



Vietnam Veterans of America, Inc.
Plymouth-Canton Chapter #528
P.O. Box 6319 • Plymouth, MI 48170



Donation Request Policy Letter

- 1)** Donation requests can be made by any Chapter#528 member in good standing.
[Ref: By-Laws Sect III, Para C, Line 1]
- 2)** Donation requests must be submitted using the MOTION REQUEST FORM. The form can be obtained from the Chapter Secretary or printed from the chapter web site.
 - a. Donation Requests are limited to once per fiscal year, (March 1st to the last day in February) for each specific military or non-military organizations.
 - b. Donation requests for "Non-Military Groups" will not exceed \$500.00 and are subject to Membership approval.
 - c. Donation requests for Military Groups are not constrained, but are subject to Membership approval
- 3)** Donation Request forms will be presented before the Board of Directors for prior to the next General Membership Meeting. The Board will determine if it will Support / Non-Support the request.
 - a. All requests must stand on their own merit and may not be altered by the Board in wording or amounts, without the requester's permission.
 - b. Requester (or representative) attendance at the BOD meeting is recommended to answer any questions that might arise.
- 4)** Board Supported requests will be presented at the next General Membership meeting for a vote to accept or reject the request.
- 5)** Non-Supported requests will be returned to the requester within 10 days for additional supporting information.
 - a. If the resubmission is supported by the board, the request will be presented at the next General Membership meeting for a vote to accept or reject the request.
 - b. If the member's request is not Board supported, the member can still present the request to the membership, however, the requester is required to notify the Secretary no less than 10 days prior to the next General Membership meeting for entry into the agenda under New Business.
 - c. When the requester's motion comes up for discussion, the floor will be opened for (5) minutes for discussion and questions.
- 6)** Special requests that are considered to be critical, due to timing constraints, can be presented at a general membership meeting if the Form is completed, provided to the President prior to the start of the meeting and the requesting person and/or their representative is present to answer questions.
- 7)** A donation request that has been rejected by the membership may not be re-submitted until 12 months have passed.

Revision History:

Rev. 01:12/13/2008

Rev. 02: 08/09/2010

Rev. 03: 03/14/2011, Membership Approved - (Note: Moved from By-Laws to policy letter per instructions from National Parliamentarian)

Rev. 04: 05-11-2015

Rev. 05: 12/21/2018