

THE AMERICAN LEGION

LORTON POST 162



HOUSE RULES

**Published and Promulgated by the
Post 162 House Committee**

**Approved as of: Oct 11, 2013
Effective: Oct 11, 2013**

POST 162 HOUSE RULES

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THE AMERICAN LEGION

LORTON POST 162

HOUSE RULES

ARTICLE I

General

Section 1. All members of the American Legion, Auxiliary, Sons of the American Legion and their guests are welcome to our Post and Post Social Quarters.

Section 2. These House Rules governing our Post Social Quarters have been established for the good of all members. Any infraction of these rules can be cause to suspend or cancel your Post 162 social privileges – reinstatement can only be authorized by the approval of the Post House and Executive Committees.

Section 3. The Post, nor any of its officers and members, is responsible for loss or damage of personal property of the members or their guests in the Post Social Quarters or on the premises.

Section 4. No posters, calendars, or other advertising material shall be displayed on the Post premises unless specifically authorized by the Post General Manager.

Section 5. The operation of the Post Home shall conform in every respect to the provisions of the Virginia ABC laws.

ARTICLE II

Definitions

Section 1. **Member**, as applied to the House Rules, shall mean any Legionnaire, Auxiliary, or Sons of the American Legion member of Lorton Post 162 in good standing. A member in good standing is defined as one who has paid his/her annual dues by January 1st of the applicable year.

Section 2. **Social Quarters** include the Club Room and the Hall Room.

Section 3. **Meeting Facilities** include the Social Quarters and Hall Room, including any office spaces located therein.

Section 4. **Post Home** includes all the premises and grounds utilized by Post 162, including any building(s) thereon.

Section 5. **Management**, as applied to the House Rules, shall refer to the Post General Manager (when on duty), the ABC Manager on Duty, and the House Committee.

Section 6. **House Committee** is the committee appointed in accordance with the Post By-Laws to oversee the Operation of the Social Quarters.

Section 7. **Minor** is any person under the age of 21 in accordance with the Virginia Alcohol Board of Control (ABC) Laws/Regulations.

Section 8. **Guest** is anyone who is not a member of Post 162 or a member in good standing of any other American Legion Post, Auxiliary Unit or Sons of the American Legion Squadron.

Section 9. **Food Service Manager** is any person certified in accordance with the requirements of the Fairfax County Health Authority and who is in possession of a valid Food Handlers Certificate. Such person, while on the premises, shall be responsible for enforcing the Fairfax County Food Service Regulations.

ARTICLE III

Hours of Operation

Section 1. The hours of operation of the Social Quarters will be posted on the front door, behind the bar, and other conspicuous places and enforced by the ABC Manager on Duty.

Section 2. At the discretion of the ABC Manager on Duty and after coordination and approval of the Post General Manager, the closing hour may be extended.

Section 3. Last call will be provided twenty (20) minutes prior to closing. At that time no new games (such as pool, darts, etc.) will be started and games in progress must be completed within the 20-minute time period.

ARTICLE IV

Use of Post Home Meeting Facilities

Section 1. Meetings, such as the House Committee, Executive Committee, and the General Membership, can be held in the Post Hall.

Section 2. Committee meetings and other small group gatherings can be held in the Post Hall or Social Quarters, as appropriate.

ARTICLE V

Rental of Post Hall

Section 1. A formal rental contract, coordinated by the Post Hall Rental Manager and approved by the Post General Manager, will be in place and available to the ABC Manager on Duty.

Section 2. Members and guests will not intentionally intrude in areas of the Post Home facilities in use by private rentals nor interfere with such activities in any way.

ARTICLE VI

Persons Permitted in the Social Quarters

Section 1. The facilities of the Post Home are made available for the conduct of official American Legion programs and activities, Post fund raising activities, for use by local civic community organizations, and as a social center for all members.

Section 2. Except as stated elsewhere in these rules, the following persons shall be admitted:

- Any member of the American Legion showing his/her current American Legion card.
- Any member of the American Legion Auxiliary showing her current card.
- Any member of the Sons of the American Legion showing his current card.
- Minor children/grandchildren of any member stated above, during authorized times, and when accompanied by the member.

Section 3. All members who enter The American Legion are required to present their Membership Card to the ABC Manager on Duty prior to being served.

A member in good standing of Post 162 shall be allowed to bring guests into the Social Quarters at any time. All guests will be signed in by their sponsoring member in the "Guest Register Sign-In" book controlled by the ABC Manager on Duty.

