



**National Veteran
Small Business
Coalition**

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**the
professional
association for
veteran and
service
disabled
veteran small
businesses
servicing the
federal
government.**

PERFORMANCE REQUIREMENTS FOR CHAPTERS

Institutional: Incorporate as a nonprofit organization, operating within the meaning of section 501(c)(6) of the IRS code. Register as a non-profit organization in the state in which the chapter operates and obtain a federal tax identification number and report it to the national office.

- File for an EIN within 30-days of receiving contingent approval of chapter establishment from the NVSBC.
- Operate consistent with the national NVSBC bylaws.
- Elect officers and a board of directors. Officers must include a chapter president, vice president, treasurer, and secretary. One of these officers or a separately designated officer must assume the role of membership chair.
- No later than January 15th of each year, provide an annual report; submit IRS Form 990 and other required reports to the National NVSBC.
- Elect and maintain a Chapter Board of Directors, comprised of 5 – 10 members, the majority of whom are veteran business owners.
- Elect officers for the Chapter including: President, Vice President, Treasurer, and Secretary.
- All chapter board members must be NVSBC members in good standing.
- Select a member to serve as a non-voting representative to the National NVSBC Board.
- Work with the National Treasurer and the Executive Director to establish a bank account (which the National BOD Treasurer and Executive Director has access to and the authority to freeze) to manage local chapter funds and events.
- Have the same classes of membership as the National office.
- Agree to charge NVSBC members a discounted rate to attend local chapter events if such events are held.
- Agree that annual dues assessed to chapter members do not exceed 50% of the National NVSBC dues.

- All chapter board members should be committed to dedicating the time necessary to ensure the Chapter’s success.
- Agree that national may terminate the local chapter if (1) the chapter fails to follow the NVSBC By-Laws or these requirements, (2) the chapter fails to maintain a membership of at least 10 individuals, or (3) the chapter and/or its Chapter Board of Directors engages in conduct that the National NVSBC determines to be inconsistent with the organization.
- Agrees to provide required information in a timely manner such that the National NVSBC can file federal and state taxes on time.

Identity: Execute agreement with the NVSBC’s national office concerning the use of the name “NVSBC” and the terms of the national/chapter relationship.

- Restrict use of the NVSBC identity, consistent with NVSBC branding and identity guidelines (see NVSBC identity and branding guidelines).
- Agree that the NVSBC logo may not be used by the chapter until the national BODs has approved the formation of the chapter.
- Ensure that all marketing, promotional or other published materials are consistent with national’s mission and its materials.
- Agree that national may require pre-approval of all marketing, promotional, or other materials for use or distribution at events.

Sponsorship: Limit sponsorship relationships to those consistent with national and chapter sponsorship guidelines.

- Restrict access to the membership list, consistent with the NVSBC policy.

Membership: Require each prospective member to join and maintain membership in National. Maintain a membership of at least 10 NVSBC members in good standing.

- Hold an annual meeting of the chapter membership. This should be well publicized to members.

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| | <p>Chapter management: Prepare an annual program schedule that reflects activities consistent with NVSBC's mission</p> <ul style="list-style-type: none">• Maintain chapter records. Keep records of all chapter activities, including past boards, committees, budgets, board minutes, announcements, publications, etc. Agree to be subject to audit of financial and membership records by National. |
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I have read, understand, and agree to the Chapter Performance Requirements listed above.

Chapter Name: _____

Print Chapter Name

Signed by: _____

Print Chapter President's Name

Signed by and date: _____

President's signature and date