

THE CLAYTON E. MONEYSMAKER AMERICAN LEGION POST 237

DEPARTMENT OF ALABAMA

STANDARD OPERATING PROCEDURES

EXECUTIVE COMMITTEE

August 20, 2024

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

Scope: These Standard Operating Procedures (SOP) apply to **most** of the facets of the duties and responsibilities of the Executive 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, or the Constitution and By-Laws of the Clayton E. Moneymaker American Legion Post 237, Department of Alabama.

Authority: American Legion Officers Guide, and the Constitution and By-Laws of the Clayton E. Moneymaker American Legion Post 237, Department of Alabama, dated November 21, 2022.

References:

The American Legion 2024 Officer’s Guide

The Constitution and By-Laws of the Clayton E. Moneymaker American Legion Post 237, Department of Alabama, dated November 21, 2022,

Robert’s Rules of Order. New Edition, Copyright and dated September 2020

IF AT ANYTIME THIS DOCUMENT CONFLICTS WITH THE CONSTITUTION AND BY-LAWS, THEN THE CONSTITUTION AND BY-LAWS TAKE PRECEDENCE.

A. Executive Committee Membership:

1. The government and management of Post 237 are entrusted to an Executive Committee.

2. The Executive Committee shall be comprised of a pre-determined number of elected and appointed officers who will either be elected by the membership or appointed by the Commander.
3. Other than the appointed officers, all elected officers will be voted on by a membership ballot at a scheduled Post officer's election. Executive Committee officers receiving the highest number of votes will be installed as Executive Committee members at the next month's General Membership meeting.
4. The membership of the Post 237 Executive Committee will consist of the following elected and appointed officers:

- a. Commander
- b. Past Commander
- c. Adjutant
- d. First Vice Commander
- e. Second Vice Commander
- f. Third Vice Commander
- g. Finance Officer
- h. Chaplain
- i. Historian
- j. Service Officer
- k. Judge Advocate
- l. Sergeant- At - Arms
- m. First Year Trustee
- n. Second Year Trustee
- o. Third Year Trustee
- p. Other positions determined by the Commander as necessary

5. Member Position Vacancies:

1. A vacancy shall exist when a member or officer is absent from the Post for a continuous period considered by the Executive Committee to be detrimental to the interests of the Post.
2. All vacancies existing in the Executive Committee, or in any office of the Post from any cause other than the expiration of the term, shall be filled by a majority vote of the remaining members of the committee, and a person so appointed shall hold office for the unexpired term of the member of the committee or officer who they succeeded.

B. General Duties and Responsibilities:

1. The functions of the Executive Committee are not intended to usurp the powers of the membership during regular Post meetings. This allows the routine business affairs of the Post to be handled outside of Post meetings.
2. The Government and management of the Post is entrusted to the Executive

Committee. It should meet regularly or as often as the Commander deems necessary.

3. The Executive Committee is responsible for authorizing and approving all expenditures, hearing reports of Post committee chairpersons, and providing business oversight over Post affairs and assisting in hiring employees.
4. The Executive Committee shall meet for Post organization and such other business as may come before it at the call of the Commander within 10 days after the installation of the new officers.
5. The Executive Committee shall meet at the call of the Commander at least once per month prior to the General Membership meeting, and as often as the Commander may deem necessary.
6. The minutes of the meetings of the Executive Committee shall be recorded and presented by the Adjutant to the General Membership at the monthly General Membership meetings.
7. Emergency Committee Communications: When emergency Post repairs, and similar maintenance factors, or time restrictive factors, outside the frame of a called committee meeting become necessary, the Commander may call for approval of such measures by the committee via electronic communication (e-mail, text, telephone, or other such future devices)

C. Specific Responsibilities and Duties:

The Post Executive Committee:

1. Shall hire such employees as may be necessary
2. Shall authorize and approve all expenditures
3. Shall require adequate bonds from all persons having the custody of Post funds
4. Shall hear the reports of Post committee chairs
5. Shall have charge of and be responsible for the management of the affairs of this Post

D. Post Expense Management:

1. All expenditures of Post funds must be approved by the majority vote of the Executive Committee in quorum
2. Such funds may include building and facility maintenance needs, veteran's relief, employee salaries, and other expenditures as deemed appropriate by the committee. Decisions regarding Post bank accounts and investments may be determined by the committee, then referred to the General Membership.
3. All expenditures above \$500.00 must be authorized by the Post general membership by a majority vote
4. Emergency expenditures below \$500.00 may be authorized by the committee.

E. Post Executive Meeting Procedure:

1. Call to order (Commander)
2. Roll call of members (Adjutant)
3. Reading of minutes of last meeting (Adjutant)
4. Officers' reports.
5. Committee reports.
6. Old Business --- Important business from previous sessions designated for consideration at this meeting.
7. Unfinished business.
8. New business.
9. Good of The American Legion comments
10. Adjournment.

The method used by members to express themselves is in the form of moving motions. A motion is a proposal or issue that the Executive Committee must take action on. Actions associated with motions include:

1. Call to order
2. Second motions
3. Debate motions
4. Vote on motions