

AMERICAN LEGION QUANTICO - BUCK KEYES POST 28

Located at:
Triangle, Virginia



HOUSE RULES

Published and promulgated by the House Committee

Post 28 House Committee Members

House Chairman, John Parker
Vice Chairman, Terry McGraw
Member at Large, Jerry Pickham
Member at Large, Frank Mikolajczak
Sons of the American Legion (SAL) Representative, Mike Payne
American Legion Auxiliary, Teresa Furguson
American Legion Riders (ALR) Kevin Gross

November 18, 2014

A. DEFINITIONS

1. **Member:** as applied to the House Rules, shall mean any Legionnaire, Auxiliary, and Sons of The American Legion member of American Legion Quantico - Buck Keyes Post 28, in good standing. A member in good standing is defined as one who has paid his/her annual dues by 1 January of the applicable year.
2. **Social Quarters:** is the Club Room.
3. **Meeting Facilities:** includes the Club Room, the Banquet Room and the Pavilion/Post Grounds.
4. **Post Home:** includes all the premises and grounds used by Post 28, including any building(s) thereon.
5. **Management, (Manager on Duty):** as applied to the House Rules, shall refer to the ABC Manager on Duty, Club Manager, or senior Post 28 officer present.
6. **House Committee:** is the committee appointed by the Post Commander, in accordance with, the Post Bylaws to oversee the operations of the Social Quarters.
7. **Minor:** is any person under the age of 21 in accordance with the Virginia Alcohol Board of Control (ABC).
8. **Guest:** is anyone who is not a member of Post 28 or a member in good standing of any other American Legion Post, Auxiliary Unit, and Sons of the American Legion (SAL) Squadron or the American Legion Riders (ALR).
9. **Misconduct:** Any infraction or violation of the Post 28 House Rules listed herein.
10. **Assault:** Any verbal or physical altercation against Post 28 members or guests. Assault includes fighting as in pushing, shoving, physical blows, obscene or foul language, obvious obscene gestures, sexist and racist remarks; defamation of character, political affiliation or religious beliefs.
11. **Bar Talk:** Defined as criticizing a Post, SAL, Auxiliary, ALR officer, or Post employee(s), or Post Home 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 Post 28 organization's proprietary information.
12. **Employee:** Any person who is employed in the Post for compensation.
13. **House Rules:** Rules of conduct, dress, and behavior apply equally to all persons on the Post premises. House Rules are established by the Executive Committee with the approval of the general membership.

14: **Authority:** The Constitution and Bylaws of Post 28 are the final authority on any matter covered by the Constitution and Bylaws. In areas not covered by the Constitution and Bylaws, these House Rules shall govern.

15. **Suspended Social Quarter Privileges:** Any person (any Legion, Auxiliary, or SAL member) who has their Social Quarter privileges suspended shall not be allowed in the Social Quarter for the length of the suspension. The only exception will be if on Legion, Auxiliary or SAL business or attending their respective meetings. They must exit the Social Quarters immediately thereafter. Under no circumstances will a member, suspended from the Social Quarters, be allowed to consume alcohol.

B. PERSONS PERMITTED IN THE SOCIAL QUARTERS

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

a. Any member of The American Legion showing his/her current American Legion card and his/or her spouse or significant other.

b. Any member of The American Legion Auxiliary showing his current card and his spouse or significant other.

c. Any member of the Sons of the American Legion Squadron showing his current card and his spouse or significant other.

e. Minor children/grandchildren of any member stated above, during authorized times, and when accompanied by the member.

2. A member in good standing of Post 28 shall be allowed to bring guests into the Social Quarters at any time. All guests will be signed in by their sponsor, in the "Sign in Log", at the bar.

a. Guests who are eligible to join the American Legion, American Legion Auxiliary, or The 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 paragraph B (2) above.

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

c. Members who enter The American Legion are required to present their Membership Card to the Manager on Duty prior to being served.

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

4. No unattended minors, under the age of 18, will be permitted in the Social Quarters after 9:30 P.M., except on nights of Special Post functions, or as deemed appropriate by the House or Executive Committee. An adult member must accompany all persons under the age of 18. No persons under the age of 21 will be seated at the bar.

C. BEVERAGES

1. All members and guests of Post 28 are required to comply with all Virginia ABC laws and additional House Rules that have been adopted by the Post 28. A copy of the rules for operating a licensed club, as set forth by the Virginia Alcoholic Beverage Control Board, is posted in the Social Quarters. Post 28 Officers and Social Quarter employees are required to know and understand these laws and rules. All other members should acquaint themselves with these laws and rules.

