

## Sergeant at Arms

Congratulations on being elected to the position of Sergeant at Arms, and thank you for accepting this very important responsibility for the club.

Included at the end is an excerpt from the club By-Laws. It gives a very brief over view of the Sergeant at Arms's responsibilities. This document is intended to give you a more complete idea of what will be expected of you over the next 12 months.

As you read through this, please remember that these are only guidelines, and a report of what your predecessors have experienced. If you find something that you would rather modify, delegate or eliminate, please bring it up to the club at a meeting and see if a solution can be found. Always remember that at the end of your term, you will have the opportunity to modify these guidelines to reflect YOUR experience.

The primary function of the Sergeant at Arms is to maintain order at the club meetings. Our club meetings are intended to be fun and relaxed, so we don't truly follow Roberts Rules of Order, but your President should provide you with the club copy of this book. Your main task will be to help quiet the crowd down when too many people get talking at the same time during the meeting. If a heated discussion should start it will also be your responsibility to help the President restore order and calm to the group.

In 2007 the duty of selling club raffle tickets before meetings for the 50/50 pot was given to the Sergeant at Arms. About 15 minutes before the scheduled meeting time please sell raffle tickets to anyone who wants them for \$1 each or however you feel you will sell the most tickets and make the most money. After the meeting adjourns have a member or guest draw a winning ticket. Half the sale proceeds will go to the winner, and the other half will go to the Treasurer for club funds.

If you ever have questions or problems please contact the prior Sergeant at Arms or your E-Board. Please remember at the end of your term to provide any updates to this information to the outgoing President at least two weeks prior to the Year End Banquet so that they can update the Presidents Book before giving it to the incoming set of officers.

Please always remember that your fellow club officers and volunteers are all volunteering their time. Each of us has a life and responsibilities outside of the club. Generally, each member will try their best to do what is right and best for the club. It is easy at times to become frustrated with a fellow officer, but please consider the possibility that you may have misinterpreted the incident. As an officer, you may feel extra pressure to help diffuse situations like this. The best solution will always be to discuss the situation, privately. Please remember that everyone is here to have fun.

Again, Congratulations and Thank You!

Excerpt from HOC By-Laws:

**ARTICLE XII - DUTIES:**

5. Sergeant at Arms:  
The Sergeant at Arms shall assure that order is kept at all meetings, and shall refer to the club copy of Roberts Rules of Order in maintaining order at club meetings.

Revised: November 2010