

**NUMBER 8**

403 Lee Jackson Highway
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Virginia Values America's Veterans

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February 1, 2013

Staunton, Virginia 24401
In Virginia 800-888-3521

GUIDE TO THE GO:

Articles are listed by number not by pages:

- | | |
|-------------------------------|----------------------------------|
| 1. Commander's Message | 11. Membership |
| 2. District Meetings | 12. Patriot's Pen |
| 3. Closing | 13. POW/MIA |
| 4. Commander's Club | 14. Reporting |
| 5. E-Mail Account Access | 15. Resolutions |
| 6. General Orders | 16. Roster Updates |
| 7. Homeless | 17. Scholarship Themes 2013-2014 |
| 8. Important Dates | 18. Special Order |
| 9. Leadership Reference Guide | |
| 10. Life Membership Drawing | |

1. COMMANDER'S MESSAGE:

Greetings, Comrades:

With the year 2013 well underway, we should all be planning our next actions to assist Veterans locally and nationally.

On the legislative front, our Richmond "Day on the Hill" was very well attended by Comrades and Sisters from throughout the state of Virginia. My personal thanks go to Post 9808 for hosting us early on January 10th and for providing our transportation to and from the State Capitol. We met with legislators, the state attorney general, and with the Joint Leadership Council. Our visit was capped off with an official recognition from the House floor by Delegate Richard Anderson, a life member of Post 1503, and by a very hearty round of applause from all of the assembled delegates and House staff.

Our next legislative event will be March 4-6 when we storm Capitol Hill in Washington, DC. Once again, all Comrades and Sisters are welcome to participate when we visit our senators and representatives as well as when our VFW Commander in Chief testifies to the joint veterans affairs committees. Please contact a member of our state Legislative Team for details on those visits, which are being scheduled as I write this.

I hope that you are also planning for your upcoming Post elections, ensuring that your leaders for next year are identified, nominated, and elected. If you are unhappy about how things are being run at your Post, the best way for you to make a change is to volunteer to be a Post officer; positive change often comes about when you have committed leaders with a strong vision of the future.

Of course, I am certain that you are all planning your recruiting and retention activities to ensure that we keep our current members while inviting new members to join our great organization. We need everyone's help to meet our membership goals of 95% by mid-March and 100% by June.

Thanks for all you do for Veterans, for our military, and for their families.

Virginia values American Veterans. We in the VFW prove that every day by our actions and community engagement.

Yours in Comradeship,
Margo Sheridan
Department Commander

2. DISTRICT MEETINGS:

1ST- Date: 2/10/13
Meeting: 12:00 Noon
Location: Post 6002, Denbigh
15460 Warwick Blvd, Newport News
Rep: Doug Keller
State Judge Advocate

2nd- Date: 3/09/13
Lunch: 12:00 Noon
Meeting: 1:00 PM
Location: Post 4411 Franklin
32414 John Beverly Rose Drive
Rep: Kim DeShano, State A/Q

3rd- Date: 2/23/13
Meeting: 10:00 AM Lunch to Follow
Location: Post 10657 Glen Allen
11568 Cedar Lane
Rep: Tom Gimble
State Surgeon

4th- Date: 2/09/13
Meeting: 2:00 PM
Location: Post 9954 Victoria
1000 Marshall Ave
Rep: Chris Birch
State Sr. Vice Commander

5th - Date: 2/16/13
Lunch: 12:00 Noon
Meeting: To follow Lunch
Location: Post 4637, Martinsville
2327 Old Chatham Road
Rep: Margo Sheridan
State Commander

6th - Date: 2/10/13
Meeting: 2:00 PM
Lunch: To follow Meeting
Location: Salem VA Bldg 5 and Chapel
Sponsored by Post 9877, Amherst
Rep: Margo Sheridan
State Commander

7th - Date: 3/17/13
Lunch: 11:30 AM
Meeting: 1:00 PM
Location: Post 621, Luray
218 Veterans Lane
Rep: Chris Birch
State Sr. Vice Commander

8th - Date: 2/24/13
Meeting: 1:00 PM
Location: Post 3103 Fredericksburg
2701 Princess Anne Street
Rep: Earle Weekley
State Jr. Vice Commander

9th- Date: 5/19/13
Reg: 10:00 AM
Lunch: 12:00 Noon
Meeting: 1:00 PM
Location: Post 9696, Bluefield
131 Lovelane Street
Rep: Earle Weekley
State Jr. Vice Commander

