

ROBERT H HOKE POST 272

AMERICAN LEGION

505 N Mountain Road

Harrisburg, Pennsylvania 17112

19 Dec 2023

HOUSE RULES

- 1. PURPOSE:** To supervise the operation of the physical facilities of the Post and to provide the general rules applicable to the conduct of members while on the premises of the Post. Further, to establish those policies and procedures enhance our perceptions by the members and the community. Each individual may have a different perception of the Legion and more especially, the Post. If that perception is that the Post is a bar, the Post will be a bar and nothing more. We, Legionnaires, Sons, Riders, and ALA must work together to ensure that our image is that of a Community Based Service Organization for our veterans. What the community thinks of us is just import as what we think of ourselves. We must remember that we are judged by the Community. The House Committee functions as an extension of the Post Commander and Vice Commanders in the execution of their responsibilities to the organization.

While we currently have a published set of general Rules, we need to look to establishing those additional guidelines to ensure compliance with National/Department directives and to fulfill our commitment to our members on transparency, accountability, and the rule of law. Some of these items are included in the By-Laws of the Legion and the Home Association (HA) and are not meant to interfere or usurp their responsibilities, but are intended to supplement and better allow the Command structure of the Legion to complete their obligations to the American Legion, our veterans, our families, our employees and our community.

Building Committee: This will assist the Post Commander and Home Association/Manager in those areas dealing with the operation of the facility. They will conduct periodic inspection of the physical facilities and determine deficiencies and needed repairs. They will assist in developing vendor lists for property maintenance and meet with vendors/repairmen, as needed. Will, as required, develop bids proposals, and acquire bids for Board action. It may be required to review/supervise repair work on the facility on behalf of the

Post/Home Association. This responsibility includes all installed equipment throughout the physical plant. This committee may include individuals drawn from the membership with experience in the trades.

Administration: We owe all future leadership of our organizations a set of files that are organized and provide a record of previous and on-going actions. Each organization needs to maintain a reasonable set of functional files to support their individual needs. In general, these files should include, at a minimum, the following:

1. General Correspondence, to include on-going current events.
 - a. QuickBooks Financial Report.
 - i. Accounts Receivable.
 - ii. Paid Invoices.
 - iii. Bank Statements.
 - iv. Income Tax Files. Current and historical.
 - b. Insurance Files.
 - i. Property Insurance
 - ii. Vehicle Insurance
 - c. Membership Files, with necessary supporting documents, by calendar year.
 - d. Property Maintenance Files.
 - e. Miscellaneous Files. Based on Specific Title.
 - f. Meeting Minutes, organized by calendar year and separating regular and Executive Meeting Minutes.

By the nature of its business operation, the amount and type of files needed by the HA will be much greater, especially in the area of financial and business operational activities.

Unlike our standardized By-Laws, the House Rules are a living document that may be adjusted as needed to reflect organizational goals and objectives. Input from members to the Committee may be one avenue for amendment, while others may come internally from the committee.

2. POST HOME:

- a. The possession of a Post Home is one of our best guarantees for permanence and progress as an organization. It can establish prestige within the community. It serves to retain current members and to attract new members. It provides a source of revenue and a site of service and social activities. Well established, it can benefit the community in many ways.

b. The appearance of our facility, both the interior and exterior, reflects our professional standards. Our exterior appearance continues to improve through the work of our vendors and dedicated volunteer members. To improve the interior, no posting will be made on any door or wall, except those required by law or to announce a closure of the facility. All notices or other announcements will be posted on a bulletin board. Bulletin boards will be located in the main entrance foyer, inside the entrance off of Mountain Road, inside the Canteen door to the right and next to the big screen TV. Any posting in the Banquet Room must be on an easel. Only patriotic, military or Post related motifs will be displayed on the walls of the Post.

