



**Part 1: Bylaws**

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**Part 2: Policy and Procedures**

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## **Part 1: Bylaws**

As voted on by the Membership, 2018

(No Bylaw Amendments were submitted in 2019)

## **VETERANS FOR PEACE BYLAWS**

### **ARTICLE I. NAME**

The name of this corporation shall be Veterans For Peace, Inc. (VFP)

### **ARTICLE II. STATEMENT OF PURPOSE**

We, as military veterans, do hereby affirm our greater responsibility to serve the cause of world peace. To this end we will work, with others both nationally and internationally

1. To increase public awareness of the causes and costs of war
2. To restrain our governments from intervening, overtly and covertly, in the internal affairs of other nations
3. To end the arms race and to reduce and eventually eliminate nuclear weapons
4. To seek justice for veterans and victims of war
5. To abolish war as an instrument of national policy.

To achieve these goals, members of Veterans For Peace pledge to use non-violent means and to maintain an organization that is both democratic and open with the understanding that all members are trusted to act in the best interests of the group for the larger purpose of world peace. (Amended August 2016)

### **ARTICLE III. MEMBERSHIP**

#### *Section 1. Full Membership.*

Full Members of VFP shall be veterans of the Armed Forces of the U. S., or veterans of the Armed Forces of foreign nations. They may also be Merchant Marines or other U.S. Citizens who have served in a professional capacity with or in service to the Armed Forces of the U.S. in an area and during a period of war, conflict or other hostile activity. Full Members must subscribe to the purpose, goals and ideals of VFP and pay annual dues. Eligibility for Full Membership shall be determined by additional rules and regulations adopted by the Board of Directors.

#### *Section 2. Associate Membership.*

Associate Members of VFP shall be members who are not veterans, but who subscribe to the purpose, goals and ideals of VFP and pay national dues. Eligibility for Associate membership shall be determined by additional rules and regulations adopted by the Board of Directors.

#### *Section 3. Honorary Membership.*

Honorary Membership may be conferred on the recommendation, in writing, of at least two Full Members, the approval of a majority vote of the Board of Directors, and a majority vote of Full Members attending the National Convention. Honorary Membership shall carry none of the obligations of the organization, but shall entitle the holder to all the privileges except those of holding office. Honorary Members must subscribe to the purpose, goals and ideals of VFP. Eligibility for Honorary Membership shall be determined by additional rules and regulations adopted by the Board of Directors.

*Section 4. Non-discriminatory practice*

Membership may not be denied because of race, gender, sexual orientation, religion, national origin or any other discriminatory practice.

*Section 5. Restrict or expel from membership*

The Board of Directors has the authority to deny or expel from membership a person when, in its judgment, admission or continued membership would be inconsistent with the purposes, principles, objectives or goals and ideals of VFP. The Board of Directors shall inform the membership at the Annual Convention of its reasons for taking any action under this Section. Any action under this Section may be appealed to the membership at the Annual Convention.

*Section 6. Establish procedures*

The Board of Directors shall establish and publish criteria for misconduct and establish procedures for investigating and hearing claims of misconduct.

**ARTICLE IV. DUES**

All Full and Associate Memberships are contingent on the payment, in advance, of fixed annual dues set by the Board of Directors and approved at the Annual Convention. The Board of Directors shall have the authority to set rules for waiver of dues in situations it deems appropriate.

**ARTICLE V. BOARD OF DIRECTORS**

*Section 1. General Powers.*

The management of VFP shall be by and through the Board of Directors.

*Section 2. Number and Qualifications.*

The Board of Directors will consist of at least thirteen (13) Directors. (Amended) The Board of Directors may change the size of the Board of Directors, subject to approval at the next Annual Convention. Directors must be Full Members of VFP at the time of nomination and through their term of office.

*Section 3. Term of Office.*

A full term of office of a Director shall be three (03) years. The term shall be from January 1 to December 31. Directors shall not serve more than two full terms consecutively.

*Section 4. Vacancies.*

A vacancy of the Board of Directors shall arise on the death, resignation, or termination of a Director or on the inability or refusal of a Director to serve. Upon the unexcused absence of a Director from two (02) consecutive meetings of the Board of Directors, such absences shall be declared by the President, with the approval of the Board, to cause a vacancy and the vacancy shall be announced to the Membership. The President may appoint a Director to fill the vacancy on the Board of Directors, subject to the approval of the Board of Directors.

*Section 5. Quorum.*

A majority of the Board of Directors shall constitute a quorum. If a meeting is adjourned due to lack of a quorum, the President or presiding officer may announce orally, at the meeting, the date of the reconvened meeting without the requirement of notice of Article V, Section 8.

*Section 6. Meetings.*

The Board of Directors shall hold a regularly scheduled meeting at least annually on a date to be determined by the Board. The President or any two Directors may call special meetings of the Board of directors.

*Section 7. Transaction of Business Between Meetings.*

The President may initiate meetings of the Board of Directors utilizing electronic means provided all notices, quorums, votes and actions are recorded with the Secretary within seven (07) days of meetings.

*Section 8. Notice of Meetings.*

Notice of any special, not regularly scheduled meetings of the Board of Directors shall be given at least thirty (30) days prior. The notice will be written, will include a proposed agenda and will be delivered in person, by mail or by acknowledged facsimile or e-mail to the address recorded in the VFP national office. Any Director may waive notice of any such meeting. The attendance of a Director at any such meeting of the Board of Directors constitutes a waiver of notice of that meeting except when the Director attends the meeting for the express purpose of objecting to the lawfulness of the meeting.

*Section 9. Open Meetings.*

Meetings of the Board of Directors are open to the membership. Closed meetings may be held on matters involving personnel, litigation, contractual negotiations, or similar matters on a recorded vote of the Board of Directors. When a meeting is closed the reason shall be recorded.

*Section 10. Open Meeting Records.*

The Board of Directors shall maintain minutes of their meetings. The minutes shall be available to VFP members through the VFP website, or upon request.

## **ARTICLE VI. OFFICERS**

*Section 1. Office and Terms.*

The officers of the Corporation shall be a President, a Vice President, Secretary and Treasurer who must be members of and shall be elected by the Board of Directors. They shall hold office for a term of one (01) year and until their successor is elected.

*Section 2. President.*

The President shall be the chairperson of the Board of Directors and the Chief Executive Officer of the Corporation and an ex-officio member of all committees. The president shall preside at Annual Conventions.

*Section 3. Vice President.*

The Vice President shall perform the duties and exercise the powers of the President in the event of that President's absence, including acting as chairperson of the Board of Directors, and shall perform such other duties as may be from time to time prescribed by the President.

*Section 4. Secretary.*

The Secretary shall keep the minutes of the Annual Convention and meetings of the Board of Directors in the manner provided by VFP for that purpose; he/she shall also see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law. He/she shall keep a register of the mailing addresses of all Full Members, Associate Members and Honorary Members which shall be furnished to the Secretary by such members; he/she shall, in general, perform all duties incident to the office of Secretary and such other duties as may be from time to time prescribed by the President.

*Section 5. Treasurer.*

The treasurer shall be responsible for all funds of VFP and for the performance of all duties incident to the office of Treasurer and such other duties as may be from time-to-time prescribed by the President. He/she shall submit a monthly Treasurer's Report to the Board of Directors. The treasurer shall also prepare an annual Treasurer's Report in the month prior to the Annual Convention to include information on the number of dues paying members and shall present such Report to the Annual Convention.

*Section 6. Executive Committee.*

The Executive Committee of the Board of Directors shall consist of the officers of VFP with the Executive Director serving ex-officio. The Executive committee shall confer on a regular monthly basis to review recent financial statements, day-to-day operational matters and to formulate upcoming board agendas. Decisions of the Executive Committee shall be by majority vote.

*Section 7. Vacancies.*

Should there be a vacancy in the Presidency, the Vice president shall succeed to the Presidency and shall serve until the next annual election, or until the Board of Directors elects a President from among its members who will serve the remainder of the term being filled. Any other vacancy shall be filled by the Board of Directors and the successor shall hold office until the next annual election.

**ARTICLE VII. ELECTIONS**

*Section 1. Nomination of directors.*

(a) No later than April 1 of each year the President shall appoint a Nominating Committee consisting of a Director and three (03) Full Members, to consider nominations for election to the Board of Directors. The Nominating Committee shall select at least two (02) Full Member candidates for each vacancy which is scheduled to occur. The Board of directors will publish criteria for the submission of personal data for each potential candidate. The committee will exercise discretion in its selections to enhance the makeup of the Board of Directors with regard to geographic dispersion.



- (b) Additional nominations for election to the Board of Directors may be made by petition. Nominating petitions shall name the nominee, be signed by at least ten (10) Full Members, and be submitted to the National Office by thirty (30) day prior to the annual Convention.
- (c) There shall be no nominations from the floor of the Convention.

*Section 2. Election of directors.*

- (a) In October, or six (06) weeks after the Annual Convention, the Secretary shall send by mail or electronically to all full members (as of the prior Annual Convention) a paper or electronic ballot with the names of all the nominees. The message will contain a brief biographical statement on each candidate. Members will retain the option to receive a mailed paper ballot or electronic ballot, with the preference retained on file with the Secretary.
- (b) The mailed ballots must be returned postmarked by a deadline published on the ballot and calculated as four weeks after the initial ballot mailing. The electronic ballots must be cast by the same deadline, which will likewise be published on the electronic ballot.
- (c) The nominees receiving the largest number of votes shall fill the full-term vacancies which exist. The nominees who receive the largest number of votes shall fill the longest terms of office available, in declining order.
- (d) The paper and electronic ballots will be counted according to rules determined in advance by the Board of Directors and published to the Annual convention. Counting and reconciling of paper and electronic ballots may be done by staff of the National Office or by an outside agency. Any Full Member may be present during the counting of the ballots. Ballots will be retained for two (02) years.
- (e) Any electronic voting method utilized by Veterans For Peace will be secure, and the full voting process including instructions on electronic and traditional (paper ballot) voting will be published prior to the Annual Convention. If, for any reason, a secure electronic voting method is unavailable, all members will receive an appropriate mailed paper ballot.

