

THE CLAYTON E. MONEYSMAKER AMERICAN LEGION POST 237

DEPARTMENT OF ALABAMA

STANDARD OPERATING PROCEDURES

HOUSE COMMITTEE

August 27, 2024

Purpose: Provide the Post 237 Executive Committee and the membership knowledge of the duties and responsibilities of the House Committee.

Scope: This SOP applies to most of the duties and responsibilities of the House Committee of The Clayton E. MoneyMaker American Legion Post 237, Department of Alabama. However, it is not all encompassing as there may be situations and emergencies that arise that require immediate attention that are not spelled out in the American Legion Officers Guide, the Constitution and By-Laws of the Clayton E. MoneyMaker American Legion Post 237, Department of Alabama and the House Rules, American Legion Post 237, Department of Alabama, dated April 12, 2023

Authority: Constitution and By-Laws, American Legion Post 237, Department of Alabama, dated November 21, 2022, and House Rules, American Legion Post 237, Department of Alabama, dated April 12, 2023

References:

The American Legion 2024 Officer's Guide

House Rules, American Legion Post 237, Department of Alabama, dated April 12, 2023

The American Legion Post Operations Manual and Post Building Guide

A. House Committee Duties and Responsibilities:

1. The House Committee shall be a Post 237 standing committee with the authority to oversee the operations of the Post's social quarters in a manner consistent with the Post By-Laws and Post House Rules. All actions dictated by the House Committee will be under the authority of the Post Executive Committee with all actions performed in a profitable and business-like manner.
2. The House Committee will work closely with the Post Club Manager with respect to the following:

- a. Establishment of social quarters operating hours and deviations to operating hours as a result of inclement weather/special events
- b. Purchase and repair of equipment
- c. Employee salaries and benefits
- d. Employee job descriptions
- e. Disciplining/termination of employees
- f. Identification of social quarters equipment/other requiring maintenance
- g. Development of Post House Rules identifying social quarters operations
- h. Media coverage (Post website, newsletter, face book, etc.) of social quarters events
- i. Planning/coordination of: (lunch menus, dinners, entertainment, special events, rental of ballroom, etc.)

B. Committee Composition:

- The committee shall consist of eleven (11) members as outlined in the Post By-Laws Article VII Section 1 b and will be chaired by the 3rd Vice Commander.

C. Selection of Committee Members:

1. The Third Vice Commander will determine the composition of the House Committee.
2. The Third Vice Commander will attempt to make sure each respective organization as recognized by the Post in the Constitution Article's VIII (Auxiliary), IX (SAL), and X (ALR) will be represented on the Committee. Staff members in good standing with the Post may be on the House Committee unless they have been terminated at any time by the House Committee.
3. The Third Vice Commander will ask for a volunteer to fill the role of Secretary and take notes during the meeting.

D. Committee Vacancies:

In the event of a volunteer or terminated vacancy on the Committee prior to the end of a member's term of service, the Third Vice Commander or Commander/President of the respective organization (Legionnaires, Auxiliary, SAL, and ALR) shall appoint a member to serve the remainder of the term of the vacated position. The Third Vice Commander or Commander/President shall report this appointment at the next regular scheduled session of the respective organizations monthly meeting.

E. Meetings:

1. The committee shall schedule regular meetings at their discretionary time (typically at 6:00 PM unless otherwise agreed upon by the Committee) on the

second Tuesday of the month.

2. Special meetings may be called by the Chairperson for urgent business which cannot wait for a regular meeting. Requests for special meetings from other Committee members must be presented to the Chairperson.

3. All Committee meetings will be run by Robert's Rules of Order as stipulated in the Post By-Laws, Article VIII Section 5.

4. All Committee meetings will be attended by the Club Manager except during Executive Sessions. The Club Manager will provide (as outlined in the Post By-Laws Article V Section 2) the following:

- Copies of the monthly financial activity to the Committee to include:

- a. Monthly financial activities
- b. Financial report including paid and unpaid bills
- c. Monthly inventory report
- d. Profit and loss report

5. Meetings will be conducted as follows:

a. Chairperson calls the meeting to order

b. Roll call

c. Pledge of Allegiance

d. Reading of the minutes from the previous meeting:

1). Additions or corrections

2). Approval of the minutes

e. Club Managers report:

1). Checkbook and savings balance (costs for food/beverage/taxes, etc.)

2). Club Manager's mileage and expenses

3). Outstanding bills

4). Upcoming events

5). Reports on completed events

6). Management issues (equipment, employee issues)

7). Manager vacation used and balance remaining

8). Reports as listed in Post By-Laws Article V, Section 2

- 9). House Rules updates/changes
- f. Old business
- g. New business
- h. For the good of the organization
- i. Announcement of the next meeting (date and time)
- j. Adjournment

NOTE: Minutes are not final until they have been formally read, reviewed and approved by the Committee at a regular General Membership meeting (or by electronic means)

F. Quorum:

One member of the Legionnaires, Auxiliary, Sons of the American Legion, and Legion Riders in addition to the Ex-officio members shall constitute a quorum. Meeting attendance including voting by electronic means is allowed.

G. Voting:

1. Each committee member shall have a vote except the Club Manager. An exception to this voting policy applies to an ALR committee member who is not a Legionnaire or member of the Auxiliary or SAL. In order for the ALR representative to vote, they must be a Legionnaire, Auxiliary or SAL member of Post 237.
2. In the event of a tie vote, the Third Vice Commander may cast a tie breaking vote.
3. Voting will be conducted as outlined in the House By-Laws, Article XI, Section 1 using the current edition of Robert's Rules of Order.

H. Records:

1. The Third Vice Commander or Club Manager shall retain an original copy of all approved minutes in chronological order along with all financial or other documents presented by the Club Manager and/or accountants in a secure location in the office of the Post. The original approved minutes and attachments shall always remain at the Post
2. Any elected officer of the Post, Auxiliary, SAL, or ALR may view the minutes and attachments by contacting the Third Vice Commander or Club Manager or their committee member.