

**KOREAN WAR VETERANS ASSOCIATION, INC.  
STANDARD PROCEDURE MANUAL**

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**1. PURPOSE:**

- A. The procedures outlined in this Standard Procedure Manual (SPM) have been derived from experience with previous methods used by officials in the performance of their duties as staff members of the Korean War Veterans Association, Inc. These procedures have been developed to assist new officials, as well as the incumbents, to more efficiently perform their duties, and to assure compliance to the KWVA Bylaws. Issuance of and changes to the SPM are authorized by KWVA, Inc. Bylaws; Article III, Officers and Powers; Section 1. Powers and Duties; F. Board of Directors.**
- B. SPM procedures are designed to communicate proper and ethical procedures to use in conducting the Association's business to Officers, Directors, Standing Committee Chairpersons, Special Committee Chairpersons and members of the Korean War Veterans Association, Inc.**
- C. The procedures are intended to provide clarification; to fill in the detail of areas prescribed in the Bylaws that require action, and for the use of forms that are not covered specifically in the Bylaws.**

**2. PROCEDURE CHANGE METHOD:**

- A. This SPM, which is for guidance of Board of Directors and other KWVA Officials, will be recommended for revision only by a Board of Director, or KWVA Staff Member who is responsible for the specific area or procedure being addressed. Recommended changes are to be presented in writing to the Bylaws Committee Chairman. If there is no conflict with the Bylaws the Chairman will sign the change. The recommended change(s) may be presented to the Board of Directors by the responsible Director as an Action Item at the next Board Meeting, or as Business Without a Meeting.**

**3. CONFIGURATION CONTROL:**

**Specific procedural steps for the initial issue and subsequent configuration control are covered in detail in Addendum S-1 in the Addenda Section of this Manual. These steps include, but are not limited to:**

- A. Assignment of SPM Number of SPM-001, Rev. R001 as approved by the Board of Directors on 10/10/2006. This reflected the SPM's official first change, completely rewritten from the original document approved by the Board of Directors on 7/25/2004.**
- B. Incorporation of SPM-002 R002 approved on 5/5/2007 & SPM-003 R003, approved on 7/25/2007.**
- C. Identification of subsequent change(s), and/or addition(s), by a unique Revision and SPM-Number.**

**Each subsequent change package will be placed on the KWVA Website page for the SPM, and have a Revision number with information about the change. The complete updated, current SPM in effect will be available for downloading or printing, as will be the individual updated Title page and Revised pages.**

**4. INTENT AND INTERPRETATION:**

- A. These procedures do not change the original intent of the Bylaws and may not be used to circumvent the Bylaws. When in doubt as to the proper course of action to take, the Judge Advocate of the Association should be consulted.**
- B. To make cross-referencing easier, there is an additional index of these procedures, keyed to the Bylaws, Table of Contents. [Please see SPM pages 4 & 5].**
- C. When more detailed instructions are deemed necessary to clarify or to give direction to a particular Bylaw, references are made to Addenda noted on Addenda Pages of this Manual.**