



DEPARTMENT OF PACIFIC AREAS MEMBERSHIP PROGRAM 2024-2025

“VETERANS FIRST, COMRADES ALWAYS”

“DO WHAT YOU BELIEVE IN, BELIEVE IN WHAT YOU DO”

**MICHAEL D. LUTMAN
DEPARTMENT COMMANDER**

Table of Contents

I: SITUATION	3
- Commanders Introduction	
- Membership Task	
- Membership Goals and Objectives	
II: MISSION	4
-Statement	
-Who-What-Where-When-Why	
-Department Commanders Statement	
III: EXECUTION	6
-Commanders Intent	
-How To Achieve Tasks	
IV: MEMBERSHIP RESOURCES	7
-Tactics, Techniques, and Procedures:	
V: DPA MEMBERSHIP PROGRAM	8
-National Direct Dues Program	
-VFW Online Dues Processing	
-New Post Institution Program Refund	
-Life and Legacy Life Membership	
VI: MEMBERSHIP RECRUITING REWARD PROGRAM	9
-Post and District Awards	
-Regular Recruiting Program	
-Important Notes	
VII: ALL-STATE AWARD PROGRAM AND OBJECTIVES	11
-All-State District Commander Criteria	
-All-State Post Commander Criteria	
-Judging	
-Awards for Districts or Posts named All-State by 15 April 2025	
-Awards for Additional Districts or Posts named All-State by 30 June 2025	
-Important Notes	
VIII: FINAL THOUGHTS	16
-Chain of Command	
-Social Media	
-Thank You!	
IX: Revisions	18

I: SITUATION

Commanders Introduction:

Mike Lutman was elected Department of Pacific Areas Commander of the Veterans of Foreign Wars of the United States at the 58th Department of Pacific Areas Convention in Angeles City, Philippines.

Mike served in the United States Navy from 1977 to 2007. He earned his eligibility via the Armed Forces Expeditionary Medal and received numerous other awards.

He joined the VFW in 2005 in Yokosuka, Japan at Post 1054 where he maintains his Gold Legacy Life membership.

Membership Tasks:

To recruit, retain and mentor a stable membership base including all generations of eligible veterans. To cultivate a membership that is well versed in institutional knowledge and actively involved at all levels of the organization and in the local community. To establish Posts with a time-honored vision of service, leadership, and community outreach.

Membership Goals and Objectives:

The challenge before us grows ever larger. We must counter declining membership as best we can. By setting our goal at 100% +3, we can achieve that. Overall, the desired goal is to increase each post by at least 2%. However, given the challenges we have in our AOR with Post location and personnel available, our objective must be achievable yet reflect a true desire to increase membership within our department. I believe this is an equitable outcome and recognizes our challenges while pushing us to do more. Of course, this will include Legacy Life Membership and we must continue to show growth across the board. In summary, we must KEEP the members we have, RECRUIT new members and mentor our existing members so they can lead us into the future.

II: MISSION

Statement:

WE must build a strong organization through recruiting of **NEW** members while retaining our current membership and creating a renewable baseline for the future. The responsibility of strength management shall extend from the Department Commander to the Post member. We are ALL stakeholders in our organization.

- Work together to achieve VFW's goals. The VFW National Headquarters staff is available to assist in coordinating programs, developing membership initiatives, and building awareness among our membership and the entire veteran community. Posts with an Auxiliary are **highly encouraged** to work cross functionally with them in supporting Post and Auxiliary membership goals as well as other efforts of mutual benefit in and around the community.
- Achieve 100% +3 in Membership.
- Each Comrade recruit at least one new member and then mentor that member.
- Increase membership drives and/or recruiting events. Incentivize recruiting efforts within the Post, District and Department level and establish a District Recruiting Team to support post efforts in and across districts.
- Develop new Posts and/or revitalize existing Posts.
- Increase Life Membership and Legacy Life Membership

Who-What-Where-When-Why:

WHO: All VFW Members, including Post, District and Department leadership.

