

AMERICAN LEGION POST #240

STANDARD OPERATING PROCEDURES

REVISED/APPROVED APRIL 12, 2020

1. Annually - all newly elected and outgoing officers will inventory all Post property during the 30 days immediately preceding the installation of new officers.
2. The Scholarship Committee will utilize the Guidelines and Criteria established by Standing Rule #1 (Appendix #001) when soliciting and reviewing Scholarship applications.
3. Travel Expenses for Members attending various conventions and workshops shall be in accordance with the By-Laws Article VI and guidelines of Standing Rule #2 (Appendix #002).
4. The Operation & Maintenance of the Post Home and Lounge shall be in accordance with the Post By-Laws and the attached Organizational Chart.
5. The American Legion Post 240's main hall, auxiliary room, or pavilion may be used for non-Post special events for the below listed usage fees.***
There will be a \$200.00 Deposit made for all events. Money will be returned based on the cleanliness of hall or places reserved.

Non-Post 240 Members

Main Hall: \$300.00 Auxiliary Room: \$100.00 Pavilion: \$75.00

Current Legionnaire, Auxiliary, and SAL Members From Any Post

Main Hall: \$200.00 Auxiliary Room: \$75.00 Pavilion: \$50.00

Post 240, Auxiliary, and SAL Members with (current membership card) for personal or immediate family events only.

Main Hall: \$150.00 Auxiliary Room: \$75.00 Pavilion: \$50.00

Personal functions include birthdays, weddings, anniversaries, etc. The Executive Committee will resolve any conflicts regarding what constitutes immediate family or personal events. Military personnel may reserve the room rent free(except bartender and deposit fees) for retirements and other functions. The Lounge Manager shall be in charge of reserving said areas and collecting and returning all money, as appropriate.

A minimum \$50.00 fee will be charged if a bartender is requested.

*** Usage fees may be waived for non-profit organizations and special occasions at the discretion of the Executive Committee.

6. RV Parking in the east parking lot will be free to Legion Members for the first two (2) days in any three (3) month period. A \$10.00 fee will be charged per day commencing on the third day. RV Parking will not exceed seven (7) days in any thirty (30) day period. Lounge and House committee will enforce.
7. Continuous Service Pins will be awarded to all members starting at Ten (10) years and in five (5) year increments thereafter.
8. Disaster Preparedness Doctrine – refer to Standing Rule #3 (Appendix #004).
9. All Past Post Commanders of 240 who have successfully completed a full term (1 year) shall receive a Past Commander's Hat.
10. The Post Commander will choose the "Sarge Award". The recipient will have two (2) or more years of faithful service to the Post. Eligibility is from the Auxiliary Membership Only. It will be awarded annually.
11. The Post Commander will choose the "Bob Bogue Award". The recipient will be a person who does a multitude of things representing and supporting the American Legion and what it stands for. This award is for a totally exemplary representative of our Post. Eligibility is from the AL Membership Only. It will be awarded annually.
12. The Post Commander will choose the "Big Hat Award". The recipient is someone who consistently performs unassigned duties beyond the sight of the General Membership. This award could be titled "Jack of all Trades" and master of them all. Eligibility is from the AL Membership Only. It will be awarded annually.
13. The Post Commander will choose the "Legionnaire of the Year". The recipient is someone who is that special individual who, throughout the year, has contributed the most towards the good of Post 240. This person by his/her hard work, dedication and volunteering his/her time and expertise whenever/wherever needed in support of our Legion Programs, exemplifies the very purpose of the American Legion. That is, service to our Veterans, their families and our community. This will be awarded annually.
14. Flowers are to be sent to a deceased member's family (immediate family only) or a bible or a donation to the charity of the family's choice, not to exceed \$75.00. Refer to Standing Rule #4 (Appendix #005). The Chaplain will be reimbursed up to \$50.00 per month for travel.

