

**VETERANS OF FOREIGN WARS OF THE U.S.
DEPARTMENT OF NORTH CAROLINA**

GENERAL ORDER NO. 2

SEPTEMBER 2013

1. District Correspondence Flow: In accordance with changes in the National Manual of Procedure, State Commander Allis cautions Post Commanders that the first level of correspondence flow or problem solving should be the District Commander. Correspondence should be routed through the District Commander to Department Headquarters, instead of proceeding straight to the Department Headquarters from the Post (except in payments of money,). In this manner, many local problems may be solved locally instead of decisions being forced from upper levels. However, Posts are free to contact Department Headquarters themselves if they cannot obtain an answer from their District.

2. State Convention fees: In accordance with Article VIII, Section 4, of the Department By-Laws, each post must pay a Convention registration fee of \$3.00 for each delegate and \$3.00 for the post commander. These fees must be paid whether the post attends the Convention or not. The following posts have not yet paid their 2013 state convention fees as of 14 August, and therefore are in arrears to the Department. Quartermasters should pay these fees to the Department Headquarters as soon as possible. Continued failure to pay these fees will result in post charter suspension in the future.

1957 Hickory - \$24	2008 Laurinburg - \$6	2031 Statesville-- \$39
2514 New Bern - \$30	2615 Goldsboro - \$24	2756 Thomasville -\$9
3074 Lexington - \$39	3702 Roanoke Rapids - \$9	4066 Shelby - \$12
4312 Seaboard - \$9	5198 Canton - \$12	5202 Waynesville \$33
5204 Forest City - \$15	6064 Tabor City - \$9	6983 Angier - \$6
7033 Mayodan - \$9	7314 Hamlet - \$9	7339 Franklin - \$33
7620 Andrews - \$12	7999 NW Guilford - \$9	8635 Robbinsville -\$9
9281 Bryson City - \$15	9493 Tuckasegee - \$6	9810 Warsaw - \$12
9811 Kings Mtn. - \$15	9881 Biscoe - \$12	9939 Candler - \$9
10485 Arcadia - \$12	10940 Mt. Gilead - \$9	11222 State Road - \$9
2025 St. Pauls - \$9	12120 Asheboro - \$6	

3. Post Election Reports: According to VFW National Headquarters, the following posts have not yet turned in their 2013-14 election report as of 14 August. These posts will soon be placed on suspension by the Commander-in-Chief. Their post charters will be permanently revoked and they will be declared defunct by the Commander-in-Chief if they have not submitted their election report shortly thereafter.

2031 Statesville	2756 Thomasville	3702 Roanoke Rapids
4066 Shelby	5204 Forest City	7033 Mayodan
7339 Franklin	9751 Marshville	9939 Candler
11533 West Greensboro	12107 High Point	

4. The Fall Council of Administration meeting will be held at the Embassy Suites in Greensboro, 4-6 October, 2013. There will be two business sessions, one on Friday, beginning at 3:00 p.m. and one on Sunday at 10:00 a.m. There will also be committee meetings, Conference meetings, and various training sessions. Make reservations by contacting the **Embassy Suites Greensboro at 336-668-4535**. Registration code is **VWF**.

5. National Dues Increase: The VFW National Convention floor passed a \$10 dues increase for all continuous, reinstated, and new members at the convention in Louisville in July 2013. The increase will take effect on 1 January 2014, the same date that the Subscription Dues system will take effect. Posts do not need to take any action to increase their dues. This will be accomplished automatically by National. (For example, if post dues are now \$30 per year, they will automatically become \$40 per year on 1 January.). So, also beginning on 1 January, post quartermasters will submit \$31.25 to National as National and Department's share, as opposed to \$21.25.

6. Registration Fee at Council Meeting: There will not be a combined registration fee at the October Council meeting. Separate tickets for the hospitality room on Friday and Saturday nights and the Buddy Poppy King & Queen Reception on Saturday night will be sold. The State Commander's and State President's Homecoming will be in the Hospitality Room on Friday night, and a hospitality room ticket is required. If an individual does not desire to visit the hospitality room or Homecoming at all but wishes to go to the Reception, the cost is \$15 per person. If an individual desires to visit the hospitality room and/or Homecoming but not the Reception, the cost is \$10 per person. All hospitality rooms will be closed from 7:00 pm to 8:00 pm Saturday night for the Reception. If an individual does not desire any social events, there is no fee.

7. Posts operating a Canteen as defined in the department by-laws and which have not done so should remit immediately to Department Headquarters the annual Canteen Fee of \$50.00 for the 2013-14 year. Those posts that do not submit this fee will be considered to be in arrears to the department. Posts which are operating a canteen without Department permission should immediately obtain such permission or risk closure and disciplinary action.

8. Expense Vouchers: All Officers and District Commanders must submit the blue expense voucher within thirty days of the expense to be reimbursed for expenses incurred in travel. Hotel and telephone bills must accompany the expense voucher before expenses can be paid. Any other item must be substantiated by attaching a paid bill. Vouchers may be submitted by hand, mail, fax, or email attachment. The May 2014 voucher must be at Department Headquarters by May 25, 2014. The end of the fiscal year is May 31, 2014, and no expenses from an old fiscal year can be paid out of the new fiscal year's budget.

