

DEPARTMENT OF COLORADO, VETERANS OF FOREIGN WARS OF THE U.S.
1400 Carr Street, Lakewood, CO 80214

GENERAL ORDERS NO. 3 February 1, 2016 2015-2016

Please remind all Posts that you MUST be 100% +1 to qualify for All State. Deadline is April 30, 2016. Entry forms will be mailed to all that qualify.

1. As prescribed by Sec 217 & Sec 221 of the National By-Laws and Manual of Procedure, Posts having two (2) meetings a month will hold nominations at the first meeting in April with elections at the next regular in April. While Posts with only (1) one meeting a month will hold nominations in March and elections in April and that all members must be notified of such elections.

(a) The officers of each Post will consist of a Commander, Senior Vice Commander, Junior Vice Commander, Quartermaster, Adjutant, Chaplain, Judge Advocate, Surgeon and three (3) Trustees.

(b) The Post shall elect the Commander, Senior Vice Commander, Junior Vice Commander, Quartermaster, Chaplain and three trustees.

(c) The Appointed officers of each Post shall consist of at least an Adjutant, Judge Advocate, Surgeon, Officer of the Day, Service Officer and Guard to be appointed as prescribed in Section 216 in the Manual of Procedure.

2. Proof of Eligibility Requirements for Officers: All Posts, Districts and Department should be reminded of the provisions of Sec. 216(c), 316, 414(c), and 515(d) of the National By-Laws and Manual or procedure that officers, elected and appointed, shall not be installed or assume the duties of their office until such proof of eligibility has been submitted to the respective Adjutant for review.

3. Registration for the VFW National Convention: Each Post will pay, in advance, a national registration fee of twenty-five dollars (\$25) which shall entitle the Post to a packet of convention information and materials and one identified registered delegate for the National Convention. Each additional delegate attending the national convention will pay a ten dollar (\$10) delegate fee, in accordance with the requirements of Sec 222 of the National Constitution and By-Laws. **Delegate fees should be sent directly to the Quartermaster General at National Headquarters.**

4. Attention is directed to Sec. 213 of the National By-Laws concerning arrearages of Posts for National, Department, or District Dues, National Convention registration, poppy money, supply money or other financial obligations, or failure to have the office of Quartermaster properly bonded in accordance with Section 703 of the National By-Laws, or failure to submit properly completed quarterly Post Trustees Report of Audit or Post Election Reports. Posts that are delinquent in any of the aforementioned shall be deprived of all representation in County Council meetings, District, Department and National Conventions.

5. Attention of Post Commanders is directed to Sec. 218, Manual of Procedure, Duty of Trustees. Trustees Report of Audit must be completed by the Trustees, in detail, at the close of each quarter, one of which ends March 31st. Commanders are reminded that all funds are to be under the custody and control of the Post Quartermaster. Persons other than the Post Quartermaster who may handle Post funds, such as club manager, bingo chairman, or committee chairmen are responsible to the Post Quartermaster to maintain accurate records and accounts and should be properly bonded. Post Trustees are to ensure that the financial records of these special funds are also audited in the same manner as the other accounts of the Post Quartermaster.

6. Commanders on all levels should begin organizing their 2016 Memorial Day Buddy Poppy Campaign. To qualify for Post All American, VFW Posts must order a minimum of five (5) Buddy Poppies per member for the program year from Department Headquarters.

7. All-State Commanders and Quartermasters. Entry forms for All-State Commanders and Quartermasters **will be mailed to all qualified persons.** Posts and Districts must be 100% + 1 in membership by April 30, 2016, in order for the Commanders and/or Quartermasters to be eligible for this award. The Commander's Department Leadership Manual, along with the entry form, must arrive at Department Headquarters not later than close of business on Wednesday May 11, 2016, to be judged. Post Quartermasters need only submit the entry form by the same deadline date.

8. Council of Administration meeting will be March 13, 2016 at VFW Post No. 3917, 4715 Clearview Dr., Security, 8:30 am for Joint Meeting. **Workshops** will begin March 12 at the Post home 10:00 am.

9. State Convention is scheduled for Security, Colorado, June 15 through June 19, 2016. See Page 8 of the Colorado Veteran for pre-registration, golf, hotels and Convention Book ads.

10. The Department of Colorado Veterans of Foreign Wars Loyalty Day Parade will be in Calhan, CO., Saturday May 7, 2016 10:00 am line-up time. Please contact Jim Crim 719-541-2650 or Rowland Hannon 719-347-2522 for further information.

11. Applications for the Department State Convention Site for 2017 can be obtained by contacting State Adj./Qm. Bruce Dolan, 1400 Carr St., Lakewood, CO. 80214, (303) 421-1630. A check for \$300.00 deposit must accompany the bid application.

ATTEST BY:

Bruce R. Dolan, State Adj./Qm.

BY COMMAND:

Peter T. Buchanan, State Commander