

# AIM-IRS Membership

## Frequently Asked Questions (FAQ)

1. Q: What are the per capita dues for membership?  
**A: \$15.00**
2. Q: Does the \$15.00 per capita dues also apply to retirees?  
**A: Yes, the per capita applies to all member categories**
3. Q: When are the per capita dues due to National?  
**A: Not later than May 1, 2018**
4. Q: Is the May 1 date a receipt date or postmark date?  
**A: Postmark Date.**
5. Q: Will Chapters be able to fax membership spreadsheet to National?  
**A: No, do not send by postal mail or fax. The electronic membership spreadsheet must be submitted by email only.**
6. Q: What if there is an error in either the membership spreadsheet or amount of per capita dues remitted?  
**A: Membership will not be deemed timely if not corrected by May 1 (postmark).**
7. Q: How will National inform the Chapter if there is an error?  
**A: The National Membership Chair, Jennifer Williams, will notify the Chapter President and RVP for that respective region by email or telephone.**
8. Q: Where are the dues and membership spreadsheet to be sent?  
**A: Mail your PER CAPITA DUES check to:**

**David Hines, National Treasurer  
P. O. Box 398743  
Dallas, Texas 75339.**

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**Email your membership spreadsheet to the National Membership Chair, Jennifer Williams @jennidenise@aol.com and National Treasurer David Hines hin@flash.net .**

9. Q: Why is the May 1 due date also important?

**A: Your dues must be received by National by the May 1st postmark date to receive the lower “Member” conference registration rate for 2018 national and regional training conferences and other AIM sponsored events where membership provides lower rates.**

10. Q: Who is responsible for any and all errors on membership spreadsheet?

**A: Any and all errors regarding the membership spreadsheet and/or dues submitted to the National Treasurer are the responsibility of the Chapter.**

11. Q: What if the membership spreadsheet or per capita is sent to the wrong person or address?

**A: The membership will not be deemed timely if not submitted to National by the May 1 receive date.**

12. Q: What happens if National does not receive the membership spreadsheet in the format that it was sent to the chapter or cannot read the membership spreadsheet or the dues and membership do not agree?

**A: The membership will be deemed not timely unless corrected by May 1 received date; Secondly, notification will be given to the Chapter and the respective RVP by Email within 5 days of receipt by the National Membership Chair and National Treasurer.**

13. Q: Must all membership spreadsheets be e-mailed to the National Membership Chair?

**A: Yes, the spreadsheets should not be sent through postal mail for ease of processing, consistency and uniformity purposes.**

14. Q: When can the Chapters expect to receive the Membership Spreadsheet and Reporting Procedures?

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**A: The reporting procedures, the FAQ and the membership spreadsheets will be emailed on or before January 31, 2018 to the Chapter Presidents with a copy to the RVP and National Sr VP and National President. It will be the responsibility of the RVP to ensure their chapters comply with the membership reporting procedures.**

15. Q: Why must all updates to the membership spreadsheet be highlighted, the font size 12 and font type Times New Roman, Arial, or Courier?

**A: For ease of readability, reduce eyestrain and stress on person updating membership database, it was determined that the font size and type requested is most appropriate. Failure to use the font size and types called for in the membership reporting procedures will be rejected and must be corrected by the May 1 date to be deemed timely.**

16. Q: Membership spreadsheets must be submitted via non-IRS Email?

**A: Yes, membership spreadsheets submitted from an IRS email account will not be accepted as timely or valid.**

17. Q: Does the payment of per capita dues apply to the National Board of Directors?

**A: Yes, the National Board of Directors, consisting of all elected national and regional officers, must have the per capita payment portion of their chapter dues paid to National by March 1. This earlier deadline only applies to these national board of director members.**

18. Q: What do you suggest Chapters do with the membership spreadsheet when received?

**A: Immediately open the file. Because the membership spreadsheet must be submitted with each submission, the Chapter should make several copies of the spreadsheet. In addition, the chapter should send an email to its members to request that name and address changes are submitted or they may miss out on important information being provided by national on activities.**

19. Q: What if a chapter submits the membership spreadsheet with an IRS address or email address?

**A: Since members are not permitted to use an IRS address or e-mail address, if a chapter submits a membership spreadsheet with any IRS**

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addresses or e-mail addresses, their membership will be considered not timely unless it's corrected before May 1.

20. Q: I have not received my membership card?

**A: You should contact your chapter membership chairperson or President for assistance. The national procedure was changed in 2013 to require chapters to provide membership cards and membership numbers to the members.**