



Policy and Procedures

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MEMBERSHIP

Full Membership

Veterans who apply for Full membership in VFP shall be required to document their veteran status by providing the National VFP office with a Record of Separation from Military Service (DD 214), a Discharge Certificate or other documentation which would verify veteran status. In the absence of such documentation, applicants may be provisionally enrolled but may not vote or hold office at any level within the organization until such documentation is provided.

Associate Membership

VFP considers its Associate members as vital to the organization and values their contributions. However, in order to maintain our credibility as a voice of Veterans, the Board will monitor the percentage of Associate and Full members and endeavor to maintain the level of Associate members below 25%.

Member Affirmation of VFP Principles

Full and Associate members must subscribe to the purpose, goals and ideals of VFP as set out in the Statement of Purpose. Affirmation is made by signature on the application form.

Dues Active Duty Personnel

Active duty members will be granted a waiver of dues for one year upon request.

Dues, VFP Assisted

When the payment of national dues would create a hardship for a member, the chapter to which that member belongs is encouraged to provide such payment. In the event that a member does not belong to a chapter, or that chapter is unable to provide such funds, a request to waive the dues should be made to national by the member. Such cases will be decided on an individual basis. Waiver requests must be renewed on an annual basis.

Dues, VFP Student Rate

Student members will be granted a discounted rate of \$15.

Dues Refund

Membership dues are not refundable.

Honorary Membership

Honorary Membership is bestowed on individuals who have demonstrated their commitment to peace and justice through their statements and actions. Honorary members are not required to pay dues or sign an affirmation statement. Procedures for selecting Honorary members are contained in the Awards instruction.

Current Honorary members include:

Philip Berrigan (granted 26 Jan 2003) Philip Berrigan became a civil rights and anti-war activist after serving in the U.S. Army during WWII. He founded the Plowshares Movement and

spent over ten years of his life in prison as a result of his actions of non-violent civil disobedience.

Rachel Corrie (granted 7 Aug 2003) Rachel Corrie was a member of the International Solidarity Movement and was crushed to death by an Israeli Defense Force bulldozer while acting as a human shield trying to protect a Palestinian home in the Gaza Strip.

Hedy Epstein (granted 10 Aug 2006) Hedy Epstein is a Holocaust survivor and member of the International Solidarity Movement. She has been a human and civil rights activist since 1948, but since the 1980s has focused on the plight of the Palestinians.

Howard Zinn (granted Aug 2010) Howard Zinn was a WWII veteran and Full member of VFP. He was an influential civil rights and anti-war activist, and worked with Daniel Ellsberg to release the Pentagon Papers. He was a prolific author, best known for “A People’s History of the United States.”

Misconduct

A charge of misconduct may be applied to all categories of membership: Full, Associate or Honorary. Generally speaking, misconduct is characterized as conduct injurious to the organization or its purposes, conduct tending to injure the good name of the organization, disturb its well being, or hamper it in its work, and conduct unworthy of a member of this organization. The following are examples of grounds for disciplinary action (including revocation of membership), but are not all-inclusive:

- 1) Falsification of a document verifying veteran status
- 2) Public advocacy or actions contrary to the VFP Statement of Purpose
- 3) Malfeasance while serving in an official VFP capacity at the chapter or national level

Procedures for investigating and hearing claims of misconduct

The case for disciplinary action will be prepared by the Membership Committee and presented to the full Board with a recommended course of action. If the Board votes to proceed further, the member in question will be notified by certified mail by the President of the grounds for disciplinary action. The person under investigation, or his/her representative who may be someone outside the organization, will be given the opportunity to reply in writing and/or appear before the Board at a regular Board meeting. The Board will then discuss the case in closed session and reach a conclusion by motion and vote on the disposition of the case.

BOARD OF DIRECTORS

Election to the Board

Procedures for election to the Board of Directors are contained in Appendix

Oath of Office

New members to the Board will take the following oath at the first in-person meeting which he/she attends: “I, <state your name>, do solemnly swear to uphold the Veterans For Peace Statement of Purpose, and to fulfill my responsibilities and obligations to the organization as a national Board of Directors member to the best of my abilities. I will work nonviolently with other Board members to foster the growth, integrity, and well being of the finances, membership, and chapters so that we may fulfill our mission of abolishing war.”

Board Member Expectations

The collective responsibilities of the Board are laid out in the bylaws; the following expectations are a guide to individual member responsibilities.

- 1) Be familiar with bylaws and policies of VFP
- 2) Physically attend quarterly Board meetings
- 3) Participate in monthly Board conference calls
- 4) Support and participate in fundraising efforts for VFP
- 5) Participate in online discussion, conference calls and voting
- 6) Chair and/or actively serve on committees
- 7) Attend, participate, promote and assist with the yearly National Convention
- 8) Be available to membership for questions and concerns about VFP
- 9) Be a strong voice in promoting VFP at national and local level
- 10) Actively participate in financial oversight
- 11) Support collective Board decisions

VFP Board List Serve

The list serve "vfp-board@googlegroups.com" is a list serve is for members of VFP Board and the Executive Director only. To facilitate open and honest discussion among the Directors, the discussion on the VFP board list serve will be considered private. Members will not take correspondence from the list serve out of the circle of Directors without getting permission from the Board of Directors. Board members should be added to the VFP Board list serve immediately upon election or appointment. Outgoing directors should be removed at the end of December, with the exception of officers who shall stay on the list serve until new officers are elected.

Board Meetings

The Board will meet in person four times per year. The August meeting will be held in conjunction with the annual convention. Generally, the other three meetings will be held in October, January and April. The October meeting will be held in the location of the following year's convention. The location for the January and April meetings will be determined at the prior quarterly meeting. All Board members are expected to attend these meetings. In the event that a member is unable to attend, the reason shall be given to the board president in advance of the meeting. The president will determine if the absence is considered "excused" or "unexcused."

Conference Calls

During the months in which no in-person meeting is scheduled, the Board will meet via conference call on the third Monday 8:30pm eastern time. These calls are to be considered as a Board meeting, with the same expectation of attendance, participation, and rules regarding a quorum and voting.

Board Meeting Agendas

The president shall set the agenda for Board meetings. Board members may submit items to the president for inclusion on the agenda.

Membership Trend Tracking Report

Membership information will be provided in an excel file with at least the following membership data: new vet members, new associate members, new life members, renew vet members, renewed associate members, vets turn over due, associate turn over due, number of vet members, number of associate members, number of life members, vet members current, associate members current. The data will be reported on the spreadsheet by month, with historic data from past months, will be prepared by the staff, and will be provided to the Board monthly.

Board Meeting Travel Reimbursement

Upon completion of travel to board meetings, board members shall submit a record of their travel and lodging expenses to the national office. Upon request, VFP will reimburse the member for the cost of a shared room, and/or reasonable travel expenses. If reimbursement is not requested, expenditures will be considered an in-kind donation. Reimbursement for travel by board members to other events, such as conferences, will be made on a case by case basis.

