

Round Rock, Texas

Post 447

HOUSE RULES

Approved by Executive Committee 02/04/2014

INTRODUCTION

Round Rock American Legion, 447 was formed to mentor and sponsor youth programs in our community, advocating patriotism and honor, promoting a strong national security and continued devotion to our fellow service members and veterans.

As such, the image of American Legion and of Post 447 and our reputation within the community are of paramount importance and require proper conduct on the part of members, guests, and visitors. The use of the social areas of the Post Home is a privilege and is subject to probation, suspension or revocation for conduct not in keeping with that image. All members are requested to be aware of this fact and to keep it constantly in mind.

In order to obtain the maximum return on our investment in the Lounge and Post Home facilities, it is necessary that we make the maximum use of those facilities. This can be accomplished only by creating an atmosphere agreeable to the majority of the members and their families. The American Legion is a family organization and the atmosphere in our social areas will reflect a family orientation in which all members of the Legion family will be able to feel comfortable and proud to visit with their relatives and friends.

Post members should be aware of the fact that within the framework of the Post business, the Post becomes subject to federal, state, county and local regulations and licensing, which are not within the realm of the 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 to post such rules, subject to the final vote of the General Assembly.

ARTICLE I

Definitions

Section 1. Member, as applied to the House Rules, shall mean any Legionnaire, Auxiliary, or Sons of the American Legion member of Round Rock Post 447 in good standing. A member in good standing is defined as one who has paid his/her annual dues by 31 January of the applicable year.

Section 2. Social Quarters include the Lounge, upstairs Banquet Hall, and the Basement if used for Legion social business.

Section 3. Meeting Facilities include the Lounge, upstairs Meeting Rooms, and the basement if used as a Conference Room.

Section 4. Post Home includes all the premises and grounds utilized by Round Rock Post 447, including any building(s) thereon.

Section 5. Person in Charge (PIC), as applied to the House Rules, shall refer to the Lounge Manager or Bartender on duty.

Section 6. House Committee is the committee appointed in accordance with the Post Bylaws to oversee the Operation of the Social Quarters. If the Executive Committee determines a House Committee is unnecessary for whatever reason, all responsibilities assigned herein to the House Committee are to be inherited by the Executive Committee.

Section 7. Minor is any person under the age of 21 in accordance with the Texas Alcohol Beverage Commission (TABC) Laws/Regulations.

Section 8. Guest is anyone who is not a member of Round Rock Post 447 or is not a member in good standing of any other American Legion Post, Auxiliary Unit or Sons of the American Legion Squadron.

Section 9. Patron Member, as applied to the House Rules, shall mean any person who is ineligible to be a Legionnaire, Auxiliary or Sons of the American Legion member, and who has purchased a social membership, and is in good standing. Patron members do not have voting rights.

ARTICLE II

Persons Permitted in the Social Quarters

Section 1. Except as stated elsewhere in these rules, the following persons shall be admitted:

- Any member of the American Legion showing or known to possess a current American Legion card and his/or her spouse or significant other.
- Any member of the American Legion Auxiliary showing or known to possess a current card and her spouse or significant other.
- Any member of the Sons of the American Legion showing or known to possess a current card and his spouse or significant other.
- Minor children/grandchildren of any member stated above, during authorized times, in permitted spaces, and when accompanied by the member.

Section 2. A member in good standing of Round Rock Post 447 shall be allowed to bring guests into the Social Quarters at any time. All guests will be signed in by their sponsor, in the “Guest Sign in Log”, at the bar or at the door if a special event.

Guests who are eligible to join the American Legion, American Legion Auxiliary, or Sons of the American Legion are restricted to two (2) visits to the Social Quarters as a guest in any calendar month. The sponsoring member is responsible for determining membership eligibility with respect to these provisions and will inform his or her guest(s) that joining the American Legion or its recognized affiliates will determine their future visitation rights. These restrictions do not apply to the provisions of immediate family or significant other categories as stated in **Section 1** above.

Members shall be wholly responsible for the conduct of their guests. The House Committee, as appropriate, will address issues resulting from guests’ misconduct.

All members who enter The American Legion are required to present their Membership Card to the Person in Charge if requested prior to being served.

Section 3. Guests are not permitted to remain in the Social Quarters after the sponsoring member has left unless another member in good standing acquainted with them signs them in.

Section 4. An adult member must accompany all persons under the age of 18. No persons under the age of 21 will be seated at, or is permitted to lounge around the bar.

Section 5. Except for guide or leader dogs, no pets are allowed within the Post Building at any time.

ARTICLE III

Beverages

Section 1. No alcoholic beverages will be served to minors, (persons under the age of 21), nor will they carry any alcoholic beverages to any person in the Social Quarters.

