

# STATE INSPECTOR



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*Inspector*

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Congratulations to all the new Commanders and Quartermasters serving at the District and Post levels.

As stated in the National Manual of Procedures, ARTICLE V - DEPARTMENTS, Section 518: "The Department Inspector shall ensure that each District, County Council (if applicable), and Post are inspected in accordance with Department and National guidelines."

Those responsibilities and requirements are as follows but not limited to:

- Books and records are inspected.
- That the National, Department, District, County Council and Post by-laws be enforced.
- That the opening and closing of meetings, the order of business and rules of order be followed and the initiation of recruits and other ceremonies are conducted as prescribed by the by-laws, Manual of Procedure and Ritual.
- A report on the decorum of meetings.
- Submission of a detailed report concerning the Post or District finances, records and property at time of inspection.
- Make sure that the District and Post has filed it's 990 Form direct with the IRS.
- Ensure the District and Post is bonded in an amount sufficient to cover it's liquid assets.

These are the guidelines and procedures in addition to those items listed on the Post Inspection Forms that will be followed with all inspections. When notified of a scheduled inspection, please be sure that all necessary records are prepared, up to date and readily available for your inspector. There should be no reason for the absence of any record on the day of your inspection. Ensure all Trustee audits are filed on time.

Commanders and Quartermasters should ensure that their Posts are incorporated under the laws of the State of Illinois. This removes the members and the Post Officers from the liabilities and debts of the post in unforeseen litigation.

Adjutants at all levels should ensure that proof of eligibility for all officers, both elected and appointed is on file pursuant to Section 216. Ensure all Ceremonial Rifle Deeds of Gift, Storage Certification, Notarized Annual Utilization Certification and Tri-Annual Inventories are current and accurate in accordance with National VFW Policy and Instructions for Conditional Donation of Ceremonial Rifles, Ammunition & Military Equipment and U.S. Army AR 700-131, Chapter 6, Loan, Lease, and Donation of Army Materiel.

Trustees should pay particular attention to their duties prescribe in Section 218 of the National By-laws.

## DISTRICT COMPENSATION AND INCENTIVE PROGRAM

Each District will be compensated at the rate of \$10.00 per Post Inspection, at the time the District becomes 100 percent Inspected and approved by the Department Inspector.