



Veterans of Foreign Wars  
Post #9174 San Antonio, TX  
New Member Information  
Packet

# Welcome from the Post Commander

Greetings Comrade!

On behalf of the Veterans of Foreign Wars Post 9174, allow me to welcome you to our organization! Whether you are new to the VFW or are simply transferring from another Post, I'd like to personally thank you for your service to our country and your decision to be a part of America's oldest and largest organization of combat veterans.

Within this packet you will find a large amount of information and I encourage you to review it at your convenience to learn about our organization. We are made up of combat veterans who volunteer our time, labor and expertise to bring a wide range of abilities to benefit the organization. However, it is every member's responsibility to bring honor to the organization and continue to introduce new members to the VFW and our commitment to the community.

If you have a wife, daughter or granddaughter then we would love them to consider joining our Ladies Auxiliary. You may contact our Madame President at any time for the necessary application and additional information regarding their organization.

Finally, our Post meetings take place on the 3<sup>rd</sup> Wednesday of each month at 7:00pm, and as a member you are encouraged to take part in this most critical activity of Post business. Without members like you being actively involved, our Post will never succeed!

If you have any questions concerning our organization, please feel free to contact me at any time, day or night. We have a wide range of programs to participate in and we look forward to you and your family's involvement in our organization!

Most Sincerely,

A handwritten signature in black ink, appearing to read 'D. Brown', with a stylized flourish at the end.

Post Commander  
VFW Post 9174  
Mobile: (210) 870-4526  
Email: DBrown1835@gmail.com

# Table of Contents

---

- VFW Officer Contact List
- Officers' Roles and Responsibilities
- VFW Ritual and Meeting Protocol
- History of the Cross of Malta
- History of the VFW
- Websites and Resource List



