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*2020-2021 Series*  
**General Orders No. 11**  
*May 2021*

**IMPORTANT NOTICE FOR POST COMMANDERS AND QUARTERMASTERS**

It is very important that **ALL CORRESPONDENCE** relative to Report of Election Forms, Poppy Orders, Invoice Payments, Audit Reports and Program Reports be mailed to the State Headquarters in Springfield. Election reports submitted electronically are automatically forwarded to State Headquarters by National Headquarters; please forward a copy of your handwritten or typed election report to State Headquarters.

**2021-2022 OFFICERS**

District and Post Officers elected or appointed for the 2021-2022 term are reminded that they ***will not take office until the Installation of the State Commander on Saturday, June 12, 2021.*** You are also reminded that the nomination of officers will be held on Friday afternoon, June 11, 2021 with the election and installation of Officers taking place on Saturday afternoon, June 12, 2021.

**IMPORTANT - REPORT OF ELECTION FORM**

Per Section 213 of the National By-Laws, Posts that have not submitted a properly completed Post Election Report by June 1 are in arrears and shall be deprived of all representation in District, Department and National Conventions. Such representation shall be restored promptly upon proper adjustments of such deficiencies. Posts that have registered delegates for the Department and National Conventions will not receive credentials until the Post has satisfied their arrearage.

**DISTRICT ELECTION OF OFFICERS**

To avoid confusion, we are reprinting Section 416 – Elected and Appointed Officers; Chairmen and Committees – from the National By-Laws and Manual of Procedure:

- (a) The ***elect***d officers of each ***District*** shall consist of a Commander, Senior Vice Commander, Junior Vice Commander, Quartermaster, Chaplain and three (3) Trustees.
- (b) The Commander shall appoint an Adjutant, Service Office and Inspector.
- (c) The District may elect or the District Commander may appoint a Judge Advocate, Surgeon, Chief of Staff or Office of the Day if required by the District By-Laws.
- (d) The District Commander may appoint such other chairmen and committees as deemed necessary to conduct the affairs of the District or as may be required by District Bylaws.

Please refer to Section 417 of the National By-Laws and Manual of Procedure regarding the Nomination, Election, Installation and Term of Office of District Officers which states in part that the elected District Officers shall be nominated and elected annually at the District Convention. An officer elected and assuming the duties of his office shall continue to hold office for the period for which elected and until his successor assumes the duties of the office unless the office is declared vacant under the provisions of Sections 416 and 420 of the National By-Laws. An officer or committee member must remain in good standing in a Post in the District, otherwise he forfeits the office and the office shall be vacated.

### **DISTRICT COMMANDERS-ELECT**

All District Quartermasters have received the 2021-2022 Report of Election form for the District and they are asked to please fill out all forms completely and return them to State Headquarters as soon as the District election has been held. It is very important that the names, addresses, Post numbers, telephone numbers and e-mail addresses are correct and legible. Commanders-elect receiving mail at a Post Office Box should also include their street address for shipping purposes.

### **CREDENTIALS – CONVENTION**

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

- (a) Delegate strength shall be one for every thirty members or fraction thereof in good standing. Delegates and alternates shall be elected in accordance with the Manual of Procedure.
- (b) Delegates elected under this section shall not be considered instructed and may exercise full authority in the duty to be performed.
- (c) Each Post will pay, in accordance with its Department Bylaws, a delegate registration fee for each and every delegate to which the Post shall be entitled.
- (d) Each Post will pay, in advance, a National Convention registration fee of twenty-five dollars (\$25) which shall entitle the Post to a packet of convention information and materials and one identified registered delegate for the National Convention. Each additional delegate attending the National Convention will pay a ten dollar (\$10) delegate fee.

### **FINAL EXPENSE VOUCHER**

Reminder for all Officers who have Expense Accounts – the final date for submitting expense voucher for the 2020-2021 term is June 1, 2021. Expense vouchers must be within budget limitations and must be marked FINAL. Expense Vouchers received after that date will not be honored.

### **PROGRAM DIRECTORS REPORTS – STATE CONVENTION**

**All program directors** – please have your reports printed (not necessarily typed) so that you will be able to pass it to the Court Reporter when you finish giving your report to the Convention floor. Please provide a duplicate copy of your report to the State Headquarters and please make sure your name is on your report. **Please remember to keep your reports short and to the point. We would expect each report to last between 3 to 5 min.**

**Reminder** – the State Convention is also the Annual Meeting of the Corporation. Please be sure to have your correct name and title on your report since our Court Reporter will not be familiar with your face. Your cooperation in this matter will eliminate the chances of errors in the report and will help Department by having information available for the news media, etc.



