

AMERICAN LEGION POST 75

Crestview, FL

CODE OF CONDUCT



Revision 1

9/28/2021

**Crestview Post 75
Code of Conduct**

Revision Number	Date	Description
0	7/27/2021	Original published document
1	9/28/2021	Edits Executive Committee procedures and standardizes disciplinary actions. Revision approved by General Membership.

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Article I. INTRODUCTION

This introduction defines the parameters of the Code of Conduct for American Legion Post 75. It provides all members and guests with an understanding of what is expected of them while at the Post or while attending its functions.

Section A. JURISDICTION

The American Legion, and more directly, Post 75 in Crestview, Florida is a fraternal organization governed by the Constitution and By-Laws agreed upon by the National Organization and operates for the purposes stated therein. It is, therefore, fitting and proper that the application of the efforts for Post 75 be done in a congenial and respectful manner. All public and private activities conducted either at Post 75 or by its members and affiliates away from, but in the name of, Post 75 shall there by fall under the jurisdiction of this Code of Conduct.

Section B. LEGALITY AND RESPONSIBILITY

Inasmuch as American Legion Post 75 operates a private club as a means to generate income to help fund our community service programs, it falls upon the governing body within Post 75, namely the Executive Committee, to maintain and enforce a means by which proper conduct may be ensured. Requiring that proper conduct be observed at all times is both a legal and moral responsibility of all members and the directors of Post 75. The foremost purpose and fundamental aim of Post 75 is to be of service to its comrades and to the communities in which they live. We are expected to be kind, considerate, and welcoming to members of all ages, ethnicities, and abilities regardless of their appearance or years of membership. It is therefore of prime importance that we foster and maintain good relations and an exemplary reputation with those individuals and communities. Likewise, it is our moral and civil obligation to abide by and adhere to the municipal and state statutes which govern the operation of fund-raising projects and activities operated in the name of American Legion Post 75.

All disputes or issues concerning Post Officers or affairs shall remain within the Post. A member who has an issue or dispute concerning Post business shall present the issue to the Post Executive Committee or Officer in writing. After giving the Executive Committee and Judge Advocate a chance to correct the issue, the grieved member may request the issue be brought to the District level and the Post Commander will bring it forward. Handling a grievance or dispute in any other manner may be labeled as conduct unbecoming a Legionnaire.

Section C. ENFORCEMENT

It is incumbent upon this body to provide for its members and guests, certain guidelines for behavior, dress, and conduct so that the principles set forth in Sections A and B above may be effectively observed. The guidelines presented in the following Articles are to be observed by all who participate in the functions of Post 75 (its members, their guests, and those members of the general public who attend special functions or events). Failure to do so will result in corrective action as prescribed in this document, enforced by the Executive Committee of the Post. It is the responsibility of each member of American Legion Post 75, American Legion Auxiliary Unit 75, and Sons of the American Legion (S.A.L.) Squadron 75 to ensure that these guidelines are upheld - both by personal compliance and by reporting infractions to members of the Executive Committee or their designees.

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Members:

To report an infraction, members shall complete a Code of Conduct Violation Report (Appendix A). The Violation Reports are made available in the Social Quarters (i.e., Lounge) and will be submitted to the Executive Committee for review and processing.

Executive Committee:

Disciplinary actions, as defined under Article II through Article V herein, will be processed as follows:

1. Once the written Violation Report is received by the Executive Committee, they have no more than 48 hours to meet, review the violation, and take appropriate action.
2. The Executive Committee will conduct a fair and impartial review of the facts. After a thorough review of the incident, the voting members of the Executive Committee shall determine the appropriate disciplinary action, utilizing the guidelines and recommendations set forth in this Code of Conduct.
3. **The Executive Board reserves the right to alter the recommended disciplinary actions set forth in this Code of Conduct based upon the severity of the infraction being reviewed.**
4. If the member/violator does not agree with the action(s)/decision(s) of the Executive Committee, they may appeal it to the Executive Committee and present their case. Once presented, the Executive Committee may uphold the decision, modify the decision, or defer the decision. If the member/violator still does not agree with the action(s)/decision(s) of the Executive Committee, they may appeal their case to the Post 75 Legionnaire General Membership. Once presented, the Post 75 Legionnaire General Membership may uphold or vacate the decision of the Executive Committee. This must be done by the next Legionnaire General Membership Meeting.

