

## DAV ALAMO CHAPTER 5 STANDING RULES

### **I. Conventions and Conferences:**

**Section 1:** Nomination and election of Chapter delegates will be in accordance with the Chapter, Department, and National Bylaws, with adherence to the budget guidelines. Members may also attend at their own expense as a delegate or alternate delegate.

**Section 2:** Delegates will self-register, pay the registration fee, hotel and travel costs. All reimbursed expenses will be within the amount of the approved annual budget for conventions and conferences. The chapter will not reimburse any delegate if they receive any type of reimbursement from the District, the Department, or the National organization. National Service Officers (NSOs) will not be reimbursed to attend the National Convention since they are assigned to work at the convention.

**Section 3:** Travel vouchers, for approved delegates for reimbursement, must be submitted within 14 days of attending a convention or conference. Vouchers for reimbursement for POV travel, when authorized, may be reimbursed at the current GSA mileage rate. Travel vouchers must have the required supporting documentation showing the actual mileage one-way, which will be doubled for compensation. Delegates who choose to travel back and forth are entitled to one round trip mileage reimbursement per day of attendance, when authorized. Hotel and airfare, when authorized, will be reimbursed not to exceed the budgeted line item.

### **II. Veteran Assistance Committee**

**Section 1:** The Veteran Assistance Committee shall consist of the Chair and two (2) members appointed by the Commander, all of whom have voting rights on all requests. The duty of this committee is to keep the Chapter informed of public and/or private agencies or organizations which can offer temporary and/or permanent assistance to veterans. The committee shall assist such people in securing proper and adequate aid and assistance in a timely fashion.

**Section 2:** The Veteran Assistance Committee shall also have a budgeted line item. An individual or a married couple consisting of two veterans may not receive, from the Chapter, more than \$1500 per 12-month period. The Veteran Assistance Committee chair shall provide the veteran with Alamo Chapter 5 Veteran Assistance Form (**encl 1**). The Chair is responsible for ensuring all pertinent concerns are answered prior to forwarding the request to the committee members. Upon receipt of the completed forms by the veteran, committee members shall cast their vote on whether to help. A majority committee member vote shall determine if the request is approved or denied (**encl 2**). The Chair shall inform a veteran whose request has been denied that they may appeal the request to the chapter at-large membership at the next monthly meeting, if needed. The chapter at-large vote shall be binding.

**Section 3:** Cash payments will not be made directly to a veteran. Payments will be made to the service or business requested or use of a gift card from a specific vendor/store can be provided to



the veteran. The veteran shall sign for receipt of the gift card. The Treasurer shall present all receipts to the Executive Committee. A veteran's personal information shall be protected under the Privacy Act and shall not be disclosed during a chapter meeting.

### **III. Lead Chapter Service Officers (CSO):**

**Section 1:** The Lead Service Officer shall be appointed by the Commander and will be responsible for assisting all Chapter Service Officers who are duly certified within the Chapter. The Lead Service Officer shall coordinate Chapter Service Officers presence for special events and/or designated office times to process claims. He/she may also assign a veteran requesting assistance with claims through use of the Chapter's website/Gmail. The Lead CSO will serve as a mentor when Chapter Service Officers may have questions regarding the claim process. He/she will notify all Chapter Service Officers of any updates to procedures and/or forms used.

**Section 2:** Chapter Service Officers shall report to the designated Lead Service Officer any veteran benefits assistance provided. Veteran claims submitted on behalf of the veteran to the National Service Officer (NSO) Office for their submission to the Veterans' Administration shall be reported. Chapter Service Officers shall submit a CSO report (**encl 3**) to the Lead Service Officer by the 10<sup>th</sup> each month.

### **IV. Finances:**

**Section 1:** The Treasurer shall take control of the finances after being duly elected. Once chapter minutes are completed and signed, the minutes shall be taken to the bank to name the Executor of the account and authorized signatories. The Chapter's signature card at the bank shall consist of the Treasurer, Commander, and other designated Chapter officer(s). All checks issued will have two signatures: the Treasurer, Commander, or other designated Chapter officers. In the case of a check needing to be issued to one of the signatories of the bank account, the other designated officers will sign the check.