### **ADVANCE REGISTRATION**

Registration (\$15.00) for the State Convention is still open. Delegates are urged to mail in their Registration Form to State Headquarters or submit your registration electronically from our web page ([www.vfwil.org](http://www.vfwil.org)). The deadline date for early registration is June 1, 2021. On-site registration will be open in *Capitol Room* of Wyndham Springfield City Centre Thursday, June 10, 2021 from 1:00p.m.- 4:00p.m.

**IMPORTANT!!** – Post Commanders are reminded that our Department By-Laws dictate that under ARTICLE V, CONVENTION – Section 8, Registration at Annual Department Convention – it states, “Each Post shall register, in advance or at the Convention, at least one delegate to the Department Convention by the payment of the Advance registration Fee in effect for such Convention, which fee shall entitle the Post to a packet of Convention information and materials. Posts failing to comply with this requirement shall be considered delinquent and in arrears”.

### **FIRST COUNCIL OF ADMINISTRATION MEETING COMMANDER'S HOMECOMING**

The first Council of Administration Meeting will be held **August 20-22, 2021** at the Holiday Inn & Suites Joliet SW, 1471 Rock Creek Blvd., Joliet, Illinois. Please check the June General Orders for more information. Tickets for the Joint Homecoming for Bobby Welch and Rhonda Borkgren are \$35.00 and can be purchased from the State Headquarters by sending a check or clicking on the “Make a Donation” tab on the state website – [www.vfwil.org](http://www.vfwil.org).

### **120TH VFW NATIONAL CONVENTION**

National Convention in Baltimore, Maryland has been cancelled. At the time of these orders, the National Council of Administration was looking for a second host city for the 122<sup>nd</sup> annual VFW and 108<sup>th</sup> Auxiliary National Conventions. More information will be available in the June General Orders.

### **ACE HARDWARE MEMORIAL DAY FLAGS**


The VFW has teamed up with Ace Hardware to give away 1,000,000 stick flags in the weeks leading up to Memorial Day in an effort to mark as many veterans' graves as possible. Participating Ace retailers nationwide will donate up to 200 flags to their local VFW Posts. Ace will also distribute flags to their customers while supplies last.

If your Post receives a shipment of stick flags, be sure to use them to decorate veterans' graves or distribute them throughout your community this Memorial Day. Please note that participating Posts were selected by Ace Hardware based on their proximity to participating stores. Not all Posts will receive flags.

Look for more information on this initiative in the coming weeks by visiting [vfw.org](http://vfw.org) or following the VFW on social media. For questions about this event, contact Kevin Jamison, VFW Foundation Assistant Director of Corporate Relations at [kjamison@vfw.org](mailto:kjamison@vfw.org) or 816-968-1175.

### **ASCAP/BMI LICENSE FEE**

Public Law 97-366 exempts non-profit Veteran's Organizations that meet the following criteria:

-  The function wherein live music is performed must be limited to VFW and their bonafide guests and NOT OPEN TO THE GENERAL PUBLIC.

- 🏅 All profits, after paying reasonable costs of producing the performance, must be used for charitable purposes.

Posts 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.

### **ALL DEPARTMENT ELECTED AND APPOINTED OFFICERS AND DISTRICT JUNIOR VICE COMMANDERS**

All newly elected and appointed Department Officers and District Junior Vice Commanders for the 2021-2022 term of office are reminded that according to our National By-Laws all Officers listed above are required to submit proof of eligibility to the Department Adjutant prior to being installed into their respective offices during the State Convention. If you have a question on whether or not you have ever submitted your DD-214 (discharge) or Proof of Eligibility to the Department, please contact the State Adjutant prior to the convening of the State Convention in June.

### **DISTRICT CAUCUS DURING STATE CONVENTION**

Each District will be responsible for establishing their own District Caucus and it will be their responsibility to contact and invite candidates to address their caucus.

### **SPECIAL NOTICE TO DEPARTMENT PROGRAM CHAIRMEN**

All Department Program Chairmen are reminded that most Programs ended officially as of April 30, 2021 and you are therefore requested to type up your Program Award Winners; we must have your Award Winners in State Headquarters by no later than **May 7, 2021** to enable us to order and prepare your Convention Awards in a timely manner. Your cooperation will be greatly appreciated.