Members shall be wholly responsible for the conduct of their guests. The House Committee, as appropriate, will address issues resulting from guests' misconduct. Any violation of these House Rules by a guest will be considered a violation by the member.

Section 4. Guests are not permitted to remain in the Social Quarters after the sponsoring member has left unless another member in good standing signs them in.

Section 5. No persons under the age of 18 will be permitted in the Social Quarters after 9:00 p.m., except on nights of Special Post functions, or as deemed appropriate by the ABC Manager of Duty. An adult member must accompany all persons under the age of 18. No persons under the age of 18 will be seated at, or lounge around, the bar.

Section 6. Except for guide or leader dogs, no pets are allowed within the Post Home or Social Quarters at any time.

ARTICLE VII

Club Management

Section 1. The operation of the Post Home shall conform to the provisions of the Virginia Alcohol Board of Control (ABC) Laws/Regulations.

Section 2. All purchases in the Social Quarters will be on a cash or check basis only.

Section 3. Subject to the approval of the ABC Manager on Duty, Post members in good standing may cash a personal check not to exceed \$300.00 three times in any 24-hour period based on availability of cash funds on hand. No one can authorize exceptions to this rule. A \$35.00 service charge will be assessed the member for any returned check. Any person who has had two (2) returned checks will be denied further check cashing privileges. Any person denied check cashing privileges can petition the House Committee in writing to request reinstatement of check cashing privileges. If returned checks are not redeemed with thirty (30) days, the check(s) will be turned over to proper authorities for collection and Social Quarter privileges will be suspended until such payment has been remitted in cash, to include all applicable service charge(s).

Section 4. Guests are not authorized to cash checks. No two-party, post-dated checks, or payroll (other than from Post 162) can be cashed.

Section 5. 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 the owner's expense. Special circumstances may dictate a longer period only with the approval of the House Committee and/or special meeting of the Post Officers (minimum of 3) as can be assembled in time to address the need for an extension beyond this "Rule of 72."

ARTICLE VIII

Conduct

Section 1. The image of the American Legion and of Post 162 and our reputation within the community is of paramount importance and requires proper conduct on the part of members,

guests, and visitors. The use of the Post Social Quarters is a privilege and is subject to probation, suspension or revocation for conduct not in keeping with that image.

Section 2. All provisions of the Virginia Alcohol Beverage Control Board and the Virginia Charitable Gaming Commission are to be complied with by all members, guests, and employees.

Section 3. The ABC Manager on Duty shall have full authority to enforce these House Rules while on duty and may refuse service to any member for misconduct or violation of these rules. On such an occasion, a written report must be submitted to the Post General Manager and the House Committee Chairman for review and appropriate follow-up action.

Section 4. Post management reserves the right to refuse service to anyone whose conduct is, in its opinion, detrimental to any person, the Post Home, or the American Legion.

Section 5. No alcoholic beverages will be sold to anyone who, in the estimation of the ABC Manager on Duty, is under the influence of alcohol. Indications of intoxication shall include but not be limited to, loud and boisterous behavior, dozing or sleeping anywhere on the premises, aggressive behavior, taunting and/or harassment of patrons or management, and use of profanity or personally insulting language.

Section 6. The ABC Manager on Duty has the right and is duty bound to refuse service to anyone whose conduct is, in the opinion of the Manager on Duty, detrimental to any person(s), the Post, 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. Any member or guest in possession or use of any controlled illegal substance as defined by local state and federal laws will be given an automatic one year suspension from the use of the Post premises.

Section 7. The ABC Manager on Duty may order anyone to leave the building who, in his/her judgment, has violated one or more of these rules and/or has engaged in conduct that is detrimental to the Post or any person. During such situations, the ABC Manager on Duty must remain behind the bar. Any person failing to depart the Post when so directed may be removed from the Post premises by the ABC Manager on Duty by whatever means he/she deems appropriate including, but not limited to, the ABC Manager on Duty enlisting aid from non-involved members to effect a low-key removal to involvement by the County Police in extreme cases.

Section 8. Proper language should be used at all times. Loud, profane, vulgar or abusive language or conduct prejudicial to good order and discipline shall constitute grounds for removal from the Social Quarters. Members are requested to refrain from loud and boisterous conduct when leaving the Post Home.

Section 9. Members and guests will not interfere with the duties and direction of the ABC Manager on Duty. Any complaints about the operation of the Social Quarters or conduct of its employees or members shall be brought to the attention of the Post General Manager and the House Committee in writing.

Section 10. Members and guests on Post-sponsored trips are expected to abide by the same rules of conduct as if they were in the Post Home. Examples of Post-sponsored trips would include sporting events, Atlantic City trips, etc.

