



*Military Order of Foreign Wars
Of the United States*

**ORGANIZATION AND FUNCTIONS
MANUAL**

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Military Order of Foreign Wars
Of the United States
NATIONAL COMMANDERY



ORGANIZATION AND FUNCTIONS
MANUAL

2013

TABLE OF CONTENTS

Executive Summary

Chapter 1: Introduction

Chapter 2: Background and History of the Military Order of Foreign Wars of the United States (MOFWUS)

Chapter 3: The National Organization

Chapter 4: The National Council

Chapter 5: General Officers and their Duties

Chapter 6: State Commanderies

Chapter 7: Administration of State Commanderies

Chapter 8: MOFW Seal

Chapter 9: MOFW Flags

Chapter 10: Insignia/Medals of the Order

Chapter 11: MOFW Formal Diploma

Chapter 12: Commandery Charters

Chapter 13: MOFW Certificates

Chapter 14: MOFW ROTC & JROTC Awards Program

Chapter 15: Military Academy/University Awards

Chapter 16: MOFW Newsletter

Chapter 17: MOFW National Website and Commandery Websites

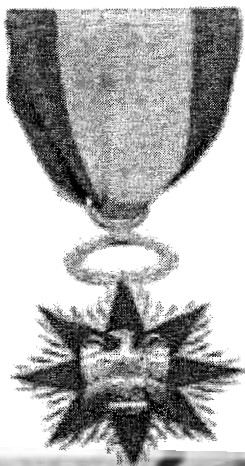
Chapter 18: MOFW Strategic Plan

Chapter 19: MOFW Recruiting

Chapter 20: MOFW Convention Manual

APPENDICES

- APPENDIX A:** Constitution of the MOFW (as amended in 2011)
- APPENDIX B:** History of the First One Hundred Years of the MOFW
- APPENDIX C:** MOFW Certificate of Appreciation
- APPENDIX D:** MOFW Membership Certificate
- APPENDIX E:** Certificate Honoring a Fallen/Deceased MOFW Companion
- APPENDIX F:** MOFW Strategic Plan
- APPENDIX G:** MOFW Convention Manual
- APPENDIX H:** MOFW One-Page Information Paper
- APPENDIX I:** Accepted Customs and Practices for Dress and Insignia of Societies
- APPENDIX J:** Insignia of the Society of Cincinnati
- APPENDIX K:** Order of Precedence for the Wear of Medals on Formal Civilian Evening Dress (Including Wear on Tuxedos)
- APPENDIX L:** Roster of Past Commanders-General
- APPENDIX M:** 2011 National Council Members
- APPENDIX N:** 2011-2013 National Staff
- APPENDIX O:** Currently Chartered Commanderies



Military Order of Foreign Wars of the United States

NATIONAL COMMANDERY

Founded 1894



EXECUTIVE SUMMARY

Since this administration assumed the leadership of the Order, it has been faced with the reality that over the years, the Order has realized little forward momentum and growth.

One of our key goals has been the expansion of the Order through the creation of new Commanderies and/or the rejuvenation of Commanderies that have ceased to function. To date, we have Chartered six new Commanderies (North Carolina, Virginia, Georgia, European/African, Massachusetts, and Ohio) and rejuvenated the California and Texas Commanderies with new and dynamic leadership. At this writing, we are about to Charter the Hawaii Commandery and possibly two more.

As we began this arduous process, we were besieged with multiple questions regarding how a Commandery should function, how it should be organized, what it should attempt to do, etc.

The purpose therefore of this Organization and Functions Manual (O&FM) is to provide answers to some of these questions and provide some of the basic MOFW historical documents to assist local Commanders.

This document is provided as a "living document" that is subject to changes; however, in great part it is based on the Constitution of the Order (*as amended in 2011*). It is provided in a 3-hole punched format so that it may be expanded/changed, as required.

Wulf R. Lindenau
Commander-General

Orfeo Trombetta Jr.
Secretary-General

CHAPTER 1: INTRODUCTION

This Organization and Functions (O&F) Manual was prepared in response to many requests for information by new as well as current Companions of the Order at the last Military Order of Foreign Wars (MOFW) Convention in May 2011.

With the recent formation and Chartering of four new Commanderies at the May 2011 Convention, together with other new and rejuvenated Commanderies, the ongoing effort nation-wide to establish other new Commanderies, and an equally robust effort to revitalize or re-establish older non-active Commanderies, there were many questions raised by new members of the Order regarding how to set up Commanderies and how to administer them.

Additionally, there were questions regarding the ready availability of MOFW doctrine, history, basic information about the Order, as well as MOFW Insignia and Medals. And, there is a perception, real or otherwise, that the Headquarters Element of the Order (or General Officers) and the Commanderies do not maintain adequate contact with one another and they do not respond adequately and timely with each other. This is a perception that all members of the Order need to work on. If the Order is to survive as a viable Hereditary and Veterans Order, it must communicate and cooperate with each other to the utmost.

For these reasons, this O&F Manual is required to provide general guidance regarding the desired functions of the MOFW. Since some of the questions concerned information regarding the history and organization of the Order, it was best to include some of the newly approved wording from the Constitution, amended in 2011 and provide it in this document. This makes information readily available to all members of the Order in a format that can be locally or individually reproduced at minimal cost.

This manual does not intend to provide regulatory or mandatory requirements on any Commandery. Rather, the intent is to provide a document that could be e-mailed to each Commandery, copied locally, and one that would serve as a guide based on known customs and practices in use throughout the Order.

The document was staffed with selected National Officers and Past Commanders-General for input and advice.

Commanderies are encouraged to expand upon this document locally and to make it a living document that can be passed on to future Commanders thereby assisting them and also inculcating local customs and practices in a Commandery.

Comments and recommendations regarding this manual are encouraged and welcome, and should be addressed to the sitting Secretary-General.

APPENDIX A: Constitution of the MOFW (as amended in 2011)

CHAPTER 2: BACKGROUND & HISTORY OF THE MILITARY ORDER OF FOREIGN WARS OF THE UNITED STATES

(Extract from Constitution approved May 2011)

The history of the Military Order of Foreign Wars of the United States dates from its institution on December 27, 1894. The Order is a military organization with social and patriotic objectives. Its hereditary line of descent spans American history since our national independence. Membership has included presidents, members of the cabinet and the Congress, and distinguished military leaders. Companionship is conferred only upon commissioned officers of the Armed Forces of the United States and its allies and their lineal descendants who have served in foreign wars of the United States.

PURPOSE

The Order has been instituted to:

- honor and perpetuate the names of brave and loyal men and women;
- keep in mind the memory of their martial deeds and the victories which they helped gain;
- strengthen the ties of fellowship among the Companions of the Order;
- foster the cultivation of military and naval science;
- bear true allegiance to the United States of America, based upon a paramount respect for, and fidelity to, the National Constitution and laws; and,
- to aid in maintaining national honor, union and independence.

Finally, in October of 1959 the National Council adopted the following resolution:

RESOLVED, that to give substance and unity to the objectives of the Military Order of Foreign Wars, it is hereby declared a prime purpose of the Order to foster and encourage the study of American History and particularly of American Military History, to the end that the memory of brave men and women may freely be enshrined and that we and our children may learn from the past to formulate sound policies for the present and future.

The implementation of this resolution provides the Order with a concrete and tangible objective that will afford each Commandery a unique opportunity for bringing the significant features of our national military experiences to the attention of the thoughtful portions of their own communities.

COMPANIONSHIP

Companionship in the Order is conferred only on qualified and duly sponsored officers. Active military service in any of our foreign wars, or military expeditions and campaigns, dating from the Revolutionary War to the Afghanistan Campaign and any subsequent military expeditions, will qualify an officer as a Veteran Companion, as will honorable service as a commissioned officer in the armed forces of our allies. Descent in the direct line from such an officer may also qualify an applicant for hereditary or junior companionship. All candidates for Companionship must be of good moral character and reputation and be so certified by the sponsoring Companion.

Qualified officers and descendants are invited to submit applications for companionship to their State Commandery Registrar or to the Registrar-General of the Order. As the oldest existing order of commissioned officers and warrant officers, the Order is interested in outstanding officers who have served our nation well. Companions of the Order are entitled to wear the rosette of the prescribed ribbon and pattern.

HISTORY

A group of distinguished patriots assembled in the office of the Honorable Frank M. Avery in the Tribune Building in New York City, on December 13, 1894. As a result, the "Military and Naval Order of the United States" was organized and later incorporated under that name.

In April of 1895 the name of the Order was officially changed to the "Military Order of Foreign Wars of the United States," under which name our Order continues to function.

The design of the insignia adopted by the Order was modeled from the war medal of Portugal, changing the crown to the wreath of victory; the white enamel to red (representing war) and by placing the American Eagle on its face. The swords and anchor on the reverse represent officers of the Army and Navy. The motto, Deus et Libertas (God and Liberty), exemplifies the overarching themes of the Order. The War and Navy Departments, under various resolutions of the Congress, gave recognition to our Order and have permitted the wearing of the insignia on their uniforms.

The influence of the Order spread rapidly, and soon Commanderies were formed in other States; notably Connecticut and Pennsylvania. It was then deemed advisable to form a National Commandery which would centralize and coordinate the activities of the various State Commanderies and have general supervision and control over the policies and activities of the Order. The National Commandery was therefore founded at a joint meeting of the New York, Connecticut, and Pennsylvania Commanderies in December of 1894 held in the Governor's Room in the City Hall in New York. The first officers of the Order were:

- Commodore David Banks, Commander
- James Henry Morgan, Esq., Vice Commander
- Frank M. Avery, Esq., Judge Advocate and Acting Secretary
- Brigadier General Egbert L. Viele, USV, Treasurer

- George W. Olney, Esq., Registrar
- Rev. T. Stafford Drowne, Chaplain

Other officers and gentlemen who were the founders were:

- Lieutenant Irving M. Avery, New York State Volunteers
- Captain John C. Calhoun
- Maturin S. Delafield, Jr.
- Colonel DeLacey Floyd-Jones, USA
- Major General Edwin Seneca Greely
- Colonel (Brevet Major General) John P. Hatch, USA
- William L. Keese
- Robert Webb Morgan, Esq.
- Hon. Charley H. Murray
- Colonel (Brevet Major General) Francis E. Pinto, USV
- Major General Gustavus W. Smith
- Marshall B. Stafford, Esq.
- Brevet Major General Alexander S. Webb, LL.D.

The Order grew rapidly owing to the large increase in eligible officers following the Spanish- American War. Among those who joined were Admiral of the Navy George Dewey and Lieutenant John J. Pershing.

Even more marked followed World War 1. By 1923 the Order had twenty State Commanderies and 5,648 Companions. In 1927 and 1928, respectively, a European Commandery was established in Paris and a Canadian Commandery was established in Montreal. Unfortunately, meetings fell off during World War II; and as many of the older Companions died a number of the State Commanderies became inactive.

Following World War II, however, revitalization took place. While only a single new Commandery was chartered (in Louisiana), the large number of new eligible members supplied the enthusiasm needed for a renewed, younger membership. Provision for biennial convention in place of the former triennial national convention has afforded closer contact between the several State Commanderies. Under the terms of later constitutional amendments, officer veterans of the Korean conflict, Vietnam service, the Persian Gulf Conflict (1991) and all future foreign wars have become eligible for companionship.

The Roster of past and present Companions includes the names of former Presidents, many Admirals and Generals, and the names of many other key figures and statesmen. We believe the present records of our Order will be of as great an interest to future historians as the records of the past are to us.

APPENDIX B: History of the First One Hundred Years

CHAPTER 3: THE NATIONAL ORGANIZATION

A. NATIONAL HEADQUARTERS

At the 50th National MOFW Convention, it was agreed that a National Office be created in the National Capitol. Inasmuch as several Commanderies are located in close proximity to the Washington, DC (i.e. the DC Commandery, the MD Commandery and the VA Commandery). The National Headquarters of the MOFW shall be located in Washington, DC, The physical location of the National Commandery may change, as needed, and staffing of the office shall be by Companions of the aforementioned Commanderies. It is envisioned that costs associated with the National Headquarters shall be budgeted annually, and every effort shall be taken to have rent-free accommodations, as is currently in force. The National Headquarters of the Order is located at the International Graduate University, Room 204, 1325 D Street, South East, Washington, D.C. 2003-2304.

B. NATIONAL CONSTITUTION and BYLAWS

The National Constitution and Bylaws are the supreme law of the Order. Amendments to each may be made as prescribed therein. It is required that Commanderies conform to the requirements of the Constitution.

C. MANAGEMENT AND DIRECTION OF THE ORDER

The Order in Convention is the legislative and policy-making body. The Order meets bi-annually at such place and date as determined by the National Council and the General Staff and as determined at each Biennial MOFW Convention, when the date and place is announced.

The National Officers who constitute the General Staff are those members prescribed in Article V of the National Constitution. The affairs of the Order between National Conventions are conducted by the National General Staff, as required. Should decisions need to be made, the Commander-General may call for a meeting of the National Council to obtain formal approval regarding specific issues. The decisions of the National Council then will be readdressed and confirmed by the Order in Convention.

D. ORGANIZATION

The organization of the Order is specifically detailed in the National Constitution (as amended in 2011).

E. COMMAND AND CONTROL

The Commander-General who is elected bi-annually at the National Convention is the Commander and Chief Executive Officer (CEO) of the MOFW, with authority normally accorded such a position.

CHAPTER 4: THE NATIONAL COUNCIL

(Extract from Constitution approved May 2011)

Section 1: The National Council, in the interim between conventions of the Order, shall exercise all the powers of the Order in convention set forth in subdivisions I, 4, 5, 6, and 7 of Article VIII of this Constitution, except that any such act of the National Council, under subdivision 7, shall be subject to an appeal to the next regular or special convention of the Order.

Section 2: The National Council shall elect to companionship in the Order the Charter Companions of each new State Commandery, which Companionship shall be transferred to such State Commandery, *ipso facto*, with the grant of its Charter. Such Charter Companions shall pay no initiation or other fee to the Order, but shall pay to the State Commandery such fees as may be fixed by the By-Laws thereof.

Section 3: It shall be competent for the National Council to appoint Organizing Secretaries in States where no State Commanderies exist, with a view to represent the interest of this Order, and, if authorized to do so, to prepare for the organization of new State Commanderies. Such Organizing Secretaries shall be subject to the direction and regulation of the National Council. Their appointment shall be from time to time renewable. They may be removed for cause, and their office shall terminate upon the organization of a Commandery in their state. They shall communicate with and receive communications from the Order through the Secretary-General.

Section 4: The National Council shall have the power to determine the *per capita* tax provided for in Article X. The National Council shall have the sole power to elect *Honorary Companions*.

Section 5: The National Council shall report all its acts and proceedings to the next convention of the Order and oftener if required to do so by the Order in convention.

Section 6: Meetings of the National Council shall be held at such times and places as shall be designated by the Commander-General, but votes of the National Council may also be conducted by U.S. Mail, e-mail, telephone, or any combination of U.S. Mail, e-mail, and telephone. A National Council meeting must be called by the Commander-General or else a vote conducted by him on the written request of three National Delegates.

Section 7: The National Council may remove a General Officer for cause (to include but not limited to, a conviction of a felony, malfeasance in an Office of the Order, actions detrimental to the honor and good name of the Order, or failure to perform assigned duties as required) upon a two-thirds vote. This was confirmed by the Order in Convention during the 50th Biennial Convention held in 2011.

CHAPTER 5: GENERAL OFFICERS AND THEIR DUTIES

(Extract from Constitution approved May 2011)

Section 1: The Officers of the Order shall be known as General Officers, and shall be as follows: A Commander-General, a Senior Vice-Commander-General, a Junior Vice-Commander-General, a Secretary-General, a Deputy Secretary-General, a Treasurer-General, a Deputy Treasurer-General, a Registrar-General, a Deputy Registrar-General, a Historian-General, a Judge Advocate-General, a Chaplain-General, a Surgeon-General, a Quartermaster-General, an Editor of the Newsletter, a Secretary-General for Legislative Affairs, and a Webmaster-General.

Section 2: The General Officers, except the Secretary-General, the Deputy Secretary-General, the Quartermaster General, and the Editor of the Newsletter shall be elected at a regular meeting of the Order by a majority vote of all the General Officers, Past Commanders-General and Delegates present.

Section 3: The Secretary-General, the Deputy Secretary-General, the Quartermaster General, and the Editor General shall be appointed by the Commander-General and must be members of the Order when so appointed. They shall be members of the Council but without the privilege of voting therein.

Section 4: The General Officers usually shall serve until the next regular convention of the Order, or until their respective successors shall be elected or appointed. However, any General Officer may be removed for cause, which will include but not be limited to, conviction of a felony, malfeasance in an office in the Order, actions detrimental to the honor and good name of the Order, or a failure to complete duties assigned, by a two-thirds vote of the National Council. Vacancies caused by any reason, except expiration of term of office of an elective General Officer, may be filled by a majority vote of the National Council.

Duties of General Officers

Section 1: *Commander-General.* The Commander-General shall preside at all regular and special meetings of the Order and at all meetings of the National Council except that the Commander-General may hold votes of the National Council by U.S. Mail, e-mail, telephone, or any combination of U.S. Mail, e-mail, and telephone. He shall perform such other duties as may be designated herein and also such as usually appertain to such office. However, he shall submit all matters of great significance to the Order, to include but not be limited to, an intent to request a surrender of a State Commandery Charter, the intent to remove a General Staff Officer for cause, and the intent to sanction/penalize a State Commandery for violation(s) of this Constitution, between national conventions to the National Council for consideration and decision.

Section 2: *Vice Commander-General.* In the absence of the Commander-General from any convention of the Order or of the National Council, the Senior or Junior Vice-Commander-General there present shall preside. They shall perform the duties of the Commander-

General, in accordance with their seniority in the Order, in the event of his death, resignation or incapacitation.

Section 3: *Secretary-General.* The Secretary-General shall conduct the general correspondence of the Order and of the National Council and keep a record thereof, and shall perform such other duties as his office or the Order in convention or the National Council may require. He shall have charge of the Seal of the Order and shall affix the same to all properly authenticated Diplomas of Companionship and to such other papers as require a seal. He shall have charge of all books and papers of the Order other than such as are kept by, or required to be deposited with, the Registrar-General and/or the Treasurer-General. He shall certify all acts of the Order in convention and of the National Council, and, when required, authenticate them under seal. He shall give due notice of the time and place of all regular and special meetings of the Order and of all meetings of the National Council, and shall be present at the same. He shall keep accurate records of all the proceedings of the Order in convention and of the National Council, and shall give due notice to each officer affected thereby of all votes, resolutions and proceedings.

Section 4: *Deputy Secretary-General.* The Deputy Secretary-General shall perform the duties of the Secretary-General at such times and to such extent as may be directed by the Secretary-General, and he shall also act in the place of the Secretary-General at meetings of the Order in convention or National Council from which that officer may be absent.

