

Guidelines for the Selling of Post Property

The Department Constitution and Bylaws requires Posts to inform the Department of their intent to sell the building.

Here are the steps that need to be taken to insure that everything is done correctly:

- 1) A Post General Membership meeting needs to pass a motion to investigate the possible sell of Post Property.
- 2) The Post needs to get a current copy of the Post Deed on file with the city or county to show that it has a clear title on the property.
- 3) The Post needs to get an appraisal done on the property to show the fair market value.
- 4) At the next Post General Membership meeting a motion to proceed with the possible sell of Post Property, also at this meeting it needs to be approved to what Post program(s) or building fund the monies from the sale will be placed in.
- 5) Once that motion is approved a certified letter needs to be sent to ALL Post Members and the District Commander that at the Post General Membership meeting held on (date) the Post voted and approved to sell the Post Property and at the Next Post General Membership Meeting to be held on (date) the final vote will be taken to processed with the sale of Post Property.
- 6) In that letter there should be placed a ballot for members that cannot attend the meeting can provide their name, address, if they are for or against the sale of Post Property, a signature block for them to sign and a spot for a notary to verify their signature and return to the Post.
- 7) At the Post General Membership Meeting where the vote is to be taken the District Commander must be present to verify the members present, the ballots received, the number of certified letters returned and the number of letter signed for and not returned; **2/3 majority** of the Post General members must have responded before any further action can be taken.

- 8) Once the **2/3 majority** of Post members responding or present is verified then the Post General Membership must vote to approve to sell the property; and should include in the motion and minutes, the name of the retailer it will be listed with, the amount that will be listed, the fair market value it is worth.
- 9) Once the sale of the property is approved a letter must be sent to the Department of Texas requesting permission to sell the Post Property.
- 10) In the letter to the Department everything listed above must be enclosed, including the minutes of the Post General Membership meeting, an explanation of why the Post is selling the Post Property.
- 11) A letter from your District Commander must also be sent stating that he has attend all of the meeting and that he concurs with the sale of Post Property.
- 12) If a Post is incapable of funding actions required here in should ask for financial assistance from their respective District with a cavot that the funds will be repaid upon the sale of the Post property.