

DEPARTMENT OF NEW MEXICO
LEADERSHIP MANUAL

"Make It Happen"



LEN HAMPTON
STATE COMMANDER
2016-2017

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ATTENTION:

ALL POST AND DISTRICT COMMANDERS:

**IT IS EXTREMELY IMPORTANT THAT YOU
SHARE THIS INFORMATION WITH YOUR
POST AND DISTRICT QUARTERMASTER,
ADJUTANT AND COMMITTEE CHAIRMEN**

**DEPARTMENT OF NEW MEXICO
VETERANS OF FOREIGN WARS OF THE UNITED STATES**

1. Having been elected Commander of the Department of New Mexico, Veterans of Foreign Wars of the United States, I, Lenwood Hampton, VFW Post 6917, hereby assume command on June 5, 2016.
2. All previous appointments having expired are declared null and void.
3. Commanders at all levels of the Department are reminded that Article VII, Section 703 of the National By-Laws requires that “Each officer accountable for funds or property pursuant to any provision of these By-Laws shall be bonded with an indemnity company as surety in a sum at least equal to the amount of the liquid assets for which, so far as can be anticipated, they may be accountable. The bond premium shall be paid from the funds of the Veterans of Foreign Wars of the United States, Department, District, County Council or Post, as the case may be, to which each officer is accountable.”
 - “The bonds of such accountable officers, in amount and as to surety, shall be approved by their respective units and held by their respective Commanders. The Commander of each unit shall be responsible for the proper and adequate bonding of all accountable officers in his unit.”
 - All units choosing to obtain the required bond from other than the Department of New Mexico will forward a copy of said bond to the Department Quartermaster upon receipt. Commanders are reminded that current bonds obtained through the Department expire on August 31, 2016. Replacement bonds should be ordered prior to the expiration of the current bond.
4. Post Commanders are reminded that the Quartermaster Bond no longer covers any personnel, including Quartermaster’s handling Gambling, Games of Chance, Slot Machines, etc. Bingo/Club Manager Bonds can be obtained through Department Headquarters.
5. Post Commanders are reminded that Section 709 of the National By-Laws require that any Post owning or operating a Canteen or Clubroom or other facility must maintain general and liquor liability insurance and must name as additional insured, the *Veterans of Foreign Wars of the U.S.* and the *Department of New Mexico*. State and Deputy Inspectors will verify this requirement is met.
6. Commanders, Senior Vice Commanders and Junior Vice Commanders of each District are appointed Deputy Inspectors and will ensure each Post within their respective District is inspected and reported properly to the State Inspector not later than December 31, 2016. Posts will not be considered inspected until the Inspecting Officer’s report is accepted by the State Inspector.
7. Post and District Commanders are reminded that they are responsible for ensuring a copy of the completed Election Report is provided to both National and Department Headquarters. Posts and Districts are considered not in good standing until the 2016-2017 Election Report is received by National Headquarters. Failure to comply in a timely fashion could result in suspension of the Post or District Charter. Posts are encouraged to file the Election Report online through OMS @ www.vfw.org. If not filed online, copies must be sent to National and Department.
8. Commanders are reminded that the regulation VFW cap is the only acceptable headgear at all VFW meetings. Baseball type caps, doo-rags, berets and western style caps will not be worn at VFW meetings per Section 803 of the National By-Laws.

