**Frank B. Huddleston Inc.**

****

**American Legion Post 81**

2909 South Harbor City Blvd.

Melbourne, Florida 32901-7213

**“For God and Country”**

**House Rules**

**Approved: 2 December 2014**

**Introduction:**

The following rules prepared and approved by the Executive Board and ratified by the General Membership will establish:

1. Conduct of members, guests and volunteers;
2. Minimum dress standards;
3. Responsibilities and duties of the Bar Manager;
4. Canteen operating hours.

**Definition of Terms:**

1. **MEMBER:** As pertains to American Legion Post 81, Melbourne, Florida.
	1. Any American Legion Post 81 member in good standing and carrying a current membership card.
	2. Any American Legion Auxiliary Unit 81 member in good standing and carrying a current membership card.
	3. Any Sons of the American Legion Squadron 81 member in good standing and carrying a current membership card.
2. **GUEST:** Any person legally signed in on the register by a current member of the American Legion Post 81 as outlined in item A of the “Definition of Terms” or otherwise authorized to be on Post property for special events or activities.
3. **VOLUNTEERS:** Anyone who accepts duties in Post 81, either compensated or non-paid.
4. **VISITING MEMBERS:** Any member of the American Legion, American Legion Auxiliary or Sons of the American Legion in good standing and carrying a current membership card issued by another Post.
	1. Exception: Post 400 members are allowed 3 visits within one year, after which they must transfer to an active American Legion Post or be denied entry except for special events.
5. **POST:** As pertains to all American Legion Post 81, Melbourne, Florida buildings and properties.
6. **POST 81 CANTEEN:** The interior area of the Post encompassing the bar video game area and adjacent table seating area. This may be hereafter referred to as the Post Lounge.
7. **HOUSE RULES:** Rules of conduct, dress and internal operation of the lounge facility applies equally to all persons on Post premises as outlined in item 5 of the “Definition of Terms”.
8. **DEFINITION OF AUTHORITY:** The Constitution and By-Laws of American Legion Post 81 will be the final authority on any matter covered by same. On areas not covered by the Constitution and By-Laws, these HOUSE RULES shall be the authority.
9. **SOLICITATION:** To appeal to (persons) for (aid, donation, etc). To entice or lure.
	1. **Allowable solicitations** are where the proceeds are for the good of the Post, good of the Auxiliary or good of the Sons of the Legion and including Post sanctioned collections for the deprived, ill or under privileged.
	2. **Non-allowable solicitations** are where proceeds are motivated by personal profit. Harassing and unscrupulous solicitations of any type will not be tolerated.
10. **PERSON-IN-CHARGE (PIC):** The bartender on duty is the designated PIC. **PERIOD.**

**House Rules:**

**Application:** All persons in and on the Post property are governed by these RULES. Ignorance of these rules will not be cause for exception. Rules shall be posted in the lounge area.

**Dress Standards:** Members and guests will be properly attired at all times. The minimum standards for attire are:

1. No see through attire, e.g. net tops.
2. No under garments wore as outer garments.
3. No swimsuits/trunks at any time.
4. Dress shorts may be worn at all times in the lounge and hall, with the exception of special functions where standards are set by the committee in charge.
	1. Any special function standards of attire shall be posted in the lounge and must meet the prescribed minimum standards.
5. Any exception to the dress code must be approved by the Executive Board in advance.
6. Service will be refused to anyone not meeting the above standards and they will be asked to vacate the premises.

**IMPROPER CONDUCT:** Any person may be refused service and requested to leave the Post premises upon commission of any act not in the best interest of the Post, e.g.

1. Fighting
2. Uncontrollable drunkenness
3. Habitual use of foul language
4. Immoral acts
5. Disloyalty
6. Any other act unbecoming a member of the American Legion Family.

**THE PIC WILL HAVE FULL AND FINAL AUTHORITY.**

The Bar Manager, a member of the House Rules committee, or any Post Officer present shall be responsible for enforcing these rules if requested by the PIC. All other persons shall report infringements of the House Rules to the PIC. If necessary and if called upon, all Post members present will assist in enforcing these rules when requested by the PIC.

No person shall have the authority to overrule the decision of the PIC, the Bar Manager, a member of the House Rules Committee or a Post Officer.

Persons refused service or asked to leave the Post shall not have their privileges restored for the balance of the day plus 24 hours. The PIC will inform the incoming PIC and log the offending person’s name and offense in the Canteen Events Log Book. Any such action must be referred to the Bar Manager, who may take NO further action or may SUSPEND privileges for up to 72 hours. If the Bar Manger believes that the suspension should be for a longer period they may call a meeting of the House Rules Committee to discuss possible further action on the issue. The House Rules Committee may suspend lounge privileges for up to 7 days. Any suspension for longer than 7 days must be referred to the Post Executive Committee for their review and possible action.

