

UVC Protocols

Adopted by UVC Leadership

Protocol No. 1 Legal Documents Protocol October 13, 2019

All legal documents that require the signature(s) of the UVC President or a representative of the UVC, including all written agreements, such as employment agreements, leases of space or equipment, purchase orders, contract for purchasing or leasing equipment, shall be given to the UVC Judge Advocate for his review.

Following his review, the Judge Advocate shall forward the document to the UVC President, together with his recommendation concerning it. The President will review the Judge Advocate's recommendation, and then present it to the UVC Executive Committee together with recommendation of both the Judge Advocate and his own for the Executive Committee to decide what, if anything, the UVC should do.

All documents that the UVC has entered into shall be maintained by the UVC Secretary in a Documents file, until being directed by the UVC President at least one year after the document is no longer in effect, that the document may be filed away in a historical file maintained by the UVC Historian if there is one, and if not then by the UVC Secretary.

Protocol No. 2 UVC Budget Protocol October 27, 2019

It is the UVC's Budget Committee's responsibility to prepare the UVC Annual Budget for the coming fiscal year well in advance of the start of that fiscal year, as it must be sent to the UVC Executive Committee in time for the UVC Executive Committee to review and approve the annual

budget for ratification at the General meeting held before the start of the next fiscal year.

To do this the Budget Committee shall, at least three months before the start of the next fiscal year, complete two separate tasks.

It first must review the fiscal needs of each of the UVC's Committees, and the UVC office expenses for the coming year, and review the expenditures of that Committee and officer in previous years as well as the current year.

And at the same time, the Budget Committee will study the amounts of money that UVC raised from all sources during the current year as well as past years, and specifically look at the UVC's Annual Awards Banquet's income and expenditures, as well as any other proposed fund-raising efforts planned for the coming fiscal year,

In each of the two above tasks, it is expected the Budget Committee will meet with the various Committee Chairs and those in charge of the Awards Banquet to get clearer understanding of the needs of each and the expected revenue UVC should be receiving in the near term.

Upon completion of these two tasks, the Budget Committee will prepare the coming year's line item budget, and present it to the UVC Executive Committee for its review and approval. Once approved, it shall be submitted at the next UVC's General Meeting for ratification.

In the annual budget, each UVC Committee Chair and the Secretary for the office shall be responsible for those line items assigned to it by the Budget Committee, and without the prior approval of the UVC President and confirmed by the UVC Executive Committee, no additional funds can be paid or obligations incurred by any UVC Committee Chair or the UVC Secretary for the office expense budget.

Protocol #3 Receiving Donations & Things of Value December 28, 2019

The United Veterans Coalition of Colorado (UVC) has relied on donations and gifts of things of value from its Member Organizations and others for it to carry out its assistance and support for veterans' programs as set forth in the By-Laws of the UVC since its formation in 1972. And realizing how important such donations are to its continuing existence, the following procedures will be followed and adhered to by all UVC officers and UVC volunteers.

1. All donations will be sent/delivered to the UVC Treasurer, and logged in by him, describing each Donation.
2. The UVC Treasurer shall prepare a monthly Report of all Donations and Things of Value that the UVC has received during that month, and deliver it to the UVC President within the first 10 days of the following month.
3. The Report shall include the date of receipt of each Donation to the UVC; the name and address of each Donor (including the Donor's e-mail address if known); the dollar amount of each Donation received (and if other than money, a description of the item and an estimate of its value).
4. At the same time, the Treasurer will also provide a copy of the Report to the UVC Secretary.
5. The UVC Secretary shall prepare an appropriate "thank you" letter addressed to the Donor and deliver the letter to the UVC President for his signature (who may add an additional note if desired). Once signed, the letter shall be mailed/given to the Donor.
6. At the next UVC General Membership Meeting, the UVC President shall have the Donor be personally recognized and properly thanked for the Donation.

7. All money and things of value received to help pay for the UVC's Annual Awards Banquet shall be treated as Donations as described herein, and be treated as such to the extent the UVC President, after consultation with the Banquet Committee Chair and the UVC Secretary, determines it is in the best interests of the UVC to do so.

