

CONSTITUTION of American Legion, Earl E. Mitchell Post 29

PREAMBLE

For God and country, we associate ourselves together for the following purposes: To uphold and defend the Constitution of the United States of America; to maintain law and order; to foster and perpetuate a one hundred percent Americanism; to preserve the memories and incidents of our associations in the Great Wars; to inculcate a sense of individual obligation to the community, state and nation; to combat the autocracy of both the classes and the masses; to make right the master of might; to promote peace and good will on earth; to safeguard and transmit to Posterity the principles of justice, freedom and democracy; to consecrate and sanctify our comradeship by our devotion to mutual helpfulness.

Article I - Name

Section 1. The name of this organization shall be known as: Earl E. Mitchell Post 29 Glendale, Arizona of the American Legion, Department of Arizona. For working purposes only, shall be called: the Post or this Post.

Article II - Objects

Section 1. The objects and purposes of this Post shall be to promote the principles and policies as set forth in the foregoing preamble, and the National and Departmental Constitution of The American Legion.

Article III - Nature

Section 1. This post is a civilian organization and membership therein does not affect or increase liability for military or police service.

Section 2. While expecting that every member of the organization perform their full duty as a citizen according to their own conscience and understanding, this organization shall be absolutely non-political and non-sectarian, and shall not be used for the dissemination of partisan principles, nor for the promotion of the candidacy of any person seeking public office.

Section 3. Rank does not exist in The American Legion; no member shall be addressed by military or naval title in any meeting of this post.

Article IV - Membership

Section 1. Eligibility of membership in this Post shall be prescribed by the National Constitution of The American Legion.

Section 2. There shall be no form or class of membership except an active membership, and dues shall be paid annually or for life.

Section 3. Members are considered in good standing when all dues and assessments are paid and there are no outstanding charges against the member. All members in good standing are entitled to vote at any General Membership meeting.

Section 4. No person shall be a member of this Post and at the same time be a member of another American Legion Post.

Section 5. Application for membership shall be made in writing under such regulation as may from time to time be prescribed by the Post Executive Committee.

Section 6. All applications for membership shall be acted upon at the next General Membership meeting following the making of such application and shall, at such meeting, be accepted, rejected or held for further investigation and consideration. If a simple majority of the members present and voting cast their votes regarding the acceptance of said application, then such application shall be recorded as accepted.

Section 7. Members of The American Legion desiring transfer of membership to this Post shall submit a transfer application to the Post. It shall include notification from the Adjutant of the Post from which transfer is desired, relative to the status of such person in such Post. Such application shall thereupon be processed in the same manner as set forth above in connection with new members.

Section 8. An applicant for membership transfer to this Post, who has been suspended from any other Post in the American Legion for misconduct or misrepresentation, shall not be admitted in this Post until a thorough investigation has been made by the Post Membership Committee. Their recommendations will be forwarded to the Post Executive Committee. Post Executive Committee will review and forward their recommendation to the General Membership.

Section 9. A member who has been expelled from the Post for any cause may be reinstated. The request for reinstatement shall be submitted to the Membership Committee for their recommendations; then to the Executive Committee for their recommendations; and finally, to the General Membership which must render a two-thirds majority vote. The member must also have their dues paid up to date.

Section 10. The resignation of a member indebted to the Post shall take effect only when accepted by the Executive Committee. All interest of resigning members in the property or assets of the Post, and of members' resignation or dismissal shall operate as a release of assignment to the Post of all right, title and interest of such members or members in and to the property and assets of the Post.

Section 11. A member whose dues for the current year have not been paid by January First shall be classed as delinquent. If his dues are paid on or before February First, he shall automatically be reinstated. If he is still delinquent after February First, he shall be suspended from all privileges. If he is still under such suspension on June Thirtieth of such year, his membership in the American Legion shall be forfeited. A member so suspended or whose membership has been so forfeited may be reinstated to active membership in good standing by vote of the Post and payment of current dues for the year in which the reinstatement occurs.

Article V - Officers

Section 1. The officers of this Post shall be such as are specified in the By-Laws.

Section 2. All officers and Executive Committee members shall be elected annually, and they shall hold office for one year or until their successors are duly installed or as otherwise provided by the By-Laws. Any officer or Executive Committee member may be removed for cause as provided in the By-Laws. All newly elected Post Officers and Executive Committee member shall take office immediately after installation. Appointed Officers and/or Committee Chairs shall adhere to the provisions in the By-Laws.

Section 3. The duties of officers and the Executive Committee members shall be those usually appertaining to such officers or committee members and as further provided in the By-Laws.

Section 4. Every member of this Post shall be eligible to be an officer in this Post providing the following apply:

- a. The member must be in good standing, by virtue of a paid-up membership
- b. The member should not be a paid Post employee. (See By-Laws, Article 5, Section 9)
- c. The member must exhibit characteristics of loyalty, dedication to duty, and honesty. The member must further not conduct himself/herself in any way as to bring discredit or dishonor to the American Legion. If a member has been reprimanded more than one time in the prior year, they will not be eligible to run for an office in the Post.

Section 5. Qualification for Post Commander shall be to have completed one (1) term in an elected office of the Post within one (1) year of the Election year. The elected Commander shall not hold more than five (5) consecutive years as Commander. Then they must wait three (3) years to run for Commander again. The American Legion College is a requirement and must be completed before a nomination can be accepted.

Section 6. The administrative affairs of this Post shall be under the supervision of the Executive Committee. Only members of the Executive Committee have a vote at Executive Committee meetings. The Executive Committee will make recommendations to the General Membership for their final approval, except for emergency situations. The Post, and its By-Laws, may provide for such standing committees as the business of the organization may require.

Article VI - Finance

Section 1. The revenue of this Post shall be derived from annual membership dues and from such other sources as may be recommended by the Post Executive Committee.

Section 2. The amount of membership dues shall be determined by the General Membership.

Section 3. The Post shall submit that portion of the dues, paid by the members, to Department Headquarters as specified by Department and National regulations.

Section 4. The Post shall pay to the District the required per capita fee.

Section 5. No changes in dues shall be valid unless it be determined and passed upon favorably by a majority vote of the members of the Executive Committee and upon approval and ratification by a two-thirds majority vote of the members present at any General Membership meeting.

Section 6. Assessments, as distinguished from dues, shall be valid only upon a favorable vote of two-thirds of the members of the general membership.

Section 7. Annual dues are due and payable on and after July first for the succeeding calendar year.

Section 8. All Post officials handling any American Legion monies shall be properly bonded with a good and solvent bonding and surety company as surety, in an amount double the average amount of money handled in a single year. The bonds shall be provided at the expense of the Post, and such bonds shall be approved by the Executive Committee.

Section 9. The fiscal year of this Post shall begin on the first day of July of each and every year, and end on the 30th day of June in the following year.

Section 10. All Post property, books, minutes, canceled checks, bank books, excepting money, shall be turned over to the House and Club Committee seven days after the election of officers, who in turn, shall audit and examine the same and have them ready to turn over to the new officers the day they are installed.

Article VII - American Legion Auxiliary

Section 1. The Post recognizes an auxiliary organization to be known as: The American Legion Auxiliary of The Earl E. Mitchell Post No. 29.

Section 2. Membership in the Auxiliary shall be as prescribed by the National Constitution of the American Legion Auxiliary.

Article VIII - Sons of the American Legion

Section 1. The Post recognizes a subordinate organization to be known as: Sons of the American Legion of The Earl E. Mitchell Post No. 29. For working purposes only, shall be called: S.A.L.

Section 2. Membership in the S.A.L. shall be as prescribed by the National Constitution of The American Legion, Sons of the American Legion.

Section 3. The S.A.L. shall be governed by such rules and regulations as may be prescribed by the National Executive Committee and the Department of Arizona, The American Legion.

Article IX - American Legion Riders

Section 1. The Post recognizes a subordinate organization to be known as: The American Legion Riders. For working purposes only, shall be called: A.L.R.

Section 2. Membership in the A.L.R is subject to membership in The American Legion, American Legion Auxiliary, or the Sons of The American Legion and their own By-Laws.

Section 3. The A.L.R shall be governed by such rules and regulations as may be prescribed by the National Executive Committee and the Department of Arizona, The American Legion, and American Legion Post 29.

Article X - Amendments

Section 1. This Constitution is adopted subject to the provisions of the National Constitution of The American Legion and of the Department of Arizona, The American Legion. Any amendments to said National Constitution or Department Constitution that is in conflict with any provisions hereof shall be regarded as automatically repealing or modifying the provisions of this Constitution to the extent of such conflict.

Section 2. This Constitution may be amended at any regular meeting by a vote of two-thirds majority of the members of said Post attending such regular meeting, provided that the proposed amendment shall have been submitted in writing to the Post Commander for referral to the Constitution and By-Laws Committee. The proposed amendment(s) will be read at the next regular meeting of the Post and voted upon by the membership at the following regular meeting, provided that written notice shall have been given all members at their last known address at least seven days in advance of the date when such amendment(s) is to be voted upon, notifying said members that at such meeting a proposal to amend the By-Laws is to be voted upon. The Post Newsletter and Website shall be the Official Written Notice.

Article XI - Rules of Order

Section 1. All proceedings of this Post shall be conducted under and pursuant to Roberts' Rules of Order (Latest Revision) except as herein otherwise provided.

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BY-LAWS

Article I – Name

Section 1. The Post existing under these by-laws is to be known as: Earl E Mitchell Post 29, Glendale, Arizona, of the American Legion, Department of Arizona. For working purposes only, shall be called: The Post or this Post.

Section 2. The objects of this Post are set forth in the Constitution.

Article II – Officers

Section 1. The Officers of this Post shall consist of the Post Commander, Senior Vice Commander, Junior Vice Commander, Immediate Past Commander, Adjutant, Service Officer, Finance Officer, Historian, Chaplain, Sergeant-at-Arms, and Judge Advocate.

Section 2. The Post Commander, Senior Vice Commander, Junior Vice Commander, and Finance Officer shall be elected annually by the General Membership. The Historian, Judge Advocate, Chaplain, Sergeant-at-Arms, Service Officer, and Adjutant shall be appointed by the Post Commander with the approval of a majority of the Executive Committee.

Section 3. No member of the Post shall hold more than one elected office at the same time. If a member is elected to a second Post office, they shall immediately resign one of the offices. Upon receipt of the member's resignation, the Post Commander will call a special election or recommend a Post member to fill the unexpired term of office as covered elsewhere in these by-laws.

Section 4. The duties of the Post Commander shall be to preside at all General Membership and Executive Committee meetings of the Post and who shall have general supervision over the business and affairs of the Post. The Post Commander shall be the Chief Executive Officer of the Post and shall be the chairman of the Executive Committee. As the Chairman of the Executive Committee he/she shall cast a vote only in the event of a tie. He/she shall co-sign with the Finance Officer all checks disbursing monies of the Post. He/she shall make an annual report covering the business of the Post for the year and shall therein make recommendations for the ensuing year, which report shall be read at the annual meeting and a copy thereof immediately forwarded to the Department Adjutant. He/she shall enforce strict observance of the laws governing this Post. He/she shall appoint officers, committee chairmen, and committees subject to the approval of the Executive Committee. He/she shall, by virtue of his/her office, be an ex-officio member of all committees and may appoint such ad-hoc committees on an "as needed" basis as he/she may deem necessary. He/she shall insure that all reports are correctly prepared and promptly forwarded, that all business of the Post is handled in a timely manner, and that all necessary licenses and permits are obtained for proper operations. He/she shall perform such other duties as directed by the Post membership.

Section 5. The Senior Vice-Commander shall assume and discharge the duties of the Post Commander in the absence or disability of the Post Commander, or when called upon by the Post Commander. He/she shall provide such advice or assistance to the Commander as may be required. He/she shall be in charge of membership and renewals and serve as chairman of the Membership Committee.

Section 6. The Junior Vice-Commander shall assume and discharge the duties of the Post Commander in the absence or disability of the Post Commander and Senior Vice-Commander, or when called upon by the Post Commander. He/she shall provide such advice or assistance to the Commander as may be required. He/she shall oversee and direct all events and activities of the Post except as otherwise provided herein or as directed by the Commander. He/she is the Chairperson of the Activities Committee.

Section 7. The Adjutant shall have charge of and keep a full correct record of all proceedings of meetings, keep such a record as the Department and National organizations may require, render reports of membership annually or when called upon at a meeting, and shall furnish to the Senior Vice-Commander the names of all persons elected to membership, and shall advise him/her of all transfers and changes affecting the membership. He/she shall notify candidates of the election. He/she shall handle all correspondence of the Post. He/she shall maintain a roll of departed comrades. He/she shall keep accurate records and maintain files with all original books and records to be kept at the Post facilities. He/she shall make available all records, meeting minutes, and membership information to any officer or member upon request. He/she shall maintain a list of all issues that must be addressed on an annual basis to include, but not limited to, insurance, licenses, bonding, and articles of incorporation.

