

AMVETS Ladies Auxiliary  
Local Auxiliary 1<sup>st</sup> Vice President Instructions  
2024

1. As a local Auxiliary 1<sup>st</sup> Vice President, you will be responsible for encouraging membership by retaining current members and recruiting new members.
2. You will be responsible for keeping an accurate record of your members, collecting dues and submitting the proper paperwork to the Department's Executive Secretary in a timely manner.
3. You should be familiar with the duties of the local President so you are prepared in the event you are called upon to chair a meeting or represent your local at the District level or any other event when the President is not able to do so.
4. You will be expected to have a membership report at each meeting with should include the following:
  - a. New members (Life, annual and honorary) who will need to be approved for membership at the meeting.
  - b. Total membership including ALL Life and annual members.
  - c. Honorary members ARE NOT included in your total auxiliary membership.
5. Keep yourself and the members informed of changes in the membership program by the Department and/or National. If a newsletter is available, you may want to purchase a subscription so you can keep up to date on information. You can contact the Executive Secretary for information and cost of the newsletter.
6. There is also information on the Department and National websites which is updated monthly. The Department website is: [www.amvetsauxdeptmi.org](http://www.amvetsauxdeptmi.org) and the National website is: [www.amvetsaux.org](http://www.amvetsaux.org).
7. Information you may find will be if there is a change in the dues, deadlines for membership and information on membership contests.
8. Familiarize yourself with the membership forms which are available on both the Department and National websites. These are the forms you will work with:
  - a. Membership application
  - b. Dues & Remittance (D&R) form – revised 2019
  - c. Life Member Card form – must accompany the D&R when you have a new Life (NL) member or a current annual member who decides to purchase a Life membership which is referred to as a Renew to Life (RL). Annual members can only purchase the Life membership from September 1 to December 31 each year.
  - d. Replacement Life Member Card form
  - e. Honorary Member form – only for 'new' honorary members NOT renewals.
  - f. Change of Name/Address form
  - g. Deceased Member Notification
  - h. Transfer of Membership form
9. Be sure to have a supply of membership applications on hand and available in your clubroom, if applicable. Encourage the members to carry one or two with them at all times. They can be download from the Department or National websites. Check with

- the Department 1<sup>st</sup> Vice President to see if she has the membership brochure which includes an application or if she can order them for you.
10. Any lady may become a member of AMVETS Ladies Auxiliary by filling out the application and establishing her eligibility per the requirements listed in the National Ladies Auxiliary Constitution. After the application is completed, it must be checked by and approved and signed by the AMVETS membership chairman. Once you have the approval of the AMVETS, you shall bring the application request to your local meeting for approval by the officers and members present.
  11. All dues (local, Department and National portions) should be paid to your Auxiliary. Your local may set the cost of dues they charge but make sure you collect enough to cover the Department and National dues.
  12. Dues sent to the Department are for both the Department and National levels. The Department will forward the National portion monthly to Headquarters. **DO NOT SEND MEMBERSHIP DIRECTLY TO NATIONAL.** If you do, it will be sent back to the Executive Secretary to be processed correctly and thus cause a delay in receiving your member's new cards.
  13. Typically, you will do the needed paperwork for submitting membership to the Department and give the dues you collected to your Treasurer for depositing. She will then issue a check to be included with the paperwork. Check with your local Treasurer to see how it is done.
  14. ALL checks for ANY monies (donations and dues) are to be made out as follows:  
**AMVETS Ladies Aux. Dept. of MI.**
  15. Be sure you send the correct amount for each person listed on the Dues & Remittance form. They are as follows:
    - a. Annual renew is \$25
    - b. Rejoin (annual member who did not renew by 12/31) is \$30
    - c. New is \$30
    - d. Life is \$278
    - e. Honorary both new and renew are \$15
    - f. Life member assessment for the Department Hospital fund - \$3 for each Life member you had AS OF June 1. This is mandatory and must be returned no later than December 1 each year.
  16. When filling out the Dues and Remittance form follow this procedure:
    - a. The forms can be filled out online OR printed and filled out LEGIBLY by hand. Use the most current forms – see #6.
    - b. List all membership by type – renewal, new annual, rejoin, renew honorary, new Life and new Honorary.
    - c. Each section should be last name first – ALPHABETICALLY
    - d. **DO NOT FORGET TO INCLUDE THE ID#** - they can be found on the National roster.
    - e. Skip a line between each type of membership.
    - f. Be sure to date the form on the day you are ready to mail it and fill out the information of the person in charge of membership.
  17. Be sure to include forms for new Life members and new Honorary members when you submit the D&R. Your membership will not be processed without them!!

18. Send ALL membership AND donations to the Executive Secretary, Nancy Middleton, at: 1535 48<sup>th</sup> St SE Kentwood MI 49508.
19. You may email your Dues and Remittance forms, if you prefer, but keep in mind they WILL NOT be processed until the check is received!
20. When you receive your processed membership back there will be a copy of your D&R along with membership cards. Check the cards for mistakes – they should match the information YOU provided on the D&R. If you gave a wrong spelling or address information you will need to fill out a Change of Name/Address form to get it corrected.
21. You will receive a copy of the Department roster for your local from the Department First Vice in January and in June. Please check to see if they match your records and contact the Department First Vice if you have questions.
22. You will receive a copy of the National roster sometime in September for you to compare with your roster – remember this contains information National received by July 1. You can make corrections on your copy and then return a copy of each page which contains a correction to the Executive Secretary by the deadline date given you by the Department First Vice President. This is the only time of the year you will not need to fill out any extra forms for deceased, changes of names and/or addresses.
23. Remember it is your job to be sure your applicant is eligible for membership and to fill out ALL required paperwork with the needed information asked for on the form.

These instructions were updated April 2024 by  
First Vice President Kathy Keizer