



VFW Department of West Virginia
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www.wvfw.org; www.vfwwv.com

GENERAL ORDERS NO. 7
 SERIES 2021-2022, JANUARY 2022

All General Orders will be forwarded electronically and posted on the state website, www.wvfw.org. Information is also posted on www.wvfw.com. Posts or Individuals who want a hard copy, send \$25 to VFW State HQS, PO Box 9431, South Charleston, WV 25309.

Please keep the family of Past Commander-in-Chief John Gwizdak in your thoughts and prayers. Chief Gwizdak passed away on December 26 due to respiratory complications.

1. **MEMBERSHIP:** We stand at 86.89% in membership. We missed the goal of 92% by the end of the calendar year. Encourage your expiring members to renew their dues and your expired members to rejoin your Post. As a reminder, to be eligible for All-State a Post shall recruit or reinstate at least one member. This can be done quickly and easily. Remember, membership is the life blood of this organization. For assistance with membership, contact either CO-Membership Chairman PSC Vernon Anderson at 304-559-2788, or PSC Kelly Goddard at 304-392-5770.

Congratulations to the following 100% Posts:

4442 Elm Grove	102.45%	9926 Mason	102.56%	3522 Charles Town	104.17%
6450 Chester	102.11%	3757 Burnsville	133.33%	9796 Milton	100.84%
6669 Ravenswood	100%	3466 Charleston	103.09%	5469 Glenville	109.09%
5583 Coalton	100%	5501 Ripley	100.90%		

2. **MEMBERSHIP INCREASE CONTEST:** Congratulations to Post 2102 Wardensville for winning the December membership increase contest. Other Posts in the drawing were Post 3757 Burnsville, Post 2526 New Cumberland, Post 2716 Weirton and Post 573 Clarksburg. The top Post in each State category that shows the largest membership percentage increase monthly will be put in to a drawing for \$100 to be used as the Post chooses.

3. **2022 RECRUITING AWARD:** For every 5 new or reinstated members one recruits or recovers their name placed in a drawing and the winner will be rewarded with an upgrade in membership or \$400 if already a Gold Legacy Life member. The drawing will be held at the 2022 State Convention.

Recruit and/or Reinstate Members contest leaders:

Joe Capito, Post 6450, 17 (3); Ronie Wheeler, Post 9926, 13 (2); Dale Hartley, Post 5501, 10 (2); Johnny Saunders, Post 5578, 10 (2); Therese MacKinnon, Post 573, 8 (1); Tracy Simmons, Post 6450, 7 (1); Bill Wilson, Post 7048 East Fairmont, 7 (1); Joe Creager, Post 3522, 7 (1); Arthur Schur, Post 4019 Berkeley Springs, 6 (1); PSC Kelly Goddard, Post 4469, 6 (1); Jeff Elkins, Post 6669, 5 (1)..

4. UPCOMING DISTRICT MEETINGS:

District One	7048 East Fairmont	May 1, 2022	12:00 pm	Elliott	Chipps
District Two	Chesapeake	April 30, 2022	12:00 pm	Moske	Dolly
District Three	Buckhannon	April 23, 2022	12:00 pm	Elkins	Dolly
District Four	Charles Town	April 24, 2022	1:00 pm	Sisler	Kennedy
District Five	Madison	April 23, 2022	12:00 pm	Sisler	Crum

Districts serve lunch before meeting. Time listed is lunch time. Schedule subject to change.

In accordance with Section 218(a)(1)k, Post Commanders are to assure that the Commander or their representative attend all properly called District meetings or Convention. Information for members to participate in the meeting electronically will be provided at a later date.

5. **DATES TO REMEMBER:**

7 th of each month	Post and Auxiliary Community Service reports (dollars and hours) to District Commander
20 th of each month	District Commanders submit consolidated Community Service report to State HQS. <i>Post and Auxiliary information must be reported separately.</i>
Jan 15, 2022	District Public Servant entries (one each to Law/FF/EMT) to State HQS
Jan 15, 2022	State Voice of Democracy and Patriot's Pen winners to National HQS
Jan 21-23, 2022	Mid-Winter Conference, Oglebay Resort & Conference Center Wheeling
<u>Jan 31, 2022</u>	<u>Post Trustees Quarterly Audit due State HQS for period 1 Oct – 31 Dec</u>
Feb 1, 2022	State Teacher of the Year citation request to National HQS
Feb 1, 2022	State Public Servant citation requests (one each Law/FF/EMT) to National HQS
March 1, 2022	Scout of the Year entries to Posts
April 1, 2022	Scout of the Year entries to State HQS
April 1, 2022	Post Community Service log/scrap book to District Commanders
April 16, 2022	District Community Service winner log/scrap book to State HQS