Article II. PROPER DRESS

This article is designed to illustrate in general and specific terms the types of dress which are either acceptable or not acceptable at functions of American Legion Post 75. Generally speaking, any clothing or manner of dress deemed as disruptive, offensive or inappropriate for the occasion may subject the wearer to be denied admission or attendance to that function. Neatness and cleanliness are desirable at all times, but will be strictly enforced at some functions. Committee authorities are within their rights to deny entrance to anyone whose appearance would diminish our efforts and/or reflect adversely upon our community reputation.

Section A. All Indoor areas of Post Property (i.e., Social Quarters, Hall, Offices, etc.)

1. Shirts and shoes are required.
2. Shirts may be sleeveless.
3. Swimwear is not considered proper dress and may not be worn.

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Section B. Special Functions

At any and all special functions, the preceding general rules will apply. In addition, dress must be considered appropriate for the occasion and must never be deemed offensive.

Disciplinary Action

- 1st Offense: Verbal warning; violator must leave and correct violation. Violator may return when violation is corrected.
- 2nd Offense: Written Letter of Reprimand from the Executive Committee; violator must leave the post and not return that day.
- 3rd Offense: Written Letter of Reprimand from the Executive Committee; minimum 30-day suspension of Post privileges.

Article III. PROPER BEHAVIOR

Only the Post Commander and/or the Executive Committee may speak on behalf of the Post, unless the Commander delegates that authority to another person. No member may commit the Post to support any activity or organization without the expressed permission of the Executive Committee.

The Post uses social media to communicate with our members and the public. There is no expectation of privacy on Post members' personal social media pages where slander, defamation, and disparaging remarks are aimed at our Post or our members. If identified, this behavior shall be considered conduct unbecoming a Legionnaire.

Unacceptable behavior on the premises of American Legion Post 75, or anywhere else when representing Post 75, can generally be described as that which is socially unacceptable conduct in any public establishment. Discipline will be administered depending on the severity of the offense which shall be labeled as conduct unbecoming a Legionnaire. The following are types of behavior which DO NOT meet socially accepted standards and which will not be tolerated anywhere on Post 75 property.

Section A. REGULATIONS

1. No arguments with officers/employees/volunteers while in performance of their duties.
2. No abusive language, name calling or mistreatment of officers/employees/volunteers/members while in service to the post.
3. No loud or disruptive arguments.
4. No excessive profanity or offensive language.
5. No sleeping in any post facility (Social Quarters, Hall, Offices) or anywhere on post property.
Exception: Legion Members traveling through in travel trailers, on a rare occasion, may sleep in their trailers on post property.
6. No loud noise outside the post facilities, unless it is a special event. All outside activities will terminate by 10pm, or when the post closes.
7. No stalking, harassment, or inappropriate touching of any member or guest.
8. No public urination or defecation outside of post facilities.

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Disciplinary Action

- 1st Offense: Verbal warning; violator must leave Post property until the next business day.
- 2nd Offense: Written Letter of Reprimand from the Executive Committee; minimum 30-day probation.
- 3rd Offense: Written Letter of Reprimand from the Executive Committee; minimum 30-day suspension of Post privileges.

Section B. DESTRUCTION OF POST PROPERTY

No intentional destruction of post facilities, equipment or machines on post property.

