

Department of Alabama

General Orders

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Department of Alabama, VFW

General Order # 6: 2023-2024 Series

December 1, 2023

1. **MEMBERSHIP:** We currently have 9058 members reported for 85.77%. We appreciate your support as we continue the 2023 – 2024 membership year. We need 1503 members to reach our goal of 100% by 31 December. The annual renewal date is between July 1 – June 30.
2. **COMMANDERS:** Section 218(a) requires the Post Commander to ensure he or his representative attends all properly called district meetings. In the absence of the Post Commander, Section 218(a)2 requires that the Sr. Vice Commander represent the Commander. Section 218(a)4 requires the Jr. Vice Commander to be the representative in the absence of the Commander and Sr. Vice Commander.
3. **DISTRICT AND POST INSPECTIONS:** All District and Posts must be inspected no later than 15 November and ALL deficiencies corrected no later than 31 December 2021. Posts that fail to complete the mandatory inspections are subject to administrative actions, including post-suspension.
4. **MID-WINTER CONFERENCE:** Will be held January 18 - 21, 2024, at the Embassy Suites, 300 Tallapoosa St., Montgomery, AL 36104. **You must register with Department Headquarters prior to making room reservations. Reservations must be made with Department Headquarters prior to December 11, 2023. If you do not register, you will not get the discounted rate at the hotel.**
5. **THE FOLLOWING PROGRAM DEADLINES ARE AS FOLLOWS:**
 - VOD/PP & TEACHER PROGRAMS – DISTRICT TO DEPARTMENT – DEADLINE DECEMBER 15. MUST BE COMPLETE PACKAGE
 - SCOUT PROGRAM – DEADLINE APRIL 1 TO DEPARTMENT
 - RECORD BOOKS – DEADLINE APRIL 15 TO DEPARTMENT
 - PUBLIC SERVICE – DEADLINE TO POST DECEMBER 14 AND DEADLINE TO DEPARTMENT JANUARY 3
 - ALL POST ENTRIES MUST BE RECEIVED NO LATER THAN NOON ON THE NLT DATE LISTED FOR THAT PROGRAM. ANY ENTRY RECEIVED AFTER THAT DATE WILL NOT BE ENTERED INTO THE JUDGING.
6. **ALL-STATE TEAM:** The State Commander will select an ALL-STATE TEAM based on the performance of each individual Post as of April 30. Prerequisites are listed in the 2023-24 Commander's Guide. Being 100% will not always make the team.
7. **POST AND DISTRICT COMMANDERS:** It is your responsibility to ensure any change in the officers of the Post and District is sent to State Headquarters immediately. Include phone numbers and e-mail addresses; the department will notify National.
8. **POST AND DISTRICT COMMANDERS:** Section 220 of the National Bylaws, “Vacancies and Removal of Elective Officers,” states that “Any elected Post Officer removed by the Department Commander, because of failure to pay current dues or by vote of the Post under the provisions of this section, shall not be eligible to serve in any Post office in the same administrative year in which the Officer is removed.”

Department of Alabama, VFW

General Order # 6: 2023-2024 Series

December 1, 2023

9. **POST COMMANDERS:** Section 218 of the Manual of Procedure, “Duty of Trustees.” Trustees Report of Audit must be completed in detail at the close of each quarter, one of which ends December 31. Commanders are reminded that all persons handling Post funds shall keep accurate and complete records. Post Trustees shall audit these records in the same manner as Post Quartermaster records.
10. VFW Buddy Poppies will be distributed according to the provisions set forth in section 711 of the National Bylaws Manual of Procedure. Department, District, County Council, and Post Commanders should now arrange to distribute Buddy Poppies for the Memorial Day campaign in their respective areas. All donations accruing from the distribution of Buddy Poppies shall be used in accordance with sections 219 and 704 of the Manual of Procedure.
11. All Districts and Posts will forward the final copy of Form 990 filed with the IRS to the Department Adjutant/Quartermaster **no later than 31 December**.
12. **ALL MEMBERS:** We are halfway through the current VFW year and cannot pump the brakes. Now is the time to ensure we are pushing forward in our mission of care for our veterans and their families. Let’s finish the calendar year strong as we push for a stronger 2024.
13. The Alabama VFW website is www.vfwal.org. The headquarters’ e-mail address is alvfw@yahoo.com.