Executive Committee Composition

The Executive Committee is comprised of the four elected officers: President, Vice-President, Secretary and Treasurer, and the Executive Director. The four officer positions will be elected during the January meeting. Officer responsibilities are outlined in the bylaws.

Executive Committee Responsibilities

The Executive Committee shall meet on a regularly scheduled basis via conference call. The president shall set the agenda and chair the meetings. The Executive Committee may decide on minor policy issues and endorsement requests and may authorize expenditures of up to \$4500 without full board approval. In all cases, the full board shall be informed of Executive Committee actions.

Endorsements and Sponsorships

VFP receives frequent requests to endorse or co-sponsor events, campaigns, letters, etc. from other peace and justice organizations. A request for endorsement shall be submitted to the Executive Director who will forward it to the Executive Committee for review and disposition. VFP does not normally endorse chapter actions unless they have national significance and are sponsored by two or more chapters. Local chapters are authorized to endorse actions that support the VFP Statement of Purpose.

Affiliation with Other Groups

When the VFP Board votes to affiliate with another organization, a VFP member should be designated as liaison person and will be expected to provide periodic reports to the board.

Records and Reports Availability

Treasurer's reports, Executive Committee meeting minutes, Annual meeting minutes and Board of Directors' meeting minutes will be available to members through the VFP website, or upon request. Membership lists will not be sold, traded or given to other organizations. Chapter rosters will be available, for VFP purposes only, to Chapter officers and Chapter Contacts. When

chapters are forming, the chapter organizer may receive a roster of at-large members who are closest to the forming chapter. VFP records are archived at Swarthmore College.

Veterans For Peace Name and Logo

The Veterans For Peace name and logo is copyrighted, and therefore protected intellectual property.

CHAPTERS and CAUCUSES

General

Chapters are the basic structural component for VFP and are the foundation of the organization. All chapters must adhere to a common set of guiding principles (our Statement of Purpose), but are authorized to operate autonomously. The national staff provides assistance to the chapters and the Board of Directors sets priorities and provides support for the organization. Because VFP believes that our strength lies in our chapters, members are encouraged to join local chapters, or to form one if one does not already exist.

Chapter Leadership

On December 19, 2011, the VFP Board of Directors voted to accept the 2011 Veterans For Peace Associate Member Committee Report recommendation that “local chapters be allowed to function with the talents and skills available regardless of veteran status,” with the exception of local chapter Associate Members serving as President or Chair, officer positions reserved exclusively for veteran members.

Caucuses

Members may form caucuses, consistent with the goals and mission of VFP, unless the Board objects.

Chapter Formation Procedures

Procedures for forming chapters are posted on the VFP website.

Chapter Name

Chapter names using personal names fall into one of two categories: historical names or non-historical names. Historical names, such as “Thomas Paine” Chapter, need to be approved by the Board of Directors.

Procedures for Non-Historic Individual Names

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

For deceased (non-historical) individuals, the chapter will contact all immediate family members for approval to use their loved-one’s name (parents, children, siblings, spouse). After approval from the family, the Chapter Name Change Request may be submitted to the National Office. ***(If there is any question of approval, the name shall not be used.)***

When the name 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.

STANDING COMMITTEES, NATIONAL PROJECTS AND WORKING GROUPS

General Information

VFP’s structure will include Standing Committees, National Projects and Working Groups.

Standing Committees include: Awards, Bylaws, Communications, Convention, Development, Finance, Membership and Chapter Development, Newsletter, Nominations, Personnel, Program and Resolutions.

National Projects and *Working Groups* are subject to change. The current ones are listed below in this section.

Expenditures

The Chair of any Standing Committee, National Project or Working Group who wishes to expend funds shall make a request in writing to the Executive Director, specifying the amount and purpose. The request shall be forwarded to the Board for review along with the Executive Director’s recommendation. If no objection is made within one week, the amount shall be disbursed by the Executive Director. If objections are made, a vote by the full Board will be taken during the next conference call or meeting.

Agendas, Minutes and Reports

Standing Committee, National Project and Working Group chairs and/or coordinators are strongly urged to set agendas and keep minutes of committee meetings. Chairs/coordinators shall submit a written report to the Board prior to quarterly board meetings, or more frequently if desired.

Standing Committees

General

The president shall appoint the members of all Standing Committees and will designate a chair. A list of all Standing Committees, their chairs and their members will be posted on the VFP website and kept updated.

Awards

Charged with developing the annual award categories, criteria and nominating procedures, found in Appendix 2, plus recommending award recipients to the Board.

Bylaws

Charged with ensuring that the bylaws meet the evolving needs of the organization. To this end, the committee will:

- 1) Receive proposed amendments or suggestions for amendments from a member, a chapter or the Board.
- 2) Study such proposals or suggestions and make a recommendation to the Board as to their disposition.
- 3) Draft the proposed language for amendments.
- 4) Periodically review the bylaws to identify needed amendments, or rescissions.

Bylaws are the highest law for the organization. A change to the bylaws can only be made by a vote of the membership at the annual convention; therefore they should only set out the most fundamental rules, so that they do not need frequent correction. Detailed policy and procedures are contained in the Policy Book and in VFP instructions which may be amended by a vote of the Board.

The following motion will be put before the assembly prior to any discussion of proposed bylaws amendments: “All proposed bylaws amendments will be voted on as they are submitted, there will be no amendments or changes to proposed amendments. Each speaker will have two minutes to speak. Speakers will be called on alternating between those speaking for the amendment and those speaking against the amendment. A vote will be called on any amendment after 15 minutes even if there are more who want to speak.”

Communications

Charged with promoting VFP and bringing visibility and recognition to VFP actions and principles.

Convention

Charged with the planning and organization of the annual convention. The membership of the Convention Committee changes with each convention but will include at least representatives from the previous year’s convention, the current year’s convention, the upcoming year’s

convention, the Executive Director and the President. The Convention instruction contains specific procedures. Each Convention Committee is expected to review “Lessons Learned reports” from previous conventions, and shall submit their own report within 30 days of the conclusion of the convention.

Development

Charged with creating strategies which will develop the financial strength of the organization, including but not limited to major donors, foundations, mailings, planned giving and special events. The Executive Director and the president are automatic members of the Development Committee.

Finance

Charged with making recommendations re: investments and disposition of endowment funds, as well as supporting and assisting the treasurer by reviewing professional accounting reports and looking for significant trends and anomalies in the numbers. The Finance Committee is chaired by the Treasurer and consists of at least that position, the President and Executive Director.

