



Associates of Vietnam Veterans of America, Inc.

SECTION 7: ELECTIONS

STATE ASSOCIATE REPRESENTATIVE ELECTIONS

1. National AVVA will provide to each state a generic ballot.
2. An election for the first State Representative will be held between January 1 and June 30 of each odd year.
3. Each Candidate for State Representative will send a letter of intent to run for the office and it is strongly recommended that the candidate send a biography or letter of accomplishments that can be reviewed by voting delegates before the election. These must be sent to the State Representative or to an individual not qualified to vote, who has been chosen to act as the election official for this state election no later than 60 days prior to the election.
4. Each AVVA Chapter Affiliated Representative will cast one (1) vote representing the members of AVVA in his/her chapter.
5. In the event that a state has members of AVVA who are not affiliated with a VVA Chapter, then there will be an At-Large Delegate who will have one (1) vote for the At-Large membership in that State.
6. Three (3) individuals, not eligible to cast a vote, will serve as tellers in this election. These individuals will be chosen by the current State Representative and approved by the Regional Director prior to the election.
7. After the election is completed, the VVA State President, the State Council Chaplain for VVA or the AVVA Regional Director for that state can administer the oath of office.
8. After the election, all ballots will remain confidential and election tally sheets will be sent to the Regional Director until the next election is held.
9. In the event of a tie vote, there will be a second vote, in the attempt to break the tie, should the vote still be tied then the nine(9) Regional Directors of AVVA will be sent any biographies or lists of accomplishments for their review, then they will each cast one(1) vote to break the tie, there will be no abstentions in this vote. This tiebreaker vote will be final.
10. For ***State Elections Only***, an absentee vote will be allowed. Absentee votes will need to be notarized with the original going to the Regional Directors and a copy to the Elections Chairperson. These are to be kept on file until the next elections have been completed and filed.



SECTION 7: ELECTIONS REQUIREMENTS FOR STATE ASSOCIATE REPRESENTATIVE

1. Must be at least 21 years of age.
2. Must be either At-Large within the state that they wish to represent or affiliated with a VVA Chapter within the State that they wish to represent.
3. Must have been a member in good standing of AVVA for at least ninety days (90) prior to election and have no pending disciplinary actions against them.
4. Must be actively involved with the VVA Chapter that they are affiliated with, or be able to provide verification that they are involved with Veteran related issues in their state.

DUTIES

1. Must communicate with Chapter Associated Representatives and the At-Large Delegate in their state on a regular basis.
2. Must communicate with the Regional Director for their region on a regular basis.
3. If the majority of members should decide to incorporate as a non-profit organization within their state, then the State Representative is responsible for the following:
 - a) Following all guidelines required by the National AVVA.
 - b) Filing all forms, tax returns, documents, etc. required by the State and sending copies of all these forms, etc. to the National Headquarters in a timely manner.
 - c) The State Representative will be responsible for maintaining and/or overseeing all financial records and accounts.
 - d) At the end of the State Representative's term, all records, documents, forms, files, etc. will be turned over to their successor within 30 days.

(If a State Associate Representative for some reason steps down, the Regional Director will send a letter to the Affiliated Chapter Associate Representatives in the State for the notification and the Regional Director will appoint a State Representative to hold office until an election can be held.)



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SECTION 7: ELECTIONS AFFILIATED ASSOCIATE REPRESENTATIVE

1. The State Representative will provide to each Chapter a generic ballot.
2. All candidates for election will be members in good standing with no pending disciplinary action.
3. An election for the Chapter Associate Representative will be held at the April, affiliated Chapter's Annual meeting of each year.
4. All candidates will apply for their chosen position by filing an appropriate letter with the AVVA member appointed by the Chapter Associate Representative, to run the elections.
5. All associate regular members affiliated with the VVA Chapter will have one (1) vote.
6. Delegates of Record attending the affiliated VVA Chapter Annual Meeting for the election of the Associate Representative will be verified upon registration and will receive a ballot to vote at the appropriate time.
7. After the election is complete, the VVA Chapter President, Chaplain or State AVVA Representative can administer the oath of office.
8. All ballots will remain confidential and will be the sole property of AVVA Associate designated to run the election.
9. In the event of a tie vote, there will be a second vote, in the attempt to break the tie, should the vote still be tied then the nine (9) Regional Directors of AVVA will be sent any biographies or lists of accomplishments for their review, then they will each cast one (1) vote to break the tie, there will be no abstentions in this vote. This tiebreaker vote will be final.
10. There will be **NO** proxy voting or absentee ballots.

Associated Material
Form, F023



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SECTION 7: ELECTIONS

REQUIREMENTS FOR CHAPTER ASSOCIATE REPRESENTATIVE:

1. Must be at least twenty-one (21) years old.
2. Must be a regular member, in good standing, of AVVA for at least three (3) months prior to election. Exception to this is the first election of an AVVA representative to a newly formed chapter of VVA.
3. Must be actively involved in the VVA Chapter that he/she is affiliated 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 is the first election of an AVVA representative to a newly formed Chapter of VVA.
4. Must be willing to attend election meeting for the position of State Associate Representative and cast one vote for the Associates affiliated with his/her Chapter of VVA. In the event of something unforeseen that prevents this Chapter Associated Representative from attending the State elections, then they must be willing to appoint another Associate member affiliated with that VVA chapter, who is at least twenty-one (21) years of age to cast that vote.

REQUIREMENTS OF ELECTION CHAIRMAN/COMMITTEE IN A CHAPTER OR STATE ELECTION.

1. Must be at least twenty one (21) years of age
2. Must be a regular member of AVVA with no outstanding disciplinary actions against them.
3. Must have a willingness and ability to follow the procedures for a State or Chapter election in the most current version of the Policy and Procedure Manual.
4. Should have no vested interest in the elections, however, if the Chairman or any member of the committee have a vested interest in the outcome of the election, then that individual must relinquish all responsibility for handling the ballots and counting votes at the time of the election.
5. Must be willing to take the responsibility to insure that (State Election) all letters of intent, biographies, information on who is qualified to vote, when and where the election will be held, who is qualified to be a candidate is sent to the Chapter affiliated Representatives of record so that they can be read to or copies provided to all AVVA members affiliated with VVA Chapters.

Furthermore, they must also be willing to provide to At-Large members, at their last known address the same information provided to Chapter Affiliated Representatives. At-Large members should also be informed of who their representative is if a At-Large



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Representative existed in that State.

6. Must be willing (on a Chapter Affiliated Level) to inform all members of when and where the election will be held and who members should contact if they have an interest in being a candidate.

7. If no one is willing (State Level) to be the Election Chair, then the AVVA Regional Director will be contacted to make recommendations, appoint a committee, or make arrangements to insure that a State Election is conducted in a correct manner.

8. If no member is willing or available (Chapter affiliated Level) to chair the Election Committee, then the State Representative will make recommendations, appoint a committee or oversee the election process.

9. After the election if held it is the responsibility of the Election Chairman and committee to insure that the election form is forwarded to the State Representative (affiliated Chapter Election) or Regional Director (State Election)