



**AMERICAN LEGION
POST 176
HOUSE RULES AND
DISCIPLINE**

ARTICLE I

Introduction - Behavior and Reputation

Section 1. The reputation of Springfield, Virginia, American Legion Post 176 (hence Post 176), the Post 176 Families, the American Legion Nation, and the American Legion in this community will, to a very large degree, be determined by the activities and behavior of these members within the Post Home, Social Quarters and Post 176 activities with this facility.

Section 2. All members and their guests are requested to be aware of this fact and to keep it constantly in mind.

Section 3. Responsibilities:

- General Manager has overall responsibility for all Post operations. Reports to the Commander
- Bar Manager of the Social Quarter (hence Bar Manager) has overall responsibility for all Social Quarter operations. Reports to the General Manager
- Warrior Café Manager has overall responsibility for all food and banquet services. Reports to the General Manager
- Bartender on Duty is responsible for Social Quarter operations during his/her assigned shift. Reports to the Bar Manager

ARTICLE II

Post Management and Social Quarter Operations

Section 1. The General Manager has overall responsibility for all Post operations, which includes ensuring proper conduct and appropriate behavior of patrons is maintained at all times.

Section 2. The Bar Manager and General Manager shall have the authority to hire employees, discipline employees and terminate employment in the Social Quarter when necessary. He/she shall have the authority to make decisions necessary to ensure that the Social Quarters operations are in the best interest of Post 176.

Section 3. The operation of the Social Quarters shall be the responsibility of the Bar Manager, and he/she shall conform to the provisions of the Virginia Alcohol Board of Control (ABC) Laws/Regulations.

Section 4. The General Manager / EXCOM, as appropriate, will address issues resulting from misconduct of the Post 176 Family members or guests at the Post.

ARTICLE III

Use of Post Facilities

Section 1. In order to obtain the maximum return on our investment in Post 176 operation, it is necessary for us to make maximum use of our facility. This can be accomplished only by creating an atmosphere agreeable to the majority of the members, their families and guests, and to the extended American Legion Family.

A. However, Post 176 is a non-profit organization: Only bonafide Post 176 members, Post 176 Family members and guests are allowed to make purchases in the Social Quarters.

B. Exemptions are (1) a specifically declared public event, such as a Sunday Breakfast, where gaming is not allowed (2) a contracted private function/event managed by Post 176 as a function, where Post 176 food is provided and/or Post 176 owned alcohol may be provided, but where no gaming is allowed, or (3) community outreach events (such as providing meeting facilities for clubs, community historic organizations, or other non-profit organizations where food and/or alcoholic beverages may be purchased), adhering to no gaming activities.

Section 2. The following persons shall be admitted:

- Any member of the American Legion Family (Legionnaires, Auxiliary, or SAL) with a current membership and their family and guests.
- All members who enter The American Legion are required, if requested, to present their current Membership Card to the Manager on duty upon entry and prior to being served.

All persons using Post facilities are referred to as **patron(s)**.

Section 3. Members in good standing of Post 176 or of another American Legion Post 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."

Section 4. Members shall be wholly responsible for the conduct of their guests. If a sponsoring member departs the Social Quarters, they must have another sponsor member be responsible for their guest if the guest remains at the Social Quarters.

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, unless given special permission. Towing will be enforced at the owner's expense. Special circumstances may dictate a longer period only with the approval of the General Manager. To address the need for an extension beyond this "Rule of 72." the General Manager will brief the EXCOM on the decision to approved or disapproved an extension request. -

Section 6. No persons under the age of 18 will be permitted in the Social Quarters after **8:00 PM**, except on nights of Special Post functions, or as deemed appropriate by the Bartender on Duty. An adult member must accompany all persons under the age of 21. No persons under the age of 21 will be seated at or lounge around the bar.

Section 7. Virginia Alcoholic Beverages Control Board. All members and guests of Post 176 are

required to comply with all Virginia ABC laws and additional House Rules that have been adopted by Post 176.

