

# THE AMERICAN LEGION LAUREL POST 60



## HOUSE RULES FOR POST HOME

### RESPONSIBILITY AND AUTHORITY

Article VI, Section 7.3., of the By-Laws of Laurel American Legion Post No. 60 provides that Post members should be aware of the fact that within the framework of Post Business, the Post becomes subject to federal, state, county and local regulations and licensing, which are not within the realm of American Legion authority. Therefore, the Executive Committee is empowered to effect special rules to comply with these requirements. And, the Executive Committee shall have the authority to formulate and enforce such rules of conduct as may be necessary for the maintenance of good order in the Post Home and post such rules, subject to the final vote of the General Assembly.

### ARTICLE I - LOUNGE ACCESS AND POST HOME OPERATIONS

#### Section 1. Area Definitions:

- The Lounge encompasses the bar, game room and smoke area (outdoor deck).
- The Bar is the area where beverages are served and seating around the bar table.
- The Game Room is also known as Gunny's Room and consists of pool tables and darts area.
- The Meeting Rooms:
  - The meeting room beside the Post Commander's office is also know as the Auxiliary Room where various committees meet and where Ladies Auxiliary Unit 60 and Sons of the American Legion Squadron 60 have desks and file/storage cabinets. The room is also used by Post 60 to store its records and other items.
  - The Legion Rider's Room (formerly known as the Member's Room) is where the Post 60 American Legion Riders meet and store their equipment and records.

- The Harry S. Allen Hall is where Post 60 holds Bingo and other large events and is available for rentals.
- The Sis Warner Snack Bar is outside of the main Post Home building.
- Marr Field is the area encompassing the ball field and adjacent areas and the horseshoe pits.

## **Section 2. Lounge and General Information:**

**Section 2.1. Lounge Hours:** Are set and approved by the Executive Committee and ratified by Post 60 General Membership and are posted. All hours are subject to change as long as they conform to the State of Maryland and Prince George's County Liquor Laws. No one except Post employees and officers of the Post performing official duties will remain in the Post Home after hours for any reason.

**Section 2.1.1.** The Lounge may stay open beyond normal closing hours if there are more than 20 members and guests in the Post Home providing the Post is in compliance with federal, state, county and city laws.

**Section 2.1.2.** Federal Holidays will be normal business hours unless it falls on a day the Post is closed. Early opening or closing on federal holidays is at the discretion of the Post Commander.

**Section 2.1.3.** Post 60 will be closed on December 25th (Christmas Day).

**Section 2.2. Last Call:** When the Post is scheduled to close, the following policy applies for "Last Call":

**Section 2.2.1.** Last call will be given one-half hour before the bar/building is due to close.

**Section 2.2.2.** The on-duty bartender will cease serving any beverages of any kind 15 minutes before the bar/building is due to close.

**Section 2.2.3.** Last call entitles the patron to one (1) drink prior to closing. This allows the individual from 15 to 30 minutes to consume the drink before the closing time.

**Section 2.2.4.** On occasions when there are special ceremonies involving Post 60, the Post Commander or a designated representative in charge of the ceremonies may require that the bar be closed during the ceremonies. In this instance, "Last Call" procedures will be followed and the bar reopened, time permitting, upon completion of the ceremony.

**Section 2.3. Early Closing:** The Lounge may close early or be closed due to inclement weather. The decision is made by the Post Commander and Post Business Manager. The Post Business Manager will notify the on-duty or oncoming bartender and all other bartenders scheduled for the period of closure.

**Section 2.4. Post Home Access/Lounge Area Information** In compliance with federal statute, admission to Post 60 Member's Lounge is restricted to the following:

**Section 2.4.1.** Current members of American Legion Post 60, SAL Squadron 60 and American Legion Auxiliary Unit 60. All Post 60 members must carry their current membership card on them at all times and must use the key card issued to each member to gain entry into Post 60 home. If the key card is not used to gain entry into Post 60 home, the Post Business Manager and/or the bartender on duty can requests to see the current membership card to verify they are a Post 60 Home member and the dues are current. If a member does not have a current paid membership they will not be served at the bar and must be signed in as a guest or asked to leave the premises.

