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I. MEMBERSHIP: *General*

A. MEMBERSHIP REQUIREMENTS

1. A membership application is required for membership. All application areas should be completed to ensure the information provided is accurate and complete. Please provide an e-mail address as they are an essential means of contact. 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 Department, an AVVA Membership Card with an expiration date and membership number will be mailed to the member.

B. MEMBERSHIP OPTIONS

1. You may join any existing AVVA Chapter, either Incorporated or Unincorporated.
2. You may join AVVA as an At-Large Member, or you will be placed At-Large if you do not designate a chapter to which you want to belong.
 - a. An At-Large Member is not attached to any specific AVVA Chapter but still supports the AVVA Organization in their state.

C. MEMBERSHIP PAYMENT OPTIONS

1. **Annual Members:** Annual dues are \$20.00. Membership extends from the month the Membership Application is posted into the membership system to the same month one year later.
2. **Life Members:** Dues for Life Membership are \$100.00. The dues may be paid as a one-time payment of \$100.00 or as a time-payment plan. The time-payment plan requires a down payment of \$25.00, and monthly payments of \$25.00 each until the membership is paid in full. Once the sum is paid in full, the member attains Life Member status.
3. **Dual Lifetime Membership:** VVA Members may join AVVA as Lifetime Members. Dues for Dual Lifetime Membership is a one-time fee of \$50.00.

D. MEMBERSHIP STATUS ACRONYMS

1. **AIND1:** Associate Individual Annual Member (1 year)
2. **ALP:** Associate Life Member (paid in full)
3. **ALT:** Associate Lifetime (paying the time payment plan until paid in full)



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4. **AIMI:** Associate Incarcerated Member Individual
5. **APHV:** Associate Permanently Hospitalized Veteran

E. MEMBERSHIP RENEWAL

1. The National Corporation will send a *Renewal Notice* two months before a member's renewal month.
 - a. Renewal notices are not sent to Incarcerated (AIMI) Members; the AVVA/VVA advisor should track renewals.
2. Renewal dues must be made payable to AVVA.
3. Renewals should be mailed to the address listed on the renewal forms.
4. Once the membership renewal is received and recorded by the National Membership Department, an updated membership card with the new expiration date will be mailed to the member.
5. The National Membership Department must receive the renewal dues before the expiration date shown on AVVA's Membership Records and the membership card.
 - a. If renewal is not received and recorded by the expiration date, the associate is no longer a member in good standing.
 - b. If renewal is not received and recorded by the expiration date, voting rights, holding office, or candidacy for office is not permitted.

F. UPGRADING AN ACTIVE MEMBERSHIP

1. Members choosing to upgrade their active membership to life member status may do so by sending the payment for the upgrade and a note requesting their change of status to the Membership Department. The additional monies needed for Life Membership must be paid in full within ninety (90) days of the initial payment.
2. Upgrading to Life Member time payments for all ages requires that the payment plan be initiated within ninety (90) days of the original payment. The remaining balance is due according to lifetime payment plan options.
3. Full payment is required for Life Memberships after the ninety (90) day grace period ends.

G. CHANGES IN PERSONAL INFORMATION

1. 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 essential information (e.g., name, address, email address, status, etc.). This form must be filled out and sent to the National Membership Department as soon



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as possible. You may print and send via US Postal Service, fill out and send via email to: membership@vva.org

