

North Carolina Veterans Council Policy & Procedure Manual

Compiled & Edited August 18, 2021

BACKGROUND

North Carolina state veterans programs were initially managed by a group of citizens appointed by the Governor. At the time the Legislature initiated a Division of Veteran Affairs staffed by paid state employees, the NC Veterans Commission, a state congressional commission, was appointed to oversee the functioning of the division. Leaders of military veterans organizations across the state were anxious to initiate a nonpartisan, non-governmental organization to promote the interests of veterans to the North Carolina General Assembly. The North Carolina Veterans Council was reorganized. Bylaws and Constitution were signed in 1999 and The North Carolina Veterans Council, Inc was incorporated in 2008. Bylaws limited voting membership to representatives of those military veterans' organizations chartered by the Congress of the United States of America. Ex Officio membership was opened to Past Council Commanders, Secretary, N.C. Division of Veterans Affairs, Chairman, N.C. Veterans Affairs Commission, County Veterans Council representatives. By-Laws were updated in 2019 to be more inclusive of state level Veterans organizations.

PROCEDURE MANUAL

This Procedure Manual is designed to provide guidance and information to augment the North Carolina Veteran Council Bylaws, Constitution and Articles of Incorporation. This manual is intended to supplement, compliment, and clarify further the responsibilities delineated in the Bylaws. In order to effectively carry out duties and responsibilities, all the North Carolina Veterans Council documents should be used together.

This document was approved at an official meeting of the North Carolina Veterans Council, in North Carolina , on October 18, 2021



I. MEMBERSHIP

Voting Membership

In compliance with Article VIII of the Articles of Incorporation of the NCVC, Voting Membership is open to both:

1. *United States military veterans' organizations duly chartered by the Congress of the United States of America*; hereafter known as Primary Member Organizations (PMO)
2. *Military veterans' organizations without Congressional Charters with common goals that support the purpose of the NCVC*; hereafter known as Approved Member Organizations (AMO)
3. Voting member organizations shall maintain memberships that are a minimum of 97.5% US armed forces veterans.
4. Voting member organization shall maintain nonpartisan status. Endorsement of a candidate or political party will be grounds to remove voting privileges and may limit participation in some or all activities of the NCVC.
5. All member organizations will have a state office and at least one local unit, per NCVC By-Laws.

Voting Privilege

- Each voting member organization is authorized one official vote.
- Each voting member organization is authorized three representatives with full privileges to act on behalf of their organizations.
- The Commander/President/Chair of each member organization shall provide to the secretary the list of the approved representatives and their contact information.
- Only approved representatives of organizations current with dues, may cast votes.
- A representative of voting member organizations must be a veteran of the US military.
- A voting member representative must be present to cast a vote.
- In the absence of a representative, the member organization's commander/president/chair may appoint an alternative representative for the duration of a meeting by notifying the commander of the NCVC.
- Each representative may only cast votes for one voting member organization per session.
- A delegate must be present at a meeting for a vote to register. A delegate is considered present if virtual attendance can be verified.
- In the event a representative is unwilling or unable to fulfill the position, the commander of the voting member organization may replace that person by notifying the NCVC secretary & NCVC commander of the change.

Ex-officio Membership

- Ex-officio membership is open to those with common goals that support the purpose of the NCVC, and which will provide a representative to regularly attend meetings.
- Ex-officio members do not have a vote and may not hold offices of Commander or Vice Commander.*
- Ex-officio members may participate in the activities and meetings of the NCVC as recognized by the NCVC commander
- Ex-officio members may be requested to provide regular updates on their veteran support actions or activities.
- Government agencies and government organizations that serve veterans are only eligible for ex-officio membership



- Ex Officio members shall include, but are not limited to Past NCVC Commanders; Secretary and staff of the N.C. Department of Military and Veteran Affairs; Chairs of the N.C. Veterans Affairs Commission and the NC Military Affairs Commission; NC Department of Labor; VISN-6; County Veterans Council representatives
- An organization may seek ex-officio membership by notifying the NCVC Commander in writing of intent, and provide the secretary with names of representative and contact information.
- Ex-officio members will be recognized in official roll-call, but will not count toward a Quorum
- Ex-officio members are not subject to dues.