6. **MID-WINTER CONFERENCE:** The Mid-Winter Conference will be held January 21-23, 2022 at the Oglebay Resort & Conference Center in Wheeling. At the banquet on Saturday evening, we will be announcing our Voice of Democracy, Patriot's Pen and Teacher of the Year winners. There is no registration fee to attend the conference. The only cost is if you want to attend the banquet on Saturday evening. Room reservations can be made by calling 877-436-1797. To receive the conference rate room reservations needed to be made by December 22, 2021. It is important you make known any specific needs you have (e.g., require refrigerator, handicap accessible room, etc.) Per the contract, a charge for one night stay will be placed on a credit card.

7. **PROPERLY CONDUCTING A POST MEETING:** In accordance with Section 218(a)(1) a., Post Commanders are to preside at all meetings of the Post, conducting such meetings in accordance with Article X of the Bylaws and Manual of Procedure and other applicable parliamentary rules. The VFW Ritual provides the Order of Business, both traditional and contemporary, to conduct a Post meeting. Additionally, a Post meeting script is provided in the Commanders Manual.

8. **NEW/REINSTATED MEMBERSHIP GRANT INITIATIVE FOR VFW POSTS:** Starting January 1, 2022, every VFW Post that signs up and submits full membership dues for each member will receive a grant from National based on the type of membership submitted while funds are available as follows:

- New to the VFW Life member and/or any Reinstated* annual to Life with full Life member payment, Posts will receive a \$30 rebate.

- New to the VFW Life member and/or any Reinstated* annual to Life Installment Payment, Posts will receive a \$20 rebate:

- New to the VFW Annual member, Posts will receive a \$20 rebate.

- *Reinstated Annual member, Posts will receive a \$10 rebate.

*Reinstated definition – Anyone that has been a member before, and their dues have been expired for 2 years and 1 day or more is classified as a Reinstated member.

Members submitted prior to January 1st are not eligible for this program.

The manner in which Posts will receive grant funds is to be determined.

9. **POST COMMANDERS:** You are encouraged to review Section 218 of the Manual of Procedure to refamiliarize the responsibilities of the Post Officers. As a reminder, it is your responsibility to ensure that all reports are correctly prepared and promptly forwarded, the Post Quartermaster and Adjutant turn their records over to the Post Trustees and that the Post Trustees examine the books and records of the Post and prepared the Post Trustees Quarterly Report of Audit no later than the end of the month following the last day of each quarterly period.

10. **PARLIAMENTARIAN PROCEDURE TRAINING VIDEOS**: Have questions on governing documents, how to handle a motion and debate, or voting? There are excellent training videos on documents and rules, unnecessary committee reports and how to properly shorten meetings, motions and voting available on the National website under Member/Post Resources, Bylaws: Training, Forms & Templates and also the Online Membership System. Post Officers are encouraged to take the time to watch these training videos to eliminate any unnecessary debate during a meeting.

11. **POST ADJUTANTS AND ALL-AMERICAN DASHBOARD ENTRIES**: Post Adjutants are encouraged to enter their VFW Program participation (Voice of Democracy, Patriot's Pen and Teacher of the Year entries) into the All-American Dashboard. Once logged in to the National website, access the Dashboard under Membership Quick Links. Access to the Dashboard can also be found once logged in to OMS under All-American Dashboard. A how-to guide to navigate the Dashboard is available to download, or you can watch the video tutorial.

12. **ONLINE MEMBERSHIP SYSTEM END OF YEAR PROCESSING**: Please be advised that the Online Membership System (OMS) will be shutting down at 4:00 p.m. CST on Friday, Dec. 31, 2021. Any transactions that are submitted through OMS on Dec. 31, up to the closing time, will be posted to Memstats and Post Query later that evening and available for viewing the morning of Jan. 4, 2022.

13. **UPDATE TO COMMUNITY SERVICE REPORTING**: Effective immediately, Posts are to separate their monthly Community Service reporting of dollars and hours to their District representative between the Post and Auxiliary. Posts must report both the Post dollars and hours and Auxiliary dollars and hours. This change is required to accommodate the proper reporting of Post and Auxiliary community service dollars and hours into the All-American Dashboard.