BY ORDER OF:

DANNY SAMPLE
STATE COMMANDER

OFFICIAL:

MATTHEW L. LAMBERT
STATE ADJUTANT

Department of Alabama, VFW

General Order #5: 2023-2024 Series

November 1, 2023

1. **MEMBERSHIP:** We currently have 8,710 members reported for 82.48%. We appreciate your support as we continue the membership year 2023-2024. Annual members renewal date is between July 1 – June 30.
2. **COMMANDERS:** are reminded that any member or guest barred from a Post for violation of Bylaws and/or conduct unbecoming will be allowed to attend all regular scheduled or special called post membership meeting. They may arrive fifteen (15) minutes before scheduled meeting and must leave immediately following close of meeting. Entering upon the property at any other time subjects them to arrest for trespassing on VFW property.
3. **MID-WINTER CONFERENCE:** will be held January 18 - 21, 2024, at the Embassy Suites, 300 Tallapoosa St., Montgomery, AL 36104. **You must register with Department Headquarters prior to making room reservations. Reservations must be made with Department Headquarters prior to December 11, 2023. If you do not register, you will not get the discounted rate at the hotel.**
4. **ALL STATE TEAM:** The State Commander will select an ALL-STATE TEAM based on the performance of each individual post. Prerequisites are listed in the 2023-2024 Commander's Book. Being 100% will not always make the team.
5. **IRS FORMS 990 AND 990T'S:** All Post Commanders and Quartermasters are reminded that they must withhold taxes on all employees and report income on all employees. Anyone performing (band, etc.) or contract labor must be provided a 1099 each year. Posts are required to submit IRS Form 990/990T must do so by November 15. All Posts must submit a copy to Department no later than December 31.
6. **COMMANDERS:** It is your responsibility to ensure any change in the officers of the Post and District are updated on the National Election Report via OMS please include Phone Numbers and E-mail address.
7. **COMMANDERS:** Article XI – AUXILIARIES, Section (b), (2) Governance of District, County Council and Post Auxiliaries. The Auxiliary to a District, County Council or Post shall be subject to the jurisdiction of the respective District, County Council, or Post of the Veterans of Foreign Wars of the United States whose name or number it bears.
 - o Such auxiliary shall be governed by the Bylaws, Ritual and Rules and Regulations of the Auxiliary to the Veterans of Foreign Wars of the United States and the Department Auxiliary and lawful orders issued by their respective officers provided they do not conflict with the Congressional Charter, Department Bylaws or the Bylaws of the District, County Council or Post whose name it bears, or lawful orders issued by the Commander-in Chief, the National Council of Administration, or the Department Council of Administration.
8. **POST COMMANDERS:** Article II Section 214 Solicitation of Funds, Paragraph 1 reads in part: Posts may solicit funds or contributions or otherwise engage in fund-raising activities or projects **ONLY** after a prior vote of the Post agreeing to such solicitations, activities, or projects. Paragraph 2 Reads: **A Post SHALL NOT solicit funds or donations** or otherwise engage in fund-raising activities or projects **outside the immediate geographical area or community of the Post.**
9. **DISTRICT COMMANDERS:** Article IV Section 412 Solicitation of Funds, Paragraph 1 reads in part: Districts may solicit funds or contributions or otherwise engage in fund-raising activities or projects **ONLY** by prior vote of the District agreeing to such solicitations, activities, or projects

ONLY by prior vote of the District agreeing to such solicitations, activities, or projects.
Paragraph 2 Reads: A District SHALL NOT solicit funds or donations or otherwise engage in fund-raising activities or projects outside the immediate geographical area of the District.

