

For
God
And
Country



We
Help
America
Work

The American Legion

J.B. Clark Post 149 • 230 East Park Ave • Escondido Ca. 92025-1811
Tel: 760-745-1159 • Fax: 760-745-1676 • www.escondidolegion.org

Standing Rules for Post 149

The following is a collection of rules and procedures compiled from motions passed at regular Post and Executive Board meetings. They are subject to change by normal meeting procedures of the Post.

Dated: September 18, 2018

A. Post Events

1. **Receipts and monies** - all event receipts, including breakfasts and dinners sponsored by, or underwritten by Post 149, will be turned into the Adjutant no later than the next business day after the conclusion of the event. A receipt bag will be provided at the clubroom bar as safe keeping for the purpose of submitting receipts and monies in the absence of the Post Adjutant.
2. **Breakfast** - Breakfast hours for this post are: Sunday 8:00 to 11:00 AM except when a special event is scheduled, menu and price should be posted in advance.
3. **Friday Dinners** - Dinner hours for this Post are Friday 6:00 to 7:00 PM, menu and price should be posted in advance.
4. **Meals at Special Events** - The price of meals at Special Events will be the responsibility of the Event Chairman. Special event meals should be conducted on days other than Friday evening, Tuesday Evening and Sunday morning.
5. **Price of meals** - The Price of regular meals (Sunday breakfast, Friday dinners and Tuesday night BBQ's) at the Post will be determined by the market value of the goods purchased.
6. **Wednesday Night BBQ** - Hours are 5:30 to 6:30 PM, menus must be posted in advance and adhered to. Groups holding BBQ's are responsible for scheduling, preparation and clean-up.
7. **Scheduling** - All events must be scheduled in advance through the Rental Agent, Adjutant's office and with the Clubroom Manager if appropriate. All regular Friday night dinners will be scheduled through the 2nd Vice Commander and reported to the Adjutant's office and to the Newsletter editor no later than the 15th of the month.
8. **Retiring and destruction of the Nations Flag** - Official Flag Retirement and destruction will be scheduled by the Post Sergeant at Arms as the need arises. The Post Adjutant or Public Relation Chairman will ensure a press release is provided to the local news media announcing the time and place of the event. Scheduling will be done sufficiently in advance to announce the ceremony in the Post newsletter.

9. **Memorial Services** - The Clubroom will be closed if the family requests the closing in due respect during a memorial service or Post Everlasting services conducted at the Post.
10. **Cleanup after events** - Any group performing an event, i.e., Dinners, Breakfasts, parties, meetings or any kind of event must clean up after the conclusion of an event or make arrangements with the Rental Agent for a paid cleanup crew.

B. Post Operations

1. **Organizational and Budget Meeting** - The incoming Post Commander will announce an Organizational and Budget meeting within two weeks of his election to that office. The purpose is to present the core of officers for the ensuing year and prepare the year's budget. All officers and committee chairmen will attend to present their needs for budget support. The officers need not be installed in their respective offices to participate. Budgets must be submitted for approval no later than July Executive Board and Post General meeting.
2. **Post Officer Additional Duties and Responsibilities**
 - a. **Second-Vice Commander.** He or she will also act as the Legion Events Coordinator, creating and organizing social events to increase Post activity and revenue. He or she is responsible for scheduling the Friday Night Dinners, Sunday Breakfasts, and coordinating meeting hall and conference room usage for all Department of California, District, Post, and tenant organization usage. He or she will also work closely with the Clubroom.
 - b. **Third-Vice Commander.** He or she will also be responsible for keeping the membership informed on special events and meetings and writing articles for the local newspapers as needed to notify the public of Post involvement in the community.
 - c. **Post Adjutant.** The Adjutant is also responsible for processing all membership applications and transfers. He or she will answer calls and direct members to the correct contact and prepare meeting agendas and solicit motions for inclusion. He or she is also responsible for ordering flags, pins, hats, etc., as well as orders memorial wall tiles and coordinates installation. Also updates Post Officer phone listings. The Adjutant shall receive all funds and payments made to the post, record and deposit them into the Post bank account, then forward the deposit documents to the Finance Officer. All requests for payment will be submitted to the Adjutant, who will validate them, then forward them to the Finance officer for action. The Adjutant will maintain office hours 4 hours a day Monday through Thursday.
 - d. **Finance Officer and/or Bookkeeper.** The Post Bookkeeper responsibilities include the entering of all financial transactions into QuickBooks, paying Post bills, issuing checks, and processing the payroll documents on the 1st and 16th of each month. The Bookkeeper will maintain office hours of 1 to 2 hours per day, depending on workload and 1 hour on the 1st and 16th of each month. The bookkeeper will be compensated at an hourly rate as determined by the Executive Board. The duties of the bookkeeper can be performed by either the Finance Officer or the Clubroom Manager at the discretion of the Executive Board.
3. **Rental Agent** - The Rental Agent will: Manage all member and non-member hall rentals, including contracts and deposits as well as memorial scheduling and post equipment rentals. Be responsible for conducting tours of the facility and conducting an in-depth explanation of the requirements and obligations of the renter prior to completing the rental agreement. Advertise and solicit customers from the local community. Document all activities and / or rentals on the white board in the conference room. Order ABC alcohol permits for rentals, as

