



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

Series 2022-2023

October, 2022

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

1. The Fall Council of Administration Meeting will be held on October 7th and 8th 2022 at the Holiday Inn Executive Center, 2200 Interstate 70 Dr SW, Columbia, MO. 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. A tentative Agenda is attached. The VFW and Auxiliary will be conducting a community outreach program to collect canned food items, toiletries, and diapers for the Mid-Missouri Military Family Pantry located at Department Headquarters. We will also accept monetary donations and in fact encourage this so the pantry can go purchase needed items not normally stocked. Please see attached flyer.
2. The Big Ten Conference will be October 14–16, 2022 at the Potawatomi Hotel & Casino, 1721 W. Canal St., Milwaukee, WI. 53233.
3. 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.
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 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 hgangela@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 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.

6. The 2022-23 Membership Campaign is now underway. As of today, September 26, 2022 the Dept. of MO is at 85.89%. Now is the time to start calling your Annual Members to check on them and urge them to renew as soon as possible. Due's reminder notices were mailed by National Headquarters to all Annual members in late June.
7. Reminder to Posts and Districts: The Voice of Democracy and Patriots Pen Scholarship program needs your support. Department needs Posts or Auxiliaries to (co)sponsor scholarships. Please forward \$500.00 to Department Headquarters prior to September 30, 2022. You can make a onetime payment for the full amount or monthly installments. Scholarships will be paid out over a five-year period to district winners. Scholarship sponsor's name(s) will be listed in the banquet program each year.
8. 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.**
9. 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.
10. The annual trip to the National Home for Children will be 20-23 October, 2022. The bus is full so no mere applications to ride the bus are being accepted. If you have questions concerning the National Home you can contact Marilyn Archuletta at 660-473-3223, or e-mail: natlhomechrm@movfw.org
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 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.
13. **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.

14. 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.)

15. 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.

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. 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.

18. These are the District Meetings scheduled in the months of October and November.

DIST.	DATE	POST	LOCATION/TIME	OFFICER	REMARKS
1	10/15/22	1471	Marceline 10 am		District Meeting
2	10/29/22	4756	Linn, 11 am	Commander	District Meeting
3	10/16/22	1668	St Joseph (@ Eagles Club), 1 pm		District Meeting
5	10/2/22	1000	Independence, 1 pm	Commander	District Meeting
9	10/09/22	3772	Mexico, 1 pm	Commander	District Meeting
14	10/16/22	3404	Springfield 12:30 pm		District Meeting
15	10/16/22	7183	Lilbourn - 12 pm		District Meeting
17	10/16/22	4342	Kahoka 12 pm	Chief of Staff	District Meeting
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

Official:
 Donald L. Hentges
 Adjutant

By Order of:
 Royce Kelb
 Commander