10th- Date: 2/10/13
Lunch: 11:30 AM
Meeting: 1:00
Location: Post 8241, McLean
1051 Springhill Road
Rep: Jim Martin, PDC

11th- Date: 5/05/13
Lunch: 11:30 AM
Meeting: 12:30 PM
Location: Post 632, Harrisonburg
450 Waterman Drive
Rep: Chris Birch
State Sr. Vice Commander

12th- Date: 2/16/13
Reg: 10:00 AM
Meeting: 11:00 AM
Location: Prime Steak House
1728 Park Ave NW
Rep: Chris Birch
State Sr. Vice Commander

13th- Date: 5/18/13
Lunch: 12:00 Noon
Meeting: 1:00 PM
Location: Post 8947, Louisa
10271 Gordon Ave
Rep: Tom Gimble
State Surgeon

3. CLOSING:

State Headquarters will be closed February 18, 2013 for President's Day.

4. COMMANDER'S CLUB:

At the Commanders Club meeting held at the Winter Council Meeting in Williamsburg, a proposal was presented and approved by the membership to accept the proposal for the luncheon at the Department Convention in June. The meal is the same as last years. The cost to attend the luncheon is \$40.00 (\$32.00 of the cost goes for the meal and \$8.00 goes to the programs we support) (Voice of Democracy, Youth Essay and Eagle Scout). June will be here before you know it. Please fill out your forms and get them to me as early as possible. The room fills up fast and we have limited seating.

I would also like to thank the members for their donations of \$643.00

Earle P. (Buddy) Weekley, Jr.
Commanders Club Treasurer

5. E-MAIL ACCOUNT ACCESS:

This is a reminder to Department Officers, District/Post Commanders, Adjutants, and Quartermasters; your VFW webmail passwords were reset immediately to the default setting after the Department Convention in Williamsburg. Please let your new incoming counterpart Officers know of the password change. Also, passwords are reset for those Officers that are remaining in their previous year's position. This will be the primary means of sending correspondence from State Headquarters to Post and District Officers.

You will receive all General Orders, special notices and any other documentation that you need via email. This will help cut down on postal expenses and speed up the response time for you receiving the information.

Here are directions for logging into your new account for the first time.

1. Go to Department web site www.vfwva.org
2. Click on Member Tools, VFW webmail.
3. The user name is your email address; put that on the first line (see below for your new address).
4. Your default password will be abc123 once you have accessed the mail program you may change your password.

For District Officers your address will be cdrdist1@va.vfwwebmail.com or adjdist1@va.vfwwebmail.com or qmdist1@va.vfwwebmail.com for Districts other than the first just replace the 1 with your District #.

For Post Officers your address will be cdrpost176@va.vfwwebmail.com or adjpost176@va.vfwwebmail.com or qmpost176@va.vfwwebmail.com for Post other than 176 just replace the 176 with your Post #.

All Posts should prepare now for the full transition to the computer age. You can always find a library to get online.

6. GENERAL ORDERS:

The cut off for the General Orders is the 20th of the month. No EXCEPTIONS. Subscriptions for hard copy via USPS for General Orders are \$24.00 for the year or \$2.00 per issue. Please contact State Headquarters for more info.

7. HOMELESS:

USA Today recently reported that 26,531 of our fellow veterans were either homeless, at risk of becoming homeless, staying in temporary housing, or receiving vouchers from the Department of Veterans Affairs (VA). Although, there are undoubtedly others "flying under the radar," about whom the VA does not know, this number is down from 76,329 reported in 2010. Your efforts contributed to this reduction – well done! The article also reports that more than 307,000 service personnel can expect to be discharged in the coming year. Veterans are at the most risk of becoming homeless within four years of discharge. Please continue your efforts to document assistance to at-risk veterans under the Aid to Others section of the Community Activities Report form available at the Department's web site. Thank you.

Yours in comradeship,
M. C. "Connie" Agresti

8. IMPORTANT DATES:

April 13, 2013	Department Commander's Homecoming at Post 9808
June 13-16, 2013	State Convention, Williamsburg, VA Room Rate \$87.00, Cut-off Date May 22, 2013
July 20-25, 2013	National Convention, Louisville, KY

9. LEADERSHIP REFERENCE GUIDE:

Attention Post Commanders and Quartermasters: the 2012-2013 VFW Leadership Reference Guide is now available online at the National VFW website (www.vfw.org). You will have to create an account and log on as a VFW member to be able to view or print it.