**ARTICLE VIII. ADMINISTRATION OF NATIONAL OFFICE**

*Section 1. Employment of an Executive Director*

The Directors may authorize the employment of an Executive Director to manage the day-to-day operations of the VFP national office. The President, with the approval of the Board of Directors, shall set the duties and responsibilities of the Executive Director.

*Section 2. Prepare an annual budget*

The Executive Director shall prepare an annual budget for the operation of VFP, which shall be approved by the Board of Directors.

*Section 3. Other duties*

The Executive Director shall perform such other duties as the President, with the authority of the Board of Directors, may prescribe.

**ARTICLE IX. SALARIES**

No member of the Board of Directors shall receive any salary or other compensation for services rendered to VFP in their official capacity as a member of the Board of Directors but they may

receive reimbursement for authorized expenses. Salaries may be paid, at the direction of the Board of Directors, to any employee of VFP. Employees may be members of VFP but may not be members of the Board of Directors.

## **ARTICLE X. MEMBERSHIP MEETING**

### *Section 1. Annual Convention.*

- (a) The Annual Convention of the members of VFP shall be held between July 1 and August 31, each year, the date to be designated by the Board of Directors.
- (b) The Secretary shall make available to the delegates at the Annual Convention the list of nominees to the Board of Directors and the statement and/or biography that each nominee has attached to his/her nomination petition. The agenda for the Annual Convention shall include time for nominees or representatives of nominees to speak on their behalf.
- (c) The Secretary shall make available to the members present at the Annual Convention any proposed bylaw amendments. The agenda for the Annual Convention shall include time to discuss each proposed bylaw amendment.
- (d) The Secretary shall make available to the members present at the Annual Convention any proposed resolutions. The agenda for the Annual Convention shall include time to discuss each proposed resolution.

### *Section 2. Quorum.*

A majority of Full and Associate Members who have registered at the Annual Convention shall constitute a quorum.

### *Section 3. Voting.*

All Members, including both Full Members and Associate Members, shall be entitled to speak to resolutions presented before the Annual Convention. All Members, including both Full Members and Associate Members, shall be entitled to one vote on resolutions. Only Full Members may vote on bylaw amendments. The procedure for voting for both resolutions and bylaws changes will take place in the same manner and time as the elections for the Board of Directors.

### *Section 4. Resolutions.*

- (a) The Board of Directors will appoint a resolutions committee whose responsibility it will be to receive and screen all resolutions submitted for consideration at the annual meeting. It will be the responsibility of that committee to establish and publish appropriate rules, procedures and deadlines for this process. Such Rules will include provisions for bringing resolutions after the deadline. All decisions of this committee will be subject to approval by the board of directors.
- (b) Once a resolution has been adopted it defines an intent of the organization until it is countermanded by the body or until world events render it irrelevant. For this reason, a comprehensive list will be maintained of all resolutions which have been adopted. Any resolutions which are submitted for consideration will be compared with that list as a means of eliminating redundancy.
- (c) All resolutions submitted by the deadline shall require a majority vote for approval. Resolutions submitted after the deadline require a two-thirds majority for approval. In no case will a resolution be presented after the Annual Convention.
- (d) Associate Members shall have the right to submit resolutions.

## **ARTICLE XI. FINANCIAL REVIEW AND FISCAL YEAR**

### *Section 1. Financial review*

VFP shall obtain a financial review, prepared by an accountant in accordance with standard accounting practices, not less than annually. A qualified Full Member, but not the Treasurer, Assistant Treasurer, or a member of the staff may prepare the review.

### *Section 2. Available to chapters or Full Members*

Copies of the annual financial review shall be made available to chapters or Full Members at their request.

### *Section 3. Fiscal year*

The fiscal year of VFP shall be from January 1 through December 31 of the same year.

## **ARTICLE XII. CHAPTERS**

### *Section 1. Charters for local chapters*

Charters for local state chapters and foreign nation chapters may be granted on the petition of ten (10) Full Members in a state or foreign nation. Special regional circumstances may allow for a charter for a local chapter being granted by a petition of five (5) Full Members in a state, if approved by the Board of Directors.

### *Section 2. Twenty-five (25) mile radius*

The number of chapters in any state shall be restricted only in that a charter shall not be granted to any chapter within a twenty-five (25) mile radius of any other established chapter. The Board of Directors may waive this restriction.

### *Section 3. Investigation and recommendation*

The President shall make an investigation to determine that the chartering Full Members are engaged in activities and are willing to adopt standards, policies, and procedures consistent with the purposes and functions of VFP. On the completion of the investigation, the President shall make a recommendation to the Board of Directors, which may authorize the chartering of the petitioners as a VFP Chapter.

### *Section 4. Chapter dues*

Chapters may assess dues but such dues are voluntary and optional, and do not replace national dues. Failure to pay Chapter dues may not be used to deny membership in a Chapter, or membership activities, to Full members.

### *Section 5. Not exclude Full members*

Chapters may not exclude Full members who live within their geographical area.

### *Section 6. Rules of governance and procedures of Chapters*

Rules of governance, notice, and procedures of Chapters shall mirror those of national VFP where appropriate and shall adhere to principles of democracy and openness. Chapters are encouraged to rely on elections for succession of officers and Chapter Directors.

*Section 7. Coordinate activities with other Chapters and individual full Members*

Chapters are encouraged to coordinate their activities with other Chapters and individual full Members who do not have the advantage of a local chapter.

*Section 8. Salaries and compensation*

The rules governing salaries and compensation on the national level apply to Chapter officers and directors.

*Section 9. Raise funds*

Chapters shall have the power to raise funds as a necessary to their operations.

**ARTICLE XIII. PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern VFP in Convention, at any meeting, chapter meeting or committee meeting in which they are not inconsistent with these Bylaws.

**ARTICLE XIV. AMENDMENT OF BYLAWS**

Proposed amendments to these Bylaws must be submitted in writing to the Board of Directors at least 30 days prior to the next Annual Convention in order to be presented for consideration by the membership at said convention. A two-thirds (2/3) vote of the Full Members shall constitute full ratification.

**ARTICLE XV. FUNDING**

Veterans For Peace, Inc. shall not solicit funding nor accept donations from individuals, corporations, or government entities whose actions or policies are inconsistent or incompatible with the Veterans For Peace Statement of Purpose (Article II) or mission.

## **Part 2: Policies and Procedures**

As approved by the Board of Directors

*Adopted May 2007*  
*Revised January 2013*  
*Revised December 2018*  
*Revised February 2020*  
*Revised March 2020*



## **Veterans For Peace U.S. Code of Conduct**

1. We will use our anger at injustice as a positive, nonviolent force for change.
2. We will approach every encounter, with fellow members and the public, with positivity and mindfulness, and with the assumption that concerns raised are coming from a positive place and present a learning opportunity.
3. Our attitude, as conveyed through our words, symbols and actions, will be one of openness, friendliness, and respect toward all people we encounter.
4. All members have an important role to play within Veterans For Peace, regardless of previous military rank, branch, or combat experience. We will respect one another as equal parts of a whole.
5. We will not assault, verbally, in person or online, anyone, to include fellow members and those who oppose or disagree with us, even if they assault us. This does not preclude a member's right to defend him or herself against a physical attack.
6. In keeping with our commitment to achieving our goals through non-violent means, there is an expectation that members will not carry weapons with them to VFP events or while representing VFP, regardless of the laws in their location.
7. We will follow the directions of the designated coordinators during public actions organized on behalf of VFP.
8. We will use democratic principles within our organization to ensure an open, fair, inclusive, and transparent environment.
9. We will speak as members of VFP but not for VFP, unless designated as a spokesperson for VFP. All members are free to speak for themselves or on behalf of their chapter as appropriate.
10. Sexist, racist, homophobic, ageist, transphobic, gender discriminatory, and all other discriminatory language and actions are common within the military; they are not acceptable within VFP.
11. Our words and actions will maintain the political and financial independence of VFP.
12. To achieve the above goals, we will also engage in 'active listening,' that is fully concentrating on what is being said rather than just passively 'hearing' the message of the speaker.

## **MEMBERSHIP**

### **General**

For more information, refer to our Bylaws, Article III. Membership and Article IV. Dues. In accordance with our bylaws, the Board of Directors has approved these additional guidelines:

### **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**

Members must subscribe to the purpose, goals and ideals of VFP as set out in the Statement of Purpose and Code of Conduct. 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 are listed on the VFP website.

## **MISCONDUCT POLICY**

### **General**

All members, full, associate, and honorary, are expected to act in good faith as a steward for peace and social justice. This includes adhering to the letter and spirit of our bylaws and policies and procedures. Conduct tending to injure the good name of the organization, disturb its well being, or hamper it in its work, or that is otherwise harmful to VFP, our members, and supporters will not be tolerated. For further information, refer to our Code of Conduct, Harassment Policy and Complaint Form, and Misconduct Complaint Form.

### **Procedures For Investigating Cases 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 decides to proceed further, the President will notify the member by certified mail of the grounds for disciplinary action. The person under investigation, or his/her representative, will be given the opportunity to reply in writing and/or appear before the Board at a regular Board meeting. The Board will discuss the case in closed session and reach a conclusion by motion and vote on the disposition of the case.

