

DEPARTMENT 1st VICE PRESIDENT'S INSTRUCTIONS
Reviewed and Revised May 2024

Section I – General Instructions

1. If you are going to have a special, contest or Chairman's award for Membership, you will need to present it/them at the post-Convention SEC meeting to get approval.
2. Keep the local Auxiliaries informed of any membership changes, contests, etc. Encourage them to remit membership renewals and their Life Member Hospital assessments by October 31. Explain these are the funds the VAVS/MVH Representatives receive for use in hospital programs for our Veterans.
3. Send reminder notices by October 1 via email or USPS mail to each Local 1st Vice President stating renewal of their current Honorary members must be on a D&R form with payment sent to the Executive Secretary postmarked no later than December 1. Include a general reminder in your October newsletter article.
4. Be sure to notify the District Presidents and Executive Secretary no later than 15 days prior to Department Convention they are required to attend your Membership Committee meeting if held. Urge local Membership Chairmen and other members they are all welcome to attend.
5. If you choose to list the top ten (10) Auxiliaries in your bulletin/newsletter article, it must be done by the strength of the Auxiliary, not by Auxiliary activity.
6. If you plan to be nominated as the next Department President, be sure to read the Incoming President's Instructions so you will be prepared when you arrive at Convention.
7. **No later than September 30th** you will send to each annual MAL member: a renewal notice/invoice, a completed D&R, and instructions for returning her check with the completed D&R to the Executive Secretary. (Bylaw –Section III, 3-B)
8. In May you should receive copies of the local revalidations from the Parliamentarian. Be sure to place them in your files. They will need to be passed on to the next Department 1st Vice President. They have important information which may be needed from time to time.

Section II – Membership Forms and Information (D & R)

1. D & R's, deceased member notices and various changes will be sent to you frequently from the Executive Secretary, as she receives them from the local Auxiliaries.
 - a. You will keep a roster of each Auxiliary with their current members by name and current membership status.
 - b. Be sure to make name changes on the roster when Change Forms or other corrections are received from the Executive Secretary.
 - c. Retain copies of all documents in a separate folder for each local auxiliary.
 - d. A detailed procedure for processing the membership paperwork received from the Department Executive Secretary is included at the end of these instructions.
2. Deceased members in Michigan are removed from any current membership totals immediately. Adjustments to your roster and membership chart are coordinated with the Executive Secretary.
3. If an Auxiliary has notified you a member is deceased, the member is not counted as a renewal due for any renewal contest.
4. To remove a Life member from the roster, proof is needed that the whereabouts of the member is unknown. This is done by the Local Auxiliary.
 - a. They shall send a letter to the member using the last known address they have in their files.
 - b. If the letter is returned by the Post Office with "address unknown", the Local 1st Vice makes a copy of the envelope for the local files and forwards the original envelope to the Executive Secretary with the completed transfer form for MAL (member at large).
5. The cutoff date for current year D & R's to be sent to the Executive Secretary is May 31st. Any memberships received after that date will be held for the following membership year.

Section III – National Rosters

1. You shall receive two sets of the National Roster printout of current Michigan local Auxiliary members from the Executive Secretary.
 - a. One set is to be separated by local Auxiliary and mailed to the local 1st Vice President of each local Auxiliary or designated Membership Chairman within five (5) days of receipt.
 - b. A letter shall be enclosed with each roster advising the local 1st Vice to make corrections where needed, copy each page which has corrections and mail those correction pages to the Executive Secretary by the deadline date. (An example of the letter is on the flash drive included with your files).
 - c. Keep the second set of National rosters for your records.
2. National Rosters are to be reviewed, corrected and returned to the Executive Secretary within fifteen (15) days.

Section IV – Membership Chart and Local Rosters

1. Two (2) up to date membership charts shall be sent via email (regular mail to those with no email) to each Local Auxiliary 1st Vice President during the year, as well as a copy of their updated member roster.
 - a. These charts and rosters represent information you have received from the Executive Secretary, who has documented and confirmed them as
 - b. she receives them from the local Membership Chairmen.
 - c. You will include a letter indicating what is included and instructing the local Membership Chairman to notify the Executive Secretary of any corrections immediately.
 - d. The first mailing will include a chart of total Department membership as of 12/31 as well as the local Auxiliary roster listing each member.
 - e. Your chart indicating Department membership through 12/31 must be completed, confirmed with the Executive Secretary and mailed by you to the local Auxiliaries no later than January 10.

