# Minnreg Veterans Association
# Corporate General Policies
# 1 September 2026

The contents of this document include:

A. MVA By-laws (2026) of the Corporation.
B. Financial Policies of the Corporation.
C. Organization Chart for the Corporation.

MVA By-laws (2026) of the Corporation:

A. Article I Offices – The office for the MVA is located at 12467 62nd Street North, Suite 103, Largo, FL 33773. The office phone number is (727) 499-8271. General inquiries should be addressed to info@minnregs.com.

B. Article II Members - Annual dues for members and associate members is $20.00 per year, payable in the last quarter of the previous year through the first quarter of the current year.

C. Article II Membership Committee – The Membership Committee includes the Chairman of the Board, the President and the Recording Secretary.

D. Article III Board of Directors – The Board oversees the vision, mission and internal operations of the corporation. These documents are available on the Minnregs.com website, and named:
   a. MVA Corporate Vision dated dd mmm yyyy.
   b. MVA Corporate Mission dated dd mmm yyyy.
   c. MVA Internal Operations dated dd mmm yyyy.

E. Article III Section 3.11 Board Committees – Currently established Board Committees include the following:
   a. By-laws Committee – Members include Teri Godfrey (chair), Gerry Sturm, Karyn Klos, Tom Conner, Thom Dupper and George Suther.
   b. Compensation Committee – Members include Tom Conner (chair), Karyn Klos and Mary Reffelt.

F. Article V Books and Records – Corporate maintained documents:
   a. Official copies of the meeting minutes of the Board of Directors, the Officers and the Committees are available on the Minnregs.com website under the heading "MVA Board of Directors Meeting Minutes".
   b. Accurate accounting records are available on the Minnregs.com website under the heading "Financial Reports".

c. Current Articles of Incorporation and Bylaws are available on the Minnregs.com website.
d. Names and communication details for the Board of Directors and Officers are available on the Minnregs.com website, file name “2025-Board of Directors List”.
e. Voting Records are available on the Minnregs.com website in the appropriate meeting minutes.
f. Annual Reports are available on the Minnregs.com website.

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To accomplish the Financial Objectives of the Corporation, the following general Financial Policies are published.

A. All financial transactions will be processed into the MVA accounting system, including monthly and yearly closing entries.

B. All financial transactions must be supported by appropriate documentation. For expense transactions, this will be a paper copy of the properly completed and submitted MVA Expense Report (Jotform) input form, along with a paper copy of the supporting receipt, billing, or other document. For non-expense transactions, the MVA Account Transfer document will be completed including a description of the transaction.

C. All financial supporting data will be maintained in a locked file in the MVA office.

D. An MVA Expense Report (Jotform) will be submitted within one day of an expense being incurred by the person authorizing the expense.

E. The submitted MVA Expense Report (Jotform) may only be edited during the same month as the expense. After the month is over, no edits are permitted.

F. Anyone with an MVA Debit Card must use that card for all purchases.

G. Anyone incurring an authorized expense without an MVA Debit Card will request reimbursement by sending the request to the Treasurer within one day of the expense.

H. Recurring Monthly Expenses will be submitted on the MVA Expense Report when the billing or statement is incurred, and the amount is authorized for payment.

I. Only the MVA Treasurer and the MVA Board Chairman have the authority to direct the sale of investment shares to provide cash for operations. These shares will be from the Fidelity Professionally Managed account.

J. For cash management purposes, large unbudgeted expenses require notification at least three weeks before the expense check is presented to our bank. Normally, these expenses will be paid using the bank BillPay capability, which can take up to two weeks from check request to check presentation.

Organization Chart for the MVA