Section 2. No Alcoholic beverages (beer/wine coolers), sold by the Lounge, are allowed to be brought onto Post Home property. The possession/admittance of **all other** alcoholic

beverages will be in compliance with existing state and county laws. At no time will alcoholic beverages owned by the member and/or his/her guest be kept on Post property after said member/guest has departed the lounge or social areas. Any alcoholic beverages left in the lounge unattended will be disposed of by the Person in Charge at his/her discretion.

ARTICLE IV

Dress Code

Section 1. Members and guests must be neatly and appropriately dressed at all times. Basically, any clothing deemed inappropriate by management is not permitted. This would include clothing that is overly suggestive or revealing or in bad taste. Examples of inappropriate dress are as follows:

- Bare chests, bare bellies, bare backs or bare feet
- Swimwear
- Any outerwear with vulgar or offensive slogans
- Underwear as outerwear

These are not intended to be all-inclusive. All members and guests are expected to dress so as not to offend any other member or guest.

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 V

Conduct

Section 1. No alcoholic beverage will be sold to anyone who, in the estimation of the Person in Charge, appears to be 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 profane or personally insulting language.

Section 2. The Person in Charge has the right, and is duty bound to refuse service to anyone whose conduct is, in the opinion of the Person in Charge 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 persons committing any act not in the best interest of the Post such as; physically or verbally disturbing the peace of the premises, immoral

acts, disloyalty, or any other act unbecoming a member of the Post will be asked to leave the premises.

Section 3. Habitual use of foul language is offensive to the Membership and will not be tolerated. Unbecoming conduct is not limited to but shall include mouthing either audible or inaudible obscenities towards other lounge patrons or using vulgar hand gestures in such a manner as to goad them into vocal outbursts causing them to disturb the peace of the premises in which case both offending parties will be written up and ejected from the premises.

Section 4. No member shall reprimand an Officer or Employee of The American Legion except through proper forum for such matters. Any suggestions or criticism of the lounge or Legion operation shall be submitted to the House Committee in writing and will be given due consideration.

Section 5. No lethal weapon of any type, concealed with or without a concealed carry permit, or openly carried, may be brought into the Legion Hall or Lounge areas.

Section 6. The Person in Charge 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. Any person failing to depart the Post when so directed may be evicted by the Person in Charge by whatever means he/she deems appropriate including, but not limited to enlisting aid from non-involved members to effect a low-key removal, to involvement by the law enforcement agencies in extreme cases.

Section 7. Members and guests will not interfere with the duties and direction of the Person in Charge. Any complaints about the operation of the Social Quarters or conduct of its employees or members shall be brought to the attention of the House Committee in writing. At no time will a member be allowed to verbally challenge another member in the Social Quarters.

Section 8. 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 memorial services, fishing derbies, golf tournaments, parades, etc.

Section 9. To avoid damage to Post equipment, members or guests are not permitted to operate the televisions, heating/air conditioning systems, or security systems, unless checked out in their operation and requested to do so by the Person in Charge.

Section 10. To avoid damage to the Post Sweepstakes machines, members or guests are to notify the Person in Charge of faulty equipment. At no time is the member or guest allowed to unplug, boot, re-boot or otherwise trouble shoot the defective/faulty piece of equipment.

Section 11. Any member or guest, who is deemed by the Person in Charge to have violated any House Rule, must be reported to the Lounge Manager in writing, who will bring the infraction to the attention of the House Committee for possible disciplinary action. Such member may be suspended from privileges of the Post, by the Person in Charge 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 with the House Committee within five (5) days of the event. Upon receipt of a written complaint, the House Committee will review the complaint and notify the accused in writing within ten (10) days, as deemed appropriate. The accused will have a minimum of seven (7) more days to prepare his/her response. After this time, the House Committee will meet with the accuser and the accused to determine if any or further disciplinary action is warranted. The accused and accuser with any witness(s) desired will meet separately with the House Committee. After hearing all evidence relating to the matter, the House Committee will take action as deemed necessary to preserve discipline in the Post Home.

Section 13. Any member disciplined under **Section 12** above, shall have the right to appeal. The member will appeal to the Executive Committee, who will meet at its earliest convenience to hear the appeal. The decision of the Executive Committee is final.

ARTICLE VI

Club Management

Section 1. The operation of the Post Home shall conform to the provisions of the State of Texas Laws/Regulations.

Section 2. All purchases in the Social Quarters will be on a cash basis, meaning there is no credit extended to any member. Any bar tabs must be paid in full before the member departs.

Section 3. Subject to the approval of the Person in Charge, Post members in good standing may cash a personal check not to exceed \$30.00 in any given shift based on availability of cash funds on hand. A \$35.00 service charge will be assessed the member for any returned check. Any person who has had two (2) returned checks will be denied further check cashing privileges. Any person denied check-cashing privileges can petition the House Committee in writing to request reinstatement of check cashing privileges. If returned checks are not redeemed within 30 days, Social Facility privileges are suspended until such payment has been remitted.

Section 4. When the Post is sponsoring a special function, the management reserves the right to suspend bar operations in the Social Quarters; however the Post Home will remain open.

