

**DEPARTMENT OF NEW MEXICO
VETERANS OF FOREIGN WARS OF THE UNITED STATES**

TO BE READ TO THE MEMBERSHIP AT THE NEXT POST MEETING AND FILED

1. Having been elected Commander of the Department of New Mexico, Veterans of Foreign Wars of the United States, I, ABEL SAIZ of Post 614, hereby assume command.
2. All previous appointments having expired as of June 18th, 2011 are declared null and void.
3. Attention is directed to the **Department Training Session (Flying Squadron Meeting)** scheduled for 12:00 noon, Saturday, July 16th at VFW Post 5890, Rio Rancho for the **NORTHERN POSTS** and 12:00 noon, Saturday, July 23rd at VFW Post 9515, Portales for the **SOUTHERN POSTS**
ALL POST COMMANDERS, QUARTERMASTERS AND PROGRAM CHAIRMEN ARE ENCOURAGED TO ATTEND

ROLL CALL OF POST COMMANDERS WILL BE TAKEN FOR THE PURPOSE OF POINTS FOR THE ALL-STATE TEAM

4. District Commanders, Senior Vice Commanders, and Junior Vice Commanders are appointed Deputy Inspectors and will ensure each Post is inspected within your respective District.

State Inspector and Deputy Inspectors: Attention is directed to Section 709 of the National By-Laws which states, "Any Post owning or operating a Canteen or Clubroom or other facility must maintain General & Liquor Liability Insurance and must name as additional insured, the Veterans of Foreign Wars of the United States and the Department of New Mexico.

5. Attention of Commanders on all levels, is directed to Section 703 of the National By-Laws, which requires each officer accountable for funds or property pursuant to any provisions of these By-Laws shall be bonded with any indemnity company as surety in a sum at least equal to the amount of the liquid assets for which, so far as can be anticipated, he or she may be accountable. The Commander of each unit is responsible for the proper and adequate bonding of all respective accountable officers.

Any Quartermaster that is handling any Gambling, Games of Chance, Slot Machines, etc. are no longer covered under the Quartermaster Bond! It is necessary to obtain a Bingo/Club Manager Bond which can be obtained through Department Headquarters.

6. Attention to Section 213 of the National By-Laws provides that any Post in arrears for National, Department, or District Dues, Poppy Money, Supply Money, Delegate Fees or other financial obligations or failing to have the office of Quartermasters Bonded, or failing to submit quarterly Post Trustees Report of Audits or Post Election Reports **Shall be deprived of all representation in District, Department, and National Conventions.** Copies of Election Reports must be sent to both National and Department Headquarters so future mailings can be made to the proper Officers.

7. **Post Dues Reserve:** Attention is directed to Section 218, Manual of Procedure, which requires Post Quartermasters to maintain a Dues Reserve Fund to which shall be credited not less than one-half of the Post's part of the current year's dues paid by each member prior to July 1, including any Life or Annual Membership payout received from the National Organization. Neither disbursements no obligations will be incurred against this fund until after July 1, at which time it will be transferred to the General Fund and may be available for expenditures.
8. **Posts and Districts** are directed to forward to Department Headquarters, **a copy of the minutes taken at each meeting.** It is not necessary to hold the minutes until the next meeting for approval. Any corrections made to the minutes will be reflected in the minutes in which the corrections are made.
9. Attention is directed to the **State Commanders Membership Goals.** It is desired for the Department of New Mexico to achieve 100% in Membership by the Mid-Winter Conference. With this goal in mind, the State Commander has created an outline of Membership Goals for the current year. (See Commander's Membership Goals.pdf)
10. Attention is directed to Post Commanders and Quartermasters, membership transmittals are to be submitted (electronically or by mail) to the VFW National Membership Department at least once a month.
11. Posts with a gross income of \$25,000.00 or more, (includes Gaming, Bingo Canteen proceeds etc) shall file with the Internal Revenue Service an annual Forms 990N, 990, 990T and or Form 730 where applicable.
12. Attention is directed to Section 714, Manual of Procedure Control of Mailing Lists. The names and addresses of the members of the Veterans of Foreign Wars of the United States shall be considered confidential and will not be made available for **Commercial or Political Use.**
13. Attention of Post Commanders is directed to the concern of alcoholic beverages in the Post Meeting Room during Post, District and Department Meetings. The presence, dispensation, and or consumption of **Alcoholic Beverages** in the Meeting Room during the above described meetings is completely unacceptable and any such practice known to exist shall be terminated.

