

AUSTIN L GROVE POST 403

AMERICAN LEGION AND HOME ASSOCIATION HOUSE RULES

Provisions of the House Rules shall not be in conflict with the Post By-laws. If such conflict occurs, the Post By-Laws will be the prevailing authority. Requests for review and amendment proposals to this document shall be taken under consideration by the Post Executive Board.

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Article I. Purpose

This document outlines rules, regulations and authoritative responsibilities of members and guests of American Legion Post 403; it will be made available to all Legion Family and Home Association members. All members, guests and visitors to Austin L. Grove Post 403 are required to follow the rules and regulations outlined herein, whenever on the Post premises.

Article II. Members, Guests and Visitors

Members of Austin L. Grove Post 403

A person who possesses a valid American Legion, Sons of the American Legion, Auxiliary or Home Association membership card issued from Austin L. Grove Post 403 and is considered in good standing.

- Do not need to sign the guest register upon entry.

- Shall be permitted access to the post premises and canteen during normal operating hours.
- Are permitted to invite spouses, children, parents, grandparents and guests to accompany them to post 403. Upon entry members are required to sign said individuals into the guest register and shall be responsible for them while on the premises.

Members of Other Posts

A person who possesses a valid American Legion, Sons of the American Legion, or Auxiliary membership card issued from an American Legion Post other than Austin L. Grove Post 403.

Note: Home Association (Social) Members from other Posts shall not be admitted without a sponsor.

- Are required to sign the guest register upon entry.
- Shall be permitted access to the post premises and canteen during normal operating hours.

Guests & Visitors

Individuals that are not members but are accompanied by a valid member as outlined above.

- Shall be accompanied by a legion member in good standing while on Post 403 premises and must leave when sponsoring member departs.
- Shall be permitted access to the post premises and canteen during normal operating hours.
- *Special Condition 1:* Any guest that lives within a 25 mile radius of the Post Home shall be permitted entry two times with a member, after which the guest will need to apply for an appropriate membership for future admittance. Once said person has applied for membership and paid the dues, they will be allowed to continue visiting the post as a guest until their membership is reviewed by the appropriate governing body.
- *Special Condition 2:* Guests that are part of a social club or organization that participates in club sponsored events (i.e. Pool Leagues, Baseball Clubs, Athletic Associations) will be exempt from Special Condition 1 when participating in the related event.

Junior Members

A person who possesses a valid American Legion, Sons of the American Legion or Auxiliary membership card but is under the age of 21. Note: The Home Association does not accept members under the age of 21.

- Do not need to sign the guest registry upon entry.
- Must be accompanied by a sponsoring adult over the age of 21.
- Are not permitted to sponsor an adult guest who is over the age of 21.
- Members over the age of 18 shall be permitted access to the post premises and canteen during normal operating hours.
- Members under the age of 18 must depart the Post 403 premises no later than 10:00PM except during special events sponsored by one of the Post organizations.
- Shall not sit at the bar.
- Shall not purchase or consume alcoholic beverages.

Active Duty Military Personnel

An active duty military person who possesses a valid military identification card and is not a regular American Legion member.

- Are required to sign the guest register upon entry.
- Shall be permitted access to the post premises and canteen during normal operating hours.
- Do not need to be accompanied by a sponsor.
- Must present a valid military identification card.

Article III. Dress Code

Austin L. Grove Post 403 is a family oriented veteran's organization, therefore all members and guests are expected to dress appropriately.

- Abbreviated, suggestive clothing is prohibited on the post premises.
- Profane or obscene artwork or text on clothing is not permitted.
- Shirts and shoes must be worn at all times.
- All persons outlined in article two shall not wear hats, bandannas or other head covering inside the Post 403 establishment. Exceptions will be made on a case by case basis and will be taken under consideration only when one or more of the following requirements are met:
 - A medical condition (that is validated in writing by the member's doctor) dictates a covering must be worn.
 - A medical procedure, treatment or donation has caused an un-natural appearance. Requests for exemption must be brought to the attention of the Post Commander or acting Post Officer.
 - The individual is performing a food preparation activity or otherwise working in the Post Kitchen during. Once said individual is off-duty they will again be required to remove their hat or cover.

Article IV. Club Rules

Alcoholic Beverages

- In accordance with Pennsylvania Liquor Control Enforcement Regulations, non-members are not permitted to purchase alcoholic beverages unless they are attending a catered event that has been announced as being "open to the general public". During non-public events, the Post 403 sponsoring member must order and pay for their visitors' alcoholic beverages.
- At no time is it permissible to remove alcoholic beverages from the Post 403 establishment
- Members are required to show a valid membership card upon request and sign any guests into the register before purchasing any alcoholic beverages.
- No person(s) in a state of intoxication shall be admitted or allowed to remain on the Post 403 premises. The bartender is authorized to refuse service to anyone in a state of intoxication and reserves the right to eject the offender. Notice of the ejection shall be brought to the attention of the Post Executive Board within 24 hours of the incident.
- Last call for alcoholic beverages will be announced 30 minutes prior to the posted closing time.