Section 8. The Service Officer shall assist veterans, their widows and orphans and other worthy cases brought to his/her attention in obtaining rightful benefits from federal, state, and local agencies. He /she shall serve as chairman of the Veterans' Affairs Committee. The Service Officer shall keep and maintain adequate records of the matters processed by the Veterans' Affairs Committee. He/she shall perform such other duties as may be usually incidental to the office or as may be required of him/her.

Section 9. The Finance Officer shall be chairman of the Finance Committee and shall direct the financial functions and activities of the Post. He/she shall deposit or arrange for the deposit of all Post funds in a local bank or banks and shall co-sign with the Post Commander all checks disbursing the monies of the Post. He/she shall be covered by such surety bonds in such amount as shall be fixed by the Executive Committee. He/she shall keep accurate records and maintain files with all original books and records to be kept at the post facilities in a secured, locked container.

He/she shall provide a financial report at all Executive Committee and General Membership meetings with such recommendations as he/she may deem expedient or necessary for raising funds with which to carry on the activities of the Post. All recommendations are to be reviewed by the Executive Committee and approved by the General Membership.

Section 10. The Immediate Past Commander shall serve as an advisor to the Post and Executive Committee and shall have a vote on proceedings of the Executive Committee. The Immediate Past Commander shall represent the Post at the Department Convention. If the outgoing Post Commander is unavailable, the incumbent Post Commander shall represent the Post.

Section 11. The Post Historian shall be charged with the individual records and incidents of the Post and Post members and shall perform such other duties as may properly pertain to the office as may be determined by the Post or the Executive Committee.

Section 12. The Post Chaplain shall be charged with the spiritual welfare of the Post comrades and will offer divine, but non-sectarian, service in the event of dedications, funerals, and public functions, etc. and adhere to such ceremonial rituals as are recommended by National or Department Headquarters from time to time.

Section 13. The Sergeant-at-Arms shall preserve order at all meetings. He/she shall verify that all members present and voting at any meeting are current with their dues for that membership year. He/she shall notify the Commander of all distinguished guests who may be in attendance and properly present and introduce said guests. He/she shall be the custodian of the Post Colors and have same in position to be properly presented prior to all meetings. He/she shall present and retire the Post Colors at all functions in the absence of the Color/Honor Guard. He/she shall perform such other duties as may be from time to time assigned to him/her by the Executive Committee.

Section 14. The Judge Advocate shall advise the Post officers and Executive Committee on all matters, including the instruction and interpretation of the National and Department of Arizona Constitutions and By-Laws, and shall perform such other duties as are usually incident to the office. He/she will decide and rule on compliance with all applicable guidelines to include Roberts' Rule of Order (latest revision). The Judge Advocate shall have no vote as a member of any committee, including the Executive Committee, as he/she may be required to issue a ruling at any time on the issue in question. However, he/she shall be entitled to vote as a regular member on issues brought before the General Membership. The Judge Advocate shall have a copy of the National and Department of AZ Constitution and By-Laws and Roberts Rule of Order (latest revision) so that they may be referenced and followed.

Article III – Executive Committee

Section 1. The Executive Committee shall consist of the following: Post Commander, deciding vote in case of a tie vote; Immediate Past Commander, one (1) vote; Senior Vice Commander, one (1) vote; Junior Vice Commander, one (1) vote; Finance Officer, one (1) vote; five (5) Executive Committee Members, One (1) vote each; Post Adjutant, (no vote) and Judge Advocate (no vote). The two (2) Alternate Executive Committee members shall have one (1) vote each when needed to fulfill the Executive Committee quorum.

Section 2. The Executive Committee shall have general management of all the affairs and business of this Post subject to the approval of the General Membership, except as otherwise provided herein. Voting by the Executive Committee requires a majority vote of those present, except as otherwise specified.

Section 3. The Post Executive Committee elect shall meet for organization and such other business as may come before it at the call of the Post Commander elect within 18 days prior to installation of the new officers. Thereafter, the Post Executive Committee shall meet on the first Tuesday of each month and additionally at the call of the Post Commander. The Post Commander shall call a meeting of the Executive Committee upon the joint written request of three or more members of the Post Executive Committee. Five members of the committee must

be present to constitute a quorum. The two (2) Alternate Executive Committee members should attend all Executive Committee and General Membership meetings.

Section 4. When the Executive Committee meeting minutes are read, any member of the committee may request that any portion thereof be discussed or voted upon separately.

Section 5. The Executive Committee shall direct and control such sub-committees as may be appointed and activated. It shall hear the reports of all Post committee chairmen.

Section 6. The Executive Committee shall approve the hiring of employees as may be necessary in the conduct of the business of the Post; shall authorize and approve all expenditures; shall require adequate bonds from all persons having custody of Post funds; and generally, shall have charge of and be responsible for the management of the affairs of the Post.

Section 7. No employee may be hired who is directly related, by blood or by marriage, to any member of the Executive Committee as this would result in said employee being directly supervised by his/her family member. Individuals who are employed prior to the date the family member is elected or appointed to office shall be exempted and allowed to maintain their employment. The said family member serving on the Executive Committee will refrain from voting on any issue involving the employee to include pay raises or disciplinary action.

Section 8. The Executive Committee shall have the control and management of the property, both real and personal, of the Post and may enact and enforce rules governing the use of post property by its members. (See SOP)

Section 9. The Executive Committee shall have authority to rent or lease the real estate of the Post, or any part thereof, to collect all rents and to determine and grant the use of said premises to other organizations for meeting and social purposes. A long-term lease extending beyond the term of the Executive Board shall be brought before the General Membership for approval. A majority vote of the General Membership present at a General Membership meeting called for that purpose shall be necessary to approve the long-term lease of any portion of the Post property. (See SOP)

Section 10. The Executive Committee will annually review and update, if necessary, the insurance policies protecting the Post against loss due to fire or liability.

Section 11. The Executive Committee shall have supervision of all building and remodeling. No contract for such building or remodeling shall be effective until at least three written bids have been submitted to the Finance Committee for consideration and recommendation to the Executive Committee. Bids and contracts will then be referred to the Post for approval at the General Membership meeting. The action of the Post shall not be taken until after notice shall have been given at a preceding General Membership meeting of the pendency of the said business and notice thereof mailed to all members at least seven days in advance of the date of the meeting at which such bids and contracts are to be considered. A majority vote of the members present shall be necessary to approve said building or remodeling plans.

Section 12. The Executive Committee shall have authority to sell any property, execute deeds, mortgages, notes, contracts, or long-term leases respecting the Post property, but no such

instrument shall be executed unless approved by the Post at a General Membership meeting. The action of the Post shall not be taken until after notice is given at a preceding General Membership meeting of the pendency of the said business and notice thereof mailed to all members at least seven days in advance of the date of the meeting at which such plans are to be considered. A majority vote of the members present shall be necessary to approve any of these actions.

Section 13. The Executive Committee shall have charge and control of the disbursement of all monies collected or hereafter to be collected and set aside for the purpose of building, remodeling or improving Post property. The Executive Committee shall authorize payments for necessary repairs to maintain said property in good condition. All surpluses may be invested by the Executive Committee in any investment legal in the State of Arizona for the trust funds. All expenditures of \$5,000 or more, not previously included in the Post's budget, must receive prior approval of and recommendation by the Finance Committee and be presented to the Executive Committee and then to the General Membership for final approval. They shall be revised and updated by the Finance Committee as required. All matters of finance not otherwise covered by these By-Laws shall be referred to the Finance Committee and the Executive Committee for their recommendation to the General Membership for approval.

Section 14. The Executive Committee may employ public accountants if it deems such employment necessary and proper.

Article IV – Vacancies

Section 1. If a vacancy occurs to the position of Post Commander, the normal ascendance would be for the Senior Vice Commander to move up as Post Commander. The Junior Vice Commander would move up as Senior Vice Commander. Then a special election, as set forth below, shall be called to elect a new Junior Vice Commander. If, for any reason, the Senior Vice Commander and/or Junior Vice Commander abstain, the Senior Vice Commander shall perform the duties of the Post Commander until a special election can be held. The Junior Vice Commander cannot ascend to Post Commander but could be elected at the special election.

Section 2. Should a vacancy occur of the seven Executive Committee members, the Alternate Executive Committee members with the highest number of votes from the General Election shall move up as an Executive Committee member. The second Alternate Executive Committee member shall take the position of First Alternate Executive Committee member. The member with the next highest votes for the office of Executive Committee member from the General Election shall take the position of Second Alternate Executive Committee member.

Section 3. All vacancies existing in any other elected office of the Post for any cause shall be filled by a special election, except Post Commander and Senior Vice Commander, for such purpose during the next meeting following the announcement of such vacancy to the membership of the Post in the newsletter, and the person so elected shall hold that office for the remaining term. The Post Commander shall appoint an interim member to fill any vacancy of an elected officer until such an election can be held. The Post Commander shall appoint an interim member to fill any vacancy of an appointed chairperson subject to approval by the Executive Committee.

Section 4. In the event of the death or resignation of the Immediate Past Commander, other than expiration of term of office, the next available Past Commander shall be appointed by the Post Commander to assume the unexpired term of office.

Section 5. A vacancy shall exist when a chairperson of any committee or any officer of the Post is absent from three consecutive meetings of the Post without reasonable excuse being presented to the Post Commander or the Adjutant prior to the third consecutive meeting.

Section 6. A vacancy shall exist immediately after the resignation of a Post Officer or committee chairperson, or if their absence from the community will prevent such member from handling the duties of the position to which elected or appointed.

Article V – Elections

Section 1. Nominations shall be made from the floor at the regular meeting of the Post held in April of each year.

Section 2. All nominees shall be present during the nominating proceedings, and if not, shall provide the Post Commander with written letter or memo indicating their desire to be nominated for a particular office.

Section 3. Nominations of officers shall be closed at this meeting and the name of each person nominated at this meeting shall be placed on a ballot; provided that a blank space shall be left for each position so that the name of any member may be written in.

Section 4. Voting of the officers shall take place at the meeting place of the Post on the date of the regular meeting in May of each year. The Adjutant shall have prepared and made available for the election a poll list containing the names of all members of the Post in good standing and adequate voting areas.

Section 5. The Post Commander shall designate members not running for office to act as the Election Committee. For the purpose of voting, polls shall be open from 10:00 a.m. until 6:30 p.m. on the date of the election. Each member of the Post in good standing, if present, shall be entitled to a ballot and shall, upon receipt of the ballot, forthwith take the ballot to the voting area, mark the ballot, fold it in half, and deposit it in the election box.

Section 6. Any member who signifies to the Adjutant, in writing, their inability to be present at the election of officers, at least 15 days prior to the election, shall be given a ballot which shall be tallied at the same time and place as the other ballots, providing the absentee ballot is received at least three (3) days prior to the election.

Section 7. After the polls are closed, the Election Committee shall retire and consolidate all of the election results, to include the absentee ballots, and announce the results of the election the same evening. The person(s) receiving the largest number of popular votes cast shall be declared elected.

Section 8. All officers elected shall be installed at the meeting place of the Post on the Saturday following the first Tuesday in June of each year. The regular meeting on the first Tuesday in June shall be designated as “Awards Night” for the current Post Commander.

Section 9. Members who are regularly employed by the Post and are receiving a salary shall be prohibited from holding offices in this Post during the time of their employment. Individuals who are employed prior to the date elected or appointed to office shall be exempted and allowed to maintain their employment. The Executive Committee may recommend a monthly stipend as compensation for certain positions requiring special expertise in that area. Such stipend must be approved by the General Membership and must be renewed on an annual basis. The officer or committee chairperson receiving such a stipend will be considered an independent contractor and not an employee of the Post.

Section 10. The member who is elected Finance Officer must be qualified to handle all Post moneys, keep the Post financial records, and must have some financial or budgetary background. (See SOP)

Article VI – Committees

Section 1. The Post Commander elect shall present the Committee Chairpersons for the following committees to the Executive Committee elect for their approval at the organizational meeting. The Post Commander shall serve as ex-officio member of all committees. In addition to the below named committees, the Post Commander may appoint other temporary committees on an “as needed” basis at such times as he/she deems necessary.

Section 2. Composition. Such standing committees shall consist of the members designated by the Committee Chairperson. All standing committees shall consist of an odd number of members with a minimum of three members. The chairman shall select his/her respective committee people with the approval of the Post Commander. A committee person may not be a member of more than two active/standing committees at one time. This restriction may be waived by the Commander if the needs of the Post dictate.

Section 3. Americanism Committee – The Americanism Committee shall be charged with the inspiration of patriotism and good citizenship by arrangements for proper observance of patriotic occasions. They will encourage patriotic and civic phases of instruction in schools. They will be charged with accomplishment of Americanism programs adopted by National and Department Conventions and this Post.

