



VFW Dashboard & All State & All-American Requirements

- Clarence Wm. Jackson, CSQA: Texas VFW District 3 Adjutant /All American District 3 Commander 2012-13 /Past Post 6796 Commander, QM/Adjutant /JT Rutherford Recipient
- Revised & updated 06/28/2022 *Lupita M. Perez: Past Dept. Adj., Past All State Dist 18 Commander/ Past All State & All American Post Commander (3 times) Membership Chair / JT Rutherford Recipient*

- ***The All-American program exists to recognize exceptional leadership and teamwork, authentic accomplishment in membership growth and VFW core programs.***
- Post criteria follows:


All-American Post Criteria



- Membership greater than 103%
- Must Conduct two membership recruiting events, submit through the Dashboard.
- Post Election Report must be submitted to National.
- Meet all the following Program Participation Criteria:
 - Voice of Democracy - minimum of one entry advanced to District judging (Overseas Post can donate \$75 to National in lieu of entry) enter in the Dashboard
 - Patriots Pen - minimum of one entry advanced to District judging (Overseas Post can donate \$75 to National in lieu of entry) enter in the Dashboard
 - Hold a fundraiser with the proceeds going to Veterans & Military Support Programs Services, minimum of \$100.
 - *National Citizenship Education Teacher Award*- One entry advance to next level for judging(Overseas Post donate \$75 to National in lieu of entry) enter through the Dashboard
 - A Post must submit a Community Service Report to their Department for Submission to the Dashboard (see Dept Standard- Submit through Dept)
 - Buddy Poppy- Purchase (5) five per Member in the Post.

VFW Dashboard



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[My VFW](#) [Assistance](#) [Advocacy](#) [Media & Events](#) [Community](#) [Donate](#)

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All-American Dashboard

The new All-American Dashboard is your one-stop shop for reporting for VFW Programs. The dashboard will be populated with up-to-date information on which reports VFW National has received, and is a much more efficient way to track your Post, District or Department's progress toward achieving All-American for the membership year. [Click here to make your Veterans & Military Support programs donation to fulfill the All-American requirement.](#)

- [Access the All-American Dashboard](#)

- [Download the All-American Dashboard Guide](#)

For extra help, watch the training walk-through videos below:

All-American Dashboard Guides



VFW Post Cheat Sheet



VFW District Cheat Sheet



VFW Department Cheat Sheet

Enter into the Dashboard



All American Eligible Dashboard

Summary

| Met | Unmet |
|-----|-------|
| 0 | 9 |

Statistics:

District Statistics

Details:

Posts in District

Program Year:

2021-2022

Department:

Texas

District:


3

☒ All ☐ Met ☐ Unmet

Generate Report

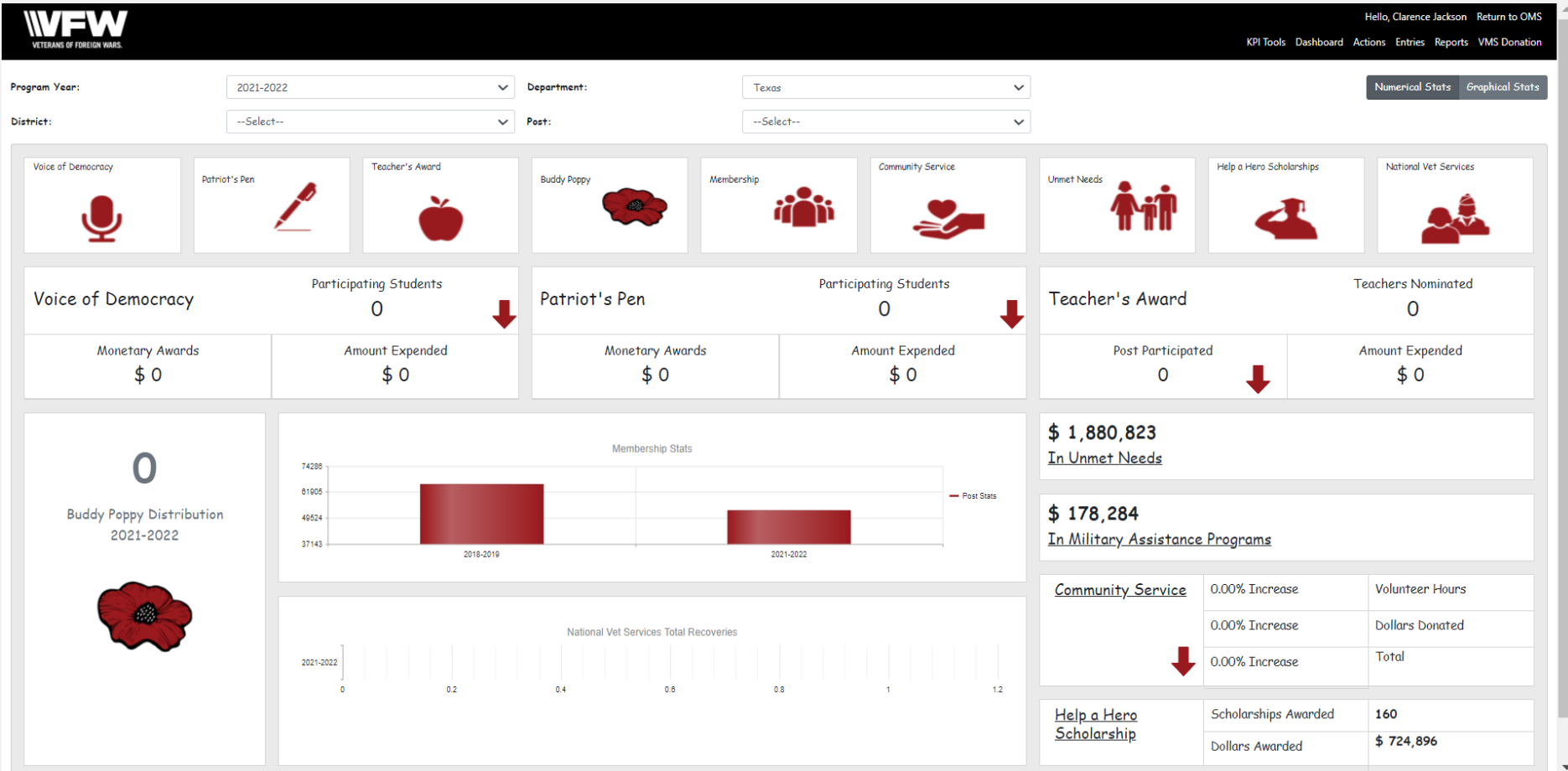
Export as PDF

Export as CSV

 Purple shading on Membership indicates the top rankings in each division. Hover to see ranking details.

| Department | District | Post | VMS | Voice of Democracy | Patriot's Pen | Teacher Award | Membership | Service Officer | NLS | NVS | Social Media | Partnering Events | Action Corps Program |
|------------|----------|------|-------|--------------------|---------------|---------------|------------|-----------------|-----|-----|--------------|-------------------|----------------------|
| Texas | 3 | 1406 | Met | Unmet | Unmet | N/A | Unmet | N/A | N/A | N/A | Unmet | Unmet | Unmet |
| Texas | 3 | 2494 | Unmet | Unmet | Unmet | N/A | Unmet | N/A | N/A | N/A | Unmet | Unmet | Unmet |
| Texas | 3 | 3530 | Unmet | Unmet | Unmet | N/A | Unmet | N/A | N/A | N/A | Unmet | Unmet | Unmet |
| Texas | 3 | 5076 | Unmet | Unmet | Unmet | N/A | Unmet | N/A | N/A | N/A | Unmet | Unmet | Unmet |
| Texas | 3 | 6796 | Unmet | Unmet | Unmet | N/A | Unmet | N/A | N/A | N/A | Unmet | Unmet | Unmet |
| Texas | 3 | 7843 | Met | Unmet | Unmet | N/A | Unmet | N/A | N/A | N/A | Unmet | Unmet | Unmet |
| Texas | 3 | 8627 | Unmet | Unmet | Unmet | N/A | Unmet | N/A | N/A | N/A | Unmet | Unmet | Unmet |

KPI Page in the Dashboard



All-State Program



On Monday, May 1, 2023, the Top Five (5) Division Leader Posts in each Membership Division will receive All-State Recognition items for free.