**At the discretion of the membership, the NCVC may elect an ex-officio member representative to hold a position of secretary and/or treasurer.*

Other:

Other non-profit organizations and auxiliaries of veteran organizations, may be considered for guest membership, at the discretion of the NCVC Commander with approval of a majority of the voting membership. These organizations do not have a vote, may not hold office, but may be subject to dues and may participate in the business of the NCVC only if recognized to do so by the NCVC Commander.

For-profit businesses and organizations are not eligible for membership, and may only attend a meeting at the discretion of the NCVC Commander.

Guests may attend meetings at the discretion of the NCVC commander as space permits.

Application for Membership (See forms)

Any Organization applying for membership shall notify the NCVC Commander of the intent by submission of a *NCVC Application for Membership* form. The form shall be signed by the organization's commander/president/chair. Filing an application for membership does not guarantee approval. An organization may apply for membership once per NCVC administrative year.

Primary Member Organizations (PMO)—In addition to application for membership:

- Provide a copy of the applying organization's Congressional Charter.
- Submit dues to cover current fiscal year. There is no prorating of dues.
- Provide to the NCVC secretary the names and contact information of the organization's commander/president/chair and two additional members approved by that organization to represent said organization.
- Any of the following may be requested by the NCVC for clarification: Mission statement of organization; Organization Bylaws, Articles of Incorporation; proof of listing with the NC Secretary of State; verification of filing form 990, 990-EZ, or 990-N with the IRS.

Approved Member Organization (AMO)—In addition to application for membership:

- Provide one of the following
 - Charter or any such document issued by a nationally recognized veterans service organization granting the authority to create subordinate units within the state of North Carolina.
 - Articles of Incorporation filed with the NC Secretary of State and proof of filing form 990, 990-EZ, or 990-N with the IRS.
- The following areas of the application must be completed:
 - Organization's Mission Statement
 - Statement of rationale for joining the NCVC



North Carolina Veterans Council Policy and Procedure Manual - August 18, 2021

- Number of subordinate units within the state and number of members
- Starting date of organization
- Contact information for the current leadership of the applying organization
- Provide to the NCVC secretary the names and contact information of the organization's commander/president/chair and two additional members approved by that organization to represent said organization.

Ex-officio Membership--An organization may seek ex-officio membership by notifying the NCVC Commander in writing on a membership application, and provide the secretary with names of representative and contact information.

Removal from Voting Membership—An organization may be removed from the roster of the voting membership as follows:

- Request of the organization
- Dissolution of the organization
- Failure to maintain veteran status (97% veteran membership)
- Revocation of Charter
- Disciplinary Action (see procedure)
- Inactivation status for greater than 2 years

On an individual case, an organization may qualify to transfer to a different type of membership. Once an organization has been removed from membership, the entire application process must be completed to rejoin.

Inactivation of membership—An organization may be placed on inactive status for the following reasons:

- Failure to submit annual dues by first meeting on or following 1 July
- Failure to attend a minimum of one meeting or activity per fiscal year.
- Pending investigation by legal authorities, IRS, parent organization, etc
- Disciplinary Action

Approved by membership July 2019—Committee explanation transferred to Committee section of the document.



II. MEETINGS

Business

- The NCVC will conduct regular business meetings a minimum of once per quarter. Date and location of next meetings will be determined prior to the conclusion of a meeting.
- Member representatives will be notified by mail or electronically at least 30 days prior to a quarterly meeting.
- Additional meetings may be called by the NCVC commander, or by 2/3 of the NCVC membership. The membership shall be notified electronically at the earliest possible time of special meetings
- All meetings must have a minimum of a presiding officer and a recording secretary. In the absence of the NCVC commander, the vice commander will preside. In the absence of both commander and vice commander, the presiding officer will be selected from among the member organizations present.
- Per Article IV Section 2 of the Constitution, a simple majority of votes shall determine action taken by the NCVC, except for action to amend the NCVC Constitution and NCVC Bylaws.

Quorum

A majority of authorized voting member organizations in good standing, represented at an official meeting of the North Carolina Veterans Council will constitute a quorum for the transaction of business. Ex-officio membership is not considered when determining a quorum.

