



## VETERANS OF FOREIGN WARS DEPARTMENT OF IOWA

APRIL 2017

GENERAL ORDERS

No. 10

1. **GENERAL ORDERS** are to be read at the Post Meeting and posted in your Post.
2. **2017 BIENNIAL REPORT:** This year Posts must file a biennial report with the Iowa Secretary of State's office. A **post card** or an **email**, if on file, with the Corporation number and Pin Number, along with instructions you will need to file the report, were sent to the registered agent of the Post. If the report is not filed by **April 1, 2017** the Post will be administratively dissolved and lose their Non-Profit status. Please ensure your registered agent is current. This has nothing to do with the 990 or 990N, it is about your incorporation with the Secretary of State's office.
3. **2017 STATE CONVENTION:** The 96<sup>th</sup> Annual Iowa State Convention will be June 1 thru June 4, 2017 at the Ramada & Five Sullivan Brothers Convention Center, 205 West 4<sup>th</sup> St, Waterloo, Iowa 50701.

Please call 319-233-7560 to reserve your room. Be sure to mention you are with VFW Department of Iowa Convention. The single room rates are \$95.99 a night plus tax. The cutoff date for this rate is May 11, 2017.

**THE STATE CONVENTION BANQUET WILL BE A "WESTERN THEME"** Everyone put on your best cowboy outfit, boots and your ten gallon hat and join us in celebrating a great year.

4. **STATE CONVENTION:** Post Delegates and Alternates to the State Convention shall be elected at a regular meeting of the Post held not less than 30 days prior to the State Convention, and one (1) delegate and alternate for each thirty (30) members or fraction thereof in good standing in the post at the time of the election or as the Department (State) Bylaws may provide. This will be strictly enforced at the State Convention. Post must submit the names of delegates and alternates to State Headquarters, along with \$5 convention fee, by **April 21, 2017**. Posts failing to submit their list of delegates and alternates, or pay the convention fee of \$5 per Post, shall be denied voting privileges at State Convention. The Delegate /Alternate sheet will be sent to all VFW Posts with the General Orders.

**ARREARS. POSTS THAT ARE IN ARREARS, FOR ANY REASON, WILL NOT BE ABLE TO VOTE AT STATE CONVENTION AND THEY CANNOT QUALIFY FOR ALL-STATE AWARDS.**

5. **REMINDER - IMPORTANT TASKS TO ACCOMPLISH BEFORE STATE CONVENTION:**

1) Ensure Hospital, Voice of Democracy, Patriot's Pen, Disaster Fund, & National Home contributions, Post assessments and Convention registrations, State & National, have been paid. Make sure all payments have been remitted and poppies ordered (for All-State).

2) Ensure all Quarterly reports of audit are filed with the Department.

3) Be sure your completely filled out Post & District election reports have been filed with National and the Department!

4) Make sure the Department has your list of Delegates for the upcoming elections at State Convention and send in All-State application if you're eligible.

6. **HOSPITAL FUND RAFFLE:** At the Department Convention there will be a special raffle for a beautiful wooden flag made by a member of Post 775 Ottumwa. All the proceeds will go to the VFW and Auxiliary Hospital Fund.

7. **BRANSON VACATION RAFFLE:** Includes a 7 night stay at Armed Forces Vacation Club Resort, 2-two day passes to Silver Dollar City Theme Park & \$100 cash spending money. The tickets are \$20 each and the winner will be drawn at the State Convention Banquet on June 3, 2017. The person who sells the winning ticket will receive a certificate good for a 1 week stay at any Armed Forces Vacation Club Resort in the world. There are only 500 tickets being sold so be sure to get yours before they are sold out.

8. **RESOLUTIONS:** Posts desiring to submit resolutions for consideration by their District prior to the convening of the State Convention, must present said resolution to their District in time for their Spring meeting, and upon approval by the Districts, copies of the resolution must reach State Headquarters in time to be prepared for the State Convention.

9. **DISTRICT MEETING NOTICE:** District Commanders please ensure that Department Headquarters receives your District Meeting Notice form so that the Rep has the information on time and location of your meeting.

10. **DISTRICT MEETINGS:**

District 1 – 1565 Muscatine,	Sat. Apr. 22, 2017	Jake Gruber, Dept. Sr. Vice Cmdr. Kathy McDonald, Dept Aux. Chaplain
District 2 – 788 Cedar Rapids,	Sat. Apr. 29, 2017	Travis Holden, Past Dept. Cmdr. Sandy Weldon, Dept. Conductress
District 3 – 4868 Clear Lake,	Sat. Apr. 8, 2017	Jake Gruber, Dept. Sr. Vice Cmdr. Donna Sorensen, Dept. President
District 4 – 775 Ottumwa,	Sat. Apr. 29, 2017	Tom Watters, Dept. Commander Wilma Fickess, Dept. Jr. Vice Pres
District 5 – 738 Des Moines, 2801 Dean Ave, Des Moines, IA 50317	Sat. May 13, 2017	Tom Watters, Dept. Commander Sandy Weldon, Dept. Conductress
District 6- 817 Boone,	Sat. Apr. 29, 2017	Carol Whitmore, Dept. Jr. Vice Cmdr Donna Sorensen, Dept. President

