

**STATE HEADQUARTERS
DEPARTMENT OF CALIFORNIA
VETERANS OF FOREIGN WARS OF THE UNITED STATES**

General Orders No. 3 - 2011-2012 Series

1. District Adjutants are reminded that they should notify the State Adjutant, as soon as possible, of the time and place their District Convention will be held in 2012.
2. District Adjutants are reminded that they should forward a copy of the minutes from each District meeting (Regular or Special) to the State Adjutant, no later than thirty (30) days following the adjournment of the meeting.
3. Commanders on all levels are reminded that according to Section 105 of the National By-Laws, members who have not paid their dues for 2012 are not members in good standing and forfeit all membership rights. They shall not attend meetings or conventions, cannot hold office and shall not participate in Post, District or Department functions until such time as their dues are paid for the current year.
4. The 92nd State Convention, Department of California, Veterans of Foreign Wars of the United States, will be held in Sacramento, California, June 15-19, 2012.
5. The 113th National Convention, Veterans of Foreign Wars of the United States, will be held in Reno, NV, August 20 - 25, 2012.
6. The attention of Department, District, County Council and Post Commanders is again directed to Section 103, Manual of Procedure, which prescribes the manner in which applications for membership will be handled. Applications for membership of new, reinstated or transfer members must be voted on by the members present at a regular Post meeting.
7. Attention of Post Commanders is directed to Section 218, Manual of Procedure, Duty of Trustees who quarterly, through the Post Commander, shall submit a Post Trustee's Report of Audit to the Department Quartermaster. 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.
8. Attention is directed to Section 217 of the National By-Laws and Manual of Procedure covering the nomination, election and installation of Post Officers. Post Election Results are to be transmitted to National Headquarters immediately following the election of Post Officers.

Special Note: All Post Election Reports are to be transmitted directly to National Headquarters who will be responsible for forwarding to the Department.

9. Attention of Post Commanders is directed to Section 222 of the National By-Laws, which provides that each Post shall register, in advance, at least one delegate to the National

Convention by payment of a fee in the amount of \$25.00 for each delegate. Each additional delegate attending the national convention will pay a ten dollar (\$10) delegate fee.

10. Attention of Post Commanders, in accordance with the provisions of the National By-Laws and Department By-Laws each Post shall pay a \$10.00 registration fee for each accredited delegate to the Department Convention.
11. Attention of Post Commanders is directed to Section 215 of the National By-Laws, which provides that all members shall be eligible to hold any office in a Post provided that proof of eligibility has been submitted and verified by the Post Commander and Adjutant prior to being installed.
12. Installing officers will see that the provisions of Sections 216 & 217 of the National By-Laws and Manual of Procedure are properly carried out and that all officers are members in good standing and qualified to hold office prior to installing Post officers for the current year. Post officers shall not be installed or assume the duties of their office until proof of eligibility has been submitted and properly reviewed.

The installing officer shall ascertain that a Post Election Report has been properly transmitted to National Headquarters prior to the installation. If a Post Election Report has not been transmitted to National Headquarters, the installing officer shall complete and transmit such report at the time he installs the Post officers. Attention is directed to see that the proper amount of dues the Post charges is reported to National Headquarters.

13. Section 222 of the National By-Laws provides that Posts shall elect delegates and alternates as follows:

Delegates and alternates to District Convention shall be elected at a regular Post meeting held not less than thirty (30) days prior to the District Convention at which District Officers are to be elected; one (1) delegate and (1) alternate for each thirty (30) members or fraction thereof in good standing in the Post at the time of election or as the Department By-Laws may provide.

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

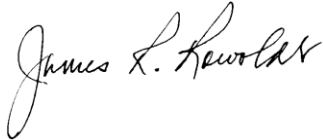
14. Pursuant to Section 403 of the National By-Laws and Manual of Procedure, each District shall hold an annual District Convention for the purpose of electing District Officers, such convention to be held not less than ten (10) days or more than forty-five (45) days prior to the convening of the Department Convention.
15. Pursuant to Section 417 of the National By-Laws and 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 National By-Laws.

16. All State By-law amendments pertaining to the 2012 State Convention that have been properly proposed and approved by a Post or a District, or have been recommended by a State Officer shall be made available on the State website, published in the May/June issue of the California Veteran and a written notice together with a copy of the proposed amendments, shall be mailed to each Post Commander by the State Adjutant at least thirty (30) days before the assembling of the State Convention.

BY COMMAND OF
BOBBY PRICE
STATE COMMANDER

OFFICIAL:



James R. Rowoldt
State Adjutant/Quartermaster