

# GENERAL ORDERS

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

*VOL 94-11*

TOPEKA, KANSAS

PLEASE READ AT POST MEETING

MAY 2015

1. The Department Convention will be held in Junction City, June 12-14, 2015. The VFW Council meeting will be held Friday, June 12, 2015 at 11:00 a.m.
2. Post Officers shall be installed into their respective offices prior to the convening of the Department Convention, but shall not assume their duties until the Department Commander is installed.
3. Installing officers will see that the provisions of Section 215, 216 and 217 of the National By-Laws and Manual of Procedure are properly carried out and that all officers are members in good standing, qualified to hold office and have submitted proof of eligibility prior to installing Post Officers for the ensuing year.
4. The Installing Officer shall ascertain that a Report of Election of Post Officers Form has been mailed to Department and National Headquarters prior to the installation. If a Report of Election Form has not been forwarded to Department and National Headquarters, the Installing Officer shall complete and forward such report at the time he/she installs the Post Officers. Attention is directed to see that proper amount of dues the Post charges is reported to Department and National Headquarters.
5. Proposed amendments to the National By-Laws must be in proper form and must be approved by the Department Convention. Such proposals should be specific and definite as to the section, line or paragraph that is to be amended, with exact wording as to additions and deletions.
6. Post Commanders are reminded that each Post must register one, or more delegates to the VFW National Convention (Section 222), National By-Laws. Advance registration for the National Convention is twenty-five dollars (\$25.00) for the first delegate and ten dollars (\$10.00) for each additional delegate and should be mailed to Veterans of Foreign Wars of the United States 116th National Convention, Veterans of Foreign Wars National Headquarters, 406 W 34th St, Kansas City, Missouri 64111.
7. Room reservation forms for the VFW 116th National Convention have been emailed to all Posts from National Headquarters.
8. Orders and remittance for "Buddy Poppies" are to be made to the Department of Kansas VFW, P.O. Box 1008, Topeka, KS 66601-1008. *Remember to use the new forms as the price changed effective October 1, 2014.*
9. Section 223 of the National By-Laws and Manual of Procedure provides that each Post shall make the necessary arrangements for the proper observance of Loyalty Day and Memorial Day. Officers should see that suitable grave markers, wreaths and United States Flags are placed on the graves of deceased veterans.
10. Posts are reminded that Section 216 of the Manual of Procedure states, in part, "Post Officers, elected and appointed, shall submit proof of eligibility to the Post Adjutant. Post officers shall not be installed or assume the duties of their office until proof of eligibility has been submitted and properly reviewed..."
11. Posts are reminded to fly the Flag on the following days: Loyalty Day - May 1st; Armed Forces Day - May 16th; Memorial Day - May 25th.



By order of  
Bruce R. Fischbach, Commander  
Department of Kansas VFW

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