

**STANDARD OPERATING PROCEDURES**

**FOR**

**DEPARTMENT OF ILLINOIS**

**VETERANS OF FOREIGN WARS  
OF THE UNITED STATES**

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## **PURPOSE**

The purpose of these Standard Operating Procedures, hereinafter called SOP, is to maintain a coherent and consistent Department operation to efficiently control Department finances and manage efforts to eliminate duplication of effort. The policies and procedures in this SOP are intended as a guideline. This SOP may be changed by a vote of the Council at any time.

This SOP may not conflict with any Federal or State laws, nor with the Veterans of Foreign Wars of the United State Congressional Charter, By-Laws, Manual of Procedures or Ritual, as well as Department of Illinois By-Laws.

This SOP shall be reviewed and updated annually.

This SOP may employ certain terms for brevity purposes. "Council" may be used in lieu of Council of Administration. The term 'chair' will be used instead of chairman or chairperson. The abbreviation Adj/QM may be used in lieu of Adjutant/Quartermaster. The State Service Officer referenced in this SOP is referred to in the Department By-Laws as the Director of Veterans Service.

## **SECTION 1 Control and Administration**

The official name of this organization is "Department of Illinois, Veterans of Foreign Wars of the United States". The name may be abbreviated herein to read Department, Dept, State, IL, VFWIL and any such abbreviation shall mean the same as the official name.

The supreme control of this Department shall be vested in its members. Each member shall have an equal right to voice in its affairs. These rights are to be expressed under procedures outlined by National and Department By-Laws.

The Chain of Command shall be Department to District, District to Post

The VFWIL is governed by representatives. Members are represented in the Department Convention by their own elected delegates from each Post. They are represented at the Council of Administration Meetings by their District Commander.

The primary objective of the Department Convention is to ascertain the wishes of the majority of the VFWIL members on all questions pertaining to the National Requirements and VFWIL governance. Between conventions, this duty is delegated to the Council of Administration.

Department Officers are the Executives whose duty is to carry the mandates of the Department Convention, the Council of Administration, and requirements of the National Headquarters. In this duty, they are assisted by various committees and program Chairs.

## **SECTION 2**

### **Department**

This Department, all Districts, and all Posts within the State shall adhere to the Veterans of Foreign Wars of the United States Congressional Charter, By-Laws, Manual of Procedures, and Ritual in effect and as updated by National VFW Conventions. The VFWIL shall be governed by an Annual Department Convention and the Council of Administration.

Department Convention shall consist of the officers and members designated in Article 5, Section 503 of the National By-Laws.

The Department Convention shall be held in accordance with the National By-Laws. The selection of the location of the Department Convention shall be conducted in accordance with the Department By-Laws.

The Convention Committee shall announce the date, time and place of the next annual Convention, at the preceding Convention. All contracts for annual Convention locations will be signed by State Adj/QM after approval of contract by the Council of Administration.

Convention meetings shall be called to order promptly on the hour set. If a quorum is not present when the meeting is called to order, the presiding officer may declare a recess pending sufficient arrivals to make a quorum.

The Department Adj/QM shall coordinate the annual State Convention, in conjunction with the Convention Committee.

In accordance with National By-Laws, Article 7, Section 716, the officers and committee members of the Department of Illinois shall have their office or title designated as State rather than Department.

## **SECTION 3**

### **Department Credit Cards**

Persons authorized to be issued a Department credit card:

State Commander, State Senior Vice Commander, State Junior Vice Commander. A card will be issued to the State Junior Vice Commander upon election to office and shall be retained while occupying the elected chairs. The card will be surrendered to the State Quartermaster immediately after the Big Ten Conference following their earning the title of Past State Commander. If they fail to advance through the elected chairs, the card will be surrendered to State Adj/QM immediately upon installation of their successor.

State Adjutant/Quartermaster – Card will be issued upon election/appointment as State Adj/QM and will be surrendered upon leaving office. Card will be surrendered upon leaving this role.

Veterans Service Officer(s) – A card will be issued to State Service Officer. Cards may be issued to other Assistant State Service Officers as determined by State Service Officer and State Adj/QM. Card will be surrendered once employment is terminated.

State HQ – Card will be issued in name of State Adj/QM for use by State HQ for payments to National VFW HQ and office supplies of State HQ.

Terms of the VFWIL Department Credit Cards:

1. The VFWIL Department Credit Card will ONLY be used for official VFWIL business. Use of credit card for personal purchases is prohibited.
2. No purchasing of clothing apparel is authorized except on the Adj/QM or the State HQ cards.
3. Alcohol purchases are for Department business, such as entertaining National Representatives. This may also include occasional expressions of appreciation to members for substantial contributions and participation, such as at the end of National Convention. Alcohol purchased will be deducted from the expense budget of the Commander, Senior Vice, Junior Vice or Adj/QM.
4. Credit cards can be used for travel expenses for official VFWIL travel to include hotel room expenses, fuel for vehicle for official VFWIL travel, purchase of airline or other mode of travel tickets, rental car, conference registration fees, tolls, parking fees.
5. Travel is authorized for State Officers and employees only. Anyone traveling with an officer or employee will do so at their own expense.
6. Credit cards CANNOT be used for any travel expenses that are being reimbursed or paid by stipend by National VFW HQ or any other entity. If the travel expenses exceed the stipend, the excess amount may be charged and will be deducted from the officer's authorized annual expense budget.
7. Credit cards can be used for office expenses for State HQ and for Department operated Veterans Service Offices. Any purchase over \$200 must be approved by State Quartermaster and/or State Commander.
8. All charges incurred on VFWIL Department credit cards will be charged to the appropriate travel budget line item and/or other budget line item, if applicable.
9. If a Department Officer goes over their respective travel budget or uses the card for unauthorized purchases, they will be required to reimburse the VFWIL for any such charges.

10. In addition to travel expenses, the State Adj/QM may use the credit card for other purchases for VFWIL activities. This includes but is not limited to: program awards and expenses, expenses associated with Council of Administration meetings, expenses associated with State Convention, expenses associated with Conferences or meetings hosted by VFWIL, State HQ operations, and restock of emblem and supply.
11. State HQ credit card can be used for office expenses for any office of the VFWIL, purchase of items from National HQ emblem and supply, purchase of poppies, paying for upload of membership applications and membership renewals that have been submitted to HQ with payment, program awards and expenses.
12. All receipts for purchases or any other uses of the VFWIL Department credit cards will be submitted to State HQ no less than every 30 days. It is preferred that all receipts be forwarded to State HQ after each use.
13. Credit card statements will be reconciled by State HQ monthly. Receipts will be compared to credit card statements and any missing receipts will be requested. Failure to provide receipts for purchases may result in user being required to reimburse VFWIL for the expenses.

If the terms of use for the VFWIL credit card are violated or abused, user may lose their privilege for use of VFWIL Department credit card.

## **SECTION 4**

### **District Commander Expenses Budget**

District Commanders shall be authorized a budget for expenses while serving as the District Commander. Budget is based on an established amount per member, multiplied by the District strength as of June 30 of each year. The amount per member is established by vote of the Council.

The current District Commander can only be reimbursed for expenses incurred between July 1 and the State Convention. The cut-off for submission of the Expense Reimbursement Form is seven (7) days after the conclusion of State Convention. Forms received after the cut-off date will not be processed.

The District Commander can be reimbursed for expenses associated with District business. Mileage to National Home for IL Day, District Meetings, meetings of Posts within the District, Council of Administration meetings, and State Convention are reimbursable. Mileage will be from the home of record of the District Commander to the location. Mileage will be reimbursed at the current IRS business standard rate. Office supplies such as business cards, letterhead, envelopes, and postage are reimbursable. If sufficient funds are available, District Commander may order a Past District Commander ring or pin. The ring or pin must be ordered through State HQ and can be ordered after April 1 and prior to State Convention.

Once the District Commander Expense budget is exhausted, there will be no more reimbursements for expenses.

Funds remaining at the end of year will be zeroed out. Funds do not carry over from year to year.

If a District Commander leaves office before completing their term, they are not entitled to any further reimbursements and the New District Commander is only entitled to the balance left in the fund. If a District Commander leaves office before completing their term, they are not entitled to Past District Commander ring or pin.

