



**General Orders #2**

**2023-2024**

**Rose Green**

To be read at the first meeting following receipt before being filed for reference.

**OCTOBER- NOVEMBER**

1. Each Auxiliary and District should have completed their paperwork for incorporation with the Secretary of State for Washington State (S.O.S.). Banks are requiring this (per the Department Treasurer - laws that changed on 2018) and if you change signatures on your accounts, or if you change banks, opening a new account will be extremely difficult without a UBI Number. If you need assistance, please give our Department Secretary/ Treasurer a call. She is there to help you.
2. If you have a change in officers, please notify the Department Secretary Cindy, so this can be updated in Malta.
3. If an officer resigns, it should be in writing and sent to the President and Secretary of the body from which the Officer is resigning. See Sec 809 Resignations for more information.
4. In the event of a vacancy of the President follow Section 809A. In this section it also states Due notice of contemplated election shall be deemed given if the President announces that the election will be at the next regular meeting.
5. Bonds should have been paid to the Department Treasurer Cindy Burkey. Our Department paid for the bonds so there wouldn't be a lapse in coverage; so, if your Auxiliary has not paid their bond, please get your payment to the Department Treasurer as soon as possible. Auxiliary Presidents you will be receiving a call from me if this has not been paid.
6. Now is the time to look at your line officers and make sure their membership is paid. If they are not paid by December 31, 2023, they are not in good standing, and cannot hold an office.
7. To hold a meeting, you MUST have a quorum of 5 people. If you don't it is not a valid meeting, so NO MOTIONS can be made to spend money.
8. The Hospital Pledge of \$3.00 per member should be paid soon. The Department uses these pledges to pay for monthly checks to our VAV's who use it to make our veterans stay in the hospital more enjoyable. Some of the things that these pledges have been used for are Pizza Parties, Ice cream

Socials, worms for fishing outing's, tuning pianos for the blind veteran rehab get-togethers, craft supplies, miscellaneous clothes, and personal hygiene items, to name a few, so please get this into the Department Treasurer preferably before December.

9. Health and Happiness can be paid in Malta. This is 10 cents, or 25 cents based on the June 2023 membership numbers. So far only about 15 auxiliaries have paid their H&H.
10. Most 990's are due by November 15, 2023. If you need assistance, please contact the Department Treasurer or work with another Treasurer in your District who can help you.
11. Mid-winter will be here before you know it. The information on the hotel and banquet went out in a separate email to the Presidents and District Secretaries. If you did not get it, please let me or our Dept. Secretary know, so we can get that information to you.
12. Remember to be respectful and kind to all your guests.

Loyally,  
Rose Green, President  
Department of WA Auxiliary