Section 4. The Veterans’ Affairs Committee shall have exclusive jurisdiction, oversight, and authority relative to the assertion, processing, and accomplishment of any and all rights, privileges, and benefits, and all incidents thereto, available to veterans upon proper request and authorization. They shall further investigate into all other matters involving the welfare of veterans and/or their families upon the request and authorization of any such person directly affected and shall take such steps or make such recommendations as shall appear necessary and proper. The Service Officer will serve as chairman of this committee.

Section 5. The Youth Committee shall formulate, oversee, and control such programs and activities, exclusive of sports and athletics, as may be necessary and proper, in providing wholesome activities for the children of the community generally and/or the children of members of The American Legion. They shall maintain liaison with the Scouting and Boy's State Committees.

Section 6. Scouting Committee. The Scouting Committee shall be charged with coordinating with local area Boy Scout and Venture Troops and supporting activities and programs to mentor the youth and encourage leadership and patriotism.

Section 7. Boys State Committee. The Boys State Committee shall be charged with disseminating information about Boys State to the local participating schools. They shall conduct an orientation with selectees and their parents/guardians prior to participation in the program. The orientation will include an overview of the program, the role of the American Legion, and expectations for proper dress and conduct. They may coordinate with the Auxiliary on Girl's State programs.

Section 8. Activities Committee – The Activities Committee shall have charge of all entertainment, dances, Post shows and performances. This committee will be chaired by the Junior Vice Commander.

Section 9. Finance Committee – The Finance Committee shall have general supervision over the finances of the Post, shall devise ways and means of raising finances and shall reconcile the accounts of the Finance Officer, supervise expenditures, and prepare the budget. This committee will be chaired by the Finance Officer.

a. The Budget so prepared shall cover the period to the end of the fiscal year and shall allot the proportion of the income of the Post or state the source of the funds, which may be used for any given purpose. The budget so prepared shall be submitted to the Executive Committee for their recommendations, or amendments. The Executive Committee shall then submit the approved or amended budget to the Post members where any changes, additions or deletions may be made before final approval by the Post Membership.

b. The Finance Officer shall keep a set of books showing distribution of receipts and disbursements of the Post, crediting receipts and charging disbursements of receipts and of the proper items of the budget.

c. No disbursements shall be made by the Finance Officer from any other funds on hand when the funds allocated by the Budget for a certain purpose are exhausted.

d. Nothing contained herein shall prevent the Post from engaging in any proper activities to raise funds for a special purpose not provided for by the budget or for the purpose of increasing the funds allocated by the budget for a particular purpose.

Section 10. Athletic Committee – The Athletic committee shall organize, direct and supervise all of the Post activities relating to sports, to include American Legion Baseball.

Section 11. The House and Club Committee shall make recommendations on the management of the clubroom to the Executive Committee. The House and Club Committee shall research, advertise, interview and recommend the Manager to control the Post Clubroom with approval of the Executive Committee. The Manager shall hire and remove employees he/she feels unqualified or unsatisfactory, with the approval of the House and Club Committee. They shall recommend rules and regulations for use of the Post clubrooms for approval by the Executive Committee and will enforce same. They shall ensure that all rules and regulations are posted prominently in the clubroom. They shall fix penalties for violations of the rules and regulations and prepare a standard operating procedure guide for discipline subject to the recommendation of the Executive Committee with final approval by the General Membership. They will hear and review charges of violations and will report to Executive Committee for administering penalties for such violations in accordance with said procedure guide. Appeals for penalties will be handled in accordance with procedures outlined in Article VII Section 3. They shall submit weekly and monthly reports on the operations and inventory of the clubroom to the Finance Officer for submission to the Executive Committee. They shall meet as needed during month, main meeting to be held prior to each monthly Executive Committee Meeting, on day of Executive Committee meeting.

The House and Club Committee shall properly audit the books and records of the post and the canteen not later than the end of the month following the last day of each quarterly period. They shall submit a detailed statement of such audits to the General Membership. They shall audit the records and accounts of all committees, officers, and members having to do with the receipt and expenditure of Post funds.

Section 12. Bingo Committee – The Bingo Committee shall insure the BINGO games conducted in the Post are in accordance with the rules and regulations of the State of Arizona BINGO

Commission. They shall submit monthly records and accounts to the Finance Officer for certification to the Executive Committee. The Bingo Manager and/or Bingo Supervisor shall interview and hire all Bingo Workers. All new hires, Bingo Workers, must be members of the Post Legion family.

Section 13. The Public Relations Committee shall have supervision of all public affairs not within the jurisdiction of the other committees which may affect the interest of the American Legion, and shall have charge of all matters relating to and dealing with the relationship of the American Legion with other civic bodies and organizations. They shall, with the assistance of the Adjutant, have charge of the publicity program which shall embrace all phases of dissemination of American Legion and Post programs, principles, and activities, and all other matters calculated to inform the public and the membership with respect to the contributions of the American Legion to the community, state, and nation.

Section 14. Convention Committee – The Convention Committee will be responsible for the operation, planning, and purchasing for the department convention hospitality room. The committee shall consist of its chairman, appointed by the outgoing Post Commander, and should be the Junior Vice Commander. However, it may be another person at the discretion of the Post Commander. A representative from the Ladies Auxiliary, Unit 29, shall be a member of this committee and shall be appointed by the outgoing Unit President, and should be the Junior Vice President,

or another person at the discretion of the Unit President. The membership, including the chairman shall not exceed 6 persons or less than 4 persons.

2. Purchasing of beer, wines, liquors, and related products for use in the hospitality room
 3. Purchasing, preparation, and serving of food and/or snacks in the hospitality room
 4. If necessary, the hiring of a bartender to work the hospitality room
- b. The committee can obtain assistance as needed from other post and Unit members as required to haul tables, chairs, garbage cans, etc. and assist in the hospitality room.
- c. The ultimate goal of the committee shall be to make the hospitality room as comfortable and friendly as possible. It should also have adequate items to raffle and/or sell to offset the cost of operating the hospitality room. Keys to the hospitality room will be provided only to the committee chairman, the outgoing Post Commander, the resident bartender or the primary person responsible for the hospitality room.

Section 15. Awards Committee. The Awards Committee will establish guidelines to recognize and reward volunteers and/or committee members for outstanding service to the American Legion and/or Post 29.

Section 16. Membership Committee. The Membership Committee shall have the supervision over the procuring of new members and shall make such recommendations to the Executive Committee in connection with the reinstatement of members and the eligibility of prospective members as it shall see fit. The Senior Vice-Commander will serve as chairman of this committee.

Section 17. Life and Honorary Life Membership Committee. The Committee shall consist of the Senior Vice Commander, Adjutant, two (2) Life Members, and three (3) active members-at-large.

- a. Eligibility, for Honorary Life Membership, shall be limited to Post Commanders and any current Post members who has been paid-up annually in the Legion for ten (10) years, of which they must have the last five (5) consecutive years with this Post, and who shall have rendered meritorious service to the Post may be recommended for a Honorary Life Membership.
- b. Any member, after completing fifty (50) years of service to The American Legion, shall have an automatic nomination for Honorary Life Membership in our Post. The requirement of the "last five (5) consecutive years" will be waved for this nomination.
- c. The Adjutant shall inform the Honorary Life Committee Chairman of the nominee(s) prior to or at the first Honorary Life Membership meeting. The Chairperson for this committee shall be the Senior Vice Commander. Service as an officer or committee

person or employee of the Post shall not of itself constitute meritorious service as referred to herein.

d. The Chairperson shall notify the membership, through the Newsletter and Good of the Order announcements that nominations are being accepted by the committee. This should be no later than September of each year. The nominations for selection of Honorary Life Membership shall be in writing and shall set forth in detail the meritorious service upon which the nomination is based.

e. Nominations for Honorary Life Membership shall be presented to the Chairperson on or before the regular meeting of the Post held in December of each year. All nominees must have a DD-214 or similar document on file with this Post before being considered for Honorary Life Membership. On or before March 15th the Adjutant shall prepare a report of the recommendations and the nominations of the committee and said report shall be read before the General Membership for appropriate action.

f. A majority affirmative vote of those present, taken by secret ballot, may select a member(s) for Honorary Life Membership. Said Life Membership may be conferred during the general meeting in May of each year, or at another appropriate time as deemed by the Post Commander. An Honorary Life Membership card, as deemed appropriate, will be presented to the recipient as an Honorary Life Membership Award. Nothing in this Section is construed to require an Honorary Life Membership Committee to nominate a member for this award. The recommendation(s) of the committee is final.

g. This Committee shall also be the committee for the Earl E. Mitchell Legionnaire of the Year Award. The Earl E. Mitchell Legionnaire of the Year Award is awarded to one outstanding Legionnaire of Post 29 who has shown meritorious efforts for the American Legion and Post 29. The nominee need not have ten (10) consecutive years as a paid up member in Post 29.

h. The nominations for selection of Legionnaire of the Year shall be in writing and shall set forth in detail the meritorious service upon which the nomination is based. Nothing in this section is construed to require the Life Membership Committee to nominate a member for this award. The action of the Committee is final.

Section 18. Constitution/By-Laws and SOP Committees. The Constitution/By-Laws and SOP Committees will do an annual review of these documents and make recommendations to the Commander for updates and/or changes. The final approval for changes will be made by the General Membership in accordance with Article XIII.

Section 19. Legislative Committee. The Legislative Committee shall keep the Post membership informed of all legislative information pertaining to veterans' welfare. They shall review all resolutions submitted for consideration and will reject or recommend same for presentation to District or Department. They shall encourage and advise members on issues that require their efforts.

Section 20. Building and Grounds Committee. The Building and Grounds Committee shall be responsible for making regular and periodic inspections of the building and grounds. Minor repairs of less than \$1,000 or emergency of \$1,500 or less per month may be made without prior

approval of the Executive Committee. For major repairs or improvements over these amounts, recommendations must be made to the Executive Committee along with no less than three bids. This committee is not intended to take the place of, nor oversee, the maintenance or janitorial staff. Any work beyond the capability of the maintenance or janitorial staff or volunteer help will be bid out to an outside contractor by the Executive Committee.

Section 21. Advisory Committee. The Advisory Committee shall be a group of between three (3) and five (5) Past Commanders who shall be available to advise the Commander and Executive Committee on policies and procedures of the American Legion. This committee will be composed of the three to five Past Commanders with the Committee chaired by the Immediate Past Commander. If one of these is not available, deceased, or unwilling to serve, the next Past Commander in line will be appointed by the Commander to fill the position. The Advisory Committee will:

- a. Provide advice and counsel to the current officers and Executive Committee on policies and procedures of the American Legion.
- b. Provide historical reference on past policies and procedures and reasons for change.
- c. Provide advice and guidance, when requested, to the various committees on an “as needed” basis.
- d. Serve as “ambassadors of good will” by greeting new members and guests at Post functions and in the Clubroom.

Section 22. The Honor Guard Detail – The Honor Guard Detail shall be directly responsible for requested Post Member Funeral Details and Funeral Details that are currently agreed upon through the National Cemetery. The Honor Guard Detail may accept funeral of non-post members with the agreement of the Detail Commander. The Honor Guard Detail may accept non-funeral activities.

Section 23. The Color Guard Detail – The Color Guard Detail shall be directly responsible for the posting of Colors at required Post functions and as requested by the Post Commander. The Color Guard will also do Flag Raising Ceremonies, Flag Retirement Ceremonies, and will march in local area parades as requested and with the approval of the Color Guard Commander. Outside Post Legion ceremonies, as noted above, will be performed with the approval of the Color Guard commander.

Section 24. The Election Committee – The Election Committee will consist of 4 Legion Members. One will be designated as the Election Lead and 3 Members will be designated as vote counters. The Election Lead will be responsible for overseeing counting and verifying of ballots.

Article VII – Removal from Office and Disciplinary Action

Section 1. Members of this Post may be reprimanded, suspended, or expelled from the American Legion, and officers may be reprimanded, removed from office, suspended, or expelled from membership, only upon a proper showing of cause. Charges shall be based upon disloyalty, neglect of duties, dishonesty, and conduct unbecoming a member of the American Legion. All

charges must be made under oath in writing by an accuser, and no member in good standing shall be reprimanded, suspended, or expelled, nor shall any officer be removed from office until given a fair trial as herein provided, except in situations involving the clubroom. These cases involving the clubroom will be under the jurisdiction of the House and Club Committee to investigate and report to Executive Committee.

Section 2. When charges are preferred against an officer of the Post, the Executive Committee shall commence the taking of testimony on said charges within ten days. The decision of the Executive Committee, which may be acquittal, reprimand, suspension, or expulsion, shall be reported to the General Membership forthwith and acted upon by the General Membership at its next regular meeting. The General Membership, excepting in the case of an acquittal by the trial board, may affirm, modify or reverse the findings and sentence of the trial board.