9. **Post Commanders are reminded that the consumption, presence or dispensing of alcoholic beverages in the meeting room during any VFW meeting is prohibited.** Club Rooms, Canteens and Gaming Rooms, including Pull Tab machines, do not have to be closed during VFW Post, District and Department meetings or training sessions, **if the meeting is not held in the Canteen proper or prohibited by Post/District By-Laws or Post Rules**.
10. Post Commanders are reminded that Section 218 of the Manual of Procedure requires the Quartermaster to maintain a Dues Reserve Fund to which shall be credited not less than one-half of the Post's part of the current year's dues paid by each member prior to July 1 of each year, including Life Membership per capita taxes received from the National Organization for Life Members. Neither disbursements nor obligations will be incurred against this fund until July 1 of the following year, at which time the accumulated monies will be transferred to the Post's General Fund and be available for expenditures.
11. Posts with a gross income of \$50,000 or more, including all dues collected, bingo or gaming funds, and canteen funds, must file with the Internal Revenue Service a Form 990 or 990-T where applicable. Posts and Districts with gross income of less than \$50,000 are now required to file IRS Form 990-N (E-Postcard). **This form can only be filed by online.** Failure to file may result in fines, penalties or loss of not-for profit status.
12. The Roster published by the Department of New Mexico is considered confidential and will not be made available for public, commercial or political use.
13. Commanders are reminded that the National By-Laws provide for only one type of membership – Active VFW Membership as authorized through either an annual dues card or a Life Member Card. There is no provision in the By-Laws, nor is there any authority for issuance of Club, Associate, Honorary, Courtesy, or any other special type cards. Any Post issuing such unauthorized cards, or conducting club operations open to the general public, endangers its standing with the Internal Revenue Service as a non-profit organization. Any Post within the Department of New Mexico signing such unauthorized membership cards are subject to disciplinary action.
14. The National Convention will be held July 23 – 27, 2016 in Charlotte, NC. Post Commanders are reminded that Section 222 of the National By-Laws/Manual of Procedure requires each Post register, in advance, at least one delegate to the Convention. The Post may register their delegate(s) by mail to: Quartermaster General, Veterans of Foreign Wars of the United States, National Headquarters, 406 West 34th Street, Kansas City, Missouri 64111 or by electronic means through the Veterans of Foreign Wars Web Site at www.vfw.org. Posts are required to register at least one (1) delegate for every thirty members. Registration for the first delegate is \$25 and each additional delegate/alternate is \$10 each. Posts failing to register a delegate will be considered delinquent and in arrears.
15. District and Post Commanders are reminded that Section 218 of the Manual of Procedure requires the Trustees prepare a Trustees Report of Audit in detail at the close of each quarter. The current quarter will end June 30, 2016 and must be submitted not later than July 31, 2016. All Reports of Audit will be submitted to the State Inspector Dave Wimmer, **not Department Headquarters**. His address is: 5980 Hwy 54S Unit 3753, Alamogordo, NM 88311-9522.
16. Post and District Commanders and Adjutant are to ensure a copy of the minutes of each meeting is forwarded to Department Headquarters. Email is the preferred method. Minutes *will not* be held until the next meeting, since any corrections should be reflected in the succeeding meeting's minutes. In the

unlikely event a meeting is not held, the Post/District Adjutant will inform the Department Adjutant in writing of such.

17. The mailing and shipping/freight addresses for Department of New Mexico Headquarters are:

Mailing: VFW Department of New Mexico
PO Box 1084
Ruidoso Downs, NM 88346

Shipping/Freight:
VFW Department of New Mexico
26336 US HWY 70, Unit #1084
Ruidoso Downs, NM 88346

- 18.** All checks received by the Department Quartermaster and returned for “Insufficient Funds” will incur a service charge of \$35.00 plus any bank charges. Repayment of returned checks will be in the form of cash, money order, or a bank Cashier’s Check.
- 19.** The State Commander hereby directs that smoking and use of other tobacco products is prohibited during Post/District/Department meetings, training sessions and banquets.
- 20.** The State Commander has established the following dress code for Department meetings and sponsored functions:
- Business Dress: Suit or slacks with blazer type jacket, shirt, tie (including bolo tie); female VFW members may wear similar appropriate attire
 - Business Casual: Slacks or “Dockers” style pants with polo style shirt
 - Casual: Traveling clothes, including jeans.
- 21.** The desired style of dress will be published or announced prior to each function by the current State Commander.
- 22.** District Commanders are reminded that, in addition to the Annual District Convention, Section 403 of the Manual of Procedure requires each District shall hold at least one (1) regular meeting each year for the purpose of conducting a School of Instruction for Post Officers and should include the discussion of problems affecting the welfare of members of the VFW.
- 23.** Post Commanders will ensure that the “Post Registered Agent” is the Post Quartermaster. Anyone else serving as the “Post Registered Agent” is in direct violation of the National By-Laws.
- 24.** Post Commanders are reminded that, with any change to the top 3 Post Officers, the appropriate changes must be made with NM Alcohol and Gaming and the State Gaming Control Board, as well as the NM Public Regulatory Commission. By not submitting these changes, the Post is in violation of State Laws and jeopardizes both alcohol and gaming licenses.