Annual Meeting

The first regularly scheduled meeting of the Fiscal year shall be the annual meeting (First meeting on or after 1 July).

The meeting should include, but is not limited to:

- Review by commander of year's past activity.
- Election and installation of officers.
- Business plan for new year by the commander
- Budget

Elections

Elections will be conducted at the annual meeting following guidelines in Constitution & Bylaws.

- Veterans Council officers will be elected annually at the first meeting of the administrative year, with Commander and Secretary being elected on even years and Vice Commander and Treasurer on odd years.
- Nominations for office may be made by open vote, by any voting member of the Council in good standing.
- Vacancies in office will be filled by election at the next scheduled meeting of the Council.
- Each voting member organization may cast one vote for each office.

Installation of Officers

At the completion of the election, all newly elected officers will be called to forefront.

Installing officer will inquire of the newly elected officers:

- *You have been elected by the members of the North Carolina Veterans Council and you are about to take assume an office of great honor and responsibility. Do you accept the position to which you were elected?*
- *Do you agree to carry out the duties as an officer of the North Carolina Veterans Council, and sincerely pledge to support its purpose, to promote its activities and to abide by its Constitution and By-Laws.*
- The installing officer will then turn to the membership and inquire:



- *Members and friends of the North Carolina Veterans, you have chosen these officers to lead the organization. It is your duty and responsibility to assist them in promoting legislation at the state level, to advance the interests of veterans in the state of North Carolina.*

Agenda--Order of Business

The Commander will provide by email one week prior to meeting or printed a start of each meeting.

Agenda—Order of Business Template (Suggested)

- Call to order
- Invocation
- Pledge of Allegiance
- Roll-call / Quorum determination
- Introduction of guests and members
- Reading and approval of minutes
- Treasurer's report
- Reports
 - Commander
 - Vice Commander
 - Committee Chairs
- Guest speakers
- Unfinished business
- New business
- Reports from Ex-officio members
- Announcements from Council Members
- Next meeting determination
- Benediction
- Salute Flag
- Adjournment

Teleconferencing:

Teleconferencing may be used for scheduled meetings and emergency meetings if face-to-face meetings are not possible or practical.

- This form of meeting will include but is not limited to conference calls, Zoom, go-meeting, face-talk.
- Membership must be notified of access as for all meetings.
- Minutes of meetings must be taken and maintained with NCVC records.
- Audio-visual conferencing is preferable to audio only conferencing. Audio-visual conferencing is required for any amendment to Constitution and Bylaws.
- A combination of face-to-face and teleconferencing may be used—a call manager other than the presiding officer must be utilized
- Matters of finance, personnel issues or disciplinary action shall not be conducted on public-forums. Only private access, control options may be utilized.

Approved July 2019, Updated July 2020



III. OFFICERS

The roles and responsibilities of the officers of the NCVC are defined within the organizations Constitution and By-Laws. The following information is designed to augment those documents, and should not be utilized in place of them.

Elected office:

- Commander**
- Vice Commander**
- Secretary** (May be combined with Treasurer—to this position may be filled by an ex-officio member.)
- Treasurer** (May be combined with Secretary—to this position may be filled by an ex-officio member.)

Appointed office

- Sergeant-at-arms**
- Chaplain
- Legislative Chair (a function of the office of Vice Commander)—see Committee Policy
- Audit Committee Chair—see Audit Policy
- Registered Agent
- Other Committee Chairs as appointed by the Commander, or selected by the body as a whole

**denote Executive Committee, unless that position is held by ex-officio member.

Commander—The commander is elected from among the representatives of voting member organizations. The commander must have an understanding of and experience with parliamentary procedure. The commander must be prepared to complete the functions of the office as defined by Bylaws.

- Preside over meetings-- Call meetings to order, preside over motions and other business, appoint committee chairs
- Be fair, impartial, and give hearing to all views.
- Keep order.
- Prepare agenda for distribution to membership by secretary
- Act as a spokesperson for NCVC
- Maintain open communications with legislators, lobbyists, state government agencies to support the purpose of the NCVC
- May cast a vote to break a tie, or to determine a majority or minority, or if secret ballot is utilized, only
- Chair the Executive Committee

Vice Commander—The vice-commander is elected from among the representatives of voting member organization, except that the commander and vice-commander must not be representatives of the same organization. The vice-commander must be prepared to act as the presiding office in the absence of the commander. The vice-commander must be prepared to complete the functions of the office as defined by Bylaws.

