



COMBAT VETERANS MOTORCYCLE ASSOCIATION®
(CVMA®) TEXAS STATE REPRESENTATIVE
PO Box 1146
Port Aransas, TX 78373

CVMA-TX

Approved: November 22, 2021

Expires: May 21, 2023

MEMORANDUM FOR RECORD

SUBJECT: PROCESS FOR CHAPTER MEETING MINUTES AND FINANCIAL REPORTS

1. IAW National Bylaws, 30 Aug 2021, Rev. R.01, ART. VII, Sec. 7.03 (a)(i) &(ii), all Chapter Meeting Minutes and Financial Reports are to be submitted to the State Representative for review to ensure compliance with bylaws and policies.
2. Chapters will comply with the following standards.
 - a. Once approved by the Chapter membership, Chapter meeting minutes will be uploaded by either the Chapter Secretary or Chapter Commander to the Secretary Portal located on the CVMA Texas website (<https://cvmatx.org/>).
 - b. Once approved by the Chapter membership, monthly Chapter financial reports will be uploaded by either the Chapter Secretary or Chapter Commander to the Secretary Portal located on the CVMA Texas website (<https://cvmatx.org/>).
 - c. Both documents are to be uploaded as separate digital files.
3. It is the responsibility of the Chapter Secretary and/or the Chapter Commander to ensure that access to the Secretary Portal is maintained. Issues pertaining to access of the Secretary Portal can be directed to the State Webmaster via email at webmaster.tx.cvma@gmail.com.
4. The POC for this memorandum is the undersigned at sr.tx.cvma@gmail.com.

Brendan "Dudeman" Roberts
Texas State Representative
Combat Veterans Motorcycle Association