

# GENERAL ORDERS

AND DEPARTMENT HEADQUARTERS MEMORANDA  
VETERANS OF FOREIGN WARS OF THE UNITED STATES  
**DEPARTMENT OF KANSAS**

*VOL 103-12*

TOPEKA, KANSAS

PLEASE READ AT POST MEETING

JUNE 2023

1. Installing officers are directed to see that the Report of Election of Post Officers Form has been completed and sent to National Headquarters prior to installing Post Officers. If a Report of Election has not been forwarded to National Headquarters at the time of installation, the installing officer shall complete and forward such report at the time they install Post Officers.
2. Posts conducting Buddy Poppy distribution during the Memorial Day period shall promptly remit payment for poppies to the Department Quartermaster, P.O. Box 1008, Topeka, Kansas 66601-1008.
3. Attention is directed to the 124th National Convention, Veterans of Foreign Wars of the United States, which will be held July 22-27, 2023 in Phoenix, AZ.
4. Members who are planning to attend the VFW 123rd National Convention should request room reservation forms from Department Headquarters or visit the National Headquarters website [www.vfw.org](http://www.vfw.org)
5. Section 222 of the National By-Laws requires that each Post will register one, or more delegates to the National Convention. Advance registration fee is \$25.00 dollars for the 1<sup>st</sup> delegate then (\$10.00) for each additional delegate and should be mailed to the Veterans of Foreign Wars 123rd National Convention, VFW National Headquarters, 406 W 34th Street, Kansas City, Missouri 64111-2736.
6. Section 222 of the National Manual of Procedure provides that all Posts shall elect delegates and alternates to the National Convention at a regular meeting in April (see page 76 in the MOP). Posts are entitled to one (1) delegate and one (1) alternate for each thirty (30) members or fraction thereof in good standing at the time of election.
7. Post Commanders shall see that the office of Quartermaster be bonded in accordance with Section 703, National Manual of Procedure. They shall also see that Trustee's Report of Audit is properly prepared and submitted each quarter as required by the National Manual of Procedure Section 218
8. Attention of incoming Post Officers is directed to Section 218, Manual of Procedure, which outlines the duties of various Post Officers.
9. Congratulations are hereby extended to all Posts who were 100% in membership during the 2022-2023 year.

By order of  
Jim Ratcliff, Commander  
Department of Kansas, VFW



ATTEST: Herbert Schwartzkopf, Adjutant  
Department of Kansas, VFW