

# GENERAL ORDERS

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

*VOL 104-10*

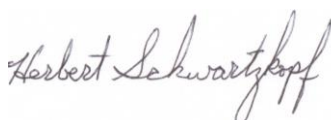
TOPEKA, KANSAS

PLEASE READ AT POST MEETING

APRIL 2024

1. Duty of Post Commander: Section 218(a)(1)k of the Manual of Procedure requires that the Post Commander or their representative shall attend all regular called District Meetings or District Conventions.
2. TERM OF OFFICE - DISTRICT OFFICERS: District Officers shall be given the officers obligation before the adjournment of the meeting at which they are elected but shall not assume the duties of their office until the Department Commander is installed following the Department Convention.
3. Attention is directed to Section 213 of the National By-Laws and Manual of Procedure concerning arrearages of Posts for National, Department or District dues, poppy money, supply money or other financial obligations, failure to have the office of Quartermaster bonded, failure to ensure that the Post is properly insured, failure to submit quarterly audits, failure to submit an election report for the ensuing year or other obligations. Said Posts shall be deprived of all representation in District, Department and National Convention.
4. Attention is directed to Section 217 of the National By-Laws and Manual of Procedure covering the nomination, election and installation of Post Officers. Report of Election of Post Officers forms have been mailed to all Post Quartermasters with instructions. This can also be completed online through the Online Membership System (OMS). **Section 218(a)(i); states that election reports are due to Department and National by June 1<sup>st</sup>.**
5. Attention is directed to Section 222 of the National By-Laws and Manual of Procedure which states that delegates to the Department Convention shall be elected at a regular meeting in April. Delegate voting strength of each Post will be according to Post membership recorded at Department Headquarters on March 31, 2024.
6. The distribution of Buddy Poppies will be conducted according to the provisions set forth in Section 711 of the National By-Laws and Manual of Procedure.
7. Each Post shall register, in advance at least one delegate to the National Convention (Section 222). Advance registration for the 125th National Convention is *twenty-five dollars (\$25.00) for the first delegate and (\$10.00) for all others* and should be mailed with delegate's name and address to Veterans of Foreign Wars of the United States 125th National Convention, VFW National Headquarters, 406 West 34th, Kansas City, Missouri 64111. This can also be completed online through the Online Membership System (OMS).
8. Attention of Post Commanders is directed to Section 218(a)(11)b, Manual of Procedure, Duty of Trustees, Form P-113, Trustees Report of Audit, must be prepared in detail at the close of each quarter, one of which ended March 31st. **Remember, if you have your Post audit in or Postmarked by April 10, 2024, you get 5 extra points towards All-State competition.**
9. Community Service Record books are to be mailed to Department Headquarters immediately following the end of the contest year, which is March 31st, reaching Headquarters by April 10<sup>th</sup>.

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



ATTEST: Herb Schwartzkopf, Adj.-Qm.  
Department of Kansas, VFW