# VFW Post 9174 Contact

---

## Post Commander

Douglas Brown  
Mobile: (210) 870-4526  
Email: commander@vfw9174.org

## Post Service Officer

Patricia Soto  
Mobile: (210) 687-8868  
Email: serviceofficer@vfw9174.org

## Post Senior Vice Commander

Fred Rivera  
Mobile: (210) 487-1081  
Email: srvice@vfw9174.org

## Post Chaplain

Dr. Rev. Sam Spencer  
Mobile: (210) 684-2484  
Email: Chaplain@vfw9174.org

## Post Junior Vice Commander

Vacant Until 8/21/13  
Mobile:  
Email: jrvice@vfw9174.org

## Post House Committee Chairman

Rob Hogarth  
Mobile: (210) 535-3200  
Email: housechairman@vfw9174.org

## Post Quartermaster

Pat Tucker  
Mobile: (210) 387-4831  
Email: quartermaster@vfw9174.org

## Canteen Manager

Joy Flores  
Mobile: (210) 216-0215  
Email: canteen@vfw9174.org

## Post Adjutant

Rob Reiner  
Mobile: (210) 363-7992  
Email: adjutant@vfw9174.org

## Ladies Auxiliary President

Margaret Dixon  
Mobile: (210) 748-1351  
Email: lapresident@vfw9174.org

# VFW Officer Roles and Responsibilities

---

## Article II, Section 218 - Officers and Chairmen, Duties and Obligations

- (1) **Commander.** Among the duties of a Post Commander, he shall:
  - a. Preside at all the meetings of the Post, conducting such meetings in accordance with Article X of the By-Laws and Manual of Procedure and other applicable Parliamentary rules.
  - b. Enforce strict observance of the laws and usages of this organization, including Post, County Council (if applicable), District and Department By-Laws and the Congressional Charter, National By-Laws, Manual of Procedure and Ritual and lawful orders from proper authorities.
  - c. Insist that Post Business and activities be conducted in such a manner that they do not violate any applicable governmental law, ordinance or regulation nor bring or tend to bring dishonor or embarrassment upon the Post, its members or the Veteran of Foreign Wars of the United States.
  - d. Decide all questions of law and usage in the Post, subject to appeal pursuant to the By-Laws.
  - e. Appoint Officers, Committee Chairmen and Committees not otherwise provided for. He may remove such appointed officers, committee chairmen and committees at his pleasure. He shall, by virtue of his office, be a member of all committees.
  - f. Approve all disbursements of funds properly authorized by the Post.
  - g. Assure that the office of Quartermaster is bonded according to Section 703 of the By-Laws.
  - h. Assure that all dues and other monies due the National Headquarters and Department are forwarded promptly together with accurate reports and returns pertaining thereto.
  - i. Assure that all reports are correctly prepared and promptly forwarded, that all the business of the Post is handled with dispatch and all necessary licenses and permits are obtained for proper operation. Ensure that a properly completed Report of Election of Officers for the ensuing year is submitted to Department and National Headquarters by June 1.
  - j. Ensure that the Post Trustees have examined the books and records of the Post and prepared the Post Trustees Quarterly Report of Audit no later than the end of the month following the last day of each quarterly period.
  - k. Ensure that he or his representative attend all properly called District Conventions or meetings and County Council meetings (if applicable)
  - l. Comply with and perform all of the duties required by the laws and usages of this organization, the provisions of these By-Laws, Manual of Procedure and Ritual and

Department, District, County Council (if applicable) or Post By-Laws pertaining to the duties and obligations of a Post Commander and lawful orders from proper authority and perform such other duties as are usually incident to the office. Failure without just cause to perform these duties may result in removal from office.

- (2) **Senior Vice Commander.** The Post Senior Vice Commander shall assist the Commander in preserving order, preside in the absence of the Commander, provide such advice and assistance as may be required and perform such other duties as are incident to such office or may from time to time be required by the laws and usages of the organization or lawful orders from proper authority.
- (3) **Junior Vice Commander.** The Post Junior Vice Commander shall assist the Commander in preserving order, preside in the absence of the Commander and Senior Vice Commander, provide such advice and assistance as may be required and perform such other duties as are incident to such office or may from time to time be required of him by the laws and usages of the organization or lawful orders from proper authority.
- (4) **Commander Pro Tempore.** In the event that neither the Commander, Senior Vice Commander or Junior Vice Commander is present, the Post shall elect a Commander Pro Tempore to preside at the meeting of the Post. (unusual to be used)
- (5) **Quartermaster.** Among the duties of a Post Quartermaster, he shall:
  - a. Qualify and secure a bond in a sum at least equal to the amount of the liquid assets for which he may be accountable in accordance with Section 703.
  - b. Collect all monies due the Post, giving receipt therefore, and have charge of the funds, securities and other property of the Post, all of which shall be placed in his care. He shall be the accountable officer of the Post and the Treasurer of all committees handling funds.
  - c. Disburse funds as properly authorized by the Post using accepted banking practices. Unless otherwise provided for in Post By-Laws, all disbursements of Post funds shall bear the signature of the Quartermaster or other person(s) authorized by the Quartermaster. Such other authorized person(s) shall be bonded with an indemnity company as surety in a sum at least equal to the amount of liquid assets for which he may be accountable in accordance with Section 703.
  - d. Receive annual membership dues (admission fees if applicable) and life membership fees and forward the Department and National dues and life membership fees immediately to National Headquarters as prescribed in Section 104.
  - e. Provide the Post Trustees with all records, files and statements required or necessary for the preparation of the Post Trustee Quarterly Report of Audit.
  - f. Maintain a dues reserve fund as prescribed in Section 717 of the By-Laws and Manual of Procedure.
  - g. Maintain a relief fund as prescribed in Section 704 of the By-Laws and Manual of Procedure.