15. All Active Duty Military personnel will only be charged a new membership fee of twenty five dollars (\$25) for their first year ONLY. Any renewal thereafter will be thirty dollars (30) as long they remain a member of Post 240.
16. Door cards will be sold or issued to Post #240 members **ONLY** (Legionnaire, Auxiliary or SAL) in good standing each year for \$1.00. All new members and transfers will receive a free door card after being voted in.
17. The Executive Committeemen (House Committee) will conduct an inventory of the Post Lounge every month, to include all Beer, Wine, and Liquor on the Post premises. Inventory will be conducted on a date decided by the Lounge Manager which is closest to the 1st day of each month. Date will be posted in the Post Bulletin and calendar.

**** ANY OR ALL OF THESE STANDARD OPERATING PROCEDURES, STANDING RULES, APPENDICES AND ATTACHMENTS MAY BE ADDED TO, REVISED OR DELETED AT ANY GENERAL MEMBERSHIP MEETING BY A TWO-THIRDS VOTE.**

Appendix #001

**AMERICAN LEGION POST #240
STANDING RULE #001**

The following guidelines are approved for the American Legion Post 240 Scholarship Committee.

List of dates for obtaining a scholarship.

- ** Run an article in the Victor's Voice for March and April (fall semester) and August and September (spring semester) concerning scholarship applications.
- ** The deadline for receiving applications will be June 15 (fall semester) and November 15 (spring semester).
- ** Conduct interviews with applicants by the first Tuesday of July (fall semester) and the first Tuesday of November (spring semester).
- ** Recommend and obtain approval for scholarships at the July (fall semester) and November (spring semester) General Membership meetings.

General Guidelines

- ** Scholarship recommendations will be determined by the Scholarship Committee based upon financial assistance need, grades, and major pursued. Local applicants will be given first priority.
- ** Up to \$2,500.00 in scholarships may be awarded for each of the fall and spring semesters.
- ** Applicants are eligible to receive subsequent scholarship awards but must reapply each semester.
- ** Scholarships will be coordinated with the Auxiliary Unit to prevent duplication.
- ** All applicants must be sponsored by a Post 240 member (Legionnaire, Auxiliary or SAL) and members can sponsor only one applicant per semester. Scholarship Committee members cannot sponsor an applicant.
- ** Blank applications will be available at General Membership meetings and in the Post Lounge.

**AMERICAN LEGION POST #240
STANDING RULE #002**

The following guidelines are approved for American Legion Post # 240 appointed delegates eligible for travel expense ASSISTANCE to official conventions, conferences, workshops, etc.