14. **MEMBERSHIP DUES**: Commanders are reminded that according to Section 105 of the National Bylaws, a member whose dues are unpaid after their anniversary date ceases to be a member in good standing and loses all rights of membership in the Veterans of Foreign Wars. They shall not attend meetings or conventions and shall not participate in Post, District, department or National functions.

15. **PROCESSING APPLICATIONS**: Section 103 of the Manual of Procedure prescribes the manner in which applications for membership will be handled. Applications for membership of new, reinstated or transfer members must be voted on by the members present at a regular Post meeting.

16. **POST QUARTERMASTERS**: As a reminder, in accordance with Section 218(a)(5) d., Post Quartermasters are to receive annual membership dues and life membership fees and forward the Department and National dues and life membership fees immediately to National Headquarters as prescribed in Section 104.

17. **PROOF OF TAX FILINGS AND PROPERTY INSURANCE**: Posts are to provide a copy of their proof of 2020 tax filings (990/990N/990EZ) and proof of Post property insurance. This is no longer an Inspector's responsibility. Posts are to provide these documents directly to State HQS. Organizations exempt from income tax under Section 501(c) of the Internal Revenue Code are generally required to file Form 990 by the 15th day of the fifth month following the close of their accounting fiscal year. For the current IRS requirements, if the organization's annual gross receipts are normally more than \$50,000, the organization must file Form 990 or 990-EZ. Small tax-exempt organizations whose annual gross receipts are normally \$50,000 or less are required to electronically submit Form 990-N, also known as the e-Postcard. There is no penalty assessment for late filing the e-Postcard, but an organization that fails to file required information returns for three consecutive years will automatically lose its tax-exempt status. The revocation of the organization's tax-exempt status will not take place until the filing due date of the third year. IRS regulations require that all tax-exempt organizations make both their Application for Exemption and 990's for the last three years available for public inspection at their principal office and provide copies in response to written requests, subject to the payment of reasonable fees. There are substantial penalties for violation of these regulations.

18. **SOCIAL MEDIA REQUIREMENT FOR ALL-AMERICAN:** As a reminder, to be eligible for All-American, a Post must establish an official VFW Post Facebook page and consistently share VFW national content for All-American Program consideration.

- Administrator access must be held by two trusted individuals.
- The entire profile must be completed, to include a proper name, VFW-themed profile picture, Post contact information, etc.
- All content displayed must be appropriate, relevant, adhere to organizational bylaws and align with our mission, vision and values.
- Must consistently share VFW National posts, content and articles about VFW-led initiatives, programs and events, etc.
- **Page must have been active for at least six months.**

19. **COMMEMORATIVE DATES:** Posts should arrange special ceremonies and all Commanders shall alert comrades to their obligations for appropriate commemoration of the following upcoming outstanding action dates in U.S. History:

January 27 – Signing of the Vietnam Peace Accord in 1973.

February 15 – Sinking of USS Maine, 1898.

February 28 – Liberation of Kuwait – Operation Desert Storm 1991.

20. **COMMANDER'S CALENDAR:** Any Post requesting the presence of Commander Elkins through June 2022 need to send a request in writing to State Headquarters.

21. **POST DONATIONS:** Each year we request Posts to donate \$275 to support the VFW Programs. These donations offset the cost of donations to the VA Medical Centers, Veterans Nursing Home, Veterans Home, and recognition provided to VFW Programs participants. The entire \$275 does not need to be donated at one time. Forward checks to Department Headquarters earmarked for VFW Programs.

22. **VFW YOUTH CAMP:** To help offset the cost of the Youth Camp we are asking all Districts, Auxiliary Districts, Posts and Post Auxiliaries to forward \$100 to State Headquarters and have their name placed on the t-shirts given to those attending Youth Camp. District/Post and Auxiliaries can share the cost. The next Youth Camp will be held 6-10 July, 2022 at Camp Appalachia in Scott Depot, WV. The length of the camp has been shortened in an effort to alleviate difficulty getting adult Camp Counselors. The Camp can accommodate 80 campers, which means we need at least 8 adult male and 8 adult female Counselors. Interested individuals should complete the Youth Camp Volunteer application accompanying these General Orders and return to State HQS. Campers must be sponsored by a District or Post/Auxiliary for \$250. Camper families are not to pay for campers.

OFFICIAL:
S. KEVIN LIGHT, ADJUTANT
VETERANS OF FOREIGN WARS
STATE OF WEST VIRGINIA

BY ORDER OF:
Jeffrey T. Elkins, COMMANDER
VETERANS OF FOREIGN WARS
STATE OF WEST VIRGINIA