Section 11. Any member or guest, who is deemed by the ABC Manager on Duty to have violated any House Rule, must be reported to the Post General Manager in writing who will bring the infraction to the attention of the House Committee for review, the conduct of an initial inquiry, as appropriate, and possible disciplinary action. Such member may be suspended from Post privileges by the ABC Manager on Duty for the remainder of the 24-hour operational cycle. Any further disciplinary action will be addressed under Section 12 of this Article.

Section 12. Complaints or formal charges must be filed with the House Committee in writing within five (5) days of the event. Upon receipt of a written complaint, the House Committee will review the complaint, interview witnesses, recommend proposed corrective actions and notify the individual involved normally within fourteen (14) days via registered and return receipt requested correspondence signed by the House Committee Chairman with a copy to the Post Commander, Post Adjutant, and Post General Manager. Upon receipt of the House Committee correspondence, the accused will have a maximum of seven (7) days to prepare his/her response. After this time, the House Committee will meet with the accuser and the accused to determine if any or further disciplinary action is warranted. When dealing with a complaint or formal charges against a member of SAL Squadron 162 or Auxiliary Unit 162, a representative from that entity will be invited to participate in the House Committee actions, to include casting a vote, as appropriate. The accused and accuser with any witness(s) desired, as appropriate, will meet separately with the House Committee.

Section 13. Any member disciplined under Section 12 above shall have the right to appeal. The member will appeal to the Post Executive Committee which will meet at its earliest convenience to hear the appeal. The decision of the Post Executive Committee is final.

ARTICLE IX

Service and Beverages

Section 1. Absolutely no alcoholic beverages will be served to minors (persons under the age of 21) nor will they carry any alcoholic beverages to any person in the Social Quarters.

Section 2. Alcoholic beverages purchased in the Social Quarters may not be carried outside of the building with the exception of the Post Back Yard.

Section 3. Take out alcohol purchases may not be opened or consumed on the Post premises.

Section 4. Members, visiting members, or guest cannot bring alcoholic beverages licensed for sale by Post 162 (beer and wine) into the Post Social Quarters or Rental Hall.

Section 5. Privately owned alcoholic beverages, which are brought into the Post Home, must be marked with the first and last name of the owner and kept in the member's locker, under the bar, or behind the bar during actual use. The ABC Manager on Duty may only provide Service from the container. Upon leaving the premises, members must place their containers in their rented locker, take them out of the Post Home or have them placed below the bar.

Section 6. No one may be served a beverage from another member's container unless the member who owns the container is physically present and gives permission. The owner of the bottle may put a second name on the bottle if he/she wishes to make that bottle available to a second person.

Section 7. During patriotic holiday observances such as Flag Day, Independence Day, Memorial Day, and Veterans Day, the Post Social Quarters will be closed to all members, visiting members, and guests. The ABC Manager on Duty will clear the bar and ensure the Social Quarters stays vacant until the ceremony is over.

ARTICLE X

Gaming and Entertainment

Section 1. Guests 21 years and older are permitted to purchase and participate in all pull-tab games; however, guests are not permitted to sign for a winning pull-tab bowl.

Section 2. Pull-tab game winning tickets not claimed within 30 days of the close of the game become the property of Post 162.

Section 3. The pool table, dart boards, and any other gaming devices in the Post Home are for entertainment purposes only. Gambling in any form is prohibited.

Section 4. The juke box and video game machines will not be moved without permission from the Post General Manager and the owner – Amusement Unlimited, Inc.

Section 5. The pool table, dart boards, and juke box may be closed at the discretion of the management or by direction of the House Committee for special television events. These devices may be closed at any other event deemed appropriate by the House or Executive Committee.

Section 6. Movement of the pool table and dart boards will not be done without the prior approval of the House Committee.

Section 7. Disposition, including the sale, donation or disposal, of any Post supplies or equipment, including the pool table, dart boards, and audio-visual equipment, office equipment and furnishings, Post Hall furnishings, Social Quarter tables, chairs, bar stools, kitchen supplies and equipment will require prior authorization from the House Committee.

ARTICLE XI

Dress Code

Section 1. Members and guests must be neatly and appropriately dressed at all times. Shoes and shirts are required. Basically, any clothing deemed inappropriate by management is not

permitted. This would include clothing that is overly suggestive or revealing or in bad taste. Examples of inappropriate dress are as follows:

- Bare chests, backs, or feet
- Swimwear
- Any outerwear with vulgar or offensive slogans
- Holey cut-offs with insides of pockets showing

These are not intended to be all-inclusive. All members and guests are expected to dress so as not to offend any other member or guest.

