

Veterans of Foreign Wars of the United States

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— HEADQUARTERS —

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GENERAL ORDER #2
2017 - 2018 Series

2 April 2018

TO BE READ AT A REGULAR MEETING AND FILED:

1. Attention is called to Section 217 National Manual of Procedure, "Post officers shall be elected in April." The elected Post officers are: Commander, Senior Vice Commander, Junior Vice Commander, Quartermaster, Chaplain and three (3) Trustee. The order of nominations and elections shall be in the order listed above.
2. The Commander, on the night of election or as soon thereafter as possible, shall appoint the Adjutant, Judge Advocate, Surgeon, Officer of the Day, Service Officer and Guard.
3. Attention is called to Section 216 National Manual of Procedure, "Post officers, elected and appointed, shall submit proof of eligibility to the Post Adjutant. Post officers shall not be installed or assume the duties of their office until proof of eligibility has been submitted and properly reviewed. Such proof of eligibility shall be open to and reviewed by the Commander, Adjutant and Quartermaster prior to installation to office. In the event an elected or appointed officer fails to submit proof of eligibility within thirty (30) days of election or appointment, any right to the office he holds shall be forfeited, the office declared vacant and eligibility qualification of such officer shall be questioned in accordance with the provisions of Section 108 of the National By-Laws".
4. Attention is called to Section 217 National Manual of Procedure. "Post officers shall be installed in their respective offices prior to the convening of the Department Convention, but shall not assume their duties until the Department Commander is installed."
5. Attention is called to National Headquarters General Order No. 9. "Installing officers are directed to see to it that the Post Election Report forms have been completed and submitted to National Headquarters. If a Post Election Report form has not been forwarded to National Headquarters at the time of installation of Post Officers, the installing officer shall complete and forward such report at the time of installation of Post Officers no later than June 1. We encourage all Post Quartermasters to use the online Election Report process featured in the Online Membership System (OMS). Post Election Reports received electronically will be forwarded to the Department Headquarters."
6. Note that Post Election Reports completed with the OMS are automatic fillable. Once the membership number is entered the member contact information on file at National will be automatically entered. It is important that the member contact information in OMS is current and correct.
7. Failure to elect and appoint Post officers as required in National By-Laws Section 216 and submit completed election report to National and Department Headquarters could result in the suspension of the Post Charter. National By-Laws Section 212 states: "while under suspension the Post fails to establish a meeting quorum or elect required officers, its charter shall be automatically revoked and declared defunct with the issuance of a special order by the Commander-in-Chief."
8. Attention is called to National By-Laws and Manual of Procedure Section 416 and 417. The elected officers of each District shall consist of a Commander, Senior Vice Commander, Junior Vice Commander, Quartermaster, Judge Advocate, Chaplain,

Surgeon and three (3) trustees. These officers will be nominated and elected in the order listed above. The appointed officers of each District shall consist of at least an Adjutant, Chief of Staff, Service Officer and Inspector. The elected District officers shall be nominated and elected annually at the District Convention.

9. Election of District officers shall be by vote of District Convention members as defined in National By-Laws Section 404. Each member of a District Convention are those persons defined in Section 404, except delegates elected by the Posts, present at the District Convention shall be entitled to one vote, and an individual possessing more than one qualification for membership in the District Convention shall have no more than one vote. The delegate or delegates of a Post present at a District Convention shall be entitled to vote the full delegate strength to which the Post is entitled.
10. Attention is called to National Manual of Procedure Section 416. "District officers, elected and appointed, shall submit proof of eligibility to the District Adjutant. Additionally, District Commanders, District Senior Vice Commanders and District Junior Vice Commanders shall submit proof of eligibility to the Department Adjutant. District officers shall not be installed or assume the duties of their office until proof of eligibility has been submitted and properly reviewed. Such proof of eligibility shall be open to and reviewed by the District Commander, Adjutant and Quartermaster."
11. District officers shall be installed before the adjournment of the District Convention at which elected. An officer who may be absent for good and sufficient reason or cause shall be installed at any succeeding regular or special meeting of a unit of the organization, within sixty (60) days of the District Convention. If not then installed, the office will automatically become vacant.
12. Attention is directed to National By-Laws Section 222. "(c). Each Post will pay, in accordance with its Department By-Laws, a delegate registration fee for each delegate to which the Post shall be entitled. (d). Each Post will pay, in advance, a National Convention registration fee or twenty-five dollars (\$25) which shall entitle the Post to a packet of convention information and materials and one identified registered delegate to the National Convention. Each additional delegate attending the National Convention will pay a ten dollar (\$10) delegate fee."

BY ORDERS OF:



KENNETH KRAFT
State Commander

ATTEST:



CHERYL CAMPOS
Adjutant