

**VFW
DEPARTMENT OF NEW MEXICO**

**GENERAL ORDERS NO. 1
2009-2010 SERIES**

**RAUL V. SANCHEZ
STATE COMMANDER**

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TO BE READ TO THE MEMBERSHIP AT THE NEXT POST MEETING AND FILED

1. Having been elected **Commander** of the Department of New Mexico, Veterans of Foreign Wars of The United States, I, Raul V. Sanchez of Post 6917, hereby assume command.
2. All previous appointments having expired as of June 30, 2009 are declared null and void.
3. District Commanders, Senior Vice Commanders, and Junior Vice Commanders of the District are appointed **Deputy Inspectors** and will ensure each Post in your respective **District is inspected and reported properly to the State Inspector and the Department Adjutant NO LATER THAN December 31, 2009.**
4. **State Inspector and Deputy Inspectors:** Attention is directed to Section 709 of the National By-Laws which states that any Post owning or operating a Canteen or Clubroom or other facility must maintain general & liquor liability insurance and **must** name as additional insured, the Veterans of Foreign Wars of the U.S. and the Department of New Mexico. **Copy of said insurance must be forwarded to VFW Department Headquarters.**
5. **Attention of Commanders** on all levels is directed to Section 703 of the National By-Laws which requires each officer accountable for funds or property pursuant to any provisions of these By-Laws shall be bonded with any 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 or she may be accountable. The commander of each unit is **responsible** for the proper and adequate bonding of all accountable officers in his unit.

Any personnel that are handling any Gambling, Games of Chance, Slot Machines, etc. are no longer covered under the Quartermaster Bond! It is necessary to obtain a Bingo/Club Manager Gambling Bond which can be provided through VFW Department Headquarters.
6. Posts failing to send in a **Post Election Report** will not receive Quartermaster supplies until such time as the report is submitted. Copies must be sent to **both National and Department Headquarters. Posts that have not sent in a Post Election Report Form listing the Post Officers for 2009-2010 should do so immediately for matter of record so mailing can be made to the proper Officers.**
7. **Post Dues Reserve** attention is directed to Section 218, Manual of Procedure which requires Post Quartermasters to maintain a dues reserve fund to which shall be credited not less than one-half of the Post's part of the current year's dues paid by each member prior to July 1, including **Life Membership** per capita taxes received from the National Organization on **Life Members**. (this does not apply to dues remitted by the Post). Neither disbursements nor obligations will be incurred against this fund after July 1, at which time it will be transferred to the Post's general fund and be available for expenditures.
8. **Posts and Districts** are directed to forward to Department Headquarters a **copy of the minutes taken at each meeting.** It is not necessary to hold the minutes until the next

meeting for approval. Any corrections made to the minutes will be reflected in the minutes of the meeting in which the corrections are made.

9. Attention is directed to the **State Commanders Membership Goals**. It is desired for the Department of New Mexico to achieve 100% in Membership by the Mid –Winter Conference. See State Commanders Membership Goals elsewhere in General Orders.
10. Posts with a gross income of \$25,000.00 or more, (**this includes Post dues Collected, Bingo Funds, Gaming Funds, etc.**) shall file with the Internal Revenue Service a form 990 and 990-T where applicable. Forms may be obtained from your local Post Office or Branch Office of the Internal Revenue Service. **Failure to file can result in fines and penalties. Department Headquarters does not supply 990 forms.**
11. Attention is directed to Section 714, Manual of Procedure, and Control of Mailing Lists. The names and addresses of the Members of the Veterans of Foreign Wars of the United States shall be considered confidential and should not be made available for **Commercial or Political Use**.
12. Attention of Post Commanders is directed to the concern of alcoholic beverages in the Post Meeting room during Post, District, and Department Meetings. The presence, dispensation, and/ or consumption of **Alcoholic Beverages** in the Meeting Room during the above described meetings are completely unacceptable and any such practice known to exist shall be terminated.
13. **Attention is directed to the operation of Club Rooms, Canteen Bars, and Game Rooms: They will remain closed during VFW Meetings, District Meetings, and Flying Squadron/ Training Meetings.**
14. The National By-Laws provides for only one type of membership; that is active membership. There are NO provisions in the By-Laws, nor is there any authority or justification for issuance of **Club Membership Cards, Associated Membership Cards, Honorary Membership Cards, Courtesy Membership Cards, or any other special type of cards**. Any Post issuing such unauthorized cards, or conducting club operations open to the general public , endangers its standing with the Internal Revenue service as a non-profit organization. **Officers signing such unauthorized membership cards are subject to Disciplinary Action.**
15. All mail directed to the Department of New Mexico, Veterans of Foreign Wars of the United States, with the exception of the mail for the State Service Officer, will be mailed to:

