

American Legion Owen Coffman Post 519
Palm Springs, CA

House Rules and Code of Conduct

(A Copy of this document must not be removed from Canteen / Club Room.)

PURPOSE

The purpose of the American Legion Owen Coffman Post 519 House Rules and Code of Conduct is to provide our members and their guests the rules that govern their conduct within the Post Home and Post Canteen / Club Room.

ARTICLE I – DEFINITIONS

Section 1. **Member** as applied to the House Rules shall mean any Legionnaire, American Legion Auxiliary, Sons of the American Legion, and American Legion Rider member in good standing of Owen Coffman Post 519. A member in good standing is defined by ARTICLE IV of the Post By-Laws.

Section 2. **Post Home** includes all the premises, facilities and grounds utilized by Owen Coffman Post 519, including any and all building(s) thereon.

Section 3. **Canteen / Club Room** includes that portion of the Post Home housing the canteen, and restaurant.

Section 4. **Management**, as applied to the House Rules, shall refer to the Canteen / Club Room Manager, or Duty Bartender(s) and Restaurant Manager.

Section 5. **Executive / House Committee** is the committee elected in accordance with ARTICLE IX of the Post By-Laws.

Section 6. **Minor** is any person declared a minor with the scope of the California ABC regulations.

Section 7. **Visiting Guest** is anyone is a member in good standing of another American Legion Post.

Section 8. A **Guest** is anyone who is not a member of the American Legion and is escorted by a member in good standing of Owen Coffman Post 519.

ARTICLE II – PERSONS PERMITTED IN CANTEEN / CLUB ROOM

Section 1. The privilege of the American Legion Owen Coffman Post 519 Canteen / Club Room is for the exclusive use for Post 519 Legionnaires, American Legion Auxiliary Sons of the American Legion and American Legion Riders that are in good standing.

- a. All members are required to observe the standards of conduct and dignity expected of a Legionnaire.
- b. Members must be in good standing to enjoy canteen / club room privileges. Members must present their current membership card or receipt that indicates payment of their current year's dues.

- c. Members are permitted to bring guests. The guest must sign the entry log noting the date and time of entry along identifying the sponsoring member. Members shall be responsible for their guests' conduct. Guests must sign out of the log and depart when the member departs.
- d. Guests that are eligible to join the American Legion, American Legion Auxiliary, Sons of the American Legion and American Legion Riders are restricted to a total of three (3) visits to the Canteen / Club Room in a calendar year. The sponsoring member is responsible for determining membership eligibility with respect to these provisions and will inform their guest that joining the American Legion, or its recognized affiliates will determine their future visitation rights,

ARTICLE III - BEVERAGES

Section 1. No alcoholic beverages shall be purchased for or served to a minor. Nor will the minor be allowed to carry any alcoholic beverage(s) to any person in the Canteen / Club Room. Adults must order any non-alcoholic for a person under the age of twenty-one (21). No person under the age of twenty-one (21) shall be seated at the bar.

Section 2. No beverage of any kind, not purchased at the Post Canteen / Club Room will be permitted on the premises. Bo beverages, alcoholic or otherwise, purchased in the Canteen / Club Room shall be carried out of the Post Home with the exception of the designated patio areas. No Beverages, alcoholic or otherwise shall be brought into the Post Canteen / Club Room for consumption.

Section 3. No Alcoholic beverages shall be served to anyone who, in the estimation of the management or on-duty bartender(s), is intoxicated. Indication of intoxication shall include, but not limited to, boisterous behavior, dozing or sleeping anywhere in the Canteen / Club Room, aggressive behavior, taunting or harassment of patrons or management, and the use of profane or personally insulting comments.

Section 4. No member or guest shall secure beverages for any person who has been service, or both shall be required to vacate the premises.

Section 5. No member or guest is allowed to run a tab.

ARTICLE IV – DRESS CODE

Section 1. Members and guests shall be neatly and appropriately dressed at all times. Any clothing deemed inappropriate by management is not permitted. This would include clothing that is overly suggestive or revealing. Vulgar or offensive, in a state of disrepair or appears to be in bad taste.

Section 2. The wearing of gang insignias, gang colors or gang paraphernalia are strictly prohibited.

ARTICLE V – CONDUCT AND POST RULES

Section 1. The Management shall have the full authority to enforce these House Rules while on duty. Members and their guests must understand that an on-duty bartender is the person in charge if the Bar manager is not present. Members and their guests must abide by the bartenders or Canteen / Club Room Managers' decisions in regard to violations of these rules. The management may order anyone to leave the Post Canteen / Club Room who, in their judgment, has violated one or more of these rules and has engaged in conduct that is detrimental to the Post Canteen / Club Room.

