

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

**GENERAL ORDER NO. 5**

**DECEMBER 2012**

**1. Winter Council of Administration meeting:** The Winter Council of Administration Meeting will be held at the Embassy Suites hotel at 204-201 Centreport Drive in Greensboro, February 1-3, 2013. There will be two business sessions, one on Friday, February 1, beginning at 3:00 p.m. and the second on Sunday, February 3, beginning at 9:00 a.m. The Joint Session, various committee meetings and training will be held Saturday morning with conference meetings set for Saturday afternoon. Make reservations by contacting the **Embassy Suites at 336-668-4535**. Room rates are \$112 plus tax. There are also 2-bedroom suites available at the co-owned **Homewood Suites** for \$179. The Reservation Code is **VFW**. **The cut-off date for hotel reservations is 10 January.** Comrades are reminded that due to State By-Laws changes, no items can be introduced as new business unless those items have been advertised on the Department's website for at least 45 days. Council members wishing to introduce new business should send their proposal to the Department Headquarters as soon as possible. **All 17 Voice of Democracy** District winners with their parents will attend the CofA, and the top 3 District winners of the Patriots' Pen competition.

**2. Registration Fee at Council Meeting:** In order to be more closely aligned with procedures at VFW National functions, State Commander Briggs has determined that overall registration fees will be charged at the Council of Administration meetings and State Convention this year. The registration fee for the February council meeting is \$35 per person, payable in advance to VFWNC, P.O. Box 25337, Raleigh, NC 27611 or at the VFW Registration Desk. The registration fee will cover the food at the Saturday evening Voice of Democracy/Patriot Pen Banquet, the Department Hospitality Room on 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. The VOD/PP Banquet is **Formal attire** (tuxedo if you have one, coat and tie if you don't).

**3. Quartermaster Bond Information:** The attention of all Post Officers is directed to Section 703 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. Additional coverage is available at \$3.00 per thousand under \$25,000 and \$2.50 per thousand above \$25,000. Bond forms are on line at [www.vfwnc.org](http://www.vfwnc.org) then at Tools tab, then at Downloadable Forms tab. 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. Failure to bond the Post Quartermaster by 1 January 2013 will result in suspension of a post's charter. Those posts whose Canteen Managers, Bartenders, Bingo Managers, or Kitchen Managers are insured under the Employee Dishonesty Clause of their liability insurance policies 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 or the Men's Auxiliary Treasurer, who must have a surety bond.

As of 16 November, the following posts do not have a valid Quartermaster Bond:

2756 Thomasville	3702 Roanoke Rapids	4066 Shelby
4096 Norlina	4312 Seaboard	5204 Forest City
7339 Franklin	7547 Clinton	7930 Raeford
9136 Mt Holly	9736 Croft	9751 Marshville
9850 Tarboro	9939 Candler	10000 Hiddenite
10222 Murphy	10607 Burlington	10630 Hope Mills
10940 Mt. Gilead		

- 4. Canteen fees:** 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 2012-13 year. Those posts that do not submit this fee will be considered to be in arrears to the Department. Failure to pay the Canteen Fee by 1 December 2012 will result in the closure of the post's canteen until the bill is paid. Posts which are operating a canteen without Department permission should immediately obtain such permission or risk closure and disciplinary action. As of 16 November, the following posts had not paid their Canteen Fee:

891 Asheville	3702 Roanoke Rapids	4286 Newland
6651 Wilson	7314 Hamlet	7339 Franklin
7547 Clinton	8986 Newport	9337 Gastonia
9983 Holly Ridge	10607 Burlington	

- 5. Missing State Convention Delegate 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. As of 16 November the following posts have not yet paid their 2012 convention fees, and therefore are in arrears to the Department. Failure to pay the 2012 State Convention Fee by 1 January 2013 will result in suspension of a post's charter. Quartermasters should pay these fees to the Department Headquarters as soon as possible.

3702 Roanoke Rapids-\$9	4024 Mocksville-\$9	4312 Seaboard-\$9
9116 Columbus-\$6	9136 Mt. Holly-\$6	9751 Marshville-\$9

9850 Tarboro-\$9  
12025 St Pauls-\$9

10000 Hiddenite-\$9 10222 Murphy-\$6

**6. Change to Department By-Laws Concerning Canteens:** The 81<sup>st</sup> Department Convention in June 2011 approved the following change to the Department By-Laws, Article XVI, Section 5: It now reads *“Hours during which the Canteen shall remain open must be prescribed in the Canteen By-Laws. All activities will cease at a time to be in accord with local and state laws. Every Post Canteen shall be closed to members of the Post during every Post meeting, and to members of the District during the Joint and Comrades’ portions of the District meeting hosted by that Post. Similarly, every Post Canteen shall be closed to members of the Auxiliary during every Auxiliary meeting, and to Auxiliary members of the District during the Joint and Auxiliary portions of the District meeting hosted by that Post.”*

**7. 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](http://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](mailto:qm@nc.vfwwebmail.com).

**8. 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. Effective with the July-August-September audit, incorrect audits are being returned by Dept. Hqs to the post quartermaster for correction.

