



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

NBOD

29 November, 2015

(20151129A)
MEMORANDUM FOR RECORD

SUBJECT: CVMA® POLICY ON NEW CHAPTER/DETACHMENT REQUESTS

1. In support of CVMA By-Laws, Article 10 all requests for new chapters and detachments shall meet the following criteria
 - a) Chapters:
 1. Require a minimum of 15 Full Members.
 2. Will not be located closer than one hour's ride from any previously established chapter or detachment within the same State unless previously approved by the State Representative and/or the NBOD.
 - b) Detachments:
 1. Require a minimum of 8 Full Members.
 2. Will not be located closer than one hour's ride from any previously established Chapter or Detachment within the same State unless previously approved by the State Representative and/or the NBOD.
2. All requests for new chapters and detachments shall include the following information.
 - a) Member roster including the following information for each member.
 1. Full name.
 2. Member number.
 3. Address (City & State).
 - b) Officer rosters will include the Commander, Executive Officer or Sergeant at Arms and Secretary. Any other officer positions are optional.
 - c) By-Laws:
 1. Chapter requests will include Chapter By-Laws which include a statement under "Amendments" to the effect of "Amendments to these By-Laws will be submitted to the NBOD for review and approval before inclusion in the By-Laws".
 2. Detachments will be subject to their chapter's By-Laws.
 - d) Physical address for the new chapter. If the physical address and the business address are different, then both will be submitted and explained.
 - e) Location of adjacent chapters and detachments with ride times and distances annotated.

3. New chapter and detachment requests will be compiled by the prospective Chapter Commander and submitted through the State Representative and Regional Representative to the NBOD, in care of the NSEC.
4. New chapter and detachment requests will be reviewed and voted on by the NBOD and the chain of command will be notified of the results following the decision.
5. Chapters that are approved:
 - a) The NSEC will notify the State Representative through the Regional Representative of the approval.
 - b) The approved chapter will then apply for incorporation and an Employee Identification Number (EIN) and provide that information to the NSEC.
 - c) The approved chapter will provide a complete set of the Chapter By-Laws signed; by the Chapter Commander, the Chapter Secretary or the entire CEB and dated to the NSEC.
 - d) Upon receipt of the EIN and By-Laws from the approved chapter by the NSEC:
 1. The NSEC will create a new chapter in the data base.
 2. The NSEC will announce the new chapter in the Chapter Officer forum.
 3. The NPRES will announce the new chapter in the General Discussions forum.
 4. The State Representative will fill the new chapter roster with the appropriate members in the data base.
 5. The State Representative will assign the appropriate members as to their officer positions in the data base.
6. Detachments that are approved:
 - a) Will use their chapters EIN.
 - b) Are subject to their chapter's By-Laws.
7. Responsibilities.
 - a) Prospective Commanders:
 1. Compile complete and accurate information and requirements.
 2. Submit required information to the NBOD in care of the NSEC
 - b) State Representative:
 1. Receive any new chapter and detachment requests from prospective Commanders.
 2. Confirm the requests are complete and accurate.
 3. Endorse approval or disapproval of the request. Explanations are optional.
 4. Maintain situational awareness to the requester throughout the process.
 5. Appropriate data base updates.

- c) Regional Representative:
 - 1. Receive any new chapter and detachment requests from State Representatives.
 - 2. Ensure the request is complete and accurate.
 - 3. Endorse approval or disapproval. Explanations are optional.
 - 4. Maintain situational awareness to the State Representative throughout the process.
 - d) National Secretary:
 - 1. Receive new chapter and detachment requests.
 - 2. Check request for completeness.
 - 3. Add the request to the next NBOD Meeting agenda.
 - 4. Review:
 - I. By-Laws to ensure conformity to the National By-Laws
 - II. Member roster for active members.
 - III. Distance from adjacent chapters and detachments. Distance will be verified using Google Maps and the most direct route.
 - 5. Create new chapters in the database.
 - 6. Official announcements
8. The intent of this policy is to ensure adherence to the By-Laws and to provide a consistent process regarding the establishment of new chapters and detachments.

Brad Berglund
National Secretary
Combat Veterans Motorcycle Association