Posts qualifying for All-State and not finishing in the Top Five (5) of their respective membership Division on Monday, May 1, 2023, will be recognized as an All State Post, However, they will have the option of purchasing the All-State Recognition items for an additional fee, if they so desire, that will be presented at the 2023 Officer Training Seminar (OTS).

The following is a list of objectives that each Post must have credit for on Monday, May 1, 2023, to receive All-State recognition at the State Convention:

All-State Requirements



MINIMUM MANDATORY REQUIREMENTS: Each Post must complete all minimum mandatory requirements as listed on page 16 of the Standard Operating Procedures (SOP).

PROGRAM PARTICIPATION: Must be credited with participation in the Voice of Democracy, Patriot's Pen, and Teacher of the Year programs.

DONATION TO THE MILITARY ASSISTANCE PROGRAM (MAP): See page 38 of the SOP.

DONATION TO THE TEXAS VFW FOUNDATION: A minimum donation of \$75.00 to the Texas VFW Foundation (see page 40 of the SOP).

All-State Requirements Cont.



MINIMUM MANDATORY REQUIREMENTS: Each Post must complete all minimum mandatory requirements as listed on page 16 of the Standard Operating Procedures (SOP).

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Post Incentives



All-American Post: Please refer to National Membership Program for Post All-American requirements.

Post Incentive: Post leading in each Division in membership by Friday, December 30, 2022, National Early Bird will receive two (2) VIP tickets to attend the Mid-Winter Awards Banquet at the Omni Corpus Christi Hotel in Corpus Christi, Texas.

Post Incentive: Post leading in each Division in membership by May 1, 2023, will receive Two (2) VIP tickets to attend the State Convention Banquet at the Hilton Anatole in Dallas, Texas.

Questions



Thank you for your attention.

Lupita M. Perez

Past Department Adjutant

Gold Legacy Life Member

All American All State Post Commander

All State District Commander

JT Rutherford Recipient



VETERANS OF FOREIGN WARS.

Questions?

Thank you for your attention.

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Trustee Audits

Ben Lowrance
Department of Texas A/QM

Trustees-What is the Purpose?



AUDITORS FOR
ALL AFFAIRS OF
THE POST

REMAIN
SEPARATE
FROM ALL
OTHERS

PROVIDE THE
MONTHLY
AUDIT

Fiduciary Duties



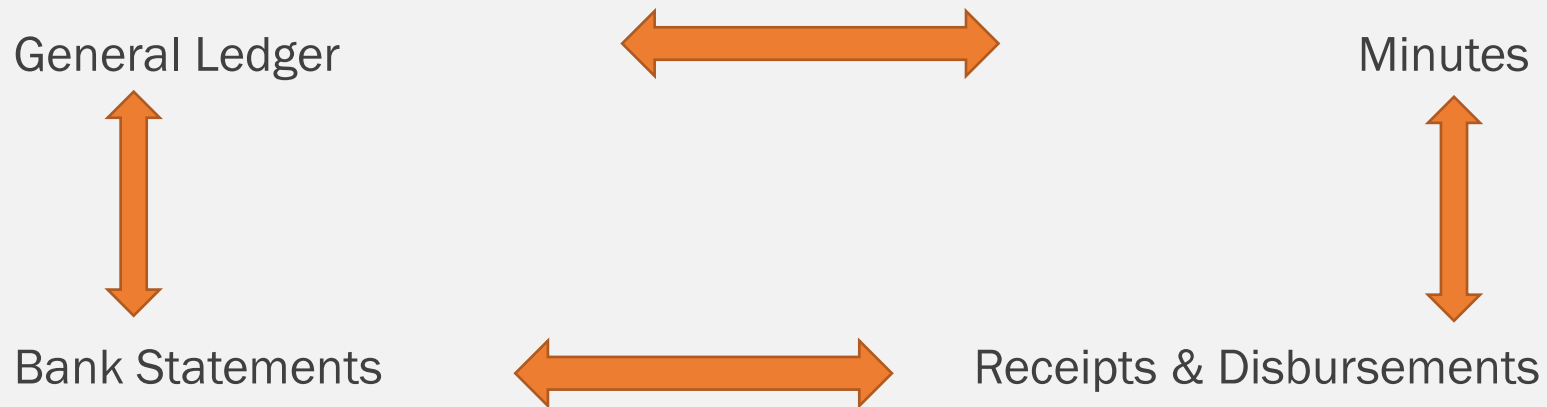
- **The concepts of Fiduciary Duty is a requirement for those involved with a non-profit organization, such as the VFW.**
- **As VFW officers and members, you are a fiduciary and certain duties are imposed by law.**

Materials Needed



- General Ledger
- Bank Statements
- Payment Orders
- Meeting Minutes
- Annual Budget
- Quartermasters Record of Receipts and Disbursements

All Document



Quartermasters are typically allowed certain expenditures without approval. This would be items like utilities and will be included in the post bylaws.

Quartermaster's Ledger



TRUSTEE'S REPORT OF AUDIT

of the Books and Records of the Quartermaster and Adjutant of _____
(District/Post No.)

Department of Texas for the Fiscal Quarter ending 4th Qtr (April 1 to June 30) 20____

Fiscal Quarters **Jan 1 to March 31** **April 1 to June 30** **July 1 to Sept. 30** **Oct 1 to Dec. 31**

| FUNDS as recorded in ledger | 10. Net Cash Balances at Beginning of Quarter | 11. Receipts During Quarter | 12. Expenditures During Quarter (-) | 13. Net Cash Balance at End of Quarter |
|---|--|------------------------------------|--|---|
| 1. National and Department Dues (Per Capita Tax) | | | | 0.00 |
| 2. Admission or Application Fees (Department) | | | | 0.00 |
| 3. Post General Fund | 4,236.30 | 1,669.62 | 1,350.00 | 4,555.92 |
| 4. Post Relief Fund (Poppy Profits, Donations, etc.) | | | | 0.00 |
| 5. Post Dues Reserve Fund (See Sec. 218 Manual of Procedure) | | | | 0.00 |
| 6. Post Home or Building Fund (Including Savings but not Real Estate) | | | | 0.00 |
| 7. Post Canteen or Club Fund | 1,199.93 | | | 1,199.93 |
| 8. Other | | | | 0.00 |
| | | | | 0.00 |
| Savings | | | | 0.00 |
| Cash on Hand | 100.00 | | | 100.00 |
| 9. Bonds and Investments Not Credited to Funds | | | | 0.00 |
| 14. Totals | 5,536.23 | 1,669.62 | 1,350.00 | 15. 5,855.85 |

Bank Statements



| | | | | | |
|------------|----------|----------|----------|-----|----------|
| 14. Totals | 0,000.25 | 1,000.02 | 1,500.00 | 15. | 0,000.00 |
|------------|----------|----------|----------|-----|----------|

| 16. OPERATIONS | |
|--|--|
| Have required payroll deductions been made? | |
| Have payments been made to the proper State & Federal agencies this quarter? | |
| Have Sales Taxes been collected and paid? | |
| Are Club employees bonded? | |
| Amount of outstanding bills | |
| Value of Real Estate? | |
| Amount of Liability Insurance? | |
| Owed on Mortgages and Loans? | |
| Value of Personal Property? | |
| Amount of Property Insurance? | |

| 17. RECONCILIATION OF BANK BALANCES | |
|---|--------------------|
| Checking Account | |
| Ending Balance Per Bank Statement | \$ 5,454.92 |
| Less: Outstanding Checks (-) | \$ 99.00 |
| Plus: Deposits in Transit | |
| Actual Balance | \$ 5,355.92 |
| Savings Account | |
| Ending Balance Per Bank Statement | \$ 400.00 |
| Less: Outstanding Checks (-) | |
| Plus: Deposits in Transit | |
| Actual Balance | \$ 400.00 |
| Cash on Hand | \$ 100.00 |
| Bonds & Investments (Cost Value) | |
| Total of All | \$ 5,855.92 |

18. TRUSTEE'S & COMMANDERS CERTIFICATE OF AUDIT

Date _____, 20____

This is to certify that we (or qualified accountants) have audited the books and records of the Adjutant & Quartermaster of _____ (District/Post No.)

