

# GENERAL ORDERS

## DECEMBER 2021



**FROM THE DESK OF PRESIDENT RHONDA:**

As we come to the end of 2021, I would like to talk to you about some of the things that have come up since June. We continually run into dues aren't due until December. I am going to share with you what the bylaws say about Dues. Its section 104, if you want to read it yourself.

The membership year for the VFW Auxiliary is January 1 thru December 31<sup>st</sup>.

A member who has paid their dues to December 31 is in good standing.

A member ceases to be in good standing on January 1, immediately following the year for which dues have been paid.

A member shall not again be in good standing until their dues have been paid for the current year.

Dues must be paid by June 30<sup>th</sup> to remain a continuous member.

Prior year dues may not be paid after July 1<sup>st</sup>.

### **AS A MEMBER NOT IN GOOD STANDING HE OR SHE IS NOT ALLOWED TO:**

- Attend any type of Auxiliary meetings.
- Hold Elective or appointed office, or chairmanship on any level.
- Not eligible for Cancer Grant
- Will no longer receive VFW Auxiliary Magazine.

### **This is VERY IMPORTANT FOR YOUR ANNUAL MEMBERS.**

You can pay your dues on MALTA or give them to the Auxiliary Treasurer. Now is also the perfect time to pay for a Life Membership. Then you no longer have to worry about losing your benefits of membership.

National President Jean Hamil, Sec./Treasurer Ann Panteleakos and Director of Administrative Services Janice Criswell will be doing a FACEBOOK LIVE on December 16<sup>th</sup> at 2: 00 p.m. You can send questions you would like answered or topics you want to hear about to [info@vfwauxiliary.org](mailto:info@vfwauxiliary.org). When I worked, I used to listen to it while working. They are always very interesting and worth listening to.

If you haven't done so, it's time to order your 2022 VFW Auxiliary Bylaws book. You can get it from the VFW Store.

It's time to get these programs to our schools if you haven't done so.

Continuing Education Scholarships are due to National by 02/15/2022

Young American Creative Patriotic Art Contest is due to National by 3/31/2022

Get Excited for the Red, White and Blue is due by 3/31/2022. Remember these are National Deadlines. They need to be into your district much sooner.

One of the things we seem to run into is Minutes of your meetings. It is very important to take good notes. The minutes don't need to be word for word, but you do need to put all the things you discussed in them. It is especially important in the future if a problem arises. We can see how a problem was addressed or even how money was spent. When someone is accused of wrong doing, it is the first place we look. I am asking all Secretaries to look at how you are taking your minutes and be sure to correct anything you might have been leaving out, in future minutes. If you look in the yellow section Booklet of Instruction, it will tell you everything that needs to be in the minutes. Please read if you are the Secretary of your auxiliary.

We have done trainings at both Upstate and Midstate Luncheons. We plan on doing more training in the near future. If you would like to see us discuss a topic, please let me know. We want to do things you want. Linda Lorenz will be doing training for Treasurers. Watch for that information.

I want you to know how proud I am of the Department of Illinois Auxiliaries! You are all amazing! I see all the wonderful things you do for our Veterans. I want to say Thank You for all you do! I invite you to send flyers of your events to our webmaster or share them on the Department FACEBOOK page. We really want to know what you have going on. Maybe someone will see it and attend too! We want to help you get the word out on your events!

Our next Department event will be February 10 – 13<sup>th</sup>. National President Jean Hamil will be making her official visit to Illinois. Come and meet her. Council of Administration meeting on Saturday, February 12, 2022 at 9:00 a.m. Department VOD Banquet February 12<sup>th</sup>. Tickets are available from VFW Headquarters., price is \$35. We will also be having a meet and greet for National President Jean Hamil and our Night on the Town for District Presidents on February 11<sup>th</sup>. Please join us at the Crown Plaza in Springfield, for a fun weekend.

Merry Christmas to all our Auxiliary Brothers and Sisters. I wish you health and Happiness in the New Year.

*Department President Rhonda Borkgren*



## NOTES FROM THE SECRETARY PATTI MCLEOD



Today the world is ever changing and technology has fast become the “way of the world”—so if you are a Secretary you must activate your MALTA account because this is where you are going to do the bulk of your work and get a lot of information that is needed in order to do your job effectively.

