

**VETERANS OF FOREIGN WARS OF THE US  
DEPARTMENT OF NORTH CAROLINA**

**GENERAL ORDER NUMBER 8**

**MARCH 2012**

- 1. Department Credit Card Capability:** Effective 1 April 2012, the Department Headquarters will acquire the capability to accept credit cards for all types of payments. Comrades, Ladies, and Brothers will be able to telephone the Headquarters and pay for transactions with a post or personal credit card. This capability will also be present at all State-level meetings, beginning with the Annual State Convention in June 2012. VISA, Mastercard, and Discover Card will be accepted for payments for such items as military or veterans clothing, registration fees, banquet tickets, buddy poppy orders, etc.
- 2. Increase in shipping fees:** Effective 1 April 2012, all shipping fees from the Department Headquarters will be increased by \$1.00 across the board because of increasing postal mailing fees.
- 3. Post Nominations:** Attention is called to Section 217 of the National By-Laws and Manual of Procedure which provides that Post Officers shall be elected at the first meeting in April. Elective Post Officers shall be nominated at the regular meeting in March, and nominations remain open into April.
- 4. Post Installation of New Officers:** Attention Post Commanders-Elect. Immediately upon election, Post Commanders will select the officer whom they wish to conduct the installation of Post Officers (one who holds or has held rank at least as high as Post Commander). The Post Election Report (mailed from National Headquarters to the post) should be mailed immediately back to National Headquarters with a copy furnished to their District Commander and Department Headquarters. These copies must be mailed or emailed immediately after the election in April. If posts register their election online with National, they must still mail or email (as an attachment) their post election report to their District Commander and Department Headquarters.
- 5. District Elections:** Each District will hold its annual District Convention (Spring Meeting) for the purpose of electing officers. This date has been so designated as each District's normal May district meeting. Immediately following the District Convention, an election report listing the new officers must be mailed or emailed to Department Headquarters. Post will elect delegates and alternates to the District Conventions at the regular April meeting of the Post, one (1) delegate and one (1) alternate for each thirty (30) members or fraction thereof in good standing for 2012 at the time of the meeting.
- 6. Assuming Office:** The newly elected and installed District and Post Officers shall assume their respective office at the same time the newly elected Department Officers are installed at the Annual Convention on June 16, 2012. The 2011 officers remain in position until that time.
- 7. Buddy Poppy Campaign:** Commanders on all levels should begin organizing their 2012 Memorial Day Buddy Poppy Sales. Poppies are available from Department Headquarters at \$109.00 per thousand with 500 as the minimum order. Commanders/Quartermasters are cautioned to use the current Buddy Poppy Order Form, and include \$6.00 shipping and handling. Poppy supplies, such as vests or collection cans, are no longer available from Department Headquarters. You need to order these directly from the Emblem & Supply catalog. **NOTE: One of National's Buddy Poppy distribution points has burned down, and National is at least 8 weeks behind in shipping poppies. ORDER MEMORIAL DAY POPPIES NOW!**

**8. State Convention:** The 82nd State Convention will be held in Raleigh at the North Raleigh Hilton Hotel, June 15-17 2012 with an outgoing Council of Administration meeting on 14 June. The telephone number for reservations is 919-878-4914. In order to be reimbursed for hotel room expenses by Department, a Department-level officer or chairman must reside at the North Raleigh Hilton Hotel only. All attendees who are not Department-level officers or committee members will receive reimbursement at the rate of \$.20/mile, whether they drive or not. To receive this payment, they must be present at the Saturday business session and the incoming Council of Administration business session on Sunday morning. Reimbursement forms will be distributed Sunday morning only.

