



The American Legion
Town & Country Memorial Post 152

Department of Florida
11211 Sheldon Road
Tampa, Florida 33626

American Legion Post 152 House Rules.

- 1 INTRODUCTION: These House Rules, approved by the Executive Committee, do establish:
 - A Legitimacy of members, guests and employees.
 - B Dress standards and guidelines.
 - C Expected conduct of members, guests and employees.
 - D Actions surrounding violations of House Rules.
 - E Entertainment Committee guidelines.

- 2 DEFINITIONS:
 - A Admittance – The American Legion is a private organization of members only and their guests. Key cards must be used for entry or proof of membership, (As defined below) presented to an attendant of the house.
 1. American Legion Members – Post Members: As pertains to Town and Country, Post 152, Auxiliary and Sons of the American Legion (SAL) Squadron 152 members carrying current membership cards.
 2. Members of American Auxiliary Unit 152, Jr. Auxiliary and members carrying current membership cards.
 3. Visiting Legionnaires – Any member of The American Legion, Auxiliary or SAL carrying a current card issued by another Post.

B Guests

1. Definition: Any person legally signed in on the register by a member of The American Legion, Auxiliary or SAL, who is invited to enjoy limited privileges and functions in and on the Post property. This specifically does not apply to members as defined in Section 2, A, 1, 2, 3. There are no conditions under which a Post Member may be signed in as a guest.
2. Frequency:
 - a) A person who qualifies for membership for Legion, SAL or Auxiliary and resides in the local area may be signed in as a guest three times in a calendar year.
 - b) Legion, Auxiliary and SAL members not in good standing are not considered eligible guests.
 - c) There are no restrictions for out of town guests of a current member in good standing.
 - d) No Restriction on Frequency of guests for admittance if non-qualified for membership in The American Legion, SAL, or Auxiliary.
3. Spouses or escorts of members are admitted with members without necessity of signing in on the guest register.

C Employees – Any person who is employed in the Post for compensation.

D Post – Town and Country, American Legion Post 152, Tampa Florida, building and grounds hereinafter referred to as the Post.

E Lounge – The interior area of the Post encompassing the lounge, game areas and any area of the Post where alcohol is being served. The Hall is considered part of the Lounge when the accordion door is open. Hours of operation are defined and posted in the Post Lounge. The opening and closing times may not vary from the Posted times. These are established by the Executive Committee.

F House Rules - Rules of conduct, dress, and behavior applies equally to all persons on the Post premises. House Rules are established by the Executive Committee with the approval of the general membership.

G Authority – The Constitution and By - Laws of Town and Country, American Legion Post 152 is the final authority on any matter

covered by the Constitution and By – Laws. In areas not covered by the Constitution and By – Laws, these House Rules shall govern.

- H Person In Charge (PIC) – The Person-In-Charge (PIC) is the bartender on duty.
 - I. Suspended Lounge Privileges - Any person (any Legion, Auxiliary, or S. A. L. member) who has their lounge privileges suspended shall not be allowed in or on Post property for the length of the suspension. The only exception will be if on Legion, Auxiliary or S. A. L. business or attending their respective meetings. They must exit the property immediately thereafter. Under no circumstances will a suspended member be allowed to consume alcohol.
- 3 LOUNGE RULES: Control of the lounge TV shall be by majority of viewers, special events and sports prevail. Lounge Entertainment will cease on special function nights in a timely fashion to prevent interference with such functions.
- A All persons in and on the Post property are governed by these rules. Ignorance of these rules will not be cause for exception from violations. (House Rules are posted in the Post Lounge.)
 - B Dress Standards – Members and guests will be properly attired at all times. Service will be refused to anyone not meeting the below standards, and will be asked to correct the problem or vacate the premises.
 - 1. Proper Attire for all Members and Guests.
 - a) Shoes, sandals or other protective footwear is required.
 - b) No see through attire unless appropriate undergarments are worn.
 - c) Short shorts, where buttocks are exposed are forbidden.
 - d) Other than for special events such as Post sanctioned functions, swim trunks are prohibited.
 - e) No underwear type garments are permitted as outer clothing.
 - f) Attire with obscene or profane printing or writing is forbidden.