10. LIFE MEMBERSHIP DRAWING:

Congratulations! Backbay Post 1211 is the winner of a free Life Membership in the Veterans of Foreign Wars, Department of Virginia. Backbay Post 1211 was made eligible for this Free Life Membership for having 95% of their membership goal reported to State Headquarters by the January 2, 2013 deadline.

Kim DeShano, State ADJ/QM

11. MEMBERSHIP:

POST COMMANDERS AND COMRADES,

We had a good membership workshop at the Winter Council Meeting in Williamsburg. All Districts were reviewed by Post and suggestions were provided to help us reach our goal of 100% membership for the year. We asked for suggestions from the District Commanders and anyone else that was in attendance. Today the State Percentage stands at 92.74; we want to be at 93 or better by Jan. 31st. If all Posts work to stay ahead of the state total, we will be at a 100% very soon. If your Post total is lower than the states, it's time to get busy and catch up.

We also talked about the 20 or so Post that have no new or reinstated members YET. With seven months of our membership year already behind us, this has become a very serious problem. How will you replace deceased members or comrades that transfer out of your Post, if you do not bring in new members. These Posts must start recruiting immediately. Your District Commanders and the Special Ops team is here to assist you, but the Post has to take the first step, by asking for assistance.

Retention was another area that we covered. A large number of Posts can reach 100% just by renewing all of their annuals that have not renewed yet. This is much easier than finding perspective members and talking them into joining.

The Department is planning a roundup to occur sometime in March. We would like interested Posts to contact State Headquarters as soon as possible. This is a good time to meet some of the State Officers. We can also help you with questions or problems that your Post may have. Every Post that is visited must have some membership to turn in to the State Team. This will be our big push to get the State at or over 100% membership. State Commander Sheridan is having her homecoming in April and the Department will be 100% by then. REMEMBER, FAILURE IS NOT AN OPTION, SO START RECRUITING, RETAINING, AND REINSTATING. Again Comrades and Commanders, thank you for the work you and your Post are doing.

IMPORTANT DATE: MARCH 1ST----FOURTH LIFE MEMBERSHIP DRAWING--Must be 100% to qualify for drawing.

SPECIAL OPS TEAM

Chris Burch-----svicedr@va.vfwwebmail.com
Doc Crouch-----cgdc@juno.com
Paul T. Moore-----540-864-5955
Dan Boyer-----276-236-3185
Hal Roesch-----ighal2@cox.net
Vic Weaver-----804-746-9808 call from 8 am to 12 noon
Michael Boehme-----same as Vic
Roy Swanner-----276-579-2321
Tom Troy-----9914 Marquand Dr. Burke, Va. 22015
Tom Hines-----a69v_vet@yahoo.com

Tom Hines
Membership Committee

12. PATRIOT'S PEN:

I would like to congratulate all of the Posts that had a student in the Patriot's Pen youth essay contest. Our Department winner this year is Jarred Phillips from Post 7726. His entry has been forwarded to National for further judging. Our second place winner is Remy Butts from Post 7897. Third place winner is Clyde Looney from Post 4491. Our records show 1,854 students participated in the essay contest and \$38,428.04 was given out for their efforts.

Thanks, Joe Martin & Don Hall

13. POW/MIA:

December 03, 2012

Soldier Missing from Vietnam War Identified

The Department of Defense POW/Missing Personnel Office (DPMO) announced today that the remains of a serviceman, missing in action from the Vietnam War, have been identified and will be returned to his family for burial with full military honors.

Army **Sgt. John R. Jones**, of Louisville, Ky., will be buried Dec. 6, in Arlington National Cemetery.

Since 1973 more than 900 servicemen have been accounted for from the Vietnam War, and returned to their families for burial with military honors.

December 06, 2012

Pearl Harbor survivor helps identify unknown dead

HONOLULU (AP) - Ray Emory could not accept that more than one quarter of the 2,400 Americans who died at Pearl Harbor were buried, unidentified, in a volcanic crater.

And so he set out to restore names to the dead.

Emory, a survivor of the attack, doggedly scoured decades-old documents to piece together who was who. He pushed, and sometimes badgered, the government into relabeling more than 300 gravestones with the ship names of the deceased. And he lobbied for forensic scientists to exhume the skeletons of those who might be identified.

On Friday, the 71-year anniversary of the Japanese attack, the Navy and National Park Service will honor the 91-year-old former sailor for his determination to have Pearl Harbor remembered, and remembered accurately.

