

CHAPTER FORMATION PROCEDURES

1-3 members of Veterans For Peace form a **Chapter Organizing Committee**. The VFP Bylaws state that a new chapter cannot be formed within 25 miles from any existing chapter without prior approval by the Board.

The National Office mails out a Chapter Start-Up Packet to the contact. The National Office verifies the CO Committee members as members in good standing.

They are assigned the 000 number and are listed with the Chapter Contacts on the VFP Website. This information is passed on to the Membership and Chapter Development Committee and the Board of Directors.

The CO Committee may begin organizing in the name of a VFP Chapter Organizing Committee by holding meetings, events, publishing notices, etc.

After they have attracted 10 Veterans the CO Committee may submit an application to become a ratified chapter.

An Application for Chapter Charter is submitted to the National Office and the Membership and Chapter Development Committee for processing. It must include:

Chapter name** (see below) and location***

Chapter contact information

10 documented (DD214*) Full Members of VFP with names, contact information and membership date for each

A Chapter Plan of Action concerning activities and meetings

Charter Process

Per Bylaws, the President, or his agent, shall investigate the forming chapter to assure their proposed activities fall within our mission. This may be accomplished by a visitation from a Board member, MCD committee person, nearby Chapter Officer, or a phone interview.

The National Office will verify founding members as full members in good standing with a DD214* on file.

After the chapter investigation is complete, the MCD Committee Chair circulates the Board Charter Application to the Board for ratification.

Upon Board approval, the MCD Committee Chair notifies the National Office to prepare the Chapter Charter document and assign the next sequential chapter number.

The Charter document is signed by the President of the Board of Directors and is presented to the new Chapter by mail or in person, the Chapter Responsibilities document is also included.

The National Office will make a formal announcement of the new chapter to the membership via email, website, and the next published newsletter.

* **DD214** or other board approved documentation of veteran or service status

** Chapter Name

Chapters names using personal names fall into one of two categories. Historical names, ie “Thomas Paine” Chapter and individual names ie: “Rachel Corrie” Chapter.

Procedures for Non-Historic Individual Names

Living persons will give their own approval for the use of their name by a chapter.

The Chapter will contact all immediate family members of (non-historical) deceased individuals for approval to use their loved ones name (parents, children, siblings, spouse). After approval from the family, the Chapter Name Change Request may be submitted to the National Office for the Board of Directors. If possible, a letter of family approval will accompany the Chapter Name Change Request. If there is any question of approval, the name shall not be used.

When the name change is approved by the Board of Directors, the National Office will prepare a Certificate of Acknowledgement for the family. We recommend a public event be held and the framed Certificate of Acknowledgement be awarded by the Chapter to a family member along with a descriptive press release.

*** **Chapter Location:** although some chapters may be chartered initially for the whole state, there must be a city or township registered as the chapter location per VFP Bylaws conventions and the designated 25 mile ruling for future growth.

Procedures Updated 20 April 2005, 30 January 2006