- Chair legislative committee
- Arrange schedules, permits, meetings for NCVC at the NC General Assembly in support of plans of legislative committee in coordination with the NCVC lobbyist.
- Member of the Executive Committee



Executive Secretary—This may be a single position, or be combined with the Treasurer position, to be decided at the time of each election. The secretary is elected from among the representatives of member organizations; this may include ex-officio membership. The secretary must be prepared to complete the functions of the office as defined by Bylaws.

- Maintain the official records of the NCVC, including correspondence and minutes.
- Maintain the roster of membership of the NCVC
- Recording of minutes. Distribution of minutes in a timely manner.
- Provide notification to membership of meetings, and other issues when directed by the NCVC Commander
- An ex-officio member of the Executive Committee.

Treasurer— This may be a single position, or be combined with the Secretary position, to be decided at the time of each election. The treasurer is elected from among the representatives of member organizations; this may include ex-officio membership. The treasurer must be prepared to complete the functions of the office as defined by Bylaws..

- Maintain official records of the NCVC, including financial correspondence, and financial records will be maintained by this officer.
 - Maintain roster of organizations current with dues, as well as those with outstanding bills
 - Prepare a financial report for presentation at each scheduled meeting
 - Maintain bank / checking account
 - Maintain official NCVC checkbook. Write checks. Maintain account register.
 - Make bank deposits in a timely manner
 - Reconcile all depots and withdrawals with bank statements
- Collect dues.
 - Provide billing vouchers and receipts to member organizations for dues—this may be done electronically
- Assure that current NCVC Commander is registered with bank account
- Compile the annual financial report for presentation at the first meeting in each fiscal year
- A member of the Executive Committee only if a representative of a voting member organization.

Sergeant-at-Arms—The Sergeant-at-arms is appointed by the commander and is responsible for maintaining order during all meetings of the NCVC

- Assure access to meetings are cleared at the start of the meeting
- Upon the Commander’s calling the meeting to order, instruct attendees to stand (as they are able) for the Invocation
- Following the Invocation, instruct attendees to face the flag, salute, and then will lead the NCVC in the Pledge of Allegiance.
- At the completion of the meeting, following the Benediction, the Sergeant-at-Arms will again lead the NCVC in a salute to the Flag.
- In the absence of the appointed Sergeant-at-Arms, any member attending a meeting may be appointed to fill the responsibilities throughout the meeting.
- Should a person(s) require removal from a meeting, the Sergeant-at-Arms will coordinate the removal.
- Will assure that only voting members are in attendance, should NCVC require a closed session.

Chaplain—The Chaplain of the NCVC is a voluntary position confirmed by the Commander

- Will attend to the spiritual needs of the NCVC
- Lead Invocations and Benedictions for meetings



North Carolina Veterans Council Policy and Procedure Manual - August 18, 2021

- Any person attending a meeting may temporarily fulfill the responsibilities of the position when requested by the Commander to do so.

Registered Agent—Per NC Secretary of State, the Registered Agent of the NCVC is required to accept service of process on behalf of the NCVC.

- The Commander will appoint and assure the Registered Agent is current with the Secretary of State
- As long as the Registered Agent is qualified for the position, it need not be changed.
- When a Registered Agent is no longer qualified, or nor longer wishes to accept the responsibility of the position, the Commander will appoint a new agent, complete the form to notify the Secretary of State and pay the change fee.
- Sole responsibility to forward paperwork to the NCVC's last known address
- Name and business address maintain in the records of the Business Registration Division of the Secretary of State's office
- Must be a resident of North Carolina and a member of the NCVC

Approved July 2019



IV. COMMITTEES

Audit Committee (DRAFT)

The NCVC Commander shall appoint an audit committee of three representative from three different member organizations. The responsibility of the Audit Committee is to certify the accuracy of the books and records of NCVC, and to assure the officers and membership that the resources/funds are being managed properly. **IMPORTANT:** All investigation by the Audit Committee must be kept confidential.