Section 2. The management reserves the right to refuse service and ask anyone to leave the Post Canteen / Club Room or Post Home whose conduct while in the Post Canteen / Club Room or Post Home is such that in the opinion of the Management is detrimental to anyone, the Post Home, or the American Legion. This includes, but is not limited to:

- a. Conduct unbecoming a Legionnaire.
- b. Verbal and physical altercations or confrontations.
- c. Discussion regarding an individual's character.
- d. Discussion of Post business with non-members present.
- e. Any personal attack in respect to sex, race, creed, religion, sexual orientation, or personal lifestyle.
- f. Loud, profane, vulgar, or abusive language.
- g. Lewd, indecent, or sexual misconduct including prostitution or solicitation.
- h. No lethal weapon of any type, concealed with or without a concealed carry permit, or openly carried may be brought into any area of the Post Home except by on-duty law enforcement officers, or on-duty licensed security personnel. Carrying a small folding pocketknife does not violate these rules so long as the knife is legal to carry within the scope of city, county, and state law.
- i. Theft of or the destruction of Post Home Property.
- j. Any illegal act as determined by the city, county, and state law.
- k. Use of, possession, or possession for sale of illegal drugs while on Post Home property.
- l. Cashing of checks, credit, or lending of Canteen / Club Room funds is strictly prohibited.

Section 3. Members and guests will not interfere with the duties and direction of Canteen / Club Room employees. No member or guest shall reprimand any employee of the Post. Any suggestions or criticism concerning the Canteen / Club Room or Restaurant operations, or the conduct of its employees shall be submitted in writing, signed, and dated by the individual submitting the report, to the House Committee or the Post Commander. Any unsigned reports will not be considered.

Section 4. Post members and guests are not authorized behind the bar, in the kitchen or storage area unless asked by manager on-duty to help with a specific task. Once the task is completed, they shall return to the customer side. The rule specifically in regard to the kitchen does not preclude members use of the kitchen during special events,

Section 5. No member, guest, or outside entity shall leave vehicles, boats, trailers, etc. on post property for a period exceeding 24 hours without the express written permission of the House Committee or Post Commander. Towing will be enforced at the owner's expense.

Section 6. Pets, including emotional support animals, are not allowed into the Post Canteen / Club Room at any time. Service animals are allowed in accordance with ADA regulations, Service animals are not allowed on bars or tables at any time. Service animals must remain under the control of their owners.

Section 7. No person who is a known registered sex offender shall be allowed on Post property.

Section 8. Any member or guest found damaging or destroying Post property shall be liable for damages.

Section 9. Members have the right to file an incident report, reporting any violation of these House Rules. The completed report must be in writing, dated and signed by the individual filing the report. The report must be presented to the management within three (3) days of the incidents unless such incident involves an employee, then the report shall be submitted to the House Committee or the Post Commander.

Section 10. Any member disciplined under any article or section of these House Rules shall have the right or appeal. The member will appeal to the Executive Committee at the next regularly scheduled Executive Committee meeting. The appeal steps are outlined in ARTICLE VII of these House Rules.

Section 11. Sponsored events by any organization within the Post that require the use of the Post Home, Kitchen, and bar areas for cooking or other activities, that organization is responsible for all clean-up associated with the event.

ARTICLE VI – USE OF TELEVISION, JUKEBOX AND OTHER GAMING DEVICES

Section 1. The television in the Post Canteen / Club Room may be used at anytime when the room is not being used for Post meetings or functions. Sports, news, and weather programming will have precedence.

Section 2. The pool table, dartboards and any other gaming device in the Post Home are for entertainment purposes.

Section 3. The jukebox, pool table dartboards and other gaming devices may be closed at the direction of management, the House Committee of Executive Committee for special events.

Section 4. Only the on-duty manager will adjust the volume of the jukebox and televisions. The choice of what is being played will be determined by the majority of patrons not the employees. Volume will be kept at a reasonable level.

Section 5. When a band is entertainment, they shall play at a sound level appropriate to the crowd. The on-duty manager is responsible for speaking with the band regarding sound level.

ARTICLE VII – DISCIPLINE OF POST MEMBERS AND QUESTS

Use of the Post Canteen / Club House is a privilege extended to members and their guests who are expected to abide by these House Rules. The following outlines the Post's procedures concerning barring of members and their guests from the Post Canteen / Club Room and Post Home.

Section 1. ***Bartender on Duty***. The bartender on duty has the right to ask a member or a guest to leave for a twenty-four (24) period for any violation of the House Rules. Anytime the bartender asks a member or a guest to leave they will complete an incident report and annotate it in the daily incident log that the ABC requires and provide such report to the Canteen / Club Room Manager for their review and action.

