

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

General Orders No. 9

2016-17 Series

1. Installing officers are directed to see to it that the Post Election Report forms have been completed and submitted to National Headquarters. 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 1. Additionally, Section 413 of the National By-Laws requires that a properly completed District Election Report be submitted to National Headquarters prior to the convening of the Department Convention.

Post Election Reports must be submitted following Post election of officers in April and no later than June 1 to the National Headquarters. We encourage all Post Quartermasters to use the online Election Report process featured in the Online Membership System (OMS). Post Election Reports received electronically will be forwarded to the Department Headquarters.

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 the 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 balanced budget for the financial operations of the ensuing year. The budget once adopted by the Department Council of Administration shall be forwarded to the Adjutant General by November 1."

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 amount and as to 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. Section 218 of the Manual of Procedure requires that the Post Commander shall see that the Post Trustees Reports of Audit are properly prepared and submitted each quarter.

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

9. Attention is directed to the provision of Section 222 (d) of the National By-Laws, "Each Post will pay, in advance, a national convention registration fee of twenty-five dollars (\$25) which shall entitle the Post to a packet of convention information and materials and one identified registered delegate for the National Convention. Each additional delegate attending the national convention will pay a ten dollar (\$10) delegate fee." Post Quartermasters are encouraged to register their delegate on-line through the Online Membership System (OMS). Posts failing to comply with this provision will be considered delinquent and in arrears.

10. 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 as may be required by Department By-Laws. The Department Commander shall 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.

11. Certificates of charter evidencing consolidation have been issued to the following Posts:

Post Nos. 5066 and 1965 are consolidated as Post No. 5066, Collierville, Tennessee
Post Nos. 341, 284, 346, 1085, 2460, 2979, 7284, 7358 and 9755 are consolidated as Post No. 341, Washington, DC

12. Announcement is made of the authorization of the charter for the following Post:

Post No. 12159 – Naples, Italy

BY COMMAND OF
BRIAN J. DUFFY
COMMANDER-IN-CHIEF

OFFICIAL:



Robert E. Wallace
Adjutant General