Attention is directed to the operation of Club rooms, Canteens, Bars and Game Rooms: They will remain closed during VFW meetings, District Meetings, and Flying Squadron/Training Meetings.
14. The National By-Laws provides for only one type of membership; that is active membership. There are NO provisions in the By-Laws, nor is there any authority or justification for issuance of **Club Membership Cards, Associated Membership Cards, Honorary Membership Cards, Courtesy Membership Cards, or any other special type of cards.** Any Post issuing such unauthorized cards, or conducting club operations open to the general public, endangers its standing with the Internal Revenue Service as a Non-Profit Organization. **Officers signing such unauthorized membership cards are subject to Disciplinary Action.**

15. The address for Department HQ's will be:

VFW Department of New Mexico
Po Box 67
Glencoe, New Mexico 88324

The Freight or Shipping Address is:

VFW Department of New Mexico
123 Via Golondrina #2
Glencoe, New Mexico 88324

16. Attention of Commanders and Officers at all levels is directed to the **Ladies Auxiliary**: It is the goal and desire of the State Commander for the Veterans of Foreign Wars, Department of New Mexico and its Ladies Auxiliary to have a productive and successful year. Every attempt should be made to promote and support harmony and teamwork between the VFW and its Ladies Auxiliary. Commanders and Officers should not forget nor take for granted all the hard work and effort the Ladies Auxiliary puts forth in support and assistance to the Veterans of Foreign Wars.

17. Attention of Commanders at all levels is directed to action of the National Council of Administration prohibiting the wearing of any style caps at VFW meetings in place of the regulation VFW cap as specified in Section 803 of the National By-Laws and Manual of Procedure.

19. Attention of Post Commanders is directed to Section 218, Manual of Procedure; Duty of Trustees. Trustees Report of Audit must be prepared in detail at the close of each quarter, **one of which will end JUNE 30TH, 2011.**

*****All Trustees Report of Audits will be sent to the State Inspector for review and completeness. Those audits not in compliance will be returned. The address for the State Inspector is:**

**David Wimmer
PO Box 3753
Alamogordo, NM 88311**

20. Attention of District and Post Commanders is directed to the **National Convention** in San Antonio, Texas which will be held August 27- September 1, 2011. In accordance with Section 222 of the National By-Laws, which provides that each Post shall register, in advance, at least one delegate to the National Convention by the payment of a fee in the amount of \$25.00 for the first delegate registered and a payment of \$10.00 for each subsequent delegates mailed to: Quartermaster General, Veterans of Foreign Wars of the United States, National Headquarters, 406 West 34th Street, Kansas City, Missouri 64111 or paid electronically through the VFW National website.

See Reservation Forms and Information in National Convention Folder

21. **Voice of Democracy Judging** on the State level will be December 17th, 2011. VFW Posts will be entitled to advance on First Place Winner from each of the Schools Sponsored by that Post through their respective District Chairman. Tapes must arrive at Department Headquarters NLT 4:30 P.M., Friday December 16th, 2011.

THE 2011-2012 VOICE OF DEMOCRACY THEME IS

“Is There Pride in Serving in Our Military?”

22. **Patriot's Pen Essay Judging** on the state level will be December 17th, 2011. VFW Posts will be entitled to advance one First Place Winner from each of the Schools Sponsored by that Post through their respective District Chairman. Student Essays must arrive at Department Headquarters NLT 4:30 P.M., Friday December 16th, 2011.

THE 2011-2102 PATRIOT'S PEN ESSAY THEME IS

“Are You Proud of Your Country?”

