



**VETERANS OF FOREIGN WARS.**

**STATE OF ILLINOIS**

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*2019-2020 Series*  
**General Orders No. 5**  
*November 2020*

**POST PANDEMIC RELIEF GRANT**

Due to the recent COVID-19 pandemic, the VFW has encountered significant challenges throughout our entire organization, including at the local Post level. Many VFW Posts have been negatively impacted in their ability to raise funds through traditional means, making it difficult to sustain operations and community service activities. To help ease the financial burden created by this unprecedented crisis, the VFW Foundation has earmarked funding for the **VFW Foundation Post Pandemic Relief Grant (PPRG)**.

PPRG is restricted to VFW Posts that own or lease their own building. It is a one-time grant of up to \$2,500 designed to help VFW Posts that find they are unable to cover specific expenses for mortgage payments, rent (if leasing a building), utilities (gas, electric, water, etc.), insurance or property tax, due to hardship caused by the COVID-19 Pandemic. Expenses that do not qualify include (but are not limited to) the following: building repair, building repair materials purchases or contractor services, food/beverage expenses, canteen employee wages, membership dues payments, etc.

PPRG applications will be reviewed in the order of receipt. Funding is limited, and Posts in need of funding relief are encouraged to apply as soon as possible. Please allow up to two weeks for notification of our decision and six total weeks to receive your award if approved.

**SECTION 709-CONTROL OF UNITS**

**TO POST OFFICERS:** Please review Section 709, Control of Units, in the National By-Laws and Manual of Procedure in its entirety. You are not authorized to sell or transfer property, borrow against the assets of the VFW Post without the full knowledge and consent of the Post membership thirty (30) days prior to the sale, purchase, transfer or encumbrance. You must advise all members of the meeting where there will be a discussion of such action. You must notify Department Headquarters of the outcome of this meeting at which time the State Commander will either approve or disapprove the action. Only then will he authorize the Post to continue with the sale, purchase, transfer or encumbrance. You are reminded that you have a fiduciary responsibility in the position you have been elected to. Any deviations from said By-Laws will nullify the transaction and any officers violating these By-Laws will be subject to removal.

### **SECTION 209- CONSOLIDATION OF POSTS**

Two or more posts may consolidate upon a vote of their respective members conducted in accordance with the procedures herein set forth as follows:

1. A motion to consider consolidation shall be made and approved at a regular or special meeting of the Posts.
2. A committee shall be appointed by the Post Commander to investigate consolidation.
3. All Posts involved in the consolidation shall exchange a report of all assets and liabilities.
4. A Post may then, after at least twenty (20) days written notice to the Department Commander, District Commander and members of the respective Posts, consolidate upon a two-thirds (2/3) vote of the members present and voting at each regular or special meeting of the respective Posts.
5. The Department Commander shall be notified, in writing, immediately after the meeting of the outcome of the action taken.
6. A Department representative shall conduct a joint meeting of all Posts within thirty (30) days for the purpose of determining the name, number (must be one of the consolidating Post numbers), location of the consolidated Post and the election and installation of officers. A written notice must be sent to the members of all Posts involved at least fourteen (14) days in advance. All actions, with the exception of the election of officers, must be approved by a two-thirds (2/3) vote of the members present and voting.
7. Such facts shall be certified by the Department representative, submitted to the Department Commander, for forwarding to the Commander-in-Chief who shall issue a Certificate of Charter reciting the facts of such consolidation. The Certificate of Charter shall rank from the date of the senior Post's charter. The property of each of the Posts shall be conveyed to and become the property of the consolidated Post. All past officers in each Post shall be entitled to rank as of date of service in their respective Posts.

Notwithstanding the provisions above, the Department Commander may recommend consolidation to the Commander-in-Chief as circumstances dictate.

### **SECTION 210- SURRENDER OF CHARTER**

A Post may surrender its charter in accordance with the following procedures:

1. A motion to consider surrendering a Post charter shall be made and approved at a regular or special meeting of the Post. If approved, the Post Commander shall immediately provide to the Department Commander a list describing all assets and liabilities of the post.
2. A Post may then, after at least twenty (20) days written notice to the Department Commander, District Commander and members of the Post, vote to surrender the charter upon a two-thirds (2/3) vote of the members present and voting at a regular or special meeting.
3. The Department Commander shall be notified immediately after the meeting, in writing, of the outcome of the vote to surrender the charter of a Post. If approved, the Department Commander shall within thirty (30) days, request that the Commander-in-Chief cancel the charter. Pending such cancellation, the Post shall not dispose of any assets.

### **INTERNAL REVENUE SERVICE FORM 990**

The deadline for filing the Federal IRS Form 990 is November 15 2020 and the IRS can levy a \$10.00 per day penalty for every day the 990 Form is late. The forms are available on the IRS's website at [www.irs.gov](http://www.irs.gov). It is the responsibility of the Post Commander and Quartermaster to make sure this form is prepared and submitted on time to the IRS. *Please forward a copy of your completed 990 to this Headquarters.*

### **AG-990 STATE OF ILLINOIS**

Any Post that has applied for a Bingo License, Las Vegas Night License and Gaming License or a Pull Tab License will likely receive an AG-990 Form from the State of Illinois Attorney General's office for filing and if you have one of the above licenses, you are required to file this form unless your Post has received an exemption from the Attorney General's Office. *Please forward a copy of your completed AG990 to this Headquarters.*

