

## AMERICAN LEGION POST 8



### HOUSE RULES CODE OF CONDUCT 2007 – 2008

#### *Purpose*

The purpose of the American Legion Post 8 House Rules, Code of Conduct is to provide our members and their guests the rules that govern their conduct within the Post Home and Post Canteen.

#### ARTICLE I

##### *Definitions*

Section 1. *Member*, as applied to the House Rules, shall mean any **Legionnaire, Auxiliary, or Son of the American Legion and American Legion Rider member** in good standing of Post 8. A member in good standing is defined as one who has paid his/her annual dues by 1 January of the applicable year.

Section 2. *Canteen* is that portion of the Post Home housing the bar facilities.

Section 3. *Post Home* includes all the premises and grounds utilized by Post 8, including any building(s) thereon.

Section 4. *Management*, as applied to the House Rules, shall refer to the Canteen Manager and the bartender(s) on duty.

Section 5. *Executive Committee* is the committee elected in accordance with the Post By-laws to oversee the Operation of the Canteen.

Section 6. *Minor* is any person declared a minor within the meaning of the Alabama State ABC laws.

Section 7. A *Guest* is anyone who is not a member of Post 8 or is a member in good standing of any other American Legion Post, Auxiliary Unit or S.A.L. Squadron.

## ARTICLE II

### *Persons Permitted in the Canteen*

Section 1. *Legionnaires, Ladies Auxiliary Members, Sons of the American Legion (SAL), American Legion Riders (ALR):* The privileges of the American Legion Post 8 Canteen are for members of American Legion Post 8, Ladies Auxiliary Members, Sons of the American Legion (SAL) and American Legion Riders (ALR) that are in good standing.

a. All members are required to observe the standards of conduct and dignity expected of a Legionnaire.

b. Members must be in good standing to enjoy canteen privileges. Members must present current membership card or receipt upon request of the management.

c. Members are permitted to bring guests. Members will be responsible for their guests conduct. Guests must depart when the member departs.

d. Guests who are eligible to join the American Legion, American Legion Auxiliary, or Sons of the American Legion are restricted to a total of three (3) visits to the Canteen as a guest in any calendar year. The sponsoring member is responsible for determining membership eligibility with respect to these provisions and will inform his and/or her guest that joining the American Legion and/or its recognized affiliates will determine their future visitation rights.

## ARTICLE III

### *Beverages*

Section 1. No alcoholic beverages will be served to minors, nor will they carry any alcoholic beverages to any person in the Canteen. Adults must order any non-alcoholic beverage for a person under the age of twenty-one.

Section 2. No alcoholic beverages purchased in the Canteen will be carried out of the Post Home with the exception of the back patio area. All alcoholic beverages will be consumed inside the Canteen or the back patio.

## ARTICLE IV

### *Dress Code*

Section 1. Members and guest must be neatly and appropriately dressed at all times. Any clothing deemed inappropriate by the management is not permitted. This would include clothing that is overly suggestive or revealing, vulgar or offensive, in a state of disrepair or appears to be in bad taste.

Section 2. The management reserves the right to specify particular dress for special occasions.

Section 3. On regularly scheduled band nights men's shirts must have sleeves. In the case of special events management has the right to revise this requirement.

Section 4. The final decision as to what constitute proper dress rests with the Executive Committee

Section 3. On regularly scheduled band nights men's shirt must have sleeves. This provision does not apply to specially scheduled band events held other than on regularly scheduled band nights.

Section 4. The final decision as to what constitutes proper dress rests with the Executive Committee and the management.

## ARTICLE V

### *Conduct*

Section 1. The management reserves the right to refuse service to anyone whose conduct is, in the opinion of the Management, detrimental to any person, the Post home, or the American Legion. This includes comments directed toward patrons, which may be considered as personal attacks with respect to sex, race, creed, religion, or personal lifestyles.

Section 2. Members and their guests must understand that the bartender on duty is the person in charge and is responsible for enforcement of these rules. Members and their guests must abide by the bartenders or club managers decision in regards to violations of these rules. If a member disagrees with the decision made by the bartender he/she is to provide the Canteen Manager a written statement concerning the situation for appropriate action

Section 3. The management shall have full authority to enforce these House Rules while on duty. The management may order anyone to leave the Post Canteen who, in its judgment, has

violated one or more of these rules and/or has engaged in conduct that is detrimental to the Post Canteen.

Section 4. Post business should not be discussed in the presence of non-members.

Section 5. Members and guests will not interfere with the duties and direction of Canteen Employees. No member shall reprimand an employee of the Post Canteen. Any suggestions or criticism concerning the Canteen shall be submitted to the Canteen Manager on an incident report where it will be given due consideration.

