

Korean War Veterans Association, Inc.

*Standard
Procedure
Manual*

Established July 2004

STANDARD PROCEDURE MANUAL

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STANDARD PROCEDURE MANUAL

1.PURPOSE:

- A. To clearly communicate to all Officers, Directors, Standing Committee Chairmen, and Committee Chairmen and members of the Korean War Veterans Association, Inc., procedures for proper and ethical use in conducting Association Business.**

2.METHOD FOR PROCEDURE ADDITION, DELETION OR CHANGES:

- A. The procedures outlined in this manual have been derived from experience in previous methods used and added to when problems are found to enable new Officials to immediately know what their tasks are and procedures they should follow, or update as required, to conduct an efficiently run Association.**
- B. These procedures may be changed by presenting a written addition/change to the Executive Council for approval for incorporation of the requested addition/change.**
- C. These procedures do not change the original intent of the Bylaws and may not circumvent the Bylaws.**
- D. When in doubt as to the proper course of action to take, the Korean War Veterans Association, Inc. Judge Advocate should be consulted.**

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3. ELECTED OFFICERS:

- A. A President, First Vice-President, and Second Vice-President shall be elected to serve two year terms.
- B. Four Directors shall be elected to serve three year terms each year.
- C. A Secretary and a Treasurer shall be appointed by the incoming President to serve the two year term of the elected President. Both the appointed Secretary and the Treasurer shall be approved by the Executive Council.
- D. All vacant positions for Officers and Directors shall be filled using first the individual who ran for a particular Office or Director position, and received the highest number of votes. The President shall confirm that this individual will accept the office following the selection and approval by the Executive Council.
- E. Should there be no one running for a position, to be used as a recommended Officer or Director, the Executive Council may recommend an individual to serve on the Executive Council for approval, or may hold open the office until the next election by the membership, to complete the term.
- F. Officers and/or Directors shall be installed, at the first opportunity available, after the election results are announced. The elected Officers and/or Directors will take office on July 27th and any Executive Council meeting scheduled thereafter will be conducted with the new Officers and/or Directors. Upon Executive Council approval the Secretary and Treasurer shall also be installed.
- G. All Officers, Directors and Appointed Committee Chairmen shall prepare written recommendations for additions and changes to this Manual, and submit them to the Standard Procedure Manual Committee Chairman to obtain Executive Council approval.

4. INSTALLATION CEREMONY:

- A. The installation ceremony may be performed by the still current President, retiring President, Judge Advocate, or current Executive Council Member.
- B. The installing officer will state the following: “Give attention while I read to you your obligation: Do you pledge on your honor to perform the duties of your respective offices as required by the Charter and By-Laws of the Korean War Veterans Association, Inc. and the Standard Procedure Manual; to bear true and faithful allegiance to the Korean War Veterans Association, Inc. to the best of your ability and with complete good faith to support, advance and carry out all official policies of this Association; to deliver all books, papers and other property of the Association that may be in your possession at the end of your term in office, and at all times conduct yourself as becomes an official representative of this Association?” Officials respond with “I Do.” (Continued)

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4. INSTALLATION CEREMONY (Continued)

A. OATH OF OFFICE:

The installing official says repeat after me the Oath Of Office. “I hereby pledge on my honor - to perform the duties of my respective office - as required by the Korean War Veterans Association, Inc. - to the best of my ability - and with complete good faith to support - advance and carry out all official policies of the Association - and my duties defined with an earnest desire - to advance the best interests of the Association - and to conduct myself as not to bring reproach upon myself - or the Association - and at all times bear true and faithful allegiance - to the Korean War Veterans Association, Inc..

5. ELECTED, APPOINTED AND COMMITTEES OFFICIALS:

A. PRESIDENT:

a. RESPONSIBILITIES

As the chief executive officer of the Association, provide the leadership essential to the day-to-day operations of the Association and in developing its future plans.

Insure compliance with the Bylaws and Standard Procedure Manual.

Protect the rights and interests of all members of the Association.

Initiate such actions as may be necessary to insure the financial viability of the Association.

b. DUTIES

Schedule and preside at all meetings of the general membership and Executive Council, following Robert’s Rules of Order, when the Bylaws or Article of Incorporation do not have preference.

Serve as ex-officio member of all committees, except the Nominating Committee.

Appoint, with the advice of the Vice-Presidents and approval of the Executive Council, both Standing and Special Committee Chairmen. Before submittal to the Executive Council, be sure those who are suggested for appointments will accept the position.

Should a crisis arise or a vote on an important item be required before the next scheduled meeting of the Executive Council a special meeting may be called or the crisis or question may be submitted to the Executive Council, for approval, by certified mail with a deadline for submittal and also a time period and person to contact for phone call questions that may arise from the Council Members.

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b. DUTIES (Continued)

Should mail be used for an approval, notification of the results shall be conveyed to the Executive Council and then the vote affirmed at the next Executive Council Meeting.

The President shall notify the Executive Council Members of all meetings including the date, time and place. This notification will be made by mail. A proposed meeting agenda shall accompany the letter with instructions for each Executive Council Member to respond if they will/will not attend and state if they have any business to conduct that should be placed on the agenda. A response time should also be given.

The President should assign the two Vice-Presidents, after consultation with them to select the individual he feels is best qualified, to effectively coordinate and oversee functions of Standing and Special Committees.

B. FIRST VICE-PRESIDENT:

a. RESPONSIBILITIES

Assume and perform the responsibilities and duties of President when absent.

Serve as liaison between the committees assigned by the President and Executive Council.

Coordinate the activities of all assigned committees.

b. DUTIES

Be prepared to assume the duties of President of the Association upon death, resignation, or termination of the President.

Assist the President in carrying out the responsibilities and duties of that office.

Volunteer to coordinate and be responsible for any Standing or Special Committee which he might have interest or in which he has qualifications, to effectively coordinate and oversee.

Perform such other duties as the President or Executive Council may assign.

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C. SECOND VICE-PRESIDENT:

a. RESPONSIBILITIES

Assume and perform the responsibilities of the First Vice-President when absent.

Serve as liaison between the committees assigned by the President and the Executive Council.

Coordinate the activities of all assigned committees.

b. DUTIES

Be prepared to assume the duties of the First Vice-President of the Association.

Act as the Honorary Chairman for the Association at Annual Reunions during his term of office.