Membership and Chapter Development

Charged with tracking the status of chapters in formation and assisting them in the chartering process, investigating the petitions for charter, investigating complaints and grievances about members or chapters, and providing support and assistance to reinvigorate inactive chapters. The staff provides direct assistance to the Membership and Chapter Development Committee by verifying veterans’ status, providing reports, and issuing charters and related paperwork.

Newsletter

Charged with preparing the newsletter and monitoring its cost. The committee consists of at least the Editor, President and Executive Director.

Nominations

Charged with identifying qualified members to run for election to the Board of Directors. The Nominations Committee is required by the VFP Bylaws and will perform its duties as described therein.

Personnel

Charged with hearing grievances (see Grievance Procedures), and making recommendations to the Board regarding personnel policies and staffing. The committee is also charged with developing evaluative criteria for the Executive Director and ensuring that periodic evaluations are completed. The Personnel Committee shall be composed of 2 or more board members.

Program and National Projects

Charged with making recommendations on VFP’s overall program of work and in particular, identifying and describing National Projects, evaluating their effectiveness and their applicability to the VFP Statement of Purpose, prioritizing them, and making recommendations regarding funding requirements. The Committee shall develop procedures for creating National Projects and for the review, and possible discontinuation of ongoing National Projects.

Resolutions

Charged with facilitating the resolutions procedures as described by the bylaws and developing any other necessary procedures, found in Appendix 3.

National Projects

Procedure for Establishing a National Project

The following process is established for the recognition and management of any project to be called a VFP National Project (as distinct from a VFP Chapter or Region Project.)

- 1) A proposal must be submitted to the VFP Board including at least the following elements:
 - a. A description of the project, its goals and its duration
 - b. A designated individual to be the coordinator for the project
 - c. An estimated budget for the project, to include anticipated sources of funds.

National projects benefit from VFP's tax-exempt status when they do fundraising and they also have access to the VFP membership. VFP charges an 8.5% administration fee on National project revenues.

- 2) If the Board approves the project, it will be assigned to the Program and National Projects Committee for management. If the Board does not approve, it will furnish an explanation to the submitting entity. If appropriate, the Board may also establish a "sunset" date at which time funds in the project account will revert to the VFP general fund. In this case, solicitation of funds by the project must include disclosure of the sunset provisions.
- 3) The only projects which will be listed as VFP National Projects will be those which have undergone this process.
- 4) Each National Project coordinator is required to submit a quarterly report including description of project, budgetary estimate, a brief status report including any changes to the original proposal and an end of year financial report. Treasurer will notify the coordinator for each project in time for the report. If no report is forthcoming, funds under VFP management may be frozen until such time as a report is received.

Current National Projects

Iraq Water Project

The Iraq Water Project is a partnered project between VFP and Life for Relief & Development, a nonprofit organization headquartered in Southfield, Michigan. The purpose of the Iraq Water Project is to bring major water facility reconstruction projects to Iraq. The two groups also work with Muslim Peacemaker Teams, Iraq, in providing water filtration units, which help to supply clean water for schools, hospitals, and the Iraqi people.

Nonviolence Activist Training Incentive Fund

This project is designed to increase the number of nonviolent training sessions available to veterans via a monetary incentive to the training organizer, who is required to be a Full Member of VFP. The training organizer will be compensated per hour per veteran of completed training.

Nonviolence Activist Training Incentive Fund

The Vietnam Agent Orange Relief and Responsibility Campaign is an initiative of U.S. veterans, Vietnamese Americans and all concerned about peace and justice. We insist our government honor its moral and legal responsibility to compensate the Vietnamese victims and all victims, of Agent Orange.

Golden Rule Project

The mission of the [Golden Rule Project](#) of Veterans for Peace (VFP) is to repair, restore and renovate the famous sailing ketch, the Golden Rule. This little ship was sailed by four brave crewmen, led by Albert Bigelow, in an attempt to stop atmospheric nuclear testing in the Marshall Islands. They were boarded by the US Coast Guard, arrested, and the boat towed back to Honolulu, twice. This VFP committee will again sail this boat on the West Coast. This boat deserves to sail the seas again in opposition to militarism and the use of nuclear weapons.

Veterans Peace Teams

Veterans Peace Teams to be made available as we can, to those Occupy sites where the local general assemblies feel our participation would be helpful. We propose that these nonviolent Veterans Peace Teams act as a buffer between Occupy protesters and police violence and ask any and all military/law enforcement veterans to join us in this endeavor.

Working Groups.

A board member shall serve as the coordinator of the working groups, and will appoint an initial chairperson for each group. Groups may be formed around any topic for which there is enough interest, and which falls under the VFP statement of purpose. Once established, the group may elect a different chair. VFP members interested in joining a working group must be current in their dues, but need not have any special qualifications or experience in that area, merely a special interest in the topic and a desire to participate. The Working Group Coordinator will serve as the intermediary between the working group chairs and the board, and will provide guidance and assistance to the chairs. Working groups will serve as a central point of reference regarding their respective issues. A list of current working groups, application procedures, and more information is posted on the VFP website. The policy for decorum for working group members is contained in Appendix 4.

International Liaison Committee and UN NGO Delegation Committee

The responsibilities of the International Liaison Committee and the UN NGO Delegation Committee have been reassigned to the International Relations Working Group.

CONVENTION

See also “Convention Committee” above.

Time and Place

A convention of VFP members will be held in August of every year. The Board of Directors will determine dates and the location of the convention which will change from year to year.

Purpose

The annual convention serves several purposes including:

- Camaraderie and networking
- Education and information
- Public visibility and publicity for the organization
- Annual business meeting (to include resolutions and amendments to the bylaws)
- Board of Directors meeting
- Group actions

STAFF AND PERSONNEL

Executive Director

The ED reports to the Board, and all other staff members report to the ED. A specific and detailed job description for the ED can be found in Appendix 5.

Tasking of the Executive Director

Under normal conditions, individual Board members will not task the Executive Director; rather his responsibilities and tasking will be the result of decisions of the Board acting as a body. The Executive Director may refuse requests of individual Board members or committees if he/she determines that such requests are unreasonable, not in keeping with the VFP statement of purpose, require a significant amount of time, or are disruptive.

Hiring Policy

It is the policy of Veterans For Peace to give hiring preference to qualified veterans for any job openings in the national office. Veterans For Peace shall not discriminate against any person due to race, religion, gender, sexual orientation, age, or ethnicity. The ED is authorized to hire personnel for existing staff positions without Board approval. The creation of an additional position must be approved by the Board. It is expected that the ED will utilize fair and impartial criteria for hiring. Employees shall be given a clear description of their duties and performance expectations. Procedures for hiring the ED are contained in Appendix 5.

Firing Policy

Employees shall be given periodic written and oral evaluations regarding their performance, and shall be counseled and given an opportunity to correct weak areas before termination of employment. The ED is authorized to fire staff personnel without the approval of the Board, however he/she is expected to keep the Board apprised of personnel issues. Procedures for firing the ED are contained in the Executive Director instruction.