*So let's go into detail about some of your duties and responsibilities.*

- ❖ One of the most important things you will do is to keep a record of minutes of each meeting of the auxiliary. So, let's talk about Minutes...In my experience there seems to be this misconception that Minutes need to include every single thing that takes place and is said at the meeting – which is certainly not the case. Minutes should record what was done at the meeting, not what was said at the meeting. Many of you make this harder than it needs to be. Here are some important things to keep in mind:
  - i. The manner in which the minutes of the Auxiliary meetings are read, printed and/or distributed shall be at the discretion of the Auxiliary by vote of the membership. So, your Auxiliary can vote to either read the minutes or distributes the minutes (but if you distribute, you must have enough copies for all members), however, nowhere does it say that copies have to be numbered and collected at the end of the meeting or cannot leave the meeting room and this goes for the Treasurer's Report as well.
  - ii. It is permissible to secure typed or computer-generated minutes in a permanent book or insert them in a three-ring binder or clip folder. If you do that each Minutes page needs to be numbered consecutively and you need to provide a space for the Trustees to initial when they do the audit.
  - iii. The Treasurer's Report and audit reports must be incorporated into the minutes. (This means a copy should be included in the Secretary's book with the corresponding Minutes).

### ***As Secretary you can record and/or tape the Minutes***

It is permissible for a Secretary to tape the minutes of the meeting to supplement her notes. The tapes may not be distributed to those who did not attend the meeting and may not be used for any other purpose than to ensure the accuracy of the minutes. The recording equipment should be in full view of the members and should not be used if any member objects. Individual members may not be allowed to tape the meetings for their own personal use. Members may review the minutes as recorded by the Secretary in her official Record book.

## ***Changing an Officer –***

Once the Installation Report has been entered, all changes to Officers must come through the Department Secretary. They can be sent to me at [vfwauxilsec@gmail.com](mailto:vfwauxilsec@gmail.com)  
Some things to keep in mind:

1. MALTA only recognizes Member ID when entering Officers, so it is imperative that the Member ID of the person, along with their name and office be included when sending me information.
2. The Installation Report does not include ALL Officers. If you would like those entered, please feel free to send them to me and I will be happy to enter them into MALTA.
3. Any change of Officer during the year needs to come to me and it is especially important that any change in President, Secretary or Treasurer be forwarded to me as soon as possible as that affects roles that are set up in MALTA in order for Officers to carry out their responsibilities.
4. Once you send me the change, there is no need to notify National as I will have made the change in MALTA.
5. To the best of your ability, you need to maintain a roll of deceased members with date of death.



## ***Department Website –***

You Can Find our Department website is a “wealth of information” that is updated frequently – however, here again, there seems to be a lot of confusion as to what resources you can find here. For the most part – the website is pretty up to-date on each Program page. If you happen to find something that is either not there or you can’t find it, please let us know and we’ll make sure that we get it posted and provide you information on where the Resource can be found.

Each Program has its own page on the dropdown menu of the Department Website. Each Department Program Page has the original program guidelines, bulletins and individual promotions and resource material specific to that Program. This makes it quick and easy for a Chairman to find and print off the material that they need. Having this information online makes it available to virtually every member in our Department. Individual members can print as much or as little as they need.

On the Website, you will find important notices, monthly promotions, forms, National Program information and resources all at your fingertips. If you haven’t already, go to the [vfwauxiliaryil.org](http://vfwauxiliaryil.org) webpage and check out all the resources at your fingertips.



## IMPORTANT TIPS FROM THE TREASURER LINDA LORENZ



Look for an email to come out later this month for training for Auxiliary Treasurers. We will be doing the training on Zoom in January. The first session will be for the Treasurers and will focus on the duties of the Treasurer.

In reviewing the audits performed the past two quarters, we have found a number of common errors. I am providing this information so that you can verify that the following information is correct when you submit your audits.

- Make sure that your audit form contains your auxiliary number and name.
- Include the period the audit was completed for.
- All audits **MUST** have at least two funds – a General Fund and a Relief Fund. Your auxiliary may have other funds but these two are required.
- The “Cash Balance Last Report” must match the “Cash Balance This Report” from the prior audit.
- Receipts and Disbursements are shown by “Fund”.
- Verify that the columns add across and down.
- Savings Accounts and CDs that your Auxiliary have must be included on the Audit.
- The Bank Reconciliation Must balance to the amount in your checking account. You begin with showing the balance on the Bank Statement and then deduct any outstanding checks and add any outstanding deposits.
- The Trustees should sign the audit.
- The date the Audit was conducted should be shown.

By making sure the above items are verified prior to sending the audits to me, it will make verification faster and avoid having to return the audits for correction.