Veterans of Foreign Wars, Department of New Mexico
PO Box 67
Glencoe, New Mexico 88324

The freight or shipping address is:

VFW Department of New Mexico
123 Via Golondrina
Glencoe, New Mexico 88324

16. Attention of Commanders and Officers at all levels is directed to the **Ladies Auxiliary**: It is the goal and desire of the State Commander for the Veteran's of Foreign Wars, Department of New Mexico and its Ladies Auxiliary to have a productive and successful year. Every attempt should be made to promote and support harmony and teamwork between the VFW and its Ladies Auxiliary. Commanders and Officers should not forget nor take for granted all the hard work and effort the Ladies Auxiliary puts forth in support and assistance to the Veterans of Foreign Wars.
17. Attention of Commanders at all levels is directed to action of the National Council of Administration prohibiting the wearing of VFW sport caps and /or western style caps at VFW meetings in place of the regulation cap of the VFW official uniform as set forth in Section 803 of the National By-Laws and Manual of Procedure.
18. Attention of Post Commanders is directed to Section 218, Manual of Procedure Duty of Trustees. Trustees Report of Audit must be prepared in detail at the close of each quarter, **one of which will end JUNE 30TH, 2009.**
19. Attention to Section 213 of the National By-Laws provides that any Post in arrears for National, Department, or District Dues, Poppy Money, Supply Money, Delegate Fees or other financial obligations or failing to have the office of Quartermasters Bonded, or failing to submit quarterly Post Trustees Report of Audits or Post Election Reports **Shall be deprived of all representation in District, Department, and National Convention.**
20. Attention of District and Post Commanders is directed to the **National Convention** in Phoenix, Arizona which will be held August 15-20, 2009. In accordance with Section 222 of the National By-Laws, which provides that each Post shall register, in advance, at least one delegate to the National Convention by the payment of a fee in the amount of \$10.00 for each delegate registered and mailed to: Quartermaster General, Veterans of Foreign Wars of the United States, National Headquarters, 406 West 34th Street, Kansas City, Missouri 64111.

See Reservation Information Elsewhere In General Orders

21. Attention is directed to the Official Order Request Form for **"BUDDY POPPIES"**. Now is the time to start preparing for your **Buddy Poppy Campaign**. National has set a goal of (5) poppies per member. Place your orders now and start earning your points for **"All State Commander & Quartermasters"**. **SEE REQUEST FORM ELSEWHERE IN GENERAL ORDERS.**
22. Attention is directed to **"Membership Drives"**. All Posts are encouraged to conduct at least one (1) Membership Drive per quarter. Membership Drives are conducted to assist in the Promotion, Retention, and Recruiting of New, Continuous, Re-instated, and Life Members. Membership Drives are reported on the Community Activity Report. Every effort should be made to increase the number of members within the Department. Contact Department Line Officers or the Department Membership Chairman for assistance with your membership programs.
23. Attention is directed to all District Commanders. In addition to the Annual District Convention, each District shall hold at least one (1) regular meeting each year for the

purpose of **Promoting Schools of Instruction** for Post Officers and for the discussion of problems affecting the welfare of members of The Veterans of Foreign wars of the United States. (as prescribed in the Manual of Procedure, Article IV Districts; Section 406)