10. **ALL COMMANDERS:** Section 219 and 704 of the Manual of Procedure outline the various things for which the Post Relief Fund can be used. A few years ago, the phrase, “To foster true patriotism through historical and educational programs,” was added to this section. This allows the Post to use the relief funds for the Voice of Democracy program or other Americanism programs that are educational. This does not include Post building projects, hall remodeling, color guard uniforms or any other expenditure that does not follow these guidelines.
11. **POST COMMANDERS:** Attention is directed to the Commander-in-Chief’s decision in response to questions raised concerning alcoholic beverages in the Post meeting room during the Post meeting as set forth below:
 - o It is held to be objectionable and contrary to accepted rules of order and proper decorum implicit in the ritual of the Veterans of Foreign Wars to permit alcoholic beverages in the Post meeting room during the Post meeting. Accordingly, the presence, dispensation, and/or consumption of alcoholic beverages in VFW meeting rooms during VFW meetings is unacceptable and is prohibited. Any such practice known to exist shall be terminated.
 - o It is the intent of the Commander-in-Chief’s decision, regarding this response, to include Post, County Council, District and Department meetings, whereas it is held to be objectionable. Please refer to Section 1001 (24.) of the National Manual of Procedure.
12. **Officers and committee members** whose membership is not in good standing for failure to pay current dues by their anniversary date, shall forfeit eligibility to hold any office the remainder of the administrative year.
13. **POST COMMANDERS: On October 22, 2023,** the Alabama Supreme Court ruled on the issue of electronic bingo games. The court stated that electronic bingo does not meet the definition of bingo. The Court stated that bingo is a game played with paper cards and there is “no such thing as electronic bingo”. No post shall have in their possession any form of electronic machine that violates the Alabama Supreme Court ruling.
14. **ALL COMMANDERS: November 11th** is fast approaching. This date is one that we recognize all who have served in uniform. It is an occasion of reflection of our service and those before us. It is a day to honor those still serving and their families. I encourage every Post to engage in some form of recognition on Veteran’s Day within the community.

BY ORDER OF:

DANNY SAMPLE
STATE COMMANDER

OFFICIAL:

MATTHEW L. LAMBERT
STATE ADJUTANT

Department of Alabama, VFW
General Order #4: 2023-2024 Series

October 1, 2023

1. **MEMBERSHIP:** We currently have 8,413 members reported for 79.66%. We appreciate your support as we start the membership year for 2023-2024.
2. **DEPARTMENT GENERAL ORDERS:** are a directive and are to be read/discussed at the next Post/District meeting and filed for reference.
3. **THE FOLLOWING ARE DUE NO LATER THAN OCTOBER 31:**
 - **COMMUNITY SERVICE REPORT TO HEADQUARTERS**
 - **TRUSTEE AUDIT REPORT TO HEADQUARTERS**
4. **ATTENTION COMMANDERS:** Section 218 (a) requires the Post Commander to assure their representative attend all properly called District Conventions or meetings and County Council meetings. In the absence of the Post Commander Section 218 (a) 2 requires that the Senior Vice Commander represent the Commander. Section 218 (a) 3 requires that the Junior Vice Commander to be the representative in the absence of the Commander and the Senior Vice Commander. Scheduling District and Post meetings should be deconflicted with all Veteran's Event Days, example 9/11, POW/MIA, Service Birthdays etc. This will help to ensure that your District and Post will have a higher participation attendance in an offsite event within your communities.
5. **COMMANDERS:** You are required to ensure all members realize and understand that any conduct unbecoming during State Conferences and Conventions where the State or District has contracted with any hotel or other business is subject to the National Bylaws and Manual of Procedure. All complaints must be submitted in writing and delivered directly to the Convention Committee Chairman or State Adjutant. The Convention Committee Chairman submits a report to the Hotel Management on all complaints received during the contracted period. Members going directly to the hotel staff is not conducive to Good of the Order and will not be tolerated.
6. **COMMANDERS:** are reminded that any member or guest barred from a Post for violation of Bylaws and/or conduct unbecoming will be allowed to attend all regular scheduled or special called Post membership meeting. They may arrive fifteen (15) minutes before the scheduled meeting and must leave immediately following close of meeting. They may not purchase any type of beverage and entering upon the property at any other time subjects them to arrest for trespassing on VFW property.
7. **COMMANDER'S POST AND DISTRICT:** It is your responsibility to ensure any changes in the officers of the Post and District are reported to National through the OMS website at www.vfw.org.