Disciplinary Action

- 1st Offense: Written Letter of Reprimand from the Executive Committee; minimum 30-day suspension of Post privileges; violator must pay for the repair or replacement of the property which was damaged/destroyed*
- 2nd Offense: Written Letter of Reprimand from the Executive Committee; minimum 60-day suspension of Post privileges; violator must pay for the repair or replacement of the property which was damaged/destroyed*
- 3rd Offense: Written Letter of Reprimand from the Executive Committee; minimum 120-day suspension of Post privileges; violator must pay for the repair or replacement of the property which was damaged/destroyed*

***NOTE:** Suspension may not be lifted until payment has been made to repair/replace damaged property.

Section C. FIGHTING

Fighting will not be tolerated. Any member or guest involved in a physical fight will be removed from the premises of Post 75 and will not be allowed to return to the Social Quarters or any social event until after completion of any imposed disciplinary action.

If it is determined by the Executive Committee that an individual, through no fault of his/her own, is physically attacked by another person and the individual being attacked becomes physical with the aggressor by attempting to free his/her own self, but only to the extent of stopping the attack, the defendant shall not be prosecuted with suspension or barring of Social Quarters or Post activities.

Disciplinary Action

- 1st Offense: Written Letter of Reprimand from the Executive Committee; minimum 30-day suspension of Post privileges.
- 2nd Offense: Written Letter of Reprimand from the Executive Committee; minimum 60-day suspension of Post privileges.
- 3rd Offense: Written Letter of Reprimand from the Executive Committee; minimum 120-day suspension of Post

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privileges.

Section D. INTOXICATION

Intoxication, as determined by bartender(s), officers, or Executive Committee Members to be excessive will not be tolerated. In compliance with State and local law, that person shall not be served any additional beverage during that period of operation. If that person becomes disruptive or offensive, he/she will be required to leave the premises immediately upon request and must remain off the premises for the rest of that business day.

Disciplinary Action

Should a member or guest, who is deemed intoxicated, refuse to comply with the preceding rule, he/she would then be subject to the following disciplinary actions:

- 1st Offense: Verbal warning; violator must leave Post property until the next business day.
- 2nd Offense: Written Letter of Reprimand from the Executive Committee; minimum 30-day probation; violator must leave the Post property.
- 3rd Offense: Written Letter of Reprimand from the Executive Committee; minimum 30-day suspension of Post privileges.

Section E. SMOKING

Smoking and/or vaping is not permitted inside any building, rest rooms, or office on Post property. Smoking is allowed in designated areas only.

Disciplinary Action

- 1st offense: Verbal warning.
- 2nd Offense: Written Letter of Reprimand from the Executive Committee; must leave Post property until next business day.
- 3rd Offense: Written Letter of Reprimand from the Executive Committee; minimum 30-day suspension of Post privileges.

Section F. SERVICE ANIMALS

Pets are not allowed into any Post facility at any time. Service animals are allowed into Post facilities in accordance with the Americans with Disabilities Act (ADA). **Service animals shall remain on the floor and remain on a leash and under the control of their owner.**

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Article IV. ILLEGAL ACTIVITIES

Section A. DRUG ABUSE & ALCOHOL

1. Absolutely no use, sale or possession of any illegal substances will be tolerated on Post 75 property.
2. Alcohol not purchased from the Post Social Quarters is not allowed to be opened or consumed on Post properties.

Section B. FIREARMS

1. No firearms or illegal weapons of any kind will be allowed in a building or at any event on Post property.
2. Exemptions to the above include Post Color Guard members in the performance of their duties.

Section C. GENERAL

Anything as defined as illegal by any local, state or federal law will not be tolerated on Post 75 property.

Disciplinary Action

- 1st Offense: Any person, member or guest, determined to be in violation of Article IV may be suspended from all Post privileges indefinitely. In addition, the said person may be reported to the proper authorities.

