

HOUSE COMMITTEE RULES
(Amended July 2004)

Deschutes Post 4108
Veterans of Foreign War 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.
- a. The House Committee shall be elected by the Post to manage certain matters related to the Post facilities to include the operation of the Post Club Rooms and/or Canteen.
- (1) The House Committee shall consist of not less than five members with terms of office staggered (one year, two years, three 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-year term. The elected members of the House Committee shall elect the Chairman of the House Committee at the first administrative year meeting. In the event that a vacancy occurs unexpectedly, The Post Commander may appoint a temporary replacement for not more than 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 Quartermaster, the position must be filled by special election. Any member of the House Committee may be removed by vote of the Post upon proven charges of failure to comply with these rules and regulations, or for 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 shall be based upon full compliance with the provisions of the Section 220 and other applicable provisions of the National By-Laws and the Manual of Procedure.

- (3) 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.
- 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 an advisory, supervisory and disciplinary board. The House Committee shall be responsible for the cleanliness and upkeep of the Post facilities and the equipment therein. The House Committee Chairman shall report the results of the House Committee meetings to the Post membership at the next Post meeting.
 - c. The House Committee and Chairman shall be in charge of the rental/sub-rental of the Post facilities (and designate the manager), and the Bingo and Dance committees. (Amendment #1).
 - 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 regular meetings shall not exceed \$1,000.00. The House Committee is authorized to replace any existing equipment and arrange for major repairs more than \$1,000.00.
 - e. All monies received by the House Committee through 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 the Quartermaster. All

checks shall be signed by the Quartermaster and countersigned by the Post Commander.

- g. 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 Post Quartermaster, by virtue of his office, shall be the Secretary/Treasurer of the House Committee.
- i. One (1) member (non-voting) from the Ladies Auxiliary. The President or her designated person may attend each House Committee meeting for the purpose of coordinating essential matters pertinent to both the Ladies Auxiliary and the House Committee.
- j. The House Committee shall submit any proposal for expansion and/or changes of the Post facility to Post membership at a regular Post meeting for approval of the proposal and funds 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.
- k. Make decisions with a quorum of five House Committee members in attendance.
- l. 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, subject to appeal by the suspended member to the Post membership.

Sec 3. Club/Canteen related activities:

- a. The House Committee shall develop the job description and maintain it up-to-date for the Club/Canteen Manager, who in turn when hired, shall acknowledge receipt and understanding of the job description by signature and date. The Club/Canteen Manager shall develop job descriptions and maintain them up-to-date for all Club/Canteen employees and submit 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 purposes.

- b. The House Committee shall investigate and document any and all problems occurring in and with the Club/Canteen operations.
- c. The House Committee shall approve all salaries and wages including pay raises or reductions of Club/Canteen employees.
- d. The Club/Canteen Manager shall employ disciplinary actions and/or dismissals. 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 employee has the right to appeal, with factual evidence, to the House Committee.
- e. The House Committee shall employ and/or dismiss the Club/Canteen Manager 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 Manager and the Post Adjutant.
- f. Employees of the Canteen shall not play any gambling type machine nor consume alcoholic beverages while on duty.
- g. The on-duty bartender shall document to the Canteen Manager the incidents of patron misbehavior(s). The Canteen Manager shall report within 24 hours to the House Committee Chairman the documented misbehavior of patrons.
- h. The Club/Canteen Manager has the right to appeal any decision of the House Committee to the Post membership for arbitration.

Sec 4: These House Committee Rules were approved by the Post Members on June 5, 2003 and Amendment #1 on July 1 2004. The Post may adopt such further rules and regulations governing the conduct of the club/canteen that do not conflict with the provisions of the Post By-Laws.

Such rules and regulations shall only become effective upon the approval by majority vote of the Post members present at a regular or special meeting call for that purpose; at least thirty (30) days notice in writing having first been given to all Post members.

Deschutes Post No. 4108
Veterans of Foreign Wars of the United States

BY


Commander

OFFICIAL

BY

Adjutant