**Section 2.4.2.** Visiting members of other American Legion Posts, SAL Squadrons, American Legion Riders (ALR) and American Legion Auxiliary Units, must sign-in the Guest Log located near the entrance of the Lounge.

**Section 2.4.3.** Families or guests of any of the above are allowed entrance only if sponsored by one of the individuals listed in Sections 2.4.1 or 2.4.2. and signed-in in the Guest Log by the sponsor. The sponsored family member(s) and guest(s) must leave the Post when the sponsor leaves. Sponsored individuals may make purchases at the member's bar. Sponsored individuals may not play the Nevada Ticket Machine.

**Section 2.4.4.** No other individual or individuals may enter the members lounge unless they are sponsored as indicated in Sections 2.4.1. and 2.4.2 above. This includes, but is not limited to; active duty personnel, members of other Veterans organizations, members of fraternal organizations, members of any organization other than the American Legion, persons attending functions in the Harry S. Allen Hall or meeting rooms, Post-sponsored softball games or any other functions taking place on the premises.

**Section 2.4.5.** Sales vendors will ring the bell at the side door and report to the Post Business Manager or the person on duty.

**Section 2.4.6.** All others wishing entrance to the Post must ring the front door buzzer and report to the person on duty for assistance.

**Section 2.5. Alcohol Control:** Alcoholic beverage sales will be in compliance with existing state and county laws.

**Section 2.5.1.** In compliance with, and in addition to, state and county liquor laws, the presence of minors on the Post premises will be in accordance with those liquor laws and the following:

**Section 2.5.1.1.** Legally, a minor is anyone under the age of 18. However, no alcoholic beverage will be sold to, served to, or carried by any person under 21 years of age.

**Section 2.5.1.2.** No Person under 21 years of age will sit at the bar nor will any person under 21 years of age make purchases of alcoholic beverages or play the Nevada ticket machine.

**Section 2.5.2.** No alcoholic beverage will be brought onto Post Home property nor may any alcoholic beverage purchased in the Lounge be removed from the Lounge to include all Post hall rentals and outdoor activities.

**Section 2.5.2.1.** Exceptions to Section 2.5.2. for special Post events can be made by the Post Business Manager as long as the exceptions complies with the liquor laws.

**Section 2.5.3.** During outside events, when the Sis Warner Snack Bar is open, alcoholic beverages may not be removed from the immediate area of the event.

**Section 2.5.4.** No alcohol will be removed from the Post 60 Home during a hall rental at any time to either by a member or the general public for a scheduled event. This is a violation of state and county liquor laws. Anyone violating this rule will be asked to leave the premises immediately.

**Section 2.5.5.** No alcoholic drink of any kind may be brought into a Post 60, SAL, Unit or ALR meeting area while an official meeting is in progress.

**Section 2.5.6.** Obviously intoxicated persons shall not be served at the bar. Service will be refused to anyone who appears to have exceeded capacity. When such person(s) become objectionable, the bartender will try to persuade the person to leave the Post Home and the incident will be reported in writing on an incident report the immediately after going off duty. If the offender(s) refuses to leave the premises, the bartender may call the Laurel Police for assistance.

**Section 2.5.7.** At no time is anyone allowed behind the Post bar except for the scheduled bartenders on duty, Business Manager. Non-employees behind the bar during operating hours is a violation of the Maryland State Liquor Law.

**Section 2.6.** The playing of cards, chess, checkers and all similar games is allowed in the Lounge area providing it does not include gambling.

**Section 2.7.** All televisions must be muted when the juke box is being played. All TV remote control devices must be kept back behind the bar at all times. Only the bartender on duty will have the authority to change any TV or turn on the volume when the juke box is not being played.