Volunteer to coordinate and be responsible for any Standing or Special Committee which he might have an interest or in which he has qualifications to effectively coordinate and oversee.

Perform such other duties as the President or Executive Council may assign.

D. DIRECTOR:

a. RESPONSIBILITIES

The Director, along with the other officers of the Executive Council, shall be responsible for establishing the policy within which the association shall function. The Directors, collectively, shall control the Association's property, be responsible for its finances and direct its affairs.

b. DUTIES

Attend all meeting on the dates called by the President. If unable to attend notify the Secretary stating why attendance is not possible. The Executive Council will vote if the Director should be excused, according to the defined reasons decided upon by the Executive Council, included in this Standard Procedure Manual as Addendum "D1".

Obtain a copy of the Association Bylaws, and Standard Procedure Manual from the Association Secretary before the first scheduled Executive Council meeting.

Review the various Standing and other Committees of the Association. If there is a personal preference for service, so advise the President.

STANDARD PROCEDURE MANUAL

b. DUTIES (Continued)

Require an audit of the Association's financial records.

Adopt an annual budget each year for the Association.

Review and consider all committee recommendations, prior to voting upon these issues. It is recommended that Bylaw, Resolutions and motions for changes be obtained a week before the meeting, for study, where approval is required.

Motions to be presented to the Executive Council, should be presented to the Secretary, if wording is of particular importance, in time for mail out in packet form to the Executive Council Members.

E. SECRETARY:

a. RESPONSIBILITIES

Keep an accurate record of proceedings of the Executive Council and General Membership Meetings.

Maintain records of all approved minutes with changes of all Executive Council and General Membership Meetings.

Maintain a master file of the Association Articles of Incorporation, Bylaws, Standard Procedure Manual, Budgets, Charters of Chapters and State Departments, and current Chapter and State Department officers.

Submit the Call for Election in the November/December "Graybeard" using Addendum E1, a copy of the Bylaw requirements of the "Call", as a guide.

b. DUTIES

Keep the minutes in accordance with the general guidelines established in the Association Bylaws and *Robert's Rules of Order*.

Note any approved changes or corrections to the minutes of the previous meetings.

Conduct the general correspondence of the Association, that is, correspondence which is not the assigned responsibility of other officers, directors, or committees.

Attest to official documents of the Association as the Executive Council may direct.

Call the roll when required at the Executive Council meetings and announce that a quorum is or is not available to begin the meeting.

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F. TREASURER:

a. RESPONSIBILITIES

Serve as the technical custodian of all the Association Funds and show the Certified Public Accountant all monthly transactions.

Function as the disbursing agent with other properly prescribed signatures.

Keep and maintain, or cause to be maintained, the Association Financial Records.

Prepare and submit Financial Reports at least quarterly, for questions by the Executive Council and acceptance, before filing with the Secretary.

Make available all financial records for any Executive Council approved audit, and supply the Financial Committee any information requested.

Insure that tax returns for the preceding fiscal year are completed, signed, and filed as required by law.

b. DUTIES

Keep, or cause to be kept, safely all monies of the Association and be responsible for the deposit of same in the name of the Association in such banks, trust companies, or other depositories that are approved by the Executive Council.

Disburse, or cause to be disbursed, any obligation of the Association approved for payment by the approved current budget, or approved by Executive Council when not a budgeted item or when the budget item has been exceeded.

Prepare, and present, financial reports in a format which facilitates comparison to the approved budget.

Serve on the Finance Committee as advisor.

Keep the books in accordance with generally accepted accounting procedures, principles and practice.

Coordinate with the Financial Committee and advise and follow their recommendations when approved by the Executive Council.

Prepare, or cause to be prepared, tax returns for the fiscal year immediately preceding your term of office.

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b. DUTIES (Continued)

Make available all financial records of the Association to those persons specifically authorized by the Executive Council or as required by the Incorporation and Exempt Status laws. Provide monthly records of checks issued, money transfers, income deposits and investments made to each member of the Finance Committee for a continued audit.

G. FINANCE COMMITTEE:

a. RESPONSIBILITIES

Shall establish an Annual Operating Budget with advice from the Treasurer who will be a committee member.

This Annual Budget shall be presented first to the Executive Council and if approved presented to the membership at the Annual Reunion Meeting for their approval.

The financial condition of the Association is of paramount importance and any significant trend which indicates future fiscal problems are to be brought to the attention of the Executive Council with recommendations for action.

Shall prepare written standards concerning reimbursement for Executive Council Meeting attendance expense for inclusion as Addendum "G" in this Standard Procedure Manual.

b. DUTIES

Establish an annual budget for approval by the Executive Council by obtaining inputs from the Committees requiring expenditures.

Establish a separate budget for the Annual Reunion, for approval by the Executive Council, with inputs from the Reunion Committee.

Establish disbursement procedures for the Treasurer including number of signatures on checks. This method shall be an Addendum "G" to this Standard Procedure Manual.

Report audit results to the Executive Council of the monthly supplied data, of the checks issued, money transfers, income deposits and investments, received from the Treasurer. This information is to be used at each regular Executive Council Meeting as an ongoing audit.

Act as a consultant and recommendation capacity along with the Treasurers input for new planned expenses, contributions, investments and budgets brought to the Executive Council for approval.

STANDARD PROCEDURE MANUAL

b. DUTIES (Continued)

Determine if Budget and Audit should be for fiscal year 1 January - 31 December to match Tax Reporting.

H. MEMBERSHIP COMMITTEE:

a. RESPONSIBILITIES

To increase the membership of the Association.

Welcome new members and insure that they receive all membership benefits to which they are entitled.

Insure that each new member is sent a letter of welcome and a membership card within 21 days of receipt of application. Individual who enrolled at large should be advised of the State Department or Chapter contact and phone number nearest their location.

Insure that records are kept on an ongoing basis, that provides a complete and updated record of Individual Members, Chapter Members and State Department Chapters, and working in close coordination with the Secretary and Treasurer insure that these records are kept current.

Insure that a record of dues date and that dues reminders to the membership are sent and insure that a record of dues sent to the Treasurer is kept current.

A current list of locations of Chapters and State Departments should be prepared, indicating a contact name, address, and telephone number and should be sent to each Chapter and State Department yearly.

Selected Committee Members should be recruiters located in various areas and should be instructed to use the recruiting material developed by the Membership Committee.

b. DUTIES

Allow no membership lists to be sent out without written approval from the President. Chapter and State Department Presidents may write the President for approval of a membership list for their area for recruiting purposes.

