



# Memorandum

To: Department Commanders, Adjutants, Quartermasters

From: Kevin Jones, Adjutant General

Date: 3/12/2020

Subject: Department Convention Requirements & COVID-19

In response to rising concerns over the coronavirus (COVID-19) and to mitigate its spread and contraction among our members, Departments are reminded of the minimum requirements for their required Conventions. Pursuant to Section 503 of the National Bylaws,

"Each Department shall hold one Convention each year... The minimum number of delegates required to constitute a quorum for the transaction of business at a Department Convention shall be **not less than one delegate each from ten Posts in the Department** unless the Department Bylaws may prescribe a different number of delegates required to constitute a quorum for the transaction of business."

(The Departments of Texas, Washington, West Virginia, and the Pacific Areas are directed to review their bylaws as they prescribe a different number than Section 503.)

All Departments should review their hotel contracts for a *force majeure* or "Act of God" clause which would allow Departments to modify, suspend, or terminate the contract due to circumstances beyond their control without penalty. This clause should also cover individual room cancellations for delegates and attendees.

We all must exercise calm and flexibility in the wake of this concern. Posts and Districts must still fulfill their duties and responsibilities to elect officers for the ensuing year prior to their respective Department Conventions, but all should be flexible in when and how those responsibilities are met.

At the end of the day, the VFW has a job to do and a solemn promise to keep to those veterans, service members, and their families for which we work. Now more than ever we must find solutions in the face of adversity and strive to meet the needs of those who rely on the vital services we provide.

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