



Vets Do Ask Do Tell, LLC

Chapter Handbook

Dated: 11/26/2008 Rev.: None

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Forward

The information provided within is intended to be a guide and can be depended upon in all cases to which it is applicable and is not inconsistent with the National Bylaws and Policies.

All changes must be approved by the National Board of Directors and changes and comments are always encouraged.

It is recommended that every chapter maintain a copy of this Handbook to keep on file for new members.

Preamble

We, the members of Vets Do Ask Do Tell, LLC recognize and honor Lesbian, Gay, Bisexual and Transgender veterans and veterans of all lifestyles, religions, race and sexuality. We pledge allegiance to the United States of America, and to the members in whose name we serve. We resolve to educate both our service men and women and the Veterans Administration in the needs of our service men and women and the services that are available.

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PREAMBLE

We, the members of Vets Do Ask Do Tell, LLC, pledge our allegiance to the United States of America and to our members in whose name we serve. We are resolved to promote justice, tolerance, peace, and good will among all men and women toward the end that all wars may cease, and to educate veterans in the services available to assist them with growth in a peacetime environment.

SECTION A - NATIONAL

Bylaws For Vets Do Ask Do Tell, LLC

Adopted September 21, 2008

Article I. Name

The Name of this organization shall be Vets Do Ask Do Tell, LLC.

Article II. Mission Statement

The overall mission of the Vets Do Ask Do Tell, LLC is to bring awareness to and educate Lesbian, Gay, Bi-Sexual and Transgender veterans of the Veterans Administration programs that are targeted to their specific needs. To consolidate information important to these veterans and give National awareness and education about programs that may not be known by all LGBT veterans. To provide educational resources that may be needed to pursue benefits they are entitled to.

The mission for the organization is to:

1. Make known and educate LGBT veterans to any and all VA programs targeted to the LGBT community when information becomes available to Vets Do Ask Do Tell, LLC.
2. Educate LGBT veterans to policy changes within the VA and the military concerning "Don't Ask Don't Tell".
3. Provide a forum where LGBT veterans can openly discuss issues that are related to their service, benefits, and social aspects.
4. Promoting and supporting change within the VA system to give awareness to the specific needs of LGBT Veterans.
5. Develop groups of veterans in support of Vets Do Ask Do Tell, LLC.

Article III. Meetings

Section 1. Parliamentary Procedure. Robert's Rules of Order is adopted.

Section 2. Manner of Acting. A quorum present, the act of a majority of the members present of its Board or Chapters shall constitute the action of the entire Board or Chapter, except as provided by these bylaws.

Section 3. A quorum shall consist of not less than Seventy-Five percent of the Board or Chapter.

Section 4. Notice of Meeting. Written notice of Board, membership or Chapter meetings stating the date and hour of the meeting shall be delivered or mailed to each member not less than five days before each meeting.

Section 5. Special Meetings. Of the Board, membership or Chapter shall be called by a member of the board or officer of a chapter with approval of the board or chapter officers.

Section 6. Regular Meetings. Monthly meetings of the Board or chapter officers shall be held. Additional meetings can be held on an as needed basis.

Article IV. Governing Board

The officers of the Board or Chapter shall consist of the following and such other officers as the Board or Chapter may designate or appoint from time to time:

- a) President
- b) Vice-President
- c) Secretary
- d) Treasurer
- e) At-Large

The President shall preside at all meetings of the Board or Chapter. In absence of the President the Vice-President shall preside. The Secretary shall supervise and present minutes at each meeting. The secretary will maintain all important documents of the organization or chapter. The Treasurer shall hold and maintain records of all income and disbursements of the organization or chapter. The treasurer will

give a report at each meeting. There will be At-Large positions and a Sergeant-At-Arms position. These positions will be non-voting members, but will be the tie breaking vote(s) in those instances where the board is divided. There can be more than one At-Large position in case someone has to hold two positions. Sergeant-At-Arms may also vote in a tie if At-Large and board members are still divided.

Article V. Committees

1. Subcommittees may be appointed specializing in membership, events, recruiting, or any subject matter.
2. Sub committee leaders will report to the Board any activities they are engaged in.