Provide Membership Recruiters with lists of members requested to form new Chapters and provide those Chapters with prospective new members

Develop written recruiting procedures.

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b. DUTIES (Continued)

Develop written forms for Chapter and State Department reporting of Officer changes for the Secretary and current Membership Rosters changes for the Membership Committee.

Provide prospective Chapters with a Formation Packet with information on what steps must be taken. A Packet example is included as Addendum "H1" in this Standard Procedure Manual.

Addendum H2 is a sample list of the Contracted Membership Employees Duties.

Provide updated Application Forms for Graybeard Publications and the National Website.

I. BYLAWS COMMITTEE:

a. RESPONSIBILITIES

Review and update the Charter and Bylaws for necessary changes to keep them viable throughout the years by recommendations to the Executive Council.

Process proposed amendments to the Association Bylaws and Charter from the membership received a month before the next Executive Council meeting for presentation to the Executive Council for approval.

Insure exact wording of any Bylaw Change motion approved by the Executive Council, to be published in the Graybeard Magazine, is given to the Graybeard Editor.

Present changes, to a quorum of the voting membership, for ratification of the Executive Council approved change.

Insure that the Secretary has correct copies or computer files of the current approved Charter and Bylaws and maintains a file of all prior Bylaws or changes made over the years.

b. DUTIES

Upon request, have copies of the Bylaws sent from the Secretary, to members, Chapters and State Departments and answer any inquiries regarding the Bylaws.

Review the Bylaws for additional changes which will strengthen or clarify the procedure to follow, or which needs to be changed to allow better voting methods.

Originate and process amendments to the Bylaws for approval by the Executive Council.

STANDARD PROCEDURE MANUAL

b. DUTIES (Continued)

Committee members review of any changes requested, must show a majority of the committee recommends the change wording. No wording is to be condensed for approval and then changed.

Review the Bylaws to insure that accuracy and conformity in typographical, terminology and spelling or printing have not changed the Bylaws.

Attention shall also be given to those practices which through repeated use have become routine even though the current Bylaws may prescribe a different practice or method.

Maintain a log of Bylaw amendments or Resolutions for Bylaw amendment received and respond with a form letter of receipt. See Addendum L1, L2 and L3 for suggested guides in the Addendum Section of this Standard Procedure Manual.

J. NOMINATING COMMITTEE:

a. RESPONSIBILITIES

Insure that Call for Election is issued by the Secretary, before January 1st so candidates for open offices have ample time to respond before the February deadline.

Certify that candidates have met the requirements to be placed on the ballot for the offices to be voted on, by the Regular Members of the Association, per the Bylaws.

Present certified candidate information to the Graybeards Magazine Editor for publication in the March/April Edition for those Officers and/or Directors for election.

Establish a CPA to receive and count the mailed in ballots, while checking all votes being proper and authorized.

Responsible for having the Membership Committee mail the CPA selected a list or computer files of eligible voters, after mail out of ballots, and assisting with inquires from the CPA about ballots received that are not on the list or file, and need to be updated to the July cutoff date.

STANDARD PROCEDURE MANUAL

J. NOMINATING COMMITTEE: (Continued)

b. DUTIES

No committee member may remain on the committee if they are a candidate for any office. This includes the appointed and approved Executive Council Nominating Chairman, should he decide to be a candidate.

The committee shall check and certify that all information submitted by those candidates for office, has met the Call for Election requirements per the National Bylaws. See Addendum E1 in the Addendum Section of this Standard Procedure Manual for a copy of those Bylaw requirements.

Select a CPA to receive ballots, check for eligibility of the ballot, record number of ballots, vote count for each individual on ballot and number of votes not counted because the individual was not eligible to vote. See Addendum J1 for a guide to help in the CPA selection process, J2 for an example Ballot Counting Procedure and J3 a Tally sheet form example, all in this Standard Procedure Manual.

Vote results shall have a signed statement by the CPA listing the order of votes with the individual receiving highest number of votes listed first with the other individuals listed in descending order for each Officer and/or Director. See Addendum J4 for a Summary Tally Sheet Form example with a signed statement, in this Standard Procedure Manual.

K. REUNION COMMITTEE:

a. RESPONSIBILITIES

Establish a check sheet outlining the procedure for arranging an Annual Reunion Meeting and lists of contacts to help in the arrangements for the meeting.

Establish data for estimating the budget required for the Annual Reunion Meeting.

Establish a three year plan and add to it each year as an area is used for the Annual Reunion Meeting.

Establish data and all other plans for sign in of Members, Hospitality Room, Entertainment, Banquet and Speakers with the required business meeting area for both the Executive Council and Annual Reunion Meeting.

b. DUTIES

Present a budget for the Annual Reunion Meeting to the Finance Committee for Executive Council approval.

STANDARD PROCEDURE MANUAL

b. DUTIES (Continued)

Maintain a three year list of areas with the third-year being established by inviting Chapters and/or State Departments, in any city wishing to host the third-year, making a presentation to the Executive Council for approval and then to the Membership at the Annual Meeting for ratification.

Establish check-lists for inclusion in this Standard Procedure Manual as Addendums. See Addendums K1 and K2, Pages 1 through 3 for suggested Hospitality Room Information.

L. RESOLUTION COMMITTEE:

a. RESPONSIBILITIES

Receive all resolutions from Regular Members, Chapters, State Departments and check for proper format for presentation to the Executive Council for approval.

Inform submittal agency of receipt of their resolution and if it is or is not in proper form.

Deliver any resolutions that are for Bylaw changes to the Bylaw Committee Chairman.

b. DUTIES

Maintain a Definition Sheet and Standard Resolution Form. See Addendum L1 and L2 in the Addendum Section of this Standard Procedure Manual for suggested examples.

Maintain a form letter for an Individual, Chapter, and State Department stating the resolution received is in proper form or return it with a Standard Resolution Definition Sheet and Resolution Form, for resubmittal. See Addendum L3 for suggested example Form Letters in the Addendum Section of this Standard Procedure Manual.

Maintain a form letter as above, stating the Resolution has been approved or disapproved by the Executive Council. See Addendum L3 in the Addendum Section of this Standard Procedure Manual for a suggested example.

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M. SPECIAL COMMITTEE:

a. RESPONSIBILITIES

Created by the President to perform a specific task of either “investigate” or “to carry out” what the Executive Council or Association has adopted. Is dissolved when the task is complete.