Section 5: *Treasurer-General.* The Treasurer-General shall receive and safely keep the moneys and other securities of the Order, and as often as such moneys shall amount to the sum of one hundred dollars he shall deposit them in a bank or trust company, to be drawn thence for the purposes of the Order and only on check of the Treasurer-General. Out of these sums he shall pay such sums only as may be ordered paid by the Order in convention, or National Council, for such as the purposes of his office require. He shall keep a true account of all his receipts and disbursements in detail, and at each regular meeting of the Order in convention and at such other times as the National Council may require shall render the same to the Order. The Treasurer-General shall furnish a bond, at the expense of the Order, of such amount as the National Council shall determine as adequate.

Section 6: *Deputy Treasurer-General.* The Deputy Treasurer-General shall perform such duties of the Treasurer-General as may be designated by the latter officer. He shall succeed the Treasurer-General in the event of his death, resignation or incapacitation. He shall furnish a bond, at the expense of the Order, of such amount as the National Council shall determine as adequate.

Section 7: *Registrar-General.* The Registrar-General shall receive and safely keep a yearly updated a list of officers and membership data which shall be forwarded to him by the State Commanderies and shall submit to the National Council for action any deficiencies which he may consider to exist in such data. Each Commandery will provide a duplicate application to the Registrar-General for inclusion on the National Membership Roster and the Registrar-General will keep the copy on file until it can be transferred to our repository at Carlisle Barracks.

Section 8: *Deputy Registrar-General.* The Deputy Registrar-General shall perform such duties of the Registrar-General as may be designated by the latter officer. He shall succeed the Registrar-General in the event of his death, resignation or incapacitation. He shall assist the Registrar-General in receiving and safely keeping a yearly updated list of officers and membership data.

Section 9: *Historian-General.* The Historian-General shall keep a record of the growth and the progress of the Order; he shall assist in the preparation of the Year Book when directed by the National Council; and he shall perform such other duties of a like nature as the National Council may from time to time direct.

Section 10: *Judge Advocate-General.* The Judge Advocate-General shall be a lawyer of at least ten years standing duly admitted to the bar, and it shall be his duty to give legal opinions upon questions of law for the benefit of the Order when called upon so to do by the Commander-General or by the Order in Convention or the National Council. It will also be his responsibility to interpret and render an official opinion on any portion of the Constitution that may require clarification.

Section 11: *Deputy Judge Advocate -General.* The Deputy Judge Advocate-General shall perform such duties of the Judge Advocate -General as may be designated by the latter officer. The Deputy Judge Advocate-General shall also be a lawyer of at least ten years standing duly admitted to the bar. He shall succeed the Judge Advocate-General in the event of his death, resignation or incapacitation.

Section 12: *Chaplain-General.* The Chaplain-General shall be a regular ordained clergyman, and it shall be the duty of the Chaplain-General to open and close the meetings of the Order with prayer and to perform such other duties as usually appertain to such office. The Chaplain-General will maintain the book of remembrances.

Section 13: *Surgeon-General.* The Surgeon-General shall be a physician regularly admitted to practice. His duties include, but not be limited to, keeping the Order and its Companions informed of any and all new or eliminated benefits and information from the Veterans Administration (VA) that would impact our membership, and assist State Commanderies in developing programs to support local VA Hospitals and retirement homes.

Section 14: *Quartermaster-General.* The Quartermaster-General shall procure and stock all items of equipment and insignia of the order, said equipment and insignia shall be uniform and of high quality and he shall issue the same to the several State Commanderies upon requisition and payment. He shall maintain an official equipment and insignia catalogue. He may designate to any of the several State Commanderies, the rights to purchase such equipment and insignias.

Section 15: *Editor of the Newsletter.* The Editor of the Newsletter shall publish up to four newsletters per Biennium. He shall maintain a mailing address list that will be up dated at least twice a year by each State Commandery.

Section 16: *Secretary-General for Legislative Affairs.* The Secretary-General for Legislative Affairs shall contact members of Congress and/or state legislators, as applicable, concerning matters referred to that officer for action by the Order in Convention or the National Council.

Section 17: *Webmaster-General.* The Webmaster-General shall manage the Order's website, update sections of the website, and make any needed changes to the website when considered in the best interest of the Order, or when directed by the Order in convention, or by the National Council.

Section 18: *Deputy Webmaster-General.* The Deputy Webmaster-General shall perform such duties of the Webmaster-General as may be designated by the latter officer.

CHAPTER 6: STATE COMMANDERIES

(Extract from Constitution approved May 2011)

Section 1: Each Commandery shall, subject to the provisions of this Constitution, have jurisdiction within the territory of its State and power to manage its own affairs; it shall have power to admit Companions of the Order and to be judge of the eligibility of applicants for admission subject to the supervision of the Order as hereinbefore set forth, and sole power to pass upon the other qualifications of such applicants; it shall have power to expel or suspend any Companion upon its roll; and it shall have the power to adopt such Constitution and By-Laws, not inconsistent with this Constitution, as may be best for its government.

Section 2: The Constitution of every Commandery shall contain, in full and without change, Article III of this Constitution.

Section 3: Companions changing residence from one State to another, or coming within the jurisdiction of a new Commandery, may, at their option, retain Companionship in the Commandery in which they were originally admitted. A member of any Commandery may be admitted to Companionship by action of the Council of another Commandery within the bounds of which he is resident, upon satisfactory proof of his Companionship in good standing in the Commandery from which he comes, and subject to the rules and regulations of the Commandery which he enters. No Companion shall vote except in the Commandery in which he is a Companion. An initiation fee shall not be twice required.

Section 4: Those who reside in States which there is no Commandery, and who are assessed or eligible to be companions in the Order, shall be known as *Companions-at-Large*. They shall be elected by the council of the State Commandery from which the Registrar-General shall have been elected, and on election shall pay such entrance fees and dues to the treasurer of such Commandery and as set by the National Council.

Section 5: No Commandery shall admit to Companionship any person unless he or she makes application in writing upon an official blank of such Commandery which shall have been approved as to form by the Registrar-General, or else upon an official blank of the Order approved by the Registrar-General.

Section 6: Every such application shall be accompanied by written or printed proofs of eligibility and shall contain a declaration, subscribed by the applicant declaring upon honor that he will use his best efforts to promote the objects and purposes of the Order, and that he will observe this Constitution, and that he will support the Constitution of the United States.

Section 7: No person who may be enrolled as a Companion in any Commandery shall be permitted to continue in Companionship therein where his proofs of eligibility shall be found to be defective, and upon failure to supply additional proofs, after notice, shall be dropped from the roll.

Section 8: It shall be the duty of the Secretary of every Commandery to forward to the Registrar-General, upon the admission of each Companion or upon his separation from the Order for any cause such data regarding such Companion as the National Council may from time to time prescribe, including on admission a facsimile of the new Companion's application.

Section 9: Each State Commandery shall annually forward to the Editor General (biannually), Secretary-General, the Registrar-General, and the Treasurer-General complete lists of the Officers and Companions of such State Commandery, together with the names of such Companions as have died, resigned or been transferred, and of such as have been expelled or dropped from the roll, with a brief statement of the cause; a copy of the Constitution and By-Laws of such State Commandery if the same shall have been amended during the year; a copy of each publication of such State Commandery; and such other matters as may be desired to be communicated to the Secretary General.

Section 10: Each Commandery shall annually pay, on or before the first day of April to the Treasurer-General for the use of the Order, a *per capita* tax for each *Veteran, Hereditary, and Junior Companion* (excepting *Honorary Companion*) on the rolls of such Commandery as of the preceding December 31. The amount of the tax shall be determined by resolution of the National Council.

CHAPTER 7: ADMINISTRATION OF STATE COMMANDERIES

Introduction: Based on the number of questions presented at the May 2011 Convention regarding the administration of a State Commandery and the fact that four (4) Commanderies were either formed or revitalized, it was decided that an Organization and Functions Manual (O&FM) such as this one would be very valuable for the local use of said Commanderies.

Accordingly, a number of extracts from MOFW formal documents are provided herein to assist local state Commanderies in their overall administration and management of their respective organizations.

The remainder of the information provided in this section pertains to the normal functions of the Commandery and are based on the normal past performance of other existing Commanderies and recommended practices. While these are certainly not mandatory, they do provide some order to the conduct of business within the State Commanderies, *per se*.

Some basic goals of all Commanderies should be the following:

1. Promote the activities and cooperation among existing chapters and states;
2. Encourage the formation of new chapters;
3. Increase membership through active recruiting of Hereditary Members as well as recently returning Veterans, and encourage and promote applicants from all uniformed Federal, State, and Militia services because our current Global War on Terrorism makes all participating uniformed officers eligible for Companionship in the Order
4. Improve and widen the order's public standing through increased participation in National, State, and Local events;
5. Support the National Commander-General in the accomplishment of his goals and programs by supporting and implementing the goals and objectives of the Strategic Plan;
6. Ensure members are up-to-date with their dues and ensure that the Annual Head Tax is paid as prescribed by the Constitution of the Order.
7. Keep in touch with the National Headquarters through the National Staff and assist the Order by providing information regarding your State Commandery's activities in reports to the Editor of the MOFW Newsletter for all to share.
8. Should you require assistance in matters associated with administering/managing your State Commandery, please do not hesitate in contacting the appropriate National Officer or contact the Secretary-General for advice, as necessary.

Recommended State Commandery Officers:

- Commander
- Vice-Commander
- Secretary
- Treasurer
- Chaplain
- Sergeant at Arms

(And any other position a Commander may wish to have, e.g. SJA, Historian, etc)

Commandery Elections:

Commandery elections depend upon your local interpretation. Most Commanders hold annual elections, but elections may be every two years. Regardless of when held, the results of elections must be communicated to the Commander-General, Secretary-General, and Quartermaster-General, who publishes updates to the National and Commandery Staff Rosters.

Commandery Records:

All Commanderies are encouraged to keep records of all meetings, special events, awards activities, membership and financial records. The Historian-General is to be informed and shall receive copies of all records maintained by each Commandery.

Commandery Meetings, Events, and other Official Gatherings:

Commandery shall determine how often the Commandery meets (every month, quarterly, semi-annually, or annually). Location shall be as available and agreed upon by members of the Commandery, but it is recommended that if military or Federal rent-free facilities are available, they should be used, e.g. Officers Clubs, NCO Clubs, etc.

Commandery Participation in National, State, and Local Events:

Commanderies are encouraged to actively participate and support national events in your location, most assuredly the MOFW Biennial Conventions. State and local events are equally encouraged, and university and colleges should be encouraged to afford military history presentations by MOFW members.

Commandery Newsletters:

Commandery Newsletters, either hard-copy or electronic, are equally desirable and most efficient in creating a sense of belonging to a vibrant and active order.

Commandery Input to National Newsletter:

There should be a semi-annual requirement for all existing Commanderies and forming Commanderies to provide input to the National Newsletter. The Newsletter is our most

effective, best regarded and received organ of information, and most valuable tool offering the widest communication nationwide of what is going on in the MOFW.

Commandery Dues, Head Taxes, and Annual Solicitations for Support:

Commanders are responsible for collecting Head Taxes and annual dues as prescribed by each Commandery and ensure the normal Head Tax for each member of the Commandery is forwarded to the Treasurer-General as dictated by the MOFW Constitution. Collection of and forwarding the Head Tax on an annual basis is not optional, and repeat offender Commanderies shall be subject to National penalties.

Establishing the State Commandery:

The Constitution is the guideline for this and currently the Commander-General is personally monitoring and guiding this process. This has resulted in the recent establishment of five new Commanderies and the revitalization of two additional Commanderies. We are also in the process of organizing many more.

Commandery By-Laws:

These are optional, as the Constitution currently serves as our guideline. If a Commander/Commandery chooses to implement by-laws, these should be coordinated with the Secretary-General, who may involve other National Officers.

Commandery Equipment:

All Commandery equipment (flags, recording equipment, a/v equipment, etc.) must be accounted for and documented and maintained by the Commandery Secretary, regardless of source (purchased or donated).

Commandery Suggested Meeting Format:

Each Commandery may conduct meetings as desired. Suggested format includes:

- Call to Order by Secretary
- Pledge of Allegiance by Secretary or Commander
- Invocation by Chaplain or other member
- Administrative Meeting by Secretary/Commander
- Introduction of Guest Speaker with Photo Op and Certificate for Speaker
- Closing Remarks by Secretary/Commander
- Benediction

Commandery Funerals:

The Order has developed an MOFW Memorial Certificate that can be presented to the family of an MOFW Companion who has deceased. Such events are touching and can be very uplifting to the family members if a number of MOFW Companions stop by to pay

their last respects to a fellow Companion and present the family with our Certificate. Such Certificates are available from the Secretary-General.

Commandery Implementation of the MOFW Strategic Plan:

Commanders are encouraged to select items from the Strategic Plan for implementation. Monitor progress and report said progress to the Secretary-General on a quarterly or semi-annual basis. Attempts to implement this plan will assist each Commandery and the Order in general in attaining new goals for the Order.

Commandery Recruiting Efforts:

General membership and the creation of new Commanderies in all states of the union remain the highest priority of the Order. All serving members of the military, in any category are eligible. Use the website (www.mofwus.org or www.mofwus.com) as a source for all applicants to be informed about the MOFW. Coordinate applicants from states with no Commanderies with Commander-General Lindenau (770-558-1022)

Utilization of MOFW Certificates:

This O&FM contains a number of MOFW Certificates that may be locally produced by Commanderies and signed by the Commander. This is encouraged since it will further personalize these documents to the actual Commandery to which the Companion is assigned. Should the Companion desire to purchase a formal MOFW Diploma, please see the information contained in Chapter 11, herein.

State Commandery Seals:

Some Commanderies have apparently adopted their own State MOFW Seal for use at the Commandery level on State Commandery documents. While this certainly demonstrates that Commandery's initiative; however, a reminder is in order that said seals shall not be used for National-Level MOFW Documents.



CHAPTER 8: MOFW SEAL

The Seal of the Order shall be as follows:

Within a title scroll surrounded by bullets, and bearing the inscription, "Military Order of Foreign Wars of the United States," clouds proper, charged with thirteen stars argent above and about a shield, per pale gules and azure, bearing four swords, two in bend, two in bend sinister, meeting at nombril point proper, upon a chief embattled or, an eagle issuant displayed sable; the shield surmounted as a crest by a mural circlet or, an arm in armor embowed, the hand holding four thunderbolts proper. Motto: *Deus et Libertas* between the date "1894."



The Official Seal (embosser) shall be maintained by the sitting Secretary-General of the Order.

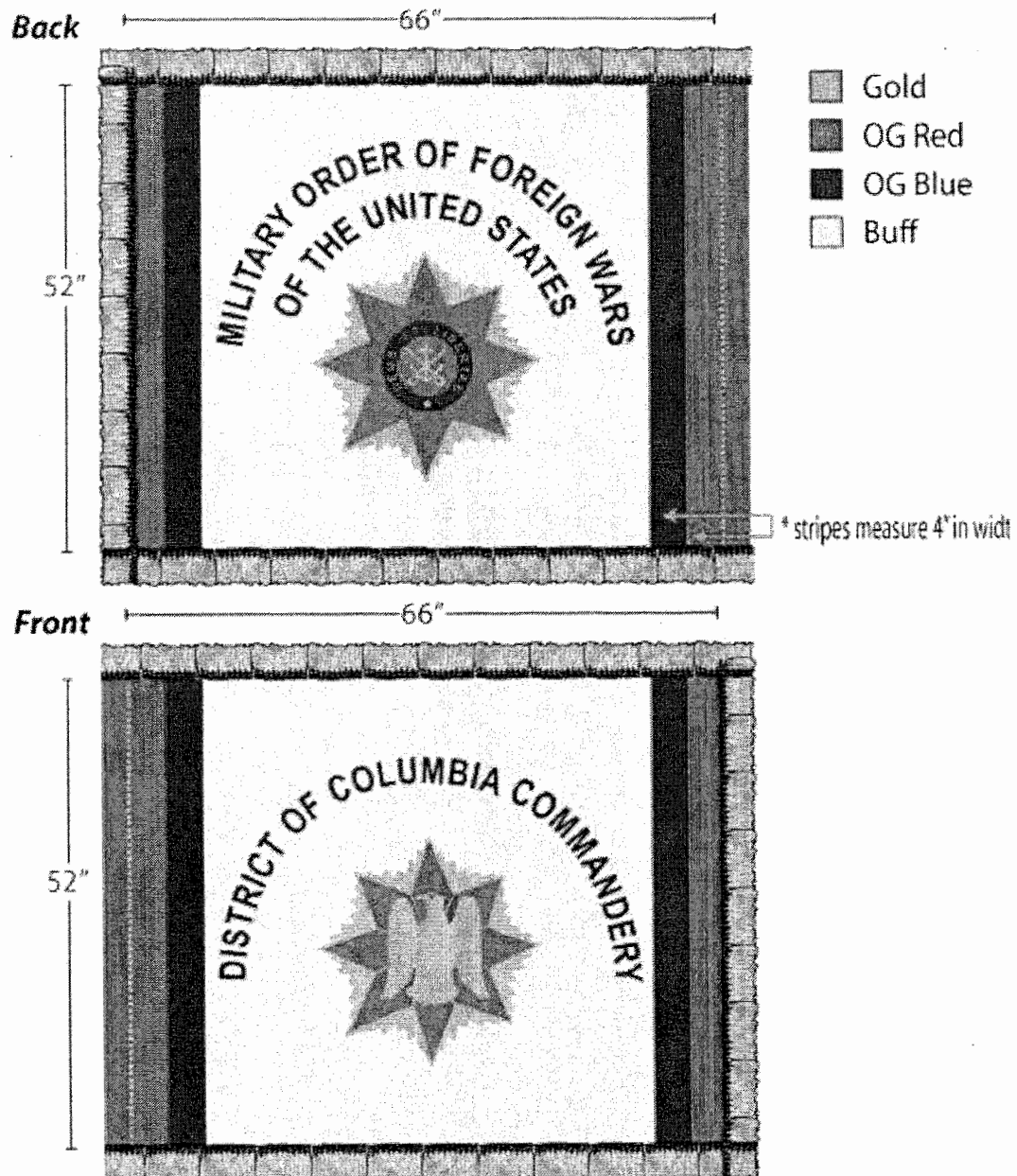
CHAPTER 9: MOFW FLAGS

National Commander-General's Flag: A separate and distinctive flag was approved by the 50th Convention in 2011 for the exclusive use of the Commander-General of the Order. These colors shall be transferred to each Commander-General as they assume command of the Order. The Colors shall be transferred during a Change-of-Command type of ceremony to be conducted at the Formal Reception on the last night of future Conventions. The incoming Commander-General shall be required to sign a Property Hand Receipt for the Colors, the 8 foot two-piece oak pole, brass Army spear point finial, brass finished flag stand, flag spreader, gold nylon tassel set, and carrying case.