Article VI. Task Force

Task Forces may be appointed as needed to accomplish specific short-term goals.

Article VII. Books and Records

These Bylaws may be amended at any regular or special meeting of the Board. Written notice of the proposed Bylaw change shall be mailed or delivered to each member at least (5) days prior to the date of the meeting. The Board must approve changes in the Bylaws. Bylaw changes require two-thirds (2/3) vote of the board members present.

Policies

1. Vets Do Ask Do Tell, LLC is operating as a 501(c)3.
2. Because of our status there will be no endorsements of political candidates allowed. However, the organization can encourage people to vote for the candidate of their choice.
3. There will be no written or electronic transmissions of statements asking for action as this is considered lobbying which is not allowed under our tax exempt status.
4. Federal Equal Opportunity Laws apply to members of this organization and no one will be turned down based on age, disability, race, national origin, religion, sexual preference or gender identity.
5. Membership may be terminated under the following guidelines:
 - a. Any member who is disruptive to the organization or its chapters.
 - b. Any annual member who fails in paying their annual dues.
 - c. Any member who fails to adhere to the bylaws and policies of the National organization or its chapters.
 - d. Non-payment of membership dues due to a bad check and refusal to pay bank charges.

History

The Do Ask Do Tell group at the Milwaukee VA wanted an external website where information about veteran programs for the LGBT community could be consolidated and made available to all LGBT service men and women. In response to this request Vets Do Ask Do Tell was born on June 17, 2008.

The main purpose of this site is to research information from other VA's and LGBT veterans to let our community know what is available to them. We are small, but hope this site will bring to the attention of other LGBT veterans that there is support for our community no matter how small or silent that support is.

On August 17, 2008 Vets Do Ask Do Tell became Vets Do Ask Do Tell, LLC under Wisconsin State Law making it an LGBT Veterans Organization.

On August 18, 2008 the title "Vets Do Ask Do Tell" is a trademark of Vets Do Ask Do Tell, LLC. Official Logo is placed on our logo page and is the official logo of Vets Do Ask Do Tell, LLC. The modified logo in our pin version is also an official logo of Vets Do Ask Do Tell, LLC.

Logos and Title may not be used without specific permission from the Board of Directors, and may only be used in conjunction with news paper ads, links back to our site and in press releases. Any unauthorized use will be prosecuted. These items remain property of Vets Do Ask Do Tell, LLC, and may only be used in conjunction with supporting our organization.

The first board meeting of Vets Do Ask Do Tell, LLC. On August 21, 2008 was held at it's temporary headquarters in Wauwatosa, WI. After nomination and appointment of officers a reading of the first draft of bylaws took place. There were several changes adopted and the final draft, if no further changes are needed would be voted on at our next meeting on September 21, 2008.

On September 21, 2008, the Bylaws of Vets Do Ask Do Tell, LLC were voted on and passed.

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SECTION B – CHAPTER
SUGGESTED CHAPTER BYLAWS

The material presented in this section is intended to provide a guide for chapters in the preparation of their Bylaws. Chapter Bylaws should not be a duplicate of the National Bylaws, since a number of the Articles in the National Bylaws pertain only to the operation of the National Organization. The suggested Model has combined several articles in an effort to make Chapter Bylaws easier to develop at the local level. A chapter must give precedence to its needs and capabilities and of its members and insure there is no conflict with national policy.

Chapters must submit their Bylaws and any changes thereof, to the National Headquarters, for review to insure there is no conflict with national policy. They will become effective upon receipt of their approval and of course any decisions rendered by the National Headquarters are subject to appeal to the National Executive Board.

A chapter's Bylaws are a reflection of its abilities and goals and it is for those reasons that they need to be kept current and in keeping with national policy. The information contained in these model bylaws can be depended upon in all cases to which it is applicable and is not inconsistent with the National Bylaws and Policies.

Vets Do Ask Do Tell, LLC

PREAMBLE

We, the members of Vets Do Ask Do Tell, LLC, pledge our allegiance to the United States of America and to our members in whose name we serve. We are resolved to promote justice, tolerance, peace, and good will among all men and women toward the end that all wars may cease, and to educate veterans in the services available to assist them with growth in a peacetime environment.

