

VFW POST 7907
POST AND HOUSE RULES

Rules for the Operation of Post 7907
and Canteen

<u>SECTION</u>	<u>TITLE</u>	<u>PAGE NO</u>
SECTION I	DEFINITIONS	2, 3
SECTION II	POST BONDING AND HOUSE COMMITTEE RULES	4, 5
SECTION III	CONDUCT	6 - 8
SECTION IV	FURTHER SUSPENSION FROM POST	9
SECTION V	ENJOYMENT OF POST FACILITIES	9
SECTION VI	POSTING OF RULES	9
SECTION VII	AMENDMENTS	10
SECTION VIII	MISCELLANEOUS POST RULES	10 - 12
SECTION IX	POST MAINTENANCE AND CONSTRUCTION	13, 14
SECTION X	POST KITCHEN RULES	14
SECTION XI	CANTEEN OPERATIONS	15 - 17
SECTION XII	CANTEEN PERMITS	17
SECTION XIII	POST AND HOUSE RULES APPROVAL	18
APPENDIX A	Employee Acknowledgement Form	19
APPENDIX B	Employee Counseling and Discipline Form	20

VFW POST 7907
POST AND HOUSE RULES

**Rules for the Operation of Post 7907, Canteen,
and Conduct of the House Committee**

SECTION I
DEFINITIONS

Background

In accordance with Article VII of the Poway VFW Post 7907 By-laws, these Post and House Rules govern the maintenance, control, and operation of the Post. Nothing in these rules is intended to be contrary to the Post By-Laws, Department By-Laws, National By-Laws, and Manual of procedure of the Veterans of Foreign Wars of the United States, and the Laws of the United States of America, State of California, and City of Poway and those rules and laws shall govern in the case of conflict between the two. No conflict of any section of these rules with those higher rules and laws shall nullify those rules contained herein that are in compliance with those laws. "Post" when used in this code is in reference to Veterans of Foreign Wars Post 7907, 12342 Old Pomerado Road, Poway CA.

VFW post members shall approve the Post and House Rules. The Post and House Rules may be amended as necessary for the efficient operation of the Post. The recommended amendment(s) will be presented at General Membership Meetings for review and approval.

Definitions

For the purpose of these rules, the following terms shall be defined as follows:

1. Post – All property including facilities, parking areas, patios, buildings, building contents and grounds located at 12342 Old Pomerado Road, Poway, CA 92064.

For the purpose of these Rules, patrons of the Post are defined by their association or lack thereof with the VFW as follows:

1. Member - A member in good standing of VFW Post 7907 and VFW Post 7907 Auxiliary. The Auxiliary members are also considered Post 7907

VFW POST 7907
POST AND HOUSE RULES

guests and they are required to support the post to the best of their ability

2. Guest:
 - a. Any member in good standing from any VFW Post, VFW Post Auxiliary, American Legion, or Fleet Reserve; or
 - b. An Active Duty member of the Armed Forces of the United States or Reserve member showing proof that he/she is on Active Duty status; or
 - c. A person not meeting the above categories, but having been dutifully signed in by a Member.
3. Public - Any person not a member of the VFW Organization but is invited by VFW Post 7907 as a "Guest" to attend a specific function/event.

A guest present at the pleasure of a member must be signed in by the member and leave when the member leaves or before. The member will be responsible for the guest's conduct.

Everyone who enters the Canteen shall wear appropriate attire. Appropriate attire is considered as attire not to be revealing or containing offensive symbols or language that is offensive to our country, VFW, VFW Post 7907, or members.

Post 7907 has an Executive Board of Directors (the Board as used in this document) that consists of the Post Commander, Sr. Vice Commander, and the Judge Advocate.

Post 7907 has a House Committee; all members are VFW Post 7907 members in good standing. The House Committee consists of: a Chairperson (appointed by the Commander), Quartermaster, Canteen Manager, Maintenance Construction Manager, Judge Advocate, Post Commander, and others as appointed by the House Committee Chairperson.

"LEADS" is defined as "Licensee Education on Alcohol and Drugs."