In order to be more closely aligned with procedures at VFW National functions, State Commander Schoolcraft has determined that overall registration fees will be charged at the State Convention this year. The registration fee for the June Convention is \$35 per person, payable in advance to VFWNC, P.O. Box 25337, Raleigh, NC 27611 or at the VFW Registration Desk. It can be paid by cash, check, or credit card. The registration fee will cover the food and entertainment at the Saturday evening Commander/President Installation Banquet, the Department Hospitality Room on Thursday, Friday and Saturday, and the goody bag with program booklet. All hospitality rooms, to include candidate rooms, will be closed from 7 pm to 9 pm Saturday night during the Banquet. For those who do not wish to attend VFW social functions, they do not need to pay a registration fee. For those who wish to attend only certain social functions, the charge is \$25 for just the banquet and \$10 for just the Hospitality Room.

**9. National Convention:** The 113th National Convention will be held in Reno, Nevada, from 21-25 July 2012. To make a reservation, visit the VFW website at [www.vfw.org](http://www.vfw.org) or mail your reservation form to the address on the form or telephone the VFW Housing Bureau. A reservation form is included in the Jan/Feb/March issue of *The VFW Leader* newspaper. North Carolina state headquarters will be at the Silver Legacy Hotel.

**10. Flying Squadron District/Post Training:** The Council of Administration has approved training for district and post/auxiliary level officers at the Eastern, Central, and Western Conferences of the Department of North Carolina. The training will occur at the following locations: Eastern Conference at Mt. Olive Post 9959 from 9:00 a.m. to 5:00 p.m. on Saturday, 4 August, Central Conference at the Department Headquarters in Raleigh from 9:00 a.m. to 5:00 p.m. on Saturday, 11 August, and the Western Conference at Statesville Post 2031 from 10:00 a.m. to 6:00 p.m. on Saturday, 18 August. All District Commanders and Quartermasters and District Presidents and Treasurers are required to attend. District Commanders/Quartermasters and Presidents/Treasurers will receive driver reimbursement for up to two vehicles at \$.30/mile leaving from up to two central locations (since these officers frequently do not reside close to each other). Post Commanders and Quartermasters and Auxiliary Presidents and Treasurers are strongly encouraged to attend, as this "Flying Squadron" training will be counted as their District's required School of Instruction. Posts with one Auxiliary will receive driver reimbursement for one vehicle at \$.30/mile from the post home or a central location, and posts with two Auxiliaries will receive driver reimbursement for up to two vehicles at \$.30/mile from the post home or a central location if both Auxiliaries attend. Other post and auxiliary officers are encouraged to attend. A schedule of classes will be published at a future date.

**11. Officer Proof of Eligibility Requirements:** All Posts, Districts, and the Department should be reminded of the provisions of Section 216, 416, and 516 of the National Manual of Procedure that officers, elected and appointed, shall not be installed or assume the duties of their office until such proof of eligibility is in the files of their respective Adjutant.

12. **Reports of Audit:** Attention of Post Commanders is directed to Section 218, Manual of Procedure, Duties of Trustees. Trustees Report of Audit must be completed by the Trustees, in detail, at the close of each quarter, one of which ends March 31st. Commanders are reminded that all funds are to be under the custody and control of the Post Quartermaster. Persons other than the Post Quartermaster who may handle Post funds, such as the Club Manager, Bingo Chairman, or committee chairmen are responsible to the Post Quartermaster to maintain accurate records and accounts, and should be properly bonded or insured. Post Trustees are to ensure that the financial records of these special funds are also audited in the same manner as the other accounts of the Post Quartermaster. Please note that Trustee Reports will now be returned to posts for correction if they are incorrect, effective with the March 31<sup>st</sup> report. This is because the bonding company considers a post or district Quartermaster Bond as invalid if correct audit reports are not on file at the Department Headquarters.

13. **Check-writing from Posts to Department:** Due to the change of the Department Headquarters computer accounting system from Peachtree to Quick Books, posts should prepare a separate check for each transaction sent to Department. For example, a Quartermaster Bond payment and a Canteen Fee payment should not be included on the same check. However, multiple payments for the same subject can be included on a single check, such as six Men's Auxiliary members dues being paid at one time.