"Some of the time, we suffered criticism from Ray and sometimes it was personally directed at me. And I think it was all for the better," said National Park Service historian Daniel Martinez. "It made us rethink things. It wasn't viewed by me as personal, but a reminder of how you need to sharpen your pencil when you recall these events and the people and what's important."

Emory first learned of the unknown graves more than 20 years ago when he visited the National Memorial Cemetery of the Pacific shortly before the 50th anniversary of the attack. The grounds foreman told him the Pearl Harbor dead were scattered around the veterans' graveyard in a volcanic crater called Punchbowl after its resemblance to the serving dish.

Emory got a clipboard and walked along row after row of flat granite markers, making notes of any listing death around Dec. 7, 1941. He got hold of the Navy's burial records from archives in Washington and determined which ships the dead in each grave were from. He wrote the government asking why the markers didn't note ship names and asked them to change it.

"They politely told me to go you-know-where," Emory told The Associated Press in an interview at his Honolulu home, where he keeps a "war room" packed with documents, charts and maps. Military and veterans policy called for changing grave markers only if remains are identified, an inscription is mistaken or a marker is damaged.

Emory appealed to the late Patsy Mink, a Hawaii congresswoman who inserted a provision in an appropriations bill requiring Veterans Affairs to include "USS Arizona" on gravestones of unknowns from that battleship.

Today, unknowns from other vessels like the USS Oklahoma and USS West Virginia, also have new markers.

Some of the dead, like those turned to ash, will likely never be identified. But Emory knew some could be.

The Navy's 1941 burial records noted one body, burned and floating in the harbor, was found wearing shorts with the name "Livingston." Only two men named Livingston were assigned to Pearl Harbor at the time, and one of the two was accounted for. Emory suspected the body was the other Livingston.

Government forensic scientists exhumed him. Dental records, a skeletal analysis and circumstantial evidence confirmed Emory's suspicions. The remains belonged to Alfred Livingston, a 23-year-old fireman first class assigned to the USS Oklahoma.

Livingston's nephew, Ken Livingston, said his uncle and his father were raised together by their grandmother and attended the same one-room schoolhouse. They grew up working on farms in and around Worthington, Ind. Livingston remembers his dad saying the brothers took turns wearing a pair of shoes they shared.

When the family learned Alfred was found, they brought him home from Hawaii to be buried in the same cemetery where his grandmother and mother rest.

About a third of the town showed up for his 2007 memorial service in Worthington, a town of just 1,400 about 80 miles southwest of Indianapolis. The local American Legion put up a sign welcoming home "Worthington's missing son."

"It brought a lot of closure," said Ken Livingston, 62, his voice cracking.

John Lewis, a retired Navy captain who worked with Emory while assigned to the Joint POW/MIA Accounting Command between 2001 and 2004, said the command is fortunate someone like Emory has the time and initiative to painstakingly connect the dots on the unknowns.

He'll keep working after he's formally recognized during the Pearl Harbor ceremony on Friday to remember and honor the dead. He has names of 100 more men buried at Punchbowl he believes are identifiable.

December 07, 2012

Soldier KIA During Vietnam War Identified

The Department of Defense POW/Missing Personnel Office (DPMO) announced today that the remains of a serviceman, killed in action during the Vietnam War, have been identified and will be returned to his family for burial with full military honors. Army **Capt. James M. Johnstone**, of Baton Rouge, La., will be buried Dec. 12, in Arlington National Cemetery.

"Until They Are Home"

Joe Martin
POW/MIA Chairman

14. REPORTING:

Comrades to view whether your Post has submitted an Audit Report, Americanism, Community Service, Safety, Youth or Hospital report you will have to visit the Department website (www.vfwva.org).

We update the website weekly usually on Friday. We hope this will eliminate the confusion of whether or not your Post has been credited with submitting a report. Due to the delay of printing and mailing the monthly General Orders, sometimes, the information is over 3 weeks old in the General Orders. If you have any questions please call State Headquarters.

There will be no form for Homeless when reporting for assistance to a homeless veteran please put it on a Community Activity report under aid to others.

15. RESOLUTIONS:

It is the time of year to begin thinking about any changes you would like to see concerning the operation of the VFW at the Department and National levels. All changes must be presented in the form of a resolution and be submitted to the Department for consideration at the Department Convention.

If a Post wishes to make a resolution or by-law change, it is not necessary that a draft of the proposed new text be submitted through your District. However, by obtaining the support of the other Posts within your District you can reinforce your Post's position.