Section 3. If the General Membership suspends or expels the accused, he/she may appeal such decision to the Department Executive Committee, which shall hear and determine the issue at its next meeting following the action of the Post. The Department Executive Committee shall conduct its hearing upon the transcribed testimony heard by the trial board, oral testimony, or both. The decision of the Department Executive Committee shall be final, if appeal to it is made, otherwise the decision of the Post shall be final. The Post Executive Committee shall appoint a member or members of the Post to prosecute the charges, and the accused shall have the right to appear and defend himself/herself in person or by counsel of his/her own choosing.

Article VIII – Delegates

Section 1. Delegates and alternates to Department Convention shall be on a voluntary basis and shall so indicate their intentions to the Adjutant no less than thirty days prior to Convention date.

Section 2. Delegates and alternates to the Department Convention shall be elected by ballot by the Post at the General Membership meeting in May.

Section 3. Delegates and alternates to District and/or Department Conventions must answer the roll call by the chairperson, unless excused by the chairperson, to qualify for any payment of expense money if voted by the General Membership at a regular Post meeting. The outgoing Commander or his/her designee shall be the chairperson and will assign delegates to meeting they must attend.

Section 4. Delegates are required to prepare a written report on issues discussed at the meetings, including the various committee meetings. This report is to be presented to the General Membership at the next regular meeting.

Section 5. The delegates elected, shall meet with the Executive Committee to caucus during the May meeting (Executive Committee) to discuss candidates and issues to be presented at convention. The recommendations will be presented at the General Membership at the next regular meeting.

Article IX – Resolutions

Section 1. All resolutions of District, Department or National scope presented to this Post by a member or committee shall be germane to The American Legion purposes and policy.

Section 2. Any resolution for consideration by the Post must be in writing and presented at a regular Post meeting, approval of any resolution requires a two-thirds majority vote of members present.

Section 3. Upon the approval, two copies of the resolution shall be forwarded to District and/or the Department for action of the Resolutions Committee for consideration at the convention.

Article X – Meetings

Section 1. The General Membership meetings of this Post will be held the First Tuesday of each month.

Section 2. The Post Commander or a majority of the Executive Committee shall have the power to call a special meeting of the Post at any time.

Section 3. Upon the written request of five members, the Post Commander shall call a special meeting of the Post. Said written request must include printed names as well as signatures in order to verify current membership. The only subject to be discussed at this special meeting will be the subject specified in the request.

Section 4. Five members of the Post shall constitute a quorum at a General Membership or Special Membership meeting.

Article XI – Notices

Section 1. It shall be the responsibility of each member of this Post to inform the Adjutant of any change of address and/or telephone number as soon as possible. The Member, at their discretion, may provide to the Adjutant with their e-mail address.

Section 2. Membership lists shall not be used for any purpose other than official American Legion business.

Section 3. The Post Newsletter and Website shall be the normal and customary method of communication to the General Membership for all events and matters concerning the management of American Legion Post 29, unless an emergency meeting is needing to be called or other critical issues that may arise.

Section 4. The Post website will be an additional method of disseminating information to post members.

Section 5. Veteran motorcycle club organizations will be permitted to wear their colors on Post 29 property . Non-Veteran motorcycle organizations are NOT to wear their club colors on Post 29 property without bar manager, Rider Director or bartender approval . Bartender on duty will have final say on approval. Those in violation of any of these rules will be banned from property .

Article XII – Limitation of Liabilities

Section 1. The Post shall not incur, nor cause to be incurred, any liabilities or obligations whatsoever, which shall subject to liability any other Post, subdivision, members of The American Legion (of this, or any, Post) or individuals, corporations or organizations.

Article XIII - Amendments

Section 1. These Constitution and By-Laws may be amended at any regular Post meeting by a two-thirds majority vote of the members of said Post attending such regular meeting, provided that the proposed amendment(s) shall have been submitted in writing to the Post Commander for referral to the Constitution and By-Laws Committee. The proposed amendment(s) will be read at the next regular meeting of the Post and voted upon by the membership at the following regular meeting, provided that written notice shall have been given all members at their last known address at least seven days in advance of the date when such amendment(s) is to be voted upon, notifying said members that at such meeting a proposal to amend the By-Laws is to be voted upon. The Post Newsletter shall be the Official written notice.

Section 2. These By-Laws are adopted subject to the provisions of the National Constitution of The American Legion, and of the Department Constitution of the Department of Arizona. Any amendment to said National Constitution or Department Constitution which may conflict with any provision herein contained, shall be deemed as automatically repealed or modifying the provisions of these By-Laws to the extent of such conflict.

Article XIV - Rules of Order

Section 1. All proceedings of this Post shall be conducted under and pursuant to Roberts' Rules of Order (Latest Revision) except as herein otherwise provided.

Article XV – Post Insurance

Section 1. Effective July 1st,2021 and moving forward until rescinded, all insurance premiums due by American Legion Post 29 shall be divided and paid equally between American Legion Post 29 and the following three entities of Post 29: American Legion Riders, Ladies Auxiliary, and Sons of the American Legion.

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NOTE: ALL PROCEDURES NOT LISTED OR EARLIER DATED ARE RESCINDED.

* REQUIRES SIGNATURES BY EMPLOYEES FILLING POSITIONS. SIGNED FORMS WILL BE HELD BY THE FINANCE OFFICER.

INSTALLATION OF OFFICERS
FORMAL CEREMONY

1. The newly elected Commander will appoint the Installation Commander and the Installation Commander will appoint his Installation Team.
2. The installation of officers on installation night may be a joint ceremony for both Legionnaires and Auxiliary members.
3. Set-up of the hall for installation ceremony will be agreed upon by the newly elected Commander, Installation Commander, newly elected Auxiliary President and the Installation Officer for the Unit Auxiliary.
4. The dinners served for the installation (joint) ceremony will be decided upon by the following Current officers: Commander, President, Junior Vice Commander, Junior Vice President, Club Manager.
5. The cost of entertainment for the installation should be decided by the Current Junior Vice Commander, not to exceed \$350.00.
- 6. The price of the dinners and tickets will be controlled by the Club Manager and the Current Junior Vice Commander. (Complementary Dinners will be up to the discretion of the Newly Elected Commander.)**
7. The Current Commander, Current Auxiliary President, the installation team of the Legion, the kitchen help and servers will receive their dinners at no charge. Everyone else must to pay for their dinners.
8. The Department Commander will be given an invitation to the installation and will be presented two (2) complimentary tickets.

Approved by:
American Legion Post 29 Adjutant

Approved by:
Executive Committee

S: _____

Date: _____

INSTALLATION OF OFFICERS
NON-FORMAL CEREMONY

1. The newly elected Officers will line up, in rank order, in front of the designated installation officer. The Oath of Office will be given in mass.

Any other formalities will be decided by the in-coming Commander and will be as follows:

- a) The newly elected Commander will appoint the Installation Commander and the Installation Commander will appoint his Installation Team.
- b) The installation of officers on installation night may be a joint ceremony for both Legionnaires and Auxiliary members.
- c) Set-up of the hall for installation ceremony will be agreed upon by the newly elected Commander, Installation Commander, newly elected Auxiliary President and the Installation Officer for the Unit Auxiliary.
- d) The dinners served for the installation (joint) ceremony will be decided upon by the following Current officers: Commander, President, Junior Vice Commander, Junior Vice President, Club Manager.
- e) The price of the dinners and tickets will be controlled by the Club Manager and the Current Junior Vice Commander. (Complimentary Dinners will be up to the discretion of the Newly Elected Commander.)
- f) The Current Commander, Current Auxiliary President, the installation team of the Legion, the kitchen help and servers will receive their dinners at no charge. Everyone else must to pay for their dinners.
- g) The Department Commander will be given an invitation to the installation and will be presented two (2) complimentary tickets.

Approved by:
American Legion Post 29 Adjutant

Approved by:
Executive Committee

S: _____

Date: _____

HOUSE and CLUB COMMITTEE

In addition to the duties outlined in the Post “By-Laws” the following is provided to clarify duties specific to the House and Club Committee.

The following is an excerpt from the American Legion Officers Guide.

“Purpose: To supervise the operation of physical facilities of a Post such as a club room, American Legion Center, meeting room, etc. Supervision includes administration, responsibility for equipment, hiring and direction of employees, as authorized by Post Executive Committee and general rules applicable to the conduct of members while on the premises of the Post.”

1. This Committee is responsible for the hiring and supervising of the Club Manager. The Club Manager, with the approval of the committee, will hire and supervise those employees needed to operate and maintain Post facilities. SOP’s of said employees are covered in section series number “60-00”.
 2. This committee will establish a dress code for the employees under their control.
 3. This Committee will establish and maintain procedures for the process of suggestions and complaints received by the Post.
 4. All suggestions and/or complaints that are to be acted upon by the House and Club Committee must be signed and dated. When a suggestion or complaint is received by the Committee Chairperson that is not signed, the letter will be read by the Chairperson at the next House and Club Committee meeting and placed on file with no action taken.
 5. The House/Club Committee will review and act upon any valid suggestions and/or complaints.
- Suggestions:
 - A. The Committee Chairperson, upon receipt of a valid suggestion, will review the suggestion to determine its urgency. He will present the suggestion at the next Committee meeting. The Committee will take whatever action necessary on the suggestion. When the suggestion requires the expenditure of funds (except operational requirements) the Committee Chairperson will present the recommendation to the Executive Committee for action.
 - Complaints:
 - A. Upon receipt of a letter of a complaint against a member, the Committee Chairperson will review the complaint notify all committee members of the complaint and **establish a meeting date and time within ten (10) working days**. The Committee Chairperson will notify the accused, the complaint and any witnesses, of the date and time of the meeting, requesting that they be present at the meeting to testify. The meeting should be scheduled on a date and time when the large hall, old lounge or Auxiliary Room can be utilized.

- B. The Committee will review the complaint prior to any testimony to determine if additional information is required. The complainant should testify first to verify the written complaint and furnish any additional information. The Committee should present any questions that they may have at this time. The accused should testify after all complainants/witnesses have been heard. If there is a conflict in testimony, the committee has the right to interview each party again, separately. The Committee shall discuss the complaint and determine what disciplinary action is to be taken, if any.
 - C. Any disciplinary action taken by the Committee shall be determined by the severity of the violation and not by the position of the violator.
 - D. Upon determination of disciplinary action, a letter will be prepared and forwarded to the accused by registered mail (return receipt requested) and a copy will be forwarded to the complainant. A copy will also be placed on file for a period of one year.
 - E. A copy of the actual complaint with a copy of the Committee meeting minutes will be furnished to the Executive Committee and any action taken will become a part of the Executive Committee minutes.
6. The House/Club Committee will meet as needed. A meeting may be called/canceled at the discretion of the chairperson.
7. Each month, one (1) member of the House and Club Committee will assist the Club Manager with the monthly inventory on the first day of the month. The House and Club members may volunteer or the members may be appointed by the House and Club Chairperson. The members must contact the Club Manager prior to the first of each month for a time that the inventory will be conducted.
8. As the need arises, the House and Club Committee may be required to replace the individual(s) who are listed as Agent(s) on the Liquor license(s) owned by the Post. The replacement(s) must be a member in good standing and can qualify to the standards set forth by the State Liquor Department.

Approved by:
American Legion Post 29 Adjutant

Approved by:
Executive Committee

S: _____

Date: _____

PERFORMANCE EVALUATION
WAGE INCREASE & PROBATIONARY PERIOD

1. The Secretary shall be evaluated by the Post Adjutant.
2. The Club Manager shall be evaluated by the House/Club Committee.
3. All other employees shall be evaluated by the Club Manager. (not to include bingo workers)
The Bingo Chairperson shall evaluate the Bingo Workers.
4. Performance Evaluation - Wage Increase:
 - A. Each employee shall receive a performance evaluation at the end of one year employment, and each year of employment thereafter on his/her anniversary date.
 - B. Each employee shall be considered for a wage increase not to exceed five percent (5%) of the current salary, at the time of each performance evaluation period, if said evaluation is favorable.
5. New Employees – Probationary Period.
 - A. All new employees are automatically placed on a three-month probationary period.
 - B. At the end of the three-month probationary period, new employees will be evaluated and considered for a wage increase, not to exceed five percent (5%) of their current wage. Thereafter, employees will be evaluated on an annual basis from the date of employment.
6. All wage increases must be approved by the House and Club Committee and then presented to the Executive Committee for approval prior to final approval by the General Membership.