For the Fiscal Quarter ending 4th Qtr (April 1 to June 30) in accordance of the National By-Laws and this Report is a true and correct statement thereof to the best of our knowledge and belief. All Vouchers and checks have been examined and found to be properly approved and checks properly countersigned:

Together They Should Match



| Net Cash Balances at inning of Quarter | 11. Receipts Dur- ing Quarter | 12. Expenditures During Quarter (-) | 13. Net Cash Balance at End of Quarter |
|---|----------------------------------|--|---|
| | | | 0.00 |
| | | | 0.00 |
| 4,236.30 | 1,669.62 | 1,350.00 | 4,555.92 |
| | | | 0.00 |
| | | | 0.00 |
| | | | 0.00 |
| 1,199.93 | | | 1,199.93 |
| | | | 0.00 |
| | | | 0.00 |
| | | | 0.00 |
| 100.00 | | | 100.00 |
| | | | 0.00 |
| 5,536.23 | 1,669.62 | 1,350.00 | 15. 5,855.85 |

17. RECONCILIATION OF BANK BALANCES

| 17. RECONCILIATION OF BANK BALANCES | | | |
|-------------------------------------|----------------|-------------|-------------|
| <u>Checking Account</u> | | | |
| Ending Balance Per Bank Statement | | \$ 5,454.92 | |
| Less: Outstanding Checks (-) | | \$ 99.00 | |
| Plus: Deposits in Transit | | | |
| | Actual Balance | | \$ 5,355.92 |
| <u>Savings Account</u> | | | |
| Ending Balance Per Bank Statement | | \$ 400.00 | |
| Less: Outstanding Checks (-) | | | |
| Plus: Deposits in Transit | | | |
| | Actual Balance | | \$ 400.00 |
| Cash on Hand | | | \$ 100.00 |
| Bonds & Investments (Cost Value) | | | |
| | Total of All | | \$ 5,855.92 |

Know Your Rights



- You do not have to sign an audit.
- A trustee is meant to be separate from all other officers.
- The Quartermaster does not have to fill out the audit.
- Quartermasters can have a nonmember bookkeeper.

OMS- vfw.org & Texasvfw.org



- [Quartermaster Guide to Member Services & Dues Processing](#) - Find out what forms to fill out, and when

Trustees

- [2022-23 Trustees' Guide](#) - Guides and training materials to educate and assist you in your role

Chaplains

Steps to find the guides:

- www.vfw.org
 - Login
 - My VFW
 - OMS
 - Online Documents
 - VFW Training & Support
 - Bylaws: Training, Forms, & Templates
 - Find what's relevant for you

<https://www.vfw.org/my-vfw/vfw-training-and-support/bylaws-training-forms-and-templates>



VETERANS OF FOREIGN WARS.

QUESTIONS?

Ben Lowrance
Department of Texas VFW A/QM
ben@texasvfw.org



104-District inspection

What to expect



The District Commander called and has schedule your post inspection. You will serve a critical role in supplying the necessary information the inspector needs to complete their report.

Items you need to have ready



1. Copy of the Post bylaws
2. Incorporation documents
3. Election report
4. Complete copy on the minutes going back at least the previous year
5. Past audits
6. All bank account statements
7. Copy of the Bond
8. Last 990 filing
9. Check book
10. Documents supporting property value
11. Insurance certificate or policy

Items the inspector is looking for.



1. Bylaws of the organization (all levels) should be readily available to all members. Posts that have adopted Bylaws need to have a copy on file that indicates the Commander-in-Chief has reviewed for compliance. Verify date of review. If out of date, suggest an internal review. If a Post has not adopted Bylaws it should have on file an indexed book of approved resolutions/motions that are in effect
2. Posts that have adopted Articles of Incorporation need to have a copy on file that indicates the Commander-in-Chief has reviewed for compliance. Verify date of review, date filed with appropriate state agency, the name of the incorporated unit, and that the registered agent and officers (if applicable) have been updated to correspond with the previous election of officers. In some states this must be done annually, in others only when the registered agent changes (this is commonly known as the Annual Report). All Posts must be incorporated under the laws of their state to protect members' personal assets from seizure and sale.
3. Verify the following positions are properly filled: Commander, Senior Vice Commander, Junior Vice Commander, Quartermaster, Judge Advocate, Chaplain, Surgeon, three (3) Trustees, Adjutant, Officer of the Day, Service Officer, and Guard.

Items the inspector is looking for.



4. Verify delegates to the District, County Council (if applicable), Department and National Conventions were elected in accordance with Section 222 of the National Bylaws/Manual of Procedure. This can be done by checking the meeting minutes.

Sec. 222 - Delegates, District Convention & Meetings, Department and National Conventions.

Delegates and alternates for the District Convention and Meetings, Department and National Conventions shall be elected at a regular meeting in April. Delegate strength will be based on members in good standing as of March 31st.

Delegates and alternates of each Post shall serve as delegates throughout the year provided they remain members in good standing in the respective Post within the District.

Delegates shall not be recognized at the National Convention unless they personally register their completed delegate card with the

National Credentials Committee.

Posts instituted after delegate strength has been determined, but prior to convening date of the respective convention or District meeting, shall on the day of institution, elect one delegate and one alternate for each thirty names or fraction thereof according to the number of names listed on the charter application.

Items the inspector is looking for.



5. Any “NO” answer in this section indicates a neglect in duties and responsibilities as prescribed in Section 218 of the Manual of Procedure

(6) Adjutant. Among the duties of the Post Adjutant, the Adjutant shall:

- a. Be the official corresponding officer for the Post and shall attest to all official communications and reports with their signature.
- b. Under the direction of the Commander, prepare all reports and returns required of the Adjutant.
- c. Maintain the books and records in a legible and uniform format. Record keeping by electronic means may be used, provided a back-up is maintained. Books and records shall be available for inspection by authorized officers and Post members at all reasonable times. Unless specifically authorized by the Post to remove such books and records from its facilities, they will be kept at the Post facilities.

Items the inspector is looking for.



d. The Post Adjutant shall maintain the following records:

1. A copy of the original application of every member admitted to the Post.
2. Minutes of each Post meeting after correction and approval.
3. All current orders or circulars issued by the Commander-in-Chief, the National Council of Administration, the Department Commander, the District and/or County Council Commander (if applicable) and the Post Commander.
4. A correspondence file.
5. A file containing a copy of the proof of eligibility submitted by officers pursuant to Section 216.

Items the inspector is looking for.



- e. Maintain a current copy of the Bylaws, Manual of Procedure and Ritual of the Veterans of Foreign Wars of the United States and copies of the Bylaws of the Post, Department, District and County Council (if applicable).
- f. Transfer to their successor, without delay, all books, papers, records, monies and other records and property of the Post in their possession or under their control.
- g. Comply with and perform all duties required of the Adjutant by the laws and usages of this organization, applicable Bylaws and orders from lawful authority and perform such other duties as are incident to such office.

Items the inspector is looking for.



6. Verify, using meeting minutes, that applications for membership are being handled in accordance with Section 102 of the National Bylaws. In addition, ensure proper usage of Sections 106 and 107 of the Manual of Procedure for all former and/or transferring members.

Sec. 102 - Applications - Affiliation of New Members.

Every application for membership must be submitted on an approved, signed application outlining the applicant's honorable service, eligibility and other pertinent information. Proof of service to establish eligibility for membership rests with the applicant. The Post is responsible for assuring the eligibility of every member accepted to membership.

With respect to active-duty military personnel currently performing service qualifying for membership, applications may be submitted on their behalf by a member who shall certify the requisite qualifications for membership based on personal knowledge concerning the applicant and shall be acted upon in accordance with the provisions of Section 103. Active-duty military personnel admitted to membership under such procedure shall, within a reasonable time, sign the application, personally certifying eligibility and subscribing to the obligation of membership. The application shall bear the name and the ID number of the member recommending the applicant and the recommendation of the Post Reviewing Committee.

Items the inspector is looking for.



Sec. 106 - Former Members.

The annual dues for a former member must be accepted without reapplication to membership if tendered to their Post within one year of the date on which they became unpaid. A member whose dues remain unpaid for a period of more than one year may be required to reapply for membership in their former Post as prescribed in Section 102 of the National Bylaws. A former member may apply for membership in any other Post by payment of the current year's dues and as prescribed in Section 107 of the National Bylaws.

Sec. 107 - Transfers.

