



**James Harvey Spire**

**Post 787**

**House Rules**

September 2017

# **CONTENTS**

<b>ARTICLE I</b>	<b>GENERAL</b>
<b>ARTICLE II</b>	<b>DEFINITIONS</b>
<b>ARTICLE III</b>	<b>HOURS OF OPERATION</b>
<b>ARTICLE IV</b>	<b>USE OF POST HOME MEETING FACILITIES</b>
<b>ARTICLE V</b>	<b>RENTAL OF POST HALL</b>
<b>ARTICLE VI</b>	<b>PERSONS PERMITTED IN THE SOCIAL QUARTERS</b>
<b>ARTICLE VII</b>	<b>CLUB MANAGEMENT</b>
<b>ARTICLE VIII</b>	<b>CONDUCT</b>
<b>ARTICLE IX</b>	<b>SERVICE AND BEVERAGES</b>
<b>ARTICLE X</b>	<b>GAMING AND ENTERTAINMENT</b>
<b>ARTICLE XI</b>	<b>DRESS CODE</b>
<b>ARTICLE XII</b>	<b>KITCHEN OPERATIONS</b>
<b>ARTICLE XIII</b>	<b>INCIDENTS/COMPLAINTS</b>
<b>ARTICLE XIII</b>	<b>CHANGES TO THE HOUSE RULES</b>

# HOUSE RULES

## ARTICLE I

### General

**Section 1** All members of the American Legion, American Legion Auxiliary, Sons of the American Legion, American Legion Riders (ALR) and their guests are welcome to our Post Home and Post Social Quarters.

**Section 2** These House Rules governing our Post have been established for the good of all members. Any infraction of these rules can be cause to suspend or cancel your Post 787 social privileges – reinstatement can only be authorized by the approval of the Executive Board.

**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 Home or Post Social Quarters.

**Section 4** No posters, calendars, political signage or other advertising material shall be displayed on the Post premises unless specifically authorized by the Post Executive Board. The Post does not support or subscribe to any particular political affiliation nor endorse any candidates for political office.

**Section 5** The operation of the Post Home shall conform in every respect to the provisions of the New York State Liquor Authority (ABC) laws and rules of the New York Racing and Wagering Board.

**Section 6** No person shall enter behind the bar area without the permission of the Bartender on Duty.

# ARTICLE II

## Definitions

**Section 1** Member, as applied to the House Rules, shall mean any member of the American Legion, Auxiliary, Sons or Legion Riders 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 Bar, Side Room, Banquet Room and Outdoor Pavilion.

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

**Section 4** Post Home includes all the premises and grounds owned by Post 787, including any building(s) thereon.

**Section 5** Management, as applied to the House Rules, shall refer to the Post Bar Steward, Bartender on Duty, and Executive Board.

**Section 6** Bar/Kitchen Liaison is the officer appointed by the Commander, with the approval of the Executive Board, to be the go-to link between the Bar Steward and membership.

**Section 7** Minor is any person under the age of 21.

**Section 8** Guest is anyone who has been specifically invited by a member, but who is not a member of Post 787 or a member in good standing of any other American Legion Post, Auxiliary Unit, Sons' of the American Legion Squadron or ALR unit.

# ARTICLE III

## Hours of Operation

**Section 1** The hours of operation of the Social Quarters shall be posted and will be enforced by the Bartender on Duty

**Section 2** At the discretion of the Bartender on Duty and after coordination and approval of the Bar Steward, the closing hour may be adjusted if conditions warrant it.

**Section 3** Last call will be provided twenty (20) minutes prior to closing.

# ARTICLE IV

## Use of Post Home Meeting Facilities

**Section 1** All Post meetings will be held in the Side Room or Banquet Room if more space is required. The Lounge/Bar will not be used for meetings.

**Section 2** Small local civic groups may use the meeting spaces at no charge (subject to availability) with prior scheduling.

# ARTICLE V

## Rental of Post Facilities

**Section 1** The Banquet Hall, Side Room and Outdoor Pavilion are available for private rental.

**Section 2** The Lounge/Bar area is not available for rental as it is the main social gathering space of the Post members.