Section 6. Post members and guests are not authorized behind the bar unless asked by management on duty to help with a specific task. Upon completion of that task, they are to return to the other side of the bar. The bartender should ask an officer or member of the post for assistance when assistance is necessary.

Section 7. The loaning of card keys to non-members is strictly prohibited.

Section 8. No member, guest or outside entity shall leave vehicles, boats, trailers, etc. on the post property for a period of time exceeding 72 hours. Towing will be enforced at owner's expense.

Section 9. No parking at the front entrance under the canopy except for pick up and delivery. No one is to block the entrance to the front or rear drives to allow access for emergency vehicles.

Section 10. Pets are not allowed into the Post Canteen at anytime unless provided for by law.

Section 11. If you receive a phone call while you are at the Post you must answer.

Section 12. No member or guest is allowed to run a tab.

Section 13. There shall be no drinking of alcoholic beverages during General Membership Meetings.

Section 14. No person who is a known registered sex offender shall be allowed in the Post Canteen or on post premises.

Section 15. Proper language should be used at all times. Loud, profane, vulgar or abusive language, or conduct prejudicial to good order, shall constitute grounds for dismissal from the Post Canteen.

Section 16. No alcoholic beverages will be served to anyone who, in the estimation of the management, is intoxicated. Indications of intoxication shall include but is not be limited to loud and boisterous behavior, dozing or sleeping anywhere in the Canteen, aggressive behavior, taunting and/or harassment of patrons or management, and use of profane or personally insulting comments.

Section 17. Members and guest will refrain from engaging in disagreements or confrontation in the Post Canteen that disrupts other patrons.

Section 18. No member or guest shall secure beverages for any person who has been refused service or both will be asked to leave the premises.

Section 19. Members and guests will not engage in physical confrontations (fighting) in the Post Canteen or on post premises.

Section 20. No member or guest shall be allowed to bring a firearm or weapon on post premises or in the Post Canteen. Weapon includes, but is not limited to: Any dirk or dagger, any knife with a blade three inches or more in length, any snap-blade or spring-blade knife, regardless of the length of the blade, any ice pick or similar sharp stabbing tool, any straight-edge razor or any razor blade fitted to a handle, any dangerous or deadly weapon within the meaning of any law of this state restricting the use thereof, any cutting, stabbing or bludgeoning weapon or device capable of inflicting grievous bodily harm, any bow and arrow in company with a metal-tipped arrow, and any firearm other than one carried pursuant to a valid permit, issued by a duly authorized governmental authority or any ordinary rifle or shotgun lawfully carried for purposes of hunting or other lawful sport.

Section 21. No illegal drugs are allowed on post premises or in the Post Canteen.

Section 22. No member or guest will purchase alcoholic beverages for a minor.

Section 23. Members and their guest will not engage in lewd or indecent sexual misconduct and or language.

Section 24. Any member or guest found damaging or destroying Legion property will required to pay for the damage. Theft of post property either real or personal will not be tolerated.

Section 25. Members have the right to file an incident report (Annex A) reporting any violation of these House Rules. The report must be presented to the management within three (3) days of the incident.

Section 26. Any member disciplined under any article or section of these House Rules, shall have the right to appeal. The member will appeal to the Executive Committee at the next regularly scheduled Executive Committee Meeting. The appeal steps are outlined in Article VIII of these House Rules.

## ARTICLE VI

### *Use of the Television, Jukebox Pool Table, Dart and other Gaming Devices*

Section 1. The television in the ballroom may be used at anytime when the room is not being used for post meetings or functions. Sports, news and weather programming will have precedence.

Section 2. The pool table, dartboards and any other gaming devices in the Post Home are for entertainment purposes.

Section 3. The jukebox, pool table, dartboards and other gaming devices may be closed at the discretion of the management, or by direction of the Executive Committee, for special events.

Section 4. Movement of the pool tables is not allowed.

## **ARTICLE VII**

### ***Sound Control***

Section 1. Only the management on duty will adjust the volume control for the jukebox and televisions. The choice of what is to be shown and/or played on all audio/visual equipment will be determined by the majority of patrons on hand and not employees of the Club. Volume will be kept at a reasonable level.

Section 2. At the discretion of the management on duty, based on his/her evaluation that the majority of the Legion patrons are watching a major television event, the jukebox may be turned down or off so as not to interfere with the majority.

Section 3: The band will play at a sound level appropriate to the crowd. Management is responsible for speaking with the band when the music is too loud.

## **ARTICLE VIII**

### ***Discipline of Post 8 Members and Guests***

Barring a member or guest from Post 8 Canteen and Premises. Use of the Post 8 Canteen is a privilege extended to members and their guests who are expected to abide by these House Rules. The following outlines American Legion Post 8 procedures concerning barring of members and guests.