8. **ATTENTION POST COMMANDERS:** ASCAP/BMI LICENSE FEE: Public Law 97-366 exempts non-profit veteran's organizations that meet the following requirements: (1) The function wherein live music is performed must be limited to VFW members and their bona-fide guest and not open to the general public, (2) All profit after paying reasonable cost of producing the performance, must be used for charitable purposes. Post shall maintain records that will substantiate their claim to exemption as a non-profit organization and should immediately notify ASCAP or BMI representative if they receive invoices for license fee.
9. **COMMANDERS:** You will ensure that any contact with any National or Local media requesting comments on any topic dealing with Political issues will be immediately directed to the Department Headquarters for a response if required. You are reminded that you will ensure that any contact with law enforcement, emergency services or any loss of property will be reported within 72 hours of the event per State bylaws.
10. **BUDGET & FINANCE COMMITTEE:** will meet on October 20, 2023, at 1:00 PM at Department Headquarters, 1231 Carmichael Way, Montgomery, AL.
11. **COUNCIL OF ADMINISTRATION:** will meet on October 21, 2022, at 10:00 AM at Department Headquarters, 1231 Carmichael Way, Montgomery, AL 36106.

DANNY SAMPLE
STATE COMMANDER

OFFICIAL:

MATTHEW L. LAMBERT
STATE ADJUTANT

General Order #3 - 2023 -24

Department of Alabama, VFW

September 1, 2023

- **MEMBERSHIP:** We currently have 536 members reported for 5.07%. We appreciate your support as we start the membership year 2023 – 2024.
- **Department General Orders** are to be read/discussed at the next Post/District meeting and filed for reference. All current General Orders can be reviewed online at vfwal.org.
- **Quartermaster Bonds** are due by August 31 each year. The bond covers from September 1 through August 31. It is the duty of the Post Commander to see that the Post is property bonded. Please forward a copy of the declaration page to Department Headquarters showing the amount of the bond and policy dates.
- **POW/MIA:** National POW/MIA day will be observed on September 15, 2023. Please pause to remember those that we Prisoners of War and are Missing in Action. State of Alabama POW/MIA recognition ceremony will be held on 16 September at 11:00AM at the Alabama State Capital grounds.
- **All State Team:** The Department Commander will select an All-State Team based on the performance of each individual Post. Prerequisites are listed in the 2023 – 2024 Commanders Guide given out at the School of Instruction.
- **Programs Participation:** Every Post chartered by the Veterans of Foreign Wars of the United States will be expected to participate in the following programs as outlined in the 2023 – 2024 Commanders guide: Voice of Democracy, Patriots Pen, Smart/Maher Citizen Education Teachers Awards, “Buddy” Poppy, Veterans and Military Services Program and hold (2) Community Service Events per quarter.
- **National Veterans Day in Birmingham** Awards dinner will be held on November 10th Parade is always on the 11th of November.
- **Commanders:** it is your responsibility to ensure any change in the officers of the Post or District is sent to Department Headquarters immediately and updated on your Post/District Election Reports submitted through OMS. It is also your responsibility to have an email address that you check, respond to, and disseminate information from Headquarters and District.
- **Disposal of Post Property:** Article VII Section 709 of the National Bylaws require any Post desiring to sell or mortgage its property must give written notice of the meeting to consider the sale or mortgage to each member of the Post and to the Department Commander, and then only by two-thirds (2/3) vote of approval of those members present and voting at such regular or special meeting.
- **Commanders** are reminded that any member barred from a Post property for violation of bylaws and/or conduct unbecoming will be allowed to attend all regularly scheduled or special called Post membership meetings. The barred member may arrive fifteen (15) minutes before the meeting and must leave immediately following the close of the meeting. They may not purchase any type of beverage and may not enter the property at any other time or will be subject to arrest for trespassing on VFW Property.