- f. The second mailing will be sent to the newly elected Local Auxiliary 1st Vice President and includes the total Department membership chart as of 5/31 and the updated Local Auxiliary roster.
 - g. Be sure to fill in the ID number of last year's new members. Make sure to confirm your information with the Executive Secretary as the final chart will be included in the Convention Book. This mailing must be sent on or before June 5. Immediate notification to the Executive Secretary of any errors is critical.
2. You shall compare your chart figures with the Executive Secretary monthly so your records and hers match before the Department Mid-Year (12/31) and Final (5/31) membership charts are sent to the locals with their current roster. These charts may be used as your reports.
3. You shall send a copy of all local rosters to the Department Parliamentarian no later than April 10th so she has them to use as verification of members on the Revalidation forms.

Section IV – Reports

1. Keep an official Department membership chart listing prior year ending totals as your beginning year totals as well as columns for: renewals, new, ~~rejoins~~, renew to life, new life and life members.
 - a. Update this chart as you update your membership rosters. Compare your records and totals with the Executive Secretary at least monthly – more frequently if needed.
 - b. Your goal is to always have your records and the Executive Secretary's records match.
2. You shall send a current membership chart to each Service Officer by mail or email no later than November 5th so they can review the figures for their mid-year reports. Send a copy of the final chart to the Honor & Awards Chairman as soon as it is completed.
3. No later than December 15th, you shall notify each auxiliary with Life Members still owing a hospital assessment via email or by phone. Advise these local Auxiliaries they will be considered not in good standing until the hospital assessment has been received by the Executive Secretary. Inform the Department President, Department Parliamentarian and the Executive Secretary to whom reminders have been sent.

4. You shall send a current Membership chart report to the Liaison Officer by February 1 and June 1 so she can report our Membership totals to Department AMVETS for their SEC meeting. (2/2022)

Section V – Membership Contests

1. There are two (2) Department member ship contests listed in #3 and #4 below. You are allowed to have up to three (3) special membership contests during the year with prizes set according to the funds available from the amount reserved from each annual member's dues. Check with the Department Treasurer prior to convention on funds available for all contests.
2. You shall set the deadline for each of your contests but it should be no later than May 31st.
3. Each Auxiliary which is 100% renewed by October 31, will be awarded a check in the amount of \$50.00 from the membership reserve account. The D & R must be received by the Executive Secretary postmarked by November 5th. Renewal is defined as 100% of the previous year's annual membership, with the exception of a death or a transfer.
4. Early Bird Contest – In November, document the names of all who have renewed from July 1 through October 31 from D & R's which are postmarked by **November 5th**. You may determine the prize (amounts and number) not to exceed a total of \$150.00.

Section VI – Pre-Convention and Convention Responsibilities

1. Within a week following the close of Membership year, compare figures with the Executive Secretary to determine Membership winners for the Class A, B & C awards. The Honors & Awards Chairman will ask you for the winners as these awards are presented during the Honor & Awards program at Department Convention.
2. Be sure you have an award to be presented for each of your membership contests, if you have not already awarded them. You will present any contest awards not presented during your Membership report on the Convention floor. The Executive Secretary will make the contest award certificates for you if you give her the information no less than fourteen (14) days prior to Convention, unless the contest is a drawing which will be held at Convention.

3. Prepare envelopes for winners of the Department Membership Contests. You will need to contact the Department Treasurer prior to June 5th to let her know how much money you will need, so she can write a check prior to her cut-off date.
4. After the membership contest drawings, you will make a list of the winners of each drawing and give a copy to the Executive Secretary. Each winner called, or a representative from her Auxiliary or the District President, will pick up the envelopes with the money when you announce the winners on the floor.
5. If you have a Membership Committee meeting at Convention:
 - a. Your report must be given to the Executive Secretary and Department Parliamentarian immediately following the meeting if there are any recommendations.
 - b. If there are no recommendations to be voted on by the Convention Body, give the Executive Secretary a copy of your report after it has been read on the Convention floor.
 - c. Any exception to the deadline must be approved by the Department President.
 - d. Remind the District Presidents and the Executive Secretary they are required to attend.
 - e. Inform local Membership Chairmen and other members they are welcome to attend.
6. If you plan to run for Department President, be sure you have done the preparations indicated in the Incoming President's Instructions before arriving at Convention.

PROCEDURE FOR PROCESSING MEMBERSHIP

(D&R's and other membership forms)

Adopted February 2024

1. You will receive copies of local D&Rs and other membership forms from the Executive Secretary after she has finished processing on her end. Some of the D&R's will have stapled to them a copy or copies of cards for new members or replacement cards which the Executive Secretary types up.
2. Put the paperwork in order of the local auxiliary numbers. Keep all items paperclipped or stapled together for each local according to the date of receipt noted on the bottom by the Executive Secretary. (If you receive one without a date – just add 2-3 days to the date on the D&R as the receipt date. This is the date you will use when entering info on the local rosters.)