Commandery Flag :

The flag of the Order shall consist of the colors of the Order arranged vertically, as in the ribbon of the Order, the Insignia being superimposed in the center. The face of the flag bearing the obverse of the insignia is surmounted by the name of the Commandery in a semi-circle. The back of the Flag to show the reverse of the Insignia surmounted by the lettering MILITARY ORDER OF FOREIGN WARS in semi-circle, and surmounting the lettering OF THE UNITED STATES, in two lines.



Standardized Flag Equipment: As also authorized by the 50th Convention in 2011, all Commandery Flags shall be properly and uniformly displayed. All newly purchased flags shall be purchased with the following standardized equipment:

Pole: 8' x 1 1/4" oak 2 piece staff with brass fittings

Stand: Liberty Gold - 15 lbs

Finial: 7" Spear Army Brass

Spreader: Brass style flag spreader

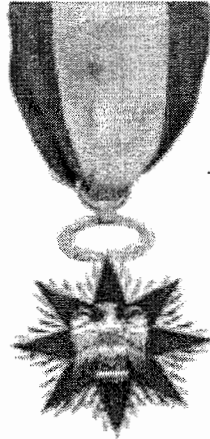
Carrying Case: Vinyl

Note: At a number of past Conventions, the flag poles/staffs used were actually abysmal. Consequently, a request was made of the National Convention to standardize the type and size of equipment used to display the MOFW colors. This request was approved.

The flags of the Order, together with the National Colors, should be displayed together at all occasions of MOFW ceremonies. When the National Commander-General is present at such ceremonies, his Colors shall also be displayed.

CHAPTER 10: INSIGNIA AND AWARD MEDALS OF THE ORDER

The Insignia of the Order shall be pendant from a ribbon by a gold ring, and wreath of chased gold, and shall be:



Obverse: A red enameled star of eight points, each starpoint edged and divided by a line of gold; and between each two star-points, rays of burnished gold, joined, and ending in a point; and in the center of an eagle raised and chased gold with extended wings.

Reverse: Stars and rays the same. In the center within a circular band of blue enamel, edged with gold, and bearing in gold the motto: Deus et Libertas, an anchor and cross swords upon a field of red.

Ribbon: The ribbon shall be of watered silk, ribbed, one inch and one-half in width, and one inch and one-half in displayed length, of buff, bordered with blue and edged with red; the border and edge to be respectively one-eighth of an inch in width.

The insignia shall be worn by the Companions of the Order on all occasions when they assemble as such, for any stated purpose or celebration, and may be worn on any occasion of ceremony. It shall be worn conspicuously on the left breast; but Veteran Companions or Companions who are or have been officers may wear it suspended around the neck. The insignia shall never be worn as an article of jewelry, nor except in the manner and under the conditions herein prescribed; but that the ribbon may be worn in the form of a bar, not to exceed the width of the ribbon in length of one-quarter inch in depth upon the uniform of the Armed Forces of the United States and of the National Guard or Naval Militia when allowed by the regulations of the respective Armed Forces or of the National Guard or Naval Militia unit in question.

No Companion shall receive more than one insignia, unless to replace one the loss of which shall first be satisfactorily established.

On occasions as hereinbefore designated, except meetings for a stated purpose, Companions to whom the insignia has been issued may wear a miniature insignia, which shall be a duplicate in miniature of the insignia, with ribbon, and which shall be worn

under the conditions prescribed for the wearing of the insignia, but only upon the left breast or at the button-hole.

On conditions other than those above set forth, Companions may wear a rosette of the prescribed ribbon and pattern, in the upper button-hole of the left lapel of the coat, or a miniature ribbon extending from the button-hole and turned under the lapel of the coat.

Past Commander-General's Badge:

Upon successful completion of the term of office, the Commander-General, MOFW US, is eligible to receive and wear a Past Commander-General Badge. Because two versions shall exist (a neck ribbon version and a breast star version in development at this writing) the Quartermaster-General must be advised which type is requested. The badge is available only from the MOFW Quartermaster-General.

Eligibility for this badge is defined as completion of two years as Commander-General, or inability to complete the term of office because of death, or medical, or other family matters, which auger against remaining in office. If any of the aforementioned or other issues cause termination of office, a National Council determination may be called by the ranking General Officer, should questions about eligibility arise.

Award of the Past Commander-General Badge shall not be made for removal from office, as stipulated in the current MOFW Convention, as amended in 2011.

Breast Star Badge for National Officers (other than Commander-General):

All National Officers, both elected and appointed, shall be eligible for purchase of a breast star recognizing their service as a former National General Officer. This includes the Senior and Junior Vice Commander-Generals, inasmuch as these officers shall eventually receive the Past Commander-General's Badge of their choice, the Breast Star Badge for National Officers may not be worn after receipt of the Past Commander-General Badge. The Past Commander-General Badge shall be available only from the Quartermaster-General.

The Breast Star Badge for National Officers is currently under design and once produced will be available, again through the Quartermaster-General. This information shall be made available as the process matures and the Order approves the design.

Eligibility for purchase of the Breast Star Badge by National Officers is successful completion of a minimum of one year of the normal two year election/appointment, unless death or medical/personal reasons preclude fulfillment of the full term of office. If issues of eligibility arise, a National Council meeting may be called.

The Breast Star for National Officers shall not be sold to Officers removed from office in accordance with guidelines in the current MOFW Constitution.

50th Convention Medal:



This medal was struck to commemorate the 50th Biennial Convention in Washington, DC in May 2011. It was provided to members of the Order who registered as attendees of the Convention.

As a commemorative medal, it shall be worn after the MOFW membership insignia.

It is also available to medal collectors from the Order's Quartermaster-General.

Newly Approved MOFW Personal Awards:

The newest medal of the Order, consists of a single medal design. The degree or level of the medal is changed by the addition of a different appurtenance to the basic medal.

1. The **Gold Distinguished Service Medal**, to be awarded by vote of the Order in Convention, of the National Council, for distinguished service to the Order involving accomplishment(s) of great significance. (A Gold Star is affixed to designate this level award.)
2. The **Silver Exceptional Service Medal**, to be awarded by the Commander-General, for exceptional service to the Order involving accomplishment(s) of importance to the Order but not of such a nature as to warrant award of the Distinguished Service Medal. (A Silver Star is affixed to designate this level award.)
3. The **Bronze Meritorious Service Medal** awarded by the Commander of a Commandery after a vote by that Commandery's Council for accomplishment(s) of importance to that Commandery. (This level award is represented by the basic medal set without any appurtenances.)



Basic Medal
Meritorious Service

Medal w/Silver Star
Exceptional Service

Medal w/Gold Star
Distinguished Service

General Guidance Regarding New Medals:

1. **GENERAL:** The Order in Convention (50th Biennial Convention-2011) approved the establishment of three new personal decorations for members of the MOFW. Accordingly, recommendations for any of these awards *may not* pre-date the 2011 Convention in Order as that was the date of establishment of these medals.

Members of the Order and specifically the Commanders and Senior National Staff shall ensure that each award recommendation contains meaningful substantiation of service/achievement to the Commandery/Order for each award recommended.

Citations shall be designed by the Secretary-General and shall be made available to all Commanderies in electronic format for local use. The same general Citation shall be used for all levels of these awards with the difference being the Medal imprinted thereon. Citations will normally be printed on paper of substantial quality and presented to the recipient in an appropriate folder and/or framed by the Commandery. Each presentation shall include one complete medal set (Full-sized Medal, Miniature Medal, and Ribbon Bar). Medal sets may be obtained only from the Quartermaster-General.

All presentations of these medals shall be in keeping with the types of ceremonies traditionally held within the military services. Whenever possible, the medal should be presented at a Commandery Meeting or other MOFW function. The event should be photographed, and a digital copy of the photo transmitted with a short write-up to the Editor of the MOFW Newsletter. This will demonstrate throughout the Order that this organization is now capable of recognizing its Companions for the myriad support they provide to their Commanderies.

Notification of the Ceremony shall be made to the Editor of the MOFW Newsletter for maximum publicity within the Order. Also, notification is required to the Order's Quartermaster, thereby facilitating the further purchase of these medals by recipients if they need additional copies (for their shadow boxes, medal arrays that they may wear, etc).

Purchase of the medals by collectors and those of the Order who just want a copy of the medal *shall not be permitted* unless they are a recipient of the medal first. This is indeed a necessary control factor built into our system.

Commanderies and/or National Staff Officers recommending Companions for receipt of one of these awards shall create a Memorandum for Record (MFR) explaining why the award is being recommended. A copy of the MFR shall be presented to the recipient and the Original maintained by the Commandery or the Secretary-General. Copies of all such awards shall be sent to the Historian-General for permanent record-keeping.

1. MOFW MERITORIOUS SERVICE MEDAL: This award is presented for long/short - term Achievement/Service that merits singular recognition to the Commandery presenting the award. This is not a length of service award, but warrants distinguishable contribution to the Order, normally at the Commandery level.

Further, and in order to maintain a degree of flexibility within the Order, the Commander-General, Senior Vice-Commander General, Junior Vice-Commander-General, and Secretary-General may award this level award for actions resulting in significant benefit to the Order. Other National Staff Officers may recommend award of the MOFW Commendation Medal to either the Commander of the Commandery to which the Companion belongs or to one of the senior National Staff Officers who have the authority to award this medal. All such recommendations must conform to the requirements for the preparation, presentation, and publication of the award.

Of additional significance is the fact that the MOFW Meritorious Service Medal is the only personal award that may be awarded to others who are not members of the Order. In order to provide the greatest deal of flexibility with this particular medal, the Order encourages its award to well deserving local/non-MOFW personnel who perhaps donate items, money, facilities, and/or services, etc. to the Order. In each case, the same MFR must be prepared and a similar presentation ceremony conducted. These types of activity will provide great publicity for the Commandery, the Order, and certainly for the Recipient. Consideration should be given to ensure such events are made known to local Public Affairs type coverage within the community supporting the Order. All such activities shall be made known to the Editor of the Newsletter, the Quartermaster General, and the Historian-General.

This is the only award that may be awarded to a non-MOFW individual for service to or in support of the Order.

2. MOFW EXCEPTIONAL SERVICE MEDAL: Commanders, and/or members of the National Staff may recommend MOFW Companions for this award only when the individual's service/achievement impacts the entire Order. The recommendation, containing the specific service/achievement, will be presented in writing to the Commander-General who, in-turn may approve the award.

Presentation of the MOFW Exceptional Service Medal (with Silver Star Device) shall normally be presented by the Commander-General. The written recommendation and a copy of the Citation will be maintained by the sitting Secretary-General and copies forwarded to the Quartermaster-General and Historian-General for permanent record-keeping. Efforts to publicize such awards shall be maximized by the Editor of the MOFW Newsletter.

This level of award may not be presented to non-MOFW individuals.

3. MOFW DISTINGUISHED SERVICE MEDAL: Commanders, and/or members of the National Staff may recommend MOFW Companions for this award only when the individual's service/achievement impacts the entire Order and constitutes clearly distinguished service to the Order. MOFW Companions may also be awarded this level award for acts of heroism and/or valor.

The recommendation, containing the specific service/achievement, acts of heroism and/or valor, will be presented in writing to the Commander-General who, in-turn shall recommend approval/disapproval of the award to the National Council.

Upon appropriate vote of the National Council, the presentation of the MOFW Distinguished Service Medal (with Gold Star Device), the Order's highest individual award, shall normally be presented by the Commander-General in the name of the National Council.

The written recommendation, a copy of the Citation, and results of the vote of the National Council will be maintained by the sitting Secretary-General and copies forwarded to the Quartermaster-General and Historian-General for permanent record-keeping. Efforts to publicize such awards shall be maximized by the Editor of the MOFW Newsletter.

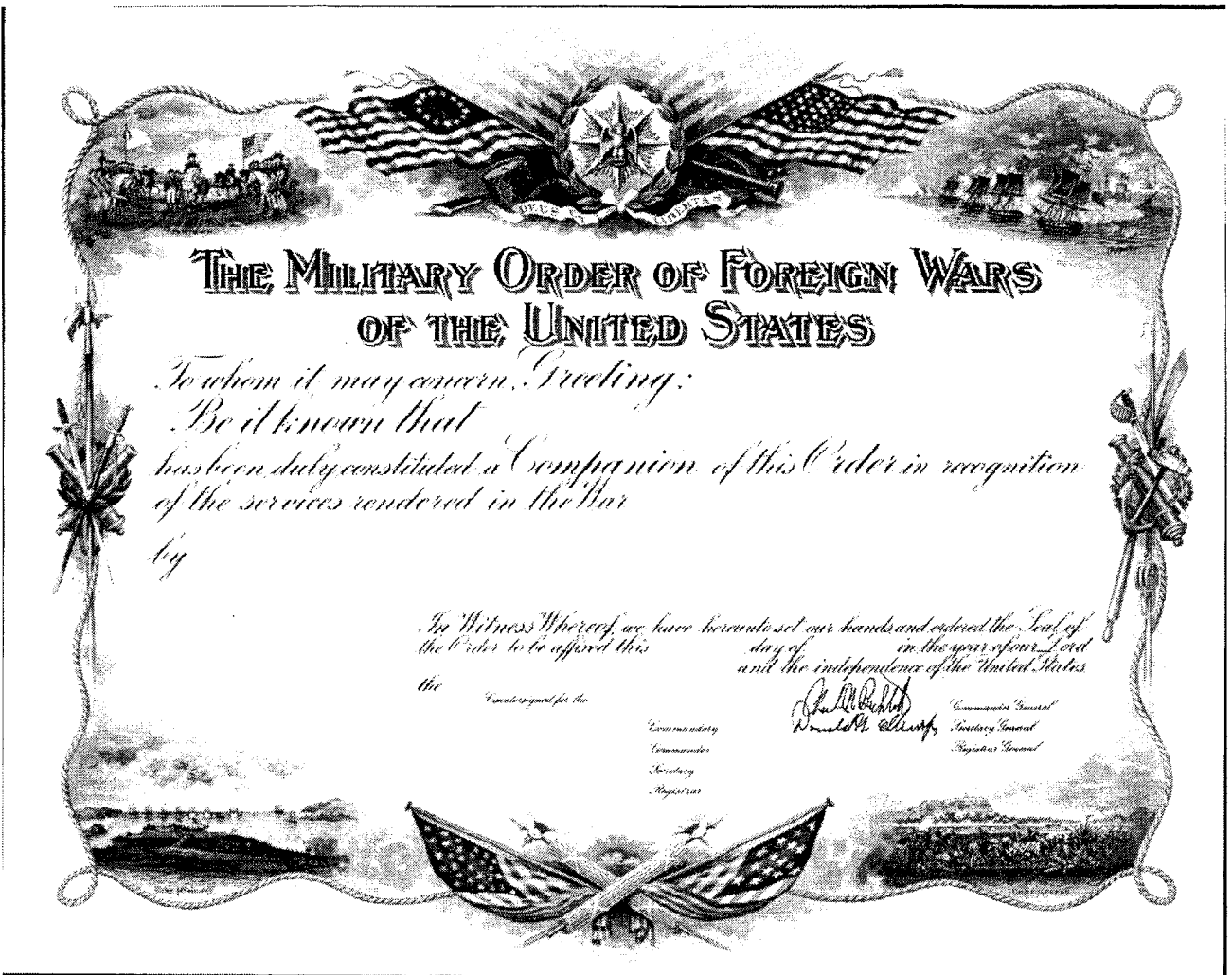
This award may not be presented to non-MOFW individuals.

4. ORDER OF PRECEDENCE OF THESE MEDALS: As these medals are awarded, following is the Order of Precedence in which they shall be worn:

- o The medals described above shall be worn *before* the Order's Service Ribbon (which essentially is the Membership Medal/Ribbon for the MOFW).
- o Should the Companion have one each of the medals described above or any combination thereof, they shall be worn in the order of the highest decoration first (i.e. Distinguished Service Medal (with Gold Star Device), Exceptional Service Medal (with Silver Star Device), Meritorious Service Medal (medal with no device) *before* the Membership Ribbon.
- o Other MOFW decorations (Convention Medals) shall be worn in the order of their issuance after the personal awards and after the Membership Medal/Ribbon described above.

CHAPTER 11: MOFW DIPLOMA

The Diploma of Companionship in the Order shall be in such form and shall be signed by such General and State Commandery Officers as the National Council may from time to time prescribe. Each State Commandery is authorized to issue to each Companion upon admission, a suitable Diploma or certificate, evidencing his Companionship in the Order.



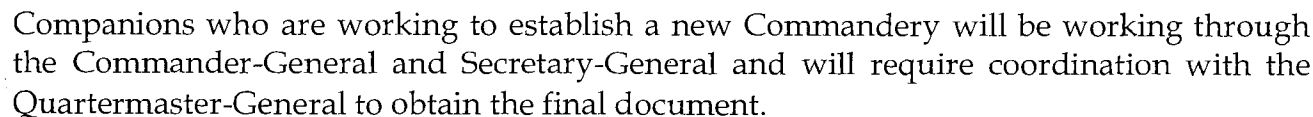
Companions who wish to have a copy of the above MOFW Diploma personalized with their name should contact the Quartermaster-General for further information and pricing:

By snail mail at: Ronald R. Sommer, 2516 Bauernschmidt Drive, Baltimore, Maryland 21221-1738

By e-mail at: ronsommer@earthlink.net

By Phone and/or Facsimile at: (410) 391-6687

When a new Commandery is formed by an Organizing Secretary and the proper number of qualified members have been admitted for membership, the Organizing Secretary, working with the Commander-General and the Secretary-General shall provide said names for inclusion on the newly Chartered Commandery. The Organizing Secretary shall also provide an accurate listing of the chartered members of the new Commandery which shall appear on the new Charter.



By e-mail at: ronsommer@earthlink.net

29

CHAPTER 13: MOFW CERTIFICATES

The following MOFW Certificates are available to the membership of the Order and in order to facilitate same, these may be produced by the local Commanderies and presented to the members with the signature of the local Commander. They should be printed on a color printer and should be done on a fine quality of paper that is either parchment in style or light beige in color. While this is basically up to the local Commander, the point is that the Order wishes to present a quality product that is either framed when presented or encased in a document cover of substance thereby making the recipient feel honored with the presentation.

Following is the list of MOFW Certificates presently available with facsimiles available in the Appendices of this document for copy and local production:

APPENDIX C: MOFW Certificate of Appreciation

APPENDIX D: MOFW Membership Certificate

APPENDIX E: Certificate Honoring a Fallen/Deceased MOFW Companion

CHAPTER 14: MOFW ROTC AND JROTC AWARDS PROGRAM

General: The Military Order of Foreign Wars of the United States (MOFW) Awards Program was instituted by resolution at the 11th MOFW National Triennial Convention and was primarily concerned with presentations at the US Military Academy and the US Naval Academy. The first awards were made in 1929. The US Coast Guard Academy was added to the program in 1941, followed by the US Air Force Academy in 1957, and the US Merchant Marine Academy in 1999. During the late 1920s and 1930s resolutions were made to support and encourage the Citizens Military Training Corps (now defunct) and the Reserve Officers Training Corps (ROTC) movements throughout the country. This gave rise to the awards of medals by resolution of the 1973 Convention by which state Commanderies could select and present ROTC medals. With the increase in interest of Junior ROTC in high schools, these programs were included in the MOFW Awards Program.