BY ORDER OF:
DANNY SAMPLE
DEPARTMENT COMMANDER

OFFICIAL:
MATTHEW L. LAMBERT
DEPARTMENT ADJUTANT

General Order #2 2023 – 2024

Department of Alabama, VFW

August 1, 2023

- Department General Orders are to be read and discussed at the next Post/District meeting and filed for reference.
- Department Headquarters office hours are Monday – Friday 0800 – 1600 hours. Office is closed on all Federal/State holidays, Mid-Winter Conference, State Convention and National Convention dates.
- Department Headquarters contact info is Phone # 334-270-8399; Fax # 334-270-9056, email address is alvfw@yahoo.com and the mailing address is 1231 Carmichael Way, Montgomery, AL 36106.
- **Membership:** We have started the year off strong, but we cannot slow down. The Challenge from the Command in Chief is for us to reach 102%. The Commander-in-Chief has filmed a video to promote this Challenge! You can find it here - https://youtu.be/ITe_yMFZUVc
- **Mandatory:** National Bylaws and Manual of Procedures Article II Section 218 (a)(1)k requires you (the Post Commander) or your authorized representative to attend all properly called District Conventions or meetings. In your absence at these regular scheduled or special called meetings, it is your responsibility to insure at least 1 (one) line officer be in attendance. There will be no exceptions to this requirement. Also, Post Officers are strongly encouraged to attend all properly called Department meetings.
- **Quartermaster Bonds:** are due in August each year. The bond covers from September 1 – August 31. It is the duty of the Post Commander to ensure the Post is properly bonded.
- **All Officers:** are reminded that Sec. 218 of the National Bylaws and Manual of Procedures state that you must transfer to their successor, without delay, all books, records, papers, monies, securities, and other property of the Post in their possession or under their control.
- **Commanders – All Levels:** Your attention is directed to the action of the National Council of Administration prohibiting the wearing of baseball type caps and/or western style hats at all VFW meetings. The lightweight tan cap has been approved for wear.
- **Commanders:** you are reminded that any member barred from a Post for violation of Bylaws and/or conduct unbecoming will be allowed to attend all regular scheduled or special called post membership meetings. They may arrive fifteen (15) minutes before the scheduled meeting and must leave Post property immediately following the close of the meeting. They may not purchase any type beverages and entering the property at any other time will be subject to arrest for trespassing on VFW property.
- **Alcoholic Beverages:** the presence, dispensing and/or consumption of alcoholic beverages or use of smoking/vaping products in VFW meeting rooms during VFW meetings is prohibited. See Article X Sec. 1001 paragraph 25 of the National Bylaws and Manual of Procedures.
- **Weapons:** All Posts that have weapons that are used by Honor Guards must be controlled by the Post. You must adopt regulations or rules concerning the use, care, security and return of these USTACOM weapons. Any Post needing help in drafting these rules/regulations should contact the Department Adjutant.

