

# HOUSE COMMITTEE RULES

Inwork revision October 2017

Deschutes Post 4108

Veterans of Foreign Wars of the United States

- Sec.1      The House Committee Rules and changes thereto require Post approval prior to implementation.
- Sec. 2      House Committee: The House Committee was formed in March 1964, and previous rules adopted / amended in 1994 and 2004.
- a. The House Committee shall be elected by the Post to ~~manage certain matters related to the~~ maintain the Post facilities and grounds, and oversee ~~to include~~ the operation of the Post Club Rooms and / or Canteen.
- (1) The House Committee shall consist of not less than five (5) members with terms of office staggered (one [1] year, two [2] years, and three [3] years). One (1) or two (2) new members shall be elected each year, or as required, to maintain five (5) elected members. One (1) each of whom shall be elected annually for a three (3) year term. The elected members of the House Committee shall elect the ~~Chairman~~ Chairperson of the House Committee at the first administrative year meeting after the election of the new State Commander. In the event that a vacancy occurs unexpectedly, the Post Commander may appoint a temporary replacement for not more than sixty (60) days or until a permanent replacement member is elected by the Post membership, whichever comes sooner.
- (2) If an elected member of the House Committee becomes the Post Commander or Post Quartermaster, the House Committee position must be filled by special election. Any member of the House Committee may be removed by vote

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of the Post upon proven charges of failure to comply with these rules and regulations, or failure to attend three (3) consecutive meetings of the House Committee, except that the validity of any action taken under this rule pertaining to the removal of the Post Commander or Post Quartermaster or House Committee Member shall be based upon full compliance with the provisions of ~~the~~ Section ~~220~~ 900 and other applicable provisions of the National By-Laws and Manual of Procedure.

(3) Post Trustees shall not serve on the House Committee. In addition, the Post Commander and Post Quartermaster, by virtue of their offices, shall be members of the House Committee.

(4) No House Committee member shall be the Club / Canteen ~~Manager~~ Supervisor.

b. The House Committee shall meet at least once per month for the purpose of discussing problems, ~~taking inventory~~, studying financial reports, and in general, act as a Club / Canteen advisory, supervisory and disciplinary board. The House Committee, also, shall be responsible for the cleanliness and ~~upkeep~~ maintenance of the Post facilities and the equipment therein. The House Committee ~~Chairman~~ Chairperson shall report the results of the House Committee meetings to the Post membership at the next Post meeting.

c. The House Committee and the House Committee Chairman Chairperson shall be in charge of the Post facilities. ~~rental / sub-rental of the Post facilities (and designate the Canteen manager supervisor), and the Bingo and Dance Special Activities committees.~~ The Club / Canteen Supervisor, Special Activities Chairpersons, Hall Rental Chairperson, and all other members using the Post facilities including outdoor spaces for large

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activities will report to the House Committee at the earliest reasonable time with the proposed activity plan.

- d. The House Committee may authorize such expenditures for minor emergency repairs as may be necessary for the preservation and protection of the Post's facilities and equipment, provided that the total amount so expended between any two (2) regular meetings shall not exceed \$1000.00. The House Committee is authorized to replace any existing equipment and arrange for major repairs costing more than \$1000.00.
- e. All monies received by the ~~House Committee~~ Club / Canteen supervisor or through the Club / Canteen for the rental of the Post's facilities and other sources shall be deposited with the Post Quartermaster.
- f. All expenditures of the House Committee shall be made only ~~by regular checks drawn by~~ through the Post Quartermaster. All ~~checks shall be signed by the Post Quartermaster and countersigned by the Post Commander.~~
- g. The Post Quartermaster, by virtue of his that office, shall be the Secretary / Treasurer of the House Committee. The House Committee Secretary / Treasurer shall keep a record of all receipts and expenditures and shall, at every meeting of the Post, report all monies received and all expenditures made since the last meeting.
- h. The House Committee shall may include one (1) member (non-voting) from The Ladies Auxiliary. The Auxiliary President, or ~~her a~~ member of The Auxiliary, designated by The Auxiliary President, may attend each House Committee meeting for the purpose of coordinating essential matters pertinent to both The Ladies Auxiliary and the House Committee.
- i. The House Committee shall submit any proposal for expansion and / or changes to the Post facility to the Post membership at a regular Post meeting for approval of the proposal and funds

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expenditure. The House Committee shall negotiate bids for phases of work to be completed and make arrangements for payments as phases of work are completed.