**Section 2.7.1.** The only time the TV will have precedence over the juke box is when a major sporting event is scheduled for that day to include - Super Bowl, World Series, Indy 500 and the Daytona 500 race or any other event so ordered by the Post Commander.

**Section 2.8.** Posting of advertisements and notices for the good of the Legion and the community may be posted at the discretion of the Post Commander, Adjutant, 2nd Vice-Commander or the Post Business Manager. One of the aforementioned officers will review the advertisement or notice prior to posting and determine if it is appropriate and in good taste and where it may be displayed.

**Section 2.8.1.** Business advertisements for personal gain or non-American Legion political office notices are not permitted.

**Section 2.8.2.** At no time will flyers, etc., be posted in Post 60 home unless first approved by the Post Commander or 2nd Vice-Commander. When approved, they must be given to the Business Office, Post Commander, 2nd Vice-Commander or Publicity Committee so they can post them in the assigned areas.

**Section 2.8.3.** All posted material must be typed or computer generated and placed on appropriate bulletin boards. No material will be taped or tacked to the wallboards or paneling. Signs of continuing necessity will be engraved or framed prior to mounting.

**Section 2.9.** No raffles, games of chance or solicitations for funds will be permitted in the Lounge or game room area which are not the benefit of the Post, Squadron, ALR or Unit and previously approved by the Executive Committee. Solicitations or sales benefiting private clubs or organizations will be permitted if approved by the Executive Committee.

**Section 2.10.** The Post Home will not be decorated for any scheduled event without prior approval (verbal or in writing) to the Post Commander or 2nd Vice-Commander.

**Section 2.11. Kitchen Area:** When volunteers are scheduled to work in Post 60 Kitchen for a scheduled event, they will wear volunteer name tags at all time during the event or while they are working in the kitchen. No one should be in the hallway or kitchen area at anytime unless you are a volunteer.

### **Section 3. Food and Beverages In Lounge.**

**Section 3.1.** Absolutely no beverages, alcoholic or non-alcoholic, shall be brought into the Lounge with the exception of an open bottle of water.

**Section 3.2.** No personal food or food ordered through an offsite vendor will be brought into the Lounge if the same type of food is being sold at the bar (i.e., pizza, chips, popcorn, etc.).

**Section 3.2.1.** Exceptions to Section 3.2 of food being brought in the Lounge for special events or functions such as medical conditions, pot lucks, sports events, funeral gatherings, etc., must be coordinated with the Business Manager or Post Officers prior to bringing the food to the Post.

**Section 3.3.** Leftovers from pot luck dinners, sports events, funeral gatherings, etc., where personal food was brought into the Post with permission of the Business Manager or Post Officers may be taken home.

## **ARTICLE II - MINORS ON PREMISES AND RESTRICTED AREAS**

**Section 1.** Normally, no one under the age of 18 may be in the Post Home unless accompanied by a parent or guardian and must depart the Post Home when the parent or guardian leaves. Parents or guardians bringing minors into the Post Home are responsible for the minors' conduct and must remain with them at all times during their visit to the Post 60 Home.

**Section 1.1.** Baseball Season: During baseball season, minors are permitted to use the restroom facilities in the area adjacent to the Harry S Allen Hall if portable toilets are not available. Additionally, if inclement weather prevails, a minor may await a ride in the hallway adjacent to the designated restrooms. Baseball coaches are responsible for players keeping Post 60 restrooms clean and tidy at all times. Horse play by baseball league members and non-league guests in Post 60 restrooms will not be tolerated.

**Section 2.** Meeting Rooms: These rooms are for the exclusive use of Post, Squadron, Unit 60 and American Legion Rider (ALR) members. No guests are permitted in the meeting rooms without prior permission of the person in charge of the meeting or an elected/appointed Post Home officer.