### **STATE COMMANDER RECEPTION**

A reception will be held for the 2021-2022 State Commander on Saturday, June 13, 2021 at Northenders Post 10302, 2349 Stockyard Rd., in Springfield at 6:30p.m.

### **STATE CONVENTION REMINDERS!!!**

#### **DISTINGUISHED GUEST COMMITTEE**

The Distinguished Guest Committee Members will use *Capitol Room* of Wyndham Springfield City Center as their base of operations for our distinguished guests. The "Of the Years" will be invited for their presentation on Friday.

Calling in: William Wolff, Chairman, Past State Commander  
Richard Coombe Jr., Past State Commander

#### **OFFICERS ASSIGNED TO STATE CONVENTION**

The officers below are assigned to be present at the Council of Administration Meeting in Plaza III of the Wyndham Springfield City Centre on Thursday, June 10, 2021. They should also be in attendance for the Joint Opening Session on Friday, June 11, 2021 at 8:00a.m. in the *Grand Ballroom* and all business sessions on Friday and Saturday.

**OFFICER-OF-THE-DAY, SERGEANT-AT-ARMS & ASSISTANT SERGEANT-AT-ARMS**

Samuel Scaife Jr., Officer of the Day

Jack Lamont, Sergeant-at-Arms

**CREDENTIALS COMMITTEE**

H. George Doeden, Chairman, Post 2580-16

**POPPY DISPLAY COMMITTEE**

Stephanie Kirksey, Chairman, Post 6504-14

**POPPY DISPLAYS**

Poppy Displays will be accepted in the *Rendezvous Room* of the Wyndham Springfield City Centre:

Thursday, June 10, 2021 1:00p.m. until 4:00p.m.

Friday, June 11, 2021 8:00a.m. until 4:00p.m.

All poppy displays must be picked up from the *Rendezvous Room* before 5:00p.m. on Saturday, June 12, 2021.

**HEADQUARTERS OFFICE**

Headquarters Office will be located in *Capitol Room* of Wyndham Springfield City Centre:

Thursday, June 10, 2021 1:00p.m. - 4:00p.m.

Friday, June 11, 2021 8:00a.m. - 4:00p.m.

Saturday, June 12, 2021 8:00a.m. - 12:00p.m.

**RULES OF THE CONVENTION**

George Cramer, Chairman, Past State Commander

Vincent Long, Past State Commander

Jeffrey Hastings, Past State Commander

**VETERANS SERVICE COMMITTEE**

Philip Maughan, Chairman, Past State Commander

Dave Stout, State Adjutant-Quartermaster, Past State Commander

Jeffrey Hastings, Past State Commander

Laurie Emmer, State Commander

Robert Welch, State Sr. Vice Commander

Bobby Edwards, State Jr. Vice Commander

**CONVENTION COMMITTEE**

Rick Frank, Co-Chairman, Past State Commander

William Regan, Co-Chairman, Past State Commander

Lowell Speiker, Past Eleventh District Commander

Albert Yankle, Past Nineteenth District Commander

Duane Hisel, Member of Post 4763-10

Jeff Britt, Member of Post 2698-14

**STATE CONVENTION REGISTRATION**

Registration will be open in *Capitol Room* of Wyndham Springfield City Centre Thursday, June 10, 2021 from 1:00p.m. - 4:00p.m.

Calling in: George Doeden, Credentials Committee Chairman



District Commanders are reminded that they are to appoint a member to the State By-Laws and Resolutions Committee. Please appoint members to this committee ASAP if you have not already done so.

**BY-LAWS & RESOLUTIONS COMMITTEE**

Chairman, Vincent Long	District 11,
District 3,	District 12,
District 4,	District 13,
District 5,	District 14,
District 6,	District 15, Clarence Carraker
District 7,	District 16, Fred Cagle
District 8,	District 17,
District 9,	District 18,
District 10,	District 19,

**SUPPLY SALES BOOTH**

Supply Sales will be open in *Capitol Room* of the Wyndham Springfield City Centre:

Thursday, June 10, 2021	1:00p.m.- 4:00p.m.
Friday, June 11 <sup>th</sup> , 2021	8:00a.m. - 4:00p.m.
Saturday, June 12 <sup>th</sup> , 2021	8:00a.m. - 12:00p.m.

