



In appreciation to Don Struhar
who designed this logo for the Department of Florida.

On June 5, 2003 Don Struhar granted sole and proprietary use of this logo to the Department.

KWVA DEPARTMENT OF FLORIDA

POLICY MANUAL

**THIS MANUAL IS TO BE USED IN CONJUNCTION WITH KWVA
DOF BYLAWS**

All policies contained herein have either been reviewed or revised and are in effect.

Charlie First

Department of Florida President

May 9, 2011

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TO BE USED IN CONJUNCTION WITH KWVA DOF BYLAWS
May 9, 2011**

This manual was developed and authorized by the DOF Executive Board on July 21,
2007

Bill McCraney President
Ted Trousdale First Vice President
Bob Balzer Second Vice President
Jim Bradford Third Vice President
Charlie First Secretary
Joan Arcand Treasurer
Jake Feaster Past President
Richard Arcand Judge Advocate
Laurie McCraney Assistant Secretary

KOREAN WAR VETERAN'S ASSOCIATION DEPARTMENT OF FLORIDA

SUBJECTS COVERED IN THIS MANUAL

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MISSION STATEMENT

The Mission of the Department of Florida is to provide a venue for leaders and members of the KWVA in the state of Florida, to periodically meet for the common good of each Chapter and each individual member, to support the mission of the KWVA and to promote reunion, fellowship and recruitment. July 21, 2007 Review date December 11, 2009 Review date March 17, 2011

CODE OF ETHICS

It is the intent of the Code of Ethics to establish a relationship among all Chapter members and the DOF, which will promote a feeling of trust and friendship. Members should fully understand and appreciate the nature of these rules that will bind us as a unique group of United States Veterans.

I promise I will conduct myself at all times in a manner befitting a member of my Chapter and the Department.

I will speak carefully and respect another's opinion.

I will refrain from idle complaints or hearsay.

I will allow zero tolerance concerning any sexual harassment or physical abuse of fellow members.

I will discourage the use of profanity, derogatory remarks (written or spoken) and gestures that would inflict pain to an individual or group both within and outside the Chapter.

I will only use electronic devices (email etc) or regular mail as communications media for THE GOODOF THE ORDER between members and the Department of Florida.

I will honor and respect Chapter, Department and Association leaders. Deviation of any nature such as inflammatory or slanderous messages against any fellow veteran, Chapter, Department or Association will not be tolerated.

Written in Consultation with the Executive Council by Joan Arcand, DOF Secretary and Adopted by the General Membership May 8, 2010

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POLICY: THE DOF MANUAL

The DoF Policy Manual is developed, revised and approved by the DoF Executive Board.

Policies may be added, revised or deleted at any Executive Board meeting, or by phone or email contact with each member of the Board.

The Board is responsible to review policies at least once a year to assure that all policies are current. Changes in DoF bylaws may also require changes in the policy manual.

The DoF Secretary is responsible to assure that each elected officer of the Department, and each *Chapter President has a copy of the manual. The Secretary also provides changes to the manual in a timely manner.

*Chapter Presidents are responsible to pass the manual to his/her successor.

Original date July 21, 2007

Review date December 11, 2009

Review date March 17, 2011

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POLICY: THE DOF EXECUTIVE BOARD

Board Membership

President

First Vice President

Second Vice President

Third Vice President

Secretary

Treasurer

The Immediate Past President

The President may appoint Ex-Officiate members to the Board.

Board Meetings

The President on an as needed basis calls meetings of the Board. Additionally, the President shall call a meeting when requested to do so by at least two members of the Board.

Board members are responsible to attend all Board meetings. Other DoF members may attend a Board meeting from time to time at the invitation of the President.

Board members may request mileage reimbursement for travel to and from Board meetings. Guests of the Board may also request mileage reimbursement when their presence at the meeting was deemed essential to the business of the Board.

Original date 1997 as “ The Officers call”

Revised date July 21, 2007

Review date December 11, 2009

Review date March 17, 2011

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POLICY: THE EXECUTIVE COUNCIL

Executive Council Membership

- A. DoF Elected and Appointed Officers and Staff
- B. Chapter Presidents

Executive Council Meetings

DoF Council meetings are usually held three times a year, *one in the fall and one in the winter. A Council meeting is also held in the spring in conjunction with the annual Convention.

