



## *Associates of Vietnam Veterans of America, Inc.*

### **POLICIES and PROCEDURES**

## **§ 7**

### **I. MEMBERSHIP: *General***

#### **A. MEMBERSHIP REQUIREMENTS**

1. A Membership Application is required for membership. All areas of the application must be completed to ensure accurate and complete information. An application may be downloaded from the AVVA website (www.avva.org) or obtained by contacting a chapter, state or regional officer.
2. Once the Membership Application is received and recorded by the National Membership Office, an AVVA membership card with expiration date will be mailed to the member.

#### **B. MEMBERSHIP OPTIONS**

1. You may join any AVVA chapter that already exists, either incorporated or unincorporated.
2. You may, if you so choose or if there are no existing AVVA chapters at a convenient distance from you, join AVVA as an At-Large member.
  - a. An At-Large member is one who is not attached to any specific AVVA chapter, but who wishes to support the AVVA organization in their state.

#### **C. MEMBERSHIP PAYMENT OPTIONS**

1. Annual Members: Annual dues are \$20. Membership extends from the month the Membership Application is submitted and posted into the membership system, to the same month one year later.
2. Three-Year Members: Three-year dues are \$50. This is a savings of \$10 over the Annual Plan. Membership extends from the month of submission of the Membership Application to the same month three years later.
3. Life Members: Life membership is pro-rated by the age of the applicant. This may be paid as a one-time payment or may be paid as a time-payment plan. The time-payment plan requires a down payment of \$50.00, and monthly payments of \$25 each, until the membership is paid in full. Either method is acceptable, and once the sum is paid in full, the member attains Life Member statue.
  - a. Life Member dues assessment:

(i) Under 59 years:	\$175.00
(ii) 60 years and over:	\$100.00



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**NOTE: *Paying less than \$175 requires proof of age.***

#### D. MEMBERSHIP STATUS ACRONYMS

1. AIND1: Associate Individual Annual Member (1 year)
2. AIND3: Associate Individual Three-year Member (paying three year dues)
3. ALP: Associate Life Member (paid in full)
4. ALT: Associate Life Time (paying the time payment plan, until paid in full)
5. AIVI: Associate Incarcerated Veteran Individual (Veterans in the Justice System)
6. APHV: Associate Permanently Hospitalized Veteran
7. B: Bad address (mail code column)

#### E. MEMBERSHIP RENEWAL

1. The National Corporation will send a *Renewal Notice* two-months prior to a member's renewal month.
2. Membership dues must be made payable to AVVA.
3. Membership may be mailed to the National Membership Department, paid through an Incorporated Chapter, or paid through the local VVA Chapter in the absence of an Incorporated AVVA Chapter.
4. Once the membership renewal is received and recorded by the National Membership Office, an updated membership card with the new expiration date will be mailed to the member.
5. The National Membership Office must receive and post renewal dues by the expiration date shown on AVVA's membership records and on the membership card.
6. If renewal is not received and recorded by the expiration date the Associate is considered to no longer be a member in good standing.
7. If renewal is not received and recorded by the expiration date voting rights, holding office, or candidacy for office is not permitted.



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### F. UPGRADING AN ACTIVE MEMBERSHIP

1. Membership to Associates of Vietnam Veterans of America is currently \$20 for one-year, \$50 for three years, life member paid in full, or the life member time-payment option.
2. Members choosing to upgrade their active membership to life-member status may do so following these guidelines:
  - a. One-year (Annual) upgrade to life:
    - (i) 60 years of age and over – the remaining \$80 from a one-year active membership must be paid within sixty (60) days of the initial payment.
    - (ii) 59 years of age and younger – The remaining \$155 from a one-year active membership must be paid within sixty (60) days of the initial payment.
  - b. Three-year upgrade to life:
    - (i) 60 years of age and over – the remaining \$50 from a three-year active membership must be paid within sixty (60) days of the initial payment.
    - (ii) 59 years of age and younger – The remaining \$125 from a three-year active membership must be paid within sixty (60) days of the initial payment.
  - c. Upgrading to life member time payments:
    - (i) 60 years of age and over – Time payment plan must be initiated within sixty (60) days of original payment. Remaining balance due according to lifetime payment plan.
    - (ii) 59 years of age and younger – Time payment plan must be initiated within sixty (60) days of original payment. Remaining balance due according to lifetime payment plan.
  - d. After the sixty (60) day grace period ends, full payment is required for life memberships.
  - e. Members choosing to upgrade their active membership from a one-year to a three year membership must pay the additional \$30 within sixty (60) days of the initial payment.

### G. CHANGES IN PERSONAL INFORMATION

1. In an effort to keep accurate records and information, a *Change of Information Form* (F-Mem07.02) is available on the AVVA website and will be used for any changes in your basic information (e.g. name, address, email address, status, etc.). This form



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must be filled out and sent to the National Membership Department as soon as possible.