Certificate of Domestic Corporation

In conformity with the Certificate of Domestic Corporation filed by Vets Do Ask Do Tell, LLC on August 17, 2008, pursuant to the Code of Laws for the State of Wisconsin, we do certify as follows:

FIRST: The name of this organization shall be the _____ Chapter of Vets Do Ask Do Tell, LLC herein referred to as the Chapter _____, Vets Do Ask Do Tell.

SECOND: The object of the Chapter _____ of Vets Do Ask Do Tell shall be the promotion of the general welfare of all veterans wherever they may be; to provide publications pertaining to the members; to further the general education and civic betterment programs for the general welfare of the community; and to promote social contacts among the members to further benefit the Chapter.

ByLaws

Article I Name

The Name of this organization shall be Chapter _____, Vets Do Ask Do Tell, LLC.

Article II Mission Statement

See National Bylaws.

Article III Meetings

Section 1. Parliamentary Procedure. Robert's Rules of Order is adopted.

Section 2. Manner of Acting. A quorum present, the act of a majority of the members present shall constitute the action of the entire Chapter, except as provided by these bylaws.

Section 3. A quorum shall consist of not less than one fifth of its members.

Section 4. Notice of Meeting. Written notice of Chapter meetings stating the date and hour of the meeting shall be delivered or

mailed to each member not less than five days before each meeting.

Section 5. Special Meetings. Of membership or Chapter shall be called by an officer of a chapter with approval of the chapter officers.

Section 6. Regular Meetings. Monthly meetings of the chapter officers shall be held. Additional meetings can be held on an as needed basis.

Article IV. Governing Board

The officers of the Chapter shall consist of the following and such other officers as the Chapter may designate or appoint from time to time:

- f) President
- g) Vice-President
- h) Secretary
- i) Treasurer
- j) At-Large

The President shall preside at all meetings of the Chapter. In absence of the President the Vice-President shall preside. The Secretary shall supervise and present minutes at each meeting. The secretary will maintain all important documents of the organization or chapter. The Treasurer shall hold and maintain records of all income and disbursements of the organization or chapter. The treasurer will give a report at each meeting. There will be At-Large positions and a Sergeant-At-Arms position. These positions will be non-voting members, but will be the tie breaking vote(s) in those instances where the board is divided. There can be more than one At-Large position in case someone has to hold two positions. Sergeant-At-Arms may also vote in a tie if At-Large and board members are still divided.

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3. Subcommittees may be appointed specializing in membership, events, recruiting, or any subject matter.
4. Sub committee leaders will report to the Board any activities they are engaged in.

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These Bylaws may be amended at any regular or special meeting of the Board. Written notice of the proposed Bylaw change shall be mailed or delivered to each member at least (5) days prior to the date of the meeting. The Board must approve changes in the Bylaws. Bylaw changes require two-thirds (2/3) vote of the board members present.

Section CAppendixes

This portion of the Handbook is designed to supplement the information contained in the Suggested Chapter Bylaws.

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Appendix A

What Constitutes a Chapter

Section 1: A chapter can be formed by 10 (ten) paid members or more.

Section 2: They must establish bylaws as outlined in this manual. The bylaws can be constructed to suit the local area, but must never conflict with national bylaws.

Section 3: They must create a Certificate of Domestic Corporation. (see Attachment A1)

Section 4: They must adhere to all Policies as dictated by the National Headquarters.

Section 5: Must maintain a current copy of this handbook, have applied and been accepted by National Headquarters and received a chapter number. (see Attachment A2).

Appendix B

Membership and Chapter Fees

Section 1: Annual Member – An annual member is any member who elects to pay annually a \$35.00 membership fee.

Section 2: Lifetime Member - Life time membership can be made in 4 installments, but must be completed by the end of the year of application. If an annual member decides to change to lifetime in the middle of a membership year, we will credit the member the initial \$35.00 for the year they already paid, but they must complete payment by the end of their membership year. Lifetime membership fee is \$245.00

Section 3: Annual member transferring to Lifetime must also make the first payment difference as a person on four payment plan, which is \$26.25 with their application for Lifetime membership or pay the difference in full of \$210.00. When applying for Lifetime membership all the same rules apply as for a person initially filing.