9. Quartermaster Bonds: The attention of all Post Officers is directed to Section 709 of the National Charter and By-Laws and Manual of Procedures, which requires that each accountable officer of the organization shall be bonded with an indemnity company as

Surety in the sum of at least equal the amount of funds and value of property for which, so far as can be anticipated, he may be accountable. The minimum Quartermaster Bond through Department Headquarters is \$3000.00. The fee for \$3000.00 is \$9.00. Bond forms are on the Department website at www.vfwnc.org. **All quartermasters must be bonded immediately. There are no exceptions.** It is the Post Commander's ultimate responsibility to make sure that the bond, once issued, remains in force by insuring that the Trustees accomplish complete and thorough audits of the Quartermaster and other bonded officials. Those posts whose Canteen Managers, Bartenders, Bingo Managers, or Kitchen Managers are insured under the Employee Dishonesty Clause of their liability insurance policies (such as Lockton Risk) must submit to Department Headquarters copies of the policy pages which reflect the insurance company name, the post name/number, the dollar amount of employee dishonesty coverage, the inclusive dates of coverage, and page explaining the coverage. Posts which have this coverage do not need to bond those employees with the Department. This type of insurance Employee Dishonest Clause **does not cover the Quartermaster.** If posts do not have this type of insurance coverage, they must bond their employees through the Department at the rate of \$6.00 per \$1000. Men's Auxiliary Treasurers who handle money must also be bonded with the Department or with a separate surety bond—they are not covered by the Employee Dishonesty Clause either. The cost of bonding an auxiliary treasurer is \$4.00 per \$1000.

10. Trustee Reports of Audit Errors: Post Commanders and Quartermasters are cautioned that many incorrect audits are being received at Department Headquarters. The most common error is that quartermasters are not insuring that the dollar figure in Block 15 of the Trustee's Report of Audit matches exactly the total dollar figure in Block 17. Usually, this is occurring because funds such as savings accounts, bonds, or CD's are not being listed on Line 8, but are listed in Block 17. All funds of any kind, to include cash, checking accounts, savings accounts, bonds, stocks, and CD's must be listed in both the Funds block (items 1-9) and in the Reconciliation of Fund Balances (Block 17). This is the only way that trustees can accurately view the disposition of all funds entrusted to the quartermaster. Incorrect audits will be returned to post quartermasters for correction and resubmission. **Remember - if your post audit is not filed at Department Headquarters, your Quartermaster Bond is no good.**

11. Deputy Inspectors: In accordance with Article V, Section 51 7(a)- (9)b of the National Manual of Procedures, the State Commander hereby appoints the seventeen (17) District Commanders as Deputy Inspectors. He also authorizes these Deputy Inspectors to appoint an Assistant Inspector in their District to assist them if they so desire.

12. Missing National Convention Delegate Fees: According to VFW National Headquarters, as of 14 August, numerous posts have not yet paid their 2013 National Convention Delegate Fee of \$25 per post. This fee must be paid **whether or not the post sends any delegates to the National Convention in San Antonio.** Posts which fail to pay this fee will have it deducted from their dues return at National Headquarters.

13. National By-Laws and Manual of Procedure: The 2013 National By-Laws and Manual of Procedure will be available to purchase from Department Headquarters in late October 2013 at the cost of \$11.00, which includes postage. The 2013 edition with a green cover is no longer available in the system.

14. Department By-Laws: The current Department of North Carolina By-Laws are available for free at the Department website at www.vfwnc.org. If a paper copy is desired, it may be purchased from Department Headquarters at a cost of \$2.50, which includes postage.

15. National Post Service Officer Guides: The most recent National Post Service Officer Guide (2013 edition) is available for purchase from the department headquarters for the sum of \$11 per guide, which includes postage.

16. Post inspections: In accordance with recent guidance disseminated by VFW National Headquarters, all District Commanders are to have all initial post inspections completed by 4 October 2013, the date of the Fall Council of Administration meeting. This will enable the posts to have ample time to correct any deficiencies prior to re-inspection, if this is necessary. District and Post Commanders are reminded that if a post operates a canteen, that Post must possess Dram Insurance, and that this point is to be covered all on inspections. Posts with no Dram Insurance must have their canteen closed.

17. Trustee Audit Form Colors: Posts and Districts are informed that there are no more blue and yellow colored Trustee Report of Audit forms. Any color, including white, can be used. The downloadable form is found at the Department website at www.vfwnc.org, then click on Tools, then click on Downloadable Forms. Trustee audits may be sent to the Department Headquarters by mail, or faxed to 919-261-6771, or emailed as an attachment to_qm@nc.vfwwebmail.com.

18. Roster Corrections: The Department Roster is corrected as follows: None.

ORDER OF:

**ERNEST ALLIS
DEPARTMENT COMMANDER**

OFFICIAL

M. Bruce Edwards

**M. BRUCE EDWARDS
Department Adjutant/Quartermaster**