

“PRIORITY MAIL” (GENERAL ORDERS)
VFW AUXILIARY DEPARTMENT OF ILLINOIS
OCTOBER 2021



FROM THE DESK OF OUR DEPARTMENT PRESIDENT RHONDA BORKGREN



Here we are, almost a quarter of the way into our new year. I feel this is the year of renewal. We are getting rid of those bad habits, of not meeting and just doing what it took to get by. Most of our Auxiliaries are once again out there working hard for our Veterans. In this time of uncertainties with covid, it's the time to work together with our Posts and becoming stronger. I was told many years ago that in order to be a successful Auxiliary you need to know if you would be missed if you were gone. If our organization was gone, would your community miss you? I think that's really important. Do we do enough to help our communities? Are we reporting all the things we do? Let's work hard on doing those things.

New this year is the Circle of Excellence for Auxiliaries. We have sent it out to all Auxiliaries. I have heard a few questions, so I will explain it. Each item listed on the Qualifications need to be completed. You will be given points for everything you do. If you look on the website, it lists each auxiliary and the points you have received for each area. The highest points are for membership; this is the biggest program we need to work. Every Auxiliary that is 97% or higher in membership will be given points. Everything you get points for are things you need to do in a normal year. Audits must be in to Department Treasurer as due per the bylaws. President, Secretary, and Treasurer dues must be paid by 12/15/21. Auxiliaries need to make a Health and Happiness donation of \$0.25 per member by 11/30/2021. Your hospital pledge must be made to

Department Treasurer by 4/15/2022. You have to be reported in Americanism, Veterans and Family Support, and Hospital by 4/15/22. The treasurer will give you points when she receives your donations. Then we have the questions on the bottom part of the form. I need you to answer all of those questions. Those questions are things we need to be doing. They are important to us as Department Officers to know if information is getting to the people who need it, our auxiliaries. Awards for the Circle of Excellence will be something for the Auxiliary and the President, and one lucky Auxiliary will get a free room for Department Convention. We will have a drawing of all Auxiliaries with 250 points, for the room! If you have any other questions, please call or email me vfwauxilpresident@gmail.com.

Membership and Reporting are two areas that we always seem to need to talk about. Illinois is doing an awesome job on membership this year. We need to keep hitting it hard! Do you know why membership is so important? When Commander in Chief Fritz goes before Congress to get things done for our Veterans, the more members we have, the better they listen to him! We want to remain the biggest Veterans organization! Right now, the VFW has around a million members. The Auxiliary only has around 470,000. With all the family members of VFW members we can ask to join our organization, we should have many times that number of members. Let's ask those possible members to join us. The Mothers and Fathers, Brothers and Sisters, Grandchildren, Grandparents, Children, spouses, widows or widowers of Veterans who are eligible for membership in the Veterans of Foreign Wars. Just for a little fun when I was in the 13th District, I challenged those members to a contest to beat Squirrel! Karen Scherer is always the number 1 recruiter in our department. I am going to open up that challenge to all members of the Department of Illinois. If you sign up the most members in the State of Illinois, I will give you \$100.00. This will be in addition to any awards from the membership team. As you can see from the picture I have included, the squirrel is moving on up!!! Can you beat her???



Working the Programs of the Auxiliary are as important for many of the same reasons as membership. When Commander in Chief Fritz goes before Congress and he says the VFW and Auxiliary spend this many millions of dollars, and doing thousands of hours of community service and service to our Veterans. The other important reason is because if an Auxiliary doesn't report in Veterans and Family support, National can pull your charter. Hopefully that has never happened. Our whole purpose is to help Veterans and their families. Let's do the easy thing and report all the wonderful things we do. I know we all do so many things to help our Veterans and our Communities. Let's report it! It doesn't cost anything and it will help get laws passed to help our Veterans!



COMMUNICATION FROM THE SECRETARY-PATTI MCLEOD

As the VFW Auxiliary Member who accepted the appointment as Secretary for your local VFW Auxiliary, you may be looking for any tools that would make the performance of your duties easier to accomplish. In these upcoming **PRIORITY MAIL GENERAL ORDERS** we will be touching upon some of your duties and how to be the best Secretary for your Auxiliary.