Harassment

It is the policy of VFP that employees, officers and members have the right to an environment free from any type of harassment. The complete policy and procedures for filing a complaint are contained in Appendix 6.

Grievance Procedure

It is the policy of VFP to promote open and constructive dialogue between its employees and supervisors whenever possible. Nonetheless it is important to provide a formal system for dispute resolution for cases where dialogue and goodwill are insufficient to resolve an employee complaint. That procedure will operate as follows:

Step 1. When an employee seeks to pursue a grievance beyond the normal method of oral discussion with the VFP Executive Director, s/he will reduce the complaint to writing and present it to the ED. The ED will meet with the employee personally on this single issue, work to resolve it to the best of the ability of both parties, and provide a written response to the employee within 7 work days.

Step 2. If the employee finds the above response unsatisfactory, or fails to receive a response within the required period, s/he may advance the grievance by submitting it to the chair of the Personnel Committee along with copies of all pertinent documents. The ED will likewise submit appropriate documentation, if any. The Personnel Chair will consult with both parties by phone individually, or by conference call if that is felt to be valuable. A personal meeting is preferred if convenient to all parties. The chair will issue a written finding within 15 work days and transmit it to both parties.

Step 3. Should the employee consider the chair's finding to be unacceptable, s/he may transmit a final appeal to the president of the Board of Directors. Upon receipt, the president shall appoint a panel of three board members to review the complaint. They will examine all documents and discuss the matter with any appropriate persons. Within one month the panel shall issue a final decision in resolution of the matter which shall be distributed to all parties.

FINANCIAL MATTERS

Budget

VFP uses a budget year of 1 January to 31 December. The Executive Director is responsible for submitting a draft budget for the prospective year to the Board during the October meeting. The final budget will be approved at the January meeting.

Fiscal Sponsorship

When appropriate, VFP will provide fiscal sponsorship for projects from other organizations. The organization seeking sponsorship will enter a Memorandum of Understanding with VFP, Appendix 7.

Restricted Funds

VFP will maintain funds raised for Board authorized activities in separate accounts known as "Restricted Fund Accounts," until dispersal is requested by the project manager (VFP chapter, Working Group chair/coordinator or Standing Committee chair.)

VFP reserves the right to discontinue a restricted account when a National Project, Standing Committee or Working Group has become ineffective or when agreed upon by the Executive Committee and the project manager. At that point, the funds accumulated may either be incorporated with unrestricted funds or returned to the donor at their request on a pro rata basis.

Long Term Asset Fund

VFP will maintain a Long Term Asset Fund into which will be deposited any revenue item that is greater than 10% of that year's approved operating budget, with earned interest from such a fund going into the general operating budget.

Financial Review

The treasurer and the Executive Director will work with a professional accountant to review the VFP financial records annually.

Advertising policy for the annual convention booklet, the VFP newsletter and website.

VFP will accept advertisements from any individual, organization or company that has seen our statement of purpose (which will be included in letters of solicitation) and indicates they want to support our work. VFP reserves the right to request changes in ad copy and reject any ads that are not in line with our Statement of Purpose.

Exclusions: Candidates for office and political parties. Regarding the annual convention booklet, elected officials local to the convention site may place "Welcome VFP" type ads. Other questionable ads will be decided on a case-by-case basis by the Convention Committee, the Newsletter editorial committee and the web site manager. Unresolved cases will be determined by the Executive Committee.

Bus Trips

Bus trips traveling under the banner of Veterans For Peace, and raising money in the name of Veterans For Peace may be a project of a Chapter, a group of Chapters, and/or the National level. An agreement shall be approved, in writing, by the Chapter(s) and/or National prior to the trip (Appendix 8.)

Annual Calendar

The annual calendar is contained in Appendix 9.

APPENDICES

Appendix 1—Board of Directors Election Procedures

Election Ballot Rules

1. Preparation of the Ballot

The Secretary or designee shall supervise the preparation of a ballot in which candidate names nominated by the Nominations Committee and those nominated by petition shall be combined into one list with names listed in the order in which they have been picked randomly from a container.

2. Biographical Statements

Nominees shall be notified by the Secretary or designee that they are to submit a biographical statement of about 250 words (adopted 4-5 Nov 06) including information about past military service, peace activism, and goals for the organization.

3. Ballot Instructions

Included with the ballot shall be a set of instructions that will include the following elements.

- a) A statement indicating the maximum number of candidates to be chosen on the ballot.
- b) An instruction for the use of the two envelopes included in the ballot as follows: When completed the ballot is to be inserted in the smaller of the two envelopes included with the ballot and then sealed. The sealed envelope will then be inserted in the larger envelope, on which the voter is to write a return address and a signature so that the voter's membership status can be validated.
- c) A deadline for mailing or hand-delivering the ballot to the National Office or designated site for ballot counting.
- d) A date, time and place for the counting of ballots and reminder that "Any Full Member may be present during the counting of the ballots."

4. Mailing the Ballot, Biographical Statements, Instructions, and Envelopes

The election mailing shall contain the instructions and the two envelopes required by section 3 above as well as the ballot and biographical statements. Both envelopes shall be printed with the word "Ballot" on the outside so that they can easily be distinguished from other correspondence.

5. Securing Ballot Envelopes Returned

The National Office or designee(s) shall ensure that all timely returned ballot envelopes are validated as to membership. The inner envelope shall then be extracted and put into a secure box with a lock where they shall be held until the designated date for counting the ballots. When the deadline for submission of ballots has passed, the total number of ballot envelopes returned shall be communicated to the Board of Directors.

6. Appointment of Election Judges

Prior to the deadline for submission of ballots, the President shall appoint three members, who are non-candidates, as election judges. Election judges shall be responsible for counting the ballots and ruling on any questions regarding the election procedure or validity of the ballot to be counted if the question is not covered by the By-Laws or the Rules herein. Decisions shall be made by a majority vote of the judges. Reasonable, necessary travel expenses of the judges shall be reimbursed by the VFP if so requested.

7. Ballot Counting

At the designated time, the election judges shall open the ballot box and verify the total number ballot envelopes in the box. The judges shall open the smaller ballot envelopes and count the

marked ballots one by one, announcing the candidate names marked to the observers if any. Any observer may challenge the counting if there are any irregularities or problems. In such case, the ballot in question shall be recounted and verified again.

8. Announcement of results

Upon finishing the counting, the judges shall formally certify the election results, except that in case of a tie vote among candidates to be elected, the National Board shall determine precedence by secret ballot. Election results shall be communicated to the National Board and the Secretary shall forward the results to the members through email, website and newsletter.

9. Preserving the Ballots

The Executive Director shall secure the counted ballots in the National Office for two years as required by the by-laws. Any examination of the ballots shall take place under the watch of at least one board member or the Executive Director.

