



**HEADQUARTERS
DEPARTMENT OF MISSOURI
VETERANS OF FOREIGN WARS OF THE U.S. INC
GENERAL ORDERS NO. 4**

Series 2021-2022

October 2021

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

1. The Winter Council of Administration and Voice of Democracy Banquet will be held on February 4 & 5, 2022, at Crowne Plaza St Louis Airport, St Louis, MO. More information will be published in next month's General Orders, and on the Missouri Web Page (movfw.org) as it becomes available. All members of the Council, as well as Committees and Chairpersons, should make every effort to attend and be prepared to report in accordance with the agenda, which will be provided prior to the meeting.
2. The Big Ten Conference will be October 15-17, 2021 at the Holiday Inn Rapid City – Rushmore Plaza, 550 N. Fifth Street, Rapid City, SD 57701.
3. The annual trip to the National Home for Children will be 21-24 October, 2021. The Missouri Halloween theme is "MASH". You can contact the VFW or Auxiliary Chairman for character suggestions. **Deadline to sign-up is 4 October.** There is a Registration Form and Agenda attached. If you have questions concerning the National Home you can contact Marilyn Archuletta at 660-473-3223, or e-mail: natlhomechrm@movfw.org
4. Posts that have alcohol consumed on their premises (sold or given away), the following section of the National By-Laws and Manual of Procedure apply! 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.**
5. The National Bylaws provide for only one type of membership: Active Membership. There are no provisions in the National Bylaws, nor is there any authority or justification for issuance of Club Membership cards, Associate Member cards, Honorary Membership cards, Courtesy Membership cards or any other special type of cards. Any Post issuing such unauthorized cards, or conducting club operations open to the general public, endangers its standing with the Internal Revenue Service as a non-profit organization. Officers signing outlaw cards admitting non-members to VFW premises are subject to disciplinary action. National and Department

officers cannot defend practices that conflict with VFW Bylaws or procedures.

6. 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. Sections 219 and 704 of the Manual of Procedure outline the various things for which the Post Relief Fund can be used. Several years ago, the phrase, "To foster true patriotism through historical and educational programs," was added to this section. This allows the Post to use the relief funds for the Voice of Democracy program or other Americanism programs that are educational. This does not include Post building projects, hall remodeling, color guard uniforms or any other expenditure that does not follow these guidelines.

7. Quarterly audit reports for the period ending 9-30-21 are due 10-31-21. This deadline must be met for All State Contest purposes and is required by National By-Laws. Audits must be at Dept. Headquarters on or before the last day of the month. Postmarks do not count as each Post has 30 days to conduct and mail, fax, or email the complete Audit Report to Dept. Headquarters, 3401 Knipp Drive, Jefferson City, MO. 65109. The fax # is (573) 636-2664 or email to adj@movfw.org; or hqangela@movfw.org.

8. If your Post has not ordered your quota of Buddy Poppies, please do so ASAP. 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)**

9. Proceeds from the Raffle of the Savage 110 in 6.5 RPC, w/Vortex Crossfire 3X9 scope and adjustable trigger are to be used for the Hospitality Room at the 2022 National Convention in Kansas City. All funds and requests for additional tickets are to be mailed to Sr Vice Commander Royce Kelb at PO Box 103, Lincoln, MO 65338 so he can account for which tickets have been sold or returned. All proceeds will be turned over to the Department Quartermaster. Drawing will be in June at the State Convention.

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 2021, (most posts have a year end of 30 June). **Failure to file will result in the loss of your tax-exempt status.**

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. All inspection reports should be mailed directly to the Department Inspector, Paul Frampton. His address is: 12855 NW Oakside Ct. Platte City, MO. 64079. 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.

13. Post Commanders are reminded that Community Activity Reporting is now on-line through the on-line Reporting program. Either Post or its Auxiliary may submit an activity through Online Community Activity Reporting. If the person submitting the report fails to include

a name and means of contact, the reviewer reserves the right to reject the report outright. Please help us to help you get these reports correct.

14. All Posts should obtain current 2022 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 2022 revised edition reflects the amendments adopted by the 122nd National Convention, which becomes effective on Sept. 2, 2021.

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

16. 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.

17. **All Post are strongly encouraged to log onto the VFW Department of Missouri Webmail.** Please see your Post Commanders Handbook for details on how to do this. If you have any issues, please contact Ken Allison at 636-448-3061.

18. The following District Meetings for the month of October are announced:

DIST.	DATE	POST	LOCATION/TIME	OFFICER	REMARKS
1	10/9/21	2176	Bethany 11 am	SR VICE	District Meeting
2	10/9/21	3168	Buckhorn 1 pm	CDR	District Meeting
9	10/10/21	3772	Mexico 1 pm	CDR	District Meeting
14	10/17/21	3404	Springfield 12:30 pm		District Meeting
15	10/17/21	6477	Poplar Bluff 12 pm		District Meeting
17	10/17/21	2508	Kirksville 12 pm	Chief of Staff	District Meeting

Official:
Donald L. Hentges
Adjutant

By Order of:
James Nail
Commander