3. TRANSPARENCY: A principle method to resolve adverse perceptions is through openness. Every member has the right to see/review all documents, excluding personnel files, pertaining to the operation of the organization and its finances. To this end, each organization, Legion, Home Association, Sons, Riders, and ALA (with their concurrence) will maintain a binder in the canteen available for member review. This binder will contain, at a minimum, copies of the followings:

- a) Current By-Laws
- b) Listing of Current Officers
- c) Current and Previous Monthly Minutes
- d) Current and Previous Monthly Financial Statements
- e) Emails between Board members resulting in operational or financial decisions, not discussed at a meeting. Board member soliciting decision must collect all responses and provide to Adjutant or HA Secretary for inclusion in files.
- f) A copy of inactive members for the last two calendar years. This is a requirement of PA Liquor Control Enforcement. These will be maintained for each calendar year, for a period of two years.

4. GENERAL RULES: The following rules apply to the Post Home in general, others relate specifically to the operation of Canteen and banquet facilities by the Home Association.

The following shall be admitted:

- All American Legion Members in possession of a valid membership card with their spouse or companion.

- All Sons of the American Legion in possession of a valid membership card with their spouse or companion.
- All American Legion Auxiliary in possession of a valid membership card with their spouse or companion.
- All Social/Associate members must be in possession of a valid membership card.

A valid membership card must be signed both by the issuing authority and by the member. All members entering the facility must present their membership card prior to being served.

Members are expected to maintain a high level of decorum at all times within the Post, while in the Canteen, participating in Post meetings or engaged in other Post functions.

No meetings will be held within the Canteen area. The Deck may be used if deemed necessary.

During special ceremonies at the Post Home, such as Veterans Day Ceremonies, the Canteen will be closed for the duration of the event, as determined by the Post Commander or HA President. Good common sense and respect for our veterans should govern our actions.

Appropriate attire should be worn within the Post Home by members and their guests. While a specific dress code has not been established, common sense and an awareness of what the organization represents should guide the attire worn. However, no shirts, T-shirts or sweatshirts with profanity or obscene graphics will be permitted at any time. Hats/caps will be worn properly at all times, with the bill forward. A historical note, the wearing of the hat reversed is a sign of surrender. Therefore, it is a sign of disrespect to all veterans.

Clothing without shoulder straps or that reveals excessive cleavage, tattoos, back, stomach, or undergarments, or is too tight, as determined by the senior Home Association person on duty, is not appropriate within the Post Home.

Patron's may wear sleeveless shirts in the facility from Memorial Day to Labor Day, only on weekdays, from opening until 4 pm.

Profanity will not be tolerated. The first offense will be a warning. Continued use of foul language will result in the individual being told to leave the premises.

Failure of a HA member, other than Social, may result in suspension or other disciplinary action by the Legion in accordance with established policy. The Home Association maintains the right to discipline its Social/Associate members.

Small Games of Chance provide revenue that permits the Post and the Home Association to fulfill many of their objectives. The operation of these games must be above reproach and avoid any perceptions of improprieties. To ensure we maintain our high standards, the following must be adhered to: No member or employee directly involved in the operations of Small Games of Chance will participate in Small Games of Chance. Officers and employees may participate in the Daily/Weekly Book and PA State Lottery.

4. HOME ASSOCIATION UNIQUE RULES.

Members must present their membership card to the bartender in order to be served.

The privilege of using the facilities of the Legion and to join in the recreational and social activities may be extended to, or withdrawn from, the families or guests of members for infractions of House Rules. The sponsoring members shall be responsible for the conduct of their guests. Guests may partake in all recreational, dining and entertainment activities within the Canteen, however guests may not purchase alcoholic beverages. No guests are permitted to be signed in after 1 a.m. Sponsoring member must personally know his/her guest and remain with them while they are in the Canteen.

No member shall be allowed to bring a guest to the association facilities more than four times in a calendar year, with the exception of a spouse/companion, without having said guest submit an application for membership. Exception to this standing rule will be a member's guest whose residence is outside the Metropolitan Harrisburg Area (60 miles). Enforcement of this policy will be the responsibility of the HA employees, as directed by the Home Association President. Failure of members to comply with this policy may result in referral to the Legion Executive Board for disciplinary action.

The spouse or companion of a Legionnaire, SAL or ALA member of Post 272 is not considered a guest, is not required to be signed in, and may accompany the member unlimited times.

