



THE AMERICAN LEGION LCW POST 1



HOUSE RULES

1. This Legion Club is for the enjoyment of:
 - A. All members of the American Legion, American Legion Auxiliary, and Sons of the American Legion, who have a current membership card and are in good standing.
 - B. Guests, when accompanied and sponsored by a Legion, Auxiliary, or SAL member. Sponsors must show a current membership card before sponsoring a guest. Guests are any non-member, including wives, husbands, sons, and daughters.
 - C. Persons attending Legion sponsored activities at the Post may be granted guest privileges.
2. Legion clubroom hours and general operation shall be set to comply with appropriate laws and regulations. The Legion clubroom will close as designated by the House Committee unless the committee has granted an exception or extension. All services shall cease 15 minutes prior to closing.
3. The Legion Club may be closed on holidays, as determined by the house committee.
4. All visiting Legionnaires and Auxiliary member, and all guests, must register in the Post Guest Book. Guests must be accompanied by a Sponsor and the Sponsor must be present in the Club. The member/sponsor may not leave a guest present in the Club when they depart and guests may not remain in the Club when their Sponsor is not present. Post members are responsible for the control, conduct, and actions, of any/all guests they sponsor into the Club.
5. Any person (member, guest, or other) admitting anyone into the Legion Club who is not a member or guest will be subject to suspension.
6. If a visiting Legionnaire or Auxiliary Member is denied the privileges of our Legion Club for misconduct, then the denial and circumstances that led to the denial will be reported to their own Post.
7. The Post Commander, Post Adjutant, and any person specifically designated by the Commander, Adjutant, or House Committee, may check membership cards at any time.
8. While the wear of Legion caps is encouraged, no cap or hat should be worn during banquets or meals. Color Guard members are exempt from this rule during the course of the duties or a recognized Color Guard event. Hats or caps should not be worn while dancing, unless appropriate for the occasion. Members, at all times, will use good judgment and discretion in the wear of headwear within the Post. The House Committee may further restrict or permit the wear of hats or caps from areas of the building by action of the committee.

9. All persons entering the premise are expected to conduct themselves as Ladies and Gentlemen at all times. They will be dressed in attire that is appropriate for the event and in good taste.
10. Loud, boisterous, obscene, threatening, profane language or actions will not be permitted in the Legion Club.
11. Personal checks must be approved by the officers or employees designated by the House Committee, and are subject to the following check cashing policy:
Only members (Patrons) in good standing are eligible to cash checks.
Patron – Any individual who is an American Legion Legionnaire, American Legion Auxiliary, or Sons of the American Legion (SAL) possessing a current and valid membership card issued by Leyden-Chiles-Wickersham Post 1, Unit 1, Squadron 1, is eligible to cash checks at the bar. We strictly limit check amounts to \$100 or less. Members (Patrons) cannot cash more than one check per week, unless approved by the Legion Commander or Bar Manager. Any checks receiving a Non-Sufficient-Funds statement will lose all check cashing privileges for five years.
N.S.F. Check(s) – These refer to Personal Checks which have been returned to the Depositor (LCW Post 1) for insufficient funds, also known as “Non-Sufficient Funds”. Person in charge can refuse to cash checks for any reason.
Person-In-Charge – The “Person-in-Charge” or “PIC” is the Bartender-on-Duty. Bartenders may not use Pull-Tab monies to cash checks at any time. Visiting Legion Members cannot cash checks, and are encouraged to use the ATM
12. No member or guest shall reprimand, instruct, or direct any Post Officer or employee at any time. The bartender on duty is the Person-In-Charge (PIC) of the Club, and all members and guests must comply. Members or guests who believe an inattention to duty, insufficiency, or discourtesy has occurred, may report these or other criticism of the Legion Club, to the Post Commander, House Committee, Adjutant, or Executive Committee.
13. No subscriptions or petitions shall be circulated, no articles exposed for sale, and no notices or advertisements placed in the Legion Club, except as approved by the House Committee.
14. No dogs, pets, or other animals, will be permitted in the Legion Club, with the exception of service animals as defined by the Americans with Disabilities Act (ADA), and military or police animals when accompanied by their handler, and required by official business. However, being a private club, LCW Post 1 management will have final discretion on the matter. Any and all questions and concerns related to this rule should be presented to either the LCW Post 1 Commander, or to the House Committee Chairperson for clarification.
15. Any member, guest, or other person, in an intoxicated condition may be ejected from the Legion Club. No person shall provide beverages or merchandise for any person who has been refused service. Sleeping at the bar is discouraged.
16. No property of the Post will be removed from the premises without the signed permission of the Post Commander, Adjutant, Club/Bar Manager, or Chairman of the House Committee. Any member or guest who removes Post property without such prior approval, or who damages any Post property, shall be required to pay the reasonable value thereof and shall also be subject to suspension of Club privileges for a period set by the House Committee. Exception is granted for active Color Guard members, who may remove equipment and items required for their duties.