ARTICLE IV

Conduct and Discipline

Section 1. Members, guests, and employees must comply with all House Rules. Post 176 exists for the use, benefit, comradeship, fellowship, and general enjoyment of all members of Post 176, their families, and the American Legion Post 176 family organizations to include the American Legion Auxiliary, the Sons of the American Legion and the American Legion Riders. Conduct in the Post 176 facility shall conform to standards acceptable to the majority of the Post membership.

Section 2. Proper language should be used at all times. Racial or ethnic slurs in reference to any minority group will not be tolerated. Loud, profane, vulgar, abusive, sexually explicit language or implicit physical or verbal behavior or conduct prejudicial to good order, shall constitute grounds for removal from the Social Quarters and/or Post home. Members are requested to refrain from loud and boisterous conduct when leaving the Post Home. Reasonable requests or instructions by the Bar Manager, Bartender on duty or General Manager must be complied with.

Section 3. The possession or use of illegal drugs or substances, to include but not limited to all THC derivatives (marijuana, gummies, etc.) on all Post 176 properties is strictly prohibited. Offenders may be reported to the police and may face Post disciplinary actions

Section 4. Members and guests will not interfere with the duties and direction of the Bar Manager /Bartender 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 Bar Manager or the General Manager in writing. Any suggestion or criticism concerning the operation of the Social Quarters shall be submitted to the Bar Manager / General Manager where it will be given due consideration.

Section 5. No alcoholic beverage will be sold to anyone who, in the estimation of the Bar Manager /Bartender on Duty, is under the influence of alcohol. 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 6. The Bar Manager/Bartender on Duty has the right, and is duty bound to refuse service to anyone whose conduct is, in the opinion of the Bar Manager/Bartender on Duty, detrimental to any person(s), the Post, or The American Legion Post home. This includes comments directed toward patrons, which may be considered as personal attacks with respect to sex, race, creed, religion, personal lifestyles or personal differences.

Section 7. The Bar Manager/Bartender 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 Bar Manager/Bartender on Duty by whatever means he/she deems appropriate including, but not limited to enlisting aid from non-involved members to affect a low-key removal to involvement by the Police in extreme cases.

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Section 8. Any member or guest, who is deemed by the Bar Manager/Bartender on Duty to have violated any House Rule, must be reported to the General Manager in writing for possible disciplinary action. Such member may be suspended from privileges of the Post, by the General Manager for the remainder of the 24-hour operational cycle. Any further disciplinary action will be addressed under **Section 9** of this Article.

Section 9. Complaints must be filed with the General Manager within five (5) days of the event. Upon receipt of a written complaint, the General Manager will review the complaint and notify the Commander. The accused will be notified verbally and in writing within five (5) days, as deemed appropriate. The accused will have a minimum of five (5) more days to prepare his/her response. After this time, the General Manager will meet with the accuser and the accused, individually, to determine if any further disciplinary action is warranted., The General Manager will take action as deemed necessary to preserve discipline in the Post Home. Any member disciplined 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, with a 2/3rd majority vote/quorum, is final.

Section 10 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, as required by the bartender on duty, and enhances service. If empty seats at the bar area are available, there is no need to go to the service area upon entering.

Section 11. Political promotions, campaigning, signage or use of any Post 176 properties for political purposes is prohibited. This is prohibited by 501 (C) (19) non-profit organizations.

Section 12. Post 176 will not allow a hostile work environment: threatening, profane, or abusive behavior toward Post employees or among employees will not be tolerated.

Section 13. No one shall be admitted into the Social Quarters after closing time.

Section 15. 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.

ARTICLE V

Dress Code

Section 1. Members and guests must be neatly and appropriately dressed at all times, including footwear. Basically, any clothing deemed inappropriate by management is not permitted. This would include clothing that is overly suggestive or revealing or in bad taste. 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. Members and guests are required to clean their shoes/boots to avoid tracking mud and/or seasonal (e.g. salt, sand, etc.) materials into the Social Quarters.

Section 4. The final decision as to what constitutes proper dress rests with the management.