#### H. TRANSFERRING MEMBERSHIP

1. Voluntary Transfers: Members who wish to transfer their membership from one chapter to another, from At-Large to a specific chapter, or from a chapter to At-Large, must complete a *Member Transfer Form* (F-Mem07.03).
  - a. Membership transfers must be initiated by the member.
  - b. Both the member and the transferring-to AVVA chapter official must sign the form. If the representative or president position is vacant at any level, the form goes to the next level up for approval and/or signatures.
  - c. The state representative or president must sign the form for a member who is transferring to at-large. If the representative or president position is vacant at any level, the form goes to the next level up for approval and/or signatures.
  - d. The chapter representative or president from the transferring-to chapter will forward a copy of the transfer form to the representative or president of the transferring-from chapter and to the National Membership Department.
  - e. The state representative or president will forward a copy of the at-large transfer form to the state at-large representative, if applicable, and the National Membership Department.
  - f. All sections must be completed before the transfer will be accepted.
2. Involuntary Transfers: In the event of a complaint being registered with the state or national AVVA that a member has become antagonistic or disruptive, and to avoid disciplinary procedure, steps will be taken to ensure that the situation is resolved. Should all attempts of resolution fail, the member will be placed at-large.

#### I. VETERANS IN THE JUSTICE SYSTEM

1. Those members in the Justice System will be referred to as AIVI members.
2. A Justice System member must be a Veteran.
3. Membership in AVVA as an AIVI member is suspended once the member is no longer housed permanently in a facility. At this time, the member may re-apply as a regular AVVA member.
4. AIVI members do not receive a membership card, The Veteran Magazine, or other mailed materials.
5. Renewal notices are not sent to AIVI members, renewals should be kept within the



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facility.

6. Rosters will be available by contacting your state AVVA president or the National AVVA Membership Committee chair.
7. Dues for AIVI members:
  - a. AVVA will accept no less than the maximum amount a State or Facility will allow.
  - b. This amount will not exceed \$7.00 annually.
8. All AIVI members must renew on an annual basis.

#### J. DECEASED MEMBERS

1. If a member passes away, the Chapter Representative or President, or at their request, the State Representative or President, will fill out and mail to the National Office a Deceased Member Notification (F-Mem07.07). This form can be found at [www.avva.org](http://www.avva.org), under "FORMS".

#### K. ASSOCIATE PERMANENTLY HOSPITALIZED VETERAN

1. Qualifications:
  - a. Any Veteran who is permanently hospitalized and is ineligible for PHV membership in Vietnam Veterans of America is eligible for APHV in AVVA.
  - b. A DD-214 or other comparable document is required and must be submitted with the application.
2. Membership Benefits:
  - a. The membership fee for an Associate Permanently Hospitalized Veteran is waived.
  - b. Associate Permanently Hospitalized Veterans receive a Life Member card.
  - c. Associate Permanently Hospitalized Veterans may request to receive a copy of The Veteran magazine.
3. Membership type and Placement:
  - a. All Associate Permanently Hospitalized Veterans are entered into the iMIS system as type APHV.
  - b. All Associate Permanently Hospitalized Veterans are placed as members At-Large in the state where they are hospitalized.



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- L. All members of AVVA must adhere to the National Disciplinary Code established by the Associates of Vietnam Veterans of America, or be subject to the disciplinary procedures outlined in section 9 of the National Policy and Procedure Manual.

### **II. MEMBERSHIP: *Rosters***

#### **A. MEMBERSHIP ROSTER DISTRIBUTION**

1. AVVA Membership Rosters are available to all national officers AS REQUESTED.
2. AVVA regional directors will receive, by electronic method, a roster of their region monthly.
3. The AVVA state representative or president will receive an electronic copy of their state roster each month provided they are listed in the AVVA National Database.
4. AVVA Chapter Representatives or Presidents will receive an electronic copy of their chapter's roster each month, providing they are the delegate of record in the AVVA National Election Database.
5. Membership Rosters distribution to a point-of-contact on the state level is at the discretion of the regional director.
6. Membership Roster distribution to a point-of-contact person on the chapter level is at the discretion of the state representative or president.
7. If a chapter has no elected representative or president, a VVA chapter with AVVA members may request a monthly listing of members through the AVVA National Membership Committee chair.
8. Membership Rosters are confidential information and shall not be used for any purpose other than AVVA business.

### **III. MEMBERSHIP: *Membership Forms***

- A. All membership forms are available to the officers and members of AVVA on the AVVA website ([www.avva.org/forms](http://www.avva.org/forms)).

1. Membership Application

F-Mem07.01



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|---|------------|
| 2. Change of Information Form.                  | F-Mem07.02 |
| 3. Member Transfer Form                         | F-Mem07.03 |
| 4. New Member Transmittal Form                  | F-Mem07.04 |
| 5. Renewal Form                                 | F-Mem07.05 |
| 6. Transmittal Cover Sheet                      | F-Mem07.06 |
| 7. Deceased Member Notification                 | F-Mem07.07 |
| 8. Hospitalized Veterans Membership Application | F-MEM07.14 |