### **IRS FORM 990-T**

VFW Posts that have unrelated business income must file an IRS Form 990-T. The 990-T must be filed by November 15<sup>th</sup> of each year and this form is available on the IRS's website at [www.irs.gov](http://www.irs.gov). It is the responsibility of the Post Commander and Quartermaster to make sure this form is prepared and submitted on time to the IRS. *Please forward a copy of your completed 990-T to this Headquarters.*

### **VETERANS DAY - NOVEMBER 11<sup>TH</sup>**

All V.F.W. Posts are urged to make plans to observe Veterans Day on Wednesday, November 11<sup>th</sup>, 2020. *Patriotic Speeches can be found on National Headquarters' website at [www.vfw.org](http://www.vfw.org)*

### **V.F.W. POST INSURANCE INFORMATION**

All VFW Members in good standing receive up to \$1,000 of Accidental Death and Dismemberment Insurance protection, underwritten by Securian Life Insurance Company, at no-cost to the member. If a covered members' death results from an accident while travelling as a fare-paying passenger in a commercial vehicle, an additional VFW Travel Accident Benefit of \$1,500 will be payable, for a maximum total of up to \$2,500.

All benefits reduce to 50% at age 75 regardless of age at enrollment. Claims for accidents after August 1, 2018 should be reported to (877) 850-0183.

As a member you have exclusive access to many types of insurance policies sponsored by the V.F.W. The V.F.W. works hard to provide valuable products for its members for the best possible rates. Go to [www.vfwinsurance.com](http://www.vfwinsurance.com) to see what policies are offered.



## **POST RELIEF FUND**

Section 704 of the Manual of Procedure outlines the various things for which the Post Relief Fund can be used.

- (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.*

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, except that relief funds may be transferred to the general fund for remission of dues of sick, needy or disabled members

**The Trustee Report of Audit MUST show a Relief Fund!**

## **COMMUNITY SERVICE GUIDELINES FOR REPORTING**

***When you are reporting on your activities, please remember -*** The money that should be reported are the dollars donated or expended in the performance of the community service hours reported, plus \$0.14 per mile for each mile driven by the volunteers. **Posts should not report any figure derived from the value of hours worked.**

## **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.

### **IT'S NOT OVER UNTIL THE FAT TURKEY SINGS COMMANDERS CHALLENGE**

This Membership Challenge will run November 1 – November 30, 2020.

\$100.00 Visa Gift Cards will be awarded for each of the following:

- **One gift card for the Post that recruits the most new Members**
- **One gift card for the Post that recruits the most New Life or converts the most Members to Life**
- **One gift card for the Post with the most Reinstates**
- **One gift card for the Post that signs up the most new Legacy Life Members**

Members that recruit 5 or more Members between the dates above will be placed into a drawing for a chance to win a \$100.00 Gift Card.

### **RESPONSIBILITY OF TRUSTEES**

Each VFW Post should have **three elected trustees** who will, at least monthly, review the Monthly Report of Receipts and Expenditures of the Post Quartermaster. Within thirty (30) days from the end of each quarter, they should properly audit the books and records of the Post Quartermaster and submit a Post Trustee's report of Audit to the Department Quartermaster for referral to the Department Inspector. Please see Sec. 218 of the National By-Laws and Manual of Procedure for complete information on the duties of Post Officers.

**PLEASE NOTE:** Effective November 1, 2018, Trustee Reports of Audit will no longer be accepted through the vfwil.org website. Inspectors from the National Headquarters were concerned that the State Headquarters was accepting audits without the signature of the Trustees being affixed. They indicated that checking the box on the bottom of the electronic form was not sufficient.

Therefore, before the Department Headquarters accepts an audit it must be signed by the trustees and the Department HQ must have evidence that it was signed. You may mail the form to HQ, or you may fax the form to HQ or you may scan the signed form and email it to HQ.

## **FOOD DRIVE**

### **DIRECTIVES FOR VFW POSTS AND VFW AUXILIARY MEMBERS**

The Department of Illinois VFW and VFW Auxiliary are holding a joint fund-raising event in the form of a food drive. The event will begin immediately and end November 20<sup>th</sup>. Our goal is to collect over 2000 lbs. of non-perishable food items and monetary donations to purchase the food items.

All drop-off locations will be responsible for keeping track of and reporting amount (weight or monies) collected.

Monetary donations will be mailed to: **Linda Lorenz, Department of IL VFW Auxiliary Treasurer**  
**140 W. Ann St.,**  
**Somonauk, IL 60552**

- A. ALL POSTS OR MEETING LOCATIONS WILL BE DROP OFF POINTS**
- B. ALL POSTS AND AUXILIARIES ARE TO PARTICIPATE**
- C. PLEASE UTILIZE YOUR COMMUNITIES TO POST THE FLYERS AND GET THEM INVOLVED IN THE DONATION PROCESS**

All donations will be distributed to VAC's, VA Facilities, or local Food Pantries that are located in your respective areas across the State

## **REMINDER**

*If you pay for poppies, tickets, bonds or program donations using a credit card via our State web page, don't forget to indicate what you are paying for and your Post Number.*

Happy Thanksgiving!

From State Commander Laurie Emmer, State Officers & Staff

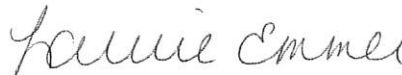
OFFICIAL:



W. DAVE STOUT

State Adjutant-Quartermaster

BY ORDER OF:



LAURIE EMMER

State Commander