Protocol 4 UVC Paying of bills and money owed July 27, 2020

Under our UVC Budget Protocol No. 2, our annual approved budget lists the amount each UVC Committee Chair is responsible for. Those line items assigned to it by the Budget Committee will not be overspent, unless the UVC Executive Committee has approved additional funds to that Committee prior to the Committee incurring that debt.

When the UVC Committee Chair determines to make an expenditure of funds in the budget that it controls, the Chair will approve the expenditure of those funds and submit receipts or the invoice from the seller, to the UVC Treasurer for payment of such expenditures. The UVC Treasurer, upon receiving the receipt or bill, shall obtain the approval of the UVC President authoring payment, and then prepare and sign a UVC check for such amount to the payee, and mail it to the address of the person or entity who is to receive the check. The UVC Treasurer shall also keep a running tabulation of the monies each Committee has spent from its allotted budget and make sure each Committee Chair is apprised of the amount still available during the year.

Protocol 5 UVC Monthly Newsletter August 7, 2020

With our long time UVC Newsletter Editor Steve Bender moving over to the UVC Foundation and Ida Tholen now taking his place, the procedures covering our Monthly UVC Newsletter and set by the UVC Communications Committee, are set forth herein so all will know and follow them.

The Monthly UVC Newsletter will be published and circulated close to the 1st of each month, if not the 1st day.

Monthly articles are expected each month from the UVC's elected officers.

Articles are also expected frequently from the UVC Committee Chairs, appointed UVC officers, and UVC Assistant Vice Presidents, particularly when there is a matter that the readers of the UVC Newsletter would be interested in learning about.

Also expected and requested are articles from time to time from the VA, state Agency representatives, DMVA, Colorado Veterans Treatment Courts and others that usually have representatives attend our monthly UVC General Membership meetings.

All articles submitted should be 400 words or less, better if 250 words or less; the goal being to keep each issue between 6-10 pages, which will encourage more readers to look at all pages. All articles submitted should be spell checked and be grammatically correct,

It is the intent to distribute this Monthly UVC Newsletter by e-mail to as many people and organizations as possible. If you want to receive this monthly Newsletter and are not yet receiving it directly, please notify the UVC by sending your e-mail address to admin@uvcoc.org.

For many years, dating back to 1998, our UVC Newsletter Editor Steve Bender took on the thankless job of building a database of e-mail addresses for his sending the UVC Newsletter to them. As it grew over the years to over 560, the time he was spending trying to keep that e-mail list current became overwhelming. With his moving over to the UVC Foundation and Ida Tholen now taking his place, there was no way this job of keeping the E-mail list current could be done by one person, and certainly not the new Newsletter Editor who needed to spend her time focusing on creating each month the UVC Newsletter

A new system had to be created to organize how the UVC communicates with those on the list that Steve Bender had kept current for so long, and how it can easier be expanded and kept current by dividing the work load among a number of UVC volunteers,

That new system is now in place and needs now a number of UVC Volunteers to not only keep it current, but to grow it as the UVC continues to expand into the statewide organization that it needs to be

So, the new system, now in place, is organized as set forth below:

<u>GROUP LEADER</u>	<u>DESIGNATED GROUPS</u>
UVC 1 st Vice President	UVC Organization, UVC officers, UVC Committee Chairs and Vice Chairs, UVC Executive Committee members, UVC's President appointees)
UVC 1 st Vice President	VA and Government List
UVC 2 nd Vice President	Affiliate Member Organizations
UVC Membership Chair	Associate Member Organizations
Each UVC Committee Chair	Their Own Committee Members

Steve Bender	Current County VSO's agreed to keep current; State Legislators agreed to keep current
Communication Chair	News Media Contacts
Others:	Currently being discussed and worked on by Steve Bender and Dick Young

PROCEDURES:

Only the UVC President can order a 'BLAST' to get out the word immediately to all. This ORDER would be disseminated to all of the above GROUP LEADERS for them to forward it on to their GROUPS as set forth above. The President would designate if the BLAST should go to the State Legislative List or not. If designated, the BLAST would also go to them.

Any GROUP LEADER who desires to send an e-mail to DESIGNATED GROUPS other than his/her own would first get permission from the GROUP LEADER for that DESIGNATED GROUP.