VFW POST 7907
POST AND HOUSE RULES

SECTION II
BONDING AND HOUSE COMMITTEE RULES, MEETINGS

The Post shall bond the Canteen Manager, Quartermaster and/or others as directed by the Post Commander.

A House Committee Chair shall be appointed by the Post Commander. The House Committee Chair may appoint additional members to the House Committee with the understanding that the Quartermaster, Canteen Manager, Maintenance Construction Manager, Judge Advocate, Post Commander are members by their position; the committee may remove those additional members for cause with the Commander's approval. All members shall be Post 7907 members in good standing.

The Committee shall hold meetings as required, but at least quarterly, at such time and place as recommended by the Committee Chair.

The Post Commander, the Committee Chair, or a majority of the Committee may call a special meeting of the Committee provided notice of the time and place is posted in a conspicuous place in the Post at least three days prior to the scheduled special meeting and all members of the Committee are notified in person, by telephone or email of the special meeting. Special meetings are only called to address urgent or emergency matters such as appeals of suspensions.

No less than three Committee members must be present for the transaction of business at the regular or special meetings. The Post Quartermaster and Canteen Manager should be present at all meetings. The Post Commander and Quartermaster have voting privileges during Committee meetings.

The Committee may approve expenses up to \$500 for furniture, furnishings, equipment, etc. Expenditures greater than \$500 are not authorized without prior approval of the membership, except for emergency repairs which can be approved by the Post Commander and the Quartermaster; or, if the Quartermaster is unavailable, the Commander and one or more elected Post officers. Emergency repairs are repairs necessary to maintain Canteen operations, to preserve the

VFW POST 7907
POST AND HOUSE RULES

health, safety, and welfare of the membership, or to protect the Post home or property.

No member of the Committee shall be employed by the Canteen, or receive any compensation for said service. The Canteen shall not hire elected Post Officers as Canteen employees.

The Post desires to avoid any conflicts of interest or the appearance of such. The Post shall not appoint, employ, promote or advance any individual into or to a position or office in the Post if such appointment, employment, promotion or advancement places that individual in a position of jurisdiction or control over/under an individual who is a relative.

The Quartermaster shall maintain detailed financial records and submit a monthly report to the membership.

Post Trustees or qualified auditors or accountants approved by the Trustees, shall audit all Post financial records monthly. This report shall be in writing, read during a Post Meeting and made part of the Adjutant's minutes.

Post Quartermaster shall generate the quarterly financial report to be signed by the Post Trustees and the Post Commander and submitted to the State Department headquarters not later than the end of the month following the quarter being reported.

VFW POST 7907
POST AND HOUSE RULES

SECTION III
CONDUCT

Members and guests shall maintain good order at all times. Any person who breaches good conduct shall immediately leave the Post including all property (see Definitions, Section I). Examples of infractions of good conduct or inappropriate behavior include, but are not limited to any member or guest who:

1. Makes negative comments about the Veterans of Foreign Wars and/or its members within the presence of or hearing of a member or nonmember of the Veterans of Foreign Wars;
2. Violates their obligation as officers or member of the Veterans of Foreign Wars;
3. Becomes obnoxious, offensive or whose conduct reflects discredit in any way or manner on the Veterans of Foreign of Wars or any of its members;
4. Violates any Canteen Rules, By-Law, Laws of: the State Department of Alcohol, Beverage, and Tobacco, United States, or the Veterans of Foreign of Wars;
5. Becomes intoxicated or arrives intoxicated on the premises; or
6. Creates a scene, or participates voluntarily in same, or any fracas or other disorderly conduct.



VFW POST 7907
POST AND HOUSE RULES

SECTION III
CONDUCT (CONT.)

The control and sale of alcoholic beverages and patrons use of the bar must be strictly controlled. All bartenders will attend LEADS training and be familiar with the ABC rules concerning the sale of alcoholic beverages. The following rules govern the control and sale of alcoholic beverages and patrons use of the bar area. Primary enforcement of these is the responsibility of the Bartender, Canteen Manager, or any Post Officer present.

