

(DRAFT)

VERMONT WAR VETERANS
ASSISTANCE GROUP
INCORPORATED

STANDARD OPERATING
PROCEDURES

Standard Operating Procedures (Draft)

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MISSION STATEMENT

MISSION STATEMENT: The mission of the Vermont War Veterans Assistance Group, Incorporated is to evaluate requests for financial assistance from qualified applicants and recommend payments to vendors, creditors or approve grants to individuals that are deserving and show just cause for financial assistance.

QUORUM: For purposes of approving requests for assistance and conducting general committee business, a minimum of three members of the Executive Board must be present at deliberations in order to establish a quorum.

MEETINGS: The Executive Board will meet regularly or in case of emergency situations at a time and location that is determined by the President.

VERMONT WAR VETERANS ASSISTANCE GROUP SOP

Article I. Purpose

The purpose of this document is to describe the standard operating procedures for the Vermont War Veterans Assistance Group (WVAG), Incorporated day to day operations. This document compliments the By-Laws and Articles of Incorporation of the Vermont Veterans Assistance Group, Incorporated and does not supersede them. This SOP can be revised by the Executive Board of WVAG, Inc. at any time to better meet the needs of veterans.

Article II. Organizational Structure

The graphic below depicts the WVAG, Inc. Organizational structure. As stated in the By-Laws, The Board of Directors shall consist of a maximum of seven members. The Corporation shall elect officers only on a “replacement” basis or as one officer resigns a position on the Board, the Board may elect another of it’s own members as a replacement for that position. Members may resign from the Executive Board only if a suitable replacement is appointed or selected by the Majority of the remaining Board members but no less than a five member quorum.

	PRESIDENT	
VICE-PRESIDENT		VICE-PRESIDENT
BOARD MEMBER	Secretary/Treasurer	BOARD MEMBER
BOARD MEMBER		BOARD MEMBER

Standard Operating Procedures (Draft)

Article III. President

The President shall be the Chief Executive Officer of the Corporation exercising charge and supervision over and responsibility for the conduct of the business affairs of the corporation. The President is authorized to enter into agreements and otherwise conduct the business of the corporation and to bind the corporation to actions taken by him.

Article IV. 1st and 2nd Vice-President

The 1st Vice-President will assume the duties and responsibilities of the President if he is not available. The 1st Vice-President is responsible to act as the primary deputy for the President and is authorized to represent him at functions and meetings. The 2nd Vice-President will assume the duties of the President and 1st Vice-President if either is not available or as assigned. The 2nd Vice-President is also chair of the Grants and Needs Committee. Application forms and a short SOP for administering these actions is included later in this document.

Article V. Secretary/Treasurer

The Secretary/Treasurer of the Corporation shall cause notice to be made of all meetings as may be required by the By-Laws, shall keep accurate minutes of all meetings, and shall have responsibility for the secretarial requirements incident to corporate activities. The Secretary/Treasurer is responsible for other pertinent filings with the Federal Government and Secretary of State to insure they are accurate and current. As Treasurer, this person is responsible to process payments for applicants that are approved to receive any benefits as put forth by the WVAG, Inc..Executive Board. The duties and authority of the Treasurer shall be to have custody of the funds and securities of the corporation. He will do this by maintaining regular books of account for the corporation that are available to the public for inspection at any time. He will determine the financial status of the corporation on a monthly basis so as to determine the appropriate balances and accounts payable. Furthermore, the Treasurer is also responsible for annual federal, state and local filings to ensure 501c (3) tax exempt status.

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Article VI. The Executive Board

The Executive Board consists of the President, 1st Vice-President, 2nd Vice-President, Secretary/Treasurer and the three remaining Directors of the Corporation. The executive board is established to provide oversight to all activities of the Corporation. The Executive Board will be called to vote on certain operations of the Corporation that need concurrence outside of a standing committee for special projects, etc.. The entire Executive Board will be required to vote on all Grants or Financial awards greater than \$999.

