

**DEPARTMENT OF NEW MEXICO LEADERSHIP MANUAL**



ROGELIO MALDONADO STATE COMMANDER 2021-2022  
TELEPHONE: (575) 640-4285 EMAIL: [rmaldy87@yahoo.com](mailto:rmaldy87@yahoo.com)

**ATTENTION: ALL POST AND DISTRICT COMMANDERS:**

IT IS EXTREMELY IMPORTANT THAT YOU SHARE THIS INFORMATION WITH YOUR POST AND DISTRICT QUARTERMASTER, ADJUTANT AND COMMITTEE CHAIRMEM AND ALL POST MEMBERS AT YOUR MEETING

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, Rogelio "Roy" Maldonado, VFW Post 4384, Anthony, NM hereby assume command on June 6, 2021.

2. All previous appointments having expired are declared null and void. All Commanders are reminded that all officials handling money are to be bonded by an Accountable Officer Bond. These bonds only cover the individuals holding that position. The forms are at [www.vfwnm.org](http://www.vfwnm.org) under Resources-Reports & Forms. Section 703 of the By-Laws state, "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 their unit." Therefore, if a Commander or any other elected officer handles funds for the VFW they must be bonded. This includes checks, credit and/or debit cards. It is STRONGLY encouraged that any and all personnel handling any sort of funds for the Post should be bonded, regardless of the person is a member of VFW, VFWA, or an employee. To bond these positions, you will use the Application for Canteen and Gaming Employees. All units choosing to obtain the required bond other than from 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, 2021. Please contact Headquarters if you have any questions.

3. 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 insurance and all Posts having Canteen must maintain liquor liability insurance and must name as additional insured, the Veterans of Foreign Wars of the U.S., and the Department of New Mexico.

4. Commanders of each District are appointed to Department Deputy Inspectors. District Commanders are required to ensure all Posts within their respective District are inspected and reported properly to the State Inspector not later than December 31, 2021. Posts will not be considered inspected until the Inspecting Officer's report is accepted by the State Inspector. Completed and signed Inspection Reports are to be sent to the Department Inspector, Roger "Bart" Bartosiewicz; his contact information is in your leadership manuals.

5. 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 Compliance until the completed and full 2021-2022 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 at [www.vfw.org](http://www.vfw.org). If not filed online, copies must be sent to National and Department Adjutant.

6. 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 hats will not be worn at VFW meetings per Section 803 of the National By-Laws.

7. 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, to include Pull Tab machines, do not have to be closed during VFW Post, District, and Department meetings or training sessions. So long as the

meeting is not held in the Canteen proper or prohibited by Post/District By-Laws or Post Rules.

8. 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 (EPostcard). This form can only be filed online at [www.IRS.gov](http://www.IRS.gov). Failure to file may result in fines, penalties, or loss of non-profit status.

9. The Roster published by the Department of New Mexico is considered confidential and will not be made, under any circumstances available for public, commercial, or political use.

10. 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 are in violation of state liquor laws (title 15 Chapter 10); therefore prohibited. Any Post within the Department of New Mexico signing such unauthorized membership cards is subject to disciplinary action.

11. The 122<sup>nd</sup> National Convention in Baltimore, MD in-person was scheduled for July 31<sup>st</sup> – Aug 5<sup>th</sup> has been cancelled as of 24<sup>th</sup> April, 2021 and has been changed to Kansas City, MO. Post & District, don't forget your delegate fees are due this year.

12. 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, 2021 and must be submitted not later than July 31, 2021.

13. If the Post/District/Department has a function on Friday, the preferred attire will be a red shirt. This is to promote Red shirt Friday. Remember all that are deployed.

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

**UPS Shipping/Freight:**

VFW Department of New Mexico

PO Box 1084

Ruidoso, NM 88346- 26336

**Mailings:**

VFW Department of New Mexico

4705 Baltic Ave

Farmington, NM 87402

15. All checks received by the Department Quartermaster 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.

16. The State Commander hereby directs that smoking and use of other tobacco products is prohibited during Post/District/Department meetings, training sessions, and banquets.

17. The State Commander has established the following dress code for Department meetings and sponsored functions. The desired style of dress will be published or announced prior to each function by the State Commander.

- 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.

