



# Vietnam Veterans of America Membership Survival Guide

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

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## ***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.

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 OTH, OLT, or OLT)

## ***Membership Types***

VVA

IND	Individual member, one or three-year membership
LMT	Life member, time-payment plan
LMP	Life member, paid in full
IVI	Veteran incarcerated member
PHV	Permanently hospitalized veteran

AVVA

ASC	Associate
ALT	Associate life member, time payment plan
ALP	Associate life member, paid in full
OTH	Other (means an AVVA member who is eligible to be a VVA member)
OLT	Other life member, time payment plan
OLP	Other life member, paid in full
IVA	Veteran incarcerated (other than Vietnam era) associate

## VVA Membership Survival Guide

### **Dues**

One-year or three-year membership. Membership types IND, ASC, or OTH: \$20 for one year or \$50 for three years.

Life membership. Membership types LMP, ALP, or OLP:

Age 49 and under: \$250      50 – 55: \$225      56 – 60: \$200  
61 – 65: \$175      66 and better: \$150

Life memberships, time payment plan. Membership types LMT, ALT, or OLT: \$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 attached information sheet.

Permanently Hospitalized Veterans. Dues are waived for permanently hospitalized veterans.

### **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
LMP, chapter member	*	\$9	\$2	--
LMP, at-large member	*	--	\$11	--

\*Dues vary with age

### 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.

LMT: No rebates are issued for LMT memberships. Rebates commence when the membership is paid in full.

## VVA Membership Survival Guide

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

### ***Dues Rebates*** (continued)

Where are rebates sent? To the “Chapter Address” indicated on your election report. If this address changes after your election report is sent in, please 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. Also, sending the full amount will result in fewer errors.

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

### ***Chapter Transmittals***

What is a transmittal? It is a 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 must 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 need.

Are there different transmittals for AVVA? Yes. The AVVA membership types and dues structures are different than VVA’s. Also, the dues payments are sent to a different address.

Where can I get transmittal forms? VVA and AVVA forms can be printed from VVA’s web site, [www.vva.org](http://www.vva.org). From the home page, click “For Members,” then click “Membership Forms.” Or, call or email the Membership Department and we’ll send you some. (800-882-1316, ext. 142 or 115; email [membership@vva.org](mailto:membership@vva.org))

Where do I send transmittals? Send transmittals to the VVA or AVVA remittance address shown below. ***Please do not send dues payments to VVA’s Silver Spring address. Please do not send cash with transmittals.***

VVA

AVVA

## **VVA Membership Survival Guide**

P.O. Box 64299  
Baltimore, MD 21264-4299

P.O. Box 64732  
Baltimore, MD 21264-4732

### ***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 “The VVA Veteran Subscriptions,” to:

VVA Subscriptions  
P.O. Box 64306  
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 (the P.O. Boxes in Baltimore).

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:

8605 Cameron Street, Suite 400  
Silver Spring, MD 20910-3710

Phone 800-882-1316 or 301-585-4000  
Fax 301-585-0519

### ***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](http://www.vva.org). From the home page, click “For Members,” then click “Membership Forms”) for changes of address, telephone number, or any other membership information. Send the form to VVA’s Silver Spring address.

Changes of address can also be sent via email to [membership@vva.org](mailto:membership@vva.org) or faxed to 301-585-0519.

### ***Transfers***

How does a member transfer between chapters or to an at-large status? By using the Member Transfer Form. The member needs to sign the form and give it to the chapter he/she is transferring to. The chapter then signs the form and sends it to VVA, Attn: Membership.

## VVA Membership Survival Guide

How do I get copies of the Member Transfer Form? Call or email the VVA membership department and we will send you a supply of forms. Also, they can be printed from the VVA web site.

Do AVVA members use the same form? Yes.

### **Death Notifications**

How do I notify VVA or AVVA of the death of a member? Use the VVA/AVVA Deceased Member Notification form. Send or fax it to VVA's Silver Spring address.

What are Honorary Life Memberships? At the request of a deceased life member's family or chapter, an honorary life membership certificate will be sent to the member's widow or widower. To request this, fill out and sign the bottom section of the Deceased Member Notification form. ***This does not transfer the deceased member's membership to the surviving spouse and does not provide any other membership benefits*** (i.e., the spouse does not receive *The VVA Veteran*).

### **Election Reports**

What is the purpose of the election report? It tells state councils and VVA who is legally authorized to speak for your chapter and tells potential members how to contact your chapter. It also tells VVA 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 an election report? As soon as possible after chapter elections. Also, you can use the election report as a "change of information" report between elections. This is especially important when your contact information changes.

Where can I get copies of the election report form? From the VVA web site, [www.vva.org](http://www.vva.org). From the home page, click "For Members," then click "Membership Forms")

### **Financial Reports**

When are financial reports due? They must be submitted to VVA not later than July 15 each year.

Why are they so important? Chapters are granted tax-exempt status under VVA's group exemption. VVA has an obligation to maintain the financial integrity of the organization.

## **VVA Membership Survival Guide**

Where can I get copies of the financial report form? From the VVA web site, [www.vva.org](http://www.vva.org). From the home page, click “Site Index,” then look for the “Forms” menu, then look for “Financial Forms.”

What happens if my chapter doesn't submit a financial report on time? The chapter's charter will be suspended. Continued failure to report may result in revocation of the chapter's charter. Also, a suspended chapter will not be allowed to seat delegates at the National Convention.

### ***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 incorporates 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. See the attached list for state government points of contact.

