



Department of Washington  
5213 Pacific Ave E  
Fife, WA 98424

**General Orders Number 2**  
**August 2023**

1. Posts are encouraged to have an active Facebook page. We want you to share things that you are doing for Veterans, Military, Families, and Community. We need Posts to follow Department and National Facebook pages to assist with reaching more Veterans. If you have activities that you want to share, then please reach out to our Facebook Coordinator. Contact Walt Tanimoto at [wttanimoto@gmail.com](mailto:wttanimoto@gmail.com) for assistance.

2. Due to 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 2024 edition. This ensures everyone is using the same procedures and guidelines. This is especially helpful when Post and Districts are updating their bylaws to ensure compliance with National.

3. The Department Website may be found at [www.vfwwa.org](http://www.vfwwa.org). This is a huge resource as it contains information, updates, resources, and is now the official platform to update your community service reports. Please help us move forward into the technology spectrum so that we can capture all the great things you are doing.

4. 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.

5. The only members of the Department of Washington authorized to enter 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 from any unauthorized contract. 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.

6. A reminder to all members, you are not allowed in Auxiliary meetings unless specifically asked by the Auxiliary President to be there and for a specific purpose. This includes and is not limited to speaking about a specific topic to provide information to the Auxiliary body, speaking to introduce a guest, or to Speak about a subject. Once complete with the request from the President then you should thank the Auxiliary and leave the meeting. At no time shall a VFW member attend, sit in, direct, harass or attempt to control an Auxiliary meeting.

7. 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.

8. 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.

9. 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.

10. 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 2023-2024 requirements.

11. 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.

12. 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.

13. 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.

14. 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.

15. All Post Commanders shall ensure that all officers for the 2023-2024 elected term are familiar with section 218 of the National By-Laws, which describes the duties required of their office.

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

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

Adjutant	<a href="mailto:adj@vfwwa.net">adj@vfwwa.net</a>
Quartermaster	<a href="mailto:qm@vfwwa.net">qm@vfwwa.net</a>
Assistant Adjutant	<a href="mailto:asstadj@vfwwa.net">asstadj@vfwwa.net</a>

We are resolute and dedicated. As we engage with our Posts and communities to restore camaraderie, social well-being, and face-to-face support, our commitment remains solid. We persist in our efforts to welcome deserving individuals into our ranks, fostering awareness about Veteran suicide, and tirelessly working to prevent it. Our dedication extends to caring for and supporting ALL Veterans, while actively contributing to the improvement of our local communities. We hold in our hearts and prayers, the Military members currently serving, along with their spouses, children, and families. Our pledge includes honoring and remembering those who came before us and acknowledging the accomplishments of our first Century of Service in the VFW Department of Washington. Our mission is to revitalize our organization by welcoming new members from all generations of conflicts, campaigns, and deployments. Above all, "Be excellent to each Comrade!!".

"It's Veterans we serve"

///Original Signed///  
Fred Green  
Department Adjutant

///Original Signed///  
Craig Dougherty  
State Commander