

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

GENERAL ORDER NO. 2

SEPTEMBER 2014

1. District Correspondence Flow: In accordance with changes in the National Manual of Procedure, State Commander Jack Goin 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.

3006 Salisbury - \$27

9925 Stedman - \$12

11173 Walnut Cove -\$9

11533 W. Greensboro - \$9

3. 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 pm and one on Saturday at 3:00 pm, 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 **VWV.**

4. Registration Fee at Council Meeting: There will not be a combined registration fee at the October Council meeting. Tickets for the hospitality room on Friday and Saturday nights have increased to \$20.00 per person.

The State Commander's and State President's Homecoming Banquet will be in the Salon C/D on Saturday night tickets are \$35.00 attire is Business Casual, contact Headquarters for reservations or prepayment of Banquet Tickets at 919-828-5058 or you may purchase at the C of A.

All hospitality rooms will be closed from 7:00 pm to 9:00 pm Saturday night for the Reception. If an individual does not desire any social events, there is no fee.

5. 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 2014-15 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.

6. Expense Vouchers: All Officers and District Commanders must submit their 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. Any voucher not completely and correctly filled out by the instruction sheet will be put aside and reimbursed at a later date.

7. 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.

8. POST RESERVE: Attention is directed to section 218(a)(5)(f), Manual of Procedure which mandates Post Quartermasters to maintain a dues reserve fund as prescribed in sections 717 of the National By-Laws and the Manual of Procedure.

9. 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.

10. Deputy Inspectors: In accordance with Article V, Section 517(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.

11. Missing National Convention Delegate Fees: According to VFW National Headquarters, as of 14 August, numerous posts have not yet paid their 2014 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 St. Louis. Posts which fail to pay this fee will have it deducted from their dues return at National Headquarters.

12. National By-Laws and Manual of Procedure: The 2015 National By-Laws and Manual of Procedure will be available to purchase from Department Headquarters in late October 2014 at the cost of \$11.00, which includes postage.

13. 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.

14. 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.

15. Attention of Post Commanders is directed to section 1001(24) of the Manual of Procedure concerning alcoholic beverages in the Post meeting room during the Post meeting: "The presence, dispensation, and/or consumption of alcoholic beverages in VFW meeting rooms during VFW meetings is unacceptable and is prohibited."

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 2014, 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:

VOD Chairman – PDC John Shelander (670) 402 Trinity Drive, Fayetteville, NC 28301
Home: 910-323-2695 pastcdrshelander@nc.vfwwebmail.com

Surgeon – Chris Sykes address is 108 E. Strawberry Lane, Rocky Point NC 28457

Asst Inspector (East) Thomas Toler address is PO Box 673, Vanceboro NC 28586

District 11 CDR Don Isaacs Phone is 336-368-2378

District 5 QM Chris Sykes address is 108 E. Strawberry Lane, Rocky Point NC 28457

Post 6812 CDR is Thomas R Lyvers, 17 Lora Ln, Warne NC 28909 ph (828) 3892514

Post 8013 CDR is Frank A Cucumber, 399 Lizzie Cucumber Rd Whittier NC 28729

Post 4286 CDR Kevin Holden Phone is 828-964-7993

Post 11173 meeting date is the 2nd Monday of each month

Post 11119 mailing address is PO Box 673 Vanceboro, NC 28586

OFFICIAL:

Billy Ray Brown
ADJUTANT/QUARTERMASTER

ORDER OF:

John “Jack” Goin
DEPARTMENTCOMMANDER