



**HEADQUARTERS
DEPARTMENT OF MISSOURI
VETERANS OF FOREIGN WARS OF THE U.S. INC
GENERAL ORDERS NO. 5**

Series 2022-2023

November, 2022

(To be read or distributed at a regular Post meeting and filed)

1. The Winter Council of Administration Meeting and Voice of Democracy, Patriots Pen, and Teacher of the Year Banquet will be held on January 27th. and 28th. 2023, at Hilton St Louis Airport, St Louis, MO. All members of the Council, as well as Committee and Chairpersons, should make every effort to attend and be prepared to report in accordance with the agenda, which will be provided as we get closer to the meeting date. Room reservations can be made by calling the hotel at 314-426-5500 or by clicking on the link on attached flyer. It is highly recommended you use the link to make your reservations. Banquet details will be sent out as soon as we have them.

2. Post and District Commanders are reminded that the Department pays the **cost of the meal only for the student to attend the Voice of Democracy banquet.** Meals and lodging for the parents and guests of the student must be arranged through Department Headquarters and paid for by the District or Post, depending on District by-laws or standing rules. A special form to make rooming and meal arrangements for students, their families, and guests will be distributed by the Voice of Democracy Chairman. **It is important that this form be used and returned to Department Headquarters by the date indicated on the form. Credit card information must be included to hold the room. If the hotel doesn't receive a District or Post check at the event, the room will be charged to the credit card listed on the form. DO NOT SEND PAYMENT TO DEPARTMENT FOR DISTRICT WINNER'S ROOM. Please do not make room reservations for the district winner outside the special form explained above. A block of rooms has been set aside for this purpose.** Please contact Angela at Department Headquarters if you have any questions.

3. Section 105 of the National By-Laws is clear on Members in Good Standing in the Post. Members that have not paid their 2023 dues by their expiration date are not in good standing until the dues are paid. Section 220 of the National By-Laws states, "Any elective Post Officer removed by the Department Commander, by reason of failure to pay current dues ---shall not be eligible to serve in any Post office in the same administrative year in which the officer is removed." **Post Commanders shall ensure that all their Post Officers have paid their 2023 dues by their expiration date. There's no reason to delay until the last minute. Post Officers failing to pay their 2023 dues by their expiration date will be removed from office and aren't allowed to serve in any office for the remainder of the administrative year. Post Commanders and Quartermasters are encouraged to check their rosters and make sure their officers renew on time. We currently have 16 Post with at least one (1) Officer's Dues Expiring prior to January 1, 2023.**

4. Voice of Democracy, Patriots Pen, and Teacher of the Year deadlines are coming up. Please don't forget to get these in on time. If you have any question please call Quincy Myrick, VOD/PP Chairman, @ 573 200-0428 or Randle Tolliver, Teacher Chairman, @ 573 924-2382.

5. The National By-Laws and the Missouri All-State Program require the Post Commander or a Post Representative attend all meetings (**including School of Instruction**) called by the District Commander. Post Commanders should familiarize themselves with Article II sec. 218 – Officers: Duties and Obligations and ensure they are meeting their obligations.

6 I want to call your attention to the following section of the National By-Laws and Manual of Procedure. Any Post not in compliance is subject to suspension.

Sec. 709 - Control of Units - "Any Post owning and/or operating, directly or by reason of a holding company or other entity substantially controlled by the Post or its members, a canteen, clubroom or other facility available to members or guests must maintain general liability insurance, including, if necessary or appropriate, liquor liability insurance. **Such insurance must be of a type and amount sufficient to protect the Post and must name, as additional insured's, the Veterans of Foreign Wars of the United States and the Department in which such Post is located. Post shall ensure policies purchased include these additional insured statements.**

If the Liability and Dram Insurance Blocks on the State Dashboard are **RED** it means we do not have a current "Certificate of Insurance" on file for your Post. Please forward a copy, or have your agent send a copy, to Department ASAP. You can mail to 3401 Knipp Dr. Jefferson City, MO. 65109 or email to adj@movfw.org or hqangela@vfwmo.org.

7. Posts are reminded that **ALL** Officer Changes must be reported to National and Department. You can email a copy of the Officer Change Form to me at adj@movfw.org or Fax a copy to 1-573-636-2664 or mail a copy to: 3401 Knipp Dr, Jefferson City, MO 65109.

8. The 2022-23 Membership Campaign is now underway. As of today, October 27, 2022 the Dept. of MO is at 87.98%. Now is the time to start calling your Annual Members to check on them and urge them to renew as soon as possible. National Headquarters runs a membership incentive usually monthly. Watch your email or go on vfw.org for information.

