



American Legion Post #37

House Committee Standard Operating Procedures (SOP's)

Revised January 22nd, 2024

I. Purpose

The House Committee (further referred to as the committee) shall be an ongoing committee with the ability and authority to oversee the operation of the club, in a manner consistent with the Post By-Laws (as directed in Article XI Section 2 of the Post By-Laws) and the House Rules (developed by the House Manager and approved by this committee), under the authority of the Post Executive Committee, in a profitable and business-like manner (as identified in the Post By-Laws Article IV).

II. Committee Composition

The committee shall consist of eight (8) members as outlined in the Post By-Laws Article IV Section 3 and will be chaired by a Post 37 member on the committee (unless otherwise elected upon by the committee) and a co-chair elected by the committee.

III. Selection of Members

Each respective organization as recognized by the Post in the Constitution Article's VIII (Auxiliary), IX (SAL), and X (ALR) will be allowed to have one (1) member each assigned to the committee as elected by their respective organization's members. They each shall make appointments to the committee prior to May, to then be voted on in June and take their seat on the committee in July. The exception to this rule will be at the direction of the Post Commander to fill vacant seats immediately on the house committee and serve for a minimum of one year. The remaining will be selected as outlined in the Post By-Laws Article

IV Section 3. 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. Current staff members on the Committee that are terminated by the House for any reason shall give up their seat on the Committee and notify their respected organization. Members who cannot be present at a house meeting may send a representative in their place to attend any such meetings and utilize their vote (if the vote is needed).

IV. 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 Commander or Head of the respective organization (Post, Auxiliary, SAL, and ALR) shall appoint a member to serve the remainder of the term of the vacated position. The Commander or entity lead shall report this appointment at the next regular gathering of the respective organizations monthly meeting. Non-Volunteer vacancy replacements shall follow the outline of the Post By-Laws Article IV Sections 3 and 4.

V. Meetings

- A. As outlined in the Post By-Laws Article IV Section 5, the committee shall set regular meetings at their discretionary time (typically at 5:30P unless otherwise agreed upon by the committee) on the first (1st) Monday of the month (or as agreed upon by the committee).
- B. Special meetings may be called for urgent business which cannot wait for a Regular Meeting by the Chairperson or Commander. Requests of special meetings from other committee members must be presented through the Chairperson.
- C. All committee meetings will be run by the rules of order outlined in the Post By-Laws Article XI Section 1.
- D. All committee meetings will be attended by the House Manager except Executive Sessions. The House Manager will provide (as outlined in the Post By-Laws Article IV Section 8) the following;
 - a. Copies of the monthly financial activity to the committee including:
 1. Monthly financial activities
 2. Financial report including paid and unpaid bills
 3. Monthly inventory report
 4. Profit and loss report
- E. Conducting meetings—all meetings will be conducted by the following:
 - a. Chairperson calls the meeting to order
 - b. Roll call
 - c. Pledge of allegiance
 - d. Election of Chairperson, Secretary, and alternates (annually in July or as needed)
 - e. Reading of the minutes from the previous meeting
 1. Additions or corrections
 2. Approval of the minutes
 - f. House Managers report

1. Checkbook and savings balance (Costs for food/beverage/staff/taxes, Etc.)
 2. Managers mileage and expenses
 3. Outstanding bills
 4. Upcoming events
 5. Reports on completed events
 6. Management issues (Equipment, employee issues)
 7. Manager time off will be at the coordination of the House Chair
 8. Reports as listed in Article V, section D. a. above
 9. House Rules updates/changes
- g. Old Business
- h. New Business
1. Executive Session for Legal or Performance Reviews (Annually in June)
- i. For the Good of the Organization
- j. Announcement of the next meeting (date and time is moved)
- k. Members may attend meetings remotely and vote by electronic means (email router, text, online video meeting, telecom, etc.)
- l. Adjournment
- F. Minutes are not final until they have been formally read, reviewed and approved by the committee at a regular Monthly Meeting (or by electronic means)
- G. One member of the Post, Auxiliary, Sons of the American Legion, and Legion Riders in addition to the Ex-officio members shall constitute a quorum (as outlined in the Post By-Laws Article IV, Section 7). Meeting attendance including voting by electronic means is allowed. Each member has one vote; the Post Commander votes only to break a tie; the House Manager is non-voting.

VI. Duties

- A. Voting
- a. Each member shall have a vote except the House Manager, and in the event of a tie vote, the Commander may cast a tie breaking vote as outlined in the Post By-Laws Article IV, Section 7.
 - b. 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 Newly Revised*](#)
- B. Chairperson and Alternate Chairperson
- a. The Chairperson and Alternate Chairperson shall be elected by the Committee at the July Regular Meeting for a one (1) year term (or appointed as needed).
 - b. The committee is chaired by a Post member elected by the House Committee membership as outlined in the Post By-Laws Article IV, Section 3 (Post member may be holding a seat as a SAL, AUX, or ALR member as well). Chairperson status may be changed at the discretion and request of the Post executive committee as voted on by this committee.
 - c. The Chairperson conducts the House Committee Meetings as outlined in Section V above.

