



HOUSE RULES & CODE OF CONDUCT
OF
SPRING BRANCH POST NO. 654, THE AMERICAN LEGION, INC.

Purpose

The purpose of the American Legion Post 654 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, and Sons of the American Legion member(s) in good standing of Post 654. 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 including the Beer Garden.

Section 3. **Post Home** includes all the premises and grounds utilized by Post 654, including any building(s) thereon.

Section 4. **Management**, as applied to the House Rules, shall refer to the Post 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 scope of Texas State ABC regulations.

Section 7. **Visiting Guest** is anyone who is a member in good standing of another American Legion Post.

Section 8. A **Guest** is anyone who is not a member of Post 654 or another American Legion Post.

ARTICLE II - Persons Permitted in the Canteen

Section 1. The *privilege* of the American Legion Post 654 Canteen is for members of American Legion Post 654, Auxiliary Members, Sons of the American Legion, and American Legion Riders that are in good standing.

- a. All members are required to observe the standards of conduct and dignity expected of a Legionnaire.
- b. Post Members must be in good standing to enjoy canteen privileges. Post Members must present a current membership card or receipt that indicates payment of current year dues upon request of the management.
- c. Post Members are permitted to bring guests. Post 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 Post 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 purchased for and/or served to minors. Nor will minors be allowed to carry any alcoholic beverages to any person in the Post Canteen. Adults must order any non-alcoholic beverage for a person under the age of twenty-one. No person under the age of twenty-one shall be seated at the bar.

Section 2. No beverage of any kind, not purchased at the Post Canteen will be permitted on the premises. No beverages, alcoholic or otherwise, purchased in the Canteen will be carried out of the Post Home except for the back patio area "Beer Garden". All alcoholic beverages will be consumed inside the Post Canteen or the back patio "Beer Garden". No beverages, alcoholic or otherwise will be brought into the post canteen for consumption.

Section 3. No alcoholic beverages will be served to anyone who, in the estimation of the management, is intoxicated. Indication of intoxication shall include but is not limited to boisterous behavior, dozing, or sleeping anywhere in the Post Canteen, aggressive behavior, taunting and/or harassment of patrons or management, and use of profane or personally insulting comments.

Section 4. 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 5. No member or guest is allowed to run a tab for over a week (7 days).

Section 6. There shall be no drinking or serving of alcoholic beverages during Regular Membership Meetings including the Beer Garden area.

Section 7. On Post Regular Membership Meeting night, the post will remain closed to all nonmembers. from 6:00 p.m. until the following day. This includes both the Canteen and the Beer Garden.

ARTICLE IV - Dress Code

Section 1. Post Members and guests 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. The final decision as to what constitutes proper dress rests with the Post Executive Committee.

ARTICLE V - Conduct and Post Rules

Section 1. The Management shall have full authority to enforce these House Rules while on Duty. Post Members and their guests understand that the bartender on duty is the person in charge. Post Members and their guests must abide by the bartender's or Canteen Manager decision regarding violations of these rules. The Management may order anyone to leave the Post Canteen who in his/her judgment has violated one or more of these rules and/or has engaged in any conduct that is detrimental to the Post Canteen.

Section 2. The management reserves the right to refuse service to and/or ask anyone to leave the Post Canteen/Home whose conduct while in the Post Canteen/Home is such that it is of the opinion of the Management, detrimental to any person, the Post Home, or the American Legion. This includes but is not limited to:

- a. Conduct unbecoming a Legionnaire.
- b. Verbal and physical altercations or confrontations.
- c. Discussion regarding individual's character.
- d. Discussion of Post business with non-members present.
- e. Any personal attack in respect to sex, race, creed, religion, or personal lifestyle.
- f. Loud, profane, vulgar, or abusive language.
- g. Lewd, indecent, or sexual misconduct.
- h. No lethal weapon of any type, concealed with or without a concealed carry permit, or openly carried, may be brought into Canteen areas, including the Beer Garden, of Post 654 except by on duty law enforcement officers. Carrying the small common folding pocketknife does not violate these rules so long as the knife is legal to carry within the scope of Texas law.
- i. Theft of and/or destruction of Post Canteen/Home property.
- j. Use of, or possession of, illegal drugs while in the Post Canteen/Home.

Section 3. Post Members and guests will not interfere with the duties and direction of Canteen Employees. No member or guest shall reprimand an employee of the Post Canteen. Any suggestions or criticism concerning the Canteen operations, or the conduct of its employees will be submitted in writing, signed and dated by the individual submitting the report to the Post Commander or placed in the suggestion box where it will be given due consideration. Any unsigned reports will not be considered.

Section 4. Post members and guests are not authorized behind the bar, in the kitchen/pit or in the storage area unless asked by the management on duty to help with a specific task. Upon completion of that task, they are to return to the customer side of the bar. The bartender should ask an officer or member of the post for assistance when assistance is necessary. This rule specifically in regard to the kitchen/pit does not preclude member's use of the kitchen/pit during special events.

Section 5. No member, guest or outside entity shall leave vehicles, boats, trailers, etc on post property for a period of time exceeding 72 hours. Towing will be enforced at the owner's expense.

Section 6. 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 7. Pets are not allowed into the Post Canteen at any time. Service animals are allowed in accordance with ADA regulations. Service animals will not be allowed on the bars or tables at any time. Service animals must remain under the control of their owners.

Section 8. No person who is a known registered sex offender shall be allowed in the Post Canteen or on post premises.

Section 9. Any member or guest found damaging or destroying Legion property will be required to pay for the damage.