Policy on ED Role in Board Elections

Since the ED is the employee of the Board, it would be unhealthy for the organization to allow the ED to attempt to effect the election of their own supervisor. Therefore it is the policy of the Board of Directors that the Executive Director will not take an active role in the election of Directors. Violation of this policy can be grounds for reprimand or dismissal.

Appendix 2—Awards Policy

VFP Awards

Purpose: The Board of Directors of Veterans For Peace acknowledges that personal and group recognition is essential for the health of the organization. Recognition creates publicity, fund-raising opportunities and identifies those who have made extraordinary efforts in pursuit of VFP's mission. The Board also realizes that it is always appropriate to say "Thank you" to those who have demonstrated exemplary service to Veterans For Peace in our pursuit of a more peaceful world.

Awards Committee: The President of the VFP Board of Directors shall annually appoint a chair of the awards committee. The chair must be a full member in good standing.

Organization: The chair will be responsible for recruiting the balance of the committee, which will consist of no fewer than three and no more than five members. At least one member of the committee must be a member of the National Board of Directors. All VFP full and associate members, in good standing, are eligible to serve on the awards committee.

Responsibilities: The awards committee will develop an Awards Policy, which will be presented to the full VFP Board of Directors for approval. The Awards Policy will go into effect after National Board approval and will be posted in the VFP newsletter and on the VFP website.

The committee must meet every four months to review nominations and address other issues as may arise. The meeting may be convened in person, by mail, e-mail or telephone.

The committee shall review all applications for awards. A majority vote of the committee is required before the application is forwarded to the VFP Board of Directors for consideration. If the award is not approved the committee chair will send a letter to the person making the nomination. The letter will give the reason(s) why the committee did not approve the application.

Awards Policy:

- ✓ The primary task of the Awards Committee is to select VFP members for national recognition.
- ✓ National Award: recipient must be a full or associate member in good standing of VFP at the time of his/her work and the time of presentation, or nonmember as identified under the award classifications may be eligible for recognition.
- ✓ International Award: recipient may be a full or associate member in good standing of VFP at the time of the work and the time of the award. The recipient may also be a nonmember who also meets the requirements of this honor.
- ✓ All nominees will have demonstrated exceptional service in the pursuit of peace and justice. That service may include, but is not limited to any one or a combination of the following: organizing, development or participation in an activity which affirms the principles of Veterans For Peace, conscientious pursuit of the broader causes of peace and justice.
- ✓ Any member, in good standing may make nominations to the Awards Committee. See below for information concerning how nominations should be made.
- ✓ There shall be no hierarchy of the type of award, as they shall enjoy equal status.
- ✓ Should the recipient not be present at the time of the award presentation, the award may be sent directly to the recipient. The award may also be sent to a host who shall present the award to the recipient.

Awards to noteworthy host chapter members

Convention host committee may recognize noteworthy effort by local committee members at Awards Banquet, rather than a national award.

National Awards (to be presented at Annual Convention): Rules, Procedures and Deadlines

- I.** Six (6) months prior to the annual convention, the awards committee will meet via conference call to organize a timeline for the current year. The timeline will include:
 - a. A specific date for when a call for award nominations will be sent out to members.
 - b. A specific deadline for submissions. This deadline will leave enough time for the committee to review submissions and present at board meeting preceding National Convention (i.e. 2 – 4 weeks before convention).
 - c. A goal date for the awards committee to finalize the nomination form.
 - d. A goal date for making recommendations to VFP's National Board.
 - e. A goal date for securing the actual awards.
- II.** Nominations for awards shall include a minimum of the following:
 - a. Name, address, chapter (if applicable), email address, phone number of nominee.
 - b. Name, address, chapter (if applicable), email address, phone number of nominator.
 - c. Brief biographical sketch of nominee including information about military service.
 - d. Detailed information about the reason for nomination (minimum of 200 words).
 - e. Information concerning who will accept the award should the nominee be absent from the convention.
 - f. Other supporting documentation such as photos, letters, news clippings and such, may accompany the nomination but are not required.
- III.** Nomination shall be submitted via online form or in written format to the National Office, which shall then forward to the Awards Committee (if mailed, postmark must not be later than the deadline for submissions). (Veterans For Peace – AWARDS, 216 South Meramec Ave., Saint Louis, MO 63105).
- IV.** Each nomination should cover only one person or group.
- V.** Nominations will be acknowledged by the committee as they are received. In the event an acknowledgement is not received, the nominator should contact the Awards Committee directly and the National Office.
- VI.** Nominations will not be accepted by the committee after the deadline, unless extraordinary circumstances warrant.
- VII.** Following the submission deadline, the Awards Committee shall meet via conference call to consider nominations. The committee will then present recommendations to the National Board at the board meeting preceding the convention.
- VIII.** Once recommendations are approved or modified, the committee will proceed in obtaining the actual awards. The award(s) may be: certificates, medals, plaques, pins, or something else the committee deems appropriate and which stays within the budget allotted.
- IX.** Awards will be presented during the national convention.

Appendix 3—Resolutions

Resolutions effective until rescinded

The board re-affirmed the policy that resolutions passed at previous conventions remain valid and effective unless and until rescinded. (Adopted 3 Aug 05)

Inappropriate Resolutions

Some resolutions are inappropriate as submitted and will be rejected as resolutions and returned to sender with an explanation by the Resolutions Committee. These include but are not limited to:

- a) Any resolution that draws on national funds not already authorized for that purpose or that calls for unfunded expenditures.
- b) Any resolution that directs chapters to take an action.
- c) Any resolutions that essentially duplicates an existing resolution
- d) Any resolution that conflicts with or would effectively modify the bylaws

(Adopted Aug 09)

Resolution Discussion at General Assembly

This motion will be put before the assembly prior to any discussion of the Resolutions: All resolutions will be voted on as they are submitted, there will be no amendments or changes to resolutions. Each speaker will have two minutes to speak. Speakers will be called on alternating between those speaking for the resolution and those speaking against the resolution. A vote will be called on any resolution after 15 minutes even if there are more who want to speak. If no one speaks against a resolution that was endorsed by the Board then, in the interest of time, no speaker for the resolution will be heard. (Adopted Aug 07)

Resolution Rules, Procedures And Deadlines

(As per Article X section 4)

I. If possible, resolutions should be submitted via e-mail to the chairperson of the resolutions committee. The subject line of each resolution should read “VFP CONVENTION RESOLUTION.” If it is not possible to e-mail a resolution it should be typewritten on 8.5 x 11 paper and mailed to the national office. The envelope in which a resolution is mailed should be addressed to

Veterans For Peace
RESOLUTIONS
916 S Meramec Ave.
Saint Louis, MO 63105

II. Each resolution should cover only one topic. If you want to address more than one topic submit multiple resolutions.

III. Be succinct! A resolution that is short and to the point will get more attention.

IV. Every resolution should carry the identification of the person or chapter submitting it.

V. Resolutions received by the committee by 30 days prior to the convention will be either

- a) Accepted as written and promptly acknowledged.
- b) Returned to sender with suggestions for rewriting.
- c) Returned to sender with an explanation of why they are inappropriate.

