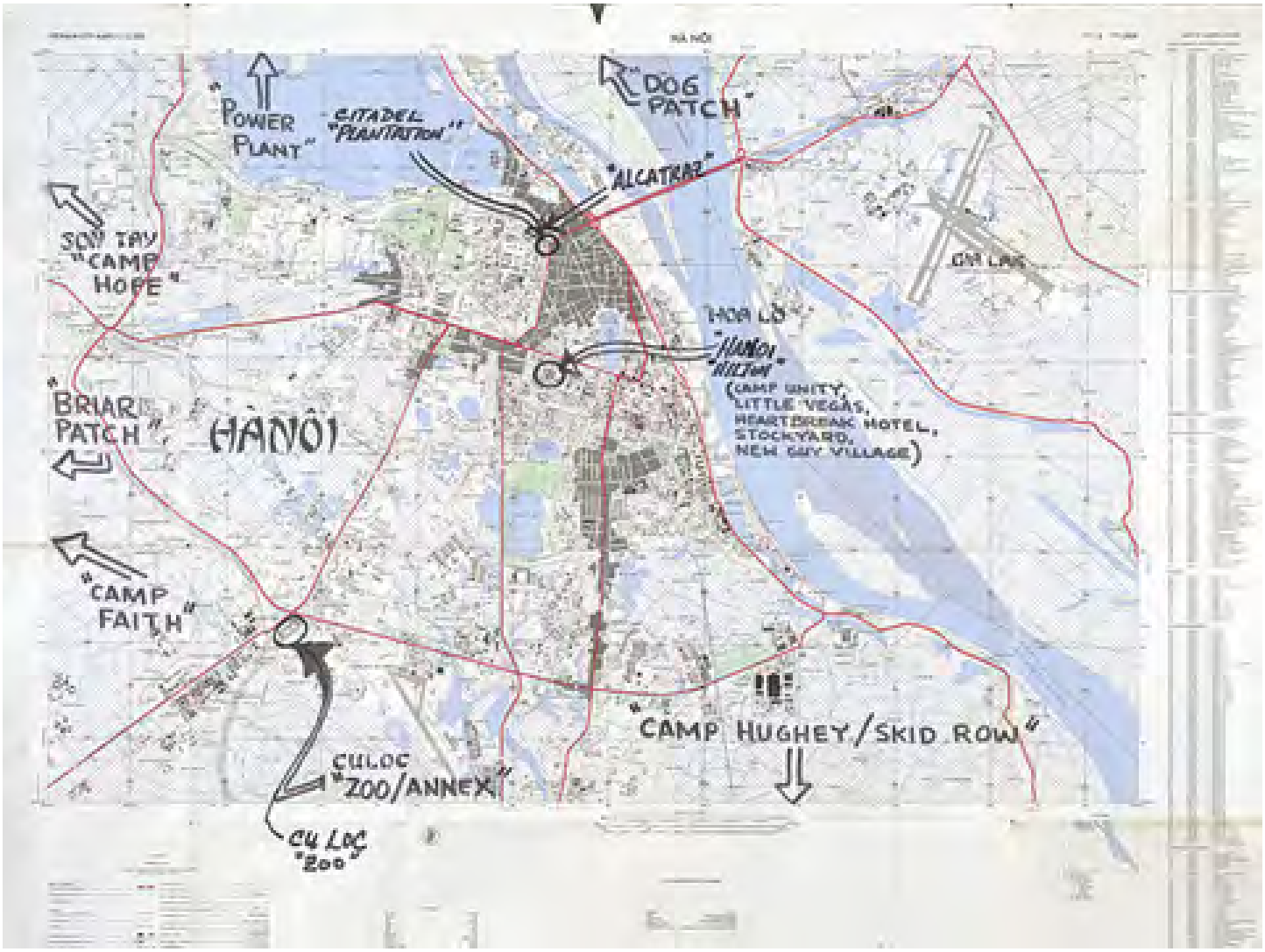
(11) Mountain Camp, Mountain Retreat, K.77 or K.71, Duong Ke, Vinh Quang B, Vinh Ninh, D.1.

(12) Skidrow, Thanh Liet, Bang Liet, B.15.

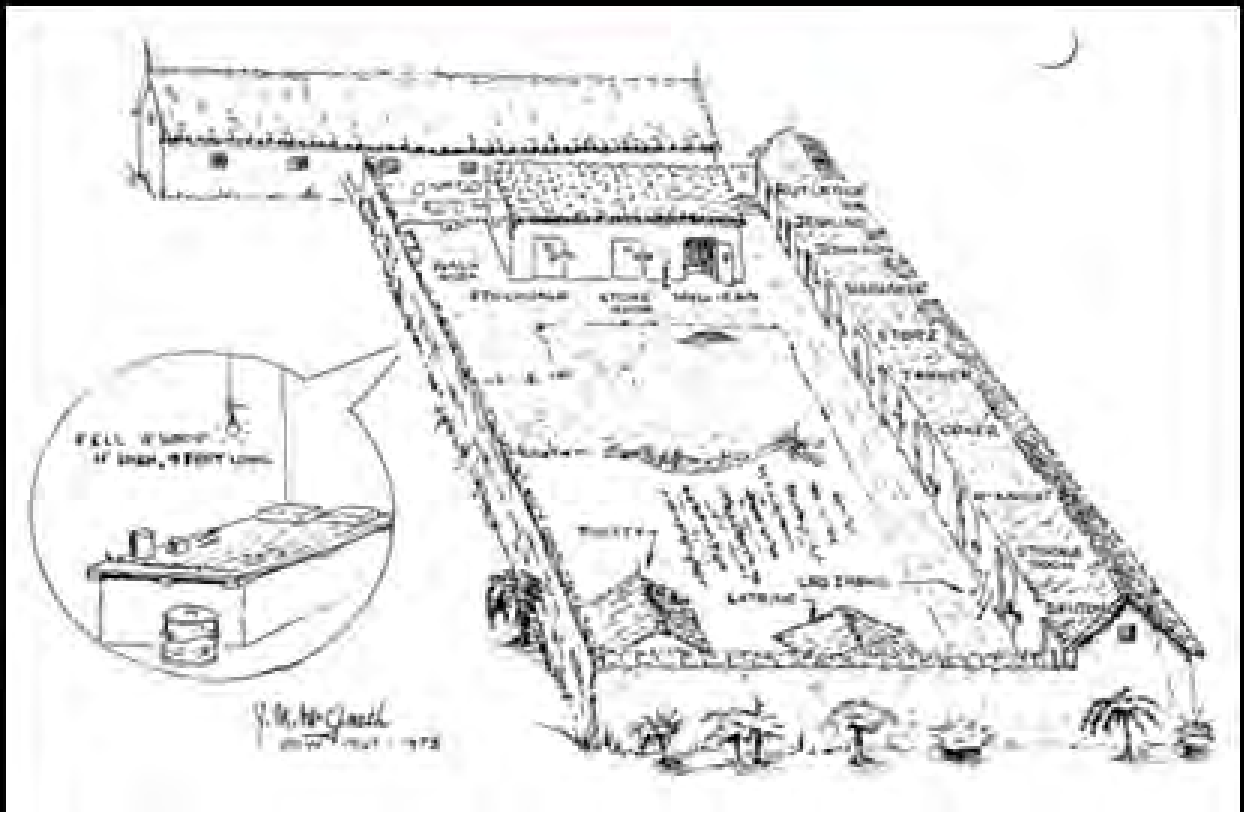
North Vietnam Prison Camps

Camp (American nickname)	Location	Dates of Operation
Bao Cao (Portholes)	Near Vinh	Sep 1967 - 28 Aug 1968
Bang Liet (Skid Row, Hughey, K-77)	5 miles Southwest of Hanoi	7 Jul 1968 - 1 Jan 1972
Citadel (Plantation)	North Central Hanoi	6 Jun 1967 - 16 Mar 1973
Cu Loc (Zoo)	Southwest suburb of Hanoi	20 Sep1965 - 29 Mar 1973
Dan Hoi (Faith)	9 miles Northwest of Hanoi	19 Oct 1967 - 25 Aug 1970
Duong Ke (Farnsworth, D-1)	18 miles Southwest of Hanoi	29 Aug 1968 - 25 Nov 1970
Hoa Lo (Hanoi Hilton)	Central Hanoi	11 Aug 1964 - 28 Mar 1973
Loung Lang (Dogpatch)	105 miles Northeast of Hanoi	14 May 1972 - 31 Jan 1973
Ministry of National Defense (Alcatraz)	North Central Hanoi	25 Oct 1967 - 17 Aug 1970
Mountain Camp (K-49)	50 miles North of Hanoi	12 Dec 1971 - 28 Jan1973
Noi Coc (Rockpile, Stonewall)	30 miles South of Hanoi	25 Jun 1967 - 25 Oct 1967
Power Plant (Dirty Bird)	Northern Hanoi	25 Jun 1967 - 25 Oct 1967
Son Tay (Hope)	22 miles Northwest of Hanoi	23 May 1968 - 14 Jul 1970
Xom Ap Lo (Briarpatch)	35 miles West of Hanoi	31 Aug 1965 - 2 Feb 1967 5 Feb 1971 - 9 Jul 1971
Xom De (Countryside)	1 mile Southeast of Hanoi	16 Jan 1973 - 6 Feb 1973

A total of 15 POW camps were run by the North Vietnamese, all of them either in or close to Hanoi. The POW camp furthest away from Hanoi was Dogpatch (Loung Lang).


"POWER PLANT"
CITADEL "PLANTATION"
"DOG PATCH"
"ALCATRAZ"
SOUTH "CAMP HOPE"
GIA LAM
HOA LO "HANOI HILTON"
(CAMP UNITY, LITTLE VEGAS, HEARTBREAK HOTEL, STOCKYARD, NEW GUY VILLAGE)
"BRIAR PATCH"
HANOI
"CAMP FAITH"
"CAMP HUGHEY/SKID ROW"
CU LOC "ZOO/ANNEX"
CU LOC "ZOO"

Alcatraz



Ministry of National Defense (Alcatraz) North Central Hanoi
25 Oct 1967 - 17 Aug 1970

Geneva Convention

Part II of the Geneva Convention covers the general protection of Prisoners of War.

This part of the convention covers the Status of POWs

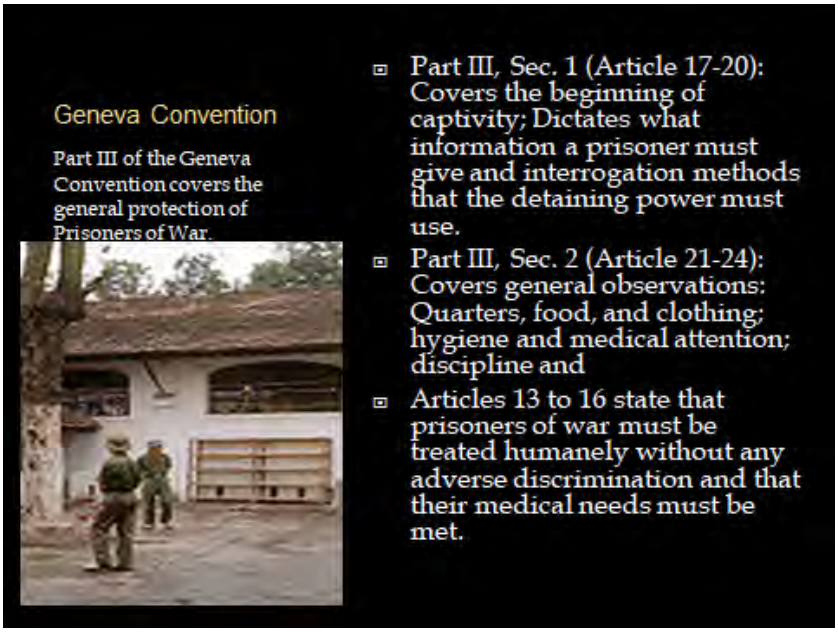


- Part II, Article 12: Prisoners of war are the responsibility of the state, not the persons who capture them.
- They may not be transferred to a state that is not party to the Convention.
- Part II, Articles 13 to 16: Prisoners of war must be treated humanely without any adverse discrimination.
- Their medical needs must be met.

The Third Geneva Convention, relative to the treatment of prisoners of war, is one of the four treaties of the Geneva Conventions. The Geneva Convention relative to the Treatment of Prisoners of War was first adopted in 1929, but significantly revised at the 1949 conference. It defines humanitarian protections for prisoners of war. There are 196 state parties to the Convention.

This part is divided into several sections:

Section 1 covers the beginning of captivity (Articles 17–20). It dictates what information a prisoner must give and interrogation methods that the detaining power may use: Section 2 covers the internment of prisoners of war and is broken down into 8 chapters which cover:



General observations (Articles 21–24)

Quarters, food and clothing (Articles 25–28)

Hygiene and medical attention (Articles 29–32)

The treatment of enemy medical personnel and chaplains retained to assist prisoners of war (Article 33)

Religious, intellectual and physical activities (Articles 34–38)

Discipline (Articles 39–42)

Military rank (Articles 43–45)

Transfer of prisoners of war after their arrival in a camp (Articles 46–48)

Section 3 (Articles 49–57) covers the type of labour that a prisoner of war may be compelled to do, taking such factors as rank, age, and sex into consideration, and that which because it is unhealthy or dangerous can only be done by prisoners of war who volunteer for such work. It goes into details about such things as the accommodation, medical facilities, and that even if the prisoner of war works for a private person the military authority remains responsible for them. Rates of pay for work done are covered by Article 62 in the next section.

Section 4 (Articles 58–68) covers the financial resources of prisoners of war.

Section 5 (Articles 69–74) covers the relations of prisoners of war with the exterior. This covers the frequency of which a prisoner of war can send and receive post, including parcels. The Detaining power has the right to censor all mail, but must do so as quickly as possible.

Section 6 covers the relations between prisoners of war and the detaining authorities: it is broken down into three chapters.

Complaints of prisoners of war respecting the conditions of captivity(Article 78)

Prisoner of war representatives (Articles 79–81). Where there is no senior officer available in a camp the section stipulates that “prisoners shall freely elect by secret ballot, [a representative] every six months”. The representative, whether the senior officer or an elected person, acts as a conduit between the authorities of the detaining power and the prisoners.

The sub-section on “Penal and disciplinary sanctions” is subdivided into three parts:

General provisions (Articles 82–88)

Disciplinary sanctions (Articles 89–98)

Juridical proceedings (Articles 99–108)

Part IV: Termination of Captivity[edit]

This part is divided into several sections:

Section 1 (Articles 109–117) covers the direct repatriation and accommodation in neutral countries.

Section 2 (Articles 118–119) covers the release and repatriation of prisoners of war at the close of hostilities.

Section 3 (Articles 120–121) covers the death of a prisoner of war.

DPMO

Defense Prisoner of War-Missing in Action Office

Created 1993

DPMO

- ▶ The DPMO lead negotiations
- ▶ Entered into international arrangements to secure foreign nation support for the search and recovery of remains
- ▶ Accessed archives and other information to support the personnel accounting mission

DPMO

- Oversaw DoD efforts to recover and account for
  - U.S. service members and DoD related civilian personnel (or if deceased, their remains), who were unaccounted
  - Tasked with all missing from the Vietnam Conflict, the Korean War, the Cold War, World War II, the Iraq Theater of Operations, and other conflicts or incidents as the Secretary directed.

JPAC

Joint Prisoner of War-Missing in Action Accounting Command

JPAC

- **JPAC, the Defense POW/Missing Personnel Office (DPMO), and certain functions of the U.S. Air Force's Life Sciences Equipment Laboratory, were all merged into the new Defense POW/MIA Accounting Agency.**

- **On 30 January 2015, JPAC was officially deactivated by the Department of Defense.**

JPAC Structure

- Detachment 1 – Bangkok, Thailand
- Detachment 2 – Hanoi, Vietnam
- Detachment 3 – Vientiane, Laos
- Investigation and Recovery Group – Joint Base Pearl Harbor-Hickam, Oahu, Hawaii; this group was the home base of the recovery teams when they were not deployed
- HQ – Pentagon, Arlington, Virginia.
- Annex - Offutt Air Force Base, Nebraska; the JCA performed routine anthropological and odonatological analysis in order to identify unaccounted-for service members.
- European Liaison Office - Miesau Army Depot, Germany
- Central Identification Laboratory (CIL).
- Stony Beach – DIA Investigation Office Laos

DPAA

DPAA mission:

- To provide the fullest possible accounting for U.S. missing personnel to their families and the nation.
- When American personnel remain captive, missing, or otherwise unaccounted-for at the conclusion of hostilities, the DoD accounting community becomes the responsible agent for determining the fate of the missing and where possible, recovering them alive or recovering and identifying the remains of the dead.
- For those killed-in-action, the accounting community is charged with locating, recovering and identifying their remains.

DPAA

Defense Prisoner of War-Missing in Action Accounting Agency

Created 09 January 2015

DPAA

- Central Identification Laboratory in Hawaii (US Army) (CILHI)
- The Armed Forces Medical Examiner System (AFMES)
- Armed Forces DNA Identification Laboratory (AFDIL)
- Service Casualty and Mortuary Affairs
- Other DoD entities, including intelligence community components such as the Defense Intelligence Agency

USRJC

U.S.-Russia Joint Commission on POW/MIAs (USRJC)

- Was established in 1992 as a forum through which both nations seek to determine the fates of their missing service personnel.
- Revitalized work in July 2009 with an exchange of Diplomatic Notes reaffirming respective countries' commitment to strengthening bilateral cooperation on POW/MIA issues.

