**AMVETS Ladies Auxiliary**

**Department of Michigan**

**LOCAL 1st VICE PRESIDENT INSTRUCTIONS**

As First Vice President of your local Auxiliary, you have the responsibility of membership. You should familiarize yourself with the duties of the President as well as your own. In the event the President should call upon you to chair a meeting of your Auxiliary, you will be prepared to do so. You may be required to represent your Auxiliary at District meetings and/or functions if requested by the President.

#1 It’s your responsibility to have a membership report at each meeting. Check with your local Secretary or Treasurer to make sure your records correspond.

#2 Read all Department and National bulletins and check the Department and National websites often to keep up with changes and other information. Keep your members informed of any changes in the membership program.

#3 The Department has several membership contest incentives. Take advantage of them and submit your members for contests they are eligible for.

#4 Always have a good supply of membership applications on hand. Encourage your members to carry them. Membership applications can be downloaded from the website or obtained from the District President or the Department Secretary.

#5 The membership year shall run from January 1 through December 31. An annual membership card is valid until December 31. Any membership received at the local level after December 31 shall be counted as a new member and MUST re-establish eligibility.

#6 A person shall become a member of AMVETS Ladies Auxiliary upon written application, establishing her eligibility and payment of dues on 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.

#7 A 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 and can re-establish eligibility

#8 Send in dues immediately. 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 (as in #7-A) members.

#9 All dues shall be paid to the local Auxiliary. The local Auxiliary Membership Chairman will process the memberships and send the D&R, with the dues, to the Department Secretary.

#10 Department dues for renewal memberships are $23.00 each ($13 to National, $10 to Department - which includes the $3 Hospital donation). New memberships are $28 each ($13 to National and $15 to Department - which includes the $3 Hospital donation). New Life Membership fees are $253 ($200 to National, $53 to Department - which includes the Hospital donation of $3.00). All checks are to be made payable to AMVETS Ladies Auxiliary Dept. of Michigan.

#11 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.

#12 The Membership Chairperson should familiarize herself with all forms - 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 - and use them correctly.

#13 Complete all information requested on the D&R Form - full name, address, zip code and ID number of the member whose dues are being processed. Do NOT use abbreviations for cities. Incomplete forms may be returned to you.

#14 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 and filled out directly from the computer.

 A. 1st list all renewal memberships in alphabetical order (last name first)

 B. 2nd list all new members in alphabetical order (last name first)

 C. 3rd list all life members in alphabetical order (last name first)

 D. On the first D&R send in, list any honorary members

#15 When D&Rs are returned to you with the membership cards, check the cards for errors and/or omissions. Notify the Dept. Secretary immediately if there are any issues.

#16 The 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.

#17 Submit the names of deceased members to the Department Secretary on the proper forms and send one copy of each as soon as possible.

#18 When submitting dues for a new life membership, use a Life Member Card Form. Once a life member receives her life membership card, it is permanent. She is not issued another preprinted card.

#19 Should a life member’s card be lost, use the Replacement Life Member Card Form to order a replacement. Send a check for the required amount listed on the form to the Department Secretary.

#20 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 grant one Honorary Membership per year.

 B. There is a charge from National for the membership card.

 C. The Department of Michigan does not charge dues for Honorary members. D. If a local Auxiliary wishes to charge an assessment, it’s their option.

 E. The Honorary Member Card Form is used.

#21 Honorary memberships shall be reviewed annually for the continuation of

honorary status. An issuing Auxiliary may rescind an Honorary membership if circumstances warrant it. Honorary memberships are automatically revoked if the members become eligible for regular membership.

#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‘s Secretary. If the annual dues have not been paid yet, 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. Compare this record with your records and notify the Department First Vice President or Department Secretary immediately if there is 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 or October. Notify the First Vice President or the Dept. Secretary if there are any discrepancies. Also, remember to complete Name/Address Change Forms if there are spelling errors.

#27 Membership Forms are included with these instructions and more can be downloaded from the National or Department websites.

SUGGESTIONS FOR INCREASING MEMBERSHIP

#1 Establish a good working relationship with your local AMVETS Membership Chairperson. Through them, you can receive information regarding AMVETS who may have a member of their family interested in joining the Auxiliary. Contact potential members personally and encourage them to attend a meeting to familiarize themselves with Auxiliary activities.

#2 Encourage all members of your Auxiliary to become involved in getting renewals and signing up new members.

#3 Set aside a meeting as a “Guest Night” and ask each member to bring at

least one prospective member. Arrange for a short meeting, have a nice program on the purposes of AMVETS Ladies Auxiliary or have a guest speaker.

#4 Hold a membership drive with the AMVETS or with their approval.

#5 Have contests and offer awards to members to recruit new members

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#6 Keep those new members. Call and invite them to meetings, get them involved with a Post project such as a dinner, children’s party, a bake sale, etc.

#7 Set aside one meeting for a New Member Induction Ceremony. It will give new members a better understanding of the purposes for our organization.

Last reviewed by Kathryn Schultz, Dept. 1st Vice President

 4/5/2018