Weapons / Illegal Substances

- At no time shall any member or guest be allowed to bring weapons or other lethal devices onto the Post 403 premises. Violations will be reported immediately to the proper policing authority and governing Legion entities. i.e. State/National.
- Drug usage or possession of any illegal substances will result in automatic revocation of a member's right to future use of the Post 403 canteen. Suspects will be reported to the proper policing authority and governing Legion entities. i.e. State/National.

This provision does not apply to duly authorized law enforcement personnel.

Small Games of Chance

- Austin L. Grove Post 403 enforces small games of chance rules based on Laws enforced by Pennsylvania Liquor Control Enforcement. All employees are responsible to follow these rules and enforce them while on duty.
- Intent to or act of cheating, stealing or misleading employees about payment or receipt of any item that is considered a small game of chance is strictly prohibited. Violations will be brought to the attention of the Post 403 Executive Board for review and possible disciplinary action. (See grievance procedures).
- Punchboards are to be played at the bar only. They are never to be taken to other areas of the Post 403 premises.
- Prizes and monies won should be claimed immediately after winning. No winning ticket is permitted to leave the Post 403 premises. Failure to comply may result in forfeiture of winnings and other disciplinary action.

Pets and Animals

- Pets and animals of any kind (except those needed for sight assistance) are not permitted on the Post 403 premises.

Article V. Grievance Process

Informal Grievance

- Grievance can be brought to the attention of any Post Officer or Employee to resolve the issue.
- Issue will be escalated to appropriate authority or handled by the Officer or Employee notified.
- Grievances that result in the removal of a member's privileges or repeated offenses will need to be brought to the attention of the Post Executive board through the formal grievance process.

Formal Grievance

- Formal grievance forms (Appendix A) are available for any member to submit.
- All required fields must be completed for review by Post Executive Board.
- Grievance forms can be submitted to any Post Officer, Employee or mailed to the legion mailbox.
- The Post Executive Board will meet within 14 days of a formal grievance submittal to determine corrective action.
- The aggrieved member may be contacted at the discretion of the board members for more information.
- After corrective action is issued, the offender shall be granted 14 days to request a Judicial Review to plead their defense.
- If a Judicial Review is requested, the review date will be scheduled for no more than 30 days from the request date.
- A Judicial Review decision is final and cannot be appealed.
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Article VI. Code of Conduct

- All members of Post 403 shall be treated with proper respect. Lewd, foul or obnoxious remarks and gestures directed at other members will not be tolerated.
- No one may publicly reprimand or criticize an officer, employee or other member of Post 403.

- Gentlemanly, ladylike and orderly behavior is required of all persons at all times while on Post 403 premises.
- Loud, profane, obscene language or physical abuse and/or threats to other are absolutely prohibited.
- No person(s) known to act in a vicious or immoral reputation will be admitted or allowed to remain on the Post 403 premises.
- All patrons must depart the Post 403 premises no later than 30 minutes after the posted closing time.

Violators of the Code of Conduct will be verbally warned for the first offense. Any repeat offense will prompt violator(s) being asked to leave the premises by any Post 403 Officer, Canteen Manager or Post 403 employee on duty. The name(s) of the person(s) will be reported to the Post 403 Executive Board within 24 hours of the offense. Further disciplinary action or prolonged suspension will be carried out by the Executive Board (see grievance procedure).

Article VII. Disciplinary Action

- Any infraction of the above stated rules may result in disciplinary action determined fit by the American Legion Executive Board.
- Any rejection or suspension issued by a Post 403 officer, Canteen Manager, or employee will be brought to the attention of the Executive Board Chairman (Commander) no more than 24 hours from the time of the incident.
- Any member asked to leave the Post 403 premises shall not be permitted to return to the premises for a minimum of 24 hours.

Article VIII. Empowerment

- The Executive Board Chairman (Commander) or acting officer, retains the right to extend a suspension for a period up to and including 14 days from the time of the incident without Executive Board approval.
- All suspensions must be brought before an Executive Board Meeting within 14 days of the offense.
- Officers of the Post 403 American Legion and Home Association, the Canteen Manager and all employees are empowered and required to enforce these rules at all times.
- Officers of the Post 403 American Legion and Home Association, the Canteen Manager and all employees are the only members empowered to eject a person from the Post 403 premises for misconduct or other violation of these rules.