

**ADDENDUM N-6A**

**PETITION FORM  
TO OBTAIN AND OPERATE A KWVA DEPARTMENT OR CHAPTER WEBSITE**

To enable creation of and access to a KWVA Department or Chapter website the following procedure is required:

1. An Approved Petition Form (Ref: Addendum N-6B) must be submitted by the President/Commander of the Department or Chapter to the KWVA Webmaster. The individual's name and contact information, who will be the Department or Chapter Webmaster, must be included.
2. The KWVA Webmaster shall implement the following:
  - A. Verify that the Department or Chapter is chartered with KWVA, Inc.
  - B. Verify with the Membership Records Management & Management Information Supervisor that the Department or Chapter is currently compliant with membership and reporting requirements, as required by the KWVA Bylaws and Standard Procedure Manual (SPM).
  - C. Verify that the proposed Department or Chapter Webmaster possesses the computer and internet skills; and specific website software knowledge necessary to operate and maintain the new KWVA Department or Chapter website.
  - D. Prepare the new website, using the appropriate KWVA Department or Chapter website template. The department or website Webmaster will be instructed and informed as to the limits and design changes that are allowable. Note: For a Department or Chapter that already has a website, the content of that website will be transferred by the KWVA Webmaster to the new website.
  - E. Provide Username & Password access to the new website for the Department and/or Chapter President and Webmaster.
3. The KWVA Webmaster shall, as the need for it occurs, advise the Department or Chapter President and Webmaster of any security or compliance problems, and shall have the authority to implement whatever is necessary to correct them.

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

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**ADDENDUM N-6B**

**PETITION FORM  
TO OBTAIN AND OPERATE A KWVA DEPARTMENT OR CHAPTER WEBSITE**

Pursuant to the authority given in Article V, Departments and Chapters, of the KWVA Bylaws, and Addendum N-6A to the KWVA Standard Procedure Manual, a request is made, and a proposal submitted herein to obtain and operate a KWVA Department or Chapter website.

It is understood that compliance to current KWVA Bylaws and procedures apply, including the requirement for a minimum of four (4) Bylaw-compliant Chapters in the state, and that appropriate liability insurance has been obtained and is current (Ref: SPM Addendum N-4).

<b>FOR DEPARTMENT</b>	
<b>State</b>	
<b>Commonwealth</b>	
<b>President</b>	
<b>Commander</b>	
<b>Address</b>	
<b>Email</b>	
<b>FAX</b>	
<b>Phone (Home)</b>	
<b>Phone (Mobile)</b>	
<b>Webmaster</b>	
<b>Address</b>	
<b>Email</b>	
<b>FAX</b>	
<b>Phone (Home)</b>	
<b>Phone (Mobile)</b>	
<b>Signed (President)</b>	
<b>Membership Management Approved</b>	

A copy of this form, when approved and implemented, shall be forwarded to the KWVA Secretary, for reference and file, and shall be on file at the applicable Departments and Chapters.

(Form N-6A R0 12/8/2008)

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

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**ADDENDUM N-6B (Continued)**

**PETITION FORM  
TO OBTAIN AND OPERATE A KWVA DEPARTMENT OR CHAPTER WEBSITE**

<b>FOR CHAPTER</b>	
<b>State</b>	
<b>Commonwealth</b>	
<b>Chapter ID (CID)</b>	
<b>President</b>	
<b>Commander</b>	
<b>Address</b>	
<b>Email</b>	
<b>FAX</b>	
<b>Phone (Home)</b>	
<b>Phone (Mobile)</b>	
<b>Webmaster</b>	
<b>Address</b>	
<b>Email</b>	
<b>FAX</b>	
<b>Phone (Home)</b>	
<b>Phone (Mobile)</b>	
<b>Signed (President)</b>	
<b>Membership Management Approved</b>	

A copy of this form, when approved and implemented, shall be forwarded to the KWVA Secretary, for reference and file, and shall be on file at the applicable Departments and Chapters.

(Form N-6B R0 12/8/2008)

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

**ADDENDUM N-7**

**CHAPTER ELECTION FORM FOR REPORT TO THE NATIONAL SECRETARY**

- (A) Chapter Election results
- (B) Other Officer status changes
- (C) Chapter Contact Information
- (D) If a Department exists notify the Department with a copy of this Election Report

Position	KWVA Member #	Name	Telephone Number	Email Address
President/ Commander				
1 <sup>st</sup> Vice President/ Commander				
2nd Vice President/ Commander				
Secretary				
Treasurer				
Director				
Director				
Director				
Director				
Director				
Director				
Director				
Director				
Director				
Director				
Director				
Other				

LOCATION, DAY & TIME OF CHAPTER MEETING: \_\_\_\_\_

CHAPTER CONTACT INFORMATION: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

“I hereby certify that the above elected Officers are Members in Good Standing of the National KWVA as well as their Chapter.”

Chapter Secretary \_\_\_\_\_ Date Submitted: \_\_\_\_\_ Date of Election: \_\_\_\_\_

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

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**ADDENDUM N-8**

**DEPARTMENT ELECTION FORM FOR REPORT TO THE NATIONAL SECRETARY**

- (A) Department Election results
- (B) Other Officer Status Changes
- (C) Department Contact Information
- (D) Notify all Chapters in the Department with a copy of this Election Report

Position	KWVA Member #	Name	Telephone Number	Email Address
President/ Commander				
1 <sup>st</sup> Vice President/ Commander				
2nd Vice President/ Commander				
Secretary				
Treasurer				
Chapter President/ Commander				
Chapter President/ Commander				
Chapter President/ Commander				
Chapter President/ Commander				
Chapter President/ Commander				
Chapter President/ Commander				
Chapter President/ Commander				
Chapter President/ Commander				
Director				
Director				
Director				
Director				

LOCATION, DAY & TIME OF DEPARTMENT MEETING: \_\_\_\_\_

DEPARTMENT CONTACT INFORMATION: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

I hereby certify that the above elected Officers are Members in Good Standing of the National KWVA as well as the Chapters they represent.