Section 4: Members who are on a four installment plan will receive an annual membership card until the balance is paid in full. If a member applying for lifetime membership fails to meet their obligation of payment they will forfeit all moneys contributed to the plan and revert back to an annual member.

Section 5: All applications for membership must be accompanied by the appropriate amount due. Any payments by check received back for insufficient funds there will be an additional charge set at the current bank rate for bad checks and processing fees. In the case of a bad check member will be placed on probation until the fees are all paid. If the problem isn't resolved in 30 days the member will be terminated. Applications on an installment plan or annual membership who delivers a bad check will be required to pay via money order for the rest of their term.

Section 6: If a credit card charge is declined the member may pay via check, money order or other credit card.

Section 7: Failure to pay after acceptance of membership will not only terminate membership, but collection actions will be taken against the member and reported to the credit bureaus.

Section 8: Chapters will pay the National Headquarters an annual fee of \$350.00. This fee will be included with their application for membership as a chapter. We will waive the fee for the first year by accepting the equivalent of ten (10) paid annual memberships.

Section 9: Once the chapters annual fee is met they will be assigned an official chapter number.

Section 10: Chapter benefits – Once accepted as an official chapter, the chapter itself will benefit from being an organized member.

- a. Chapters will receive access to their own official website
- b. Receive a plaque with their chapter number and date of organization on it.
- c. Have access to purchasing good from the national store at wholesale prices for resale.
- d. Will receive \$10.00 for every annual membership they receive.
- e. Will receive \$90.00 for every Lifetime membership received.
- f. Will have a voice at the National level.
- g. Will have access to members area on National site which will give them access to documents prepared by National Headquarters, the wholesale store, and a message board where they can interact with other members.
- h. They will receive 10 official email accounts to show that they are an official chapter when emailing on official business.

Appendix C

Historian/Publicity

HISTORIAN:

An accurate record of the history of the Chapter is of vital concern to all members. The Historian will record the history that occurs throughout his/her term. He/She shall gather news items, clippings, pictures and any other material concerning the activities of the chapter and/or the National Headquarters'

He/She will be responsible for the maintenance of a scrapbook and use the materials she has gathered in each year of his/her term in office. Additionally, he/she should provide the National Historian with pictures and any other pertinent material for enclosure into the National Scrapbook. All pictures sent to the National Historian must be documented with the date, place, event, and properly spelled first and last names. The National Historian presents the scrapbook to the National President at the end of the President's term in office.

The Historian will also be responsible for writing the history of the chapter and should have access to all of the minutes of chapter meetings and Board meetings. Additional information can be obtained from chapter correspondence and personal notes taken of any social gatherings.

PUBLICITY:

Publicity for a chapter is very important. The Community needs to become aware of our purpose and activities. There are also many former service women who may be unaware of our Association that may be willing to provide the chapter with additional support.

Chapters need to establish contact with the editors of the local newspapers, radio and television offices/stations. When an event of importance is scheduled at the chapter, be sure the editor(s) is notified with strict adherence to individual deadlines. A follow up to the editor just prior to an activity should include an invitation to attend. Remember, the press never pays a tab.

Whenever photographs are submitted to the print media, be sure to first query the editor as to their specific requirements. Color photos are never acceptable and most newspapers require at least 5"x7" and usually 8"x10", black and white glossies.

Type your caption with proper identification of persons pictured – always with first and last names -- on a separate piece of paper. Put your own name, the chapter name and number, and your phone number on a slip of white paper and attach to the bottom edge of the picture, in case the editor needs more information. NEVER WRITE ON A PHOTO. Don't expect your photos to be returned.

Appendix D

Community Projects

To assure a growth posture is maintained a chapter shall become involved within the Community. A community may be defined as an individual, a group, an immediate neighborhood, city, state.

Chapter members shall provide the Chapter Community Projects Chairperson their volunteer activities using form VDADT- D1. (see attachment D1)

The Chapter will provide information on participation in community projects on form VDADT- D1. (see attachment D1)

Suggested list of activities: Collect for various community drives, such as: Cancer, Heart, MD, March of Dimes, etc.

Volunteer to participate in disaster activities with Homeland Security or the American Red Cross.