### ***Chapter Insurance***

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

### ***How to Contact VVA***

Toll free 800-VVA-1316 (800-882-1316)  
Phone 301-585-4000  
Fax 301-585-0519

## VVA Membership Survival Guide

### Office telephone extensions

Membership	142, 115, 133 or 120
Finance	164
Communications	151
Veterans Benefits	136 or 153
Government Relations	111
Household Goods	123
Veterans Collectibles	131 or 800-626-8387

## Corporate Maintenance

To find information about corporate filings in your state, look for “Secretary of State” in the state government listings in your telephone directory, or look for “secretary of state,” “corporations” or “business entities” in your state government web site. Here are points of contact in some states:

<u>State</u>	<u>Web Site</u>	<u>Phone Number</u>
Alabama	<a href="http://www.sos.state.al.us/business/corporations.cfm">www.sos.state.al.us/business/corporations.cfm</a>	334-242-5324
California	<a href="http://kepler.ss.ca.gov/list.html">http://kepler.ss.ca.gov/list.html</a> <a href="http://www.ss.ca.gov/business/business.htm">www.ss.ca.gov/business/business.htm</a>	916-657-5448
Florida	<a href="http://www.dos.state.fl.us/doc/index.html">www.dos.state.fl.us/doc/index.html</a>	800-755-5111 or 805-245-6052
Georgia	<a href="http://www.sos.state.ga.us/corporations/corpsearch.htm">www.sos.state.ga.us/corporations/corpsearch.htm</a>	404-656-2817
Iowa	<a href="http://www.sos.state.ia.us/business/index.html">www.sos.state.ia.us/business/index.html</a>	515-281-5204
Idaho	<a href="http://www.accessidaho.org/public/sos/corp/search.html">www.accessidaho.org/public/sos/corp/search.html</a>	208-334-2300
Illinois	<a href="http://www.illinois.gov/businesscenter">www.illinois.gov/businesscenter</a>	800-252-2923
Kansas	<a href="http://www.accesskansas.org/apps/corporations.html">www.accesskansas.org/apps/corporations.html</a>	785-296-4564
Louisiana	<a href="http://www.sec.state.la.us/comm/comm-index.htm">www.sec.state.la.us/comm/comm-index.htm</a>	225-925-4704
Massachusetts	<a href="http://corp.sec.state.ma.us/corp/corpsearch/corpsearchinput.asp">http://corp.sec.state.ma.us/corp/corpsearch/corpsearchinput.asp</a>	617-727-9640
Michigan	<a href="http://www.cis.state.mi.us/bcs_corp/sr_corp.asp">www.cis.state.mi.us/bcs_corp/sr_corp.asp</a>	517-241-6470
Mississippi	<a href="http://www.sos.state.ms.us/busserv/corpsnap">www.sos.state.ms.us/busserv/corpsnap</a>	601-359-1633 800-256-3494
Missouri	<a href="http://www.sos.missouri.gov/BusinessEntity/soskb/csearch.asp">www.sos.missouri.gov/BusinessEntity/soskb/csearch.asp</a>	573-751-4936
Montana	<a href="http://app.discoveringmontana.com/bes">http://app.discoveringmontana.com/bes</a>	406-444-3665
New York	<a href="http://www.dos.state.ny.us/corp/corpwww.html">www.dos.state.ny.us/corp/corpwww.html</a>	518-473-2492
North Dakota	<a href="http://www.state.nd/sec/businessserv/">www.state.nd/sec/businessserv/</a>	701-328-4284 800-3352-0867, ext. 8-4284
Ohio	<a href="http://www.state.oh.us/sos/BS4.htm">www.state.oh.us/sos/BS4.htm</a>	614-466-3910 877-767-3453
Oklahoma	<a href="http://www.sos.state.ok.us/business/business_filing.htm">www.sos.state.ok.us/business/business_filing.htm</a>	405-521-3912
Oregon	<a href="http://www.filinginoregon.com">www.filinginoregon.com</a>	503-986-2200
Pennsylvania	<a href="http://www.corps.state.pa.us">www.corps.state.pa.us</a>	717-787-1057
South Carolina	<a href="http://www.scsos.com/corp_search.htm">www.scsos.com/corp_search.htm</a>	803-734-2158
Tennessee	<a href="http://www.tennesseeanytime.org/soscorp">www.tennesseeanytime.org/soscorp</a>	615-741-2286
Texas	<a href="http://www.sos.state.tx.us/corp/index.shtml">www.sos.state.tx.us/corp/index.shtml</a>	512-463-5555
Utah	<a href="https://secure.utah.gov/bes/bes">https://secure.utah.gov/bes/bes</a>	801-530-4849 877-526-3994
Vermont	<a href="http://www.sec.state.vt.us/seek/corpseek.htm">www.sec.state.vt.us/seek/corpseek.htm</a>	802-828-2386
Virginia	<a href="http://www.state.va.us/scc/division/clk/diracc.htm">www.state.va.us/scc/division/clk/diracc.htm</a>	804-371-9733 800-552-7945
Washington	<a href="http://www.secstate.wa.gov/corps/search.aspx">www.secstate.wa.gov/corps/search.aspx</a>	360-753-7115
Wisconsin	<a href="http://www.wdfr.org/corporations/crispix/">www.wdfr.org/corporations/crispix/</a>	608-261-7577
Wyoming	<a href="http://www.soswy.state.wy.us/Corp_Search_Main.asp">www.soswy.state.wy.us/Corp_Search_Main.asp</a>	307-777-7311