



Combat Veterans International

April 1, 2015

Memorandum regarding Membership Procedure

Step by Step procedure for processing membership paperwork and Requesting CVI patches

Note: Old and out dated CVI Membership applications will not be accepted. The current revised application is dated 28 Feb 2015 and was posted on the National Web site on 2 Mar 2015. The new CVI Membership application was approved at the NEC meeting on February 2015.

1. Interested person:
 - a. Completes CVI application, signs and dates it.
 - b. Completes SF Form 180 (Downloads from the CVI Web site or received from Chapter membership chairman that includes the return address of the NEC PO Box).
 - c. Provide a copy of DD Form 214 or other verified proof of service in a combat zone.
 - d. Submit all paperwork at a Chapter business meeting. The meeting at which a person submits their paperwork is their first meeting. This date should be entered on the application form and the meeting minutes should document the application submission.
2. Chapter Membership Person: Insure that all information in CVI Application is completed as necessary to include SF Form 180. Section 111 of SF Form 180 Return Address will be:
Combat Veterans International
P.O. Box 39517
Lakewood, WA 98496

Note: Documents returned from Military Records must go to the NEC and not the Chapter.

3. Chapter Membership Person: **Mail the following to the National Membership Chairman at his home address.**
 - a. Original CVI Application
 - b. Copy of Prospective Members DD Form 214 or other verified proof of service in combat zone.
 - c. Original copy of Irrevocable Consent Agreement Form Signed and Dated by all required people.
 - d. Original Acceptance and Commitment Form signed and dated by all required people.

Notes:

1. E-mails of paperwork **Will Not** be accepted
2. Chapter should make copies of all documents and maintain them for their records.
3. Send paperwork to National Membership Chairman ASAP. Don't wait until its time to patch a member to request a patch. When verified documents return from Military Records to National, we need to match them up with paperwork from chapter.
4. Hand Carried/Personal delivery will be accepted if it's correct.
5. Expect the National Membership Chairman to request an updated electronic copy of your chapter Roster that reflects the addition of applicants when the Patch is requested.

4. Military Records Section: Send a true copy of the DD Form 214 along with a cover letter to the National P.O. Box in Lakewood, WA.
5. NEC: Mail is picked up in Lakewood, WA only by a member of the NEC and delivered in person to the National Membership Chairman.
6. National Membership Chairman:
 - a. Matches up DD Form 214 from Military Records section to paperwork submitted by Chapter.
 - b. Contacts Chapter Membership person and informs them that prospective member's service is/is not verified. May be completed by phone/email.
 - c. Necessary Entries and dates are entered on CVI Application Form.
7. Chapter: Notifies the National Membership Chairman of the date prospective member is "Rockered" or if placed on extended probation or if rejected by the chapter membership. Phone call or email is ok. Date Rockered will be entered on CVI Application by both the chapter and national level.
8. Chapter: Contacts National Membership Chairman when Rocker is due to be patched. Thirty (30) days prior by phone or email.
9. National Membership Chairman: Double checks paperwork to insure all is correct and in order. If everything is OK he/she will inform the National Vice President to issue serialized CVI Backpatch to the Chapter.
10. The National Vice President:
 - a. Place a serial number with a permanent marker on the back side of the CVI Back Patch
 - b. Will record by name, serial number and chapter CVI Back Patch Log Book.
 - c. Mail Back Patch to chapter membership person within two (2) business days.