Collect items for recycling and assist in any way to preserve our natural resources.

Participate in local civic patriotic activities/programs.

Offer personal assistance to foreign visitors.

Assist at various Society for Prevention of Cruelty to Animals (SPCA) or local humane societies with fund-raising activities.

The Army Community Services of a nearby military installation is continuously seeking volunteers.

Committee guidance

Monthly volunteer reports will result in a more complete annual report. It is recognized that a chapter cannot participate in all of the activities suggested. It is recommended a selection of one major program that would be best suited to the capabilities of the chapter and of its members be pursued.

Appendix E

Ways And Means

Ways and Means is a method of raising funds and the type of fund raising activities is limited only by the imagination of the members of the Chapter.

A few suggestions from reported successful methods are:

- a. Rummage Sales
- b. Candy and Cake Sales (CAUTION - there may be some local/state restrictions on the sale of food items - be sure to check with the local government to determine if a vendor's license is required.)
- c. Promotional Dinners.
- d. Sale of Greeting Cards.
- e. Card Parties.
- f. Mini-Conventions.
- g. Sale of items purchased or donated by members.
- h. Raffles. (Check state laws. May require a permit.)
- i. Recycling of aluminum cans.

Appendix F

Chapter Programs

The program of the chapter is the sum of all of its activities. It represents the recommendations, thoughts, desires and ambitions of all of its members who strive to enhance the operation of the chapter.

When the chapter is first started, the first part of any program should be to become familiar with the National Bylaws and Policies. This should provide the basis for the chapter to then plan their own program, keeping their capabilities as foremost and insuring there is no conflict with national policy.

There is ample opportunity to present Chapter ideas, or to ask questions, and to solve problems associated with your chapter, by contacting your National Headquarters and presenting them to the National Committee.

Appendix G

Recommended Order of Business

- I. CALL TO ORDER
- II. ESTABLISH A QUORUM
- III. READING OF MINUTES
- IV. REPORTS OF OFFICER
- V. REPORTS OF COMMITTEES
 - A. STANDING COMMITTEES
 - B. SPECIAL COMMITTEES
- VI. INTRODUCTION OF NEW MEMBERS
- VII. UNFINISHED BUSINESS
- VIII. NEW BUSINESS
- IX. ADJOURNMENT

Appendix H

Letter of Transfer

A letter of transfer may be issued to any member upon their request. They may request a transfer to another chapter provided they have been accepted for membership in that chapter. The member will ask their present chapter to prepare a letter of transfer. (see attachment H1) The letter is then sent to the President of the gaining chapter and a copy is sent to the National Office.

Appendix INational Publications

The publications indicated below may be obtained from the National Office and/or reproduced from the promotional area of our website. If a cost is involved for preprinted material, be sure to check with the National Office before ordering.

Flyer 8x10

Flyer 5x7

Chapter Handbook

Brochure (includes membership application)

Appendix JCalendar

February	Proposed Bylaw changes submitted to Nation Headquarters.
April	Chapter Nominating Committee presents slate of Officers to Membership.
June	Annual election of Chapter Officers.
September	Chapter Annual dues are to be paid to National.
November	Nov 1: All membership dues that have not been brought up to date are delinquent. Nov 30: Chapter end of fiscal year.
December	Reports due National headquarters: Chapter Presidents Report Historians Report Treasurer's report Publicity Chairperson's Report

Holidays to Observe

January	Martin Luther King Day (3rd Monday in January)
February	Washington's Birthday (3rd Monday)
May	Armed Forces Day (Usually 3rd Saturday) Memorial Day (Last Monday)
June	Flag Day (14 June) Vets Do Ask Do Tell Anniversary (17 June)
July	Independence Day (4 July)
September	Constitution Day (Citizenship Day, 17 September)
October	Columbus Day (Second Monday)
November	Veterans Day (11 November)
December	Bill of Rights Day (15 December)

Appendix K

Contributions

Contributions made on the website in the menus column will be placed in the general fund of the National Headquarters with use to be determined later.

Vet's Journey Home – All contributions received from this page on our website will be used in support of this very important program. The money will be used to support outside instructors, for food, and additional expenses incurred by this project. Our hopes will be that in the future we will be able to offer scholarships to those vets that can't afford to attend. This is one of our most important undertakings. If success is achieved in the first year we are hoping to make this annual program.

