

# Article I. Purpose

This document outlines rules, regulations and authoritative responsibilities of members and guests of American Legion LeRoy Hill Post 19; it will be made available to all Legion Family members. All members, guests and visitors to Post 19 are required to follow the rules and regulations outlined herein, whenever on the Post premises. Provisions of the House Rules shall not be in conflict with the Federal, State, or Post By-laws. If such conflict occurs, the Federal, State, and Post By-Laws will be the prevailing authority. Requests for review and amendment proposals to this document shall be taken under consideration by the Post Executive Board. These rules are strictly enforced to protect this American Legion post and its charter(s). Please abide by them at all times without question. Failure to comply could result in the suspension or loss of membership.

Thank you for your cooperation!

# Article II. Members, Guests and Visitors

## **Members of LeRoy Hill Post 19**

Members are defined by the American Legion Department of Kansas Constitution and Bylaws as; Section 1. Any person shall be eligible for membership in THE AMERICAN LEGION who was a member of the Army, Navy, Marine Corps, Coast Guard or Air Force of the United States and assigned to active duty at some time during any of the following periods: April 6, 1917, to November 11, 1918; December 7, 1941, to December 31, 1946; June 25, 1950, to January 31, 1955; February 28, 1961, to May 7, 1975; August 24, 1982, to July 31, 1984; December 20, 1989, to January 31, 1990; August 2, 1990, to the date of cessation of hostilities as determined by the Government of the United States; all dates inclusive, or who, being a citizen of the United States at the time of his entry therein, served on active duty in the armed forces of any of the Governments associated with the United States during any of said periods; provided, however, that such service shall have been terminated by honorable discharge or honorable separation, or continued honorably during or after any of said periods; provided, further, that no person shall be entitled to membership who, being in such service during any of said periods, refused on conscientious, political or other grounds to subject himself to military discipline or unqualified service. \*Section 2. There shall be no form or class of membership except an active membership, and dues shall be paid annually or for life. Section 3. No person may be a member at any one time of more than one Post. Section 4. No person, who has been expelled by a Post, shall be admitted to membership in another Post without the consent of the expelling Post, except that where such consent has been asked for and denied by such Post, he may then appeal to the Executive Committee of the Department of the expelling Post for permission to be admitted to membership in another Post, and shall be ineligible for membership until such permission is granted.

## **AUXILIARIES**

Section 1. THE AMERICAN LEGION recognizes an auxiliary organization, known as the American Legion Auxiliary. Section 2. Membership in the American Legion Auxiliary shall be limited to the mothers, wives, daughters, sisters, granddaughters, great-granddaughters and grandmothers of members of THE

AMERICAN LEGION, and to the mothers, wives, daughters, sisters, granddaughters, great-granddaughters and grandmothers of all men and women who were in the Armed Forces of the United States during any of the following periods: April 6, 1917, to November 11, 1918; December 7, 1941, to December 31, 1946; June 25, 1950, to January 31, 1955; February 28, 1961, to May 7, 1975; August 24, 1982, to July 31, 1984; December 20, 1989, to January 31, 1990; August 2, 1990, to the date of cessation of hostilities as determined by the Government of the United States; all dates inclusive, or who, being citizens of the United States at the time of their entry therein, served on active duty in the Armed Forces of any of the governments associated with the United States during any of said periods, **and died in the line of duty or after honorable discharge**; and to those women who of their own right are eligible for membership in THE AMERICAN LEGION. Section 3. The Auxiliary shall be governed in each Department of THE AMERICAN LEGION by such rules and regulations as may be prescribed by the National Executive Committee and thereafter approved by such Department of THE AMERICAN LEGION.

**Membership Application for American Legion Auxiliary** 1. If applicant is joining on her own service record, the Auxiliary unit to which she is applying for membership will be responsible for verification of her eligibility for membership. It's not necessary she be a member of The American Legion. 2. If applicant is joining on the basis of her relationship to a member of The American Legion, an officer of the post to which that relative belongs must certify the Legionnaire's membership in that post. 3. If any applicant wishes to join a unit or a post other than the one to which her Legionnaire relative belongs, the unit to which she is applying for membership should check the eligibility with the post of her Legionnaire relative. 4. Under no circumstances, when the eligibility for American Legion Auxiliary membership is to be based on relationship to a deceased veteran, should an adjutant certify an application for membership without checking the discharge papers of the deceased veteran to determine that the dates of service fall within those time periods which determine eligibility for American Legion membership. The deceased veteran need not have been a Legionnaire for the applicant to qualify for membership in the Auxiliary.

### **Sons of The American Legion**

Membership in the Sons of The American Legion is limited to "All male descendants, adopted sons and stepsons of members of The American Legion, and such male descendants of veterans who died in service during World War I, World War II, the Korean War, the Vietnam War, Lebanon, Grenada, Panama, the Persian Gulf War, and the War on Terrorism, during the eliminating periods set forth in Article IV, Section I, of the National Constitution of The American Legion, or who died subsequent to their honorable discharge from such service, shall be eligible for membership in the Sons of The American Legion.