District Commander Expense budget cannot be used for hotel rooms, food, Council of Administration meals, State VOD/PP Banquet tickets, Commander's Homecoming banquet, or State Convention delegate registration.

Expenses paid by the Post, District, or National while traveling for the State will not be double paid by the State.

## **SECTION 5**

### **General Guidelines for Expense Reimbursement**

For any Elected/Appointed State Officer, District Commander, or VFWIL employee that has not been issued a VFWIL Department credit card, these guidelines will be used for expense reimbursement authorized by the Commander or Adj/QM. For those that have been issued a VFWIL Department credit card, use of the Department credit card is the preferred method of payment and expense reimbursement should be the exception.

Before any reimbursement of expenses incurred by any officer is paid, an approved Expense Reimbursement Form (Appendix 3) must be completed, signed, and forwarded to:

VFW State Headquarters  
3300 Constitution Dr  
Springfield, IL 62711  
[vfwil@vfwil.org](mailto:vfwil@vfwil.org)

The following conditions also apply:

1. Any Claim received at State HQ, which does not meet the guidelines adopted by the Council of Administration, must be approved personally by the State Commander. In those cases, the State Commander will notify the Council of said approval at the earliest opportunity and include the amount and justification for the approval.
2. Only the State Commander has the authority to authorize travel other than that authorized by travel guidelines or budget. In those cases, the State Commander will notify the Council of said approval at the earliest opportunity and include the amount and justification for the approval.

3. Mileage is only authorized for travel of State Officers, elected or appointed with the State Commander's approval or as outlined within these guidelines. Expenses paid by the Post, District, or National while traveling for the State will not be double paid by the State.
4. Mileage will be reimbursed at the current IRS business standard rate.
5. Receipts for all miscellaneous items must accompany all claims for reimbursement.
6. Officers traveling by either air or driving will be reimbursed at which ever rate is lowest.
7. If two (2) or more officers travel together in the same automobile, only one (1) Officer will be entitled to mileage reimbursement.
8. Travel is authorized for State Officers and employees only. Anyone traveling with an officer or employee will do so at their own expense.

**WHEN THERE IS DOUBT IF AN EXPENSE IS REIMBURSEABLE BY STATE, DO NOT INCUR IT WITHOUT PRIOR APPROVAL OF THE STATE COMMANDER.**

## **SECTION 6**

### **Expense Reimbursement Procedures**

1. The amount and authorized persons receiving expense reimbursement shall follow the guidelines set forth in the VFW Department of Illinois Officer Expense Allowances. Any changes to the officer expense allowances must be approved by the Council.
2. An Expense Reimbursement Form (Appendix 3) must be properly completed and signed by the person requesting reimbursement.
3. The Expense Reimbursement Form and receipts, if required, shall be submitted within 30 days of incurring the expenses. Submit Expense Reimbursement Form to State Quartermaster. Submission can be sent by email to [vfwil@vfwil.org](mailto:vfwil@vfwil.org) (preferred) or paper hard copy.
4. The State Quartermaster will review forms submitted to:
  - a. Ensure expenses are allowable, authorized, and reimbursable.
  - b. Ensure monies are available in the appropriate budget line to pay reimbursement.
  - c. Ensure expenses are valid.
  - d. Verify mileage using Google Maps or other reputable map application.
  - e. If receipts are attached, verify the date and amount match the reimbursement form.
5. After Expense Reimbursement Form is reviewed and approved, the State Quartermaster will sign the form and issue check. State Quartermaster is authorized to pay expense reimbursement



once the form is reviewed and signed. Check will be mailed to address listed on the Expense Reimbursement Form.

6. State Quartermaster shall be responsible for reimbursement and meeting payment obligations within 30-45 days.

## **SECTION 7**

### **Resolutions and Amendments**

The policy of the Veterans of Foreign Wars and VFWIL is established by resolutions adopted by the delegates attending Department and National Conventions. Suggested or proposed changes directed at Department or National must be presented in the form of a resolution.

Any IL VFW member in good standing may submit resolutions for consideration, per the Department of Illinois By-Laws.

Resolutions to be submitted to National, must be presented and approved at State Convention before the resolution will be considered at National Convention.

All resolutions of statewide, regional, or national concern must be acted upon by the State Convention. Those resolutions approved by the State Convention which affect matters outside state boundaries must be forwarded by the State Adjutant to the Adjutant General in order for the matter to be considered at National Convention for final disposal.

Only resolutions of condolences or resolutions of congratulations will be allowed to be presented during State Convention unless rules of convention provide otherwise.

Any IL VFW member in good standing, may propose an amendment to the National By-laws, Manual of Procedures, or Ritual.

An amendment is a proposed change to the National By-Laws, Manual of Procedure or Ritual and must be submitted as such, not as a resolution. Proposed amendments must be definite and specific as to the verbiage to be deleted or added. Use of the most recent amended copy of the National By-Laws, Manual of Procedure and Ritual is encouraged, as proposed changes considered by Convention delegates cannot be amended on the floor.

See Appendix 4 for a Resolution template.

## **SECTION 8**

### **Publications**

The VFWIL website, [www.vfwil.org](http://www.vfwil.org) is declared to be the official webpage of the Department of Illinois, Veteran of Foreign Wars of the United States.

The official newspaper of the VFWIL shall be a newspaper entitled "The Illinois VFW News." This newspaper will be published quarterly.

The official Facebook Page for the IL VFW shall be "VFW State of Illinois." The purpose of the VFW State of Illinois Facebook Page is to share important correspondence from the state leadership with members of the Department of Illinois Veterans of Foreign Wars.

The purpose of the Illinois VFW Facebook Group is to allow Posts, Districts, Auxiliaries, and members to share news and/or events with the group members which will benefit all veterans of Illinois.

## **SECTION 9**

### **Council of Administration**

The Council shall govern the affairs of this Department between annual Department Conventions. In the absence of the District Commander, the District Senior Vice Commander or the District Junior Vice Commander may represent their District on the Council. If the District Commander, District Senior Vice, and the District Junior Vice are not in attendance, then the District has no vote during that Council meeting.

The VFWIL Council of Administrations shall meet at least 2 times each year at a time and place as determined by the Council.

For purposes of acting without a Council meeting, electronic voting may be used in the solicitation of written consents on each matter submitted to a vote of the Council. Each Council Member in Good Standing shall be entitled to one (1) vote. Such procedure shall be initiated by the electronic distribution of all related materials for consideration by the Council to all the Council Members in Good Standing at the time of such distribution. Thereafter, Council Members shall be permitted to cast their votes electronically in response to the distributed material. The deadline for receipt of such electronic votes cast by the Council Members shall be no more than seventy-two (72) hours from the date and time of electronic distribution (EMAIL) of the related materials.

The Council shall, by budget, establish salaries and/or expenses for State Officers and employees. The Council shall approve all Department contracts. The State Adj/QM shall sign the contracts once they are approved by Council.

Members of the VFWIL Council and any other appointed officers that are called into Council meetings will be entitled to hotel rooms for two (2) nights unless the schedule requires otherwise. Hotel room reservations for Council members and other officers that are called into Council meetings will be made by State HQ staff and rooms will be paid for by direct bill to State HQ. Any personal charges to the room must be paid by the occupant at check out.

Council members will be informed of the uniform of the day, at least one (1) day prior to the convening of the meeting.

During the meeting, the only people present to speak, vote, and ask questions are members of the Council. Any member, in good standing with IL VFW, who wishes to address the Council may do so, by asking their District Commander to request permission from the Department Commander, to allow that person time to speak. The only other people present that will be allowed to speak are the Committee Chairs, and they will do so once called upon by the Department Commander to give their reports or answer questions.

## **SECTION 10**

### **Committees**

VFWIL activities shall be facilitated using Committees. The Commander shall appoint such officers, Committee Chairs, and committees, in compliance with the National By-Laws and Manual of Procedure, State By-Laws, and others, as deemed appropriate, to properly conduct the affairs of the Department. They will, when authorized, make full and complete reports to the Council and/or to the Department Convention and reports will be subject to full and open discussion.

Standing Committees will be as prescribed in State By-Laws.

Members of all committees shall be known to the membership of the VFWIL by the publishing of the Committee Chair and member names.

The State Commander shall be an ex-officio member of all VFWIL committees but shall not serve as Chair.