 **GUEST:** All guest must be signed in by a member other that the PIC prior to participating in lounge and/or Post activities. The member who signs the register will be responsible for the guest or guests while the member and the guest/s are on the Post premises (guest must leave when the sponsor leaves). There shall be no limit to the number of guests any member may invite to a Post function or lounge activity. Guests who are eligible for membership in the American Legion Family may not be invited more than 3 times in a one year period, except for scheduled events. Guests will not solicit to be signed in by a member.

**PETS:** Pets will not be allowed in the Post at any time, except for authorized service animals.

**CARD PLAYING AND OTHER GAMES:** Casual card playing and other games are permitted, NO money may be displayed. Card and other game clubs may meet and play as long as they obey all House Rules. Any conflict in the schedule with a Post function will naturally, be cancelled in favor of the Post activity.

**POST PROPERTY:** No person will remove Post property from the premises at any time unless properly authorized. All property borrowed must be returned to its proper place by the borrower and signed in by a Post Officer. Borrower must schedule a time to return items and set up American Legion Riders shed access, as required.

**MINORS:** Minors under the age of 21 are not allowed to sit at the bar, purchase or consume alcoholic beverages, as per State of Florida law.

1. Any person providing or purchasing alcoholic beverages for a minor will be required to immediately leave the Post premises and remain suspended from any lounge privileges until the Executive Board can review the incident.
2. Minors will not be allowed in the Post unless they are accompanied by a parent, guardian, or Post member.
	1. Exception to this ruling: those Post functions such as organized boys and girls activities, when such minors are under the supervision of a responsible committee.
	2. Except for special functions, minors MUST be out of the lounge area by 2130 hours.

**ENFORCEMENT OF RULES:** The PIC has the responsibility of enforcing all House Rules.

**HOUSE RULES COMMITTEE:** A House Rules Committee consisting of no less than 3 and no more 8 members of Post 81 plus the Post Commander shall be appointed by the approval of the Executive Board. House Rules Committee will provide support and guidance to the Bar Manager in the carrying out of their duties.

A minimum of 1 House Rules Committee representative shall meet on a quarterly basis with the bartenders and Bar Manager to review suggestions, problem areas and training.

The House Rules Committee will not be required to supervise, conduct or arrange Post functions or parties. This shall be the duty of the Entertainment Committee or the specific committee involved.

**BAR MANAGER:** The Bar Manager, preferably, should be a member of Post 81, recommended by the Post Commander and approved by the Executive Board.

Termination of the Bar Manager must be for a just cause and have the approval of the Executive Board. All Resignations should be in writing and brought to the Executive Board. The Commander can temporarily suspend the Bar Manager until appropriate action can be taken by the Executive Board.

The Post Adjutant will provide the Bar Manger and members of the House Rules Committee with a copy of the House Rules and will review such rules at the first meeting of the House Rules Committee.

**DUTIES OF THE BAR MANAGER:** The duties include, but are not limited to:

1. Beverage control and compliance to State of Florida Statues.
2. Supervising and scheduling of the bar volunteers.
3. Hiring and termination of bar volunteers with Executive Board approval.
4. Maintaining quality standards according to the following procedures:
	1. Verbal warning with documentation (for a minor offense);
	2. Written warning (for second minor offense);
	3. Suspension for three consecutive shifts without pay (for more serious offenses);
	4. Discharge (after third minor offense or more serious offense bases on incident).

At least one member of the House Rules Committee shall be present for second or more serious offense action.

**Any incident of theft by a bar volunteer will result in immediate dismissal and Executive Board action to Ban member from Post 81.**

1. Training of bar volunteers regarding the operation of the alarm system and the proper securing of the Post building. All Post security problems should be referred to the Sergeant-at-Arms.
2. Inventory control of Canteen products on a monthly basis.
3. Housekeeping of the Post Canteen Area.
4. Providing Canteen financial reports to the Finance Officer on a monthly basis.
5. Coordinate all bar actives with the other committees as needed.
6. Recommending Canteen hours of operations to the Executive Board and posting the approved hours of daily operations in the lounge.
7. Providing lockable money bags for use the each bar shift.
8. Recommend improvements in the Canteen operations to the House Rules Committee.
9. Schedule meeting of the House Rules Committee monthly. Minimum of 2 Committee member need to be present.
10. Arranging for immediate repairs of Canteen equipment. Such repairs should, whenever possible, be coordinated with the 3rd Vice Commander, Post Commander or next available officer in the chain of command.
11. Posting a schedule of prices, reviewed by the House Rules Committee and final approval by Executive Board.
12. Bar Manager shall not be required to supervise, conduct or arrange Post function or parties. This shall be the duty of the Entertainment Committee or the specified Committee involved. In addition the Bar Manager shall not provide cash or pay from the Canteen funds any Post bills except for necessary Canteen supplies, unless duly authorized by the Post Commander or Financial Officer.

**EFFECTIVE DATE:**

These House Rules were recommended by the Executive Committee and ratified by the General Membership on the \_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2014, effective immediately and will remain in effect until revised, amended or revoked,

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Judge Advocate Adjutant**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Commander**

****

 **“The American Legion Family”**