- The audit committee will examine the financial transactions and the records to assure the receipts have been properly accounted and expenditures have been made as approved by the general membership, and in accordance with the NCVC bylaws and Composition of committee:
- An audit is to be completed:
 - At the end of the fiscal year
 - When a new Unit Treasurer assumes office.
 - At any time deemed necessary by the NCVC Commander or 2/3 of the voting membership
- The treasurer is responsible for keeping the financial records in order. The treasurer should provide the following to the audit committee members:
 - A copy of the last audit report.
 - The checkbook, cancelled checks and all unused checks for all accounts.
 - Bank statements and deposit receipts.
 - Treasurer's books and ledgers.
 - The annual financial report.
 - All receipts of bills paid.
 - Copies of all financial reports for the period to be audited.
 - Any other information requested by the Audit Committee.
- Conduct the Audit
- Assure the beginning balance agrees with the Balance on Hand at the conclusion of the last audit report.
- Make sure that each check written has proper substantiation
- Verify that bank reconciliations are done monthly and check their accuracy.
- Verify all checks have approved endorsements.
- Assure that dues are dually noted
- Check the accuracy of the math in the checkbook, ledgers and financial reports.
- Assure no checks have been made payable to "Cash."
- Check the minutes of the meetings to verify the following:
 - All expenditures were adopted by the membership.
 - The membership approves all fundraisers
 - Financial reports were presented at all meetings.
- After the treasurer has corrected any errors and the committee is satisfied that the financial records are correct, draw a red line across the ledger and checkbook where the audit concludes. Write "Examined and found correct" and have all committee members sign and date the entry.
- If the audit committee finds irregularities
 - Contact the treasurer to secure additional records or information.
 - If the matter cannot be settled to the committee's satisfaction, notify the NCVC Commander to determine additional steps to be taken.
- The audit committee should make a report to the membership at the first meeting held after the conclusion of the audit. The unit members should adopt the report at that time.
- A copy of the annual report should be attached to the audit report and maintained permanently by the treasurer and placed in the minutes.
- The following statement should be given at the appropriate time:



- “The Audit Committee has examined the records of the Unit Treasurer for the period (). The current balance on hand is \$_____.” No discrepancies were found.
--or--
- “The following irregularities have been found: (List all irregularities) The following steps were taken to correct the problem(s): (List all steps) To prevent these types of problems from occurring in the future, we recommend the following: (List the recommendations) “

Executive Committee

The Executive Committee of the NCVC shall consist of the NCVC commander, vice commander, sergeant-at-arms, and treasurer. In the event that the treasurer is ex-officio representatives, a replacement for that office shall be selected from among the voting membership, not to include the organizations represented by the commander and vice-commander.

- The Executive Secretary is an ex-officio member of the Executive Committee and must record & maintain all minutes of the committee. In the absence of the secretary, a substitute must be selected to record minutes and provide to secretary for record maintenance.
- Each member of the executive board is permitted one vote, separate from their voting member organization.
- The Executive Committee shall meet a minimum of once annually to determine recommendations for budget and goals for the NCVC.
- In an emergency or crisis situation, the Executive Committee may respond on behalf of the NCVC; such response must be approved by the NCVC at its next regular or emergency meeting. The Executive Committee shall have the power to call an emergency meeting of the membership to conduct only that business pertaining to the emergency. This meeting may be conducted electronically.
- All financial recommendations by the Executive Committee must be approved by the NCVC prior to implementation.
- All actions of the Executive Committee must be reviewed by the NCVC at its next scheduled regular meeting.
- The Executive Committee may admit a veterans organization to membership if it is clear the organization has completed the membership application process. In the absence of required documentation, the Executive Committee may approve alternative proof.
- The Executive Committee has the power to initiate disciplinary action involving a member organization, or its representative.

Legislative Committee

The NCVC Commander shall appoint a legislative committee with a minimum of three representative from three different member organizations. The responsibility of the Legislative Committee is to collect and prioritize member organization’s legislative priorities and develop NCVC state legislative priorities.

- The Legislative Committee will serve a two-year term to correspond with the two-year session of the North Carolina Legislature.
- The Chair of the Legislative Committee is the Vice Commander of the NCVC.
- The Legislative Committee shall compile a list of state legislative priorities from each member organization.
- The Legislative Committee shall recommend to the NCVC body as a whole, the NCVC priorities recommendations for the following Legislative Sessions.



