

# Associates of Vietnam Veterans of America, Inc.

## Incorporation Report August

**Hello, part of the duties and updates of incorporated Chapters and States.**

- Updated the Power Point ready for States and Chapters to view.
- Keeping our Inc. Committee informed about received requests to petition, petitions, and the start-up kit documents.
- Updated Section 2 of the policies and procedures.
- Continuing to follow up with Incorporated States and chapters to help with questions and the process.
- Working with National Finance Chair Susan Price, reminding Chapters and States to complete the 990-N and financial reports every year no later than July 15<sup>th</sup> deadline. Keeping an updated list of completion of the 990-N, Financial report, and submitting the signed, dated forms sent into Charlie Corbin.
- Sending the IRS information of the Newly chartered Subsidiaries, and adding the chapter or State to National AVVA Corporate list.
- Ordering of the AVVA flags, National Product Sales Penny Meinhardt, and President Sharon Hobbs, Charter certificates for the newly incorporated State or Chapters ready for the presentation ceremony. Presented by their Regional Director.
- Working with National Membership Chair Terri Rangel, confirming the members on the sign petition of their status.
- Working with National Election Chair Nancy Montgomery, sending the election results of the newly elected interim officer's form.
- Working with the National Data Base Manager Suzie Meeks, forwarding the information of the new Incorporated Chapters.
- Working with the National By-Laws Chair Wynella Bethhards, with the by-laws template.

**Our AVVA total to date of incorporated chapters 28 and 12 States which totals 40.**

**Congratulations! to chapter 1056 of Missouri, Chapter 1091 of Maryland, and Chapter 1059 of Florida, have successfully completed their incorporation process.**

The chapters that are in the beginning process of Incorporation are as follows; Chapter 1146 of TN, Chapter 596 TN, Received a Request to Incorporate by the State of GA. Phone calls about the process, and the benefits of becoming incorporated.

You only need 10 members for Chapters to Incorporate with 2 of the 10 members can be dual members to sign the petition.

State Incorporation, SIGNATURE REQUIREMENTS 1. States with fifty (50) to one hundred (100) Regular Members require a simple majority. (e.g., a state with sixty (60) Regular Members requires thirty-one (31) signatures.) 2. States with one hundred-one (101) or more Regular Members require only fifty (50) signatures. Which ever the requirements are for your State, 5 signatures can be dual members.

Our number #1 goal as a committee is to have our AVVA States and Chapters, to be successful, and complete the process with ease with each step of the way. You will not be alone during the process, even up to the first time you must file your 990-N.

I would like to take this time to say **“Thank You”** to the Incorporation Committee.

Respectfully Submitted,

Bobbie Morris, National Incorporation Committee Chair

Committee Members:

Susan Price, TN

Ann Rice, TN

Barry Schloffel, CA

Special Advisor, Nancy Rekowski PA