USRJC

Efforts related to the Vietnam War

Joint Commission Support Division (JCSD)

- Since 1992, researchers interviewed more than 750 Soviet veterans of the Vietnam War.
- JCSD cultivates contacts with Russian veterans' groups to identify possible interview subjects.
- JCSD continues to pursue declassification of Russia's Vietnam War information that may help clarify the fate of missing U.S. service personnel from that conflict.

VETERANS INITIATIVE

First Mission to Vietnam

- **May, 1994**
- **Released 71 cases to Vietnamese officials**
- **Reported 3,014 possible recoveries of war dead**
- **Established a working relationship between VVA and Vietnamese government, non-governmental and humanitarian organizations**

VETERANS INITIATIVE

- In 1993, Vietnam Veterans of America initiated a program called the Veterans Initiative (VI) to assist the United States government with relationships with the government and people of Vietnam.
- Started as a veteran to veteran project involving Americans and Vietnamese.
- Requested the U.S. veterans of the Vietnam War contact the Veterans Initiative program with information and articles collected from the battlefield and brought home as mementos.
- Items were reviewed for factual content and developed into cases.

VETERANS INITIATIVE

In 2018

- **The V.I. celebrated 25 years of continual efforts establishing positive and productive relations with agencies in Vietnam**
- **Completed the 26th mission**
- **Returned the 302nd case to Vietnamese agencies**
- **Total cases reported the possible location of over 14,000 war dead**
- **Vietnamese agencies stated in meetings with V.I. members that over 2,000 war dead have been recovered from information received in previous cases**

In 2020:

- The V.I. celebrated 27 years of continual efforts
- The V.I. completed the 27th Mission
- Returned the 304th case to Vietnamese agencies

— TAB 23 —

PTSD, MORAL INJURY, AND THE AGING VETERAN LEAVING YOUR LEGACY TO HEAL THE WOUNDS OF WAR: THE FINAL MISSION

Friday, August 12, 2022

3:45pm - 5:15pm

Presented by:
Laura Tugman
Allan Perkal

Moral Injury Bibliography

Amanda Yeck, Psy. D, Charles George VAMC, Asheville, NC, Moral Injury Lead

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2. War & The Soul: Healing Our Nation's Veterans from Post-Traumatic Stress Disorder-Dr. Edward Tick 2005
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4. Achilles In Vietnam: Combat Trauma and the Undoing of Character-Dr. Jonathan Shay 1994
5. Odysseus In America: Combat Trauma and the Trials of Homecoming-Dr. Jonathan Shay 2002
6. Soul Repair: Recovering From Moral Injury After War-Rita Nakashima Brock and Gabriella Lettini 2012
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8. The Things They Cannot Say: Stories Soldiers Won't Tell You About What They've Seen, Done or Failed To Do In War-Kevin Sites 2013
9. Afterwar: Healing The Moral Wounds of Our Soldiers-Nancy Sherman 2015
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14. Tribe: On Homecoming and Belonging-Sebastian Junger 2016
15. Killing From The Inside Out: Moral Injury and Just War-Robert Meagher 2014
16. Moral Injury: Restoring Wounded Souls-Larry Graham 2017
17. Help For Moral Injury: Strategies and Interventions 2016
18. Exploring Moral Injury In Sacred Texts-Edited by Joseph McDonald 2017

Myths & Realities: Wars and Other Trauma **August, 2022**

Raymond M Scurfield, DSW, LCSW, Professor Emeritus

The following myths and realities focus on war's impact on veterans. (Most of this information also applies to survivors of other types of trauma, such as disasters.)

***Myth*: Heroes & "normal" or healthy persons do not continue to have problems after being exposed to a trauma. If they do, that means that they already had problems and were "pre- disposed" to having such problems anyhow. "The trauma was merely a trigger."**

Versus Reality: Trauma always has a significant impact on all who experience it, although it does not necessarily result in Posttraumatic Stress *Disorder* (PTSD). In fact, it is abnormal *not* to have strong reactions to a trauma.
*Iraq war veteran: *My body's here, but my mind is there* [in Iraq]
*Vietnam vet: *I can't get what happened in Nam out of my mind; I still remember vividly how terrifying it was*.

***Myth*: Time heals all wounds.**

***Versus Reality*:** Not necessarily. For example: long-term follow-up studies of WW II, Korean and Vietnam war-veterans indicate that psychiatric symptoms do not necessarily disappear over time. Indeed, in a significant sub-group the symptoms become worse, probably due to the aging process:

*greater likelihood of exposure to deaths of significant others as one grows older
*age-related losses of job, career, health
*increased realization of one's mortality

***Myth*: My trauma was not as bad as what others suffered, so I should not be feeling so badly. Or, I should feel guilty -- I was spared what others suffered.**

Versus Reality: Comparing your trauma with traumas of others is a no-win proposition.
∗Your trauma is your trauma.
∗You must be willing to face the truth about how the trauma has impacted you--or it will always have a hold on you.
∗You can have empathy or care for others without having to put yourself down by denying the impact of your trauma.

***Myth:* I must have been bad or somehow deserved what happened to me.**

Versus Reality: Bad things can happen to good people and through no fault of your own. However, most survivors do not accept that trauma happened randomly, *and they tend to blame someone* for their trauma or their suffering: themselves, others, the military, the federal government---or God.

***Myth:* I can never trust myself or anyone else again. I didn't react well or my judgment was bad (during the war or other trauma). I have learned that the environment is dangerous. So, I need to isolate and be constantly wary and careful of my surroundings.**

Vrsus Reality: *Trust in yourself or trust in others is not an all-or-nothing proposition
∗Developing appropriate degrees of trust does involve risks, yet is essential for a fulfilling life.

*Is living a life of isolation and constant wariness what you want?

***Myth*: My trauma is the cause of all of my problems that I am having. Or: I'm behaving or feeling this way just because of the war (or another trauma) . . .**

***Versus Reality*:** *No one was a "blank tablet" before going to war or suffering another trauma; we all were persons with strengths and weaknesses, positives and negatives.
*You may be having problems now that existed *before* the war *and/or* that developed because of post-war or post-Katrina experiences., i.e., you can have problems related to before, during *and* from after the war
*You must be truthful with yourself as to the cause(s) of your problems; otherwise, you will put blame and responsibility where it does not belong.

***Myth:* I did okay during the trauma and for awhile afterwards, so I shouldn't be having all of these negative feelings and reactions now . . .**

***Versus Reality:* ***People seldom "break down" psychologically or become overwhelmed while in the midst of war or a disaster or in the immediate aftermath.
*Most survivors "bury" painful feelings & thoughts & learn how to "detach" from emotions in order to survive.
*Typically, *there is a delay* in the onset of problematic emotions and thoughts until *sometime after* the danger has passed. This could be hours, days or weeks, or possibly months, years or decades later.

***Myth*: If I can just forget about the (traumatic) memories, I can move on with my life.**

***Versus Reality*:** War and other trauma *literally are unforgettable* (unless you have complete amnesia).
*To ease the pain and as a temporary way to forget, some survivors resort to abuse of prescribed or recreational substances, constantly expose themselves to thrills/danger (hi-speed driving..), become a workaholic, etc.
*If your trauma happened awhile ago, *you have become an expert at* detachment, denial, minimization, avoidance in an attempt to forget the unforgettable.
*Typically, at some point the detachment/denial stops working so well; you may have become exhausted; or your detachment/denial is so severe that it starts causing other problems in your life −− along with continuing unresolved pain from your traumatic experience(s).
*You can never totally forget trauma; but you can learn *to more peacefully co-exist* with such memories.

***Myth*: Most trauma survivors are highly motivated to eliminate or reduce PTSD-related symptoms like isolation, numbing, & physical arousal/hyper-alertness to the environment.**

Versus Reality: A number of PTSD symptoms *also are survival modes* that were learned during or following the trauma. Thus, many survivors *are very reluctant, ambivalent or not interested* in giving them up, i.e.: Survivors oftentimes might:
*feel that it is quite justified to *stay isolated and apart from others*, because they "are different" and do not feel comfortable in many social situations
*believe that to let themselves feel emotions once again will only result in painful reliving of traumatic memories, and/or
*believe it is wise *not* to trust and be wary of the environment; that being constantly on-alert is a necessary protection against an unpredictable and dangerous world.

***Myth*: If I fully remember and re-experience aspects of my original trauma (through talking about it, thinking about it, focusing on it), I will lose control and either become sucked back into the vortex of that memory and never be able to come back out again—or I will go crazy, or start crying and not be able to**

stop crying, or become so enraged that I will hurt someone or myself.

***Versus Reality*:** ∗Trauma survivors do not go crazy from remembering and talking about their trauma. ∗But they might go "crazy" by trying desperately *to deny the undeniable*—that the trauma happened, that it hurt then and it hurts now, that it has not gone away and it needs to be dealt with.

***Myth*: The impact of war on former combatants or other trauma survivors is mostly negative.**

Versus Reality: Typically, war has *both* significant "positive" and "negative" outcomes or impact while deployed and following your return. One study (Card, 1983) showed that:
∗56% of veterans felt their war and military experiences were an *entirely or mostly positive* effect on their lives;
∗33% felt it was *equally* positive and negative;
∗11% felt an *entirely or mostly negative* impact.

∗*Positives from war experiences included*: increased sense of pride in serving our country, developing patience and self-confidence, and powerful bonds of comradeship with other veterans.
∗*Negatives from war experience included*: loss of civic pride, loss of faith in America; cynicism; loss of innocence; inability to make friends; unresolved grief or anger from exposure to repeated death and suffering; feeling hopeless—that the pain will never end and there never will be joy again …
∗*Very important lessons were learned about the positive outcomes that came from Hurricane Katrina*, i.e., (1) a *reaffirmation of what is really important in life*—not material possessions but "the three 'f's': *family, friends, faith* (in a higher power or God, and/or faith in the goodness of others to be concerned and help; (2) a *bringing-together* of neighbors and communities; (3) *shared sense of connection* through tens of thousands of volunteers.

To better understand and accept that there are *both* negatives and positives from war and deployment is an essential part of the healing process. For example:

∗**Negative aspect**: I am in deep and unrelenting pain, and I believe that I am weak or sick because I repeatedly remember the troubling and horrible aspects of what happened over there (to me and/or to others);
Versus the positive aspect: *it can be a sign of strength and health <u>not</u> to forget about what happened, because after every war, our nation suffers a "collective amnesia" about the impact of that and prior wars on veterans and their families. And if you and I forget, who will remember what happened and the lessons to be learned -- so that they are not forgotten again for yet another generation of veterans and their families?*

∗**Negative aspect**: Very low self-esteem, shame and/or guilt that I was "imperfect" or made mistakes, hesitated too long when I should not have, during the war as part of surviving:
***Versus* the positive aspect:** *appreciating the strength and courage it took for me to survive both the war and the difficulties since the war -- and that is too easy to look back from the safety of "now" and be critical* of split-second decisions and actions/inactions that took place in the emergency moments of battle, etc.

∗**Negative aspect**: Accepting total or exaggerated degree of responsibility for trauma that occurred in the war;
Versus* the positive:* I now realize and appreciate that when a democratic nation goes to war, *everyone* in that nation bears some responsibility for *all* that happened in that war and afterwards – *not* just the combatants!

∗**Negative aspect**: Disturbing loss of trust and loss of faith in our country's institutions (military, legal, law enforcement, government mental health professions…). ***Versus* positive**: developing a *very healthy questioning* of the motivations and behaviors of those institutions, both during the war and afterwards; and realizing that when such institutions become immoral or incompetent, everyone suffers—and all need to be held accountable.

***Negative aspect**: *Having little tolerance or acting out* when confronted by depersonalized and insensitive behaviors of authority and institutions.
***Versus* positive**: the development of very strong convictions that I am *not* to "be treated like a number" and that I and my family am entitled to be treated with dignity and respect for our sacrifices and service to our country.

***Negative aspect**: "*Nothin' means nothin' anymore*." Feeling confused, despair, not being clear about what is valued in life and/or where I am going with my life.
***Versus* positive**: *Priorities*: "What is really important now?" *Develop healthy questioning and/or strong convictions/reaffirmation* of your values and priorities, what is and what is not meaningful to you.

***Negative aspect**: becoming isolated and alienated. Feeling that others can not possibly understand my trauma experiences and neither what I have gone through or what I am going through.
***Versus* positive**: Relief is possible if you find someone you can trust to talk with who understands your experiences. This can include *the shared bonding* with others who also have survived war—your war or any war—this is a specialness of relationship and understanding *not possible without having had the war experience to begin with.* That saying is so true, *"for those who have fought for it, freedom has a taste that the protected will never know."*

And yet, *also* discovering that there are *others* who have *not* been through the experiences of war and yet who somehow are able to have a very special understanding, commitment and bonding with you – if you let them in -- such as a dedicated volunteer, counselor, social worker, psychologist, psychiatrist, or a chaplain or minister…

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Scurfield, R.M. & Platoni, K.T. (Eds.) (2013). *Healing War Trauma. A Handbook of Creative Approaches*. NY: Taylor & Francis. (includes chapters on: Native American healing rituals, quilts of honor, dreams/ nightmares, therapeutic writing, Christian scripture for PTSD symptoms, %s of responsibility technique for guilt; web-based healing site, mindfulness; canine and equine assisted therapy, suicide protocol).

"Dr. Raymond Scurfield Home Page, University of Southern Mississippi" (includes 20+ articles that are accessible to the public).

END

— TAB 24 —



BASIC PARLIAMENTARY PROCEDURES

Friday, August 12, 2022

3:45pm - 5:15pm

Presented by:
Michael L. Swift

Basic Parliamentary Procedures

Is it true…

FAQ

Internet Rules

by Michael L. Swift PRP, CPP-T

Parligroup

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I am a Professional Registered Parliamentarian and Trainer with the National Association of parliamentarians and a Certified Professional Parliamentarian – Teacher with the American Institute of Parliamentarians.

For over 25 years I have served as a parliamentarian, a presiding officer, a secretary, an instructor, and an expert witness. I have also written and revised bylaws, written parliamentary opinions, judged parliamentary competitions, and trained credentialed parliamentarians.

I have performed these services for parliamentarians, professionals, veterans, churches, avocations, schools, universities, condominiums, local governments, local government agencies and local communities.

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version 220514

The Basic Parliamentary Procedures

Requirements for a Meeting to be Valid

1 Call of the Meeting, to notify members.
2 The presence of a quorum, to validly conduct business.
3 A presiding officer, duly elected, to direct the meeting.
4 A secretary, duly elected, to record the action taken.

Quorum

1 Number of voters who must be present to validly transact business.
2 The individual voting member is counted as one of the quorum.
3 Count the voting members to determine the presence of a quorum.
4 The office has no bearing on the count; the definition does not include officer.
5 The quorum should be the number of members who usually attend meetings.

Minutes of a Meeting

1 Record of what was done at the meeting, not what was said by the members.
2 When approved, minutes should be signed and dated by the secretary.
3 The minutes do not become the record of the proceedings until approved.

A presiding officer should _____

1 Remain impartial or relinquish the chair.
2 State each motion clearly and completely to the assembly.
3 Restate each motion before taking the vote and announcing the result.
4 Address only agenda headings with business to conduct.
5 Assist the members in exercising their rights and insist upon decorum.
6 Stifle out-of-order non-germane discussion or derogatory comments.

A Secretary should _____

1 Sit next to the chair for discrete communications on the order of business.
2 Have the controlling documents, reports, minutes, and correspondence.
3 Record in the minutes of the meeting what was done, not what was said.

A Member should _____

1 Address the presiding officer by title.
2 Speak only to the presiding officer and be seated after speaking.
3 Limit remarks to the immediately pending question itself.
4 Remain silent when another member has the floor.

The Basic Parliamentary Procedures

A Committee should _____

1 Be formed as prescribed by the bylaws or rules of order.
2 Be empowered to act for the association only on specific instructions.
3 Follow bylaws, special rules of order, parliamentary authority and standing rules.
4 Not adopt their own rules except as authorized in the bylaws or instructions.

A Committee's Instructions should _____

1 Specify standing or special.
2 Specify the chair and the members.
3 Specify the task as: consider, investigate, take action or all three.
4 Specify the reporting date.

Majority Vote

1 A majority is more than half.
2 A majority vote is more than half the ballots cast, excluding blanks and abstentions…
3 A tie vote means the motion is lost or there is no election.
4 With more than two options, a plurality is not a majority and neither adopts nor elects.

Two-thirds Vote

1 A two-thirds vote is at least two-thirds of the ballots cast, excluding blanks and abstentions…
2 Doubling the "no" votes gives the minimum "yes" votes required for adoption.

Counting Votes

1 Count yes votes, no votes and announce the result.
2 Count yes votes, no votes, voting members present and announce the result.
3 Count yes votes, no votes, voting members on roster and announce the result.
4 Count yes votes, no votes, voting positions and announce the result.
5 Count was not followed by the word "abstentions" in the four statements above.

~~Unanimous~~ **General** Consent

1 Avoids unnecessary votes on routine, non-contentious and non-critical business.
2 A motion is adopted, or an action taken without putting the question to a vote.
3 In cases where unanimous consent is apparent, the chair may assume it.
4 The form is:

The chair asks	"Is there any objection to _____."
pauses and if no one calls out	"objection!"
states	"There being no objection we will _____."

