



# STATE AND CHAPTER INCORPORATION

[www.avva.org/training.html](http://www.avva.org/training.html)

## STATE AND CHAPTER

### Let's Begin:

This presentation is intended to give you *MOST* of the information you will need to incorporate your chapter or state.

Details are found in the Policy and Procedure Manual Section 2, which can be found on the AVVA website - [avva.org/policy.html](http://avva.org/policy.html).

Currently the Incorporation Chair is Bobbie Morris: [bobby514@comcast.net](mailto:bobby514@comcast.net)

### Why should we incorporate?

- ▣ Identify as an organization
- ▣ Elect officers that will divide the work load
- ▣ Control and maintain funds
- ▣ Perpetuate your organization
- ▣ Develop programs targeted at your membership
- ▣ Control your events and activities
- ▣ Continue to work beside VVA as long as you wish!

### What is our first step?

- ✓ Chapters will need at least 10 active members.
  - This means members who generally come to meetings and participate in activities.
- ✓ States will need a minimum of 50 members to begin.
  - States with 100 or less members must have at least 51% (or a majority) of all members sign the petition.
  - States with 101 or more members must have at least 50 signers to the petitions.
- ✓ If the above criteria exist, you may contact the National Incorporation Committee chair to request instructions for beginning the incorporation process.  
(See P&P Section 2) [avva.org/policy.html](http://avva.org/policy.html))

### Then :

The incorporation chair will respond to you with instructions regarding the downloading and submission of the Petition Packet.

- ✓ All persons signing the petition **MUST** be at least 18 years old, and currently a regular member of AVVA in good standing.

Follow the instructions in the Petition Packet carefully.

Completed petitions are returned to the national incorporation chair for verification.

Chapters are given 60 days and states are given 6 months from the date of the first signature on the petition, to return the petition to the incorporation chair.

**Now That your petition is in:**

- ✓ There will be steps taken by your regional director and the incorporation chair to verify and approve all signatures on your petitions. These steps appear in the policy & procedure, section 2.
- ✓ Once these steps are completed, the incorporation chair will respond to you with your approval to continue the process. You can download your “Start-up Kit”, your bylaws templates, and instructions at: [http://www.avva.org/chapter\\_state\\_startup.html](http://www.avva.org/chapter_state_startup.html)

**THE START-UP KIT:**

The start-up kit contains your incorporation documents, and instructions.

- ✓ Follows all instructions to complete the documents.
- ✓ Hold elections for interim officers.
- ✓ Complete and approve your bylaws using the template provided.
- ✓ Complete the process with your state’s Secretary of State Division.

Details can be found in your packet instructions.

**What Now?**

You are almost done!

At this point, there are some steps that must be taken by the Incorporation Committee, the national regional director, and the national president.

Basically, you now just await your charter presentation and you are an official incorporated entity of Associates of Vietnam Veterans of America!

And Most Importantly - Now that you understand the basics:

It is imperative that you go to the policy manual and read the appropriate sub-sections pertaining to you. (Either state or chapter). [www.avva.org/policyhtml](http://www.avva.org/policyhtml) Section 2.

All the details you need are there! And if you need help, the national incorporation chair is here for you, for anything you need. Contact Bobbie Morris: [bobby514@comcast.net](mailto:bobby514@comcast.net)