- h. Reconcile and verify all transactions listed on all bank statements to ensure accuracy of post records. The books and records of the Quartermaster shall be maintained in a legible and uniform format. Record keeping by electronic means may be used, provided a back-up is maintained. Books and records shall be made available for inspection by authorized officers and Post members at all reasonable times. Unless specifically authorized by the Post to remove such books and records from its facilities, they will be kept at the Post facilities. (As Post 5533 has no Post facilities, the books and records will be kept in the possession of either the Quartermaster or the Post Commander)
  - i. Provide access and transfer to his successor in office or anyone designated by higher authority, without delay, all books, records, papers, monies, securities and other property of the Post in his possession or under his control.
  - j. Comply with, and perform all duties required of him by the laws and usages of the organization, applicable By-Laws and orders from lawful authority and perform such other duties as are incident to such office.
  - k. Report on transactions concerning receipts and expenditures, for any given period, at a regular or special meeting of the Post.
  - l. File appropriate forms as required by National, State or Local Statutes or regulations.
- (6) **Adjutant.** (appointed) Among the duties of the Post Adjutant, he shall:
- a. Be the Official corresponding officer of the Post and shall attest to all official communications and reports with his signature.
  - b. Under the direction of the Commander, prepare all reports and returns required of him.
  - c. Maintain the books and records in a legible and uniform format. Record keeping by electronic means may be used provided a backup is maintained. Books and records shall be available for inspection by authorized officers and Post members at all reasonable times. Unless specifically authorized by the Post to remove such books and records from its facilities, they will be kept in the Post facilities.
  - d. The Post Adjutant shall maintain the following records:
    - 1. A copy of the original application of every member admitted to the Post.
    - 2. Minutes of each Post meeting after correction and approval.
    - 3. All current orders or circulars issued by the Commander-in-Chief, the National Council of Administration, the Department Commander, the District and/or County Council Commander (if applicable) and the Post Commander.
    - 4. A correspondence file.
    - 5. A file containing a copy of the proof of eligibility submitted by officers pursuant to Section.
  - e. Maintain a current copy of the By-Laws, Manual of Procedure and Ritual of the Veterans of Foreign Wars of the United States and copies of the By-Laws of the Post, Department, District and County Council (if applicable)

- f. Transfer to his successor, without delay, all books, papers, records, monies and other records and property of the Post in his possession or under his control.
  - g. Comply with and perform all duties required of him by the laws and usages of this organization, applicable By-Laws and orders from lawful authority and perform such other duties as are incident to such office.
- (7) **Chaplain.** The Post Chaplain shall perform such duties as are incidental to the office or as may from time to time be required of him by laws and usages of the organization or lawful orders from proper authority.
- (8) **Judge Advocate.** The Post Judge Advocate shall perform such duties as may be incident to the office or as may be from time to time be required of him by laws and usages of the organization or lawful orders from proper authority.
- (9) **Surgeon.** The Post Surgeon shall perform such duties as may be incident to the office or as may be from time to time be required of him by laws and usages of the organization or lawful orders from proper authority.
- (10) **Officer of the Day (appointed)** The Officer of the Day shall perform such duties as may be incident to the office or as may from time to time be required of him by the laws and usages of the organization or lawful orders from proper authority.
- (11) **Trustee.** Trustees shall not be eligible to serve as chairmen of a committee whose books, records and accounts are audited by the Trustees. Among the duties of the Trustees, they shall:
- a. At least monthly, review the monthly Report of Receipts and Expenditures of the Post Quartermaster.
  - b. Within thirty (30) days from the end of each quarter, properly audit the books and records of the Post Quartermaster, Post Adjutant, and any activity, club room, holding company or unit sponsored, conducted or operated by, for or on behalf of the Post and submit a Post Trustees Quarterly Report of Audit to the Department Quartermaster for referral to the Department Inspector.
  - c. The Report shall be in accordance with and upon such form as may be prescribed by the Adjutant General. The audit shall be signed by the Post Commander and Trustees, who shall, by their signatures, certify to the accuracy of the information contained therein.
  - d. Perform such duties as may be incident to the office or as may be from time to time be required of him by laws and usages of the organization or lawful orders from proper authority.
- (12) **Service Officer.** (Appointed) The Post Service Officer shall assist members of the Post, their widows and orphans and other worthy cases brought to their attention in obtaining rightful entitlements from appropriate National and State agencies. The work of the Service Officer shall be performed in accordance with the instructions of the Department Service Officer. He shall perform such other duties as may be incident to the office and may from time to time be required by the laws and usages of this organization or lawful orders from proper authority.