- The Chair of the Committee shall present recommendations of the committee to the NCVC membership for approval or adjustment prior to the start of the NC Legislative Session.
- The Chair of the Legislative Committee may call as many meetings as needed to complete the committee responsibilities.
- Meetings of the Committee may be in-person, by conference call, or by any other means that allows members to hear and participate in the activities of the committee.
- As the Legislative Session progresses, the Committee Chair may call a meeting to update or amend priorities.
- The Legislative Chair may opt to invite participation of Ex-officio members as advisors to the committee
- The Legislative Committee members will assist the NCVC in tracking veteran related activity within the NC Legislature.

Membership Committee

This is a fluid committee based on need. The Membership committee will be appointed, as needed, by the Commander of the NCVC. The committee will consist of a minimum two representatives of voting member organizations who are not also a member of applying organization.

The membership committee will review applications for membership in the NCVC to ascertain completeness of application and qualification for membership.

The committee can find:

- Application complete and qualified for membership—identify type of membership
- Application complete and not qualified for membership—reason stated
- Application incomplete and more information required—list information required
- Application complete pending submission of dues.

Committees in this section have been approved in 2019 & 2002 but not the Audit which was to be tested in 2021.



V. BUDGET (DRAFT)

An annual Budget for the NCVC will be determined by the Executive Committee and approved by the NCVC membership.

- The primary source of financing of the NCVC comes from annual dues of member organizations.
- Additional funds may be sought as needs arise.
- The organization is 100% volunteer. No compensation will be provided for services.
- NCVC business expense must be pre-approved by the NCVC Executive Committee and can only be paid with receipts filed with the NCVC treasurer (See forms—expense report)
- Travel, meal, housing expenses are the responsibility of each member organization and are not compensated by the NCVC.



VI. DUES

As the primary source of financing, NCVC expects member organizations to provide dues payments in a timely manner.

- Annual fee payments are due on 1 July of each year and cover the fiscal year 1 July – 30 June.
- Dues rate may be established or altered at any business meeting by a 2/3 majority of the present membership.
- Voting privileges are extended **ONLY** to organization whose dues are up-to-date.
- Organizations that fail to pay dues for 6 months will be placed on inactive status.
- The NCVC Treasurer is responsible for distributing vouchers for dues owed and receipt's for those paid. This may be done electronically.

Approved by membership Jul 2019



VII. CORRESPONDENCE / CONFERENCING (DRAFT)

Official NCVC correspondence is the responsibility of the Executive Secretary. Copies of all (both incoming and outgoing) correspondence will be maintained within the NCVC records.

Official NCVC correspondence will include the logo / letterhead of the organization, to identify it as official correspondence.

Electronic correspondence:

This correspondence includes, but is not limited to: email, Facebook, Twitter, Instagram, messenger

- **Media:** Including but not limited to Website, Facebook, Instagram, Conference & Meeting formats.

Mail Box: A mailbox shall be maintained at a central location accessible to Commander, Treasurer, and Secretary.

- The Post Office box number will be used as the official address on all correspondence of the NCVC.
- Access (keys) to the mailbox will be assigned by the NCVC Commander to two voting member representatives. These representatives may not be from the same organization.
- Updated documentation will be provided via P.O. form to identify who will have access. (there is also a USPS form to be completed any time the access persons and the Commander change.)

Teleconferencing:

Teleconferencing may be used for scheduled meetings and emergency meetings if face-to-face meetings are not possible or practical.

- This form of meeting will include but is not limited to conference calls, Zoom, go-meeting, face-talk.
- Membership must be notified of access as for all meetings.
- Minutes of meetings must be taken and maintained with NCVC records.
- Audio-visual conferencing is preferable to audio only conferencing. Audio-visual conferencing is required for any amendment to Constitution and Bylaws.
- A combination of face-to-face and teleconferencing may be used—a call manager other than the presiding officer must be utilized
- Matters of finance, personnel issues or disciplinary action shall not be conducted on public-forums. Only private access, controlled options may be utilized.