The State Quartermaster shall serve as the Treasurer of all VFWIL committees and subordinate legal entities which manage funds.

Members of Standing or Special committees may be removed at any time by the State Commander, unless designated by the Department By-Laws.

No quorum is fixed for either Standing or Special committees. It shall be the duty of every Committee Chair to notify all members of their committee of a scheduled meeting. The committee may proceed with business provided the Chair reports to the reviewing body the number of members present.

The State Commander will appoint all members of the VFWIL Convention Committees, in such numbers as deemed advisable and in doing so will designate the Chair and Vice Chair of each. The State Commander may appoint such additional VFWIL special committees as deemed advisable or required of by the VFWIL Convention, VFWIL By-Laws, VFWIL Council of Administration, National Convention, National By-Laws, National Council of Administration, or the Commander-in-Chief.

The State Commander may appoint as many committee members as deemed necessary and

shall designate the Chair of each committee, unless designated by the Department Bylaws.

The following VFW Program Committees may be appointed by the State Commander to serve during the administrative period.

Such Committee Chairs may include but are not limited to:

- All State
- Blood Donor
- Buddy Poppy
- Budget and Finance
- Community Activities
- Convention
- Historian
- Homeless Vets
- Hospital
- Illinois VFW News
- Legislative Chairman-National/ State
- Marketing/Fundraising
- Membership
- Military Order of Cooties
- Patriots Pen
- POW/MIA
- Public Relations
- Scouting
- Safety, including Public Safety Awards
- Sgt at Arms/ Guard
- Student Veterans
- Veterans & Military Support
- Veterans Assistance Commission Liaison
- Veterans Service
- VFW Riders
- VFW National Home
- Voice of Democracy
- Women Veterans
- Youth Activities, including Teacher of the Year

**SPECIAL COMMITTEES** will be appointed, as required, by the current State Commander.

**Redistricting Committee** shall be appointed for the purpose of recommending revisions to boundaries of any or all Districts in the Department of Illinois.

Either the State Commander, the Council of Administration by at least a two-thirds (2/3) majority vote, or the Department Convention by a majority vote, directs this to be done.

## **SECTION 11**

### **Inspections**

Posts will be inspected annually, and the report will be submitted by the District Inspector to the State Inspector.

Districts will be inspected annually, and the report will be submitted to the State Inspector.

Once an inspection has been reviewed and passed by State Inspector, credit for submitting a passed inspection will be posted to the Post and District dashboard.

Any inspection that contains errors will be returned to the District Inspector for correction, along with a letter listing the deficiencies and required actions.

The State Inspector will generate a report to be given at each Council meeting.

See Appendix 5 for the Department of Illinois SOP for Post and District Inspections.

## **SECTION 12**

### **VFWIL Programs**

Annually, the State Commander will publish the Commander's Leadership Manual that will address the VFW Programs that are supported during their term of office. The Commander's Leadership Manual will be considered the VFW Program SOP for the current VFW Year and does not require approval by the Council.

The State Adjutant will publish the Commander's Leadership Manual for the upcoming VFW year prior to the start of the State Convention each year.

Commander's Leadership Manual will be posted to [vfwil.org](http://vfwil.org) web page and will be considered published as soon as it is posted online. State Adjutant may also produce limited printed copies or copies on thumb drives for distribution to Elected State Officers and District Commanders.

At a minimum, the Commander's Leadership Manual will address program requirements, Program Chairmen, key dates, suspense dates, and requirements for the All-State Program.

## **SECTION 13**

### **Reporting**

All Posts within the Department are expected to submit Community Activities, Veterans

Assistance, Legislative Advocacy, Youth Activities, and IL Specific Activities Reports. The method of reporting is online at [vfwil.org](http://vfwil.org), Members Only area, using the Programs Reporting Form. This input will post data to the All-State dashboard and will automatically elevate the data to National VFW HQ for the All-American dashboard.

All Posts and Districts shall submit Quarterly Trustees Audits, as required by National VFW By-Laws, to State HQ no later than 30 days after the quarter ends. The preferred method is to submit audits as a pdf file by email to [vfwil@vfwil.org](mailto:vfwil@vfwil.org)

The reporting period runs from July 1 to June 30 of the current VFW year. Post reports are requested monthly. In order to receive recognition at State Convention, all requirements must be completed by April 30 each program year. Any Post or District that meets qualification after April 30 but before June 30 will be announced in the General Orders and awards will be mailed.

To ensure Department has sufficient time to prepare citations and plaques for award presentations at the State Convention, Chairs are to submit District and Post nominees no later than May 3 of the current year.

Posts are required to submit "Deceased Members" through the OMS System on [vfw.org](http://vfw.org). This report must be submitted by the Post Quartermaster. If the Post has issues and cannot access OMS to report deceased members, an email can be sent to [vfwil@vfwil.org](mailto:vfwil@vfwil.org) and State HQ will input the report.

## **SECTION 14**

### **Awards**

National and Department awards shall be specified in the National Membership Program and the Department of Illinois Commander's Leadership Manual. These documents shall contain the requirements for each Post, District and Department award selection.

The Awards and Citation Committee will be in accordance with State By-Laws.

## **SECTION 15**

### **Department Headquarters and Service Office**

The State Commander shall have access to buildings, keys, security codes, files (except Service Office claims files), and all other assets of the Department.

The State Adjutant/Quartermaster will be responsible for overseeing the day-to-day operations of the State Headquarters and shall be the administrative supervisor of all VFW IL employees. In the event that the offices of State Adjutant and State Quartermaster are held by different people,

then the State Adjutant shall be responsible for daily operations and supervision of VFW IL employees.

Department Headquarters shall be required to update and publish General Orders on a monthly schedule. General Orders shall be published online at [vfwil.org](http://vfwil.org) and an email will be sent to all members announcing the order have been published.

State Officers must attend State functions as directed by State Commander, unless excused.

The Executive Assistant to the State Adjutant/Quartermaster will be responsible to maintain the official visitation schedule and the Department calendar. The Executive Assistant will send out letters to all officers or Chairs that have been assigned as State Representative for activities in the IL VFW. State Representatives assigned to District Meetings will submit a District Meeting Report within seven (7) days following the District Meeting.

Department Headquarters closures shall be announced in General Orders.

State Service Officers and Department Headquarters employees required to travel in the performance of their duties as directed and approved by the State Commander will be authorized reimbursement as above.

## **SECTION 16**

### **Rules Governing Employment and Conditions of Employment**

The Department of Illinois, Veterans of Foreign Wars is an at-will employer, and employment is of an indefinite duration. The Department of Illinois, Veterans of Foreign Wars or its' employees may terminate employment at any time, with or without cause. It is preferred that employees offer a two week notice prior to terminating their employment. No agreement to the contrary will be recognized unless such agreement is in writing, approved by the Council of Administration, and signed by at least two (2) of the following: State Commander, Sr Vice Commander, Jr Vice Commander, or State Adjutant.

The Immigration Reform and Control Act of 1986 requires that the VFWIL ensure employees are authorized for employment in the United States. Only individuals lawfully authorized for employment in the United States will be employed.

As required by The Immigration and Reform Act of 1986, the VFWIL must collect certain information on INS Form I-9 and review certain documentation concerning the employment authorization of individuals hired after November 6, 1986. This information will be used only for compliance with the Immigration Reform and Control Act of 1986 and not for unlawful purpose. If employee's employment authorization changes or terminates after the hire date that they are employed, notification to the State Adjutant is required.

Policies set forth in this SOP do not create a contract of employment, either expressed or implied, nor are they to be construed to constitute contractual obligations of any kind.

The State Adjutant/Quartermaster (or State Adjutant and State Quartermaster if duties held by 2 persons), the State Service Officer, and Assistant State Service Officers must be a member in good standing in the IL VFW throughout their term of employment.

All VFWIL employees will be paid by direct deposit (EFT) only.

Any VFWIL employee that serves in a position requiring Accreditation by Veterans Affairs must be able to obtain and maintain the VA accreditation. These employees will attend all training sessions necessary in order to maintain VA accreditation. Failure to obtain VA accreditation or failure to meet VA accreditation requirements will result in termination.