A member may transfer from one Post to another Post provided the following conditions are met:

- 1) Completion of the application as prescribed in Section 102 of the Manual of Procedure.
- 2) Signing the Member Declaration as stated below.
- 3) Acceptance by the Post.

With respect to transfers from a Post to Department Member-at-Large, it is the National Organization's and/or the Department Headquarters' responsibility to ensure the above-mentioned conditions have been met.

Member Declaration

"I hereby certify that it is my desire to transfer my membership. I further certify that I am not indebted to my former Post, be it through oral or written commitment or otherwise, and that, to the best of my knowledge, no written charges have been preferred against me by my former Post and I understand that any such indebtedness or charge which may be disclosed any time hereafter will render this transfer null and void." Members transferring should surrender their membership card to the Quartermaster of the accepting Post.

Items the inspector is looking for.



7. The National Bylaws, Section 203, states every Post shall hold at least one regular meeting per month.

Sec. 203 - Regular, Special and Committee Meetings; Quorum; Authorized Attendees.
Regular Meetings. Posts shall hold at least one regular meeting each month. Failure to comply can result in immediate revocation of the Post Charter notwithstanding the provisions of Section 211 of the Manual of Procedure.

8. Verify, using meeting minutes, that committee reports are given, discussed and accepted. This includes activities like the canteen, bingo, honor guard, riders groups, community service, etc.

Items the inspector is looking for.



9. Activity reports assist the Post when their non-profit status is being questioned by the IRS and further indicate whether or not they are upholding Section 230102 of the Congressional Charter, the purposes of our organization

Sec. 230102 - Purposes.

The purposes of the corporation are fraternal, patriotic, historical, charitable, and educational, and are:

1. to preserve and strengthen comradeship among its members;
2. to assist worthy comrades;
3. to perpetuate the memory and history of our dead, and to assist their surviving spouses and orphans;
4. to maintain true allegiance to the Government of the United States, and fidelity to its Constitution and laws;
5. to foster true patriotism;
6. to maintain and extend the institutions of American freedom;
- and
7. to preserve and defend the United States from all enemies.

10. Verify, using meeting minutes, that the Post made arrangements to properly observe Memorial Day, Veterans Day, Flag Day and Loyalty Day

Items the inspector is looking for.



11. Section 1101 of the National Bylaws discusses the formation and governing of the Auxiliary

12. Distribution of the VFW Buddy Poppy helps raise monies for the Post's relief fund.

13. Although subjective, Posts need to be continually encouraged to develop programs for membership recruiting and retention.

14. Monthly review of Post receipts and expenditures by the Trustees is required in Section 218 the National Manual of Procedure

Items the inspector is looking for.



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Items the inspector is looking for.



14. Monthly review of Post receipts and expenditures by the Trustees is required in Section 218 the National Manual of Procedure

Sec. 218 - Officers and Chairmen, Duties and Obligations.

(11) Trustees. Trustees shall not be eligible to serve as an elected officer, Adjutant or on a committee whose books, records and accounts are audited by the Trustees. Among the duties of Post Trustees, they shall:

- a. At least monthly, review the Monthly Report of Receipts and Expenditures of the Post Quartermaster.

Items the inspector is looking for.



15. Quarterly audits are required of all accounts. This item includes any canteen, clubroom, bingo, honor guard, riders groups, etc., Post Trustees must complete this audit not later than the month following the last day of each quarterly period (e.g. August 1, November 1, February 1 and May 1). Failure to conduct the audits, as required, will invalidate the Post Quartermaster bond.

16. Evidence of checking and savings account balances should be verified from the latest statements, copies of CD's, notes, etc. If the bank balances do not coincide with the books, after adjustments for outstanding checks, etc., this should be reported in detail. Discrepancies should immediately be brought to the attention of the Post Commander and Trustees. The Post Quartermaster must be bonded in a sum equal to the liquid assets for which they are accountable, and to which they have access.

17. Verify bonding company and expiration date by viewing a copy of the certificate.

Items the inspector is looking for.



18. Reference Section 703 of the National Bylaws

Sec. 703 - Bonds.

Each officer accountable for funds or property pursuant to any provision of these Bylaws shall be bonded with an indemnity company as surety in a sum at least equal to the amount of the liquid assets for which, so far as can be anticipated, they may be accountable. The bond premium shall be paid from the funds of the Veterans of Foreign Wars of the United States, Department, District, County Council or Post, as the case may be, to which each officer is accountable.

The bonds of such accountable officers, in amount and as to surety, shall be approved by their respective units and held by their respective Commanders. The Commander of each unit shall be responsible for the proper and adequate bonding of all accountable officers in their unit.

Items the inspector is looking for.



19. Verify all questions in this section by examining Quartermaster records, Adjutant records and Bylaws. Remember, Section 709 of the National Bylaws further require that the Post Quartermaster have custody of all funds of activity/subordinate unit and subject to the same Rules and Regulation as Post Funds. The Internal Revenue Service requires all VFW Posts to file annually a Form 990 "Tax Exempt Organizations Tax Form". A Post may also have to file a Form 990T and pay certain taxes if it has nonrelated business income. Failure to file the forms, when required to do so, can result in severe fines and penalties. Enter the date of the last filing; even if the report for the current year has not yet been completed or is not yet due. Each Post is mandated, by IRS rules, to have their current 990 filing available for public viewing. Verify Tax Exempt Status via www.irs.gov "Tax Exempt Organization Search".

Sec. 709 - Control of Units.

All money, property or assets of any kind or nature, as well as all books and records, owned, held or used by any activity, clubroom, holding company or unit sponsored, conducted or operated by, for or in behalf of a Post, County Council, District or Department shall be the property of such Post, County Council, District or Department and must be placed in the care and custody of the respective Quartermaster. Such money, property, assets, books and records shall be subject to the same rules and under the same procedure as any other Post, County Council, District or Department money, property, assets, books and records.

Items the inspector is looking for.



20. Every Post is required to have a Federal Employer Identification number.
21. Expenditure of funds requires a vote on the Post floor, and approval by the Post Commander before a Quartermaster can proceed with the disbursement. In some instances, Post Bylaws may allow for certain expenditures to be paid without a vote on the floor, these are usually reoccurring bills. If a Post Commander is not approving all expenditures, it's violating the duties and responsibilities of the office
22. Buddy Poppy distribution net receipts must be credited to the Post Relief Fund. Section 219 of the National Bylaws mandates that a Relief Fund will be established and maintained. Distribution of these funds are restricted and must only be used for the purposes stated in Section 219 of the Manual of Procedure

Sec. 219 - Relief Fund

A relief fund will be established and maintained by the Posts. In this fund shall be credited the net proceeds of the distribution of Buddy Poppies and such other monies as may be solicited or donated for veteran's relief purposes. Expenditures from the relief fund shall be as prescribed in Section 219 of the Manual of Procedure.

Items the inspector is looking for.



Sec. 219 - Relief Fund.

The Quartermaster of the Post will be the custodian of the relief fund and will expend monies there from, as directed by the Post, for the following purposes only:

- a. Aid, assistance, relief, and comfort of needy or disabled veterans or members of the Armed Forces and their dependents, and the surviving spouses and orphans of deceased veterans.
- b. Maintenance and expansion of the VFW National Home for Children and other facilities devoted exclusively to the benefit and welfare of the dependents, surviving spouses, and orphans of disabled, needy or deceased veterans or members of the Armed Forces.
- c. Necessary expenses in providing entertainment, care, and assistance to hospitalized veterans or members of the Armed Forces.
- d. Veterans rehabilitation, welfare, and service work.
- e. To perpetuate the memory of deceased veterans and members of the Armed Forces, and to comfort their survivors.
- f. To foster true patriotism through historical and educational programs.
- g. Remission of dues of sick, needy or disabled members.
- h. Necessary expenses to support the relief fund such as the purchase of Buddy Poppies.

Relief funds may be invested in approved securities but shall not be loaned to the Post or other units or transferred from the relief fund in any manner or under any guise.

Items the inspector is looking for.



23. The National Bylaws state the Post Quartermaster will disburse funds using acceptable banking practices. The Post Quartermaster may authorize other persons, but they must be bonded in accordance with Section 703 of the National Bylaws. However, if the Post Bylaws require the Commander and Quartermaster signatures on checks, they must adhere to the Post Bylaws. *Note: Debit Cards*

24. Checks shall never be “pre-signed” by any officer and is not considered an acceptable banking practice

25. Last appraised value or estimated value shall be entered. Monthly payment and amount owed are necessary; mark “N/A” if the amount is zero. Title holder may be a bank or lender, if the property is totally paid for, enter location and holder of the deed. If the Post does not own real property, please note if they rent.

