

J. W. Mathers, Jr.  
Post 163, Inc.  
Department of Florida  
The American Legion

HOUSE RULES

I. INTRODUCTION: The following will establish:

1. Definition of terms as pertains to this document.
2. Lounge operations.
3. Conduct and dress standards of everyone in-house.

II. DEFINITION OF TERMS:

1. In construing these house rules and each and every word, phrase, or part hereof, where the context will permit:

A. The singular includes the plural and vice versa.

B. Gender-specific language includes the other gender and neuter.

C. The word "person" includes individuals, children, associations, and all other groups or combinations.

D. The word "writing" and any conjugated tense of the verb thereof, includes handwriting, printing, typewriting, and all other methods and means of forming letters and characters upon paper, stone, wood, or other materials. The word "writing" also includes information which is created or stored in any electronic medium and is retrievable in perceivable form.

E. The word "minor" includes any person who has not attained the age of 18 years.

F. The term "Executive Committee" may be abbreviated as "EC." and shall include the committee as a whole or the individual members.

G. Reference to any office or officer includes any person authorized to perform the duties of such office.

2. POST: J.W Mathers, Jr., American Legion Post 163, Inc., Melbourne, Florida, building and grounds, and any reference thereof in cyberspace, hereinafter referred to as the POST.
3. HOUSE RULES: Rules of conduct, dress, and internal operation of the lounge facility applying equally to all persons on the Post premises.
4. LOUNGE: The interior area of the Post encompassing the bar, pool and game areas, and hall when used for a lounge function.
5. MEMBER:
  - A. As pertains to this Post, any Legionnaire in good standing and carrying a current Legion card issued by the authorized Officer of this Post and who is authorized to hold office and to vote on all matters in which the member has an interest.
  - B. All American Legion Auxiliary Unit 163 and Sons of the American Legion (SAL) Squadron 163 members with current membership cards.
6. GUEST: Any person legally signed in on the register by a member of the Post who is invited to enjoy limited privileges and functions in and on Post property.
7. EMPLOYEE: Any person who accepts employment in the Post for compensation.
8. VISITING AMERICAN LEGION MEMBER: ANY member of The American Legion, Auxiliary, and SAL carrying a Current card issued by another post. Exception: Florida Post 400 members are allowed three (3) visits then MUST transfer to an active post or be denied service.
9. AUTHORITY: The Constitution and Bylaws of The American Legion as pertains to the National Organization, Department of Florida, and this Post will be the final authority on any matter covered by said documents. For matters not covered by the aforementioned documents, these House Rules shall govern.
10. PERSON IN CHARGE (PIC): The Person in Charge will be the bartender on duty.
11. SPONSOR: A member who vouches or is responsible for a non-member or guest.
  - III. APPLICATION: All members of this Post and all persons in and on the Post property are governed by this document. Ignorance will not be cause for exception. This document will be posted for all to read.

#### IV. BAR COMMITTEE CHAIRMAN:

1. This person shall be recommended by the Commander, approved by the EC, and ratified by the General Membership.
2. He will appoint no less than four (4) nor more than eight (8) members to serve as his Committee, approved by the membership.
3. A copy of these House Rules shall be provided to all members of the Bar Committee and at the first committee meeting of the Legion year shall be reviewed.

V. DUTIES OF THE BAR COMMITTEE: The Bar Committee Chairman and Committee will be responsible to the Commander and the EC for the operation of the bar and lounge retail activities.