VIII DISCIPLINARY ACTION

To include reasons & actions to deal with either member organizations or representatives

Should address what results in membership removal and how it is accomplished



IX. Amendments to Document

Recommendation for amendments to this document may be made in writing to the NCVC commander, or by motion from the floor at a regular meeting.

The NCVC Policy & Procedure Manual may be updated by the Executive Committee or by approval of a majority of the voting member organizations.

Changes must be distributed to member organizations and reviewed at a regular meeting before changes may take effect. When possible, member organizations should be notified electronically of an amendment proposal at least 30 days in advance of the scheduled meeting.

A digital copy of the current NCVC Procedure should be made available to each voting member representative. The original will be maintained by the Executive Secretary.



Appendix 1
FORMS

Membership application

Logo

Audit Report - TBP

Official letterhead - TBP

Expense Voucher

Dues Invoice



North Carolina Veterans Council

Application for Membership

Applicant Information

Organization _____ Date: _____

Address: _____
Street Address P O Box #

City State ZIP Code

Phone: _____ Email _____

EIN: _____ Not-for-profit: Registered with NC Secretary of State ;

Purpose of organization: _____

Is the organization: (Check)

- Military Veteran Service Organization
 - Congressionally, or otherwise federally chartered
- Government agency, department, organization
 - Secretary or staff of the N.C. Department of Military and Veteran Affairs;
 - Chair of the N.C. Veterans Affairs Commission
 - Chair of NC Military Affairs Commission
 - NC Department of Labor
 - VISN-6 or other Veterans Administration group
 - Senator, Representative or their staff
 - County Veteran Service Officer or staff

If yes, which county? _____

- County Veterans Council
- Past NCVC Commanders
- Auxiliary or Associates of a Veteran Service Organization

If yes, which organization? _____

Other: _____

Signature: _____ Date: _____

NCVC business only

Membership Approved:

- Primary Member Organization (Voting)
- Approved Member Organization (Voting)
- Ex-officio Member (Non-voting)
- Guest Member (Non-voting)
- Dues Submitted
- Membership NOT approved Reason: _____





North Carolina Veterans Council

Voucher # _____(Treasurer Use)

Expense Voucher

Submitted by: _____ Date _____

VSO to include Post/Chapter _____

Post/Chapter CDR: _____ and Phone Number _____

Itemized Expenses:

Amount:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Amount: _____

Please attach receipts

Signature: _____

Date Rec:D _____ Date Paid: _____ and method: Treasurer,
NCVC _____



Appendix 2 DEFINITIONS

Veteran—a person who has served in the United States armed forces, including Army, Navy, Air Force, Marine Corps, Coast Guard, Space Forces, National Guard, and their Reserves unit; a commissioned officer of the Public Health Service (PHS) or the National Oceanic and Atmospheric Administration (NOAA). A Merchant Mariner who served during WWII, Korea or Vietnam may also be veterans if possessing a DD-214.

In Good Standing—[**Organization**]-has required documents filed with the NCVC, is up to date with annual dues, and is not facing disciplinary action by the NCVC or their National organization.

Representative-current member of the organization represented as defined by that organization and identified by that organization’s state commander/president/chair as qualified to act on behalf the said organization at the NCVC.

North Carolina Veterans Commission—a state government commission with members appointed by the Governor, formed through NC Statute 143B-1220 through 143B-1227:

- 1) *To advise the Secretary of Military and Veterans Affairs on matters relating to the affairs of veterans in North Carolina;*
- 2) *To maintain a continuing review of the operation and budgeting of existing programs for veterans and their dependents in the State and to make any recommendations to the Secretary of Military and Veterans Affairs for improvements and additions to such matters to which the Secretary shall give due consideration;*
- 3) *To promulgate rules and regulations concerning the awarding of scholarships for children of North Carolina veterans as provided by this Article. The Commission shall make rules and regulations consistent with the provisions of this Article. All rules and regulations not inconsistent with the provisions of this Chapter heretofore adopted by the State Board of Veterans' Affairs shall remain in full force and effect unless and until repealed or superseded by action of the Veterans' Affairs Commission. All rules and regulations adopted by the Commission shall be enforced by the Department of Military and Veterans Affairs;*
- 4) *To advise the Secretary on any matter the Secretary may refer to it.*