# VFW Ritual and Meeting Protocol

---

*We do not want our Post members, new or old, to feel uncomfortable or embarrassed at any meeting or luncheon. The following are some of the more important General Rules to try to remember.*

1. When addressing the Commander, all officers stand at attention and salute in a military manner. The Commander will return similar salutes. All officers stand and exchange salutes when addressing each other.

2. One rap of the gavel calls attention or seats the body when standing.

Two raps of the gavel means "stand up" and calls everyone to standing at attention.

3. While the Post is in session, no member shall pass between the altar and the commander's station, except as prescribed by the Ritual. This space represents the sacred ground where our comrades who have answered the final roll call are at rest.

4. All VFW military formations and procedures shall conform with current United States Army Infantry Drill Regulations.

5. The Officer of the Day shall act as the master of ceremonies.

6. All members will stand during rendition of prayers and will follow the action of the Chaplain or presiding officer relative to removal of caps during prayers; if uncovering, the hat shall be placed on the extended closed fingers of the right hand in such a way that the Cross of Malta is exposed and held over the heart.

7. Official caps will not be worn during luncheons, banquets or other meals.

8. Official caps will be the only head covering allowed to be worn at regular meetings of the Veteran of Foreign Wars of the United States.

9. On approaching the door of a Post meeting while in session, a member will give two knocks to attract the attention of the guard who will challenge, "Who knocks here?" Member will answer with his name and the number of the Post he is from. The guard will then report to the Senior Vice Commander, who will order him to admit the member, if proper. The guard will then open the door and the member will show his membership card. Upon being admitted to the Post room, the member will advance to

the altar and salute the Commander. Should the Commander be busy, the member will face about and salute the Senior Vice Commander, after which he will be seated.

10. When wishing to retire while the Post is in session, members will advance to the altar and use the same sign as when entering, to the Commander or Senior Vice Commander, and when answered, member may retire.

11. In meetings of the VFW, members holding office shall be addressed as "Comrade" followed by the title of the office they hold. All other members shall be addressed as "Comrade."

12. Any procedural matter governing meetings not provided for by the VFW Rules of Order shall be governed by Demeter's Manual of Parliamentary Law and Procedure.

13. The presence and/or consumption of alcoholic beverages in VFW meeting rooms and nearby hallway during VFW meetings is unacceptable and is prohibited.

14. No member shall in debate impeach the motives of a fellow member or treat him with disrespect. Members shall avoid personalities and unbecoming speech.

*Through the generations we give life to our impressive VFW Ritual, for it solemnly binds young and old into the brotherhood of men who have fought for America on land, on sea, and in the air.*

# History of the Cross of Malta

---

The Veterans of Foreign Wars of the United States adopted for its symbol the Cross of Malta, which has a heritage of honor, duty, sacrifice and courage that dates back to the 11th century. The Cross has its origin in the Knights of St. John, a strict order of crusaders originally founded to maintain a hospital for pilgrims journeying to the Holy Land. From this order evolved two divisions, the Knights Templar, famed for their ability to fight, and the Knights Hospitaller, humanitarians who provided for the sick and distressed.

The Knights established branches throughout Europe and moved their headquarters to Cyprus. From Cyprus the headquarters was eventually moved to Rhodes in the 14th century and was transferred from there to the island of Malta in the 16th century. There they became known as the Knights of Malta.