Department Secretary: \_\_\_\_\_ Date Submitted: \_\_\_\_\_ Date of Election: \_\_\_\_\_





ADDENDUM R-1

RESOLUTIONS/BYLAWS CHANGES

Resolutions are a formal means of presenting ideas for consideration (a motion) to the Board of Directors. 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 Board of Directors meetings. A Resolution is presented to the KWVA Resolutions Committee Chairman for the Resolutions Committee to determine and recommend to the Board of Directors, a 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 forty-five (45) days prior to a called Board of Directors meeting where it will be brought before the Board of Directors. A Resolution to change the Bylaws must be sent to the Bylaws Committee Chairman, not the Resolutions Committee Chairman, at least forty-five (45) days prior to a called Board of Directors meeting, to insure it reaches the Bylaws Committee in time for the Bylaws Committee to form its recommendation to the Board of Directors.

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 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 Number and stating their authority to do so.

Each Resolution received by either the Resolutions Committee or Bylaws Committee Chairman 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 Board of Directors. Once the Resolution has been accepted or rejected by the Board of Directors the Committee Chairman will so notify those who submitted the Resolution of the results. See SAMPLE Letter, Addendum R-3. The Resolution results shall be included in the next published minutes of the Board of Directors 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 Board of Directors 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 or 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.



ADDENDUM R-2

SAMPLE RESOLUTIONS/BYLAWS CHANGE REQUEST

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

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

**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 is responsible for maintaining the membership list; therefore

**BE IT RESOLVED:** That the National Board of Directors require that all inquiries for a membership list be in writing with a statement stating who, what and why the list is required. A statement is included that the list is for use only for State Department or Chapter use to solicit members in their areas. This procedure is to be placed in effect with the approval of this Resolution.

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**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 Board of Directors expressed the feeling that they had the right to replace any elected Board Member; and

**WHEREAS:** Members of the Board are elected by the Board of Directors, 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 Board of Directors remaining members of the Board of Directors for the election unexpired term at the next Board of Directors meeting.”

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

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**ADDENDUM R-3**

**SAMPLE LETTERS RE: RESOLUTIONS/BYLAW CHANGES**

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

**16 March 2004**

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

**[Paul or President Name]**

**\*This letter has been sent to tell you that your [Resolution/Bylaw Change] request has been received.**

**“Thank You” for your submittal and interest in the Korean War Veterans Association, Inc. The [Resolution/Bylaw Change] number for your submittal is Z6/12/04-00 [Z = R for Resolution /B for Bylaw Change, Date & Number]. The [Resolutions/Bylaws] Committee has your [resolution/bylaw change] under study and will present it to the Board of Directors with our recommendation, to either approve or disapprove and the reason. The Board of Directors has final approval on all changes presented no matter what the [Resolutions/Bylaws] Committee recommends. You will be notified of the approval or rejection, and in the case of rejection, the reason for the Committee or Board of Directors rejection.**

**Again, thank you for your interest in the Association!**

**Jeff Moore,  
[Resolutions/Bylaws] Committee Chairman**

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

**This letter has been sent to tell you the Board of Directors has [approved/rejected] your [Resolution/Bylaw Change].**

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

**ADDENDUM S-1**

**CONFIGURATION CONTROL OF THE STANDARD PROCEDURE MANUAL (SPM)**

**1. FORMAT**

• **Numbering:**

**Procedures:**

Beginning with the initial issue package SPM-000 approved on 7/26/2004, for the generation of SPM-001, Rev. 001 all other changes or revisions shall be consecutively numbered as a package.

**Pagination:**

Bottom of page, centered

**Revision level & change date:**

Change packages shall be number beginning with R002 and be consecutively numbered with the approval date listed.

• **Index & Cross-Reference to KWVA Table of Contents:**

Shall be updated if any change(s) or addition(s) require a heading or page number change.

• **Font:**

- Text: Times New Roman – Not less than 11 Pt
- Headers: Times New Roman – 11 Pt Bold
- PDF: PDF Conversion is preferred for its ease in downloading and cross-platform viewing.

• **Title Page of SPM:**

Includes provisions for date of Board approval and the SPM Number under the Title.

• **Table of Contents:**

Shall be updated if any change(s) or addition(s) require a heading or page number change.

**2. CHANGES**

The Website SPM Change Page shall have each change made using a Revision Number, followed by the procedure changed, including the pages effected, the reason for the change, and the date of approval by the Board of Directors.

**Example:** *R005, page (32) and Appendix E-1 page (45) were changed when a requirement to include a new date for elections was approved by the Board of Directors on 1/25/06. The changes now match a Bylaws date change. SPM-005 has this change included.*

Any downloaded single page changes that are required will still have a new SPM number that matches the Revision Number no matter how many revision may be in a package approved on the same date.

The Bylaws Committee Chairman will be responsible for notifying the Webmaster of a change requirement and checking the SPM for the update. A check that all updates are included can be accomplished by looking at the Website Page for revision packages and seeing that they are all included in the current SPM in effect.

Those individuals who ordered printed copies of SPMs before this change occurred (10/23/2007) will be sent updated pages by Mail. Any further SPMs ordered after (10/23/2007) will require downloading from the Website.