

**NATIONAL HEADQUARTERS  
VETERANS OF FOREIGN WARS OF THE UNITED STATES**

**General Orders No. 7**

**2016-17 Series**

1. Attention of Post Commanders is directed to Section 222 of the National By-Laws and the Manual of Procedure, which provides that each Post will pay, in advance, a National Convention registration fee of twenty-five dollars (\$25) which shall entitle the Post to a packet of convention information and materials and one identified registered delegate for the National Convention. Each additional delegate attending the National Convention will pay a ten dollar (\$10) delegate fee. Posts are encouraged to register their Post delegate(s) online through the Online Membership System (OMS) or by submitting their National Convention Post and Delegate Registration form that will be mailed to all Posts as part of the Election Report/Convention Registration mailing going out this month. Registration forms for the 118th National Convention should be mailed to: Convention Registration, 406 West 34th Street, Kansas City, MO 64111.

2. Attention is directed to Section 217 of the National By-Laws and the Manual of Procedure covering the nomination, election and installation of Post Officers. Post Election Report forms are being mailed to Post Quartermasters with instructions that they complete the form online through the Online Membership System (OMS) or they can complete the form and return directly to National Headquarters immediately following the election of Post Officers, by not later than June 1.

3. Section 222 of the National By-Laws and the Manual of Procedure provides that Posts shall elect delegates and alternates to District conventions at a regular meeting of the Post held not less than thirty (30) days prior to the District convention at which District officers are to be elected: one (1) delegate and one (1) alternate for each thirty (30) members or fraction thereof in good standing in the Post at the time of the election.

Delegates and alternates to the Department conventions shall be elected at a regular meeting of the Post held not less than thirty (30) days prior to the Department convention. Posts are entitled to one (1) delegate and one (1) alternate for each thirty (30) members or fraction thereof in good standing in the Post at the time of the election.

4. Pursuant to Section 403 of the National By-Laws and the Manual of Procedure, each District shall hold an annual District convention for the purpose of electing District officers, such convention to be held not less than ten (10) days nor more than seventy-five (75) days prior to the convening of the Department convention.

Pursuant to Section 403 of the National By-Laws – Regular Meeting, Districts shall hold at least two (2) regular meetings each year for purposes of transacting business and conducting schools of instruction.

Pursuant to Section 417 of the National Manual of Procedure, District officers shall not assume the duties of their office until the Department Commander is installed.

District officers shall not be installed or assume the duties of their office until proof of eligibility has been submitted and properly reviewed in accordance with Section 416 of the Manual of Procedure.

5. Attention of Post Commanders is directed to Section 218 (a)(11) of the National Manual of Procedure, Officers: Duties and Obligations. Trustees Report of Audit must be prepared in detail within thirty (30) days from the end of each quarter, one of which ends March 31.

6. Certificates of charter evidencing consolidation have been issued to the following Posts:

Post Nos. 10082 and 1016 are consolidated as Post No. 10082, Lake Butler, Florida

Post Nos. 5869 and 6307 are consolidated as Post No. 5869, Hanford, California

Post Nos. 8297 and 11533 are consolidated as Post No. 8297, Midway-Monroeton,  
North Carolina

Post Nos. 4737 and 4741 are consolidated as Post No. 4737, Highland Park, Illinois

BY COMMAND OF  
BRIAN J. DUFFY  
COMMANDER-IN-CHIEF

OFFICIAL:

A handwritten signature in black ink, appearing to read "Robert E. Wallace". The signature is written in a cursive style with a large initial "R" and "W".

Robert E. Wallace  
Adjutant General