The insignia of the Knights of Malta is basically the same as the one used today by the Veterans of Foreign Wars. It is an 8-pointed cross formed by four arrowheads meeting at the points. Each represents one of the Beatitudes taken from Jesus' Sermon on the Mount. The arrowheads indicated the knights were willing to fight for the principles of justice and truth although their order was basically a peaceful one.

This outlook is similar to that of the VFW, devoted to peace but comprised of men who have fought and are willing to fight again, for those principles which embody the individual liberties and dignities of men. The fundamental objectives of the organization are set forth in a charter granted it by the Congress of the United States in 1936.



---

## History of the VFW

---

The VFW traces its roots back to 1899 when veterans of the Spanish-American War (1898) and the Philippine Insurrection (1899-1902) founded local organizations to secure rights and benefits for their service: Many arrived home wounded or sick. There was no medical care or veterans' pension for them, and they were left to care for themselves.

In their misery, some of these veterans banded together and formed organizations with what would become known as the Veterans of Foreign Wars of the United States. After chapters were formed in Ohio, Colorado and Pennsylvania, the movement quickly gained momentum. By 1915, membership grew to 5,000; by 1936, membership was almost 200,000.

Since then, the VFW's voice had been instrumental in establishing the Veterans Administration, creating a GI bill for the 20th century, the development of the national cemetery system and the fight for compensation for Vietnam vets exposed to Agent Orange and for veterans diagnosed with Gulf War Syndrome. In 2008, VFW won a long-fought victory with the passing of a GI Bill for the 21st Century, giving expanded educational benefits to America's active-duty service members, and members of the Guard and Reserves, fighting in Iraq and Afghanistan.

The VFW also has fought for improving VA medical centers services for women veterans.

Besides helping fund the creation of the Vietnam, Korean War, World War II and Women in Military Service memorials, the VFW in 2005 became the first veterans' organization to contribute to building the new Disabled Veterans for Life Memorial, which opened in November 2010.

Annually, the 2.1 million members of the VFW and its Auxiliary contribute more than 11 million hours of volunteerism in the community, including participation in Make A Difference Day and National Volunteer Week.

From providing over \$3 million in college scholarships and savings bonds to students every year, to encouraging elevation of the Department of Veterans Affairs to the president's cabinet, the VFW is there.

# Websites and Resource List

---

- **Veterans of Foreign Wars Network Websites**

Post 9174 Facebook Page - [www.facebook.com/VFWPost9174](http://www.facebook.com/VFWPost9174)

Post 9174 Website- [www.vfw9174.org](http://www.vfw9174.org)

Texas District 20 Website - [www.texasvfwdistrict20.org/](http://www.texasvfwdistrict20.org/)

Texas VFW Department Website - [www.texasvfw.org](http://www.texasvfw.org)

Veterans of Foreign Wars National Website - [www.vfw.org](http://www.vfw.org)

VFW Merchandise Sales - [www.vfwstore.org](http://www.vfwstore.org)

- **Veterans Assistance Websites**

U.S. Department of Veterans Affairs - [www.va.gov](http://www.va.gov)

VA Mental Health Home Page - [www.mentalhealth.va.gov](http://www.mentalhealth.va.gov)

eBenefits Website - [www.ebenefits.va.gov](http://www.ebenefits.va.gov)

MyHealthVet Website - [www.myhealth.va.gov](http://www.myhealth.va.gov)

Texas Veterans Commission - [www.tvc.state.tx.us](http://www.tvc.state.tx.us)

- **Phone Numbers and Contacts**

VFW Post 9174  
2410 Pinn Road  
San Antonio, TX 78227  
(210) 674-7821

Local VA Outpatient Clinic  
Frank M. Tejeda VA Outpatient Clinic  
5788 Eckhert Road  
San Antonio, TX 78240  
(210) 699-2100

Veterans Crisis Line (Anonymous) - (800) 273-8255