### **Restorative Justice Based Approach to Resolving Conflict**

Veterans For Peace will strive to utilize restorative justice based approaches, when appropriate, in resolving conflict within our organization.

Restorative justice has been defined as a process through which parties with a stake in a specific offence collectively resolve how to deal with the aftermath of the offence and its implications for the future. Restorative justice can involve mediation either through direct contact between the person who has been harmed and the person who has caused harm, or indirect communication involving third parties. It can also involve restitution or reparation.

The aims of Restorative Justice are commonly stated to be:

- Satisfaction for person who has been harmed: To ensure that they feel safe, with the knowledge that the organization supports them, and that accountability will occur;
- Engagement with the person who has caused harm: To ensure that they are aware of the consequences of their actions, have the opportunity to take responsibility for their actions, and make up for the harm their offending has caused;
- Community health and well-being: To ensure membership have faith that there is an accountability process in place to address harm, but also help promote a healthy organization in a manner which prevents harm from occurring.

For more information on restorative justice, to include a continuum of restorative justice practices, please refer to the VFP website. As we learn more about restorative justice we may need to further amend our processes stated above.



## **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.

For further information please refer to our Code of Conduct, Misconduct Policy, Harassment Complaint Form, and Misconduct Complaint Form (found in the Appendices 3 and 4).

## **CHAPTERS**

### **General**

Chapters are the basic structural component for VFP and are the foundation of the organization. Chapters are authorized to operate autonomously, while adhering to our Statement of Purpose.

The national staff provides assistance to the chapters and the Board of Directors sets priorities and provides support for the organization. Members are encouraged to join local chapters, or to form one if one does not already exist, as chapters are the core of our organization.

See also, Bylaw Article XII. Chapters, for more information.

### **Chapter Leadership**

The position of Chapter President must be filled by a Full member. The positions of treasurer and secretary may be filled by either a Full member or Associate member.

### **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.

## **INTERNATIONAL CHAPTERS**

In 2012, Veterans For Peace voted to open Veterans For Peace membership and chapters to international Veterans and Armed Forces Personnel, regardless of where they are located in the world. We will organize under the united banner of our Statement of Purpose.

International chapters have the right to act and organize autonomously from Veterans For Peace in the United States/North America.

It will be important for Veterans For Peace in the United States to not treat international chapters as colonies, and respect their autonomy and decision-making.

Veterans For Peace chapters worldwide will be entrusted to independently seek the best way to move forward in a way that best meets our united goal of world peace.

## **COMMUNICATIONS PLATFORMS and EXPECTATIONS (amended 22 Mar 2020)**

### **General**

Veterans For Peace in the United States has multiple social media and other communications platforms. It is common for U.S. chapters, international chapters, national projects, working groups, and other entities to also have their own platforms. VFP U.S. does not control these sites.

### **Official VFP U.S. Facebook, Instagram, and Twitter Account**

Official VFP U.S. social media platforms shall be managed by our communications officer, who may collaborate with staff, the VFP Board President, and other interested members. As official VFP communications platforms all administrators, moderators, and posters will be either a current member of the Board of Directors or Staff. Please see appendix X for further guidance on Facebook Best Practices.

### **VFP Facebook Discussion Group**

Member initiated and moderated by VFP members in good standing, as decided by the Communications Committee. Remember, Facebook is not Las Vegas. Please post responsibly.

### **VFP U.S. Listserves**

VFP-All and VFP-Biz. Member initiated and moderated by VFP members and staff. In order to participate in VFP listservs, members must be current and in good standing. Please remember, listservs send emails to real people who are members of VFP, be kind and refer to our Code of Conduct as well as our Communications Conduct policy (see below).

### **Chapter Contacts Calls**

Organized and coordinated by VFP U.S. national office, to allow chapters contacts to engage in communication around current activities at the chapter level or national projects.

### **VFP U.S. Website**

Administered by the VFP U.S. national office. Members are invited to submit content for posting about individual or chapter activities, or other VFP organizing.

### **VFP U.S. Newsletter**

VFP U.S. newsletters are published three or four times per year. Members are invited to submit content. The national office works with a member who is paid to organize content and layout.

### **VFP U.S. Newspaper**

VFP U.S.'s official organizational newspaper shall serve to shed light on issues related to peace and highlight the work of our organization. Staff will be appointed by the Executive Director.

### **Board Town Halls**

Organization wide online meetings conducted by the Board of Directors to open communication between the board and broader membership. (New 2020.)

## **Conduct**

Members participating in any and all VFP communication platforms agree to adhere to the Code of Conduct. Identified individuals will be tasked with monitoring all VFP communications platforms to ensure that members are abiding by our Code of Conduct and staying on topic. These individuals will be authorized to intervene if anyone abuses their access to our communications platforms, to include restricting access. The Board of Directors will also address violations of the Code of Conduct according to our bylaws and policies.

## **NATIONAL PROJECTS, WORKING GROUPS, CAUCUSES, SPECIAL APPOINTMENTS, DELEGATIONS, and BUS TRIPS**

### **NATIONAL PROJECTS**

#### **General**

National projects include all projects that have been approved by the Board of Directors. Currently operating National Projects shall be listed on the VFP website and are subject to change based on member interest and organizational capacity.

#### **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 local and regional projects).

- A proposal must be submitted to the VFP Board including at least the following:
  - 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.
- 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.
- Only projects which have undergone this process can be qualified as a National Project.
- 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.

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.

Refer to the VFP Website and Appendix 17 for a list of our current National Projects.

## **WORKING GROUPS**

### **General**

Working Groups are our way of connecting members who would like to work on a specific area of focus. Working Groups must be approved by the Board of Directors and are subject to change based on member interest. Current Working Groups can be found on the VFP website.

Members are expected to adhere to our Code of Conduct as well as all other related policies. Groups may be formed around any topic for which there is enough interest, and which falls under the VFP statement of purpose. A board member shall serve as the coordinator of the working groups, and will appoint an initial chairperson for each group. Once established, the group may elect a different chair. 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. 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.

Refer to the VFP website and Appendix 17 for a current list of our Working Groups.

## **CAUCUSES**

Members may form caucuses consistent with the mission and goals of VFP, unless the Board objects. Or is the plural of caucus, cauci, or caucusi. The red squiggles suggest otherwise, but maybe they are in on the conspiracy that is spelling in the English language.

## **SPECIAL APPOINTMENTS**

### **General**

As an official representative of Veterans For Peace, members holding special appointments would be called upon to act in a manner befitting the position and reflecting our code of conduct as Veterans For Peace. In the event that a member filling any special appointment is unable to fulfill these standards, for any reason, the Board of Directors shall have the authority to transition the title to a new member at any time – with input from informed members.

### **VFP Bereavement Officer**

The Bereavement Officer of Veterans For Peace shall offer practical and emotional support to the families and friends of members of Veterans For Peace who have died. This shall include, but is not limited to, ensuring that Veterans For Peace acknowledge the loss of our member, by sending a flag and certificate to the next of kin or other persons as appropriate.

The Bereavement Officer shall be appointed by the Board of Directors with input from previous bereavement officers and knowledgeable members, and shall serve until they can no longer fulfill the responsibilities of the position.

### **VFP Poet Laureate**

The Poet Laureate of Veterans For Peace shall serve as the organization's official poetic voice in our mission to abolish war, and to raise awareness of the power of reading and writing Veterans' poetry. To that end, the Poet Laureate shall continue to write poetry from a Veteran's perspective and search for poems that might resonate with VFP members and the general public alike. The Poet Laureate shall be afforded a special time during the National Convention to these ends, and may also be asked to write works for inclusion in VFP literature.

The Poet Laureate shall be appointed by the Board of Directors with input from previous Poet Laureates and knowledgeable members and shall serve a term not to exceed three years. The position will be transferred from the residing Poet Laureate to the incoming Poet Laureate during a ceremony hosted at the VFP Annual Convention.

### **VFP United Nations Representative**

Veterans For Peace has official status with the United Nations, formerly through the UN Department of Public Information (DPI), now the Department of Global Communication (DGC), which entitles us to name four UN representatives each year. This status allows our representatives to have annual ground's passes, enabling them to access NYC UN buildings, attend weekly briefings and other events announced through a weekly E-message, and attend special events (individual registration required).

The four individuals to be selected as VFP UN representatives may include the Executive Director, board members, and members. The representatives will be selected via communication between the Executive Director and current VFP UN representatives. Nominations will be affirmed by the Board of Directors. The VFP national office will submit the names of our selected representatives on letterhead. The board might consider a budgetary line item to help cover minimal expenses incurred by representatives.

The goal of these representatives shall be to raise awareness of issues that pertain to or support Veterans For Peace mission and goals by:

- Pushing our United States UN ambassador and delegates to sign, respect, and follow international treaties, and to comply with existing treaty obligations and sign new treaties that advance the cause of world peace;
- Educating ourselves about international issues directly related to VFP's mission;
- Raising awareness of what VFP can offer our fellow NGO's, strengthening our position with like-minded organizations around the world;
- Using our NGO status as a means to contact other nations' UN Missions to discuss such topics as what Non-Aligned Movement nations can do in response to our own government's military expansionism;

- Dialoguing directly with NGO's from nations directly impacted by the United States military, to educate VFP members on the consequences of U.S. military expansionism, and to develop, nurture, and strengthen VFP's affiliation with like-minded organizations in other countries;
- Becoming more involved in planning VFP events for the International Day of Peace that is observed around the world on 21 September. The General Assembly has declared this as a day devoted to strengthening the ideals of peace, both within and among all nations and peoples. There are other calendar days related to peace and challenging war too that VFP could be more intentional about;
- Working to have a VFP member elected to the DPI board, thereby having access to setting future agendas;
- Continuing to present workshops at the UN Conferences.

