

**STITTSVILLE AND DISTRICT LEGION
BRANCH 618 HOUSE RULES
2014**

1 OPERATION OF THE BAR

- The bar may be open from 1100 hrs (11am) to no later than 0200hrs (2am) Monday through Saturday. The Branch may be closed on Good Friday and Christmas Day. The weekday bartender, at his discretion, may close the bar at any time after 2100 hrs (9pm), if fewer than four patrons are present. Saturday bartenders may close the bar after 1800 hrs (6pm) if similar conditions exist. Sunday openings and hours will be decided by the Executive Committee.
- a. All members and their guests must leave the premises no later than one half hour after the bar has closed.
- b. No person is allowed behind the bar, except the bartender on duty, the bar officer, and members of the Executive on Legion business without the specific permission of the bartender or a member of the Executive.
- c. The prices of all items sold must be displayed prominently.
- d. Soft drinks, coffee, milk and a variety of food items must be available at all times.
- e. We will no longer cash personal cheques, we have an ATM now that people can use.
- f. The bartender on duty is responsible for conduct within the Branch. If an incident occurs that the bartender considers uncontrollable, he is to close the bar and ask the person(s) causing the incident to leave the premises. If the person(s) causing the incident refuses to leave the bartender is to close the bar and call the President or an Executive member. If they are not available the bartender will call 911.
- g. **MINORS**
 - i. Minors are not permitted to partake of alcoholic beverages. Bartenders must request proof to age if there is any doubt.

- ii. Minors are not permitted to remain in the downstairs bar area at any time unless they are members of the Legion.
- iii. Minors are permitted in upstairs hall functions and in the lounge functions when specifically invited by the President or the Executive or when attending a public function.

2 RULES OF CONDUCT WITHIN THE BRANCH

- a. Branch facilities are for the use of Legion Members, members of the Ladies' Auxiliary, and their bona fide guests. Members are as defined in the General By-Laws of the Royal Canadian Legion.
- b. It is expected that members and guests using the facilities and premises will conduct themselves in a responsible manner.
- c. Loud or abusive language, or profanity, will not be tolerated. Any person observing such behaviour has the right to ask that it be stopped. Any person continuing such behaviour, after being asked to stop will be asked to leave by the bartender.
- d. Any person who persists in annoying or embarrassing any other person shall be requested to desist. Any person who persists after being asked to desist will be asked to leave.
- e. Scuffling or fighting will not be tolerated.
- f. Branch property must be respected at all times. Any person damaging branch property is expected to tell the bartender or a member of the Executive (and pay the cost of fixing or replacing whatever is damaged). Any person observing such an incident should note the name of the person in question, and notify the bartender or a member of the Executive.
- g. Members who sponsor guests are responsible for the conduct of their guests until the guests leave the premises. Bartenders are not to serve anyone not observing the above rules or anyone, who, in the opinion of the bartender, is intoxicated. The bartender has the authority to close the bar until the offending person(s) leave.

3 DRESS CODE

- a. HEAD-dress is not normally worn within a Legion Branch. However, certain faiths, including the Jewish and Sikh faiths, require that the head be covered in a fashion which is not considered to be a head-dress in the traditional sense. Therefore, once such a person is accepted as a Legion Branch Member or invited as a guest to the Branch, the person is to be authorized admission to all areas of the Branch that are normally open to members and invited guests.
- b. Those who may wear Legion Berets are:
 - i. Sgt at Arms and Colour Party members on duty.
 - ii. Any member on duty at installations and special legion functions.
 - iii. ~~Ladies' Auxiliary.~~
- c. All other forms of headdress shall not be worn on Branch premises, with the exception of those events that are open to the general public. Some discretion will be allowed in the hall, for Legion sponsored events open to the public and for rentals of the hall.
- d. This policy applies to both males and females.
- e. Dress must be respectable, - reasonably clean and of good repair. Foot ware must be worn at all times, it is recognized that the time of day (noon hour or immediately after work) may affect the level of dress. People in work clothes are expected at these times. What is not expected and will not be tolerated, is people who enter after work in work clothes, and proceed to stay all evening.
- f. The following modes of dress are prohibited: Short shorts and jogging shorts, cut off jeans, halter tops and muscle shirts and bathing suits.
- g. Any person not adhering to this code will not be served and will be asked to leave.

4 PENALTIES FOR INFRACTIONS OF HOUSE RULES

- a. Any member, or guest involved in a disturbance in or on Legion Property will automatically be deprived of clubhouse privileges on the day on which the incident occurred.

- b. Any member or guest involved in such an incident, who returns to the premises, on other than legion business, on the same day as the incident, shall be subject to the complaint procedure.
- c. Anyone deprived of clubhouse privileges under (b) above may appeal to Provincial Command within the 30 day period. A hearing will be scheduled as soon as possible after the appeal is received and upheld. The suspension will remain in force until such hearing is held.
- d. Any members purchasing drinks at the bar, or in any other way making drinks from the bar, available to any member who has been deprived of his or her clubhouse privileges, shall be subject to a complaint procedure hearing.
- e. Where an incident report or formal complaint is filed, then action will be taken in accordance with Article III of the General By-Laws. The member complained against may, at the discretion of the Branch President, be deprived of clubhouse privileges and/or offices held until the matter is disposed of.
- f. The penalties that may be imposed are detailed in Article III of the General By-Laws. The following schedule is to be used for a guideline for penalties for infractions of House Rules which result in a formal complaint.
 - i. First offence 30 to 90 days
 - ii. Second offence 3 to 6 months
 - iii. Third offence 6 to 24 months.

5 SPORTS

Branch Rules governing participation in Legion Tournaments.

All players in Golf, Bowling or Curling must pay the registration fee in advance. They will be reimbursed a portion of their fees upon attendance. This amount is to be determined by the Executive Committee, prior to the tournament. For all other sports the fees will be paid by the Branch.

All teams going to Provincial or Dominion Tournaments (provided they have qualified through a District Tournament)

will be provided with Stittsville colours. Funds for this will be provided from the sports fund.

Expenses Allowed:

- i. Registration Fees, as above.
- ii. Mileage – \$0.22 (twenty two cents) per km. (for Provincial, Dominion and District tournaments only), if over 50 km from Stittsville, one car per team of four or less.
- iii. Meals, paid by the Branch. Receipts or vouchers required.
- iv. Accommodation will only be paid for Provincial and Dominion tournaments, if accommodation is essential.

All expenses will be paid for by the sports fund. Any deviation from above, for exceptional circumstances, will only be allowed on the approval of the Executive Committee.

6 BRANCH ELECTION TIES

The Chairman of the Nominating Committee will cast his vote in a sealed envelope before each vote is taken, for any single office and lodged with the Chief Scrutineer. This vote will only be opened and counted if there is a tie in the counting room. Should there be a tie for the final position of the Executive Committee Members, the Chairman of the Nominating Committee will cast his vote in a sealed envelope, which will only be opened and counted if there is a further tie. The Chief Scrutineer will not divulge whether the Nominating Committee Chairman's vote was used for any of the results of the elections.

Approved at the General Meeting February 11th, 2014

H/c