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- **Disposal of Post property:** Article VII Sec. 709 of the National Bylaws and Manual of Procedures require any Post desiring to sell or mortgage its property must give notice of the meeting to consider the sale or mortgage to each member of the Post and to the Department Commander ten (10) days prior to the meeting and the Department Commander must approve. The sale or mortgage must be approved by two-thirds vote of those members present and voting at the meeting.
- **Commanders:** You are requested to ensure all members realize and understand that any conduct unbecoming during Department Conferences and Conventions are subject to the National Bylaws and Manual of Procedures. Any complaints of the contracted hotel will be directed to the Department Convention Committee Chairman or the Department Adjutant. The Convention Committee Chairman will report any complaints to the contracted hotel management. Any member or participant of Department Conferences or Conventions going directly to the contracted hotel staff is not conducive to the Good of the Order and will not be tolerated.
- **Congratulations:** to our 2022 – 2023 All-State and All-American Commanders.
- **All State Team:** The Department Commander will select an All-State Team based on the performance of each individual Post. Prerequisites are listed in the 2023 – 2024 Department guide. It is every Commander's responsibility to know the requirements and the points that are available. You must do your Programs; being 100% in membership will not be enough.
- **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. See Sec 219 of the National Bylaws and Manual of Procedures.
- **Buddy Poppy Program:** Although we emphasize Buddy Poppies on Veterans Day and Memorial Day, it is important to realize that the distribution of Buddy Poppies should be a year-round exercise. Each time a Post participates in an activity where the public will be present, Buddy Poppies should be present as a fundraising tool and simply to recognize our fallen comrades. Just as "They Gave, Will you?" is a year-round thing, so should the distribution of Buddy Poppies. Remember to order your Buddy Poppies a minimum of 8 weeks in advance of your distribution date. The Buddy Poppy order form can be found at alvfw.org and **MUST** be ordered from the Department.

BY ORDER OF:

DANNY SAMPLE
DEPARTMENT COMMANDER

OFFICIAL:

MATTHEW L. LAMBERT
DEPARTMENT ADJUTANT

General Order #1 2023 – 2024

Department of Alabama, VFW

July 1, 2023

- 1) Having been duly elected according to the pro-forma 92nd State Convention on June 10, 2023, and properly installed as Commander, Department of Alabama, Veterans of Foreign Wars of the United States, I, Danny Sample hereby assume command.
- 2) The following officers have been duly elected and installed. They will be accorded the proper recognition:
 - a) Sr. Vice Commander – Eric Dudash, Post 3128, Ft. Payne
 - b) Jr. Vice Commander – Brandon Bagwell, Post 3073, Dothan
 - c) Quartermaster - Lee Lambert, Post 5035, Tallassee
 - d) Judge Advocate – Janice Harris, Post 1349, Prattville
 - e) Surgeon – Michael Gronkowski, Post 2702, Huntsville
 - f) Chaplain – Raymond Brandon, Post 6073, Scottsboro
 - g) District 1 Commander – Matthew Dryer, Post 4765, Athens
 - h) District 2 Commander – John Tuck, Post 6837, Boaz
 - i) District 3 Commander – William Millington, Post 12185, Alabaster
 - j) District 5 Commander – Damon Wallace, Post 5404, Auburn
 - k) District 6 Commander – Earl Lewis, Post 3016, Selma
 - l) District 7 Commander – Thomas Stephens, Post 4388, Red Level
 - m) District 8 Commander – Alvino Sosa, Post 4328, Tillmans Corner
- 3) The following appointments are hereby announced:
 - a) Adjutant – Lee Lambert, Post 5035, Tallassee
 - b) Chief of Staff – Robert Schmidbauer, Post 6683, Enterprise
 - c) Inspector – David Harris, Post 1349, Prattville
 - d) Sgt.-at-Arms – Michael Acquaviva, Post 6226, Arab
 - e) Convention Committee Chairman – Brett Davis, Post 1349, Prattville
 - f) Finance Committee Chairman – Eric Dudash, Post 3128, Ft. Payne