Article VII. The Grants and Needs Committee

The Grants and Needs Committee is chaired by the 2nd Vice-President. The Grants and Needs Committee will meet as applications for assistance arrive for review by the Committee. Depending on the number of applicants for assistance, these meetings may be chaired by the President at his discretion or at the request of the 2nd Vice-President. The 2nd Vice-President will review all applications for assistance and determine if all the criteria has been met for review of the full committee. The full Grants and Needs Committee will consist of a minimum of three members. Those members will be the remaining Directors of the Corporation that are not assigned as President, 1st or 2nd Vice-President or Secretary/Treasurer. Military personnel that apply for assistance need not be deployed at time of application. A "by name" record of all applications will be maintained by the 2nd Vice-President and will become a part of the permanent records of the Corporation for future reference or historical information only. Any application over \$999 must be reviewed and voted on by the full Executive Board.

Article VIII. Special Projects

The War Veterans Assistance Group Corporation's mission is to provide charitable support to Vermont Military Veterans, their family members, and to support activities and programs run by Veterans Organizations or by Veterans themselves in the form of "self help". Activities that benefit the general public may be considered for financial assistance also but will be scrutinized very closely by the Executive Board of WVAG and are limited to directly supporting Vermont Veterans and their financial needs or that of their families

Grants and Needs Committee

The mission of the Grants and Needs Committee is to evaluate requests for financial assistance from qualified applicants and recommend payment to vendors and creditors by the Treasurer. Once reviewed, the GNC Chairperson will recommend such payments through the Executive Board of WVAG, Inc.

Membership on this committee will consist of a minimum of three members chosen from the Directors of the War Veterans Assistance Group Executive Board. It will be chaired by the 2nd Vice-President of the WVAG Executive Board or the WVAG President in the absence of said Vice-President. The chair will appoint a Recorder for purposes of maintaining minutes of each meeting.

A quorum requires that all three members of this committee are present at each meeting when considering any application for assistance by WVAG.

Meetings will be whenever applications have been received for consideration and at the convenience of the chair person within reason but not greater than one week or seven days from receipt of application.

Application process:

a. **Applicants.** The GNC will consider applications from members of the U.S. Military, regardless of service or component. Family members of said members may also apply for assistance through their military member or sponsor (spouse)

b. **Forms:** Applications for assistance will be submitted using this charity's format and forms process. These will be made available on demand by person or persons applying for assistance and by going on line at www.WVAG, Incorporated.com. Applicants will be required to complete the application form in its entirety and provide supporting documentation to justify the stated need. The application must include legible copies of all bills for which the applicant is seeking payment or for what ever need they are seeking assistance. The documentation must include a telephone number or email address by which WVAG can communicate with the vendor or addressee on the bill or bills submitted for consideration. The GNC may consider a partial

payment as it's only form of support.

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Committee Procedures: Subject to availability of a quorum, the GNC, will review all applications submitted for their consideration. The Recorder will keep a “by-name” record of the action taken by the Committee on all applications it reviews. One of the following decisions will be rendered by the GNC:

- a. Approve request as submitted and forward to Executive Board for final approval and forwarding to Treasurer for payment.
- b. Approve a portion of the request and forward that portion to the Executive Board for final approval and forwarding to the the Treasurer for payment
- c. Applications that exceed \$999 will only be considered by the Full Executive Board. The Executive Board will provide the applicant with a written negative decision and/or payment if applicable.
- d. Disapprove request. The Executive Board will notify the applicant of the disapproval and the reason (s) for the disapproval. The applicant is free to re-submit with additional information if he/she so choses.

Vouchers: The GNC will forward approved cases by the most expeditious means available to them. The primary means will be via email to person requesting support indicating that their request was approved for payment. The GNC will be responsible to get a receipt from the vendor or vendors to which payment was made for the permanent record at the WVAG Offices. Acceptable receipts would be invoices, payment vouchers, etc., which would accompany payment receipt indicating what the payment was for, fuel, gas, rent etc..

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