KOREAN WAR VETERANS ASSOCIATION, INC. STANDARD PROCEDURE MANUAL

INDEX

	ANDARD PROCEDURE MANUAL INDEX		
BY	LAWS OUTLINE CROSS-REFERENCE INDEX	Pages	4-5
	RPOSE		6
	OCEDURE CHANGE METHOD		6
INT	TENT AND INTERPRETATION	Page	6
ELI	ECTED OFFICERS AND INSTALLATION CEREMONY	- Pages	7-8
OF	FICERS' AND COMMITTEES' DUTIES AND RESPONSIBILITIES	Pages	7-22
	Elected Officers	- Pages	7-11
	President	Page	7
	First Vice President	Page	9
	Second Vice President	- Page	9
	Directors	- Pages	9-10
	Appointed Officers	- Pages	10-15
	Secretary	Pages	10-11
	Treasurer	- Pages	11-12
	Judge Advocate	Page	12
	Chaplain	- Pages	12-13
	Historian		
	National VAVS Director		
	The Graybeards Editor		
	Website/Database Technician		
	Membership Administrative Assistant		
	Standing Committees		
	Nominations/Election Committee		
	Finance Committee		
	Bylaws Committee	0	
	Membership Committee		
	Resolutions Committee		
	Reunion Committee		
	Tell America Committee		
	Special Committees		
	Ethics and Grievance Committee		
ΔD	DENDA		
AD	A-1 Membership Administrative Assistant		
	D-1 Definitions		
	D-2 Board of Directors Agenda Item Form	I ages Paga	25-20
	E-1 Call for Election	1 agc Рэда	28
	E-2 Nominations/Election Committee, CPA Selection	-1 agc	20
	and Ballot Preparation	Page	29
	E-3 Ballot Counting Procedure		30
	E-4 Election Ballot Tally Sheet Overall Votes	_	
	E-5 Election Ballot Tally Sheet Summary		
	F-1 Procedure For Check Writing and Control		33
	F-2 Expenses Reimbursement Request Form	_	34
	F-3 Board of Directors Travel Reimbursement		35
	F-4 KWVA Travel Expense Report		36
	H-1 Annual Association Membership Meeting Hotel/Motel Check List-		30 37
		_	
	H-2 Annual Association Membership Meeting Hospitality Room Review		38 30 41
	H-3 Hospitality Room Table of Usage	_	
	M-1 Official KWVA Membership Application Form	_	
	M-2 Certification of Eligibility For KWVA Membership		
	M-3 Criteria for Membership in the KWVA	_	
	N-1 Membership Recruiting Functions and Activities	rage	45