



OPERATING PROCEDURES FOR THE CAMP ADJUTANT

Revised 11-15-10 (supersedes 03-11-06)

- 1. NATIONAL MEMBERSHIP FEES** are due every year on August 1st after NOVEMBER 1st of each year a \$5.00 reinstatement fee must be added for each member. \$30.00 should be remitted for all members except Real Sons and National Life members along with the alphabetized roster including corrections. Send to: Elm Springs, P.O. Box 59, Columbia, Tennessee 38402-0059. You can call 1-800-MY-DIXIE, 1-800-MY-SOUTH Monday to Friday 9am to 5pm Central Time.

A. DUES PRORATION (NATIONAL ONLY)

The SCV annual convention in Nashville TN in late July 2005 approved an amendment to prorate dues beginning this fiscal year and going forward in the future. This policy began on February 1, 2006. The SCV operates on a fiscal year (not calendar) beginning August 1st of one year and going through July 31st of the following year. The current fiscal year, August 1, 2005 through July 31, 2006, is shown as status 2005 on your roster which means those members are paid through July 31, 2006. Additionally, there is a 3 month grace period from August 1st through November 1st when members are still current while the camps work to collect the \$30 dues for the next fiscal year.

- After November 1st of each year, a \$5 late fee is applied to the normal \$30 dues. If someone joins right now in February, March, or April (which is technically the 3rd quarter of our fiscal year) he can pay his \$30 yearly dues and the new member processing fee of \$5 plus he has the option to pay an additional \$10 to initially join for both the current fiscal year as well as the next fiscal year, a total of \$35.00, meaning his dues will be paid through July 31, 2007.
- If someone joins in May, June or July (which is technically the 4th quarter of our fiscal year) he can pay his yearly \$30 yearly dues and the \$5 new member processing fee plus he has the option to pay an additional \$5 to initially join for both the current fiscal year as well as the next fiscal year, a total of \$30.00, meaning his dues will be paid through July 31, 2007.

B. IMPORTANT

Please remember that this prorated dues option is **only available** when the member pays dues for both the current and next fiscal years. There is not an option to pay only the partial dues for remainder of the current fiscal year. This new amendment, adopted at the Nashville Convention, is a great improvement over the past practice when men who joined during the last six months of the fiscal year had only one option which was to pay the entire \$25 for the remaining months in the fiscal year and then pay again come August 1st. before the November 1st grace period.

- 2. SOUTH CAROLINA DIVISION DUES** are due each year on August 1st and must be received no later than NOVEMBER 1st of each year after which a \$5.00 LATE fee must be added for each member. Division renewals may be sent to the Division Adjutant anytime after July 1st when renewals are due (*The South Carolina Division fiscal year runs July 1st – June 30th*). An annual fee of \$10.00 should be remitted for all members except Real Sons and Division Life Members along with the Official SC Division alphabetized roster including all corrections. You can obtain your official roster on the division website by using your password. Renewal dues not submitted using the Official SC Division alphabetized roster will be returned. **Send to the Division Adjutant:**

- a. RENEWAL – When a current member pays his dues without letting his membership lapse.
- b. REINSTATEMENT – When a member allows his dues to lapse and become delinquent, he is required to “reinstate” by paying 1 year Past Dues + a \$5.00 Late Fee. This applies to the period between November 1st and June 30th. The member would then still be required to pay his \$10.00 Division dues again at the start of the new fiscal period beginning July 1st.
- c. The Division Access Database YEAR will be changed on November 1st each year.
- d. New Applications Received and Dated July 1st or later, will be set to the current fiscal year.

- e. Applications dated before July 1st will be set to the previous fiscal year, so Adjutants, need to explain the requirement to renew again on July 1st and no later than November 1st to avoid a PAST DUE status. *Division Dues cannot be pro-rated.*

3. NEW MEMBERS

- a. **NATIONAL DUES FOR NEW MEMBERS** are \$30.00 + \$5.00 recording fee, = \$35.00. Send dues along with official SCV membership application not a copy.
- b. **SC DIVISION DUES ARE \$10.00**¹. You can not be a state member unless you pay your national dues. Dues should be forwarded to the Division Adjutant, accompanied by a copy of the official SCV membership application. **Do not send any other documentation such as family history or service records.**

4. LIFE MEMBERS

- a. National life membership is \$750.00 through the age of 64, \$375.00 for age 65 and up. No further dues paid to national.
- b. Membership in the South Carolina Division Life Endowment is **\$200.00**². Complete the application and mail it directly to SC Division Adjutant. A pin and Life membership certificate will be forwarded to the member ASAP.

5. ASSOCIATE MEMBERS

Associate members only pay for local camp dues. They are not members of the Division and are not used in the count for representation at the Division Convention.

6. COMMANDER AND ADJUTANT CHANGES should be sent to the Division Adjutant and Chief of Staff immediately. This will prevent breaks in communication.

7. ALL NEW APPLICATIONS should include the members email address somewhere in the application. Camp adjutants should also collect all of the email addresses of the current members and send them to the Division Adjutant ASAP. New Applications must be sent in within 10 days. PLEASE WRITE LEGIBLY.

8. THE OFFICIAL SC SCV DIVISION ROSTER is located at www.scscv.com and you can access it by using your 4 digit camp number and your password. You will find the status that the division has for your camps members as reflected by dues received from the camp. If you find a NOR as the status for the person it means that paperwork regarding this member has never been forwarded or that they are so delinquent prior to 1995. An application will need to be forwarded for those members.

Please help in making sure that your Division can provide you quality service by receiving all need information and dues according to the procedures established by the Division and the National Organization.

Copies of all applications and other necessary official documents can be found on the Division and the national organizations website.

South Carolina Division Adjutant

Ricky Lee Badger

Ricky Lee Badger
201 Winding Way
Columbia, S.C. 29212
For questions call 1-803-331-7860 or
Email: adjutantbadger@aol.com

FOOTNOTE:

¹ Dues Increase passed in convention at Beaufort, SC (March 11, 2006)

² Division Life Endowment increase – passed in convention at Beaufort, SC (March 11, 2006)