2. All Alcoholic beverages brought into the Social Quarters must be labeled with the member's name.

3. 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.

4. Alcoholic beverages purchased or mixed in the Social Quarters may not be carried out of the building to areas in front of the Post.

D. DRESS CODE

1..All members and guest are expected to wear clean and presentable attire at all times.

a. Any article of clothing, including caps/hats, which display suggestive, obscene, or derogatory writing or design, is prohibited.

b. Shorts and jean shorts are permitted as long as they are of an appropriate length and factory hemmed.

c. Shorts commonly known as "hot pants" or "daisy dukes" are not permitted.

d. At no time will any underwear be shown.

e. Footwear is required to be worn at all times within the Social Quarters.

f. Tank tops and sundresses are permitted for women provided all private parts are covered.

g. See-through clothing is prohibited, unless a tank top is worn underneath.

- h. Halter tops or midriff revealing tops are prohibited.
 - i. Shirts with collar or colored t-shirts, with or without a pocket, may be worn.
 - j. Undershirts, tank tops, and muscle shirts for men are prohibited.
 - k. Sleeveless shirts that are factory hemmed are authorized.
2. The management reserves the right to specify particular dress for special occasions.
 3. The final decision as to what constitutes proper dress rests with the on-duty ABC Manager with guidance from the House Committee.

E. CONDUCT

1. No alcoholic beverage will be sold to anyone who, in the estimation of the ABC Manager on Duty, is under the influence of alcohol. Indications of intoxication shall include, but not 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.
2. The Manger on Duty has the right, and is duty bound to refuse service to anyone whose conduct is, in the opinion of the Manager on Duty, 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.
3. No Post 28 member or guest shall physically or verbally assault another person or persons or violate Federal, State or Prince William County laws while on Post Home property. Nor shall any member or guest engage in "Bar Talk" while on Post Home premises.
4. Misconduct or cause of disorder by any individual or individuals in the Post 28 Social Quarters will be reported by the ABC Manager on Duty to the Executive Committee in writing.
5. The ABC Manager on Duty 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 Manager on Duty 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 Prince William County Police in extreme cases.
6. Proper language should be used at all times. Loud, profane, vulgar, or abusive language, or conduct prejudicial to good order, shall constitute grounds for removal from the Social Quarters. Members are requested to refrain from loud and boisterous conduct when leaving the Post Home.
7. Members and guests will not interfere with the duties and direction of the Manager on Duty. Any complaints about the operation of the Social Quarters or conduct of its employees or

members shall be brought to the attention of the Manager on Duty or the House Committee in writing. At no time will a member be allowed to verbally challenge another member in the Social Quarters. Any suggestion or criticism concerning the operation of the Social Quarters shall be submitted to the House Committee where it will be given due consideration.

8. Members or guests not seated at the bar are requested to go to the service area to be served. This procedure facilitates the checking of membership cards and enhances services. If empty seats at the bar are available, there is no need to go to the service area upon entering.

9. 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 Sporting Events, Motorcycle Rides, Winery Tours, etc.

10. To avoid damage to installed equipment, members or guests are not permitted to operate the Social Quarters TVs, window blinds, heating system or alarm system, unless checked out in their operation and requested to do so by the ABC Manager on Duty.

11. The Post 28 Social Quarters is a Non-Smoking (tobacco-free) facility. Smoking is allowed outside the Social Quarters building at designated sites.

12. Any member or guests, that are deemed by the Manager on Duty to have violated any House Rule, shall report the infraction in writing, and bring it to the attention of the House Committee for possible disciplinary action. Such members may be suspended from privileges of the Social Quarter, by the Manger on Duty, for the remainder of the 24-hour operational cycle. Any further disciplinary action will be addressed under Paragraph E (13).

13. Incident write-ups or formal charges shall be filed with the House Committee within 72 hours of the event. Upon receipt of a written Incident Report/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 further disciplinary action is warranted. The accused and accuser, with any witness(es) 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.

ENFORCEMENT OF RULES

1. Write-ups for violation of House Rules shall be submitted within 72 hours of the incident and include a reference to the specific violation as described in paragraphs 4 and 5, below.

a. Any write-up occurring as a result of actions by an on-duty Social Quarter's employee will be investigated by the Club Manager and the Executive Committee.

b. All other write-ups will be investigated by the Executive Committee or a Disciplinary Committee appointed by the Commander. Post officers are not exempt from disciplinary action. Social Quarter's privileges may be suspended or revoked if found guilty.

