

**AMVETS Ladies Auxiliary Department of Michigan
LOCAL 1st VICE PRESIDENT INSTRUCTIONS
2021/2022**

As the First Vice President of your local Auxiliary, you are responsible for membership, keeping accurate membership records and submitting the proper paperwork to the Department in a timely manner. Be sure you are familiar with your duties.

You should also be familiar with the duties of the President and be prepared in the event the President should call upon you to chair a meeting. You may be required to represent your Auxiliary at District meetings and/or functions if requested by the President.

#1. It is your responsibility to have a membership report at each meeting. This report will include any new members (which need to be approved for membership by the auxiliary), number of renewals received and the total membership of your Auxiliary. NOTE: Honorary members are not be included in your auxiliary total.

#2. You should read all Department and National bulletins which you can find on the Department website (www.amvetsauxdeptmi.org) and the National website (www.amvetsaux.org). You should check the website(s) monthly for updated information.

#3. Keep your members informed of any changes in the membership program. If available, you may want to buy a subscription to the Department monthly newsletter so you can keep up to date on information regarding membership. Contact the Department Executive Secretary if you are interested.

#4. The Department has several membership contest incentives. Familiarize yourself with these contests and relay the information to your members. Process your membership renewals, Life Membership hospital donations and new members in accordance with contest deadlines, so members who comply, will qualify for inclusion in Department contests. The Department First Vice President may also have her own membership contest(s) which she will give information about on the website and in the Department newsletter.

#5. As the Membership Chairperson, you should familiarize yourself with all the required forms which can be found and downloaded on the Department website – Membership Application, Dues & Remittance (D&R) Form, Change of Name/Address Form, Deceased Member Notification, Life Member Card Form,

Replacement Life Member Card Form, Honorary Member Card Form, Certificate of Transfer Form. The correct use of these forms is important. If you have questions about the forms, contact the Department First Vice President. Explanations of some of the most used forms are included in these instructions.

#6. Always have a supply of membership applications on hand and encourage your members to carry them. Membership applications can be downloaded from the Department or National websites or obtained from the Department First Vice President or the Department Executive Secretary.

#7. The Auxiliary membership year runs from January 1 through December 31. An annual membership card is valid until December 31st each year. Any membership application received at the local level after December 31st shall be handled as follows:

REJOIN: If a member had renewed for the previous membership year but failed to return her renewal form for the current membership year by 12/31, you will list that person as a “Rejoin” on the Dues Remittance form. (Ex: Flora was a member but failed to return her renewal form and dues by December 31st. Flora submits her renewal form, reverifies her eligibility (per National Constitution) and dues on January 20th. List Flora as a “rejoin” for new membership year.) Rejoins must be in the hands of the Department Executive Secretary no later than May 15. After this date, they will be considered new members.

NEW: If a prospective member has never previously belonged to AMVETS Ladies Auxiliary or is a former member who did not renew for the previous membership year but was a member at some time in the past, list that person as “New” on the Dues Remittance form. (Ex: Mildred has not been a member for several years. She is eligible and wants to join again. After she provides the application, reverifies her eligibility and pays her dues, list Mildred as a “new” member for the current membership year.)

#8. A person shall become a member of AMVETS Ladies Auxiliary upon written application, establish her eligibility and make payment of dues for all levels as required by the National Auxiliary Constitution. After the application is completed, it must be checked and approved by the AMVETS and signed by the Post Membership Chairman.

#9. As noted above, a prospective member is classified as “New” if:

A. She is completing an Application for membership for the first time

- B. She has let her membership lapse for more than one membership year and she can re-establish her eligibility**

#10. Honorary memberships are granted where circumstances and/or qualifications merit such distinction and shall be limited to persons who are not eligible for regular membership.

- A. Local Auxiliaries may only grant one Honorary Membership per year. Annual renewal dues of \$10 for Honorary members is mandated by our National AMVETS Ladies Auxiliary.**
- B. The Department of Michigan does not charge additional dues for Honorary members.**
- C. If a local Auxiliary wishes to charge an assessment, it is their option.**
- D. The Honorary Member Card Form is used for new Honorary members only. This is mandatory and must be included with the D&R.**
- E. Renew Honorary can be listed on the D&R (RH) and they must be sent to the Department before December 31.**
- F. Honorary memberships shall be reviewed annually for the continuation of honorary status. An issuing Auxiliary may rescind an Honorary membership if circumstances warrant it. An Honorary membership is automatically revoked if the member becomes eligible for regular membership.**
- G. There is NO rejoin status for Honorary members.**

#11. Submit your Dues and Remittance (D&R) form monthly. DO NOT hold back membership. Mail or hand out the membership cards promptly and make sure you include the letter from the Department President for all new members.