9. Reminder to Posts and Districts: The Voice of Democracy and Patriots Pen Scholarship program needs your support. In order to continue to give scholarships to our District winners we need to build up our scholarship fund. Commander Kelb has initiated an incentive for Post that make a donation (**no donation is too small**) to this cause. Please forward your donation to Department Headquarters with VOD/PP Scholarship noted in memo section of the check. See attached sheet for incentive details.

10. All Posts are required to file a Federal Income Tax return. **NO EXCEPTIONS!** Posts may obtain forms 990EZ, 990 and/or 990T from any IRS Office, or online at <http://www.irs.gov>. Posts with a year end of 30 June must file with the IRS prior to 15 November 2022, (most posts have a year end of 30 June). **Failure to file will result in the loss of your tax-exempt status.**

11 All inspection reports should be mailed directly to the Department Inspector, Randal Wansing, 41 Jamestown Dr. Saint Peters, MO. 63376-1335. If a Deputy Inspector wishes to

claim mileage for travel in connection with the inspections, he/she must submit a voucher to the Department Inspector for approval.

12. Anyone requesting a Department Officer to attend a function must submit a **written request** to Department Headquarters at least 30 days prior to the date of the function. An e-mail to the Adjutant at adj@movfw.org is acceptable.

13. The reporting section of the Online Reporting is up and running. You can now submit all reports using the system. Chairman should be able to view and approve or reject their reports. To login go to movfw.org and click on Login, then Members Only. You will need your membership ID number. The password is your last name with the first character capitalized. The system works the same as last years, in that you must submit a report for each activity. Therefore, if the event was for instance a Service Officers event, recruiting event, and Buddy Poppy event, 4 reports will be necessary. The Dashboard for the Online Reporting System is up and running but still being tweaked. This will provide totals for every post and district by category for anyone to check on their progress. If you have any member that cannot log on or have any questions or problems, please call Ken Allison at 636 448-3061.

14. **All Post are strongly encouraged to log onto the VFW Department of Missouri Webmail.** The Post account is post (your post #) @movfw.org; i.e., postxxxx@movfw.org; Please see your predecessor for current password. You can then change the password to whatever you want. Access to webmail is through the State website, www.movfw.org. Go to the top task bar and click on LOGIN and then click on Webmail. You will see in the middle "change email password". Once this is completed, go back to the Webmail login screen, and go to Check Your Email. Enter your email address and password on the next screen. You should be in your emails. If you have any issues, please contact Ken Allison at 636-448-3061.

15. If your Post has not ordered your quota of Buddy Poppies, you are encouraged to do so ASAP. Due to staffing issues at National Headquarters, we are experiencing some delays. Please see your Post Commander Handbook for order form and quota you need to order. If you wish to charge them on a Credit Card, please fill out the Credit Card information. Otherwise mail a check along with the form. **(Orders will not be taken over the Phone)**
(When the order is placed with National your Post will be Cc'd on the email. If you do not see an email within a few days of sending your order to us, please give us a call to verify that we rec'd your order.)

16. All Posts should obtain current 2023 copy of the podium edition of the Congressional Charter, Bylaws, Manual of Procedure and Ritual. The revised edition of the Congressional Charter, Bylaws, Manual of Procedure and Ritual are available through the VFW Store at National Headquarters. The 2023 revised edition reflects the amendments adopted by the 123rd. National Convention, which becomes effective on August 20, 2022.

17. Posts who have Ceremonial Rifles are reminded that these are ACCOUNTABLE weapons and must be SECURED! Leaving them in an unsecured locker or room is not proper security. Commanders' and Quartermasters' **WILL BE HELD LIABLE** if weapons and ammunition are not properly secured and are lost, stolen or misplaced. Posts are NOT AUTHORIZED to sell these weapons. If a Post is dissolved, the rifles must be returned to TACOM.

18. Article VII sec. 704 of the National By-Laws and Manual of Procedures establishes the requirement for all Posts to establish and maintain a Relief Fund. Expenditures from the relief fund shall be as prescribed in section 704 of the Manual of Procedures. Expenditures authorized include donations to Veteran Service, National Home, and support of the National Guard and their families. All Posts should review their accounting practices and ensure they are meeting this requirement.

19. These are the District Meetings scheduled in the months of November and December.

DIST.	DATE	POST	LOCATION/TIME	OFFICER	REMARKS
6	11/6/22	4195	Knob Noster 12 pm	Commander	District Meeting
7	11/12/22	534	Joplin 10 am	Commander	District Meeting
8	11/6/22	5741	Leadington, 1 pm	Jr. Vice	District Meeting
18	11/5/22	4107	Lebanon 10 am	Commander	District Meeting
12	12/10/22	3944	Overland/St Ann 12 pm	Commander	District Meeting VOD Awards

Official:
Donald L. Hentges
Adjutant

By Order of:
Royce Kelb
Commander