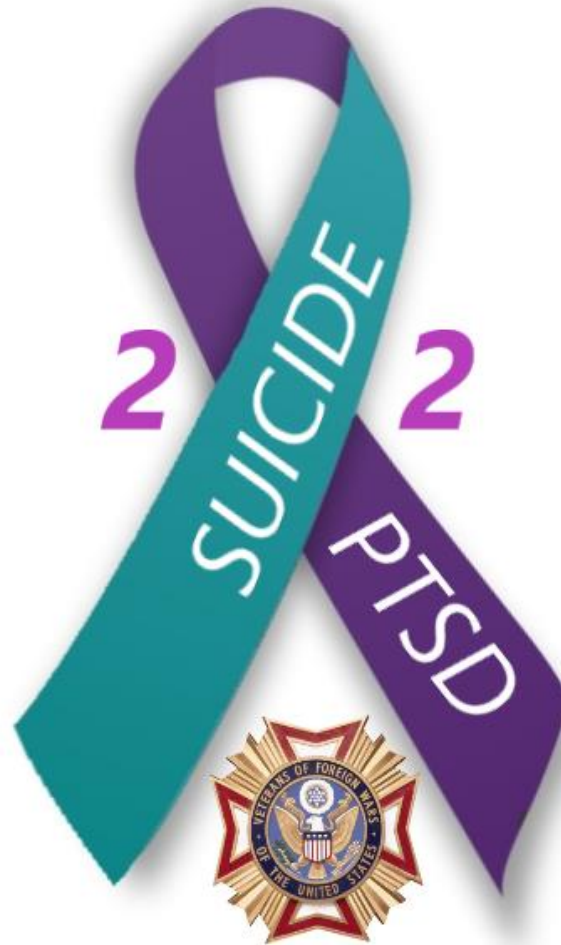


DEPARTMENT OF NEW MEXICO COMMANDERS BOOK



CHRIS" ARCHIE" ARCHULETA STATE COMMANDER 2022-23

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ATTENTION: ALL POST AND DISTRICT COMMANDERS.

IT IS EXTREAMLY IMPORTANT THAT THIS INFORMATION BE SHARED WITH YOUR POST, DISTRICT MEMBERSHIP, AND CHAIRMANS.

DEPT. OF NM VETERANS OF FOREIGN WARS OF THE UNITED STATES

Having been elected Commander of the Department of New Mexico, Veterans of Foreign Wars of the United States, I, Christopher L Archuleta, Hill-Vigil Post 5610, Espanola NM, here by assume command on 5JUNE2022.

1. All previous appointments having expired are declared null and void.
2. 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. These forms can be found at www.vfwnm.org under resources/ reports /forms or in this manual under the tab labeled Bonds.
 - Section 703 of the By-laws state “Each officer accountable for funds or property shall be bonded with an indemnity company pursuant to provisions of these By-laws shall be bonded with an indemnity company as surety in the sum at least equal to the amount of assets for which, so far 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 the amount and as to surety, shall be approved by their respected units and held by their respected Commanders. The Commander of each unit shall be responsible for the proper and adequate bonding of all accountable officers in their unit.
 - If a Commander or any elected officer handles funds for the VFW they **MUST BE BONDED**. This includes cash, checks, credit/debit cards and any cash app. ANY MEMBER OF VFW, VFWA, OR AN EMPLOYEE that handles funds is **STRONGLY ENCOURAGED** to be bonded.
 - To bond these positions, the Application for Canteen and Gaming form will be used. (Found on www.vfwnm.org or in the manual.)
3. All units choosing to obtain the required bond other than from the Dept. of NM will forward a copy of said bond to the Dept Quartermaster upon receipt.
- Commanders are reminded that current bonds obtained through Department **EXPIRE ON 31 AUG 2022**. Any questions regarding bonds please contact State Headquarters.
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, 2022. 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, Raul Sanchez. 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 2022-2023 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. 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. Will be enforced.
7. Post Commanders are reminded that the consumption, presence or dispensing of alcoholic beverages in the meeting room during any VFW meeting is **STRICKLY 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 Rule.
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. Failure to file may result in fines, penalties, or loss of nonprofit 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 123rd National Convention in Kansas City Mo, is scheduled for in-person 16 – 21 JULY. 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, 2022 and must be submitted not later than July 31, 2022.
13. 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

14. 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.
15. The State Commander hereby directs that smoking, including vaping, and use of other tobacco products is prohibited during Post/District/Department meetings, training sessions, and banquets. Smoking of marijuana is not prohibited in public areas.
16. 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.

17. 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.
18. 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.
19. 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.
20. 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.

