



Combat Veterans Motorcycle Association®

Region 3

Connecticut, Delaware, Maine, Massachusetts, New Hampshire
New Jersey, New York, Pennsylvania, Rhode Island, Vermont

CVMA-R3R

December 16, 2020

MEMORANDUM FOR RECORD

SUBJECT: Back Patch Collection

1. The Full member, Support Member, and Auxiliary Member back patches are sole property of the Combat Veterans Motorcycle Association®. These patches must be surrendered upon discharge from the CVMA® unless prior written approval to keep the patch is obtained from the NBoD.
2. The procedure for patch collection is outlined bellow and shall be followed by all Officers.
 - a. 30 DAYS PRIOR TO DUES EXPIRATION
 - i. Chapter Commander notifies the Chapter SAA, with a list of members who have not paid their annual dues.
 - ii. Chapter SAA attempts to make contact with expiring members via phone call and email to discuss what their intentions are regarding remaining a member. If no contact can be made, SAA notifies the Chapter Commander, who will then place a note on the members 201 file. Note will read, "Contact with member was attempted to discuss their intentions. All attempts went unanswered."
 - b. 01 July
 - i. Chapter Commander notifies the Chapter SAA, with a list of those members who have become inactive, due to dues expiration. Chapter SAA will attempt to make contact with the discharged members via phone and email. If not contact can be made, the Chapter SAA will notify the Chapter Commander of negative contact.
 - ii. Chapter Commander will send a certified letter to the discharged members explaining to them that they are required to turn in their patch. A copy of the discharged members signed patch agreement will accompany the letter. The letter will advise the discharged member that they have 10 days from the receipt of the letter, to respond. Furthermore, the letter will advise that if they fail to respond, the issue will be elevated to the State Rep.
 - iii. After all attempts at the chapter level have been exhausted, the Chapter Commander will notate the discharged members 201 file with the following. "Contact with member was unsuccessful via, phone, email, and certified mail. Issue has been elevated to the State Rep."
 - c. MEMBER RESIGNS
 - i. When a member resigns, the Chapter Commander shall retrieve the patch at that time. If the member does not resign in person, the Chapter Commander will notify the Chapter SAA who will pick up at step b.i. above and follow the process as stated above.
 - d. STATE REP PROCEDURE
 - i. Once the State Rep is notified by the Chapter Commander of an issue with a patch collection, the State Rep will send a certified letter to the discharged member. A copy of the discharged members signed patch agreement will accompany the letter. This letter will advise the discharged member of the requirement to turn in their patch when they are no longer a member. The discharged member will be advised that if they fail to respond and make arraignments to turn in their patch within 15 days of receipt of the letter, the process will be started to take the matter to small claims court.

- ii. State Rep will then make a notation on the members 201 file. The note will read, "Final certified letter asking for the return of the back patch was sent to member on (insert date)."
 - iii. If the member responds and turns in their patch the State Rep will add another note on the 201 file and adjust the patch log. This note will read one of two ways depending on if the patch was deliberately destroyed or turned in serviceable with fair wear and tear. "Member has turned in Back Patch." OR "Member turned in back patch destroyed. Recommend member is banned from re-joining."
 - iv. If the member is taken to small claims court, and the patch is retrieved only after court proceedings, the former members 201 file will be updated to reflect the following. "Back patch retrieved (serviceable/destroyed) only after court ruling. Recommend member is banned from re-joining."
3. Any questions regarding this procedure can be directed to the undersigned.



Kevin "Cowboy" Hilton
Region 3 Representative
cvmaregion3rep@yahoo.com
Combat Veterans Motorcycle Association®
FM 12124

DISTRO: SR
CEB