2017 - 2018 Series - General Order No. 1
July 2017

TO ALL POSTS AND
DISTRICTS WITHIN THE JURISDICTION OF THE DEPARTMENT OF GEORGIA

1. Having been elected Commander and having been duly installed in office in accordance with the Congressional Charter and By-Laws of the Veterans of Foreign Wars of the United States, I hereby assume command.

2. All previous appointments, having expired, are declared null and void.

3. The following Officers have been elected and installed by the seventy-fifth (75th) annual convention held in Macon, Georgia, June 15-18, 2017. Their orders will be obeyed accordingly.

4. All correspondences to Department Headquarters should be mailed to P. O. Box 3025, Macon, Georgia 31205-3025. Do not use street address.

DEPARTMENT OF GEORGIA
VETERANS OF FOREIGN WARS OF THE UNITED STATES
2017-2018

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MOC Grand Commander:
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VFW National Headquarters:
Veterans of Foreign Wars 816-756-3390 (Main)
Of the United States 816-968-1149 (Fax)
406 West 34th St 816-968-1196 (Supply Fax)
Kansas City MO 64111

VFW Auxiliary National Headquarters:
Auxiliary VFW 816-561-8655 (Main)
406 West 34th St, 10th Flr 816-931-4753 (Fax)
Kansas City MO 64111

VFW Washington Office::
VFW 202-543-2239 (Main)
200 Maryland Ave NE
Washington DC 20002

VFW National Home for Children:
VFW National Home 800-424-8360 mail@vfwnationalhome.org
3673 S Waverly Rd
Eaton Rapids MI 48827

VFW Department of Georgia Website: www.vfwga.org

VFW Department of Georgia Email Addresses:
Adjutant: gavfwadj@yahoo.com
Quartermaster: qmgavfw@yahoo.com
Administrative Assistant: admin@gavfw.org

VFW National Headquarters Website: www.vfw.org

State Meetings/Convention:
GLT August 11-13, 2017
Fall Meeting October 27-29, 2017
Mid-Winter Meeting February 16-18, 2018
76th State Convention June 14-17, 2018

6. Proof of Eligibility: Reference National Manuel of Procedure Section 416 - District Officers, elected and appointed, shall submit proof of eligibility to the District Adjutant. Additionally, District Commanders, District Senior Vice Commanders, and District Junior Vice Commanders shall submit proof of eligibility to the Department Adjutant.
Section 516 - Department Officers, elected and appointed, shall submit proof of eligibility to the Department Adjutant. Additionally, Department Commander, Department Senior Vice Commander, Department Junior Vice Commander, Department Quartermaster and Department Adjutant shall submit proof of eligibility to the Adjutant General.

7. **Quartermaster Manual:** This manual is contained in the On-line Membership System (VFW.org). It provides clear and concise instructions and illustrations to assist the Post Adjutant and Quartermaster with their duties. The Quartermaster Manual should be used in conjunction with Section 218 (a) (5) and (6) of the Manual of Procedure. Post Adjutants and Quartermasters that follow procedures outlined in the Quartermaster Manual will not be deficient in the performance of their duties.

8. **Elected Post Officers:** Attention of newly elected Post Officers is directed to Section 218, Manual of Procedure, which outlines the duties of the Post Officers. These are serious responsibilities that bring the requirement to maintain a fiduciary relationship with the membership.

9. **Duties of Post Trustees:** 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. The next Post Trustees Report of Audit for the quarter ending June 30, 2017 is due to Department Headquarters no later than July 31, 2017. This is a fiduciary responsibility.

10. **Duties of District Trustees:** Section 418 of the Manual of Procedure, Duty of District Trustees, requires that the District Commander shall see that Trustees Report of Audit are properly prepared at each District Convention or District Meeting and forwarded to Department Headquarters. This is a fiduciary responsibility.

11. **Use of Relief Fund:** Commanders and Quartermasters are reminded that Article VII, Section 704 of the Manual of Procedure is clear and requires no interpretation on the authorized uses of the Relief Fund. The Relief Fund may not be used to pay the membership dues and fees for applicants for membership or membership dues of members not otherwise qualified under the above named section (the general fund of the post may be so used if approved by the post membership). The Relief Fund may not be made synonymous with such activities as the Chaplain’s Fund, the Charitable Contributions Fund, or similar funds and activities regardless of how worthy the cause. Individuals misusing Relief Funds shall be subject to disciplinary action under Article IX of the National By-Laws and Manual of Procedure and may be in violation of their fiduciary relationship.

12. **Buddy Poppy Distribution Proceeds:** All proceeds from the distribution of Buddy Poppies must be placed in the relief fund of the VFW post (Article II, Section 219 of the Manual of Procedure) or that of the VFW Auxiliary; no other organization may share in the proceeds in accordance with Article VII, Section 711. When other non-profit organizations (other than VFW/VFWA) assist in the distribution of Buddy Poppies those organizations may not share in the proceeds. A donation may be made by the VFW/VFWA to the non-profit organization from the general fund if approved by the membership. Individuals misusing Buddy Poppy proceeds or inappropriately dividing or distributing those proceeds shall be subject to disciplinary action under Article IX of the National By-Laws and Manual of Procedure.