An employee grievance is a concern, problem, or complaint an employee has about work. This could include their supervisor, another coworker, working conditions, or anything else work-related. Grievances are usually resolved through mediation or arbitration. The grievance process is mandated by state, federal, and local regulations to ensure that complaints are addressed appropriately. When a Department employee has a grievance, they can typically file it, in writing, with their immediate supervisor. If the issue is with their immediate supervisor, they can file with the Department Judge Advocate. The Judge Advocate will appoint two Council members to form a Review Board of three that will make a recommendation to the Council.

VFWIL maintains a record system containing personnel information. Each employee's individual personnel file is regarded as confidential information and is treated as such. Personnel files are the property of the VFWIL and access to the information is restricted. The only persons with access to the file shall be HR personnel and State Adjutant Quartermaster. A current employee, or former employee terminated within the past year, is permitted to inspect records twice a year at reasonable intervals. If a request to review is denied, a grievance may be filed.

At a minimum, staff personnel files contain the following items:

Application and or Resume

IRS W4

IL W4

I9

Copy of Social Security Card

Signed Confidentiality Statement

Signed Agreement and Acknowledgement of VFWIL SOP

Signed Agreement and Acknowledgement of Employee Handbook

Copy of DD-214, if applicable

Salary and Employment History

Disciplinary files, if applicable

Any time an employee's personal status changes, he or she must report the change to Department Headquarters. Failure to provide the below information could cause problems or delays in tax returns and paychecks. It is important that employees remain diligent and responsible for reporting all changes promptly to the Department Headquarters. The type of changes required are listed below:



Name  
Address  
Telephone number  
Direct Deposit Information  
Marital Status or Family Status

All requests for information from prospective employers and/or financial institutions about a current, retired, or terminated employee must be transferred to the Department Headquarters, which may disclose only the former employee's dates of employment, final title or position and job location. The State Quartermaster is the only person that may verify salary history.

All other rules of employment and conditions of employment will be addressed in VFWIL Employee Handbook

## **SECTION 17**

### **Department Vehicles**

VFWIL does not furnish a vehicle to State Commander. In lieu of furnishing vehicle to the State Commander, VFWIL has decided to give the State Commander a vehicle allowance of \$12,000 for the purchase or lease of vehicle during their term of office. The amount of the vehicle allowance is a budgeted item that is reviewed and approved by the Council of Administration each year. The amount of vehicle allowance can only be set or changed by approval of Council of Administration.

The vehicle allowance is payable between March 1 and June 30 of the year in which they will be elected as State Commander. If State Commander is requesting vehicle allowance prior to March 1 or after June 30, the Council of Administration must approve payment before check is issued.

If State Commander elects not to purchase a new vehicle or to lease a vehicle during their term, the vehicle allowance is not payable.

The vehicle selected must be less than 2 years old from the current model year.

The vehicle allowance will be paid directly to the dealership where the vehicle is being bought or leased.

A copy of the proposed sale or lease agreement will be sent to State Headquarters before check will be issued.

The State Commander may apply wraps or decals to their vehicle. Any use of the VFW logo must be approved by Quartermaster General. The cost of wraps or decals will be charged to State Commander Expenses line of budget.

The State Commander is authorized to use the Department issued credit card for fuel of the vehicle

while conducting official/social VFWIL business.

**SECTION 18**  
**Adoption and Amendments of Department SOP**

The Department Council of Administration is responsible for approving changes to the SOP as deemed necessary due to new or revised requirements from National Headquarters, Department Council of Administration, or the general membership.

The SOP must be changed by a majority vote of the Department Council of Administration and the approved changes shall take effect immediately.

Approved by Council of Administration on February \_\_, 2025.

OFFICIAL:

ATTEST

Maurice Bridges  
State Commander

Joseph “Scott” Swinford  
State Adjutant/Quartermaster

## APPENDIX 1

### AGREEMENT AND ACKNOWLEDGEMENT OF VFWIL STANDARD OPERATING PROCEDURES

Name: \_\_\_\_\_

I acknowledge that I have received a copy of the VFWIL Standard Operating Procedures (SOP) which contains vital information on the Department's policies and procedures.

I understand that this document's policies and procedures are intended as a guideline.

If I am employed by VFWIL, I understand my employment at Department of Illinois, Veterans of Foreign Wars is at-will and of indefinite duration, and that either the employee or the Department of Illinois, Veterans of Foreign Wars may terminate employment at any time with or without cause. No agreement to the contrary will be recognized unless such agreement is in writing, approved by the Council of Administration, and signed by at least two (2) of the following: State Commander, Sr Vice Commander, Jr Vice Commander, or State Adjutant.

If I am not an employee of VFWIL, this VFWIL SOP will serve as a guideline for my service to VFWIL.

I understand The Department Council of Administration is responsible for approving changes to the SOP as deemed necessary due to new or revised requirements from National Headquarters, Department Council of Administration, or the general membership and the SOP must be changed by a majority vote of the Department Council of Administration and the approved changes shall take effect immediately.

This agreement supersedes all prior agreements

I have read and agree to abide by all the policies and procedures contained therein.

By \_\_\_\_\_

Received: \_\_\_\_\_

Title: \_\_\_\_\_

State Adjutant

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## **APPENDIX 2**

### **COMMITTEE DESCRIPTIONS (NOT ALL INCLUSIVE)**

**ALL STATE:** The Chair shall provide information and assistance as deemed appropriate to posts and districts on requirements for All-State honors. The Chair shall actively promote the All-State program and track progress towards the All-State award. The Chair will produce report showing which Posts and Districts achieved All-State Honors as of April 30 each year. Report will be submitted to State HQ no later than May 5. The Chair will also produce report showing which Posts and Districts achieved All-State Honors between May 1 and June 30 each year. This report is due to State HQ no later than Jul 5.

**BLOOD DONOR:** The Chair shall provide information and assistance as deemed appropriate to posts and districts on requirements for blood donor program. Chair will encourage Posts and Districts to participate in blood drives by: hosting blood drive at the post; partnering with other community groups to host blood drive; donate regularly at blood donor facilities; or provide support to community blood drives. Chair will encourage members, Posts, and Districts to track pints of blood donated. Support of blood drive and pints donated will be reported through State dashboard. Chair will recommend blood donor program awards for presentation at State Convention.

**BUDDY POPPY:** The Chair shall provide information and assistance as deemed appropriate to posts and districts on all things involved in Buddy Poppy program. Chair will encourage Posts to purchase Buddy Poppies for Buddy Poppy Drives and for Buddy Poppy Displays. Chair will be in charge of recommending committee members for State Convention to collect and judge the Buddy Poppy Displays. Chair will recommend Buddy Poppy Awards for presentation at State Convention. Chair will assist State HQ in completing and submitting documentation for displays being sent to National Convention.

**BUDGET AND FINANCE:** The Chair shall be appointed by State Commander. The Assistant Chair will be the State Quartermaster. The Chair shall present the annual budget to the Council of Administration for approval. Interim budget will be approved Sunday of State Convention, Annual Budget will be approved at Fall Council of Administration. The Chair will present report to Council of Administration at all C of A meetings on the actual vs projected budget for income and expenditures. The role of the Chair shall include:

- Assist the State Adjutant/Quartermaster and chair officers with the development the next year's budget.
- Understand how external forces or trends could impact the coming budget.
- Consider the impact of new initiatives contemplated for the new year and the impact of programs scaled back or expanded.
- If desired by the A/Q, present to the C of A the new budget with comparisons to the prior year.
- If desired by the A/Q during the year, present to the C of A the status of year-to-date financial results to the annual budget.
- In both types of presentations, highlight the significant revenue and expense variances, rather than simply reading the amounts on the reports.

- Assist the A/Q or Commander with financial analyses or specific issues as needed.

**BYLAWS AND RESOLUTIONS:** The Chair of the Bylaws and Resolutions Committee will be the State Judge Advocate. The remainder of the committee will be composed of one (1) person from each District. The District Commander will be responsible to recommend their representative. If the District Commander fails to submit a representative's name, the State Commander may appoint to fill vacancies provided there is only one (1) representative from each District. This committee shall receive, consolidate, review, present and make recommendations on all resolutions/amendments that have been submitted for the membership's consideration. It shall provide advice and assistance to the State Commander and the membership on the proper format and procedures for the submission of proposed resolutions/amendments in accordance with the By-Laws, Manual of Procedure, and other official written requirements. It shall coordinate with the State Adjutant for the presentation of proposed resolutions/amendments to the membership.