Persons Authorized to Vote in the Absence of a Chapter President

Only Council members may vote on matters that come before the Council, however, if a Chapter President cannot attend the meeting, he/she should authorize a Chapter member to vote on their behalf. This authorization must be in writing from the Chapter President and submitted to the DoF Secretary prior to the beginning of the meeting. Email notification is acceptable.

Council Guests

Chapter Presidents are encouraged to invite other members of their Chapter to attend Council meetings as guests of the Department of Florida. It is especially important for members who have indicated an interest in becoming a Chapter or DoF officer, or members who have been identified as potential candidates for leadership positions to attend.

Persons attending DoF Council meetings who are not members of the Executive Council are guests and may not vote nor enter into discussion on matters before the Council. However, the President may elect to allow a non-member to contribute to the discussion on a specific issue, if the President deems the information the non-member has will be helpful to the Council.

Date and Time of Council meetings

The DoF President establishes the date and time of Council meetings.

Council Meeting Hosts

Any Chapter in good standing with the Department may host a fall or winter council meeting by presenting their intent to the DoF President. (See Convention Policy for the

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spring Council meeting). In the event more than one Chapter requests to host the same meeting, the decision of who will host the meeting is that of the Executive Board.

Meeting Facility and Location

The Host Chapter selects a facility and obtains a proposal for refreshments and a luncheon to present to the Executive Board. The Chapter is responsible to avoid making any commitments prior to approval by the Board.

Lodging

Frequently, the meeting is held in a Hotel, however on the occasion it is not, the Host Chapter identifies and recommends a Hotel convenient to the meeting facility for members who will stay overnight. Every effort should be made to obtain a discounted room rate.

Financial Arrangements

The Department Makes every effort to assure that the Host Chapter will not suffer any financial debt as a result of hosting a DoF Council meeting. All facility contracts, and contracts for meals and refreshments will be signed by the DoF President, deposit cost will be paid for by the DoF and the DoF will reimburse for other approved expenditures. The Host Chapter is responsible to maintain an acute awareness, that money they spend or commit to, that has not been specifically authorized by the President, will not be reimbursed by the DoF, and the Chapter will therefore, bear the burden of that cost.

Meeting Announcement

The DoF Secretary is responsible to assure that meeting announcements are sent to each Chapter President and DoF officer. The announcement includes at least the location, date and time of the meeting, along with other information such as attire, lunch arrangements and any PR items the Host Chapter may wish to have announced.

Meeting Registration

Pre-registration is not required for Council meetings and there is no registration fee, however members are requested to notify the DoF Secretary of their plans to attend. Those who make luncheon reservations will have met that notification obligation, but those who do not plan to attend the luncheon should call, email or write to the Secretary to advise that they plan to attend the meeting. This is essential in planning for seating,

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ID badges and handouts. Members may attend without prior notice, however this should be a rare occasion.

Lunch Reservations

Members planning to attend the luncheon must submit a DoF luncheon reservation form with payment by the established deadline. It is difficult and at times impossible to make reservations for lunch at the door, as most often the facility will not honor a last minute request.

Luncheon Reservations Form/Deadlines

The DoF Treasurer in cooperation with the DoF Secretary establishes a deadline by which a reservation and payment must be received, and to provide a reservation form to Council members in a timely manner.

Meeting Agenda

The DoF President is responsible for the agenda. The Host Chapter may not alter the agenda in any manner without the explicate approval of the President.

Guest Speaker

Under usual circumstance, guest speakers are not appropriate for Council meetings, as they are time constrained meetings intended to conduct the business of the Council. However, if the Host Chapter feels that an exception should be made, approval of the DoF President is required, and if granted, the Host Chapter must advise the speaker of the time limits established by the President.

Opening Ceremonies

There is no requirement for formal ceremonies for a Council meeting, however the Host Chapter has the option of providing a Color Guard to post colors and/or to play a recording of, or have someone sing the National Anthem. The Host Chapter will advise the President of their plans.

Host Chapter Greeting and Desk Staff

The Host Chapter is responsible to assure that Chapter staff is present to greet members on arrival to the meeting, to assure that members register his/her attendance, to hand out ID Badges and other meeting information provided to them by the DoF Secretary.

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The Host Greeting staff may also perform other duties as requested by the Department or the Host Chapter.

Attendance Records

Attendance records are developed by the DoF Secretary and provided to the Host Chapter Greeting staff. The Greeting staff will assure that all members sign the records, and that the completed records are returned to the DoF Secretary. These records become part of the official minutes of the meeting.

