

**VETERANS OF FOREIGN WARS OF THE UNITED STATES AUXILIARY
DEPARTMENT OF COLORADO**

**GENERAL ORDERS #2
November 1, 2017**

All General Orders from the Department President are official and must be read at the first meeting following receipt before being filed for reference.

1. In accordance with Section 810 – President, Duties of (All Levels) Presidents are reminded:
 - a) Shall preside and maintain order at all meetings and enforce a strict observance of the Bylaws and Ritual of the Organization and all orders from proper authority.
 - b) Shall appoint all Officers and committees not otherwise provided for.
 - c) Shall see that there is no disruption during the meeting and if so, has the right to have the member causing the disruption removed.**
 - d) Shall, within thirty (30) calendar days after assuming the duties of office, submit to the Commander of the corresponding unit of the VFW, a financial report and membership count of their Auxiliary
 - a. Such reports will be acknowledged by each respective Commander during the next regular meeting of the Post over which he/she presides and may be read to the members assembled.
 - e) Should register for the National Convention if attending.

2. Members are reminded of the traditions of the Auxiliary as printed on page 2 and 3 of the Booklet of Instruction taking particular note of item #6 – ***“All remarks must be addressed to the President and not by one member to another. A member wishing to address the President, will rise and say “Mister/Madam President,” but shall not speak further until he/she has been recognized by the President.”*** And item # 9 – ***“No alcoholic beverages will be permitted during Auxiliary meetings.”*** These items are also stated in the Member Obligation as printed on page 73 of the Ritual.
 - a. *If two members stand at the same time, the President will determine who stood first and recognize that person first. The second person will be seated until the 1st person is done. (Demeter’s pg 27/chapter 3(I)(5)Recognizing members and assigning the floor*
 - b. *No member will disrespect or embarrass any member of this organization at any time*

3. In accordance with Section 902 – Meeting Etiquette – members are to take note:
 - a) Cell Phones:
 - a. All cell phones and electronic messaging devices shall be set to the “off,” “mute,” or “vibrate” position during the entire meeting.
 - b. All calls shall be answered outside the meeting room.
 - c. The only exception shall be during the National Convention, where walkie-talkies or similar devices are used by the National President and National Headquarters staff for meeting purposes only.
 - b) Audio/Video Recording:
 - a. Individual members cannot record (video/audio) any portion of the Auxiliary meeting without prior knowledge of the body.
 - c) Smoking:
 - a. To include but not limited to tobacco products, e-cigarettes, etc., is not allowed during an Auxiliary meeting.
 - d) Alcoholic Beverages:
 - a. No alcoholic beverages will be permitted during Auxiliary meetings.

4. Department President Caroline Gelatt's Special Project is Colorado VFW Foundation. The proceeds from the sale of her special Veterans pin will go to support the Colorado VFW Foundation.
5. District Presidents and Auxiliary Presidents: Please be sure that all Districts and Auxiliaries have filed their 990-N reports and a copy sent to Department Treasurer, Cindy Anderson.
6. In accordance with Section 211 of the National bylaws, Auxiliaries may establish Standing Rules to provide for specified operations, activities, events, expenses and disbursements between meetings provided such rules do not conflict with the National or Department Bylaws.
7. **October 31** is the deadline for student entries to the VFW Post/Auxiliary for both **Voice of Democracy and Patriot's Pen Scholarship** programs. Judging of these entries at the Post/Auxiliary level is to be completed by **November 15** and the results forwarded to the District. Judging at the District level and forwarded to the Department must be completed by **December 15**.
8. Western Conference will be held November 2 - 5, 2017 in San Diego, California.
9. Department Membership Chairman, Rosie Mitchell asks that Auxiliary Treasurers process 2018 dues for new renewals, reinstates, and life memberships and send copies to Department Treasurer, Cindy Anderson as soon as they are received.
10. Using the "**Officers Change Form**" please notify **National Headquarters and Department Secretary, Ginny Rosa** of any changes in Auxiliary President, Secretary or Treasurer. Please notify above of changes in meeting dates, places, times and dues amounts.
11. Please make your donations to the Ralph Emerson/Jack Gulden Blood/Cancer Fund and the Department Service Office to VFW Department Headquarters. 1400 Carr Street, Lakewood CO 80214. Health and Happiness and Hospital donations should be sent to National and/or Department based upon your June 30 membership. Presidents please share the information from your Colorado Program Book with the Treasurer for instructions in making out the checks **and mailing them to the correct address**.
12. Please place your orders for Poppies with the Department of Colorado VFW, 1400 Carr Street, Lakewood CO 80214. Auxiliaries are required to purchase 250. If the Auxiliary and Post order together, be sure to note on the Order Form the amount purchased by each. Order forms may be found on the VFW website at www.vfwcolodept.org and in the Colorado Program Book.
13. Please notify **Department Secretary, Ginny Rosa** of any upcoming special events and celebrations so that Department and District Officers may attend if available.
14. A special thank you to all those attending the Parade of Programs in Craig Colorado. The Program Chairmen did an outstanding job of promoting their programs and I am sure that you were able to take something back to your Auxiliaries.

BY ORDER OF:

/s/ Caroline Gelatt

Caroline Gelatt, President

ATTEST:

/s/ Ginny Rosa

Ginny Rosa, Secretary