21. 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.
22. Always have integrity. Do what's right even when no one is looking.
23. The Department of New Mexico will hold training in the following locations.
 - 9th July – Flying Squadron, Albuquerque. Post 401
Time: 9-12 Joint Training.
Lunch time 12-1pm (Comrades & Auxiliary). Auxiliary will have class room and comrades will move into dining area.
 - 30th July- Flying Squadron Southern, Las Cruces Post 6917.
Time 9-12 Joint Training. Post 6917
Lunch time 12-1pm (Comrades & Auxiliary).
Comrades will move into canteen area for afternoon training. Auxiliary will stay in class room for their afternoon training.
24. The Department of New Mexico will hold a Council of Administration Meeting at 10:00 AM, 8th October, 2022 at VFW. 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 8th October, 2022, @ Knights of Columbus in Espanola. Happy hour will be from 16:30- 17:30 pm and dinner from 1800 - 1930, with dress attire as casual. The Post will be providing entertainment.
26. All Post Commanders will ensure that at least one copy of the 2023 Podium Edition of the National Bylaws is ordered from VFW store as soon as possible. Also available for down load behind oms under training. 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 2023 Podium Edition. All Post Commanders will encourage their Service Officers to have a copy of the service officer book and should be present at your Post Meeting. Down loadable from OMS.
27. The 2022-2023 Voice of Democracy Theme is "Why is the Veteran important". Voice of Democracy entries are due to the Post by October 31, 2022. Post winners must be forwarded to their respective District Chairman. District first place winners will be forwarded to State Chairman Gary Logsdon, Post 2951 Santa Fe. Entries must arrive at the State Chairman's home address, listed under Appointments, no later than midnight, December 28, 2022.
28. The 2022-2023 Patriots Pen Theme is "My Pledge to our veterans." Patriots Pen entries are due to the Post by October 31, 2022. Post winners must be forwarded to their respective District Chairman. District first place winners will be forwarded to State Chairman Gary Logsdon, Post 2951 Santa Fe. Entries must arrive at the State

Chairman's home address, listed under Appointments, no later than midnight, December 28, 2022.

29. Teacher nominations are due to the Post by October 31, 2022. Post winners must be forwarded to their respective District Chairman. District entries must be forwarded to State Chairman Gary Logsdon, Post 2951 Santa Fe. Entries must arrive at the State Chairman's home address, listed under Appointments, no later than midnight, December 28, 2022.
30. Buddy Poppy Program Campaign order forms are located at www.vfwnm.org under Programs-Buddy Poppy or in Commander's book under Buddy poppy tab. 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 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 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.
33. VFW is a volunteer duty (no pay for your work), but I will hold Line Officer's accountable for their duties.
34. The following appointments for the 2021-2022 term are hereby announced:

2022-2023 Chairmanship

Americanism/Citizenship - Christiana Backus

Bataan -

Buddy Poppy - Don Frias

Budget Committee - Dave Fouse Chairman

Rich Nutt

Len Hampton

Tori Haddox

Brian Ravak

Chris Archuleta

By-Laws Committee - Cathy Brock

Community Service - Gilbert Romero

Conference/Convention - Mark Decker

Employment Officer/Homeless Veteran - Len Hampton

Facebook Admin - Len Hampton

Facebook Asst - Tori Haddox

Hospital - Mike Perez

Iraq/Afghanistan - Jared Maples

Legislative - Roy Maldonado

Loyalty Day - Darrel Melon

Membership/Life/Legacy - Tori Haddox

MOC - Brian Ravak

MOCA - Jeanette D Garcia

National Home - Brian Ravak

Newspaper Editor - Mark Decker

Newspaper Coordinator - Betty Decker

NM Gaming/Liquor Lic - Gilbert Romero

Officer of the Day - Joseph DeVargas

Parliamentarian - Cathy Brock

Patriots Pen/VOD/Teachers Award - Gary Logsdon

Photographer - Sherry Burch

POW/MIA - Darrel Melon

Public Relations - Len Hampton

Safety - Don Frias

Scouting - Terry Brown

Secretary Adj - Betty Decker

Secretary QM - Kelly Fouse

Service Officer - Brian Sartori

Claims Consultant - Kaitlin Jaramillo

SVA - Christopher Kelley

Time and Place Committee - Mark Decker Chair

Tori Haddox

Brian Ravak

Christina Backus

Shirlee Frias

Trustees - Vernon Luce Chairman

Kathie Scheibel

Jim Haddox

VAVS - Don Frias

Veterans and Military Support - Christopher Kelley

Veterans Service Committee - Roy Maldonado Chairman

Rich Nutt

Mark Decker

Len Hampton

Christopher Archuleta

VFW Riders-

VFW Auxiliary Liaison - Danielle Garcia

Website - Len Hampton

Women's Advisory - Tori Haddox



Chris "Archie" Archuleta Commander Department of New Mexico Veteran of Foreign Wars

Official:

Mark Decker, Adjutant Department of New Mexico Veteran of Foreign Wars