24. Attention is directed to changing or cancellation of District Meetings: Districts changing and or canceling district Meetings shall be responsible for the expense incurred by any Line Officer scheduled to attend such meeting. This will occur because of a failure by the District to notify Department Headquarters or the Line Officer him/herself within seven (7) days of the scheduled meeting.
25. Attention is directed to the Department Northern Flying Squadron Training, July 18th, 2009 in Albuquerque, New Mexico, VFW Post 401. This training at 9:00 a.m. is for the Top 4 Post Officers, District Commanders and Committee Chairmen.
26. Attention is directed to the Department Southern Flying Squadron Training, July 25th, 2009 in Alamogordo, New Mexico, VFW Post 7686. This training at 8:30 a.m. is for the Top 4 Post Officers, District Commanders and Committee Chairmen.
27. Attention is directed to the Council of Administration meeting that will be held at VFW Post 6917, Las Cruces, New Mexico at 10:00 a.m. on Saturday October 10th 2009. District Commanders are mandated to attend this meeting.
28. Attention is directed to the State Commanders Homecoming to be held on Saturday October 10th, 2009. The Homecoming will be held at Post 6917 in Las Cruces, New Mexico.
29. Attention is directed to the State President's (Penny Howard) Homecoming to be held at VFW Post 614 in Aztec, New Mexico on Saturday October 24, 2009.
30. Requests for the State Commander or other Line Officers to attend or be a guest speaker at your respective functions must be sent **directly to VFW Department Headquarters.**
31. Attention is directed to the **"Post Registered Agent"**. This individual shall be the Post Quartermaster. Anyone else serving as the **"Post Registered Agent"** is in direct violation of the National By-Laws.
32. Attention is directed to the change of Post Officers with **"New Mexico Alcohol and Gaming"** and the **"State Gaming Control Board"**. Now is the time for submitting and making the necessary changes. Call and request the necessary forms to do so. New Mexico State Laws mandate these changes will be made yearly. By not doing so, you are in violation of state laws.
33. No member in good standing, attending a Post or District Meeting will be deprived of making an **Audible Recording** of any and all proceedings as long as the member has notified the Officer conducting the meeting of his/her intentions to record such proceedings.
34. Attention is directed to **Insufficient Checks** received at VFW Headquarters: There will be a service charge of \$25.00 by VFW Department Headquarters. In addition to this,

any charges VFW Department Headquarters incurs from the bank will also be added. Repayment of Insufficient Checks will be in the form of Cash, Money Order, or a Bank Certified Cashiers Check.

35. Attention is directed to **“BLUE STAR PROGRAMS”**. All Posts are encouraged to conduct Blue Star Programs within their respective communities. Blue Star posters can be purchased directly from Department Headquarters at a cost of \$25.00 per 50. Contact Department Headquarters for assistance if you need help in conducting this program.
36. Attention is directed to the National By-Laws Article VII miscellaneous provisions Section 709.

Any Post owning and or operating , directly or by reason of a holding company or other entity substantially controlled by the Post or its members , a canteen, clubroom, or other facility available to members or guests must maintain general liability insurance, including if necessary or appropriate, liquor liability insurance. Such insurance must be of a type and amount sufficient to protect the Post. This insurance must name as additional insured, the Veterans of Foreign Wars of the United States and the Department in which such Post is located.

37. All Posts are encouraged to conduct programs to benefit the Boy Scouts and ROTC. **Please contact the Department Boy Scout/ ROTC Chairman for assistance with these programs.**
38. Attention is directed to the Western Conference which will be held November 6-8 in Bismarck, North Dakota.
39. Attention is directed to **“State Commander Membership Quotas”**. For the 2009-2010 term, the State Commander requests that those Commanders at all levels work hard and make every attempt to obtain 100% in Membership by the Mid-Winter Conference.
40. Attention is directed to the practice of the use of **TOBACCO** products during Council of Administration meetings, Flying Squadron, Mid-Winter Conference and State Convention functions. In an effort to promote good health and a comfortable atmosphere for **ALL** members and guests at these functions, smoking and the use of tobacco products will be prohibited during all Meetings and Banquets associated with Council of Administration, Flying Squadron, Mid-Winter Conference and State Convention.
41. Attention is directed to the **‘Operation Uplink’** program. The State Commander recognizes that operation uplink phone cards are a valuable tool in helping our service members keep in touch with their loved ones, especially since the events of September 11, 2001. In an effort to promote and support the operation uplink program, the State Commander has mandated that each Post donates a minimum of Ten Dollars (\$10.00) to the Operation Uplink Program.

NOTE: All Commanders and Members who require Operation Uplink Phone Cards must make the requests directly to the State Operation Uplink Chairman. National

Headquarters will only issue Operation Uplink Phone Cards to the Department Chairman.

42. Attention is directed to the **Dress Code** for VFW Meetings and Functions. In an effort to clarify any confusion, the State Commander has asked that all Commanders and Council of Administration members adhere to the following standards of dress:

- **Business Dress** will be slacks, coat or blazer, shirt and tie. A blue blazer and gray slacks is preferred but can be substituted with a business suit.
- **Casual Dress** will be slacks or “docker” type pants with a VFW apparel, pullover shirt.

All instruction of dress for meetings and functions will be given as either **Business Dress** or **Casual Dress**. There will **no longer** be a requirement of White Dinner Jackets and Black Slacks at Banquets.