- g) Men: Tank tops are not allowed after 7 PM. Sleeveless shirts not allowed after 7 PM unless sewn and decent.
- h) Women: Tube-tops or similar attire, are not appropriate attire for the lounge area.

C Conduct

1. Any person may be refused service and will be required to leave the Post premises upon committing any act not in the best interest of the Post such as; physically or verbally disturbing the peace of the premises, uncontrollable drunkenness, immoral acts, disloyalty, or any other act unbecoming a member of the Post (sub section a). Habitual use of foul language is offensive to the Membership and will not be tolerated. The Person in Charge (PIC) has absolute authority to refuse service.
 - a) Unbecoming conduct is not limited to but shall include mouthing either audible or inaudible obscenities towards other lounge patrons or using vulgar hand gestures in such a manner as to goad them into vocal outbursts causing them to disturb the peace of the premises. This behavior will cause both offending parties to be written up and ejected from the premises.
2. No member shall reprimand an Officer or Employee of The American Legion except through proper forum for such matters. Any suggestions or criticism of the lounge or Legion operation shall be submitted to the Executive Committee and will be given due consideration.
3. Open solicitation of or enticing members or guests to leave Post premises to attend competing non American Legion functions is prohibited.
4. Absolutely no drinks of any kind may be brought onto or taken from Post premises, Lounge, Hall and rear of Building or inside fenced area. No Alcohol is allowed in the front parking lot at any time other than deliveries from authorized vendors. Bringing beverages of any kind into or off of the post premises is prohibited. Prescribed beverages for medicinal purposes are exempt from these rules.
5. No lethal weapon of any type, concealed with or without a concealed carry permit, or openly carried, may be brought

into the Legion Hall or Lounge areas. Concealed weapon as paraphrased by CHAPTER 790, FLORIDA STATUTES, governing weapons and firearms, means any dirk, metallic knuckles, sling shot, billie, tear gas gun, chemical weapon, any weapon designed to expel a potentially lethal projectile, or any other deadly weapon carried on or about a person in such a manner as to be concealed from ordinary sight of other people. Carrying of the small common folding pocket knife is not addressed by the Statute. By state law, weapons may be left locked in your parked car.

6. The PIC HAS AUTHORITY FOR ENFORCEMENT OF House Rules. All other persons shall report infringements of House Rules to the PIC. If necessary, and when called upon, all Post members present will assist in enforcing these rules when requested by the PIC.
7. Persons refused service may not be served again for the balance of the day in which service was denied. In case of shift change, the PIC will inform the oncoming PIC of any refusal actions in force.
8. Any action requiring further measures must be referred in writing to the Executive Committee of the Post for appropriate disposition under Section 3, K, and (2) below. The PIC or any Post member may submit such writing(s). All write-ups must be submitted to the disciplinary committee or placed in mailbox provided.
9. Members and their guests are requested to help keep the Post Home clean at all times. Ashtrays are provided for utilization.
10. Personal Post telephone usage is for local calls, (Non toll). Personal calls shall be limited to a maximum of three minutes.
11. The Post lounge shall be closed to members during their scheduled General Post meetings. Members must attend the meeting or leave the Post premises. This includes Auxiliary and SAL meetings. However, in the case of dual membership, only the higher order or membership may command attendance. This does not apply to Executive Committee meetings.

D Guests

1. A member, prior to participation in lounge and/or Post activities, must sign in all guests. The member who signs

the register log will be responsible for the guest or guests while the member and the guest are on the Post premises.

2. Non-Members who solicit entry into the Post will not be considered welcome guests. However Non-Members who ask to be allowed in on a trial basis before joining, may be signed by a member on a case by case basis. Every effort to extend the hospitality to possible new members should be made. All rules with reference to guests remain in effect.
3. Guests must leave when the member leaves. It is permissible for a different member take over responsibility of the guest by signing them in if the first member is ready to leave before the guest.
4. There shall be no limit to the number of guests any member may invite to a Post function or lounge activity.
5. Guests will not be authorized to purchase beverages or display funds on the bar or tables. This is in compliance with the Florida State Statutes.