The primary function of a secretary of any organization, whether elected or appointed, is to keep the records of the meeting (minutes) and to write or answer letters on its behalf. Additionally, a secretary assists not only the organization's leaders but also the officers, program chairmen and members

WHY HAVE MINUTES?

In accordance with the National Bylaws, a VFW Auxiliary Secretary shall keep in books of files:

1. The current Bylaws of the VFW Auxiliary

2. A copy of the annually approved Standing Rules for the Auxiliary should the Auxiliary chose to adopt Standing Rules –see section 211.
3. A record of all minutes of each meeting of the VFW Auxiliary, which become the history of that Auxiliary, and thus considered permanent documents.
 - It is the purpose of minutes to record who made and seconded motions and whether each motion passed or failed at each specific meeting.
 - Minutes record what was done-not what was said.
 - Therefore, the minutes do not reflect any of the discussions that may take place during a meeting
 - The business of the Auxiliary is not driven by discussion; the business is driven by motions made and passed.
4. The vote of the membership determines the manner in which the minutes of the VFW Auxiliary meetings are read, printed and or distributed.
5. To make sure the documentation of the organization's meeting are kept in an orderly manner—
 - the minutes whether typed or computer generated, with pages numbers consecutively with room for Trustees to initial at audit and date and sign. The minutes may be entered in a standard bound record book purchased through the VFW Sore or inserted in a three ring binder or clip folder.

I am always available; you can call me or email me at vfwauxilsec@gmail.com.



TREASURER'S SPECIAL DELIVERY – LINDA LORENZ

First, I want to thank all of you for your work on the membership for 2022. I need your help in making sure that applications are properly completed. Following are some things that will help to speed up the processing and accuracy of the applications.

- ✓ Please make sure that the new/rejoin member's name, address, phone number and email are readable. Handwriting of the new member is not always clear.
- ✓ We must have the birthdate of the new member to be able to process this in MALTA.
- ✓ Remember to indicate if this is a male or female. Many names today can be either male or female

- ✓ Verify the relationship to the veteran they are joining under – just a reminder that they must be the spouse, parent, sibling or grandchild of the veteran
- ✓ Select the affiliation to the VFW of the veteran
 - Post Affiliated: The veteran is a current member of the VFW Post affiliated with the Auxiliary the new member is joining. The following information is needed:
 - Relationship to the veterans
 - Name of the veteran
 - The veteran's current VFW Membership ID
 - Non Affiliated: This is used when the Veteran is not a CURRENT member of the VFW Post to which the Auxiliary is affiliated. We need the following information:
 - Relationship to the Veteran
 - Veteran's Name
 - Name of the Campaign Ribbon(s) or Medal(s) - Review VFW Eligibility Guide in the Article I, Section 101 of the ByLaws
- ✓ Signature of the Investigating Committee. As a reminder, the person who is recommending the new member cannot be on the Investigating committee for that application. The committee should make sure that all information is on the application
- ✓ Per section 102 of the National Bylaws
 - Indicate if the applicant was accepted
 - Meeting Date
 - Obligation Date (if applicable)
- ✓ The Applicant must sign the Obligation on the bottom of the application
- ✓ Include your Auxiliary Check for the Annual or Life Membership Fee payable to the Department of Illinois VFW Auxiliary

OR
- ✓ For Life Membership Only the new member can pay by Credit Card or ACH
 - Credit Card – complete all fields and show the correct Life Membership Fee
 - ACH – A copy of the Voided Check must be attached and the correct Life Membership Fee shown

If you have questions I am available to help, just give me a call or email me at vfwauxiltreas@gmail.com.

YOUR LINE OFFICERS, CHAIRMEN, AND DISTRICT PRESIDENTS ARE AVAILABLE TO ANSWER ANY QUESTIONS OR CONCERNS YOU MAY HAVE ABOUT THE VFW AUXILIARY. PLEASE DON'T HESITATE TO REACH OUT TO ANY OF THEM!