District 7 – 8998 Villisca,	Sat. May 6, 2017	Tom Watters, Dept. Commander Donna Sorensen, Dept. President
District 8 – 7373 Sibley,	Sat. May 6, 2017	Carol Whitmore, Dept. Jr. Vice Cmdr Wilma Fickess, Dept. Jr. Vice Pres.
District 9 – Elkader,	Sat. Apr. 29, 2017	Jake Gruber, Dept. Sr. Vice Cmdr. Char Schneider, Dept. Sr. Vice Pres.
District 10 – 5515 Garner,	Sun. May 7, 2017	Carol Whitmore, Dept. Jr. Vice Cmdr Kathy McDonald, Dept Aux. Chaplain

11. **DISTRICT ELECTION REPORT:** District Commanders and Adjutants, your attention is directed to Section 413 of the National By-Laws which requires ALL DISTRICTS to submit a properly completed “District Election Report” to National Headquarters prior to the convening of the Department Convention. You are also requested to submit a copy of your 2017-2018 District Election Report to VFW State Headquarters no later than May 20, 2017. Please ensure all chairman positions are filled before sending in the election report.

12. **DISTRICT CONVENTION DELEGATES AND ALTERNATES:** Post Delegates and Alternates to District Convention shall be elected at a regular meeting of the Post held not less than 30 days prior to the District Convention. One Delegate and one Alternate are to be elected for each 15 members or a fraction thereof. (Section 222 National Bylaws) District Commanders are reminded to use strict observance of these Bylaws.

13. **MEMBERSHIP:** CONGRATULATIONS to the following Posts for obtaining 100% or better before March 1, 2017: **1<sup>st</sup> District** - Post 2537 **2<sup>nd</sup> District** - Post 788, 6174, & 8883 **3<sup>rd</sup> District** - 5661 **4<sup>th</sup> District** - Post 2308 **5<sup>th</sup> District** - Post 674, 2060 & 5242 **6<sup>th</sup> District** - Post 3930 **7<sup>th</sup> District** - Post 2694, 3415, 7064, 7224, 9661 & 11355 **8<sup>th</sup> District** - Post 1750, 3328 & 4704 **9<sup>th</sup> District** - Post 11503 **10<sup>th</sup> District** - Post 5236.

The Department is at 93.27% as of March 30, 2017. We are in 8<sup>th</sup> place in the Big Ten and 29<sup>th</sup> place out of 53 Departments in membership. This is the year we make 100% so let’s roll up our sleeves and get busy on our recruiting efforts and do not forget the new members you signed up last year and get them to renew their membership. Use the unpaid lists that were sent out to get members back into the VFW. If you need a copy of this list let us know and we will get it to you.

14. **“POT O’ GOLD” MEMBER DRAWING:** Three (3) winners will be drawn and accompany the Commander-in-Chief on an all-expense paid trip to Ireland (Fall 2017) along with their spouse or guest.

For any new/reinstated member recruited between July 1, 2016 and June 30, 2017:

You will receive one (1) chance for every five (5) new/reinstated members recruited.

You will receive ten (10) chances for every increment of 25 new/reinstated members recruited.

**Attention Post and District Commanders:** You will receive ten (10) chances in recognition of 85%+ Post and District retention.

15. **ALL STATE POST & DISTRICT COMMANDER & QUARTERMASTER:** The worksheet for All State Post & District Commander & Quartermaster & the requirements has been sent out. Please be sure to fill it out COMPLETELY and include Commander & Quartermaster Hat size, if they are first time winners, and if they are a Life Member or Gold Legacy Life member and return to Headquarters prior to May 02, 2017. If you meet all the requirements but do not have 100% plus in membership, turn in your application so they can be judged. We will check Membership Statistics on May 10, 2017 for those to be awarded at State Convention and on June 30, 2017 for those to be awarded at their District meeting.