Medals: The MOFW issues two ROTC/JROTC Medals – **Silver for Academics** and **Bronze for Leadership**. The medal is a circular medal containing the Seal of the Order and is suspended by a ribbon of the Order's colors. The reverse side of the medal is blank and may be used to inscribe the recipient's name and presentation date. The medal is also presented with a MOFW service ribbon and, beginning in 2008, is accompanied by a copy of the History of the Order. A ROTC/JROTC Certificate (ROTC MERITORIOUS SERVICE AWARD) is available to accompany the medal. All items are carried in stock by the Order's Quartermaster-General.

Selection of Schools and Presentation Criteria:

(1) Selection: The selection of which university, college, and/or high school to support is left to the discretion of the presenter or presenting organization (i.e., state Commandery, individual donor, ROTC/JROTC Staff, etc.).

(2) Presentation: Since every university, college, and/or high school is "unique", the presentation criterion (who shall receive the award) is again left to the presenter and/or presenting organization.

The National MOFW does not have any requirements for presentation other than the Silver Medal is presented for Academic excellence and the Bronze for exceptional Leadership.

Cost: The cost to support the ROTC/JROTC Program is the responsibility of the state Commanderies, the school and/or individual benefactors.

ROTC/JROTC Medal \$ 25.00

ROTC/JROTC Certificate \$ 2.00

Publication entitled: "History of the Order". No cost when accompanying a medal.

Otherwise \$ 13.00*

* Price includes mailing/shipping

How to Order: Send a check or money order, payable to "Treasurer-General, MOFW" to –
QM-G Ronald R. Sommer
2516 Bauernschmidt Drive
Baltimore, Maryland 21221-1738

OR Visit the Order's web site (www.mofwus.org), go the Quartermaster's Store Link, and use the pre-printed Order Form.

In addition:

1. Make sure you specify the medal you want: (Silver or Bronze)
2. The number of each medal you wish to order.
3. The name of the college, university and/or high school where the presentation will be made.
4. Name and mailing address of the individual placing the order (along with any additional instructions).

For Addition Information and/or Questions:

You may contact the Editor in the following ways:

By snail mail at: Ronald R. Sommer, 2516 Bauernschmidt Drive, Baltimore, Maryland 21221-1738

By e-mail at: ronsommer@earthlink.net

By Phone and/or Facsimile at: (410) 391-6687

CHAPTER 15: ACADEMY/UNIVERSITY AWARDS

According to MOFW records, following are the Service Academies and Universities where the Order sponsors and pays for awards:

<u>ACADEMY/UNIVERSITY</u>	<u>AWARD GIVEN</u>	
USAFA	Bronze Eagle Statuette	\$400
USCGA	Wrist Watch	370
USMA	Crossed Saber Plaque	220
USMMA	Wrist Watch	242
USNA	Wrist Watch and Plaque	215
The Citadel	Framed Collage Print of the Campus	45
Norwich University	Wrist watches	145
VMI	Navy (Leatherman) Marine (K-Bar knife)	130
Texas A & M	Approve for but not yet in the program	

Please be advised that Treasurer-General, Dan McCall has been coordinating these awards programs and some may have changed.

CHAPTER 16: NEWSLETTERS

The Editor of the MOFW Newsletter is Ron Sommer, Past Commander-General and current Quartermaster General. Ron is currently assigned to the Maryland Commandery and is a member of the National Council of the Order. He publishes the Newsletter 4 times per biennium.

The Newsletter is an excellent publication and is published in the months of January and June respectively. Articles and information for publication are due by 15 December for the January issue and 15 May for the June issue. These dates may vary by a day or two depending on when the 15th falls in the month in question.

As for format, the Editor has advised that is very flexible and will accept information, suggested articles, photos, etc., in any format used by the sender. He will receive information for publications via FAX, email, "snail mail", and even hand-carried at times. He is not real strict about format or how it is sent in since he believes that setting "rules" may inhibit/prevent some folks from participating. Therefore, he has advised that he can take information in any format and any communication means and roll the information into the newsletter.

From the MOFW Headquarters point of view, we would like to see articles regarding news from the various Commanderies that contains any kind of information regarding your meetings, special events, special awards to members of the various Commanderies and any information regarding the Commanderies participating in National, State, and Local events. Pictures of these events are always a plus. We are also interested in any special activities regarding Commandery relatives.

Additionally, we also really need to be advised when Companions of the various Commanderies' pass away or are ill for any prolonged period of time. After all, the MOFW is about our Members.

You may contact the Editor in the following ways:

By snail mail at: Ronald R. Sommer, 2516 Bauernschmidt Drive, Baltimore, Maryland 21221-1738

By e-mail at: ronsommer@earthlink.net

By Phone and/or Facsimile at: (410) 391-6687

CHAPTER 17: NATIONAL WEBSITE AND COMMANDERY WEBSITES

The Webmaster-General and Deputy Webmaster-General are responsible for managing the MOFW website.

Specific guidance regarding addition of Commandery-specific websites to the National Website shall be addressed to one of these officers for assistance.

Recommendations for modifications, changes, or upgrades may also be addressed to one of these officers.

CHAPTER 18: MOFW STRATEGIC PLAN

At the 50th National Convention in 2011, the first MOFW Strategic Plan was introduced and approved by the Order in Convention. The Strategic Plan provides strategic planning goals for the Order and its Commanderies,

APPENDIX F. MOFW Strategic Plan

CHAPTER 19: RECRUITING

Recruiting is the responsibility of every member of the MOFW and this should be a function that is continuously on all Companions minds.

As new Companions are approved for membership, the MOFW officer assisting that Companion with his/her membership should always ensure that the new Companion is fully aware of our Hereditary Memberships.

There are currently Companions of the Order who have enlisted many members of their personal families as Hereditary Members of the Order.

If the Order is to continue to grow, we all must be actively involved in this crucial effort to enhance the overall membership of the Order.

CHAPTER 20: MOFW CONVENTION MANUAL

This manual was originally issued in 1972 and then updated in 1997. For those Commanderies and Officers of the Order who are involved in the planning of a National Convention, it is a **MUST HAVE** document!

APPENDIX G: MOFW Convention Manual

APPENDICES

The documents assembled herein are those that will assist any Commandery or its Officers and Members in better administering their individual programs. Some of these documents are voluminous; therefore, we have chosen to provide you with a source of them and it will be up to you to acquire them and complete your Organization and Functions Manual (O&FM) locally.

APPENDIX A: Constitution of the MOFW (as amended in 2011)

APPENDIX B: History of the First One Hundred Years of the MOFW

APPENDIX C: MOFW Certificate of Appreciation

APPENDIX D: MOFW Membership Certificate

APPENDIX E: Certificate Honoring a Fallen/Deceased MOFW Companion

APPENDIX F: MOFW Strategic Plan

APPENDIX G: MOFW Convention Manual

APPENDIX H: MOFW One-Page Information Paper

APPENDIX I: Accepted Customs and Practices for Dress and Insignia of Societies

APPENDIX J: Insignia of the Society of Cincinnati

APPENDIX K: Order of Precedence for the Wear of Medals on Formal Civilian Evening Dress (Including Wear on Tuxedos)

APPENDIX L: Roster of Past Commanders-General

APPENDIX M: 2011 National Council Members

APPENDIX N: 2011-2013 National Staff

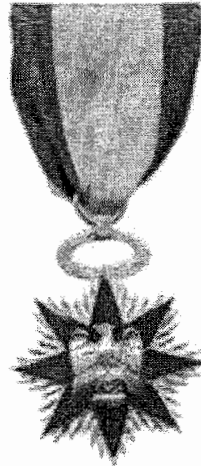
APPENDIX O: Currently Chartered Commanderies

APPENDIX A: Constitution of the MOFW (as amended in 2011)

May be acquired from the Secretary-General, Quartermaster-General, or found on the Website.

APPENDIX B: History of the First One Hundred Years of the MOFW

May be acquired from the Secretary-General, Quartermaster-General, or found on the Website.



*Military Order of Foreign Wars
Of the United States*

THE OFFICERS AND COMPANIONS
HAVE AUTHORIZED PRESENTATION OF THIS
CERTIFICATE OF APPRECIATION
TO
(ENTER NAME HERE)
IN RECOGNITION OF OUTSTANDING SERVICE IN
PROMOTING THE PURPOSES OF THE ORDER.

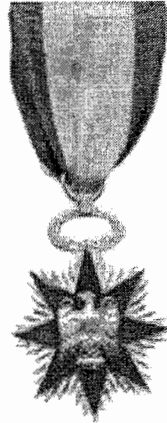
Dr. Orfeo Trombetta Jr,
Commander, DC Commandery &
Secretary-General

Wulf R. Lindenau,
Commander-General, MOFWUS

6 September 2011

Date

**APPENDIX D: MOFW
Certificate of Membership**



**Military Order of Foreign Wars
Of the United States**

BE IT KNOWN THAT

ON THIS DATE COMPANIONSHIP WAS DULY CONFERRED UPON

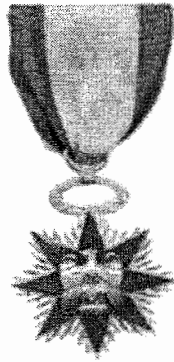
(Enter Name Here)

The Military Order of Foreign Wars of the United States was instituted on 27 December 1894 to honor and perpetuate the names of brave and loyal men; to keep in the mind the memory of their martial deeds and the victories which they helped to gain; to strengthen the ties of fellowship among the Companions of the Order; to foster the cultivation of Military and Naval Science; to bear true allegiance to the United States of America; and, to aid in maintaining National Honor, Union and independence.

6 September 2011

**Wulf R. Lindenau
Commander-General**

**Orfeo Trombetta Jr, PhD
Secretary-General**



**APPENDIX E: MOFW
Memorial Certificate**

**The Military Order of Foreign Wars
of the United States**

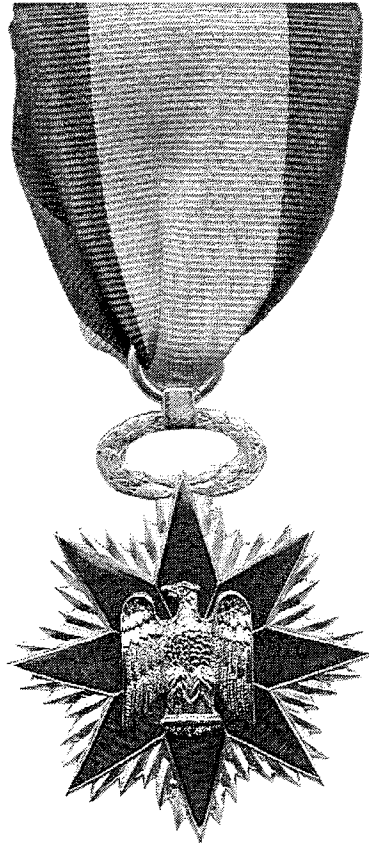
Honors the Memory of
(Enter Name)
Colonel, USA, Retired

(Enter Date Born –Date Died)

This Certificate is awarded in grateful acknowledgement
and recognition of (Enter Name)
unswerving devotion to duty
and selfless dedication to the service of our Nation
in the U.S. (Enter Service) and the
Military Order of Foreign Wars
of the United States.

Wulf R. Lindenau
Commander General, MOFWUS

Orfeo Trombetta Jr
Secretary General, MOFWUS &
Commander, DC Commandery



**Military Order of Foreign Wars
Of the United States**

**STRATEGIC PLAN
2011-2015**

Message from the Commander-General



Military Order of Foreign Wars
Of the United States
Office of the Commander-General

1 May 2011

As we move forward in the 21st Century, I believe that we need a structured plan to move the Order forward. Accordingly, I have determined that we need a formal Strategic Plan. An MOFW Strategic Plan will serve many useful purposes. It will provide formal Goals and Objectives to all Members of the Order and will assist all of us in enhancing the role of the Order nation-wide.

For the few years I have been honored to be a member of the Military Order of Foreign Wars, my focus has been on being as innovative and creative as possible in order to stimulate recruitment and interest in the Order. Inasmuch as there has been no formal strategy, I dabbled in this and that – hoping the results will achieve what was necessary to see the Commandery I belong to (and the Order as a whole) grow. Some approaches worked others did not.

Now that I am charged with the responsibility of being the Commander-General of this distinguished Order, the many positive directions we all acknowledge we should move towards are no longer a “wish list”, but a categorical imperative – and having a formal MOFW Strategic Plan, which is understandable and achievable, is certainly a road map the Order needs.

This Strategic Plan is a working, living document, which shall be modified and amplified as appropriate, when appropriate – and will hopefully be used and updated long after our Order has accepted it. I truly believe that the key to this plan will be the implementation of its Goals and Objectives by all of the Commanders and other senior officers of the Order. *We must do this together in order for the MOFW to flourish and move forward in the 21st Century!*

The most important aspect of the Strategic Plan is acceptance and implementation by the Order as a whole, and I humbly ask that you join me in so doing.

WULF R. LINDENAU
Commander-General

Table of Contents

Introduction

The Strategic Planning Process

Values

Mission and Vision

Goals and Objectives

Implementation

Summary

Current Administration

Introduction

The **Military Order of Foreign Wars of the United States (MOFW)** is one of the oldest veterans' and hereditary associations in the nation with a membership that includes officers and their hereditary descendants from all of the Armed Services. Membership is composed of active duty, reserve and retired officers of the United States Armed Services, including the Coast Guard, who have served during one of the wars in which this country has engaged and/or is engaged.

The Seven Purposes of the MOFW are to:

- Honor and perpetuate the names of brave and loyal men and women.
- Keep in mind the memory of their martial deeds and the victories which they helped gain.
- Strengthen the ties of fellowship among the Companions of the Order.
- Foster the cultivation of military and naval science.
- Bear true allegiance to the United States of America, based upon a paramount respect for, and fidelity to, the National Constitution and laws.
- Aid in maintaining national honor, union and independence.
- Foster and encourage the study of American history and particularly of American Military history, to the end that the memory of brave men and women may freely be enshrined and that we and our children may learn from the past to formulate sound policies for the present and future.



The Strategic Planning Process

In order to initiate the Strategic Planning Process, the Commander-General initially selected those Commanderies located closest to the DC Commandery to participate. The Companions who participated were the Commander-General, the Secretary-General, the Senior Vice-Commander-General representing the Rhode Island, Maryland, District of Columbia and Virginia Commanderies. Other Past Commanders-General were also invited but could not make the trip.

Developing and implementing the MOFW Strategy for the 21st Century will be accomplished through a formal five phase process.

In the first phase, the MOFW conducted an assessment of the MOFW Program – where it has been and where it is now. This assessment included an analysis of strengths, barriers to success, and program areas for improvement.

In the second phase, using the collective participation and input from key MOFW members, the current leadership developed the key essential elements contained in this Strategic Plan – Values, Mission, Goals, and Objectives. This will be presented to the National Council in Convention in May 2011.

In the third phase, the MOFW will disseminate the plan throughout the national MOFW Order. The current leadership will ensure buy-in to the strategy through understanding of its contents, and involvement of everyone in its implementation.

The fourth phase is implementation. The MOFW will implement this plan year-by-year – establishing priorities, assigning responsibilities, developing milestones, and establishing annual targets and performance outcomes for each element of the Order.

In the fifth phase, evaluation, the MOFW will regularly (at least annually) re-look and re-evaluate how the Strategic Plan has accomplished the goals, and re-set vectors for the future.

Values

The personnel involved in the operations and management of the MOFW embrace the basic values of the Order as originally established. These values are uniquely adapted to the MOFW Companions engaged nationwide and internationally in the Order's activities.

People: Our greatest strength is the MOFW members – enabled through proactive, tenacious, and innovative leadership and practices.

Service: Providing selfless service to America and her veterans.

Honor: Carrying out the MOFW mission with uncompromising integrity.

Truth: A never ending quest to seek and uncover the truth.

Justice: Faithful execution of the MOFW mission with strength, fairness, and compassion according to the Constitution.

Courage: Demonstrating both moral and physical courage in the execution of the MOFW mission.

Valor: Persevering against adversity, pain and threat, in order to protect America and partner nations.

Loyalty: Unwavering dedication to the MOFW and its mission.

Teamwork: Achieving national and international cooperation towards our common goal.

MISSION

(Issued in 1994)

The Order was instituted to honor and perpetuate the names of brave and loyal men; to keep in mind the memory of their martial deeds and the victories which they helped to gain; to strengthen the ties of fellowship among Companions of the Order; to foster the cultivation of military and naval science; to bear true allegiance to the United States of America, based upon a paramount respect for, and fidelity to, the National Constitution and laws; and to aid in maintaining national honor, union, and independence.

It is also a prime purpose of the Order to foster and encourage the study of American military history to the end that the memory of brave men and women may freely be enshrined and that we and our children may learn from the past to formulate sound policies for the present and future. This provides the Order with a concrete and tangible objective that will afford each Commandery a unique opportunity of bringing significant features of our national military experiences to the attention of the thoughtful portions of their own communities

The Military Order of Foreign Wars of the United States was fostered and organized by distinguished patriots. Their vision was to promote patriotism and freedom, which their distinguished forefathers had gallantly fought for from the time of our country's Independence. As Companions of the Order we must constantly bear in mind the aims of the Order as set forth in the Original Charter. We must challenge ourselves; and our successors, to continue to promote patriotism and freedom. We must never forget that freedom did, and does not, come cheap. Perhaps at no time in the history of our Order, or of our nation, has it been more vital for us to keep these high patriotic aims ever before our mind's eye and in those of our children and their children. On every hand we hear preached doctrines of communism, internationalism, pacifism, socialism, and other such "isms" which are diametrically opposed to the aims and purpose of the Order. Therefore, it is for us who bore arms, that our country might live and grow great, to combat those doctrines that would sap our national strength. We must also instill these actions in the future Companions of the Order. We can do this by teaching patriotism and by setting an example of love of country, "America First". We must always act and live by our Order's Motto, "Deus et Libertas".

VISION

For the Next 5 Years (2011 - 2015)

The contemporary vision of the Order is to become a preeminent veterans organization in which our Companions can engage in the precepts of our origins and Constitution by:

- ♠ Reestablishing and reinvigorating Commanderies in every state in which there were original Commanderies and establishing new Commanderies in as many additional states, as possible;
- ♠ Evaluating, enhancing, and determining the financial status of the Order and establishing an annual budget for the Order;
- ♠ Enhancing National, State, and Chapter Communications in order that all members continually communicate in a timely and responsive manner;
- ♠ Encouraging National Officers to visit as many State Commanderies in their local areas at least once, and attend all National meetings, as required;
- ♠ Reinvigorating the Order's Awards Program at the National and State Levels.
- ♠ Establishing a permanent office in the Washington, DC metropolitan area in order to qualify our Order to become a member of the Military Coalition and other similar military veteran organizations in order to lobby congress regarding military issues.

