



Associates of Vietnam Veterans of America, Inc.

Proposed Change to **POLICIES** and **PROCEDURES**

Date: _____

Committee Use Only:

Rec'd: _____

Accepted: _____ Rejected: _____

Individual submitting change:

Name: _____

State: _____ Chapter: _____ At-Large:

Phone: _____ E-Mail: _____

Policy Location: Section: _____ Sub-Section(s): _____

Current Policy:

Proposed change:

Justification of change:

If additional space is needed, attach sheet to form

Send to: Pat Furno, P & P Chair
W1080 Roosevelt Rd
Oconomowoc, WI 53066-9516
cpapfavva@wi.vv.org



Associates of Vietnam Veterans of America, Inc.

Proposed Change to *POLICIES* and *PROCEDURES*

Proposed Change to Policy

The Policies and Procedures Manual is a fluid document that routinely needs updating and revision. Members are encouraged to read the Manual and when justification for change is warranted, a **Proposed Change to Policies and Procedures** form should be submitted to the P & P Committee for consideration.

The form (**F-P&P3.01**) can be found on the AVVA website. (www.avva.org). This form must be filled out entirely. Additional pages may be added if needed for clarification and explanation.

Form information instructions:

Policy Location: include both *Section* and *Sub-Section* of the original policy. This will expedite the process for the Committee. (i.e. Section: I Sub-Section: IV. B. 1-2)

State current policy: write verbatim the current policy.

Proposed change: write the change exactly as proposed.

Justification of change: state your validation for wanting the policy changed.

Once completed, the form should be sent to the P & P Chair. Forms may be transmitted electronically or sent through the US Postal Service. Upon receipt, the Chair will acknowledge delivery of the proposal and will forward the proposal on to the appropriate Committee for review and consideration. This acknowledgment may be in the form of e-mail, written, or phone call.

The Committee has the option to accept the proposal as presented or make appropriate modifications.

Should the Committee agree to support the proposal, the proposal will be sent to the National Board of Directors asking for adoption. Once the proposal is adopted, the P & P Manual will be updated and the membership notified of the revision.

Should the Committee reject the proposal, the Committee Chair will notify the P & P Chair and the member who submitted the proposal with an explanation as to their decision.

NOTE: Unlike bylaw changes that can only be changed during the National Convention, policy revisions can take place throughout the year.

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