needed. Ensure 2nd Vice Commander and the Clubroom Committee Chairman are aware of all upcoming events and / or rentals. Designate each event Post Representative and ensure they receive payment. The Rental Agent will receive a commission \$100.00 for each non-member event rental and \$50.00 for each Post member event rental.

- a. The Rental Agent may designate a Post Rental Representative for an event. See Post 149 Rental Representative Guidelines.
 - b. The Rental Agent must submit proper remittance documentation in order to be reimbursed any commission on rentals.
 - c. The Rental Agent is not entitled to receive a commission for cancelled events, regardless of the reason the event has been cancelled.
4. **Ratification of Appointed Officers, Committee Chairmen & Committee members** - The Executive Board will vote on ratification of appointed officers, committee chairmen and committee members at the June meeting or after any new appointment is made.
 5. **House Committee membership** - Members of these respective committees shall be from the Legion family, (IE. Legion, SAL and Auxiliary.) The Chairman must be a member in good standing of the American Legion. Legion members only have voting power for the expenditure of funds.
 6. **Clubroom committee membership** - Members of these respective committees shall be from the Legion family, (IE. Legion, SAL and Auxiliary.) Legion members only have voting power. The Chairman must be a member in good standing of the American Legion. Legion members only have voting power for the expenditure of funds.
 7. **Dues** - Dues for membership in this Post are \$50.00 annually and due and payable starting in July of the year prior. The Board of Directors and General Post Membership meeting must approve special considerations for dues and Honorary Life Membership.
 8. **Post Equipment** - Post equipment may no longer be loaned. Post equipment may be rented and rates will set forth by the rental agent.
 9. **Soliciting funds** - Prior to soliciting funds for special projects impacting on this Post, the special project shall be approved by the Executive Board.
 10. **Contracts** - All contracts for the Post must be approved by the Board of Directors and signed by the Finance Officer and Adjutant.
 11. **Post Meetings** - The Post meeting and Executive Board meeting will commence at 6:00 PM except for special meeting called in advance. Special meetings must have the date and time posted for all to see as per the Post By-laws.
 12. **Post installation of Officers** - The first Saturday in June each year is set aside for the Post 149 installation of Officers at the Memorial Building, Escondido, CA. No other activities are to be scheduled that day until after 5:00 PM. Hall and Patio inclusive.
 13. **50/50 Raffles** - All 50/50 raffles conducted within the Post 149 premises shall be organized by Legion Family members or recognized Veterans organizations and proceeds shall remain with same.

C. Clubroom Operations

1. **Operations** - The Clubroom Manager has responsibility for the day to day operation of the clubroom as described in his/her employment contract. He/she shall report to the Commander

on a regular basis as to any issues that may arise. He/she shall also attend and make report at Executive Board meetings.

