

	FMCA POLICIES AND PROCEDURES	INDEX NO. 2021	APPROVAL LEVEL EB
	SUBJECT National Director Attachment Plates	EFFECTIVE 5/98	SUPERSEDES 5/97
	SPECIAL DISTRIBUTION President's Handbook		

POLICY

To present each new chapter, upon acceptance of their charter, a set of National Director plates. The National Office shall have in stock an inventory of Lexan National Director plates.

PROCEDURE

1. Upon acceptance of the charter, the National Office shall send a welcome letter to the National Director and a set of Lexan National Director plates will be sent under separate cover.
2. These plates will ONLY be made in the "Crescent Over ID" style. They will not have any other information added to them.
3. These plates are to be handed down to each subsequent National Director.
4. The chapter may order "Rectangular Under ID" style plates with chapter name identification for loan to its incumbent National Director.
5. If at any time the plates are lost or misplaced, the chapter must contact the National Office to get replacement plates. The National Director plates can ONLY be replaced by the National Office.
6. If the chapter has cast aluminum National Director plates and would like to replace these plates with the Lexan plates, the chapter should contact the National Office. The National Office will suggest that if the chapter return the cast aluminum plates, the National Office shall send out a set of Lexan plates to the National Director, and bill the chapter for one half of the cost of the Lexan plates.

