

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

GENERAL ORDERS #2

November 1, 2018

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

1. **Presidents on all levels** are reminded that their duties in accordance with Section 810 of the National Bylaws are to preside and maintain order and enforce a strict observance of the Bylaws and Ritual of the organization; appoint all officers and chairman not otherwise provided for; see that there are not disruptions during the meeting and has the right to have the member causing the disruption removed from the meeting.
2. **Members** should address all remarks to the President, not to other members in attendance. Members should stand and be recognized by the President and, if two stand at the same time, the President will decide who is recognized first.
3. **No member** will disrespect or embarrass any member of this organization at any time.
4. **Department President Shelley Schlieman's Special Project** is the Ralph Emerson/Jack Gulden Blood and Cancer Fund. Proceeds from the sale of Veteran Pins and donations will go to support this fund which is open to all Colorado VFW members and Auxiliary members.
5. **Suggested donations** to Health and Happiness should be processed through MALTA or mailed directly to National Auxiliary Headquarters in Kansas City. Department Hospital donations should be mailed to Department Treasurer Cindy Anderson. Both donations are based on your June 30, 2018 membership number.
6. **District Presidents and Auxiliary Presidents:** Please be sure that all Districts and Auxiliaries have filed their 990N or other appropriate 990 return by November 15, 2018. A copy of the acceptance confirmation for the 990N should be sent to the Department Treasurer, Cindy Anderson.
7. **Standing Rules:** In accordance with Section 211 of the National Bylaws, Auxiliaries and Districts 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. Standing Rules should be reviewed annually.
8. **VOD and Patriot Pen Entries** are due to the Post/Auxiliaries by October 31, 2018. Judging of these entries at the Post/Auxiliary level should be completed by November 15 and the results forwarded to the District. Judging at the District level should be completed, and winners forwarded to Department by December 15.
9. **Change in Officers:** Using the Officer Change Form, please notify National Headquarters and Department Secretary, Cindy Anderson of any changes in Auxiliary or District officers. National Headquarters must be notified of a change of the Treasurer. The above should also be notified in any changes of meeting dates, places, times, and dues amounts. This form is available on the Colorado Department website at [www.vfw@vfwco.org](http://www.vfw@vfwco.org).

- 10. District and Auxiliary Officers:** All Officers must hold a 2019 dues card or life dues card by December 31, 2018. Any officer or chairman who has not renewed their membership ceases to be a member in good standing on January 1, 2019 and cannot hold an office or chairmanship unless dues are paid.
- 11. Buddy Poppy Orders:** Please place your orders for poppies with the Department of Colorado VFW, 1400 Carr St, Lakewood CO 80214. Auxiliaries are required to purchase a minimum of 250 poppies. If the Auxiliary and Post order together, be sure to note on the order form the amount purchased by each. Order forms can be found on the Department website at [www.vfw@vfwco.org](http://www.vfw@vfwco.org) and in the Colorado Program Book.
- 12. Special Events:** Please notify Department Secretary, Cindy Anderson of an upcoming special events and celebrations so that Department and District Officers may attend if available.
- 13. Auxiliary Treasurers:** Membership Chairman Kathy Carlson asks that you please process 2019 dues for continuous members at least weekly. Send all new, re-join and transfer applications to the Department Treasurer as soon as they have been accepted. Be sure that all applications are completely filled out and include the signatures of the investigating committee and the date elected.
- 14. District and Auxiliary Treasurers and Trustees:** The second quarter audit for the period July 1, 2018 through September 30, 2018 is due by October 31. The audit should be completed and accepted by motion within 30 days after the end of the quarter. If this is not possible due to meeting schedules, an extension of 30 days can be requested from the Department Treasurer.
- 15. Parade of Programs and Council of Administration:** The VFW Auxiliary, Department of Colorado will hold its next meeting November 17 and 18, 2018 at VFW Post #4051, 430 E Pikes Peak Ave. in Colorado Springs. A full schedule of activities is on the Department website. Workshops will be held on Saturday morning beginning at 10:30. The Parade of Programs will begin at 2:00 pm. The Council of Administration meeting will be held on Sunday following the Joint Session which opens at 8:30 am at VFW Post 4051. All members are invited to attend.
- 16. A special Thank You:** To all of those who attended the last Parade of Programs in Fort Morgan. 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: Shelley Schlieman,  
Department President

ATTEST: Cindy Anderson,  
Department Secretary/Treasurer