The Canteen Manager is responsible for compliance with applicable State Laws, Post and Home Association By-Laws and the House Rules. In the absence of the Manager, or any supervisor, the on-duty lead bartender will assume these duties.

If the bartender flags a member or guest for intoxication, the person must leave the property and may not return on that day. The bartender will offer to call for a cab for that departing patron. Infractions shall be recorded in the bartender's log and be reviewed by the appropriate membership executive committee.

Cell phones may be utilized while patronizing the canteen. However, users must respect the privacy of other patrons by moderating the volume of their voice and the volume of the device while engaged in a conversation on these phones.

The Jukebox in the Canteen may be played from opening until closing each day; **except** during special events such as, but not limited to: Karaoke, Live Entertainment, Bingo, and when special programming is being shown on television. The On Duty Bartender is responsible to control the availability and volume of the Jukebox at all times.

Bingo is held in the canteen on Tuesday evenings at 7:00 p.m. Any member or guests are permitted to play. 100% of the proceeds will be donated to a 503c Veteran Organization or charity as approved by the Home Association Executive Board and Post Executive Board. No One may play the final "Blackout" game unless they have played at least three prior games that evening. There will be Non-Smoking Bingo on the 2nd and 4th Tuesday of the month between the hours of 6pm to 10pm.

The pool table will remain closed during special events, , including but not limited to, Bar Bingo, Karaoke, and other entertainment events, as determined by the Club Manager. Pool Team members shooting on the Post 272 roster must be members of the American Legion or an affiliate. Social Members of Post 272 may participate as team members with the permission of the American Legion Team Captain. Visiting Pool Team members are an exception to the sign in rule and are treated as spouses/guests of a Post 272 Legion Family member.

Smoking is only permitted in the Canteen and outside the facility in designated smoking areas. Smoking will not be permitted in the Canteen when open to the public, and as determined by the Management and Pennsylvania Code. Vaping is prohibited in the building.

The Canteen/Banquet Kitchen, Dish Washing areas, Club Managers Office, Home Association Storage Closets, inside the Canteen Bar Area, Waitress Station, and the hallway between the Canteen and Banquet Room, are for Employees Only and are Restricted Areas. Only Employees, Members of the Post Executive Committee, Members of the Home Association Executive Committee, and the Officers of the ALA, Sons, and Riders organizations are permitted access to these areas. Other members and

guests of the Post may be granted access to these areas only when specifically allowed by an authorized person as listed above.

The Memorial Bricks placed in the Post foyer are purchased to honor veterans, family and or friends. No item may be placed on or cover any portion of the engraved Memorial Bricks. Anything needing to be displayed or placed in the foyer may be done in the rear of the foyer on the blank bricks.

Changes to this policy must be submitted to the Post Executive Committee for approval.

DUE TO THE PENNSYLVANIA CLEAN AIR ACT, NO CHILDREN UNDER THE AGE OF 18 MAY COME INTO THE CANTEEN WHERE SMOKING IS PERMITTED. CHILDREN MAY ACCESS THE DECK USING AN OUTSIDE DECK ENTERANCE. FURTHER, WHEN THE BANQUET ROOM IS CONTRACTED FOR SPECIAL EVENTS AND/OR OPEN TO THE PUBLIC, THE ENTIRE POST WILL BE A NONSMOKING FACILITY FOR THE DURATION OF THE EVENT.

Updated House Rules were approved by the Post Executive Committee on 19 Dec 2023 and became effective on 19 Dec 2023.

OFFICIAL:

(Signature on File at Post)

**ADRIENNE O'BRIEN
POST COMMANDER**

(Signature on File at Post)

**MICHELLE ZANDOME
ADJUTANT**

Addendum 1: "Table of Punishments"

Addendum 2: "Summary of the House Rules"

ADDENDUM 1 TO HOUSE RULES

PRACTICE AND PROCEDURE IN THE EXPULSION OR SUSPENSION OF A MEMBER OF THE AMERICAN LEGION

TABLE OF PUNISHMENTS

1. As specified in the Practice and Procedure in the Expulsion or Suspension of a Member of the American Legion, dated 20 December 2011, the following Table of Punishments is established. This Table is applicable to Legionnaires, Sons of the American Legion, American Legion Auxiliary, American Legion Riders, and Associate/Social Members. Each entity shall be afforded the opportunity to oversee and correct the behavior of their membership. Actions taken shall be reported to the Post Commander.