Additional responsibilities of the group and national office will include:

- Develop and maintain an up-to-date web page on our national VFP website that would keep members informed of developments relating to our NGO status within the UN, with assistance from national office staff;
- Attend UN NGO briefings and prepare remarks for dissemination within VFP;
- Promote UN events within VFP and encourage member participation.

## **DELEGATIONS**

Delegations can be a powerful tool when utilized appropriately in a way that honors the work of indigenous movements and local community organizers in solidarity. The following is a general guideline for delegations to utilize. A Delegation Application can be found in the Appendix 7. Applications will be reviewed by the Delegations Committee, and that committee will send a recommendation to the Board of Directors who will have final approval with the input of staff.

Goals:

- Showing solidarity with peoples negatively impacted by US militarism worldwide;
- Build and strengthen international relationships who are concerned and/or threatened by US militarism worldwide;
- Provide VFP members the opportunity to witness the impacts of US militarism abroad
- Through our witnessing, VFP members would be able to educate the broader public who are oftentimes, but not always, unaware of the impacts of US war and militarism abroad;
- Allowing Veterans an opportunity to develop leadership skills and connections with the peace movement domestically and abroad;
- Allowing Veterans an opportunity to heal from the wounds of their military involvement through direct interaction in solidarity with impacted populations.

Organizational Considerations:

- Financial costs;
- Resource costs;
- People power costs;

- As well as a plan to address these considerations.

#### Constituents, Allies, and Opponents:

- Constituents: VFP members involved and who they represent or speak for;
- Allies: Ally organizations, Veteran populations who may be drawn to VFP because of this work;
- Opponents: Those who oppose VFP goals in general, and those who are threatened by international solidarity in particular.

#### Targets:

- Populations impacted by US war and militarism abroad;
- VFP members who might be further educated about these issues;
- The broader public who might be further educated about these issues.

#### Tactics:

- Witnessing the impacts of war and militarism abroad;
- Public actions in impacted areas coordinated with indigenous organizers with the goal to raise awareness and achieve our delegation goals;
- Speaking events stateside and abroad with the goal of raising awareness of the impacts of war and militarism abroad.

#### Special Provisions:

- VFP delegations may meet *privately* with government officials and political dignitaries if it furthers our organization's mission and goals.
- Communications regarding these meeting must be approved by the national office before being shared within VFP and without.
- This provision was approved by the Board in 2019 in order to help protect our 501c3 status and ensure that communications do not imply that we support foreign governments. VFP is a people's movement.

## **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 Board of Directors prior to the trip. If you would like to utilize the A-Team van and soundtrack and/or KITT in the pursuit of VFP mission and goals, please seek approval from John "Hannibal" Smith and Michael Knight respectively. See Appendix 6 for a copy of this agreement.

## **ADDITIONAL GUIDELINES**

### **Expenditures**

The Chair of any Standing Committee, National Project, Working Group, or Delegation 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, Working Group, and Delegation chairs/coordinators are urged to set agendas and keep minutes of meetings. Chairs/coordinators shall submit a written report to the Board prior to quarterly board meetings, or as appropriate.

### **Conduct**

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.

As always, members are expected to adhere to the spirit of our Code of Conduct when participating in any VFP activities, include but not limited to: national projects, standing committees, working groups, caucuses, delegations, and bus trips.

In order to more fully observe the VFP Statement of Purpose, the VFP Board has adopted the following policy governing VFP discussion in all platforms:

1. Members are expected to adhere to the Code of Conduct and Statement of Purpose.
2. Communication should be couched in language that respects difference of opinion, and avoids personal attacks.
3. When a member crosses the line, they will receive a reminder copy of the Code of Conduct and this policy, with a warning that a second violation will result in a suspension from the group, committee, or other entity for 30 days.
4. A third violation will result in a permanent dismissal from the working group.
5. The chair of the entity 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 Coordinator and Membership Chair.
6. 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.
7. 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.
8. 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.

Please refer to our Code of Conduct, Misconduct Policy, Harassment Policy and Complaint Form, and Conduct Violation forms for additional information. Any member may reach out to the Board of Directors directly regarding conduct violations, and the Board will assist the member in seeking redress. The stressing of good conduct throughout the policy book should serve as an indication of the importance of this concept and that there is an expectation that

members will treat one another and the broader universe of beings respectfully, in person and online.

## **CONVENTION**

See also “Convention Committee” and our Bylaws, Article X. Membership Meeting.

### **Time and Place**

The Board of Directors will determine dates and the location of the convention each year, taking into account member and chapter interest and what would best serve the needs of the organization in accordance with our bylaws.

### **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

### **Convention Planning**

A Convention Committee will be stood by the Board of Directors and shall include members, staff, and board members, who are involved in the convention planning process. The Convention Committee may chose to have subcommittees involved in the following areas:

- Advertising and Fundraising
- Budget and Finance
- Communications and Public Relations
- Hotel Liaison
- Logo and Theme
- Plenary and Workshop
- Volunteer

The Staff, as a group most involved in the day-to-day operations of the organization, and the Board of Directors, as a democratically elected body that represents the membership as a whole, will work with the Convention Committee to offer their guidance and expertise in annual convention planning. The goal is to create a process that best enables the sharing of ideas and planning between the Convention Committee, Staff, and Board of Directors, and takes into account the needs of the host chapter as well as the needs of the organization overall.

### **After Convention Review**

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.

## **BYLAWS**

### **General**

Our bylaws are the highest law for the organization. A change to the bylaws can only be made by a vote of full members, announced at the annual convention, and conducted in accordance with our voting policy. Therefore, they should only set out the most fundamental rules, so that they do not need frequent correction. The following guidelines have been approved by our Board of Directors in accordance with our bylaws.

See also: Bylaw Article X. Membership Meeting, Section 3. Voting, Bylaw Article XIV. Amendment of Bylaws, and the Bylaws Committee under Standing Committees.

### **Annual Meeting Motion**

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.”

### **Board Recommendation and Annual Meeting Vote**

The Board recommendation and Annual Meeting vote will be shared with the membership in the voting packet posted or supplied to members according to our voting policy.

## **RESOLUTIONS**

### **General**

The Board of Directors has approved the following guidelines. Also see Bylaws Article X. National Meeting, Resolutions Section 4 and Standing Committees, 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.

### **Inappropriate Resolutions**

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

1. Any resolution that draws on national funds not already authorized for that purpose or that calls for unfunded expenditures.
2. Any resolution that directs chapters to take an action.
3. Any resolutions that essentially duplicates an existing resolution
4. Any resolution that conflicts with or would effectively modify the bylaws

### **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.

### **Resolution Rules, Procedures And Deadlines**

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, 1404 N. Broadway/St.Louis, MO 63102.

Each resolution should cover only one topic. If you want to address more than one topic submit multiple resolutions. Be succinct! A resolution that is short and to the point will get more attention. Every resolution should carry the identification of the person or chapter submitting it.

Resolutions received by the committee by 30 days prior to the convention will be either accepted as written and promptly acknowledged, OR returned to sender with suggestions for rewriting, OR returned to sender with an explanation of why they are inappropriate.

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.

The committee will not accept resolutions 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.

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 that have been submitted.

Resolutions will be made available for review on the website, displayed on screen at the membership meeting, and distributed on paper at the convention, as appropriate.

## **BOARD OF DIRECTORS ELECTION PROCEDURES**

### **General**

The Board of Directors has approved these guidelines. Also refer to Bylaw Article X. National Meeting, Section 3 Voting.

### **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 Bylaws 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 bylaws. Any examination of the ballots shall take place under the watch of at least one board member or the Executive Director.

### **Policy on Executive Director 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.

### **VFP AWARDS POLICY**

**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 VFP 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 (see next), 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 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 VFP, 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 or 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 – Rules, Procedures and Deadlines**

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 specific date for when a call for award nominations will be sent out to members.
- 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).
- A goal date for the awards committee to finalize the nomination form.
- A goal date for making recommendations to VFP's National Board.
- A goal date for securing the actual awards.

Nominations for awards shall include a minimum of the following:

- Name, address, chapter (if applicable), email address, phone number of nominee.
- Name, address, chapter (if applicable), email address, phone number of nominator.
- Brief biographical sketch of nominee including information about military service.
- Detailed information about the reason for nomination (minimum of 200 words).

- Information concerning who will accept the award should the nominee be absent from the convention.
- Other supporting documentation such as photos, letters, news clippings and such, may accompany the nomination but are not required.

**Additional Guidelines:**

- 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, 1404 N. Broadway/St.Louis, MO 63102
- Each nomination should cover only one person or group.
- The committee will acknowledge nominations as they are received.
- In the event an acknowledgement is not received, the nominator should contact the Awards Committee directly and the National Office.
- The committee will not accept nominations after the deadline, unless extraordinary circumstances warrant.
- 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.
- 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.
- Awards will be presented during the national convention.

## **BOARD OF DIRECTORS**

### **General**

For additional information, refer to Bylaw Article V. Board of Directors, Article VI. Officers, Article XIII. Parliamentary Authority, The Code of Conduct, Standing Committees, and appropriate appendices.

### **Election to the Board**

Refer to Bylaw Article VII. Elections and the Policy Book: Convention – Board of Directors Election Procedures.