**COMMUNITY ACTIVITIES:** The Chair shall provide information and assistance as deemed appropriate to subordinate units and the membership to assist them in carrying out latest programs, ongoing programs, and programs of a special nature related to Americanism, Community Activities, Safety, and Youth Activities. The Chair shall make written recommendations to the State Commander via the Awards and Citations Committee relative to special recognition of deserving subordinate units, members or other persons for their efforts related to Americanism, Community Activities, Safety, and Youth Activities. It shall coordinate with and assist the State Adjutant and State Convention Committee in those award presentations as needed.

**CONVENTION:** This committee shall meet as directed by the State Commander. All requests for setting up and scheduling of conventions related events (i.e., meetings, awards presentations etc.) should be submitted to the committee in a timely manner. The committee shall prepare a proposed VFWIL Convention Program for approval by the State Commander. The approved program will be published in the VFWIL General Orders prior to the convention. This committee will be responsible to review and analyze all Proposals for future State Conventions and will make recommendation to membership for future State Convention contracts. The State Quartermaster will sign contracts once they are approved by membership.

**HISTORIAN:** The Chair shall serve as the Historian for VFWIL. They shall catalog and display VFW or VFWIL memorabilia, regalia, or other items of historical significance. The Chair shall assist with recovering Post colors, charters, and other VFW items when a Post surrenders their charter or consolidates with another Post.

**HOMELESS VETERANS:** The Chair shall provide information and assistance as deemed appropriate to subordinate units and the membership to assist them in carrying out latest programs, ongoing programs, and programs of a special nature related to homeless veterans. The Chair shall encourage Posts and Districts to participate in homeless veterans stand downs or other homeless veterans' activities. The Chair shall make recommendations for homeless veterans awards to be presented at State Convention.

**HOSPITAL:** The Chair shall provide information and assistance as deemed appropriate to posts and districts on all things involved in Hospital program. The Chair shall encourage Posts and Districts to participate in activities or provide support to VA Hospitals, IL Veterans Homes, and other facilities that provide for the medical needs of veterans.

**IL VFW NEWS:** This committee shall be composed of five (5) people as listed in the VFWIL Bylaws. This committee shall serve as the editorial board for the IL VFW NEWS. They shall encourage Posts and Districts to submit articles. They shall review VFWIL activities, conferences, and conventions to promote the work of the State Officers.

**LEGISLATIVE:** This committee shall consist of a State Legislative Team that shall consist of a minimum of three (3) members. This committee shall advise the State Commander and the membership in a timely manner of those Illinois General Assembly legislative efforts considered to be of importance and/or general interest. It shall recommend in writing to the State Commander and Council of Administration a prioritized listing of state legislative measures it feels worthy of support by the membership. To the extent of its ability, it shall assist with official VFW visits with elected officials at the state level. The State Legislative Team will assist with and participate in the Annual Illinois Veterans Lobby Day. The committee shall function as the VFWIL liaison with the Illinois delegates to the National VFW Legislative Committee. The Legislative Committee is responsible for producing a monthly report of all legislative activities within IL at the state level. The committee chair is authorized to operate with a limited level of autonomy and shall be allowed to make decisions on behalf of the Department of Illinois VFW when it comes to supporting or opposing legislation that affects veterans. The committee chair may also testify in support or in opposition of any legislation the committee deems worthy. If there is any legislation that the chair believes may be of debate within the Department, he or she is to bring that matter to the Department Commander for review. The committee will work with the Illinois delegates to the National Legislative Committee on spreading the word throughout the state of Illinois on the VFW-SVA Fellowship.

**MARKETING/FUNDRAISING:** This committee shall consist of a Chair that will work closely with the State Quartermaster and State Commander to develop a marketing and fundraising plan that will provide funds for the ongoing operations and programs of the IL VFW. The committee shall assist in the initiation, execution, and monitoring of fundraising efforts to help defray VFWIL expenses for administration and operations, support of normal veterans and community related programs and special unplanned programs. It shall function as the VFWIL liaison with other units of the Veterans of Foreign Wars in these efforts, as well as fundraising activities involving outside commercial interests that has been approved by the Commander and the Council of Administration.

**MEMBERSHIP:** This committee shall provide information and assistance throughout the VFWIL about membership eligibility, dues, programs and incentives for the recruitment, reinstatement and/or renewal of membership for all worthy comrades. The committee shall conduct membership program classes at the VFWIL conferences, commander's calls, and conventions and shall conduct classes and assist at the District and Post level as deemed necessary by the State Commander. The committee shall report the level of membership for each District and Post at each VFWIL Council of Administration meeting and to the State Commander as required.

**MILITARY ORDER OF COOTIES:** The Chair serves as the primary point of contact for the pup tents and cootie members in IL. The Chair is to promote the Military Order of the Cooties and encourage the creation of new Pup Tents in IL.

**PATRIOT'S PEN:** This chair shall provide information and assistance throughout the VFWIL to enable subordinate units to conduct the program. The Chair shall publicize in a timely manner the theme for the current year together with that information necessary to ensure the proper submission of program entries. It shall provide for judging at the VFWIL level of properly submitted program entries and shall make written recommendations to the State Commander relative to awards and recognition. It shall coordinate and assist in those award presentations as necessary, with the State Adjutant and other others as appropriate.

**POW/MIA:** This committee shall make itself available to the membership to provide information and assist on issues related to Prisoners of War and those listed as Missing in Action. It shall seek out, collect, and consolidate information from reliable sources relative to Prisoners of War and those listed as Missing in Action and shall submit a written report to the State Commander and the VFWIL Council of Administration and membership at the Fall and Spring Conferences and State Convention at such other times deemed necessary by proper authority. It shall submit appropriate time sensitive information to the State Adjutant with a request to be included in the General Orders, as necessary.

**PUBLIC RELATIONS:** This committee shall prepare and coordinate, as necessary, all official media releases at the VFWIL level. It shall assist subordinate units and members, as necessary, in providing timely and appropriate information on VFWIL activities and programs to the media. Guidance provided shall be consistent with standing VFWIL policy and shall not infringe on a member's right to express his/her individual opinions as an individual.

**SCOUTING:** This Chair shall provide information and assistance to the subordinate units and the membership, relative to the National Scouting Program of the VFWIL as it relates to the Department. It shall receive, evaluate, and make recommendations to the State Commander on all Scouting Award applications submitted to the Department. The Chair shall coordinate and assist in those awards presentations and the promotion of all Scouting Programs.

**SAFETY, INCLUDING PUBLIC SAFETY AWARDS:** This Chair shall provide information and assistance to the subordinate units and the membership, relative to the Safety awards and the National Public Safety Awards of the VFWIL as it relates to the Department. It shall receive, evaluate, and make recommendations to the State Commander on all Public Safety Awards applications submitted to the Department. The Chair shall coordinate and assist in those awards presentations and the promotion of all Public Safety Awards Programs.

**SERGEANT AT ARMS/GUARDS:** The Sergeant of Arms shall function as Officer of the Day. Guards will support the Sergeant at Arms in performing all duties. Together, they will serve to maintain order and ensure decorum of State level meetings. They will perform these functions at all State Level conferences, meetings, conventions, services, activities, or as requested by State Commander. Officer of the Day will assist in opening and closing meetings.

**STUDENT VETERANS:** This Chair shall serve as liaison between VFWIL and any Student Veterans Associations, student veteran groups, or college campuses with student veteran population.

**VETERANS AND MILITARY SUPPORT:** This committee shall make itself available to the membership to provide information and assist on issues related to Veterans and Military Support, to include support of the Unmet Needs programs. The Chair will encourage Posts and Districts to donate to the Unmet Needs program at State Level and VMS at National Level. The Chair will promote the importance of the Posts and Districts having a Relief Fund to support veterans.

**VETERANS ASSISTANCE COMMISSION LIAISON:** The Chair will serve as the primary point of contact in the IL VFW regarding issues with the Veterans Assistance Commissions. The Chair will promote the creation of new Veterans Assistance Commissions in counties that don't currently have a VAC.