1. Their responsibilities include, but are not limited to:
  - A. Beverage control in compliance with State Statutes.
  - B. Cash control, audit with the EC for monthly report.
  - C. Inventory control.
  - D. Employment and discharge of employees.
  - E. Supervise and schedule bar employees.
  - F. Security of Post building.
  - G. Record keeping, i.e.: daily cash reports at each shift end, monthly statements and daily time cards for bar employees.
  - H. Document all cash payments from the cash on hand.
    1. Issue bartenders funds and obtain receipts (in duplicate), keep bar funds at will, and validate all cash on hand daily (except individual bar funds).
- J. Turn into Finance Officer all surplus cash, validated records, receipts and other documents related to cash accounting on a schedule to be set by the Finance Officer, but not less than twice a week.
  - K. Housekeeping of the lounge, bar and latrine areas.
  - L. Coordination of bar activities with other Committeemen as necessary.
  - M. Recommending improvements and operations to the EC.
  - N. Recommendation and posting of regular bar opening and closing hours approved by the BC.
  - O. Reporting all violations of House Rules and action taken to the Commander, in writing, within seventy-two (72) hours.
  - P. Scheduling periodic meetings of their Committee of not less than one (1) per month.
  - Q. Arrange for emergency repairs of bar equipment. When possible, such repairs must be coordinated with the Finance Officer and Commander.

- R. Recommendation and posting of a schedule of prices approved by the EC.
- S. Change safe combinations when necessary.

2. The Bar Committee Chairman and the Committee shall NOT:

- A. Be required to supervise, conduct, or arrange Post functions or parties. This shall be the duty of the Entertainment Committee or the specific committee involved.
- B. Be required to arrange for, or to supervise, hall or kitchen cleanup.
- C. Provide cash or pay from bar funds any Post bills except for the bar supplies unless duly authorized by the Finance Officer or Commander, and only on a reimbursable basis.

VI. ENFORCEMENT OF RULES:

1. The Person in Charge will have the responsibility of enforcing all the House Rules and retain the right to question the status of any person present. The PIC shall have the authority to refuse service to any person in violation of the House Rules or to anyone that may be deemed as unduly intoxicated or disorderly. The PIC shall, at the earliest opportunity, notify the Bar Committee Chairman and the Commander of any such ruling. In case of shift change, the PIC will inform the oncoming PIC. Any person refused service will not be served for the remainder of the day plus twenty-four (24) hours after service was denied.
2. Bar Committee members, the Post Commander, or any Post Officer present shall be responsible for enforcing any rule if requested by the PIC. All other persons shall report infringements of the House Rules to the PIC. If necessary, and when called upon, all Post members present will assist in enforcing any rule when requested by the PIC.
3. Upon notification of an incident, the Bar Committee Chairman may decide to take no further action, or he may suspend lounge privileges for up to seventy-two (72) hours. If he feels that the suspension should be for a longer period, he may call a Bar Committee meeting to discuss the issue. The Bar Committee may suspend lounge privileges for a period up to seven (7) days. If the Bar Committee determines that the severity of the action to suspend lounge privileges is greater than seven (7) days, the Bar Committee Chairman's recommendation will be discussed at the next EC meeting.
4. Anyone suspended for a period of greater than seven (7) days shall have the right to appear before the Bar Committee and/or the Be in their own defense; all suspensions in excess of the seven (7) days shall be for a minimum period determined by the date of the next scheduled EC meeting.

## VII. PROCEDURAL:

1. Lounge entertainment will cease no later than 5 :30 p.m. on special function nights.
2. Control of the lounge TV will be by majority of viewers; sports and special events prevail.
3. All guests will be signed in by a sponsor prior to participating in lounge and/or Post activities. The sponsor will be responsible for the guest while on the Post premises. The guest MUST leave when the sponsor leaves. There shall be NO LIMIT to the number of guests any sponsor may invite to a Post function or lounge activity. A guest who is eligible for membership in the American Legion may not be invited more than twice in anyone (1) calendar year.

### 4. CARD PLAYING:

A. The American Legion Card Club may play non-gambling cards in the canteen Auxiliary meeting room in accordance with their schedule and internal rules as long as they obey all House Rules. Any conflict in the schedule with a Post function will be resolved in favor of the Post.