Approved by:
American Legion Post 29 Adjutant

Approved by:
Executive Committee

S: _____

Date: _____

TERMINATION OF EMPLOYMENT
LEAVE OF ABSENCE

TERMINATION OF EMPLOYMENT

1. Action to be taken when an employee gives notice of intention to terminate employment.
 - A. An employee who gives notice to, or indicates intention, to voluntarily terminate their employment shall immediately be interviewed by their Manager/Supervisor for the purpose of determining the reason and circumstances for termination.
 - B. If an employee voluntarily terminates, he/she will receive their final pay at the end of next pay period.
 - C. Any employee who terminates will receive the wages for hours worked and any earned vacation, not to exceed forty (40) hours annual leave and zero (0) hours sick leave.
 - D. Upon termination of each employee, he/she shall be paid full accrued vacation pay.

2. Action to be taken when an employee is terminated by the employer:
 - A. The Manager/Supervisor will provide to the Post Adjutant documentation for the termination.
 - B. The Manager/Supervisor will provide to the Post Finance Officer the total earned hours of the employee to be terminated.
 - C. The Finance Officer will contact payroll services to determine the correct amount of withholdings and net pay.
 - D. The Finance Officer will provide a final check for services rendered within 48 hours of termination.

LEAVE OF ABSENCE

(A Leave of Absence is defined as an extended period of time. i.e. 30 days, 3 months. Etc.)

1. Any Leave of Absence to be taken will be at the discretion of the Manager/Supervisor.

2. All Leave of Absences must be approved by the House and Club and/or Post Commander.

Approved by:
American Legion Post 29 Adjutant

Approved by:
Executive Committee

S:_____

Date:_____

ATTENDANCE AND REPORTING OF ABSENCE

In order for the Post to maintain an efficient operation, it is necessary that employees work regularly and be on time. On occasions where employees cannot help being absent or late in arriving at work, they must comply with the following procedures.

1. RULES OF ATTENDANCE:

- A. Employees who know ahead of time that they must be absent, or will be late in arriving to work, shall notify the Manager/Supervisor and arrange for authorization in advance so that the Manager/Supervisor may make plans to have the employee's shift covered accordingly.
- B. In a case of unforeseen emergency absence and/or illness, employees must notify the Manager/Supervisor as soon as possible, but at least one (1) hour prior to start time.

2. DIRECTIONS FOR REPORTING ABSENCE:

- A. Employees shall direct telephone calls for reporting absences to their Manager/Supervisor, Commander or representative at 623-937-3411 or 623-937-8192.

Approved by:
American Legion Post 29 Adjutant

Approved by
Executive Committee

S: _____

Date: _____

LEAVE POLICY (SICK LEAVE)

Paid sick leave may be accrued by all employees at **the rate set by the of Arizona Minimum wage law**. Accruement will begin at the time of employment.

1. A maximum of 24 hours will be carried over at the end of each calendar year.
2. The amount of sick leave taken will be deducted from the employee's sick leave credit.
3. If an employee is on sick leave and does not have enough sick leave accrued to cover the entire illness, it will be time off without pay.
4. Upon voluntary termination of a Full-Time employee, they will be paid for their accrued sick leave.

Approved by:
American Legion Post 29 Adjutant

Approved by:
Executive Committee

S: _____

Date: _____

LOTTERY – PULL TAB

1. **In the event of a vacancy or a need arises to replace those members who are listed on the licenses, the current Post Commander, will appoint a minimum of two (2) members to be listed as authorized agents**
2. **The members will be required to complete a background questionnaire and a finger print card. The State of Arizona will do the background check.**
3. **The members listed on the licenses will be responsible for maintaining the dispensers and ordering new and/or replacement card supplies. They will also be responsible for filling open lottery bins and adding stock to the pull tab bins.**
4. Monies collected from the dispensers should be counted and verified with the “Z” reports received from the dispensers. A bank has been established with a pre-set minimum amount to replace funds in the bartender’s lottery bags. The remaining monies shall be given to the Finance Officer, or their representative, for deposit in the Lottery Bank account.
5. Currently, the Lottery has to have two (2) daily reports taken for the monthly reports. One report will be taken from the Lottery Terminal on the previous days sales. The other report is taken from the dispenser on Scratcher sales.
6. There is a once a week report taken from the Lottery terminal, Sunday morning, that will show what the Lottery will charge the following Friday.

Approved by:

American Legion Post 29 Adjutant

Approved by

Executive Committee

S: _____

Date: _____

DEPARTMENT CONVENTION
FALL / MID-WINTER CONFERENCE

DEPARTMENT CONVENTION:

1. **If the Post has someone who is running for Area Commander or Department Commander, the post could operate a hospitality room.** One month prior to the Department Convention, the Out-Going Commander will appoint Legionnaires to run the Post Hospitality Room.
2. The Club Manager will work with the Out-Going Commander and hospitality workers in ordering supplies and setting up the Hospitality Room.
3. The Out-Going Commander will receive all announcement for awards and/or trophies presented to Post during the convention.
- The following rooms are to be paid for by the Post for the Department Convention:
 1. Newly elected Commander
 2. Out-Going Commander
 3. Adjutant
 4. Senior Vice Commander
 5. Junior Vice Commander
 6. Hospitality and Hosts Room (if not provided)

Note: **All rooms must be** approved by the Executive Committee, if funds are available in the budget.

FALL / MID-WINTER CONFERENCE

1. During the Mid-Winter Conference, the Commander's room will be paid for by the Post. All others will have to be approved by the Executive Committee in order to be paid for by Post.
2. The Out-Going Commander will receive all awards and/or trophies presented to the Post during the conference.

Approved by:
American Legion Post 29 Adjutant

Approved by:
Executive Committee

S: _____

Date: _____

QUEEN OF HEART - RAFFLE

This is the current operating procedures for the Queen of Heart Raffle.

1. The Commander shall designate a member of the Legion to operate the raffle as a volunteer.
2. The designated member will be allowed to have one (1) or two (2) volunteers to assist in the weekly operation of the raffle. The added volunteers will be from the Legion Family.
3. The weekly raffle will be held on Wednesday, starting at approximately 5:00 pm.
4. The current sales procedure is to sell one (1) ticket for \$1 or six (6) tickets for \$5. The buyer can purchase any number of tickets they want.
5. The buyer shall be a member of the Legion Family, from any Post and any State. Before claiming any prize, current membership card must be shown.
6. The Post will provide the roll of raffle tickets. Double ticket roll will be used with purchaser receiving half of ticket as proof of purchase.
7. The buyer must write their name on the ticket (*legible*). The signed tickets will be deposited into the raffle drum at the point of sale.
8. The cut off of sales is a 6:45 pm, and the drawing will be held at approximately 7:00 pm. This gives the workers time to count the raffle proceeds and add that total to the grand total, for reporting purposes.
9. At 7:00 pm the Designee-along with a volunteer will take the raffle drum to the members where three (3) tickets will be drawn. The Designee will select members to pull each ticket. The three tickets will be put into a separate container where they will be drawn by members for the three chances to win a prize.
10. The first and second tickets pulled will be for a \$2.75 drink chip that the raffle purchased from the lounge.
11. The third ticket with a name will be requested to come up to the card display and select a numbered envelope on the card display. The card display has fifty-four (54) numbered envelopes, with a full poker deck with two (2) jokers placed within the envelopes.

Procedure Number 10-09
Approved November 6, 2018

12. The playing card within the envelope will be removed from the display and shown to the card selector and the remaining participants. All the cards have a monetary value, as listed on the chart next to the card display. The card selector will be paid the monies listed on the chart. If the card selected is the Queen of Hearts, the selector will be paid out according to the game rules which are posted next to the Queen of Hearts board in the Club. If the prize is over \$100, the winner will receive a check.

Approved by:
American Legion Post 29 Adjutant

Approved by:
Executive Committee

S: _____

Date: _____

RENTAL OF LEGION FACILITIES

RESPONSIBLE FOR FUNCTIONAL DIRECTION: HOUSE AND CLUB COMMITTEE

AFFECTED: CLUB MANAGER AND COMMANDER

PURPOSE: ESTABLISH PROCEDURES FOR HALL RENTAL AND FEES

GENERAL: The rental of Legion facilities will be the responsibility of the Club Manager or his/her authorized representative. In the absence of the Club Manager or his/her authorized representative, the Commander is authorized to obligate the American Legion into contract for the facilities rental. The above listed personnel can enter into a rental contract.

CONTRACT: The standard Post rental contract will be prepared and signed by the Club Manager, his/her representative or the Commander, and the party renting the facilities. One copy of the contract will be clipped to the date page of the master activities book, and the original will be submitted to the Post Finance Officer. Subletting will only be permitted on approval by the Executive Committee.

- A. When subletting the Club manager will sit in on meetings of any contract group to check for legitimate cause. Legality of meeting must conform to state & federal law.
1. SECURITY RESPONSIBILITY: The Club Manager will have complete responsibility of all rentals (except in his/her absence - refer to GENERAL: above.). The Post Representative will be available during the period of the rental and remain available until completed, as outlined in their job description.
 - A. The Post security guards will patrol the parking areas and periodically investigate the interior of the buildings to ensure that all areas are being properly utilized.
 - B. Upon completion of the activity, the Post Representative will make a thorough review of the equipment and facilities to determine if any damage has been inflicted and take immediate action to correct.
 - C. The Club Manager will contact the Lessee if any portion of the facility has damage or if a theft has occurred.
 2. PROCEDURES:
 - A. Upon request for the rental of Legion facilities, the Club Manager will review the Master activities book to determine if the date is available.
 - B. The authorized rental cost and damage deposits requirements are as per the "Terms of Rental and Indemnity Agreement".

Procedure Number 20-01
Revised November 6, 2018

C. The total amount for rental is to be paid 60 Days prior to the event. The \$200.00 deposit may be returned the day after the event.

3. COMPLETE THE POST FACILITIES RENTAL AGREEMENT INCLUDING THE ACCOUNTING OF FUNDS AND SUBMIT THE ORIGINAL TO THE POST FINANCE OFFICER.

Approved by;
American Legion Post 29 Adjutant

Approved by:
Executive Committee

S: _____ Date: _____

ACCOUNTING FOR FUNDS
FINANCIAL PROCEDURES

THE FOLLOWING PROCEDURES ARE TO ESTABLISH PROCEDURES FOR THE PROPER ACCOUNTING FOR FUNDS, TO INCLUDE THE PURCHASE OF GOODS AND SERVICES.

A COPY OF THIS PROCEDURE MUST BE READ AND SIGNED BY ANY EMPLOYEE/MEMBER WHO HAS DEALINGS IN CASH EXPENDITURES.

GENERAL

1. The FINANCE OFFICER is responsible for the receipt and disbursing all funds of the Post. He/She will approve all bills for payment and may refuse payment of a bill that he/she feels is not consistent with the purchasing procedures of the Post. The only exceptions are items needed for day-to-day operations of the Lounge and Bingo operations.
2. Upon his/her election as Post Commander, the Post Commander will designate a minimum of two (2) members, in addition to the Finance Officer, to sign checks for each account maintained by the Post. The Club Manager and the Assistant Club Manager will also be eligible to sign checks on the Lounge account.
3. Before a purchase of any replacement equipment, goods and services (excess of \$1000.00) not included in the approved Post budget, shall be approved by the Finance Committee and the Executive Committee.

LOUNGE

COMPLIMENTARY DRINKS: Complimentary drinks are given to individuals for reasons indicated below. They will be rung on the cash register as complimentary drinks. Complimentary drinks are given as follows:

1. Out of state visitors upon showing their current American Legion Membership Card. **This is for the first drink only.**
2. Other visitors as approved by the Commander, Senior Vice Commander, Junior Vice Commander, Finance Officer or the Club Manager.
3. Member's birthday drink when presenting a document showing their birth date. **Must be a member of this Post family and show proof of birth date.**
4. Volunteer Workers and Post Entities with drink tickets must sign the ticket and the price of the drink marked on the ticket by the bartender. The tickets(s) will be placed in the bank bag and accounted for on the Daily Report. The ticket (s) will be rung on the appropriate register key; a receipt will not be given to the member. Tickets are issued to buy the member and their spouse and/or guests a drink. **If the cost of the beverage is more than the allotted value of the ticket, a receipt will be given for the amount in excess of that value.**

Procedure 30-01
Revised November 6, 2018

BAR SOCIAL ACTIVITIES: Bar social activity is an activity in which free food is furnished to our members for such purposes as Post birthday, holidays, etc.

Any expenses to this activity are charges as bar social activity. The Junior Vice and/or the Club Manager shall provide a list of food items used for that activity so that the food items are charged to the appropriate account.

ENTERTAINMENT/BANDS: The entertainment will be paid from the bank of the bartender, and a tax form must be signed by the lead member. The bartender will log the payout and the register tape will be annotated with the note "entertainment" and placed in to bartender's bank bag at the end of the shift.