**Posts wanting to be considered for All State must have their Election Report in by Guidon Day, May 10, 2017.**

16. **NOMINATION AND ELECTION OF POST OFFICERS:** Nominations for Post Officers for the 2018 membership year are to be made at the March meeting, with nominations to be held open until the election is called at the April meeting. Section 217 of our National Bylaws provides in detail the procedures for Nomination, Election, Installation and Terms of Office. Please read over Section 217 in the Manual of Procedures, under Election, which states: **“Post officers shall be elected in April.**

17. **OFFICERS, ELECTED AND APPOINTED:** Section 216 (c) - Post Officers, elected and appointed shall submit proof of eligibility for files to the Post Adjutant following their election or appointment and prior to their installation. Such proof of eligibility records shall be open to the Post Commander, Post Adjutant and Post Quartermaster. Post Officers, elected and appointed, shall not be installed or assume the duties of their office until such proof of eligibility is in the files of the Post Adjutant. It is the responsibility of the elected and appointed Officer to obtain and submit this proof of eligibility. Section 414 (c) - District Officers, elected and appointed, shall submit proof of eligibility to the District Adjutant. **Additionally, District Commanders, District Senior Vice Commanders and District Junior Vice Commanders shall submit proof of eligibility to the Department Adjutant.**

18. **APPOINTED OFFICERS:** At the 114<sup>th</sup> National Convention in Louisville, Kentucky, the delegates voted to make the **Surgeon** and **Judge Advocate**, appointed positions to help small Posts in completing their Election Report. These officers are now able to hold two positions on your Election Report. The exception being the Adjutant cannot be a Trustee.

19. **ELECTION REPORTS:** Be sure that the Election Report of Post Officers for 2017 - 2018 year is sent in immediately following your April meeting. Your current Post Quartermaster received this Report Form from National along with the National Convention Registration Form for your Post. If your Report of Election is not received in Department Headquarters by 1 June 2017, your Post Charter may be suspended by National Headquarters and the Department Commander can recommend that your Post Charter be revoked for failure to submit a **properly completed** Post Election Report. Now is the time to line up your officers for the 2017-2018 year. You do not have to wait for the Officers to be installed to send in this Election Report, send it in as soon as last call and election is made at your April meeting. Make 3 copies of the **PROPERLY COMPLETED REPORT**, keep one copy, and send 1 copy to the District Commander and one copy to Department Adjutant/Quartermaster by Guidon Day, May 10, 2017 so that we can have the 2017-2018 Roster Books printed.

20. **118<sup>th</sup> NATIONAL CONVENTION:** The Veterans of Foreign Wars 118<sup>th</sup> National Convention will be held in New Orleans, Louisiana on July 22 - 26, 2017. Reservations can now be made on the VFW National Headquarters website [www.vfw.org](http://www.vfw.org) , click on “News & Publications” scroll to the bottom of the page and click on events, click on National Convention. You will also find lots of information about this year’s National Convention.

21. **REGISTRATION - V.F.W. NATIONAL CONVENTION:** The Post Adjutant or Quartermaster should have received the Registration packet in the mail. Posts are urged to complete and mail registration forms and payment of delegate fees in accordance with the requirements of Section 222 of the National Bylaws, which mandates each Post to register at least one delegate to the V.F.W. National Convention. Register a Delegate now for \$25.00. Do not mail the forms to the Department; it should be mailed to the address on the form or electronically on the VFW National website Online Membership System (OMS). Please email or snail mail a copy of the confirmation to Department Headquarters so that we can update the District Status Report.

22. **HOSPITAL PIN BLANKET FUNDRAISER:** The Department of Iowa VFW is raising money for the Hospital Fund!



- This custom knit blanket is made from 100% acrylic, so it is machine washable and dryable. In fact, the more you wash it, the softer it gets!
- Blankets are a roomy 63”X63” so they make an excellent cover up during those early cold spring games/events and it comes packaged in a vinyl zipper case, so it’s easy to carry from place to place.
- **Blankets are \$45.00 each.**
- **Add \$5.00 for shipping and handling if you wish it to be mailed to you or pick it up at a State Meeting.**
- **Send Payment and Order Form to: Paul Arnold  
2102 7th St, Harlan, IA 51537  
Questions contact Paul Arnold @ 712-579-4522 or email guns\_66@yahoo.com**

When we receive 50 order forms we will place an order.

23. **STATE FAIR BOOTH DONATIONS:** The Department is in need of donations for the Fair Booth. Individuals, Posts, or Auxiliaries willing to donate, please send your checks to Department of Iowa, Attn: Jerry Black, QM, 3601 Beaver Avenue, Des Moines, IA 50310. Any donation will be greatly appreciated and help to defer the cost of the booth.

24. **STATE FAIR BOOTH SCHEDULE:** The State Fair Booth schedule is now available. Please call Fair Chairman Travis Holden at 515-729-4797 to place your name on the schedule if you would like to work the Fair Booth. The slots are first come first serve.

25. **VFW DEPARTMENT OF IOWA BRICK FUNDRAISER:** Join us in becoming a part of our history & help us raise money for the VFW Department of Iowa. Your engraved brick purchase can be a lasting memorial for a family member or friend, used to advertise your business name, or used to list your family's name as a donor. The bricks are \$50 each and an order form will be sent with these General Orders. You may also find the form on the VFW Iowa website at [www.vfwiowa.org](http://www.vfwiowa.org) . The bricks will be placed from the side walk to the flag poles and around the flag pole area in front of the VFW Iowa Headquarters building.