### **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. Attend monthly and quarterly Board meetings
3. Support and participate in fundraising efforts for VFP
4. Participate in online discussion, and voting
5. Chair and/or actively serve on committees
6. Attend, participate, promote and assist with the yearly National Convention
7. Be available to membership for questions and concerns about VFP
8. Be a strong voice in promoting VFP at national and local level
9. Actively participate in financial oversight
10. Support collective Board decisions
11. Adhere to the Code of Conduct
12. Respect the privacy of Board of Directors and membership

Refer to Appendix 13, for additional information and affirmation of responsibilities form.

### **VFP Board List Serve**

The Board list serve (vfp-board@googlegroups.com) is for members of VFP Board and the Executive Director only and shall be considered private. Board members will be added to the list serve upon election or appointment. Outgoing directors will 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. If a member is unable to attend a meeting, prior notification shall be given to the board president who will determine if the absence is “excused” or “unexcused.”

During intervening months when the Board does not meet in-person, the Board will meet by tele/conference call, with the same expectation of attendance, participation, and rules regarding quorum and voting. Refer to Appendix 11 for the Board of Directors Annual Calendar.

### **Board Meeting Agendas**

The president shall set the agenda for Board meetings, with Board member input and approval, to be drafted and shared with the Board no later than 10 days prior to any board meeting.

### **Board Meeting Minutes**

The secretary shall share the drafted minutes of any board meeting as soon as they are prepared, no later than seven days following the conclusion of any meeting. The minutes will be amended as needed and approved by the Board of Directors at their next regular meeting.

### **Membership Trend Tracking Report**

The staff will provide the Board with Membership information by month 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, as well as historical date for comparison.

### **Board Meeting Travel Reimbursement**

Within thirty days of completion of board meeting related travel, board members shall submit an expense report (see appendix). VFP will reimburse the member for the cost of a shared room and reasonable travel expenses. If reimbursement is not requested, expenditures will be considered an in-kind donation. Reimbursement to other relevant events will be made on a case-by-case basis. Refer to Appendix 16, Board Travel Reimbursement Form.

### **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 regular basis via tele/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. The full board shall be informed of all Executive Committee actions.

### **Endorsements and Sponsorships**

Requests for endorsement and sponsorship shall be submitted to the Executive Director who will forward it to the Executive Committee for review and disposition. Local chapters are authorized to endorse local actions that support our Statement of Purpose. VFP does not endorse chapter actions unless they have national significance and are sponsored by two or more chapters.

### **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 be used for VFP purposes only and may not be sold, traded or given to other organizations. Chapter rosters will be available to Chapter officers and 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.

## **STANDING COMMITTEES**

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

### **Awards Committee**

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

### **Bylaws Committee**

Charged with ensuring that the bylaws meet the evolving needs of the organization. To this end, and in accordance with our Bylaws and Policies, the committee will:

1. Receive proposed amendments or suggestions from a member, a chapter, or the Board.
2. Study, draft, or redraft proposed amendments as appropriate.
3. Make a recommendation to the Board as to their disposition.
4. Periodically review the bylaws to identify needed amendments, or rescissions.

### **Communications Committee**

Charged with promoting VFP and bringing visibility and recognition to VFP actions and principles. Involved in oversight of VFP communications as well as monitoring the publication of VFP materials (e.g., VFP Newsletter, VFP papers, etc.).

### **Convention Committee**

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.

### **Delegations Committee**

Charged with assisting our members in organizing and applying for Board approval of all VFP U.S. sponsored delegations, and making a recommendation to the Board regarding approval.

### **Finance and Fundraising Committee**

Charged with creating strategies that will develop the financial strength of the organization (e.g., major donors, foundations, mailings, planned giving and special events), and supporting and assisting the treasurer by reviewing professional accounting reports and giving advice on investments and disposition of endowments. Members may also try rubbing dollar bills together in the hope that they will have baby dollars, though we do not recommend solely relying on this tactic. The committee is chaired by the Treasurer and consists of at least that position, the President and Executive Director.

### **Membership and Chapter Development Committee**

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.

### **Nominations Committee**

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

### **Personnel Committee**

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 Committee**

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 Committee**

Charged with facilitating the resolutions procedures as described by the bylaws and developing any other necessary procedures, found in the section on Resolutions.

## **STAFF AND PERSONNEL**

### **General**

The Board of Directors has approved the guidelines below, in accordance with our Bylaws. See also Bylaw Article VIII. Administration of the National Office and Article IX. Salaries.

### **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 the next section.

### **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 Board of Directors must approve the creation of an additional position. 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 expectations.

### **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. Refer to Harassment Policy and Complaint Forms in the appendix.

### **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 workdays 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.

## **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 Bylaws Article VIII.

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

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

## **EXECUTIVE DIRECTOR SUCCESSION PLAN**

- Seek an interim Executive Director from within the staff or Board, or among former directors or Board members if necessary
- Draft a Notice of Opportunity based on the job description and performance review
- Distribute Notice to all appropriate platforms (e.g., other peace and justice organizations, veterans organizations, Idealist.com, etc.)
- Appoint a 5-member hiring team to include the President of the Board of Directors as well as additional board members, former presidents, or other knowledgeable members
- Review applications and schedule interviews to be conducted by tele/conference call
- Prepare a summary for the board of directors with a recommendation
- Contact successful applicants for a second interview
- Prepare a summary for the board of directors with a recommendation
- Repeat above steps until a successful candidate has been selected, to be affirmed by a vote of the full Board of Directors, at which point any and all members are invited to join the Board of Directors in a collective sigh of relief followed by a happy dance
- Request outgoing or interim Executive Directors orient the incoming Executive Director
- Ensure that the hiring process is conducted in an open and transparent manner, adhering to all appropriate local, state, and federal employment guidelines

## **FINANCIAL MATTERS**

**General:** The Board of Directors has approved the following guidelines in accordance with our bylaws. Also see VFP Bylaws, Article XI. Financial Review and Fiscal Year.

**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.

**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. The Executive Committee will determine unresolved cases.

## **VFP US ADVISORY BOARD**

Veterans For Peace believes it must more firmly assert its voice into the national debate concerning our nation's drift into endless wars and conflict while side-stepping or ignoring our constitutional and treaty obligations that dictate when and how the United States can unleash its war machine. We will look to our Advisory Board for guidance and direction to assist us as we continue our efforts to:



- Counter the steady encroachment of militarism into our society;
- Loosen the stranglehold the military industrial complex has gained in the legislative and executive branches of our government;
- Reduce and ultimately eliminate nuclear weapons;
- Curb the slow erosion of our civil rights and liberties; and
- Educate us and other citizens about the environmental damage caused by our military adventurism.

A current list of our Advisory Board members can be found on our website.

### **VFP NAME AND LOGO**

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

## **APPENDIX**

## **Appendix 1 – Understanding Oppression**

### **1. What is Oppression?**

Oppression is the one-way systemic treatment of a defined group of people (“targeted group”) that is reinforced by society through five distinct ways: exploitation, marginalization, cultural imperialism, powerlessness and violence. Oppression appears individually through attitudes and behaviors, institutionally through policies and practices, and culturally through norms and values. Oppression manifests as a system that advantages “agent” groups, and disadvantages “targeted” groups.

### **2. All Oppressions are Interconnected**

All forms of oppression are interconnected - including racism, sexism, classism, heterosexism, ableism, ageism, etc. Our experiences with one social identity (for example, race) may vary greatly because of the ways in which it intersects with our experiences of another identity (for example, class).

### **3. No Oppression Olympics**

It is not helpful to create and debate the existence of a hierarchy of oppression. While it can be helpful to compare and contrast different forms of oppression, it is not useful to argue about which is worse. Each form of oppression impacts different people in different ways and is destructive to the human spirit. Because of the interconnectedness of oppression, one cannot be abolished in isolation from the others.

### **4. What are Race and Racism?**

Race is not based on biology; it is a socially constructed category used to classify groups of people that has enormous consequences in U.S. society. Racism is the one-way oppression that targets certain racial groups (“people of color”) and advantages others (“whites”). A shorthand definition of racism is: “Power + Prejudice = Racism”, which specifies that only whites can act in “racist” ways, since they benefit from, dominate, and control the institutions that enforce American cultural norms and values.

### **5. White Supremacy: Beyond the White Hoods**

White supremacy is the ideological umbrella for racism and white privilege that both grants superiority to those identified as "white" over those marked as "non-white," and also oppresses continents, nations, and peoples of color for the purpose of maintaining and defending a system of wealth, power, and privilege. As an ideology, white supremacy manifests itself institutionally, individually, and culturally through the auspices of “colorblindness”, implicit bias, and racist social norms.

### **6. What are the Connections between Capitalism and Racism?**

Deep and complex connections occur between racism and capitalism in the U.S. By its nature, capitalism reinforces and necessitates oppression because of the ways that wealth is consolidated by the owning class at the expense of the working class and poor. Racism has been used throughout U.S. history to reinforce classism and bolster capitalism, often utilizing the white working class as a buffer between the owning class and working class people of color. The exploitation and marginalization of people of color globally continues to fuel class inequality.

### **7. Dismantling Oppression Benefits Everyone, and Can be Painful AND Joyful**

Oppression hurts and confuses all groups of people in different ways - both targeted and agent groups. It is in the best interest of all of us to dismantle it. Uprooting racism, in our own attitudes and behaviors, in our organizations, and in society, can be frightening and isolating, but it can also be a deeply liberating and joyful experience.

### **8. We are All Learners**

We are each experts about our own experiences, and we are all learners on the road to dismantling oppression. We all journey together to connect theory to real life experience and action.

### **9. About AROC**

AROC is an anti-racist and anti-capitalist collective of white folks in St. Louis building a space for learning and organizing rooted in accountability relationships with each other, people of color, and the broader movement.