FISH FRY:

- A. The Junior Vice shall prepare a beginning and ending inventory showing the amount of supplies utilized and the order for the following week.
- B. The Fish Fry will be given a bank as determined by the Club Manager and the Junior Vice Commander. At the end of the shift the original bank and the proceeds and the cash register "Z" report tape will be placed in the bank bag and returned to the safe.
- C. The Grill Night Fry will be given a bank as determined by the Club Manager and the Junior Vice Commander. At the end of the shift the original bank and the proceeds and the cash register "Z" report tape will be placed in the bank bag and returned to the safe.

BAR SALES:

- A. Food items sold by the bartender will be rung into the cash register as Bar income. The register tape annotated with the name of the item sold will be placed in to bartender's bank bag at the end of the shift.
- B. Items such as darts and dart equipment will be rung into the register as dart income. The register receipt tape annotated with the item sold will be placed in the bartender's bank bag at the end of the shift.
- C. Items purchased locally such as bolo ties, belt buckles, etc. and items purchased from National Emblem Sales will be rung into the register as Legion Supplies income. The register tape annotated with the name of the item sold will be placed in the bartender's bank bag at the end of the shift. A copy of the register tape will be annotated and given to the Post Secretary for inventory purposes.
- D. Money received from a vendor for such items as, the crane, pool table, etc. will be rung into the cash register under the appropriate register key. The receipt and the invoice from the vendor will be placed in the bartender's bank bag and accounted for on the Daily Report.

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Revised November 6, 2018

DINNERS:

- A. Tickets for dinners sold for Early Bird, Installation, New Years Eve, and the Commanders dinner will be rung on the appropriate Register Key as indicated in the bartender's book. A copy of the register receipt tape will be annotated with the number of the ticket(s) sold to the individual. The name of the individual purchasing the ticket will be recorded on the ticket sales register. The Post Officer responsible for the dinner will meet with the Club Manager and Finance Officer to prepare a financial statement for the dinner.
- B. Other Legion Dinners: Tickets for other dinners sponsored by the Legion will be rung on the appropriate register key as indicated in the bartender's book. A copy of the register receipt tape will be annotated with the number of the ticket(s) sold to the individual. The name of the individual purchasing the ticket will be recorded on the ticket sales register. The Post Officer responsible for the dinner will meet with the Club Manager and Finance Officer to prepare a financial statement for the dinner.
- C. Special Dinners: Tickets for dinners sponsored by other entities of the Legion Family may be sold at the bar. **THE MONEY FOR THESE TICKETS WILL NOT BE PROCESSED THROUGH THE BAR CASH REGISTER.** Monies received for these tickets **SHALL** be placed in an envelope and turned into the club manager in the bartender's bank bag and given to the sponsor of the event upon demand.

RAFFLES:

- A. Monies collected for raffles for the legion will rung into the cash register under the register key designated for raffles sales. The cash register receipt will be annotated with the purpose of the raffle, i.e., building fund, baseball, etc. Raffles for entities other than the legion will not be processed through the cash register and will be handled the same as paragraph 7C above.

CASH PAYOUTS: (Other than Entertainment) Cash pay outs from the register for items purchased by members of the Post will not be made without prior approval of the club manager or the Finance Officer. Register tape will be annotated as to the purpose of the item and the signature of the person receiving the pay out. Cash payouts will not be made if items other than those intended for Legion use are included on the register tape. The register tape and receipt will be attached to the daily report provided to the Finance Officer.

CHECK CASHING:

- A. Checks may be cashed as follows:
 - I. The checks must have Name, Address and Account Number, of the person cashing the check, pre-printed on the check. **No Counter Checks.**
- B. Checks must contain the following information:

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Revised November 6, 2018

- I. The Membership Identification Card Number.
 - II. The initials of the bartender accepting the check.
 - III. The bank deposit endorsement stamp on the back of the check.
- C. Checks returned by bank for insufficient funds:
- I. The Member who check(s) was returned will be charged, by the Post, a return fee of \$25.00 for each check. This is in addition to whatever the bank fees are.
 - II. Upon notification from the bank of insufficient funds, the Post will notify the Member, by certified letter that ALL check writing privileges are suspended until the amount of the check and return fee is paid in full. This suspension is to include Bingo, Lounge and all Post functions. Any Member who has two (2) or more checks returned will have their check cashing privileges revoked permanently.
 - III. Any Post Member that countersigns for other Legion Members, not from Post 29, is responsible for the check and fee if not paid by that Legion Member.
 - IV. A list of those Members whose check cashing privileges have been suspended will be maintained with the lounge bartenders and the bingo cashier.

RENTAL OF POST FACILITIES:

- A. When an individual or group decides to rent/lease one of the halls of Post 29, the Post Rental agreement should be completed. A deposit or initial payment shall be submitted by the lessee. A payment plan should be agreed upon that will satisfy the terms set forth in the Rental Contract.
- B. As each scheduled payment is received, the cash register receipt shall be attached to the contract and a copy of the updated payment schedule shall be given to the lessee.
- C. When the total monies have been received, within the allotted time, arrangements should be made to schedule the Post Representative and Post Security.
- D. On the following normal workday after the event, the Rental Agreement shall be completed to show total monies paid by the lessee, payouts to the Post Representative and Post Security, and any other expenses incurred from the rental.
- E. The original Rental Agreement, with the register receipt, will be forwarded to the Post Finance Officer. The Post Finance Officer will log all funds and file the Rental

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Agreement. The Club Manager should make a copy of the rental Agreement for their files.

MISCELLANEOUS:

- A. There should be little or no use of the miscellaneous bar cash register key. Any questions concerning how items should be rung into the cash register should be directed to the Club Manager and/or the Finance Officer.
- B. Monies received which have not been identified above will be rung into the cash register as miscellaneous donation and the register receipt tape will indicate the source of income.

5. LOUNGE INVENTORY:

Inventory of the Lounge will be on the first day of each month. Inventory will be performed by the Club Manager and the designee(s) of the House & Club Committee. (see paragraph 7, SOP #10-02) A completed copy of the inventory should be furnished to the Finance Officer within five (5) working days after the inventory. This inventory is to be incorporated into the Monthly Finance Report.

I have read and understand the above Accounting Procedures.

Signed: _____ **date:** _____

Approved by:
American Legion Post 29 Adjutant

Approved by:
Executive Committee

S: _____ Date: _____

DUTIES

JUNIOR VICE COMMANDER

In addition to the duties outlined in the Post “By-Laws” the following is provided to clarify duties specific to the Junior Vice Commander.

POST FUNCTIONS

1. The Junior Vice Commander is responsible for all Post “Social” functions held in the big hall and Fish Fry, except the “Early Bird Dinner”. The Junior Vice Commander shall coordinate with the Club Manager, and volunteers prior to the function to establish menu, entertainment and staffing needs. The Club Manager will be responsible for all activities within the Lounge except Fish Fry. The Junior Vice Commander shall provide assistance in preparation and/or serving at all Fish Fries.
2. When tickets are sold prior to the function, arrangements will be made to have a number of tickets put behind the bar along with a sign up sheet. All ticket sales will be rung up on the Club register. The total number of tickets sold along with a copy of the sign up sheet will be given to the Junior Vice commander. The tickets that are sold the day of the function should be handled the same as the fish fry function.

FISH FRY

1. The Junior Vice Commander will be accountable for all aspects of the Fish Fry. The Club Manager will place the order, as needed, with input from the Junior Vice Commander or designee for the Fish Fry. The Club Manager or designee will verify the delivery of all food or supplies.
2. A bank for the Fish Fry will be provided by the Club Manager or designee and will be counted by the cashier prior to the fish fry. If a discrepancy exists it should be reported to the Club Manager and he/she will verify said discrepancy. At the end of the Fish Fry the money in the cash register will be counted by the cashier and the cash register tape along with the money will be put in a moneybag and put in the safe by the bartender.
3. The Club Manager will maintain a weekly report of the approximate dinners sold and monies received. This report should also list volunteers. Then forward the report to the Post Finance Officer. A copy will be provided to the Junior Vice Commander.
4. The Junior Vice Commander will summarize the weekly reports and provide the monthly report to the Post meetings.

Procedure Number 30-02
Revised November 6, 2018

I have read and understand the above Additional Duties of the Junior Vice Commander.

Signed: _____ *date:* _____

Approved by:
American Legion Post 29 Adjutant

Approved by:
Executive Committee

S: _____

Date: _____

JUNIOR VICE COMMANDER

Post Kitchen – Operating Procedures

The American Legion Post 29 Dress Code and Rules are designed to provide a consistent appearance to our members and guests and comply with Maricopa County Health Codes.

These rules apply to everyone using the kitchen for food preparation, cooking, serving, or storing food. Everyone **Must have a Current Food Handle's card on file** at the Post so that it may produce upon request.

1. **Volunteers** must always present a clean, appearance. Well-groomed and wear clean clothing, free of holes, tears, or other signs of wear.
2. Jeans, Slacks, Capri pants or shorts but no more than **(1)** inch above the knee may be worn. Pants and Capri's are preferred for safety.
3. **NO TANK TOPS or NO SLEEVELESS SHIRTS** to be worn.
4. Athletic or non-slip shoes are to be worn while on duty. No open toed shoes No Flip Flops or Sandals to be worn.
5. All clothing worn must allow you to do the duties of kitchen task, (lifting, bending, reaching, pulling) as of not to restrain movement.
6. All Non-Alcoholic drinks must be covered and kept away from working areas, all drinks should set on top of Micro-Wave. There is to be no drinking of any alcohol during working hours. You should not be under influence of any substance while working in the kitchen
7. Hands must be washed before preparing food and after preparing each food item.
8. Hair must be pulled back or a hair net or hat can be worn.
9. Aprons were donated to the Post. After they have be used please kept away from clean ones so we can have them washed. Or you may take home to have them clean, Please bring back ASAP.
10. There is no coughing or sneezing over food. Wash hands after coughing or sneezing. Those with chronic coughs are discouraged from preparing food.
11. If you utilize the food handle's gloves, change them after touching clothes, hair or face.
12. Put items back where they belong. If you don't know where they belong, ask.
13. **All leftovers must have date codes.**

Procedure Number 30-03
Approved November 6, 2018

14. Condiment containers must be washed and sanitized the **last Friday of every month.**

15. The ‘prep’ sink is for food preparation. **No leftovers, no dirty dishes** will be washed in, or places in, the ‘prep’ sink will be cleaned after every day use.
To include the drain traps.

17. Wipe down the grill and clean it after each use.

18. **Grey tubs** must be **sanitized** and put away. Do not leave them on carts.

Tables or sinks.

19. All carts and the bussing cart will be wiped down after every event. The Bussing cart tub must be sanitized.

20. Excess (EXTRA) food will not be prepared with the expectation of taking It Home.

This applies to all post Events, including but not limited to Wednesday Grill Night and Friday Fish Fry.
Whenever feasible, Cook to Order

I have read and understand the above Additional Duties of the Procedures for the Post Kitchen.

Signed: _____ **date:** _____

Approved by:
American Legion Post 29 Adjutant

Approved by:
Executive Committee

S: _____

Date: _____

JOB DESCRIPTION
BINGO WORKERS

These procedures are established for all Post 29 bingo workers. The term "bingo worker" refers to anyone who works during the bingo session, to include the Bingo Chairman / Supervisor, whether volunteer or paid. Persons working the kitchen do not fall into this category as this area is by contract and controlled by the Legion per that contract.

COMPLIANCE WITH BINGO WORKERS PROCEDURES:

All bingo workers will be required to sign this procedure indicating that they have read and understand them. The signed procedure will be retained by the Bingo Chairman.

All Bingo Workers will sign in with the Bingo Chairman/Supervisor upon arrival and they will be assigned a workstation for the Bingo session.

For pay purposes, Bingo Workers shall not report any earlier than their set time for the assigned duties.

The dress code for ALL BINGO WORKERS will be the same as the other Post employees as set by the House and Club Committee and approved by the Executive Committee.

The following Bingo Workers are under the direct supervision of the Bingo Chairman and/or the Bingo Supervisor.

1. BINGO FLOOR WORKERS DUTIES:

- A. If the bingo session setup isn't completed, aid your fellow workers to complete the setup.
- B. On occasion, it becomes necessary to enlarge the area due to a personnel shortage. In those instances, you are required to assume the responsibilities given you by the Supervisor.
- C. After you sign in, DO NOT stand up in front and chat with the workers who are already on duty. Take your microphone and clipboard to your assigned area.
- D. You are also required to "man" your station at all times during the games. You should be readily available and alert in the event there is a winner in your area. If it becomes necessary for you to leave your area during a game, please let your fellow worker know so that your area will not be abandoned should there be a "Winner" in your absence.
- E. When a "Winner" has called "Bingo" you will call back the prescribed number to the caller for verification of the bingo. You will then proceed to the Cashier for the player's prize. Return the prize to the player and have that player sign for the prize prior to you surrendering the prize.