2. Within the following Table, the first several relate generally to other than Associate/Social members. This table is not all-inclusive, and those offenses not specifically addressed will be adjudicated by the appropriate Executive Board. While these are the general recommended punishment, the seriousness of the offense may dictate greater or lesser punishment than specified, which is within the purview of the Executive Board.

OFFENSE/DESCRIPTION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Disloyalty –to State, Nation, Post 272 and its leadership	90-day Suspension	180-day Suspension	Expulsion
Neglect of Duty - Failure to Fulfill responsibilities of position	90-day Suspension	180-day Suspension	Expulsion
Dishonesty – Theft, False Official Statements, other Criminal Acts	Expulsion		
Conduct Unbecoming – Situational	180-day Suspension	1 year Suspension	Expulsion
Drunk and Disorderly, no police Involvement	60-day Suspension	180-day Suspension	1 year Suspension
Drunk and Disorderly, police Involvement	1 Yr Suspension	Expulsion	

<u>OFFENSE/DESCRIPTION</u>	<u>FIRST OFFENSE</u>	<u>SECOND OFFENSE</u>	<u>THIRD OFFENSE</u>
Failure to Obey Orders of Manager/Bar Tender	60-day Suspension	180-day Suspension	Expulsion
Sexual Misconduct	Expulsion		
Theft – Property, Services, or Funds	Expulsion		
Threats of Physical Violence on Employees/Members	180-day Suspension	Expulsion	
Physical Assault on Employs or Members	Expulsion		
Intentional Destruction of Post Property with Replacement	90-day Suspension	Expulsion	
Failure to Comply with Post House Rules	Verbal Warning by Manger/Bar Tender	90 Day Suspension	1 Yr Suspension
Using or Providing Illegal or Prescribed Controlled Substances To another	Expulsion		
Signing in a Minor and Providing Liquor/Gambling Tickets	1 Yr Suspension	Expulsion	

American Legion Post 272

POST 272 HOUSE RULES

You are seated in the presence of men and women who were and are willing to sacrifice their lives in the defense of our nation. They demand that your conduct and language honor that dedication in the memory of those who will not return.

- All members entering the facility must present their membership card prior to being served.
- Members may sign in no more than 2 guests daily, and members must remain with the guest while they are in the building.
 - Guests may only be signed in four times per calendar year.
 - Guests are not permitted to purchase alcohol.
 - Guests may not be signed in after 1 am.
- The spouse or companion of a Legionnaire, SAL, or ALA member of Post 272:
 - Is not considered a guest.
 - Is not required to be signed in
 - May accompany the member unlimited times.
 - Must present ID prior to being served.
- Any member or guest flagged by management must leave the property and may not return that business day.
- Anyone 17 years old and younger may not pass through the canteen.
- No clothing with profanity or obscene graphics will be permitted at any time.
- Clothing without shoulder straps or that reveals excessive cleavage, tattoos, back, stomach, or undergarments, or is too tight, as determined by the senior HA person on duty, is not appropriate within the Post Home.
- Patron's may wear sleeveless shirts/tank tops in the facility from Memorial Day to Labor Day, only on *weekdays*, from opening to 4 pm.
- Ball caps must be worn with the bill forward. The wearing of headgear reversed is a sign of surrender; therefore, it is a sign of disrespect to all veterans.
- Profanity will not be tolerated. One warning will be given with a \$1 fine paid to the Children's Fund/Swear Jar and continued profanity may result in flagging.
- The pool table will remain closed during special events as determined by management.
- Bar Bingo may be played by any member or guest. No one may play the Blackout game unless they have played at least three prior games that evening.
- Smoking is only permitted in the canteen and outside of the facility in designated smoking areas.
- Smoking will not be permitted in the canteen when open to the public as determined by management and Pennsylvania Code.
- Vaping is prohibited in the building.

Home Association By-Laws and full House Rules are available in binders in the canteen.