

PROCEDURE

- 1. Once signed by the duly elected officers, the Chapter must submit the proposed Articles, in triplicate, to the State Judge Advocate for approval.**
- 2. Once approved by the State Judge Advocate, the proposed Articles of Incorporation will be forwarded to the National Judge Advocate for approval.**
- 3. Once approved by the National Judge Advocate with the proper signatures affixed, the National Headquarters will keep one copy for their records, a second copy will be mailed to the State Headquarters and the third will be mailed to the local Chapter.**
- 4. Upon receipt of the approved Articles, the Department will file with the State of Wisconsin, Department of Financial Institutions under Statute 188.09 entitled "Corporate powers of the Disabled American Veterans and affiliates."**
- 5. The Department will mail their original and a duplicate to the Department of Financial Institutions with a designated return address.**
- 6. Once filed, the Department of Financial Institutions will return the duplicate to the designated return address with an ID Entity Number (very important).**
- 7. The Department will mail a copy of the duplicate with the ID Entity Number to the Chapter. Fait accompli!!**