2. The Social Quarter's Disciplinary Committee shall complete their investigation within 72 hours of receipt of the Incident Report write-up. If the committee finds further action is required, the committee will recommend action to the Executive Committee. The Executive Committee then shall meet within 72 hours to determine a course of action.

3. A two-thirds (2/3) vote of a quorum of the Post Executive Committee shall be required for action resulting in permanent expulsion of a Member from the Social Quarter.

4. Major Offenses:

a. A major offense is defined as any one or more of the following actions:

1. Any act of physical violence that results in or could have resulted in injury to persons on Post property.

2. Any act of intentional and/or malicious damage to Post property or personal property on Post premises.

3. Any act or contribution to such an act that could potentially result in legal liabilities to the Post and/or its members, (Inclusive of any violation of State or Federal law, and statutes governing sexual harassment).

4. Theft including but not limited to the unauthorized taking or giving away: currency or legal tender; any Social Quarter or Post property; consumables from the Social Quarters or Social Quarter's kitchen without the expressed permission of the Club Manager or Commander; beverages or meals without paying for them without the expressed permission of the Club Manager or Commander.

5. Intentional unlawful threats by word or act to do violence to a Post member, guest of a Post member or employee.

b. The following rules shall apply to an individual judged as having committed a major offense:

1. 1st Offense: - Up to 1-year suspension of Social Quarter privileges followed by 3-years' probation. Any offense that is committed involving a concealed or deadly weapon of any kind will be treated as stated in (2) below in addition to any State weapons violations imposed by the State of Virginia.

2. 2nd offense: - Up to permanent revocation of Post Membership by authority and procedures outlined in the Department of Virginia Bylaws, Article IV.

3. Failure to reimburse Post 28 for damages within a specified time frame shall result in indefinite Social Quarter's suspension.

5. Minor Infractions:

a. A minor infraction is defined as any violation of House Rules not categorized as a major offense (see paragraph 4(a) above). Also falling under this definition is "Bar Talk" as defined in paragraph A (11) and behavior that includes vocally inciting other Social Quarter patron(s) into a position where they resort to verbal outbursts and conduct unbecoming a Legionnaire.

b. The following rules shall apply to an individual judged as having committed a minor infraction:

1. 1st offense – up to 30 days suspension of Social Quarter's privileges, followed by (6) months' probation, from date of incident.

2. 2nd Offense - up to 180 days suspension of Social Quarter's privileges followed by one-year probation, from the date of incident.

3. 3rd offense – up to one-year suspension of Social Quarter privileges followed by two-years' probation, from date of incident.

5. Social Quarter's Disciplinary hearings.

a. In the event that charges are brought against a Post member for major offense(s) or minor infraction(s) of these House Rules, as defined above, the accused member shall be required to respond to a Disciplinary hearing conducted by the Executive Committee of the Post. In no case will such hearing take place less than 10 days from the date of notification unless waived by the accused.

b. The accused will receive proper notification of the charges made against them and the date, time and place of the hearing surrounding the matter(s). Notification shall include instructions in preparations for the hearing. Proper Notification shall be defined as Return Receipt USPS or personal delivery of such letter to the individual by a designated Post Officer. Failure of accused to appear in front of the Post Executive Committee, after proper notification, may result in suspension without appearance.

c. Members accused of major offenses are suspended from the Social Quarters until advised by the Executive Committee or the Disciplinary Committee that the suspension is rescinded.

d. Probation – Any person under sentence of probation by the Executive Committee shall be under the supervision of the Executive Committee and/or Disciplinary Committee. The

Executive Committee may revoke such sentence of probation and impose suspensions as set forth in these articles without benefit of further hearings on the matter.