We must become a vibrant, attractive, and active organization if we are to survive!

State Commanderies may modify the National Goals and Objectives in order to be consistent with local Commandery participation; however, the end goals and objectives should remain somewhat consistent.

GOALS & OBJECTIVES

In order to accomplish our mission and to achieve our vision, the following Goals, and Objectives are established as a foundation for the future.

Goal 1: Reestablish/reinvigorate Commanderies in every state in which there were original Commanderies and establish new Commanderies in as many additional states as possible.

Objectives:

- ♠ Commanders should continually stress recruiting and retention at every meeting, develop a program whereby sponsors assist those they recruit with taking an active role in chapter activities and motivate those new recruits to seek leadership opportunities.
- ♠ Commanders should appoint a Membership Coordinator and ensure that he/she is appropriately supported in that role.
- ♠ Members should aggressively recruit new members from the military service members who have recently returned from the current engagements in Iraq and Afghanistan.
- ♠ Members who belong to other military orders should use that opportunity to cross-recruit members to our Order, stressing the age and exclusivity of our Order.
- ♠ New members should be formally welcomed to the Order and Commandery by the Commander and a short presentation made by the Commandery to recognize the service of the new member before all older members.
- ♠ Every Commandery should stress the importance of soliciting Hereditary Members from within.
- ♠ Commanders should encourage the wear of the Membership Insigne, both Veteran and Hereditary, at meetings and other functions that members attend.
- ♠ Companions should endeavor to add their miniature insignie to their miniature military awards arrangements

GOALS & OBJECTIVES

Goal 2: Evaluate, enhance, and determine the financial status of the Order to meet the developing needs of the Order on an annual basis.

Objectives:

- ♠ The National Council should conduct a review of all financial holdings of the Order to determine where the funds are invested, who has access to same, and how the funds are intended for use.
- ♠ The National Council should provide the results of this review to all Commanders at the Commandery level.
- ♠ The National Council should establish an annual budget to support the Order at the National and State levels.
- ♠ The National Council should consider utilization of some of these funds to provide much needed supplies for the Commanderies.
- ♠ Commanders should initially review the financial health of each Commandery.
- ♠ Commanders should develop and administer programs to engender interest and full participation in Commandery meetings and gatherings.
- ♠ Programs should be developed within the Commanderies to sponsor charitable programs. The Commandery can then administer these programs thereby enhancing the awareness of the MOFW and that Commandery and its members.

GOALS & OBJECTIVES

Goal 3: Enhance National, State, and Chapter Communications. All entities of the Order must communicate with other members in a timely and responsive manner. National Officers should attempt to visit as many State Commanderies in their local areas at least once, and attend all National meetings, as required.

Objectives:

- ♠ The Commander-General shall consider the establishment of an Order-wide Communications Policy for adoption by the Order.
- ♠ The Communications Policy should include the establishment of various e-mail and address listings to facilitate rapid communications, as follows:
 - Past Commanders-General
 - Members of the National Council
 - Commanders of the State Commanderies
 - Commandery officers by position
- ♠ The Communications Policy must address the need for various key members of the Order, both at the National and State levels, to maintain timely communications with the General Officer staff of the Order.
- ♠ The Communications Policy should utilize the visibility of the MOFW website. Perhaps a members-only portal would be in order for confidential discussions.
- ♠ National Officers should endeavor to visit State Commanderies and/or Chapters at least once during their term of office, and more often, as feasible.
- ♠ State Commanders are invited to offer suggestions to the National Officers regarding increasing and enhancing communications throughout the Order.
- ♠ Maximize utilization of MOFW Website and MOFW Newsletter

GOALS & OBJECTIVES

Goal 4: Improve Organizational Operations and Management. Continually evaluate and improve local Commandery operations, processes, and products to best support the National Council and National Staff.

Objectives:

- ♠ The National Staff will implement an internal review of current operating procedures utilized by all Commanderies.
- ♠ Based on this review, the National Staff will develop and implement an Operations Manual to provide a suggested standard for National and Commandery operations and to assist State Commanders and Chapter Commanders in the conduct of various activities, such as:
 - Induction of new Officers
 - Induction of new Companions
 - Selection process for Commandery Officers
 - Conduct of ceremonies within the Commandery
 - Participation in funeral ceremonies of fallen or deceased Companions/members of Companion's families
 - Invitation of Guest Speakers
 - Suggested gifts for guests
- ♠ The National Staff will provide, through the Operations Manual, a suggested list of functions for those positions normally appointed at a Commandery.
- ♠ The National Staff will establish two informal advisory committees; one of Past Commanders-General and one of current Commanders, to elicit their insights on various activities and matters of the Order.

GOALS & OBJECTIVES

Goal 5: Reinvigorate the Order's Awards Program at the National and State Levels.

Objectives:

- ♠ Appoint a National Awards Program Executive
- ♠ Appoint a State Awards Program Executive
- ♠ Reinvigorate the Order's Awards program for the US Military Academies
- ♠ Reinvigorate the Order's Awards Program for Junior and Senior ROTC and the Officer Candidate Schools
- ♠ Invite MOFW Awardees to participate in local Commandery events
- ♠ Invite Professors of Military Science to participate in local Commandery events
- ♠ Ensure public affairs coverage of all MOFW award presentation ceremonies to further the public's exposure to our Order
- ♠ Reinvigorate the use of MOFW awards for local members of our Commandery
- ♠ Continue the Orders work with commemoration and memorial ceremonies in and around the National Capital and State Capitals, wherever possible.

GOALS & OBJECTIVES

Goal 6: Establish a permanent office in the Washington, DC metropolitan area in order to qualify our Order to become a member of the Military Coalition and other similar military veteran organizations in order to lobby congress regarding military issues. The Order must endeavor to establish a national recognition and degree of stability that ensures our recognition nationwide.

Objectives:

- ♠ The establishment of a local National Office of the MOFW will demonstrate the stability of our Order
- ♠ Obtain the National Office space through an arrangement that will cost little or no excessive expenditures
- ♠ Establish the National Office within an environment where incoming calls may be routed to a number of members of the Order in order to facilitate handling of calls
- ♠ Arrange for local members of the Order to occasionally staff the National Office to establish a real presence of the Order

IMPLEMENTATION

This multi-year Strategic Plan provides goals and objectives for taking the Military Order of Foreign Wars of the United States into the 21st Century.

The MOFW will implement this plan year-by-year – establishing priorities, assigning responsibilities, developing milestones, and establishing periodic targets and performance outcomes.

The Strategic Plan will remain a living document that is subject to change and/or modification at any time.

This leadership and administrative team have made the decision to move this Order forward. Every member of the team (Past Commanders-General, Members of the National Staff, Commanders, Organizing Secretaries, and Companions) should support this Strategic Plan and do whatever they can individually and as part of the Order to implement these ideas in furtherance of the overall mission, values and vision of the Order as originally created.

All members of the Order are invited to provide comments, suggestions, and recommendations at any time. The proponent for the Strategic Plan will be the Secretary-General.

SUMMARY

The current leadership and administration of the Military Order of Foreign Wars of the United States is committed to making this Order the model for patriotic veterans' organizations.

This Strategic Plan provides the vision for the program, and outlines the major goals, and objectives to make that vision a reality.

It further outlines the enduring values that serve as guiding principles for those original patriots involved in the various aspects of the program.

It remains our collective intention that this Strategic Plan will be implemented with the same dedication and seriousness of purpose with which this Order was originally created.

CURRENT ADMINISTRATION

COMMANDER-GENERAL: MAJ Wulf R. Lindenau, USA, Retired

SENIOR VICE COMMANDER-GENERAL: COL David H. Russell, USA, Retired

JUNIOR VICE COMMANDER-GENERAL: Vacant

SECRETARY-GENERAL: AMB Orfeo "Chuck" Trombetta Jr., USA, Retired

DEPUTY SECRETARY-GENERAL: Vacant

DEPUTY SECRETARY-GENERAL, LEGISLATIVE AFFAIRS: COL Andrew M. Johnson, USA, Retired

TREASURER-GENERAL: COL Charles Daniel McCall

DEPUTY TREASURER-GENERAL: COL John J. White III

REGISTRAR-GENERAL: LtCol Noel W. Clinger, USAF, Retired

DEPUTY REGISTRAR-GENERAL: MAJ Lawrence E. Swesey

JUDGE ADVOCATE-GENERAL: MAJ J. Thomas Burch Jr., USA, Retired

HISTORIAN-GENERAL: MAJ (P) Mark G. Hartell, USA

SURGEON-GENERAL: COL Michael E. Carey

ACTING CHAPLAIN-GENERAL: COL Richard S. Flahavan, USA, Retired

QUARTERMASTER-GENERAL & EDITOR, MOFW NEWSLETTER: LTC Ronald R. Sommer, USA, Retired

WEBMASTER-GENERAL: MAJ (P) Mark G. Hartell, USA

APPENDIX G: MOFW Convention Manual

This is a MUST HAVE document if you or your Commandery is required to plan for a National Convention.



MILITARY ORDER OF FOREIGN WARS OF THE UNITED STATES



CONVENTION MANUAL

Prepared by the Sages and Elder Statesmen
of the Order, A.D. 1972
Updated A.D. 1997

MILITARY ORDER OF FOREIGN WARS OF THE UNITED STATES

CONVENTION MANUAL

I. GENERAL CONSIDERATIONS

A. Purpose. The purpose of this Convention Manual is to provide guidelines, suggestions, and procedures for Commanderies hosting a Biennial Convention of the Order. Those things that must be accomplished or scheduled since they are mandated by our Constitution are so indicated. Those things that are traditional are also indicated. Care must be taken by commandery planners to adhere to and follow these traditions to the maximum extent possible. A tradition broken is a tradition lost. All other information may or may not be used or may be modified as deemed necessary by the Convention hosts.

B. Conventions of the Order. The MOFW is a prestigious Order, the oldest Order of veteran officers and their hereditary descendants in the Nation. Regardless of the number of participants attending a Biennial Convention, it is expected that the Convention and its associated activities and events be conducted with decorum, class, and style. This is not to say that lavish spending for facilities, festivities, and events must occur. To the contrary, the Host Commanderies are urged to keep registration fees and incidental costs to a minimum to encourage more participation by out-of-state Delegates, Alternates and spouses/guests. In some ways, planning a Convention is like making soup - "it isn't so much the ingredients but the skill of the cook"! With prior planning, a Biennial Convention can be first class affair, conducted at a reasonable cost, and worthy of the patriotic men and women who are the Companions of the Order.

C. Historical Practices. Ever since the end of World War II, when the Order shifted from triennial to biennial Conventions, it has been the invariable practice to hold the Convention in the state of residence of the Senior Vice Commander-General, so that, under the escalator system which dates for the same time, that officer would be inducted as the Commander-General in his home community. It has similarly been the practice then, whenever the Senior Vice Commander-General declined or died, for his own Commandery to select a substitute for induction as Commander-General, so that the headship of the Order would not move to another Commandery because of such happenstance. It has also been the practice, in view of the foregoing, to select a Junior Vice Commander-General who four years later in the normal course of events would thus become Commander-General, from a Commandery that had not furnished a Commander-General for 12 or more years, in order to insure rotation among the several Commanderies.

D. The Host Commandery. The Commandery established in the area where the National Convention is held is invariably referred to as the Host Commandery. This means just what it says: That the Commandery is a host ---and a host who invites guests to his home does not collect an admission charge at the door. This is not to say that the Host Commandery picks up all the tabs for all the Delegates and their spouses/guests, but it does mean that the Host Commandery pays

for a certain amount of the incidental Convention and associated entertaining costs---simply because it is indeed the host.

That being so, there may well be Commanderies in the Order that feel that they can never aspire to have one of its Companions named as Commander-General, simply because they are unable to underwrite the unavoidable and indeed the necessary expenses involved in being the Host Commandery. This is a false assumption. Commanderies of modest size can meet the burdens incident to becoming a Host Commandery if they make adequate and relatively painless financing plans. Suppose a Commandery with only 50 Companions is desirous of having a Convention where one of its own may become the Commander-General of the Order. When that individual is placed on the escalator as Junior Vice Commander-General, it is at once apparent that the biennial Convention which his/her Commandery will host is 4 years off. At that point, the Commandery should vote a modest but regular assessment for Convention expenses on every Companion. On that basis, there will be five annual assessments---two while their Companion is Junior Vice Commander-General, two while he/she is Senior Vice Commander-General, and the final one in the year of the Convention. For example, if the assessment was \$ 10 per Companion, a Convention kitty of \$ 2500 would be raised - which is still a very respectable cushion even today. Obviously, with a slightly higher assessment per Companion, a larger convention kitty may be amassed.

E. Convention Manual Review. It is strongly recommended that this manual be reviewed after each Biennial Convention to ensure it provides the latest and most current information to Convention hosts and planners.

II. ARRANGEMENTS

A. Preliminaries.

1. Pursuant to Article VII of the Constitution of the Order, and agreeable to the resolution offered two years earlier by the Committee on Time and Place and adopted by the previous National Convention, the Secretary-General after consulting with the Senior Vice Commander-General and the prospective Host Commandery will, some time in February or March of the odd-numbered year, issue a Call for the National Convention that May. That Call---

a. Sets the Thursday to Saturday weekend in May when the Convention will take place. This should be early in the month so as to not to conflict with Mother's Day, Armed Forces Day or with Memorial Day. This limits the Host Commandery to selecting the 1st or 2nd weekend in May as the biennial convention weekend.

b. Calls on the Commanderies to submit lists of their Delegates and Alternates and their designees for membership on the Nominations and Resolutions Committees.

2. Simultaneously, following earlier preparation, the Host Commandery will have selected a headquarters hotel and will have prepared a convention program. The Host Commandery will also have obtained reservation information and forms from the headquarters hotel, which will en-

able the National Officers, Delegates, and Alternates to deal directly with the hotel in regard to their reservations.

3. It facilitates matters for the Host Commandery to send an ample supply of the programs and of reservation information and forms to the Secretary-General, so that they may be distributed simultaneously with the Call for the Convention. It has been found that 10 to 12 "sets" of programs and cards per Commandery is adequate for all needs (5 Delegates and 5 Alternates plus one or two extra) and an additional 30 "sets" to be distributed to all members of the National Council. It should be noted here, since in the past the point has sometimes been overlooked, that all Past Commanders-General are ex officio members of the National Council under Article VIII of the Order's Constitution.

B. Detailed Planning by the Host Commandery

It goes without saying that neither the planning nor the execution of the Convention Program can be undertaken either overnight or on a once-over-lightly basis. It is recommended that initial planning begin about two years out with the appointment of a Convention Committee Chairperson and a small directing committee to plan the general format of the Convention. It is also recommended that the headquarters hotel be selected early-on and a Convention reservation made. It has been found that once this step has been accomplished, the remaining Convention planning process flows more easily. Another concern to be considered is the assigning of responsibilities. Care must be taken not to overburden one individual with too many tasks but, at the time, not to assign too many people to too many tasks so that control and accountability is lost. A suggested solution would be to appoint Committee Chairpersons under the Convention Chairperson to oversee designated responsibilities. For example, you could have a Committee responsible for dealing with the hotel (meeting rooms, reception room, final banquet room, etc.), another responsible for all social activities (tours, sightseeing, meals, menus, etc.) and a third Committee responsible for Convention support (media coverage, keynote speaker for final banquet, registration, etc.). In any event, the planning committee should meet periodically to check to ensure that a particular task has in fact been accomplished and to set new objectives. The need for regular checking simply cannot be overemphasized. Here are some tasks that should be considered by the planning committee:

1. Arrangements with headquarters hotel in respect of rooms and menus.
2. Arrangements at other restaurants or clubs where meals or meetings are to be held.
3. Arrangements for entertainment, tours and sightseeing..
4. Personnel to man registration desk.
5. Supply of name cards.
6. Printing of programs, menus, etc.

8. Obtaining speaker for final banquet.
9. Publicity and press releases.
11. Spouses/guests activities.

III. FORMAT

MOFW National Conventions have tended to follow a fairly standardized format, set forth below, which still allows ample opportunity for the Host Commandery to emphasize regional features, specialties, and memorabilia. It has been found over the last decade or so that Thursday evening through Saturday represents an acceptable compromise between a Convention so extended that attendance is curtailed and one so compressed as to be lacking in adequate time for necessary committee work. Under the plan outlined below, Delegates, and Alternates lose a single full business day, and no one is rushed. Details will be set forth following the outline.

Thursday Afternoon and Evening

1. Registration of Delegates, 4-6 PM.
2. Reception for Delegates and their Spouses/Guests, 6 PM.
3. National Council Meeting, 8 PM.

Friday

4. Registration of Delegates, 8 AM
5. 1st Business Session, 9 AM.
6. Lunch.
7. Committee Meetings, 1:30 PM.
8. (A) Sightseeing and/or (B) Spouses/Guests program in afternoon.
9. Dinner, 7 or 7:30 PM.

Saturday

10. 2nd Business Session, 9 AM.
11. Meeting of the New National Council.
12. Lunch.

13. Sightseeing or Other Program in the Afternoon.

14. Final Dinner. Reception starting at 7 or 7:30 PM, followed by dinner and installation of new National Officers.

IV. DETAILS OF PROGRAM

A. Thursday Afternoon. It is recommended that preparation be made for registration on Thursday afternoon. With many things going on at once prior to the 1st Business Session on Friday morning, having a large number of Delegates already registered is extremely beneficial to the Host Commandery. The registration desk can be closed prior to the start of the reception or it may be manned during part or all of the reception time as the Host Commandery sees fit (see information below on Registration of Delegates, Friday morning for more details on set-up and procedures).

B. Thursday Evening. In several past instances, the incoming Commander-General has underwrote the cost of the reception. After all, the Convention was to be his/her "coronation". However, in most cases, the Host Commandery underwrites the cost of the affair and traditionally the cost has not been pro-rated among the attendees as part of the Registration fee. Whether the in-coming Commander-General or the Host Commandery underwrites the entire affair is strictly a matter of internal arrangements within that Commandery. Because it held on a business day and delegates have been traveling, the Thursday Evening Reception should provide sufficiently sumptuous buffet so that no one will need to get dinner afterwards. This will also make it possible for the members of the National Council to sit down to their 8 PM meeting without having to seek out a late bite after their adjournment.

C. Thursday Evening National Council Meeting. Normally only two items of business are discussed - reading of the Minutes of the previous National Council Meeting and a vote of travel money to Council Members. Business is entirely formal.

