

**NATIONAL HEADQUARTERS
VETERANS OF FOREIGN WARS OF THE UNITED STATES**

General Orders No. 9

2009-10 Series

1. Installing officers are directed to see to it that the Post Election Report forms have been completed and submitted to National Headquarters prior to installing Post Officers. If a Post Election Report form has not been forwarded to National Headquarters at the time of installation, the installing officer shall complete and forward such report at the time of the installation of Post Officers no later than June 1st. Additionally, Section 413 requires that a properly completed District Election Report be submitted to National Headquarters prior to the convening of the Department Convention.
2. Post, District, Department Commanders, Adjutants and Quartermasters are reminded of the requirements of sections 216, 416 and 516 of the Manual of Procedure with regard to proof of eligibility for all newly-elected and appointed officers. Elected and appointed officers shall not be installed or assume the duties of their office until proof of eligibility has been submitted and properly reviewed. Failure or refusal to submit proof of eligibility within sixty (60) days of election or appointment shall result in the office being declared vacant.
3. Department Adjutants will forward a complete roster of the newly elected and appointed Department Officers to include District Commanders to the Adjutant General immediately following their installation at the Department Convention.
4. Attention of Department Quartermasters is directed to Section 518 of the Manual of Procedure, "Duty of Department Quartermaster" paragraph (f) Dues Reserves, which states: "Maintain a dues reserve fund as prescribed in Section 717 of the National By-Laws and Manual of Procedure."
5. Attention is further directed to Section 518 of the Manual of Procedure, "Duty of the Department Quartermaster" paragraph (k) Budget, which states: "Prepare a tentative budget for the financial operations of the ensuing year. Said budget shall set forth all anticipated income and estimated expense. Restricted funds shall be budgeted separately in every instance, and the budget shall be in balance. Final action must be taken on the adoption of the budget at the first stated meeting of the Department Council of Administration and, when adopted, the budget shall be the expenditure guide for the ensuing year. The budget must be adopted by the Department Council of Administration and forwarded to the Adjutant General by August 31 of the current administrative year."
6. Attention is called to the provisions of Section 703 of the National By-Laws which require that each officer accountable for funds or property pursuant to any provision of these By-Laws shall be bonded with an indemnity company as surety in a sum at least equal to the amount of the liquid assets for which, so far as can be anticipated, he may be accountable. The bond premium shall be paid from the funds of the Veterans of Foreign Wars of the United States, Department, District, County Council or Post, as the case may be, to which each officer is accountable. The bonds of such accountable officers, in the amount and as to the surety, shall be approved by their respective units and held by their respective Commanders. The Commander of each unit shall be responsible for the proper and adequate bonding of all accountable officers in his unit.
7. Attention is called to the provisions of Section 518 of the Manual of Procedure, Duty of Department Commander, paragraph (g), which requires that the Department Commander shall assure that the office of Department Quartermaster is bonded in an amount to insure good and sufficient security, to be approved by the Council of Administration.
8. Section 218 of the Manual of Procedure, Duty of Post Trustees, requires that the Post Commander shall see that the Post Trustees Reports of Audit are properly prepared and submitted each quarter.

9. Attention of incoming Post Officers is directed to Section 218 of the Manual of Procedure which outlines the duties of various Post Officers.

10. Attention is directed to the provision of Section 222 of the National By-Laws, "Delegates For National Convention." Each Post shall register, in advance, at least one delegate to the National Convention by the payment of a fee in the amount of ten dollars (\$10.00). Posts failing to comply with this provision shall be considered delinquent and in arrears.

11. Attention of Department Commanders-elect is directed to Section 516, paragraph (b), of the National By-Laws which provides that the Department Commander shall appoint an Adjutant, Chief of Staff, Inspector and Service Officer and such other officers, committee chairmen and committees as may be required by Department By-Laws. The Department Commander may appoint such other officers, committee chairmen and committees as may be necessary to carry out the responsibilities and functions of the Department and the directives of the Commander-in-Chief.

It is recommended that the appointment of the Public Relations officers be based upon the appointee's credentials as a media representative with special emphasis upon qualifications and continuity rather than political criteria.

It is also recommended that consideration be given in the preparation and adoption of Department budgets and to the importance and necessity for providing adequate financial support for Department Public Relations activities.

12. Certificates of charters evidencing consolidation have been issued to the following Posts:

- Post Nos. 891 and 3040 consolidated as Post No. 891, Asheville, North Carolina
- Post Nos. 4935 and 4916 consolidated as Post No. 4935, Memphis, Tennessee
- Post Nos. 5057 and 884 consolidated as Post No. 5057, Fresno, California
- Post Nos. 6467 and 3286 consolidated as Post No. 6467, Bergenfield, New Jersey
- Post Nos. 8393 and 6806 consolidated as Post No. 8393, Milton, New Hampshire

BY COMMAND OF
THOMAS J. TRADEWELL, SR.
COMMANDER-IN-CHIEF

OFFICIAL:



Allen "Gunner" Kent
Adjutant General