

TABLE OF CONTENTS

P&P MANUAL SECTION 7

**MEMBERSHIP**

MEMBERSHIP REQUIREMENTS -----	1
MEMBERSHIP OPTIONS -----	1
PAYMENT OPTIONS -----	1
STATUS ACRONYMS -----	2
MEMBERSHIP RENEWALS -----	2
UPGRADING ACTIVE MEMBERSHIP -----	3
CHANGES IN PERSONAL INFORMATION -----	3
TRANSFERRING MEMBERSHIP -----	3
VIJS MEMBERSHIPS -----	4
DECEASED MEMBERS -----	4
PERMANENTLY HOSPITALIZED VETERAN -----	5
MEMBERSHIP ROSTERS -----	5
MEMBERSHIP FORMS -----	6



## **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 should be completed to ensure accurate and complete information. Email addresses are important as a 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 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 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 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 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 the membership application is posted into the membership system, 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 status.
  - a. Life Member dues assessment:
    - (i) Age 59 years and under: \$175.00
    - (ii) Age 60 years and over: \$100.00



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

### **POLICIES and PROCEDURES**

## **§ 7**

(iii) VVA Dual members                      \$ 50.00

4. Annual Membership Drive: One month of each year may be selected as a membership drive month by the Membership Committee, with the approval of the national board of directors. During this month the Life Member dues will be reduced for *Regular Members only*, both current and new. The rate of the reduction in a given year will be determined by the national board of directors.

#### **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 (VITJS)
6. APHV: Associate Permanently Hospitalized Veteran

#### **E. MEMBERSHIP RENEWAL**

1. The national Corporation will send a *Renewal Notice* two-months prior to a member's renewal month.
  - a. Renewal notices are not sent to AIVI members, renewals should be tracked by the AVVA/VVA advisor.
2. Renewal dues must be made payable to AVVA.
3. Renewals should be mailed to the address listed on the renewal forms.
  - a. The group renewal form (F.Mem 07.05) may be used by a chapter sending in more than one renewal at a time instead of using individual renewal forms.
    - (i) Do not use this form if member information (address & email) are not correct on the roster.
    - (ii) If a charge card is used by a member to pay for their renewal, the group renewal form may not be used for that individual.
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.



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

### **POLICIES and PROCEDURES**

#### **§ 7**

5. The National Membership Department must receive the renewal dues before the expiration date shown on AVVA's membership records and on the membership card.
  - a. If renewal is not received and recorded by the expiration date the associate is no longer be 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 sixty (60) days of the initial payment.
2. Upgrading to life member time payments for all ages requires that the time payment plan must be initiated within sixty (60) days of original payment. The remaining balance is due according to lifetime payment plan options.
3. After the sixty (60) day grace period ends, full payment is required for life memberships.

#### **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 must be filled out and sent to the National Membership Department as soon as possible. You may print and send via US Postal Service, or you may fill out and send via email to: [membership@vva.org](mailto:membership@vva.org).

#### **H. TRANSFERRING MEMBERSHIP**

1. Voluntary Transfers: Voluntary transfers must be initiated by the member. 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-month period within the same state. Any deviation will be considered on a case by case basis by the full Membership Committee, with the approval of the board of directors.
  - 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



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

### **POLICIES and PROCEDURES**

#### **§ 7**

representative/president of the chapter to which they are transferring. This chapter rep 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](http://www.avva.org).)
  - d. Failure to send the copies of the forms to the correct destinations may result in an interference in 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 for it to 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 at 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. Once released, 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. Rosters will be available to one person working with each chapter, by filling out the AVVA Web/Email Roster Access Form and sending it to the AVVA National Membership Committee chair. The person requesting the roster cannot be incarcerated.
6. Dues for AIVI members:
  - a. AVVA will accept no less than the maximum amount a State or facility will allow.
7. 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



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

### **POLICIES and PROCEDURES**

#### **§ 7**

Membership Department 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.

L. All members of AVVA must adhere to the National Disciplinary Code established by the Associates of Vietnam Veterans of America, Inc.

## **II. MEMBERSHIP: Rosters**

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

1. AVVA membership rosters are available to all national officers.
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 fill out the AVVA Web/Email Roster Access form and send it to the AVVA National Membership Committee chair and are listed are 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 fill out the AVVA Web/Email 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/Email Roster Access form for the appointed person and send it to the AVVA National Membership Committee chair.



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

### **POLICIES and PROCEDURES**

#### **§ 7**

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/Email 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 any purpose other than AVVA business.
9. No rosters will be approved for any state or chapter without an AVVA Web/Email Roster Access form being submitted.
10. An AVVA Web/Email Roster Access form must be filled out and received by July 15<sup>th</sup> 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](http://www.avva.org/forms.html)

- |   |            |
|---|------------|
| 1. Regular Membership Application               | F-MEM07.01 |
| 2. Change of Information Form                   | F-MEM07.02 |
| 3. Member Transfer Form                         | F-MEM07.03 |
| 5. Group Membership Renewal                     | F-MEM07.05 |
| 7. Deceased Member Notification                 | F-MEM07.07 |
| 8. Permanently Hospitalized Veteran Application | F-MEM07.08 |
| 9. Incarcerated Veteran Application             | F-MEM07.09 |
| 10. AVVA Web/Email Roster Access Form           | F-MEM07.10 |