

Glen Burnie American Legion Post 40

Department of Maryland

STANDARD OPERATING PROCEDURES

Effective: _____

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Post Commander and Post Executive Committee**

**AMERICAN LEGION POST #40
STANDARD OPERATING PROCEDURES**

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Procedure 1

Order of Precedence

Section 1. The Post shall abide by and enforce all the Rules and Regulations imposed by the Board of License Commissioners for Anne Arundel County.

Section 2. The Post shall abide by and enforce all the rules and regulations imposed by the Constitution and By-Laws of Glen Burnie Post 40 and if conflicts exist, the precedence order of American Legion Department of Maryland and American Legion National Organization applicable rules shall be imposed.

Procedure 2

Definitions

Section 1. Member, as applied to the Post Home, shall mean any Legionnaire, Auxiliary, Sons of the American Legion, or Legion Rider member in good standing of Glen Burnie Post 40. A member in good standing is defined as one who has paid their annual dues for the applicable year and has no current or pending disciplinary action against them.

Section 2. Lounge is that portion of the Post Home housing the bar facilities.

Section 3. Post Home includes all the premises and grounds utilized by Post 40, including any structure(s) (permanent or temporary) and revenue generating activities conducted thereon.

Section 4. Management, as applied to the Post Home, shall refer to the Bar Chairperson, Lounge Manager, 2nd Vice Commander, Post Commander, or his/her designee (Bartender on duty). No one shall be function as the Bar Chairperson, Lounge Manager, or Bartender on duty if they have been patronizing the lounge as a member and/or consuming alcoholic drinks of any type within the preceding six hours.

Section 5. Bar Chairperson and Lounge Manager are appointed by the Commander and approved by a 2/3 vote of the Executive board voting members. Both the Bar Chairperson and Lounge Manager are supervised by the 2nd Vice Commander. The Bar Chairperson oversees the operation of all revenue generating activities of the Post, supervises daily financial management of Post revenues, and ensures proper financial accountability of those business activities.

The Lounge Manager oversees the operation of the lounge, hall and other food and beverage services and facilities. The Lounge Manager supervises the bartending staff. All hiring, suspension and termination decisions will be based upon the recommendation of the Lounge Manager, and must be endorsed by the Bar Chairperson in coordination with the 2nd Vice Commander and must be approved by majority vote of the Executive Committee. Creation or elimination of any paid positions within any Post activity must be coordinated with the Post Finance Officer, 2nd Vice Commander, and Commander before being presented to the Executive Committee for

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approval (by majority vote). All parties will ensure compliance with local, state and federal employment mandates.

Section 6. Minor is any person declared a minor within the meaning of the Maryland Liquor laws.

Section 7. A Guest is anyone who is not a member of Glen Burnie Post 40 or associated Post 40 organizations/Post programs (Auxiliary, Sons of the American Legion, Legion Riders). All guests must be signed into the Post by a member in good standing. Guests are the responsibility of the member who sponsored them into the Post.

Section 8. Hall Manager is appointed by the Post Commander and approved by the Executive Board. The Hall Manager is supervised by the Lounge Manager. The Hall manager is responsible to coordinate, schedule and ensure correct execution of all hall rentals ensuring availability. This responsibility will include ensuring no conflict with Post activities requiring use of the hall and/or Post kitchen facilities.

Procedure 3

Persons Permitted in the Post Lounge/Outback

Section 1. Unless stated elsewhere in these procedures, the following persons shall be admitted:

- All current year paid-up members in good standing of the American Legion, American Legion Auxiliary, Sons of the American Legion, or Legion Riders.
- Members in good standing of an American Legion Post (or associated unit), other than Glen Burnie Post 40, are admitted upon presentation of a current year valid membership card.
- "Good Standing" will be presumed unless:
 1. A person wishing to enter is known by a Post 40 member to not be a member in good standing at another American Legion Post.
 2. Upon written notification (including justification) from the Commander, Post 40, and validated by the Adjutant and 2/3 vote of the Executive Committee, is determined to be undesirable within the context of the purpose, principles and objectives of the American Legion and this Post. All other persons with proof (must be presented to the Manager/bartender on duty upon entry, prior to being provided service) of current membership in the United States Military Services (e.g., presentation of current Common Access Card (CAC)).

Section 2. Guests are not permitted to remain in the lounge/outback after the sponsoring member has departed the premises. If another member wishes to assume sponsorship, he/she must again sign the guest into the guest logbook under his/her sponsorship.