**Section 2:** The Treasurer may apply for a Chapter credit card and have sole responsibility for the card. A new card shall be requested if a new treasurer is elected, and the outgoing treasurer shall relinquish their credit card. The credit card statement will be submitted monthly to the Executive Committee for review. The credit card purchases, and statement shall be included in the monthly Bank Reconciliation summary for chapter member approval.

**Section 3:** In the absence of the Treasurer, other designated Chapter officers, by Bylaw, shall be charged with handling normal finances in the operation of the Chapter.

**Section 4:** All financial records shall be kept for a minimum of five (5) years. All electronic financial records shall be backed up to prevent losses. The Treasurer shall present a continuous fiscal year, bank reconciled financial report- showing both a detailed and summarized by line category document to the Executive Committee. The Executive Committee shall review the chapter's bank and credit card statements monthly. The chapter's bank and credit card statements and a monthly reconciled report shall be reported monthly to chapter members.

**Section 5:** The Treasurer shall present a proposed budget for the next fiscal year to the Chapter members no later than the July Chapter meeting.



**Section 6:** There shall be no cash withdrawals from the Chapter's bank account without membership's approval. There shall be no cash withdrawals using the Chapter's credit card.

**V. Grievance Committee:**

**Section 1:** Annually, following installation, the Commander will appoint the Judge Advocate, as chair to the Grievance Committee. Two other members of the Chapter shall serve on this committee which shall meet at the call of the Chairman. The other two committee members shall be impartial Chapter members selected by the Executive Committee, upon receipt of the grievance.

**Section 2:** Whenever a Chapter member has a grievance, it should be made known to the Commander or, if the grievance is against the Commander, then the Senior Vice Commander. If the grievance cannot be resolved at that level, then it will be referred to the Chair of the Grievance Committee.

**Section 3:** The committee shall follow National Bylaw Article 16 and shall submit a final report on its findings to the Chapter Executive Committee no later than 30 days from its convening. The Executive Committee may grant an extension, if necessary.

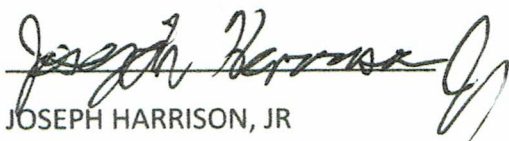
**Section 4:** If the grievance cannot be resolved at the Chapter level, it shall be forwarded to the Department of Texas. The Chapter cannot impose an Article 16.

**VI. V.G. Clark Cancer Relief Trust Fund Committee**

**Section 1:** The V.G. Clark Cancer Relief Trust Fund was established by a founding DAV Alamo 5 member, V.G. Clark. The Trust establishes Frost Bank as the trustee, with DAV Alamo 5 as the sole advisor for veteran recipients of the funds. Established criteria (**encl 4**), in accordance with the intention of the trust, shall be met by eligible veteran recipients.

**Section 2:** The Commander shall appoint a three-member committee to oversee the selection of veteran recipients. The Judge Advocate shall be the chair of this committee. The committee shall use the appropriate form (**encl 5**) to document its decision. The chair shall send all approved applications, by the committee, to the Treasurer for payment to the veteran, family or entity on their behalf.

**Section 3:** The Treasurer shall coordinate with Frost Bank for the transfer of funds to DAV Alamo 5, a recommended \$1,000 per transfer maximum. The Treasurer shall report all funds debited and credited to the Trust Fund by budgeted line item on the monthly Bank Reconciliation.



JOSEPH HARRISON, JR  
COMMANDER  
DAV ALAMO 5



KATHLEEN KABERIDES  
ADJUTANT  
DAV ALAMO 5

Approved by the Chapter members present at the February 15, 2025, Chapter meeting.



**VETERAN ASSISTANCE REQUEST**

**(All applications are individually reviewed on a case-by-case basis. Applying does not guarantee approval)**

Name of Applicant: (Print) \_\_\_\_\_ Date \_\_\_\_\_

(attached) DD 214  or ID Card

Address \_\_\_\_\_

Email \_\_\_\_\_ Phone # \_\_\_\_\_

REASON FOR FINANCIAL HARDSHIP
Please describe what happened that has created the financial hardship. Attach additional documents, as necessary.