**9. Note on Annual (Continuous) Dues:** If a comrade pays his dues through the Post Quartermaster, the Quartermaster should send \$21.25 to VFW National Headquarters and keep the difference between the \$21.25 and whatever the post dues are. If a comrade pays his dues using his direct dues deposit form that he gets in the mail from National, he will pay the entire post dues amount to National. National will then deduct \$21.25 from that amount, and remit the remainder back to the Post Quartermaster using ACH electronic money transfer only. Paper checks will no longer be issued to the post by National.

**10. VOD and Patriot Pen program:** State Commander Briggs has determined that the following Voice of Democracy and Patriot Pen program policies will apply: the 17 District VOD winners and their parents, and the top three Patriot Pen winners and their parents will be invited to the Winter Conference/Council of Administration meeting in February at the Embassy Suites in Greensboro. Winners will receive recognition at the meet-

ing, but their awards at their schools, where the VFW will receive better and more widespread community publicity. District or Department awards will not be awarded at a post, district, or department meetings. The top three VOD and Patriot Pen winners will be awarded by Department line officers, while the 14 other VOD and Patriot Pen District winners will be awarded by their District Commander at the school.

**11. Men's Auxiliary Members at Meetings:** Post and District Commanders are cautioned that Men's Auxiliary members may attend the Joint Sessions of meetings along with the Ladies and the Comrades, but may not attend the Comrades' business sessions, unless permitted by the Post or District Commander at that time. At this time, there is no District, Department, or National representation of Men's Auxiliary members, and National has no plans to implement any.

**12. New State By-Laws:** 2012-2013 Department (State) By-Laws (paper version) are available for purchase from the department headquarters for the sum of \$2.50 per booklet, which includes postage. The State By-Laws are also available for FREE online at [www.vfwnc.org](http://www.vfwnc.org), then Tools.

**13. New National By-Laws:** 2012-2013 National By-Laws and Manual of Procedure (Podium Edition) is available for sale at Department Headquarters. They have a green cover. The cost is \$11 per book, which includes postage.

**14. Post Service Officer Guides:** The most recent National Post Service Officer Guide (2011 edition) is available for purchase from the department headquarters for the sum of \$11 per guide, which includes postage.

**15. Post members mentoring requirements:** Post Commanders are reminded that in order to achieve All State status in 2011-2012, the Post Commander will need to submit to Department Headquarters a form stating that all new and reinstated post members were personally contacted at least once during the year by telephone or in person by a post comrade/mentor, and invited to a meeting or post event. This form is to be found in the 2011-2012 Department Membership Program book.

**16. Military Assistance Program (MAP) events:** MAP events, such as pre-deployment and post-deployment celebrations, are no longer allowed to be catered. In order for a MAP event to take place, the post concerned must adopt the unit using the Adopt-A-Unit program through the Department Headquarters. The post will then supply the comrades, sisters and brothers to man the event for cooking, serving, and recruiting. The Department Headquarters will pay for the event, with either MAP Chairman Jim Clark, National MAP Committee Member Roland Rochester, or National Guard Coordinator Frances Crawford purchasing the food and supplies and obtaining the receipts.

## **17. ROSTER CHANGES:**

\*Page 1 of Department Officers: The new District 5 Commander is Chris Sikes, 700 Ridgcrest Lane, Rocky Point 28457, telephone 910-352-6156.

\*Page 1 of Department Officers: The correct telephone number for District 7 Commander Mark Bergman is 919-434-8791.

\*Page 1 of Department Officers: The correct telephone number for District 8 Commander Jessie Bellflowers is 910-964-8103.

\*Page 3 of Department Officers: The new Assistant Membership Chairman for the Eastern Conference is Greg Stafford, the District 1 Commander.

\*Page 4 of Department Officers: The correct email for State Service Officer Cleo Summers is cleophus.summers@va.gov.

\*Page 9, District 4: Pamlico County Post 8094 has consolidated with Post 2514, and 8094's data should be removed.

\*Page 30, District 10: Greensboro Post 10290 has consolidated with Post 2087, and 10290's data should be removed.

\*Page 33, District 11: David Mitchell Post 5953 has consolidated with Post 11173, and 5953's data should be removed.

\*Page 49, District 16: Sgt Daniel Frank Hyatt Post 891 has changed its meeting night to the 3rd Thursday of the month at 6:30 p.m. They have a new unofficial email address of asheville891@gmail.com, but all official VFW mail must be directed to cdrpost891@nc.vfwwebmail.com or qmpost891@nc.vfwwebmail.com.

**BY ORDER OF:**

**TED BRIGGS  
STATE COMMANDER**

**OFFICIAL:**

*M. Bruce Edwards*

**M. BRUCE EDWARDS  
STATE ADJUTANT/QUARTERMASTER**

**NOTE: THIS GENERAL ORDER CAN BE VIEWED AT THE  
DEPARTMENT OF NORTH CAROLINA'S WEBSITE AT  
[www.vfwnc.org](http://www.vfwnc.org).**