Section 3. The Manager or bartender on duty will not permit any minors under the age

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of 18 to remain in the lounge after 10:00 PM, except on nights of Special Post functions, or as deemed appropriate/necessary due to special circumstances. An adult member must accompany all minors at all times. No minors under the age of 18 will be seated at, or allowed to lounge around, the bar. The bartender on duty or Karaoke DJ will make the announcement.

Procedure 4

Beverages

Section 1. No alcoholic beverages will be served to minors under any circumstances, nor will they be allowed to carry any alcoholic beverages to others while on the premises of Post 40 (includes lounge, hall, exterior social areas, athletic field, parking lot, etc.).

Section 2. Except as stated below, no alcoholic beverages purchased in the lounge will be carried away from the social areas of the Post Home. Alcoholic beverages must be consumed on the premises. No alcoholic beverages will be consumed in the parking lot, unless that area has been specifically designated as a social area due to a special function or event. Violations will be referred in writing to the Executive Committee for appropriate action.

Section 3. Alcoholic beverages may be purchased and consumed on the Post grounds at special functions, as approved by the Executive Committee. When required by law, a "one day" liquor license permit must be procured by the sponsoring activity or person(s) prior to the function.

Section 4. No alcoholic beverages will be consumed by the bartender while on duty behind the bar. The bartender on duty is entitled to one (1) drink while reconciling their bank at the end of the shift. Bartenders caught drinking while on duty will be subject to disciplinary action.

Procedure 5

Dress Code

Section 1. Members and guests must be neatly and appropriately dressed at all times. Casual apparel that is neat, clean and not overly revealing or offensive (revealing or containing profanity/offensive images) is appropriate at any time. Any clothing deemed inappropriate by the Manager or bartender on duty is not permitted. This would include the wear of clothing that is overly suggestive or revealing or deemed by an objective observer to be in bad taste, or inconsistent with the values of the American Legion.

All members and guests are expected to dress and maintain their personal hygiene so as not to offend other members or guests. Offensive clothing or hygiene will be cause for removal from the premises. The Manager and/or bartender on duty will be authorized to determine compliance with the Dress Code and if in his/her judgment the intent of these rules is violated, members and/or guests will be instructed to leave the lounge. Failure to comply with a request to leave the lounge under these circumstances may result in disciplinary action being referred against the member, to include

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immediate suspension by the Commander for up to 90 days.

Complaints regarding the bartender or Manager's decision may be submitted, in writing, to the Executive Committee for review.

Section 2. The Commander, 2nd Vice Commander, Executive Committee, Bar Chairperson and Lounge Manager (not to be further delegated) are authorized to specify particular dress for special occasions.

Section 3. Members and guests are required to clean their shoes/boots to avoid tracking mud and/or seasonal (e.g. salt, sand, etc.) materials into the lounge, hall, pavilion or other portions of the Post Home structure.

**Procedure 6
Conduct**

Section 1. No alcoholic beverages will be sold to anyone who, in the estimation of the bartender, is under the influence of alcohol. Indications of intoxication include, but are not limited to, loud and boisterous behavior, dozing or sleeping anywhere in the lounge, aggressive behavior, taunting and/or harassment of patrons or management, and use of profane language or personally insulting comments.

Section 2. The Manager and/or bartender on duty has the authority to refuse service to anyone whose conduct is, in the opinion of said Manager or bartender, detrimental to any person, the Post home, or the American Legion. This includes comments directed toward patrons, which may be considered as personal attacks with respect to sex, race, creed, religion, personal lifestyles or other-directed personal insults.

Section 3. The Manager, bartender on duty, or a member of the Executive Committee may direct anyone to leave the Post home who, in their judgment, has violated one or more of these rules and/or has engaged in conduct that is detrimental to the good order of the Post, lounge, hall or to any person or group.

Section 4. Members, officers and employees are expected to refrain from loud, inappropriately boisterous conduct or disruptive behavior when arriving, present at, or departing the Post Home which reflects poorly on the American Legion and Post 40. This includes aggressive or threatening speech/actions, the revving of vehicle engines, and similar disturbances of the peace and tranquility of the Post Home. Consequences for violations will be assessed depending on the circumstances, as determined by Post Commander and the Post Disciplinary Committee in accordance with the Post Standard Operating Procedures, Procedure 17, Disciplinary Procedures.