The Resolutions Committee consists of Rick Raskin, Post 7589--Chair; Mike Boehme, Post 9808; Doc Crouch, Post 3150; Tom Ferguson, Post 2239; and Ron Link, Post 7589.

Any member of the committee can assist you in drafting your resolution. Please see additional information in these General Orders or ask any member of the Resolutions Committee about your thoughts.

The deadline for resolutions and by-laws changes is 15 May 2013.

Send all resolutions to Department Headquarters either via U.S. mail or electronically via e-mail.

Rick Raskin
Chair, Resolutions Committee

16. Roster Updates:

New Jr. Vice Commander
VFW Post 4805
Robert Gay
403 Hillside Drive
Buena Vista, VA 24416
540-261-3490

New Jr. Vice Commander
VFW Post 8979
John Reed
PO Box 1246
Clintwood, VA 24228

New Sr. Vice Commander
VFW Post 10298
David Howard
2017 Cave Springs Rd
Dryden, VA 24243
Phone 276-546-3503

17. SCHOLARSHIP THEMES 2013-2014:

The VFW scholarship themes for 2013-14 are as follows:

Patriots Pen – “What Patriotism Means to Me”

Voice of Democracy – “Why I’m Optimistic About our Nation’s Future”

PLEASE DESTROY ALL 2012-13 ENTRY FORMS, PROGRAM MATERIALS AND OTHER DOCUMENTS THAT CONTAIN LAST YEAR’S THEMES.

PLEASE UPDATE ALL WEBSITES, PUBLICATIONS, ANNOUNCEMENTS, ETC. WITH THESE NEW THEMES. DEADLINE FOR ENTRIES AT THE POST IS NOVEMBER 1, 2013.

A very special thank you to all who worked so diligently to make our 2012-13 scholarship programs successful.

Thank you,
Steve Van Buskirk
Director of Programs
VFW National Headquarters
(816) 968-1116

18. SPECIAL ORDER:

Special Order #162

His eligibility to membership having been questioned under the provisions of Section 108 of the National By-Laws and the veteran having failed to submit proof of campaign medal service which would qualify for membership, it is hereby ordered that the name of Robert I. Webb, Membership No. 996980, be removed from the rolls of Dunbar, Post No. 1444, Roanoke, Virginia, and his membership in the Veterans of Foreign Wars of the United States terminated by reason of ineligibility.

By order of
John Hamilton
Commander-in-Chief

Official:



Kim A. DeShano
State Adjutant

By Order of:



Margo Sheridan
State Commander

*State of Virginia
Veterans of Foreign Wars and
Ladies Auxiliary*

HOMECOMING 2013

Margo Sheridan

State Commander

Cathy Graham

State President

COME JOIN THE FUN

Saturday April 13, 2013, 4:00 p.m. to Midnight

VFW Post 9808

7168 Flag Lane, Mechanicsville, VA 23111

RSVP: vfwpost9808@comcast.net or

804-746-9808 M-F 8 a.m. to noon

Hotel: Hampton Inn Mechanicsville

7433 Bell Creek Road, Mechanicsville, VA 23111

Rate: \$79 + tax Cutoff date: April 1, 2013

Hotel Reservation call 804-559-0559 or

www.richmondmechanicsville.hamptoninn.com and click on “Add a Special Rate Code” and enter “VFW” in the Group Block Field
Transportation to/from Post provided by VFW Post 9808 shuttle

PREPARING A RESOLUTION TO BE CONSIDERED BY THE NATIONAL CONVENTION

The policy of the Veterans of Foreign Wars is established by resolutions adopted by the delegates attending Department and National Conventions. Most such resolutions originate at the Post level and are passed through the District and Department before being acted upon at a National Convention. Many times, an otherwise worthy idea gets nowhere merely because it is not correctly presented.

A resolution contains two separate parts; a statement of the problem to be solved, and the proposed solution to the problem. The problem is outlined in the "WHEREAS" clauses, and the proposed solution is given in the "RESOLVED" section.

The "RESOLVED" section of a resolution should be complete in itself without depending on the "WHEREAS" clauses to give it meaning.

EXAMPLE:

WHEREAS, the rising cost of living has created an intense hardship on those disabled veterans whose only income is a meager pension check; now, therefore

BE IT RESOLVED, that we petition Congress to enact legislation which would provide a substantial increase in non-service connected pension rates.