Section 10. Smoking is not prohibited within the building.

Section 11. Post 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 incidents unless such incident involves an employee, then such report will be submitted to the Post Commander or Post Executive Committee Member.

Section 12. Any member disciplined under any article or section of these House Rules shall have the right to appeal. The member will appeal to the Post Executive Committee at the next regularly scheduled Post Executive Committee Meeting. The appeal steps are outlined in Article VII of these House Rules.

Section 13. When events are sponsored by any organization within the Post that require the use of the Post Home, kitchen and/or Beer Garden areas for cooking or other activities, that organization is responsible for all clean-up associated with the event.

Section 14. All forms of amusements shall stop 15 minutes prior to the stated closing time.

Section 15. The Post shall be open Easter, Thanksgiving Day, and Christmas Day for the good of the Legion.

Section 16. The Post Canteen may open late or close early in the event of inclement weather or forecast of inclement weather at the discretion of the Post Commander or Post Canteen Manager. In the event neither is available, and the Bartender believes the conditions warrant an early closure, any elected Post Officer may provide authority for such action upon request of the Bartender.

ARTICLE VI - Use of the Television, Jukebox, Pool Table, Dart and other Gaming Devices

Section 1. The television in the Post Canteen may be used at any time 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 the direction of the Post Executive Committee for special events.

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

Section 5. Only the management of duty will adjust the volume control for the jukebox and televisions. The choice of what is to be shown and played on all audio/visual equipment will be determined by the majority of patrons on hand and not employees of the Canteen. Volume will be kept at a reasonable level.

Section 6. 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 7. 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 VII - Discipline of Post Members and Guests

Barring a member or guest from Post 654 Canteen and Premises. Use of the Post 654 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 654 procedures concerning barring of members and guests from the Post Canteen.

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 annotate it into the daily incident log that ABC requires and provide such report to the Post Canteen Manager for his/her review and action.

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

Section 3. **Action on Incident Reports.** The Post Canteen Manager will review all Incident Reports with the Post Commander, Post Adjutant, and Post Judge Advocate prior to the next regularly scheduled Post Executive Committee Meeting. They will present their recommendation to the Post 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, who are also members of Post 654, under the signature of the Post Commander or verbal notice 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 regularly scheduled Post Executive Committee meeting. The notice will contain the following information: Date and time of offense. Type of offense citing Article and Section violated. Date and time of the Post 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 guests 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. All members of American Legion Post 654 as defined in the House Rules have the right to contest charges brought against them at the next regularly scheduled Post Executive Committee Meeting. Post Members who have been barred from the Post Canteen have the right to attend official post functions excluding canteen functions.

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

ARTICLE VIII - Conclusion

Section 1. All Post members and guests are expected to read the rules set forth herein and abide thereby. A violation may subject you to possible loss of Post Canteen privileges for a period of up to (1) year or more. In addition to these prescribed rules, the manager will report in writing any circumstance 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 Post Executive Committee meeting so they in turn can ensure proper remedial action.

Section 2. These House Rules will be reviewed annually within 60 days after installation of officers.

Section 3. A copy of these House Rules will be kept behind the bar at all times for Post members and guests who wish to review them.

Section 4. The 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 the recommendation regarding violation of such offenses.

**By Order of:
The Post Executive Committee**

House rules approved by the Post Executive Committee on September 6, 2022. These rules supersede all previous versions of the House Rules and Code of Conduct. The original signed version of these rules will be maintained in the office safe.

Post Commander

Post Committee Member

Post Committee Member

Post Committee Member

Post Committee Member

Post Committee Member

Post Committee Member

Post Committee Member

Annex A to House Rules & Code of Conduct

Incident Reporting Form

Use this form to report any workplace accident, injury, incident, close call or observations.
Return the completed form to the Canteen Manager or the Commander.

This is documenting an:

Lost Time/Injury First Aid Incident Close Call Observation

Details of person injured or involved (to be filled in by person injured/ involved if possible)

Person Completing Report: _____ Date: _____

Person(s) Involved: _____

Event Details

Date of Event: _____ Time of Event _____

Witnesses: _____

Descriptions of Events: (Describe tasks being performed and sequence of events)

*If more space is required, please use the back of this sheet.

Was the event/injury caused by an unsafe act (activity or movement) or an unsafe condition (machinery or weather)? Please explain:

TO BE COMPLETED ONLY IF LOST TIME/INJURY OR FIRST AID WAS REQUIRED	
Type of injury sustained:	
Cause of lost time/injury or first aid:	
Was medical treatment necessary?	Yes ____ No ____ If yes, name of hospital or physician:

Signature of Employee

Date

Signature of Witness

Date

Annex B to House Rules & Code of Conduct

Annex B contains the recommendation for first time offense violations of American Legion Post 654 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 654 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. Post Members have the right to contest any charge filed against them. The steps are outlined in Article VII of American Legion Post 654 House Rules and Code of Conduct.

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 and report such incident to the Canteen Manager and enter it into the daily incident log.

Canteen Manager

The Canteen Manager has the right to bar a member or guest until the next regularly scheduled Executive Committee Meeting.

Member Rights

A member who is the subject of an incident report has the right to attend the next regularly scheduled Executive Committee Meeting to contest the charges and will be notified of that right by the Post Adjutant.

OFFENSE	RECOMMENDED TIME BARRED
Use of profanity or obscenities	24 Hours
Intoxication	24 Hours
Minor disagreement or confrontations	24 Hours
Intentional purchasing of alcoholic beverages for a customer whose has been refused service	30 Days
Major disagreements or confrontations	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 of 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