



Vietnam Veterans of America Membership Procedures Guide

A Reference Guide to VVA and AVVA Membership Administration
For Use by VVA Chapters and State Councils

Membership Eligibility

Who can be a member of VVA?

Anyone who served on active duty (for other than training purposes) in the U.S. armed forces between February 28, 1961 and May 7, 1975 in the Republic of Vietnam (“in-country”), or in any duty location between August 5, 1964 and May 7, 1975.

What does “active duty for other than training purposes” mean?

It means the applicant completed the initial training required by the applicant’s branch of service and was found fit to be assigned to active duty for the remainder of his/her obligated service. In the case of an applicant who served in a Reserve or Guard component, active duty means that the applicant was called to federal active duty in a status other than active duty for training.

VVA uses a standard of ***more than 180 days of active service*** (as shown on the “Total Active Service” or “Net Active Service This Period” line of the DD Form 214) as the test for “other than training” service. Chapters may not accept a membership application when the DD-214 shows 180 or fewer days of active duty. If in doubt, refer the application to the VVA Membership Department.

All new membership applications sent to the National Office must include a copy of the veteran’s DD214.

Who can be a member of AVVA?

Anyone. AVVA members include families, friends, and supporters of Vietnam veterans, veterans from before and after the Vietnam era, as well as Vietnam veterans. VVA members can have dual membership in AVVA as non-voting AVVA members.

Membership Types

<u>VVA</u>	IND	Individual member, one or three-year membership
	LMP	Life member, paid in full
	IVI	Veteran incarcerated member
	PHV	Permanently hospitalized veteran
<u>AVVA</u>	AIND	Associate member, one or three-year membership
	ALT	Associate life member, time payment plan
	ALP	Associate life member, paid in full
	IVA	Veteran incarcerated (other than Vietnam era) associate

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Dues

One-year or three-year membership. Membership types

IND1 - individual VVA member paying \$20 for 1 year

IND3 - individual VVA member paying \$50 for 3 years

AIND1 - individual AVVA member paying \$20 for 1 year

AIND3 - individual AVVA member paying \$50 for 3 years

Life membership. Life Membership for VVA is \$100.

Life membership. Life Membership for AVVA:

Age 59 and below: \$175

Age 60 and above: \$100

Life memberships, time payment plan.

AVVA accepts Life Membership time payments. \$50 down payment, then \$25 monthly payments. Life membership cost is based on the applicant's age when the plan starts.

Incarcerated members.

Reduced dues rates are available for incarcerated members. See the Incarcerated Membership Information Guide. Incarcerated members must present valid eligibility information.

Permanently Hospitalized Veterans.

Dues are waived for permanently hospitalized veterans. Permanently hospitalized members must present valid eligibility information.

Dues Rebates

What are rebates?

A portion of VVA dues are rebated to the chapter and the state council to provide partial support for their operations. The following table shows the distribution of dues:

Type	Dues	Dues Allocation		
		Chapter	State Council	National
IND, 1 year, chapter member	\$20	\$9	\$2	\$9
IND, 1 year, at-large member	\$20	--	\$11	\$9
IND, 3 year, chapter member	\$50	\$22	\$6	\$22
IND, 3 year, at-large member	\$50	--	\$28	\$22
*Dues vary with age LMP, chapter member	*	\$9	\$2	\$9
LMP, at-large member	*	--	\$11	\$9

When are rebates sent?

Rebate amounts of \$100 or more are disbursed once each month.

Rebate amounts of less than \$100 are disbursed in May, August, November, and February.

IND, 1-year membership: Rebates are disbursed in the next monthly or quarterly rebate after the membership is processed.

IND, 3-year membership: Rebates are disbursed in the first year of each three-year membership period.

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LMP: Rebates are issued in May of each year as long as the member is living.

Where are rebates sent?

Rebates are sent to the "Chapter Address" indicated on your election report. If this address changes after your election report is sent in, notify the VVA Membership Department.

Can a chapter hold back its rebate?

Yes. The chapter can either send the full dues amount to VVA, or it can retain its rebate amount and forward the state rebate amount to the state council. Which should you do? If you need the rebate amount in order to function, then retain it. If you have enough cash for on-going chapter operations, then it's easier to send the full dues amount to VVA. Chapters **must** use the Transmittal form when retaining chapter and State Council dues

AVVA:

AVVA does not rebate a portion of its dues. The full amount of all AVVA dues is sent to AVVA.

Chapter Transmittals (Forms available on VVA website www.vva.org)

What is a transmittal?

The Transmittal is the document for recording paid membership transactions (new memberships and renewals) and transmitting these transactions, along with dues payments, to VVA and your state council. The transmittal should be used for all membership transactions submitted by a chapter. **VVA is not responsible for membership errors due to failure to use and retain a dated copy of the chapter transmittal!**

What are the parts of a transmittal?

- The Cover Sheet: Summarizes the transactions and distribution of money.
- The New Member Transmittal Sheet
- The Renewal Member Transmittal Sheet

Use a cover sheet on **every** transmittal. Use new member and renewal member transmittal sheets as needed. Do not put credit card payments on the transmittal. **Credit card payments must come with the original application with the member's signature.**

Are there different transmittals for AVVA?

Yes. The AVVA membership types and dues structures are different than VVA. Also, the dues payments are sent to a different address.

Where can I get transmittal forms?

VVA Transmittal Forms are on the VVA website www.vva.org under the Info for Members tab. AVVA Transmittal forms are on the AVVA web site, www.avva.org under the Membership tab. Or, call or email the Membership Department 800-882-1316, ext. 4; email membership@vva.org. to have forms mailed to the chapter.

