



Associates of Vietnam Veterans of America, Inc.
POLICIES and PROCEDURES

IV. ELECTIONS: ASSOCIATE CHAPTER REPRESENTATIVE

A. Voting Structure and Requirements

1. The majority of members of AVVA who are associated with a VVA Chapter may vote to hold an election for Associated Chapter Representative every year or every two years.
2. Elections will be held in April.
3. It is mandatory that **all** those seeking office at a chapter level attend the election meeting in their respective area. If not attending the election meeting, then a valid excuse must be given to the Elections Committee or State Representative/State President.
4. A valid excuse will be one of death, illness, family emergency or weather conditions.
5. If the Candidate does not attend, and no valid excuse is rendered, the Candidate's name will be removed from the ballot by the Elections Committee.
6. If a valid excuse is rendered, the elections will proceed with the Candidate's name in consideration for the desired position.

B. Qualifications for Chapter Representative

1. Must be at least twenty-one (21) years of age.
2. Must be a Regular Member, in good standing, of AVVA for at least three (3) months prior to election. **Exception** to this requirement is the first election of an Associate Chapter Representative for a group of AVVA members associated with a newly formed VVA Chapter.
3. Must be actively involved in the VVA Chapter that he/she is associated with. Such involvement would be demonstrated by attending at least 50% of all Chapter functions within the past year or a combination of both. **Exception** to this first election of an Associate Chapter Representative to a newly formed Chapter of VVA.
4. All Candidates for election will be Regular Members in good standing with no pending disciplinary action against them.
5. The AVVA Regional Director will appoint a Point of Contact until the election can be held.
6. This appointment must be approved by the National Board of Directors.



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C. Duties of the Chapter Representative

1. Must communicate with the AVVA members associated with the Chapter.
2. Must communicate with the AVVA State Representative/President on a regular basis.
3. Must lead the Chapter within the guidelines of AVVA's policies and bylaws.
4. Shall represent their Associated Chapter at the State level and shall vote in accordance with the wishes of the members associated with their VVA Chapter.
5. In the event the Representative is unable to attend a meeting on the state level, he/she will appoint a Delegate to attend in his/her stead.

D. Candidates for Chapter Representative:

1. Verified Candidates who have filed the proper election paperwork will be permitted to engage in the following activities:
 - a. Upon invitation, the Candidate may speak at their Chapter meeting to introduce themselves and talk about the office that they are seeking.

E. Candidate Expectations

1. All candidates are expected to treat their opponents with respect and dignity at all times.
2. Printed materials must be limited to the Candidate's biography.
3. Campaign literature, signage, buttons, give-a-ways, or any paraphernalia are not permitted.

F. Chapter Election Process

1. The State Associate Representative, or State President, will provide to each group of AVVA members associated with a VVA Chapter, a generic ballot.
2. If this group should choose to use their own ballot, then that ballot must be approved by the State Representative, or State President, and the Regional Director should be advised of that decision.
3. The members of AVVA who are associated with a VVA Chapter will decide to either hold elections every year, or every two (2) years in April.



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4. Any Candidate for the position of Associate Chapter Representative shall file a Letter of Intent with the individual designated to run the election. Letters of Intent must be received thirty (30) days before the election.
5. There shall be **NO** nominations from the floor, nor shall there be any write-in Candidates on the ballot.
6. Each AVVA Regular Member who is associated with the VVA Chapter shall have one (1) vote.
7. Ballots must be used, even if only one (1) candidate is running for the position.
8. Within thirty (30) days, all ballots and sign-in sheets, which shall remain confidential, shall be sent to the State Associate Representative or State President, to be kept on file until the next Election is held. A copy of the Election Results Form (F-Ele03.09) must accompany the ballots and sign-in sheets.
9. There shall be **NO** proxy voting or absentee ballots.
10. If no member wishes to run for the position of Associate Chapter Representative, then a Point of Contact (POC) name, address, and phone number should be provided to the State Representative, or State President.
11. Members of AVVA associated with a VVA Chapter who have no elected Representative relinquish the right to vote and participate on a State level until the next election for Associate Chapter Representative.
12. A vacancy in the position shall be filled for the unexpired term by POC.

G. Oath of Office

1. Immediately following the public announcement of the election results, a recess may be called and arrangements made for the installation of the newly elected Representative.
2. The Oath of office **shall** be administered by the State Representative, an outgoing Chapter Representative, or AVVA member.
3. The newly elected Representative shall assume the responsibilities and liabilities associated with their respective office at the time of the public announcement of the election results, whether or not the Oath of Office has been administered.



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III. ELECTIONS: Oath of Office

I do solemnly swear, that I, (state you name), being duly elected to the Office of (state your Office), will perform the duties of said Office to the best of my ability. Furthermore, I swear to uphold the Constitution of the United States of America and the Articles of Incorporation, By-Laws and Policies and Procedures of the Associates of Vietnam Veterans of America, Inc., so help me God.

Swearing in of Officers of National Associates of Vietnam Veterans of America, Inc., Associate State Representatives, Associate Chapter Representatives, Incorporated State Associations and Incorporated Chapters shall take place immediately following the election.