

HOUSE COMMITTEE MEETING:

REFER TO "FORWARD IN THE GOOD ONWARD IN THE RIGHT"
AND OTHER INSTRUCTIONAL AIDS FOR MORE DETAILED
EXPLANATION OF DUTIES AND RESPONSIBILITIES.

1. ROLL CALL

- a. OFFICERS ARE REQUIRED TO ATTEND ALL LODGE, OFFICERS, HOUSE COMMITTEE, ENROLLMENT AND SPECIAL MEETINGS. ONLY GOVERNOR OR PRESIDING OFFICER CAN EXCUSE AN ABSENCE. OFFICE MAY BE VACATED AFTER THREE UNEXCUSED ABSENCES.

2. MINUTES OF PREVIOUS MEETING

- a. MINUTES OF PREVIOUS HOUSE COMMITTEE MEETING MUST BE READ AND APPROVED. ADMINISTRATOR SIGNS AS SUBMITTING MINUTES. GOVERNOR COUNTERSIGNS MINUTES AFTER THEY HAVE BEEN APPROVED.

3. CHECK OF HOUSE COMMITTEE ENVELOPE

- a. REQUIRED TO INSURE PROPER ACCOUNTING FOR REGISTER READINGS AND OTHER SOCIAL QUARTERS INCOME. INSPECT RECEIPTS FOR CASH EXPENDITURES. INSURE REIMBURSEMENT CHECK HAS BEEN ISSUED TO RECOVER CASH EXPENDITURES.

4. PAYMENT OF BILLS

- a. HOUSE COMMITTEE BILLS REQUIRE APPROVAL OF HOUSE COMMITTEE. TRUSTEE'S SHOULD CAREFULLY INSPECT ALL BILLS FOR GOODS AND SERVICES TO INSURE THEY WERE ACTUALLY RECEIVED.

5. MONTHLY HOUSE COMMITTEE REPORT

- a. MUST BE COMPILED MONTHLY. REQUIRES INVENTORY TAKEN BY TRUSTEES. PRIMARY GOAL - DETERMINE A MINIMUM 20% NET PROFIT. NO MORE THEN 30% FOR MERCHANDISE COST. 30% FOR LABOR AND 20% FOR ALL OTHER OPERATING COSTS. ANY SAVING IN THESE CATEGORIES SHOULD BE APPLIED TO YOUR NET PROFIT PERCENTAGE.

6. ANALYSIS OF VOLUME AND COST

- a. HOUSE COMMITTEE SHOULD CONSTANTLY BE VOLUME CONSCIOUS AND COST CONSCIOUS.

7. INVENTORIES AND COST CONTROL

- a. KNOWING EXACTLY HOW MUCH OF EACH KIND OF MERCHANDISE IS ON HAND, AT THE BEGINNING OF THE MONTH.

- b. KNOWING EXACTLY HOW MUCH OF EACH KIND OF MERCHANDISE IS PURCHASED DURING THE MONTH.
- c. KNOWING EXACTLY HOW MUCH IS ON HAND AT THE END OF THE PERIOD.
- d. ACCOUNTING FOR THE DIFFERENCE.

7. INSPECTIONS

- a. TRUSTEE SHOULD MAKE MONTHLY INSPECTION OF QUARTERS, FURNITURE, FIXTURES AND EMPLOYEES. THE HIGHEST POSSIBLE DEGREE OF CLEANLINESS AND REPAIR SHOULD BE MAINTAINED. TRUSTEES TO REPORT THEIR FINDING AT THE HOUSE COMMITTEE MEETING.

8. DECORUM & DISCIPLINARY ACTION

- a. MAINTAIN THE HIGHEST STANDARDS FOR GOOD CONDUCT.
- b. SOCIAL QUARTERS MANAGER & HIS/ HER EMPLOYEES EMPOWERED TO EJECT ANYONE GUILTY OF MISCONDUCT. SOCIAL QUARTERS PRIVILEGES SUSPENDED UNTIL NEXT HOUSE COMMITTEE MEETING.
- c. FINAL OUTCOME OR SETTING OF PENALTY FOR OFFENSE REQUIRES THE APPEARANCE OF THE ALLEGED OFFENDER. (UNLESS HE WAIVES THIS RIGHT).
- d. HOUSE COMMITTEE SHOULD BE FAIR AND CONSISTENT IN SETTING PENALTIES FOR OFFENCE.

9. OLD AND NEW BUSINESS.

- a. ONLY THOSE MATTERS COVERED IN THE PREVIOUS 8 CATEGORIES.

10. ADJOURNMENT.

- a. HOUSE COMMITTEE SHALL MEET, AT LEAST, TWICE A MONTH.