REQUESTING ASSISTANCE (attach bills)		
Expense: rent, hotel, mortgage, water, gas, electricity, automobile, food, etc	Amount	
	\$	
	\$	
	\$	
	\$	
REQUIRED FIELD- Other agencies I have applied to or are currently working with for assistance.		
Agency	Point of Contact	Phone Number

I verify the above information is true and correct. I will reimburse DAV Alamo 5 for all payments made to me or on my behalf if the information above is found to be inaccurate or fraudulently claimed. **Submit requests to [dav.alamo5sa@gmail.com](mailto:dav.alamo5sa@gmail.com). Enter Veteran Assistance Request in the email subject line.**

Encl 1









**DISABLED AMERICAN VETERANS  
ALAMO CHAPTER 5  
6401 WENZEL ROAD  
San Antonio, TX 78233**



**V.G. CLARK CANCER RELIEF TRUST FUND  
REQUEST FORM**

ARE YOU A DAV ALAMO 5 MEMBER (not required for assistance): YES  NO

VETERAN'S NAME: \_\_\_\_\_

VETERAN'S ADDRESS: \_\_\_\_\_

VETERAN'S PHONE \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

SUPPORTING DOCUMENT AS A VETERAN: \_\_\_\_\_ MILITARY ID \_\_\_\_\_ VETERAN ID \_\_\_\_\_ DD 214 \_\_\_\_\_ VA LETTER

CANCER DIAGNOSIS: Type \_\_\_\_\_ (submit documentation of diagnosis)

**INPATIENT/OUTPATIENT TREATMENT FACILITY:**

\_\_\_\_\_  
Treatment Facility Name, Address, City, State, Zip Code

\_\_\_\_\_  
Facility Phone number

\_\_\_\_\_  
Last treatment date: \_\_\_\_\_ Next treatment date: \_\_\_\_\_

**DESCRIBE FINANCIAL HARDSHIP AND PROVIDE DOCUMENTATION:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

VETERAN'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

I verify that the above information is true and correct. I will reimburse DAV Alamo 5 for all payments made to me or on my behalf if the information above is found to be inaccurate or fraudulently claimed. **Submit requests to [dav.alamo5sa@gmail.com](mailto:dav.alamo5sa@gmail.com). Enter V.G. Clark Cancer Relief Fund in email subject line.**

Encl 4

Encl 6



**DISABLED AMERICAN VETERANS**  
**ALAMO CHAPTER 5**  
**6401 WENZEL ROAD**  
**San Antonio, TX 78233**



**V.G. CLARK CANCER RELIEF TRUST FUND COMMITTEE**  
**APPROVAL FORM**

**VETERAN NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE #** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**VETERAN CRITERIA MET:**

Veteran status verified: YES  NO

Active cancer treatment: YES  NO

Hardship acknowledged: YES  NO

**VG CLARK CANCER RELIEF COMMITTEE:**

1. APPROVED  DISAPPROVED  (Name) \_\_\_ Gwendolyn Thompson \_\_\_ DATE \_\_\_\_\_

2. APPROVED  DISAPPROVED  (Name) \_\_\_ Latasha Dunn \_\_\_ DATE \_\_\_\_\_

3. APPROVED  DISAPPROVED  (Name) \_\_\_ Keven Lomax \_\_\_ DATE \_\_\_\_\_

AMOUNT APPROVED (max \$250/month/veteran): \_\_\_\_\_

PAYMENT (max 6 months/per veteran/fiscal year) \_\_\_\_\_/6

**TREASURER:** \_\_\_\_\_

CHECK \_\_\_\_\_ CHECK AMOUNT \$ \_\_\_\_\_ DATE WRITTEN \_\_\_\_\_

SIGNATORIES: \_\_\_\_\_ TREASURER \_\_\_\_\_ COMMANDER \_\_\_\_\_ other DESIGNATED OFFICER \_\_\_\_\_

CREDIT CARD AMOUNT \$ \_\_\_\_\_ PAYMENT TO \_\_\_\_\_

VETERAN'S ACCOUNT NUMBER \_\_\_\_\_ DATE \_\_\_\_\_

**Encl 5**

**Encl 7**