Name Tags/ID Badges

Every member attending a Council meeting wears a Name Tag/ ID Badge. The DoF Secretary is responsible to assure that ID badges are made and available to the Host Chapter Greeting Staff for everyone who had made known their plans to attend the meeting. Blank nametags and pens are provided to the Host Chapter Greeting Staff by the DoF Secretary, to make ID badges for those persons who arrive without prior notice.

Fund Raising at Council Meetings

The Host Chapter may hold raffles, sell tickets for door prizes, have a QM sale etc, with all funds raised going to the Chapter. The DoF may add a small fee to the cost of each lunch in order to cover other meeting expense such as refreshments, and the Department will also conduct 50/50 with proceeds going to the DoF.

Meeting Attire

Unless otherwise notified by the DoF President, attire at all DoF meeting are KWVA uniforms or Business Casual. Shorts, jeans and other forms of extreme casual dress are not appropriate.

Chapter Flags

The Host Chapter is responsible to arrange a designated space in the meeting room for Chapter Flags. Chapter Presidents are responsible to bring their flags.

Chapter Charters

Chapters are not required to bring their charters to Council meetings.

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Communication

It is essential for the Host Chapter and the DoF to stay in close contact during the planning of a Council meeting. Usually, one person is designated by the Chapter to coordinate plans with the Department Secretary or other designated DoF person. Keeping each other up to date on progress and numbers of people who will attend etc is an absolute must for a successful meeting.

* The fall meeting is usually held in September, the winter meeting in January and the spring meeting in May.

Original date 2000

Revised September 24, 2006

Revised July 28, 2007

Revised July 30, 2009

Reviewed March 17, 2011

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POLICY: GENERAL MEMBERSHIP

Members of the General Membership

Elected and appointed DOF Officers and staff. Elected and appointed Officers of a Florida Chapter in good standing with the DOF. Regular Members of a Florida Chapter in good standing with the DOF.

Meetings

The DOF General Membership meeting is held at least every spring at the DOF Convention.

Persons Authorized to Vote

All members of the General Membership Meeting may enter into discussion and vote on matters brought before this body.

Guests

Guests of Regular Chapter members in good standing with the DOF and who have registered to attend the Convention are welcome including members of Chapter Auxiliaries, Associate Members, Honorary Members and spouses of members. Other parties who are registered guests of the Convention and agenda speakers are also invited to attend this meeting.

Original date November 9, 1996

Review date July 21, 2007

Review date December 11, 2009

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POLICY: THE ANNUAL CONVENTION

The Department assures that a gathering of all Florida Chapter members is held at least once a year, usually in the spring. This reunion is referred to as the DOF Convention.

The Convention

Convention events include at least a Council Meeting, a General Membership Meeting, a Memorial Service and a Banquet. Other events may be planned by either the Host Chapter or by the Department including but not limited to special events for ladies, dinners, luncheons and sightseeing trips.

Registration/Reservations/fees

Pre-registration is required for those planning to attend the Convention. A registration fee is charged. Reservations are required for all Convention meals including the banquet. Registration forms and meal reservations along with payments for meals and all fees must be received by the DOF prior to the deadline. The deadline is established by the DOF in cooperation with the hotel.

Who May Attend the DOF Convention

All members of a Florida Chapter in good standing with the Department and their guests. Members are responsible to assure that their guests are registered for the Convention, and that payments and reservations for events are made prior to established deadlines.

Convention ID

All persons, including guests attending Convention must wear an ID Badge during the Convention. The DOF Sgt At Arms is responsible to assist with compliance.

Convention Host

Any Florida Chapter in good standing with the Department may request to Host the Convention by presenting a written proposal to the DOF President prior to the Convention Council Meeting, and by presenting their plans for the Convention at the Convention Council Meeting. On occasion the Department may request to be the host, and if so, must provide the same information to the Executive Council, as does a Chapter.