**Section 3. Game Room (Gunny's Room):** This room is for Post Home members and guests who are 14 years or older. No one under the age of 14 is allowed to play pool or throw darts. Individuals under the age of 14 are allowed in the room, but are not to be around the pool tables or in the entire game room when dart play is in session. Minors and guests must be accompanied by their sponsor at all times while they are in the Game Room.

**Section 4. Bar, Kitchen, Offices, Meeting Rooms, Storage and Supply Areas:** These areas are for the exclusive use of employees and other authorized personnel and no person will enter these areas unless authorized by qualified personnel.

**Section 4.1.** During hours of operation, the area behind the bar is restricted to the bartenders, Post Officers, the Post Business Manager and other authorized individuals as specified by their responsibilities.

**Section 4.2.** If an individual is not a volunteer working in the kitchen or a Post function, they are not authorized in this area to include the walk-in.

**Section 4.3.** At no time will food be removed from Post 60 home unless authorized by the Business Manager or Executive Committee.

**Section 4.4.** At no time will anyone be allowed in the Commander's Office or Business Manager's Office unless authorized either by the Post Commander, Adjutant, Finance Officer, Business Manager or other authorized individuals.

## **ARTICLE III - CONDUCT**

**Section 1.** Definitions:

**Section 1.1.** Misconduct: Any infraction or violation of the Post 60 House Rules listed herein. To include:

**Section 1.1.1.** Assault: Any verbal or physical altercation against Post Home members or guests.

**Section 1.1.2.** Assault includes fighting as in pushing, shoving, physical blows, etc.; obscene or foul language, obvious obscene gestures, sexist and racist remarks; defamation of: character, political affiliation or religious beliefs.

**Section 1.1.3.** Bar Talk: Defined as criticizing a Post, SAL, Unit or ALR officer or policy in a negative fashion to Post Home members and guests where the conversation is meant to demean a person, committee or organization. Also includes gossip and leaking of information covered by the Privacy Act of 1974 or the any of the Post Home organizations' proprietary information.

**Section 1.1.4.** Violation of any federal, state, county and local laws on Post 60 property including liquor laws.

**Section 2.** No Post Home member or guest shall physically or verbally assault another person or persons or violate federal, state, Prince Georges County or City of Laurel, Maryland laws while on Post 60 property. Nor shall any member or guest engage in Bar Talk while on Post premises.

**Section 3.** Any misconduct or cause of disorder by any individual or individuals in the Post Home will be reported by the Manager or On-duty Bartender to the Executive Committee, in writing.

**Section 3.1.** The Post 60 Business Manager or On-duty Bartender is authorized to take such measures as necessary to maintain order in the Post Home.

**Section 4.** American Legion functions, rental and special activity participants who are considered guests of the Legion will be subject to existing house rules and standards of conduct.

**Section 5.** Members are reminded that the Legion is a non-political, non-sectarian organization and all arguments - political, religious or personal - are prohibited. This does not preclude freedom of speech or orderly discussions of any subject not subversive or contrary to American principles. However, unnecessarily loud or protracted arguments/discussions that tend to annoy others are prohibited.

**Section 6.** During the rendition of the National Anthem when the American flag is displayed at Post 60, all Post Home members and guests shall stand and face the flag and render appropriate honors by removing their hats and either placing their right hand over their heart or render a proper military salute.

**Section 6.1.** If in US military uniform or in accordance with Presidential order all non-US citizens in attendance are asked to still pay proper respects to our National Flag and National Anthem with the exception of the saluting.

## **ARTICLE IV - DISCIPLINE**

**Section 1.** Any violation of the Post 60 House Rules will be reported to the Executive Committee, in writing and processed in accordance with the Post 60 By-Laws. After a hearing before the Committee, violators may be subject to such discipline as the Committee may impose, depending on the nature of the violation and in accordance with Article VI, Sections 6, 6.1., 6.2., 6.3 and 6.4., of the Post By-Laws.

**Section 2.** The on-duty Bartender has been given authority by the Executive Committee to serve patrons and protect our License to serve alcoholic beverages. This means that the Bartender is officially in charge of the Lounge area, meeting rooms and the Harry S. Allen Hall when not in use.