- Alcoholic beverages may only be consumed at the Post during normal Canteen hours and may only be consumed within the confines of the Post building, front patio or patio by the BBQ.
- No person under the age of 21 will be served alcoholic beverages.
- All persons will show proof of age and/or valid membership when requested by/to the bartender.
- If any person suspects that an unauthorized individual has entered the post, suspects that an underage individual is attempting to purchase or is consuming alcoholic beverages on the premises, they will notify the Bartender who will check their identification.
- Any person who purchases alcoholic beverages for, or provides alcoholic beverages to a minor will have their canteen privileges suspended and will be held responsible for any and all civil actions resulting from said infraction.
- With the exception of special events and advertised meals, the general public is not authorized to patronize the Post unless they are guests as outlined in the definitions.
- Bartenders are not allowed guests while on duty nor will they conduct any other activities or functions not associated with their duties as Bartender.
- A member's guest may not continue to patronize the Post in the absence of the member.
- All members and guests will comply with VFW Post 7907 rules and the existing federal, state, and local laws.
- All patrons will obey the directions of the Bartender.

VFW POST 7907
POST AND HOUSE RULES

SECTION III
CONDUCT (CONT.)

- While Post Officers and House Committee Members cannot be absolved of their responsibilities while consuming alcoholic beverages as patrons of the Post, they should defer from making Post decisions as appropriate.
- The Bartender has the right to refuse service to anyone in the Canteen and may eject them from the post until the next business day. All actions shall be documented. If the person or persons being ejected resists or makes a scene, the Canteen Manager may extend the suspension to 14 days. This suspension may not be appealed.

Any Member, Auxiliary Member, or guest who violates the aforementioned Laws or Rules may be suspended for up to 30 days. The Committee Chair, Canteen Manager or any bartender has the authority to suspend a Post Member, Auxiliary Member, or guest until the next business day. The Canteen Manager or Committee Chair will apprise the Commander of any suspensions as soon as possible.

Only Post and Post Auxiliary members have the right to appeal their suspension of Canteen privileges. If desired, the accused must submit a written appeal directly to the Commander within 72 hours of a notification of suspension.

The operation of the Canteen shall be in compliance with any Rule, Law, or Procedure within the Veterans of Foreign Wars or any division of government.

VFW POST 7907
POST AND HOUSE RULES

SECTION IV
FURTHER SUSPENSION FROM CANTEEN PRIVILEGES

The Committee shall review Canteen infractions, especially those resulting in suspensions, at scheduled or special Committee meetings.

An infraction that is deemed serious enough to warrant suspension beyond 30 days, the Commander shall appoint an investigating officer to conduct an investigation into the facts and circumstances of the incident. The investigating officer shall record all findings and submit a report to the Committee, but shall not include recommended punishment. The accused shall be afforded the opportunity to present his/her case to the Committee. After hearing all evidence and testimonies, the Committee, by majority vote, will recommend an appropriate suspension to be reviewed and approved by the Commander.

SECTION V
ENJOYMENT OF POST FACILITIES

All members and guests are entitled to enjoy the Canteen facilities during all regular business hours. The public is only allowed to patron the Canteen during special events advertised as being welcome to the public unless signed in as a guest by a post member.

SECTION VI
POSTING OF RULES

A current copy of these Rules shall be posted in a conspicuous place within the Post and be immediately available upon request, to any member.

VFW POST 7907
POST AND HOUSE RULES

SECTION VII
AMENDMENTS

The Post may amend or adopt additions to these rules at any General Membership meeting by a majority vote.

SECTION VIII
MISCELLANEOUS POST RULES

Written reports of any suspension must include the name of the accused, the date and time of the incident, the circumstance of the incident and any witnesses and the name of the person or persons bringing the complaint.

Any Member of the House Committee subject to a formal complaint for misconduct or abuse of these rules will not be permitted to participate in the Committee proceedings on the matter.

Expelling a patron until the next business day is the maximum penalty that may be imposed by the Bartender. A written report of the incident will be made to the House Committee Chairperson as soon as possible.

