



Combat Veterans Motorcycle Association®
National Board of Directors
11 East Kansas Street
Liberty, Missouri, 64068

NBoD

6 October 2018
Expires: 6 April 2020

(20160522A) Rev. A
MEMORANDUM FOR RECORD

SUBJECT: CVMA® POLICY ON MINIMUM MANNING FOR CHAPTERS AND DETACHMENTS

1. IAW CVMA By-Law, Article 10, Section 1 and 6, chapters require a minimum of 15 members and detachments require a minimum of 8 members.
2. Any chapter that has less than 15 Full Members will be retired.
 - a) The State Representative (SR) will notify the Chapter Commander (CC) and the Regional Representative (RR) that the chapter will be retired.
 - b) The RR will notify the NBOD of all pending chapter retirements and confirm that the CC has been notified and the date of notification.
 - c) The chapter will be allowed 180 days from the SR notification to obtain 15 Full Members.
 - d) If after 180 days, the chapter is unable to maintain the minimum manning standard:
 1. The chapter will be realigned as a detachment.
 2. The **realigned** detachment will be assigned to it's original chapter.
 3. In the case of an independently organized chapter, it will be assigned to a chapter of the SR's choosing.
 - e) Any incorporation, Tax Status and EIN may be retained at the unit's discretion and IAW the Chapter By-Laws.
 - f) If after being realigned as a detachment, the unit attains the minimum manning standard for a chapter, a Chapter Request will be submitted through the normal process and if approved, the unit will be assigned it's original nomenclature.
 - g) If a State retires it's sole chapter, the State will retain it's original numerical designation **and** the members will fall under the control of the SR.
3. Any detachment that has less than 8 Full Members will be retired.
 - a) The Chapter Commander will inform the State Representative.
 - b) The SR will inform the NBOD through the RR.
 - c) The detachment will be allowed 180 days from the CC's notification to obtain 8 Full Members.
 - d) If after 180 days the detachment is unable to meet the manning standard, the detachment will be absorbed back into the mother chapter.
 - e) Any incorporation, Tax Status and EIN should be terminated.
 - f) Once a detachment is dissolved any further detachments would follow the normal New Detachment process.

4. Responsibilities.
 - a) It is the responsibility of the State and Chapter officers to ensure members are aware of the requirements to maintain minimum manning requirements for chapters and detachments.
 - b) Unit Commanders are responsible to manage and maintain their unit minimum manning standards and to inform the chain of command when they fall below that requirement.
 - c) State Representatives are responsible to:
 1. Manage all units in their State.
 2. Notify the Unit Commanders when their unit falls below the minimum manning requirement.
 3. Notify the RR when any of the units in their State falls below the minimum manning requirement.
 4. Reassign members from retired units.
 - d) Regional Representatives are responsible to:
 1. Monitor the membership status of the units in their Region.
 2. Inform the NBOD when any of the units within their Region falls below the minimum manning requirements.
 3. Facilitate their SR in the management of the units.
 - e) NBOD is responsible to:
 1. Monitor the membership status of the units.
 2. Maintain the CVMA chapter and detachment data base.
5. The intent of this policy is to ensure adherence to the By-Laws regarding chapter and detachment minimum manning.

Brad "Bergie" Berglund
National Secretary
Combat Veterans Motorcycle Association