

LADIES AUXILIARY
TO THE VETERANS OF FOREIGN WARS OF THE UNITED STATES
DEPARTMENT OF COLORADO

General Orders #5

March 2011

1. DEPARTMENT PRESIDENT CAROLYN SIMON'S SPECIAL PROJECT is Colorado Veterans Foundation. Send your contributions to Department Treasurer Colleen Rylant earmarked "Department President's Special Project."
2. DEBIT OR CREDIT CARDS: Auxiliaries may not possess credit cards, ATM (Automated Teller Machine) cards, and/or debit cards. The disbursement of money shall be upon motion made and passed at a meeting with the exception of the transmittal of membership dues, which does not require a motion (Section 810A, pg 69, Section 813A, pg 76 of the Bylaws).
3. THE NAMES AND ADDRESSES of the members of the Auxiliary shall be considered confidential and shall not be made available for commercial or political use (Section 912, Pg 90 of the Bylaws).
4. AUXILIARIES, County Councils, Districts or Departments shall not solicit funds or donations except by prior vote (Section 916, pg 91 of the Bylaws).
5. FIRST QUARTER AUDITS cover the months of January, February and March and shall be conducted during the month of April (Section 814A, pg. 83 of the Bylaws). A copy of this audit must be mailed to Department Treasurer, Colleen Rylant no later than April 30, 2011
6. PARADE OF PROGRAMS and COUNCIL OF ADMINISTRATION MEETING: Will be held at Mount Blanca VFW #899, 519 Main Street, Alamosa CO on April 2 and April 3, 2011. The Parade of Programs will begin at 1:00pm on Saturday with the President's Workshop. The Parade of Programs will focus on reporting. The Joint Council of Administration meeting will start at 9:00am on April 3, 2011.
7. FISHER HOUSE PAPER DRIVE: Remember that Fisher House has gone green and uses only the recycled paper products. Also, if you are closer to the Denver area, Department Headquarters will accept the paper to be delivered to Fisher House without hauling the paper to Alamosa and then back again. Fisher House also accepts the "green cash" donations which are even easier to transport. Please earmark your check accordingly.
8. DEPARTMENT CONVENTION AWARDS will be based upon information provided on your Community Service Report Form, Combined Achievement/Auxiliary President Report, and District President Report. Each of these forms must be in the Department Secretary's hands no later than May 1, 2011.
9. MAKE THREE (3) COPIES OF THE ACHIEVEMENT/AUXILIARY PRESIDENT REPORT one copy to Chairman Rosie Mitchell for judging, one copy to the Department Secretary, Valerie Fowler so she can make copies to pass on to the Program Chairmen for their judging and one copy for your files.
10. NOMINATIONS AND ELECTION OF AUXILIARY OFFICERS shall take place at a regular business meeting in April. Each year at the regular annual election, one Trustee shall be elected for a three-year period (sec 804A, pg 58). No member shall hold two (2) elective offices on the same level at the same time, but she may hold one elective and one or more appointive offices on that level. The one exception to this rule is the Trustee may hold another

elective or appointive office other than President, Secretary or Treasurer (Sec 801, pg 57).

11. INSTALLATION OF AUXILIARY OFFICERS shall be held in accordance with Section 806A, page 62 of the Bylaws.

12. INFORMATION REGARDING INSTALLATION WARRANTS will be in the packets handed out at the April 2nd-3rd, 2011 Council Meeting or mailed to the President, provided audits are current and the office of Treasurer is bonded. The President-elect shall select the Installing Officer, date and time of the installation. The Auxiliary Secretary has the responsibility of filling out the request for the warrant to install the officers and the warrant will be sent back to her as soon as the Department Secretary, Valerie Fowler, receives the Request of Installation. Please PRINT OR TYPE all necessary information, double-checking all names, addresses and telephone numbers for accuracy.

13. THE INSTALLING OFFICER shall ask the retiring President if the *office* of the Auxiliary Treasurer is bonded. Immediately after installation, the Installing Officer shall submit the Installation report, properly signed to the National Secretary and the Department Secretary (Sec 806A, Par 5, pg 63).

14. INFORMATION REGARDING DELEGATES AND ALTERNATES to the District, Department and National Conventions is contained in the packets mailed to the Presidents.

15. DEPARTMENT CONVENTION will be in Security, Colorado June 15-18, 2011. Any resolutions to be submitted to the Department convention must be properly acted upon according to Section 606A, Convention Committees, and pages 45-46 of the Bylaws.

16. RITUALISTIC PRACTICE shall be adhered to as per the Booklet of Instruction (Yellow Pages 35-36 of Bylaws). Especially Item, #8 - No alcoholic beverages will be permitted during Auxiliary Meetings. In addition, Item #9 - There shall be no smoking in the Auxiliary room while the meeting is in progress.

BY ORDER OF:

Carolyn Simon, President

ATTEST:

Valorie Fowler, Secretary