- j. The House Committee shall make decisions with a quorum of five (5) House Committee members in attendance.
- k. The House Committee shall have authority to suspend all Club / Canteen privileges of any member for misconduct on Club / Canteen premises for whatever time shall be ~~proper~~ deemed appropriate, subject to appeal by the suspended member to the Post membership.
- l. The House Committee Chairperson shall be responsible for all Club / Canteen and facility staff, including hiring, reviews, counseling, and discipline, and discharge.
- m. The House Committee shall comply with all applicable Post, Department, and National bylaws.
- n. The Post Commander or the House Committee Chairperson shall be able to call for ad hoc House Committee meetings as emergent situations arise. Every effort shall be made to contact all members of the House Committee for such meetings. All decisions made in such meetings must be made with a quorum of not less than five (5) House Committee members.

## Sec. 3 Club / Canteen related activities:

- a. The Club / Canteen shall comply with all Oregon State laws including Oregon Liquor Control Commission and Oregon State Lottery laws.
- b. The House Committee shall develop the job description and maintain it up-to-date for the Club / Canteen ~~Manager~~ Supervisor, who in turn when hired, shall acknowledge receipt and understanding of the job description by signature and date. The ~~Club / Canteen Manager~~ House Committee shall develop job descriptions and maintain them up-to-date for all Club / Canteen

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- and facilities employees. ~~and submit those job descriptions to the House Committee for approval.~~ A copy of the respective job description shall be provided to each employee. Copies of all job descriptions shall be provided to the Post Adjutant for reference post records and shall be attached to the House Committee Rules.
- c. The House Committee shall investigate and document any and all problems ~~occurring in and with the~~ relating to Club / Canteen operations.
  - d. The House Committee shall ~~approve~~ recommend to the Post membership for a vote at a regular meeting all salaries and wages including pay raises or reductions of Club / Canteen and facility employees.
  - e. The Club / Canteen ~~Manager~~ Supervisor shall employ disciplinary actions and / or dismissals of a Bar Tender as needed. All actions and dismissals of employees shall be documented and retained in permanent files, and copies provided to the House Committee and the affected employee for any potential appeal. Disciplined and / or dismissed canteen Club / Canteen employee has and facility employees have the right to appeal, with factual evidence, to the House Committee.
  - f. The House Committee shall employ and / or dismiss the Club / Canteen ~~Manager~~ Supervisor. All documentation for the employment of and /or the dismissal of the Club / Canteen Supervisor shall be over seen by the House Committee Chairperson and maintained by the ~~and the reasons documented, and reported to the Post at the next regular Post meeting, or special meeting. A copy of the dismissal reason shall be given to the Club / Canteen Manager Supervisor and the Post Adjutant. A copy of the documentation shall be provided to Club / Canteen Supervisor as appropriate.~~
  - g. The Club / Canteen Supervisor shall interview and recommend the hiring of Canteen Bartenders as needed. The House Committee

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will review the recommendation of the Club / Canteen Supervisor and decide on the hiring of a selected bar tender with a quorum vote. All documentation for the employment of and /or the dismissal of the Club / Canteen Bar Tenders shall be over seen by the House Committee Chairperson and maintained by the Post Adjutant. A copy of the documentation shall be provided to Club / Canteen Bar Tenders as appropriate.

- h. Employees of the Club / Canteen shall not play any gambling type machine nor consume alcoholic beverages while on duty.
- i. The on-duty ~~bartender~~ Club / Canteen employee shall document to the Club / Canteen Manager Supervisor the any incidents of patron misbehavior(s). The Club / Canteen ~~Manager Supervisor~~ shall report within 24 hours to the House Committee ~~Chairman~~ Chairperson the documented misbehavior of patrons.
- j. The Club / Canteen ~~Manager Supervisor~~ has the right to appeal any decision of the House Committee to the Post for arbitration.

Sec. 4      These House Committee Rules were approved by the Post Members on \_\_\_\_\_, 2018. The Post may adopt such further rules and regulations governing the conduct and the Club / Canteen that do not conflict with the provisions of the Post By-Laws. Such rules and regulations shall only become effective upon approval by majority vote of the Post members present at a regular or special meeting called for that purpose. At least thirty (30) day notice shall be given to all Post members before a vote of the Post members can be taken.