*Sources: classism.org, Teaching for Diversity and Social Justice, Chauncey DeVega, Elizabeth Martínez, National Education Association, ARC Materials*

## Appendix 2 – Foundational Definitions: Understanding Racism

1. **Prejudice: Negative beliefs or behaviors** towards another group based on stereotypes and pre-judgments. In terms of race, a person of any racial group can be prejudiced towards a person of any other racial group. There is no power dynamic involved in prejudice, which makes it different from racism, which does involve power.
2. **Oppression: The one-way systemic treatment of a defined group of people** (“targeted group”) that is reinforced by society through exploitation, cultural imperialism, powerlessness, marginalization, and violence. Oppression appears individually through attitudes and behaviors, institutionally through policies and practices, and culturally through norms and values. Oppression manifests as a system that advantages agent groups, and disadvantages targeted groups. In terms of racism, white people are considered to be in the agent group, while people of color are in the targeted social identity group.
3. **White supremacy: The belief system and ideological umbrella** that grants superiority to those identified as "white" over those marked as "non-white". Things associated with “white” are seen as normal and generally desirable. As an ideology, white supremacy manifests itself at three levels: culturally, institutionally, and individually.
4. **Racism: The system that carries out the ideology of white supremacy.** Racism is the one-way oppression that targets certain racial groups (“people of color”) and advantages others (“whites”). It is a **system of power** that white colonial rulers created in the 17th century that even today, continues to give preferential access of survival resources (housing, education, jobs, food, health, legal protection, etc.) to white people, while simultaneously impeding people of color’s access to these same resources.
5. **Racist:** Behavior or beliefs that white people exhibit based on prejudice. Only white people can act in “racist” ways, since they benefit from, dominate, and control the institutions that enforce U.S. cultural norms and values. A shorthand definition of racism is: **“Power + Prejudice = Racism.”** People of color cannot be racist, because they do not have the institutional power to back up their prejudices. (This does not deny the existence of such prejudices.)
6. **“Reverse racism.”** Those who deny white privilege commonly cite “reverse racism” when a white person is treated poorly by a person of color, or feels entitled to something a person of color receives. Because white people are the only racial group to have ever established and retained power, **reverse racism does not exist.**
7. **White privilege: The unearned and accumulated advantages, entitlements, benefits, choices, assumptions,** and expectations that white people receive that are denied to, or at the expense of, people of color. White privilege enables white people to benefit psychologically and materially from these accumulated advantages, whether they seek them or not. *Note:* “Privileged” is commonly used to mean “lucky” or “blessed” or to rationalize wealth as a result of hard work; this is a different concept that refers to access to power as a result of having a particular identity.
8. **Anti-Racism:** the strategic interventions that **intentionally interrupt the patterns of white supremacy** among individuals, institutions, and group cultures.

**Sources and Further Reading:** *Teaching for Diversity and Social Justice*, *Waking Up White* by Debby Irving, “Definitions and Descriptions of Race,” YWCA Madison, “The Five Faces of Oppression” by Iris Young

**Appendix 3 – VFP Harassment/Sexual Harassment Complaint Form**

Complaint No.: \_\_\_\_\_

1. Name: \_\_\_\_\_

2. Position with VFP: \_\_\_\_\_

3. Address: \_\_\_\_\_

4. Telephone Numbers: \_\_\_\_\_

5. Description of the alleged harassment/sexual harassment. Describe each incident of harassment separately, including name of perpetrator, dates, locations, witnesses and all details for each incident. If the complainant cannot remember exact dates, include approximate dates to the best of the complainant's recollection (use as many pages as necessary).

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\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Received By: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix 4 – VFP Misconduct Complaint Form**

Date: \_\_\_\_\_

From: \_\_\_\_\_

To: \_\_\_\_\_

Description of Misconduct found to be in violation of our Code of Conduct and related policies:

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2. A copy of the Code of Conduct and other related policies are attached.

3. This is your first offense; therefore you are warned that another violation will result in a suspension of one month from the working group, committee, national project, or other entity.

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,

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## Appendix 5 – 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 \_\_\_\_\_.  
Currently, the principal office of \_\_\_\_\_ is located in \_\_\_\_\_.

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:

- a. 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.
- b. 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.
- c. 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



legal or tax status, to withhold, withdraw, or demand return of grant funds. ceases activities that might jeopardize **VFP** tax status. **VFP** retains the right, if \_\_\_\_\_ breaches this Agreement, or if \_\_\_\_\_ jeopardizes **VFP**

- b. **VFP** agrees to notify \_\_\_\_\_ of any change in its tax-exempt status.
- d. 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.
- e. Financial accounting and reporting:
  1. \_\_\_\_\_ 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**.
  2. \_\_\_\_\_ 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.
  3. \_\_\_\_\_ 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.
  4. \_\_\_\_\_ shall fully cooperate with **VFP** in any investigation, audit or other review or inquiry, internal or external, as **VFP** may request in writing.
- f. 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**.
- g. Fees:
  1. Contributions received directly by **VFP** for the benefit of \_\_\_\_\_ shall be transmitted to \_\_\_\_\_ subject to an 8 1/2% administrative fee per transaction, up to a maximum fee of \$1000 per transaction. No administrative fee will be charged for monies directly received by \_\_\_\_\_.
  2. **VFP** will provide periodic use of its conference call account at no charge to \_\_\_\_\_.
- h. 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.
- i. 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 \_\_\_\_\_.

j. Termination:

1. 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").
2. 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.
3. 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**

Date: \_\_\_\_\_

\_\_\_\_\_

**Executive Director**

Date: \_\_\_\_\_

\_\_\_\_\_

**President, Board of Directors**

Date: \_\_\_\_\_

**Appendix 6 – Veterans For Peace Bus Trip Agreement**

The scope of this Bus trip is:           Local – Regional – National (select one)

There shall be a specific representative for each sponsoring entity.

Entity, Name, Phone, Email: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The dates of the Bus trip are:           Beginning: \_\_\_\_\_           Ending: \_\_\_\_\_

The Bus trip will originate from: \_\_\_\_\_           And terminate at: \_\_\_\_\_

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 en route.

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, and that all members will adhere to our Code of Conduct.



## Delegation Application Form

VFP is pleased that you are organizing a delegation. We know you want your delegation to be good for VFP, for the delegation members, and for the host community. The experience from past delegations is that it takes planning to assure any delegation is a safe and effective. To this end please fill out this application as best as you can. We know that some of these things will not be worked out yet.

Name of Delegation: \_\_\_\_\_

Country delegation is going too: \_\_\_\_\_

Dates: Depart: \_\_\_\_\_ Return: \_\_\_\_\_

Contact/Organizer Person:

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Address: \_\_\_\_\_

Co Contact/Organizer Person:

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Address: \_\_\_\_\_

Attach a narrative about the delegation including destinations, objectives, host organizations, and other information you feel would be beneficial to share.

Attach a detailed chronological agenda delegation including activities, housing, food, travel and host organizations working with.

Keep in mind that in approving VFP Delegations the Delegation Committee looks at how and particular delegation fills these goals:

- Shows solidarity with peoples negatively impacted by US militarism worldwide
- Builds and strengthens international relationships with those who are concerned and/or threatened by US militarism worldwide
- Provides delegation members the opportunity to witness the impacts of US militarism abroad

- Enables delegation members, through their witnessing, to educate the broader public who are oftentimes, but not always, unaware of the impacts of US war and militarism abroad
- Allows Veterans an opportunity to develop leadership skills and connections with the peace movement domestically and abroad.
- Witnesses the impacts of war and militarism abroad
- Supports public actions in impacted areas that are coordinated with indigenous organizers with the goal to raise awareness
- Fosters speaking events stateside and abroad with the goal of raising awareness of the impacts of war and militarism abroad
- Decolonization: Our culture is deeply colonizing, specifically how will you help delegation members de-colonize their actions and words.
- Savior Complex: How will you screen delegation members for savior complex and help delegation members avoid acting from savior complex
- Learning from hosts: How will you frame this delegation so members will be learning from your hosts as opposed to “fixing” them.

Costs for Delegation:

Travel: \_\_\_\_\_  
 Food: \_\_\_\_\_  
 Housing: \_\_\_\_\_  
 In country communication: \_\_\_\_\_  
 with hosts;  
 between members (for safety, maybe phones);  
 back to VFP (for safety);

Funds for Delegation:

Grants or Donors

How much: _____	What Grant/Donor: _____
How much: _____	What Grant/Donor: _____
How much: _____	What Grant/Donor: _____

Time and Resources:

VFP (explain what): \_\_\_\_\_  
 Other (explain what): \_\_\_\_\_  
 Fund raised or donated by each participant: \_\_\_\_\_

Constituents, Allies, and Opponents of this Delegation. In building a safe and effective delegation it helps to think this out:

- Who will be the members for this delegation and how will they be selected in an open and democratic process?
- What will be allied organizations and groups ready to support this delegation in the US and in host country? How do you reach out to them?
- What organizations and groups will be inclined to oppose this delegation in the US and at host country? Are there ways to mitigate their affect?

**Appendix 8 – Board of Directors Evaluation of the Executive Director**

**Guidelines for Board of Directors Evaluation of Executive Director**

Evaluating the Executive Director is a primary responsibility of the Board. There are several key benefits from this evaluation, including that the process:

1. Ensures the Board is meeting its duty to effectively lead the organization
2. Ensures organizational goals are being met
3. Ensures continued development of the Executive Director in his or her role
4. Ensures a formal evaluation process that meets standards of fairness and practicality
5. Ensures the Executive Director values his or her role and is benefiting from it
6. Leaves written record of the Board's impression of the ED’s performance in case it is needed for future verification (e.g., for salary increases, probation, permanency, etc.).