Task and committee is approved by the Executive Board.

Is dissolved when the task is complete.

b. DUTIES

To complete task assigned and report results to the Executive Council or Association Membership depending on the group that initiated action.

N. JUDGE ADVOCATE:

a. RESPONSIBILITIES

As the legal advisor for the Association appointed by the President and approved by the Executive Council advice should be sought for those questions which are not covered by the Bylaws or this Standard Procedure Manual.

The Judge Advocate opinion should be unbiased and promote courtesy, justice, impartiality and equality on the raised issue.

The Executive Council should receive all Judge Advocates opinions given and consider them as presented for action.

b. DUTIES

Insure that the Bylaws or Standard Procedure Manual does not cover the question at hand.

Present in writing all opinions rendered to Individuals, Chapters, and State Departments, to the Executive Council Secretary for distribution to Executive Council Members.

O. GRAYBEARD EDITOR:

a. RESPONSIBILITIES

Prepare, edit, sell advertisement and have published the news magazine “GRAYBEARDS” for the Association.

All Executive Council and General Membership meeting minutes, financial reports and other important Association news takes precedence over all other items to be placed in the publication.

Since this publication is the members newsletter there must be a page for members to make comments on problems they have or see. It is the Editors responsibility to arrange for this section, and have the method he chooses approved by the Executive Council.

The Editor is also responsible for placing the Associations minutes and financial reports under a heading that is consistently located in the same area of the magazine and when possible, by saving space for them, are placed in the first edition to go out following the meetings.

b. DUTIES (Continued)

Arrange for a Publisher to print and mail the Association News Magazine.

Arrange for mailing labels or computer data, for eligible members, to be sent to the Publisher by the Membership Committee.

Seek advertisement to augment the cost of the publication.

Maintain a record of the cost to publish and mail out the magazine.

Provide semi-annual financial report of income versus cost for publishing and mailing. Reports to be made for January - June and July - December time frames.

Reach a contract cost with the Financial Committee for acting as Editor and for payment of the Publisher for printing, assembly and mailing from a invoice and present it to the Finance Committee for presentation to the Executive Board for approval.

Negotiate the cost for the election ballot going out in the March/April Issue.

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P. CHAPLAIN:

a. RESPONSIBILITIES

The Chaplain shall conduct Memorial Services to honor those KIA/MIA and/or memorialize Association members who are now deceased.

Lead the invocation and adjournment prayer at all meetings.

Work with the Reunion Chairman and Secretary and Treasurer to perform other functions requested by the President.

b. DUTIES

The Chaplain duties are those listed above.

Q. HISTORIAN:

a. RESPONSIBILITIES

The Historian shall be responsible for keeping records of special events conducted by the Association and having pictures taken at Association events.

He shall maintain a file of all meeting places where meetings are held and visits made by Association Representatives to events in and out of the country, as well as officers who have served the Association over the years since being formed.

b. DUTIES

The Historians duties are those outlined under Responsibilities and any other responsibilities the Historian believes should be chronicled.

R. MEETINGS:

a. RESPONSIBILITIES

The Annual Reunion Meeting is the responsibility of the Reunion Committee and should be set three years in advance, with approval by the Executive Council and Membership. After initial setup only one new Annual Meeting needs to be added to the list each year.

The Reunion Committee is responsible for soliciting possible areas for the Annual Reunion Meetings from the membership.

The President will obtain approval from the Executive Council as to where and when the Executive Council meetings are to be held.

STANDARD PROCEDURE MANUAL

a. RESPONSIBILITIES (Continued)

Meeting agenda and purpose of meeting shall be the responsibility of the President and those Executive Council members who have motions to present should send a packet to the Secretary for inclusion on the agenda and for a combined packet of all motions to be sent to the Executive Council members by the Secretary to arrive at least a week before the meeting for study.

Executive Council Members are expected to attend all called meetings. Should they not be able to attend they should contact the Secretary or President and give their reason for not attending. This information will be used to determine if this is an excused absence or an un-excused absence according to Addendum "D" list of Executive Council approved reasons for an excused absence.

b. DUTIES - Duties are as stated under Duties for the Officers, Directors and Committees.

S. VAVS REPRESENTATIVE:

a. RESPONSIBILITIES

National contact for Chapters and State Departments for Veterans Affairs Volunteer Service.

Provide a VHA 1620 Handbook to those Chapters and State Departments who form VAVS programs in their local areas.

Keep Chapter and State Department VAVS Representatives informed of any new requirements for successful operations of their services.

Maintain a list of the various Chapter and State Department Representatives and Individual KWVA Volunteers.

Provide for VA Certification for Chapter Representatives by working with Chapter and State Department Officers to solve any problems encountered.

Document any problems and inform the Executive Council members of any action and reasons for such action for their approval before the action is put into effect.

b. DUTIES

Follow the guidelines and requirements of VHA 1620 Handbook for VAVS at all times.

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b. DUTIES (Continued)

Make a year end report to the Executive Council and the Department of Veterans Affairs, of Volunteer Service time accumulated for the Korean War Veterans Association, Inc.

T. STANDARD PROCEDURE MANUAL COMMITTEE:

a. RESPONSIBILITIES & DUTIES

Maintain the Standard Procedure Manual by continual review of the everyday Functions of the Officers and Executive Council operations.

Present suggested changes from Executive Council Members and/or the Procedure Manual Committee or others in writing, for inclusion, deletion or additional modifications in the Manual, for Executive Council approval.

b. DUTIES - Same as Responsibilities

U. WEBMASTER:

a. RESPONSIBILITIES

Maintain a professional website for the Association, updated monthly.

Keep members electronically informed of the services available to them through the National Office and various Committees.

Develop ideas for additional website programs and/or services for the benefit of all members and prospective members.

