

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

**GENERAL ORDER NO. 5**

**March 2015**

**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. District Nominations for Office:** Attention is called to Section 417 of the National By-Laws and manual of Procedure, which provides that District Officers are nominated and elected at the District Convention (which will occur in the Department of North Carolina in April and May).

**3. Post Nominations for Office:** Attention is called to Section 417 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 or transmitted online immediately back to National Headquarters with a copy furnished to their District Commander and Department Headquarters. These copies must be mailed or e-mailed immediately after the election in April. If posts register their election online with National, they must still mail or e-mail (as an attachment) their post election report to their District Commander and Department Commander.

**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 April or May district meeting. Immediately following the District Convention, an election report listing the new officers must be mailed or e-mailed to Department Headquarters. Posts 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 2015 at the time of the meeting. An instruction sheet on how to correctly run a District Election is included in this General Order as an attachment.

**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 in June 2015.

**7. Buddy Poppy Campaign:** Commanders should begin organizing their 2015 Memorial Day Buddy Poppy sales. Poppies are available thru Department Headquarters at \$109.00 per thousand. Commanders/Quartermasters are cautioned to use the current Buddy Poppy Order Form and include \$6.00 shipping and handling.

**8. State Convention:** The 85<sup>th</sup> State Convention will be held in Greensboro at the Greensboro Embassy Suites Hotel, June 5-7, 2015 with an outgoing Council of Administration meeting on Thursday, 4 June. The telephone number for reservations is 336-668-4535. In order to be reimbursed for hotel room expenses by Department, a Department level officer must reside at the Embassy Suites Hotel only. An Incoming Council meeting will be conducted on Sunday, 7 June.

**9. National Convention:** The 116<sup>th</sup> National convention will be held in Pittsburgh, Pennsylvania, July 18-22, 2015. To make reservations, visit the VFW website at [www.vfw.org](http://www.vfw.org) or mail your reservation form to the address on the form or call the telephone number also located on the reservation form. North Carolina state headquarters will be at the Omni William Penn. Cost of rooms are \$175.00 plus tax for a one or two bed room. Comrades are cautioned that if they wish to attend the Southern Conference meeting, it is normally conducted on Saturday.

**10. 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 (to include mileage) by the instruction sheet will be returned to the individual who submitted it.

**11. Officer Proof of Eligibility Requirements:** All Posts and Districts should be reminded of the provisions of Section 216 and 416 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. Nominations for Post/District Chaplains of the Year:** The Department Chaplain is accepting nominations for Post and District chaplain of the Year. Post and District would submit a brief narrative of the contributions to the VFW and the community by the nominee. Narrative should be no more than 500 words. Nominations can be e-mailed or regular mail to: [chaplain@vfwnc.com](mailto:chaplain@vfwnc.com) or Jim Dyer, P.O. Box 187, Wake Forest, NC. 27588.

**13. 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.

**14. 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.**

**15. State Convention Delegate Fees:** Attention is called to Article VIII, Section 4: "Each member of the Department (State) Convention entitled to vote shall pay a registration fee not to exceed \$3.00 for each Post delegate to the Department Convention." Delegate credential forms to the Department Convention will be disseminated by mail to all concerned. District Commanders must insure that all Posts have access to the Delegate packet. Posts must register ALL delegates or the Posts may not vote any of them. Also, Posts must pay the Delegate fees whether or not any delegates attend the Convention.

In order to vote at the Convention, Posts must: (1) Not be in the arrears to the Department Headquarters, to include having paid their Delegate credentials fees. (2) Have all four audits at the Department Headquarters June 14, Sept 14, Dec 14 and Mar 15), (3) Have a election report on file at Department Headquarters.

**16. 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."**

**17. Roster Corrections:** The Department Roster is corrected as follows:

Department Adjutant - John Blueher - 1044 Copeland Road, Sanford 27330; Cell 910-985-0321

Department Quartermaster – Charles Slater – 828-458-8380

**OFFICIAL:**

*John Blueher*  
**ADJUTANT**

**ORDER OF:**

**John "Jack" Goin**  
**DEPARTMENT COMMANDER**