#### ***Active Duty Service Eligibility Dates for Membership in The American Legion***

***(note: potential S.A.L. members should use these dates to determine if their parents or grandparents are/were eligible for membership in The American Legion)*** World War I

**April 6, 1917 - November 11, 1918**

**World War II**

**December 7, 1941 - December 31, 1946**

**Korean War**

**June 25, 1950 - January 31, 1955**

**Vietnam Era**

**February 28, 1961 - May 7, 1975**

**Lebanon/Grenada**

**August 24, 1982 - July 31, 1984**

**Panama**

**December 20, 1989 - January 31, 1990**

**Persian Gulf**

**August 2, 1990 - (this eligibility period remains open)**

Admission to the Club is restricted to American Legion members, Sons of the American Legion (SALS) members, American Legion Auxiliary members, their families and guests. Family members and guests must be accompanied by the member.

A member may have any number of guests.

Booster Clubs are prohibited by Federal and State law and the American Legion Constitution.

Employees of the Club are encouraged to request inspection of "membership cards" of patrons not personally known by the employee.

Patrons that are not current members of the American Legion, Auxiliary, or Sons of the American Legion and are eligible as defined by Internal Revenue Code and the American Legion Constitution may request a membership application. They must have the application, proof of eligibility, and associated fee remitted to the Post Adjutant for approval prior to receiving club admittance. Applications for membership must be readily available. As needed, membership applications may be obtained from the 1st Vice Commander or Post Adjutant.

Family members under the age of 21 years must vacate the Club by 9:00PM unless such family member is primarily utilizing the Post Hall or the Post Private Party room and thereby separated from the Club bar room. Members/Guests with minor children shall control their children at all times. No minors will be left unsupervised. 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/shuffle-board table(s).

**Members of Other Posts:** A person who possesses a valid American Legion, Sons of the American Legion, American Legion Riders, or Auxiliary membership card issued from an American Legion Post other than LeRoy Post 19.

**Guests & Visitors:** "Guest of member" means an individual who is known to and personally accompanied by a member of a club while on the licensed premises of the club. "Guest of member" shall not include members of the general public admitted to licensed club premises as guests of the club's owner, manager or employee. [Subsection (h) of K.A.R. 14-19-14]

Employees that are on-duty may not "accompany" any guest. (For example) A bar-tender may not exit the Club to accompany a "guest" onto/off the premises.

Any guest must leave the premises with the sponsoring member.

## Article III. Club Rules

### **Alcoholic Beverages**

All drinks served by the Club must be IAW Kansas Club and Drinking Establishment Act, K.S.A. chapter 41 Article 26. All drinks must be purchased by members only. The Club is not authorized to sell drinks to the public. If a member is sponsoring a guest, the guest's drinks must be paid for by the member. No drink may be given away. All drinks must be paid for. The bar-tenders may not "barter" drink chips to members for consideration of performing certain tasks, such as taking the trash out, cleaning the hall, snow removal or any other such task. Free Birthday drinks are not allowed. All liquor, wine and beer offered for sale by the Club must be purchased from a Kansas retail liquor establishment licensed as a "Wholesale/Retail" establishment. The Club may not offer for resale any liquor, wine or beer "donated" to the Club.

Credit may not be extended to any member or guest at any time. The practice of "running a tab" is a credit transaction and is not allowed. The Club is not authorized to accept or process debit/credit card transactions, and as such, a "tab" never exists. There is an ATM machine on site for the convenience of the Club members. There is no class of Director, Officer or employee authorized to dispense, or offer drinks in consideration of anything but cash payment. Drinks and product must be paid for at time of sale. Members may not leave and return with payment for drinks or any other product.

Members are required to show a valid membership card upon request.

No person(s) in a state of intoxication shall be admitted or allowed to remain on the Post 19 premises. The bartender is authorized to refuse service to anyone in a state of intoxication and reserves the right to eject the offender. Notice of the ejection shall be brought to the attention of the Post Executive Board within 24 hours of the incident.

Currently, bring-your-own-bottle practices are not allowed at the Club IAW Post by-laws. (Subject to change by membership vote)

Removal of alcoholic liquor, wine or beer from club premises by customers is prohibited. (Subject to change by membership vote)

### **Weapons / Illegal Substances**

At no time shall any member or guest be allowed to bring weapons or other lethal devices onto the Post premises. Violations will be reported immediately to the proper policing authority and governing Legion entities. i.e. Department/National.

*\*\*This provision does not apply to duly authorized law enforcement personnel\*\**

Drug usage or possession of any illegal substances will result in automatic revocation of a member's right to future use of the Post 19 clubhouse. Suspects will be reported to the proper policing authority and governing Legion entities. i.e. Department/National.

### **Check Cashing**

Any member of Post 19 in good standing may cash checks. NO Government Checks / NO Two Party Checks / NO Payroll Checks.