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Revised November 6, 2018

- F. Bingo workers are to keep the players' area free of trash and debris to the best of their ability, so the players have clean and ample room to play their bingo papers. This includes ash trays (twice during the session).
- G. An individual(s) will be assigned to the sales of "Mini Packs" and/or "Special Papers" prior to those games specified and during intermission. The remaining papers and the monies shall be returned to the cashier/Supervisor once those games commence.
- H. All other duties as assigned.

2. BINGO CALLER:

- A. The Caller, upon arrival, will be responsible for the correct placement of the caller workstation. They will activate the caller's computer and verify the game balls for the correct letter and denomination are on hand for the session. They will reexamine the bingo flash board for burned out bulbs and test the board for malfunctions.
- B. Prior to the first games the caller will request a player to verify the bingo balls are present on the console for the games.
- C. Call all of the games.
- D. Once the games begin, the caller shall refrain from any conversation or comments with the bingo players, other than calling each ball.
- E. Upon request by the Chairman/Supervisor, the caller will train a perspective caller. It will be their responsibility to train this individual.
- F. All other duties as assigned

3. BINGO CASHIER:

- A. Assist with set up.
- B. Set out Bingo papers (Check for correct numerical sequence).
- C. Refill paper stock when needed.
- D. Distribute monies for Floor Workers for sale of special papers to players.
- E. Distribute monies for sale of minis and dauber sales.
- F. Collect monies from Floor Workers selling special paper to players.

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- G. Make appropriate payout per printed schedule. Check required signatures from winning players. Issue checks for payout of \$150.00 or more. List payouts on session ledger.
- H. Set up appropriate bank for next bingo session.
- I. Complete all required Cashier paperwork.
- J. Complete Bank deposit slip.
- K. After the above is completed, turn off register, put supplies away and help with hall clean up.
- L. All other duties as assigned.

4. BINGO FRONT DESK SALES:

- A. Refill dauber containers for sale and place on front table.
- B. Set out minis and quickies on table for sellers.
- C. Check and refill Floor Workers clipboards.
- D. Update *Money Ball* board. Date stamp tickets to be sold for *Money Ball*. Keep track of monies for *Money Ball* jackpot.
- E. Responsible for operation of the Debit/Credit/Check approval Machine. Keep all receipts and run a settlement at the end of the session. Record and attach to completed Bingo Session Report. Stamp and tally checks received.
- F. Responsible for counting and recording the monies of the sale of minis and quickies.
- G. Responsible for counting and recording the monies of the sale of daubers and specialty items.
- H. Record all above transactions and complete your portions of the Bingo Session Report not previously noted.
- I. After the above is completed put supplies away and help with hall clean up.
- J. All other duties as assigned.

5. CONDUCT OF BINGO WORKERS:

Procedure Number 40-01
Revised November 6, 2018

- A. All bingo workers will always be courteous to the bingo players and other bingo workers .
- B. All complaints from players (thermostat settings, i.e., too warm or cold on one side of the room or too warm or cold enough in the front of the room, other players talking too loud, etc.) will be brought to the attention of the Bingo Chairman or Supervisor for action. No direct action shall be taken by the floor worker.
- C. Conflict between fellow bingo workers will not be tolerated! If one worker cannot get along with another worker, then those workers will work in other areas where they will not have contact with each other. At no time will anything of a derogatory nature be said of a fellow worker in front of the bingo players in areas where bingo games are being conducted.
- D. There will be no alcoholic beverages brought into or consumed in the bingo areas at any time by a bingo worker or player. It is suggested that the bingo workers should not consume alcohol within a reasonable period of time prior to a bingo session. It is against the State Law to consume alcohol while working for Bingo Operations.
- E. Will ALWAYS conduct him/herself in the proper manner. **Will not discuss Post business while on duty.**

6. CLEAN-UP RESPONSIBILITIES:

- A. All bingo workers are to clean up after each bingo session has ended. The only exception shall be the Bingo Chairman/Supervisor but only if the financial reports of the session have not been completed.
- B. The caller will move the bingo computer to its proper location based on the upcoming use of the main hall. (The Chairman/Supervisor will advise)
- C. The bingo workers in non-smoking will clean that area first and when completed, they will come to the main hall and assist in cleaning until it is finished. The workers shall see that all the trash bags at the ends of the tables are removed and placed in the dumpster in the alley. After you have made a trip to the dumpster, return to the hall to make sure that everything has been completed and no one is to finish alone. We are all responsible in seeing that all the work is done before we are permitted to leave.

7. BINGO WORKERS COMPLAINTS:

- A. Any bingo worker who feels he or she has a grievance with or about another worker or procedure will take their complaint to the Bingo Supervisor for action. If the Supervisor cannot resolve the complaint, or it is against the Supervisor, then the complaint should be taken to the Bingo Chairman. If the Chairman can not resolve the complaint a meeting may be held with the Post Commander to resolve the complaint.

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Revised November 6, 2018

8. ANNOUNCEMENTS BY WORKERS FROM THE FLOOR:

- A. No worker will make any announcement of any kind from the floor during a bingo session on the microphone without the advance approval of the Bingo Supervisor and/or the Bingo Chairman.
- B. The only use, other than verifying a bingo by a floor worker, will be to alert the front desk of an emergency such as a medical emergency or any dangerous condition the floor worker becomes aware of. Floor workers will remain in their designated work area until such time they may be asked to assist or take additional action.
- C. Should the emergency be a fire alert (i.e.) floor workers will assist in evacuating the hall in an orderly manner when necessary.
- D. When a floor worker is calling back a winning card to verify a player's bingo, they will refrain from unnecessary comments. The card number and the numbers marked by the player will be the only items transmitted.

I have read and understand the above Bingo Workers Procedures.

Signed: _____ *date:* _____

Approved by:
American Legion Post 29 Adjutant

Approved by:
Executive Committee

S: _____ Date: _____

JOB DESCRIPTION
BINGO CHAIRMAN

This position is appointed by the Post Commander and approved by the Executive Committee. It is a non-paid volunteer to oversee the Bingo operations for the Post.

1. The Chairman shall ensure that the Bingo operations comply with the rules and regulations set forth by the State Bingo Commission
2. The Chairman shall direct the Bingo Supervisor to restrict the opening of the Bingo Hall, for pay purposes, to any earlier than two and one-half hours prior to the start of Bingo paper sales. Also, the Bingo Workers shall not start any earlier than their set time for the assigned duties.
3. The Chairman is responsible for the hiring and releasing of all paid and non-paid workers in conjunction with Bingo operations. It is also his/her responsibility to insure that each worker has completed the background forms as required. This can be delegated to the Bingo Supervisor.
4. The Chairman is responsible for the completed *daily bingo report*, submitted to the Finance Officer, for compliance to Bingo rules. A completed *daily bingo report* will be submitted after each Bingo session. This can be delegated to the Bingo Supervisor.
5. The Chairman, or his/her delegate, shall report monthly to the Executive Board and the General Membership on the status of Bingo Operations.
6. Will ALWAYS conduct him/herself in the proper manner . **Will not discuss Post business while on duty.**

I have read and understand the above Bingo Chairman's Procedures.

Signed: _____ *date:* _____

Approved by:
American Legion Post 29 Adjutant

Approved by;
Executive Committee

S: _____ Date: _____

JOB DESCRIPTION
BINGO SUPERVISOR

This position is hired by the Post Bingo Chairman and approved by the Post Commander. It is a paid position to oversee the daily Bingo operations for the Post.

1. The Supervisor shall ensure that the Bingo operations comply with the rules and regulations set forth by the State Bingo Commission
2. The Supervisor shall be trained and qualified to perform any of the bingo duties. The Supervisor, when necessary, shall fill vacant positions when they arise.
3. For pay purposes, the Chairman/Supervisor shall not open any earlier than two and one-half hours prior the start of the first Bingo game.
4. The Supervisor is responsible for assisting the Chairman in hiring and releasing of all paid and non-paid workers in conjunction with Bingo operations. It is also their responsibility to ensure that each worker has completed the background forms as required.
5. The Supervisor is responsible for the Bingo floor workers. They will assign work areas and duties to the workers. The Supervisor will maintain the timecards for the paid Bingo workers and submit them in a timely manner to the Finance Officer to ensure an accurate payroll check.
6. The Supervisor will issue Complimentary Drink Tickets to all non-paid (voluntary) workers as set forth by the Executive Committee.
7. The Supervisor maybe responsible for the completing the *daily bingo report* that are submitted to the Finance Officer for compliance to Bingo rules. A completed *daily bingo report* will be submitted after each Bingo session.
8. At the discretion of the Bingo Chairman, the Bingo Supervisor shall ensure that a bank deposit has been made after each bingo session. The deposit slip shall be attached to the above-mentioned forms.
9. The Supervisor shall follow the “PROCEDURE - BINGO OPERATIONS, SOP No 40-04” when setting up and completing a Bingo session.
10. The Supervisor is responsible for the conduct / behavior of the Bingo worker.
11. Will ALWAYS conduct him/herself in the proper manner . **Will not discuss Post business while on duty.**

Procedure Number 40-03

Revised November 6, 2018

I have read and understand the above Bingo Supervisor's Procedures.

Procedure Number 40-03
Revised November 6, 2018

Signed: _____ *date:* _____

Approved by:
American Legion Post 29 Adjutant

Approved by;
Executive Committee

S: _____ Date: _____

BINGO OPERATIONS PROCEDURES

This is the current opening and operating procedures for a Bingo session.

1. The Supervisor or Chairman shall open the hall and check the hall for proper table layout. Turn on all interior lighting.
2. Check Air Conditioning thermostats and Smoke Eaters for proper settings
3. Correct any deficiency in regard to tables and chairs
4. Open exterior doors for early player arrival
5. Uncover and turn on Bingo machine. Check Bingo flash board functionality (Correct if needed)
Turn on monitors.
6. Unlock supply cabinets.
7. Provide cash bank to cashier.
8. Provide paperwork to Cashier for tracking incoming monies.
9. Supervise and assign Front Desk duties.
10. At the end of the Bingo Session, check paperwork to be sure all transactions have been recorded properly and the paperwork is complete.
11. Make sure the appropriate bank has been set up for the next Bingo Session.
12. Make sure the Bank deposit slip has been completed.
13. Place the bank, check book and deposit are into the safe.
14. Make sure that cleanup of the hall is complete, and the parking lot gate is closed.
15. Turn off the Air Conditioning units and smoke eaters. Turn off lights and lock supply cabinets.
Lock all doors and set alarm.
16. Make deposit.
17. Check Cashing:
 - A. Checks may be cashed as follows:
 - I. A Maximum amount of \$20.00 over the amount of the total cost of Bingo

Procedure Number 40-04
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Paper(s).

- II. The checks must have Name, Address and Account Number, of the person cashing the check, pre-printed on the check. NO COUNTER CHECKS.
- III. The Post will not accept a check from a Player who has outstanding checks returned for Insufficient Funds.

B. Checks must contain the following information:

- I. Proper Identification.
- II. The initials of the Cashier accepting the check.
- III. The bank deposit endorsement stamp on the back of the check.

C. Checks returned by bank for insufficient funds:

- I. Any Player whose check(s) was returned will be charged, by the Post, a return fee of \$25.00 for each check. This is in addition to whatever the bank fees are.
- II. Upon notification from the bank of insufficient funds, the Post will notify the Player, by certified letter that ALL check writing privileges are suspended until the amount of the check and return fee is paid in full. This suspension is to include Bingo, Lounge and all Post functions. Any Player who has two (2) or more checks returned will have their check cashing privileges revoked for a period of one (1) year, from the date of the certified letter.
- III. A list of those Player whose check cashing privileges have been suspended will be maintained with the lounge bartenders and the bingo cashier.

18. Debit / Credit Cards:

A. Debit or Credit Cards may be accepted as Follows:

- I. There will not be a set maximum amount of cash over the amount of the total cost of Bingo Paper(s). It will be up to the Front Desk to determine the amount based on the available funds in their bank.
- II. Proper Identification.

I have read and understand the above Bingo Operations Procedures.

Procedure Number 40-04
Revised November 6, 2018

Signed: _____ *date:* _____

Approved by:
American Legion Post 29 Adjutant

Approved by;
Executive Committee

S: _____ Date: _____

BINGO OPERATIONS – MONEY BALL

1. The Supervisor shall ensure that the Bingo operations – Money Ball complies with the rules and regulations set forth by the State Bingo Commission
2. The Supervisor is responsible for posting the value(s) of the Money Ball(s), from the previous Bingo Session prior to the sale of bingo papers. The new amount will be posted during the first (1st) game. If the player purchases a chance on the money ball, a ticket will be given to the player. This ticket must be in the possession of the player at the time a bingo is called.
3. In cooperation with the Bingo Caller, the money ball number will be determined by the first (1st) ball called in the first (1st) game. The money ball number will be posted at the same location(s) where the amounts are posted.
4. The Money Ball will not be available to be won the first three (3) games, minnies, and the final game, coverall.
5. The Money Ball will be capped at \$800 due to Bingo Commission Rules.
6. Multiple Money Balls will be posted to account for all monies paid in by players.
7. When a player(s) calls bingo on the posted money ball number and the amount is under \$150, after verification, the player will be paid in cash. If the amount is over \$150, a check must be written. If more than one (1) winner, the prize will be divided evenly and rounded up to the nearest dollar and payment will be made with the prize for the winning game. **The bingo floor worker will verify that the winner has a money ball ticket.**
8. The Money Ball prize(s) will be posted to the Verification Record for that game.

