

The 91st Annual Fall Conference is September 27th – September 28th, 2019 at Boyne Highlands Resort in Harbor Springs. The Golf Outing is September 26th at The Moor Golf Course in Harbor Springs. As more details come in ALL forms as well as the Agenda & Dress Code will be on the Department Website (www.vfwmi.org) under News & Events.

- 1) Post, Council and District Inspections are being completed at this time throughout the State. The Deadline is to have ALL Post, Council and District Inspections completed and sent to Department Headquarters **by the FALL CONFERENCE (September 28th)**.
- 2) Trustees Quarterly Audits must be **completed by the (3) Elected Trustees** and approved by the Post Commander. In the absence of (1) Elected Trustee, the Post Commander must attach a letter stating the reason for the (1) Missing Trustee's Signature. ***This past practice will be terminated after the first audit.*** We will not accept a Trustee Audit with only (1) Trustee Signature. DON'T EVEN SEND IT IN BECAUSE YOU WILL HAVE IT RETURNED BACK TO YOU! Trustee Quarterly Audits must be completed and sent to Department Headquarters within 30 days following the end of the quarter. Department will be verifying the Trustees listed on your Post-Election Report. If they do not match you will be receiving your Trustees Quarterly Audit back to you.
- 3) Trustees are to **audit ALL accounts involving money.** EVERYTHING that has money. EVERY BANK STATEMENT. ALL CASH ON HAND (pull tabs, bingo, fish fry etc.). NO EXCEPTIONS! Everything must be listed on the Monthly Quartermaster's Report and the Trustees Quarterly Audit Report.
- 4) If a Post is **behind in (2) Trustee Quarterly Audit** Reports including the Last Quarterly Audit of 2018-2019, **the Post will be placed on Suspension.** Please complete your Trustee Quarterly Audits on time and fully completed!
- 5) EVERY Post must complete a Form 990. If you have less than \$50,000 in Receipts for the Year you can do a Post Card On-Line. It will take Less than 15 minutes to complete. Complete your yearly Form 990 every year and on time. Contact Department if you need help with your Form 990.

- 6) If a Post Commander or a Representative fails to attend (2) properly called District meetings including the last District Meeting of 2018-2019, the Post Commander will be removed. Read Section 218 k. under Post Commander Responsibilities.
- 7) Activities & Hospital Reports are due by the 10th of every month either electronically or by hardcopy mail.
- 8) If your Post is considering consolidating with another Post, you must contact Department Headquarters and your District Commander first. Read Section 209 – Consolidation of Posts in the VFW By-Laws and Manual of Procedure 2018 Podium Edition. You must follow the Guidelines including contacting every Post Member on your Post Roster to invite them to your Special Meeting for Voting. There must be a 2/3 YES Vote at your Special Membership Meeting from EVERY Member that was notified at least 14 days in advance of the Special Meeting. After the Vote, Department must have a copy of the Special Meeting Minutes. We have already found Posts who did not notify every member for the purpose of selling their Post. EVERY Member must be notified!
- 9) If your Post is considering surrendering your Charter, ALL Assets and Property will belong to the Department. Read Section 210 – Surrender of Charter in the VFW By-Laws and Manual of Procedure 2018 Podium Edition. Again, the same instructions above about informing every Member on your Post Roster, if you are considering Surrendering your Charter.
- 10) If your Post is considering selling your Post, you must contact Department Headquarters and your District Commander first. Remember that 2/3 Membership YES Vote of your Total Post Membership present at a stated meeting for that purpose must be completed first. You must send DEPARTMENT a copy of the Minutes from your Special Meeting. Again, follow the same instructions stated in #9 Consolidating your Post. It is the same for selling your Post.

- 11) VFW Posts should take the necessary steps to incorporate under the laws of the State of Michigan. Financial responsibility laws, as interpreted by the courts, may cause members of unincorporated Posts to be at risk. Incorporating under the provisions of sections 708 of the National By-Laws and the Manual of Procedure and the laws of the State will provide protection for Post members. Posts are urged to contact their Department Adjutant to obtain the proper forms for incorporating. The Articles of Incorporation must be reviewed by the Commander-in-Chief prior to forwarding them to the proper state authorities. It shall be the responsibility of the Post Commander to ensure full compliance with both sections and to ensure that all state requirements for annual filing, fees, etc., are met in a timely manner.

- 12) Every Post should have at least (2) copies of the current 2020 National By-Laws and Manual of Procedure. You can order more if you want but have (2) copies. These will be available in September from the VFW Emblem & Supply Store either by phone at 1-800-821-2606 or online at www.vfwstore.org. Also, pass on the previous year's copy to your Line Officers and the Members who attend your monthly Post Meetings. At least they will have something to read and know about the By-Laws, Manual of Procedure and Ritual.

- 13) Please visit the Department Website at www.vfwmi.org for Upcoming News & Events, Officer Assignments, General Orders, Talking Points, Forms and Programs for the 2019-2020 year.

- 14) Please sign up on the VFW National Website at www.vfw.org. It is very easy. There is so much information available as well as Training Guides and Membership Stats. Also, please sign up for the VFW Action Corps Weekly and receive weekly updates from our National Headquarters.

15) Membership **is the life blood** of our great organization. Contact your 2019-2020 Membership team for the tools necessary to be come 100% in your Posts and Districts.

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