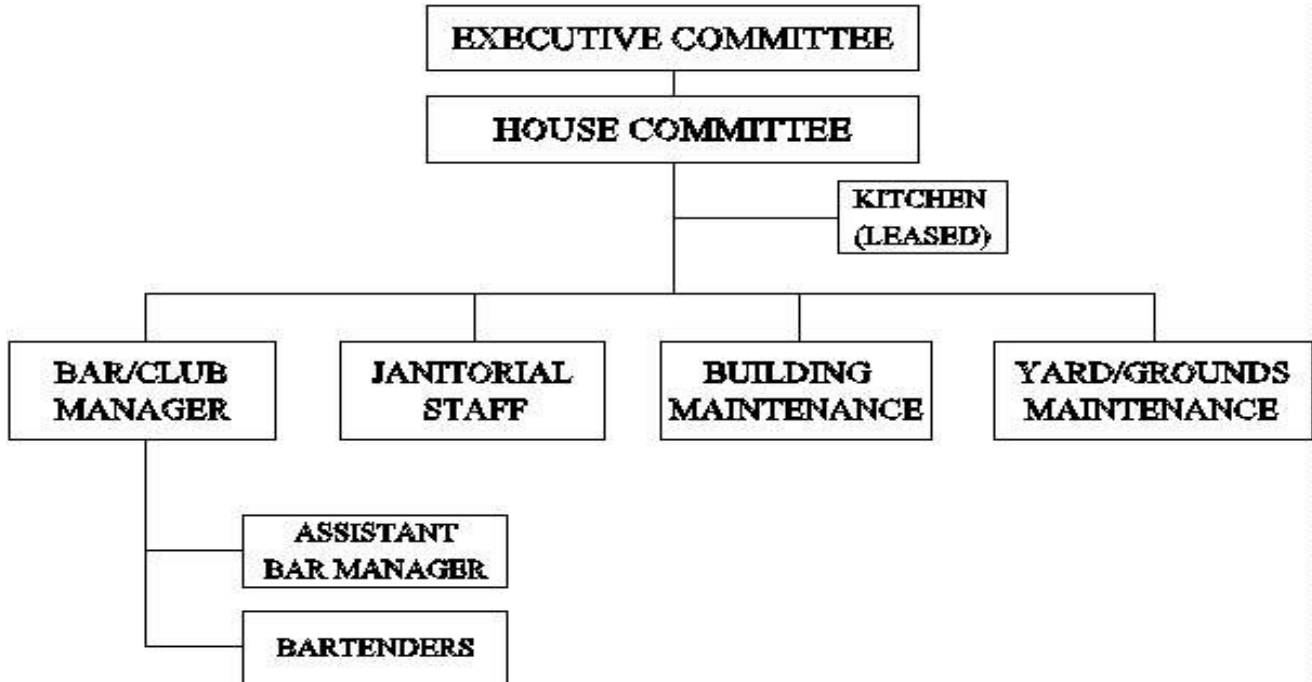
Assistance Guidelines

- ** Delegates must have attended 50% of all official meetings during the last 12 months, or be an elected or appointed Post officer to be eligible for travel expense assistance.
- ** Delegates will receive the amount specifically approved by the General Membership for each individual event, which will cover the room for the duration of the event, \$50.00 for food per day and reimbursement for fuel and tolls as per Post 240 By-Laws Article VI.
- ** Receipts will be required for fuel, tolls and lodging. TIPS, PHONE CALLS CLEANING AND OTHER PERSONAL EXPENSES WILL NOT BE ACCEPTED FOR REIMBURSEMENT.
- ** If a delegate shares expenses (i.e., – shares either/or both fuel expenses or room expenses) with any other person or persons who received travel expenses from any other source for that event, their own travel expenses will be pro-rated.

Examples

- ** If two people travel together, each can claim one-half of the fuel, tolls and lodging expenses.
- ** If three people travel together, each can claim one-third of the fuel, tolls and lodging expenses.
- ** If four people travel together, each can claim one-fourth of the fuel, tolls and lodging expenses.

**ORGANIZATIONAL CHART
OPERATION AND MAINTENANCE OF POST HOME AND LOUNGE**



House Committee

This position reports directly to the Executive Committee. The House Committee will oversee the kitchen operations and be responsible for the operations, maintenance, and security of the entire Post home, outbuildings, and grounds. The following will report to this committee:

- 1) Lounge General Manager
- 2) Janitorial Staff
- 3) Building Maintenance
- 4) Yard/Ground Maintenance

Lounge General Manager

This position reports directly to the House Committee. The Lounge General Manager will be responsible for the operation of the Post Lounge, to include but not limited to: Ordering and maintaining inventory of goods for resale; Hiring and scheduling of lounge staff; Hiring of lounge entertainment; Scheduling of events held in the lounge; Contracting usage of the Post hall and other facilities that are available for special events.

The Lounge General Manager will be responsible for keeping accurate and complete financial records of the Lounge. These records will be kept on the lounge computer (PC) utilizing a system agreeable to the House Committee, and backed up weekly. The following will report to this position:

- 1) Assistant Bar Manager
- 2) All Bartender

AMERICAN LEGION POST #240 STANDING RULE #003

Disaster preparedness guidelines are approved to ensure the safety and well-being of our members, their families, and Post employees during hurricanes and tropical storms. These storms are catastrophic events as witnessed by Ivan in 2004 and Katrina in 2005. We can no longer wait until they arrive. We will be pro-active in our efforts to prepare for and recover from them. The following plan will play out in timeline format as we gear up, hunker down, and recover from the event.