At National Convention if you are receiving an award or on a National Committee during the Committee meeting, the attire is business dress; on Election Day it is business dress for Department Officers due to New Mexico parading with the Incoming National Commander. All others are Business Casual.

18. 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 two (2) regular meetings each year for the purpose of transacting business and conducting school of instructions. It

further states each District shall hold an annual District Convention for the purpose of electing District officers and for the transaction of business. Therefore, per by-laws, you will hold a minimum of 3 District meetings per year. The last one shall be the District Convention. Please refer to Section 403 of the National By-Laws to ensure you have your dates in line with the Department Convention.

19. 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.

20. Post Commanders with gaming or canteens 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, 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. This could result in a fine or termination of your license.

21. Post Commanders are also reminded that any change to officers during the year must be reported with a new election report sent to National and Department.

22. 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. (General Order No. 1 2021-2022 Series 6)

23. It is the desire of the State Commander that all Posts and Districts work in tandem with their Auxiliaries 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.

24. The Department of New Mexico will hold training in the following locations,

- **10<sup>th</sup> July – Flying Squadron Northern TRN, Albuquerque, NM**
  - **Morning TRN Time** 9-11am, **Location:** Post 401 Joint Lunch time 11:30-1pm (Comrades & Auxiliary). Auxiliary will stay at Post 401 for afternoon training.
  - **Afternoon TRN, Time** 1:30 to 3:30 pm, **Location:** Post 6216, Comrades only.
- **17<sup>th</sup> July- Flying Squadron Southern TRN, Anthony, NM**
  - **Morning TRN Time** 9-11am, **Location:** Post 4384 Joint Lunch time 11:30-1pm (Comrades & Auxiliary). Comrades will stay at Post 4384 for afternoon training.
  - **Afternoon TRN Time** 1:30 to 3:30 pm, **Location:** Post 6917, Auxiliary only.

25. The Department of New Mexico will hold a Council of Administration Meeting at 10:00 AM, 23<sup>rd</sup> October, 2021 at VFW Post 4384 in Anthony. The uniform will be Business Dress for officers and casual for all others. Roll Call of Post Commanders will be taken for All-State eligibility.

26. The State Commander's Homecoming will be held on 23<sup>rd</sup> October, 2021, at VFW Post 4384 Anthony, NM. Happy hour will be from 4:30-5:30pm and dinner from 5:30 - 6:30pm, with dress attire as casual. The Post will be providing entertainment.

27. All Post Commanders will ensure that at least one copy of the 2021 Podium Edition of the National Bylaws is ordered from VFW Emblem Supply as soon as possible. Emblem Supply will ship copies upon publication. It is recommended that 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 2021 Podium Edition. All Post Commanders will encourage their Service Officers to have a copy of the National Service book and should be present at your Post Meeting.

28. The 2021-2022 Voice of Democracy Theme is **"America: Where do we go from here?"** The Voice of Democracy entries are due at the Post by October 31, 2021. Post winners will be forwarded to their respective District Chairman. District first place winners will be forwarded to State Chairman Brian Ravak, Post 6917 Las Cruces. Entries must arrive at the State

Chairman's home address, listed under Appointments, no later than midnight, Friday, December 18, 2021. State Judging will be held on or about December 28, 2021.

29. The 2020-2021 Patriot's Pen Theme is **"How can I be a good American?"** Patriot's Pen Essay entries are due at the Post by October 31, 2021. Post winners must be forwarded to their respective District Chairman. District first place winners will be forwarded to State Chairman Brian Ravak, Post 6917 Las Cruces. Entries must arrive at the State Chairman's home address, listed under Appointments, no later than midnight, Friday, December 18, 2021. State Judging will be held on or about December 28, 2021.

30. Teacher nominations are due to the Post by October 31, 2021. Post winners must be forwarded to their respective District Chairman. District entries must be forwarded to State Chairman Brian Ravak, Post 6917 Las Cruces. Entries must arrive at the State Chairman's home address, listed under Appointments, no later than midnight, Friday, December 18, 2021. State Judging will be held on or about December 28, 2021.

31. Buddy Poppy Program Campaign order forms are located at [www.vfwnm.org](http://www.vfwnm.org) under Programs-Buddy Poppy. Buddy Poppy orders MUST be ordered through the Department. Remember, there is a 6-8-week order time, and sometimes longer, so prepare early!