23. **Teacher Award Judging** on the State level will be December 17th, 2011. VFW Posts will be entitled to advance one First Place Winner from each category K-5, 6-8, & 9-12, through their respective District Chairman. Entries must arrive at Department Headquarters NLT 4:30 P.M., Friday December 16th, 2011.
24. Attention is directed to the judging of the ALL STATE TEAM of Post and District Commanders at Department Headquarters on Saturday May 5th, 2012.

(See criteria and points system for the All-State Team competition in All State Program.pdf)

25. **District, Post Commanders, Adjutants and Quartermasters** are reminded of the requirement of Section 216(c), 414(c), and 515(d) of the National By-Laws with regard to proof of eligibility for all newly elected and appointed officers. **Elected and Appointed officers shall not be Installed or assume the duties of their office until proof of eligibility has been submitted and properly reviewed.** Failure or refusal to submit proof of eligibility within sixty (60) days of election or appointment shall result in the office being declared vacant.
26. Attention is directed to the VFW Mid-Winter Conference to be held on February 10th & 11th, 2012. Bids must be presented to the Time and Place Committee 1 year prior to the event. See the Department By-Laws for qualifying criteria.

Attention is directed to the Council of Administration Meeting to be held on Saturday, October 22nd, 2011, 2:00 P.M. at VFW Post 614, Aztec, New Mexico.

**ROLL CALL OF POST COMMANDERS WILL BE TAKEN FOR THE PURPOSE OF POINTS
FOR THE ALL-STATE TEAM**

27. Attention is directed to the State Commanders Homecoming to be held on Saturday, October 22nd, 2011, 6:00 P.M. at VFW Post 614, Aztec, New Mexico
28. Attention is directed to all Posts; it is never too early to establish a **“GET OUT THE VOTE”** program. Prepare in advance for future elections. Refer to the Citizenship Education Program Chairman's Book, located on the www.vfw.org website, for ideas on what to do, or contact the State “Get out the Vote” Chairman.
29. Attention is directed to the start preparing for your Buddy Poppy Program Campaign. Place your orders early and start earning points for “All-State competition. Order form is located in the forms folder.

30. ALL BUDDY POPPIES MUST BE ORDERED THROUGH DEPARTMENT HEADQUARTERS TO QUALIFY FOR ALL-STATE POINTS.

Attention is directed to the “All-State Team of Post & District Commanders” Program 2011-2012: Seven (7) Post Commanders and one (1) District Commander will be selected, one from each of the following divisions.

(See criteria and points system for the All-State Team competition in All State Program.pdf)

301 members and more: One (1) Post

201 – 300 members: Two (2) Posts

101 – 200 members: Two (2) Posts

100 members or less: Two (2) Posts

NOTE: All membership goals are based on final figures from National as of June 30, 2011 and the All State breakout may change based on those figures

- 31 Attention is directed to “**Membership Drives**”. All Posts are encouraged to conduct at least one (1) Membership Drive per quarter. Membership Drives are conducted to assist in the Promotion, Retention, and Recruiting of New, Continuous, Re-instated, and Life Members. Membership Drives are reported on the Community Activity Report. Every effort should be made to increase the number of members within the Department. Contact Department Line Officers or the Department Membership Chairman for assistance with your membership programs.
32. Attention is directed to all District Commanders. In addition to the Annual District Convention, each District shall hold at least one (1) regular meeting each year for the purpose of **Promoting Schools of Instruction** for Post Officers and for the discussion of problems affecting the welfare of members of The Veterans of Foreign wars of the United States. (as prescribed in the Manual of Procedure, Article IV Districts; Section 406).
33. Attention is directed to changing or cancellation of District Meetings: Districts changing and or canceling district Meetings shall be responsible for the expense incurred by any Line Officer scheduled to attend such meeting. This will occur because of a failure by the District to notify Department Headquarters or the Line Officer him/herself within seven (7) days of the scheduled meeting.
34. Attention is directed to the National Commander-in-Chief’s Homecoming to be held in **September 15-18, Quincy, MA**
35. Attention is directed to the National Auxiliary President’s Homecoming– **September 22-25, Sacramento, CA**
36. Attention is directed to the State President’s Homecoming to be held at Post 2528 in Tucumcari, New Mexico on October 1, 2011 @ 6 PM. (To be held at the Tucumcari Convention Center.)
37. Requests for the State Commander or other Line Officers to attend or be a guest speaker at your respective event must be **sent directly to VFW Department Headquarters.**

