

# THE CLAYTON E. MONEYSMAKER AMERICAN LEGION POST 237

## DEPARTMENT OF ALABAMA

### STANDARD OPERATING PROCEDURES

#### THIRD VICE COMMANDER

**August 27, 2024**

**Purpose:** Provide the Post 237 Executive Committee and Post 237 membership knowledge of the duties and responsibilities of the Third Vice Commander.

**Scope:** This SOP applies to most of the duties and responsibilities of the Third Vice Commander 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.

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

#### **References:**

The American Legion 2024 Officer's Guide

The American Legion Post Operations Manual and Post Building Guide

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

#### **A. Duties of the Third Vice Commander:**

1. The Third Vice Commander shall assume and discharge the duties of the office of Commander in the absence of or the disability of the Commander, the First Vice Commander, the Second Vice Commander or when called upon by the Commander.
2. Shall be the Chairman of the House Committee.
3. Shall preside at all House Committee meetings of this Post and have supervision over the appointed committee members.
4. Shall have full supervisory capacity over the Club Manager to include disciplinary actions, with the concurrence of the Commander.

## **B. Chairman of the House Committee:**

1. The Third Vice Commander will serve as Chairman of the House Committee. Post management will be vested in the House Committee subject to the direction and guidance of the Executive Committee.
2. The Post Club Manager will receive guidance/disciplinary actions from the Third Vice Commander and/or the Post Commander in the absence of the Third Vice Commander.
3. The Third Vice Commander will determine the composition of the House Committee. When the Post membership exceeds 650 members, one additional committee member may be appointed for each additional 150 members or fraction thereof. The Committee shall not exceed eleven (11) members.
4. The Third Vice Commander will maintain a roster of House Committee members. A copy of the roster will be stored in the Club Manager's office in the folder that contains the House Rules.
5. The House Committee shall have charge of all matters pertaining to the care of the Post social quarters, promotions of club activities, and the arrangement of social activities.
6. Specific actions to be performed by the House Committee are delineated in Standard Operating Procedures-House Committee.