

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

**GENERAL ORDER NO. 3**

**OCTOBER 2014**

**1. Post Election Reports:** According to VFW National Headquarters, all Posts and Districts in the Department have filed an Election Report at this time.

**2. 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. **ONLY ONE EXPENSE FORM PER MONTH** will be accepted at HQ.

**3. The Winter Conference/Council of Administration meeting** will be held at the Embassy Suites in Greensboro, 5-7 February, 2015. There will be two business sessions, one on Friday, beginning at 4:00 p.m. and one on Saturday at 3:00 p.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**.

**A dedicated website is now available for your attendees to book their hotel rooms online. Reservations can be made starting 13-Oct-2014 at this web address:**

**Booking Website:**

[https://resweb.passkey.com/Resweb.do?mode=welcome\\_ei\\_new&eventID=12335752](https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=12335752)

**4. Registration Fee at Council Meeting:** There will not be a combined registration fee at the February Council meeting. Separate tickets for the hospitality room on Friday and Saturday nights and the VOD / Patriot Pen Banquet on Saturday night will be sold.

If an individual does not desire to visit the hospitality room at all but wishes to go to the Reception, the cost is \$35 per person. If an individual desires to visit the hospitality room but not the Reception, the cost is \$15 per person.

So the most that any individual would pay would be \$50. 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.

**5. Sale of Post Property:** Attention is directed to Article VII, Section 709 of the National By-Laws, which reads in part: No Post shall purchase, sell or otherwise transfer title or any interest in real estate unless written notice of such proposal has first been given to each member of said unit and the Department Commander ten (10) days prior to such regular or special meeting at which the proposal is to be considered, and then only by two-thirds (2/3) vote of approval of the members present and voting at such regular or special meeting. The Department By-Laws extends the notification time to Department

Headquarters to 30 days prior to such a sale.

**6. 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 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. Posts which have not paid their Canteen Fee by 1 December 2014 will have their canteens temporarily closed until the fee is paid. Posts still owing the fee are:

6651 Wilson	7383 Cary	6724 Paw Creek
2031 Statesville	5206 Hendersonville	5198 Canton

**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 online at [www.vfwnc.org](http://www.vfwnc.org), “Tools,” “Downloadable Forms.”

**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 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 surety bonds. **Posts not bonded by 1 December 2014 will be suspended until the bond is paid.**

Posts currently not bonded are:

2008 Laurinburg	2574 Eden	4059 Mint Hill
4096 Norlina	4147 Bailey	4312 Seaboard
5206 Hendersonville	5483 Mars Hill	5955 Selma
6064 Tabor City	6983 Angier	9157 Black Mountain
11533 W Greensboro		

**8. 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 2014 state convention fees as of 16 October, 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 by 1 December 2014 will result in post charter suspension until they are paid.

3006 Salisbury - \$27

11533 W. Greensboro - \$9

**9. Alcoholic Beverages in Posts:** All Post Commanders will take action as deemed necessary to eliminate any drinking of any alcoholic beverages in the meetings or meeting halls when canteen patrons should be in the duly constituted meetings, as required by Section 5, Article XVI of the Department By-Laws. All comrades drinking in a canteen at the start of or during a meeting will be ordered to either leave or attend the meeting- there are no other choices of action. Any reported violations of this order will be severely dealt with under the punitive provisions of the VFW National By-Laws, to include mandatory closure of the canteen for an indefinite period. This practice by some Posts not only violates our ritual, but also discredits the honored memory of our fallen comrades and is contrary to the moral ethics based upon long and distinguished records of this organization. All District Commanders are hereby charged with the responsibility of the enforcement of this order, and the duty of reporting violations thereof to the Department Commander.

**10. 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 invited 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.

**11. VOD and Patriot Pen program:** State Commander Goins 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 meeting, 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.

**12. VFW National By-Laws and Manual of Procedure:** The 2014 National By-Laws Podium Edition will be printed by National in October, and will be available from this headquarters for purchase shortly thereafter. Cost will be \$11, which includes postage. These may be ordered now.

**13. 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.

**14. 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 are to be sent to your **District Commander or Quartermaster** who will then send 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).

**15. 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 will be returned by Headquarters to the post quartermaster and trustees for correction and the District Commander informed of the return.

**16. Roster Changes:**

Post 2573 QM Jody Branahm 5118 Ilex Dr. Wilmington, NC 28412  
PH: (910) 520-1093

Post 5204 CDR Larry W Greene 121 Sterling St PO Box 535 Spindale, NC 28160  
PH: (828) 287-9109

Post 5204 QM James F Williams PO Box 1352 Forest City, NC 28043  
PH: (828) 245-5800

Post 8013 CDR Frank Cucumber 399 Lizzie Cucumber Rd Whitter, NC 28789  
PH: (828) 497-2732

Post 8013 QM Steven Lusk 371 Firefly Rd Whittier, NC 28789  
PH: (828) 497-9166

Post 9133 CDR Gary Shaver 2732 White Oak River Rd, Maysville NC 28555  
PH: (910) 494-6921

Post 9281 CDR Donald j Gaucher 5100 Ela Rd, Lot C6 Bryson City NC 28713  
PH: (478) 804-3558

**BY ORDER OF:**

**Jack Goin**  
**STATE COMMANDER**

**OFFICIAL:**

*Billy Ray Brown*

**Billy Ray Brown**  
**STATE ADJUTANT/QUARTERMASTER**