



**AMVETS Riders
Department of Florida**

To: All Florida Chapter and Department Officers

From: Don Cox, Immediate Past National President
AMVETS Riders Department of Florida
Interim President

RE: Hard Deadlines for the smooth operations for DRF's and Revalidations.

Dues and Remittance forms (DRF);

***September 1st through January 31st** – Chapters collect dues from members, \$12 for National, \$5 for Department dues for a total of \$17 to the Department per member. Chapters may charge whatever the Chapter membership decides for Chapter dues. This gives Chapter 1st Vices time to verify individual memberships with parent organizations (AMVETS, Sons of AMVETS and AMVETS Ladies Auxiliary) prior to the end of February. National will start accepting DRF's as soon as December 1st.

***March 1st** – Chapters must remit Dues and Remittance (DRF) forms to the Department Secretary prior to March 1st. Chapters failing to submit DRF to the Department by March 1st will be assessed a \$25 late fee. Chapters failing to remit dues to the Department by April 1st **WILL** be automatically suspended by the Department. Suspended Chapters may be reinstated, no later than June 1st by submitting a complete membership roster, dues, \$25.00 late fee, and a \$50.00 reinstatement fee. Chapters failing to reinstate by June 1st shall be subject to a vote of revocation by the Riders Delegates at the AMVETS Riders Annual National Convention.

***March 15th** – The Department shall collect their Chapters' dues and rosters and send them to the Riders National Secretary no later than March 15th each year. The Department will submit \$12 per member to National.

Revalidations;

Revalidations occur after and because of Election of Officers at the Chapter and Department level. Even if all the Officers stay the same, a Reval must be completed.

***July 1st** - Chapters must revalidate with Officers form to the Riders Department Secretary no later than 1st of July each year to maintain their Charter.

- A.) Chapters that do not submit a new revalidation form by 12:02 a.m. 2nd July each year shall be **automatically suspended**.
- B.) Chapters must submit to Department Headquarters a copy of their most current IRS tax filing with the revalidation paperwork, (990, 1023, 1024)
- C.) Those Chapters suspended under this section will be subject to Charter Revocation by a vote of National Riders Convention.

Retain one (1) copy for your Chapter, submit one (1) copy to the Riders Department Secretary.

***July 15th** – The Department must revalidate the Department with a new Officers form to the National AMVETS Riders no later than the 15th of July each year to maintain their Charter. The Department shall have all Chapter Revalidations submitted to the National Riders Secretary prior to the July 15th deadline or the delinquent Chapter will be placed on suspension.

- A.) Departments that do not submit a new revalidation form by 12:02AM, 16 July each year will be automatically suspended.
- B.) Departments must submit to the National Headquarters a copy of their most current IRS tax filing with the revalidation paperwork, (990, 1023, 1024)
- C.) Those Departments suspended under this section will be subject to Charter revocation by a vote of National Riders Convention each year.
- D.) Departments shall be responsible for obtaining all Chapter revalidations and submitting them to the National Riders Headquarters within the timeframe.

If you have any questions, please feel free to personally contact me or RN1V Tom McNamara to discuss this. I can be reached by phone anytime at (419) 304-8292 or by e-mail to d.cox1313@yahoo.com. or Tom McNamara at (678) 463-2987, e-mail hueycchief@yahoo.com.

Sincerely.

Don Cox

AMVETS Riders
Immediate Past National President
Interim Department President