Section 5. Any employee wishing to have an event in the Lounge/Outback must have prior approval from the Commander or his designee.

NOTE

Illegal acts, acts of aggression (including threatening speech/actions), and similarly serious infractions, may result

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in immediate suspension and/or expulsion/termination. (See Post Bylaws for more details/procedures).

Section 6. Members and guests will not interfere with the duties and direction of Post officers and employees. No member shall directly or publicly reprimand a member or an employee of the Post. Any suggestions, criticism, or complaints against the member, employee, lounge or Legion operations shall be submitted, in writing, to the Executive Committee for appropriate review/action.

Section 7. Proper language should be used at all times. Loud, profane, vulgar or abusive language, or conduct that is prejudicial to good order, shall constitute grounds for removal from the Post premises and possible referral to the Executive Committee for further disciplinary action (See Procedure 17, Disciplinary Procedures). Egregious violations, as determined by the Commander, may result in immediate suspension for up to 90 days (See Post Standard Operating Procedures).

Section 8. Members or guests not seated at the bar are requested to go to the service area to be served. This procedure facilitates the checking of membership cards and enhances service. The bartenders will not typically provide table service, unless directed by the Commander, and 2nd Vice Commander, or Bartender on duty, or in response to a request from a disabled member or guest. In those circumstances, respect and patience will be expected and appreciated on the part of all concerned.

Section 9. To avoid damage to the lounge, hall, or other portions of the Post home, members or guests are not permitted to operate any building equipment, utility, or operational item without specific permission or request from the Commander, 2nd Vice Commander, Manager or bartender on duty.

Section 10. Any member or guest, who is deemed by the Manager or bartender on duty to have violated a House Rule, must be reported in writing to an Executive Committee member, who will bring the infraction to the attention of the Committee for possible disciplinary action. The Committee may request the person reporting the violation to appear before the Committee to determine whether further action is warranted. Any further disciplinary action will be addressed in accordance with Section 10 of this Procedure.

Section 11. House Rules violations resulting in complaints or formal charges must be filed with the Executive Committee within five (5) calendar days of the event. These complaints or charges will be addressed under the provisions of Section 17 of the American Legion Post 40 Constitution and Standard Operating Procedures.

Section 12. Members shall be wholly responsible for the conduct of their guests. Violation of any Standard Operating Procedure by a guest will constitute a violation of such procedure by the sponsoring member. The sponsoring member will be subject to have appropriate disciplinary action imposed in the same form and manner as if he/she had committed the violation.

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Section 13. Smoking indoors in any portion of the Post home is prohibited. Smoking in the "Outback" and other outdoors (covered or uncovered) area of the Post home is permitted but will be practiced with discretion and mutual respect between fellow members. The Commander, 2nd Vice Commander or the Manager, may suspend smoking when circumstances (such as special functions) make smoking inappropriate or unduly intrusive.

Section 14. There shall positively be no drinking of intoxicating spirits of any kind during a Legion meeting, nor will alcoholic drinks be brought into the meeting room.

Procedure 7

Lounge Management

Section 1. The Lounge and its related business activities (e.g., hall rentals) are not an American Legion sponsored activity and therefore are fully guided and shall conform to the provision of the Maryland Law and Anne Arundel County Liquor Laws.

Section 2. When the Post is sponsoring a special function that is open to all members purchasing tickets, the Lounge Manager, with the approval of the Executive Committee, shall have the right to suspend normal operations of the lounge, provided a reasonable (2 weeks) notice of both the right to purchase tickets and the intent to suspend normal operations is disseminated to the general membership. This intent will be prominently posted in the lounge (bulletin/notices board(s)).

Section 3. Any complaints about the operation of the lounge or related business activities (e.g., hall operation), or conduct of its employees or volunteer members shall be brought to the attention of the Manager and/or bartender on duty. At no time will a member or guest be allowed to verbally or physically harass, assault or abuse an employee, volunteer, guest or another member anywhere on the Post premises. For the purpose of decorum and to foster mutual respect and fair treatment, all complaints should be registered with the Bartender on duty, Lounge Manager, Bar Chairperson, 2nd Vice Commander or Commander, as appropriate based on the person(s) involved and the circumstances. Formal recommendations and complaints will be submitted in writing to the Executive Committee within five (5) calendar days of the action/event/incident.