Any member accused of violating the rules and subject to disciplinary action brought before a hearing of the House Committee will be afforded the opportunity to present their case in person before the committee. The accused has the option of appearing in person or may present their case to the committee in writing.

The maximum penalty that may be imposed by the House Committee is permanent revocation of Poway Post privileges. Additionally, for serious infractions in violation of the National By-Laws, the Post members may take action consistent with National By-Laws.

The accused may appeal any decision of the House Committee in writing to the Post Executive Board of Directors. The Board may refuse to review the case, make modifications to, or overrule the decision of the committee. The Board's decision is final and may not be appealed.

VFW POST 7907
POST AND HOUSE RULES

The Canteen Manager may authorize the posting of pre-payment for canteen services for special events. In all such cases the Canteen Manager will notify the House Committee Chairperson and All bartenders slated for duty during the event and prior to the event that pre-payment is authorized and provide a name for the individual at the event who is the point person that will post the funds and receive any unused funds at the conclusion of the event. Patrons authorized pre-payment will post the specified amount with the bartender.

Service animals, with proper certification, of members and guests shall be permitted access to the Post with the exception of food preparation areas. Certification documents must be shown upon request. Pets are allowed on the front patio. Pets becoming threatening, agitated or out of control must be taken off of the premises immediately or locked in a private conveyance.

Smoking is permitted outside the building including the parking lot, front patio and on the BBQ patio off of the kitchen. Smoking including E-Cigarettes is not permitted inside the Post building or storage sheds at any time. The use of Marijuana in any form is not allowed on Post property.

Firearms or other weapons are prohibited inside the Canteen and Social Quarters. The House Committee Chairperson or any Post Officer may, at their sole discretion designate an object as a weapon and ask that the object be removed from the premises.

Exceptions include:

Utensils, such as knives, that are the property of the Post for the use in preparing and serving food.

A knife of reasonable size and function. This rule is subject to the discretion of the House Committee Chairperson or other Post Officers.

Weapons normally used in the line of duty carried by Law Enforcement Officials that are on Duty.

Weapons that belong to the Post or are obtained by the Post for ceremonial purposes.

VFW POST 7907
POST AND HOUSE RULES

Proper attire is required for all members and guests while at the Post. Anyone wearing clothing that is determined to be too revealing or containing offensive symbols or language or otherwise unacceptable may be asked to leave the Post by any Post Officer or Bartender.

Posting of signs within the confines of the Canteen must be approved by the House Committee Chairperson or the Post Commander.

Personal checks drawn on local banks from known members of the VFW or Post 7907 Auxiliary in good standing may be accepted for cash up to \$100.00. Checks from known members in good standing may also be accepted from local banks for merchandise (hats, etc.) or VFW events (New Year's party, bus trips, etc.). No out-of-county checks will be accepted for any amount without the Post Commander, Sr. Vice Commander, or House Committee Chairperson's approval. The Quartermaster is not authorized to approve personal checks. The Post retains the right to charge a \$25 fee for returned checks. Additionally, any person writing a check that is returned for non-sufficient funds may be denied future check-writing privileges.

All children in the Post will be accompanied by their parents or responsible adult while on the Post premises. The parent or responsible adult shall be responsible for the behavior of minor children in their charge. Parents and responsible adults whose children become unruly, disruptive, or disobedient will be asked to take their children and leave.

Any member, guest, or employee of the Post may file a complaint with the House Committee against any patron, member, employee, and officer of the Post that they believe have violated the House Rules.

Complaints submitted to the House Committee for review must be in writing and signed by the person bringing the complaint.



VFW POST 7907
POST AND HOUSE RULES

SECTION IX
POST MAINTENANCE AND CONSTRUCTION

The Maintenance and Construction Manager (Referred to as the M/C Manager) is appointed by the Post Commander and reports directly to same, keeping the House Committee informed.

The M/C Manager is a voting member of the House Committee. He is responsible for scheduling all approved projects, establishing work scope, estimating start and completion date, estimating Post costs, etc.

The M/C Manager also attends to all problems with Post facility and systems to:

- Ensure that they are maintained in good working order, to include electrical, water, heating, air conditioning, plumbing, and structural matters.
- Ensure compliance with all fire codes and insures that the Post is ready for and conducts its annual code inspection.

