

**Conference  
Of  
State Council Presidents  
Welcome Guide**

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# **WELCOME TO THE CSCP**

If you have just been elected as a State Council President, congratulations. If you are an alternate, you have a great responsibility to represent your state president and your state council and chapters. In both instances, the first thing you must do is send a signed SF 180 to the CSCP Secretary. For Section III, the Return Address and Signature, sign the form and send it to the current CSCP Secretary. Get the Form at VVA.org Under Organization Resources Membership Information Guides and Forms, Fourth line down.

If an alternate, your State Council President can tell you who that is and the appropriate address. If a new State Council President email or call the Secretary or Chair for an appropriate address.

This Handbook is designed to help you through the basics of a CSCP conference. It is highly recommended that you review the VVA Constitution, the CSCP Bylaws, and the CSCP meeting minutes prior to the CSCP meeting. You will find these documents on [www.vva.org](http://www.vva.org) under the “Resources” link, located at the bottom of the page.

The National Budget covers your basic travel costs. You will need to file an Expense Report at the conference. These expenses are further discussed in this pamphlet. The expense report form is on the VVA.org site in the State Council Information...Forms Area, fourth form from bottom.

Your attendance and participation at the Conference and Board meetings are essential to the business of the Vietnam Veterans of America. Welcome aboard.

## **WHERE AND WHEN**

**Where.** The location of the Conference and Board Meetings are determined by the National VVA Officers. At the time of this publication, our National Headquarters are in Silver Spring, Maryland. We usually meet at a nearby hotel. Booking the hotel is discussed in the next section.

**When.** There are four conferences each year. They are before each regularly scheduled quarterly National Board meeting. See the Events section of the VVA.Org web site for the dates and address. A travel day is authorized for per diem the day before the scheduled conference. A travel day, if necessary may be authorized again, if necessary due to travel schedules the day after the conclusion of the National Board meeting.

Usually, there is a quarterly scheduled board meeting at the VVA National Convention and, if being held, the National Leadership conference. A CSCP conference will be held the day before that meeting as well.

## **BOOKING YOUR HOTEL RESERVATION**

Booking a hotel reservation for authorized travel on behalf of CSCP is the responsibility of the State Council President, or his/her alternate. Booking is requested to be completed a month before the contracted dates for the event. It is easy to do.

**How to Book Your Hotel Reservations:** Log onto the VVA website at [www.vva.org](http://www.vva.org); go to the "Info for Members" section at the top of the Home page. Click on the link entitled, "VVA Organizational Resources." First under is "E-Room Reservations. You will need to fill out a Reservations Form. For Meeting Name, put in CSCP. Not necessary to check any of the other meeting names. For trip details list your dates of travel—specifically the date for the first night you need a room and the date you will leave the hotel. These are contracted nights the VVA will pay. If incorrect and the room is not needed you might be liable for the expense. Once you have filled out the online form, submit your request. For payment arrangements, check VVA pays Room/Tax. Check—note any special arrangements and click the submit button. You will receive a confirmation email. Save it and note your personal calendar the date and time of your submission and your hotel dates. Do not submit another request.

Do not request a refrigerator or specific room type or location. The hotel fills rooms as they are available when you check into the hotel. When checking in, you can request a refrigerator for the storage of medications.

## **TRAVEL RESERVATION (AIR, TRAIN, CAR)**

Let's Travel is VVA's official travel agent. Contact Let's Travel for your flight reservations at the numbers listed below. Let them know the date/time you would like to depart for D.C. and the date/time you would like to return home. You will be traveling on behalf of VVA. Let's Travel will contact VVA to confirm that you are authorized to travel on behalf of VVA and that VVA will pay the cost of your ticket. Let's Travel will then send you an email with the confirmation information regarding your travel. And they will also notify you by U.S. Mail. It is recommended that you make your reservations at least two months in advance of the scheduled meetings.

Let's Travel  
602 Vicnaire Street  
New Liberia, LA 70563

(337) 364-4444  
(800) 659-4441  
(337) 367-2215 (FAX)

Be sure to save receipts for parking and note the mileage to and from the airport. Such expenses are recoverable as well as taxi fares to and from the airport to the hotel. Whenever possible share the rides. The DC Metro is available at Reagan Airport and the red Line takes you to Silver Spring.

Save receipts for personally procured air travel as well as train travel. Air travel from Let's Travel will be paid by the VVA. Mileage to and from home can be reimbursed at the IRS Business Rate but not to exceed the economy fare for air travel to and from your home town to Reagan National.

## **WHAT THE CSCP IS AND ITS EXPECTATIONS**

Article I, Section 11 of the VVA Constitution is the specific provision that establishes a VVA body that represents the membership throughout the Nation. The state council presidents are the link back to the chapters. The CSCP is there to discuss issues and matters of concern of the members and to bring it to the attention of the National Board. The Chair is a VVA constitutionally specified member of the National Board.

The state council presidents are expected to attend the National Board meetings and relate what is going on within the VVA at the National level to his or her state. Presidents may ask questions but only if germane to National Board discussions and only when recognized by the Chair (usually the President). When speaking, always state your name and position (president of whatever state council). The presidents are expected to attend and participate in National Committee meetings where much of what is happening at the National level is decided.

The CSCP has a chair, two vice chairs, and a secretary. The National Treasurer acts as its financial spokesperson. An open discussion of agenda items usually occurs and opinions are welcomed. Discussions follow general meeting rules. Arguments between conferees are not in order. Comments should be made to the Chair and not to each other. Many of the conferees hold National committee chair positions and regional director positions. A National officer also may be a state council president.

The conference is to provide a means to make recommendations to the national board and to foster and encourage interaction between chapters, state councils, and the board of directors. It is a body of VVA leaders.

## **ROUND TABLE REPORTS**

Each conference will conduct a session of reports by attending state council presidents on activities of mutual concern to the VVA within his or her state. This is a valuable feature that highlights what the VVA is doing around the Nation. Many reported matters are taken back home to state councils and chapters for similar action.

Participation is expected. A report should be succinct and no more than three minutes, preferably two. Longer reports should be sent to the CSCP Secretary in advance of the conference. It should not be read. Remember what is reported is what might be useful to others to emulate. While nice to toot your own horn, the state council presidents are all proven leaders and will not be impressed. This does not mean do not state what you are proud of doing. It might be the comment to get another group of Vietnam Veterans involved in a like project.



## **ELECTIONS**

The election of officers--the Chair, 1st Vice Chair, 2nd Vice Chair, and Secretary--is conducted during even-number years. The election is for a two-year tour and the time for a new election should allow for that.

If there is a vacancy, elections will take place to fill the vacancy during one of the other CSCP meetings. The individual elected to the vacant position will fill the vacancy until the regularly scheduled elections.

If you are interested in holding an office, you should let the Election Committee know of your intentions prior to a scheduled election and at least 15 days before. You may however also run from the floor, if you had not made the decision to run for office prior to the elections.

Each candidate to office shall have an opportunity prior to the election to address the Conference as to why he or she is the best candidate. The election will be by written ballot.

See CSCP By-Laws Article VI