Personal checks drawn on local accounts only, not to exceed \$50.00 per day at the discretion of the PIC, depending on the availability of funds. All members requesting check cashing must provide acceptable picture identification upon request. The check cashing privilege may be temporarily suspended by the PIC due to lack of funds. There will be a \$15.00 charge, plus a service fee 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. The Finance Officer may restore check-cashing privileges if member proves he/she is not at fault for bad check or money orders.

### **Pets and Animals**

Pets and animals of any kind (except those needed for sight assistance) are not permitted on the Post 19 premises.

### **Small Games of Chance (Gambling) is prohibited in accordance with Kansas State Law (NO GAMBLING IS ALLOWED IN THE CLUB UNTIL PROPER LICENSE HAS BEEN ACQUIRED.)**

Poker tournaments and similar card games may be allowed where something of value is awarded as a prize as long as there is no charge to participate and no requirement to purchase anything. No cover charge may be charged to any customer on the day of the tournament until such time the tournament concludes.

### **Post property**

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 and in the same condition, by the borrower and receipted. 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. 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 from any liabilities whatsoever.

# Article IV. Grievance Process

## **Informal Grievance**

Grievance can be brought to the attention of any Post Officer or Employee on-duty to resolve the issue.

Issue will be escalated to appropriate authority or handled by the Officer or Employee on-duty notified.

Grievances that result in the removal of a member's privileges or repeated offenses will need to be brought to the attention of the Post Executive Board through the formal grievance process.

## **Formal Grievance**

Formal grievance forms (Appendix A) are available for any member to submit.

All required fields must be completed for review by Post Executive Board.

Grievance forms can be submitted to any Post Officer, Employee or mailed to the legion mailbox.

The Post Executive Board will meet within 14 days of a formal grievance submittal to determine corrective action.

The aggrieved member may be contacted at the discretion of the board members for more information.

After corrective action is issued, the offender shall be granted 14 days to request a Board Review to plead their defense.

If a Board Review is requested, the review date will be scheduled for no more than 30 days from the request date.

A Board Review decision is final and cannot be appealed.

# Article V. Code of Conduct

All members of Post 19 shall be treated with proper respect. Lewd, foul, threatening, or obnoxious remarks and gestures directed at other members/guests will not be tolerated.

No one may publicly reprimand or criticize an officer, employee or other member of Post 19.

Gentlemanly, ladylike and orderly behavior is required of all persons at all times while on Post premises.

No person(s) known to act in a vicious or immoral reputation will be admitted or allowed to remain on the Post premises.

Violators of the Code of Conduct will be verbally warned for the first offense. Any repeat offense will prompt violator(s) being asked to leave the premises by any Post Officer or Employee on duty. The name(s) of the person(s) will be reported to the Post 19 Executive Board within 24 hours of the offense. Further disciplinary action or prolonged suspension will be carried out by the Executive Board (see grievance procedure).

## Article VI. Disciplinary Action

Any infraction of the above stated rules may result in disciplinary action determined fit by the American Legion Executive Board, Post #19.

Any rejection or suspension issued by a Post officer, or Employee will be brought to the attention of the Executive Board Chairman (Commander) no more than 24 hours from the time of the incident.

Any member asked to leave the Post 19 premises shall not be permitted to return to the premises for a minimum of 24 hours.

## Article VII. Empowerment

The Executive Board Chairman (Commander) or acting Officer, retains the right to extend a suspension for a period up to and including 14 days from the time of the incident without Executive Board approval.

All suspensions must be brought before an Executive Board Meeting within 14 days of the offense.

Officers of the Post 19 American Legion and all Employees on-duty are empowered and required to enforce these rules at all times.

Officers of the Post 19 American Legion and all Employees on-duty are the only members empowered to eject a person from the Post premises for misconduct or other violation of these rules.

Employee in charge shall have full authority to enforce House Rules while on duty and may eject any member or guest for misconduct or violation of club rules.

Employees or attendants on duty may refuse service to anyone. No alcoholic drinks are to be served to minors under any circumstances.

Appendix A

# FORMAL GRIEVANCE

**THIS FORM MUST BE COMPLETELY FILLED OUT**

Name of Grievant (Please Print):		Work Phone:		
		Home Phone:		
Home Mailing Address:		Work Mailing Address:		
Street or P.O. Box:		Street or P.O. Box:		
City:	State:	City:	State:	
Zip:		Zip:		
Date, time and place of event leading to grievance:    Date you became aware of the event, <i>(if different)</i> :				
Detailed description of grievance including names of other persons involved, if any				
Proposed solution to grievance:				
<b>Grievant:</b> File a copy of this form with any Post Officer or Employee On Duty and retain a copy for your filing. If you do not receive a response within 14 working days or disagree with the action taken, you may file an appeal of the grievance to the Post Executive Board.				
Step	Grievance Filed With <small>(Please Print Name)</small>	Date	Grievant Signature	Date
1				
2				