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Where do I send transmittals?

Send transmittals to the VVA or AVVA remittance address shown below. **DO NOT send dues payments to VVA's Silver Spring address. Do not send cash with transmittals.**

VVA
PO Box 64299
Baltimore, MD 21264-4299

Monument Bank
AVVA
8602 Colesville Rd.
Silver Spring MD 20910

Subscriptions

Can someone get a subscription to *The VVA Veteran* without joining VVA or AVVA?

Yes. To buy a non-member annual subscription, send a check for \$20, payable to VVA to:

VVA Subscriptions
PO Box 64299
Baltimore, MD 21264-4306

Mailing Correspondence

Where do I send membership correspondence?

If you are sending money (new membership, renewal, life-membership payment, subscription), it goes to one of the remittance addresses shown above.

Anything else, not containing money (transfers, address changes, election reports, letters), goes to the business address. Both VVA and AVVA use the same business address:

8719 Colesville Road, Suite 100
Silver Spring, MD 20910-3710

Phone 1-800-882-1316 or 301-585-4000
Fax 301-585-3019
E-mail membership@vva.org

Change of Address

How do I send a change of address to VVA or AVVA?

Use the Change of Information form (available on the VVA web site, www.vva.org under the Info for Members tab for changes of address, telephone number, or any other membership information. Send the form to VVA's Silver Spring address. Changes of information can also be sent via email to membership@vva.org, or faxed to 301-585-3019. Make sure the message includes the member's membership number, name, old and new information.

Transfers

How does a member transfer between chapters or at-large status?

A member can transfer between chapters, from at-large status to a chapter, or from a chapter to at-large status by using the Member Transfer Form. The member needs to sign the form and give it to the state council/chapter to which the member is transferring. A state council/chapter officer needs to sign the form and mail, fax or e-mail it to the VVA Membership Department.

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How do I get copies of the Member Transfer Form?

Membership transfer forms are available on the VVA and AVVA web sites or may be requested from the Membership Department

Do AVVA members use the same form?

No. AVVA forms are available on the AVVA web site www.avva.org.

Death Notifications

How do I notify VVA or AVVA of the death of a member?

Use the VVA or AVVA Deceased Member Notification form available on the VVA and AVVA web sites. Send or fax it to VVA's Silver Spring address.

Election Reports

What is the purpose of the election report?

The Election Report indicates to state councils and VVA who is legally authorized to speak for your chapter; and tells potential members how to contact your chapter. It is used to identify where to send your dues rebates, household goods program distributions, and membership rosters.

VVA sends checks and chapter copies of *The VVA Veteran* to the "Chapter Address" on the election report.

VVA sends membership rosters (VVA and AVVA) to the "Membership Contact" on the election report. Rosters can be released only to chapter officers or the membership contact listed on the election report.

When should I send in an election report?

Election Reports need to be sent to VVA as soon as possible after chapter elections. If there is a change in chapter officials between elections use the Chapter Election Change Report (under Forms on the VVA web site) to report the change. This is especially important when your contact information changes.

Financial Reports

When are financial reports due?

Financial Reports **must** be submitted to VVA, djohnson@vva.org, no later than July 15 each year. The financial report must include a copy of the 990, 990EZ, 990-T or 990-N e-postcard confirmation that the IRS has accepted the 990-N filing.

Why are they so important?

State Councils and Chapters are granted tax-exempt status under VVA's group exemption. VVA has an obligation to maintain the financial integrity of the organization.

Where can I get copies of the financial report form?

From the VVA web site, www.vva.org under the Info for Members tab or requesting a copy from VVA Finance Department

What happens if my State Council or Chapter doesn't submit a financial report on time?

If a State Council or Chapter does not submit the Financial Report on time, the State Council or Chapter will be suspended. Continued failure to resolve the suspension may result in revocation of the State Council or Chapter's charter. Also, a suspended State Council or Chapter will not be

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allowed to receive any normal funding from the National organization or to seat delegates at the National Convention. If there are reasons for a delay in submitting the report, the State Council or Chapter may appeal the suspension by contacting the VVA Treasurer.

Tax-Exempt Status

VVA is exempt from federal income tax under Section 501(c)(19) of the IRS Code. VVA state councils and VVA chapters are also 501(c)(19) tax-exempt organizations under a “group exemption” granted by the IRS. The group exemption number is 3202.

Under this group exemption, donations to VVA, VVA state councils, and VVA chapters are deductible as provided by Section 170 of the IRS Code.

Exemption from federal income tax is granted by the IRS. Non-profit status is granted by the state in which the state council or chapter is incorporated. See Corporate Maintenance below.

Corporate Maintenance

What is corporate maintenance?

Upon formation, VVA pays for the incorporation of each chapter as a non-profit (or not-for-profit) corporation under the laws of its state. It is important to note that this incorporation is different than the chapter’s charter, issued by VVA. Upon incorporation, the state issues “articles of incorporation” to the chapter. Corporate status provides important legal protection for officers, directors, and members of a chapter. Corporate status also identifies a point of contact (name and official mailing address) for legal purposes. This legal point of contact is called a “registered agent.” After this initial incorporation, it is the responsibility of each chapter to maintain its corporate status by filing periodic reports with the state. These are usually filed with the secretary of state. It is important for a chapter to keep up its required corporate filings with the state. Failure to do so may be cause for the state to dissolve the corporation, which in turn may jeopardize the chapter’s charter. For filing information contact the Secretary of State in your state.

Chapter Insurance

VVA provides limited insurance for chapters. For information on types and amounts of coverage, call 1-800-647-4297.