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Written Proposal to the DOF President

The Chapter requesting to host the next Convention should obtain the following information from the proposed facility in writing, and submit it to the DOF President prior to the Convention Council:

1. The proposed dates for convention and the name, location, address, phone number and contact person of the proposed facility.
2. The chapter Contact person for Convention planning. Hotel room rates.
3. Hotel amenities ig restaurants, gift shop, pool, parking, internet capabilities
4. Choice and cost of meeting refreshment including service fees.
5. Cost of meeting rooms, banquet room.
6. Choice of menu and cost for luncheon and dinners (optional) if planned, including
7. gratuity.
8. Choice of menu and cost including gratuity for the Banquet.
9. Availably of rooms at no charge for the DOF President and the guest speaker
10. provided by the Hotel.
11. Proposed location for the Memorial Service
12. Proposed plans for a Hospitality room (optional)

Please note: Every effort should be made to obtain the lowest lodging rates and meeting rooms at no charge. The Hotel may provide “comp rooms” if a given number of lodging nights are booked. Try to avoid proposals that include paying for a guaranteed number of persons attending either the meetings or meals. The DoF can provide a “working number of persons expected” based on previous years attendance. Remember that the DoF has a tax-exempt number so taxes should not be included in the proposal, however gratuity charges and service fees should be included.

Prospective Host Chapter’s Verbal Presentation to the Council

The Executive Council selects Convention hosts by vote. Therefore, a Chapter requesting to be the next Convention Host must verbally review their proposal with the Council at the Convention Council meeting. The presentation should be brief, but should provide the following information:

1. Dates, name and location of the proposed facility
2. Hotel room rates

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3. Hotel amenities including restaurants, gift shop, pool, parking, Internet capabilities and nearby points of interest.
4. Proposed location for the Memorial Service
5. Proposed plans for a Hospitality room (optional)
6. Any other information that will assist in having their proposal accepted by the Council especially if another Chapter is also making a proposal.

Council's Vote for Convention Host

The Council may vote for the next Convention host either at the Spring Council Meeting or at the General Membership meeting. However, if the vote is taken at the General Membership Meeting, only Council members may vote on this issue.

Contractual Arrangements

Once the Council has selected the host for the next Convention, the Department will assist with final contract negotiations. The DOF President, not the host Chapter President, is responsible to sign the contract.

Financial Authorization/Reimbursement

The Department makes every effort to assure that the Chapter will not suffer any financial debt as a result of hosting the Convention, in fact, is the expectation of the DOF that the Chapter will recognize a profit. All facility contracts, and contracts for meals and refreshments will be signed by the DOF President and deposit cost will be paid for by the DoF. All other costs, for which the host Chapter wishes to be reimbursed, must be approved by the DOF President prior to committing to the expenditure.

On occasion, the host Chapter may wish to spend funds for which the Department will decline to approve reimbursement. If so, the decision to go ahead with that cost is that of the Chapter with the understanding that the Chapter will have sole responsibility for that cost.

The Host Chapter is responsible to maintain an acute awareness that money spent or committed to, that has not been specifically authorized by the DOF President, will not be reimbursed by the DoF, and the Chapter will therefore, bear the burden of that cost.

Fund Raising

The Host Chapter has a credible opportunity to realize a profit by creating a Convention Souvenir Program, and selling ads to be included in the Program. The host Chapter also

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may hold raffles, sell tickets for door prizes, charge for refreshments or items in the hospitality room, provide QM items for sale etc with all proceeds from these activities going to the Chapter.

The Department will conduct 50/50 at meetings, and may hold other fund raising events during Convention with all of those proceeds going to the Department.

The Convention Souvenir Program

The design and layout of the Souvenir Program is entirely up to the Chapter, and does not have to be approved by the DOF. However, the Program usually includes a message from the DOF President, the host Chapter President and the National President. The Governor of the State and the President of the United States may be requested to place a message in the Program as well. The Program also usually includes a list of DOF Officers, and the names of people who may be honored at Convention as well as a schedule of events. The DOF Secretary is available to assist the Chapter in the collection of this information. The Chapter may also wish to include messages from other dignitaries as well as list of Chapter officers or other information about the Chapter.

Most Chapters have found that selling ads for a reunion of Korean War Veterans is well received by individuals, local business, civic clubs and other Veteran organizations. Additionally, the host Chapter may solicit other Florida KWVA Chapters for an ad.

Hospitality Room

The Chapter has the option of providing a hospitality room. It is understood that under usual circumstance, the Chapter has sole responsibility of any cost associated with renting the room or providing refreshments for the room. What is served in the room, how it is staffed, and what activities are planned for the room is up to the Chapter, however the DOF does impose a rule that the room may not be open during meeting hours. An exception may be made with the approval of the DoF for a specific event such as a "ladies gathering."