**Section 3** Post 787 members may rent the available rooms at a reduced rate from non-members for themselves and an immediate family member only. There will be no free rentals to any member including employees, Executive Board, friends, relatives etc. so as to insure fairness to all. Exceptions may be made for benefits and celebrations of life.

**Section 4** The rental manager will complete a "Use of Facilities" form each and every time the Post facilities are utilized for private functions. The completed forms will be submitted to the Post Finance Officer within 3 days of the completion of the event.

**Section 5** Members wishing to use the Lounge/Bar area for small groups to celebrate birthdays or other special occasions may do so with the understanding that the area will not be private and is open for use by other members. Neither members nor guests may bring their own beverages. Food may be brought in (with prior approval) but will be made available to all in the Lounge, not just those attending the special occasion. The hiring of bands or DJs is prohibited without prior approval. All attendees to the occasion must be members or guests of members. All guests must sign the visitors log and be required to leave when their sponsor member leaves.

# 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 membership card.
- Any member of the American Legion Auxiliary showing her current membership card.
- Any member of the Sons of the American Legion showing his current membership card.
- Any member of The American Legion Riders showing his/her current membership card.

**Section 3** All members who enter the Bar are required to present their membership card to the Bartender on Duty prior to being served.

**Section 4** Any member in good standing 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.

\*The New York State Liquor Authority does not consider a person who arrives at the club, uninvited by a member, and is then made a guest, even if they sign a guest register, a valid guest for the purposes of being served alcoholic beverages.

\*Members shall be wholly responsible for the conduct of their guests. Any violation of these House Rules by a guest will be considered a violation by the member.

**Section 5** Guests are not permitted to remain in the Social Quarters after the sponsoring member has left.

**Section 6** No persons under the age of 18 will be permitted in the Lounge after 9:00 p.m., except on nights of Special Post functions, or as deemed appropriate by the Bartender on Duty. An adult member must accompany all persons under the age of 18. No persons under the age of 21 will be seated at, or lounge around, the bar.

**Section 7** With the except of registered service 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 be under the control of the Post Executive Board with daily operations managed by the Bar Steward.

**Section 2** All purchases in the Social Quarters will be cash only. An exception to this rule will be made during dinners when Bank Credit Cards will be accepted.

**Section 3** Post 787 members in good standing may cash a personal check (made out to the Post) not to exceed \$100.00 based on availability of cash funds on hand. No one can authorize exceptions to this rule. A service charge will be assessed the member for any returned check equal to the amount charged to the Legion by the bank.. Any person who has had two (2) returned checks will be denied further check cashing privileges. If returned checks are not redeemed within thirty (30) days, the check(s) will be turned over to proper authorities for collection and Social Quarters' privileges will be suspended until such payment has been remitted in cash, to include all applicable service charges.

**Section 4** Members shall not open the doors for persons trying to enter without a key card. The Bartender on Duty will buzz open the door and make sure those entering are eligible members or authorized guests/visitors.

**Section 5** Lounge TVs will be controlled by the Bartender on Duty but tuned to channels the patrons want...not bartender preferences. Sports will have priority.

**Section 6** No member, guest or visitor 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 Executive Committee

**Section 7** The dumpster behind the Post is for Post use only and not to be utilized for members' personal refuse.

**Section 8** All Post bartenders must be a member of the Legion, Sons or Auxiliary as the New York Racing and Wagering Board rules require that only members may be responsible for handling pull-tab tickets.

**Section 9** Bartenders working the back bar for catered events are employees of the caterer and not the Legion and as such will be compensated by the caterer.

# ARTICLE VIII

## Conduct

**Section 1** The image of the American Legion and of Post 787 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 New York State Liquor Authority and the New York State Racing and Wagering Board are to be complied with by all members, guests, and employees.

**Section 3** The Bartender 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 Bar Steward by the Bartender on Duty. The Bar Steward will pass the report on to the Bar/Kitchen Liaison for review by the Executive Board.

**Section 4** No alcoholic beverages will be sold to anyone who, in the estimation of the Bartender on Duty, is intoxicated. 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 5** The Bartender on Duty has the right and is duty bound to refuse service to anyone whose conduct is in his/her opinion, 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 6** Members will not discuss the business of the Post at the Bar. All Post business should be accomplished at sanctioned meetings.