WHAT: To meet the goals of increasing membership through recruiting, retention, and mentorship. To develop a spirit of camaraderie and service to all veterans. To strengthen the Veterans of Foreign Wars through a solid membership base.

WHERE: Throughout the Department of Pacific Areas, and beyond!

WHEN: Beginning on July 1st, 2024 and continuing through the end of the membership year on June 30th, 2025.

WHY: To serve our comrades and their families, to remember and honor those who have come before us, and to live the words of our motto, that **NO ONE DOES MORE FOR VETERANS.**

DEPARTMENT COMMANDERS STATEMENT

Comrades of the Department of Pacific Areas,

Our history, our very existence as an organization is owed to many both living and those now serving on the Staff of the Supreme Commander. It is our duty to them and to our oath to carry on in the finest traditions of the Armed Services we served under and those of the Veterans of Foreign Wars of the United States. We stand on the shoulders of local hero's like Paul E. Newman, Gerald Kraus, Robert Zahr, Richard Keeley, Barry Hirshbein, William Hudson, Robert Moses, and John Gilbert. They, and many others, all gone from us too soon. Their legacy is ours to uphold and keep untarnished through our focus of effort.

I am not asking anything of you this term that you have not accomplished in the past. During the 2022-2023 term, we made sure "EVERY VETERAN COUNTS." In 2023-2024 we promised we would "MEET THE CHALLENGE," and WE did that and led the way while doing so! This term our incoming National Commander-In-Chief, Al Lpphardt, wants us to "DO WHAT YOU BELIEVE IN, BELIEVE IN WHAT YOU DO." I can't imagine a single person in our department that doesn't feel that way. Otherwise, why bother? I stand ready to lead this department from the front. I am, as are all who have served, a Veteran. Also, as a member of the VFW, I am a Comrade and a Cootie. What I ask of you is this. Please remember, as we are Veterans first, we are Comrades always.

We must not lose sight of that special alignment between having served and still serving. You are all, still serving and I can only guess that is because you DO WHAT YOU BELIEVE IN and BELIEVE IN WHAT YOU DO. In doing so, let us take the time to appreciate each other in that belief and through our common bond as Veterans and Comrades, share this time, these moments, together in true Comradeship and Service. Should we disagree, let us do so in a way that honors every Veteran and Comrade, with respect and dignity. Our time in this world grows shorter every day. The next day is not guaranteed and how we treat each other in the conduct of our business as Veterans and Comrades must be honorable and part of the legacy WE leave behind in service to Veterans and Comrades.

I am proud to serve with you all. I am honored to be your Department Commander. Please join me as we embrace the challenges ahead and lean into the tough times should they come our way. Let us band together as a tribe to advance our cause and feel good about those you assist. Enjoy your success and celebrate the success of others. Reach out for help as needed and please do reach out to those that you see needing help. It takes a tribe to succeed and we shall press on regardless, together. After all, we are VETERANS FIRST, COMRADES ALWAYS! Hooyah DPA!

Yours in Comradeship and Service,
Mike

III: EXECUTION

Commander's Intent:

"We get what we put into this, not what we hope for."

The bottom line is that we can't expect things to happen on their own. **WE** must get out and get after it. **WE** must put in the time to help set up and participate in recruiting events. **WE** must make ourselves available so as not to wear out the few who actually do all the work. **WE** must innovate and find new ways to help us help ourselves. **WE** must actually engage and talk to potential new members. A district recruiting team is a good way to do that and I want to hear from Districts who are out there supporting their posts.

How To Achieve Tasks:

Focus on the three pillars of membership: Recruiting, Mentorship, and Retention.

- **Recruiting:** We need to bring in new members and recover lapsed members. To do this, we must not only reach out to veterans in our community but also build our VFW Posts into places where veterans can feel at home, find the support and camaraderie they deserve, and be provided with the best service for their family and community.
- **Mentorship:** We must engage our membership and keep them active. We must be training the leaders of the future, but also communicating and serving every member of our Posts.
- **Retention:** We must retain the members currently on our rolls. This means putting an end to cliquishness, welcoming eligible veterans of all generations, backgrounds, and walks of life.

