

AMVETS Ladies Auxiliary
Local Auxiliary 1st Vice President Instructions
2025 – 2026

1. As a local Auxiliary 1st 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 the cost of the newsletter.
6. You will find important program information in newsletters and bulletins which can be found on the Department and National websites which are updated monthly. The Department website is: www.amvetsauxdeptmi.org . The National website is: www.amvetsaux.org.
7. If there are changes in dues, deadlines, membership contests or anything else related to membership, you will find them on the web in the newsletter, bulletin, or other special announcements.
8. Familiarize yourself with the membership forms which are available on both the Department and National websites. Always check the Department website for the most current forms. These are the forms you will use:
 - a. Membership application
 - b. Dues & Remittance (D&R) form – revised March 2020
 - 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 downloaded from the Department or National websites. Check with the Department 1st 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 chairperson.
- a. If no provision exists within the Local Bylaws requiring approval by Local Auxiliary Officers and Members, the membership application is approved after all the requirements noted above have been completed.
 - b. If a provision exists in the Local Bylaws requiring approval of the membership application by Local Auxiliary Officers and Members, after receiving approval of the AMVETS, you shall bring the application request to your local meeting for approval by those officers and members present.
 - c. In the event the application for membership is not approved, the applicant shall be notified by certified mail, stating reason for rejection, with a copy retained in the Local Auxiliary file.
11. All dues (local, Department and National portions) should be paid to your Auxiliary. Your local may set the cost of the 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 Department 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. You must send the correct amount for each person listed on the Dues & Remittance form. They are currently as follows:
- a. Annual renewal is \$25.
 - b. New (includes former members who did not renew by 12/31) is \$30
 - c. Life is \$353
 - d. Honorary both new and renew are \$15

- e. A Life member assessment for the Department Hospital fund is \$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, 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 about 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 Department Executive Secretary, Nancy Middleton, at: 1535 48th St SE Kentwood MI 49508.
19. If you prefer, you may email your Dues and Remittance forms, 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 incorrect 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 with any 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 as of July 1. You can make corrections on your copy and then return a copy of each corrected to the Department Executive Secretary by the deadline date given to 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 members, 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 the required paperwork with the necessary information requested on the form.

Reviewed and Revised by the Department Parliamentarian April 2025
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