**VETERANS SERVICE:** The Veterans Service Committee shall consist of the State Commander, Senior Vice Commander, Junior Vice Commander, and the last four (4) immediate Past State Commanders. The State Adjutant Quartermaster is a non-voting member. The most senior Past State Commander shall serve as Chair. Duties are as listed in State By-Laws.

**VFW RIDERS:** The Chair serves as the primary point of contact for the Riders Groups in IL VFW. The Chair is to promote the VFW Riders and encourage the creation of new Riders Groups in IL.

**VFW NATIONAL HOME:** This Chair shall provide information and assistance to the subordinate units and the membership, relative to the VFW National Home as it relates to the Department. They shall receive, evaluate, and make recommendations to the State Commander on all National Home Award applications submitted to the Department. The Chair shall coordinate and assist in those awards presentations and the promotion of all VFW National Home Programs. The Chair will assist with the planning for VFW National Home IL Day. The Chair will also assist with any Silver March that benefits the VFW National Home.

**VOICE OF DEMOCRACY:** This Chair shall provide information and assistance throughout the VFWIL to enable subordinate units to carry-out the program. It shall publicize in a timely manner the theme for the current year together with that information necessary to insure the proper submission of program entries. It shall provide for judging at the VFWIL level of designated program entrants and shall make written recommendations to the State Commander relative to awards and recognition. It shall coordinate and assist in those awards presentations, as necessary, with the State Adjutant and others as appropriate.

**WOMEN VETERANS:** This Chair shall provide information and assistance to the subordinate units and the membership, relative to the Women Veterans Program of the VFWIL as it relates to the Department. The Chair shall advise the State Commander on issues related to women veterans and will coordinate with the Legislative Committee to support legislation at State or National Levels that are of importance to women veterans.



**YOUTH ACTIVITIES, INCLUDING TEACHER OF THE YEAR:** This Chair shall provide information and assistance to subordinate units and the membership relative to the VFW National Youth Activities and the Citizenship Education Teachers Award Program as it relates to the Department. They shall receive, evaluate, and make recommendations to the State Commander on all Teacher awards applications submitted to the Department. The Chair shall coordinate and assist in those award presentations. They shall actively promote the JROTC and CAP awards programs and encourage Posts to become involved in or supportive of other community youth events and activities.

### APPENDIX 3

DEPARTMENT OF ILLINOIS – VETERANS OF FOREIGN WARS  
3300 Constitution Dr, Springfield, IL 62711  
Phone 217-529-6688 Fax 217-546-3415

#### EXPENSE REIMBURSEMENT FORM

Name/Title: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_

DATE	TRAVEL FROM	TRAVEL TO	NUMBER OF MILES	OTHER AUTHORIZED EXPENSES*
TOTAL				

I HEREBY CERTIFY THAT I HAVE INCURRED ALL OF THE ABOVE EXPENSES ON BEHALF OF VETERANS OF FOREIGN WARS, DEPARTMENT OF ILLINOIS. NONE OF THE EXPENSES LISTED ARE BEING REIMBURSED OR PAID BY STIPEND FROM NATIONAL VFW, DISTRICT, POST, OR ANY OTHER ENTITY.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Amount Paid: \_\_\_\_\_

Check Number \_\_\_\_\_ State Adjutant \_\_\_\_\_

\_\_\_\_\_  
Date

\* OTHER AUTHORIZED EXPENSES MUST BE EXPLAINED

AMOUNT	EXPLANATION OF OTHER AUTHORIZED EXPENSES (AIR, HOTEL, TOLLS, ETC)
TOTAL	

RECEIPTS MUST BE ATTACHED FOR ALL OTHER AUTHORIZED EXPENSES

## APPENDIX 4

### DEPARTMENT OF ILLINOIS RESOLUTIONS TEMPLATE

A resolution contains two separate parts: a statement of the problems to be solved and the proposed solution to the problem. The problem is outlined in the “WHEREAS” clauses and the proposed solution is given in the “RESOLVED” section.

The “RESOLVED” section of a resolution should be complete in itself without depending on the “WHEREAS” clauses to give it meaning. It must be specific in nature, courteous in tone, and submitted according to the procedures outlined above.

\*\*\* EXAMPLE \*\*\*

#### **Resolution No. XX-XX-2015**

#### **Eliminate October Big 10 Conference Meeting**

**WHEREAS, The Meeting of the Big 10 Conference in October has become a financial burden on most Departments, and,**

**WHEREAS, most of the business of the Conference, including the election of Conference and National Officers could be conducted at the Big 10 Caucus during the National Convention, and,**

**NOW, THEREFORE, BE IT RESOLVED** by the Big Ten Conference of the Veterans of Foreign Wars of the United States, in Conference in Bettendorf, Iowa, October 16 - 18, 2015, that the October Big Ten Conference meeting be eliminated, and

**NOW, THEREFORE BE IT FURTHER RESOLVED**, that all further Business, including the nomination and election of Big Ten Officers and National Officers be conducted during the Big Ten Caucus at the Annual VFW National Convention.

Submitted by: The Department of \_\_\_\_\_

#### **COMMITTEE ACTION**

Accept \_\_\_\_\_

Reject \_\_\_\_\_

#### **CONFERENCE ACTION**

Accept \_\_\_\_\_

Reject \_\_\_\_\_

## **APPENDIX 5**

### **Standard Operating Procedure For Post and District Inspections**

#### **SECTION I PURPOSE**

**Section 1.1** The purpose of the Department of Illinois Veterans of Foreign Wars (VFW), Inspection guide is to assist the State Inspector, District Inspectors, Assistant State and District Inspectors, Post Commanders, Post Quartermasters, Post Adjutants, and any other personnel assigned to support an inspection.

**Section 1.2** The guide is intended to create an easy to follow process that is transparent and provides for a successful inspection year.

**Section 1.3** The guide is an addition to National and Department Bylaws.

#### **SECTION II APPOINTMENT AND AUTHORITY**

**Section 2.1.** The State Inspector and Assistant State Inspector(s) are appointed by the State Commander.

**Section 2.2.** The State Inspector is responsible for the State inspection program in accordance with (IAW) the VFW National and Department Bylaws, the current VFW Inspectors Guide, VFW Post and District Inspection forms and this SOP.

**Section 2.3** Assistant State Inspectors operate similarly to the State Inspector but will report to the State Inspector who has the responsibility and oversight of the State Inspection Program.

**Section 2.4** All Inspectors are expected to perform their duties to the best of their ability and to be familiar with the requirements of the Department of Illinois' Inspection Program. It is critical to the success of the program that inspectors learn as much as you can about this position.

#### **SECTION III Duties and Responsibilities**

**Section 3.1** The State Inspector(s) shall ensure that each Post and District is inspected IAW National and Department Bylaws under the authority of the State Commander. The State Commander and State Inspector may offer District incentives for those who 100% passed. The inspection process is Pass or Fail only. A post may complete an inspection. However, if it has not passed, it must be corrected. This includes:

**Section 3.1.1** All books and records inspected by and IAW the National Inspection Form.

**Section 3.1.2** The State Inspector shall receive and review all inspections conducted by Deputy Inspectors.

**Section 3.1.3** Perform other duties that may be incident to this appointment.

**Section 3.1.4** Provide an Inspection Packet containing the requisite instructions and forms so that posts and districts may review and prepare in-advance.

**Section 3.1.5** Upon review of the final inspection report, the inspector shall provide a copy to the State Adjutant for their records.

**Section 3.1.6** The Inspector must provide in writing in writing, to the District Commander, District Inspector and Post Commander identifying any deficiencies which caused failure and ask that they be corrected as soon as possible. The inspection form submitted for review should be attached. District Inspectors should follow up within 30 days to ensure that the Post has had an appropriate amount of time to correct any deficiencies in order to pass the inspection.

**Section 3.1.7** District Inspectors shall coordinate with Post Commanders to ensure the minimum requirements of the inspection are completed and the required forms and associated documents are forwarded to the Department or State Inspector as required.

**Section 3.1.8** The State Inspector will be required to prepare a short but detailed status report to be presented at each Council of Administration (C of A) meeting and at the Department convention.

**Section 3.1.9** It will be the responsibility of the District Commander to supply the Department with the Name, Phone Number, Email address, and Home Address of their appointed District Inspector and Assistant District Inspector(s).