Post Activities and Building

- ** All available officers of the Post, including the Lounge Manager, will meet 72 Hours prior to a major storm (tropical storm/hurricane) that is tracking toward a potential impact on our area. This will begin our preparedness phase.
- ** At 72 hours out, all Post planned activities (dances, parties, meetings) will be canceled or postponed for at least 72 hours. All available officers will begin securing the building and the grounds in order to keep Post property loss at a minimum.
- ** As soon as tropical storm force winds (39 - 73 mph) impact our area, the building, including the lounge, shall be secured. **Post 240 will not be used as a shelter.** As soon as possible after the storm has passed, Post officers will assess the Post for damage and determine functionality. The Post will not reopen until adequate power and lighting is restored. Depending on storm severity, an emergency meeting of all available Post officers will be called to start the response/recovery phase of operations.

Lounge Operations

- ** Any Lounge employee (Manager/Bartender) who is planning to evacuate the area shall be given a 72-hour period prior to the storm to do so. Should this leave the Lounge unstaffed, Post officers and volunteers will work to keep it open to our membership.
- ** As stated in Post Activities and Building above, the Lounge will be secured as soon as tropical force winds impact the area.
- ** The Lounge will reopen after Post officers determine it is safe to do so.
- ** After reopening, Lounge hours will be determined by staff availability and by Escambia County curfew orders, which will be strictly adhered to.
- ** Times are approximate, common sense dictates.

**AMERICAN LEGION POST #240
STANDING RULE #004**

The following guidelines are approved for the American Legion Post 240 Chaplain in the use of American Legion Funds for flower purchases/charity donations for deceased members.

Guidelines to be considered in selecting recipient.

- ** Deceased member must be a member in good standing with the American Legion Post #240 at the time of his/her passing.

Procedures

- ** Chaplain must be notified of the passing of the member in a reasonable amount of time to allow for a charitable donation or the flower purchase and delivery to the Funeral Home of the presiding Cemetery.
- ** A maximum of \$75.00 will be utilized to purchase a bible, flowers, or for a Donation to the selected charity of deceased member.
- ** Chaplain will request funds from the Finance Officer and provide receipts for all purchases.
- ** The Chaplain will be reimbursed up to \$50.00 per month for travel.

AMERICAN LEGION POST #240 STANDING RULE #005

The following guidelines are approved for the American Legion Post #240 procedure for placing of the outside service flags at half-staff.

Background

The Flag, US Code, Chapter 5

1. This outlines when our nations flag is to be displayed, flown, lighted and lowered to half-staff when a VIP is deceased.
2. Even though we control when we are going to fly the flag at half-staff, we normally follow the recommended guidelines. These do not mentioned anything about a post member passing away.
3. If we had a Post flag displayed in the front, we could lower that one to half-staff. This would not be cost effective at this time, instead, we could lower the appropriate service flag for the member when he/she passes away.

Procedures

1. When a member (Legionnaire) in good standing (up-to-date membership) of Post #240 passes away, we lower the appropriate service flag of the member's branch of service to half-staff.
2. This is to be done after the charter is draped.
3. It will stay at half-staff until the member is interned.
4. This responsibility falls under the job description of the 2nd Vice Commander.
5. In the absence of the 2nd Vice Commander, the Commander shall direct another Post Officer to temporarily assume this responsibility.

Appendix #006

**AMERICAN LEGION POST #240
STANDING RULE #006**

The following rules are approved for the " EAGLES LAIR " lounge:

The following patrons will be admitted to Post 240:

1. All members in good standing of the American Legion, the Auxiliary, and the SAL showing a current membership card.
2. Active Duty Military.
3. All others will be considered guests of members. Sponsoring members shall accompany their guest(s) while they are in the lounge and be responsible for the conduct. Sponsoring members **MUST** sign in guest(s) in the visitor's log each time they visit the lounge.
4. Members under 18 are limited to 2 guests.
5. All patrons are expected to dress appropriately. Tops and shoes required.
6. All patrons are expected to keep the lounge clean and tidy. Ashtrays will be used for matches, cigar and cigarette butts, and tobacco. Trashcans will be used for all other trash.
7. Suggestions or criticisms regarding the Lounge and/or Lounge operations shall be submitted in writing. They shall be placed in the Commanders Suggestion Box provided, and will be given due consideration.
8. The Lounge Manager shall have the authority to interpret and enforce all Lounge rules, and may eject any patron for up to 48 hours for misconduct or violation of the rules.
9. Bartenders on duty may refuse service to anyone acting in a disruptive manner. Loud boisterous conduct, profane language, or any other conduct which may offend the general patronage, will not be tolerated.
10. Lounge personnel will not be responsible for items left in the lounge.
11. Any member or guest removing, damaging, or destroying Lounge property shall pay for said property.
12. As per Florida Statute 790.06, any person authorized to openly carry a handgun or carry a concealed weapon or firearm MAY NOT carry in any portion of an establishment licensed to dispense alcoholic beverages for consumption on the premises. Concealed weapon or concealed firearms are defined as a handgun,