14. **Resolutions:** All resolutions to be considered by the Department Convention must be submitted to Department Headquarters, in triplicate, not later than May 31st, 2012. In order to request a change to the Department By-Laws or National By-Laws, a resolution format must be used. The resolution should be approved on the post floor, be approved on the district floor, and then be submitted to department.

15. **VFW National Publications Contest:** VFW National Headquarters has announced they are now accepting submissions for the 2012 Annual Publications Contest. All District and Post publications (such as newsletters) will be categorized by organization membership size. There are 2 possible categories for NC Districts (medium and small), and 3 possible categories for NC Posts (large, medium, and small). Any or all issues published between 1 Jan 2011 and 31 Dec 2011 are eligible. Districts or Posts interested in competing at the National level must send the one best copy of their newsletter to Department Headquarters no later than 2 April 2012. The Department-level winner in each of the possible 5 categories will be forwarded to National for competition there.

16. **Visitors to Post Canteens:** Posts are under no obligation to serve any persons in their Canteen, except for their own Post comrades and auxiliary members. However, Article 16, Section 8 of the Department By-Laws points out that Posts may (if they wish) also admit other VFW members, armed forces members, Auxiliary members, and bona fide guests. The word "Auxiliary" in that Section now pertains to Men's Auxiliary members as well as Ladies Auxiliary members. If a post normally allows entry and service to visiting VFW comrades or Ladies Auxiliary sisters, they should also allow entry and service to visiting Men's Auxiliary members. In order to prove that a visitor is a member of the VFW or one of its Auxiliaries, he/she should be required to show a valid membership card. Bona fide guests must be signed in a visible book, and the guest's sponsor must be present at all times.

17. **Transfer members vs New members:** Posts are reminded that members transferring from one post to another should be handled the same way as new members, as there is no guarantee that the transfer member is eligible for membership in the VFW. The member desiring to transfer should fill out a Membership Application Form and submit it to the post with his proof of eligibility. The Post Quartermaster submits to VFW National a copy of the Membership Application Form, a VFW Annual/Life Member Change Request Form (MCR), and a copy of the VFW Post Direct Dues Transmittal Summary Form with check. The

transferring member also completes a VFW Transfer Member Declaration (a small brown card), which declares he has no debt or obligations to his former post. The receiving Quartermaster retains that declaration for life. If the transferring member is a life member, his life member card must be turned in to the Quartermaster and submitted to National as well. This policy applies to all transfers, including comrades from North Carolina State At Large Post 15034, and comrades living in North Carolina but who are members of out-of-state posts.

18. **State By-Laws:** The new version of the state by-laws (with a yellow cover, 8&1/2 x 11, annotated 2011) is available at department headquarters for \$2.50, which includes shipping.

19. **National By-Laws:** The 2011-12 version of the National By-Laws Podium Edition (with a black cover) is available at department headquarters for \$11.00, which includes shipping.

20. **Post Service Officer Guides:** The most recent National Post Service Officer Guide (2011-13 edition) is available for purchase from the department headquarters for the sum of \$11.00 per guide, which includes shipping.

21. **Endorsing Candidates for VFW Offices:** Comrades acting as Department Representatives at District meetings are cautioned that they should not endorse any particular individual running for VFW office, unless they make it clear to all concerned that they are endorsing the person in their capacity as an individual comrade and not in their capacity as a Department Representative. Department Representatives are official stand-in's for the Department Commander, and must reflect the neutrality of his position as the Commander.

22. **Downloadable Online Forms:** Many National and Department forms of interest to Post Quartermasters and Adjutants can now be found at the Department Website at [www.vfwnc.org](http://www.vfwnc.org) under the "Tools" tab.

23. **State Golf Tournament:** Post 5681 will host the VFW State Golf Tournament in Sanford on 28-30 September 2012. More information will follow later.

24. **Roster Changes: None.**

**BY ORDER OF:**

**JASON SCHOOLCRAFT  
STATE COMMANDER**

**OFFICIAL:**

*M. Bruce Edwards*  
**M. BRUCE EDWARDS  
DEPARTMENT ADJUTANT**