26. It is desirable that all Posts be covered by adequate liability insurance. If someone suffers an injury on Post property or at a Post sponsored activity, a subsequent lawsuit may subject all the assets of the Post and its members to a judgment. The Post officers should be reminded of this potential problem. Any Post owning property and/or operating any facility must maintain general liability insurance, including, if necessary or appropriate, liquor liability insurance. Such insurance must name, as additional insured’s, the Veterans of Foreign Wars of the United States and the Department in which the Post is located. Verify by viewing the applicable policy²¹

Items the inspector is looking for.



27. Each Department must adopt a document retention policy which complies with federal and state law and ensure its use by each Post within its jurisdiction.

28. Departments may require additional forms for inspecting licensed operations (e.g. Clubroom, Gaming, etc.

Questions?





VETERANS OF FOREIGN WARS.

Contact us with any questions!

Steve Evans

State Parliamentarian Department of Texas

Steve.evanstx@att.net





106 – National Requirements

Instructor Stephen Biehl

Member



As a member of the Veterans of Foreign Wars you must:

1. Be eligible (Section 101, Manual of Procedure)
 - a) Hostilities – Persons in the Armed Forces of the United States shall become eligible for membership immediately upon arrival on hostile soil, in hostile waters or the airspace above in the performance of service qualifying such persons for membership.
 - b) Subsequent service – an applicant for membership who had honorable campaign service, terminated by a discharge under honorable conditions, but who later reenlisted or returned to active duty and had subsequent service terminated by a discharge other than honorable shall not be considered eligible for membership... Any person whose membership has been terminated under the provisions of Article IX of these Bylaws shall not be eligible for membership
2. Be a member of no more than one Post (a Member-at-Large is permitted)

Member Eligibility



WWII



American
Defense Medal
w/Foreign
Service Clasp



American
Campaign
Medal



Asiatic
Pacific
Campaign
Medal



Europe-
Africa-
Middle
East
Campaign
Medal

WWII Occupation



Army of
Occupation
Medal



Navy
Occupation
Medal

Korea



Korea
Service
Medal



Korea
Defense
Service
Medal

Vietnam



Vietnam
Service
Medal

Expeditionary



Armed Forces
Expeditionary
Medal



Global War
on Terrorism
Expeditionary
Medal



Marine Corps
Expeditionary
Medal



Navy
Expeditionary
Medal



Air Force
Expeditionary
Ribbon
w/Gold
Frame

Combat Action & Badges



Air Force
Combat
Action Medal



USMC, USN,
USCG
Combat
Action
Ribbon



Navy SSBN
Deterrent
Patrol Insignia



Army Combat Infantry Badge



Army Combat Medic Badge



Army Combat Action Badge

Member Eligibility (continued)

Other Campaigns



Afghanistan
Campaign
Medal



Iraq
Campaign
Medal



Inherent
Resolve
Campaign
Medal



Kosovo
Campaign
Medal



Southwest
Asia Service
Medal

Member - continued



3. Prescribe to the Member's Obligation (as prescribed in Section 103, Manual of Procedure. The obligation is found on page 24 of the Ritual)

- a) In the presence of Almighty God and the members of this order here assembled I, (name), do of my own free will and accord, solemnly promise and declare that:
- I will bear true allegiance to the Constitution of the United States of America and I will always be loyal thereto.
- I do further solemnly promise and declare that I will comply with the Congressional Charter, Bylaws and Ritual of this order and I will always be loyal thereto, that I will never wrong or defraud this organization nor a member thereof nor permit any wrong to be done to either if in my power to prevent it.
- I will never propose for membership any person not eligible nor one whom I know to be unworthy.
- I will never make known to anyone not authorized to receive it any of the work of this order.
- Should my affiliation with the Veterans of Foreign Wars of the United States cease in any way I will consider this pledge as binding outside of the order as though I had remained a member of same.
- All this I promise and pledge upon the honor of a true comrade and a member of our great republic.

Posts



1. New Posts

- a) 25 members
 - i. 10 new applicants
- b) Must be instituted with 60 days of Application for Charter being approved by Commander-in-Chief. If not instituted within 60 days from the date of approval, said approval may be rescinded.
- c) The charter of an instituted Post shall include the name, date of muster, location and list of members. The charter shall remain open for 90 days from the date of institution of the Post.

2. All Posts (Bylaws, Section 203)

- a) Hold at least one regular meeting per month
- b) Constitute a quorum of no less than 5 members.
- c) Establish a designated meeting place, date and time (Section 205, Manual of Procedure)
- d) Establish annual dues as prescribed in the Department and National Bylaws (Section 206)
- e) Maintain a membership of no less than 10 members.

Posts - continued



2. All Posts - continued

- f) Resolve defined financial obligations to District, Department and National for;
 - i. Fees
 - ii. Dues
 - iii. Buddy Poppies
 - iv. Quartermaster's bond (Section 703)
 - v. Post insurance (Section 709)
 - vi. Quarterly Trustees Audits
 - vii. Annual Election Report
- g) The Post shall elect;
 - i. Commander
 - ii. Senior Vice Commander
 - iii. Junior Vice Commander
 - iv. Quartermaster
 - v. Chaplain
 - vi. Trustee 1 Year
 - vii. Trustee 2 Year
 - viii. Trustee 3 Year

Posts - continued



2. All Posts - continued

- h) The Commander shall appoint;
 - i. Adjutant
 - ii. Service Officer
- i) The Post may elect or the Post Commander may appoint (per the Post Bylaws);
 - i. Judge Advocate
 - ii. Surgeon
 - iii. Officer of the Day
 - iv. Guard
- j) Conduct annual elections (Section 217, Manual of Procedure)
- k) Maintain a Relief Fund (Section 219, Manual of Procedure)
- l) Elect Delegates;
 - i. 1 Delegate for every 30 members or fraction thereof, in good standing, as of March 31.
 - ii. Delegates are NOT instructed.
 - iii. Post will pay Delegate registration for each Delegate that the Post is entitled to.
- m) Properly observe commemorative dates (Section 223, Manual of Procedure)

Districts



1. Hold at least two (2) regular meetings each year for purposes of transacting business and conducting schools of instruction.
2. Hold an annual District Convention for the purpose of electing District officers and for the transaction of business;
 - a) Such Convention to be held not less than ten (10) days nor more than seventy-five (75) days prior to the convening of the Department Convention.
3. Maintain a quorum of no less than 1 delegate from each of 50% of the Posts in the District.
4. Governing body of the District;
 - a) Commander-in-Chief and Past Commanders-in-Chief, who are members (in good standing) of a Post in the District.
 - b) National Council of Administration member who is a member (in good standing) of a Post in the District.
 - c) Department Commander and Past Department Commanders who are a member (in good standing) of a Post in the District.
 - d) District Commander and all Past District Commanders who are a member (in good standing) of a Post in the District.
 - e) All elected officers of the District.
 - f) The District Adjutant
 - g) All Post Commanders, the Senior Vice Commander in the Commanders absence, or the Junior Vice Commander in the case of both absences.
 - h) Delegates to be elected by the Posts (Section 222 of the Manual of Procedure)

Districts - continued



5. Ensure that obligations to the Department and National are fulfilled;
 - a) Dues
 - b) Buddy Poppies
 - c) Quartermaster's bond
 - d) District insurance
 - e) Trustees Audits
 - f) District Election Report
6. The District shall elect
 - a) Commander
 - b) Senior Vice Commander
 - c) Junior Vice Commander
 - d) Quartermaster
 - e) Chaplain
 - f) Trustee 1 Year
 - g) Trustee 2 Year
 - h) Trustee 3 Year

Districts - continued



7. The District Commander shall appoint;
 - a) Adjutant
 - b) Service Officer
 - c) Inspector
8. The District may elect or the District Commander may appoint (per District Bylaws)
 - a) Judge Advocate
 - b) Surgeon
 - c) Chief of Staff
 - d) Officer of the Day

