

DEPARTMENT OF HAWAII
 VETERANS OF FOREIGN WARS 2018-2019
 GENERAL ORDER NO. 3

Oct. 1, 2018

1. The **81st Annual Convention** of the Department of Hawaii Veterans of Foreign Wars of the United States to be held on Oahu, **Pagoda Hotel, Honolulu, HI. June 13 – 15, 2019. Change #2!**
2. **State Commander's Testimonial – Apr. 13, 2019 Pago-Pago, AS. State President's Testimonial, Friday Dec. 07, 2018, 1700-2100, Hale Koa Hotel. "Koko at Kalua" (seafood/prime rib dinner).**
3. **Previous appointment Department Trustee, J. Frank Bragg is rescinded.**
4. **PSC Alfredo Antonio is hereby appointed Department Trustee.**
5. **December Council of Administration is scheduled for Dec. 08, 2018, 0930, OVC.**
6. **VFW CIC B. J. Lawrence and National Aux. President Sandi Kriebel will be on Oahu for the Pearl Harbor Day week. Also, they Plan to be at our C of A, Dec. 08, 2018.**

PROGRAMS:

7. **VETERANS & MILITARY SUPPORT: Post Commanders you our encouraged to send in your NMS donations to Department. Dept. QM will be sending all donations to National soon.**
8. **MEMBERSHIP: Find local events and ask if you can have a booth. Farmers markets, gun shows, trade shows and all festivals are great places to recruit local veterans. Take all recruiting materials as well as materials of VFW Programs. If you need materials from Membership call or email at [1-888-JOIN-VFW](tel:1-888-JOIN-VFW) or membership@vfw.org. If you need help to pay for a booth at a local event, call your Department Quartermaster, ask if funds are available to assist your effort.**
9. **Save the date for the 120th VFW National Convention which will be held in Orlando, Fla., July 20-24, 2019. **Enter Dept's New App contest to win a trip to Orlando!****
- 10.. **Legacy Life Membership: This prestigious program is available to all **Life Members**. Now available in memoriam for past life members. Three levels of membership each offer their own package of exclusive member benefits. Financial contributions to the **Legacy Life Member program** are tax deductible to the maximum extent allowed by law.**

	<i>Enrollment Cost:</i>	<i>Annual Payouts:</i>	<i>Post:</i>	<i>Department:</i>	<i>National:</i>
<i>Levels:</i>	Gold-	\$1200	\$18.00	\$18.00	\$18.00
	Silver-	\$800	\$12.00	\$12.00	\$12.00
	Bronze-	\$400	\$6.00	\$6.00	\$6.00

11. **Veterans Day Observance: Posts are urged to start planning suitable programs now for the observance of **Veterans Day** (see **Section 223** of the **Manual of Procedure**).**
12. **Distribution of VFW Buddy Poppies: Will be conducted according to the provisions set forth in **Sections 711** of the **National By-Laws** and the **Manual of Procedure**. Department and **Post Commanders** should arrange now for the distribution of Buddy Poppies in their respective areas. All profits accruing from the distribution of **Buddy Poppies** shall be used in accordance with **Section 704** of the **National By-Laws** and the **Manual of Procedure**.**

ADMINISTRATIVE OPERATIONS:

13. **2019 REVISED PPODIUM EDITION – CONGRESSIONAL CHARTER, BY-LAWS, MANUAUL OF PROCEDURE AND RITUAL:** The podium edition of the Congressional Charter By-Laws, Manual of Procedure and Ritual, which reflect the amendments adopted by the 119th VFW National Convention, effective August 24, 2018, are in stock. Did you order and purchased through the VFW Store at <http://www.vfwstore.org/products/22690?>
14. **Post Trustees Reports: Section 218 (11) of the Manual of Procedure,** Duty of the **Post Trustee**, requires that the **Post Commander** shall see that **Post Trustees** Reports of Audit are properly prepared and submitted each quarter. Does your Post Trustees have their Guide/Manual?
 - A. The attention of **Department** and **Post Commander** is directed to **Section 103, Manual of Procedure**, which prescribes the manner in which applications for membership will be handled. Applications for membership of new, reinstating or transfer members must be voted on by the members present at a regular Post meeting. No **Post, Department or National** officer, or any other member, has authority to reject the application card of a person which is eligible for membership.
 - B. **All Commanders** are reminded that **Section 709, Manual of Procedure - Control of Unit**, requires that any activity, clubroom, holding company or unit sponsored, conducted or operated by, for or in behalf of a Post or Department shall be at all times under the direct control of such Post or Department and that all money, property or assets of any kind or nature, must be placed in the care of the respective **Quartermaster**. All Commanders should ensure that all provisions of Section 709 are enforced.
15. **Attention Post Commanders** is directed to the requirement of timely filing of **Internal Revenue Form 990 and 990/T**, where applicable. Forms may be secured from your local Post Office or branch office of the Internal Revenue Service, Phone: 1-877-829-5500 to file!
 1. **Post Commanders: VFW Posts** should take the necessary steps to incorporate under the laws of the state in which the **Post** is located. Financial responsibility laws, as interpreted by the courts, may cause members of unincorporated Post to be at risk. Incorporating under the provisions of **Section 708 of the National Bylaws 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 requirements for annual filing, fees, etc., are met in a timely manner.
16. **Post Inspection:** A thorough program of **Post Inspection** is necessary to ensure compliance with **National and Department By-Laws and directives**. **Department Inspectors shall make every effort to inspect every Post under their cognizance on an annual basis and correct such discrepancies as may be disclosed.**
17. **Request for Department Commander at Post Functions:** Any Post Commander wishing to have **Department Commander Maria Va'a Igafo** at a function shall notify the State Adjutant at least **20 days** in advance. This is to afford the Commander time to put it in her schedule and/or appoint another Department Officer to attend in her place.
18. **C of A Dates:**

Dec. 08, 2018	Oahu Veterans Center
Feb. 09, 2019	Oahu Veterans Center
June 15, 2019	Pagoda Hotel
19. **Post Special Training Request:**

Post Commanders may request training for their Officers.

1. Email/Call State Adjutant 2. Request 10 days in advance.
20. Submit your Community Service Report monthly to **Community Service** Chairman Ron Lockwood at: 918 University Ave. #204, Honolulu, HI 96826 Send it in monthly, do not deluged him with work at the deadline. Ron's phone number: (808) 227-3773, email: lockwood0849@gmail.com

21. **C of A – VOD, Patriots Pen & Teachers Awards Program:**

Feb. 09th, 2019

<u>C of A:</u>	Oahu Veteran Center (OVC)
Continental Breakfast:	0800 – 0900
C of A Meeting	0915 – 1030

VOD, Patriots Pen & Teachers Program

1130 – 1300 Lunch – \$15.00, includes water & soft drinks

22. **Solicitation of Funds** – IAW **Section 214**, Post may solicit funds or contributions or otherwise engage in fund-raising activities or projects only after a prior vote of the Post agreeing to such solicitations, activities or projects, Posts shall assure that such solicitations, activities or projects do not violate any applicable governmental law, ordinance or regulation nor bring or tend to bring dishonor or embarrassment upon the **Post**, its members or the **Veterans of Foreign Wars** of the United States. The name, seals, badges and emblems of **Veterans of Foreign Wars** of the United State shall not be used in connection with any solicitations, activities or projects not in compliance with the foregoing. A **Post** shall not solicit funds or donations or otherwise engage in fund-raising activities or project outside the immediate geographical area or community of the **Post**. Fund-raising organizations or individual conducting solicitations, activities or projects.

1. The attention of all units is called to **Section 1101** of the **National Bylaws and the Manual of Procedure**, which provides for the formation and jurisdiction of the **Auxiliary**. This section provides that each unit of the **Auxiliary** shall be under the jurisdiction of the corresponding unit of the **Veterans of Foreign Wars** but shall be permitted to function in accordance with the **National Ritual, Bylaws and Rules and Regulations of the Auxiliary**. In addition, to provisions of the **Auxiliary Bylaws**, solicitation of funds or donations by Auxiliary units, including contracts with fund-raising organizations for greeting cards, calendars and/or label programs shall be subject to approval and ratification by the governing body of the corresponding unit of the **Veterans of Foreign Wars**.
2. **All Posts: Every Post** chartered by the **Veterans of Foreign Wars of the United States** will be expected to participate in the following programs during the **2018-2019** year. **Voice of Democracy, Patriots Pen, Smart/Maher VFW National Citizenship Education Teachers Award "Buddy" Poppy** and **Veterans and Military Support Programs**. Additionally, it is necessary that all **Post Commanders** comply with all provisions of the **National By-Laws and Manual of Procedure and Ritual**.

23. **Post Commanders:** Any **Post** changing their meeting dates, location, and/or time are to notify both the **Department Commander** and **State Adjutant** ASAP, via their email.

By Order of: *Maria Va'a Igafo*
State Commander

OFFICIAL:
N. K. Enos
Norbert K. Enos
State Adjutant