Memorial Service

A Memorial Service is a Convention tradition. The host Chapter is responsible to propose a site for the service. The service is planned and provided by the Department in consultation with the Chapter.

Dinners/Luncheons and Other Events

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The host Chapter may recommend to the Department, that meals in addition to the Banquet, be provided during Convention. For example, it has become somewhat customary to hold a luncheon on Saturday and some Chapters wish to hold a dinner on Friday night. These and any other planned Convention events must be approval and authorized by the Department.

Refreshments for Meetings

Usually coffee/pastries is served during the morning meetings, and on occasion, soft drinks may be served during afternoon meeting hours. The host Chapter will investigate the cost including the service fee for refreshments to include in the written proposal from the hotel. The final decision and agreement with the hotel is made by the DOF.

Convention Meetings

At least two formal meetings are held during Convention. The Executive Council meets, usually on the afternoon before the General Membership meeting the next day. The Convention Council meeting is usually not as lengthy as other Council meetings. The General Membership Meeting is scheduled for both a morning and afternoon session.

1. Meeting Agenda: The DOF President is responsible for the agenda for all DOF meetings.
2. Meeting Reports: The DOF President will establish what reports will be given.
3. Meeting Attire: The DOF President is responsible to establish expected attire for meetings. Unless otherwise notified, KWVA uniforms or Business Casual is the dress of the day for all DOF meetings.

4. Meeting Records

Minutes to the meeting are developed and maintained by the DOF Secretary. All persons attending the meeting are required to record their attendance

5. Chapter's Responsibilities for Meetings

Chapters should bring their Chapter flags with flag stands to Convention for display at all meetings and the banquet. The Chapter is responsible to move flags from one room to another when requested, and to assure that the flag is retrieved at the conclusion of the Convention. At the request of the DOF President, Chapters may be asked to bring their charter for display at the General Membership

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meeting. The Chapter is responsible to remove the charter for safekeeping at the conclusion of the meeting.

6. Guest Speakers at Convention Meetings

Under usual circumstance, guest speakers are not appropriate for Convention meetings due to time constraints. If the host Chapter feels strongly that they would like to invite a specific person to speak, the approval of the DOF President is essential. The Chapter is responsible to advise the speaker of the time limits established by the DOF President for his/her presentation.

5. Opening Ceremonies for Meetings

Opening ceremonies are not planned for the Convention Council meeting, however, given the importance of the General Membership Meeting, the host Chapter in cooperation with the DOF, should plan as elaborate an opening ceremony as possible. Events may include a Color Guard to post colors, someone to sing the National Anthem, or arrange to have the National Anthem played, local dignitaries may provide a brief Welcome and designated members may be recognized and honored. The President may also approve other appropriate events.

6. Who May Attend Meetings/Who May Vote

DOF members and guest who are registered for the Convention may attend both meetings. Only members of the Executive Council or their designee may vote at the Council Meetings, however all members of the DOF may vote at the General Membership Meeting.

7. Meeting Guests

Guests must be registered to attend Convention in order to attend Convention Meetings. Guests may include Chapter Associate members, Chapter Auxiliary members, Honorary members and spouses/family and friends of members.

The Banquet

The DOF annual Convention Banquet is usually held the evening of the General Membership Meeting.

1. Who Attends the Banquet

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All members and guests are invited to attend the Banquet, however, prior reservations are required.

2. The Banquet Program

The program for the banquet is planned by the DOF in consultation with the host Chapter. The DOF President selects and/or approves the MC for the Banquet and the Banquet Keynote speaker. The installation of DOF Officers is always part of the Banquet Program. It is not appropriate to have Chapter Officers installed at the Banquet.

3. Music and entertainment for the Banquet

The Chapter may plan to have a band, or a DJ or other entertainment at the Banquet, however the DOF President must approve these plans and if costs are involved, must be authorized by the DOF.

4. Banquet attire

Dress for the banquet is decided by the DOF and announced in advance.

In General, Who Does What?

The Host Chapter Will:

1. Appoint a contact person for Convention planning
2. Stay in close contact with the DoF, plan events with the DOF and seek to obtain approval for costs in a timely manner.
3. Provide members to greet attendees on arrival, to work at the registration desk, to act as host in the hospitality room and to assist members by providing information.
4. Assure that Convention attendees sign in on arrival and receive an ID Badge and other Convention documents and items. The registration desk staff will work under the direction of and in cooperation with DOF staff.
5. Provide members to sell tickets or manage other Chapter fundraising events.
6. Create a Convention Souvenir Program/sell ads/establish a deadline for ads and information to be received by the Chapter.

