

Department of West Virginia Redistricting Transition Plan

Department Actions:

Note: District Convention refers to the scheduled spring District meeting.

- State Commander requests provisional charters for each new District.
Status: Provisional Charters should be in hand 1 March.
- State Commander determines date for new Districts' Convention.
Status: Saturday, May 9th at 2:00 PM.
- State Commander selects and appoints either Department Officers or Past Department Commanders to conduct District Conventions of the new Districts.
Status: Completed
- State Quartermaster prepares to receive funds from old Districts and redistribute funds to new Districts.
Status: Funds transferred to new Districts will be determined based on Post movement from one District to another. For example, District A has 10 Posts, closes their account(s) and sends \$100 to State Headquarters. 5 Posts move from District A to new District B and 5 move to new District C. State Headquarters will send \$50 to new District B and \$50 to new District C.
- State Adjutant prepares to receive and archive records of old Districts.
Status: Pending
- Not later than February 28, 2015, State Adjutant notifies all Posts of the time and place of the new District Convention on May 9th, the Department representative who will be conducting the meeting, the new District to which the Post will belong, the requirement to elect delegates to the District convention (at least 30 days prior to May 9th) and the business to be conducted at the meeting to include election and installation of new District officers and setting of District meetings for 2015-2016.
Status: Completed
- Prior to the new District Conventions on May 9th, each appointed Department Representative should select an Adjutant, Chaplain and Officer of the Day Pro Tempore for conduct of the business at the District Convention.
Status: Appointment letters sent to Department Representative with instructions.

(over for additional information)

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Old District Actions:

Note: District Convention refers to the scheduled spring District meeting.

- Prepare and transfer to Department Headquarters not later than June 1, 2015, any residuals and District funds including checking, savings, CD's or any other liquid assets.
- Prepare old District records for transfer to State representative at the conclusion of the currently scheduled spring meeting.
- Prepare to close out the old District as of your District Convention.
- Make sure that any monetary transactions at the District Convention are made by cashier's check, money order or other negotiable instrument (not by District check) so that District accounts can be closed after the District Convention with no outstanding checks.
- Hold District Convention as usual with the exception of electing and installing new officers.
- Current District Officers will continue to perform their duties and responsibilities until new District officers are sworn in at the State Convention.

New District Actions:

- Elect District Officers.
- Install District officers-elect.
- Candidates for District Office bring proof of VFW membership eligibility to May 9th meeting.
- Determine location, date and time of 2015-2016 District Meetings and Convention.

Post Actions:

- Elect delegates not less than 30 days prior to the new District Convention on May 9th, 2015.
- Encourage maximum participation by Post members to attend May 9th meeting.