<b>Activity:</b>	<b>Month</b>
Evaluate the Executive Director, by referencing his or her progress towards organizational goals and responsibilities in their job description	Apr
Strategic planning to produce next fiscal year’s organizational goals and identify resources needed to accomplish the goals	Aug
Establish Executive Director's goals for the next fiscal year, by referencing goals produced from strategic planning	Sept
Establish next year's fundraising goals and budget by referencing resources needed to reach strategic goals	Oct
Board self-evaluations and end of year Executive Director Evaluations sent out.	Nov
Board self-evaluations and Executive Director Evaluations reviewed	Dec/Jan

**Directions and Special Considerations:**

1. The Personnel committee shall carry out the evaluation process annually.
2. Ensure the process is documented and understood by all, to include involved staff.
3. Each Board member and the Executive Director completes the following table about the Executive Director's performance during the evaluation period.
4. On a separate sheet of paper, provide any commentary that addresses rankings below 3. Consider adding commentary for high ratings as well.
5. Submit the evaluation sheet and commentary to the Personnel committee.
6. The Board may decide to provide the Executive Director an average ranking for each category. Similarly, commentary can be summarized or provided individually to the ED.
7. The Personnel committee provides the evaluation report to the Executive Director and schedules a meeting with him or her shortly thereafter.
8. Ensure plans are made to address ratings below 3, including specific actions with dates.
9. If the Board perceives the ED to have performance issues, it can initiate an evaluation. However, DO NOT initiate evaluations only when there are perceived issues - this is abusive.

Name of Preparer	Rating (1-5)
<p><b>Financial Compliance, consider:</b></p> <ul style="list-style-type: none"> <li>• Maintains control and accounting of all funds, including developing and maintaining sound financial practices</li> <li>• Works with board and staff in preparing a budget</li> <li>• Ensures organization operates within budget guidelines</li> <li>• Receives a "clean" financial audit</li> <li>• Ensures that funds are disbursed in accordance with contract requirements and donor designations</li> </ul> <p><i>Comments:</i></p>	
<p><b>Legal Compliance, consider:</b></p> <ul style="list-style-type: none"> <li>• Maintains official records and documents</li> <li>• Ensures compliance with federal, state and local regulations and reporting requirements</li> <li>• Executes legal documents appropriately</li> <li>• No prolonged legal difficulties</li> </ul> <p><i>Comments:</i></p>	
<p><b>Revenue, consider:</b></p> <ul style="list-style-type: none"> <li>• Raises revenue to accomplish significant program goals</li> <li>• Maintains or builds a financial balance per policy</li> <li>• Maintains contact with, and prepares thank you letters for donors, grantors, and other fiscal sponsors</li> </ul> <p><i>Comments:</i></p>	
<p><b>Human Resources, consider:</b></p> <ul style="list-style-type: none"> <li>• Maintains professional and safe work environment</li> <li>• Maintains or increases productivity of staff</li> <li>• Maintains sufficient and effective volunteer corps</li> <li>• No undue staff turnover or ongoing personnel complaints</li> </ul> <p><i>Comments:</i></p>	
<p>1=unsatisfactory, 2 = partially within expectations, 3=meets expectations, 4=exceeds expectations, and 5= far exceeds expectations.</p>	

Name of Preparer	Rating (1-5)
<p><b>Products/Programs, consider:</b></p> <ul style="list-style-type: none"> <li>• Maintains or expands programs per plans</li> <li>• Program evaluations demonstrate effectiveness</li> <li>• Meets yearly program goals and objectives</li> </ul> <p><i>Comments:</i></p>	
<p><b>Relationship with Board, consider:</b></p> <ul style="list-style-type: none"> <li>• Works with Board to develop a clear mission statement and strategic plan</li> <li>• Ensures that the Board is kept apprised of the condition of the organization and all important issues affecting it</li> <li>• Prepares budgets for presentation to the Board</li> <li>• Works well with the board</li> <li>• Provides support to board committees as appropriate</li> </ul> <p><i>Comments:</i></p>	
<p><b>Membership Relations, consider:</b></p> <ul style="list-style-type: none"> <li>• Organizes annual VFP convention and conducts outreach to encourage member participation</li> <li>• Addresses member ideas, concerns, and questions</li> <li>• Keeps members up to date on VFP strategy and goals</li> <li>• Maintains member unity and assist in conflict resolution</li> <li>• Keeps member database current</li> <li>• Ensures new members are contacted in a timely manner</li> </ul> <p><i>Comments:</i></p>	
<p><b>Community Relations, consider:</b></p> <ul style="list-style-type: none"> <li>• Establishes sound working relationships and cooperative arrangements with allied groups and organizations</li> <li>• Publicizes the activities of the organization, its programs and goals, and edits written materials</li> <li>• Performs outreach by preparing press releases, securing speakers, and preparing promotional materials</li> </ul> <p><i>Comments:</i></p>	
<p>1=unsatisfactory, 2 = partially within expectations, 3=meets expectations, 4=exceeds expectations, and 5= far exceeds expectations.</p>	



**Appendix 9: Staff Evaluation of VFPs National Office Work Environment and the Executive Director**

Staff Member's Name: \_\_\_\_\_

Please circle your responses and add comments and return to the Personnel Committee chair.

1. Please rate the Executive Director's openness to you when discussing issues and concerns that affect your work:

a. Very approachable b. Approachable c. Neutral d. Hard to Approach e. Unapproachable

Comments: \_\_\_\_\_  
\_\_\_\_\_

2. Do you believe you and other staff members are treated fairly by the Executive Director?

Comments: \_\_\_\_\_  
\_\_\_\_\_

3. Please rate the work environment in the office:

a. Very Friendly b. Friendly c. Neutral d. Hostile e. Very Hostile

Comments: \_\_\_\_\_  
\_\_\_\_\_

4. On a scale of A, B, C, D, or F, what grade would you give the VFP office as a place to grow as a person and an employee? Grade: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

5. Do you have any positive or negative feedback about working as a staff member of VFP that you would like to share?

Comments: \_\_\_\_\_  
\_\_\_\_\_

6. Do you have any questions or concerns that you would like to the Board of Directors to address?

Comments: \_\_\_\_\_  
\_\_\_\_\_

## Appendix 10 – Board of Directors Self-Evaluation Form

Considerations	5 Very Good	4 Good	3 Avg.	2 Fair	1 Poor
1. Board has full and common understanding of the roles and responsibilities of a board					
2. Board members understand the organization's mission and its products / programs					
3. Structural pattern (board, officers, committees, executive and staff) is clear					
4. Board has clear goals and actions resulting from relevant and realistic strategic planning					
5. Board attends to policy-related decisions which effectively guide operational activities of staff					
6. Board receives regular reports on finances/budgets, products/program performance and other important matters					
7. Board helps set fundraising goals and is actively involved in fundraising ( <i>nonprofit</i> )					
8. Board effectively represents the organization to the community					
9. Board meetings facilitate focus and progress on important organizational matters					
10. Board regularly monitors and evaluates progress toward strategic goals and product/program performance					
11. Board regularly evaluates and develops the chief executive					
12. Board has approved comprehensive personnel policies which have been reviewed by a qualified professional					
13. Each member of the board feels involved and interested in the board's work					
14. All necessary skills, stakeholders and diversity are represented on the board					

**Please use this space to clarify any ratings that are Average or Below.**

**Please list the three to five points on which you believe the board should focus its attention in the next year. Be as specific as possible in identifying these points.**

1.

2.

3.

4.

5.

## **Appendix 11 – Board of Directors’ Annual Calendar**

### **BOARD OF DIRECTORS ANNUAL CALENDAR**

#### **JANUARY – In-Person Meeting**

- Administer oath to new board members and conduct board orientation
- Elect new officers of Board
- Make assignments, to include chair and members of committees, as well as liaisons for all other appropriate VFP entities (i.e., working group, national projects, etc.)
- Follow-up on Convention Planning to include selection of a theme

#### **FEBRUARY – Board Tele/Conference Call**

- Initial Executive Director Evaluations and Board Self-Evaluation distributed, to be collected 10 days following the meeting

#### **MARCH – Board Tele/Conference Call**

#### **APRIL – In-person Meeting to be held in the location of the National Office**

- Continued Convention Preparation
- Interaction with Staff
- Move forward in the selection of next year’s convention site and planning

#### **MAY – Board Tele/Conference Call**

#### **JUNE – Board Tele/Conference Call**

#### **JULY– Board Tele/Conference Call**

#### **AUGUST – In-Person Meeting and Convention**

- Organizational Strategic Planning
- Vote on endorsement of resolutions and bylaw amendments
- Oversee the Annual Convention and conduct the Business Meeting

#### **SEPTEMBER – Board Tele/Conference Call**

- Establish Executive Director’s Organizational Goals for next fiscal year

#### **OCTOBER – In-Person Meeting**

- Held in the city hosting the following year’s convention, tour facilities
- Receive report from Convention Committee regarding upcoming year’s convention
- Establish fundraising goals for the next fiscal year
- Budget will be considered and voted on.

#### **NOVEMBER – Board Tele/Conference Call.**

**DECEMBER – Board Tele/Conference Call; Year In End Review. End of year evaluations sent to all board members and staff, including out-going board members.**



## **Meeting Ground Rules**

**Remember Who We Are – Statement of Purpose and Code of Conduct**

-

**Show Up On Time and Come Prepared**

-

**Stay Mentally and Physically Present**

-

**Contribute to Meeting Goals**

-

**Let Everyone Participate – Step Forward / Step Back**

-

**Listen with an Open Mind**

-

**Think Before Speaking**

-

**Stay On Point and On Time**

-

**Attack the Problem, Not the Person – Disagree Respectfully**

-

**No Interrupting**

-

**Avoid Repeating Others Comments**

-

**Return From Breaks On Time\***

\* We are all adults and we may have to excuse ourselves on occasion. If you need to step outside during the meeting for any reason, please do so at your convenience quietly and return promptly. When we take an unscheduled break we understand the meeting will continue. Members will fill us in on what we missed at the next opportunity – which may be at the end of the day.