5 If anyone objects, follow the normal procedure for handling the motion.

The Basic Parliamentary Procedures

No motion no debate

1 Discussion of a subject is permitted only with reference to a pending motion.

2 A member obtains the floor while no motion is pending to immediately make a motion.

3 This rule requires firm enforcement.

4 This rule against discussion without a motion is a tool for keeping "on track."

5 This rule is important in making a meeting rapidly moving.

To handle a motion

1 A member rises and when recognized offers a motion, "I move…"

2 Another member, anonymously, seconds the motion for the chair's guidance.

3 The chair repeats the motion, "It is moved and seconded to…"

4 The members debate the motion.

5 The chair puts the motion to a vote.

6 The chair announces the result.

To handle the motion, the chair _____

1 repeats a ranked motion with a lower number as in order. **See back cover.**

2 rules a ranked motion with a higher number, not in order at this time.

3 repeats an incidental motion that applies to the situation as in order.

4 assures the incidental motion is decided immediately before business proceeds.

5 rules immediately on a point of order or submits it to the assembly for decision.

6 takes the vote on the remaining motions in the reverse order from which they were made.

To assign the floor, the chair recognizes _____

1 the member who made the motion and has not spoken.

2 the member who has not spoken.

3 the member who has spoken one time.

4 the member who rose and addressed the chair first, after the floor was yielded.

5 the members alternately both pro and con as much as possible.

Members can limit debate for _____

1 the meetings by adopting a special rule of order limiting debate at the meetings.

2 this meeting by adopting a motion limiting debate during this meeting.

3 the motion by adopting a motion limiting debate for the motion.

4 the speakers by adopting a motion limiting debate for the members.

5 the time used by adopting a motion to end debate…

The Basic Parliamentary Procedures

Long meetings? Limit debate!

Mister Chairman, I move that debate be limited to _____ minutes _____.

	Order of Business		10 mins	2 mins	1 min
•	Call to Order		00:00:20	00:00:20	00:00:20
#[1]	Opening Ceremonies		00:03:00	00:03:00	00:03:00
#[1]	Roll Call of Officers and Directors		00:01:20	00:01:20	00:01:20
1	Reading and Approval of the Minutes		00:03:00	00:03:00	00:03:00
2	Reports of Officers, Boards and Standing Committees				
	President		00:02:00	00:02:00	00:01:00
	Vice President		00:02:00	00:02:00	00:01:00
	4th Vice President, Member A speaks	(1)	00:10:00	00:02:00	00:01:00
	Treasurer		00:02:00	00:02:00	00:01:00
	Membership Committee, Chair Member B		00:02:00	00:02:00	00:01:00
	Publicity Committee, Chair Member C		00:02:00	00:02:00	00:01:00
	Bylaws Committee, Chair Member A speaks	(2)	00:10:00	00:02:00	00:01:00
	Finance Committee, Chair Member I		00:02:00	00:02:00	00:01:00
	Community Services Committee, Chair Member N		00:02:00	00:02:00	00:01:00
3	Reports of Special Committees				
	Building Committee, Chair Member K		00:02:00	00:02:00	00:01:00
	Fund Raising Committee, Chair Member R		00:02:00	00:02:00	00:01:00
4	Special Orders				
5	Unfinished Business and General Orders				
	No unfinished business, Member A speaks	(3)	00:10:00	00:02:00	00:01:00
	General Order, postponed motion, Member A, speaks 1st time	(4)	00:10:00	00:02:00	00:01:00
	General Order, postponed motion, Member B, speaks 1st time		00:02:00	00:02:00	00:01:00
	General Order, postponed motion, Member J, speaks 1st time		00:02:00	00:02:00	00:01:00
	General Order, postponed motion, Member A, speaks 2nd time	(5)	00:10:00	00:02:00	00:01:00
6	New Business				
	Motion to purchase lawn mower Member A speaks, 1st time	(6)	00:10:00	00:02:00	00:01:00
	Member B speaks, 1st time		00:02:00	00:02:00	00:01:00
	Member C speaks 1st time		00:02:00	00:02:00	00:01:00
	Member A speaks, 2nd time	(7)	00:10:00	00:02:00	00:01:00
	Member B speaks, 2nd time		00:02:00	00:02:00	00:01:00
	Motion to purchase laptop Member A, speaks 1st time	(8)	00:10:00	00:02:00	00:01:00
	Member D speaks, 1st time		00:02:00	00:02:00	00:01:00
	Member A speaks, 2nd time	(9)	00:10:00	00:02:00	00:01:00
	Member E speaks, 1st time		00:02:00	00:02:00	00:01:00
#[1]	Good of the Association				
	Member A comments	(10)	00:10:00	00:02:00	00:01:00
	Member F comments		00:02:00	00:02:00	00:01:00
•	Adjourn		00:00:20	00:00:20	00:00:20
	Call Meeting to Order at		07:00:00	07:00:00	07:00:00
	The meeting lasts		**02:22:00**	**01:02:00**	**00:35:00**
	Adjourn Meeting at		09:22:00	08:02:00	07:35:00

[1] The symbol "#" indicates an optional heading in the order of business.

Hierarchy of Governing Documents

1 Statutory law, that applies to corporations and associations.

2 Articles of Incorporation
a Creates a separate legal entity.
b Adopted as prescribed by the state.
c Amended as prescribed by the state.
d Cannot be suspended.

3 National Charter, National Bylaws
a Creates a local Association in a National Association.
b Adopted as prescribed by the national bylaws.
c Amended as prescribed by the national bylaws.
d Cannot be suspended.

4 Bylaws
a Structure the local Association.
b Adopted as prescribed by the bylaws.
c Amended as prescribed by the bylaws.
d Cannot be suspended.

5 Special Rules of Order
a Procedural rule to supplement or modify those in the Rule Book.
b Adopted by previous notice & two-thirds vote or majority vote of the entire membership.
c Amended as prescribed by the special rules of order.
d Suspended by a two-thirds vote.

6 Rules of Order, Parliamentary Authority, Rule Book
a *Robert's Rules of Order Newly Revised* adopted by the Association.
b Adopted by a bylaw.
c Superseded by special rules of order.
d Superseded by a two-thirds vote.

7 Standing Rules
a Detail the administration of the Association.
b Adopted by a majority vote.
c Amended by a two-thirds vote or a majority vote with notice.
d Suspended by a majority vote.

8 Minutes
a Orders of the assembly, Acts, Directives
b Adopted by a majority vote.
c Amended by a two-thirds vote.
d Cannot be suspended.

9 Policies & Procedures
a Details of the administration of the staff and others.
b Adopted by a majority vote.
c Amended by a two-thirds vote or a majority vote with notice.
d Cannot be suspended.

Local Benevolent Association, Inc.

Articles of Incorporation for a Non-stock Corporation

FIRST: The undersigned Member Johnson, whose mailing address is 246 Main Street, Baltimore, 21203 MD; Member Langdon whose mailing address is 173 Side Street, Baltimore, 21203 MD and Member Gilman whose mailing address is 15 Cluster Circle, Baltimore 21203 MD being at least eighteen years of age, do hereby form a corporation under the laws of the State of Maryland.

SECOND: The name of the corporation, which is hereinafter called "Corporation" is the Local Benevolent Association, Inc.

THIRD: The purposes for which the Corporation is formed are as follows: To perform charitable acts toward others; to promote the general welfare of the community; and to provide athletic programs for the youth of the community.

FOURTH: The street address of the principal office of the Corporation in Maryland is The Community Recreation Center, 3412 Olive Road, Baltimore 21203 MD.

FIFTH: The name of the resident agent of the Corporation in Maryland is: Member Hamilton, 4523 Roundtoit Avenue, Baltimore 21223 MD.

SIXTH: The Corporation has no authority to issue stock.

SEVENTH: The number of directors of the Corporation shall be three which number may be increased or decreased pursuant to the bylaws of the Corporation. The names of the directors who shall act until the first meeting or until their successors are duly chosen and qualified are:
Janet Leclair, John Hendrix and Roberta Sundre.

EIGHTH:_____.

IN Witness WHEREOF, I have signed these articles and acknowledge the same to be my act.

SIGNATURES OF INCORPORATORS:

Member Johnson

Member Langdon

Member Gilman

I hereby consent to my designation in this document as resident agent for this corporation.

SIGNATURE OF RESIDENT AGENT LISTED FIFTH:

Member Hamilton

LBA **Bylaws**

Article I
Name

The name of the association is the *Local Benevolent Association, Inc.* as stated in the Articles of Incorporation and is hereinafter referred to as the Association.

Article II
Purpose

The purposes of the Association are those prescribed by the Articles of Incorporation.

Article III
Members

§1 Membership. Any adult resident of the local community shall be eligible for membership.

§2 Dues. The annual dues shall be ten dollars per person.

Article IV
Officers

§1 Officers. The officers of the Association shall be a president, a vice president, a secretary, and a treasurer.

§2 Duties. Officers shall perform the duties prescribed by these bylaws and the parliamentary authority adopted.

§3 Ballot Election, Term of Office, Removal from Office. Officers shall be elected by ballot to serve for one year or until their successors are elected and qualified, and their term of office shall begin at the close of the annual meeting at which they are elected. Officers may be removed from office at the pleasure f the membership as provided in the parliamentary authority.

§4 Office Holding Limitations. No member shall hold more than one office at a time.

Article V
Meetings

§1 Regular Meetings. The regular meetings of the Association shall be held on the first Thursday of each month.

§2 Annual Meeting. The regular meeting on the first Thursday of January shall be known as the annual meeting and shall be for the purpose of electing officers, receiving reports of officers and committees, and for other business that may arise.

§3 Special Meetings. Special meetings may be called by the president and shall be called upon written request of five members of the Association. The purpose of the meeting shall be stated in the call.

§4 Internet Meetings. Meetings may be held on an Internet platformn.

§5 Quorum. Fifteen members of the Association shall constitute a quorum.

Article VI
The Board of Directors

§1 Board Composition. The officers of the Association shall constitute the Board of Directors.

§2 Board's Duties and Powers. The Board shall make recommendations to the Association and shall perform such other duties as are specified in these bylaws. The Board shall be subject to the orders of the Association, and none of its acts shall conflict with action taken by the Association.

§3 Board Meetings. Meetings of the Board may be called by the president and shall be called upon written request of two members of the Board.

Article VII
Committees

§1 Membership Committee. A Membership Committee of two members shall be appointed by the president promptly after the annual meeting whose duty it shall be to issue numbered membership cards.

§2 Public Affairs Committee. A Public Affairs Committee of three members shall be elected at the annual meeting, whose duty it shall be to inform the public of the Association's actions.

§3 Audit Committee. One auditor shall be elected at the annual meeting to replace the senior auditor of the three-member Audit Committee, whose duty it shall be to audit the books and records of the Association quarterly.

§4 Such other committees, standing or special, shall be appointed by the president as the Association or Board of Directors shall from time to time deem necessary to carry on the work of the Association.

Article VIII
Parliamentary Authority

The rules contained in *Robert's Rules of Order Newly Revised* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order and standing rules the Association may adopt.

Article IX
Amendments of Bylaws

These bylaws may be amended at any regular meeting of the Association by a two-thirds vote, provided that the amendment has been submitted in writing at the previous meeting.

End Bylaws as Amended May6, 1999

Special Rules of Order

1 The order of business at a regular meeting shall be:
- Call to Order
  1 Approval of the minutes
  2 Reports of Officers, Boards and Standing Committees
  3 Reports of Special (Select, or ad hoc) Committees
  4 Special Orders
  5 Unfinished Business and General Orders
  6 New Business
- Adjourn

2 The motion to "Lay on the Table" shall not be permitted at any meeting of the Association.

3 The motion to "Reconsider" shall not be permitted at any meeting of the Association.

4 No motion requires a second.

End Special Rules of Order as Amended May 6, 1999.

Standing Rules

1 The regular monthly meeting as prescribed in the bylaws shall be held at the Community Recreation Center Hall, 3412 Olive Road, Baltimore, Maryland 21203.

2 The regular monthly meetings shall start a 7:00 p.m.

End Standing Rules as Revised September 2, 1999.

Local Benevolent Association, Inc. Minutes July 6, 2000

- Call to order

  A quorum being present President Gorham called the regular meeting of the Local Benevolent Association to order on July 6, 2000, at 7:00 p.m.

1 Approval of the Minutes

- The minutes of the June 1st meeting were approved as distributed.

2 Reports of Officers, Boards and Standing Committees

- Financial report

Starting Balance June 1st	$12,376
Receipts	$ 4,422
Disbursements	$ 1,792
Ending Balance June 30th	$15,003

  A detailed report was submitted to the secretary.

- Member ~~Johnson chair~~ Morris of the membership committee reported we signed up two new members in June and we now have 175 members on the roster.

3 Reports of Special Committees

- Member Read chair of the special committee assigned to paint the president's office reported the job was completed last Sunday.

6 New Business

- Motion by Member Bedford to purchase a new lawn mower for $295.87 was adopted. The president directed Member Bedford to pick up a check from the treasurer, purchase the mower and submit the receipt.
- Motion by Member Jenifer to purchase a new laptop at a cost not to exceed $1000 was postponed until the next meeting.
- Motion by Member Pinckney to prepare a membership directory to be sold at $5.00 a copy.
- Motion by Member McHenry to adjourn. Adopted.
- President Gorham adjourned the meeting at 7:45 p.m.

- Secretary Franklin took the minutes.
- Adjourn

Approved

August 3, 2000

Member Franklin

Detailed Financial Report

Local Benevolent Association, Inc. Financial Report June 1- 30, 2000					
DATE	CHK	FOR	RECEIPTS	DISBURS	BALANCE
1		Brought Forward			$12,376.15
3		2nd Quarter United Donations	$ 3,200.00		$15,576.15
3	3183	Trophy & Awards Company		($ 450.00)	$15,126.15
4	3184	Local Telephone Co		($ 27.53)	$15,098.62
4	3185	Long Distance Telephone Co		($ 39.99)	$15,058.63
12		Bank Service Charge		($ 18.32)	$15,040.31
15	3186	George Luver		($ 90.00)	$14,950.31
20	3187	Food Supplier Co		($ 1,120.00)	$13,830.31
21		Dues	$ 120.00		$13,950.31
24		Sponsor Donations	$ 752.00		$14,702.31
27	3188	Stationary Store		($ 47.38)	$14,654.93
30		Association Sponsor	$ 350.00		$15,004.93
30		Ending Balance			$15,004.93
		Totals	$ 4,422.00	($ 1,792.22)	
CHECKBOOK RECONCILIATION					
		Checkbook Ending Balance			$15,004.93
		Charges/Debits not in book		($ 12.35)	
		Interest/Credits not in book	$ 11.32		
		Adjusted Checkbook Balance			$15,003.90
BANK STATEMENT RECONCILIATION					
		Statement Ending Balance			$14,693.89
		Checks/Debits not on statement		($ 39.99)	
		Deposits/Credits not on statement	$ 350.00		
		Adjusted Statement Balance			$15.003.90

Items listed on the detailed financial report are supported by documents such as:

- deposit slips, sales receipts, returned checks, bank statements
- entrees in the Association's minutes
- entrees in the Association's adopted budget

Auditors' Report

Local Benevolent Association, Inc. 2000, 2nd Quarter Auditors' Report			
Third Year Auditor:	Member Franklin		
Second Year Auditor:	Member Brearley		
First Year Auditor:	Member Wilson		
Audit Period From:	April 1, 2000	To:	June 30, 2000

1 Obtain all of the Association's records which include:	
a Checkbook	h Cash on Hand
b Bank Statements	i Savings Records
c Financial Reports	j Investment Records
d Cash Receipts	k Checks
e Disbursement Records	l Membership Roster
f Copy of the Budget	m Financial Policies
g Secretary's Minutes	n Articles of Incorporation, Bylaws, etc.