Section 1. ***Bartender on Duty.*** The bartender on duty has the right to ask a member or guest to leave for a 24-hour period for any violation of the House Rules. Anytime the bartender asks a member or guest to leave he/she will complete an incident report (Annex A) and provide such report to the Canteen Manager for his review and action.

Section 2. *Canteen Manager.* The Canteen Manager upon receipt of an Incident Report, may if deemed necessary have a member or guest barred until the next Executive Committee Meeting.

**Section 3:** Action on Incident Reports. The Canteen Manager will review all Incident Reports with the Post Commander and Judge Advocate prior to the next regularly scheduled or specially called Executive Committee Meeting. They will present their recommendation to the Executive Committee for approval. Except in special circumstances the guidelines provided in Annex B will be used as recommendations. The Post Adjutant will maintain a file on all Incident Reports and is responsible for ensuring that written notice is provided to the offenders under the signature of the Post Commander or verbal notice is given if time does not permit for written notice. Such notice will inform the member he has the right to contest the offense at the next scheduled Executive committee meeting. The notice will also contain the following information: Date and time of offense. Type of offense citing Article and Section violated. Date and time of the Executive Committee Meeting in which the offense will be reviewed. The Post Canteen Manager is responsible for ensuring that a list of all members and guest that are barred is maintained at the bar for the bartenders and discretely at the door for the door person on band nights. This list will include the name, date barred, length of time barred and offense.

**Section 4:** a. All members of American Legion Post 8 as defined in the House Rules have the right to contest charges brought against them at the next regularly scheduled or specially called Executive Committee Meeting. Members who have been barred from the Post Canteen have the right to attend official post functions excluding canteen functions.

Section 5: Executive Committee is the final and ruling authority on post discipline.

## **ARTICLE IX**

### ***Conclusion***

a. All members and guests are expected to read the rules set forth herein and abide thereby. A violation may subject you to possible loss of Canteen privileges for a period of up to (1) year or more. In addition to these prescribed rules, the management will report in writing any circumstances not specifically covered herein as he/she may see fit, to keep and maintain proper conduct on the premises. Any such action taken by him/her will be reported at the next scheduled Executive Committee meeting so they in turn can ensure proper remedial action.

b. These house rules will be reviewed annually within 60 days after installation of officers.

c. A copy of these house rules will be kept behind the bar at all times for members and guests who wish to review them. Annex B to these American Legion Post 8 House Rules and Code of Conduct will be sent out annually in the Post Newsletter within three months of installation of new officers.

d. These House Rules and Code of Conduct contain two Annexes. Annex A is the incident report used to report violations. Annex B briefly outlines offenses and recommendations in regards to violation of such offenses.

House Rules approved by the General Membership on November 21, 2006.

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Ed Grethen, Commander

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Richard Jukes, House Rules Committee Chairman

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James Gamble, House Rules Committee Member

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Rebecca Preston, House Rules Committee Member

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Frank Rhodes, Judge Advocate

# Annex B to House Rules & Code of Conduct

Annex B contains the recommendations for first time offense violations of American Legion Post 8 House Rules and Code of Conduct. Please note, the recommended time barred is only a guideline. Repeated violations or special circumstances could result in more than the recommended time barred outlined in this annex. It is the responsibility of each member and guest to read American Legion Post 8 House Rules and Code of Conduct. Each member is expected to ensure that any guests they bring into the Post Home will also abide by these rules. Member have the right to contest any charge filed against them. The steps are outlined in Article VIII of American Legion Post 8 House rules and Code of Con-

### **Bartender on Duty**

The Bartender on duty has the right to ask a member or guest to leave for a 24 hour period for any violation of the House Rules. The bartender will complete an incident report each time he/she asks a member or guest to leave.

### **Canteen Manager**

The Canteen Manager has the right to bar a member or guest until the next regularly scheduled (or specially called for the specific purpose of handling an incident report) Executive Committee Meeting.

### **Member Rights**

A member who is the subject of an incident report has the right to attend the next regular or special Executive Committee Meeting to contest the charges and will be notified of that right by the Post Adjutant. The Executive Committee will make their recommendations to the General Membership. The General Membership is the final and ruling authority.

<b>OFFENSE</b>	<b>RECOMMENDED TIME BARRED</b>
Use of profanity or obscenities	24 Hours
Intoxication	24 Hours
Minor disagreements or confrontations	24 Hours
Intentional purchasing of alcoholic beverages for a customer who has been refused service.	30 Days
Major disagreements or confrontation	30-45 Days
Physical Confrontations	90-120 Days
Possession of a weapon or threat of the use of a weapon on Post Premises	1 Year—To be reviewed annually
Possession or use of illegal drugs on Post Premises	1 Year—To be reviewed annually
Purchasing a drink for a minor	1 Year—To be reviewed annually
Lewd, indecent sexual misconduct	1 Year—To be reviewed annually
Theft	1 Year—To be reviewed annually