



**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 3:00 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 item are within the budgeted allocation for the year.
- Expenditures for items not in the approved budget require approval by the membership

### **Membership**

- VVA Chapter 392 will contribute \$20 towards VVA Life Membership applications.

Adopted: 11-8-2018

Revised: 10/07/2021