H. TRANSFERRING MEMBERSHIP

1. **Voluntary Transfers:** The member must initiate 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. Only one voluntary transfer will be allowed in any twelve (12) months within the same state. Any deviation will be considered on a case-by-case basis by the entire Membership Committee, with the Board of Directors' approval.
 - b. Any person who voluntarily transfers from one chapter to another or from at-large to a chapter must send a copy of the Member Transfer Form to the Representative/President of the chapter to which they are transferring. This Chapter Representative or Chapter President will sign the form to acknowledge the transfer, then forward the form to the National Membership Department.
 - c. Any person who voluntarily transfers from a chapter to At-Large must send a copy of the Member Transfer Form to the National Membership Department and to the Representative/President of the state in which they are a member. (Contact information can be found on the AVVA Website, www.avva.org)
 - d. Failure to send the copies of the forms to the correct destinations may interfere with your transferred status.
 - e. If the Representative or President is vacant at any level, the form goes to the next higher level.
 - f. All sections of the form must be completed to be accepted.
2. **Involuntary Transfers:** If a complaint is registered with the State or National AVVA, a member has become antagonistic or disruptive, and to avoid the disciplinary procedure, steps will be taken to ensure that the situation is resolved. Should all attempts at resolution fail, the member will be placed at large.

I. MEMBERS IN THE JUSTICE SYSTEM

1. Members in the justice system will be referred to as Associate Incarcerated Member Individual (AIMI).
2. After the inmate is released from the facility, membership will terminate at the end of the one-year term. Once released, the member may reapply as a Regular AVVA member.
3. AIMI members do not receive a membership card, The Veteran Magazine, or other mailed materials: however, there are facilities that allow the Veteran Magazine, a copy of which is donated by the Vietnam Veterans of America (VVA), to be placed in the prison library.
4. A membership roster will be available to one person working with each incarcerated



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chapter by filling out the AVVA Web/Email Roster Access Form (**F-Mem07.07**) and sending it to the AVVA National Membership Committee chair. The person requesting the roster cannot be incarcerated.

5. Dues for AIMI Members:
 - a. Dues payment is set to the allowable amount by the institution's policy with a maximum of \$7 and a minimum of \$0.
6. All AIMI Members must renew on an annual basis (**F-Mem07.04**).
7. Veteran status is NOT required to join AVVA.
8. Incarcerated VVA members may join AVVA as a dual member.

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 Membership Department a **Deceased Member Notification (F-Mem07.05)**. This form can be found at 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.

II. MEMBERSHIP: *Rosters*

A. MEMBERSHIP ROSTER DISTRIBUTION

1. AVVA membership rosters are available to all National Officers.



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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. They fill out the AVVA Web/E-mail Roster Access form and send it to the AVVA National Membership Committee chair. They are listed in the AVVA National Database.
4. AVVA Chapter Representatives or Presidents will receive an electronic copy of their chapter's roster. They fill out the AVVA Web/E-mail Roster Access form and send it to the AVVA National Membership Committee Chair and are listed in the AVVA National Database.
5. Membership rosters distribution to a Point-of-Contact on the state level is at the discretion of the Regional Director, who must fill out the AVVA Web/E-mail Roster Access form for the appointed person and send it to the AVVA National Membership Committee Chair.
6. Membership roster distribution to a Point-of-Contact (POC) on the chapter level is at the discretion of the State Representative or President, who must fill out the AVVA Web/Email Roster Access form for the appointed person and send it to the AVVA National Membership Committee Chair.
7. If a chapter has no elected Representative or President or no AVVA appointed Point-of-Contact, a VVA Chapter with AVVA Members may request a monthly roster by filling out the AVVA Web/E-mail Roster Access form and sending it to the AVVA National Membership Committee Chair.
8. Membership rosters are confidential information and shall not be used for other than AVVA business.
9. No rosters will be approved for any state or chapter without submitting an AVVA Web/E-mail Roster Access form.
10. An AVVA Web/E-mail Roster Access form must be filled out and received by July 15th after each election, or the chapter/state will be removed from receiving rosters until a form is submitted.

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.html

1. Regular Membership Application F-Mem07.01
2. Change of Information Form F-Mem07.02



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| 3. Member Transfer Form | F-Mem07.03 |
| 4. Incarcerated Member Application | F-Mem07.04 |
| 5. Deceased Member Notification | F-Mem07.05 |
| 6. Permanently Hospitalized Veteran Application | F-Mem07.06 |
| 7. AVVA Web/email Roster Access Form | F-Mem07.07 |
| 8. Dual Membership Application | F-Mem07.08 |