Section 4. No member, guest or outside entity shall leave vehicles, boats, trailers, etc. on the Post property for a period of time exceeding 72 hours. Towing will be enforced at the owner's expense. Special circumstances which may dictate a longer period may be authorized only with the approval of the Executive Committee. Emergency requests may be considered via special meeting of Post Officers (minimum of 3) that can be assembled in time to address a compelling need for an extension. In these emergency circumstances, extensions will not exceed the date of the next regularly convened session of the Executive Committee, at which time a new expiration date will be established, as appropriate.

Procedure 8

Hours of Operation

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Section 1. The Lounge Manager, through the Bar Chairperson and the 2nd Vice Commander, will recommend to the Executive Committee for its consideration any change to the standard hours of operation. The Executive Committee will determine hours of operation.

Section 2. The lounge hours of operation will be posted at each entrance to the lounge and prominently inside the lounge area. Any changes will also be posted on the Post 40 Facebook page.

Procedure 9

Use of the Gaming Devices

Section 1. All gaming devices in the Post home are for entertainment and gaming purposes. All gaming devices shall be only those approved by the Liquor Board of Licensing Commission and/or other applicable official entities of the State of Maryland. Gambling in any form is prohibited.

Section 2. All services, (gaming, entertainment, bar, etc.) may be discontinued at the discretion of the bartender on duty or at the direction of the Commander, 2nd Vice Commander, or Lounge Manager. These services may be unavailable at any event if deemed inappropriate by the Executive Committee.

Section 3. All forms of amusements shall stop 15 minutes prior to the stated closing time.

Section 4. Movement of the pool tables, lounge tables or other lounge fixtures/furniture is not permitted without the prior approval of the Commander, 2nd Vice Commander, Lounge Manager or bartender on duty.

Procedure 10

Sound Control

Section 1. Only the bartender on duty will adjust the volume control for the jukebox and televisions. The choice of what is to be shown and/or played on all audio/visual equipment will be determined by the Lounge Manager and/or bartender on duty based on his/her judgment of the wishes of the majority of patrons on hand. The Lounge Manager or bartender on duty, based on his/her evaluation that the majority of the Legion patrons are watching a major television event, may determine that the jukebox or individual televisions will be turned down or off so as to not interfere with the desires of the majority.

Section 2. Users of cell phones/tablets/computers (and similar devices) in the lounge area shall not use the speakerphone/walkie-talkie/other audible audio capability (e.g., music, internet broadcast) of their service anywhere in the lounge area. This includes the game room. These devices may be used with headphones/earphones that are not audible to other patrons. Exceptions will be at the discretion of the bartender on duty.

Procedure 11

Kitchen Operations

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Section 1. Applicable Department of Health Regulations shall govern food service activities.

Section 2. The Hall Manager (for hall rentals) and Lounge Manager (all other kitchen use) are each responsible to ensure food-handling personnel are trained in and adhere to sanitary food-handling procedures and proper methods of food protection.

Section 3. Smoking or vaping in the kitchen is prohibited.

Section 4. Volunteers, members and guests (e.g., persons renting the hall and kitchen) using the kitchen are responsible for ensuring all cooking appliances, counters, utensils, etc. are properly secured and thoroughly cleaned at the end of its use.

Section 5. Food brought into the Post for pick-up by another member will be properly packaged and clearly marked with the member's name and stored in a box marked "Member Food - *member name*").

Section 6. During kitchen operating hours, or during Post-sponsored events (including Auxiliary, SAL, ALR events) where food service is available, members will refrain from ordering or bringing food from outside sources to be consumed at the bar or in the lounge area. Exceptions due to dietary restrictions or similarly compelling circumstances may be made on a case-by-case basis to the Lounge Manager/bartender on duty.

Procedure 12

Maintenance, Repair and Improvements to the Post Home

The Finance Officer, acting under the authority of the Executive Committee, will maintain an account for the purpose of effecting maintenance and repairs to the Post Home. Emergency maintenance and/or repair expenses may be authorized by the Commander or 2nd Vice Commander, not to exceed \$1,500 per instance and \$2,000 in a calendar month. All other related expenditures from this fund will be voted upon by the Executive Committee. Capital repairs and improvements exceeding \$5,000 must be passed by the Executive Committee and approved in a properly constituted General Membership meeting.