VI. Resolutions received by the committee after 25 days prior to the convention but prior to ten days prior to the convention will be handled as above insofar as time constraints and

the volume of work permit. Otherwise, committee members will simply acknowledge receipt and do appropriate editing and screening.

- VII.** No resolutions will be accepted by the committee after the deadline. If, and only if, events occur after this deadline, of sufficient impact to require a resolution, no fewer than fifty (50) copies of any relevant and appropriate resolution(s) should be submitted to an officer of the board before the convening of the plenary session at which resolutions are to be considered. The Board of Directors has the final authority with regard to this exception to the rules.
- VIII.** All resolutions received by the deadline will be assigned numbers and forwarded to the board of directors for consideration prior to the opening of the convention. The committee will also provide the board with its rationale for rejecting any of the resolutions which have been submitted. (adopted Aug 07 amended Apr 09)

Resolution posting

(Resolutions will be made) available for review on the web, displayed on screen (at membership meeting), and give individual handouts if they can be arrayed on 3 or fewer pages front & back (adpoted July 09)

Appendix 4—Working Group Member Policy

By definition, VFP members have passionate, strongly-held beliefs. For that reason, it is worth reminding ourselves of the importance of civil discussion and debate throughout VFP, including the VFP Working Groups.

It is vitally important that we make every effort to conduct ourselves in the manner we expect members of a peaceful society will conduct themselves. We can hardly expect warring parties to engage in civil discourse leading to peaceful relations, if we, as VFP members, can't at least maintain civil, respectful conversations.

In order to more fully observe the VFP Statement of Purpose, the VFP Board has adopted the following policy governing discussion in our Working Groups.

1. Members are to refrain from language that is abusive, degrading, or insulting. Communication should be couched in language which respects difference of opinion, and avoids personal attacks.

Example of inappropriate language: "Bob is a morally deficient liar because he said 'the value of pi is 3.2.'"

Example of appropriate language: "In his last email, Bob said 'the value of pi is 3.2.' This is not true. The value for pi is 3.1416. (and leave it at that, or...) the reason it makes a difference is _____."

2. When a member crosses the line, they will receive a reminder copy of this written policy, with a warning that a second violation will result in a suspension from the group for 30 days. A third violation will result in a permanent dismissal from the working group.

3. The chair of the working group is empowered to determine if a violation of this policy has occurred on his/her own, and will issue the warning, suspension, or expulsion notification to the offending party, with an information copy to the Working Groups Coordinator.

A member of the group may appeal a first or second violation to the Working Group coordinator for review, which could result in reversing the decision, or confirmation of the violation. A third violation can be appealed to the VFP board for review, and possible reinstatement, with or without a probation period, or the board may uphold the expulsion from the Working Group.

4. Working Group Chairs may, but are not required to, provide "informal" cautionary guidance to a group member who violates this policy as a prelude to a formal written warning.

Working Group Conduct Violation

Date:

From: Chair, _____ Working Group

To:

1. The comments you made: "Bob is a morally deficient liar because he said 'the value of pi is 3.2.'" were found to violate the policy of civil discourse and respect between members of the VFP working groups.

2. A copy of the policy is attached.

3. This is your first offense; therefore you are warned that another violation will result in a suspension of one month from participation in the working group.

Or

3. This is your second offense, therefore you will be suspended from the working group for one month effective immediately.

Or

4. This is your third offense, therefore you are no longer eligible to participate in this working group.

Signed,

Chair, _____ Working Group

Appendix 5—Executive Director

ED Job Description

Executive Director Job Description

The position of executive director, like all such employment, is in the general management category and requires leadership, initiative, and judgment far beyond the specific items that can be listed in this brief description. Since the job is ever changing it must also be subject to the assignment of additional tasks as needed, beyond the brief outline below. This position is established by the By-Laws (Article 8).

1. Managing Staff:
 - a. Hire and assign workers to accomplish the tasks required by the Board.
 - b. Supervise workers to assure that tasks are completed in a timely manner.
 - c. Set pay ranges appropriate to the skill levels required.
 - d. Notify the Board of Directors if staffing level seems inadequate to the workload.
 - e. Promptly notify the Board of any major personnel actions.
2. Managing the Budget:
 - a. Propose detailed annual budget for the coming year.
 - b. Ensure accurate and timely record keeping of VFP income and expenses as well as timely annual review of financial situation and filing Form 990 with the IRS.
 - c. Monitor income and expenditures. Adjust expense levels within the flexibility allowed by the Board and the requirements of accomplishing the mission.
 - d. Alert the president and treasurer to unfavorable financial trends.
3. Board Support:
 - a. Oversee communication system among Board members and between Board and staff.
 - b. In conjunction with the Board, organize Board meeting logistics.
 - c. Distribute significant documents to Board members both in preparation for meetings and between meetings as needed.
 - d. Respond to Board member requests in a timely fashion.
 - e. Program Implementation – Provide procedural detail for programs that the Board wishes to explore or implement.
 - f. Recommend both short and long-term organizational plans and goals.
 - g. Implement policies of the Board
4. Chapter Support:
 - a. Maintain chapter membership and leadership database and assign new members to appropriate chapters.
 - b. Periodically publish chapter membership lists.
 - c. Notify chapters of Board decisions and other relevant organizational and programmatic news.
 - d. Respond to chapter communications in a timely fashion.
5. Member Support:
 - a. Maintain a database of readily retrievable information on each member.
 - b. Respond to member inquiries in timely fashion.
6. Internal Communications:
 - a. Oversee the publishing of a quarterly hardcopy newsletter to all members.
 - b. Generate brief monthly electronic newsletter to all members.
 - c. Receive and distribute brief electronic special reports to all members on VFP initiatives (e.g. counter recruitment, Camp Casey, Arlington West, Katrina, CSN&Y tour, SOA participation, peace marches, etc.)
7. Public Relations:

- a. Supervise staff in establishing relationships with major media outlets.
 - b. Oversee press statements to media.
 - c. Provide necessary dedicated facilities for list serve, fax, phone, blog, web site, and hard copy.
 - d. Recommend appropriate members as spokespeople for press initiatives.
 - e. Represent Veterans For Peace as necessary with the media and at public meetings and represent the Board as directed.
8. Fund Raising:
- a. Internal – Recommend strategies for optimum dues collection and maximizing additional donations from members.
 - b. External –
 1. Supervise grant writer in selecting promising foundations to solicit, and aid in structuring joint activities with sister organizations to create stronger applications.
 2. Oversee general solicitation of non-members
9. Program Review and Development:
- a. Evaluate the operation and performance of existing programs.
 - b. Identify new programmatic opportunities.
10. Perform Other Duties As Assigned

ED Annual Evaluation Review Check List

A. Evaluation scale for reviewers:

- a. Above satisfactory: Performance consistently exceeds position requirements
- b. Satisfactory: Performance consistently meets position requirements
- c. Marginal: Performance meets some basic requirements of the position, but improvement is needed.
- d. Unsatisfactory: Performance fails to meet minimum requirements for the position; no progress or improvement has been made.