# VETERANS FOR PEACE

NATIONAL OFFICE: 1404 N. Broadway/St.Louis, MO 63102.

PHONE: (314) 725-6005 FAX: (314) 227-1981 E-MAIL: vfp@veteransforpeace.org

## Responsibilities of the Board

Board members are responsible for the following:

1. **Participation in board activities.** The board has monthly conference calls and quarterly in-person meetings. Attendance is required barring an excused absence. Board members are expected to serve on committees, communicate with the broader VFP membership and peace community, and assist in facilitating the National Convention.
2. **Ensuring organizational continuity.** The board develops leadership within both board and staff to maintain a mix of old and new people in both spheres.
3. **Setting organizational policy, reviewing and evaluating organizational plans.** The board ensures that policies are in place to guide the organization as appropriate and that the organization's programs are always in keeping with its statement of purpose, and that the statement of purpose continues to reflect a true need.
4. **Doing strategic planning.** The board forms long-range plans with reference to our statement of purpose, focusing on the following types of questions: Where does VFP want to be in two years, five years, ten years? How big does VFP want to become? What are the implications of world events for VFP's work? How can VFP become more proactive, rather than reactive?
4. **Maintaining fiscal accountability.** The board approves and closely monitors the organization's expenses and income. The board makes certain that all the organization's resources (including the time of volunteers and staff) are used wisely, and that the organization has enough money to operate.
5. **Personnel.** The board sets and reviews personnel policies, hires, evaluates, and, when necessary, fires staff. For staff positions other than the executive director, these tasks are delegated to the executive director who takes the place of the board in personnel matters. The board hires the executive director and evaluates her or his performance regularly. The board is also the final arbiter of internal staff disputes and grievances and is ultimately responsible for maintaining good staff/board relationships.
6. **Funding the organization.** The board is responsible for the continued funding and financial health of the organization. With regard to fundraising, board members have two responsibilities: give money and raise money to best of ability.

As a board member, I agree to these responsibilities and will work to carry out these tasks to the best of my ability.

Name (print/sign): \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix 14 – Board of Directors Standing Committee Assignment Forms

VFP US Committee Assignments		
Committee	Chair	Members
<b>Awards</b> - Charged with developing the annual award categories, criteria and nominating procedures, plus recommending award recipients to the Board.		
<b>Bylaws</b> - Charged with ensuring that the bylaws meet the evolving needs of the organization.		
<b>Communications</b> - Charged with promoting VFP and bringing visibility and recognition to VFP actions and principles.		
<b>Convention</b> - Charged with the planning and organization of the annual convention.		
<b>Delegations</b> - Charged with overseeing the development and execution of VFP US Delegations.		
<b>Finance/Fundraising</b> -		
<b>Membership</b> - Charged with assisting in chapter formation, investigating complaints and grievances about members or chapters, and providing support to reinvigorate inactive chapters.		
<b>Newsletter</b> - Charged with preparing the newsletter and monitoring its cost. Includes at least the Editor, President and Executive Director.		
<b>Nominations</b> - Charged with identifying qualified members to run for election to the Board of Directors.		
<b>Personnel</b> - Charged with hearing grievances and overseeing personnel policies and staffing, and conducting annual evaluations.		
<b>National Projects</b> - Charged with making recommendations on VFP's overall program of work to include National Projects.		
<b>Resolutions</b> - Charged with facilitating the resolutions procedures.		





## Appendix 16 – Board Travel Reimbursement Form

### VFP Board Travel Expense Report

Board Member: \_\_\_\_\_ Date of Travel: \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_

<u>Description</u>	<u>Amount</u>
<i>Transportation Expenses</i>	
<i>Hotel Expenses</i>	
<i>Meal Expenses</i>	
TOTAL	
Reimbursement Requested	
In-Kind Donation	

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Approved By Date

*Please attach receipts.*

## **Appendix 17 – Current National Projects and Working Groups**

### **CURRENT NATIONAL PROJECTS**

At times projects initiated by members or chapters take on a larger scope and those involved ask to be recognized as National VFP Projects. Currently there are nine National Projects. For more information, visit our VFP website.

#### **Golden Rule Peace Boat Project**

We aim to advance VFP's opposition to nuclear weapons and war, and to do so in a very memorable and intriguing way. We have recovered and are restoring the original peace boat, the Golden Rule, that sailed in 1958 to stop nuclear testing in the atmosphere, and which inspired many peace makers and peace ships that followed. The restored Golden Rule will voyage once more, to show that a nuclear peace is possible, and that bravery and tenacity can overcome militarism.

#### **Iraq Water Project**

Iraq Water Project was conceived in 1999 to address and challenge the intolerable sanctions regime whose purpose---not very carefully hidden---was to make life so miserable for Iraqis that they would overthrow Saddam Hussein and place in power a government compliant with US interests. This system of sanctions stayed in place some 13 years, and very helpfully wrecked Iraq's economic and social structure. The water system collapsed with everything else.

#### **Korea Peace Campaign**

Korea Peace Campaign (KPC) is a national project of VFP whose mission is to achieve a peaceful end to the lingering, costly Korean War; heal the wounds of the War; and promote reconciliation and friendship between American and Korean people.

#### **Deported Veterans Advocacy Project**

The mission of the Deported Veterans Advocacy Project is to advocate and assist U.S. veterans who face deportation, or have been deported by the U.S. government. Currently Veterans For Peace is the fiscal sponsor of the Unified Deported Veterans, located in Tijuana, Mexico. The Unified Deported Veterans/Veterans For Peace Hector Barrios Chapter 182 is the front line of interception for U.S. military deported veterans, assisting them to integrate into the community as productive residents while searching for legal avenues to return home to the U.S.

#### **Veterans Challenge Islamophobia**

Veterans Challenge Islamophobia is a broad based call to all veterans to defend the values of religious freedom, equality and individual rights. These are the very same values embedded in our Constitution that many of us believed we were defending when serving in the military. And time is urgent. The campaign is initiated and coordinated by Veterans For Peace. All veterans who agree that bigotry and religious intolerance must be challenged are welcome.

### **Vietnam Agent Orange Relief & Responsibility Campaign**

This 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.

### **Vietnam Full Disclosure Campaign**

An alternative commemoration of the American War in Viet Nam Full Disclosure is a national campaign to present to the American people an accurate history of the American war in Viet Nam. We do this for historical accuracy, and to look at the impact of the war on the Vietnamese and American people – including servicemen and women and their families. Most importantly, we hope to prevent future unnecessary, brutal acts of intervention.

## **CURRENT WORKING GROUPS**

For more information on our Working Groups and to get involved, visit the VFP website.

Agent Orange  
Democracy / Constitution / War Powers  
Prosecute War Criminals  
Military Trauma  
SOAW / Latin America  
Nuclear Abolition  
Save Our VA!  
The Environmental Costs of War and Militarism  
Veterans For INNER Peace  
GI Resistance  
Homeless Veterans  
Iran  
Palestine  
Drones  
DU, Cluster Bombs, and Land Mines

## **Appendix 18 – Facebook Best Practices**

### **Facebook Goals**

- Build awareness of VFP’s brand and current work
- Increase engagement with current followers and increase sign up the weekly e-news
- Educate followers on Veterans For Peace positions, activities and news relating to VFP
- Drive traffic to VFP website and VFP store
- Fundraising

### **Content Quality Over Quantity**

Focus on generating quality social media content that is in line with VFP’s social media goals. Generally, post no more than five Facebook posts per day. When possible, schedule posts to go live during peak usage times.

### **Voice and Tone**

When posting as the organization, use a voice that is consistent with VFP’s mission and values. VFP is a professional organization that intends to educate the public and inspire action. Each post should contain some text, should inform on a topic, and invite conversation from followers. No profanity, aggressive, or sarcastic language.

### **Tagging Chapters, Campaigns, Ally Pages**

Mention and (when possible) tag the local chapter or VFP campaign that is featured in a post. Tag the national Veterans For Peace page in posts. If mentioned in a post, tag ally groups.

### **Requests/Messages to VFP pages**

Office staff will answer messages directed to the national VFP pages. When necessary, the message will be forwarded to the appropriate national leader to handle the request.

### **Pinned Posts**

Focus on taking action and highlight current VFP national efforts. Determined by the office staff.

### **Posting Original Content**

Create and share original content, tagging and referencing appropriate pages, so the post will link back to Veterans For Peace.

### **Sharing from other pages**

Always share original content when possible. Posts shared from other pages or individual accounts must be from a VFP project/campaign page, an ally group, or coalition which VFP is part of. Posts shared from other pages must be related to the ongoing work of VFP or contain a news story about the work of VFP. ‘Reach’ from posts shared doesn’t come back to VFP page.

### **Removing/Blocking/Banning Inappropriate Posts/Individuals**

Out of context posts, comments or posts intended to alarm only will be deleted. The posting of any racist, misogynist or other hateful diatribe or pictures will be removed and the poster warned. In the event of a repeat offense the individual will be blocked from the page. Gratuitous profanity, abusive language and ad hominem attacks are strictly forbidden on this page. Offenders will be blocked from commenting on this page and reported to Facebook.