2. **Clubroom Committee** - The Clubroom Committee will assist the Clubroom Manager with the planning and accomplishment of activities for the good of the Post as well as assist with maintaining order in the Clubroom and Patio area. Members of the Clubroom Committee shall also assist the Clubroom Manager as necessary with activities such as the monthly bar inventory.
3. **Conduct** - Members and guests causing a disturbance in the Clubroom may be ejected at the bartender's, managers, or Clubroom Committee's discretion. At the Clubroom manager's or Clubroom Committee's discretion, a member or guest may be referred to the Executive Board for further discipline.
4. **Clubroom Standing Rules** - shall be compiled by the Post Judge Advocate in cooperation with the Clubroom Committee and Clubroom Manager. These shall be submitted to the Executive Board and the Post at a General meeting for final approval and afterwards posted in the Clubroom.
5. **Discipline** - A member can be disciplined by the Clubroom Manager or Clubroom Committee for up to 30 days and must be notified in writing by mail. The Post Judge Advocate must be sent a copy of the disciplinary action for review and records. The notice can also be provided in person at the Clubroom and suspension will take place immediately. Should the Clubroom Manager or Clubroom Committee decide to discipline the member, He or She has the right to appeal to the Executive Board. If an appeal is made, the discipline shall not take effect until the appeal is heard by the E-Board. A decision to appeal must be made in writing and given to a Post Officer.

 **NOTE:** If a disciplinary action is elevated to the E-Board, further action may be taken if deemed warranted by the E-Board.

6. **Complaints** - Any complaint to be addressed by the E-Board must meet the following requirements:
 - a. The complaint must be submitted in writing and signed by the complainant within ten days of the alleged offense.
 - b. The complainant must be present at the E-Board meeting that hears the complaint and be willing to answer questions. Failure to attend the meeting will cause the complaint to be automatically rejected with no further action taken. The written complaint will be destroyed and not recorded in any manner. If the complainant has a legitimate excuse for not attending meeting, the issue will be tabled for the next scheduled meeting. Refusal to respond to any of the questions will be cause for an E-Board vote to reject the complaint.

D. Post Expenses

1. **Unbudgeted Post Expenditures** - The Commander, Finance Officer, or the membership by majority vote at a regular meeting may authorize the expenditure of unbudgeted Post funds for up to \$100.00
2. **Budgeted Post Expenditures** - Any Post officer or Chairman of the responsible committee may authorize the expenditure of budgeted funds in case of immediate need, in all other cases, expenditure must be approved by the Commander, Adjutant, Finance Officer or by majority vote of either the Board of Directors or the Post at a regular meeting.

- Emergency Expenses** - May be approved by the Commander with joint consensus of the adjutant and/or the finance officer. In absence of the Commander, the adjutant, or the Finance officer, The First Vice Commander or the Second Vice Commander may issue approval. **The** E-Board membership shall be notified of the emergency by telephone or electronic method, i.e. e-mail.

E. Rentals and Kitchen use

- Kitchen Rent** - Established at \$40.00 per use for Post organizations and \$50.00 for outside organizations as arranged with the Adjutant's office in advance. Wednesday night BBQ/burgers will be assessed a \$10.00 per use fee. The Adjutant will track and receive all kitchen rents and bill the users if necessary and report all received rents to the Finance Officer.
- Organizations** - Recognized Youth Organizations will be considered under the Post Children and Youth Program and not charged rental on the hall, patio, or conference room as long as they do not conflict with Post business. The organization must schedule with the Rental Agent/Adjutant in advance and be posted on the Monthly Event board. The \$50.00 kitchen rent may apply for the main kitchen or \$10.00 for the patio grill.
- Rentals** - All rentals and other scheduled obligations for the main hall and patio must be scheduled with the Rental Agent without exception. The Rental Agent has the discretion to set the rental fees and times with the approval of the Board of Directors. The Rental Agent shall communicate with the Clubroom Manager and Adjutant once a week to coordinate all rental needs.

F. Modification of By Laws and Standing Rules

- By Laws** - The Post Judge Advocate will maintain the By Laws of this Post and will make recommendations to the general membership.
- Standing Rules** - The Post Judge Advocate will add to or amend the Standing Rules as necessitated by action of the Board of Directors and the Post General meeting.

Approved by vote of Post membership, Dated: 9/18/18

Signed:

Post Commander



Michael S. Frank

Dated:

9/18/18

Judge Advocate



Brian L. Turpin

Dated:

9/18/18