

DEPARTMENT OF NEW MEXICO
LEADERSHIP MANUAL



CYNTHIA ARCHULETA

STATE COMMANDER

2020-2021

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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 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, Cynthia Archuleta, VFW Post 5890, Rio Rancho NM hereby assume command on June 1, 2020.
2. All previous appointments having expired are declared null and void.

All Commanders are reminded that elected officials are bonded by the Accountable Officer Bond. These bonds only cover the individuals holding that position. The forms are at 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 if 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 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, 2020. 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 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.
4. 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, 2020. 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, Lawrence Vargas 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 good standing until the completed and full 2020-2021 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.

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 (E-Postcard). **This form can only be filed by online at www.IRS.gov.** Failure to file may result in fines, penalties or loss of not-for 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 are subject to disciplinary action.
11. The National Convention in Reno NV **has been cancelled**. No 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, 2020 and must be submitted not later than July 31, 2020.
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 are:

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

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

15. 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.
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 current 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 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. *(the 2020 National Convention has been cancelled due to COVID-19)*

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 meeting 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 total of 3 District meetings per year.** The last one of the three should be the District Conference. 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 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 as well as Department Headquarters. 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. 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.

22. 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.
23. The Department of New Mexico will hold its annual Training and the place and time is TBD due to COVID.
24. The Department of New Mexico will hold a Council of Administration Meeting at 10:00 AM, September 19, 2020 at VFW Post 5890 in Rio Rancho. 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.
25. The State Commander's Homecoming will be held on September 19, 2020, at VFW Post 5890 Rio Rancho. Happy hour will be from 4:00-5:00 and dinner from 5:00 - 7:00, dress attire will be casual.
26. All Post Commanders will ensure that at least one copy of the 2020 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 2021 Podium Edition.
27. The 2020-2021 Voice of Democracy Theme is **"Is this the Country the Founders Envisioned"**. The Voice of Democracy entries are due at the Post by October 31, 2020. Post winners will be forwarded to their respective District Chairman not later than November 26, 2020. District First place winners will be forwarded to 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, 2020. State Judging will be held on or about December 28, 2020.
28. The 2020-2021 Patriot's Pen Theme is **"What is Patriotism to me?"** Patriot's Pen Essay entries are due at the Post by October 31, 2020. Post winners must be forwarded to the District Chairman by November 26, 2020. District First place winners will be forwarded to Brian Ravak Post 6917 Las Cruces. Entries must arrive at the State Chairman's home address, listed under Appointments in the directory; no later than midnight, Friday, December 18, 2020. State Judging will be held on or about December 28, 2020.
29. Teacher nominations are due to the Post by October 31, 2020. Post winners must be forwarded to the District Chairman by November 26, 2020. District entries must be forwarded to Brian Ravak. Entries must arrive at the State Chairman's home address, listed under Appointments in the directory; no later than midnight, Friday, December 18, 2020. State Judging will be held on or about December 28, 2020.
 - **NOTE: All Entry, Judging, and Post/District Reporting forms are located at www.vfw.org under Member Resources-Training & Support- Community Service, Scholarships & Awards or at www.vfwnm.org under Programs.**

30. Now is the time to start preparing for Buddy Poppy Program Campaigns. The order form is located at 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, sometimes longer so prepare early!
31. The State Commander's Membership Program and All-State requirements can be reviewed on the Department of New Mexico web site at www.vfwnm.org under Programs
32. The following appointments for the 2020-2021 term are hereby announced:

Adjutant:

David Fouse, Post 7686, Alamogordo

Americanism/Citizenship Education:

Roy Maldonado, VFW Post 4384, Anthony

Auxiliary Liaison:

Kelly Fouse, VFWA Post 7686, Alamogordo

Bataan Co-Chairmen:

Cynthia Archuleta, Post 5890, Rio Rancho

John Archuleta, Post 5890, Rio Rancho

Buddy Poppy Chairman:

Victoria Haddox, Post 5890, Rio Rancho

Budget Committee:

Chairman: David Fouse, Post 7686, Alamogordo

Len Hampton, Post 6917, Las Cruces

Brian Ravak, Post 6917, Las Cruces

Vernon Luce, Post 3280, Clovis

Kathie Schiebel, Post 401, Albuquerque

Lawrence Vargas Sr Post 3259, Taos

By-Laws Committee:

Chairman: Cathy Brock, Post 3274, Hobbs

Roger "Bart" Bartosiewicz, Post 3280, Clovis

Paul Golden, Post 5890, Rio Rancho

Chief-of-Staff:

Rich Nutt, Post 7686, Alamogordo

Community Activity Chairman:

Rusty Coffey, Post 5890, Rio Rancho

Conference/Convention Chairman

Cynthia Archuleta, Post 5890, Rio Rancho

Conference/Convention Committee:

David Fouse, Post 7686, Alamogordo
Kelly Fouse, VFWA Post 7686, Alamogordo
Mark Decker, Post 9517, Shiprock
Betty Decker, VFWA Post 614, Aztec
Kandy Brazell, VFWA Post 401, Albuquerque

Employment Officer/Homeless Veterans Chairman:

Lenwood Hampton, Post 6917, Las Cruces

Facebook Administrator:

Lenwood Hampton, Post 6917, Las Cruces

Hospital Chairman:

Dale Huft, Post 3015, Clovis

Inspector:

Lawrence Vargas, Post 3259, Taos

Department Assistant(s) Inspectors:

ALL DISTRICT COMMANDERS

Iraq/Afghanistan Veterans Chairman:

Cynthia Archuleta, Post 5890, Rio Rancho

Legislative Chairman (National and Department):

Vernon Luce, Post 3280, Clovis

Life Membership & Legacy Life Member Chairman:

Raul Sanchez, Post 6917, Las Cruces

Loyalty Day Chairman:

Joe Bob Mann, Post 3280, Clovis

Membership Chairman:

Roy Maldonado, Post 4384, Anthony

MOC-MOCA Liaison:

Gordon Lam, Post 3015, Clovis

National Home Chairman:

Victoria Haddox, Post 5890, Rio Rancho

Newspaper Editor:

Mark Decker, Post 9517, Farmington

Newspaper Coordinator:

Betty Decker, VFWA 9517, Aztec

NM Gaming/Liquor Liaison:

Roger "Bart" Bartosiewicz, Post 3280, Clovis

Officer of the Day:

John Archuleta, Post 5890, Albuquerque

Parliamentarian:

Cathy Brock, Post 3274, Hobbs

Patriot's Pen Chairman:

Brian Ravak, Post 6917, Las Cruces

Photographer:

Christina Backus, VFW Post 5890, Albuquerque

POW/MIA Chairman:

David Saum, Post 8703, Artesia

Public Relations Officer:

Len Hampton, Post 6917, Las Cruces

Safety Co-Chairmen:

John Archuleta, Post 5890, Rio Rancho

Paul Golden, Post 5890, Rio Rancho

Scouting Chairman:

Terry Brown, Post 5432, Corrales

Service Officer:

Cynthia Archuleta, Post 5890, Rio Rancho

Claims Consultant:

Kaitlin Smith

Student Veterans Association Chairman:

Mark Decker, Post 9517, Farmington

Teacher Award Chairman:

Brian Ravak, Post 6917, Las Cruces

Trustees:

Chairman: Vernon Luce, Post 3280, Clovis

Gary Fresquez, Post 1793, Raton

Lawrence Vargas Sr, Post 3259, Taos

Alternative Trustees:

David Saum, Post 8703, Carlsbad

Lenwood Hampton, Post 6917, Las Cruces

Dale Huft, Post 3015, Clovis

VAVS Rep Albuquerque:

John Archuleta, 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

Veterans Service Committee:

Chairman: Rich Nutt, Post 7686, Alamogordo

Mark Decker, Post 9517, Shiprock

Charles Eaton, Post 9515, Portales

Lenwood Hampton, Post 6917, Las Cruces

VFW Riders Liaison:

Ed McDaris, Post 8874, Los Alamos

Warren Booker, Post 7686, Alamogordo

Voice of Democracy Chairman/Patriots Pen/Teacher:

Brian Ravak, Post 6917, Las Cruces

Ways and Means Committee:

Dave Fouse, Post 7686, Alamogordo

Roger "Bart" Bartosiewicz, Post 3280, Clovis

Mark Decker, Post 9517, Farmington

Website Manager:

Lenwood Hampton, Post 6917, Las Cruces

Women's Advisory Committee:

Kathie D. Schiebel, Post 401, Albuquerque

Cathy Brock, Post 3274, Hobbs

Youth Activity Chairman:

Roy Maldonado, Post 4384, Anthony

By Order of:



Cynthia Archuleta, Commander
Department of New Mexico
Veterans of Foreign Wars

Official:



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