



Vietnam Veterans of America Chapter 392, Portland Metro
7600 SE Johnson Creek Blvd - Portland, OR 97206 · 503-558-2970

Standing Rules

Meeting Dates/Times

- Membership meetings will start at 3:30 PM.
- Board meetings will be held quarterly (April, July, October, and January) one week prior to the membership meeting.

Financial

- All checks will be signed by two officers with signature authority at the bank.
- All purchases made using a chapter credit card must be documented in a purchase requisition signed by two officers.
- An annual budget will be prepared and submitted to the membership for approval in February of each year. (New fiscal year starts on March 1).
- Expenditures for items in the approved budget do not require membership approval if the total expenditures for that category or subcategory are within the budgeted allocation for the year.
- Expenditures for items not in the approved budget require approval by the membership.
- Requests for veteran assistance are limited to \$500 provided that adequate funds remain in the approved budget. Requests for over \$500 must be approved by the membership.

Membership

- VVA Chapter 392 will pay the full fee (\$50) for VVA Life Membership applications.

Adopted: 5-9-2024