All-American



1. All-American Eligible Dashboard (Accessible by ANY Member)
 - a) Navigate to www.vfw.org
 - b) Login (upper right-hand corner)
 - c) Click on 'Online Membership System (OMS)', under Membership Quick Links
 - d) Expand 'All-American Dashboard' from the left-hand column
 - e) Select 'All American Report Guide' for detailed instructions
 - f) Select 'All-American Dashboard'

All-American - continued



1. All-American Eligible Dashboard - continued

g) Select the 'Statistics', level of 'Details' and 'other information' that you would like to see

- a) Post Statistics
 - i. Posts in Department
 - 1) Post
- b) District Statistics
 - i. Posts in District
 - 1) Department
 - 2) District
 - ii. District and Department Summary
 - 1) Department
 - 2) District
- c) Department Statistics
 - i. Posts in Department
 - 1) Department
 - ii. District and Department Summary
 - 1) Department
 - iii. Department Summary Only
 - 1) Department

All-American - continued



1. All-American Eligible Dashboard - continued

- g) Select the 'Statistics', level of 'Details' and 'other information' that you would like to see - continued
 - a) National Statistics
 - i. Posts in Department
 - 1) Post Division
 - ii. District and Department Summary
 - 1) District Division
 - iii. Department Summary Only
- h) Select 'Generate Report'
 - a) You also have the option to 'Export' the report to either PDF or CSV format.
- i) There is a 'Summary' of 'Met' (green) versus 'Unmet' (red) requirements in the upper right-hand corner.
- j) Purple shading on Membership indicates the top rankings in each division.



VETERANS OF FOREIGN WARS.

Contact us with any questions!

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Title





**Contact us with
any questions!**

Instructors Information





Bank Accounts and Committees

By A/QM Ben Lowrance

Quartermaster



- The Post Quartermaster is the Chief Financial Officer of the Post.
- The Post Quartermaster is the custodian of all Post property and the officer responsible for safeguarding those Post funds and property.
- They are the only one authorized under the By-Laws to receive, handle, disburse and account for funds of the Post.
- There are no exceptions to this rule!
- No committee, holding company, canteen manager, group or individual in the Post or in any way connected with the Post's activities, can take this authority and responsibility from the Post Quartermaster.

Quartermaster cont.



- All funds, monies or property accumulated under the name of the Veterans of Foreign Wars for the Post, regardless of the nature of the activity, which accumulates them, are the property of the Post and are subject to disposition by Post action.
- No Post member can mandate the expenditure of funds or disposition of Post Property unless properly authorized by the Post and executed by the Quartermaster.

Quartermaster's Records



- Every financial transaction must be documented, so it can be easily traced in the event of an audit or inquiry.
- Section 517 provides that the Department Inspector shall require that each Post be inspected at least once during the Inspector's term of office.
- The purpose of the inspection is to assure that the Post operates in a manner that supports the purposes set forth in the Congressional Charter, complies with the By-Laws, preserves the financial integrity of the Post and protects the interest of the member.

Post Funds Section 709



- Another Section of the National By-Laws is also important in understanding the Quartermasters duties, because it extends the Post Quartermaster's responsibility to the funds and property of clubrooms and activities carried on by the Post as well as a unit sponsored by the Post.
- All monies, properties and assets of every kind and nature as well as all records in connection therewith used, held and owned by such activities, is the property of the sponsoring unit and must be placed in the care and custody of the Quartermaster of such unit, and such monies, properties and assets, together with all records in connection with such activities, shall be subject to the same rules and under the same procedure as any other Post, District, County Council and/or Department property and records.

Who Owns it? The POST



- Canteen
 - Bingo
 - Golf Tournament
 - Motorcycle Group
- Quartermaster should have access and oversight of all these activities.



VETERANS OF FOREIGN WARS.

QUESTIONS?

Ben Lowrance
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109-Minutes

What Happened?



Why do we take minutes?
Let's look in our governing documents.

VFW bylaws/Manual of Procedure

Sec. 218 - Officers and Chairmen, Duties and Obligations.

(6) Adjutant. Among the duties of the Post Adjutant, the Adjutant shall:

- a. Be the official corresponding officer for the Post and shall attest to all official communications and reports with their signature.
- d. The Post Adjutant shall maintain the following records:
 - 1. A copy of the original application of every member admitted to the Post.
 - 2. **Minutes** of each Post meeting after correction and approval.

What Happened?



Why do we take minutes?
Let's look in our governing documents.

Robert's Rules of Order NR Version 12

§48. MINUTES AND REPORTS OF OFFICERS

Minutes

48:1 The official record of the proceedings of a deliberative assembly is usually called the *minutes*, or sometimes—particularly in legislative bodies—the *journal*. The minutes should be kept in a substantial book or binder.

Structure of the Minutes



Minutes are arranged in four parts.

1. First Paragraph
2. Second Paragraph
3. The body
4. Last Paragraph

First Paragraph



48:4 The *first paragraph* of the minutes should contain the following information (which need not, however, be divided into numbered or separated items directly corresponding to those below):

- 1) the kind of meeting: regular, special, adjourned regular, or adjourned special;
- 2) the name and number of the post
- 3) the date and time of the meeting, and the place, if it is not always the same;
- 4) the fact that the Commander and adjutant were present or, in their absence, the names of the persons who substituted for them, a roll call of officers and whether they are present or excused

Second Paragraph



The **Second Paragraph** should state

5) whether the minutes of the previous meeting were read and approved—as read, or as corrected—and the date of that meeting if it was other than a regular business meeting. Any correction approved by the assembly is made in the text of the minutes being approved; the minutes of the meeting making the correction merely state that the minutes were approved “as corrected,” without specifying what the correction was (see first paragraph of form, 48:8).

The body of the minutes should contain a *separate paragraph for each subject matter*, and should show:

- 6) all main motions ([10](#)) or motions to bring a main question again before the assembly ([6:25–27](#); [34–37](#)) that were made or taken up—except, normally, any that were withdrawn³—stating:
 - a) the wording in which each motion was adopted or otherwise disposed of (with the facts as to whether the motion may have been debated or amended before disposition being mentioned only parenthetically); and
 - b) the disposition of the motion, including—if it was *temporarily* disposed of ([9:7–11](#), [38:8](#))—any primary and secondary amendments and all adhering secondary motions that were then pending;

The body of the minutes should contain a *separate paragraph for each subject matter*, and should show:

7) secondary motions that were not lost or withdrawn, in cases where it is necessary to record them for completeness or clarity—for example, motions to *Recess* or to *Fix the Time to Which to Adjourn* (among the privileged motions), or motions to *Suspend the Rules* or grant a *Request to Be Excused from a Duty* (among the incidental motions), generally only alluding to the adoption of such motions, however, as “... the matter having been advanced in the agenda on motion of...” or “... a ballot vote having been ordered, the tellers...”;

8) the complete substance of oral committee reports that are permitted to be given in small assemblies in particular cases as provided in [51:60–62](#);

The body of the minutes should contain a *separate paragraph for each subject matter*, and should show:

- 9) all notices of motions ([10:44–51](#));
- 10) all points of order and appeals, whether sustained or lost, together with the reasons given by the chair for his or her ruling; and
- 11) the declaration by the chair in “naming” an offending member as a part of disciplinary procedures, as well as any disorderly words that led to such naming and that the chair directed the secretary to take down (see [61:12–14](#)).

The Body

The body of the minutes should contain a *separate paragraph for each subject matter*, and should show:

- Roll Call of Officers
- Membership applications and approval dis-approval
- Minutes (adjutant notes membership approval or corrections here)
- Quartermaster report
- Service Officer report
- Committee reports
- Unfinished business
- New business
- Nominations, elections and installation of officers
- *The name and subject of a guest speaker can be given, but no effort should be made to summarize his remarks
- Good of the order. Normally you would not make any entries for the good of the order unless a resulting motion happened during this section.

Expenditure of funds. This one gets its own slide.

It is imperative that you log every motion that passes, using post funds.

Sec. 218 - Officers and Chairmen, Duties and Obligations.

(a) Officers.

(1) Commander. Among the duties of a Post Commander, the Commander shall:

f. Approve all disbursements of funds properly authorized by the Post by use of voucher or payment order.

Last Paragraph



The *last paragraph* should state:
12) the hour of adjournment.