Appendix L

Chapter Paraphernalia

This page will be updated in future releases of the Handbook.

Appendix M

National Membership Transmittal Instructions

Chapter Dues are payable on the anniversary of its forming. Chapter dues will be considered delinquent if not received within 30 days of their anniversary. Chapters may make payments through the course of their chapter year and should be transmitted no later than 30 days prior to their anniversary.

Membership records are critical to the organization. They should be updated monthly or as needed. Payment of members dues for those renewing or paying in full should accompany all transmittals. Transmittal codes are as follows:

<u>Code</u>	<u>Description</u>
R	Renewal – Chapter members renewing their membership
N	New – New person joining – Indicate under remarks - New
TRF	Transfer - A chapter Member who was formerly a member transferring from one chapter to another. In remarks section, indicate if member is transfer, chapter number and/or state. If member is a “Former Member of Chapter _____”. If a member transfers from one chapter to another, National Dues for that year will normally have been paid. DO NOT FORWARD ANY MONEY. List them on the Transmittal, assigning a membership your current sequence.
RE	Use the RE Code when a member asks to be reinstated into the Association when they fail to pay their dues for the past Fiscal Year.
CH	Change of Information – Use this code to indicate member’s information has changed. If a name change indicate member’s old name in the remarks area. Other changed information will be entered in the appropriate area.
LC	Lost Membership Card – If a member has a lost membership card this code will allow National to issue a new card to the member. Make sure address is correct to insure proper delivery to the individual.
AP	Advance Payment – If a member pays in advance for the next year use this code

Type Membership codes:

<u>Code</u>	<u>Description</u>
A	Annual Membership
LT	Paid Lifetime Membership
MLT	Lifetime Membership making payments – indicate number of payments received in remarks. Submit annual fee of \$35.00 if first payment, and \$18.34 next two payments with the last payment of 18.36. Balance to be placed in chapter treasury.

See form M1 for sample form and transmittal form.

Current Dues Are:	\$35.00	Annual Membership
	\$245.00	Lifetime Membership
	\$61.25	Lifetime Membership with 4 quarterly payments.

Make Checks Payable to: Vets Do Ask Do Tell, LLC
315 W Court Street, RM 114
Milwaukee, WI 53212

Appendix NAnnual Bulletin

An annual bulletin will be published and delivered to all members of the organization. All chapters are encouraged to submit articles of what their chapter has been doing. Chapters may submit pictures to go along with their articles. There will also be a list of chapters and chapter officers with contact information. Deadline for submissions will be May 31st of the year of publication. Currently we're looking at an annual publication, but may expand this to monthly as the organization grows.

Appendix OPresidents Annual Report

Each Chapters President is required to submit an annual report of chapter activities. This report is due by May 31st of each year. An outline for this report can be seen as attachment O1.

Appendix P

National Office Functions

Listed below are the administrative functions to be carried out by the National Office:

- a. Maintain the membership files of members including preparation of transmittals and membership cards, posting of current information to the files, forwarding all funds received to the National Treasurer, on a weekly basis, and forwarding of National Dues Transmittal copies to the required officers and chairpersons.
- b. Prepare and mail membership packets to prospective members.
- c. Maintain supplies of organizational emblem imprinted stationary, envelopes, membership cards, etc., reordering when required.
- d. Maintain a supply of the organization membership brochures.
- e. Provide storage for scrapbooks and other memorabilia, from Past National Presidents, if they desire.
- f. A computer shall be located in the National office and the mailing list for annual bulletin shall be maintained and updated by the office. The office shall have the responsibility of coordinating matters with the editor of the annual bulletin and the publisher/printer.
- h. Retain files on active and inactive chapters.
- i. The National office shall have the responsibility for printing, distribution and maintaining adequate supplies in stock for the following association publications:
 1. National Constitution and Bylaws
 2. National Handbook for Chapters
 - 3, brochures, flyers, logos, etc
 4. Any other publication, as may be directed by the Executive Board.