(Note: The "RESOLVED" section has a proposed solution that makes sense and can stand alone without the "WHEREAS" clause giving it meaning.)

A resolution may deal with a local problem. It needs no action on a level higher than that of the Post. If the problem concerns an area larger than that served by the Post, it should, after Post approval, be presented before the District or County Council. All resolutions of statewide, regional or national concern must be acted upon by the Department Convention. Those resolutions approved by a Department Convention, which affect persons or matters *outside the state boundaries*, must be forwarded to the National Convention for final disposition.

When submitting a resolution to the Department Convention, a notation on the bottom should show the previous action taken, such as, approval by Post and, if applicable, by the District. A Post or District submitting a resolution to its Department Convention must follow guidelines established by the Department, which may require submitting the resolution to the Department Adjutant prior to the convening of the convention.

Resolutions not in proper form, unclear as to meaning, or concerning matters clearly not within the scope and purpose of the Veterans of Foreign Wars cannot be considered by the National Convention.

Resolutions approved by a Department Convention, which affect matters outside state boundaries, must be forwarded by the Department Adjutant to the National Convention for final disposition. Approved resolutions should be sent to national headquarters at the close of the department convention. The Adjutant General requests all resolutions be forwarded to National Headquarters on or before the first working day of July. A resolution disapproved by the Department Convention or not acted upon by the Department Convention will not be considered by the National Convention.

Resolutions may also be originated by Department officers or by the Department Convention itself and acted upon by the Department Convention. A National Officer may originate a resolution concerning National affairs and submit it directly to the National Convention without Department action. Likewise, a National Convention Committee may originate a resolution and present it for approval during the National Convention.

Policy set by the National Convention is binding upon all subordinate units of the Veterans of Foreign Wars. No Post or Department is permitted to take any individual action or espouse any cause contrary to the National By-Laws or to the actions of the National Convention except that it may propose changes in policy by the preparation of a resolution for consideration as outlined herein.

PREPARING PROPOSED AMENDMENT TO THE NATIONAL BY-LAWS, MANUAL OF PROCEDURE OR RITUAL

By-Laws: Any member in good standing, a Post, a District, or a Department, may propose an amendment to the National By-Laws; provided, however, before consideration at the National Convention, the proposed amendment must be approved by a Department Convention. Immediately following a Department Convention, the proposed amendment(s) must be forwarded to National Headquarters.

Manual of Procedure and Ritual: Any Post, District, or Department may propose an amendment to the Manual of Procedure or Ritual; provided, however, before consideration at the National Convention, the proposed amendment must have been forwarded, through channel and have been properly approved.

In order to meet National By-Law/Manual of Procedure Article XIV requirements, to provide 15 day notice to all Posts of all amendments, the Adjutant General requests all amendments be forwarded to National Headquarters on or before the first working day of July.

By-Law, Manual of Procedure or Ritual changes not in proper form, unclear as to meaning, or concerning matters clearly not within the scope and purpose of the Veterans of Foreign Wars cannot be considered by the National Convention.

A proposed change to the National By-Laws, Manual of Procedure or Ritual must be submitted as such, not as a resolution. Proposed amendments must be definite and specific as to the verbiage to be deleted or added. Use of the most recent amended copy of the National By-Laws, Manual of Procedure and Ritual is encouraged, as proposed changes considered by convention delegates cannot be amended on the floor.

EXAMPLE 1:

Proposed Amendment to National By-Laws proposed by Department of _____.

Section 202 - By-Laws

Amend Section 202, National By-Laws, by deleting the words "two-thirds (2/3)" in the first sentence of paragraph one, and inserting, in lieu thereof, the following: "majority".

EXAMPLE 2:

Proposed Amendment to National Manual of Procedure proposed by Department of _____.

Section 518- Officers: Duties and Obligations.

Amend Section 518, Manual of Procedure, by deleting paragraph (a) (1) d. in its entirety and inserting, in lieu thereof, the following: "Plan and organize all social functions."

EXAMPLE 3:

Proposed Amendment to National Ritual proposed by Department of _____.

Amend the Ritual by deleting on page 48, in the last sentence of the Member's Obligation, the words "and a citizen of our great republic." Further amend by placing a period after the word "comrade" in the same sentence.

If you require help composing a proposed change to the Bylaws, Manual of Procedure or Ritual, please contact Administrative Operations at National Headquarters for advice and assistance in properly preparing a proposed amendment to be voted upon by your department convention.