Tips for the Adjutant page 1



- The Adjutant should sit near the presiding officer.
- Approved minutes are the official record of proceedings of a deliberative assembly.
- Minutes can be corrected years after they are approved.
- When corrections are made, the error should be bracketed, and the correction written on the facing page or in a wide margin.
- If a draft of the preceding meeting minutes are sent to all members, they need not be read unless requested.
- The minutes should contain mainly what was *done*, not what was *said*, in the meeting.
- Do not include what did not occur in the meeting.

Tips for the Adjutant page 2



- The name of the seconder should not be included unless ordered by the assembly.
- Motions should be recorded exactly as adopted.
- If a motion is long or difficult to record requested that it be submitted in writing.
- The names of those elected or appointed to committees should be listed.
- Fact that the assembly went into a committee of the whole or quasi committee of the whole and the committee report, but not the proceedings.
- When a question is considered informally, the same information should be recorded in the minutes as under the regular rules.

Tips for the Adjutant page 3



- The assembly can order a complete committee report to be “entered in the minutes.”
- The name and subject of a guest speaker can be included in the minutes. Do not include a summary of the remarks.
- Number of votes on each side for a counted vote or a vote by ballot.
- Names of those voting on each side and those answering “Present” for a roll call vote.
- When the minutes have been approved, the word "Approved," with the Adjutant’s initials should be written below the minutes.
- The words, “*Respectfully submitted,*” represent an older and non-essential practice.

Why are minutes important?



In a rare instance minutes could be part of a court case.
Let's look at some examples of why minutes are imports and
what can happen in the event the Post get taken to court.

WHEN YOUR MINUTES GO TO COURT **Big fat disclaimer!!!**

PURPOSE: The following presentation on minutes is not designed to make you a lawyer.
It IS designed to make you a good adjutant and a good member.
No legal advice is given but suggestions for best practices for taking, approving, and preserving
minutes are made.
Knowing what may come later will help you prepare, approve, and keep the minutes properly.

Why are minutes important?



WHEN YOUR MINUTES GO TO COURT

MINUTES are the official record of the proceedings of a deliberative assembly. RONR, p. 468. *Black's Law Dictionary* defines minutes as "2. Parliamentary Law. The formal record of a deliberative assembly's proceedings, approved (as corrected, if necessary) by the assembly."

Minutes are commonly needed by:

- Members -- Current or future members may wish to consult for historical reasons
- The press or scholars -- As the historical record, old minutes are often consulted
- Banks -- Several reasons, most common is to establish who has signature authority
- IRS -- to evaluate exercise of fiduciary duties and to determine if activities are within permitted scope for the entity. IRS regulations reference a "minute book" as showing activities and the "thinking and intent of those controlling the organization"
- Lawyers for preparing a case -- Minutes are used as an original source for every imaginable controversy.

Why are minutes important?



WHEN YOUR MINUTES GO TO COURT

Reasons to admit minutes in a court case are to prove or disprove:

1. that a meeting was held on certain date
2. who was present
3. who presided
4. who took the minutes
5. that a quorum was present
6. that previous minutes were approved (or not)
7. that notice was given
8. results of election
9. delivery and acceptance of resignations
10. start of terms
11. what board members knew and when they knew it
12. an infraction resulting in a member being "named" in the minutes
13. results of roll call vote
14. disciplinary infractions and charges
15. making and resolving motions
16. who declared a conflict of interest
17. fact that proper voting thresholds were used
18. fact that proper parliamentary procedure was observed
19. fact that a contemporaneous objection was raised

Why are minutes important?



WHEN YOUR MINUTES GO TO COURT

RECOMMENDATIONS

- >For the content, review your parliamentary authority carefully. RONR have outstanding examples of sample minutes.
- >Make a formal request for a lawyer in the organization's jurisdiction to give you a copy of statutes that apply. There may be statutory requirements beyond parliamentary us-age. For example, use of a corporate seal may be required.
- >Follow all rules of form. For example, sign and date, place in proper minute book, attach what you say is attached.
- >Consider digital signatures, pdfs, "draft" watermark, "page x of y" footers, storage solutions, both physical and cloud-based.
- >If you are the adjutant, use as much care in distributing and saving minutes as you do in creating them.
- > Observe utmost honesty and integrity in taking minutes and in noting approval or corrections.

Why are minutes important?



WHEN YOUR MINUTES GO TO COURT

BASIC DEFINITIONS

Evidence is *relevant* when it has any tendency to make the fact that it is offered to prove or disprove either more or less probable.

Evidence is *competent* if the proof that is being offered is reliable. (Short layperson summary, "is it what it purports to be?")

Four types of evidence: real, demonstrative, testimonial, and documentary. *Documentary* evidence, such as minutes, does not walk into court and start talking. To admit such evidence, the lawyer will lay a foundation establishing that the evidence is relevant and competent and should be admitted.

Hearsay: a statement, other than one made by the declarant while testifying, offered in evidence to prove the truth of the matter asserted. Frequently used hearsay exceptions: business record, statement in ancient documents, statement against interest.

Business record exception: writings or records of acts, events, conditions, opinions, or diagnosis, made at or near the time by, or from information transmitted by, a person with knowledge are admissible if kept in the regular course of business. Idea is that people are more truthful when it comes to the everyday activities of a business.

I DEMAND TO SEE THE MINUTES!!!



Who has access to the minutes?

Every member in good stand that is part of the organized group.

For instance, every member has access to a post meeting but not every committee.

It would be within their right to see the minutes from each meeting but not within their right to inspect the minutes from a committee that they are not on.

It is also well within the right of the adjutant to schedule a time for the member to review the minutes. A demand of right now! Is unreasonable.

| Rank | Motion | Record at the Meeting | Keep in the minutes | |
|---|-----------------------------------|-----------------------|--------------------------|--------------------|
| | | | If adopted | If rejected |
| Privileged Motions | | | | |
| 1 | Fix the time to which to adjourn | Yes | Yes | No |
| 2 | Adjourn | Yes | Yes | No |
| 3 | Recess | Yes | Yes 1 | No |
| 4 | Raise a question of privilege | Yes | Yes | No |
| 5 | Call for the orders of the day | Yes | No | Yes |
| Subsidiary Motions | | | | |
| 6 | Lay on the table | Yes | Yes | No |
| 7 | Previous question | Yes | No | No |
| 8 | Limit debate | Yes | No | No |
| 9 | Postpone to a certain time | Yes | Yes | No |
| 10 | Refer to committee | Yes | Yes | No |
| 11 | Amend the amendment | Yes | Incorporate in amendment | No |
| 12 | Amend the motion | Yes | Incorporate in main | No |
| 13 | Postpone indefinitely | Yes | Yes | No |
| Main Motion | | | | |
| 14 | Main moition | yes | Yes, final wording | Yes, final wording |
| Motions That Bring Business again Before the Assembly | | | | |
| | Take from the table | Yes | In passing 2 | Yes |
| | Rescind (or repeal, or annul) | Yes | Yes | Yes |
| | Amend previously adopted | Yes | Yes | Yes |
| | Discharge a committee | Yes | Yes | Yes |
| | Reconsider | Yes | In passing 3 | In passing 4 |
| Incidental Motions | | | | |
| | Point of order | Yes | Chair's ruling | Chair's ruling |
| | Parliamentary inquiry | Yes | No | No |
| | Point of information | Yes | No | No |
| | Appeal from decision of the chair | Yes | Yes | Yes |
| | Suspend the rules of order | Yes | Yes | No |
| | Suspend standing rules | Yes | Yes | No |
| | Choose the method of voting | Yes | No 5 | No |
| | Division of a question | Yes | In passing 6 | No |
| | Division of the assembly | Yes | No | No |
| | Object to consideration | Yes | Yes 7 | Yes |
| | Permission to withdraw a | Yes | No 8 | No |
| | Consider by paragraph | Yes | No | No |
| | Blank, to create by striking out | Yes | No | No |
| | Permission to read papers | Yes | No | No |

Notes:

1. If the recess is other than a short break for relief.
2. "Upon being taken from the table, the main motion to ... was rejected."
3. "Upon reconsideration, the main motion to ... was rejected."
4. "The motion to reconsider the vote on ... was rejected."
5. Numerical results of counted or ballot vote recorded in minutes.
6. "The question was divided into two motions."
7. The objection is recorded, not the original main motion to which the objection applies.
8. The withdrawn motion does not appear in the minutes, except if it is necessary to refer to it in passing to complete the record—for example, because the withdrawn motion was

Wrapping it up



The record of a meeting and the job of the adjutant (recording secretary) is one of the most important jobs in the post. Accurate records will keep a post out of hot water.

