



# *AMVETS Post 312*

## ***STANDARD OPERATING PRACTICES COVERING***

### *House Rules*

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***EFFECTIVE OCTOBER 4, 2011***

## House Rules

### **Article I. Introduction**

1. AMVETS Post 312 General Membership approved the House Rules on May 6, 2008 at the Annual Meeting. By approval of this document the House Rules will be accepted as they appear in Article V. House Rules. The rules were established to advise Members, Special Members, Active Duty Guests, and family and guests of members what our standards are when patronizing our facility.

### **Article II. Empowerment**

1. Officers of the AMVETS Post 312, the Canteen Manager and all on duty Bartenders are empowered and required to enforce these rules at all times.
2. Elected Officers of the AMVETS Post 312, the Board of Trustees, Canteen Manager and all on duty Bartenders are the only members empowered to eject a person from the AMVETS Post 312 premises for misconduct or other violation of these rules.
3. The Commander or acting Commander, in his absence, retains the right to extend a suspension for a period up to and including 14 days from the time of the incident, hold an arbitration hearing and document results without Executive Board approval.
4. All suspensions must be brought before the head Trustee within 24 hours of the offense.
5. The Canteen Manager will be appointed by the Board of Trustees, and shall be responsible only to the Board of Trustees and the Executive Board. Canteen Volunteers are appointed by the Canteen manager with final approval by the Board of Trustees and the Commander. Canteen Volunteers report to the Canteen Manager who in turn reports to the Board of Trustees. In the absence of a Canteen Manager, The Board of Trustees shall assume all Canteen Manager duties and responsibilities.

### **Article III. Duties and Responsibilities**

1. The Membership elects 3 Trustees (The Board of Trustees) at the Annual Meeting. The Commander may appoint additional Trustees if the need presents itself. The Board of Trustees elects a Chairman and a Bar Manager. The Chairman and Bar Manager may be the same Trustee.
2. The Trustees are responsible and accountable for the operation of the Canteen Facility.

**Article IV. Disciplinary Action**

1. Any infraction of stated rules may result in disciplinary action. The infraction must be documented and submitted to the Head Trustee by the Bartender and any member observing such behavior. The Bartender must also notate action taken to resolve the improper conduct.
2. Any rejection or suspension issued by an AMVETS Post 312 Officer, Canteen manager, or Bartender will be brought to the attention of the Board of Trustees and AMVETS Commander no more than 24 hours from the time of the incident.
3. Any member asked to leave the AMVETS Post 312 premises shall not be permitted to return to the premises for the remainder of the day and the following day.
4. The following violations as determined by the Bartender on duty may result in suspension for the amount of time specified below:

<b>Offense</b>	<b>1st Offense</b>	<b>2nd Offense or Trustee Action</b>	<b>3rd Offense Commander sets hearing for Category B Offense.</b>
Disorderly and abusive language	1 day	1 week	Yes
Harassing or abusing a member	1 day	1 week	Yes
Harassing or abusing a guest	1 day	1 week	Yes
Harassing or abusing the Bartender	3 days	2 weeks	Yes
Drunk and disorderly	1 week	2 weeks	Yes
Refusing to leave when asked	1 week	2 weeks	Yes
Assaulting any Patron (pushing no one hurt)	2 weeks	2 weeks	Yes
Fighting	1 month	Escalate to Commander	Yes

*Head Trustee will determine if action taken by Bartender was sufficient or if additional action is warranted. If Head Trustee determines additional action is warranted Head Trustee will request a special Executive Committee meeting to review offense and jointly the Committee will determine if Trustee Action is warranted. All violations and actions will be documented and reported to AMVETS Commander to be filed in members file. Third offense or Trustee Committee escalation to commander may result in Commander scheduling a Category B hearing to resolve.*