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The DOF Will:

1. Assure that DOF persons, authorized to make decisions, are available in a reasonable time for consultation and planning with the Chapter.
2. Provide all registration forms, ID Badges, meeting material, meal tickets and any other clerical items the DoF requires or wishes to use for Convention.
3. Provide assistance to the Chapter Registration desk staff at all times during the Convention.
4. Provide documents and information to the Chapter for the Convention Souvenir Program prior to the deadline established by the Chapter.
5. Provide reimbursement for authorized expenditures in a timely manner.
6. Keep the host Chapter advised of the numbers of persons registering for the Convention and making reservations for meals
7. Make every reasonable effort to approve the plans of the Chapter and to do so in a timely manner.

Original date 2000

Revised September 24, 2006

Revised July 21, 2007

Revised August 6, 2009

Reviewed March 17, 2011

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POLICY: DOF CHAPTER PRESIDENT'S RESPONSIBILITIES

Chapter Presidents are responsible to assure that chapter members are aware of the mission of the Department of Florida, the role the DOF has with chapters and individual members and the fact that all regular chapter members are also members of the Department of Florida.

Chapter Presidents are members of the DOF Executive Council and as such are responsible to attend all meetings of the Council. On the rare occasion that is not possible, the Chapter President is duty bound to assure that another chapter member is formally and in writing appointed to attend to act on his/her behalf.

Chapter Presidents should attend the annual reunion (Convention) of KWVA members in the state of Florida, and to encourage as many members of his/her Chapter as possible to attend at least the General Membership Meeting part of Convention.

Chapter Presidents should give serious consideration to serving as a DOF elected or appointed officer, and/or to identify and mentor members of his/her Chapter who would make efficient and strong DOF leaders.

A Chapter President should make every effort to accept duties at the request of the Department, and to support the Department's efforts.

Chapter Presidents are responsible to assure that information provided by the DOF is made available to Chapter members in an accurate and timely manner.

Chapter Presidents are responsible to assure that annual DOF membership dues (Assessment) are paid for their members prior to the deadline established by the Department.

Chapter Presidents are responsible to bring to the attention of the DOF areas of concern or problems that the Department should be aware of, and to advise the DOF when an opportunity for the DOF to provide better service and relationship to chapters is recognized.

Original date July 30, 2009

Review date December 11, 2009

Review date March 17, 2011

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POLICY: DOF APPOINTED OFFICER'S RESPONSIBILITIES

The following specific duties are in addition to the duties and responsibilities outlined in DOF bylaws.

Judge Advocate

The Judge Advocate may be requested to serve as a mediator for disputes, which may arise. All parties must understand and agree, that on the occasion the Judge Advocate is acting as a mediator, his/her discussion is final and binding upon all parties. The Judge Advocate is the "keeper" of the DOF bylaws, and responsible to assure that any changes to the bylaws are published and distributed.

Chaplain

The DOF Chaplain is responsible to act as at least as a consultant to host chapters for council meeting or convention memorial services, and on occasion, may be in charge of the service.

Historian

The DOF Historian may be requested to be responsible for specific duties or tasks associated with Council meetings or the Convention.

Sergeant at Arms

The Sergeant at Arms is responsible to lead the Pledge of Allegiance at all OF meetings, and to assist with the assurance that all members are wearing ID badges and signing attendance rosters. The Sergeant at Arms is usually assigned to provide 50/50 sales at DOF meetings.

Appointed officers have a duty and obligation to immediately turn over all records and items associated with their position, to the DOF, upon leaving their appointed position. The Department of Florida maintains the right to all these properties.

Original date unknown

Revised date July 21, 2007

Review date December 11, 2009

Review date March 17, 2011

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POLICY: DOF SECRETARY'S RESPONSIBILITIES

The DOF Secretary is an appointed officer and a member of the Executive Board. The following specific duties are in addition to the duties and responsibilities outlined in the DOF Bylaws.

The Secretary may utilize email when written communication is necessary, however he/she must assure that the same communication is mailed to members who do not have email.

The Secretary works in close cooperation with the President, Treasurer and Host Chapter for Council meetings and Convention.