2 Check for accuracy and completeness:	
Take the ending balance established by the last audit and	
verify it equals the opening balance for the current period.	
Balance Established by the Last Audit	$ 15,236.47
Opening Balance for the Current Audit	$ 15,236.47

3 Total Line Items Receipts for the audit period:	
Line Item 01 Sponsors	$ 3,480.00
Line Item 02 Donations	$ 1,100.00
Line Item 03 Distributors Rebates	$ 175.47
Line Item 04 Fund Raisers & Bazaar	$ 2,650.43
Line Item 05 Food & Beverages	$ 2,175.37
Line Item 06 Other (Explanation)	$ 00.00
Line Item 07 Grants	$ 2,500.00
Line Item 08 Dues	$ 1,325.00
Total Line Item Receipts	$ 13,406.27

4 Total Line Items Disbursements for the audit period:	
Line Item 09 Stationary / Postage / Office	$ 373.29
Line Item 10 Heating Fuel	$ 1,450.00
Line Item 11 Food & Beverage Distributor	$ 2,225.57
Line Item 12 License Fees	$ 675.00
Line Item 13 SDAT Fees	$ 646.50
Line Item 14 Building Maintenance	$ 4,793.32
Line Item 15 Uniforms & Equipment	$ 3,136.27
Line Item 16 Telephone	$ 337.86
Line Item 17 Other (Explanation)	$ 00.00
Total Line Item Disbursements	$ 13,637.81

5 Calculate the Balance on Hand:	
Opening Balance Current Period	$ 15,236.47
Add Total Line-Item Receipts	$ 13,406.27
Subtract Total Line Item Disbursements	($13,637.81)
Result is Balance on Hand	$ 15,004.93

Local Benevolent Association, Inc. 2000, 2nd Quarter Auditors' Report	
6 Reconcile the Checkbook:	
Checkbook Ending Balance	$15,004.93
Subtract charges/debits not in checkbook	($ 12.35)
Add interest/credits not in checkbook	$ 11.32
Result is Adjusted Checkbook Balance	$15,003.90
7 Reconcile the Bank Statement	
Statement Ending Balance	$14,693.89
Subtract checks/debits not on statement	($ 39.99)
Add deposits not on statement	$ 350.00
Result is Adjusted Statement Balance	$15,003.90
8 Calculate the Savings & Investments Present Value:	
CD Value Established by the Last Audit	$ 5,136.76
Interest accrued over the audit period	$ 359.57
Result is CD Present Value	$ 5,496.33
9 Calculate the Total Assets:	
Balance on Hand	$ 15004.93
CD Present Value	$ 5,496.33
Cash on Hand	$ 375.87
Result is Total Assets	$20,877.13
10 Complete the Report:	
Auditors' Report	
The financial report reflects fairly the current financial condition and results of the operations of the Association, in conformity with generally accepted accounting principles applied on a basis consistent with that of the preceding audit. The disbursements and other transactions were supported by authorizing documents, bills and receipts.	
Auditors' Procedure	
Using the Audit Form, the auditors:	
1 Review the Association's controlling documents listed in section 1, and verify that each disbursement was authorized in the bylaws or minutes of the meetings and accompanied by a bill or receipt.	
2 Ensure the opening balance for the current period equals the balance established by the previous audit and note this in section 2.	
3 Total all the monies received, by line item and title, as shown in section 3.	
4 Total all the disbursements, by line item and title, as shown in section 4.	
5 Calculate the balance on hand as shown in section This should agree with the treasurer's financial reports and the bank balance plus any cash on hand.	
6 Reconcile the bank statement with the checkbook balance in the usual manner.	
7 Reconcile the checkbook balance with the bank statement in the usual manner.	
8 Calculate the present value of any savings and investments such as certificates of deposit.	
9 Calculate the total assets as shown in section 9, which include any cash on hand.	
10 Complete the report which should be short and to the point. State what your review included, what you found, your opinion of the book balances and any recommendations you may have.	
11 Submit the report to the Secretary.	

Tellers' Report

Local Benevolent Association, Inc. January 6, 2000 Tellers' Report		
President		
Number of votes cast for president		68
Number of votes necessary for election		35
1	Number of votes cast for Member Gorham	37
2	Number of votes cast for Member Bedford	28
3	Number of votes cast for	
Explanation of illegal votes cast for president		
Mickey Mouse (ineligible, not on the roster)		2
Explanation of rejected votes		
One ballot containing two votes		1
Vice President		
Number of votes cast for vice president		62
Number of votes necessary for election		32
1	Number of votes cast for Member McHenry	19
2	Number of votes cast for Member Blair	42
3	Number of votes cast for	
Explanation of illegal votes cast for vice president		
John Doe (ineligible, not on the roster)		1
Explanation of rejected votes		0
Secretary		
Number of votes cast for secretary		53
Number of votes necessary for election		27
1	Number of votes cast for Member Franklin	32
2	Number of votes cast for Member Spaight	21
3	Number of votes cast for	
Explanation of illegal votes cast for secretary		0
Explanation of rejected votes		0
Treasurer		
Number of votes cast for treasurer		67
Number of votes necessary for election		34
1	Number of votes cast for Member Clymer	50
2	Number of votes cast for Member Hamilton	17
3	Number of votes cast for	
Explanation of illegal votes cast for treasurer		0
Explanation of rejected votes		0

Local Benevolent Association, Inc. January 6, 2000 Tellers' Report		
Public Affairs Committee Members		
Number of votes cast for public affairs committee members		67
Number of votes necessary for election		34
1	Number of votes cast for Member Brearley	27
2	Number of votes cast for Member King	38
3	Number of votes cast for Member Langdon	51
4	Number of votes cast for Member Basset	24
5	Number of votes cast for Member Broom	34
6	Number of votes cast for	
Explanation of illegal votes cast for public affairs committee members		0
Explanation of rejected votes		0
Audit Committee Member		
Number of votes cast for audit committee members		60
Number of votes necessary for election		31
1	Number of votes cast for Member Wilson	42
2	Number of votes cast for Member Baldwin	18
3	Number of votes cast for	
Explanation of illegal votes cast for audit committee members		0
Explanation of rejected votes		0
1st Teller Member Few		
2nd Teller Member Williamson		
3rd Teller Member Morris		
Tellers' Procedure		
A The tellers:		
1 Distribute the ballots to those persons entitled to vote.		
2 Collect the ballots.		
3 Count all the ballots for each office including illegal votes.		
4 Calculate the votes necessary for election which is a majority or more than half the ballots cast for each office.		
5 Do not credit illegal votes to any candidate.		
6 Count the votes cast for each candidate.		
7 Complete the tellers' report..		
B The chair of tellers, addressing the chair, reads the report and hands it to the Presiding officer without declaring the result.		
C The presiding officer, reading the tellers' report, declares who is elected to each office.		

The presiding officer…

1 Opens the meeting on time by taking the chair and calling the meeting to order, having determined that a quorum is present.

2 Announces in sequence the business that comes before the assembly in accordance with the order of business, agenda, or program.

3 Recognizes members who are entitled to the floor.

4 States and puts to vote motions that come before the assembly, and announces the result of each vote; or, if a motion is not in order, rules it not in order.

5 Protects the assembly from dilatory motions by refusing to recognize them.

6 Enforces the rules relating to debate, to order and to decorum.

7 Expedites business in every way compatible with the rights of members and uses unanimous consent and assumed motions when appropriate.

8 Decides questions of order, subject to appeal, and when in doubt, refers the question to the assembly for decision.

9 Responds to inquiries relating to parliamentary procedure or factual information bearing on the business and assists members with the wording of motions.

10 Declares the meeting adjourned when the assembly so votes or at the time prescribed in the agenda, or at the conclusion of business.

The presiding officer has at hand

1 articles of incorporation, bylaws, special rules of order, standing rules, etc.

2 *Robert's Rules of Order Newly Revised* 12th Edition

3 list of standing and special committees and their members

4 complete order of business, listing matters that are to come up, shown in proper sequence under the correct headings

5 script & referral cards

6 gavel

7 timepiece & timer

8 calendar

Order of Business ➔ Agenda

The order of business… **as amended**

- Call to Order

1 ~~Reading and~~ Approval of the minutes as distributed

2 Reports of officers, board, and ~~standing~~ committees **listed in the bylaws & given in the order listed**

3 Reports of ~~special~~ committees **assigned a one time task & given in the order created**

4 ~~Special orders~~ **bylaw requirements or motions made special orders**

5 ~~Unfinished business~~ **motions cutoff at the previous meeting**

5 ~~General orders~~ **postponed motions or motions for which previous notice was given**

6 New ~~Business~~ **motions**

- Adjourn

Optional Headings

Opening ceremonies, if any, which is not business in the order of business.

Roll call

Consent calendar

Good of the _____ no business conducted

Announcements

Program

Order of business

An association adopts an order of business or adopts RONR that specifies the six items in the order of business above as standard for one-meeting sessions of ordinary societies.

Agenda

The order of business with items of business for the current session is the agenda, and is adopted, at the beginning of the meeting, by a majority vote if it does not create any special orders and does not conflict with the existing order of business; otherwise, a two-thirds vote is required.

Conducting a meeting.

Following the order of business, we will conduct a monthly meeting of the Local Benevolent Association (LBA) using the scripts on pages 17 through 35.

Practice your presiding skills by taking the part of the member on the left-hand column, [following the gray directions in brackets], and **reading aloud the bold black type**.

A script for <u>a meeting</u>

Chair	**A quorum being present the regular meeting of the Local Benevolent Association will come to order**.
Chair	**The question is on the adoption of the agenda as distributed**.
Chair	**If there is no objection, we will adopt the agenda as distributed**. [Pause]
Chair	**There being no objection, the agenda is adopted as distributed**.
Chair	**Are there any corrections to the minutes as distributed?** [Pause]
Chair	**There being no corrections, the minutes are approved as distributed.**
Chair	**The chair recognizes the treasurer for the financial report.**
Clymer	[Stand up]
Clymer	**Starting Balance July 1st $15003**
	Receipts $3,127
	Disbursements $2,478
	Ending Balance July 31st $15,652
	I submitted a detailed report to the secretary. [Sit down]
Chair	**Are there any questions on the financial report?** [Pause]
Chair	**The chair recognizes Member Johnson chair of the membership committee for a report.**
Johnson	[Stand up]
Johnson	**A new member joined in June; we now have 176 members.** [Sit down]

Chair **The chair recognizes Member Langdon, chair of the public affairs committee, for a report.**

Langdon [Stand up]

Langdon **The committee arranged for NPR to announce our Fall Food Drive throughout the month of October.** [Sit down]

Chair **The chair recognizes Member Gilman, chair of the special committee on carpeting the office, for a report.**

Gilman [Stand up]

Gilman **The committee purchased and installed the carpet for $235.25. The receipts and remaining $14.75 were turned in to the treasurer.** [Sit down]

Chair **Under unfinished business the question is on the adoption of the motion, interrupted by adjournment of the previous meeting, to prepare a directory for sale at $5.00 each.**

Chair **Are you ready for the question?**[2&3] [Pause]

Chair **Those in favor say aye**. [Pause]

Members [A majority say aye.] **Aye!**

Chair **Those opposed say no**. [Pause]

Members [A minority say no.] **No!**

Chair [Announce the result of the vote]

Chair **The ayes have it, and the motion is adopted**.

Chair [Direct the secretary to carry out the order]

[2] The chair is asking the members if they are ready to vote on the motion, if they want to debate a debatable motion, or if they want to offer another motion.
[3] As an alternative, the chair may ask "Is there any debate"? if the motion is debatable.

Chair	**The secretary will prepare a membership directory to be sold at $5.00 a copy**.
Chair	[Proceed to the next business in the order of business]
Chair	**Under general orders the question is on the adoption of the motion, postponed at the previous meeting, to purchase a new laptop at a cost not to exceed $1000.**
Chair	**Are you ready for the question?** [Pause]
Chair	**Those in favor say aye.** [Pause]
Members	[A minority say aye] **Aye!**
Chair	**Those opposed say no.** [Pause]
Members	[A majority say no] **No!**
Chair	[Announce the result of the vote]
Chair	**The noes have it, and the motion is lost.**
Chair	**We will not purchase a new laptop.**
Chair	**Under new business, does anyone have a motion to offer?** [Pause]
Chair	[When no one responds, adjourn the meeting]
Chair	**There being no further business, the meeting is adjourned.**

A script for an <u>objection to unanimous consent</u>

A member feels the motion requires more consideration and a vote.

- Call to order

Chair [Call the meeting to order on time]

Chair **A quorum being present the regular meeting of the Local Benevolent Association will come to order**.

Chair [Proceed to the first business in the order of business]

Chair **The question is on the adoption of the agenda as distributed**.

Chair **If there is no objection, we will adopt the agenda as distributed?** [Pause]

Member [Call out from your seat] **Objection!**

Chair **There is an objection.**

Chair [State the motion to the assembly]

Chair **The question is on the adoption of the agenda as distributed.**

Chair **Are you ready for the question?** [Pause]

Bassett [Stand up and call out] **Mister Chairman!**

Chair [Recognize the member]

Chair **The chair recognizes Member Bassett**

Bassett **Why is there no consent calendar on this month's agenda?** [Sit down]

Chair **No motions were submitted in July for a consent calendar.**

Chair	**Are you ready for the question?** [Pause]
Chair	**The question is on the adoption of the agenda as distributed.**
Chair	**Those in favor say aye.** [Pause]
Members	[A majority say aye] **Aye!**
Chair	**Those opposed say no.** [Pause]
Members	[A minority say no] **No!**
Chair	[Announce the result of the vote]
Chair	**The ayes have it, and the agenda is adopted.**
Chair	[Proceed to the next business in the order of business]

A script for a <u>correction to the minutes</u>

A member noticed a mistake in the minutes.

1 Reading and approval of the minutes

Chair	**Are there any corrections to the minutes as distributed?** [Pause]
Mifflin	[Stand up and call out] **Mister Chairman!**
Chair	[Recognize the member]
Chair	**The chair recognizes Member Mifflin.**
Mifflin	**The membership committee report was given by Member Morris not the committee chair Member Johnson. Johnson was out sick last month.** [Sit down]
Chair	[Direct the secretary to make the correction]
Chair	**The secretary will make the correction.**
Franklin	[Inform the chair]
Franklin	**Mister chairman the minutes are corrected.**
Chair	**Are there any other corrections to the minutes?** [Pause]
Chair	**There being no other corrections, the minutes are approved as corrected.**
Chair	[Proceed to the next business in the order of business]

A script for a <u>question on a report</u>,

A member doesn't know the reason for something in a report.

2 Reports of officers, board, and standing committees

Chair [Direct the treasurer to give the financial report]

Chair **The treasurer will give the financial report.**

Clymer [Stand up]

Clymer **Starting Balance July 1st $15003**

Receipts $3,127

Disbursements $2,478

Ending Balance July 31st $15,652

I submitted a detailed report to the secretary. [Sit down]

Chair **Are there any questions on the financial report?** [Pause]

Hamilton [Stand up and call out] **Mister Chairman!**

Chair [Recognize the member]

Chair **The chair recognizes Member Hamilton.**

Hamilton **Last month's disbursements seem higher than usual; why is that?** [Sit down]

Chair [Direct the treasurer to answer the question]

Chair **The treasurer will answer the question.**

Clymer [Stand up]

Clymer **Last month we had over two weeks of record high temperatures that ran our air conditioning bill up higher than normal.** [Sit down]

Chair **Are there any other questions on the financial report?** [Pause]

Chair [Proceed to the next business in the order of business]

A script for refer to committee

President Gorham arrives from an important engagement.

A member thinks the motion is too complex to consider at a meeting.

5 Unfinished business and general orders

Gorham [Introduce general orders and state the motion scheduled]

Gorham **Under general orders the question is on the adoption of the motion, postponed at the previous meeting, to purchase a laptop at a cost not to exceed $1000.**

Gorham **Are you ready for the question?** [Pause]

Paterson [Stand up and call out] **Mister President!**

Gorham [Recognize the member]

Gorham **The chair recognizes Member Paterson.**

Paterson **I move to refer the motion to a committee.** [Sit down]

Gorham [State the motion to the assembly]

Gorham **It is moved to refer the motion to a committee.**

Gorham [Inform the members to include the necessary details]

Gorham **The motion to refer is incomplete. It needs to include the committee's size, authority, and reporting date.**

Gorham **The question is on the adoption of the motion to refer the motion to a committee.**

Gorham **Are you ready for the question?**

Dayton [Stand up and call out] **Mister President!**

Gorham [Recognize the member]

Gorham **The chair recognizes Member Dayton.**

Dayton **I move to amend the motion to refer by adding the words, "of three members to select the best options, and report at the next meeting."** [Sit down]

Gorham [State the motion to the assembly]

Gorham **It is moved to add the words, "of three members to select the best options, and report at the next meeting."**

Gorham **If adopted the motion will be to refer the motion to purchase a computer at a cost not to exceed $1000 to a committee of three members to select the best options, and report at the next meeting.**

Gorham **The question is on the adoption of the motion to add the words, "of three members to select the best options, and report at the next meeting."**

Gorham **Are you ready for the question?** [Pause]

Gorham **Those in favor say aye.** [Pause]

Members [A majority say aye] **Aye!**

Gorham **Those opposed say no.** [Pause]

Members [A minority say no] **No!**

Gorham [Announce the result of the vote]

Gorham **The ayes have it, and the amendment is adopted.**

Gorham [State the motion as amended]

Gorham **The question is on the adoption of the motion to refer the motion to purchase a computer at a cost not to exceed $1000 to a committee of three members to select the best options, and report at the next meeting.**

Gorham **Are you ready for the question?** [Pause]

Gorham **Those in favor say aye.** [Pause]

Members [A majority say aye] **Aye!**

Gorham **Those opposed say no.** [Pause]

Members [A minority say no] **No!**

Gorham [Announce the result of the vote]

Gorham **The ayes have it, and the motion to purchase a computer at a cost not to exceed $1000 is referred to a committee of three members to select the best options, and report at the next meeting.**

Gorham [Appoint the committee chair and members]

Gorham **The chair appoints Members Franklin, Mifflin, and Bedford to the committee to select the best options.**

Gorham [Proceed to the next business in the order of business]

President Gorham departs for an important engagement.

A script for a <u>main motion, new business,</u>

<u>and an amendment</u>

A member has an idea that we take an action.

6 New business

Chair [Ask if a member has a main motion, new business. This is not an invitation for someone to just start talking about something]

Chair **Is there any new business?** [Pause]

Read [Stand up and call out] **Mister Chairman!**

Chair [Recognize the member]

Chair **The chair recognizes Member Read.**

Read **I move that we serve doughnuts and coffee at the meetings.** [Sit down]

Chair [State the motion to the assembly]

Chair **It is moved that we serve doughnuts and coffee at the meetings.**

Chair **Are you ready for the question?** [Pause]

A member has a related idea that we take an action.