#12. All dues shall be paid to the local Auxiliary. The local Auxiliary Membership Chairman will process the memberships and send the Dues Remittance Form (D&R), with the Department and National portion of the dues, to the Department Executive Secretary. All checks are to be made payable to AMVETS Ladies Auxiliary Dept. of Michigan.

#13. Department dues are as follows:

- A. New and Rejoin memberships are \$30 each (\$15 to National and \$15 to Department which includes the \$3 Hospital donation).**
- B. Renewal memberships: \$25 each (\$15 to National, \$10 to Department which includes the \$3 Hospital donation).**
- C. Honorary membership is \$10 (this is a National charge only).**

D. New Life Membership fees are \$278 each (\$225 to National, \$53 to Department which includes the \$3 Hospital donation).

#14. The Hospital donation of \$3.00 is an annual fee and MUST BE PAID by each Life Member. If the Life member does not pay their Hospital donation, the local Auxiliary must pay the \$3. All hospital donations from Life members should be sent in on the first D&R submitted for the new membership year, usually no later than October 1. If the hospital donation for your Life members is not received by December 31 your local auxiliary will be considered not in good standing. You do NOT need to list all of your current Life members on a D&R to submit the hospital donation. You may just write in on one line the number of Life members you are submitting the dues for OR send a note with the same information. This is only for MICHIGAN and does not get submitted to National.

#15. You must complete all information requested on the D&R Form. Be sure to fill out the top of the D&R completely. Include the full name, address, zip code and Membership ID number (if one has already been assigned) of the member whose dues are being processed. Do NOT use abbreviations for cities. Incomplete forms may be returned to you. Be sure to double check the amount due to the Department before writing the check.

#16. The D&R forms should be printed legibly or typed (membership cards are printed using information on the D&R. Mistakes happen if the names are illegible!) These forms can be downloaded from the website and filled out directly on the computer.

- A. 1st list all renewal memberships in alphabetical order (last name first)**
- B. 2nd list all rejoin members in alphabetical order (last name first)**
- C. 3rd list all new members in alphabetical order (last name first)**
- D. 4th list all Renew to Life or New life members in alphabetical order (last name first)**
- E. On the first D&R submitted in the fall, list all Honorary members to be renewed.**
- F. Leave a space between each group: Renew, Rejoin, New and Life if you are submitting more than one type of membership on a D&R.**

#17. When a D&R is returned to you with the membership cards, check the cards for errors and/or omissions. Notify the Department Executive Secretary immediately if there are any issues.

#18. A Change of Name/Address form is used when a member changes her

name and/or address OR when there is a spelling correction to be made.

#19. All deceased members are to be reported on the Deceased Member Notification form and a copy is to be sent to the Department Executive Secretary as soon as possible. She will forward a copy to the Department Chaplain, the Dept. 1st Vice and National Headquarters.

#20. The Life Member Card Form is used when submitting dues for a new Life or a Renew to Life membership. Once a Life member receives her Life membership card, it is permanent. She is not issued another preprinted card.

#21. The Replacement Life Member Card Form is used to order a replacement when a member loses her card or may change her name. Send a check made payable to AMVETS Ladies Auxiliary Dept. of Michigan for the required amount listed on the current form to the Department Executive Secretary.

#22. A Certificate of Transfer Form is used when a member wishes to transfer from one Auxiliary to another. No transfer can be completed without the signature of the accepting Auxiliary Secretary. If the transferring member's annual dues have not yet been paid, a D&R and a check must accompany the transfer form.

#23. No member may belong to more than one Auxiliary.

#24. Verifying eligibility is your responsibility as the local Auxiliary membership Chairman.

#25. A roster of the Department records for your Auxiliary is sent out twice a year - January and June. In accordance with instructions included in the letter which will accompany the roster, compare it with your records and notify the Department First Vice President or Department Executive Secretary immediately if you find a discrepancy.

#26. A National roster is sent to the local Membership chairman in the Fall (the time depends on when it is received from National), usually in September. In accordance with instructions included in the letter which will accompany the roster, notify Department Executive Secretary if there are any discrepancies. Also, remember to complete Name/Address Change Forms if there are spelling errors.

Last reviewed & updated by Kathy Keizer, Department 1st Vice President

4/2021