

1. Attention of all members is directed to Section 901 of the National Bylaws, “Discipline of Members.” Members who have committed offenses recognized by the Veterans of Foreign Wars of the United States may be subject to disciplinary action. Members are reminded that acts of Sexual Harassment, Racial or Sexual Discrimination, and all other conduct prejudicial to good order and discipline or conduct determined to be unbecoming of a member will not be condoned. In general, harassment and discrimination consists of any form of verbal, non-verbal, or physical conduct that is sufficiently severe and/or pervasive enough to have the purpose or effect of creating an intimidating, hostile, or offensive environment or otherwise interfering with another’s ability to participate in VFW events. All members should be treated with dignity and respect.
2. Commanders on all levels should begin organizing their 2020 Memorial Day “Buddy”<sup>®</sup> Poppy Campaign. Every Post is urged to order and distribute VFW “Buddy” Poppies.
3. Attention is directed to Section 213 of the National Bylaws concerning any Post in arrears for any financial obligations to County Council (if applicable), District, Department and National for fees, dues, poppy money, supply money, failing to have the office of Quartermaster properly bonded in accordance with Section 703, failing to ensure that the Post is properly insured in accordance with Section 709, failing to submit properly completed quarterly Post Trustees Report of Audit, Post Election Report for the ensuing year, or other obligations, shall be deprived of all representation in County Council and District meetings; County Council, District, Department and National Conventions. Such representation shall be restored promptly upon proper adjustment of such deficiencies.
4. Trustees shall not be eligible to serve as an elected officer, Adjutant or on a committee whose books, records and accounts are audited by the Trustees. Among the duties of the three (3) elected Post Trustees, they shall:
  - a. At least monthly, review the Monthly Report of Receipts and Expenditures of the Post Quartermaster.
  - b. Within thirty (30) days from the end of each quarter, properly audit the books and records of the Post Quartermaster, Post Adjutant and any activity, clubroom, holding company or unit sponsored, conducted or operated by, for or on behalf of the Post and submit a Post Trustee’s Report of Audit to the Department Quartermaster for referral to the Department Inspector.
  - c. The Report shall be in accordance with and upon such form as may be prescribed by the Adjutant General. The audit shall be signed by the Post Commander and Trustees, who shall, by their signatures, certify to the accuracy of the information contained therein.
  - d. Perform such other duties as may be incident to the office or may from time to time be required by the laws and usages of the organization or lawful orders from proper authority.

**NATIONAL HEADQUARTERS**

**WASHINGTON OFFICE**

5. Proof of Eligibility Requirements for Officers: All Posts, Districts and Departments should be reminded of the provisions of Sections 216, 416, and 516 of the Manual of Procedure that officers, elected and appointed, shall not be installed or assume the duties of their office until proof of eligibility has been submitted to the respective Adjutant and properly reviewed.

BY COMMAND OF  
WILLIAM "DOC" SCHMITZ  
COMMANDER-IN-CHIEF

OFFICIAL:

A handwritten signature in black ink, appearing to read 'Kevin Q. Jones', written in a cursive style.

Kevin Q. Jones  
Adjutant General