Bedford [Stand up and call out] **Mister Chairman!**

Chair [Recognize the member]

Chair **The chair recognizes Member Bedford.**

Bedford **I move to amend the motion by inserting the words "with cream and sugar" after the word "coffee."** [Sit down]

Chair	[State the motion to the assembly]
Chair	**It is moved to amend the motion by inserting the words "with cream and sugar" after the word "coffee."**
Chair	**If adopted the motion will be that we serve doughnuts and coffee with cream and sugar at the meetings.**
Chair	**The question is on the adoption of the amendment to insert the words "with cream and sugar."**
Chair	**Are you ready for the question?** [Pause]
Madison	[Stand up and call out] **Mister Chairman.**
Chair	**The chair recognizes Member Madison.**
Madison	**This is a good idea because not every member drinks their coffee black. Everyone should vote for this amendment.** [Sit down]
Chair	**Is there any further discussion?** [Pause]
Chair	**There being none; those in favor say aye.** [Pause]
Members	[A majority say aye] **Aye!**
Chair	**Those opposed say no** [Pause]
Members	[A minority say no] **No!**
Chair	**The ayes have it, and the amendment is adopted.**
Chair	**The question is on the adoption of the main motion as amended, that we serve doughnuts and coffee with cream and sugar at the meetings.**
Chair	**Are you ready for the question?** [Pause]

Chair	**Those in favor say aye.** [Pause]
Members	[A majority say aye] **Aye!**
Chair	**Those opposed say no.** [Pause]
Members	[A minority say no] **No!**
Chair	[Announce the result of the vote]
Chair	**The ayes have it, and the motion is adopted.**
Chair	**We will serve doughnuts and coffee with cream and sugar at the meetings.**
Chair	[Direct the Sergeant-at-Arms to carry out the order]
Chair	**The Sergeant-at-Arms to carry out the order.**
Chair	**Is there any other new business?** [Pause]
Chair	[Proceed to the next business in the order of business]

A script for the previous question

A member feels debate on the motion to serve doughnuts and coffee has been going on long enough and is at a standstill.

6 New business

Chair	[A member realizes debate on a motion is at a standstill]
Chair	**Are you ready for the question?** [Pause]
Jenifer	[Stand up and call out] **Mister Chairman!**
Chair	[Recognize the member]
Chair	**The chair recognizes Member Jenifer.**
Jenifer	**I move the previous question on all pending motions.** [Sit down]
Chair	[State the motion to the assembly]
Chair	**It is moved to order the previous question on all pending motions.**
Chair	**Are you ready for the question?** [Pause]
Chair	**The question is on the adoption of the motion to order the previous question on all pending motions.**
Chair	**Those in favor raise your hand.** [Pause]
Members	[Two-thirds or more raise their hands]
Chair	**Hands down.**
Chair	**Those opposed raise your hand.** [Pause]
Members	[One-third or less raise their hands]
Chair	**Hands down.**
Chair	**There are two-thirds in the affirmative; the previous question is ordered on all pending motions.**

Chair **The question is on the adoption of the motion to amend by inserting the words, "with cream and sugar" after the word "coffee."**

Chair **Those in favor say aye.** [Pause]

Members [A majority say aye] **Aye!**

Chair **Those opposed say no.** [Pause]

Members [A minority say no] **No!**

Chair **The ayes have it, and the motion is adopted.**

Chair **The question is on the adoption of the motion to serve doughnuts and coffee with cream and sugar at the meetings.**

Chair **Those in favor say aye.** [Pause]

Members [A majority say aye] **Aye!**

Chair **Those opposed say no.** [Pause]

Members [A minority say no] **No!**

Chair **The ayes have it, and the motion is adopted.**

Chair **We will serve doughnuts and coffee with cream and sugar at the meetings.**

Chair [Direct the Sergeant-at-Arms to carry out the order]

Chair **The Sergeant-at-Arms will carry out the order.**

Chair **Is there any other new business?** [Pause]

Chair [Proceed to the next business in the order of business]

A script for a <u>division of the assembly</u>

A member doubts the announced result of a vote.

6 New business

Chair **The question is on the adoption of the motion to amend by adding the words, "with cream and sugar" after "coffee."**

Chair **Are you ready for the question?** [Pause]

Chair **Those in favor say aye.** [Pause]

Members [Half of the members say aye] **Aye!**

Chair **Those opposed say no.** [Pause]

Members [Half of the members say no] **No!**

Chair [Announce the result of the vote]

Chair **The noes have it, and the amendment is lost.**

Member [Call out from your seat] **Division!**

Chair **A Division is called for.**

Chair **Those in favor raise your hand.** [Pause]

Members [A majority raise their hands]

Chair **Hands down.**

Chair **Those opposed raise your hand.** [Pause]

Members [A minority raise their hands]

Chair **Hands down.**

Chair **The affirmative has it, and the amendment is adopted.**

Chair **The question is on the adoption of the motion to serve doughnuts and coffee with cream and sugar at the meetings.**

Chair	**Are you ready for the question?** [Pause]
Chair	**Those in favor say aye.** [Pause]
Members	[A majority say aye] **Aye!**
Chair	**Those opposed say no.** [Pause]
Members	[A minority say no] **No!**
Chair	**The ayes have it, and the motion is adopted.**
Chair	**We will serve doughnuts and coffee with cream and sugar at the meetings.**
Chair	[Direct the Sergeant-at-Arms to carry out the order]
Chair	**The Sergeant-at-Arms to carry out the order.**
Chair	**Is there any other new business?** [Pause]
Chair	[Proceed to the next business in the order of business]

A script for creating a blank & filling a blank

A motion with amounts of money is offered, and the chair assumes the motion to create a blank. This is used for money, names, dates, colors, etc.

6 New business

Chair	**Is there any new business?** [Pause]
Carroll	[Stand up and call out] **Mister Chairman!**
Chair	[Recognize the member]
Chair	**The chair recognizes Member Carroll.**
Carroll	**I move that we give Member Madison $500 to help cover convention expenses.** [Sit down]
Chair	**It is moved that we give Member Madison $500 to help cover convention expenses.**
Chair	**Are you ready for the question?** [Pause]
Blair	[Stand up and call out] **Mister Chairman!**
Chair	[Recognize the member]
Chair	**The chair recognizes Member Blair.**
Blair	**I move to amend the motion by striking $500 and inserting $600.** [Sit down]
Chair	[Suggest creating a blank]
Chair	**Without objection, a blank will be created by striking out $500.** [Pause for response]
Chair	**There being no objection, the blank is created.**
Chair	**The question is on the adoption of the motion that we give Member Madison blank dollars to help cover convention expenses.**
Chair	**The amounts of $500 and $600 are suggested.**

Chair **Are there any other suggestions for filing the blank?** [Pause]

Members [Call out from your seats] **$750! $1000!**

Chair [When members stop calling out, explain the procedure]

Chair **The question is on the adoption of the motion to fill the blank with one of the amounts suggested.**

Chair **We will vote on the amounts in order starting with the lowest amount.**

Chair **The amounts are $500, $600, $750, and $1000.**

Chair **The chair reminds the members it is important to vote yes for the amount you prefer and no for each amount you do not prefer. The first amount receiving a majority vote will fill the blank.**

Chair **The question is shall the blank be filled with $500?** [Pause]

Chair **Those in favor of filling the blank with $500 say aye.** [Pause]

Members [A minority say aye] **Aye!**

Chair **Those opposed to filling the blank with $500 say no.** [Pause]

Members [A majority say no] **No!**

Chair [Announce the result of the vote]

Chair **The noes have it, and the blank is not filled with $500.**

Chair **The question is shall the blank be filled with $600?** [Pause]

Chair **Those in favor of filling the blank with $600 say aye.** [Pause]

Members [A minority say aye] **Aye!**

Chair **Those opposed to filling the blank with $600 say no.** [Pause]

Members [A majority say no] **No!**

Chair [Announce the result of the vote]

Chair **The noes have it, and the blank is not filled with $600.**

Chair **The question is shall the blank be filled with $750?** [Pause]

Chair **Those in favor of filling the blank with $750 say aye.** [Pause]

Members [A majority say aye] **Aye!**

Chair **Those opposed to filling the blank with $750 say no.** [Pause]

Members [A minority say no] **No!**

Chair [Announce the result of the vote]

Chair **The ayes have it, and the blank is filled with $750.**

Chair **The question is on the adoption of the motion that we give Member Madison $750 to help cover convention expenses.**

Chair **Are you ready for the question?** [Pause]

Chair **Those in favor say aye.** [Pause]

Members [A majority say aye] **Aye!**

Chair **Those opposed say no.** [Pause]

Members [A minority of members say no] **No!**

Chair [Announce the result of the vote]

Chair **The ayes have it, and the motion is adopted.**

Chair **We will give Member Madison $750 to help cover convention expenses.**

Chair **The treasurer will issue a check for $750 to Member Madison.**

Chair [Proceed to the next business in the order of business]

A script for <u>postpone indefinitely</u>

A member thinks it best to avoid voting on a motion of a delicate nature.

6 New business

Chair **Is there any new business?**

Blount [Stand up and call out] **Mister Chairman!**

Chair [Recognize the member]

Chair **The chair recognizes Member Blount.**

Blount **I move that the LBA[4] go on record supporting the SBA[5] president in the upcoming election.** [Sit down]

Chair **It is moved that the LBA go on record supporting the SBA president in the upcoming election.**

Chair **Are you ready for the question?**

Rutledge [Stand up and call out] **Mister Chairman!**

Chair [Recognize the member]

Chair **The chair recognizes Member Rutledge.**

Rutledge **Members are loyal to the state president but want to support the nominee of their choice. If members vote no on the motion it might appear to be a repudiation of our president. Let's avoid this delicate situation altogether.** [Sit down]

[4] Local Benevolent Association
[5] State Benevolent Association

Spaight	[Stand up and call out] **Mister Chairman!**
Chair	[Recognize the member]
Chair	**The chair recognizes Member Spaight.**
Spaight	**I move to lay the motion on the table.** [Sit down]
Chair	[Explain the correct procedure]
Chair	**The chair reminds the members it is out of order to lay the motion on the table if the intent is to kill or avoid dealing with the measure.**
Chair	**The question is on the adoption of the motion to postpone indefinitely.**
Chair	**Postpone indefinitely is debatable and avoids a direct vote on the main motion.**
Chair	**Are you ready for the question?**
Butler	[Stand up and call out] **Mister Chairman!**
Chair	[Recognize the member]
Chair	**The chair recognizes Member Butler.**
Butler	**I have no qualms about our supporting the president. I suggest we vote yes on the main motion.** [Sit down]
Baldwin	[Stand up and call out] **Mister Chairman!**
Chair	[Recognize the member]
Chair	**The chair recognizes Member Baldwin.**

Baldwin	**The speaker who said it's a delicate issue is right. Let's vote yes on the indefinite postponement and avoid an awkward situation.** [Sit down]
Chair	**Are you ready for the question?** [Pause]
Chair	**The question is on the adoption of the motion to postpone the main motion indefinitely.**
Chair	**Those in favor say aye.** [Pause]
Members	[A majority say aye] **Aye!**
Chair	**Those opposed say no.** [Pause]
Members	[A minority of members say no] **No!**
Chair	[Announce the result of the vote]
Chair	**The ayes have it, and the motion is adopted.**
Chair	**The main motion is postponed indefinitely.**
Chair	[Proceed to the next business in the order of business]

A script for <u>an executive session</u>

A member offers a motion on a confidential matter.

6 New Business

Chair	Chair	**Is there any new business?**
Few	[Stand and call out]	**Mister Chairman!**
Chair	[Recognize the member]	
Chair	**The chair recognizes Member Few.**	
Few	**The bottom is falling out of the housing market; I move the Local Benevolent Association sell its properties as soon as possible.** [Sit down]	
Pinckney	[Stand up and call out]	**Mister president, question of privilege!**
Chair	[Address the member]	
Chair	**The member will state the question.**	
Pinckney	**We need to consider this in secret. I move we go into executive session.** [Sit down]	
Chair	**The chair rules that the question is one of privilege to be entertained immediately.**	
Chair	**It is moved that we go into executive session.**	
Chair	**The question is on the adoption of the motion to go into executive session.**	
Chair	**Are you ready for the question?** [Pause]	
Chair	**Those in favor say aye.** [Pause]	
Members	[A majority say aye]	**Aye!**
Chair	**Those opposed say no.** [Pause]	
Members	[A minority say no]	**No!**
Chair	[Announce the result of the vote]	

Chair **The ayes have it, and the motion is adopted.**

Chair [Inform the non-members to leave the hall]

Chair **During the executive session only members are permitted to remain, and all attendants are obligated to secrecy.**

Chair **The members will please remain while the Sergeant-at-Arms directs the non-members to clear the hall.**

Chair [When the Sergeant-at-Arms gives the word, continue]

Chair **The chair reminds the members we are in executive session; attendants are obligated to secrecy.**

Chair **It is moved that the Local Benevolent Association sell its properties as soon as possible.**

Chair [Recognize the member who made the motion]

Chair **The chair recognizes Member Few.**

Chair [After debate and amendment on the issue, the chair announces the result of the vote]

Chair **The ayes have it, and the motion is adopted.**

Chair **The Local Benevolent Association will put each of its properties on the market for $110,000, accept no bid for less than $85,000, and remove the properties from the market if not sold within ninety days.**

Chair [Remind the members of their obligation]

Chair **The chair reminds the members this business was conducted in executive session, and they are obligated to secrecy.**

Chair **The members may divulge the fact that the properties will be offered for $110,000 each.**

Chair **The executive session is ended.**

Chair [Proceed with the next business in the order of business]

According to *Robert's Rules of Order Newly Revised* 12th Edition the following information indicated by the section symbol "§" is true unless the organization has adopted a rule to the contrary.

1 Is it true that a member who seconds a motion agrees with it or supports it?

§4:11 A second implies that the seconder agrees the motion should come before the meeting and not that they favor the motion. A member may second a motion to see the assembly go on record rejecting the proposal…

2 Is it true that all motions must have a second?

§4:3 After debate begins or any member voted, the lack of a second becomes immaterial and it is too late to make a point of order the motion is not seconded.

§4:11 Motions listed as requiring a second do not need to be seconded when made by direction of a board or committee.

§4:12 If the chair is certain a motion meets with wide approval, but members are slow in seconding it, the chair can state the question without waiting for a second.

§4:13 In handling routine motions, less attention is paid to the requirements of a second. If the chair is certain that a motion meets with wide approval, but members are slow in seconding it, the chair can state the question without waiting for a second.

§4:14 For lists of certain parliamentary motions that do not require a second, see pages t44–t45.

§5:6 …most of the motions in this latter group do not require a second (see pages t44–t45).

3 Is it true that a motion adopted by a majority vote without a second is invalid?

§4:13 If a motion is considered and adopted without having been seconded—even in a case where there was no reason for the chair to overlook this requirement—the absence of a second does not affect the validity of the motion's adoption.

4 Is it true if the maker and seconder accept a friendly amendment it is adopted?

§12:91 Regardless of whether the maker of the main motion "accepts" the amendment, it must be opened to debate and voted on formally and is handled under the same rules as amendments generally

§4:19 After the question has been stated by the chair, the motion becomes the property of the assembly, and its maker can do neither of these things without the assembly's consent…

5 Is it true a motion can be tabled until the next meeting?

§17:1 This motion is commonly misused in ordinary assemblies—in place of the motion to *Postpone Indefinitely*, to *Postpone to a Certain Time*, or other motions.

6 Is it true a motion may be "tabled" for any reason?

§17:14 It is out of order to move to lay a pending question on the table if there is evidently no other matter requiring immediate attention.

§17:15 The motion to *Lay on the Table* is often incorrectly used and wrongly admitted as in order with the intention of either killing an embarrassing question without a direct vote, or of suppressing a question without debate. The first of these two is unsafe if there is any contest on the issue; the second is in violation of a basic principle of general parliamentary law that only a two-thirds vote can rightfully suppress a main question without allowing free debate.

7 Is it true a member must make a motion to adjourn the meeting?

§21:15 When it appears that there is no further business in a meeting of an ordinary local society that normally goes through a complete order of business at each regular meeting, the chair, instead of waiting or calling for a motion to adjourn, can ask, "Is there any further business?" If there is no response, the chair can then say, "Since there is no further business, the meeting is adjourned."

8 Is it true if there is no quorum, a meeting cannot be held?

§40:6 If a quorum fails to appear at a meeting, the inability to transact business does not detract from the fact that the rules requiring the meeting to be held were complied with and the meeting convened, even though it adjourned immediately.

9 Is it true if a committee chair has no report, the committee chair says "progress"?

§41:13 …the chair calls only on those who have reports to make…

10 Is it true under unfinished business, the chair asks the members if there is any unfinished business?

§41:24 The chair should not announce the heading of *Unfinished Business and General Orders* unless the minutes show that there is some business to come up under it. In the latter case, he should have all such subjects listed in correct sequence in a memorandum prepared in advance of the meeting. He should *not* ask, "Is there any unfinished business?" but should state the question on the first item of business that is due to come up under this heading; and when it has been disposed of, he should proceed through the remaining subjects in their proper order.

11 Is it true a majority is 50% plus one?

§44:1 The word *majority* means "more than half"; and when the term *majority vote* is used without qualification—as in the case of the basic requirement—it means more than half of the votes cast by persons entitled to vote, excluding blanks or abstentions, at a regular or properly called meeting.

12 Is it the member who receives the most votes is elected to office?

§44:11 A *plurality vote* is the largest number of votes to be given any candidate or proposition when three or more choices are possible; the candidate or proposition receiving the largest number of votes has a plurality. A plurality that is not a majority never chooses a proposition or elects anyone to office…

13 Is it true on a tie vote you have to re-vote or have a run-off vote for that motion?

§44:12 On a tie vote, a motion requiring a majority vote for adoption is lost, since a tie vote is not a majority.