electronic weapon or device, tear gas gun, knife, or billie, **EXCEPT** law enforcement officers.

13. Cashing of personal checks will be in accordance with the posted check cashing policy. There will be no tabs or credit at the bar at any time!
14. There shall be no **ALCOHOLIC BEVERAGES BROUGHT INTO OR TAKEN FROM THE POST AT ANY TIME!**
15. Positively no alcoholic beverages will be served to minors under any circumstances!
16. Patrons under the age of **15** will be allowed in the lounge **only** under direct adult supervision. **No one under the age of 18 will be allowed in the Lounge (including the game room) after 9:00 P.M. except for special functions.** Patrons under the age of **18** will not be **allowed to sit at the bar at any time.** Children under the age of 15 may play pool **ONLY** under **direct** adult supervision. Children under the age 16 will not be allowed in the lounge on karaoke / band nights, or special events, after 7:00 p.m. (1900), unless specified effective 22 Nov 2016.
17. Pets will not be allowed in the Lounge (with the exception of Service Dogs with proper documentation as per the American Disabilities Act (ADA)).
18. All forms of amusement shall stop upon last call by the bartender, or as requested by the Lounge Manager or Bartender.
19. In the absence of the Lounge General Manager, the Bartender on duty is the acting Lounge Manager. If they require any assistance behind the bar, they may ask any Post Officer/Post Member for assistance.

NO ONE IS ALLOWED BEHIND THE BAR OR IN THE LIQUOR STOREROOM OR LOUNGE STOREROOM WITHOUT THE BARTENDERS PERMISSION!

20. Lounge operating hours are as follows:

Wednesday thru Saturday:	11:00 a.m. to 11:00 p.m.
Monday & Tuesday:	11:00 am to 10:00 p.m.
Sunday:	8:00 a.m. to 10:00 p.m.

The Bartender may make the decision to close at 9:00 p.m. on Sunday, Monday & Tuesday if there are less than 5 customers in the POST who are drinking. The Lounge WILL NOT remain open after 2:30 a.m.

21. Members must present membership cards to the Bartender on duty, Lounge Manager, or any Post Officer upon request.

22. Bartender on duty shall have full authority to enforce Lounge rules, and may eject any patron for 24 hours for misconduct or violation of these rules.

Posted this day 05 April, 2020, after review and approval of the Executive Board 31 March, 2020

**AMERICAN LEGION POST #240
STANDING RULE #007
POLICY FOR REPAIR OR REPLACEMENT**

The following procedures are for repairs or replacement of the equipment in Post 240. If something in the Post needs repair, replacement, or breaks down proper procedures will be followed. As stated in the By-laws, the Executive Board can approve the same for not more than \$500, if more than that, then following the procedures below apply:

Procedures

1. If the equipment to be replaced or repaired is **absolutely necessary*** for the Post to remain **open**, then a Special Executive Board may be called for approval. A quorum of the Board members is required to approve.
2. If possible, two estimates of cost will be secured.
3. The General Membership is notified at the next meeting.
4. If the Post (including the lounge) can **operate without** the immediate repair, then normal procedures apply.

** Examples of immediate emergencies: water, electricity, A/C out, gas leak, walk-in cooler out, sewage pump out, etc.

** Examples of non-emergencies are: an ice maker out, a commode or urinal out, one fryer out, broken chairs, beer cooler out, etc.