D. Registration of Delegates, Friday Morning. Location of registration desk should be posted on the hotel bulletin board and normally that desk should be outside the meeting room. The Old stud-book should be available. Delegates upon registering should be given name cards for selves and spouses/guests. Provisions must be made with the headquarters hotel for registering Delegates who did not make a prior reservation. If the headquarters hotel uses the TV for announcing the various events taking place in the hotel, it is important to check this each day of the Convention to make certain that they are showing our Convention and the correct registration area. Some Host Commanderies conducted all registration in the Hospitality Suite which made things easier since there was no need to move the boxes of registration materials back and forth to another registration area. The materials can be left in the Hospitality Suite throughout the Convention. Also there are usually other Companions in the Hospitality Suite who could help with the registration if the principle registration officer had to leave for some reason. A registration packet should be provided to each Companion as they register, containing any programs, schedules, etc., pertaining to the Convention. It is also useful to include a good map of the city and

immediate Convention area along with a restaurant and shopping guide. Other brochures and guides may be included, along with note pads, pen or pencil, etc. Some sort of a souvenir or remembrance of the Convention may be included in each packet or given at the banquet.

4. First Business Session, Friday Morning. It is recommended that seating arrangements should be in a "U" or "O" configuration to facilitate discussion. A stand of the National Colors should be available for the opening ceremonies, together with the Host Commandery's colors if it has them. Order of business follows Article VII of the National Constitution. This first business session should adjourn by noon.

5. Friday Lunch. This is best held at the headquarters hotel to avoid wasting time traveling back and forth. Spouses/guests normally do not attend this lunch. The reason for assigning a particular place for this luncheon (as well as the one on Saturday) is to keep the Delegates and Alternates together with a view to fostering and enhancing friendships among Companions from different Commanderies and thus to promoting solidarity of the Order. This eminently desirable objective could not be attained if Companions were free to scatter for lunch.

6. Committee Meetings, Friday Afternoon. These take place immediately after lunch, generally beginning around 1:30 PM. The Committee Chairmen should have announced prior to adjournment of the 1st Business Session the location where each Committee will meet.

7A. Spouses/Guests Friday Program. This presents the Host Commandery with a real opportunity to provide something unusual and distinctive, limited only by imagination of those in charge. The program should include a light lunch.

7B. Friday Afternoon Program. This should not start before 3 PM so that the Committees can finish their work. This program can be for Delegates and spouses/guests or for Delegates only if the Spouses/Guests Friday Morning Program is an all day affair. Time may be a factor depending on plans made for dinner.

8. Friday Dinner. The location of the dinner will depend on the Friday morning and afternoon programs for Delegates and spouses/guests. The Host Commandery's imagination in planning the programs and the dinner is the only truly limiting factor.

9. Second Business Session, Saturday Morning. This covers approval of Committee reports, the completion of any business left over from the 1st Business Session, new business, the nomination and election of new officers of the Order, and, if time permits, the traditional long form of motion to adjourn. New National Officers are not installed at this time and the outgoing Commander-General still runs the meeting. The Incoming Commander-General announces appointment of his/her Secretary-General, Deputy Secretary-General, and Quartermaster-General.

10. Meeting of the New National Council. This is conducted by new Commander-General designate immediately following adjournment of the 2nd Business Session and is fairly brief. Normally the only order of business is the National Council voting the new Commander-General

designee an adequate travel fund to enable him/her to visit as many Commanderies as possible during his/her biennium.

11. Saturday Lunch. Spouses/Guests are normally invited to this second luncheon, which is best held at the headquarters hotel---unless extensive sightseeing is planned for that afternoon, in which case the lunch and the sightseeing could be combined.

12. Saturday Afternoon Program. Whether or not to add more sightseeing depends on the enterprise---and the generosity---of the Host Commandery. Some Commanderies plan an afternoon of activities while still others may feel that the Delegates and their spouses/guests should be given an opportunity to rest up for the events of the evening. In any event, the Saturday afternoon program should involve the return to the headquarters hotel to enable everyone to prepare for the final evening banquet.

13. Final Saturday Night Dinner. This starts with a reception, i.e., drinks with only minimal nibbles. In keeping with the Order's desire to hold to its traditions yet change with the times, dress for dinner is suggested to be appropriate military evening wear, black tie, or civilian suit. In view of the need to change, it is therefore desirable to have the final dinner in the headquarters hotel, thus avoiding long bus rides in formal dress. No local Commandery business may be transacted at this dinner. As the dinner draws to a close, the presiding officer (the outgoing Commander-General) introduces the speaker of the evening and presides over the official functions to include the three traditional ceremonies. If after dinner music for dancing can be made available or the Hospitality Suite reopened for a short time to allow everyone to say farewell, a good deal is added to the festivities.

V. GUIDELINES FOR INDIVIDUAL ITEMS

A. Name Cards.

(1) For Delegates: Top line should read , "MILITARY ORDER OF FOREIGN WARS", second line should read, " __XX NATIONAL CONVENTION, 19__ ", and the bottom line should indicate the individual's office---"COMMANDER-GENERAL," "PAST COMMANDER-GENERAL", "DEPUTY TREASURER-GENERAL", or if not an officer, his/her Commandery, i.e., "MASSACHUSETTS COMMANDERY".

(2) Spouses/Guests should have the names, such as "MRS. JANE AYLWARD" on the first line, and the Commandery or state, i.e., "PENNSYLVANIA", on the second.

(3) Name cards must have pins, clips or string - the paste-on type simply does not survive for more than one day, and does not last out the Convention. It has been found that the women prefer the string or clip-on name cards since the pin type damage dresses and blouses. The men seem to prefer the pin or clip-on type card. A supply of plastic name tag holders with pins or string attached can be purchased for a relatively small sum. Name cards fully filled out should be ready at registration desk for all pre-registered National Officers and Delegates and their spouses/guests. Extra cards with facilities for entering names should be available for late regis-

trants. An attractive name card can be made by designing one with the insignia or seal of the order on it and the other required wording. This can be Xeroxed several times and then pasted on a sheet of paper so that when that sheet is Xeroxed you have 10 name tags per sheet. Of course, they must then be cut from the full sheet which takes a little time. Colored stock can be used for the cards. Names should be very large type or hand printed in bold letters. It has been found that participants are more likely to wear their name cards if they are neat and uniform. It is recommended that names and other information is printed or typed on the cards before the members arrive rather than letting each person fill out their own name card.

B. Appointment of Committees. With the Call for the Convention, each Commandery is requested to provide the Secretary-General the names of its Delegates and Alternates, as well as its nominees for the two principal Convention Committees, those of Nominations and on Resolutions. These Commandery preferences should be rigidly respected. In addition, to the extent that a particular Commandery has only a single representative at the Convention, that individual should be placed on the Nominating Committee, to the end that all Commanderies present can participate in the nominating process. After the two principal Committees have been formed, it is highly desirable that every Delegate and Alternate present at the Convention should be placed on some Committee. No Delegate or Alternate should be permitted to return home without having served on some Committee.

(1) Committee on Report of Commander-General and Secretary-General. There should not be separate Committees for the two reports. It is desirable for a Past Commander-General be named Chairman.

(2) Committee on Report of the Treasurer-General. Companions whose civil pursuits include banking or business are best placed here.

(3) Committee on Time and Place. This Committee is pretty much a formality, inasmuch as the next Convention invariably meets at the place designated by the Commandery of the new Senior VC-G (after the election of new officers for the next 2 years). The serving Judge Advocate-General is recommended as Chairperson for this Committee.

(4) There will also be Committees on the Reports of the Registrar-General, the Historian-General, and the Judge Advocate-General. Chairman of the first should be a Companion well versed in the history and problems of the Order's records.

(5) Committees on Credentials and on Rules are ornamental and essentially nominal - there has not been a contest over the credentials of Delegates and Alternates in the last 50 years, and the rules adopted are invariably Robert's Rules of order.

Remember: Every Companion gets on some Committee. Commander-General can draw on experience of past Commanders-General present to assist him in making appointments.

C. Host Commandery Hospitality Suite and Other Bars. It is a long-time tradition of the order to have open bars at its Conventions. To reaffirm this tradition, a National Council Resolution

passed in November 1970 made it clear that it is contrary to the traditions of the Order to have either a cash bar or a quota bar (i.e., through stubs on dinner tickets). Inasmuch as the age-level of the Order has been steadily rising, with a consequent decline in the ingestive capacity of its Companions, and the impact of social pressures on alcohol, the actual burden on the Host Commandery furnishing the bar is becoming lighter every biennium. It needs to be emphasized, however, that if any Commandery feels that it is unable to support an open bar under current reduced demands, it should reconsider its application to be a Host Commandery. As J.P. Morgan Sr. said to the man who asked if he could afford a yacht "If you have to ask whether you can afford it, the answer is that you can't". However, it is reasonable to assume that all Host Commanderies cannot afford to underwrite the cost of every bar operated in support of the Convention. The only bar that traditionally cannot be cost pro-rated to attendees is the bar operated by the Host Commandery out of the Hospitality Suite. Other bar costs may be pro-rated as part of the programs offered participants - but they must be open bars.

4. Transportation. Just as an individual who invites a guest to the theater or to an athletic contest does not ask that guest to chip in for the gas or for the taxi that takes him to the scene of the entertainment, so a Host Commandery should not bill the Convention Delegates and/or Alternates for bus fares. To the extent that the Host Commandery plans a program that will take the Delegates and their spouses/guests away from the headquarters hotel and that will require transportation to and from, the cost of such transportation should be, and properly must be, absorbed by the Host Commandery.

5. Local Commandery Business. A National Convention is Called, and meets, to carry on the business of the Order as a whole. Consequently its sessions should not be diluted by the injection of any business pertaining to the local Host Commandery, and in November 1970 the National Council so resolved. Specifically, this means that new officers of the Host Commandery will not be installed at any session of the National Convention, whether before, together with, or after the installation of the new National Officers.

6. Headquarters Hotel. It is recognized, indeed it cannot be overlooked, that the hotel business is highly competitive and that it is much more concerned with profits than with glory or tradition. Consequently an organization as small as the MOFW, which has less than 2000 members, and whose Convention attendance from out-of-state has not in recent years exceeded 50 persons, spouses/guests included, cannot expect to receive either a large glad-hand welcome or indeed much in the way of special consideration. It is recommended that the Host Commandery look closely at finding a headquarters hotel of a rating of less than "5-Star" that meets the needs of the Order for Convention. The use of a lower cost headquarters hotel will greatly benefit the Host Commandery, Delegates and Alternates cost-wise while, at the same time, provide adequate meeting rooms, dinning areas, and other amenities at a great reduction in cost. In large metropolitan areas, a headquarters hotel on the out-skirts of a major city may better suited to host our Convention in every aspect (cost of rooms, food, parking, ease of access, etc.) than one located in the city. In any event the headquarters hotel must provide, at a minimum, the following:

1. Room for Thursday Evening Reception.

2. Meeting room for Thursday Evening National Council Meeting.
3. Space for registration desk.
4. Meeting room for Friday and Saturday Business Sessions.

Lunches and dinners do not necessarily need to be held at the headquarters hotel provided transportation to the place of lunching or dining is supplied. But it will generally be convenient to have the Friday and Saturday luncheon for Delegates and Alternates at the hotel. Details, even preferences, cannot be prescribed since they will depend on the imagination, hospitality, and resources of the host Commandery.

7. Keynote Speaker at Final Dinner. If it is impossible to find a suitable celebrity, and after all addressing the MOFW is not on a par with jawing with the American Legion or a national political convention, a local speaker who is interesting and who can add a light touch should be selected. The Topic should be generally military, i.e., of interest to an audience that is sympathetic to the national defense and cherishes its own participation or the participation of their ancestors therein. Note that Article XI of the Constitution states that "No question involving any religious matter or party politics shall ever be discussed at any Convention of the Order, or meeting of the National Council, or of any Commandery". As a rule of thumb, this means that extremists of any type must be carefully avoided.

8. Ceremonies at Final Dinner. Near the close of the proceedings, after the keynote speaker has concluded, and before the Convention is finally adjourned, it is traditional to finish with three formal ceremonies.

a. The first of these is the installation of the new national officers. The outgoing Commander-General reads the names of those elected at the morning session, plus the names of the three appointed by the incoming Commander-General (the new Secretary-General, the new Deputy Secretary-General, and the new Quartermaster-General). The outgoing Commander-General then asks all those whose names have been read to stand in front of and (normally) facing the head table. He then calls upon a senior past Commander-General to install the new officers. This is done via an oath of office that provides for a declaration modeled after the Federal oath of office.

b. After the new officers have been installed, the new Commander-General is asked to come to the rostrum, where the old Commander-General invests him with the diamond studded Commander-General's badge. The new Commander-General then presents the old Commander-General with the Past Commander-General Badge.

c. The new Commander-General then calls on a senior Past Commander-General, who may but need not be the individual effecting the installation, to read the Institution of the Order.

d. The new Commander-General then declares the Convention adjourned---after making, if he so desires, a short---repeat, short---acceptance address.

9. Regional Specialties. One of the most attractive features of a number of Conventions in prior years has been an emphasis on regional culinary specialties. Here is a real opportunity for every Host Commandery to prove that, gastronomically speaking, American society is pluralistic.

VI. SERVICES THAT MUST BE PROVIDED BY THE HOST COMMANDERY

The Host Commandery must arrange to provide the following:

- A. Room for Thursday night reception.
- B. Meeting rooms.
- C. A stand of colors.
- D. Name tags.
- E. Fully manned registration desk.
- F. Transportation to meals or functions held elsewhere than in the headquarters hotel.
- G. Suitable space for final dinner.

VII. DIVISION OF FINANCIAL RESPONSIBILITY

A. Initial Reception. As previously covered in this manual.

B. Registration Fee. The establishment of a registration fee per participant is left to the discretion of the Host Commandery. Some Commanderies establish one fee for all - Delegates, Alternates, and spouses/guests - which includes all activities. Whether a participant attends all the events and activities is up to the individual. Some Commanderies "break out" each activity and event with a price and the participant selects those which he/she desires to attend. Whichever way the Host Commandery feels comfortable with is the proper way to go. Traditionally, each Delegate and spouses/guest's registration fee covers all meals, to include those meals provided during tours, sightseeing, etc. Whether the Host Commandery underwrites the entire cost for entertainment, underwrites some of the cost, or pro-rates the cost per participant is left to the discretion of the Host Commandery. It has been found that if the preliminary program prepared by the Host Commandery contains a form by which Delegates, etc., are able to indicate their and their spouse/guest's prospective attendance at events and activities, advance payment of the registration and events/activities fees for each participant makes the Host Commandery's planning process much simpler. It is important to remind the Convention participant that the registration fee does not include accommodations costs and reservations at the headquarters hotel must be made by the individual direct with the hotel.

C. Guideline. It is a gracious touch, one that is appreciated by every participant, if the Host Commandery offers some of the entertainment and/or sightseeing without cost to the Delegates and their spouses/guests.

D. The closing note of this section repeats the opening paragraphs of this manual: A host is a host. A host invites guests, he is not an innkeeper who makes his living from them. Therefore, the registration fee should not be fixed so high as to insure that the Host Commandery's sagging treasury will be replenished. Rather, the Host Commandery should, as soon as it becomes aware that it will be such, build up a Convention Fund to meet the deficit that is an inevitable concomitant of gracious hospitality.

VII. A WORD OF ADVICE TO THE INCOMING COMMANDER-GENERAL

The Secretary-General, the Deputy Secretary-General, and the Quartermaster-General are appointed officers, to be designated by the incoming Commander-General. Experience has demonstrated that a Commander-General's success or lack of it during the two years that he/she presides over the Order is in large measure dependent on the way the Secretary-General and the other appointees perform---or fails to perform. It is essential that all appointive officers be enthusiastic, energetic, devoted to the Order, willing to work for it, and not disabled by any other obligations from doing so. It is self-defeating to select anyone for these appointments who on being approached reflects the slightest reluctance to accept the office or to undertake its duties. The new Secretary-General in particular must be prepared immediately on induction to obtain his/her predecessor's files, to acquaint himself/herself with the names and addresses of key personnel in all existing Commanderies, to edit, publish and distribute the proceedings of the Convention, and to exert himself/herself whole-heartedly to the end that his/her chief, the new Commander-General, can effectively lead the order. There has been much talk over the years about a permanent secretariat to avoid the very substantial dislocation and lack of continuity inherent in the biennial change to a new Secretary-General. Of course a permanent secretariat would be highly desirable. But as a realistic matter an Order with less than 2000 members, and with a consequent income of less than \$ 5000 per annum simply lacks the resources that are essential to support a permanent secretary. Consequently the Order must rely on the work of volunteers - and this means that the incoming Commander-General must pick the Secretary-General, the Deputy Secretary-General, and the Quartermaster-General with the greatest of care.

APPENDIX H: MOFW Abbreviated One-Page Information Paper

"THE MILITARY ORDER OF FOREIGN WARS OF THE UNITED STATES"

The Military Order of Foreign Wars is one of the oldest quasi-military organizations in the United States. It has a long and distinguished history that dates from its establishment in 1894. The Order is known and respected for its patriotic and social objectives. Its hereditary line of descent spans the period of American History since national independence through the 20th century to the present day. The membership of the Order has included presidents, members of the cabinet and the Congress, and distinguished military leaders. Companionship is conferred only upon commissioned officers of the Armed Forces of the United States, its allies, and their lineal descendants who have served in the foreign wars of the United States.

The Order was instituted to honor and perpetuate the names of brave and loyal men and women; to remind us of their martial deeds and the victories which they helped to gain; to strengthen the ties of fellowship among the Companions of the Order; to foster the cultivation of military and naval science; to bear true faith and allegiance to the United States of America, based upon a paramount respect for, and fidelity to, the National Constitution and laws; and to aid in maintaining national honor, union, and independence.

It is also the purpose of the Order to foster and encourage the study of American military history to the end that the memory of brave men and women may freely be enshrined, and that we and our children may learn from the past to formulate sound policies for the present and the future. This provides the Order with a concrete and tangible objective that will afford each Commandery a unique opportunity to bring the significant features of our national military experiences to the attention of the thoughtful portions of their own communities.

Companionship in the Order is conferred only on qualified, duly sponsored officers. Active military service in any of our foreign wars or military expeditions dating from the Revolutionary War to the Persian Gulf Conflict to include Afghanistan and Iraq and the Global War on Terror and any subsequent military expeditions will qualify an officer as a Veteran Companion, as will honorable service as a commissioned officer in the armed forces of our allies. Descent in the direct line from such an officer may also qualify an applicant for hereditary or junior Companionship. All candidates for Companionship must be of good moral character and reputation and be so certified by the sponsoring Companion.

Specific Activities include but are not limited to:

- Professional studies program consisting of distinguished speakers and subject-matter experts on National Security Policy and American history

- Recognition and awards for ROTC and Junior ROTC cadets

- Guest speakers for ROTC and Junior ROTC programs and events

APPENDIX I: Accepted Customs and Practices for the Dress and Insignia of Societies (Source: Hereditary Society Community Web Site Accepted Customs and Practices for the Dress and Insignia of Societies)

Each hereditary society and order has published regulations concerning the use of their various medals and decorations. The rules for the proper usage of insignia vary among the different organizations. Members are encouraged to review the particular protocol of an organization when attending either their formal or informal functions. The following is a general summary of the rules governing the wearing and use of insignia and related items. This information is provided as guidance in order that all may conform therewith, to the end that the prestige and esprit of the hereditary community be maintained and the dignity of their proud backgrounds may be enhanced.