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- 4) All previous appointments are hereby null and void.
- 5) **POST COMMANDERS:** If you do not have an email address please designate a member of your Post, with an email address, to disseminate information from District and Headquarters. Also, please ensure the Post roster on the website is always up to date & accurate.
- 6) **GENERAL ORDERS:** All material in the State General Orders is directive in nature and will be read to the membership at the Post regular membership meetings each month.
- 7) **ATTENTION COMMANDERS:** all levels are directed to Section 703 of the National Bylaws which requires that each accountable employee and officer(s) be bonded with an Indemnity Company in the sum at least equal to the amount of liquid assets for which he/she may be accountable.
- 8) **SCHOOL OF INSTRUCTION** will be held August 18 – 20, 2023 at the Embassy Suites, 300 Tallapoosa St, Montgomery, AL 36104. Registration is \$50.00 and will include Commander's programs and banquet. The Post Commander, Post Quartermaster and at least one (1) Trustee must attend; also Posts with Clubrooms or Canteens must have at least one Board of Management committee member present to receive credit for All-State Post. All other members, to include program chairs, are encouraged to attend.
- 9) **ENFORCEMENT AGENCIES VISITS:** All Commanders are required to notify the Department as soon as possible and no later than 72 hours after any contact by phone, letter or visit by Federal, State or Local Enforcement Officers of the ABC Board, IRS Office, local Sheriff, Police Departments or any other agencies of their visit and any violation, request noted, or any information requested.
- 10) **CONTROL OF UNITS:** National Bylaws Section 709 states, "No Post, County Council, District or Department and no activity, clubroom or holding company or unit sponsored, conducted or operated by, for or on behalf of any Post, County Council, District or Department may own any property jointly or in common with any individual, firm, partnership, association, corporation or other business or charitable entity, including veterans organizations nor may they participate in any arrangement whereby the funds of such Post, County Councils, District or Department or activity clubroom, holding company or unit sponsored, conducted or operated by, for or in its behalf are expended on property held by another entity for the joint use of such Post, County Council, District and Department and other individuals, firms, partnership, associations, corporation or other business or charitable entities, including veterans organizations."
- 11) **Any VFW Post** loaning, renting, leasing, or allowing use of in anyway their VFW Post facilities or property to any civic, military, or other Veteran's organization will have a signed rental or lease agreement if for one (1) time or for a year with a hold harmless agreement included in the signed document. A copy of the agreement must be submitted to the State

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Commander at Headquarters at least seventy-two (72) hours prior to the use of the facilities by the other party to ensure proper compliance.

- 12) **All Posts with Clubroom or Canteen** operations will always observe and be in compliance with Alabama Alcoholic Beverage Control Board Administrative Code Chapter 20-X-2 (9)(a) Note: Post are required to always have 150 members in good standing. Failing to have 150 members in good standing will violate Section 218(a)(1) c.
- 13) **WEARING OF HATS:** Attention of Commanders, at all levels, are directed to action of the National Council of Administration prohibiting the wearing of VFW sport caps and/or western style caps at VFW meetings in place of the regulation cap of the VFW official uniform as set forth in Section 803 of the National Bylaws and Manual of Procedure. This prohibition is in accordance with previous directive of Commanders-in-Chief that it is held to be objectionable and contrary to accepted rules of order and proper decorum implicit in the ritual of the Veterans of Foreign Wars to permit the wearing of other than the official VFW caps at VFW meetings. This also applies to informal meetings.
- 14) **ATTENTION OF POST COMMANDERS:** Are directed to Section 218, Manual of Procedure, Duty of Trustees, which states that Post Trustees shall prepare and submit quarterly, through their Post Commander, a **Post Trustees Report of Audit** to the Department Quartermaster. The **first report is due** at the close of the Quarter June 2023. Post must have the audit to Department Headquarters no later than 31 July 2023. Do not mail these reports to National Headquarters.
- 15) **NON-NEGOTIABLE** - It is imperative that elected Post Trustees do their due diligence in preparing the Post Trustees Report of Audit. Trustees must review ALL Post Minutes, ALL Bank Statements to ALL Post accounts to identify the true asset account balance for the Post, any discrepancies in purchases that are not authorized in the bylaws or voted on by the Post membership should be reported to the Post Membership body immediately. Failure to do a proper Trustee Report of Audit places the Trustees, Commander, and the Posts future at risk with the Veterans of Foreign Wars. The Post Quartermaster is charged with producing all required documents associated with receipts and expenditures to not only the Commander and Post Trustees but to any Post member in good standing, failure to produce required documents should be reported up the chain of command immediately. Failure to do your job as Commander, Quartermaster, and Trustees could result in Post loss of property, suspension, and or revocation of the Post charter. Other Non-Negotiables are as follows:
 - a) All four completed Quarterly Audits received by the Department deadline.
 - b) Quartermaster Bond form submitted to Department.
 - c) IRS 990 Submitted to IRS and Department.