Makes detailed and timely reports on the status of all Post facility and systems to the House Committee and Post Members including cost for scheduled and unscheduled maintenance, status of repairs, recommended repairs, and potential issues that may arise due to deferred maintenance.

Makes detailed and timely financial reports to the Post Quartermaster identifying expenditures for maintenance and repair as well as resources necessary for upcoming or deferred repairs.

For small tasks prior to working, if the M/C Manager is not available, contact the Post Commander for approval and/or assistance.

VFW POST 7907
POST AND HOUSE RULES

SECTION X
POST KITCHEN RULES

The Post Commander shall designate the Canteen Manager or other to have overall control of the Post kitchen.

Volunteers who work in the Post Kitchen, except those assigned to general clean-up must hold a current Food Handler's License issued by County of San Diego, Department of Environmental Health.

No member may remove any items from the kitchen without the permission of the Post Commander, the House Committee Chairperson, or person assigned control of the kitchen.

The Post Surgeon is responsible for the health and welfare of the Post. He has the authority to close the kitchen, canteen, and the Post, if health or sanitation issues that have been documented and reported to the Post Commander, Canteen Manager, and House Committee Chairperson have not been corrected or addressed for correction in a reasonable time frame. The Post Surgeon may also dispose of any perishable food that has not been dated.

Scheduled meals will be announced in the monthly post newsletter. Meals are served on a first come, first served basis unless otherwise authorized. Pre-selling of certain meals may occur. All pre-sales will be listed as such in the monthly newsletter indicating the date that patrons may begin purchasing tickets. For last-minute meal events that occur after the issued newsletter, pre-sales notices will be posted on the website (www.vfw7907.com) and indicated on the meal schedule board in the canteen.

VFW POST 7907
POST AND HOUSE RULES

SECTION XI
CANTEEN OPERATIONS

Rules for the Operation of the Canteen

The Post shall operate the Canteen under the control of the Canteen Manager.

MANAGER – The Post Commander shall hire or appoint a Canteen Manager. The Manager's primary duty is the management of the Canteen, including the conduct of the Canteen employees. The Manager is also responsible for planning Post entertainment. The Canteen Manager may delegate these responsibilities, but not the Canteen responsibilities.

The Canteen Manager shall establish standard procedures for Canteen operations, create job descriptions identifying performance expectation and employee responsibilities, and establish standards of conduct for employees, including training, lesson plans on P.O.S. training, ABC rules limit on when to stop serving (LEADS training), inventory control, and others as required.

The House Committee shall periodically review these procedures and job descriptions and recommend amendments as necessary.

The Canteen Manager is a voting member of the House Committee. The Canteen Manager shall turn over to the Post Quartermaster all monies representing the net operating receipts, after disbursements, acquired by the Canteen, at least weekly.

EMPLOYEES - The Canteen Manager shall hire and supervise all Canteen personnel, after discussion of acceptance by the Committee and the Post Commander. No elected officer of the Post shall serve as Canteen Manager or paid employee of the Canteen while holding elected office. The Canteen Manager may suspend the employment of any Canteen employee for cause, pending final dismissal discussion with the Committee.

VFW POST 7907
POST AND HOUSE RULES

The Bartender may close the canteen if:

A personal emergency occurs to them or their dependent (s) that could reasonably lead to a loss of life or significant injury/illness, and no back-up bartender is available.

The Bartender **will** close the Canteen early under the following circumstances:

The Bartender determines that keeping the bar open would pose a hazard to the members, their guest(s), the public, or that significant property damage might occur.

When ordered to do so by any competent government authority, such as Police, Fire Department, National Guard, Department of Alcoholic Beverage Control, etc.

The Bartender will clear the Canteen of all patrons when power is lost and inform them that they are welcome to return once power is restored. If power remains out for longer than 30 minutes during periods of darkness, the Bartender may close the Canteen. During daylight hours, the Bartender will remain on the premises and re-open the Canteen upon restoration of power. If the Bartender has information that power will not be restored during their shift, they should contact the Canteen Manager for further directions.