E Pets – Pets will not be allowed in the Post at any time unless such pets are trained and medically certified as aids to impaired persons attending functions.

F Card Playing

- 1 Casual card playing is permitted as long as it is in compliance with the Florida State Statutes. Any conflict in the schedule with a Post function will, naturally, be resolved in favor of the Post function.
- 2 On days of meetings, Bingo, special functions, or as determined by necessity, all card playing must cease no later than (15) minutes prior to Post function.

G Post Property

- 1 No person will remove Post property from the premises at any time unless properly authorized in writing by a Post Officer. All property borrowed must be returned to its proper place in the time frame agreed a timely manner, in the same condition, by the borrower and receipted.
- 2 Any member removing, damaging or destroying property of the Post, whether owned or leased by the Post, shall be responsible for said damage of property. If members (or their guests) cause such damages, members are required to

reimburse the Post for actual cost of repairs or replacement. This does not apply to medical aid equipment. (Wheelchairs, walkers, etc.), as may be donated for the use of Post members. No member or guest shall be held liable for these items.

- 3 Medical aids loaned to members or guests, (i.e. wheelchairs, walkers, etc.), are provided for humanitarian purposes only. Fellow members make these devices available to others. They are not legally furnished property of the Post. As such, no individual may hold the Post or any Officer of the Post liable for suitability of purpose, usage, failure or damages resulting from usage of such devices. Any person using these devices clearly indemnifies the Post and/or its Officers from any liabilities whatsoever.

H Minors

- 1 Minors, (Persons under the age of 21), shall not be allowed to sit or stand at the bar, or, to purchase or consume alcoholic beverages.
- 2 Any person providing or purchasing alcoholic beverages for a minor will be required to immediately leave the Post premises and remain suspended from any lounge privileges until the Executive Committee reviews the incident.
- 3 Minors (under the age of 18) will not be allowed in the Post unless a parent, guardian, or member accompanies them. Exception to this ruling: those Post functions, such as Boys State, Girls State, Easter Egg hunts, etc., when such minors are under the control of a responsible committee.
- 4 Minors are not allowed to play coin operated games unless under immediate supervision of an adult. Minors under the age of 14 are not allowed to play on the Post pool table(s). Parents/guardians are responsible for minors and will be asked to leave for lack of supervision. Except for special functions, minors under the age of 18 must be out of the lounge area by 10:00 p.m. (T.G.I.F. is not a special function.) Minors under 18 may not participate in tournaments where funds are involved or gambling of any kind as described in section I below.

I Gambling

- 1 The Post may sponsor, sanction or conduct legal games of chance in accordance with the laws of the State of Florida.

- 2 50/50 Drawings must strictly comply with Florida Statute Title SLVI, Chapter 849.0935. Drawings for prizes or merchandise must also comply with Florida Statute Title XV, Chapter 721.111
- 3 Other than as stated in (1 and 2) above, gambling, games of chance, betting or any other activity involving winning, losing, or exchange of something of value, tangible or intangible, are not authorized on Post premises. Any person participating in such activities will be required to leave the premises of the Post and remain under temporary suspension until the Executive Committee conducts a hearing and disposition of the case is resolved.

J Check Cashing

- 1 Any member of Post 152 in good standing may cash checks or money orders at the bar, not to exceed \$50.00 increments, at the discretion of the PIC, depending on the availability of funds. All members requesting check or money order cashing must provide acceptable picture identification upon request.
- 2 The check and money order cashing privilege may be temporarily suspended by the PIC due to lack of funds.
- 3 There will be a \$50.00 charge, plus a service fee equal to any bank charges incurred for returned checks. Service may be denied until the check(s) and fees have been recovered. Check cashing privileges will be terminated for a second returned check, unless proper cause for restoring privileges can be shown to the Executive Committee.
- 4 The Finance Officer may restore check-cashing privileges if member proves he/she is not at fault for bad check or money orders.

K Enforcement of Rules

- 1 The Person-In-Charge (PIC) must enforce all House Rules and retain the right to question the status of any person present. The PIC shall have authority to refuse service to any person in violation of House Rules. Any other member shall refer recommendations to refuse service to the PIC for action. When necessary, and when asked by the PIC, all members shall assist the PIC to enforce this rule. The PIC shall, at the earliest opportunity, notify the Commander or other designated Officer by phone of any such ruling. Any person refused service will not be served for the remainder of the day in which service was denied.