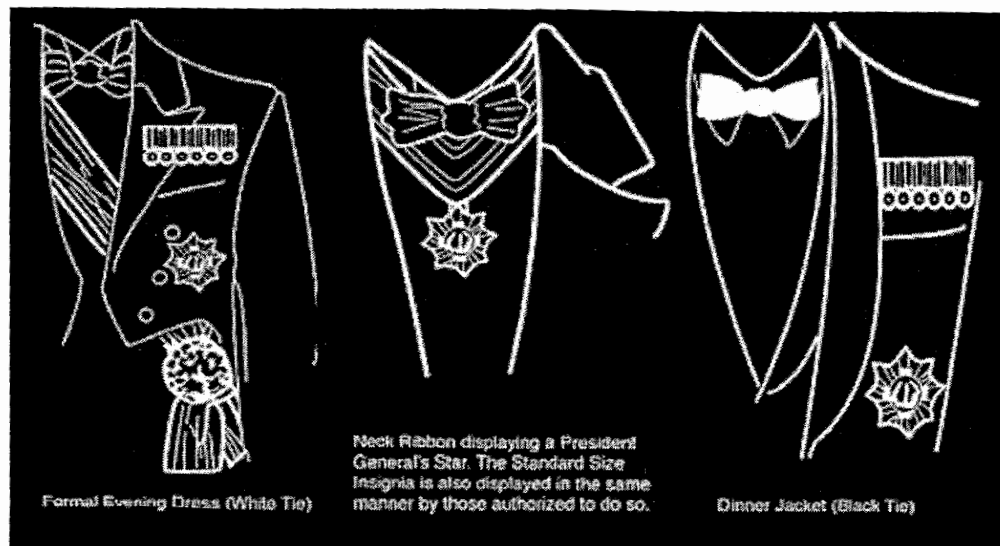
Dress

Evening attire (dinner jacket or full evening dress) is customarily worn on all formal occasions. It is desirable that members of many of the societies such as the Society of the Cincinnati, Saint Nicholas Society of the City of New York, General Society of Colonial Wars, Order of Scions of Colonial Cavaliers, etc. participate on such occasions wearing full evening dress.

Attire for formal or informal occasions follows the dictates of good taste and social usage. Uniforms of the U.S. Armed Forces, service or dress, may be worn at any social function by those entitled to do so.

Insignia and Decorations for Gentlemen

It is recommended that the insignia and decorations of the hereditary community be worn as prescribed below in keeping with customs and tradition:



Standard Insignia:

The standard or full size insignia is worn by members on formal occasions, centered on the left lapel or breast of the coat, about four inches below the top of the shoulder. If more than one standard medal is displayed, the insignia of the most senior organization, by date of founding, is mounted toward the wearer's right side. The top edge of all medals should be on an even line. No more than three standard size insignia should be worn simultaneously.

Members of most societies who are or have been officers, either on a national or state level, may wear the medal pendant from a neck ribbon in the societies' colors. Some of the larger societies also permit chapter presidents to wear the insignia pendant from the neck. When worn with formal evening attire, the medal is to be drawn up close below the knot of the bow tie.

The insignia may be worn with informal clothing such as a sack suit or blazer. It is also appropriate for use upon a cut-away or military uniform. When worn on a uniform, the regulations of the appropriate branch of military or naval services govern the permission and proper placement of the insignia. Certain hereditary society medals have been approved for this purpose. The standard size insignia is never worn with any type of miniature except on occasions when the larger medal is suspended from the neck.

President General or Governor's Star and other Star Orders:

The Governor or President General's Star is worn on the left front of the jacket several inches below the medal bar. Other order stars (but no more than four) are also worn below. However, when attending an occasion when these orders take precedence, the Governor or President General's Star is worn below them. For example, if attending a French government function, one would wear the Legion d' Honneur in pride over any other order's decorations or medals. The Star may also be appropriately worn on a ribbon, pendant from the neck by the presiding officer of certain societies and orders. Many of the hereditary societies provide a smaller star for former Governors, President Generals, and National Officers. They are appropriately worn in the same fashion

Sash:

The sash is worn by officers and past officers only on formal occasions. It extends over the right shoulder diagonally to the left hip with the society medal pendant from the bow at the intersection of the end over the hip. With full evening dress, the sash is worn under the coat and over the waistcoat. With formal wear (cut -away coat), the sash is similarly worn. With uniforms, the sash is worn over the coat. The sash is not worn with dinner jacket or sack suit.

Miniature Insignia:

Miniature insignia or medals may be worn on formal ceremonial occasions and should be in one horizontal line on the left lapel or breast of the coat. To assure proper alignment, the medals should be mounted on a single bar; this bar should never be longer than the

distance between the fold of the left lapel of the coat and the left armhole seam; the medals may be overlapped on the left edges to conserve space if necessary. More than one row of medals may be worn and the decision is a matter of personal taste.

The foregoing applies whether the insignia in question are full size or miniature. It should be noted moreover that when more than one medal is worn, all must be of the same size; miniature and full size insignia are not aligned together. (This restriction does not apply to neck ribbon insignia, which are always full size and are worn independently of other insignia. Most military services and societies limit the wear of not more than 3 neck insignia at any time.)

Order of Insignia:

Orders, decorations and medals are worn in the following order from the wearer's right to left:

- (1) Orders
- (2) Decorations of honor
- (3) Federal decorations of honor or valor in order of precedence
- (4) Federal campaign medals in chronological order
- (5) State decorations
- (6) State campaign medals
- (7) State organizational and long-service medals
- (8) Insignia of patriotic and veterans societies, in the order of precedence

Paragraphs: (5), (6), (7) and (8) above are never worn on Federal uniforms except on appropriate occasions of related significance. Insignia are never worn on the overcoat except when specifically ordered.

Rosette:

The Rosette is worn only on informal occasions in the left lapel of a blazer or sack suit provided that no other insignia is worn at the same time. It is never worn with formal evening dress. During inclement weather, on occasions of ceremony, it may be placed on the lapel of an overcoat for identification.

Blazer Patch:

The blazer patch is correctly worn on a traditional blazer. It is mounted on the jacket pocket on the left side of the coat and never worn with that of another society or order. This insignia is never used with formal attire or for any other purpose.

Tie:

Many of the hereditary organizations provide a necktie in the societies' colors for their members. They are correctly used as any other necktie.

APPENDIX J: Insignia of the Society of Cincinnati

A member of the Armed Forces and the MOFW may wear the insignia of the Society of Cincinnati on public occasions of ceremony as set forth in 10 USC 1123 below:

10 U.S.C. § 1123: US Code - Section 1123: Right to wear badges of military societies

(a) A member of the Army, Navy, Air Force, or Marine Corps who is a member of a military society originally composed of men who served in an armed force of the United States during the Revolutionary War, the War of 1812, the Mexican War, the Civil War, the Spanish-American War, the Philippine Insurrection, or the Chinese Relief Expedition of 1900 may wear, on occasions of ceremony, the distinctive badges adopted by that society.

(b) A member of the Army, Navy, Air Force, or Marine Corps who is a member of the Army and Navy Union of the United States may wear, on public occasions of ceremony, the distinctive badges adopted by that society.

APPENDIX K: Order of Precedence For The Wear of Medals on Formal Civilian Evening Dress (Including Wear on Tuxedos)

Many of us who belong to the MOFW also belong to numerous other Veteran Service Organizations and military societies. The attached document will provide you with much needed guidance on the proper wear of your medals on your civilian formal clothing.

ORDER OF PRECEDENCE FOR THE WEAR OF MEDALS ON FORMAL CIVILIAN
EVENING DRESS
(INCLUDING WEAR ON TUXEDOS)

Personal U.S. Military Decorations of U.S. Army, U.S. Navy, U.S. Marine Corps, and U.S. Air Force Military Personnel and Personal U.S. Decorations of U.S. Coast Guard Personnel Including Seven U.S. Civil Decorations Interspersed among the Personal U.S. Military Decorations in the U.S. Coast Guard Order of Precedence:

(* Indicates equivalent awards.)

Medal of Honor (Army, Navy, and Air Force versions) (worn in the regular size only and never in miniature).

* Distinguished Service Cross; Navy Cross; and Air Force Cross (award by one's own military service takes precedence and the others are placed in order of receipt).

Defense Distinguished Service Medal.

[Department of] Transportation Distinguished Service Medal (for possible award to a member of the U.S. Coast Guard when the U.S. Coast Guard was part of the Department of Transportation).

[Department of] Homeland Security Distinguished Service Medal (for possible award to a member of the U.S. Coast Guard subsequent to the U.S. Coast Guard becoming part of the Department of Homeland Security).

* Distinguished Service Medal (Army, Navy, Air Force, and Coast Guard versions with award by one's own military service taking precedence and the others placed in order of receipt).

Silver Star (called the Silver Star Medal by the Navy, Marine Corps, and Coast Guard).

Department of Transportation Secretary's Award for Outstanding Achievement (Department of Transportation Gold Medal) (for possible award to a member of the U.S. Coast Guard when the U.S. Coast Guard was part of the Department of Transportation)

Guardian Medal (civil decoration awarded by the Department of Transportation).

Defense Superior Service Medal.

Legion of Merit.

Distinguished Flying Cross.

* Soldier's Medal; Navy and Marine Corps Medal; Airman's Medal; and Coast Guard Medal (award by one's own military service takes precedence and the others are placed in order of receipt).

Gold Lifesaving Medal (place of this civil decoration according to the U.S. Coast Guard order of precedence)

Bronze Star Medal.

Purple Heart.

Defense Meritorious Service Medal.

Meritorious Service Medal.

Air Medal.

Silver Lifesaving Medal (place of this civil decoration according to the U.S. Coast Guard order of precedence).

Aerial Achievement Medal.

Department of Transportation Secretary's Award for Meritorious Achievement (Department of Transportation Silver Medal) (for possible award to a member of the U.S. Coast Guard

when the U.S. Coast Guard was part of the Department of Transportation).
Joint Service Commendation Medal.

* Army Commendation Medal; Navy and Marine Corps Commendation Medal; Air Force Commendation Medal; and Coast Guard Commendation Medal (award by one's own military service takes precedence and the others are placed in order of receipt).

Department of Transportation Secretary's Award for Superior Achievement (Department of Transportation Bronze Medal) (for possible award to a member of the U.S. Coast Guard when the U.S. Coast Guard was part of the Department of Transportation).

Department of Transportation 9-11 Medal (place of this civil decoration according to the U.S. Coast Guard order of precedence).

Joint Service Achievement Medal.

* Army Achievement Medal; Navy and Marine Corps Achievement Medal; Air Force Achievement Medal; and Coast Guard Achievement Medal (award by one's own military service takes precedence and the others are placed in order of receipt).

Personal Civil Decorations of the U.S. Government Except Previously Listed Civil Decoration Awarded to U.S. Coast Guard Personnel:

Presidential Medal of Freedom (order of precedence as listed in AR 670-1, dated 3 Feb. 2005).

Presidential Citizens Medal (order of precedence as listed in AR 670-1, dated 3 Feb. 2005).

President's Award for Distinguished Federal Civilian Service (place in the order of precedence as listed in AR 670-1, dated 3 Feb. 2005).

Department of Defense Distinguished Civilian Service Award (place in the order of precedence as listed in AR 670-1, dated 3 Feb. 2005).

Secretary of Defense Medal for the Defense of Freedom (place in the order of precedence as listed in AR 670-1, dated 3 Feb. 2005).

Secretary of Defense Meritorious Civilian Service Award (place in the order of precedence as listed in AR 670-1, dated 3 Feb. 2005).

Surgeon General's Exemplary Service Medal (place in the order of precedence as listed in AR 670-1, dated 3 Feb. 2005).

National Aeronautics and Space Administration (NASA) Space Flight Medal (place in the order of precedence as listed in AR 670-1, dated 3 Feb. 2005).

Public Health Service Commendation Medal (place in the order of precedence as listed in AR 670-1, dated 3 Feb. 2005).

Public Health Service Achievement Medal (place in the order of precedence as listed in AR 670-1, dated 3 Feb. 2005).

Department of State Superior Honor Award (place in the order of precedence as listed in AR 670-1, dated 3 Feb. 2005).

[Department of the Army] Decoration for Exceptional Civilian Service (place in the order of precedence as listed in AR 670-1, dated 3 Feb. 2005).

[Department of the Army] Meritorious Civilian Service Award (place in the order of precedence as listed in AR 670-1, dated 3 Feb. 2005).

[Department of the Army] Superior Civilian Service Award (place in the order of precedence as listed in AR 670-1, dated 3 Feb. 2005).

[Department of the Army] Commander's Award for Civilian Service (place in the order of precedence as listed in AR 670-1, dated 3 Feb. 2005).

[Department of the Army] Achievement Medal for Civilian Service (place in the order of precedence as listed in AR 670-1, dated 3 Feb. 2005).

Other civil decorations of the U.S. government worn in the order received except in order of precedence of the awarding agency when two or more civil decorations from the same agency have been received.

U.S. Military Service Medals:

Prisoner of War Medal

Combat Readiness Medal (place in the Air Force order of precedence but last place among U.S. military service medals in the Army order of precedence).

* [Army] Good Conduct Medal; Navy Good Conduct Medal; Marine Corps Good Conduct Medal; Air Force Good Conduct Medal; and Coast Guard Good Conduct Medal (award by one's own military service takes precedence and the others are placed in order of receipt if received for prior service in other U.S. military service(s)).

* Army Reserve Components Achievement Medal; Naval Reserve Meritorious Service Medal; Selected Marine Corps Reserve Medal; Air Reserve Forces Meritorious Service Medal; and Coast Guard Reserve Good Conduct Medal (award by one's own military service takes precedence and the others are placed in order of receipt if received for prior service in other U.S. military service(s)).

* Navy Expeditionary Medal; Marine Corps Expeditionary Medal (award by one's own military service takes precedence, and the other follows).

China Service Medal (place according to SECNAVINST 1650.1F, dated 8 Aug. 1991).

American Defense Service Medal.

Women's Army Corps Service Medal.

* American Campaign Medal; European-African-Middle Eastern Campaign Medal; Asiatic-Pacific Campaign Medal (worn in the order earned according to AFI 36-2903, dated 2 Aug. 2006).

World War II Victory Medal.

* Army of Occupation Medal; Navy Occupation Service Medal (award by one's own military service takes precedence, and the other follows).

Medal for Humane Action.

National Defense Service Medal.

Korean Service Medal.

Antarctica Service Medal.

Coast Guard Arctic Service Medal (place according to COMDTINST M1650.25C, dated 25 Oct. 2002).

Armed Forces Expeditionary Medal.

Vietnam Service Medal.

Southwest Asia Service Medal.

Kosovo Campaign Medal (place according to SECNAVINST 1650.1H, dated 22 Aug. 2006, and AFI 36-2903, dated 2 Aug. 2006).

Afghanistan Campaign Medal.

Iraq Campaign Medal.

Global War on Terrorism Expeditionary Medal.

Global War on Terrorism Service Medal.

Korean Defense Service Medal.
Armed Forces Service Medal
Humanitarian Service Medal.
Military Outstanding Volunteer Service Medal.
Air and Space Campaign Medal (place according to AFI 36-2903, dated 2 Aug. 2006).
Armed Forces Reserve Medal.

U.S. Government Non-Military Service Medals:

Merchant Marine decorations in order of Merchant Marine precedence (place in the Army order of precedence according to AR 670-1, dated 3 Feb. 2005, but placed among personal civil decorations of the U.S. government in the case of the other U.S. military services).

Merchant Marine Defense Medal.

* Merchant Marine Atlantic War Zone Medal; Merchant Marine Pacific War Zone Medal;
Merchant Marine Mediterranean-Middle East War Zone Medal (worn in the order earned except that the Army has them arranged in the listed order).

Merchant Marine World War II Victory Medal.

Merchant Marine Korean Service Medal.

Merchant Marine Vietnam Service Medal.

Merchant Marine Expeditionary Medal.

Foreign Military Personal Decorations:

Foreign military personal decorations specifically authorized for acceptance may be worn in the order earned except that the order of precedence of the foreign government will be used when two or more foreign military personal decorations are received from the same government.

Multilateral Organization Military Service Medals and Foreign Government Military Service Medals Interspersed:

Philippine Defense Medal.

Philippine Liberation Medal.

Philippine Independence Medal.

United Nations Service Medal (for the Korean Conflict).

Inter-American Defense Board Medal (place according to AR 670-1, dated 3 Feb. 2005).

United Nations Medal.

North Atlantic Treaty Organization (NATO) Medal.

Multinational Force and Observers Medal.

Republic of Vietnam Campaign Medal (with date device).

Kuwait Liberation Medal (awarded by the government of Saudi Arabia).

Kuwait Liberation Medal (awarded by the government of Kuwait).

Republic of Korea War Service Medal.

U.S. Military Marksmanship Medals:

* Navy Expert Rifleman Medal; Coast Guard Expert Rifleman Medal (award by one's own military service takes precedence, and the other follows).

* Navy Expert Pistol Shot Medal; Coast Guard Expert Pistol Shot Medal (award by one's own

military service takes precedence, and the other follows).

U.S. State Government Medals:

U.S. state government medals are worn in the order of acceptance unless two or more medals are received from the same state government in which case the order of precedence of the applicable state government will be used for those medals.

U.S. County Government Medals:

U.S. county government medals are worn in the order of acceptance unless two or more medals are received from the same county government in which case the order of precedence of the applicable county government will be used for those medals.

U.S. City Government Medals:

U.S. city government medals are worn in the order of acceptance unless two or more medals are received from the same city government in which case the order of precedence of the applicable city government will be used for those medals.

United States Coast Guard Auxiliary Medals:

United States Coast Guard Auxiliary medals are worn in accordance with the U.S. Coast Guard Auxiliary order of precedence. The United States Coast Guard Auxiliary was founded in 1939.

Civil Air Patrol (CAP) Medals:

Civil Air Patrol (CAP) medals are worn in accordance with the Civil Air Patrol order of precedence. The Civil Air Patrol was founded in 1941, and its reference in title 36 of the United States Code is chapter 403.

Medals of Hereditary, Lineage, Fraternal, Veterans, and Other Patriotic Organizations:

Medals of hereditary, lineage, fraternal, veterans, and other patriotic organizations are usually worn in order of the founding date of the respective organizations. Some of these organizations have medals or might have medals in the future. The order of precedence of the given organization is used when received medals of that organization are arranged. Listed below are names of some of these types of organizations (with or without medals) with the year of their founding (or the year of the founding of a preceding organization having a different name) and with the reference in title 36 of the United States Code when applicable:

Ancient and Honorable Artillery Company of Massachusetts (founded 1637).

Ancient and Honourable Order of the Jersey Blues (founded 1673).