25. District and Post Commanders are reminded that no member in good standing will be deprived of the right to make an audible recording of any and all proceedings as long as the member has notified the conducting officer of the member's intention to record the proceedings.
26. It is the desire of the State Commander that all Posts work in tandem with its Auxiliary to promote and support harmony and teamwork between both organizations. VFW members should not forget, nor take for granted, all the hard work and effort Auxiliary members put forth on behalf of the Post as well as its District, and the Department of New Mexico as a whole. Disrespect of any member of the Auxiliary by any member of the VFW will not be tolerated.
27. The Department of New Mexico will hold a Council of Administration Meeting at 10:00 AM, August 13, 2016 @ VFW Post 6917 in Las Cruces, NM. The uniform will be "Business Dress." Roll Call of Post Commanders will be taken for All-State eligibility.
28. All Post Commanders will ensure that at least one copy of the 2017 Podium Edition of the National By-Laws is ordered from VFW Emblem Supply as soon as possible. Emblem Supply will ship copies upon publication. It is recommended sufficient copies be ordered to provide all line officers with the current edition. It is also recommended that all members be offered the opportunity to obtain a copy of the Podium Edition if desired. All previous editions are considered obsolete upon publication of the 2017 Podium Edition.
29. The 2016-2017 Voice of Democracy Theme is "**My Responsibility to America**". The Voice of Democracy entries are due at the Post by 31 October 2016. Post First Place winners will be forwarded to their respective District Chairman not later than 26 November 2016. Entries must arrive at the State Chairman's home address, listed under Appointments; no later than 4:30 PM, Friday, 18 December 2016. State Judging will be held on or about December 28, 2016.
30. The 2016-2017 Patriot's Pen Theme is "**The America I believe in.**" Patriot's Pen Essay entries are due at the Post by 31 October 2016. Post winners must be forwarded to the District Chairman by November 26, 2016. Entries must arrive at the State Chairman's home address, listed under Appointments in the directory; no later than 4:30 PM, Friday, December 18, 2016. State Judging will be held on or about December 28, 2016.
31. Teacher nominations are due to the Post by February 15, 2017. Post winners must be forwarded to the District Chairman by March 1, 2017. District entries must be forwarded to the State Chairman's home address by March 15, 2017. State Judging will be held on or about March 30, 2017.
32. The State Commander's Homecoming will be held on August 13, 2017, at VFW Post 6917. Happy hour will be from 4:00-5:00 and dinner from 5:00 to 7:00, dress attire will be casual.
33. Now is the time to start preparing for Buddy Poppy Program Campaigns. The order form is located at www.nmvfw.org. Buddy Poppy orders MUST be ordered through the Department. Remember, there is a 12 week order time, so prepare early!
34. The State Commander's Membership Program and All-State requirements can be reviewed on the Department of New Mexico web site at www.nmvfw.org.

35. The following appointments for the 2016-2017 term are hereby announced:

Adjutant:

David Fouse, Post 7686, Alamogordo

Assistant Adjutants/Quartermasters:

ADJ/QM: Vincent "BJ" Lawrence, Post 7686, Alamogordo

ADJ: Kathie Schiebel, Post 401, Albuquerque

Americanism/Citizenship Education:

Ramon Jaramillo, Post 2359, Taos

Auxiliary Liaison:

Beth Miller, Post 6917, Auxiliary, Last Cruces

Boy Scout Chairman:

Terry Brown, Post 5432, Corrales

Buddy Poppy Chairman:

Tommy Tomenbang, Post 10124, Las Cruces

Budget Committee:

Chairman: David Fouse, Post 7686, Alamogordo

Lawrence R. Vargas Sr., Post 3259 Taos

Lenwood Hampton, Post 6917, Las Cruces

Kathie Schiebel., Post 401, Albuquerque

Charles "Fred" Eaton, Post 9515, Portales

Vernon Luce, Post 3280, Clovis

By-Laws Committee:

Chairman; Cathy Brock, Post 3274, Hobbs

Roger "Bart" Bartosiewicz, Post 3280, Clovis

Richard Nutt, Post 7686, Alamogordo

Chief-of-Staff:

Roger "Bart" Bartosiewicz, Post 3280, Clovis

Citizenship Chairman:

Ramon Jaramillo, Post 3259, Taos

Community Activity Chairman:

Richard Nutt, Post 7686, Alamogordo

Conference/Convention Committee:

Kathie Schiebel, Post 401, Albuquerque, Chairman
David Fouse, Post 7686, Alamogordo, Finance Chairman
Mark Decker, Post 9517, Shiprock, Registration
Betty Decker, Post 9517 Auxiliary, Shiprock, Registration
Kelly Fouse, Post 7686 Auxiliary, Alamogordo, Banquet
Beth Miller, Post 6917 Auxiliary, Las Cruces, Helper Bee

Employment Officer/Homeless Veterans Chairman:

James Zawacki, Post 3347, Arenas Valley
Ramon Jaramillo, Post 3259, Taos
John Fondrick, Post 3280, Clovis

Hospital Chairman:

Dale Huft, Post 3015, Clovis

Inspector:

David Wimmer, Post 7686, Alamogordo

Assistant Inspector:

Rich Nutt, Post 7686, Alamogordo

Department Assistant(s):

ALL DISTRICT COMMANDERS

Iraq/Afghanistan Veterans Chairman:

Cynthia Archuleta, Post 5890, Rio Rancho

Legislative Chairman (National and Department):

Mike Gallegos, Post 5890, Rio Rancho

Life Membership & Legacy Life Member Chairman:

Raul Sanchez, Post 6917, Las Cruces

Loyalty Day Chairman:

Joe Esparza, Post 1793, Raton

Membership Chairman:

Charles "Fred" Eaton, Post 9515, Portales

Membership Committee:

Roy Maldonado, Post 4384, Anthony
Rosemary Morales – Vargas, Post 2951, Santa Fe
Charles Cox, Post 2387, Belen

MOC-MOCA Liaison:

Gordon Lam, Post 3015, Clovis

National Home Chairman:

Mark Decker, Post 9517, Shiprock

Newspaper Editor:

Mark Decker, Post 9517, Shiprock

NM Gaming/Liquor Liaison:

Vincent "BJ" Lawrence, Post 7686, Alamogordo

Officer of the Day:

Warren Booker, Post 7686, Alamogordo

Parliamentarian:

Cathy Brock, Post 3274, Hobbs

Patriot's Pen Chairman:

Karla Eaton, Post 9515, Portales

Photographer:

Amanda Lyles, Post 7686 Auxiliary, Alamogordo

POW/MIA Chairman:

Edwardo Rodriguez, Post 3274, Hobbs

Public Relations Officer:

Roger "Bart" Bartosiewicz, Post 3280, Clovis

Service Officer:

Cynthia Archuleta, Post 5890, Rio Rancho

Claims Consultant:

Kaitlin Smith

Student Veterans Association:

Chairman: Mark Decker, Post 9517, Shiprock

Paul Golden, Post 5890, Rio Rancho

Roy Maldonado, Post 4384, Anthony

Teacher Award Chairman:

Karla Eaton, Post 9515, Portales

Trustees:

Chairman: Vernon Luce, Post 3280, Clovis
Gary Fresquez, Post 1793, Raton
James Zawacki, Post 3347, Arenas Valley

Alternative Trustees:

Raul Sanchez, Post 6917, Las Cruces
Lawrence Vargas, Post 3259, Taos
Mike A.C. Sing Jr., Post 8703, Carlsbad

Veterans Service Committee:

Lenwood Hampton, Post 6917, Las Cruces
Lawrence R. Vargas, Sr., Post 3259, Taos
Kathie D. Schiebel, Post 401, Albuquerque
Mike A.C. Sing Jr, Post 8703, Carlsbad
Vernon Luce, Post 3280, Clovis

Voice of Democracy Chairman:

Karla Eaton, Post 9515, Portales

VAVS Rep Albuquerque:

Fred Ortiz, Post 5890, Rio Rancho

Deputy Rep Albuquerque:

Don Frias, Post 401, Albuquerque

VAVS Asst. Rep Amarillo TX:

Dale Huft, Post 3015, Clovis

Veterans & Military Support Chairman:

Roger "Bart" Bartosiewicz, Post 3280, Clovis

Deputy Chairman:

Allan "Ski" Kuchinsky, Post 7686, Alamogordo

VFW Riders Liaison:

Joseph DeVargas, Post 3259, Taos

Ways and Means Committee:

Chairman: David Fouse, Post 7686, Alamogordo
Fundraising/Grants/Donations: Vincent "BJ" Lawrence, Post 7686, Alamogordo
Roger "Bart" Bartosiewicz, Post 3280, Clovis
Jarod Maples, Post 2387, Belen

Website:

Manager: David Fouse, Post 7686, Alamogordo

Designer: Gary Fresquez, Post 1793, Raton

Women's Advisory Committee:

Kathie D. Schiebel, Post 401, Albuquerque

Cathy Brock, Post 3274, Hobbs

Rosemary Morales – Vargas, Post 2951, Santa Fe

Youth Activity Chairman:

Roy Maldonado

By Order of:



Len Hampton, Commander
Department of New Mexico
Veterans of Foreign Wars

Official:



David Fouse, Adjutant
Department of New Mexico
Veterans of Foreign Wars