Calling in: Bob Migalich, Emblem & Supply Chairman  
Lee Morgan, Assistant Quartermaster

**REMINDER - 2021 ILLINOIS CONVENTION RAFFLE**

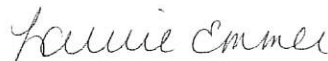
*There is still time to enter the 2021 Convention Raffle.* This year's mailing consists of two sheets of tickets and each sheet has five (5) Convention Raffle Tickets for \$20.00 and two Purple Heart Tickets for \$10.00. The drawing will be held at the VFW State Convention on June 12, 2021 in Springfield, Illinois. Grand Prize is \$10,000.00. Second Prize is \$3,000.00, Third Prize is \$2,000.00 and Fourth through Tenth Prize is \$500.00. Please contact this State Headquarters for additional tickets.

OFFICIAL:



W. DAVE STOUT  
State Adjutant-Quartermaster

BY ORDER OF:



LAURIE EMMER  
State Commander

**TENTATIVE AGENDA FOR THURSDAY, JUNE 10, 2021 (SUBJECT TO CHANGE)**

**District Commander-Elect Conference:** \_\_\_\_\_ a.m., \_\_\_\_\_

...Break for Lunch...

**Final 2020-2021 Council of Administration Meeting:** \_\_\_\_\_ p.m. \_\_\_\_\_ IL/Prairie

**Memorial Service:** \_\_\_\_\_ p.m. \_\_\_\_\_ IL/Prairie

**TENTATIVE AGENDA FOR FRIDAY, JUNE 11, 2021 (SUBJECT TO CHANGE)**

**Friday Session:** \_\_\_\_\_ a.m., \_\_\_\_\_ IL/Prairie

...Break for Lunch...

**Program Awards:** \_\_\_\_\_ p.m., \_\_\_\_\_ IL/Prairie

**Foundation Meeting:** \_\_\_\_\_ p.m., \_\_\_\_\_ Plaza III

**TENTATIVE AGENDA FOR SATURDAY, JUNE 12, 2021 (SUBJECT TO CHANGE)**

**Church Services:** \_\_\_\_\_ a.m., \_\_\_\_\_

**Saturday Session:** \_\_\_\_\_ a.m., \_\_\_\_\_ IL/Prairie

**Program Awards:** \_\_\_\_\_ a.m., \_\_\_\_\_ IL/Prairie

...Break for Lunch...

**Afternoon Session:** 1:00 p.m., \_\_\_\_\_ IL/Prairie

**Installation:** \_\_\_\_\_ p.m., \_\_\_\_\_ IL/Prairie

**Cmdr. Reception:** 6:30 p.m., \_\_\_\_\_ Northenders Post 10302

**TENTATIVE AGENDA FOR SUNDAY, JUNE 13, 2021 (SUBJECT TO CHANGE)**

**First 2021-2022 Council Meeting:** \_\_\_\_\_ a.m., \_\_\_\_\_ Plaza III

## **Bonds Required for VFW Entities**

VFW By-Laws Section 703 Bonds states:

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 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.

Sections 218, 418, and 518 of the Manual of Procedures require bonding of the Quartermasters at each level.

The purpose of bonding is to protect the VFW against actions of the Quartermaster, or other officer being bonded.

There is a difference between bonds and insurance.

A surety bond is an agreement under which one party (the surety company) guarantees to another party (VFW) the performance of an obligation by a third party (the accountable officer). Surety bonds do not have a deductible and do not require a conviction of the officer in order to be paid for the loss. Surety bonds serve to protect the obliged party (VFW) against losses that result from the failure of the principal (accountable officer) to meet their obligation.

Insurance is an agreement under which one party (the insurance company) guarantees protection to another party (VFW) due to dishonesty, forgery, computer fraud, theft, etc. Crime or employee dishonesty insurance policies may be subject to a deductible and may require a conviction of the officer, which can take time, before payment will be made.

So any policy that provides insurance against theft where there is a deductible and a conviction is required is not considered a bond. A bond is taken out by a party (post) to cover a specific person (post officer) who promises to act in a certain way. There is never a deductible, and no conviction is required. An insurance policy will generally apply to all officers, volunteers and employees who have access to Post funds. Posts need to look at the terms of the contract to make sure they getting are a bond and not an insurance policy. In many cases, a post may need both an insurance policy for the post and a bond for the individual handling funds.