Section 2. ***Canteen / Club Room Manager***. The Canteen / Club Room Manager upon receipt of an Incident Report may, if necessary, have a member or guest barred until the next Executive Committee meeting.

Section 3. ***Action on Incident Reports***. The Canteen / Club Room Manager will review all incident Reports with the Post Commander, Adjutant, and Judge Advocate prior to the next regularly scheduled Executive Committee Meeting. They will present their recommendations regarding the incidents to the Executive Committee for approval. Except in special circumstances the guidelines provided in Appendix A will be used as recommendations. The Post Adjutant will maintain a file of all Incident Reports and is responsible for ensuring that written notice is provided to the offenders, who are members of the Post under the signature of the Post Commander. Such notice will inform the members that they have the right

to contest the offense at the next regularly scheduled Executive Committee meeting. The notice will contain the date, time, and the sections of the House Rules violated, as well the time and date of the Executive Committee meeting in which the offense will be reviewed. The Post Canteen /Club Room Manager is responsible for ensuring that a list of all members and guests that are barred is maintained at the bar for the bartenders and discreetly at the door on nights when entertainment is scheduled. The list will include name, date barred, length of time barred and the offense.

Section 4. A member in good standing of the Post has the right to contest charges brought against them at the next regularly scheduled Executive Committee Meeting. Members who have been barred from the Post Canteen / Club Room have the right to attend all official Post function excluding canteen functions.

Section 5. The Post Executive Committee is the final authority on Post Canteen / Club Room discipline.

ARTICLE VIII – FINAL SUMMARY

Section 1. All members and guests are expected to read the rules set forth herein and abide thereby. A violation may subject you to a possible loss of Canteen / Club Room privileges for a period of up to one (1) year and reviewed annually for possible extension. In addition to these prescribed rules, the manager will report on writing and circumstances not specifically covered herein as they may see fit, to keep and maintain proper conduct on the premises. Any such action shall be reported at the next regularly scheduled Executive Committee meeting so that they may ensure proper remedial action.

Section2. The House Rules are to be reviewed within sixty (60) days after the installation of officers.

The House Rules have been approval by Post 519 Ad Hoc Committee:

Submitted by: /s/ John Hudson
Post 519 Ad Hoc Committee Parliamentarian

9 September 2023

David Brambila, 5th Area Vice Commander
Post 519 Ad Hoc Committee Commander

Date

APPENDIX A “Recommended Time Barred”

Appendix A contains the recommendations for first time offense violations of American Legion Owen Coffman Post 519 House Rules and Code of Conduct. The following “Recommended Time Barred” is a guideline. Repeated violations or special circumstances could result in more “Recommended Timed Barred” outlined in this appendix. Additionally, members that are habitual offenders of these House Rules can be subject under ARTICLE XVI – Administrative Hearings of the Post By-Laws for expulsion from the American Legion. It is the responsibility of each member and guest to read American Legion Owen Coffman Post 519 House Rules and Code of Conduct. Each member is expected to ensure that any guests they bring into the Post Home abide by these rules. Members have the right to contest any charge filed against them. The steps are outlined in ARTICLE VII of the American Legion Owen Coffman Post 519 House Rules and Code of Conduct.

BARTENDER ON DUTY

The bartender on duty has the right to ask a member or guest to leave for a twenty-four (24) hour period for any violation of the House Rules. The bartender will complete an incident report each time they ask a member or guest to leave and report the incident to the Canteen / Club Room Manager and enter it in the daily incident log.

CANTEEN MANAGER

The Manager has the right to bar a member or guest until the next regularly scheduled Executive Committee meeting.

MEMBER RIGHTS

A member who is the subject of an incident has the right to attend the next regularly scheduled Executive Committee meeting to contest the charges and will be notified of that right by the Post Adjutant.

<i>OFFENSE</i>	<i>RECOMMENDED TIME BARRED</i>
Use of profanity or obscenities	24 Hours
Intoxication	24 Hours
Minor disagreement or confrontation	24 Hours
Intentional purchasing of alcoholic beverage for a customer who has been refused service	30 Days
Major disagreements or confrontations	30-45 Days
Physical confrontations	90-120 Days
Possession of a weapon or threat of the weapon on Post premises	Administrative Hearing for suspension or expulsion
Purchasing a drink for a minor	1-year, to be reviewed annually
Lewd, indecent, or sexual misconduct	1-year, to be reviewed annually
Theft, or other criminal offenses on Post Premises	Administrative Hearing for suspension or expulsion