Procedure 13

Outback Rules

Section 1. Only Post 40 bartenders on duty are allowed behind the Outback bar. If the bartender on duty needs assistance, they may call the bar or ask for help from anyone present to bring out whatever supplies you may need. When they bring the supplies (i.e. ice, beer, or other supplies), they are to leave them at the door for pickup. If another employee, Bar Chairperson or Lounge Manager is on Post grounds, the bartender on duty may ask them to please watch the bar or provide assistance. This includes leaving the bar for a restroom break or to get something. If the bartender on duty must leave and no one is present to assist, then the doors will be closed and locked. In the event of an Emergency (injury, fire, police, etc.), the bartender on duty may allow people behind the bar to assist as needed. But always remember that the bartender on duty is in charge of all situations. Any employee to include the Lounge

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Manager, Bar Chairperson, Commander and all other post officers must have the permission of the bartender on duty before they are allowed to go behind the bar.

Section 2. This policy will only be enforced by lounge management and not any Post 40 officer. Please remind any patron or officer that has a problem with this policy, that you are only following the procedures as approved by the Executive Board, Lounge Manager and Bar Chairperson. If necessary, report any incidents as needed. This must be done in writing via a written incident report.

Procedure 14

Pet and Service Animal Rules and Guidelines

Section 1. No pets allowed. Service animals specifically trained to aid a person with a disability are welcome. Emotional support animals are not considered service animals and as such are not allowed in the Lounge, Hall, or Outback.

Section 2. Service animals are allowed in the Lounge, Hall and Outback of the Post with proper identification. The care or supervision of a service animal is solely the responsibility of their owner and they must ensure that their service animal is not in or near any food or beverage preparation areas or on top of tables or bar tops where food and beverages are consumed by patrons.

Section 3. Post 40 may exclude any animal, including a service animal, from our facility, when the service animal's behavior poses a direct threat to the health or safety of others.

Section 4. No pets of any kind will be allowed in the lounge, hall, or kitchen areas. Note: Service animals are not considered "pets" and will be allowed consistent with local, state and national regulations. Only dogs are recognized as service animals under Titles II and III of the Americans with Disabilities Act (ADA). A service animal is a dog that is individually trained to do work or perform tasks for a person with a disability. Under certain circumstances, miniature horses may also perform tasks that enable them to qualify as a service animal. Other species are not currently considered to be qualified service animals. Under the ADA, State and local governments, businesses, and nonprofit organizations that serve the public generally must allow service animals to accompany people with disabilities in all areas of the facility where the public is normally allowed to go. Under the ADA, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls. Post employees will be instructed on ADA mandates relating to service animals.

Procedure 15

Equal Opportunity and Prevention of Sexual Harassment Policy Statement

Section 1. As a chartered post of the American Legion, we are committed to providing an environment free from unlawful discriminatory practices and inappropriate behavior. Any form of discrimination based upon race, color, religion, sex, age, national origin,

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physical or mental handicap, sexual orientation, political affiliation or reprisal is prohibited and will not be tolerated. Discrimination is unacceptable conduct; it undermines the integrity of relationships, debilitates morale, and interferes with the work productivity/programs of the American Legion. Post 40 has zero tolerance of sexual harassment. Sexual harassment is unlawful and exposes not only the Post, but individuals who engage or condone such conduct, to a significant liability. The American Legion Post 40 expects members and guests to treat each other with respect and dignity. Post 40 will continue vigorously enforcing its policy against harassment at all levels within the Post. There is no place or time in the American Legion Post 40, 500 5th Avenue SE, Glen Burnie, MD 21061, for any act, policy, practice or procedure which is racist, bigoted, or sexually harassing. Post 40 will ensure work policies and conditions are free from every form of discrimination.

- a. Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
- b. No member or guest of this post shall commit sexual harassment; take reprisal action against a person who provides information on an incident of alleged sexual harassment; knowingly make a false accusation of sexual harassment; or, while serving in an elected officer position, condone or ignore sexual harassment of which he or she has knowledge or has reason to have knowledge.
- c. Sexual harassment may include, but is not limited to, intentional physical conduct that is sexual in nature, such as touching, pinching, patting, sexually oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience, displaying pictures, posters, calendars, graffiti, objects, promotional materials, reading materials, or other materials that are sexually aggressive, sexually demeaning or pornographic.