B. Recreational card-playing will be permitted within the post provided it does not interfere with any planned function.

C. On days of meetings, Bingo, special functions, or as determined by the Bar Committee Chairman all card-playing shall cease at 5:30 p.m.

D. The card playing area must be policed at the end of play.

VIII. INDIVIDUAL: The following rules for the individual will also be found at the end of this document in APPENDIX - RULES FOR THE INDIVIDUAL. Copies of the appendix will be distributed as per the bylaws and as deemed necessary.

1. No person, member, or Post Officer shall have the authority to challenge or overrule any decision of the PIC for the balance of the day in which service was refused.
2. No gambling is permitted on Legion property.
3. No person under 21 years of age will be allowed to purchase or consume alcoholic beverages.
4. Any person purchasing or providing alcoholic beverages for someone under 21 years of age will be required to immediately leave the Post premises and remain suspended from

any lounge privileges until the Executive Committee can review the incident.

5. No minor will be allowed in the Post unless accompanied and supervised by a parent, guardian, or member. Exception to this ruling: Those Post functions, such as Boys State, Girls State, Easter egg hunts, etc., when minors are under the control of the responsible Committee. Except for special functions, minors must be out of the lounge area by 8 p.m. TGIF is NOT a special function.

6. No minor shall be allowed to sit at the bar at any time.

7. No guest will be authorized to purchase beverages or display money on the bar or the tables. This is in compliance with the Florida State Statutes.

8. No person shall solicit to be signed in by a member, unless they are welcomed guests to a member on an unscheduled visit.

9. No Post business shall be discussed at the bar.

10. No derogatory or inflammatory comments, verbal or written, about the Post or any member.

11. No habitual use of foul language.

12. No pushing, shoving, or fighting.

13. No immoral acts, disloyalty, or any other acts unbecoming a member of The American Legion.

14. No pets will be allowed in the Post at any time. Exception is a working Service Dog.

15. No person will remove Post property from the premises at any time unless properly authorized, in writing, by the post officer in charge. All property borrowed must be returned to its proper place by the borrower.

IA16. DRESS STANDARDS: Members and guests will be properly attired at all times. All shoes, sandals, or other protective footwear are required. Dress for special functions and parties will be regulated by the Committee involved but will not be below the prescribed minimum standards. The minimum standards for attire are:

A.MEN:

1. No see-through attire, i.e., net tops.
2. No swim trunks at any time.
1. Dress shorts may be worn at all times in the Lounge and Hall, with the exception of special functions where standards, in the Hall, are set by the Committee in charge.
1. Tank Top shirts may be worn until 6.00 pm.
1. Long pants and suits are always appropriate.
1. Shirts with collars, dressy T -type shirts, and pullover sweaters are appropriate.
- 7) Attire with obscene or profane printing or writing is forbidden.

B. WOMEN:

- 1) No see-through attire unless appropriate and concealing undergarments are worn.
2. No swimsuits at any time.
2. No underwear type outer-garments are permitted. As per #1 above.
3. No tube tops or similar attire, where midriff is exposed are permitted.
2. Dress shorts may be worn at all times in the Lounge and Hall, with the exception of special functions in the Hall, where standards are set by the Committee in charge.
2. Short shorts where buttocks are exposed are forbidden.
3. Slacks, skirts, culottes and dresses are appropriate.
4. Blouses, sweaters, and dressy T -type shirts are appropriate.

IX. AMENDMENTS: These House Rules may be amended by the majority vote of the members present at any regularly scheduled meeting. Proposed amendments must be reviewed by the Post Commander or established committee and then submitted in writing to the EC for recommendation. Prior notification to members of any proposed amendment is not required.

X. CERTIFICATION: This document is a true copy which was adopted by the membership of this Post on 10 September 2015.

A. \_\_\_\_\_  
Robert Hughes  
Commander

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Debbie Gentry  
Adjutant



## APPENDIX - RULES FOR THE INDIVIDUAL

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The complete House Rules document is available at the Post