Provide veterans or other interested individuals information about the locations and websites of KWVA Chapters and State Departments.

b. DUTIES

Provide the following minimum resources on the website:

- * Current National Bylaws & Standard Procedures**
- * Contact information on all Chapters & State Departments**
- * Minutes of Executive Council and Membership Meetings furnished by the National Secretary**
- * Future National Annual Meeting sites and proposed dates.**
- * Website links for all Chapter and State Departments furnished and other websites of interest to Veterans**

ADDENDUMS

KOREAN WAR VETERANS ASSOCIATION, INC
STANDARD PROCEDURE MANUAL
ADDENDUM “D1”

DEFINITIONS

JUST CAUSE: Is defined as a legitimate reason, often used to refer to the reason why an individual was suspended, expelled or removed from office. This term “just cause” means a real cause or basis as distinguished from an arbitrary whim; that is some cause or grounds that a reasonable individual, officer or responsible group, acting in good faith would regard as a good and sufficient basis for terminating the services of a member. Some examples are as follows:

- A. Dishonesty - Any violation of trust or acts which would result in legal action being brought about by the act.**
- B. Withholding Information or Giving False Information - Giving false information on a membership application, report to the membership, or at a membership meeting for the purpose of hiding a problem or withholding important information that will effect the operation of the Association.**
- C. Rules Violation - Violation of any membership rules and especially violations of the KWVA, Inc. Charter and Bylaws.**
- D. Misuse or Unauthorized Use of KWVA, Inc. Resources or Information - Misuse or unauthorized use of stored data or funds or granting access to others. Such resources are defined as membership personal data for other than KWVA, Inc. business.**

In all instances, where the Executive Council determines a “Just Cause” issue needs to be investigated, a hearing will be held as stated in the Bylaws Article II, Section 2, B Termination of Membership or in the case of an elected Official, Article III, Section 5, Removal, shall be followed. In the case an Officer missing two Executive Council Meetings as called for in Article III, Section 3, C, 1 Requirements, d. two un-excused absences, the Executive Council will determine if the two (2) missed meetings are indeed grounds for dismissal by a two thirds vote of at least a quorum.

CONFLICT-OF-INTEREST - No member of the KWVA, Inc. as an Officer, Director, Appointed Official or Committee Member shall derive any personal gain or profit, directly or indirectly, by reason of their participation with the Nonprofit KWVA, Incorporated Association. Should a conflict-of-interest be suspected the individual shall so state to the Executive Council and then refrain from participation in any decision making on the matter. Any member of the KWVA, Incorporated Association shall refrain from obtaining any list of the membership without authorization from the Executive Council for personal or private solicitation purposes.

EXECUTIVE COUNCIL MEETING ABSENCES - The definition of an excused absences are as follows:

- 1. Personal illness that does not allow attendance or travel.**
- 2. Immediate Family illness, death or problems.**
- 3. Prior commitments which cannot be rearranged.**
- 4. Should some other problem arise the Executive Council will make a determination based on information sent either before the meeting or two weeks following the meeting. If no information has been obtained by the Secretary, from the absent member in these time limits, the absence will be un-excused.**

**KOREAN WAR VETERANS ASSOCIATION, INC
STANDARD PROCEDURE MANUAL**

ADDENDUM E1

CALL FOR ELECTION

The National Secretary is to submit the following Call for Elections to the Graybeard Editor for inclusion in the November/December Graybeard Magazine for the following July Officer and/or Directors Election.

The offices of the President, First Vice President, Second Vice President for the years of 200x - 200y, 2 year terms are now open, (and/or) The offices of four Directors for the years of 200x - 200z, 3 year terms are (also/are) now open.

No later than February 15 of each year when such offices are to be filled, any regular member in good standing of the Korean War Veterans Association, Inc., seeking to run for President, First Vice President, Second Vice President, or Director shall make their intentions known to the Chairman of the Nominating Committee in writing using the following format:

1. Requirements:

- a. Must present proof of service by submitting a copy of a DD-214 Form or other Document (which must be notarized as a true copy showing eligible service) and a statement releasing the DD-214 Form or other Document for verification by the Nominating Committee.**
- b. Must present a current photograph suitable for publication in the GRAYBEARDS.**
- c. Must submit a letter with the following:**
 - 1. Their intent to run for an office and the office sought.**
 - 2. A resume of their qualifications for this office stating any experience that will be of benefit to the association.**
 - 3. Their current mailing address, home phone number, and KWVA membership number.**
 - 4. This letter will be limited to approximately one typed page.**
- d. A statement that they will attend all called meetings of the Executive Council and that they understand that two (2) un-excused absences could be used for their removal from office.**
- e. They must sign a statement that their dues are current through the whole term of office they are seeking. Payment of delinquent dues shall not be retroactive for the purpose of establishing eligibility to run for office within the association.**
- f. Send the above items by certified mail, return receipt requested, to the Nominating Committee Chairman to arrive no later than February 15, 200x.**

**Send to: Nominating Committee Chairman
Attn: Al Run
1233 White House
Somewhere, USA 67676**

**KOREAN WAR VETERANS ASSOCIATION, INC.
STANDARD PROCEDURE MANUAL**

**ADDENDUM H1
CHAPTER RECRUITMENT PACKAGE**

The following items are an example of what one very successful Membership Recruiter has used to form numerous chapters for the Korean War Veterans Association. It is hoped that this Addendum will be expanded by the Membership Committee.

- 1. Reply Form Letter if interested in forming a Chapter in area and willing to serve as a Formation Officer until election can be established with Chapter Bylaws used.**
- 2. Copy of the National Petition for Charter of a Chapter.**
- 3. Copy of the National Bylaws.**
- 4. At least twelve (12) copies of the National Application for membership.**
- 5. Copy of a press release for Newspapers and local Radio Stations in the area to help locate new members once Chapter begins its formation.**
- 6. Stamps and a list of National Members in the formation Chapter's area.**
- 7. Following the Charter of the Chapter, a sample copy of Incorporation paperwork used to obtain Incorporation in a State as a guide.**
- 8. What Internal Revenue Service forms to use to seek a 501 (c) 19 Exempt Status.**
- 9. Information that help by the National, in the form of currency, may be obtained per the National Bylaws if requested.**
- 10. Information on who to contact, for help in the State the Chapter is trying to form in, for guidance.**
- 11. Copy of Oath of Office.**

**KOREAN WAR VETERANS ASSOCIATION, INC.
STANDARD PROCEDURE MANUAL**

**ADDENDUM H2
MEMBERSHIP CONTRACTOR EXAMPLE DUTIES**

The Membership Committee has an individual contractor who is the focal point for all applications, dues and other duties as listed below. The Membership Committee Chairman should be aware of the duties that are taken care of by the contractor and insure that those duties are being full filled. The Committee should present to the Executive Council all recommended changes requested by the contractor and also any changes the committee recommends and also present to the contractor any changes the Executive Council may itself require.