B. Narrative Requirements: Every rating below Satisfactory for any performance requires a narrative explanation.

C. Categories of Tasks To Be Evaluated:

1. The Basic Job:
 - a. Completes assigned projects on time and in absence of on-site supervision.
 - b. Alerts president to ongoing project and management opportunities.
2. Flexibility:
 - a. Contributes views to Board policymaking, but upon adoption, adapts cheerfully to altered board decisions.
 - b. Readily revises office procedures to fit advances in technology and new organizational opportunities.
3. Board Relations:
 - a. Voluntarily contributes useful information and opinions to board discussions.
 - b. Responds promptly to member informational inquiries and requests for documents.
4. Supervision:
 - a. Maintains respectful and friendly relationship with staff.
 - b. Assures that staff is performing assigned tasks in a timely manner.
5. Outreach:
 - a. Establishes contacts with available media outlets.
 - b. Maintains relationships with other veterans and allied organizations.
6. Financial Responsibility:
 - a. Maintains financial records in clear and timely manner.

- b. Alerts board quickly to any important financial trends.
- 7. Chapter and Member Relations:
 - a. Responds quickly and productively to chapter and member communications.
 - b. Keeps chapter contacts posted electronically on Board decisions and plans.
- 8. Job Knowledge:
 - a. Fully comprehends the structure, procedures, and goals of VFP.
 - b. Grasps the directors' general role and his/her specific duties and responsibilities within the organization.
- D. Performance Reporting and Coaching:
 - 1. Any evaluation of "marginal" or below will trigger a performance coaching period and a 90-day reevaluation.
 - 2. The Executive Director will receive a narrative report describing any rating of marginal or below.
 - 3. Failure to improve deficient areas within the subject 90-day period may be grounds for removal.
 - 4.

ED Evaluation Schedule

The agenda of the January board meeting will include the annual Executive Director evaluation.

ED Succession Plan

A. Primary Functions of Executive Director – Job Description

- Timely database and other record management
- Speedy acknowledgement of memberships, renewals, donations, etc.
- Sensitive management of VFP office and staff
- Implementation and supervision of fundraising
- Direction of all public relations, including building contact lists
- Management of product sales
- Collaboration with other peace and justice groups
- Exercise fiduciary responsibility with respect to organizations and projects for which we act as fiscal agent
- Organize national and multi-chapter activities
- Support the activities of the Board of Directors
- Oversee communications: Newsletter, Website, E-mails, Announcements, etc.

B. Elements of Performance Review

- Has the organization operated with close attention to expenditure control?
- Has the ED operated in accordance with the wishes of the board?
- Has the ED diligently reported significant matters to the Board?
- Has fund-raising been thoughtful, well planned and well executed?
- Do the chapters feel that they have been adequately supported?
- Does the office appear to be running efficiently?
- Has VFP done its share in supporting national actions?
- Have membership and chapters been increasing in accordance with conditions?
- Has the ED offered recommendations for Board direction?

C. Procedures for Hiring a New Executive Director

- Seek an interim ED from within the staff or Board, or among former directors or Board members

- Draft a Notice of Opportunity based on the job description and performance review
- Distribute Notice to other P&J and veterans organizations
- Post Notice on Idealist.com and other appropriate non-profit websites
- Appoint 5-member hiring team including Pres. and former presidents
- Interview applicants and make selection
- Request outgoing ED to give orientation to successful candidate

Appendix 6—Harassment Policy

It is the policy of VFP that employees, officers and members have the right to an environment free from any type of harassment. Harassment, including sexual, related to a person's employment or relationship with VFP will not be tolerated. Harassment on the grounds of race, color, national origin, religion, sex, age, veteran status or disability is strictly prohibited. This can include slurs, epithets, threats or derogatory comments.

Sexual Harassment within VFP in any manner or form is prohibited and constitutes extremely serious misconduct. Sexual harassment includes, but is not limited to unwelcome sexual advances, requests for sexual favors, and other offensive conduct of sexual nature on the part of either male or female employees, officers or members. Such conduct by any employee, officer or member is a serious violation of VFP policy and will result in disciplinary action, up to and including termination of employment, or removal from office and/or membership.

It is improper for any employee (supervisory or non-supervisory), officer, and/or member to engage in any such sexual harassment against an employee, officer, member, customer, supplier or any other person and it is improper for any supervisory employee, officer or member to threaten or to take a negative employment action against an employee, officer or member because of his/her refusal to cooperate with or participate in sexual harassment.

Any employee, officer and/or member experiencing, observing or being aware of sexual harassment should report it promptly to the executive director or the president of the Board of Directors. All reports shall be promptly investigated and corrective action taken as warranted, and all information therein shall be confidential and communicated to others only on a need-to-know basis.

Misconduct will result in discipline, including discharge from employment, removal from office and/or loss of membership. Deliberately presenting false information to VFP is extremely serious misconduct and may also result in discipline up to and including discharge, removal from office and/or loss of membership.

After reviewing all of the information gathered, the directors will make a determination of whether or not reasonable grounds exist to believe that harassment has occurred. If such grounds are found, management will take appropriate action within guidelines of applicable state and/or local laws.

Appendix 7—Fiscal Sponsorship

MEMORANDUM OF UNDERSTANDING:

VETERANS FOR PEACE & (Project / Campaign)

This Memorandum of Understanding (MOU) will become effective upon authorization by the Board of Directors of Veterans For Peace (**VFP**) (“The Sponsor”) and (“The Project”).

VFP is a nonprofit public benefit corporation located in St. Louis, Missouri, qualified as exempt from federal income tax under §501(c)(3) of the Internal Revenue Code (IRC) and classified as a public charity under IRC §509(a)(1) and §170(b)(1)(A)(vi).

_____ is an unincorporated association, established to educate and advocate on behalf of victims of Agent Orange. Currently, the principal office of _____ is located in New York City.

The **VFP** Board of Directors has determined that the objectives of _____ will further its own charitable and educational goals and approved the establishment of a restricted fund to receive donations of cash and other property earmarked for support of _____ and to make disbursements in furtherance of its mission. **VFP** is willing to receive tax-deductible charitable contributions for the benefit and use of _____.