**Section 7** The Bartender on Duty may order anyone to leave the building whom, 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 Bartender on Duty must remain behind the bar. All efforts should be used to get the member to leave in a low-key manner but law enforcement may be called in extreme circumstances. Any Member failing to leave when directed by the Bartender on Duty will be given an automatic thirty (30) day suspension of Social Quarters privilege by the Executive Board.

**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 Bartender 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 Bar Steward and/or Bar/kitchen Liaison officer 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, Casino Trips, Wine Tours etc.

**Section 11** Any member or guest, who is deemed by the Bartender on Duty to have violated any House Rule, must be reported to the Bar Steward and/or Bar/Kitchen Liaison Officer in writing who will bring the infraction to the attention of the Executive Board for possible disciplinary action. Such member may be suspended from Post privileges by the Bartender 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 in writing within five (5) days of the event. Upon receipt of a written complaint, the Executive Board 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. Upon receipt of the Executive Board correspondence, the accused will have a maximum of seven (7) days to prepare his/her response. After this time, the Executive 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 787, Auxiliary Unit 787 or Legion Riders ALR787, a representative from that entity will be invited to participate in the Executive Board actions.

# ARTICLE IX

## Service and Beverages

**Section 1** Absolutely no alcoholic beverages will be served to minors nor will they carry any alcoholic beverages to any person in the Social Quarters.

**Section 2** Alcoholic beverages are purchased for on premise consumption and may not be carried off Post property.

**Section 3** Members and guests may not bring alcoholic beverages onto Post property.

**Section 4** Alcoholic beverages may not be brought into Post General Membership meetings and Post 787 Legionnaires not attending the meeting will not be served at the bar until the meeting is over.

**Section 5** During busy periods, drink service will take precedence over pull tab service.

**Section 6** No member, with the exception of the Post Commander, may order a round of drinks on the Post.

# ARTICLE X

## Gaming and Entertainment

**Section 1** Members and guests 21 years and older are permitted to purchase and participate in all pull-tab games.

**Section 2** Players may play any ticket row at any time. Ticket rows will not be reserved because another player has been playing them.

**Section 3** Pull-tab game tickets are not to be removed from the premises and they become invalid once removed.

# ARTICLE XI

## Dress Code

**Section 1** Members and guests must be neatly and appropriately dressed at all times. Shoes and shirts are required. All members and guests are expected to dress so as not to offend any other member or guest. Basically, any clothing deemed inappropriate by management is not permitted. This would include clothing that is overly suggestive or revealing or in bad taste.

**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

## Kitchen Operations

**Section 1** All food-handling personnel must adhere to sanitary food-handling procedures and proper methods of food protection as required by the New York Health Department to include:

- All persons within a food service establishment who work in areas where food is prepared are to use hats, caps or hair nets as restraints which minimize hair contact with hands, food and food-contact surfaces.
- Disposable plastic gloves or suitable utensils are to be used when handling foods not requiring further cooking (rolls, salads, etc.), and when scooping ice, popcorn, etc.
- There is no eating while working in the preparation or serving area.

**Section 2** Consumption of alcoholic beverages is prohibited in the kitchen.

**Section 3** Anyone using the kitchen is responsible for ensuring that all cooking appliances, counters, utensils, etc., are thoroughly cleaned/sanitized and stored in their proper place at the end of their use as well as insuring trash is emptied.

# ARTICLE XIII

## 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 Bartender on Duty should fill out an Incident Report. The Bartender 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 Bar Steward should be notified immediately. He/she will notify the proper Post officer(s) for appropriate action.

**Section 2** 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 Bar Steward, Bar/Kitchen Liaison, or the Post Commander. Alternatively, any member can put their complaint or suggestion in the Post Suggestion Box. Suggestions and/or complaints should be signed by the Post member so management can provide the member feedback on his/her suggestion.

# ARTICLE XIV

## Changes to the House Rules

**Section 1** The Bar Steward and Bar/Kitchen Liaison shall review these House Rules annually and recommend changes to the Post Executive Board.

**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 Board.