IV: MEMBERSHIP RESOURCES

Tactics, Techniques, and Procedures:

In order to assist our Posts and Districts in meeting the goals set within this membership program, the National Headquarters has a wealth of resources at your disposal. Many of those are available free of charge to our members.

- Membership materials ranging from applications, recruiting brochures, posters, and benefits brochures can be ordered directly from the Membership Department using the Membership Order Form (located under Membership Quick Links once you log into vfw.org).
- Resources for Post Development, Membership Campaigns, and Mentorship such as training guides, videos, and webinars are available in the Training & Support section on vfw.org.
- Promotional tools such as radio spots, sample advertisements, public service announcements, and media kits are all available through the Media Room on vfw.org
- Department Leadership: Department officers will provide resources, support, and training where available including Schools of Instruction, Unpaid/Relocated lists, and other tools and incentives to enable membership growth and the mission of recruiting, retention, and mentorship.
- National Headquarters: The VFW National Headquarters staff is ready and trained to answer any questions you may have concerning membership, VFW programs, or other issues. National Headquarters staff will be available for remote training, when necessary, feel free to contact the Membership Department to schedule.
- You can contact the Member Service Center directly at 1.833.VFW.VETS or msc@vfw.org, or the Membership Department at 1.888.JOIN.VFW or membership@vfw.org. ***Just about anything you will need is at vfw.org, check it out.***
- The one thing they do not have is **YOU!** **I am asking every District to form a DISTRICT RECRUITING TEAM.** The District CDR along with the Post CDRs should function as core members of this team. A core member from the District Recruiting Team can form a team comprised of different Post members in their district to staff a specific event the team is supporting. Also, don't forget to reach out to the Membership Chairman (SVC) and our CNR PDC Larry Lyons for ideas, suggestions, assistance or support. Let us know what YOU need to be successful.

V: DPA MEMBERSHIP PROGRAM

National Direct Dues Program:

The Department of Pacific Areas participates in the National Direct Dues Program. This means the entire transmittal, along with the dues is sent directly to National for both annual and life memberships. The Posts will be paid their portion of the Life Membership and Annual dues from National. Contact the Department Quartermaster or Department Senior Vice Commander for assistance.

VFW Online Dues Processing:

Post Quartermasters shall submit their dues processing using the VFW Online Membership Systems.

New Post Institution Program Refund:

Any new Post instituted during the year will receive a rebate of \$6.00 from Department for each new and reinstated member listed on the final Charter Application form submitted to National. When the new Post is officially instituted and chartered – the Department Quartermaster will refund monies for those members shown on the Charter on the closing date (up to 90 days after the institution of the Post). The Life Membership stipend does not apply to the formation of a new Post.

Furthermore, **I will personally pay for the new post kit** and work with the new post leadership to ensure it is on site prior to installation.

Life and Legacy Life Membership:

Life membership recruiting is an important part of our membership program. We shall strive to **encourage everyone to become a Life Member**. We must be sure that all new and potential life members understand how strongly the VFW supports them, other veterans and local communities. In addition, we must continue to **grow our Legacy Life membership** in support of Posts into the future. It goes without saying that without the recruiting of **new members**, our great organization will not be able to survive. Recruiting must begin at the Post MEMBER level. It is up to each Comrade to do their part to ensure that our organization continues to grow. We have a proud tradition of leading the Veterans of Foreign Wars of the United States of America in membership recruitment throughout the years. Let's go out and show them that the best Department, "The Best in The West" is right here in the Pacific Areas.