The Secretary creates, or assures the creation of, registration forms, meal reservations, attendance lists, ID badges, PR items and other documents association with DOF meetings.

The Secretary is responsible to provide copies of previous minutes to Chapter Presidents and DOF officers prior to meetings, and to provide copies at the meetings.

The Secretary also assure the provision of meeting packets to all members, for all DOF meetings which include at least, minutes to the previous meeting and the agenda for the present meeting.

Original date April 2006

Revised date July 21 2007

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Review date March 17, 2011

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May 9, 2011**

POLICY: DOF DRESS CODE

The DOF President establishes the Dress Code for all DOF functions and events. Any exception or change to the code is provided in writing to Chapter Presidents and DOF Officers and staff.

KWVA Regular Uniform: May be worn to any meeting of the DOF.

Men: Navy or black trousers. White short sleeved shirt with all service ribbons, medals and patches ,Overseas cap

Women: Navy or black pants or skirts. White short sleeved shirt with all service ribbons, medals and patches, Overseas cap or the DOF approved Women's overseas cap

KWVA Dress Uniform

May be worn to any DOF formal event; DOF Officers may wear dress uniforms to any Chapter or Department Meeting or important function.

Men: Navy or black trousers, White dress shirt, Navy or black tie and socks Black dress shoes. "Korea blue" Blazer (light blue) Overseas cap (a cap is not worn to dinner).

Women: Non-uniform dress or pants outfit appropriate for the occasion or Navy or black pants or skirt White blouse Navy or black "ladies tie" or conventional tie. Black dress shoes "Korea blue" Blazer (light blue) Overseas cap optional.

Chapters are encouraged to establish Chapter Uniform Codes. Regular and dress uniforms should be in keeping with DOF codes, however, Chapters may also establish a policy of casual attire for Chapter meetings and functions such as Chapter polo shirts, jackets, ball caps, etc.

Original date July 21, 2007

Review date December 11, 2009

Review date March 17, 2011

**KWVA DEPARTMENT OF FLORIDA POLICY MANUAL
TO BE USED IN CONJUNCTION WITH KWVA DOF BYLAWS
May 9, 2011**

POLICY: REIMBURSEMENT

Reimbursement may be authorized for purchases, which have been preapproved by the DOF President, of clerical supplies and non clerical items necessary for DOF activities and meetings. A written request must be submitted to the DOF Treasurer, along with receipts for the purchase.

Additionally, Mileage reimbursement may be provided for DOF elected officers and Board members under the following circumstance:

1. Mileage at the rate established by policy, for travel to and from; DOF Council and Board meeting both scheduled and called, and the annual DOF Convention.
2. Highway toll fares for travel to and from DOF Council and Board meetings, both scheduled and called, and the annual DOF convention.
3. Mileage at the approved rate for travel in which the officer will act on behalf of the DOF President and which had been specially requested and authorized by the DOF President.
4. Mileage at the approved rate on the occasion attends a Chapter meeting, other than the President's own Chapter for the purpose of conduction DOF business.
5. With the approval of the Board, mileage reimbursement may also be authorized for the President when the President represents the KWVA at other official events, however mileage is usually not appropriate when the President accepts invitations to visit Chapters or events, which are primary social in nature.
6. Officers must submit a written request for reimbursement along with receipts for toll fares and documented evidence of miles traveled. An Internet calculation of miles traveled from one point to another is acceptable.

Reimbursement is not appropriate for any other travel, purchases or expense.

Original date 2004

Revised date July 21, 2007

Revised date July 28, 2007

Review date December 11, 2009

Review date March 17, 2011

**KWVA DEPARTMENT OF FLORIDA POLICY MANUAL
TO BE USED IN CONJUNCTION WITH KWVA DOF BYLAWS
May 9, 2011**

POLICY: MILEAGE REIMBURSEMENT RATE

The Executive Board establishes the rate for mileage reimbursement.

Rates may be changed or deleted from time to time as conditions warrant. While consideration may be given to the cost of fuel when making the determination of the rate of mileage reimbursement, the priority factor is DOF fund availability.

Mileage is reimbursed only for that travel which has been specially authorized by DOF policy at the rate of \$0.30 /mile.

Request for mileage reimbursement must be submitted to the DOF Treasurer in writing, and must include documented evidence of miles traveled.

Original date 2004

Revised date July 21, 2007

Review date December 11, 2009

Review date March 17, 2011