31. State Commander's Membership Program can be reviewed on the Department of New Mexico web site at [www.vfwnm.org](http://www.vfwnm.org) under Programs. The Department Senior Vice Commander will oversee this program.

32. State Commander's All-State Program can be reviewed on the Department of New Mexico web site at [www.vfwnm.org](http://www.vfwnm.org) under Programs. The compliance report/dashboard will show the progress for this program. If you have questions or concerns about the compliance report/dashboard, contact Adjutant Mark Decker.

32. The following appointments for the 2021-2022 term are hereby announced:

A. VFW is a volunteer Duties (no pay for your work), but I will hold officer's accountability for your Duties.



**General Order No. 1****2021-2022 Series 1**

1. Americanism/Citizenship	Surgeon	
2. Bataan Chairman	Raul Sanchez	(6917)
3. Buddy Poppy		
4. Budget Committee	Dave Fouse (Chairman)	(7686)
	Christopher Archuleta	(5610)
	Len Hampton	(6917)
	Raul Sanchez	(6917)
5. By-Laws Committee	Cathy Brock (Chairman)	(3274)
	Victoria Haddox	(5890)
	Roger "Bart" Bartosiewicz	(3280)
6. Community Activity	Rusty Coffey	(5890)
7. Conference/ Convention	Mark Decker	(9517)
8. Employment Officer/ Homeless Veteran Chairman	Len Hampton	(6917)
9. Facebook Administration	Len Hampton	(6917)
10. Facebook Asst.	Victoria Haddox	(5890)
11. Hospital Chairman	Gordon Lam	(3015)
12. Iraq/Afghanistan Chairman	Jarod Maples	(2387)
13. Legislative Chairman	Vernon Luce	(3280)
14. Loyalty Day	Victoria Haddox	(5890)
15. Membership Chairman	Christopher Archuleta	(5610)
16. Membership Life/Legacy	Christopher Archuleta	(5610)
17. MOC-MOCA Liaison	Brian Ravak	(6917)
18. National Home	Victoria Haddox	(5890)
19. Newspaper Editor	Mark Decker	(9517)
20. Newspaper Coordinator	Betty Decker	(614 VFWA)
21. NM Gaming/Liquor Lic.	Roger "Bart" Bartosiewicz	(3280)
22. Officer-of-Day	Melon Darrell	(10124)
23. Parliamentarian	Cathy Brook	(3274)
24. Patriot's Pen	Brian Ravak	(6917)
25. Photographer	Sherry Burch	(4384)

**General Order No. 1****2021-2022 Series 1**

26. POW/MIA	Christina Backus	(5890)
27. Public Relations Officer	Len Hampton	(6917)
28. Safety	Don Frias	(401)
29. Scouting Chairman	Terry Brown	(5432)
30. Secretary Adj	Betty Decker	(614 VFWA)
31. Secretary QM	Kelly Fouse	(7686 VFWA)
32. Service Officer Claims Consultant	Cynthia Archuleta Kaitlin Jaramillo	(5890)
33. Student Veterans Association	Veronica Lucero	(3242)
34. Teacher's Award	Brian Ravak	(6917)
35. Time and Place Committee	Mark Decker	(9517)
	Christopher Archuleta	(5610)
	Victoria Haddox	(5890)
	Brian Ravak	(6917)
	Surgeon	
	Shirley Frias	(401 VFWA)
36. Trustees	Vernon Luce	(3280)
	Gary Fresquez	(1793)
	Raul Sanchez	(6917)
37. VAVS Representative	Don Frias (North)	(401)
	Richard Hoschar (South)	(6917)
	Roger "Bart" Bartosiewicz (East)	(3280)
38. Veterans & Military Support	Christopher Archuleta (North)	(5610)
	Brian Ravak (South)	(6917)
39. Veteran Service Committee (Past CMD's)	Roy Maldonado	(4384)
	Cynthia Archuleta	(5890)
	Rich Nutt	(7686)
	Mark Decker	(9517)
	Len Hampton	(6917)
40. VFW Riders Liaison Chairman	Ed McDaris	(8874)
41. Voice of Democracy	Brian Ravak	(6917)

**General Order No. 1****2021-2022 Series 1**

42. Website	Len Hampton	(6917)
43. Women's Advisory	Victoria Haddox	(5890)
	Cathy Brock	(3274)