26. **FORMS 990 & 990T:** Attention of 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.

If your Post has a yearly gross income of \$50,000 or more, you are **REQUIRED** to file an IRS form 990 each year. All income must be accounted for when filing of a 990 is required; this includes dues, dinners, bingo, raffles, or other income of the Post. If you operate a Post canteen or Post dinners open to the public then you must report Post income on a 990T form if your income from other than members exceeds 10% of your gross, this is considered as unrelated income and you are liable for taxes. In fact if your Post's unrelated income exceeds 10% of your Post gross income, you may lose all of your Tax Exemption. We have had Posts lose their Tax Exemption. If you are in doubt you are urged to contact a professional tax person.

27. **FORM 990N:** Posts whose gross income is less than \$50,000 are **REQUIRED** to file an electronic notice, form 990N, also known as an E-Postcard with the IRS annually. If you have any questions, please visit the IRS website at [www.irs.gov/eo](http://www.irs.gov/eo) . If you cannot find the information you need, you may call the IRS toll free number at 877-829-5500. Please insure you are filing with the correct EIN #.

28. **LOYALTY DAY AND MEMORIAL DAY OBSERVANCE:** Section 223 of the National By-Laws and the Manual of Procedure provides that each Post shall make the necessary arrangements for proper observance of Loyalty Day and Memorial Day. Officers should see that suitable grave markers, wreaths and flags of the United States are placed on the graves of deceased veterans. . **Loyalty Day** is May 1, 2017 and **Memorial Day** is May 29, 2017.

29. **2018 LIFE MEMBERSHIP PAYOUT:** The 2018 Life Membership payout as follows:  
**Plan ABC** - A total payout of \$9.66 for each life member (\$3.22 to each Post, Department & National). Increase of \$0.18 (\$.06 to each)

**Plan D** - A total payout of \$10.86 for each life member (\$3.62 to each Post, Department and National). Increase of \$.012 (\$.04 to each)

**Plan E** - A total payout of \$21.48 for each life member (\$7.16 to each Post, Department & National). Increase of \$0.30 (\$.10 each)

30. **VETERANS & MILITARY SUPPORT PROGRAM:** For questions or concerns about connecting with Iowa Military Units, Adopt A Unit, Uplink Phone Calling, Unmet Needs (soldier/military assistance), Post Donor Cards, and MAP Grants for your Post/Auxiliary, contact

**VMSP Chairman Pat Stark** at [vfw.patstark@gmail.com](mailto:vfw.patstark@gmail.com) or **641-780-9929**. Please consider making a donation to Veterans & Military Support Program today.

Regarding Operation Uplink, contact Uplink Chairman Pat Stark if you request a phone card for a hospitalized veteran who is in any hospital or nursing home other than one of the VAMF's.

31. **COMMUNITY ACTIVITIES REPORT:** Send all Community Activity Reports to Chairman, Danny L. White, 1309 SE University Ave., #207, Waukee, Iowa 50263, PH# 515-369-9096, or email [iavfwcars@gmail.com](mailto:iavfwcars@gmail.com). Please use the new form when reporting your Post activities. The deadline for this year's report is March 31, 2017. April will begin the reporting period for next year.

32. **BUDDY POPPIES:** Place your orders **EARLY, AT LEAST 90 DAYS IN ADVANCE OF YOUR DISTRIBUTION DATE.** Every Post should be able to receive donations for at least 1,000 Poppies, which is also a requirement for All State Award. Buddy Poppy prices for 500 poppies are \$72.50 and 1,000 are \$145.

Many Posts are not sending their orders in early enough to receive them prior to their scheduled date. ***GET THEM IN AT LEAST 90 DAYS IN ADVANCE OF YOUR DISTRIBUTION DATE.***

33. **MARK YOUR CALENDARS!**

***Department of Iowa 96<sup>th</sup> Annual State Convention*** will be June 1 – 4, 2017 at the 5 Sullivan Brothers Convention Center, 205 W. 4<sup>th</sup> St, Waterloo, IA 50701. Room rates at the Ramada Inn are \$95.99 plus tax. Please call 319-233-7560 to reserve your room.

***118<sup>th</sup> VFW National Convention*** will be held in New Orleans, Louisiana on July 22 - 26, 2017.

***2017 Big Ten Conference*** will be October 13-15, 2017 at the Minneapolis Marriott Airport Hotel, 2020 American Blvd., Bloomington, MN 55425. Room Rates will be \$109 plus tax.

By Order of:

*Tom Watters*

Department Commander  
VFW Department of Iowa

OFFICIAL: *Jerry Black*  
State Adjutant-Quartermaster  
VFW Department of Iowa  
TW/jb