14 Is it true the presiding officer calls on all committee chairs?

§44:13 …the chair calls only on those who have reports to make…

15 Is it true you don't count illegal votes?

§45:32 All ballots that indicate a preference—provided they have been cast by persons entitled to vote—are considered in determining the number of votes cast for purposes of computing the majority.

16 Is it true a member cannot be nominated for two offices?

§46:7 The same person can be nominated for more than one office, even if voting takes place at the same time on a single ballot.

17 Is it true that a member of the nominations committee cannot be nominated for office?

§46:12 Members of the nominating committee are not barred from becoming nominees for office themselves.

18 Is it true a member cannot be elected to two offices?

§46:31 (1). …The assembly is free to elect the same person to another office on a subsequent ballot, unless the bylaws prohibit a person from holding both offices simultaneously.

19 Is it true an elected officer does not take office until after the swearing in ceremonies?

§46:47 An officer-elect takes possession of office immediately upon their election's becoming final unless the bylaws or other rules specify a later time. If a formal installation ceremony is prescribed, failure to hold it does not affect the time at which the new officers assume office.

20 Is it true the president must vacate the chair if he is a candidate on the ballot?

§47:10 The chair should not hesitate to put the question on a motion to elect officers or appoint delegates or a committee even if he is included.

21 Is it true the names of the persons who second motions are recorded in the minutes?

§48:5 The name of the seconder of a motion should not be entered in the minutes…

22 Is it true you can dispense with the reading of the minutes.

§48:11 A motion to "dispense with the reading of the minutes' is not a request to omit their reading altogether.

23 Is it true that a motion to accept the Treasurer's report must be adopted?

§48:24 No action of acceptance by the assembly is required—or proper—on a financial report… it is the auditor's report that the assembly accepts.

24 Is it true that a motion is required to receive a report after it has been read?

§51:15 A common error is to move that a report "be received" after it has been read… In fact, this motion is meaningless, since the report has already been received.

25 Is it true there must be an odd number of members on the Board?

- There is no such requirement in *Robert's Rules of Order Newly Revised*.
- If someone alleges there is such a rule have them state the rule, by giving the section and paragraph number to verify the rule.

26 Is it true a bylaw amendment must be read on three separate days before it is voted on?

- There is no "three reading" requirement in *Robert's Rules of Order Newly Revised*.
- There is in the Standing Rules of the Senate of the U. S., Rule Number 14, clause 2.
- There is in the Rules of the House of Representatives of the U.S., Rule XVI, clause 8.
- There is in *Mason's Manual of Legislative Procedure*, §720, p. 490.

1 Does a member have to put a motion in writing?

§4:18 The chair—either on his own initiative or at the secretary's request—can require any main motion, amendment, or instructions to a committee to be in writing before he states the question.

2 Should we count abstentions when taking a vote?

§4:35 The chair does not call for abstentions in taking a vote since the number of members who respond to such a call is meaningless.

3 If someone moves to go into executive session, who is entitled to remain in the room?

§9:25 …in executive session, only members of the body that is meeting, special invitees, and such employees or staff members as the body or its rules may determine to be necessary are allowed to remain in the hall. In the case of a board or committee meeting being held in executive session, all persons who are not members of the board or committee are excluded from the meeting.

4 Is it necessary to adopt a motion to uphold a previously adopted motion?

§10:1 Motions to "reaffirm" a position previously taken by adopting a motion or resolution are not in order. Such a motion serves no useful purpose because the original motion is still in effect; also, possible attempts to amend a motion to reaffirm would come into conflict with the rules for the motion to Amend Something Previously Adopted; and if such a motion to reaffirm failed, it would create an ambiguous situation.

5 What is the difference between a motion and a resolution?

§10:13 …a main motion is frequently offered as a resolution, either because of its importance or because of its length or complexity. Any resolution—and any long or complicated motion, whether cast as a resolution or not—should always be submitted in writing…

6 If the maker and seconder accept a friendly amendment is it adopted?

§12:91 Regardless of whether the maker of the main motion accepts the amendment, it must be opened to debate and voted on formally, unless adopted by unanimous consent, and is handled under the same rules as amendments.

7 How much must be done to a motion before it can be referred to a committee?

§13:1 Refer to committee is generally used to send a pending question to a relatively small group of selected persons—a committee—so that the question may be carefully investigated and put into better condition for the assembly to consider.

8 When should we table a motion?

§17:1 The motion to lay on the table enables the assembly to lay the pending question aside temporarily when something else of immediate urgency has arisen or when something else needs to be addressed before consideration of the pending question is resumed.

9 Can I move to divide the question if I only want to adopt part of the motion?

§27:1 When a motion relating to a single subject contains several parts, each of which can stand as a complete proposition if the others are removed, the parts can be separated to be considered and voted on as if they were distinct questions—by adoption of the motion for *Division of a Question*.

10 Can the member who made the motion withdraw it after the members have been discussing it?

§33:13 After a motion has been stated by the chair, it belongs to the meeting; the maker must request the assembly's permission to withdraw or modify the motion.

11 Last year the association adopted a motion to limit charitable donations to $50 a year to any organization. Can the association contribute $100 to an organization this year?

§35:1 by rescind and amend something previously adopted the assembly can change an action previously taken or ordered.

12 Can the new administration rescind a motion that was made at a board meeting before the elections?

§35:3 There is no time limit on making motions after the adoption of the measure to which they are applied, and they can be moved by any member, regardless of how he voted on the question.

13 What are the options available after someone submits their resignation and it has been accepted? Can it be "un-accepted" or withdrawn?

§35:6 (c) When a resignation has been acted upon, or a person has been… expelled from membership or office, and the person was present or has been officially notified of the action. The only way to reverse an expulsion is to follow whatever procedure is prescribed by the bylaws for admission or reinstatement.

14 What defines if a president is counted in a quorum?

§40:1 …a quorum in an assembly is the number of [voting] members who must be present in order that business can be validly transacted. The quorum refers to the number of members present, not to the number voting on a particular question

§47:20 As an ex-officio member of a committee, the president has the same rights as the other committee members but is not obligated to attend meetings of the committee and is not counted in determining whether a quorum is present.

15 What should the quorum be?

§40:3 The quorum should be as many members as can reasonably be depended on to be present at any meeting, except in very bad weather or other exceptionally unfavorable conditions.

16 Should the quorum be a percentage of the members or a certain number of members?

§40:3 A quorum based on a percentage of the membership is a method that has the disadvantage of requiring re-computation and may lead to confusion, therefore, it is not recommended method. The quorum should be as many members as can reasonably be depended on to be present at any meeting, except in very bad weather or other exceptionally unfavorable conditions.

17 Where are elections in the order of business?

§41:20 Election of officers may be considered under the heading of Special Orders in the order of business.

18 Is the agenda subject to approval by the members and, if so where is the agenda in the order of business?

§41:62 In some organizations, it is customary to send each member, in advance of a meeting, an agenda, with some indication of the matters to be considered under each heading. Unless a pre-circulated agenda is formally adopted at the session to which it applies, it is not binding as to detail or order of consideration, other than as it lists preexisting orders of the day

19 Can one member yield their speaking time to another member?

§43:10 Rights regarding debate are not transferable. Unless the organization has a special rule on the subject. A member cannot yield any unexpired portion of his time to another member, or reserve any portion of his time for a later time…

20 What is the difference between "a majority" and "a majority of those present"?

§44:7 By modifying the concepts of a majority vote other bases for determining a voting result are sometimes prescribed by rule. Two elements enter into the definition of such bases for decision (1) the proportion that must concur as a majority, two thirds, three fourths, etc.; and (2) the set of members to which the proportion applies which (a) when not stated, is always the number of members present and voting, but (b) can be specified by rule as the number of members present, the total membership, or the fixed membership.

§44:9 (a) Voting requirements based on the number of members present are undesirable. Since an abstention in such cases has the same effect as a negative vote denying the right to maintain a neutral position by abstaining.

21 How long after a vote is taken can someone raise a point of order contesting the vote?

§45:9 Immediately after the result has been announced, immediately after the chair's announcement, before any debate or business has intervened.

22 If the bylaws prohibit a member from holding two offices at the same time, can a member run for more than one office?

§46:31 1) When voting for multiple offices by a single ballot, the members are not able to take the result for one office into account when voting for another office. For this reason, a candidate is never deemed elected to more than one office by a single ballot unless the motion or rules governing the election specifically provide for such simultaneous election. When there is no such provision, a candidate who receives a majority for more than one office on a single ballot must, if present, choose which one of the offices he will accept; if he is absent, the assembly decides by vote the office to be assigned to him. The assembly then ballots again to fill the other office(s). (The assembly is free, however, to elect the same person to another office on a subsequent ballot, unless the bylaws prohibit a person from holding both offices simultaneously.)

23 When members are elected, when do they take office?

§46:46 An election becomes final immediately if the candidate is present and does not decline or if he is absent but has consented to his candidacy.

§46:47 An officer-elect takes possession of his office immediately upon his election's becoming final unless the bylaws or other rules specify a later time.

24 Can the Chair, while presiding, make a motion to act on something?

§47:3 An office does not deprive a member of their rights as a member.

§49:21 In small boards, twelve or less, the chair can speak in discussion without rising or leaving the chair; can make motions and votes on all questions.

25 What do we do if the elected secretary does not come to the meeting?

§47:34 In the absence of the secretary, a secretary pro tem should be elected; the corresponding, financial, or executive secretary in organizations having such officers is not an automatic replacement.

26 Does the parliamentarian have to be a member?

§47:55 A member of an assembly who acts as its parliamentarian has the same duty as the presiding officer to maintain a position of impartiality, and therefore does not make motions, participate in debate, or vote on any question except in the case of a ballot vote. He does not cast a deciding vote, even if his vote would affect the result, since that would interfere with the chair's prerogative of doing so. If a member feels that he cannot properly forgo these rights to serve as parliamentarian, he should not accept that position. Unlike the presiding officer, the parliamentarian cannot temporarily relinquish his position to exercise such rights on a particular motion.

27 Can a member have their statements recorded in the minutes?

§48:2 …the minutes should contain mainly a record of what was done at the meeting, not what was said by the members.

§48:3 To modify the rules governing what is regularly to be included in the minutes requires adoption of a special rule of order, although a majority vote may direct the inclusion of specific additional information in the minutes of a particular meeting.

28 How are the minutes of an annual meeting or an annual convention approved?

§48:12 …when the next meeting will not be held within a quarterly time interval, when the term of a specified portion of the membership will expire before the start of the next meeting, or when the assembly will be dissolved at the close of the present meeting, In any of these cases, minutes that have not been approved should be approved before adjournment, or the assembly should authorize the executive board or a special committee to approve the minutes.

29 Can minutes be corrected after they have been approved?

§48:15 If an error or material omission in the minutes becomes established after their approval, the minutes can be corrected by the motion to Amend Something Previously Adopted

30 What are the circumstances in which ex-officio members cannot vote, and when they can?

§49:8 if the ex-officio member of the board is under the authority of the society, there is no distinction between him and the other board members. If the ex-officio member is not under the authority of the society, he has all the privileges of board membership, including the right to make motions and to vote, but none of the obligations.

31 Does the Nominating Committee constitute a Special Committee?

§50:3 Ordinary committees are of two types—standing committees which have a continuing existence and special committees (which go out of existence as soon as they have completed a specified task and reported to the assembly.

§50:8 A standing committee must be constituted by name (a) by a specific provision of the bylaws or (b) by a resolution which is in effect a special rule of order and therefore requires notice and a two-thirds vote for adoption, if any of the following conditions are to apply

- if the committee is to have standing authority to act for the society on matters of a certain class without specific instructions from the assembly.
- if all business of a certain class is to be automatically referred to the committee; or
- if some other rule of parliamentary procedure is affected by the committee's assigned function.

32 When a president has the option of appointing a committee chair does that make the committee a special committee instead of a standing committee?

§50:8 A standing committee must be constituted by name (a) by a specific provision of the bylaws or (b) by a resolution which is in effect a special rule of order and therefore requires notice and a two-thirds vote for adoption, if any of the following conditions are to apply

- if the committee is to have standing authority to act for the society on matters of a certain class without specific instructions from the assembly.
- if all business of a certain class is to be automatically referred to the committee; or
- if some other rule of parliamentary procedure is affected by the committee's assigned function.

33 Can an office, such as one of the vice presidents, be eliminated while a member is in office?

§56:16 If it is desired that the amendment should not affect officers already elected, a motion specifying should be adopted before voting on the amendment, or the motion to amend can have added to it a proviso that it shall not affect officers already elected.

- Check the state code.
- Some state codes prohibit amending an officer out of office.

34 How is a vacancy in office filled if the bylaws do not say anything about filling a vacancy?

§56:32 Unless the bylaws clearly provide otherwise, notice of filling a vacancy must always be given to the members of the body that will elect the person to fill it. If the bylaws are silent as to the method of filling a vacancy in the specific case of the presidency, the vice-president or first vice-president automatically becomes president for the remainder of the term, and the vacancy to be filled arises in the vice-presidency or lowest-ranking vice-presidency…

35 How should a convention delegate vote?

§58:17 A delegate is free to vote as he sees fit on questions at the conventions, except as his constituent unit may have instructed him regarding matters scheduled for consideration.

36 Is a board required to grant permission to non-board members who demand attendance at board meetings? If so, can their attendance be limited by the board?

§61:6 non-board members can be excluded at any time from part or all a meeting of a board, or from all meetings. Such exclusion can be affected by a ruling of the chair in cases of disorder, or by the adoption of a rule on the subject, or by an appropriate motion as the need arises. A motion to exclude all non-board members is often referred to as a motion to "go into executive session."

37 Can a member at large attend any association meeting?

§61:6 A society has the right to determine who may be present at its meetings; but all members have the right to attend except where the bylaws provide for the automatic suspension of members who fall in arrears in payment of their dues, or where the society has, by vote and as a penalty imposed for a specific offense, forbidden attendance.

§61:7 Nonmembers, or a particular nonmember can be excluded at any time from part or all a meeting, or from all meetings.

38 If there are six candidates on the ballot and a member votes for only two of the candidates is his ballot void and not counted?

§46:33 In an election of members of a board or committee in which votes are cast in one section of the ballot for multiple positions on the board or committee, every ballot with a vote for one or more candidates is counted as one vote cast, and a candidate must receive a majority of the total of such votes to be elected.

39 Who is a member of a chapter, state council, board, committee?

§1:4 A *member* of an assembly is a person entitled to full participation in its proceedings, the right to *attend meetings*, to *make motions*, to *speak in debate*, and to *vote*. No member can be deprived of these rights of membership or of any rights concomitant to them, except through disciplinary proceedings.

40 Are we required to have open meetings?

Every state in the United States has some variety of law mandating that all government business be conducted in open meetings to which the public has access.

Overview

The Open Meetings Law applies to "public bodies." That term is defined to include entities consisting of two or more people who conduct public business and perform a governmental function for New York State, for an agency of the state or for public corporations, such as cities, counties, towns, villages and school districts including committees and subcommittees of these entities.

Maryland courts explain the difference between a public and a private corporation:

"**A public corporation** is an instrumentality of the state, founded and owned by the state in the public interest, supported by public funds, and governed by managers deriving their authority from the state. Public institutions, such as state, county and city hospitals are owned by the public and are devoted chiefly to public purposes.

On the other hand, a corporation organized by permission of the Legislature, supported largely by voluntary contributions, and managed by officers and directors who are not representatives of the state or any political subdivision, is **a private corporation**, although engaged in charitable work or performing duties like those of public corporations."

You can google "open meeting law [insert name of state]" and discover that your state's open meeting laws apply to public bodies and not to private corporations.

At the biennial convention every delegate while seated cannot see every other delegate; and delegates need a sound system to communicate with each other and with the chair. Members address the presiding officer by queueing at the microphone in an aisle and papers dealing with the business of the meeting are distributed by the Sargent-at-Arm's assistants.

Likewise at the convention the members on the stage cannot see every delegate because of the lighting and the size of the hall. The presiding officer needs both the sound system and the assistance of the Sargent-at-Arms to conduct business.

These specific characteristics of the convention require a unique set of rules that are a combination of two different kinds or rules: Special Rules of Order and Standing Rules. This combination of rules is referred to as Convention Standing Rules.

There are certain similarities between the meetings at a convention and meetings on the Internet that can be seen by replacing the word "convention" with the word "Internet" as indicated in the following two paragraphs.

At the Internet meeting every member while seated cannot see every other member; and members need a sound system to communicate with each other and with the chair. Members address the presiding officer by raising a hand icon and queueing on the participants list and papers dealing with the business of the meeting are typed in the chat box or shared on the screen.

The specific characteristics of the Internet meetings require a unique set of rules that are a combination of two different kinds or rules: Special Rules of Order and Standing Rules. This combination of rules is referred to as Internet Standing Rules.

Internet Standing Rules must in no way conflict with the Constitution of the VVA, but in contrast to ordinary standing rules they can involve modifications of rules contained in the *Robert's Rules of Order Newly* Revised 12th edition.

Internet Standing Rules contain both "parliamentary" rules relating to the conduct of business, and non-parliamentary rules, and are a combination of Special Rules of Order and ordinary Standing Rules.