**Section 3.2.** All Inspectors are required to have an understanding of the following:

**Section 3.2.1** National Inspectors Guide.

**Section 3.2.2** National Inspection Form.

**Section 3.2.3** State Inspection Guidelines.

**Section 3.2.4** State Inspection Form.

**Section 3.2.5** Understanding of the Post Trustees Report.

**Section 3.2.6** Understanding of the Post Quartermaster duties and responsibilities.

**Section 3.2.7** Understanding of Post Adjutant duties and responsibilities.

**Section 3.2.8** Understanding of Internal Revenue Service (IRS) 990 form and annual requirements.

**Section 3.2.9** Understanding of the online IRS Tax Exempt Organization Search.

**Section 3.2.10** Understanding of the Illinois Secretary of State website.

**Section 3.2.11** National, State, and Post Bylaws

## **SECTION IV INSPECTION PROCESS**

**Section 4.1** A proper inspection must follow the inspection form as a guide and not be rushed. See attachment One for an explanation of each question.

**Section 4.2** Inspectors will attend Post or District meetings during the inspection process.

**Section 4.3** Inspectors will provide feedback and answer questions during the inspection to better help understand the process.

**Section 4.4** The State Inspector will review the submitted inspection and complete a detailed report, including findings and recommendations to correct deficiencies. The written report and the inspection will be sent to the Post Commander, Post Quartermaster, District Commander, and District Inspector. with a date of 30 days set to follow up. See Attachment Two.

**Section 4.5** The Inspector will complete the VFW Inspection form and submit it to the Department for review.

**Section 4.5.1** Inspectors can submit an inspection one of two ways.

- i. U.S. Postal Service by mailing to VFW Department of Illinois, 3300 Constitution Drive, Springfield IL 62711
- ii. Scan the documents into a PDF file (no photos) and email to [vfwil@vfwilorg](mailto:vfwil@vfwilorg).

**Section 4.5.2** A complete inspection packet will include all the following documents.

- i. The inspection form(s)
- ii. A complete copy of the post's most recent bylaws showing the approval from the Commander in Chief (CinC) with date stamp or National cover letter.
- iii. A complete copy of the VFW Articles of Incorporation Template showing approval from the CinC with date stamp or National cover letter.
- iv. A complete copy of the most recent State of Illinois Articles of Incorporation with the Illinois Secretary of State File stamp.
  - a. If a Post or District does not have a copy they can be requested online at [https://www.ilsos.gov/publications/pdf\\_publications/nfp11520.pdf](https://www.ilsos.gov/publications/pdf_publications/nfp11520.pdf) or by calling (217) 524-8008.
- v. A copy of the Posts or Districts EIN verification letter.
  - a. If a Post or District does not have a copy the only way to request one is to call 1-800-829-4933.

## APPENDIX 5 ATTACHMENTS

### ATTACHMENT ONE (1) SECTION IV: 4.1 INSPECTION FORMS

#### National Inspection Form Documents and Items needed for Inspection

1. Copy of Post bylaws.
  - a. Must have the stamp of approval or cover letter with date from National Commander in Chief. If not approved the bylaws are invalid



2. Copy of Articles of Incorporation
  - a. Must have stamp of approval or cover letter with date from National Commander in Chief. If not, your post is not incorporated.





- b. Must have filed stamp for Illinois Secretary of State (SOS)

FORM **NFP 102.10**  
**ARTICLES OF INCORPORATION**  
General Not For Profit Corporation Act  
File # **73424267**  
Filing Fee: \$50  
Approved By: MAP  
**FILED**  
**SEP 12 2021**  
**Jesse White**  
**Secretary of State**

- c. The exact name of the Post incorporation as is written on the Articles of Incorporation.

Entity Name	MONTGOMERY MEMORIAL POST #7452 VETERANS OF FOREIGN WARS OF U. S., INC.
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- d. Name of registered agent and “change date” as found on the SOS website. The registered agent must notify the SOS of the names of the Officers before the first of the month each year (annual report) the post was incorporated.

- i. All the above information for 2b, c, d must be verified by the Inspector by going to the Illinois SOS corporation website to also ensure the Post is in Good Standing/Active <https://apps.ilsos.gov/corporatellc/CorporateLlcController>

Corporation/LLC Search/Certificate of Good Standing

Corporation File Detail Report

File Number	35348174
Entity Name	MONTGOMERY MEMORIAL POST #7452 VETERANS OF FOREIGN WARS OF U. S., INC.
Status	ACTIVE

Entity Information	
Entity Type	CORPORATION
Type of Corp.	NOT-FOR-PROFIT
Incorporation Date (Domestic)	Thursday, 30 June 1955
State	ILLINOIS
Duration Date	PERPETUAL


Agent Information	
Name	BRIAN J MURPHY
Address	808 N LAKE STREET AURORA, IL 60506
Change Date	Friday, 18 September 2020

Annual Report	
Filing Date	Monday, 9 May 2022
For Year	2022


3. Copy of current election report to verify all Officer positions are filled.
4. Are delegates elected in accordance with Section 222 of the National Bylaws? Verify by checking meeting minutes from election date.


5. Adjutant files: *Any no in this section indicates a neglect in duties and responsibilities as prescribed in Section 218 of the Manual of Procedure.*
- a. Does the adjutant have a file in good working order?
  - b. Easily accessible file of all members applications and DD 214
  - c. File of approved meeting minutes from past meeting (*Posts must retain minutes for a minimum of 5 years*) *In some instances, it may be advisable to retain the minutes of Post meetings when those minutes contain policy decisions. Normally, however, those policy decisions would have been incorporated into the Post Bylaws, and the minutes would only be of minor historical significance.*
  - d. File of any current orders
  - e. Correspondence file: General correspondence needs to be kept for 3 years; Executive correspondence is kept for 10 years.
  - f. File of all current Officers applications and DD 214. Separate from all others.
  - g. File of Post, District, Department and National Bylaws
  - h. Utilize a copy of previous minutes to verify all incoming members are properly voted on by the membership IAW Sections 106 and 107 of the Manual of Procedure.
  - i. Utilize copies of previous meeting minutes to verify meetings are taking place with a proper quorum IAW Section 203 of the National Bylaws.
  - j. Utilize previous meeting minutes to verify all committee reports are given. Compare reporting committees against committees listed in Post bylaws. *If a committee is listed in the bylaws, then the post is required to have such committee and reports.*
  - k. Verify through the Department dashboard. All Posts should have a copy with the confirmation of the last report submitted.
  - l. Verify through the meeting minutes that the Post has planned to observe Memorial Day, Veterans Day, Flag Day and Loyalty Day IAW Section 223 of the National Bylaws.
  - m. Yes, or no?
    - a. If no, try to identify why and help educate.
  - n. Date of last Poppy distribution
  - o. Who is on the committee and what actions are they taking?
  - p. Copies of approved audits from current year
  - q. Do the starting and ending balances match. Verify audits have been submitted and approved through the Department dashboard. *Failure to conduct the audits, as required, will invalidate the Post Quartermaster bond.*
    - a. Date of last audit
  - r. Post Funds: Verify all account balances by reviewing current bank statements. Any discrepancies should immediately be brought to the attention of the Post Commander and Trustees.
    - a. Total of all checking account balances
    - b. Total of all savings account balances
    - c. Total of all CDs or bonds
    - d. Total of any other types of accounts
    - e. Add all the above together.
    - f. Total of Quartermaster bond as verified with a copy of the bond.
    - g. Do the totals match all current bank statements?


- h. The Quartermaster bond must be greater than the total of accounts. All liquid accounts and monies must be reported and bonded. *A CD is considered liquid therefore MUST be bonded.*
- s. Name of Bonding Company and expiration date
- t. Each Officer accountable for funds or property shall be bonded.
- u. Quartermaster Files: Verify this section by utilizing Quartermaster records and Adjutant files.
  - a. Does the Quartermaster have a file in good working order?
  - b. Is membership being processed properly? Not holding back or waiting until “next year”. Members should not be processed until a membership vote approves it.
  - c. National Bylaws Section 219: A relief fund will be established and maintained by the Posts... Verify there is a relief fund, and it is not being misused or comingled with other funds.
  - d. National Bylaws Section 709 requires that the Post Quartermaster have custody of all funds.
  - e. Does the Quartermaster prepare and provide a monthly report to the membership? Verify by reviewing reports and meeting minutes.
  - f. Review current 990 filing. The IRS mandates that all Posts have their current 990 filing available for public viewing. Verify Tax Exempt Status via <https://apps.irs.gov/app/eos/> by searching a Posts EIN.
  - g. Date of last 990 filed. *Must be filed by November 15<sup>th</sup> of each year.*



SEARCH | HELP | MENU


## Tax Exempt Organization Search

Select Database 

Search All


Search By 

Employer Identification Number (EIN)



Search Term  XX-XXXXXXX or XXXXXXXXXX

Enter EIN Number


City

Enter City

State

All States


Country

United States


- v. Post FEIN number they utilize to file 990s.
  - a. *See Appendix A for instructions on how to file a 990*
- w. Review previous meeting minutes to verify expenditures are being voted on.