THE PARTIES HEREBY AGREE AS FOLLOWS:

1. Receipt of funds:

- A. **VFP** agrees to receive grants, contributions and gifts to be used for the benefit of _____, and to make those funds available to _____.
- B. _____ may receive charitable donations directly, using a Taxpayer ID Number (EIN) to establish and maintain its own checking account.

2. Acknowledgment of charitable donations:

- A. **VFP** agrees that all grants, charitable contributions and gifts which it receives will be reported as contributions as required by law, and further agrees to acknowledge receipt of any such grant, charitable contribution or gift in writing and to furnish evidence of its status as an exempt organization under §501(c)(3) to the donor upon request.
- B. _____ agrees that all grants, charitable contributions and gifts which it receives will be reported as contributions as required by law, and further agrees to acknowledge receipt of any such grant, charitable contribution or gift in writing and to furnish evidence of the status of **VFP** as an exempt organization under §501(c)(3) to the donor upon request.

3. Protection of tax-exempt status:

A. _____ agrees not to use funds in any way that would jeopardize the tax-exempt status of **VFP**. _____ agrees to comply with any written request by **VFP** that it ceases activities that might jeopardize **VFP** tax status. **VFP** retains the right, if _____ breaches this Agreement, or if _____ jeopardizes **VFP** legal or tax status, to withhold, withdraw, or demand return of grant funds.

B. **VFP** agrees to notify _____ of any change in its tax-exempt status.

4. Use of funds:

VFP authorizes _____ to make expenditures, which do not exceed total contributions to _____, for its legitimate expenses, and to account fully to **VFP** for the disbursement of these funds.

5. Financial accounting and reporting:

A. _____ will maintain books and financial records in accordance with generally _____ accepted accounting principles. _____ revenue and expenses shall be separately _____ classed in the books of **VFP**.

B. _____ will furnish an annual report reflecting revenue and expenses to **VFP**, following FY close on 12/31. Reports must demonstrate that all **VFP** granted funds were used for _____ and in compliance with this Agreement.

C. _____ will promptly provide such additional documents and data as **VFP** may require and will permit **VFP** to inspect and copy its pertinent files and records.

D. _____ shall fully cooperate with **VFP** in any investigation, audit or other review or inquiry, internal or external, as **VFP** may request in writing.

6. Fundraising:

_____ may solicit gifts, contributions, and grants on behalf of **VFP** that are earmarked for its activities. All grant agreements, pledges, or other commitments with funding sources to support _____ must be approved and executed by **VFP**. The cost of any reports or other compliance measures required by such funding sources shall be borne by _____. Copies of all reports provided to the original fund source shall be provided to **VFP**.

7. Fees:

A. Contributions received directly by **VFP** for the benefit of _____ shall be transmitted to _____ subject to an 8½% administrative fee per transaction, up to a maximum fee of \$1000 per transaction. No administrative fee will be charged for monies directly received by _____.

B. **VFP** will provide periodic use of its conference call account at no charge to _____.

8. Lobbying expenses:

Any money spent for lobbying must be consistent with **VFP's** educational goals and purposes and its status as a §501(c)(3). Grantee shall maintain records to demonstrate compliance with both **VFP** and legal limits placed on lobbying.

9. Indemnification:

_____ will indemnify and hold **VFP** harmless against any and all claims; costs, taxes, liabilities and reasonable expenses **VFP** may incur as a result of the transactions covered by this Agreement or any breach thereof by _____.

10. Termination:

A. Either party may terminate this Agreement by giving 60 days' written notice to the other party. If the Project will continue to exist but one of the parties desires to terminate the Sponsor's fiscal sponsorship of the Project, the following terms and conditions shall apply. Another nonprofit corporation that is tax-exempt under IRC §501(c)(3), and is not classified as a private foundation under §509(a) must be willing and able to sponsor the Project (the "Successor").

B. By the end of the 60-day written notice period, the Successor must be approved in writing by both parties. If the parties cannot agree on a Successor to sponsor the Project, the Project shall have an additional 60 days to find a Successor willing and able to sponsor the Project. If a Successor is found, the balance of assets held by the Sponsor for the Project, together with any other assets held or liabilities incurred by the Sponsor in connection with the Project, shall be transferred to the Successor at the end of the notice period or any extension thereof, subject to the approval of any third parties (including funding sources) that may be required.

C. If the Project has formed a new organization qualified to be a Successor as set forth in this Paragraph, such organization shall be eligible to receive all such assets and liabilities so long as such organization has received a determination letter from the Internal Revenue Service which states the new organization is exempt from federal tax under §501(c)(3) of the Internal Revenue Code no later than the end of the notice period or any extension thereof. If no Successor is found, the Sponsor may allocate the Project's assets and liabilities in any manner consistent with applicable tax and charitable trust laws and other obligations.

By signing below, both parties agree to execute this Agreement.

Sponsor

By: _____

Executive Director

Date

Chair, Board of Directors

Date

Project

By: _____

Date

Board Core Group

Date

Appendix 8—Bus Trips

Veterans For Peace Bus Trip Agreement

The scope of this Bus trip is: (local, multi-state, and/or national)

There shall be a specific representative for each sponsoring entity.

The sponsoring entity(ies) and respective representatives are: (entity, name, phone, email)

The dates of the Bus trip are: beginning: _____ and ending: _____

The Bus trip will originate: _____ and terminate: _____

The proposed route is:

The purpose of the Bus Trip is:

The Bus is owned by:

The Bus is insured by:

Will be driven by:

Responsibility for Bus breakdown and repairs is:

Person in charge of keeping financial records is:

The financial records will be reported to the sponsoring VFP entity within 2 weeks of the completion of the trip.

There should be an agreement, in writing between the sponsoring entity(ies) and the bus passengers, identifying the monetary arrangements, conflict resolution procedures, and expectations regarding distribution of labor and housekeeping, and a democratic process for decision making enroute.

In the interest of preserving the reputation and effectiveness of Veterans For Peace, it is understood that there will be no illegal usage of drugs or alcohol during the trip.

Appendix 9—Annual Calendar

WINTER JANUARY

Board meeting (typically last weekend in Jan)

- Administer oath to new board members

- Elect new officers of Board

- Make committee and committee chair assignments

- Orientation of new members

- For convention, establish theme, any take home message, any special skills Board feels have special importance.

SPRING APRIL

1 April nomination committee appointed (bylaws)

SUMMER AUGUST

Board meeting

- Vote on endorsement of resolutions

- Propose suggest possible locations for the year after next's convention.

Annual Convention

- Publish ballot-counting rules

- Candidates for Board speak

- Vote on resolutions

- Vote on by-laws changes

FALL OCTOBER

Board meeting

- Held in the city hosting the following year's convention

Planning meeting

- Receive report from Convention Committee regarding plans for the upcoming year's convention. Tour facilities.

- Provide annual Executive Director evaluation

Budget will be considered and voted on.