COMMUNICATIONS:

The contractor must pick up, open and sort mail received at least 4 or 5 times a week. By the same token, all mail produced must be taken to the Post Office at the same frequency as above. Mail received for other Officials must be forward as soon as possible.

DUES AND MISCELLANEOUS:

For Renewing Members:

1. Checking addresses (and add +4 ZIP if they are included on check or return address.
2. Posting amount paid.
3. Contact member for clarification of any questionable problem with application.

For New Members:

1. Entering full data in computer.
2. Posting amount paid.
3. Recording new membership number on application.
4. Contact member for clarification of any questionable problem with application.

For Regular Members changing to Life Members:

1. Entering changed membership number data in computer.
2. Posting amount paid.
3. Note those making installment payments and send dues reminder if late.
4. Contact member for clarification of any questionable problem with application.

Credit Card Payments:

1. Send credit card information to credit card firm by computer.
2. Check with member if number or credit card firm name is not legible or expiration date is not given or name signed is not same as name on card.

Dues Reminders:

1. Dues reminders shall be mailed every quarter to members whose dues were not received the previous quarter. A second notice shall be sent before a member is marked "Inactive".

**KOREAN WAR VETERANS ASSOCIATION, INC.
STANDARD PROCEDURE MANUAL**

ADDENDUM H2 (Continued)

Forwarding dues to Treasurer:

1. Produce a ledger page of all dues received.
2. Endorse each check.
3. Add checks by machine with printed results.
4. Check machine total with ledger total.
5. Two deposit slips produced and banded together with the proper checks and sent to the Treasurer via priority mail.
6. Maintain a duplicate copy of all deposit slips and ledger pages.

Membership Cards:

1. Renewing members receive an acknowledgment with a new yearly sticker to place on their Plastic membership card.
2. A computer disk is sent to a firm in Florida ordering new member and Life Membership cards.
3. New Member and Life Member plastic cards are mailed direct to the member by the firm that produces the card.

Labels:

1. Labels are to be provided to Executive Council members, Chapter Presidents, and State Department Presidents only with the written approval from the National President.
2. Membership Recruiters maybe supplied with members in the area the recruiters are working to help new chapters locate possible members.
3. A computer disk containing active membership data is provided to the firm which mails the Graybeard Magazine on the first of each even month for the purpose of affixing labels for mailing the magazine.
4. Chapter Membership lists, provided by the Chapters, may be returned to the Chapter as proof of confirmation by the Membership Committee.

Address Changes:

1. Correct those changes received when Graybeard Magazines are returned with address change notices.
2. If no address change is received mark the member "Inactive" until notice is received from the member.
3. If member is member of Chapter send notice to the Chapter to try to correct address.

Deceased:

1. Correct records to note date of death when received and also notify Graybeard Editor for placement in "Taps" section of magazine.

The Contracted Membership contact has graciously provided this information and many times numerous telephone inquiries, problems with membership cards, dues mixup, delinquent letters and other unnamed problems keep them busy. From this Addendum you can see the job is monumental, but handled very well.

**KOREAN WAR VETERANS ASSOCIATION, INC
STANDARD PROCEDURE MANUAL**

ADDENDUM J1

NOMINATING COMMITTEE CPA SELECTION AND BALLOT PREPARATION

- 1. The Committee is selected by the President and approved by the Executive Council at its Annual or other Executive Council Meeting, whichever occurs before the November/December Graybeard deadline for inclusion.**
- 2. The Committee selects the CPA based on the Korean War Veterans Association Election Vote Counting Procedure, and recommends the CPA and the contract be approval by the Executive Council, before the March/April Graybeards Information deadline. This approval may be sought by mail to each Executive Council Member, and ratified at the next Executive Council Meeting.**
- 3. Once the CPA has been approved and contract signed the Committee may only answer questions the CPA presents to the Nominating Committee Chairman, who solicits Committee Members agreement before an answer is given.**
- 4. The CPA selection is to be based on a Non-Conflict-of-Interest basis.**
- 5. The Committee is responsible for giving the CPA selected the Candidates list and making sure that the CPA knows the FAX Number of the Membership Committee Contact, and that the Membership Committee Contact is informed who the CPA is and that a April membership list or file is to be sent to the CPA and that a list of members, whose dues dates are bad or who may have joined later than April sent from the CPA, will have to be verified to see if they are valid voters.**
- 6. The Ballot will be included in the March/April Graybeard from a list of Candidates furnished to the Graybeard Editor from the Nominating Committee with all Committee Member signatures. The listing of Candidates will be in last name alphabetic order. There shall be no listing as to whom is an incumbent.**

**KOREAN WAR VETERANS ASSOCIATION, INC.
STANDARD PROCEDURE MANUAL**

ADDENDUM J2

BALLOT COUNTING PROCEDURE

- 1. Accept all Ballot cards through 10th July Postmark. After this date all Ballots received are not valid.**
- 2. Those Ballots with an alphabetic character beginning with, LC, CN, GS, MH, P, POW, LP, or LR on the mailing label are valid as paid up members. Those with a C, CN, or R on the mailing label with a dues date through 10 July are also valid. If a special Label has the proper code on it, sent by the Membership Committee Contact in a letter to the CPA, it may also be accepted as valid.
Note: (Any Ballot beginning with, A, F, LA, LX or with no label or copied are not valid).**
- 3. The number of valid Ballots for each individual listed shall be recorded as a vote for that individual. A check for duplicate mailing labels shall be made. Only one vote per member is allowed.**
- 4. Check the Ballots against the Master List or Computer File sent by the Membership Committee Contact as of April of the year of the Ballot and mark the name as voted. If the Ballots name or dues date is not current add the name and number to a separate list. Before the 10th of July, FAX the Membership Contracted Contact, those on the list collected to check if these Ballots are now valid and record any that are found to be valid. The FAX Number is 703-528-5403. DO NOT FAX a copy of the ballot. Any Ballots received just before and on the 10th of July which need to be checked may be done by phone to the Membership Contact at 703-522-9629 or by FAX.**
- 5. Add the total valid votes for each individuals on the Tally Sheet Overall Votes, Page J - 3. This Tally Sheet should be duplicated on the CPA's Letterhead Stationary.**
- 6. Once this procedure is complete add to the Tally Sheet Overall Votes, Page J - 3, who is the winner of each of the three Officers offices with an x and who of the Directors have the most votes by listing them as 1 through x vote getters. The top four (4) Director vote getters are elected.**
- 7. On the Tally Sheet Summary, Page J - 4, place the number of valid vote Ballots received and the number of vote ballots not valid, and by subtraction the actual ballots cast, along with the winners name in the spaces provided. The Tally Sheet Summary, should be duplicated on the CPA's Letterhead Stationary. Add the Signature of the responsible CPA on the Tally Sheet Summary with the notarized statement shown on the Tally Sheet Summary.**
- 8. Results of the Tally Sheets (Pages J - 3 & J - 4) shall be mailed by certified mail by the 12th of July to each of the Executive Council Members (15) and the Secretary and Treasurer (2) and to each of the Candidates for offices, regardless of being a winner or loser. All Ballots, separated by valid and not valid along with the membership list or file used, are to be sealed and mailed to the Secretary of the Korean War Veterans Association, by certified mail, to be saved as sealed until a membership motion to destroy the Ballots or a motion to save the Ballots for ratification of the voting is approved.**
- 9. The Ballot package is not to be opened until the membership has made their decision at which time the sealed package may be given over by the National Secretary for a recount or to be destroyed.**