Questions?



VETERANS OF FOREIGN WARS.

Contact us with any questions!

Steve Evans

State Parliamentarian Department of Texas

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Community Service and Tracking It

Agenda



- Why is it Important
- What is Community Service
- Examples of Community Service
- What is Not an Example of Community Service
- How to enter it

Why is it Important (Pg. 49 SOP)



- Each **Post** can have their **non-profit status** revoked by the IRS if they “**Fail to maintain adequate records** to accurately report your exempt purpose and activities that supports your exemption under code section 501(c)(19).”
- The **first item** the IRS will ask for during an audit is **evidence of Community Service.**
- **All Community Service items should be recorded in the Post meeting minutes,** which is the **second item** the IRS will ask for.
- Build a book!

What is Community Service



- First and foremost
 - It is a Founding VFW Tenet
- It Can be...
 - Educational
 - Support the Environment
 - Health Services
 - Civic Projects
- Must be conducted during the current VFW year
 - However, reported May 1st – 30 April

Examples of Community Service (Pg. 49 SOP)



• Sponsorship of:

- Blood drive
- Food drive
- Recycling program
- Food distribution programs
- Safety program
- Flag details for public events
- Get Out the Vote program
- Financial/equipment support of public programs or entities

• Sponsor a Youth Event

- Easter egg hunt
- Bike safety program
- Halloween party
- Christmas party
- Veterans in classroom
- Flag etiquette instruction

• Americanism

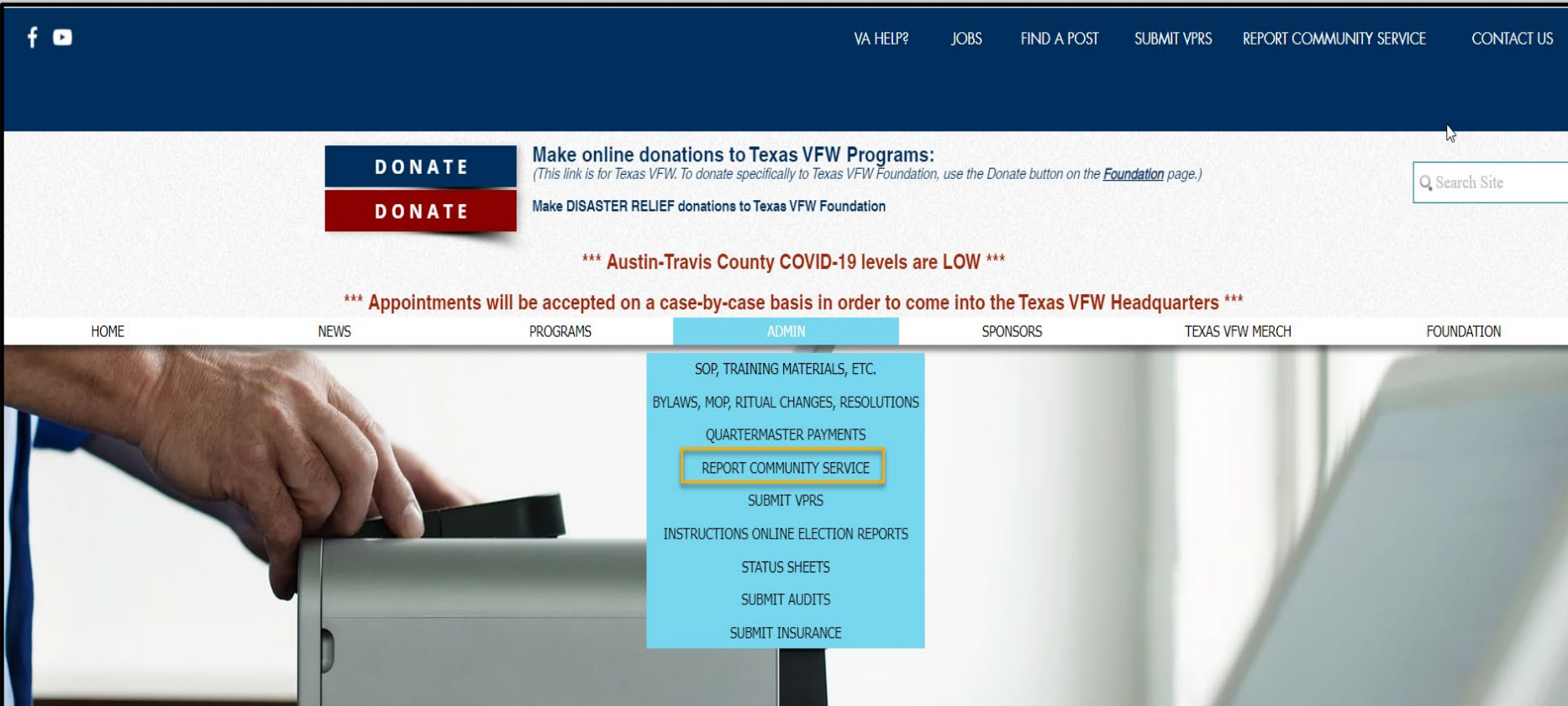
- For credit in Americanism, a project must be of a patriotic nature
- Flag presentations, parades, presentation of patriotic literature, patriotic ceremonies in schools or youth groups, and public observances of National holidays.
- **Each project must benefit the greater community not just the Post or Auxiliary.**

What Does Not Count...



- **Any project for yourself or member of the VFW, Auxiliaries, Motorcycle Unit.**
- Sending a “Get Well” card to a member of the VFW, Auxiliaries, Motorcycle Unit.
- **Flag raising ceremony at the Post, unless attended by persons outside the VFW, Auxiliaries, Motorcycle Unit.**
- Purchasing a replacement flag for the Post.
- **Running an errand for or giving a ride to a member of the VFW, Auxiliary, or Motorcycle Unit.**
- Honor Guard posting colors at a VFW, Auxiliary, Motorcycle Unit meeting or ceremony.
- **Giving a certificate** to a VFW, Auxiliary, Motorcycle Unit or member.
- Donation to a VFW, Auxiliary, Motorcycle Unit or member.
- **Fundraising projects**, even those whose proceeds are earmarked for community service projects.

How to Enter it and Get Credit



Please note that you must be using at least Google Chrome, Mozilla Firefox or Safari browsers for the form to properly function.

Admin

This section is primarily for VFW Members, Elected Officers and Appointed Chairmen at the Post and District Level.

Step 2 (Fill in the Blanks/Drop Downs)



Post #*

Select your post number from the listing.

Select Post #

District #*

Select District #

Date Completed*

MM/DD/YYYY



Briefly describe the project:*

How were the Post members involved?

Youth

☐ Yes

☒ No

Americanism

☐ Yes

☒ No

Number of Hours (Round Up to Whole Hours Only)*

Enter whole number round up your hours

1

Number of Hours (Round Up to Whole Hours Only)*

Enter whole number round up your hours

1

Total amount of money used/donated to complete project.

Please round up to the nearest whole dollar:*

0

Mileage

Enter mileage to nearest whole number.

0

Is this a Motorcycle Unit Report?

☐ Yes

☒ No

Is this a Homeless Veteran Report?

☐ Yes

☒ No

Name*

First

Last

Email*

Email

Dropdown

Please select

Reset

Submit

Print

New for 2022



- This form has an automatic e-mail response that may be blocked by YOUR spam filters.
- If this is the case, then you will not receive a confirmation, or you may receive an error message when you submit your online Community Service Report.
- Please check your spam filters and designate all recipients from @texasvfw.org as safe.
- Community Service Questions? Email John Jowers at john@texasvfw.org. We are receiving all of your reports even if you do not receive an automatic reply.
 - No need to resubmit over and over. If you are concerned about your report, please email john@texasvfw.org ask for confirmation.



**SMALL ACTS,
WHEN MULTIPLIED BY
MILLIONS OF PEOPLE,
CAN TRANSFORM
THE WORLD.**

-Howard Zinn



Questions!

Greg Brannan
Texas VFW Mentorship Chairman
VFW Post 12205, Bulverde TX