- 2 Write-ups for violations of House Rules must be submitted within 72 hours of the incident and include violations as described in Sections 4 and 5 below.
 - a) Any write-up occurring as a result of actions by an on duty lounge employee will be investigated by the Lounge Manager and the Lounge Committee.
 - b) All other write-ups will be investigated by the Post Disciplinary Committee. Post Officers are not exempt from disciplinary action. Lounge privileges may be suspended or revoked if found guilty.
- 3 The Lounge/Disciplinary Committee must complete their investigation within 72 hours. If the committee finds further action is required, the committee will recommend action to the Executive Committee. The Executive Committee then must meet within 72 hours to determine a course of action.
4. Major Offenses:
 - a) A major Offense is defined as any one or more of the following actions:
 - 1) Any act of physical violence that results in or could have resulted in injury to persons on Post property.
 - 2) Any act of intentional and/or malicious damage to Post property or personal property on Post premises.
 - 3) Any act or contribution to such an act, that could potentially result in legal liabilities to the Post and/or its members, (Inclusive of any violation of State or Federal law, and statutes governing sexual harassment).
 - 4) Any violation of the rules banning concealed/ lethal weapons inside the Hall or Lounge areas.
 - 5) Theft including but not limited to the unauthorized taking or giving away: currency or Legal tender; any Lounge or post property; consumables from the hall kitchen or lounge; beverages or meals without paying for them.

- 6) Intentional unlawful threats by word or act to do violence to a Post member, guest of a Post member or employee.
- b) The following rules shall apply to an individual judged as having committed a major offense:
- 1) 1st Offense – 1-year suspension of Lounge privileges followed by 3-years probation. Any offense that is committed involving a concealed or deadly weapon of any kind will be treated as stated in (2) below in addition to any State weapons violations imposed by the State Of Florida.
 - 2) 2nd Offense – Permanent revocation of Post Membership by authority and procedure outlined in the Post Constitution Article IV Section 2.
 - 3) Failure to reimburse Post 152 for damages within specified time frame shall result in indefinite suspension.
5. Minor Infractions: A minor infraction is defined as any violation of House Rules not categorized as a major offense (See Article 3, Section K, 4) above). Also falling under this definition is behavior that includes vocally inciting other patron(s) into a position where they resort to verbal outbursts and conduct unbecoming of a Legionnaire.
- a) The following rules shall apply to an individual judged as having committed a minor infraction:
- 1) 1ST Offense – 40 days suspension of Lounge privileges, followed by (6) months probation, from date of incident.
 - 2) 2nd Offense – 180 days suspension of Lounge privileges followed by one-year probation, from the date of incident.
 - 3) 3rd Offense – One-year suspension of Lounge privileges followed by two years probation, from the date of incident.
6. Disciplinary hearings.

- a) In the event charges are brought against a post member for major offense(s) or minor infraction(s) of these House Rules as defined above, the accused member shall be required to respond to a Disciplinary hearing conducted by the Executive Committee of the Post. In no case will such hearing take place less than 10 days from the date of notification unless waived by the accused.
- b) The accused will receive proper written notification of the charges made against them and the date, time and place of the hearing surrounding the matter(s). Notification shall include instructions in preparations for the hearing. Proper Notification shall be defined as Return Receipt USPS or personal delivery of such letter to the individual by Person in Charge or Post Officer. Failure of accused to appear in front of Post Executive Committee, after proper notification, can result in suspension without appearance
- c) Members accused of Major/Minor offenses are suspended from the Lounge until advised by the Executive Committee or the Disciplinary Committee that the suspension is rescinded.
- d) Probation – Any person under sentence of probation by the Executive Committee shall be under the supervision of the Disciplinary Committee. The Disciplinary Committee may revoke such sentence of probation and impose suspensions as set forth in these articles without benefit of further hearings on the matter.

