

ADJUTANT INFORMATION

Listed below are requirements and reporting forms for use in carrying out your responsibilities. Additionally, you are encouraged to use email for communications when possible.

National Sons of Confederate Veterans dues are \$30.00 annually and are due August 1st, and must be paid by October 31st to remain a member of the organization. After this date a late/reinstatement/late fee of \$5.00 will be required. Checks should be made payable to SCV General Headquarters.

Alabama Division dues are \$10.00 annually and are due August 1st and must be paid by October 31st to remain a member of the Division. After this date a late/reinstatement fee of \$2.50 will be required. Checks should be made payable to Alabama Division SCV.

New members and prior year members, for whom membership has elapsed, will be subject to the prorated dues when signing up during the third quarter (Feb, Mar, & Apr) and fourth quarter (May, Jun, & Jul). Dues will compute dues as follows:

GHQ 3 rd quarter (Feb, Mar, & Apr)		GHQ 4 th quarter (May, Jun, & Jul)	
National Dues	\$30.00	National Dues	\$30.00
Recording Fee	5.00	Recording Fee	5.00
Prorated dues	15.00	Prorated dues	7.50
Total to be submitted	\$50.00	Total to be submitted	\$42.50
AL Div 3 rd quarter (Feb, Mar, Apr)		AL Div 4 th quarter (May, Jun, & Jul)	
Division Dues	\$10.00	Division dues	\$10.00
Recording Fee	-----	Recording Fee	-----
Prorated dues	5.00	Prorated dues	2.50
Total to be submitted	\$15.00	Total to be submitted	\$12.50

The local Camp establishes annual dues and the Camp's policy on prorating is established locally. **It is highly recommended Camps send a statement of dues to each member with a return envelope to facilitate mailing of annual dues.**

Transfers from outside the Alabama Division will be subject to the prorated portion of the dues to bring the Division expiration date of membership in line with the National dues expiration date.

Annual Electronic Notice Filing Requirements. The Pension Protection Act of 2006 requires each Camp file to file an annual electronic notice (Form 990-N) for tax period ending July, 31 each year. (Fiscal Year August 1 – July 31) **Reports must be completed between August 1st to December 15th of each year to maintain membership in the Sons of Confederate Veterans.** Assistance is available for Adjutants in completing this form. The website for filing is www.irs.gov/charities.

The Constitution for the Sons of Confederate Veterans can be downloaded from www.scv.org. This document may also be ordered from the GHQ.

The Constitution for the Alabama Division is available from the Division web site. Please become familiar with this valuable document. (www.aladivscv.com)
Recommendations for amendments must be submitted to the Adjutant not later than 30 days prior to the Annual Reunion.

Camps constitution and bylaws are required for each camp. Generic constitution and bylaws are available from the Division web site. **Camp constitutions must be updated to reflect the language of Articles of Association published by the General Headquarters dated December 12, 2007.**

Resolutions to be considered by the Resolutions Committee must be submitted to the Adjutant not later than 45 days prior to the reunion. Resolutions must be typed and include the signature and camp number of member submitting.

The following Alabama Division forms are necessary for the efficient Management of Camps and are available from the AL Division web site at (www.aladivscv.com).

Application for Membership: New member applications (original) must be submitted to GHQ. Copies of application will be used for the Alabama Division reporting. **Membership reporting should be completed within 10 calendar days.**

Life Membership: Division Life membership may be obtained by completing the Life Membership Application and paying a fee of \$200.00. Applications are on line at the Division website.

Membership (dues) Cards: Membership dues cards are provided by the GHQ upon receipt of dues and should be issued to each member upon receipt.

Membership Reporting Form: This form is used for reporting dues payment, reinstatements, addresses changes, and most camp changes. **Changes should be reported with 10 calendar days. This form is not required for new applications.**

Change of Camp Officers: **Reports of change of Camp officers should be reported within 10 calendar days.** This is essential for communications within the Division.

The Last Roll Form: Reports of Death of Camp members should be reported as soon as information becomes available.

Camp Procedural Handbook: This document is available from the Division Adjutant. This document will assist you in resolving most of your questions. The outgoing Adjutant should provide this to you. If not available it may be requested from the Alabama Division Adjutant.

Camps without computer access are encouraged to contact the Division Adjutant to request forms. **Reproduction of forms is authorized and encouraged.**

Mailing Address for the Secretary Army of Tennessee:

SCV General Headquarters
ATTN: AOT Desk (Nikki Thornton)
P.O. Box 59
Columbia, TN 38402
Telephone: 1-800 380-1896
Email: www.aotdesk@scv.org

Mailing Address for the Adjutant Alabama Division, Sons of Confederate Veterans

Paul W. Vaughn
P. O. Box 186
Riverside, AL 35135
Telephone: (205) 338-3763
Email: pvaughn001@centurytel.net

Membership for both organizations is required. A member must be maintaining membership in the General SCV to be eligible for Alabama Division membership.

Camp Events may be placed on the Alabama Division website (www.aladivscv.com) by emailing to Gerald Moore at gwmr@hiwaay.net.

Place your camp activities, news articles, and pictures in the Alabama Confederate. Send to Johnny M. Taylor at jmt53@charter.net.

Questions, comments, and suggestions should be directed to the undersigned.

Paul W. Vaughn
Adjutant

Revised July 5, 2008