



## MEMORANDUM

18 December 2016

From: Walter Baranger  
FSO-FN

Reply to: [fso-fn@staff.flotilla77.org](mailto:fso-fn@staff.flotilla77.org)

To: All Hands, Flotilla 77  
Thru: FC

Subj: FLOTILLA 77 DUES

Ref: (a) COMDTINST M16791.5 (AUXMAN)  
(b) USCG CG-5421  
(c) Flotilla 014-07-07 Bylaws, 14 JAN 14  
(d) CG-3PCX, 06 AUG 07  
(e) Form ANSC 7025  
(f) ALAUX 004/15  
(g) Internal Revenue Service Publication 78  
(h) D1 (dpa-SR) 16790.1

1. This is a summary of rulings, bylaws and regulations affecting the payment of annual dues at Flotilla 77. In case of conflict between this summary and the referenced documents, the original documents prevail.
2. It is your responsibility to keep your contact information current in AuxData so that you receive all Flotilla communications, including emailed dues notices. Dues information is also posted in the "Members Only" area at <http://flotilla77.org/>
3. Note the passage in **bold red**; it is the responsibility of all members to know that dues are payable each year in October, and to pay even if no invoice or written reminder is received. Unpaid dues are in arrears beginning on November 1.
4. Credit card payments for dues are not accepted over the telephone, and will be accepted at Flotilla meetings only if so announced. Checks or cash are preferred.
5. If you receive a Form ANSC 7035 indicating nonpayment of dues, you should give it your immediate attention.
6. Be familiar with these points:
  - A. The Auxiliary is a non-profit organization. It requires money to operate. Money is needed for administrative costs, supplies, publications, station maintenance, public education materials, etc. Much of the money is raised through the collection of dues. The membership will have final approval of the amount of the dues. Members

may also vote to assess dues on a sliding scale for new members who join during the year. [Reference (a) §1.D].

- B. Each year members will receive a notice when dues are payable. The total dues are divided into four parts: Flotilla, Division, District and National. Members pay the total to the Flotilla, and the Flotilla Finance Officer (FSO-FN) sends the appropriate portions of the dues to the other organizational levels. Dues support Auxiliary activities at all organizational levels [Reference (b)].
- C. Dues are fixed income for budgeting purposes [Reference (a) Appendix 1C.2].
- D. Dues are assessed by a vote of the Flotilla 77 members [Reference (c) §8.1 and the bylaws regarding meetings and quorums].
- E. The amount of annual dues remains fixed unless the members vote otherwise; no vote is needed to renew the amount set in a previous year [Reference (c) §8.1].
- F. Dues for the coming year must be paid by 31 October [Reference (c) §8.2].
- G. **It is the responsibility of all Auxiliarists to meet their financial obligations (i.e., payment of dues) in accordance with regional and local provisions and timeliness**; failure to do so will result in disenrollment [Reference (a) §3.H.5.a.2].
- H. Before disenrollment for nonpayment begins, sufficient notification with a deadline for payment of dues must be sent to each member in arrears. The letter must be sent by certified mail, return receipt requested. Documents sent to Diraux must be accompanied by the signed return receipt [Reference (e) D1SR instructions and Reference (h), 2009 §1.C.3].
- I. Dues may not be refunded, even if a member resigns before the beginning of the year for which the dues were paid [Reference (c) §8.3]. Exception: Prospective members who paid dues but are denied membership [Reference (a) §3.D.2.b.6].
- J. Prospective members must be advised of their dues obligation [Reference (a) §3.B.1] and Auxiliarists in AP status must pay dues as part of their enrollment [Reference (a) §3.D.2.b.6]; Payment is by check, which will be held by the Flotilla until the PSI is complete. In the event of a PSI determination that leads to disenrollment, the check shall be returned to the individual [Reference (d) §2f].
- K. Special cases: Retired Auxiliarists need not pay dues [Reference (a) §3.D.4.c.5], nor must Life Members who hold a certificate of exemption [Reference (a) §3.D.5]; Honorary Members are entirely exempt from dues [Reference (a) §3.D.6]. Detachment members must pay dues [Reference (a) §4.A.8.d].
- L. Dues payments are tax deductible in accordance with Reference (g) [Reference (a) §5.G.3.b]. If in doubt, seek the advice of a tax professional. The Auxiliary's tax EIN for donations is 52-1064540.
- M. Dues for the following year are assessed based on the Flotilla 77 roster each 31 December. Therefore, members in arrears must be disenrolled *before* 31 December [Reference (a) §6.C].
- N. The use of Flotilla money is restricted by source. In addition to dues, the Flotilla receives money from the sale of public education materials; this income must be

used for public education programs and authorized administrative fees, and cannot be redirected. [Reference (a) §1.D.2].

- O. Members may vote a special assessment to cover a particular expense. Special assessments should be considered very carefully and only used when a strong special need exists. Donations to the flotilla are a sensitive area; Reference (a) §5.G, should be read and understood by all flotilla officers. If there is any doubt about a donation, the DSO-LP and/or DIRAUX should be consulted [Reference (a) §1.D.2].
7. For information about National dues, see Reference (f) §1. National dues are currently \$24, District are \$9 and Division are \$4, totaling \$37 per year. Flotilla 77 adds \$13 per member, making the total \$50 as of FY2017. If paid by credit card, the dues are \$52 as authorized by the Flotilla 77 membership in July 2014.

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