38. Attention is directed to the **“Post Registered Agent”**. This individual shall be the Post Quartermaster. Anyone else serving as the **“Post Registered Agent”** is in direct violation of the National By-Laws.
39. Attention is directed to the change of Post Officers with **“New Mexico Alcohol and Gaming”** and the **“State Gaming Control Board”**. Now is the time for submitting and making the necessary changes. Call and request the necessary forms to do so. New Mexico State Laws mandate these changes will be made yearly. By not doing so, you are in violation of state laws.
40. No member in good standing, attending a Post or District Meeting will be deprived of making an **Audible Recording** of any and all proceedings as long as the member has notified the Officer conducting the meeting of his/her intentions to record such proceedings.
41. Attention is directed to **Insufficient Checks** received at VFW Headquarters: There will be a service charge of \$35.00 by VFW Department Headquarters. In addition to this, any charges VFW Department Headquarters incurs from the bank will also be added. Repayment of Insufficient Checks will be in the form of Cash, Money Order, or a Bank Certified Cashier’s Check
42. Attention is directed to the **“BLUE STAR PROGRAMS”**. All Posts are encouraged to conduct Blue Star Programs within their communities. Blue Star posters can be purchased directly from the VFW Emblem & Supply Catalog. Any questions with this program, contact Department Headquarters for assistance.
43. All Posts are encouraged to conduct programs to benefit the Boy Scouts and the ROTC. Please contact the Department Chairman for assistance with these programs.
44. Attention is directed to the Western Conference to be held in Ogden, Utah on November 4-6, 2011
45. Attention is directed to the National Legislative Conference to be held on March 3-7, 2012.
46. Attention is directed to the practice of the use of **TOBACCO** products during Council of Administration meetings, Flying Squadron, Mid-Winter Conference and State Convention functions. In an effort to promote good health and a comfortable atmosphere for **ALL** members and guests at these functions, smoking and the use of tobacco products will be prohibited during all Meetings and Banquets associated with Council of Administration, Flying Squadron, Mid-Winter Conference and State Convention.
47. Attention is directed to the **“National Military Service”** program. The State Commander recognizes the importance of the three programs that encompasses this program. Operation Uplink phone cards are a valuable tool in helping our service members keep in touch with their loved ones. Military Assistance Program (MAP) and (UNMET NEEDS) which provides financial assistance to active duty military and their families in a time of crises. Therefore the State Commander has mandated that each Post donates a minimum of Twenty Dollars (\$20.00) to the National Military Services Program.

48. Attention is directed to the **Dress Code** for VFW Meetings and Functions. In an effort to clarify any confusion, the State Commander has asked that all Commanders and Council of Administration members adhere to the following standards of dress:

- **Business Dress** will be slacks, coat or blazer, shirt and tie. A blue blazer and gray slacks is preferred but can be substituted with a business suit.
- **Casual Dress** will be slacks or “docker” type pants with VFW pullover shirt or collared shirt.

All instruction of dress for meetings and functions will be given as either **Business Dress** or **Casual Dress**. There will **no longer** be a requirement of White Dinner Jackets and Black Slacks at Banquets.

49. **The following appointments for the 2011-2012 term are hereby announced**

Adjutant:

Dave Fouse, Post 12071, Ruidoso

Chief-of-Staff:

Leon Morris, Post 3280, Clovis

Americanism/Citizenship Education:

Eloy Howard, Post 614, Aztec

Boy Scout Chairman:

Tyrone Benson, Post 7686, Alamogordo

Budget Committee:

David Fouse, Chairman, Post 12071, Ruidoso

Abe Saiz, Post 614, Aztec

George Brown, Post 401, Albuquerque

Vernon Luce, Post 3280, Clovis

Cathy Brock, Post 3274, Hobbs

Buddy Poppy Chairman:

Jerry Grace, Post 12071, Ruidoso

By-Laws Committee:

Don Teweleit, Post 7686, Alamogordo

Raul Sanchez, Post 6917, Las Cruces

Lawrence Vargas, Post 3259, Taos

Community Activity Chairman:

Richard Nutt, Post 7686, Alamogordo

Conference/Convention Committee

Finance Chairman

David Fouse, Post 12071, Ruidoso

Time & Place Committee (Site Advisory)

TBA

Hotel Function Committee

Banquet Coordinator - Kelly Fouse, Post 12071 Aux, Ruidoso

TBA

Employment Officer/Homeless Veterans Chairman:

Eluterio Garcia, Post 8874, Los Alamos

Hospital Chairman:

Eloy Howard, Post 614, Aztec

Inspector:

David Wimmer, Post 7686, Alamogordo

Ladies Auxiliary Liaison:

Kelly Fouse, Post 12071 Aux, Ruidoso

Legislative Chairman National and Department:

Felix Coca, Post 2951, Santa FE

Life Member & Legacy life Member Chairman:

Raul Sanchez, Post 6917, Las Cruces

Loyalty Day Chairman:

Mark Decker, Post 2182, Farmington

Membership Chairman:

George Brown, Post 401, Albuquerque

Men's Aux Liaison:

Roger Miller, Post 6917, Las Cruces

MOC-MOCA Liaison:

Kathie Schiebel, Post 401, Albuquerque

National Military Services Chairman:

Allan Kuchinsky, Post 7686, Alamogordo

Deputy Chairmen:

Tyrone Benson, Post 7686, Alamogordo

Fred Eaton, Post 9515, Portales

National Education Teacher Award Chairman:

Tyrand Teel, Post 5890, Rio Rancho

National Home Chairman:

Mike A.C Sing Jr., Post 8703, Carlsbad

Newspaper Editor:

Vincent Lawrence, Post 7686, Alamogordo

NM Gaming/Liquor Liaison:

Vincent B. Lawrence, Post 7686, Alamogordo

Officer of the Day:

Warren Booker, Post 7686, Alamogordo

Photographers:

Darrell Angel, Post 10124, Las Cruces

Kelly Fouse, Post 12071 Aux, Ruidoso

POW/MIA Chairman:

Mucio J. Lopez, Post 2528, Tucumcari

Public Relations Officer:

Gordon Lam, Post 3015, Clovis

Safety Chairman:

Gilbert Lopez, Post 12008, Hatch

Service Officer:

Fred Ortiz, Post 5890, Rio Rancho

Secretary: Martha Martinez

Trustees:

Gary Fresquez, Post 1793, Raton

Joe Ford, Post 401, Albuquerque

Raul Sanchez, Post 6917, Las Cruces

Alternates:

Leon Morris, Post 3280, Clovis

BJ Lawrence, Post 7686, Alamogordo

Veterans Service Committee

Abe Saiz, Post 614, Aztec

Cathy Brock Post 3274, Hobbs

Raul Sanchez Post 6917, Las Cruces

Gordon Lam, Post 3015, Clovis

Vincent Lawrence

Voice of Democracy/Patriot's Pen Chairman:

Jerry Grace, Post 12071, Ruidoso

VAVS Rep Albuquerque:

Tyrand Teel, Post 5890, Rio Rancho

VAVS Deputy Rep:

George Brown, Post 401, Albuquerque

VAVS Rep Amarillo TX:

Gordon Lam, Post 3015, Clovis

VFW Riders Liaison:

Ron Burkett, Post 12071, Ruidoso

Website Manager:

Dave Fouse, Post 12071, Ruidoso

Women's Advisory Committee:

Kathie Schiebel, Post 401, Albuquerque

Diana Wong, Post 401, Albuquerque

Charlotte Atso, Post 614, Aztec

Monica Calles, Post 2951, Santa Fe

Youth Activity Chairman:

Alice Lopez, Post 12008, Hatch

By Order of:



Abel Saiz
State Commander

Attested By:



David Fouse
State Adjutant