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- d) Election Reports submitted to Department.
 - e) National and State Convention fees paid, and copies of the delegate form submitted.
 - f) Post officer attendance for Department / District / SOI meetings
 - g) Brick and mortar Posts MUST turn in copies of deeds to the Department.
 - h) Posts with canteens WILL COMPLY with Alabama ABC laws as well as submit a copy of liquor license and a plan to the Department for conducting a profitable business (operating procedures, etc.)
 - i) Any contract with an outside agency MUST be reviewed at the Department prior to signing.
- 16) **BUDDY POPPY:** 2023-2024 Buddy Poppies will cost \$175.00 for 500 and \$350.00 for 1,000. The minimum order is five buddy poppies per member: 500 minimum order. The order form can be online at www.vfwal.org **ALL ORDERS MUST BE SENT THRU THE DEPARTMENT OF ALABAMA VFW HEADQUARTERS.** Please allow 8 - 12 weeks for delivery. Support the disabled veterans in the VA Hospitals that make Buddy Poppies by having a great program for 2023-2024.
- 17) In accordance with National bylaws, Section 709 – Control of Units, each Post in the Department shall have a Post Board of Management (if required). This board shall replace the House Committee and any other committee that deals with all business ventures outside the fraternal obligations of the Veterans of Foreign Wars. The Board members are the Commander, Quartermaster and Immediate Past Commander and shall have at least two members, one which will be elected each year for a two (2) year period. The Board shall consist of not less than two (2) members, one of which shall be elected each year for a two (2) year period. Each member will have one vote and will hold at least one (1) scheduled meeting each month and special meetings as necessary, provided that no special meeting may be held without giving at least forty-eight (48) hours' notice to all members of the Committee. Rules for the operations of club rooms, Canteens and activities by the Post Board of Management in the State of Alabama and bylaws explain in detail their overall responsibilities.
- 18) **NOTICE:** National Bylaws Article II Section 213 requires that the office of Quartermaster be bonded, that the Post be properly insured and that all trustee audits be submitted on time. Failure to comply will subject your Post Charter to suspension.
- 19) **MANDATORY:** National Bylaws and Manual of Procedures Article II Section 218 (a) (1) K requires the Commander, or their representative (Sr. Vice or Jr. Vice only) to attend all properly called District meetings. There will be no exceptions to this requirement and failure to attend will result in

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the administrative removal of the Post Commander. Also, Post Officers are strongly encouraged to attend all properly called State meetings.

- 20) The Congressional charter “An Act” Section 5 and the National Bylaws Article 1 Section 101 describe in detail the requirements for membership in the VFW and it does not allow for any type of Honorary or Associate membership, PERIOD.
- 21) All members are required to follow the proper chain of command prior to calling or writing National Headquarters. A copy of the letter written to National must be sent to State Headquarters.
- 22) **All Posts must participate in the core programs listed in the Commander’s instructions.** Programs, especially membership, are the VFW requirements and not the Bingo, Canteen or other outside fraternal operations that make us a Not-for-Profit Veterans Service Organization. Without doing the programs it is not the VFW and **there will be no Bingo, Canteen or other business conducted outside the VFW operations.**

BY ORDER OF:

DANNY SAMPLE
STATE COMMANDER

OFFICIAL:

MATTHEW L. LAMBERT
STATE ADJUTANT