**Section 2.1.** The on-duty Bartender is responsible to ensure that all activity is in accordance with House Rules. When the Harry S. Allen Hall is in use, the Bartender on Duty in the hall is in charge of the hall area. When there is no bartender on duty in the hall, the on-duty Bartender in the Lounge is in charge of the hall.

**Section 3.** The Athletics Chair or a designated representative, is in charge of all outdoor activities.

**Section 4.** The Bingo Chair or a designated representative, is in charge of the hall one (1) hour prior to and one (1) hour after Bingo activities end and will enforce all House Rules.

## **ARTICLE V - ATTIRE**

**Section 1.** Proper attire, including footwear, is required in the Post Home. Athletic shoes with cleats or clinging tread are expressly forbidden.

**Section 2.** After 6:00 PM, with the exception of the Harry S. Allen Hall, tube tops, muscle shirts, vests without an underneath shirt, sleeveless shirts and excessively torn or soiled clothing is not permitted in the Post Home.

**Section 2.2.** Shirts should be a minimum of "quarter" sleeve. Appropriate tank tops, sundresses and blouses are allowed. During special events, these rules may be relaxed by the direction of the Post Commander or Business Manager.

**Section 3.** Rules of attire apply to all members and their guests. Enforcement of this rule is not only the responsibility of the on-duty bartender, but of all Legionnaires.

## **ARTICLE VI - POST PROPERTY**



**Section 1.** All Post property, tables, chairs, crutches, wheelchairs, walkers, etc., will be signed out prior to removing from Post 60. Approval for signing out property must be obtained from Post Commander, Post Business Manager or their designated representative.

**Section 2.** The Big 6 and Big 9 wheels and their associated tables and any Bingo equipment shall not be removed from Post 60 for any reason except for repair.

## **ARTICLE VII - CREDIT CARD AND CHECK CASHING**

**Section 1.** Maximum personal check cashing and credit card cash will be \$100.00 per person per day.

**Section 1.1.** No checks will be cashed unless they have an embossed name and address and an embossed or printed telephone number on the check. There will be no exceptions.

**Section 1.2.** Credit card machine use will have a fee set by the Finance Officer. Any use of credit/debit cards is subject to the fee.

**Section 2.** If any individual or organization makes a check out to American Legion Post 60 for payment or cash and it comes back for insufficient funds, the individual or organization will not be permitted to write checks made out to American Legion Post 60 again.

### **Section 3. Returned checks:**

**Section 3.1.** Each returned check will be assessed an additional \$30.00 return check fee to Post 60.

**Section 3.2.** The Post 60 Business Manager will attempt to contact the individuals by telephone or memo to make payment on the returned checks within 60 days. If these checks are not paid within this reasonable period of time, the names of the individuals on the checks will be turned over to the Laurel City Police for collection.

**Section 3.3.** Restitution payment for returned checks will be cash only.

**Section 3.4.** Except for general membership meetings, no individual who owes Post 60 on returned checks will be allowed in the Post 60 Lounge or Hall areas until the returned checks are paid in full by cash.

## **ARTICLE VIII - SUMMARY**

**Section 1.** These House Rules are a result of an April 11, 2013 Executive Committee review of House Rules to update memoranda and previous actions. These rules are subject to change, as the Executive Committee deems necessary to maintain the high standards and interests of American Legion Incorporated, Laurel Post Number 60.

**Section 2.** Effective April 18, 2013 as ratified by the Post 60 General Assembly, hereby supersedes the previously published House Rules and any or all actions, memoranda or amendments posted after April 11, 2011.

A handwritten signature in black ink, appearing to read "Lee Luby". The signature is fluid and cursive, with the first name "Lee" and last name "Luby" clearly distinguishable.

Lee Luby  
Commander  
American Legion Post 60  
Laurel, Maryland