The Internet Standing Rules as a set require a two-thirds vote for their adoption. If a standing rule is voted on individually, the vote necessary for its adoption is in some cases two thirds and in others a majority, depending on the nature of the rule:

In *Robert's Rules of Order Newly Revised* 12th edition there are "SAMPLE RULES FOR ELECTRONIC MEETINGS," in the APPENDIX, pp.635–649.

The following are a suggested set of Internet Standing Rules suitable for consideration by chapters and state councils and can be easily amended to meet their specific needs.

1 **Login information.** The secretary shall send by e-mail to every member of the [State Council, Chapter, Board, Committee], at least [insert time] before each meeting,

   A the time of the meeting, the link to the site, the codes necessary to connect to the Internet meeting, the phone number and access code to participate by telephone, and

   B a copy of these rules.

2 **Login time.** Members shall have access to the Internet meeting at least 15 minutes before the call to order.

3 **Signing in and out**. Members shall identify themselves as required to join the meeting; shall maintain access throughout the meeting; and shall click leave the meeting upon departure.

4 **Technical Support Personnel.**

   A The secretary shall be the host

      1) monitors the chat box

      2) shares screen

   B The chair shall appoint a monitor who shall be the co-host

      1) monitors the participants list

      2) launches polls as the teller

5 **Quorum**. The quorum shall be determined by the participants list and reported to the chair by the monitor.

6 **Technical requirements and malfunctions.**

   A Each member is responsible for their connection; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's connection prevented participation in the meeting.

   B For assistance call the hot line number [insert number].

7 **Forced disconnections.** The chair may direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The chair's decision to do so is subject to an undebatable appeal.

8 **Assignment of the floor.**

   A To seek recognition

1) a member shall click on the raise hand icon and wait to be recognized
2) the monitor shall identify the member to the chair and lower the hand icon
3) the chair shall recognize the member

B To seek recognition by smartphone

1) call out to the monitor who shall note the member's position in the queue with raised hands
2) the monitor shall identify the member, when at the top of the queue, to the chair
3) the chair shall recognize the member

C To raise a point of order

1) a member shall call out "Point of Order"
2) the monitor shall identify the indicated member to the chair
3) the chair shall recognize the member

9 **Motions.**

A Main motions and amendments shall be submitted to the secretary using the chat box.

B Procedural motions shall be made orally.

10 **Display of motions.** The secretary shall display the pending main motion and amendment using the share screen function.

11 **Voting.** The chair shall take votes in the following order.

1st By unanimous consent if there is no objection.

2nd By raising hand icons which the monitor after counting shall lower in gross and give the count to the chair.

3rd By anonymous Internet poll.

12 **Video display.** If there are too many participants for all to be displayed simultaneously the monitor shall cause a video of the chair to be displayed throughout the meeting and shall also cause display of the video of the member currently recognized to speak or report.

“It ain’t what you don’t know that gets you into trouble.
It’s what you know for sure that just ain’t so.”

Mark Twain

Motions & Characteristics

		4	5	6	7	8
Rank	Motion	Second	Debate	Amend	Vote	Reconsider
Incidental Motions						
0	point of order	no	no	no	chair rules	no
0	parliamentary inquiry	no	no	no	chair advises	no
0	request for information	no	no	no	chair directs	no
0	appeal from decision of chair	yes	unless[6]	no	majority or tie[7]	yes
0	suspend the rules of order	yes	no	no	two-thirds	no
0	choose the method of voting	yes	no	yes	majority	yes
0	division of a question	yes	no	yes	majority	no
0	division of the assembly	no	no	no	one	no
0	object to consideration	no	no	no	two-thirds neg[8]	if sustained
0	request permission withdraw motion	if maker	no	no	majority	if lost
0	consider by paragraph	yes	no	yes	majority	no
0	blank, to create by striking out	yes	no	no	majority	no
0	Request permission to read paper	if maker	no	no	majority	yes
Privileged Motions						
1	fix the time to which to adjourn	yes	no	yes	majority	yes
2	adjourn	yes	no	no	majority	no
3	recess	yes	no	yes	majority	no
4	raise a question of privilege	no	no	no	chair rules	no
5	call for the orders of the day	no	no	no	one	no
Subsidiary Motions						
~~6~~	lay on the table	yes	no	no	majority	if lost
7	previous question	yes	no	no	two-thirds	yes
8	limit debate	yes	no	yes	two-thirds	yes
9	postpone to a certain time	yes	yes	yes	majority	yes
10	refer to committee	yes	yes	yes	majority	yes
11	amend the amendment	yes	if motion	no	majority	yes
12	amend the motion	yes	if motion	yes	majority	yes
13	postpone indefinitely	yes	yes	no	majority	if adopted
Main Motion						
14	main motion	yes	yes	yes	majority	yes
Motions that bring a question again before the assembly						
-	take from the table	yes	no	no	majority	no
-	rescind (or repeal, or annul)	yes	yes	yes	two-thirds	if lost
-	amend previously adopted	yes	yes	yes	two-thirds	if lost
-	discharge a committee	yes	yes	yes	two-thirds	if lost
-	reconsider	yes	if motion	no	majority	no

- A motion with a **lower number** than the motion stated by the chair is **in order** at this time.
- A motion with a **higher number** than the motion stated by the chair is **not in order** at this time.
- An applicable **incidental** motion is **in order** and decided before proceeding with business.

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[6] Unless it relates to (a) indecorum, (b) priority of business, (c) made when undebatable motion is pending or involved in the appeal

[7] Majority or tie sustains the decision of the chair

[8] Two-thirds against consideration sustains objection.

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www.parligroup.com

— TAB 25 —

WRITING YOUR WAY HOME: HEALING THE WOUNDS OF WAR

Saturday, August 13, 2022

8:30am - 10:00am

Presented by:
Elizabeth Heaney
Ron Toler
Allan Perkal

Across the Sea

What a journey for me to cross the sea,
to have known the things that I had to see.
First was a man they called a V.C
and he was trying to kill me.
Oh, the training they gave as best they could,
but it was much different across the sea,
things I had never seen,
names I had never heard, nor could say:
Long Binh, Da Nang, Cam Ranh Bay,
Chu Lai; and many more:
frag, M-79, M-60, Claymores,
C Rations, Gunships, choppers,
fire base, and NVA.

This was so different across the sea,
especially for a country boy like me.
Names of things like dust-off, evacuation,
hospital, amputation, K IA, medevac.
How those names scared me
because I knew there would be names
of comrades, friends, buddies; and, yes,
brothers I would never see again.
How sad we didn't have time to weep or mourn.
We had to stay alert and on guard and pray
there would be no more.

There came the day I could go back over the sea.
What a welcome sight this was going to be
Back to a land I call home.
They would be so glad to see me;
But, when we landed on shore,
there were people who acted
like they didn't like me anymore.
I heard names I had never heard before:
war monger, baby killer and more.
I thought, No, I'm back across the sea.

These things should be familiar to me.
Then I thought: I'll forget it all,
so I hid the reminders: the pictures,
the uniforms, the Ho Chi Minh sandals, all the rest.
I'll not talk of all I've been through,
so it will go away. But the memories
and dreams: they stayed and I started feeling
I'm the only one this way.

Then thirty years or so I heard about a reunion.
At first, I thought I don't want to go.
But I decided I would and so glad I did.
It was mind-boggling and too hard to explain:
all these brothers and we all felt the same.
How could I ever forget brothers like these?
To meet their families: what a joy,
and remember we met when we were just boys.
To talk of the good times we had
and very seldom speak of the bad.
I think of what would my life be
if I'd never had to cross the sea.
But if I had not,
then I would never have met
Brothers like these.

By: David Robinson,
United States Army, Vietnam 1970-1971
Americal Division, Charlie company, 5th Battalion, 46th Infantry,
198 Brigade

Brothers and Sisters Like These: Writing Class Description

Our veterans writing classes are straight forward but for the veteran they are not simple. Classes are held once a week for 8 weeks. Elizabeth Heaney, our writer in residence, usually starts the series with fire drills, she picks an appropriate word, such as *mission* or *brother*, gives some examples of what could be written about it and then gives the class a few minutes to write something on the subject.

Our objective is to get the veteran writing, to get him or her in the writing mindset and to overcome any reluctance or hesitation. We emphasize that there is no right or wrong way to write, and spelling and punctuation are secondary; the aim is to keep the pen moving and to put words on paper. We might do two or three fire drills during the first class and then we offer the veterans an opportunity to read what they wrote (if they want to – reading what you wrote is never required).

Toward the end of the first class, Elizabeth will give the class a prompt to write about for the next class – something simple like "Where I'm From." It gives the class a sense of the individual and their background and gives the individual veteran an opportunity to share in a written form. And when the next class starts, we give each writer the opportunity to read their story to the class. All the other veterans in the class are asked to listen intently and to write down key words or phrases that strike a chord with the listener, so the reader gets immediate, positive feedback on what he has written. As the classes progress and the prompts get more directed toward the veterans' service experience, this attentive listening and read=back not only gives the individual assistance in defining his storytelling but also starts to build a sense of camaraderie within the group as similar stories are shared.

I said for the veteran its not simple and what I meant by that was this program gives each veteran the opportunity to delve deep in their past service experiences, it gives them an opportunity to share things they may have buried and never spoken of. It gives them an opportunity to share these memories with a receptive and sympathetic audience and very often this sharing helps to lift a big burden off their shoulders.

Brothers and Sisters Like These: Leading Veterans' Writing Groups

Have I ever been to war? I have not.

I have not heard the bombs booming near to my bed, I have not heard the eerie whistle of mortars flying in, I have not heard my best friend screaming in anguish just before he or she falls silent forever. I have not.

But I have been in the enormous landscape surrounding war, with soldiers who were in combat just days before they sat in my office; with soldiers who were boarding planes that would take them into wild chaos; with spouses who were shuddering with fear about who's coming home tomorrow, a wicked, bruised stranger or the sweetheart they've been missing.

Working with combat veterans changed my heart as nothing ever had. Already more than halfway through my life, already having sat with thousands of clients finding their way through difficulties, I'd never encountered such remarkable stories and hearts. I let the veterans and spouses teach me – teach my heart – how to hold more pain and more grace than ever before.

I wrote my first story like this: I was in a hotel room at the end of a very long day counseling soldiers on a military base. My heart felt tattered with everything I'd seen and heard, so I sat in the semi-darkness, writing about a battalion's grief when they learned one of their soldiers had been killed in combat. An enormous wave of shock and sadness had passed through the battalion. No hardened warriors that day, just men and women who felt the loss with a raw, stunned vulnerability. Since I was fairly unfamiliar with the military at that point, I had imagined they'd stay stoic; I thought they were used to this kind of tough war news. But I saw their faces drop with sorrow, and heard their voices choke with emotion. The usually bustling, noisy hallways went silent; my conversations with the troops became hushed and urgent.

I wrote about the day in order to empty myself of the suffering; I needed to make room for the next day which promised to hold more grief-burdened conversations. From this beginning, writing about my exchanges with veterans and their spouses became my way of coping, a way to process the beauty and anguish I encountered every day.

Over the years, I talked with thousands of service members and spouses; I spoke with privates and commanders, infantrymen and engineers, soldiers fresh out of boot camp and weary warriors who'd been deployed numerous times. In my work with warriors and spouses, I encountered the hidden soul of bravery and the true costs of combat. Writing helped me be ready to wade into the next emotional swamp with them, and wading into emotional swamplands with them was a great privilege.

Excerpt (from Preface): *The Honor Was Mine*,
2017 Gold Medal (Memoir) by the Military Writers Society of America
Elizabeth Heaney, Author

~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~

Working with veterans writing groups has given me the opportunity to watch men and women find their humanity again - their sense of connection with their combat brothers and sisters, their ability to cry or laugh, their respect and caring for how others in the group hurt or lost or stumbled. They find lost aspects of themselves, the parts that were left behind in the 50 years of silence. I see them "fill in" again, become whole. Brothers and Sisters Like These is doing the beautiful, "heavy-lifting" of helping folks come all the way home.

COMMENTS FROM PAST WRITING CLASS PARTICIPANTS

- I can now answer the question that has plagued me for over fifty years: "Why did I survive, and my brothers didn't?"

- I found over the last 6 years my meaning and purpose is to help other vets manage PTSD or TBI, and to find peace from their demons. This has allowed me to build relationships of trust with my brothers and sisters, in order for us to share both verbally and written feelings of despair, hope and healing. As I have entered into this process, the peace and happiness has spilled over into my life in every aspect. I still have to keep me in check, but find great fulfillment in helping others find their solutions to peace.

- My relationships with my family (wife, daughter, and granddaughters) have improved since they've heard my writings. They understand me better now.

- I've been able to express thoughts and feelings and shared with others what I've not been able to share for 50 years.

- Seeing that I am not alone.
- I have more appreciation of the enemy I had to face. I can now look at and own things I had to do.

- I'm no longer keeping things bottled up inside.
- It helped me get a perspective of who I was going into Vietnam and how the experiences transformed my identity.

- To finally meet and be with other men who had been to Vietnam writing and talking about how the war had changed our way of thinking, feeling and relationship.

- It opened ways for me to let out feelings of anger, stress and most importantly to know I'm not the only one feeling this way.

- I'm able to spend quality time with loved ones and friends without looking for something to go wrong. Before the group, I held so many thoughts inside that were crippling me from enjoying life.

- We were men from the different branches of service, all had important roles in the war. I began to feel a brotherhood with these men. It was a great feeling when we met.

- The program provided an escape from the self-imposed prison where I kept and guarded shame, and anger resulting from my service.

- I now have an outlet to express my feelings, no longer carry the guilt from Vietnam and am finally at peace with myself. It's been life changing!!

- It's helped me relate to civilians and given me more patience trying to explain the emotions I came home with. I don't have to bury them anymore.

- I saw how we were all profoundly affected by Vietnam, none of us came home unscathed. Writing about it can be a soothing balm on old wounds. It has for me.

- Talking out loud to other veterans and in front of an audience gave me confidence I never knew I could have.

- I didn't think I'd ever be able to mingle with other veterans to talk about Vietnam. I was able to loosen up enough to really talk about things.

- I've embarked on a process of owning my responsibility and seeking forgiveness. A next step has been to contact a friend I haven't spoken to since Vietnam. We plan to get together.

- After seeing anger, tears, and hidden pain I've been moved by the power of the pen to heal in such a short time.

- It's removed the taboo of speaking of our service in Vietnam and opened a whole new dialogue for us.

- I no longer stay in my house and bedroom most of the time. I'm no longer afraid to be around people, get to know them, and let them get to know me.



Veterans Writing Class

Military life holds unique and powerful memories, and through their stories, veterans can bear witness to moments of honor and heartbreak, loneliness and loss, camaraderie and sacrifice.

Dates: August 2022 (8 Sessions)
Time: To Be Determined
Location: To Be Determined

Free of Charge

Please contact the following for participation:
Ron Toler, 1treehouse@charter.net
Steve Henderson, srhcamaro60@gmail.com

Website for Brothers and Sisters Like These:
brothersandsisterslikethese.godaddysites.com

— TAB 26 —



MEDAL PROGRAM OF VVA

Saturday, August 13, 2022

8:30am - 10:00am

Presented by:
Dennis Howland
Dan Stenvold
Mokie Pratt-Porter


VIETNAM VETERANS
OF AMERICA
VIETNAM VETERANS OF AMERICA
ACHIEVEMENT

POLICY & PROCEDURES FOR VVA MEDALS

CRITERIA

The VVA Commendation Medal is the Corporation's highest award. The medal is awarded for outstanding, exemplary service to veterans and to the community. The purpose of the award is to recognize those members of VVA and AVVA who have demonstrated a sincere commitment to ideals, mission, and goals of the Corporation through their work.

PROCESS

Upon nomination of a Chapter President; State Council President or their Executive Board; or any member of the National Board of Directors, the VVA Awards Committee may authorize the awarding of the Medal.

The nomination submitted must include a detailed narrative describing the reasons and circumstances why said individual should be considered for this award. The attached form is the only form recognized for each recommendation.

Except for the parties submitting an individual for recognition, the committee members and the staff liaison will be the only individuals in possession of the information, including the name submitted. Prior to the actual award ceremony, only the committee and the President of the Corporation will know the identity of the award recipient.

The presentation of the VVA Commendation Medal will be at a convenient time and place, preferably among the recipients' peers. Under no circumstances will the Corporation authorize any travel, lodging, or per diem expenses for an individual to attend the meeting at which the Medal is to be presented.

PROCEDURE

Upon receipt of the recommendation for the medal, the Awards Committee shall meet and discuss its merit. The committee has two options:

1. Approve the award of the Medal
2. Disapprove the award of the medal

If the individual's nomination is disapproved, a nomination for the Achievement Medal may be considered. The committee will not accept another recommendation for the same person for a one (1) year.

The awards committee's decision is final; they do not bring their decision to the Public Affairs committee for approval. The committee does not have to justify its final decision.

ETIQUETTE

The VVA Commendation Medal shall be worn around the neck, on the provided ribbon. The recipient shall solely wear the Medal. Recipients are encouraged to wear their medal at appropriate VVA functions.