Article V. GUESTS

Section A. GUIDELINES

1. Guests may be welcomed at Post 75 and visit the private Social Quarters when invited by and accompanied by a Post member. A guest is defined as any person who does not hold membership to the Post whether through membership in the American Legion, the American Legion Auxiliary, or the Sons of the American Legion (S.A.L). Any member in good standing may invite guests to the Post. Members, however, are responsible for the conduct and actions of their guests and may be subject to disciplinary action because of rules infractions committed by their guests.
2. Minors (under the age of 17), must be accompanied by a responsible adult and under the direct supervision of that adult while on Post property. Should there be a lack of supervision or a disruption, the responsible adult will be asked to remove the minor from the Post property. Minors are not allowed to be in Post facilities after 8pm under normal circumstances. If deemed necessary by a Legionnaire Officer, minors may be required to vacate Post facilities earlier than 8pm. Minors may remain in post facilities after 8pm if they are participating in a specially sanctioned event that does not include alcohol consumption of adult participants. Minors will not stand or sit at any Post bar at any time.

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3. The following regulations apply to guests while on Post property:

- a. Guests must adhere to the same rules of conduct as American Legion Members.
- b. Guests must be accompanied by a member and must leave when that member leaves.
- c. Guests may not purchase anything while in the Social Quarters. All purchases must be made by the member for their guests(s).
- d. Members may bring a limited number of guests into the Post at one time; for example, a date/spouse and perhaps another couple, but it is incumbent on the member to be reasonable as to the number of guests brought in.

Section B. VIOLATIONS BY GUESTS

In addition to the disciplinary actions imposed upon a guest of a member for violation of the Code of Conduct, a suspension of up to six (6) months may be imposed, during which time that person will not be allowed to enter the Post as the guest of any member. Members are responsible for the conduct and actions of their guests and may be subject to disciplinary action because of rules infractions committed by their guests.

Section C. VIOLATIONS at Public Functions

As Post 75 conducts revenue producing events in which members, guests, and the public are invited, this Code of Conduct applies to all participants. All patrons must be aware of additional ramifications if interfering, arguing, or behaving in a disorderly way.

Article VI. Membership Termination

The American Legion Post 75, American Legion Auxiliary Unit 75, and Sons of American Legion (S.A.L) Squadron 75 may, pursuant to each organization's governing documents, expel a member from its organization.

In the event an organization expels one of its members, that member's privileges to visit the Post under any conditions, to include "Guest" status, will be terminated indefinitely by the Executive Committee of Post 75, provided a Letter of Notice of the expulsion is delivered by the organization to the Post Adjutant.

Upon receipt of the Letter of Notice, the Post Judge Advocate, or his designee, shall send a letter to the expelled member notifying him/her that their privileges to visit the Post have been terminated. A copy of this letter will be provided to the members of the Executive Committee, Chairs of all Committees, and Post 75 employees.

Article VII. VIOLATIONS

Section A. Reporting

1. Violations of American Legion Post 75 Code of Conduct are to be immediately verbally reported to the bartender and/or any Post Executive Committee Member.
2. A written Violation Report (Appendix A) is to be forwarded to the Executive Committee within 48 hours of the alleged violation.

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Article VIII. CONCLUSION

Section A. Member Responsibilities

1. All members and guests are expected to read this Code of Conduct set forth herein and abide thereby.
2. This Code of Conduct will be reviewed annually within 60 days after installation of officers.
3. A copy of this Code of Conduct will be posted on the Post website, Social Quarters bulletin board, and always kept behind the bar for members and guests who wish to review it.

This Code of Conduct was approved by the Executive Committee on September 28, 2021. The original signed version of this Code of Conduct will be maintained in the office files.



Chip Cihanowic
Post Commander and Chairman, Executive Committee

Tim Culbertson
Adjutant

Robert Osmon
Judge Advocate

Appendix A

American Legion - Post 75

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Violation Report

Complainant:

Name

Phone

Accused:

Name

Nature of Violation:

Please Explain in Detail - Provide Dates, Times, Names, Places, etc.

Witnesses: Please have Witnesses sign below.

1.

Witness Name

Phone

2

Witness Name

Phone

3

Witness Name

Phone

Your Signature above indicates that you may have to appear before the Executive Committee to give testimony related to the alleged violations as described above

I affirm that the descriptions stated above, as they relate to the violations, are true and complete

Signature of Complainant

Date

Received by Executive Committee Member

Date