13. **Incorporate:** VFW Posts and its Auxiliaries (VFWA, MOC, etc.) and Districts should take the necessary steps to incorporate with the State. Financial responsibility laws, as interpreted by the Courts, may cause members of unincorporated Posts to be at risk. Incorporating under the provisions of Section 708 of the National By-Laws and Manual of Procedure and the laws of the State will provide protection for Post members. Posts are urged to contact the Department Adjutant
to obtain the proper forms for incorporating. The Articles of Incorporation must be forwarded to the Commander-in-Chief through Department Headquarters prior to forwarding them to the proper State authorities.

14. **Control of Units:** All Commanders are reminded that Section 709, Manual of Procedure – Control of Units; requires that any activity, unit or club sponsored, conducted or operated by, for or in behalf of a Post, or District shall be at all times under the direct control of such Post or District and that all money, property or assets of any kind must be placed in the care and custody of the respective Quartermaster. All Commanders should ensure that all provisions of Section 709 are enforced.

15. **Operations of Club Rooms, Canteens and Activities.** Post Commanders, Quartermasters, and officers of Posts with canteens, club rooms, and activities for the purpose of offering camaraderie for their members (including members of the Auxiliary) are reminded that these operations are required to be in accordance with the *Rules for the Operations of Club Rooms, Canteens and Activities by Posts in the State of Georgia.* These rules include but are not limited to organization of the House (Canteen/Club Room) Committee, Operations and Employment, Audits, Conduct by patrons, Suspensions of privileges, and Inspections.

16. **Post Liquor Liability Insurance:** VFW National By-Laws, Section 709, now requires Posts with a post home, club room, canteen, etc. to maintain adequate liability insurance, including if necessary, Liquor Liability Insurance. The Post must name as additional insureds, the Veterans of Foreign Wars of the United States and VFW Department of Georgia. This item will be verified during Post Inspections. For additional information/assistance, please contact the VFW Post Insurance at 1-800-829-8390.

17. **Program Support:** All are asked to support and participate in both National and Department fund raising projects. Monies derived from these programs are used to help support the necessary operations and programs of National and Department.

18. **District Meeting Attendance:** Section 218 of the National By-Laws and Manual of Procedure, Veterans of Foreign Wars of the United States, states in part: The Post Commander or their representative (Sr. Vice or Jr. Vice), shall attend all regularly called District Convention or District Meetings. **Failure without just cause to perform this duty shall result in removal from office.** This and all other provisions of the National By-Laws and Manual of Procedure will be enforced. **District Commanders are directed to report (in writing) two or more unexcused absences of Post’s Commander, Sr. Vice Commander, Jr. Vice Commander at District Meetings/Convention. Note: ONLY District Commander may excuse.** The report will include the actions taken by the District Commander to gain their attendance and participation.

19. **Reporting of Deceased Members:** Report deceased members directly to National Headquarters via the OMS (On-line Membership System).

20. **Dues Reserve Fund:** All posts must establish and maintain a Dues Reserve fund per Section 717 in which will be credited one half of the post’s share of the membership fees returned to the post from the National Membership Department. Expenditures will not be made from the Dues Reserve fund until after July 1 of the ensuing year when all money in the Dues Reserve fund will be transferred to the general fund.

21. **Associate Members:** The VFW has NO Associate members in Post, Canteen, or Club of any kind. Only members allowed are those that are eligible under Article I, Section 101.
22. **New Member Admission Fee:** A $1.00 new member admission fee is to be collected by Posts for all new members (including new Life Members) recruited July 1, 2017 to June 30, 2018. **DO NOT SEND THE NEW MEMBER FEE TO DEPARTMENT HEADQUARTERS MONTHLY.** Department Headquarters will bill all Posts for the new member admission fee in May 2016 for new members recruited July 1, 2017 – April 30, 2018 and again in July 2018 for new members recruited May 1, 2017 – June 30, 2018.

23. **Membership Termination:** The following results of Penalties/Termination of Membership are announced:

24. **GLT:** Georgia Leadership Training, August 11-13, 2017 at Macon Marriott City Center, Macon, Georgia. Be a part of the new innovative way to learn about your VFW and your Leadership role. Workshops with interest to Commanders, Quartermasters, Post Officers and your membership. Posts can earn points towards “All State Team” recognition. Cost is $20.00 each including Auxiliary members. Hospitality room with food and refreshments will be provided Friday and Saturday. All entering the Hospitality room must have a registration badge.

25. **General Orders:** To be read at a regular meeting and file. It has come to our attention while visiting Posts throughout the State, that some Post Commanders are not reading the General Orders from the Department Headquarters at their meetings. The information is for all members and it is the responsibility of the Commander to insure that it is relayed to the membership.

BY ORDER OF:

RICHARD H. ATTAWAY
Department Commander