A copy of the Post and House Rules will be provided to all canteen employees when they are hired and whenever the rules are amended. The Canteen Manager will ensure that all canteen employees are familiar with these rules and will file in the employees personnel file an employee signed copy of the Post and House Rules Acknowledgement Form (Appendix A) when they are hired and each time the rules are amended. The Post and House Rules Acknowledgement Form is attached to the end of these rules. A current copy of the Post and House Rules shall be kept behind the bar at all times, available to any employee or post member.

The counseling of canteen bartenders is the responsibility of the Canteen Manager. Counseling will be documented using VFW Post 7907 Employee

VFW POST 7907
POST AND HOUSE RULES

Counseling and Discipline Form (Appendix B). The Canteen Manager will document the events which form the basis for counseling and/or disciplinary action and the action taken (warning, suspension, or termination, etc.). The counseled employee will be offered the opportunity to make comments in the appropriate section of the Employee Counseling and Discipline Form. The Canteen Manager will seek the employee's signature on the form which will indicate their awareness of the counseling/disciplinary action. If the employee refuses to sign the form, the Canteen Manager will stress that their signature does not constitute admission of wrongdoing, but merely an acknowledgement of the action taken. If the employee still refuses to sign the form, the Canteen Manager will note this on the form.

Disciplinary action resulting in the suspension or termination of canteen employees is the responsibility of the Canteen Manager, with the consent of the House Committee Chairperson.

It is the responsibility of the Canteen Manager to make regular reports to the Commander and House Committee of all counseling and disciplinary actions taken.

Any employee who has been counseled, suspended, or terminated may appeal their case to the House Committee. The employee will be notified as to the time and place of the House Committee meeting that will address the issue. The employee will be afforded the opportunity to present their case to the House Committee and may bring witnesses in their defense. Request for appeal to the House Committee will be made in writing.

SECTION XII
CANTEEN PERMITS

The Canteen Manager must ensure that the Canteen obtains all City, County, State, and Federal Government licenses and permits and that those permits are current and all fees are paid.

VFW POST 7907
POST AND HOUSE RULES

SECTION XIII
APPROVAL OF POST AND HOUSE RULES

RESPONSIBILITY: House Committee

APPROVING AUTHORITY: VFW Post Members

DATE APPROVED: 1 Aug 19

NEXT REVIEW DATE: 1 Aug 20
(Recommended)

SUBMITTED BY: Don Stonecipher and Review Committee

ADJUNCT TO SIGN FOR
MEMBER APPROVAL,

SIGNATURE: Ann Taylor 1 August 2019

Robert Barron

Richard R. Anderson

Don Stonecipher

J. J. Wideman

William Gault

Bill Baul

Denny C. Sichten

Robert

John

Don

J. E. G.

J. J. W.



VFW POST 7907
POST AND HOUSE RULES

Appendix A
Employee Acknowledgment Form

I, _____ have received a copy of Post 7907's Post and House Rules. I have familiarized myself with these rules and understand that I am responsible for complying with the rules at all times. I also understand that any time I am unclear of the intent of these rules I am responsible for seeking clarification from the Canteen Manager, House Committee Chair, or Post Commander.

Should at any time I believe that by carrying out any of these rules would be in violation of local, state, or federal law, or that by doing so will cause harm or damage to personnel or property I will immediately contact the Canteen Manager, House Committee Chair, or Post Commander for clarification. If I am unable to contact any of these individuals I will seek direction / advice from any Post Officer.

Date: _____

Signature: _____

VFW POST 7907
POST AND HOUSE RULES

Appendix B
Employee Counseling and Discipline Form

Date: _____

Employee Name: _____

Name & Title of Person Conducting Counseling: _____

Description of Events leading to Counseling (Required)

Corrective Action Taken (Required)

Employee's Comments (Optional at employee's discretion, indicate "none" if no comments are desired.)

Employee's Signature: _____
(Signature is an acknowledgment that employee has been counseled and is not an admission of wrongdoing.)