The responsibility for revising and updating the above items remains with the officer or chairperson to whom the duty has previously been associated, or to whom it has been assigned. The responsible officer, or chairperson, will provide camera ready copy to the National Office when changes and reprinting are required.

Appendix QPublic Record

Each chapter will be responsible for maintaining a Notebook or Public File with the following information in it:

1. Certificate of Domestic Incorporation
2. Copy of National Bylaws
3. Copy of Chapter Bylaws
4. Copies of Presidents Reports
5. Copies of Annual Treasurers Reports
6. Copies of Federal Tax Returns
7. Copies of State Tax Returns (If Required)
8. Event and Committee Reports
9. Membership Roster (current and past)
10. News Releases

This file must be available to the general public during normal business hours of the organization. Copies should also be forwarded to National Headquarters.

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These forms are also available on our national site in the members area.

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In conformity with the Certificate of Domestic Corporation filed by Vets Do Ask Do Tell, LLC on August 17, 2008, pursuant to the Code of Laws for the State of Wisconsin, we do certify as follows:

FIRST: The name of this organization shall be the _____ Chapter of Vets Do Ask Do Tell, LLC herein referred to as the Chapter _____, Vets Do Ask Do Tell.

SECOND: The object of the Chapter _____ of Vets Do Ask Do Tell, LLC shall be the promotion of the general welfare of all veterans wherever they may be; to provide publications pertaining to the members; to further the general education and civic betterment programs for the general welfare of the community; and to promote social contacts among the members to further benefit the Chapter.

Application For Becoming a Chapter

We, Members of Vets Do Ask Do Tell, LLC in accordance with the provisions of Chapter Handbook, dated _____, hereby request to be recognized as a formal Chapter of Vets Do Ask Do Tell, LLC on this date _____.

We have the minimum number of members required and have formed a board of directors for our chapter if granted.

Our board of directors consist of the following:

President: _____
 Vice President: _____
 Secretary: _____
 Treasurer: _____
 At-Large: _____

Sergeant-At Arms (optional): _____

We certify that an election was held appointing these officers to their posts.

Our membership consists of the following individuals (List all members including officers):

<u>Members Name</u>	<u>Address</u>	<u>Type Membership</u>
---------------------	----------------	------------------------

See attachment M1 for a list of available chapters or email president@vetsdoaskdotell.org for a current list. If all members forming a chapter are new members enclose \$350 along with application, also fill out membership transmittal form M1.

Community Projects Report

Date of Event: _____

Title of Event: _____

Give a brief description of organizations involvement:

Number of members involved: ____

If event was in collaboration with other organizations give organizations.

Did things go as planned: _____ If no, give details of what could be improved if event is held again in the future.

Member in charge of event: _____

Membership Transmittal Form

FROM: Chapter Number: _____ Date: _____

TO: Chapter Number: _____ Membership Type: _____

SUBJECT: Letter of Transfer

This is to certify that: _____ is and has been a member in good standing in our Chapter of Vets Do Ask Do Tell, LLC since: _____. He/She has requested a transfer of his/her membership from this chapter to become a member of a new chapter for the following reason(s): _____

Note: He/She has held the following offices:

Signatures: President: _____

Vice President: _____

Treasurer: _____

President's Report

This is an outline for the president's report. A copy should go into the chapters file and a copy sent to National Headquarters.

Section 1: A narrative of what the chapter had accomplished over the past year. Events, supplying resources for other organizations, help given to veterans, and work being done at the local VA by the organization.

Section 2: Membership

Total Number of members: _____
 Number of renewed memberships: _____
 Total Number of Annual Memberships: _____
 Total Number of Lifetime Memberships: _____

Section 3: Financial Statement:

Total Income: _____
 Total Income from Grants: _____ (list names of organizations giving grants along with amounts)
 Total Income from New Memberships: _____
 Total Income from sales of Organization items: _____
 Total Income from membership Renewals: _____
 Total Donations: _____

Expenses:

Office supplies, printed material, etc.: _____
 Program Expenses (list): _____
 Rent: _____
 Insurance: _____
 Office fixtures: _____
 Other: _____
 Employee salaries: _____

Balance after expenses: _____

Attachments:

Federal income tax filings
 State Income tax filings

Do all that applies.

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