**KOREAN WAR VETERANS ASSOCIATION, INC
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ADDENDUM J3

ELECTION BALLOT TALLY SHEET OVERALL VOTES

PRESIDENT:	VOTES FOR	WINNER (<u> x </u>)
JASON HOWARD	<u>1,236</u>	
LEONARD HART	<u>1,656</u>	<u> x </u>
JOHN GANDOLPH	<u>1,301</u>	
1ST VICE-PRESIDENT:		
DAVE BOND	<u>2,276</u>	<u> x </u>
BILL JACKSON	<u>1,916</u>	
2ND VICE-PRESIDENT:		
BOBBY KINNEDY	<u>2,416</u>	<u> x </u>
MAHLON OZMAN	<u>2,274</u>	
DIRECTORS:		RANK (1 - 8)
HARVEY COOPER	<u> 875</u>	<u> 6</u>
KYLE CRABEK	<u> 856</u>	<u> 7</u>
EDDY DUTLER	<u> 952</u>	<u> 4</u>
LESLIE FOWLER	<u>1,190</u>	<u> 1</u>
JOHN GRAYSON	<u> 900</u>	<u> 5</u>
JAMES HALLBECK	<u> 984</u>	<u> 3</u>
DARREN JOHNSON	<u>1,008</u>	<u> 2</u>
BOBBY ORTEGA	<u> 800</u>	<u> 8</u>

**KOREAN WAR VETERANS ASSOCIATION, INC.
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ADDENDUM J4

ELECTION BALLOT TALLY SHEET SUMMARY

TOTAL BALLOTS RECEIVED	<u>4,215</u>
TOTAL BALLOTS RULED NOT VALID	<u>22</u>
ACTUAL VALID BALLOTS CAST	<u>4,193</u>

ELECTED OFFICERS WITH MAJORITY OF VOTES

PRESIDENT LEONARD HART

FIRST VICE-PRESIDENT DAVE BOND

SECOND VICE-PRESIDENT BOBBY KINNEDY

DIRECTOR #1 LESLIE FOWLER

DIRECTOR #2 DARREN JOHNSON

DIRECTOR #3 JAMES HALLBECK

DIRECTOR #4 EDDY DUTLER

No one other than the employees of this Company have had access to the Ballots or information on the number of ballots cast as valid or invalid, or number of votes cast for any Candidate except Executive Council Members and Candidates authorized for mailed Certified Copies of the results after the vote count was completed.

**SIGNED: _____
CPA REPRESENTATIVE**

**Notary Stamp
Other Notary Information**

**KOREAN WAR VETERANS ASSOCIATION, INC.
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**ADDENDUM K1
NATIONAL REUNION HOSPITALITY ROOM**

This Addendum is an explanation for the Addendum K2, pages 1 - 3, of the Table of Usage. The Tables were established by the Host of the 2003 National Reunion Meeting, Hospitality Room. There were no records of any Hospitality Room expenditures or the necessary quantities of items needed to have a successful Hospitality Room Hosted by the KWVA itself. Thanks are given to Don Byers and his wife who prepared the data listed in Addendum K2 and successfully operated the 2003 Hospitality Room.

Purchase of the items were not done at one time, but were inventoried and replaced each morning. The last column to the right shows how much was consumed per registered guest. It is based on a total of 776 registered guests. By simple math and knowing the consumption per registration one can figure the total amount needed. It expected that the individual or committee in charge will have an estimated head count on the number of people who will attend a couple of weeks before the event.

It has been recommended that all future reunions host a hospitality room. The cost for this room can be added to the registration fee. A cost of \$5 - \$6 per registered guest with the Association picking up the actual difference should be adequate.

It did not matter what kind of beer was served as long as you had both light and regular. The light went better. Non-alcoholic beer was the least preferred, but some should be made available for those with a problem with drinking.

It has been recommended that 1.75 liter bottles be used in the Hospitality Room, but for Banquets use 750 ml bottles on the tables. It was recommended that Cabernet (red), Sauvignon (white) and White Zinfandel (pink) be available.

Soft drinks should be purchased in either 2 or 3 liter bottles. Since they come in plastic bottles it takes more ice to cool in a cup.

Meat and other refrigerated food is a problem which must be set out on trays. It must be refrigerated or used to keep down spoilage. It is better to have to purchase just before trays become empty than to have any spoil waiting to be served or between times the room is open.

Wal-Mart or Sam's have popcorn, chips, pretzels and paper goods. It is recommended that 9 or 10 inch rigid plates be used. Large plastic tubs may be necessary to use for ice. Ice may be arranged for through the hotel to be placed in the tubs or they may furnish there own tubs. This should be coordinated early with the hotel when a Hospitality Room site is asked for.

Most important of all, the Hotel should be asked in advance if it will be OK for a Hospitality Room to be operated by the KWVA and what cost if any will it be. Further arrangements for ice, refrigeration storage, tables, chairs and setup tables must be decided upon. This may be done by the Hosts Chapters, State Department or individual located in the Annual Reunion Area.

Caution must be used to insure that everything is in writing as to what can or cannot be done.