VI: MEMBERSHIP RECRUITING REWARD PROGRAMS

Early Bird Program: (Ends 30 November 2024)

Post and District Awards:

- Posts with over 500 members at 100% plus 10 members will win one Life Membership or 1 Bronze Legacy Life Membership or a **\$400** Stipend for its Post Membership Program.
- Posts with under 500 members at 100% plus 5 members will win one Life Membership or 1 Bronze Legacy Life Membership or a **\$400** Stipend for its Post Membership Program.
- Districts with all posts over 100% membership will win one free Life Membership or a **\$400** Stipend to use for membership recruiting incentives through the post(s) of their choosing.

Regular Recruiting Program: (Ends 30 June 2025)

Individual Recruiter Awards (Half from DPA, Half from DPA CDR)

- 3-5 NEW members - Commander's Pin & DPA Pin
- 10 NEW members - \$50.00 gift certificate and Commanders Coin
- 25 NEW members - \$100.00 gift certificate and Commanders Coin
- 50 NEW members - \$150.00 gift certificate and Commanders Coin
- 100 NEW members - \$200.00 gift certificate and Commanders Coin

Life Member Recruiting Program (Posts):

- Posts at 500 and over members: For every 10 new or reinstated (N/R) **Life Members** recruited - 1 **\$400** Stipend or 1 DPA paid Life Membership to be used for any membership program.
- Posts under 500 members: For every 5 N/R Life Members recruited - 1 **\$400** Stipend or 1 DPA paid Life Membership to be used for any membership program.

Annual Member to Life Member Conversion (for the year ending 30 June 2025)

- Posts who achieve 5 Annual Member to Life Member Conversions will be provided a **\$250** Stipend.
- Post QMs will provide an email with the names of each of the 5 converted members to the DPA QM, DPA CDR, and the DPA SVC to claim the stipend.

Important Notes:

Post/District: Membership must be at least **100 percent plus three** (+3). Don't forget about the Legacy Life requirement as well. New or Upgrade for Post and total number of posts for District.

Post Member Cap: Any member in a Post that achieves All-State status can purchase a "Post Member" cap. Those members must be members in good standing in the Post during the membership year.

- **District Recruiting Teams:** While this is new initiative, it is NOT NEW in practice. These teams are only limited by their imagination and effort, and it doesn't have to be the same three or four people each time.
- Note that it is **HIGHLY DESIRED** Post Commanders attend all District Recruiting events. However, given the enormous amount of geography some Districts have to bridge, this team must be flexible enough and agile enough to function effectively. Thus, if a Post Commander is unavailable, and it is geographically feasible, they may send a Post representative, e.g., Senior Vice Commander, Junior Vice Commander or Post member who may attend in the Post Commanders absence. Again, the idea is to spread the wealth and get as many different people involved in these events as possible.

VII: ALL-STATE AWARD PROGRAM AND OBJECTIVES

The Department Membership Program annually recognizes those high performing Districts and Posts within the DPA and their support of DPA and National Programs. The All-State program exists to recognize leadership, teamwork and accomplishment in membership program goals, objectives and support for VFW core programs.

All-State District Commander Criteria:

- The District and all Posts in the District must have Bylaws approved by the National Commander in Chief.
- The District Quartermaster or any other person accountable for District funds or property must be adequately bonded IAW SEC 703 of the National By Laws.
- The District and all Posts in the District must have successfully completed the current year DPA inspection NLT 28FEB25.
- The District must reach **100% +3** in membership by 30 June 2025 as posted in National MEMSTATS (or 15 April 2025 for recognition at the DPA Convention if an in-person event).
- The District must have a total number of new or upgraded Legacy Life Members equal to the number of posts in the district. Posts installed AFTER the CofA will not count against the District total.
- The District Service Officer and all Post Service Officers in the District (as listed in the GO1) must attend a mandatory DSO Training session.
- The District must conduct a School of Instruction at a District meeting addressing Trustee Duties and Responsibilities. Focus shall include proper review of District audits and associated District QM books and records. Report completion of training and provide a copy of training documentation to the **Senior Vice Commander**.
- The District must have submitted all quarterly Audits including March, June, September, and December to the **DPA Quartermaster. ALL audits must be into the DPA Quartermaster NLT 30 June 2025. Quarterly due dates are as follows:**

