



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

Series 2023-2024

November 2023

(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 February 9 and 10, 2024, at Stoney Creek Hotel, 2601 S. providence Road, Columbia, 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 573 442-6400.
2. 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 Scott Huffman, VOD/PP Chairman, @ 417 683-1904 or Jerry Youngblood, Teacher Chairman, @ 816 520-2174
3. 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.
4. 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 "Certificate of Insurance" on file for your Post, or it has expired. 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.

5. 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 adj@movfw.org or Fax a copy to 1-573-636-2664 or mail a copy to: 3401 Knipp Dr, Jefferson City, MO 65109.

6. Section 105 of the National By-Laws is clear on Members in Good Standing in the Post. Members that have not paid their 2024 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 and Quartermasters are encouraged to check their rosters and make sure their officers renew on time. We currently have 17 Post with at least one (1) Officer's Dues Expiring prior to January 1, 2024.**

7. 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 2023, (most posts have a year end of 30 June). **Failure to file will result in the loss of your tax-exempt status.**

8. 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.

9. The Voice of Democracy and Patriots Pen Scholarship program needs your support. Department needs Posts, Districts, and Auxiliaries to donate to cover these scholarships. Besides helping the kids, there are some good incentives to donate. Please see attached flyer.

10. The 2023-24 Membership Campaign is now underway. As of today, October 27, 2023 the Dept. of MO is at 86.10%. 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 monthly. Watch your email or go on vfw.org for information.

11. 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.

12. The attention of Post and District Commanders and Inspecting Officers is directed to section 703 of the National By-Laws - Bonds. Each accountable officer of this organization shall be bonded with an indemnity company as surety in a sum at least equal to the amount of the liquid assets for which he may be accountable. Liquid assets are defined as cash on hand or in the bank and other negotiable instruments readily convertible into cash.

13. All Posts should be using the Online Reporting Portal. If you have any member that cannot log on or have any questions or problems, please call Ken Allison at 636 448-3061 or Randall Craig at 573 312-3777. Or email Ken at webmaster@movfw.org or Randall at asstwebmaster@movfw.org.

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. 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 sections 219 & 704 of the Manual of Procedures. Expenditures authorized include donations to Veteran Service, National Home, and support of the National Guard and their families. Audit Reports received at Dept Headquarters indicate that many Posts may not be meeting this requirement. All Posts are to review their accounting practices and ensure they are meeting this requirement.

16 If you have not ordered the 2024 edition of the VFW National Bylaws and Manual of Procedure from the VFW Store, please do so ASAP. You are required to have the latest addition on hand at your Post and District.

17. **REMINDER:** VMS donations will only be handled through the Dashboard moving forward. An email was sent out June 29, 2023, annotating this change and explaining the NEW donation page. All Posts have to do is click on the VMS donation tab on the Dashboard to donate. The link will point them to OMS. No more checks to the National Headquarters.

18. These are the District Meetings scheduled for the month of November.

Dist.	DATE	POST	LOCATION/TIME	OFFICER	REMARKS
2	11/4/23	5923	Camdenton, 11 am	Commander	District Meeting
6	11/5/23	5925	Lincoln 12 pm	Quartermaster	District Meeting
7	11/4/23	534	Joplin, 10 am	Jr. Vice Cdr.	District Meeting
8	11/5/23	2210	Ste. Genevieve, 1 pm	Chief of Staff	District Meeting
18	11/4/23	4107	Lebanon 10 am	Sr. Vice Cdr.	District Meeting

Official:
Donald L. Hentges
Adjutant

By Order of:
Charles Williams
Commander