3. Open the computer-generated roster for the corresponding local.
 - a. Your new roster will be divided into sections for the following: ANNUAL MEMBERS, LIFE MEMBERS and HONORARY MEMBERS.
 - b. Names will be in red to indicate they have not renewed or the assessment has not been received.
 - c. As you work on a roster you will need to use the following as info is entered:
 - i. Annual Renewed (names in black),
 - ii. Annual Not Renewed (names in red),
 - iii. New Annual,
 - iv. Life (existing in red until the assessment has been received),
 - v. New Life,
 - vi. Renew to Life,
 - vii. Honorary
 - viii. Deceased.
 - d. Each section should be alphabetical and have each line numbered starting with "1" in each section so you can be sure your numbers match the chart you will be working with.
4. Change each Renew Due Annual member name to black when received on a D&R.
 - a. You will then need to move each member name(s) and info to the section of Annual Renewed and keep them in alphabetical order and numbered.
 - b. Enter the date noted on the bottom of the D&R by the Executive Secretary into the Renew column.
5. When you receive the Life member assessment list of names or a D&R for all Life members enter the date they were received as in #4 and change names to black.
6. New members are entered with the word "new" written in where the ID number would
7. go and the date goes into the "New" column and numbered starting with #1.
(Occasionally you will already have a number for a member written in on the D&R if they did not renew the previous year. Use this number.)
8. Deceased member information is the last section and numbering is not necessary.
9. Be sure to check Name/Address Change forms for name changes and change your roster accordingly. You do not keep a record of the address.
10. Renew to Life members must be moved from the ANNUAL section and moved to the Renew to Life section. Be sure to adjust the total on the chart.

11. When you have finished with the first D&R, count how many of each type of membership is on the D&R.
 - a. write the number in the corresponding section at the top of the D&R. Then
 - b. go to the current membership chart and fill in the number for each type being sure as the year goes on, you add the amount to what is already entered from before.
 - c. NOTE: Do not file the D&R's until you have compared chart figures with the Executive Secretary. You may occasionally need to refer back to one or two of them when your figures do not match.
12. At this time you should file away the cards which Nancy included and pull the cards for the annual members who have renewed (which you will receive from the Executive Secretary after National sends them) and file them under each local auxiliary # alphabetically. This can come in handy when there is a discrepancy comparing figures at the end of the month.
13. Near the end of each month, the Executive Secretary will email you when she has sent you the last batch she has finished. When you have finished on your end, you make plans to compare chart figures with her.
14. Once you have compared and match with the Executive Secretary, you will do a "save as" for the chart and change name to "#1 Checked Chart, #2 Checked Chart", etc. as you continue through the year. You will always work with changing the numbers on the chart labeled "CURRENT".
15. After the first batch of D&Rs have been received and processed for the end of the previous year, you will compare figures with the Executive Secretary. After this comparison, you will send each local 1st Vice President a copy of the Department roster for their local via email, if possible. At this time, #4064 is the only local you will have to mail the roster to the 1st Vice. She does not have email.
16. When you send the rosters to the locals in January, be sure to inform them names in red designate non-payment of dues or the Life assessment.
17. Honorary members who were not renewed will be dropped from the roster for the next membership year. Make a notation on each line for the local to see.
18. You will need to send a copy of your current chart to each Department service officer by November 5 so they have membership totals for checking the mid-year service reports and May 5 for the final reports.
19. At the end of May or beginning of June, after your last figure comparison with the Executive Secretary, you will make copies of each local roster and mail them via USPS.

20. A copy of your final chart must be sent to the Executive Secretary for the Convention book and the Honors & Awards Chairman for judging information.
21. NOTE: each local hanging file has a file folder with the current revalidation in case you need contact information.
22. When you have time, you should take the National rosters from the file and go into your rosters to enter the ID numbers on the new member lines from last year. You can also check numbers with each member to be sure we are using the number National has.
23. NOTE: A copy of the previous year's D&Rs is placed behind the file folder. Sometimes you may need to check back on them if an issue arises.
24. Prior to Convention, you will need to prepare the local rosters for the next membership year.
 - a. You will insert all of the new annual members into the list of Renewed Annual members and in the first date column change the heading to the appropriate year and move all of the dates from the four (4) columns you worked with during the year to this one (1) column.
 - b. Be sure to change the dates above the four (4) columns, remove any names still in red under Annual Due and Honorary members.
 - c. You will also insert the New Life and Renew to Life into the Current Life member list.
25. On the chart you will change the dates where appropriate and enter the ending total membership of EACH LOCAL into the first column on the chart and in the Adjusted Membership column.
 - a. Delete any numbers in the deceased and transfer columns.
 - b. The Life, New Life and Renew to Life need to be combined and the total placed in the Life Due.
 - c. The Annual paid, annual rejoin and new annual need to be combined and this total placed in the Annual Due column.
 - d. The last membership total column will read "0" to start the new year and the Honorary Due column should have the numbers from the Honorary Paid column.
 - e. The Honorary Paid column will show zero's.