F. CLUB MANAGEMENT

1. The operation of the Social Quarters shall conform to the provisions of the Virginia Alcohol Board of Control (ABC) Laws/Regulations.
2. All purchases in the Social Quarters will be on a cash basis only. There is an ATM located just outside of the Social Quarters next to the bathroom for access to cash. Members should be directed to use the ATM for cash before accepting a check.
3. Subject to the approval of the ABC Manager on Duty, Post members, in good standing, may cash a personal check not to exceed \$100.00 in any given week based on availability of cash funds on hand. A \$35.00 service charge will be assessed to the member for any returned checks. Any person who has 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 Quarter privileges are suspended until such payment has been remitted in cash, to include the applicable service charge(s).
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 will remain open.
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. No member or guest shall be allowed to remain in vehicles on Post property on a regular basis during hours when the Post is closed. The Post property is zoned commercial and should not be used as a residence. Special circumstances may dictate a longer period only with the approval of the House Committee and/or special meeting of the Post officer's (minimum of 3) as can be assembled in time to address the need for an extension beyond this "Rule of 72 hours".

G. HOURS OF OPERATION

1. The Post Social Quarter's Hours of Operation shall be posted inside the Social Quarters.
2. The Social Quarter's hours of operation may be adjusted by the Club Manager.
3. At the discretion of the Manager on Duty, the closing hour may be extended or shortened.
4. Last call will be 20 minutes prior to closing. At that time, no new games (such as pool, darts, etc.) will be started and games in progress must be completed within the 20-minute time.

5. The Social Quarters shall follow Prince William County school closings during adverse weather conditions (during the winter only). This is due to poor road conditions on Joplin Road and staff having children in the school system.

H. USE OF THE POOL TABLE AND OTHER EQUIPMENT

1. The pool table, and any other gaming device in the Social Quarter, is for entertainment purposes. Gambling, in any form, is prohibited.

2. The pool table, and any other gaming device, may be closed at the discretion of the management, or by direction of the House Committee, for special events.

3. Movement of the pool table and any other gaming equipment will not be done without the prior approval of the Club Manager or House Committee.

4. Disposition, including the sale, donation or disposal, of any Post supplies or equipment, including the pool table, and audio-visual equipment, office equipment and furnishings, conference room furnishings, Social Quarter tables, chairs and bar stools, and kitchen supplies and equipment, will require authorization from the Executive Committee.

5. The telephone in the Social Quarter is available for all members and guests to use at the discretion of the ABC Manager on Duty. Guest or members, not working as volunteers, will not answer the House Post phone. Incoming phone calls will be answered, "American Legion Post 28, how may I help you?"

I. SUGGESTION BOX

1. The Social Quarters shall have a secure suggestion box, permanently affixed to the infrastructure within the Post Social Quarters area.

2. A one-page suggestion box form shall be made available next to the suggestion box.

3. The House Committee shall periodically review all suggestions, record the suggestion, and report the suggestion to the Executive Committee for review and action.

J. GAMING

1. Post 28 shall follow the State of Virginia Department of Charitable Gaming Regulations. Gaming policies and procedures shall be posted in the Social Quarters.

2. Members and signed in guests, over the age of 18, are allowed to participate in any "gaming" in Post 28. Minors, under the age of 18, are specifically barred from gaming within Post 28.

3. Behind-the-bar tickets are to be sold only by the ABC Manager on Duty. Furthermore, no employee on duty shall purchase tickets while they are being paid. There will be no placing/stacking tickets on the bar prior to selling the tickets. Nor will there be self-service

purchase of tickets. An ABC Manager that opens a box of tickets, while on duty, is prohibited from purchasing tickets from the same box they opened when off-duty.

4. According to Virginia gaming rules, all tickets sold from a jar or box will be dumped from their shipping container and shuffled or scrambled before being sold. No ticket will be sold from the original shipping container or “off-the-top.”

K. CHANGES TO THE HOUSE RULES

1. The Post House Committee shall review these House Rules at least annually and recommend changes to the Post Executive Committee.
2. The House Committee must approve any proposed additions, deletions, and changes to the above House Rules for forwarding to the Post Executive Committee for final approval.
3. Effective November 18, 2014, as ratified by the Post 28 General Assembly, these House Rules hereby supersede the previous House Rules.
4. Post 28 House Committee concurrence:

/s/

John A. Parker
Chairperson, House Committee

/s/

Terry McGraw
Committee Vice Chairperson

/s/

Jerry Pickham
Member-at-Large

/s/

Frank Mikolajczak
Member-at-Large

/s/

Teresa Furguson
Committee Member (AL Aux)

/s/

Mike Payne
Committee Member (SAL)

/s/

Kevin Gross
Committee Member (ALR)

APPROVED BY THE POST 28 EXECUTIVE COMMITTEE

/s/

Tia Perry, Chairperson, Post Executive Committee

The original signed copy of these House Rules is filed in the Club Manager's Office