

December 27, 2005

2006 ANNUAL AFFILIATION APPLICATION MARATHON

Dear RVP,

It is time for the annual ritual of certifying the applications of the affiliated clubs and societies.

When I was an RVP I got off easy with this task because Region 12 had only two affiliates, but for some of you the affiliation process will be a major undertaking. The AIS is relying heavily upon you to both get the affiliates to fill out their applications and to verify that their officers are current AIS members. Also, I'm relying on you to verify their membership lists to ensure they meet the fee provisions they have checked. (NOTE: An affiliate must have at least 10 current AIS members to qualify for the 50% AIS member waiver.)

The requirements for affiliation are minimal with the exception of one mandatory – all officers (except membership) MUST be AIS members! You can verify this requirement by checking the current membership list that the AIS Membership Secretary will be sending you in January. My experience is that this will be one of the problem areas because folks just don't pay a lot of attention to when their membership expires. Please quickly distribute the affiliation application forms to your clubs and request them to promptly submit their applications to you so there is time to get any non-member officers signed up or replaced. (The AIS Board changed the date affiliation applications are to be submitted to the RVP to 1 February to give RVPs more time to correct problems.)

Each Application for Affiliation form must include a check for the \$50 fee UNLESS one of the following conditions is met: 1.) they are a new affiliate; 2.) the affiliate has 40 or more AIS members; or 3.) they have at least 10 current AIS members and 50% of their members are also members of the AIS. Your verification on this is very important and is documented on the RVP Report to Affiliates Chairman form you'll complete for each affiliate application. Our AIS membership secretary, Tom Gormley (aismemsec@earthlink.net), is your best source to check on the status of AIS memberships. Tom's generous and prompt help makes both of our jobs much simpler!

I've previously e-mailed a set of the above forms to all of you and I very much appreciate those of you who let me know that the electronic copies were all

you needed so that I could save a few \$\$ by not sending you hard copies. I will include at least one hard copy set of forms with this letter “just in case.”

Okay! Now that we are all confused, the time is right to discuss timing! The OFFICIAL AIS time deadlines for this process are that the affiliates must return their applications to the RVP by 1 February and the RVP reviews and sends the affiliate application, plus their report form, on to the Affiliates Chair by 1 March. Then the super-organized (NOT!) Chairman will review, approve or reject all 180 or so applications by 1 April and send approval letters to each affiliate.

I would really appreciate it if you could submit all of your problem free applications to me by the 15th of February. This would be a great help to me so I can get out the approval letters to the individual affiliates over a longer period of time. (Please remember that I’ll need the hard copies of both the application, w/o membership lists, and your signed report form.) It may help reduce problems if you emphasis to the affiliates early on that affiliation approval hinges on the AIS membership of all officers.

If during the affiliate application process you encounter questions or problems please let me know and we can work them out together. I know I need all the help you can give me to do my job, but this is a two-way street, so don’t be shy about asking for mine.

All the very best,

**Brad Kasperek
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