Apr - Jun Audit is due to the Department QM NLT 30 Sep

Jul - Sep Audit is due to the Department QM NLT 31 Dec

Oct - Dec Audit is due to the Department QM NLT 31 Mar

Jan - Mar Audit is due to the Department QM NLT 30 Jun

- The District must participate in the **Voice of Democracy (VOD) and Patriots Pen (PP) Programs by submitting ONE entry per program to the DPA VOD/PP/TA Chairman for judging.** In lieu of this requirement, the District may elect to send a **\$125** donation per program to the VFW National Director of Programs for each program they do not participate in using the VMS Donation link from the VFW All American Dashboard. **Donations will NOT be accepted by any other means.** After donating, report the donation by forwarding a copy of the email receipt to the DPA VOD/PP/TA Chairman at vodppdpa@vfwpacific.org,

NOTE: While the Teachers Award Program is not a requirement for All State or All American recognition, you are HIGHLY encouraged to submit any and all available Teachers for their respective awards (Elementary, Middle School, High School).

- The District must donate a minimum of **\$125** to the **National Veterans and Military Support (VMS) Program.** The donation shall be made via the VMS Donation link from the VFW All American Dashboard. **Donations will NOT be accepted by any other means.** After donating, report the donation by forwarding a copy of the email receipt to the DPA VMS Chairman at mapdpa@vfwpacific.org,
- The District must participate in the annual Department fund raiser by purchasing at least \$100 worth of space in the “Year in Review” publication. Send donations and desired entry to the “Year in Review” chairman, PDC Larry Lyons at PDCLYONS935@GMAIL.COM.
- While Districts are NOT required to submit a donation to the VFW National Home, they are **HIGHLY ENCOURAGED** to do so as this is their **CENTENNIAL YEAR CELEBRATION.** The donation can be made via the VFW National Home Donate link: [VFW National Home](#). After donating, report the donation to the DPA National Home Chairman at nhcdpa@vfwpacific.org.

All-State Post Commander Criteria:

- The Post must have Post Bylaws approved by the National Commander in Chief.
- The Post Quartermaster or any other person accountable for Post funds or property must be adequately bonded IAW SEC 703 of the National By Laws.
- The Post must have successfully completed the current year DPA Inspection NLT 28FEB25.
- The Post must be **100% +3** in membership by the end of 30 June 2025 as posted in National MEMSTATS (or 15 April 2025 for recognition at the DPA Convention if an in-person event).
- The Post must have 1 new Legacy Life Member or upgrade.
- The Post must have an appointed Service Officer. The Post Service Officer must submit a monthly report of activities to the District Service officer and the Department Service Officer. **Post Service Officers who fail to submit reports shall not be eligible for the DPA Awards program.**
- The Post Service Officer, as identified in the GO1, must attend a mandatory DSO Training session.
- The Post must conduct a School of Instruction at a Post meeting addressing Trustee Duties and Responsibilities. Focus shall include proper review of Post audits and associated Post QM books and records. Report completion of training and provide a copy of training documentation to the **DPA Senior Vice Commander.**
- The Post must have submitted all quarterly Audits including March, June, September, and December to the **DPA Quartermaster. ALL audits must be into the DPA Quartermaster NLT 1 June 2025. Quarterly due dates are as follows:**

Apr - Jun Audit is due to Department QM NLT 31 Aug
Jul - Sep Audit is due to Department QM NLT 30 Nov
Oct - Dec Audit is due to Department QM NLT 28 Feb
Jan - Mar Audit is due to Department QM NLT 31 May
- The Post must be current in monthly DPA Community Service Reports (CSR) and must submit a **minimum of 3 CSRs** between monthly between 1 May 2024 and 30 April 2025. **Point of contact is DPA Junior Vice Commander at jvcdpa@vfwpacific.org.**