Section 5. No member, guest or outside entity 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 House Committee and/or special meeting of the Post Officers (minimum of 4) as can be assembled in time to address the need for an extension beyond this "Rule of 72."

Section 6. The lounge is deemed to be a smoking area. Smoking is permitted in the lounge and outside areas only. All other areas of the facility are smoke free.

ARTICLE VII

Hours of Operation

Section 1. The hours of operation of the Social Quarters will be Monday through Saturday 11:00AM to 12:00PM (1:00AM on Saturday) and Sunday 12:00AM to 9:00PM unless there is a scheduled event.

Section 2. At the discretion of the Person in Charge, the closing hour may be modified.

Section 3. Last call will be 20 minutes prior to closing. At that time no new games (such as pool, shuffleboard, etc.) will be started and games in progress must be completed within the 20-minute time.

Section 4. The hours of operation will be posted and enforced by the Person in Charge.

ARTICLE VIII

Use of the Pool Table, Shuffleboard, and other Equipment

Section 1. The pool table, shuffleboard, and any other gaming devices in the Post Home are for entertainment purposes only.

Section 2. The pool table and shuffleboard may be closed at the discretion of the management, or by direction of the House Committee, for special television events. These devices may be closed at any other event deemed appropriate by the House Committee or Executive Committee.

Section 3. Movement of the pool table and shuffleboard will not be done without the prior approval of the House Committee.

Section 4. Disposition, including the sale, donation or disposal, of any Post supplies or equipment, including the shuffleboard, audio-visual equipment; office equipment and furnishings; conference room furnishings; Social Quarters tables, chairs, and bar stools; will require authorization from the House Committee.

Section 5. The computer in the Post office is not for personal use by any member or guest. Unsecured Wireless WIFI is available for all members at no charge.

Section 6. The Lounge phone is to be answered only by the Lounge Manager or Bartender on duty. All members must take any phone call that comes in for them to avoid placing the person answering the phone in a compromising position.

ARTICLE IX

Sound Control

Section 1. Members are requested to respect the rights of other members when playing their personal CD players, computer games, iPods, etc.

Section 2. The Person in Charge will control the volume for the juke box and television sets. The choice of what is to be shown and/or played on all audio/visual equipment will be determined by the majority of patrons on hand and not the employees of the Post.

Section 3. At the discretion of the Person in Charge, based on his/her evaluation that the majority of the Legion patrons are watching a television event, the jukebox may be turned down or off so as not to interfere with the majority.

ARTICLE X

Use of Post Home Meeting Facilities

Section 1. Meetings such as the General Membership meeting will be held in the upstairs Meeting Room, Banquet Hall, or a room designated by the Commander or governing entity.

Section 2. The following organizations, their standing committees and individual members are authorized to use the Meeting Facilities at no charge as long as they remain in good standings with the Post.

- American Legion Post 447 including its Auxiliary Unit and its SAL Squadron.
- Other American Legion Posts including their Auxiliary Units and SAL Squadrons.
- Veterans-support organizations and affiliated non profit organizations such as The Veterans of Foreign Wars (VFW).

- Non-profit community organizations, particularly those sponsored by Post 447 such as baseball teams, Boy Scouts, Girl Scouts, Girl and Boys State organizational groups, and oratorical contest administrators.
- Other community and civic organizations to include, but not limited to, the local Chambers of Commerce and Church Groups.

Section 3. Other public, private, and commercial organizations will require meeting approval from the House Committee. Fees may be charged for such meetings to recoup some insurance, utility and janitorial costs. A rental contract will be required plus a cleaning deposit depending on the activity. An example falling into this category would be a Financial Planner requesting permission to hold a briefing for senior citizens/retirees in the Post 447 Conference Room or an public, private and commercial organization wishing to hold a for profit event.

Section 4. The Lounge Manager will maintain a scheduling book containing the date, time, approximate attendance, meeting location and name and phone number of the person responsible for the group to preclude meeting conflicts and to ensure Duty Staff personnel are aware of any meeting/s scheduled during their shift.

Section 5. All meetings will be held during normal hours of operation as stated in **Article VII, Hours of Operation, Section 1**, and will not be scheduled to conflict with the normal day-to-day social activities in the Lounge.

Section 6. Participants in meetings may purchase alcoholic beverages from the bar in compliance with the requirements of **Article II, Persons Permitted in the Club Room, Article III, Beverages, and Article IV, Club Management.**

Section 8. Participants in meetings will be responsible for their own table and chair set up and for clean up following their meeting, including the removal of all trash generated to appropriate receptacles in the bar area, unless other arrangements are made with the Lounge Manager.

ARTICLE XI

Changes to the House Rules

Section 1. The House Committee must approve any additions, deletions, and changes to the above House Rules.

Section 2. The above House Rules are approved as written this 3rd Day of February, 2014

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Chairman, House Committee

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Post Commander

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Committee Member (Post)

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Committee Member (Auxiliary)

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Committee Member (SAL)