- d. The Alternate Chairperson will assume the duties of the Chairperson in their absence.
 - e. The Chairperson shall be the spokesperson and liaison with the House Manager and establish a written employee agreement upon hire.
 - f. The Chairperson and Alternate Chairperson shall prepare a performance review of the House Manager every six months after date of hire (or upon request or as outlined in their hiring agreement and job description). Upon the completion of the performance review, the document shall be discussed in the Executive Session with the House Committee (to include the Commander and all non-employee members). Upon approval of the review, the Chairperson, Alternate Chairperson, and Commander shall meet with the House Manager to discuss the review.
 - g. The performance review will be stored in a secure location in the office of the Post and available for review by the Commander or Executive Committee at their request.
- C. Secretary and Alternate Secretary
- a. The Secretary and Alternate Secretary shall be elected by the Committee at the July Regular Meeting for a one (1) year term (or appointed as needed).
 - b. In the absence of the Secretary, the Alternate Secretary will assume their duties.
 - c. The Secretary or Alternate Secretary will record, either electronically or hand written, meeting minutes which should include
 1. Date and Time of the meeting
 2. Location of the meeting
 3. Persons in attendance
 4. Verbatim account of any motions brought to the floor
 5. Names of members making the motions or seconds
 6. A tally of the votes (in person or electronically)
 7. Significant points of discussion (and any items tabled for next meeting)
 8. A copy of the monthly financials presented by the House Manager, Gambling Officer, or any other significant documents that can be attached to the meeting minutes
 9. Signature of the Secretary or Alternate Secretary who took the minutes
 - d. A copy of the approved minutes of the regular monthly meeting will be made available for the Commander or any of the three post organizations and available in the Post 37 office.
 - e. Arrange to have sufficient copies of the minutes for approval at the next regular monthly meeting of the committee and emailed out in advance along with the original with attached documents for approval.

D. Committee

- a. The committee shall make recommendations to the House Manager and work with them in establishing;
 1. Operating Hours (and procedures when to close due to inclement weather)
 2. Purchasing and repair of equipment
 3. Employee salaries and benefits, duties and responsibilities (job descriptions) of the staff
 4. Termination and discipline of employees
 5. House Rules to be posted online and at the Post
 6. Event schedules and special functions posted on the website and social media pages for the Post
 7. These items will be the responsibility of the House Manager to plan, draft, institute, and monitor as approved by the committee
- b. The committee shall review the documents provided by the House Manager.
- c. As outlined in Article IV, Section 9 of the Post By-Laws, the committee will provide monthly house audits to the Post at their regular monthly meetings.
- d. The committee shall provide any documentation necessary for an annual audit after the end of the calendar year by an accountant. After review, a copy shall be provided to each respective organization upon their request.
- e. The committee shall vote on all matters relating to decisions by the committee, on approval of the minutes, and acceptance of documents and reports presented to it.
- f. The committee will oversee a financial checking account and disburse monies from the House bank account shall require two separate signatures garnered from the House Committee Chair, House Manager, Post Finance Officer, or Post Commander as outlined in Article IV, Section 10 of the Post By-Laws.

VII. Records

- A. The Secretary shall retain an original copy of all approved minutes in chronological order along with all financial or other documents presented by the House Manager and/or accountants in a secure location in the office of the Post. The only persons with access to the secure location shall be the Secretary and Alternate Secretary. The original approved minutes and attachments shall always remain at the Post and the Secretary will ensure that an electronic copy is posted on the office computer and available in the Post 37 office.
- B. Any elected officer of the Post, Auxiliary, SAL, or ALRs may view the minutes and attachments by contacting the Secretary or Alternate Secretary or their committee member on the committee as well as electronically on the website or obtain a copy.
- C. Any member of the Post, Auxiliary, SAL, or ALR may request copies of the minutes and attachments of the House Committee by making a request to the Secretary in writing or viewing electronically on the website.

VIII. Procedure to Ratify/Change SOP's

- A. The Post Executive Committee is the governing authority for the House Committee.
- B. The committee shall prepare proposed SOP's, upon completion of a draft document, shall provide a copy to the executive committee for approval.
- C. Once the draft is approved, the Executive Committee will vote and provide a copy of the draft to the Post Commander.
- D. If the draft meets the expectations of the Post Commander and Executive Committee, the draft may be voted on and ratified immediately.
- E. If the draft does not meet the Post Commanders and Executive Committee's expectations, the Executive Committee will provide its concerns and suggestions, in writing or in person, to the House Committee at their next regular meeting.
- F. The committee will discuss the concerns and changes, making any necessary changes and vote on the draft.
- G. When the new proposal is approved by the committee, it shall return for review by the Executive Committee to follow the aforementioned process described in C and D above.
- H. In the event the Post Executive Committee votes in favor of accepting the draft, the Post Commander will sign and date two (2) copies of the SOP's and provide one (1) copy back to the House Committee.
- I. The committee copy shall be presented at the next monthly regular meeting, acknowledged in the minutes by the Secretary, and the original will be kept with those meeting minutes in the secure location as well as posted electronically on the Post Website.
- J. Changes to the House SOP's may be recommended by the Executive Committee, Commander, or the committee itself. Changes must go through the process outlined above.

This revision of the House Committee Standard Operating Procedures

Approved by vote of the House Committee on:

Date

30 Jan 2024

House Committee Chair Signature:

Deann Schloesser, Post 37 "Interim" House Chair

Approved by vote of the Post 37 Executive Committee on:

Date

30 January 2024

Post Commander Signature:

Patrick Stoterau, Post 37 Commander

Revised January 22, 2024

House Committee SOP's used in conjunction with the Post #37 Constitution and By-Laws