17. No alcoholic beverages will be taken from or brought into, the Legion Club.
18. No food shall be brought into the Legion Club without prior approval of Club Management.
19. No alcoholic beverages will be served, or given, to minors or underage persons.
20. Children are welcomed in the Legion Club under direct supervision of a parent or guardian. A curfew is established, after which minors are not permitted in the Legion Club, except for appropriate Legion sponsored events. The curfew is 7 pm for children under the age of 13, and 9 pm for teenagers between the ages of 13 and 18. In the case of these sponsored events, the curfew is extended for 1 hour after event's ending. This rule is not intended to exclude children or families, but is established for the safety and well being of the children, members, and guests; and for legal and insurance compliance. The House Committee may consider case-by-case exceptions for special events as the committee deems appropriate.
21. Access behind the bar, and in the bar storage room, is limited to the on-duty bartender(s) and the bar manager. Anyone else desiring access to these areas, no matter how brief or their intended reason, must first receive permission from the on-duty bartender or the bar manager. Failure to abide by this rule may result in the person being barred, at the discretion of the House Committee.
22. The Post Commander and Officers, Adjutant, Club/Bar Manager, or others designated by the House Committee, have full authority to enforce the House Rules under the direction of the House Committee, and may eject any member or guest for misconduct or violation of the House Rules. However, it must be remembered that adherence to these rules is also a responsibility of every Post member and guest.
23. All Post facilities are designated "Non Smoking". **Exception:** Smoking is permitted only within the designated smoking area, i.e. the room immediately outside the north door exiting the bar/lounge area. Smoking of tobacco, "vaping", or "e-cig" devices are permitted only in this designated smoking area. No other products or devices are authorized to be smoked within Post facilities. Smoking is forbidden within 50 feet of the main entry.
24. All Post facilities and property are designated a Drug Free zone. No illegal or illicit drugs are permitted (possession, use, sale, consumption, et. al.). Marijuana (possession, use, sale, consumption, et. al.) is not authorized within Post facilities or any Post property.
25. The House Committee will make a copy of the House Rules available within the Legion Club, and provide a copy to the Post Adjutant for file in official Post records. The House Committee may require additional rules as the committee deems appropriate. Notices of changes to these rules will be displayed as appropriate until the House Rules document can be republished. Temporary changes, or rules for specific events, will be displayed as the committee requires.
26. These rules are not intended to be exclusive. All members and guest of this Post must remember the dignity of the Veterans this post represents, the dignity of this Post, and the American Legion.

Summary of updates, changes, revisions, modifications.

(Retain this page on file copies, not required on publicly posted copies.)

Document re-write and revision, 8 April 2010.

This version of the House Rules was accepted by the House Committee at the regularly schedule meeting on 8 April, 2010. Rules are effective as of the approval date.

Change/modification, 16 Sep 2010

Curfew changed for 13-18 year olds (teens), 9 pm of appropriate event plus 1 hour.

The change was approved at the Executive Board meeting on 16 Sep 2010, and previously discussed at House Committee and E-board meetings.

The House Rules will be printed in standard letter size format and placed in a suitable binder. The old practice of posting the rules on a poster sized document attached to a wall was deemed too costly, labor intensive, and delays posting of newly approved, amended, or changed rules. The House Committee Chairman announced this administrative change at the Executive Board meeting, immediately after the board's decision regarding the teenager curfew rule change, beginning with the current update.

Change/modification, 16 Sep 2010

Paragraph 24, Smoking policy added. Documented long standing non-smoking facility policy, and designated smoking area/room. Included vaping, e-gigs, etc. rules.

Paragraph 25 added. Drug Free and marijuana policy added after discussion at March 2018 House Committee meeting. Documented long-standing customs and policy of the Post.

Re-numbered subsequent paragraphs to accommodate inclusion of paragraph 24 and paragraph 25. Issue discussed/approved at January 2018 House Committee, General Membership, and Executive Board meetings. Implementation is effective immediately.

Change/modification, 26 Feb 2019

Paragraph 11 will now include a more defined LCW Post 1 check cashing policy with specific details and limitations.

Change to Paragraph 12 text will include the words 'instruct' and 'direct'. Rewording will also indicate that the bartender-on-duty is to be the Person-In-Charge (PIC) of the Club.

Modification to Paragraph 15 will now indicate that sleeping at the bar is discouraged.

Delete Paragraph 21. Since the Post doesn't have a computer for the general membership, Paragraph 21 is no longer applicable.

With the deletion of Paragraphs 21, Rule numbers 22, 23, 24,25, 26 and 27 required renumbering.