

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

General Orders #3

November 2011

GENERAL ORDERS MUST BE READ AT THE FIRST MEETING FOLLOWING RECEIPT BEFORE BEING FILED FOR REFERENCE.

- 1. Department President Cindy Anderson's SPECIAL PROJECT is Operation TBI Freedom.** Send your contributions to Department Treasurer Colleen Rylant earmarked "Department President's Special Project."
- 2. FOURTH QUARTER AUDITS** cover the months of October, November and December and shall be conducted during the month of January (pg. 84 of the Bylaws). A copy of this audit must be mailed to Department Treasurer, Colleen Rylant no later than January 30, 2012.
- 3. INCREASE IN NATIONAL DUES** to \$5 per annual member will take effect January 1, 2012. This is an increase of \$1.50 over the current \$3.50. All Treasurers, Presidents and Membership Chairmen should encourage annual members to renew before the change takes effect.
- 4. STANDING RULES:** In accordance with Section 211 (page 28) of the National Bylaws, Auxiliaries may establish Standing Rules to provide for specified operations, activities, events, expenses and disbursements between meetings provided such rules do not conflict with the National or Department Bylaws. Standing Rules should be reviewed, revised if necessary, approved and made a part of the Secretary's Minutes at the first meeting of each new program year.
- 5. MEMBERSHIP:** November is National Recruiting Month. Department Membership Chairman, Val Shaffer asks that you consult the National and Department Program Books regarding the various awards available to members, Auxiliaries, and Districts. It is the Department's goal to reach 91% by December 15, 2011; therefore, it is important that each member works to secure new and reinstated members as well as call on the continuous annual members for payment of their dues. Remember that the National dues portion will increase from \$3.50 to \$5.00 effective January 1, 2012.
- 6. MEMBERSHIP:** Keep your membership current. You can pay your 2012 dues now. Carry a membership application card with you at all times. Sign up your children, your grandchildren, and keep your membership current to have influence in congress for our veterans and their families. The Auxiliary shall fix an admission fee of not less than \$5.00 per member. This entitles each new member to a membership pin and a copy of the current Bylaws and Booklet of Instruction. (Sec 103, pg. 11).
- 7. AUXILIARY TREASURERS:** All New, Continuous and Life Member Dues are to be forwarded to the Department Treasurer at least once a week. PLEASE DO NOT HOLD THEM. Any dues not processed through National by December 31st will require the new National dues portion of \$5 per member.
- 8. ADDRESS CORRECTIONS:** If you have a name, address or phone number change please let your Auxiliary Secretary know and inform the Department Secretary, Carolyn Simon.
- 9. CHANGE OF OFFICERS:** A form was sent to each Auxiliary with their Warrant request showing how to notify National, the Department Treasurer and the Department Secretary of the changes in your officers. Please

use them.

- 10. AUXILIARY PRESIDENTS AND TREASURERS:** It has come to our attention that checks are being pre-signed by the President and/or Treasurer. Under Auxiliary Treasurer Miscellaneous (Booklet of Instruction, Par 2, Pg 21) "All checks must be countersigned by the President. Treasurer **must not** sign blank checks, **nor shall** the President countersign blank checks." The District Presidents will be asked to specifically check to see that this is not being done.
- 11. BUDDY POPPIES:** Buddy Poppies are to be ordered through VFW Department Headquarters at 1400 Carr St – Lakewood CO 80214. Checks should be made payable to Department of Colorado VFW. Make sure Auxiliary is **CIRCLED** on the form to get credit for your Auxiliary.
- 12. NATIONAL MILITARY SERVICES:** Please follow proper protocol when requesting Operation Uplink cards. Per our Department VFW, you should contact the VFW National Military Services Chairman, John Holland, at 303-770-5457. To get proper credit for any contribution to National Military Services, send your donations to: Ladies Auxiliary VFW National Headquarters - 406 West 34th Street - 10th Floor - Kansas City MO 64111 and earmark your check accordingly.
- 13. "JUST SAY NO":** Please work on the "Just Say No" program that Commander Ron Davies has sent to Auxiliary Presidents and Post Commanders. Entries are due to Department no later than **FEBRUARY 3, 2012**.
- 14. CANCER DONATIONS:** In order to receive full credit, Auxiliaries and Members are encouraged to make all donations and memorials for Cancer to the Ladies Auxiliary Cancer Aid and Research Fund in lieu of other organizations. Send these to Department Treasurer Colleen Rylant.
- 15. DISTRICT AND AUXILIARY OFFICERS:** You should have current Bylaws and Rituals. Please have your Treasurer order them from the VFW Store - 406 West 34th Street - Kansas City MO 64111.

BY ORDER OF:

Cindy Anderson, President

ATTEST:

Carolyn Simon, Secretary