ARTICLE VI

Post Operations

Section 1. The hours of operation of the Social Quarters will be Monday through Thursday 2:00 PM to 10:00 PM, Friday 2:00 PM to 12:00 AM, Saturday 12:00 PM to 12:00 AM, and Sunday 12:00 PM to 10:00 PM unless there is a scheduled event. NOTE: The Bar Manager may adjust the hours of operations as necessary. The Bar Manager will notify the General Manager regarding a change in the hours.

Section 2. Last call will be 20 minutes prior to closing. At that time no new games (such as pool or pull-tabs) will be started and games in progress must be completed within the 20-minute time. No patrons will be allowed to remain in the Social Quarters after the bartender has closed.

Section 3. Beverages:

- No alcoholic beverages will be served to persons under the age of 21, nor will they carry any alcoholic beverages to any person in the Social Quarters. Alcoholic beverages purchased or mixed in the Social Quarters may not be carried out of the building except on the deck or designated area. This will not apply if we have a special event permit for a function in the parking lot.

- Identification of members' bottles of alcoholic beverages, other than Post 176 beer and wine sold/served across the Social Quarters bar, shall be identified with the 'official member's name' bringing such alcoholic beverages into the Social Quarters. A nickname may be used.

- During service, said bottles shall be retained at the bar and only served by the bartender on duty. Members must place their liquor bottles in their personal lockers. Should liquor bottles left in the personal lockers be determined to have been abandoned by its owner, the contents may be disposed of at the discretion of the Bar Manager/Bartender on duty or the General Manager. This disposal shall be documented.

Section 4. All alcoholic beverage purchases in the Social Quarters will be made with cash or credit card. A cash register tab is allowed, but a paper receipt must be provided to the member when payment is tendered.

Section 5. All gaming will be cash only.

Section 6. Checks will not be accepted for payment for goods and services in the Social Quarters at any time.

ARTICLE VII

Social Quarters Management

Section 1. The operation of the Post Home shall conform to the provisions of the Virginia Alcohol Board of Control (ABC) Laws/Regulations.

Section 2. All purchases in the Social Quarters will be made with cash or credit card.

Section 3. 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.

ARTICLE VIII

Sound Control

Section 1. The Manager on Duty will control the volume for all electronic devices. 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 employees of the Post.

Section 2. At the discretion of the Bar Manager on Duty, based on his/her evaluation that the majority of the Legion patrons are watching a television event, electronic devices may be turned down or off so as not to interfere with the majority.

ARTICLE IX

Kitchen Operations

Section 1. Applicable Fairfax County Food Service Regulations shall govern food service activities. Open-toe shoes are prohibited in the kitchen.

Section 2. Preparation of food in the kitchen must be under the supervision of a Food Service Manager who is certified by the Fairfax County Health Authority. This manager is responsible to ensure that food-handling personnel are trained in and adhere to sanitary food-handling procedures and proper methods of food protection.

Section 3. Smoking or open containers of beverages of any kind – alcoholic or non-alcoholic - in the kitchen is prohibited. Any beverages, alcoholic and/or non-alcoholic - must be covered and be at least 6 feet from any cooking or food preparation area to prevent cross contamination to food or food related items. A beverage station will be established in the kitchen for staff and volunteers.

Section 4. Volunteers using the kitchen are responsible for ensuring that all cooking appliances, counters, utensils, etc., are thoroughly cleaned and stored in their proper place at the end of their use.

Section 5. Food that is brought into the Post for pick-up by another member will be properly packaged and clearly marked with the members name and stored in a box marked “Member Name.” This box will be located on the lower shelf of the wire-shelving unit in the walk-in cooler.

ARTICLE X

Changes to the House Rules

Section 1. The EXCOM must approve any additions, deletions, and changes to the above House Rules. The approved amended house rules are submitted to the General Membership for approval.

Section 2. These House Rules are approved as amended, having been duly agreed to in an open meeting dated MM/DD/YYYY, by more than two thirds of the members present shall become effective MM/DD/YYYY. In addition, this document supersedes any and all previous versions of the American Legion Post 176 House Rules.

Post 176 Commander / Date

Post 176 Adjutant / Date