Section 2. Responsibilities:

- a. It is the responsibility of each member to ensure that any and every instance of discrimination, including sexual harassment, is reported to the Executive Committee. The Executive Committee will take all reports of discrimination seriously and ensure each instance is investigated promptly and dealt with swiftly, fairly, and effectively. Sound leadership must be the cornerstone of the effort to eliminate discrimination and sexual harassment.
- b. Each member of this post has the responsibility for carrying out the Post 40 policy on equal opportunity and prevention of sexual harassment.

Section 3. Disciplinary Action. The prohibition against discrimination will be enforced through procedures set forth in the American Legion Constitution and By-Laws. Reprisals against individuals who provide information on incidents of discrimination are

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strictly prohibited.

Section 4. It is through the continuous support of the membership displaying positive examples, commitment, and responsive actions that the American Legion Post 40 will succeed in providing an atmosphere free from any form of discrimination or sexual harassment. The officers, members, and employees of Post 40 are committed to ensuring this Post is free from member/employment discrimination and sexual harassment.

Section 5. All officers and employees of Post 40 shall sign a separate copy of this policy and the signed policy shall be retained in the Post records. Refusal to sign and/or adhere to the policies set forth herein, may result in removal from official position and termination of employment.

Elected/Appointed Post 40 Officers:

Commander

Judge Advocate

1st Vice Commander

Sergeant-at-Arms

2nd Vice Commander

Service Officer

3rd Vice Commander

Trustee

Adjutant

Trustee

Chaplain

Trustee

Finance Officer

Past Commander

Historian

DEC

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American Legion Post 40 Employees:

Lounge Manager

Employee

Assistant Lounge Manager

Employee

Custodian

Employee

Employee

Employee

Employee

Employee

Employee

Employee

American Legion Post 40 Appointed/Elected Positions:

SAL Advisor

Facebook Administrator

Bar Chairperson

Facebook Administrator

Bingo Chair

Hall Manager

Newsletter Editor

Entertainment Chair

Post Webmaster

Entertainment Chair

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Attested to this date _____

Procedure 16

Conflict of Interest Policy

Section 1. References:

- Department of Maryland Letter, dated June 27, 1999, subject: Post Officers/Post Employees.
- Ruling by the Department Judge Advocate at the Department Convention in Ocean City on July 1995.
- National Executive Committee of the American Legion ruling at the National Convention on January 15, 1926.

Section 2. A member of the American Legion can be an employee of a Post and a Post Officer, but not at the same time. If a member employee desires to run for office, and is elected: then they must give up one position or the other.

Section 3. The spouse of a Post Officer may be an employee of a Post. However, the Post Officer must remove themselves from any employment-related issues regarding the employee's spouse.

Procedure 17

Disciplinary Procedures

Section 1. For a first offense by any member/guest, a verbal warning shall be given. This warning may be given by any member of the Post 40 Executive Board present. This warning must be followed by a written report to the Commander containing details of the incident to include names, witnesses, location and any other pertinent information. This report will be maintained on file in the Post Commander's office.

Section 2. For a second offense by any member/guest, a written warning will be given by the Post Commander. A copy of this warning shall be maintained, along with any supporting documentation, in the Post Commander's office along with the prior verbal warning

Section 3. For a third offense, the Post Commander may suspend the member/guest for a period of up to 15 days. A written copy of this suspension shall be provided to the member/guest. A copy of the suspension letter along with any supporting documentation shall be maintained in a file in the Post Commander's office.

Section 4. For a fourth offense, the violation will be brought in front of the disciplinary committee for investigation. Once the investigation is completed, the Commander enforces the punishment decided by the disciplinary committee. The punishment will be a period of suspension deemed appropriate by the disciplinary committee not to exceed the mandatory punishment afforded according to the

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constitution and bylaws. A written copy of this suspension shall also be provided to the member/guest. A copy of the suspension letter along with any supporting documentation shall be maintained in a file in the Post Commander's office.

Section 5. The Post Commander shall as, necessary, appoint a Disciplinary Committee to investigate any disciplinary matter. This committee shall consist of not less than three (3) and not more than (5) members selected either from the Executive Board, the general membership or both. The members of this committee shall be current members of American Legion Post 40.

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Procedure 18

Changes to Operating Procedures

Section 1. The Executive Committee is the authority for Post operating policies and will be responsible for their issuance, along with any additions, deletions, or changes to those rules.

Section 2. Changes to the above Operating Procedures are to be effective on passage by vote at a general membership meeting by those present as noted in the General Membership Meeting Minutes.

Commander

2nd Vice Commander

Adjutant

Judge Advocate