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

Section 3. The final decision as to what constitutes proper dress rests with the management.

ARTICLE XII

Sound Control

Section 1. Members are requested to respect the rights of other members when playing the juke box.

Section 2. The ABC Manager on Duty will control the volume for the juke box and television sets. 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 Post officers or employees.

Section 3. At the discretion of the ABC Manager on Duty, based on his/her evaluation that the majority of the Legion patrons are watching a television event, the juke box may be turned down or off so as not to interfere with the majority requested televised event. A secondary television set maybe turned on with the volume muted.

ARTICLE XIII

Kitchen Operations

Section 1. Applicable Fairfax County Food Service Regulations shall govern food service activities.

Section 2. Preparation of food in the kitchen must be under the supervision of a Food Service Manager who is certified by the Fairfax County Health Authority and who has a valid Food Handlers Certificate. This manager is responsible to ensure that food-handling personnel are trained in and adhere to sanitary food-handling procedures and proper methods of food protection.

Section 3. Smoking or consumption of alcoholic beverages is prohibited in the kitchen.

Section 4. Volunteers using the kitchen are responsible for ensuring that all cooking appliances, counters, utensils, etc., are thoroughly cleaned and stored in their proper place at the end of their use.

Section 5. Food that is brought into the Post for pick-up by another member will be properly packaged and clearly marked with the member's name and stored in a box or container marked "Member Food." This box will be stored on the lower shelf of the walk-in cooler.

ARTICLE XIV

Incidents/Complaints

Section 1. Any event that disrupts normal operations of the Post or causes a crisis is considered an incident. Some examples of these are: power failure; no telephone service; broken door locks; unsanitary conditions; safety issues, etc. When such conditions occur, the ABC Manager on Duty should fill out an Incident Report. The ABC Manager on Duty will ensure the written incident report clearly defines the answers to the "When, What, Who, Where, and How" questions. If the issue is serious (i.e., power failure, problem with burglar alarm) the Post General Manager should be notified immediately. He/she will notify the proper Post officer(s) for appropriate action. All non-serious incidents should be logged in the ABC Manager's daily book for review by the oncoming ABC Manager and the Post General Manager.

Section 2. Members who have suggestions that they believe will improve how we service our membership or to improve the Post’s outreach to the surrounding community should submit their input in writing and present it to the ABC Manager on Duty.

Section 3. All complaints and suggestions concerning the Post, Social Quarters, its management, employees, members and/or their guest will be in writing and presented to the General Manager, House Committee Chairman, or the Post Commander. Alternatively, any member can put their complaint or suggestion in the Post Suggestion Box located just outside the Post General Manager’s office. Suggestions and/or complaints should be signed by the Post member so management can provide the member feedback on his/her suggestion.

ARTICLE XV

Changes to the House Rules

Section 1. The Post House Committee shall review these House Rules at least annually and recommend changes to the Post Executive Committee.

Section 2. Any part of the policies and procedures contained herein is subject to change without notice, except where notice is prescribed by the Post Constitution and By-Laws or by approval of the Post Executive Committee.

Section 3. The House Committee must approve any proposed additions, deletions, and changes to the above House Rules for forwarding to the Post Executive Committee for final approval.

Section 4. The above House Rules are approved this 11th day of October 2013. These House Rules supersede any and all previous versions of the Post 162 House Rules.

POST 162 HOUSE COMMITTEE CONCURRENCE

Dave Albert, Second Vice Commander
House Committee Chairman

/s/
Lew Montalvo
Committee Member

/s/
Wayne Knight
Committee Member


APPROVED BY THE POST 162 EXECUTIVE COMMITTEE

/s/

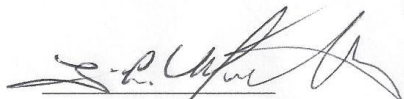
Marv Rodney, Chairman, Post Executive Committee

Oct 11, 2013
Date

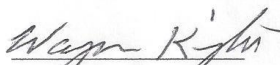
POST 162 HOUSE COMMITTEE CONCURRENCE



Dave Albert, Second Vice Commander
House Committee Chairman

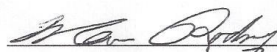


Lew Montalvo
Committee Member



Wayne Knight
Committee Member

APPROVED BY THE POST 162 EXECUTIVE COMMITTEE



Marv Rodney, Chairman, Post Executive Committee

Date: Oct 11, 2013