Vietnam Veterans of America
8719 Colesville Road, Suite 100
Silver Spring, MD 20910

VVA Medal – Nomination Form

Nominee's Name _____ Membership No. _____

Address _____

City _____ State _____ Zip _____

Chapter / Sate Council _____

SECTION 1; State why you feel this individual qualifies for the VVA medal (use additional sheets if necessary)

SECTION 2: Offices and/or Committees individual served on (use additional sheets if necessary)

Submitted by; _____ Membership No. _____

Address _____

City _____ State _____ Zip _____

Check one: ☐ Chapter President ☐ State Council President ☐ Executive Board ☐ Regional Director ☐ At Large Director

Signature of Officer _____ Date _____:

Revised: 02/11/2015

VIETNAM VETERANS OF AMERICA
JUNIOR RESERVE OFFICER TRAINING CORPS (JROTC)
MEDAL AND RIBBON PROGRAM

PURPOSE:

1) TO HONOR AND RECOGNIZE STUDENTS ENROLLED IN HIGH SCHOOL JROTC PROGRAMS FOR THEIR EXCEPTIONAL LEADERSHIP, COMMUNITY SERVICE, ACADEMIC ACHIEVMENTS, AND SUCCESSES IN THE THOUSANDS OF JROTC UNITS THROUGHOUT THE UNITED STATES.
2) TO STRENGTHEN THE LEGACY OF VIETNAM VETERANS OF AMERICA.
3) TO BRING ATTENTION TO THE HONORABLE SERVICE TO BOTH COUNTRY AND COMMUNITY BY VETERANS OF THE VIETNAM WAR.
4) TO PROVIDE AN ADDITIONAL AVENUE INTO OUR SCHOOLS TO SUPPORT OUR VETERANS IN CLASSROOMS PROGRAMS.



AWARD CRITERIA

1) The Cadet exemplifies the Core Values of Vietnam Veterans of America
2) Advocacy
3) Meaningful Achievement
4) Integrity
5) Compassion
6) Camaraderie
7) The Cadet must have completed their second year of JROTC at the end of the current school year.
8) Cadet academically is in the upper 25 percent of his class academically.
9) Top 25 percent of his unit in JROTC achievements – Classes emphasizing JROTC course of study.
10) Each top State Cadet forwarded for National Competition is required to submit an essay of not less than 500 words, the subject selected by the National Public Affairs Committee for the current school year is: **Essay theme "What my training and participation in JROTC has meant to me."**

INVOLVEMENT

Chapter Involvement in Area JROTC Units

VVA Chapters will be responsible for contacting their local educational institutes that have JROTC Units to explain the award to the school and the cadets, offer selection assistance, and be available to present the award to the Top Cadet at a ceremony of the school's choosing. A narrative of the Cadet's accomplishments and reason for selection would be provided by the school to the Chapter.

Chapters are responsible to purchase the medals and ribbons for their schools. Approximate cost $15 per medal/ribbon. Medals and ribbons purchased from National VVA – Mokie Porter at mporter@vva.org or by calling 301-585-4000. For information also contact Dennis Howland Public Affairs Committee Chair dhowland@vva.org or 801-389-1893. On the VVA website www.vva.org info for members, awards.

The Top Cadet to receive the medal and ribbon will be selected by the faculty and advisors to each school's JROTC Units.

The recipient information of the Unit Top Cadet award from each school will then be sent to the respective State Council, by the Chapter, with a nomination narrative. The Cadet will compete with each of the schools' Top Cadets for the State Council Top Cadet designation.

State Councils

State Councils will create a selection committee made up of members of the State Council. This committee will be responsible for selecting their individual State Top Cadet. Any rewards for this selection would be strictly the decision and responsibility of the State Council. Only one selection, sent forward for national competition, will be made per State Council.

Once the State Council makes their Top Cadet selection that one State Council Top Cadet narrative, Cadet's essay and information will be forwarded to the National VVA Communications Director (Mokie Porter – mporter@vva.org) for judging by the VVA National Awards Committee. Cadets will be selected to receive (1st Place), $2500, (2nd Place) $1500, and (3rd Place) $1000). **Deadline for the submission for National Competition will be NLT 1 April of the current school year – emailed to mporter@vva.org**

National Public Affairs Committee

Dennis Howland – Committee Chair

dennishowland@msn.com or 801-389-1893

EAGLE SCOUT MEDAL

In April 2019, the VVA National BOD approved the new National Eagle Scout Medal. Designed by Wes Guidry at the request of the VVA Public Affairs Committee, the medal is intended for presentation to a Scout who has achieved the highest rank attainable in the Scouts BSA program of the Boy Scouts of America.

The Eagle Scout medal was initiated at the request of the VVA National President, who periodically receives requests from the Scouting community for a tribute from Vietnam Veterans of America to present to the Eagle Scout. In the past, Eagle Scouts have received a letter and certificate.

The program focus is for the State Councils and Chapters to contact their local Scout Troops or Scout Councils to inform them of the medal and to coordinate with the Scout groups re pending Eagle Courts of Honor.

Email National VVA Communications Director Mokie Porter at mporter@vva.org and request the medal. The medal is available at a cost of $15 each. The medal is accompanied by a letter from the VVA President and a certificate to present at the Eagle Court of Honor. This is a great tool for reaching out to young people, parents, and community leaders. Information may also be found on www.vva.org under "INFO FOR MEMBERS, AWARDS."

EXITUS ACTA PROBAT – Taken from the George Washington Family Coat of Arms is Latin for **The Outcome Justifies the Deed**.



VVA NATIONAL AWARDS CRITERIA

AND THE NOMINEES ARE... Each convention year, VVA presents awards to VVA members and organizations. Those awards are for outstanding service and dedication to Vietnam veterans and the issues affecting them and their families. Nominations are submitted by VVA leaders or are a result of a committee recommendation. Award decisions are made by VVA's national officers, by the National Board of Directors, or by the National Awards Committee, depending on the type of award. An exception to the criteria for the nominations in the following categories may be considered only by the VVA National President.

VVA Member of the Year and Incarcerated Member of the Year

VVA Member of the Year and Incarcerated Member of the Year Nominations may be submitted only by the president of the member's Chapter. Nominations cannot be accepted from other members of the Chapter or from a member. If the nominee is the Chapter president, the State Council president (in consultation with the other Chapter officers) may make the nomination.

For each Member of the Year nomination, the State Council president must sign the nomination form and attach a separate letter of support. If no president exists for the state, or if the state president is the nominee, the regional director should submit and sign the form and provide the letter of support. In addition to information that supports and strengthens the nomination, the following must be included for each Member and Incarcerated Member of the Year nomination:

1. Evidence of individual's commitment to the goals and purposes of VVA.
2. Details of individual's service to VVA.
3. Average time volunteering for VVA (per week, per month, or per year).
4. Information about individual's personal goals in VVA and how they help further the organization's goals.
5. Individual's efforts and success in recruitment and retention of members.
6. Details of individual's service to his or her community.
7. Notable accomplishments.
8. Positions held in VVA.
9. Required letter(s) of support and signatures.

VVA Chapter of the Year and State Council of the Year

Submissions for these two awards are by self-nomination. For VVA Chapter of the Year the official nomination form must be submitted by the Chapter president and must contain his or her signature, as well as that of the State Council President (if one exists), and the Regional Director. Both the State Council President and the Regional Director must attach letters of support for the nomination. For VVA State Council of the Year, the nomination form must come from the State Council President and must contain the signatures of and a letter of support from both the State Council President and the Regional Director.

What follows is the information required for nominations for these two awards: A. Details about the Chapter or State Council's service and accomplishments, and B. financial information.

A. Service and Accomplishments:

1. Evidence of the Chapter or State Council's commitment to the goals and purposes of VVA.
2. Details of Chapter or State Council's service to its members.
3. Chapter or State Council's efforts and success in recruitment and retention of members.
4. Details of Chapter or State Council's service to its community.
5. Notable accomplishments.
6. If a Chapter, the year it received its charter; if a State Council, the year it was founded.
7. Required signatures and letters of support.

B. Financial Requirements:

Nominees for Chapter of the Year and State Council of the Year must be in good standing with the VVA national office. This means that the fiscal year financial statement, along with evidence of, or a waiver for, bonding must be on file with the national office. Please insure that this obligation is met prior to making a nomination. **FAILURE WILL RESULT IN DISQUALIFICATION WITHOUT APPEAL.**

Chapter Newsletter and E-Mail Newsletter/State Council Newspaper and E-Mail Newspaper of the Year

The submission process for Chapter Newsletter and E-Mail Newsletter of the Year and State Council Newspaper and E-Mail Newspaper of the Year is by self-nomination. For the Chapter Newsletter and E Mail Newsletter of the Year award, nominations should be submitted by the Chapter President and contain his or her signature, as well as that of the Newsletter Editor and the State Council President. The State Council President also must attach a letter of support to the nomination form. If no State Council President exists, the nomination form with signature and letter of support should be submitted by the Regional Director.

For the State Council Newspaper and E-Mail Newspaper of the Year, award nominations must be submitted by the State President and contain his or her signature, as well as that of the newspaper editor and the regional director. The regional director also must include a letter of support.

To be eligible for an award, a newspaper, newsletter, or e-mail newsletter (I) must be published by a VVA State Council that is tax- exempt under Section 50l(C)(19) (war veterans organizations) of the Internal

Revenue Code; (2) must have a publisher who is an officer or director of the VVA State Council; and (3) must say that it is the publication of the VVA State Council. A newspaper or newsletter that is published by an organization that is tax-exempt under Section (501)(c)(3) (religious, charitable, scientific, or educational organizations) is not eligible for an award.

A nomination for the newsletter or newspaper award must include the official nomination form, along with of five copies of the three most recent editions of the publication. Publications will be judged on editorial content, readability, organization, clarity of expression, layout, and graphics

VVA CHAPTER AND STATE COUNCIL WEBSITES OF THE YEAR

The submission process for the Website of the Year is by self-nomination. Nominations should be submitted by the Chapter or State Council President and contain his or her signature, as well as that of the Webmaster. The State Council President also must attach a letter of support to the nomination form. If no State Council President exists, the nomination form with signature and letter of support should be submitted by the Regional Director.

To be eligible for an award, the Website (1) must be published by a VVA chapter or State Council that is tax-exempt under Section 50l(C) (19) (war veterans organizations) of the Internal Revenue Code; (2) must have a publisher who is an officer or director of a VVA Chapter or State Council; (3) must say that it is the website of a VVA Chapter or State Council; and must not be the work of a contracted professional. A Website that is published by an organization that is tax-exempt under Section (501)(c)(3) (religious, charitable, scientific, or educational organizations) is not eligible for an award.

A nomination for the Website must include the official nomination form, along with the URL (website address), and will be judged on editorial content, readability, organization, clarity of expression, layout, and graphics.

Vietnam Veterans of America
NATIONAL AWARDS NOMINATION FORM

Check One:

- ☐ Member of the Year
- ☐ Incarcerated Member of the Year
- ☐ State Council Newspaper of the Year
- ☐ Chapter Newsletter of the Year (200 members or more)
- ☐ Chapter Newsletter of the Year (199 members or less)
- ☐ State Council of the Year
- ☐ Chapter of the Year
- ☐ State Council E-Newspaper of the Year
- ☐ Chapter E-Newsletter of the Year
- ☐ State Council Website of the Year
- ☐ Chapter Website of the Year

Complete this form in full and include all required signatures, information, and materials as listed in the criteria for each award category. All information is necessary for your nomination to be considered. You may make more than one nomination, but please use a separate form for each nomination you submit. Print this form out and mail to: Vietnam Veterans of America, Attn: Awards Committee, 8719 Colesville Road, Suite 100, Silver Spring, MD 20910.

Failure to include required signatures listed will result in disqualification.

NOMINATIONS MUST BE POSTMARKED BY MARCH 31, 2023.

Your Name: _____ Date: _____

Your Address: _____

City: _____ State: _____ Zip: _____

Your Phone No: _____ Fax No: _____

Your Chapter or State Council: _____

Revised: 02/12/2021



_____

Nominee's Name (Individual, Chapter, etc.)

_____

Nominee's Representative (If nominee is an affiliate)

_____

Address of Nominee / Representative

_____

Nominee's / Representative Phone Number

_____

Your Signature

_____

*Mandatory Signatures

_____

*Other Required Signatures

*See National Awards Criteria: https://vva.org/wp-content/uploads/2016/03/NatAwardCriteria2019.pdf

<u>The Following are Required</u>

Member of the Year — Chapter President Signature

Incarcerated Member of the Year — Chapter President Signature

State Council of the Year — State Council President and Regional Director Signatures

Chapter of the Year — Chapter President and Regional Director Signatures

☐ I have reviewed and understand the nomination criteria and what is required.

Revised: 02/12/2021

ANNUAL VVA SERVICE OFFICER OF THE YEAR AWARD

Vietnam Veterans of America's Veterans Benefits Program (VBP) requests your assistance in identifying outstanding candidates for the Annual Service Officer of the Year Award! The VVA Service Officer of the Year Award will be awarded to a VVA accredited service officer in recognition of his or her zealous advocacy on behalf of veterans and their families each year.

To qualify for the award, the nominee must be currently accredited with VVA at the time of the nomination. Nominees are not required to attend the VVA National Leadership Conference/Convention. Individuals may nominate themselves or nominate others. Each nominator may only nominate one person; multiple nominations from a single nominator will not be accepted. Anyone, including non-VVA-accredited service officers, may be a nominator. State Council Presidents and local VVA leadership are encouraged to nominate exceptional individuals in their region. In selecting the recipient, the selection committee will pay particular attention to how the service officer has contributed to advocating on behalf of Vietnam veterans and their families. Nominators are encouraged to include as much detail as possible in the nomination form. Information provided must be accurate and the nomination form may not exceed two pages in length. Information submitted in excess of two pages will not be considered. Letters that simply recommend a name without additional supporting information will not be considered.

If you would like to nominate someone for consideration, please fill out the below form and email it to the Acting Director of Veterans Benefits, at aghezzi@vva.org. **All nominations must be received by June 15, 2023 to be considered.** Nominations received after June 15, 2023 will not be considered. The selection committee consists of the VVA Director of Veterans Benefits, the VVA Deputy Director of Veterans Benefits, and the VVA National VBP Committee Chair. Please contact the VVA Veterans Benefits Department at (301) 585-4000 if you have any questions.

VVA SERVICE OFFICER OF THE YEAR AWARD NOMINATION FORM

Please submit the nomination form by June 15, 2023 via email to fmullaney@vva.org.

NOMINATOR INFORMATION			
Nominator Name:			
Phone:		**E-mail Address:**	
NOMINEE INFORMATION (VVA SERVICE OFFICER)			
Nominee Name:			

1. Please briefly explain why you recommend the nominee for the award?
2. If known, can you please provide some specific examples of how the nominee has assisted veterans and their families? (Please do not include any names or identifying information.)
3. Would you like to provide the award committee with any other information in support of the nomination (e.g. awards, community service, veteran involvement, etc.)?

Vietnam Veterans of America Minority Affairs Committee
Diversity Award

Diversity is an integral part of our society and military experience. The Minority Affairs Committee (MAC) encourages the entire veterans community to appreciate and experience diversity within Vietnam Veterans of America. In support of the overall VVA diversity initiative, the MAC has established an annual Diversity Award to be given at the National Convention and at the National Leadership Conference.

Nominations

1. A nomination statement not to exceed (2) typed pages.

2. All team (group) or organization's nominations should include a list of all members.

3. Individual nominations should include a current vitae or resume that specifically outlines their minority veterans involvement, participation, and/or accomplishments related to diversity.

4. All nominations should be completed and submitted to the Chair of the Minority Affairs Diversity Award Committee. **Due date: March 31 yearly**

5. Incomplete submissions will not be reviewed.

Application Process

1. Attach no more than two doubled-spaced, typed pages explaining the specific efforts you have made in the promotion of diversity in the veteran's community in accordance with the award criteria required by the VVA Minority Affairs Committee.

2. Submit the typed information and a photo (individual or group) by the established deadline: March 31 yearly. You may include no more than three (3) supporting documents such as media clippings, testimonies, and/or excerpts from printed materials.

3. **Please submit application to: VVA Minority Affairs Committee, Attn: Sharon Hodge, 8719 Colesville Road, Suite 100, Silver Spring, MD 20910**

The VVA Minority Affairs Award Committee reserves the right to verify any information submitted.

Vietnam Veterans of America Minority Veterans Committee
Diversity Award

The Vietnam Veterans of America Minority Affairs Committee Diversity Award recognizes outstanding achievement by an individual, business, or organization in the promotion of diversity within the veteran's community.

All nominees must have made a significant contribution to the advancement of diversity and to the mission statement of VVA. Considered contributions may include, but not limited to, initiative and programs that advance harmony and respect, improve social justice, human rights, and cultural awareness.

The award represents specific efforts and achievements that develop a culture and environment in which diversity is valued.

Award Criteria

Documented evidence submitted will be assessed by the following:

1. Cultivating relationships with veterans of different racial, ethnic, religious, gender, cultural, and socio-economic status.

2. Self-examination of institutional philosophies and initiatives or individual attitudes and behaviors to become more aligned with principles of diversity and inclusion.

3. Taking a positive stand for equality and empowerment within our veterans community; initiating corrective action to eliminate discriminatory policies and/ or practices; and evidence of support for efforts to encourage inclusion and/or promote diversity.

4. Learning about the importance of diversity and inclusion and teaching about educational programs that promote inclusion and appreciation of diversity.

5. Actively promoting diversity and improving cultural competency within VVA, the Department of Veterans Affairs, and the political and media arenas.

— TAB 27 —

VETERANS AGAINST DRUGS – THE GOOD AND THE BAD

Saturday, August 13, 2022

8:30am - 10:00am

Presented by:
Dave Simmons