- The Post must participate in the **Voice of Democracy (VOD) and Patriots Pen (PP) Programs by submitting at least one entry per program to the DISTRICT VOD/PP/TA Chairman for judging.** In lieu of this requirement, the **POST** may elect to send a **\$125** donation per program to the VFW National Director of Programs for each program they do not participate in using the VMS Donation link from the VFW All American Dashboard. ***Donations will NOT be accepted by any other means.*** After donating, report the donation by forwarding a copy of the email receipt to the DPA VOD/PP/TA Chairman at vodppdpa@vfwpacific.org,

NOTE: While the Teachers Award Program is not a requirement for All State or All American recognition, you are HIGHLY encouraged to submit any available Teachers for their respective awards (Elementary, Middle School, High School).

- The Post must donate a minimum of **\$125** to the **National Veterans and Military Support Program.** The donation shall be made via the VMS Donation link from the VFW All American Dashboard. ***Donations will NOT be accepted by any other means.*** After donating, report the donation by forwarding a copy of the email receipt to the DPA VMS Chairman at mapdpa@vfwpacific.org.
- The Post must participate in the **Buddy Poppy** program by purchasing 500 Buddy Poppies. **Point of contact is DPA Quartermaster at gmdpa@vfwpacific.org.**
- The Post must participate in the annual Department fund raiser by purchasing at least \$100 worth of space in the “Year in Review” publication. Send donations and desired entry to the “Year in Review” chairman, PDC Larry Lyons at PDCLYONS935@GMAIL.COM.
- While Posts will not be required to submit a donation to the VFW National Home, they are ***HIGHLY ENCOURAGED*** to do so as this is their ***CENTENNIAL YEAR CELEBRATION.*** The donation can be made via the VFW National Home Donate link: [VFW National Home](#). **After donating, report the donation to the DPA National Home Chairman at nhdpa@vfwpacific.org.**
- The Post Commander will attend **ALL** District meetings. If unavailable, they will send a Post representative, e.g., Senior Vice Commander, Junior Vice Commander or Post member who may attend in the Post Commanders absence and make the Commanders report. Attendance via Zoom is authorized if distance makes physical attendance impractical.

Judging:

DPA Senior Vice Commander shall track all Posts and Districts and determine who have met the criteria. All Districts and Posts that meet the criteria by 15 April 2025 will be considered for All-State recognition at the DPA Convention. All Districts and Posts meeting the criteria by 30 June 2025 will be considered for recognition for All-State at the DPA CofA in December 2025. **I highly recommend District Award judging panels include ALL Post Commanders or a Post member from each post. Representation needs to be fair.**

Awards for Districts or Posts named All-State by 15 April 2025

- District Commanders: Receive All-State Caps or **\$50.00 stipend to the VFW Store** and Awards/Installation banquet tickets paid by DPA for winner and a guest.
- Post Commanders: Airfare paid to and from Convention from home District. Receive All-State Cap or **\$50.00 stipend to the VFW Store** and Awards/Installation Banquet Tickets paid by DPA for winner and one guest. Post Commanders residing in the country hosting the DPA Convention will receive a **\$300** stipend to attend.
- All-State Quartermasters will receive All-State Cap or **\$50.00 stipend to the VFW Store** and a **\$300** stipend if attending the DPA Convention.

Awards for Additional Districts or Posts named All-State by 30 June 2025

- District Commanders: Receive All-State Caps or **\$50.00 stipend to the VFW Store** and DPA C of A Banquet Tickets paid by DPA for winner and a guest. If no longer a District Commander, airfare to and from the DPA C of A December 2025 will be paid. A Past District Commander residing in the country hosting the DPA C of A will receive a **\$200** stipend if attending.
- Post Commanders: Receive Airfare paid to and from the DPA C of A 2025 from home District. Receive All-State Cap or **\$50.00 stipend to the VFW Store** and DPA December C of A Banquet Tickets paid by DPA for winner and one guest.
- All-State Quartermasters will receive All-State Cap or **\$50.00 stipend to the VFW Store** and **\$200** stipend if attending the DPA C of A in December 2025.

