

1. PATTERSON-MEDOS TESTIMONIAL will be held April 13, 2019 at the Pohl Cat golf course and banquet center in Mt. Pleasant, MI. We will be golfing Saturday morning with the banquet to follow in the evening. Hotels are available Friday and Saturday nights at the Hampton Inn in Mt. Pleasant. Please visit the Dept. website at [www.vfwmi.org](http://www.vfwmi.org) for the housing, banquet and golf forms.
2. Trustees Quarterly Audits must be completed by the (3) Elected Trustees and approved by the Post Commander. In the absence of (1) Elected Trustee, the Post Commander must attach a letter stating the reason for the (1) Missing Trustee's Signature. We will not accept a Trustee Audit with only (1) Trustee Signature. Trustee Quarterly Audits must be completed and sent to Department Headquarters within 30 days following the end of the quarter. Department will be verifying the Trustees listed on your Post-Election Report. If they do not match you will be receiving your Trustees Quarterly Audit back to you. If a Post in behind (2) Trustee Quarterly Audit Reports, the Post will be placed on suspension. Please complete your Trustee Quarterly Audits on time.
3. Trustees are to audit ALL accounts involving money. EVERYTHING that has money. EVERY BANK STATEMENT. ALL CASH ON HAND (pull tabs, bingo, fish fry etc.). NO EXCEPTIONS! Everything must be listed on the Monthly Quartermaster's Report and the Trustees Quarterly Audit Report.
4. The All State Program for membership purposes runs until June 30, 2019. Entry forms are due no later than April 30, 2019. This applies to the County Councils and Districts as well. No exceptions. If a post attains 150 All State Points by April 30, 2019 but has not reached 100% in membership, they have until June 30, 2019 to make 100% in membership to make All State but must have submitted the All State entry form by April 30, 2019.
5. EVERY Post must complete a Form 990. If you have less than \$50,000 in Receipts for the Year you can do a Post Card On-Line. It will take Less than 15 minutes to complete. Complete your yearly Form 990 every year and on time. Contact Department if you need help with your Form 990.
6. If a Post Commander or a Representative fails to attend (2) properly called District meetings, the Post Commander will be removed. Read Section 218 k. under Post Commander Responsibilities.

7. Activities & Hospital Reports are due by the 10<sup>th</sup> of every month either electronically or by hardcopy mail.
8. If your Post is considering consolidating with another Post, you must contact Department Headquarters and your District Commander first. Read Section 209 – Consolidation of Posts in the VFW By-Laws and Manual of Procedure 2019 Podium Edition.
9. If your Post is considering surrendering your Charter, ALL Assets and Property will belong to the Department. Read Section 210 – Surrender of Charter in the VFW By-Laws and Manual of Procedure 2019 Podium Edition.
10. If your Post is considering selling your Post, you must contact Department Headquarters and your District Commander first.
11. VFW Posts should take the necessary steps to incorporate under the laws of the State of Michigan. Financial responsibility laws, as interpreted by the courts, may cause members of unincorporated Posts to be at risk. Incorporating under the provisions of sections 708 of the National By-Laws and the Manual of Procedure and the laws of the State will provide protection for Post members. Posts are urged to contact their Department Adjutant to obtain the proper forms for incorporating. The Articles of Incorporation must be reviewed by the Commander-in-Chief prior to forwarding them to the proper state authorities. It shall be the responsibility of the Post Commander to ensure full compliance with both sections and to ensure that all state requirements for annual filing, fees, etc., are met in a timely manner.
12. Every Post should have at least (2) copies of the current 2019 National By-Laws and Manual of Procedure. You can order more if you want but have (2) copies. These are available at the VFW Emblem & Supply Store either by phone at 1-800-821-2606 or online at [www.vfwstore.org](http://www.vfwstore.org). Also, pass on the previous year's copy to your Line Officers and the Members who attend your monthly Post Meetings. At least they will have something to read and know about the By-Laws, Manual of Procedure and Ritual.
13. Please visit the Department Website at [www.vfwmi.org](http://www.vfwmi.org) for Upcoming News & Events, Officer Assignments, General Orders, Talking Points, Forms and Programs for the 2018-2019 year.

14. Please sign up on the VFW National Website at [www.vfw.org](http://www.vfw.org). It is very easy. There is so much information available as well as Training Guides and Membership Stats. Also, please sign up for the VFW Action Corps Weekly and receive weekly updates from our National Headquarters.
  
15. We have all been in the military and we all know what the chain of command is. Although I do have an open-door policy, I do ask that you please first use your chain of command and go through your District Commander. If your District Commander is the issue, then by all means come to me. As I will also do the same going through your District Commander before I come to you.
  
16. Membership, as we have all been told over and over membership is the life blood of our great organization well it is. Myself and all my line officers are going to do everything we can to give all the you the proper tools necessary to be come 100% in your Posts and Districts in doing this Michigan will reach the 100% mark for the first time since 2003. To all the posts out there, if you would like a list of Department at Large Members, relocated members or Prior members please get with myself or our Membership Director and Dept. Jr. Vice Commander Scott Gloger we would be more than happy to assist you. Each Post QM should print out a 30/60/90 list prior to every Post meeting so that the members can see whose dues will be expiring soon.
  
17. Commander in Chief Lawrence has issued a new Challenge for the month of February 2019. The top Post in each division with the highest growth in their membership percentage will receive \$1000.00.