Notes:

1. Back Patches are sent via first class mail unless Chapter makes prior arrangements with National Vice President to send out patches by other means (i.e UPS, FedEx or over nigh). Receiving Chapter/Individual pays all costs of Back Patch and shipping.
 2. Should there be some type of problem or unforeseen circumstance or a screw up on some ones part contact National Vice President ASAP or National Membership Chairman. We will try to resolve the problem so Rockers can be patched on time. **DO NOT ABUSE THIS!**
 3. National Vice President will contact Chapter by phone/e-mail of the date Patch(s) sent and total cost.
 4. National Vice President will inform National Membership Chairman by phone/e-mail so serial number can be entered on CVI Application Form.
11. Chapter: Forwards cash, check or postal money order to National Vice President to pay for patches plus postage if due. Checks/Money Order made be made out to:
 Name of National Vice President <or> Combat Veterans International
 Note: CVI Rockers and Back Patches are handled by the National Vice President only. These items ARE NOT handled by National Product Sales.
 12. The National Vice President: Logs the payment into the CVI Back Patch Log Book then turn funds over to the CVI National Treasurer.
 13. When a "Rocker" is Patched: The Chapter is to notify CVI National Membership Chairman of the date. Both will make entries on the CVI Application.
 14. Procedure for Rocker that is not Patched:
 - a. Chapter retains serial numbered patch for reissue.
 - b. Chapter contacts the CVI National Membership Chairman
 - c. CVI National Membership Chairman informs the CVI National Vice President and entry is entered into CVI Back Patch Log Book.
 - d. If/When the Back Patch is to be issued to someone else (be it Rocker or Patch Holder), entries with serial number will be made on CVI Application Form. Chapter will inform the CVI National Membership Chairman who will in turn notify the CVI National Vice President so entry can be made in CVI Back Patch Log Book.

15. In general the NEC is charged with the Protection of the CVI logo. This includes CVI Back Patches. Combat Veterans International must:
 - a. Protect/ Account for and do all that is necessary/Feasible to secure our logo. This is a requirement under Washington State law where our logo is trademarked with the Secretary of Washington State.
 - b. The CVI National Vice President will have with him CVI Rockers, Back Patches and Friends Of patches (and CVI Back Patch Log Book) for sale unless patches are on order. When CVI National Vice President attends/visits chapters, Regional Council or National meetings or any CVI functions. Patches will be on hand for sale however, if there is any paper work necessary it needs to be complete and correct.
16. Associate Members: For these people the process and paperwork is the same except for two things.
 - a. These interested people/Prospective members need not have served in a combat zone/Theater of operations, however they must go thru the SF 180 process. We have had fakes (Wana-bes) in CVI.
 - b. In reference to Article VII, Individual Members, page 11, Associate Members. CVI SOP revised 19 July 2013. Chapters will be limited to not more than 10 percent (10%) of each chapter. As a point of clarification, Retired CVI Members are not counted when determining the ten present for Associated Members. This a WA State ruling as Retired members do not have voting rights and not considered Current Members. Only the NEC can make exceptions. Should you exceed (or try to exceed) the 10% legal limit, you are in violation of the CVI SOP.
 - c. In the event of a chapter split or a loss of members that results in Associated Members constituting more than ten present of a chapter's membership, the NEC will need to get involved to ensure that Non-Profit laws are adhered to.
17. "Friend Of": This is simple. No Paperwork procedure other than what the Chapter and SOP requires.
 - a. Chapter can contact the CVI National Vice President arrange for Friend Of patches.
 - b. Each Chapter in CVI will maintain an accounting or inventory by name of all Friend OF patches. They are CVI property and Sponsor is responsible for Back Patch(es) mf "Friend Of". When "Friend Of" leave, the Back Patch(es) will be recovered. They may be retained by the Chapter if requested (see #18)
18. Life Cycle and disposition of the CVI Patch: This letter is undated. A copy was handed to each North West Regional Council member at the NWRC meeting in Yakima, WA. On 17Jan15. It was approved by the NEC at their meeting on 13Dec14. Those NWRC Member(s) not present were mailed copy on 20Jan15.
 - a. Distribution and mailing of the above was made by the CVI National Vice President who attended this meeting and put the "Word Out" to Regional Council Members.
 - b. As a Chapter and Members of CVI you need to be familiar with this letter and follow it.
 - c. A copy of this letter and procedure should be in your Chapter "Operations Handbook".

Enclosures

1. Copy of CVI Application
2. Copy of Letter "Life Cycle and Disposition of CVI Patch"