**KOREAN WAR VETERANS ASSOCIATION, INC.
STANDARD PROCEDURE MANUAL**

**ADDENDUM L1
RESOLUTIONS**

Resolutions are a format means of presenting ideas for consideration (a motion) to the Executive Council. Thus a Resolution is a motion in a form to help organize points in clear writing along with the clear action plan to be followed. Resolutions written in the same style and form will help expedite the Executive Council meetings. A Resolution is presented to the KWVA Resolution Committee Chairman for the Resolution Committee to determine and recommend to the Executive Council, what course of action and why the course has been selected, to either approve, disapprove or to postpone or pass on to another committee for further consideration. The Resolution must be submitted at least thirty (30) days prior to a called Executive Council meeting where it will be brought before the Executive Council. A Resolution to change the Bylaws must be sent to the Bylaws Committee Chairman, not the Resolution Committee Chairman, at least thirty (30) days prior to a called Executive Council meeting, to insure it reaches the Bylaws Committee in time for the Bylaws Committee to form its recommendation to the Executive Council.

Each resolution must be signed and National Member Number included, by at least two Regular Members of the Korean War Veterans Association, Inc.. In the case of a State Department or Chapter, a letter of endorsement must accompany such resolution with the signature and/or signatures of the President or Chapter Representatives including their National Member Numbers and stating their authority to do so.

Each Resolution received by either the Resolution Committee or Bylaws Committee Chairmen shall be given a number beginning with year received, date received and number. Example 2000-6/12-01.

A letter will be sent by the Committee Chairman for each resolution submitted, stating its arrival and acceptance or rejection and expected presentation to the Executive Council. Once the resolution has been accepted or rejected by the Executive Council the Committee Chairman will so notify those who submitted the resolution of the results. See Form Letter L3. The Resolution results shall be included in the next published minutes of the Executive Council and the Secretary shall place the Resolution and results with the minutes file.

Preparation Process:

1. Some of the many purposes which a resolution to the Executive Council might address are as follows. Establishment of a specific policy, to demand the enforcement of an existing policy, to acknowledge or reward activities of members, and to promote the change of bylaws and operational procedures of the Association.
2. Cover just one subject.
3. Research the purpose by gathering documentation to support the proposed resolution.
4. Draft the resolution with a Preamble so called because it precedes the Resolving Clause(s). Each preamble paragraph, will state a separate reason and will be preceded by the word "WHEREAS;"
5. The Resolving Clause, so called because it begins with the words "RESOLVED THAT;" states who will do what.
6. The number of "WHEREAS" and "RESOLVED THAT" do not determine how good a resolution is. The perceived purpose and action to be taken are what is important. Too much information or hearsay will clutter a well meaning resolution presentation.

**KOREAN WAR VETERANS ASSOCIATION, INC.
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ADDENDUM L2

SAMPLE RESOLUTIONS

Note: Use Bold and Capitol Letters for Title, **WHEREAS:** and **BE IT RESOLVED:**

**KOREAN WAR VETERANS ASSOCIATION, INC.
UNAUTHORIZED USE OF MEMBERSHIP ROLE**

WHEREAS: Unauthorized use of the membership lists of the Korean War Veterans Association, Inc. (KWVA) has occurred on many occasions; and

WHEREAS: This unauthorized use is a breach of, ethics by members as well as officers and of the privacy of KWVA members; and

WHEREAS: There is no written guidance for the Membership Committee who are responsible for maintaining the membership list; therefore

BE IT RESOLVED: That the National Executive Council require that all inquiries for a membership list be in writing with a statement stating who, what and why the list is required and a statement made that the list is for use only for State Department or Chapter use to solicit members in their areas, be placed in effect with the approval of this resolution.

**KOREAN WAR VETERANS ASSOCIATION
BYLAWS RESOLUTION**

WHEREAS: In its rejection of Resolution R7/27/04-01 to change the Korean War Veterans Association, Inc. (KWVA) Bylaws, ARTICLE X, ELECTIONS, Section 2, Board of Directors, the Executive Council expressed the feeling that they had the right to replace any elected Board of Director; and

WHEREAS: Members of the Board are elected by the Executive Council, but a vacancy on the Board for other than recall is currently filled by the Board itself; therefore

BE IT RESOLVED: That the KWVA Bylaws, ARTICLE X, ELECTIONS, Section 2 Board of Directors, paragraph 3, second sentence be amended to read: "Vacancies on the Board of Directors other than those by a recall removal shall be filled nominated and approved, by a majority vote **of the Executive Council remaining members of the Board of Directors** for the election unexpired term at the next Board Executive Council meeting."

**KOREAN WAR VETERANS ASSOCIATION, INC
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**ADDENDUM L3
EXAMPLE LETTERS**

**KOREAN WAR VETERANS ASSOCIATION, INC
[RESOLUTION OR BYLAWS] COMMITTEE CHAIRMAN
JOHN WRITER
123 NORTH POPULAR ST
JESSIEVILLE, AL 72243-6704**

16 March 2004

**[Leonard Jobe,
[Member or Officer Position]
[Chapter or State Department]
[Address]
Anywhere, US 77777**

[Paul or President Name]

***This letter has been sent to tell you that your [Resolution or Bylaw change] request has been received..**

“Thank You” for your submittal and interest in the Korean War Veterans Association, Inc. The [Resolution or Bylaw change] Number for your submittal is Z6/12/04-00 [Z = B for Bylaws, R for Resolution, Date & Number]. The [Resolution or Bylaws] Committee has your resolution under study and will present it to the Executive Council with our recommendation to either approve or not approve and the reason. The Executive Council has finally approval on all changes presented no matter what the [Resolution or Bylaws] Committee recommends. You will be notified of the approval or rejection and in the case of rejection what the reason for the Committees or Executive Council rejections was.

Again Thank You for your interest in the Association!

**Jeff Moore,
[Resolution or Bylaws] Committee Chairman**

***INSERT IN PLACE OF THE ABOVE TWO PARAGRAPHS ABOVE FOR FOLLOW UP LETTER.**

This letter has been sent to tell you the Executive Council has [approved or rejected] your [Resolution or Bylaw change].

[The Resolution or Bylaws] Committee recommended that the Executive Council [approve or reject] your [Resolution or Bylaw change]. (In the case of the Executive Council approving the requested change there is no need of an explanation of why, but a ‘THANKS’ for their request given again. If the [Resolution or Bylaw change] is rejected and the Committee recommended rejection the reason should be given why it recommended rejection or why the Executive Council rejected the requested change over the recommendation to approve by the Committee.