



2011-2012

# STATE INSPECTOR



## Marshal “Curt” Hawk

State Inspector

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Post 454-7



Congratulations to all the new District, County Council, Post Commanders and Quartermasters. It is going to be a fun year with some new changes for all. The biggest one for a lot of us is the Online Reporting. It is very simple and easy.

1. Go to [www.vfwil.org](http://www.vfwil.org)
2. Click on Post on line reporting
3. Click on Submit Audit Reports
4. Fill in blanks
5. Click Submit

If all is correct it will go through, if not, it will show errors. Correct the errors and resubmit. Please make copies of the audits and have the Trustees sign them. Keep these on file with your records. You don't have to send them in. This is for audits only. You will still have to file your 990's direct with the IRS. Your Bond application and fee or “proof of bonding” can also be filled out online or you can mail it to our State Headquarters Office.

Article V, “States,” Section 517 in the *Manual of Procedure* states: “The State Inspector shall ensure that each District, County Council, and Post are inspected in accordance with State and National Guidelines.” The requirements of such Inspections are:

1. That the books and records be inspected.
2. That the National, State, District, County Council and Post by-laws be enforced.
3. That the opening and closing of meetings, the order of business and rules of order be followed, and the initiation of recruits and other ceremonies be conducted as prescribed by the By-Laws, *Manual of Procedure*, and Ritual.
4. A report on the decorum of meetings.

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5. Submission of a detailed report concerning the Post, County Council, or District finances, records, and property at the time of inspection.
6. Make sure the Post has filed its 990 Form direct with the IRS
7. Make sure the Post is bonded in an amount sufficient to cover its liquid assets

These will be our guidelines and the procedures we follow in all inspections. When you are notified of your pending inspection, be sure all the necessary records are prepared, up-to-date, and readily available to your Inspector. This will help to make the process run smoothly. Make sure all Trustee audits are filed on time, and double checked prior to submission to State. Checking for accuracy can eliminate a lot of potential problems and delays in reporting.

**Trustees** should pay particular attention to their duties, as prescribed in Section 218 of the National By-Laws. They have a solemn responsibility, and their duties should not be taken lightly!

**Commanders and Quartermasters** should make sure their Posts are incorporated under the laws of the State of Illinois. This removes the members and Post Officers from the liabilities and debts of the Post in case of unforeseen litigation. This is fiscally responsible, and offers protection to all involved.

**Adjutants** at all levels need to make sure proof of eligibility for all members is on file. In particular, documentation needs to be provided on all officers, both elected and appointed. Referring back to Section 218 of the National By-Laws, the duties of the Adjutant are prescribed. It is suggested that all concerned review their duties.

### **DISTRICT COMPENSATION AND INCENTIVE PROGRAM**

Each District will be compensated at the rate of \$10 per Post Inspection, at the time the District becomes 100% Inspected and approved by the State Inspector.

I am looking forward to my responsibilities this year and I want to thank all of you for the privilege of serving as your State Inspector. I will do all I can to help our Commander and his team get the State to 100% in membership and achieve "All American" status as

***"WE CONTINUE TO SERVE"***