Important Notes:

- All-State District and Post Commanders who have their airfare paid by the Department (DPA Convention and Mid Term CofA for those who qualify All State by 30 June 2024) must attend all DPA business meetings (other than Committee Meetings).
- Airfare awards are NOT transferable.

VIII: FINAL THOUGHTS

Chain of Command:

The Commander is the arbitrator of arguments and the judge in disputes. As a general rule, their decisions are considered correct until overruled IAW By-Laws and Ritual (at all levels). It is IMPERATIVE that we resolve issues at the lowest level possible. However, there are certain times when it is necessary to elevate your concerns to the next level. Whether formally or otherwise, ALWAYS ensure you include your chain of command in the process.

- Local (POST) issues are not the responsibility of the District or Department Commander.
 - Try to resolve them in-house.
 - Have frank and open discussion outside of a meeting to dive into issue, conduct research and offer potential solutions. Then come together to vote on the solution(s). Arguing at a meeting is counter productive.
- Never bypass anyone in the chain of command. Please let the process try to work as designed and get full clarity before it has to go any higher.
- If the alleged allegations involve the Commander, immediately notify the Commander next in the chain.
- Should there be discrepancies identified during a routine audit, any and all discrepancies must be reported immediately to the Post/District membership.
- If resolution has been attempted at the lowest level and you believe that the problem cannot be resolved at your level, or may result in a more serious situation, then do elevate your concerns to the next Commander in the chain of command.
- A written report shall be generated for every investigation.
 - The investigator or investigating committee will present their findings to the post membership, District Governing Body or Department Council as applicable and as appropriate IAW MOP and BYLAWS.
- Record relevant issues in your minutes. Include ALL motions and the approval or disapproval if seconded and voted upon.
- If the Post or District fails or is unable to act to correct noted deficiencies, document actions taken and immediately forward that information to the Department Commander for further guidance. Issues brought before the Department Commander for action, shall be supported by all relevant documents. i.e., Investigation Report (with supporting documents), Copy of the Minutes showing approved action(s), and the Commanders recommendations.

- Educate yourself on the procedures for removing an elected officer of their duties.
 - Post Level, MOP - Article II, Sec. 220
 - District Level, MOP – Article IV, Sec. 420

- Educate yourself on the procedures for initiating disciplinary action and the members right to appeal. There is a fine line that separates the need for a simple corrective action and the need to initiate disciplinary action under Article IX. *As an example: Misappropriation of funds is one of the offenses punishable by Article IX, Discipline. Do you simply remove the accused from office or Initiate Disciplinary action under Article IX? If initiated, it is imperative that proper procedures be followed.*
 - MOP Article IX, Sec. 902 provides a list of offenses recognized by the VFW that may be subject to Disciplinary Action.
 - MOP Article IX, Sec. 907 provides a list of penalties that may be imposed for those offenses.

- No member shall be subject to the penalties authorized in Section 907 unless such member has been advised in writing of the Charges and Specifications.

- Ensure any action taken is properly documented and within the timelines specified in the MOP. Maintain a file copy of all correspondence to include receipts for certified mail.

NOTE: All Commanders are welcome to seek advice and guidance from the Department. If additional information or clarification is required, Department will reach out to National for assistance. We also have a Chain of Command.

Social Media:

Control Posts to Social-Media. Once it's posted the whole world sees it. Don't air YOUR or OUR dirty laundry. Use social media to inform and educate.

THANK YOU!

Those two words don't get said enough. We often take it for granted that it's just another year and once more unto the breach we go. I want to start this term by saying it early and often. **THANK YOU** for all you do in support of Veterans and Comrades. I truly appreciate it.

Yours in Comradeship and Service,
Mike

IX: REVISIONS

DATE	REV#	PAGE(S)	REASON
7/4/24	1	11, 13, 14, 17	Edited / Corrected District and Post Audit due dates, Added Zoom for District Meetings and corrected minor spelling errors.
7/13/24	2	11, 13	Revised bonding requirement.