## **Article V. House Rules**

1. Bartenders are solely responsible for validating proof of membership.
2. Absolutely no person under the age of 21 years will be served alcoholic beverages. Any person may be required to show proof of age at any time while in the canteen for the purpose of being served alcohol.
3. There will be no alcoholic beverages and/or any other items taken from the premises with the exception of takeout meals in approved containers.
4. Bartenders are not permitted to drink while on duty.
5. Intoxication or indulgence in vile acts or profane, boisterous language within the Post home is strictly prohibited. It will be enforced by the bartender on duty. Disciplinary action may be rendered and charges drafted if so indicated.
6. Member, guests, and any patron will be in proper dress at all times. Shirts and shoes are required for service.
7. The immediate family members and guests will have the right to visit the dining facility and canteen, but cannot purchase any alcoholic beverages directly from the Bartender.
8. Members must introduce their guests to the person in charge (Bartender on duty) and sign in each guest. The member must be present with the guest at all times during their visit at the Post.
9. Members and guests will be in proper dress at all times. Shirts and shoes are required for service.

10. Absolutely no minors shall be seated at the bar at any time. Parents or guardians are responsible for the behavior of their minor children at all times while they are in the Post or Canteen. Minor children will not be permitted within the facility after 8 p.m unless there is a specific event for children and they are accompanied by a parent or guardian.
11. Any active duty member of the Armed Forces of the United States may be permitted to visit the Post as a "Special Guest" upon presentation of his/her Military Identification Card. Special guest are sponsored by "the Post", must sign the guest register and are subject to all Post Rules and Regulations. Special Guests who are under the age of 21 are allowed in all areas of the Canteen during normal business hours, but shall not be served alcoholic beverages.
12. Hours of operation to be observed by members of the Post shall be set by the Trustees with the concurrence of the membership. The hours will be in compliance with the State of Florida and applicable agencies.
13. The Bartender on duty may close the Post Sunday – Thursday at 9 p.m., Friday and Saturday at 11:00 p.m. if there are four (4) or less paying patrons present.
14. No weapons or anything that may be considered a weapon (at the Bartender's discretion) will be permitted in the Post or Canteen at any time. Exceptions are:
  - a. Kitchen utensils used for consuming meals.
  - b. Weapons belonging to the Post and are used for ceremonial purposes, or practice for ceremonies.
  - c. Weapons carried by Law Enforcement Officers.
15. Dogs or other pets will not be allowed in the Post unless they are service animals.
16. The check cashing policy is limited to \$25.00 per day. Anyone cashing a bad check at the Post will be charged \$25.00 penalty fee. Check cashing privileges may be suspended for continued infractions.
17. Post 312 AMVETS, Auxiliary, S.O.A. and Rider members on their respective regular meeting nights must vacate the Canteen with their drink and attend the meeting or vacate the Post.
18. The Post designated smoke free area will be maintained and enforced as posted, per layout. Violation of House Rules and personal conduct likely to bring a disgrace upon the Post will be dealt with in accordance with Article IV. Discipline

of Members, as provided by current national, Department and Post Bylaws and the uniform code of procedures.

19. Absolutely no Post business will be discussed in the Canteen area unless it is a designated scheduled documented meeting.

20. The Bartender, Canteen Manager, Board of Trustees and Post Officers are responsible for enforcing the Laws, Rules and Regulations of the Post.

#### Article VI. Certification

1. This is a true copy, which was adopted by the Executive Committee and approved by the General Membership.

Terry K Corson  
(Post Commander Signature)

TERRY K CORSON  
(Printed Post Commander Name)

4 Oct 11  
(Dated)

Sharon Oplinger  
(Post Adjutant Signature)

Sharon Oplinger  
(Printed Post Adjutant Name)

4 Oct 11  
(Dated)

Frank E Colucci  
(Post Judge Adjutant Signature)

FRANK E. Colucci  
(Printed Judge Adjutant Name)

4 OCT 11  
(Dated)

George A. Kaiss  
(Chairman of Trustees Signature)

GEORGE A. KAISS  
(Printed Chairman of Trustees Name)

4 Oct 11  
(Dated)

