

Veterans of Foreign Wars of the United States of America
Department of Washington 5213 Pacific Highway East
Fife, Washington 98424
Desk of the State Commander



General Orders Number 2
August 2021

1. To maintain open communications with the Department, the Department Line Officers will attend meetings with the Department Commander on the second Monday of each month to keep informed of current business and keep everyone updated on the current events. The meeting will be held at Department Headquarters at 3:00 PM.
2. Posts are encouraged to have an active Facebook page which is also part of All American program 2021-2022 and must be active for 6 months to receive credit. We want you to share things that you are doing for Veterans, Military, Families, and Community. We also need Posts to follow Department and National Facebook pages to assist with pushing out and reaching more with the information about serving veterans and advocating for them being put out. Contact Walt Tanimoto at wttanimoto@gmail.com for assistance.
3. Due to the numerous changes in the National By-Law, Manual of Procedure and Ritual at this year's National Convention, Posts and Districts are encouraged to get the new 2022 edition to ensure everyone is using the same data as well as look to update Post and District By-Laws to reflect the changes as well.
4. The Department Website may be found at www.vfwwa.org
5. In accordance with the Department By-Laws, Article X, Section 2; each Post shall file a copy of its By-Laws and any amendments for inclusion in the Post files maintained at Department Headquarters. In addition, Posts will review their By-Laws at least every five (5) years and submit a report to Department Headquarters that this review has been accomplished.
6. The only members of the Department of Washington authorized to enter into or expend funds for any contracted services or events are the Department Commander and the Department Quartermaster/Assistant Quartermaster. Any member entering into a contract without proper authority is in violation and is liable for all costs incurred because of their actions.
7. VFW members are not allowed in Auxiliary meetings. We have our by-laws, they have theirs. Exceptions are: If asked by the Auxiliary President to speak on a subject matter or give information to the Auxiliary, the VFW member, is allowed into the Auxiliary meeting at a time prescribed by the Auxiliary President. The VFW member presents information, thanks Auxiliary for the time to speak and leaves the meeting room. If the VFW member has information to present to the Auxiliary, the VFW member contacts the Auxiliary President and requests to speak during their meeting. UPON PERMISSION from the Auxiliary President, the VFW member enters the Auxiliary meeting at the predetermined time, presents information, thanks the Auxiliary for allowing to speak and exits the meeting. AT NO TIME, will a VFW member attend, sit in, direct, harass, or otherwise attempt to control the Auxiliary meeting.

8. Guests in Post and District meetings. Guests are guest. Guests of any position/level are still guests. If a guest is attending a Post or District meeting, and not a member of the Post or District holding the meeting, at the Privilege of the Commander, MAY be allowed to speak under "good of the order" or MAY speak if asked during the business session by the Commander. Commanders are not mandated in any way to give privilege of speaking to a guest during their meetings. At no time will a guest, interrupt the meeting or speak during the meeting. At no time shall a Commander allow a guest to interrupt or speak during a meeting.
9. Commanders and Quartermasters are required under the provisions of the National By-Laws, Article VII, Section 703, that each member accountable for funds or property shall be bonded with an indemnity company as a surety in a sum at least equal to the liquid assets that they are responsible.
10. Attention Post Commanders and Post Quartermasters is directed to Section 218 (a)(5) Quartermasters (f) Among the duties of a Post Quartermaster, the Quartermaster shall: Reconcile and verify all transactions listed on all bank statements to assure the accuracy of Post records. The books and records of the Quartermaster shall be maintained in a legible and uniform format. Record keeping by electronic means may be used, provided a back-up is maintained. Books and records shall be available for inspection by authorized officers and Post members at all reasonable times. Unless specifically authorized by the Post to remove such books and records from its facilities, they will be kept at the Post facilities.
11. Attention of Post Commanders and Post Adjutants is directed to Section 218 (a) (6) Adjutant (c) Among the duties of the Post Adjutant, the Adjutant shall: Maintain the books and records in a legible and uniform format. Record keeping by electronic means may be used, provided a back-up is maintained. Books and records shall be available for inspection by authorized officers and Post members at all reasonable times. Unless specifically authorized by the Post to remove such books and records from its facilities, they will be kept at the Post facilities.
12. This year's requirements for the All-American and All-State differ from last year, please refer to the Department roster and review the enclosed 2021-2022.
13. Attention of Post and District Commanders is directed to the requirement for timely filing of Internal Revenue Form 990 or 990T, where applicable. Forms may be acquired from online sources, Post Offices or local IRS offices.
14. Attention of Post and District Commanders is directed to Section 1001 (25) of the Manual of Procedure concerning alcoholic beverages, smoking/vaping in the Post meeting room during the Post meeting. "The dispensation and/or consumption of alcoholic beverages or use of smoking/vaping products in VFW meeting rooms during VFW meetings are prohibited."
15. A thorough program of Post inspection, is necessary to ensure compliance with the National and Department By-Laws and directives. Department and District inspectors shall make every effort to inspect every Post under their cognizance on an annual basis and correct discrepancies as may be disclosed.
16. If you wish to request the Department Commander to attend one of your post events or community activities, you will be required to notify Department Headquarters a minimum of 30 days in advance to allow for appropriate scheduling changes if required.

17. All Post Commanders shall ensure that all officers for the 2021-2022 elected term are familiar with section 218 of the National By-Laws, which describes the duties required of their office.

18. Commanders shall ensure that no officer, elected or appointed, has a membership expire during their term of office.

19. The Department Staff has the following email addresses for "official use"

Adjutant	adj@vfwwa.net
Quartermaster	qm@vfwwa.net
Secretary	depsec@vfwwa.net

20. Patriot Day (20th anniversary) is September 11, please ensure proper programs and moments of silence are observed.

21. National POW/MIA Recognition Day is September 17, please ensure proper programs are attended and observed. Information on conducting a ceremony can be found in the current VFW Manual of Procedure. POW/MIA merchandise is available at www.vfwstore.org/category/memorial/pow-mia

22. The Leavenworth Parade is scheduled for September 25. Formation will be at 11 am with the parade stepping off at 12 Noon. The uniform will be the green Department shirt and VFW cap. Honor Guard will wear their formal attire and VFW cap during the parade with the colors.


23. The School of Instruction Dates and locations are as follow:

Post 1435 Spokane Valley	August 14, 2021	9 am to 4 pm
Post 9430 Skyway	August 21, 2021	9 am to 4 pm

Dress code is VFW Department Shirt or VFW Polo.

We are focused and we are determined. As we go out into our Posts and Communities again to regain our comradeship, social health, and face to face support, we will continue to strive to bring into our ranks, all who are worthy of membership. We will continue to strive to bring awareness to Veteran suicide and work hard to prevent Veteran suicide. We will continue to strive to care for and always lend a helping hand to ALL Veterans. We will strive to better the Communities in which we live. We will strive to keep in our hearts and prayers, the Military members currently serving, their spouses, their children, and their families. We will strive to honor and remember all who have gone before us and all that has been accomplished in our first Century of Service in the VFW Department of Washington. We will "Strive to Revive our organization with new members from all generations of conflicts, campaigns, and deployments.

"Carry the Torch!"


Fred Green
Department Adjutant


Chad Hassebroek
Department Commander