Society of the Cincinnati (founded 1783).

Veteran Corps of Artillery State of New York (founded 1790).

Society of the War of 1812 in Maryland (founded 1814).

Military Society of the War of 1812 (founded 1826).

Cleveland Grays (founded 1837).

Aztec Club of 1847 (founded 1847).

- Military Order of the Loyal Legion of the United States (founded 1865).
- General Society Sons of the Revolution (founded 1876).
- Sons of Union Veterans of the Civil War (founded 1881) (chapter 2003, title 36, U.S.C.).
- National Woman's Relief Corps, Auxiliary to the Grand Army of the Republic (founded 1883) (chapter 1537, title 36, U.S.C.).
- American Historical Association (founded 1884) (chapter 213, title 36, U.S.C.).
- Daughters of Union Veterans of the Civil War 1861-1865 (founded 1885) (chapter 501, title 36, U.S.C.).
- Ladies of the Grand Army of the Republic (founded 1885) (chapter 1301, title 36, U.S.C.).
- Army and Navy Union of the United States of America (founded 1886) (chapter 229, title 36, U.S.C.).
- National Society of the Sons of the American Revolution (founded 1889) (chapter 1533, title 36, U.S.C.)
- Legion of Valor of the United States of America, Incorporated (founded 1890) (chapter 1303, title 36, U.S.C.).
- The Colonial Dames of America (founded 1890).
- The National Society of the Daughters of the American Revolution (founded 1890) (chapter 1531, title 36, U.S.C.).
- The National Society of the Colonial Dames of America (founded 1891).
- National Society United States Daughters of 1812 (founded 1892).
- Sons of the Republic of Texas (founded 1893).
- General Society of Colonial Wars (founded 1893).
- General Society of the War of 1812 (founded 1894).
- Colonial Order of the Acorn (founded 1894).
- Daughters of the Cincinnati (founded 1894).
- Military Order of Foreign Wars of the United States (founded 1894):
 - (1) Projected "50th MOFW Convention Medal" planned for award in 2011.
 - (2) One Hundredth Anniversary Medal.
 - (3) Membership Medal.
 - (4) Honorable Military Service Medal (a privately struck medal that is sold by Foxfall Medals which was adopted by the 46th MOFW Convention in 2003 as an optional MOFW medal).
 - (5) Cold War Medal (a privately struck medal that is sold by Foxfall Medals which was adopted by the 45th MOFW Convention in 2001 as an optional MOFW medal).
- National Society Children of the American Revolution (founded 1895).
- National Society of New England Women (founded 1895).
- Order of Washington (founded 1895).
- The Colonial Society of Pennsylvania (founded 1895).
- Order of Indian Wars of the United States (founded 1896).
- National Society Colonial Daughters of the Seventeenth Century (founded 1896).
- Order of the Founders and Patriots of America (founded 1896).
- Jewish War Veterans of the United States of America, Incorporated (founded 1896) (chapter 1101, title 36, U.S.C.).
- General Society of Mayflower Descendants (founded 1897).
- Minnesota Territorial Pioneers (founded 1897).

National Society Daughters of Founders and Patriots of America (founded 1898).

Dames of the Loyal Legion of the United States (founded 1899).

→ Veterans of Foreign Wars of the United States (2 preceding organizations founded in 1899) (chapter 2301, title 36, U.S.C.).

→ Military Order of the Carabao (founded 1900).

International Society Daughters of Utah Pioneers (founded 1901).

Sons and Daughters of Oregon Pioneers (founded 1901).

Daughters of Hawaii (founded 1903).

Descendants of the Signers of the Declaration of Independence (founded 1907).

National Society Sons and Daughters of the Pilgrims (founded 1908).

National Society of Old Plymouth Colony Descendants (founded 1910).

Order of the First Families of Virginia (founded 1912).

National Society Daughters of the Union 1861-1865, Inc. (founded 1912).

Ladies Auxiliary Veterans of Foreign Wars (founded 1914).

National Society Colonial Dames XVII Century (founded 1915).

Society of Indiana Pioneers (founded 1916).

Louisiana Colonials (founded 1917)

American War Mothers (founded 1917) (chapter 225, title 36, U.S.C.).

→ Military Order of the World Wars (founded January 1919) (chapter 1407, title 36, U.S.C.).

→ The American Legion (founded March 1919) (chapter 217, title 36, U.S.C.).

Daughters of the Pioneers of Washington (founded 1920).

National Society, Daughters of the American Colonists (founded 1921) (chapter 1529, title 36, U.S.C.).

→ Disabled American Veterans (founded 1921) (chapter 503, title 36, U.S.C.).

→ Reserve Officers Association of the United States (founded 1922) (chapter 1901, title 36, U.S.C.).

→ Marine Corps League (founded 1923) (chapter 1401, title 36, U.S.C.).

The Dutch Settlers Society of Albany (founded 1924).

Fleet Reserve Association (founded 1924) (chapter 701, title 36, U.S.C.).

The Military Chaplains Association of the United States of America (founded 1925) (chapter 1403, title 36, U.S.C.).

Sons and Daughters of the First Settlers of Newbury, Massachusetts (founded 1927).

Sons of Spanish American War Veterans (founded 1927).

National Society Women Descendants Ancient and Honorable Artillery Company (founded 1927).

American Gold Star Mothers, Incorporated (founded 1928) (chapter 211, title 36, U.S.C.).

→ Military Officers Association of America (originally known as The Retired Officers Association) (founded 1929).

Society of the Descendants of the Founders of Hartford (founded 1931).

Polish Legion of American Veterans (founded 1931) (chapter 1705, title 36, U.S.C.).

National Society Daughters of Colonial Wars (founded 1932).

→ Military Order of the Purple Heart of the United States of America (founded 1932) (chapter 1405, title 36, U.S.C.).

Sons of the American Legion (founded 1932).

Society of the Descendants of Colonial Clergy (founded 1933).

National Society Sons of Utah Pioneers (founded 1933).
 Children of the Republic of Texas (founded 1934).
 Order of Daedalians (founded 1934).
 Catholic War Veterans of the United States of America, Incorporated (founded 1935) (chapter 401, title 36, U.S.C.).
 Jamestowne Society (founded 1936).
 Navy Wives Club of America (founded 1936) (chapter 1545, title 36, U.S.C.).
 Navy Club of the United States of America (founded 1938) (chapter 1543, title 36, U.S.C.).
 National Society Children of the American Colonists (founded 1939).
 Descendants of the Jersey Settlers of Adams County, Mississippi (founded 1940).
 American Ex-Prisoners of War (founded 1942) (chapter 209, title 36, U.S.C.).
 Blue Star Mothers of America, Inc. (founded 1942) (chapter 305, title 36, U.S.C.).
 Amvets (American Veterans) (founded 1944) (chapter 227, title 36, U.S.C.).
 82nd Airborne Division Association, Incorporated (founded 1944) (chapter 601, title 36, U.S.C.).
 Blinded Veterans Association (founded 1945) (chapter 303, title 36, U.S.C.).
 Gold Star Wives of America (founded 1945) (chapter 805, title 36, U.S.C.).
 Congressional Medal of Honor Society of the United States of America (founded 1946) (chapter 405, title 36, U.S.C.).
 Paralyzed Veterans of America (founded 1946) (chapter 1701, title 36, U.S.C.).
 Women's Army Corps Veterans' Association (founded 1946) (chapter 2401, title 36, U.S.C.).
 American GI Forum of the United States (founded 1948) (chapter 210, title 36, U.S.C.).
 Veterans of World War I of the United States of America, Incorporated (founded 1948) (chapter 2303, title 36, U.S.C.).
 Orders and Medals Society of America (founded 1950).
 National Huguenot Society (founded 1951).
 United States Submarine Veterans of World War II (founded 1955) (chapter 2207, title 36, U.S.C.).
 National Society of Sons of the American Colonists (founded 1956).
 Order of Lafayette (founded 1958).
 Pearl Harbor Survivors Association (founded 1958) (chapter 1703, title 36, U.S.C.).
 Naval Sea Cadet Corps (founded 1958) (chapter 1541, title 36, U.S.C.).
 Jewish War Veterans, U.S.A., National Memorial, Incorporated (founded 1958) (chapter 1103, title 36, U.S.A.).
 Non Commissioned Officers Association of the United States of America (founded 1960) (chapter 1547, title 36, U.S.C.).
 Air Force Sergeants Association (founded 1961) (chapter 202, title 36, U.S.C.).
 National Society Southern Dames of America (founded 1962).
 Sovereign Military Order of the Temple of Jerusalem (founded 1962 in the United States).
 Society of the Founders of the City of New Orleans (founded 1963).
 Retired Enlisted Association, Incorporated (founded 1963) (chapter 1903, title 36, U.S.C.).
 First Families of Ohio (founded 1964).
 San Jacinto Descendants (founded 1965).
 Ordo Sancti Constantini Magni (U.S. Exarchate founded in 1965).
 Order of the First Families of Mississippi 1699-1817 (founded 1967).

Los Californianos (founded 1969).
 Order of Descendants of Colonial Physicians and Chirurgiens (founded 1974).
 Descendants of Whaling Masters (founded 1974).
 Society of Boonesborough (founded 1975).
 First Families of South Carolina (founded 1976).
 Society of the Descendants of Washington's Army at Valley Forge (founded 1976).
 Vietnam Veterans of America, Inc. (founded 1978) (chapter 2305, title 36, U.S.C.).
 National Society Descendants of Early Quakers (founded 1980).
 The Founders of Natchitoches (founded 1980).
 Veterans of the Battle of the Bulge (founded 1981).
 Italian American War Veterans of the United States (founded 1981) (chapter 1001, title 36, U.S.C.).
 Descendants of the Founders of New Jersey (founded 1982).
 Society of Kentucky Pioneers (founded 1982).
 The Hereditary Order of the First Families of Massachusetts (founded 1985).
 National Society Sons of Colonial New England (founded 1985).
 Women in Military Service for America (founded 1985).
 First Families of Georgia 1733-1797 (founded 1986).
 Continental Society Daughters of Indian Wars (founded 1988).
 First Families of the Twin Territories (founded 1988).
 Order of Descendants of the Ancient and Honorable Artillery Company (founded 1988).
 Descendants of Mexican War Veterans (founded 1989).
 Point Lookout Prisoner of War Organization (founded 1990).
 Plymouth Hereditary Society (founded 1990).
 Order of the First Families of Rhode Island and Providence Plantations (founded 1991).
 Sons and Daughters of the Province and Republic of West Florida (founded 1991).
 Order of the First World War (founded 1993).
 Sons and Daughters of the Colonial and Antebellum Bench and Bar (founded 1994).
 Order of the Second World War (founded 1995).
 Presidential Families of America (founded 1995).
 Founders of the New Haven Colony (founded 1995).
 Medal Collectors of America (founded 1998).

APPENDIX L: PAST COMMANDERS-GENERAL

COL Duane H. Bartrem

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(517) 627-9072
Email DHBARTREM@AOL.COM
2005-2007

CPT Ronald E. Fischer

107 Wilson Court
Charlottesville, VA 22901-2941
(434) 973-3763
Email MEDALVILLE@AOL.COM
2001-2003

COL Joseph P. Kirlin III

1528 Brian Drive
West Chester, PA 19380
(610) 692-4274
Email EAGLEJPK@AOL.COM
1999-2001

MG James C. McElroy

30 SE Court Road
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Email JCMCELROY@AOL.COM
1987-1989

COL Arthur J. Nattans

11224 Liberty Road
Owings Mills, MD 21117-4604
(410) 655-4868
Email JNATTANS@WB.HIDTA.ORG
2007-2009

Philadelphia, PA 19102-3406
(215) 735-6008
Email LLNEILSON@POBOX.COM
2009-2010

MG John J. Salesses

3 Jacobs Point Road
Warren, RI 028850
(401) 841-9229
Email IJSALESSES@GMAIL.COM
2003-2005

LTC Ronald R. Sommer

2516 Bauernschmidt Drive
Baltimore, MD 21221-1738
(410) 391-6687
Email RONSOMMER@EARTHLINK.NET
1997-1999

CDR Thomas F. Wiener

2403 Lisbon Lane
Alexandria, VA 22306-2516
(703) 768-9522
Email T.WIENER@IEEE.ORG
1989-1991

**NOTE: PAST COMMANDERS-GENERAL
ARE MEMBERS OF THE NATIONAL
COUNCIL**

APPENDIX M: NATIONAL COUNCIL MEMBERS

MOFW - Voting National Council Members

19 June 2011

1. MAJ Wulf R. Lindenau, Commander- General, Lindenauwr@aol.com, 301.776.9865
2. COL David H. Russell, Sr. Vice Cdr General, DavidHRussell@GMail.com, 401.641.2990
3. COL Stanley L. Lapidow, Jr. Vice Cdr General and National Delegate, New Jersey Commandery, LAP1944@aol.com, 908.526.2630
4. LTC Orfeo Trombetta Jr., Sec General and National Council Representative DC Commandery, OTrombetta@aol.com, 240.401.6694
5. COL Andrew M. Johnson, Dep Sec Gen, Legislative Affairs, AMJohnson@juno.com, 703.892.4247
6. COL Charles Daniel McCall, Treasurer General, MCCall@RAES.US, 610.352.9133
7. COL John J. White III, Dep Treasurer General, lawfirmusa@aol.com, 215.469.1799
8. Lt Col Noel W. Clinger, Registrar-General, MOFWRegistrar@earthlink.net, 703.978.5617
9. Companion Keith R. Butler, Dep Reg General and Dep Webmaster-General, Keith.Ross.Butler@GMail.com, 571.296.4598
10. MAJ J. Thomas Burch Jr., Judge Advocate-General, John.Burch@VA.Gov, 202.471.7717
11. CPT Frederick L. Hauck Jr., Dep Judge Advocate- General, RNHauck@Comcast.net, 508.230.9591
12. MAJ Mark G. Hartell, Historian-General and Webmaster-General, Hartell-MOFW@Hotmail.Com, 703.569.5282
13. COL Michael E. Carey, Surgeon-General, MichaelBettyCarey@Yahoo.com, 504.282.3544
14. Chaplain (COL) Charles H. Nalls, Chaplain-General, STIRENAEUS@Hotmail.com, 804.321.1026
15. LTC Ronald R. Sommer, Quartermaster-General and Editor, MOFW Newsletter, and Past Commander-General, RonSommer@earthlink.net, 410.391.6687
16. COL Duane H. Bartrem, Past Commander-General, DHBartrem@aol.com, 517.627.9072
17. CPT Ronald E. Fischer, Past Commander-General, MEDALVILLE@aol.com, 434.973.3763
18. COL Joseph P. Kirlin III, Past Commander-General, EAGLEJPk@aol.com, 610.692.4274
19. MG James C. McElroy, Past Commander-General, JCMcElroy@aol.com,
20. COL Arthur J. Nattans, Past Commander-General, JNattans@WB.HIDTA.Org, 410.655.4868
21. Maj Gen John J. Saleses, Past Commander-General, JJSaleses@GMail.com, 401.245.0944
22. CDR Thomas F. Wiener, Past Commander-General, T.Wiener@IEEE.Org, 703.768.9522

23. LTC Lewis L. Neilson Jr., Past Commander-General, LLNeilson@POBox.com, 215.735.6008
24. Amb. Ron Dunn, National Delegate, California Commandery, Creative3@aol.com, 618.621.3177
25. COL Christopher V. Herndon, National Delegate, European/African Commandery, HerndonChris@hotmail.com, 703.571.2525
26. Companion David G. Snyder, National Delegate, Florida Commandery, DavidSnyder1962@GMail.com, 407.804.0015
27. Emanuel Blessey, Esquire, National Delegate, Louisiana Commandery, MBlessey@BellSouth.net, 504.835.4104
28. COL John F. Kutcher Sr., National Delegate, Maryland Commandery, JKutcher@GMail.com, 410.734.6569
29. LTC Terry Dankenbring, National Delegate, Michigan Commandery, TerNanDan@aol.com, 517.672.8030
30. CPT Owen C. Smith, National Delegate, New York Commandery, OwenCSmith@aol.com, 203.227.7906
31. COL David T. Ulmer, National Delegate, North Carolina Commandery, COLUlmer@aol.com, 336.357.2158
32. CPT Harry C. Schaub, National Delegate, Pennsylvania Commandery, HSchaub@MMWR.com, 215.772.7348
33. BG James J. D'Agostino, National Delegate, Rhode Island Commandery, DAGRCO@aol.com, 401.215.5139
34. LTC Kent A.D. Clark, National Delegate, Virginia Commandery, KADC87@aol.com, 703.440.5152
35. J. Larrie Bailey, National Delegate, West Virginia Commandery, LBOWV@aol.com, 304.363.0808

APPENDIX N: 2011-2013 National Staff

COMMANDER-GENERAL: MAJ Wulf R. Lindenau, USA, Retired

SENIOR VICE COMMANDER-GENERAL: COL David H. Russell, USA, Retired

JUNIOR VICE COMMANDER-GENERAL: Vacant

SECRETARY-GENERAL: AMB Orfeo "Chuck" Trombetta Jr., USA, Retired

DEPUTY SECRETARY-GENERAL: COL David T. Ulmer, USA, Retired

DEPUTY SECRETARY-GENERAL, LEGISLATIVE AFFAIRS: COL Andrew M. Johnson, USA, Retired

TREASURER-GENERAL: COL Charles Daniel McCall

DEPUTY TREASURER-GENERAL: COL John J. White III

REGISTRAR-GENERAL: LtCol Noel W. Clinger, USAF, Retired

DEPUTY REGISTRAR-GENERAL: MAJ Lawrence E. Swesey

JUDGE ADVOCATE-GENERAL: MAJ J. Thomas Burch Jr., USA, Retired

HISTORIAN-GENERAL: MAJ Mark G. Hartell, USA

SURGEON-GENERAL: COL Michael E. Carey

ACTING CHAPLAIN-GENERAL: COL Richard S. Flahavan, USA, Retired

QUARTERMASTER-GENERAL & EDITOR, MOFW NEWSLETTER: LTC Ronald R. Sommer, USA, Retired

WEBMASTER-GENERAL: MAJ (P) Mark G. Hartell, USA

APPENDIX O: Currently Chartered Commanderies

<u>Existing Commanderies</u>	<u>Date of Roster in My Files</u>
California	15 October 2011
District of Columbia	11 October 2011
European and Africa	2011
Florida	31 March 2009
Georgia	2012
Louisiana	27 July 2010
Maryland	30 March 2010
Michigan	30 November 2010
New Jersey	4 September 2010
New York	15 July 2010
North Carolina	19 March 2011
Pennsylvania	31 December 2010
Rhode Island	31 December 2010
Virginia	16 February 2011
West Virginia	7 January 2008

Note: If the roster indicated above is over one (1) year old, you are requested to send an update to the MOFW Editor of the Newsletter, Past Commander General Ron Sommer. He can be reached by e-mail at the following address or telephone number:

RonSommer@earthlink.net, 410.391.6687