L Entertainment Committee Guidelines:

- 1. The Entertainment Committee shall consist of eight members.
 - a) Five voting Members from the Membership of the Post appointed by the Commander will have voting rights for expenditures and entertainment. The expenditures shall not exceed the approved post guidelines for entertainment unless authorized by the Executive Committee and commander.
 - b) The Lounge Manager shall have voting rights on entertainment only.

- c) One Member of Unit 152 Auxiliary, to be appointed by the President of the Auxiliary to act as liaison. This member has voting rights on entertainment only.
 - d) The Commander of the Sons of the Legion Squadron 152 will appoint one Adult Member of the Sons' of the American Legion Squadron 152. This member has voting rights on entertainment only.
2. The duties of the Entertainment Committee will consist of the following:
- a) Only Legion Members may commit Legion funds as prescribed by the Executive Committee.
 - b) Plan social activities, dinners, dances and other events that will encourage our Members to participate in Post activities.
 - c) Plan the calendar for the newsletter one-month in advance; making sure someone is responsible for each scheduled event.
 - d) Select the nights that bands and other entertainment will be provided. This must be coordinated with the Finance Officer to be sure that moneys are available to cover such expenses. The Entertainment Committee Chairman will than present his request to the Executive Committee.
 - e) The Entertainment Committee Chairman is responsible for notifying all Committee Members at least 48 hours before all meetings.
3. The Auxiliary Members and the Sons of the Legion Member are invited to:
- a) Serve as the liaison between their Units and the Entertainment Committee.
 - b) Coordinate their Unit functions with the Entertainment Committee to insure that there are no conflicts in the schedule.
 - c) Give the Entertainment Committee views on what the Members of their units would like to have in the Club Room as entertainment.

4. Various forms of contracted entertainment are provided to the members on scheduled days, which may or may not involve audience participation. When entertainment is provided by a musical venue such as musician performers or bands, no member shall perform with the contracted entertainment as a guest entertainer unless prior arrangements have been made with the Second Vice Commander or the Commander. The contracted entertainment must indicate that such a member is part of their venue prior to soliciting a member to perform. Entertainment venues that allow members to participate at their leisure will be scheduled accordingly.

4 PARKING OF PERSONAL VEHICLES ON POST 152 PROPERTY:

A General Public Parking.

1. No limits shall be imposed upon members for the parking of their personal vehicles in the available locations for Post patrons during normal operating hours. These areas include the marked parking spaces at the front of the Post and the entire grassy area at the rear of the Post.

B Specialized Use Vehicle Parking.

1. RV's, motor homes, travel trailers, etc., at the discretion of The Post Commander, may be permitted to park on Post property for a maximum of 30 consecutive days. Any amount of time in excess of 30 days must gain approval of the Executive Committee. In all cases, the vehicle owner must first sign a waiver that holds Post 152, and the American Legion, harmless for any vehicular damage occurring while their vehicle is parked on Post property.
2. Those vehicles connected to electric power, water, or sewer will be assessed \$5 per day charge.
4. A fee to be determined by the Executive Committee will be assessed for parking specialized use vehicles on Post property longer than 30 days.

5 SMOKING:

- a. Smoking is not permitted in the hall during scheduled meals. "Scheduled meals" includes Sunday breakfast, Wednesday and Friday dinners as well as special event dinners (i.e. Thanksgiving, Christmas, St. Patrick's Day etc.).

A “No Smoking” sign will be posted near the person taking money when the ban is in effect. The smoking ban starts 30 minutes prior to the scheduled start of the food serving time and ends when food is no longer being served.

- b. Meals involving finger foods and/or food served or eaten in the lounge (i.e. chili cook offs) are not included in the smoking ban.
- c. The smoking ban does not apply to the lounge or areas outside the building.

6 BRINGING FOOD INTO THE POST: Members should support meals that are served at the Post. There will be no food brought into the Post that might detract from or compete with a meal being served.

7 EFFECTIVE DATES. These House Rules were approved by the Executive Committee on November 14, 2013 and the general membership on January 16, 2014 and are effective upon membership approval. Original Signatures by Joe Lavoie, Commander, attested by Barry Dakin, Adjutant, and are filed in the Post records. They remain in effect until revised or revoked.

Joe Lavoie

Barry Dakin