- x. Proof of how the relief fund is being used, i.e., receipts.
- y. Are expenditures being paid on time and IAW with National and Post Bylaws?
- z. Is anyone pre-signing checks, if so, who? *Checks should never be pre-signed.*
- aa. Yes, or no?
  - a. Value of real-estate property, Monthly payments made on property, Balance of remaining loan on property.
  - b. The exact name the real estate title is held in.
- bb. Review a copy of Post Insurance policy showing Department and National VFW as insured
- cc. Retention policy can be found in the Quartermaster training guide.
- dd. If yes, then a Department of Illinois Inspection form must be completed.

### **Department of Illinois Inspection Form Documents and Items needed for Inspection**

1. Copy of Federal form 941, Employer's Quarterly Tax Returns has been filed.
2. Copies of Employee W-2 & W4's
3. Copy of AG990 Illinois Charitable annual report. Enter date filed.
4. Proof of State sales tax payments are up to date.
5. Proof of UI-3/40 State unemployment Compensation Tax was filed.
6. Proof Quarterly State Payroll Tax, Illinois form 941 was filed.
7. Proof of filing of PTAX-763.
8. Are all required liquor licenses on display and up to date? Enter date of expiration
9. Are the required food handlers license displayed and up to date? Enter date of expiration
10. Are the required video gaming licenses on display and up to date? Enter date of expiration.
11. Is the State bingo license on display and up to date? Enter date of expiration.
12. Is the State pull tab license on display and up to date? Enter date of expiration.
  - a. If any of the answers for #8 - #12 are not applicable to the post enter N/A
13. Does the Post have proof the annual report was filed with the SOS? This will also be verified on the National inspection form in section 2. Verify through Illinois SOS website.
  - a. *See Appendix B on how to file an annual report*

Annual Report	
Filing Date	Monday, 9 May 2022
For Year	2022

## ATTACHMENT TWO (2) INSPECTION REPORT TO POST COMMANDER

INSPECTION REPORT FOR: POST #####

TO: Post ##### Commander, {NAME OF COMMANDER}  
FROM: Department Inspector, {NAME OF STATE INSPECTOR}

3. **PURPOSE & SCOPE:** On MM/DD/YYYY, District Inspector, {NAME}, conducted an inspection of your Post's administrative and financial records for fiscal year 20XX. The inspection was conducted in accordance with National and Department Bylaws utilizing the National and State Inspection Form.

This letter serves as your inspection report with a copy kept on file at the Department.

### 2. FINDINGS & RECOMMENDATIONS:

#### Specific Findings:

3. **Item 1, Number 1a:** Post bylaws have not been approved by the Commander in Chief. Complete the Post Bylaws Template attached to this email and submit it to the Department for approval.

#### **Sec. 202 – Bylaws.**

Copies of Bylaws, including amendments, adopted by a Post shall, within thirty (30) days, be forwarded to the Department Commander for review and forwarding to the Commander-in-Chief. Bylaws or amendments adopted by a Post shall become effective upon review by the Commander-in-Chief, provided such Bylaws do not conflict with the Bylaws, Manual of Procedure, Ritual or laws and usages of the Veterans of Foreign Wars of the United States.

3. **Item 2, Number 24:** Checks are pre-signed by officers. Checks shall never be “pre-signed” by any officer and are not considered an acceptable banking practice.

#### Recommendation(s):

Recommend amending the bylaws to include:

- i. Post bylaws should be updated to reflect a more current date.
- ii. Update Officer Election status for Judge Advocate and Surgeon being appointed.
- iii. Electronic Attendance. Members may be allowed to participate in meetings using technology that allows participating members to communicate with each other simultaneously. Post Commander at their respective judgment and discretion may make such accommodations to conduct business of the post electronically.

3. **SUMMARY:** The Inspection identified a few minor findings with recommendations detailed above. To better assist you, the Post must submit within 30 days of receipt of this letter updates and corrective actions to address the reported findings. If the Post is unable to update or correct identified findings a corrective plan of action should be submitted to the District Commander, District Inspector and State Inspector every 30 days until all findings have been corrected. Each update received will be added to the inspection report maintained with the State Inspector.

[NAME]  
Assistant Inspector  
[NAME]  
State Inspector  
VFW Illinois

## **ATTACHMENT TWO (2)**

### **APPENDIX A**

### **OVERVIEW OF FORM 990**

Form 990 is an annual information return required to be filed with the IRS by most organizations exempt from income tax under section 501(a). Parts I through XII of the form must be completed by all filing organizations and require reporting on the organization's exempt and other activities, finances, governance, compliance with certain federal tax filings and requirements, and compensation paid to certain persons. Additional schedules are required to be completed depending upon the activities and type of the organization. By completing Part IV, the organization determines which schedules are required. The entire completed Form 990 filed with the IRS, except for certain contributor information on Schedule B (Form 990), is required to be made available to the public by the IRS and the filing organization and can be required to be filed with state governments to satisfy state reporting requirements.

If an organization normally has gross receipts of \$50,000 or less, it must submit Form 990-N.

If an organization has gross receipts less than \$200,000 and total assets at the end of the tax year less than \$500,000, it can choose to file Form 990-EZ, Short Form Return of Organization Exempt from Income Tax, instead of Form 990.

If an organization eligible to submit Form 990-N or file the Form 990-EZ chooses to file the Form 990, it must file a complete return.

#### **Prepare to File?**

Only eight items of basic information about your organization.

1. Employer identification number (EIN)
2. Tax year (calendar or fiscal filer)
3. Legal name and mailing address
4. Any other names the organization uses.
5. Name and address of a principal officer
6. Website address if the organization has one.
7. Confirmation that the organization's annual gross receipts are \$50,000 or less.
  - If applicable, a statement that the organization has terminated or is terminating (going out of business)

Do not use a smart phone or tablet to file your Form 990-N.

#### **Submitting Form 990-N (e-Postcard)**

To access the Form 990-N Electronic Filing system:

1. **Sign in with your active IRS username, or**
  - a. <https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>
2. **Sign in/create an account with Login.gov or ID.me:** Form 990-N filers who have an existing IRS username and register for a new Login.gov or ID.me account must use the email address associated with their IRS account.

**ATTACHMENT TWO (2)**  
**APPENDIX B**  
**IL SOS ANNUAL REPORT**

All Not-For-Profit Corporations must file an annual report on Officers with the Secretary of State. The due date depends upon when the corporation was formed. The annual report is due before the first day of the corporation's anniversary month each year. The anniversary month is the month in which the corporation was formed. For example, if the date of incorporation was Sept. 15, the anniversary month is September, and each annual report is due before the first day of September each year.

**Guidelines**

1. A corporation may file an annual report electronically.
- a. [https://www.ilsos.gov/departments/business\\_services/annual\\_reports/nfp\\_instructions.htm](https://www.ilsos.gov/departments/business_services/annual_reports/nfp_instructions.htm).
2. The registered agent may be changed by filing a Statement of Change of Registered Agent using paper form NFP 105.10/105.20
  - b. [https://www.ilsos.gov/publications/pdf\\_publications/nfp10510.pdf](https://www.ilsos.gov/publications/pdf_publications/nfp10510.pdf)
- c. A maximum of six officers can be entered electronically.

**Fees**

1. On time Annual Report - \$10.00
2. Late Fee - \$13.00 (Includes \$3.00 penalty)
3. Payment must be made using Visa, MasterCard, Discover or American Express credit or debit card.
4. A payment processor fee will be assessed to all transactions.

Payment of all fees due is required during the electronic filing