I have read and understand the above Bingo Money Ball Procedures.

Signed: _____ *date:* _____

Approved by:
American Legion Post 29 Adjutant

Approved by;
Executive Committee

S: _____

Date: _____

BAR BINGO PROCEDURES

This is the current opening and operating procedures for a Bar Bingo session. Bar Bingo is to be operated each Saturday at 1:00 pm till 4:00 pm.

1. Bar Bingo is separated by month for the five entities within the Legion Family.
 - a. American Legion Auxiliary
 - b. Sons of the Legion
 - c. The Post
 - d. Color Guard
 - e. American legion Riders
2. The Supervisor or Manager shall set up the lounge bingo area for bingo operations. This is to include the bingo machine and an estimated amount of bingo cards for sell. The set up should be completed at least one (1) hour prior to the starting time.
3. Each Legion entity should already have been in contact with their respective volunteers to properly conduct bingo operations.
4. The Volunteers needed are: A bingo caller, a cashier, two (2) floor workers.
5. BINGO VOLUNTEERS WILL NOT DRINK ALCOHOL BEVERAGES DURING THE BINGO SESSION.
6. The Supervisor shall layout the boxes of card in the order of sale.
7. At 1:00 pm the bingo rules are read then floor workers will begin the sale of card to the players. Those workers should make contact with each patron to determine if they will be playing bingo that day.
8. When the floor has been covered and the monies have been turned into the Cashier, the bingo caller can start. The Caller will continue to call out number until a player has called "BINGO". A floor worker will retrieve the card from the player and call back the appropriate numbers to the caller to verify the winning card. If it is a winning card the designated floor worker will have the winning player complete the form and make the winning payout. In the case where there are multiple winners, the cashiers should divide the prize and provide that money to the floor worker to distribute.
9. No game will start after 4:00 pm.
10. Payouts for all bingos will be paid at a 50/50 split between the game winner(s) and the Post with the exception of a bingo that is won on the number 29 which will pay a 70/30 split between the game winner(s) and the Post and the final game of the session which will be a cover all and will be paid at a 60/40 split between the game winner(s) and the Post.

Procedure Number 40-06
Approved November 6, 2018

I have read and understand the above Bar Bingo Workers Procedures.

Signed: _____ *date:* _____

Approved by:
American Legion Post 29 Adjutant

Approved by:
Executive Committee

S: _____

Date: _____

JOB DESCRIPTION
CLUB MANAGER

1. Under the direction of the Chairman of the House and Club Committee, plans, coordinates and directs the daily activities of the American Legion Post 29 Club. Manages the affairs of the club and coordinates with the Junior Vice Commander to provide entertainment and service to members and their guests. This is to include Fish Fry and Special Functions. (See #7)
2. Supervises employees, assigns work schedules, provides orientation and on the job training in their job duties. Keeps daily time records, balances time records, and gives to the Finance Officer to prepare payroll. Interviews employees, hires, suspends and dismisses personnel according to the procedures as set forth by the House and Club Committee.
3. Evaluates employees and recommends to the House and Club Chairman all pay increases and prepares performance evaluations on all employees yearly. (per SOP 10-03)
4. Schedules bartenders, waitresses, community service and custodial personnel in their daily assignments. Keeps them abreast of changes in their duty assignments. Reviews their work, inspects premises and equipment daily for cleanliness and conformity to sanitary regulations on a weekly basis.
5. Estimates, requisitions and purchases all liquor, beer, food and other supplies needed in the operation of the club, and conducts an inventory on the first day of each month. Arranges catering and other special services and adjusts complaints regarding services. Maintains daily inventory of major bar items.
6. Daily counts cash, checks, etc.; balances the cash on hand, prepares a daily transaction report showing monies received by each account. Discusses irregularities with the Bookkeeper and Finance Officer and makes recommendations to change. Makes twice per week deposits in the bank on various club accounts. Maintains a cash balance on hand, as required.
7. Assists the Post Officers, Legion Riders, Auxiliary Officers, SAL and Bingo Chairman with their programs and functions.
8. Complies with State Liquor Control laws and enforces same.
9. Complies with County Health Department laws and enforces same. Must have a current Maricopa County "Certified Food Service" certificate.
10. Will furnish to all paid employees a copy of their job description and obtain a signed statement acknowledging their responsibilities. Statement will be put in the employee's file.
11. Will ALWAYS conduct him/herself in the proper manner.
- 12. Has the authority to expel any member or bonified guest, for just cause, from the Post Clubroom for a minimum of seventy-two (72) hours.**

Procedure Number 60-01
Revised November 6, 2018

13. Club Manager shall work one (1) day shift and 1 (one) night shift per calendar month.

I have read and understand the above Club Manager's Procedures.

Signed: _____ *date:* _____

Approved by:
American Legion Post 29 Adjutant

Approved by:
Executive Committee

S; _____

Date _____

JOB DESCRIPTION
ASSISTANT CLUB MANAGER

In the absence of the Club Manager.

1. Under the direction of the Club manager, plans, coordinates and directs the daily activities of the American Legion Post Club.
2. Supervises employees and assigns work schedules. Keeps daily time records, balances time records, and gives to the Finance Officer to prepare payroll
3. Assists Club Manager with evaluates on employees.
4. Schedules bartenders, waitresses, community service and custodial personnel in their daily assignments. Keeps them abreast of changes in their duty assignments. Reviews their work, inspects premises and equipment daily for cleanliness and conformity to sanitary regulations.
5. Requisitions and purchases all liquor, beer, food and other supplies needed in the operation of the club.
6. Daily counts cash, checks, etc.; balances the cash on hand, prepares a daily transaction report showing monies received by each account. Discusses irregularities with the Bookkeeper and Finance Officer and makes recommendations to change. Makes twice per week, deposits in the bank on various club accounts. Maintains a cash balance on hand, as required.
7. Assists the Post Officers, Legion Riders, Auxiliary Officers, SAL and Bingo Chairman with their programs and functions, in the absence of the club manager.
8. Complies with State Liquor Control laws and enforces same.
9. Complies with County Health Department laws and enforces same. Must have a current Maricopa County "Certified Food Service" certificate.
10. Will ALWAYS conduct him/herself in the proper manner .
11. Has the authority to expel any member or bonifed guest, for just cause, from Post property for a minimum of seventy-two (72).

I have read and understand the above Assistant Club Manager's Procedures.

Signed: _____	date: _____
Approved by: American Legion Post 29 Adjutant	Approved by: Executive Committee
S: _____	Date _____

JOB DESCRIPTION
BARTENDER, DAY

1. Under the supervision of the Club Manager, or his/her designated representative, mixes and serves alcoholic and non-alcoholic beverages to members and their guests.
2. Complies with State Liquor Control Laws and enforces same.
3. Verifies all membership cards prior to initial serving.
4. Following standard recipes, mixes ingredients, such as liquor, soda, water, sugar and bitters to prepare cocktails, other drinks, etc. Serves wine, draft/bottle/canned beer. Collects monies and makes change for drinks served. Slices fruits to garnish drinks. Makes coffee and popcorn.
5. Washes glasses with soap, rinses and places on drain area to dry. Replaces glasses on back bar or in cooler. Using damp cloth, wipes bar counter when needed. Empties cigarette ash trays from time to time during course of the shift.
6. At least twice a week bartender is responsible for washing all glasses stored on back bar. Remove glasses, wash counter with a damp cloth, return glasses to bar, and stack in proper place. With a damp cloth, wipe all bottles, shelves and return bottles to proper place.
7. At close of shift, places all cash and checks in storage bags. Places bar bank in safe.
8. When the Club Manager, or his/her representative, is not available, receives deliveries of liquor, beer and other supplies from vendors. Checks deliveries against bill and pays vendor for merchandise received. Signs bill and writes a check. Attaches bill with check number for turn-in at close of the day.
9. Complies with State Lottery Laws and Rules. (See SOP #10-7)
10. Shall perform other duties as assigned.
11. Is responsible for making his/her time in/out on the proper time sheets provided.
12. Will ALWAYS conduct him/herself in the proper manner. **Will not discuss Post business while on duty.**
13. Is responsible for notifying Club Manager in case of unforeseen emergency absence and/or illness. Employees must notify the Club Manager as soon as possible, but at least one (1) hour prior to start time.
14. **Bartender on duty is accountable for all money received.**
15. Is responsible for keeping his/her work area clean.

Procedure Number 60-02
Revised November 6, 2018

- 16. Complies with all policies and procedures as set forth by the Club manager and the House and Club Committee.
- 17. Has the authority to expel any member or bonified guest, for just cause, from the Post Clubroom for a maximum of twenty-four (24) hours.

I have read and understand the above Day Bartender's Procedures.

Signed: _____ *date:* _____

Approved by
American Legion Post 29 Adjutant

Approved by:
Executive Committee

S: _____ Date: _____

JOB DESCRIPTION
BARTENDER, NIGHT
LOUNGE / SERVICE BAR

1. Under the supervision of the Club Manager or his/her designated representative, mixes and serves alcoholic and non-alcoholic beverages to members and their guests.
2. Complies with State Liquor Control Laws and enforces same.
3. Verifies all membership cards prior to initial serving.
4. Following standard recipes, mixes ingredients, such as liquor, soda, water, sugar and bitters, to prepare cocktails and other drinks; serves wine, draft/bottle/canned beer. Collects monies and makes change for drinks served. May slice fruit to garnish drinks.
5. Washes glasses with soap, rinses and places on drain area to dry. Replaces glasses on back bar or in cooler. Using a damp cloth wipes bar counter when needed. Empties ash trays from time to time during course of the shift.
6. When working at the service bar (Hackl Hall), stocks liquor and other beverages from main bar prior to opening. May be designated as service bartender. This set-up is for Rental activities and special Post functions.
7. Restocks all beer and liquor at the close of the shift. Places beer in coolers, stacking neatly in designated places in cooler.
8. At close of shift, places all cash and checks in storage bags with the cash and all receipts. Always places bar bank in safe and locks safe.
9. Shall perform other duties as assigned.
10. Is responsible for making his/her time in/out on the proper time sheets provided.
11. Will conduct him/her self in the proper manner AT ALL TIMES. **Will not discuss Post business while on duty**
12. Is responsible for notify the Club Manager in case of unforeseen emergency absence and/or illness. Employees must notify the Club manager as soon as possible, but at least one (1) hour prior to start time.
13. Is responsible to ensure that both building are secure and that both alarms are set upon close of business. Contact the Club manager if any questions arise.
14. Bartender on duty is accountable for all money received.
15. Complies with all policies and procedures as set forth by the Club manager and the House and

Procedure Number 60-03
Revised November 6, 2018

Club Committee.

16. Has the authority to expel any member or bonified guest, for just cause, from the Post Clubroom for a maximum of twenty-four (24) hours.

I have read and understand the above Night/Service Bar Bartender's Procedures.

Signed: _____ *date:* _____

Approved by:
American Legion Post 29 Adjutant

Approved by:
Executive Committee

S: _____ Date: _____

BARTENDER PROCEDURES

1. Check all members for current membership card. **NO EXCEPTIONS!**
2. **If the Post is cited by either State or Local authorities for a liquor law violation, the bartender on duty at the time of the citation will be held responsible for the amount of the fine. The amount of the fine will be deducted from that bartender's pay checks at an agreed upon rate, but not less than \$100.00 per pay period. If the bartender does not authorize the deduction, they will be dismissed for cause.**
3. On occasion Legion Business is discussed at the bar, employees SHALL not participate in these discussions.
4. **All bartenders MUST comply with the dress code as prescribed by the House and Club Committee.**
5. A member's guest will arrive with the member and leave when the member leaves. When a member arranges to meet their guest at the Post and the guest arrives earlier than the member, they can only purchase non-alcohol drinks and cannot sit at the bar.
6. **Special Foods: The Club Manager will determine and post any food offerings.**
7. Special Drinks: Sunday, 10:00 AM until noon, Bloody Marys. On certain Post functions a special drink may be offered. (To be determined by Club Manager)
8. DUES PAID AT BAR:
 - A. Only American Legion memberships get rung in register.
 - B. Auxiliary and S.A.L. - place in containers provided.
9. Happy Hours: Monday – Sunday 10 AM to 12 Noon & 4 PM to 6 PM. Or as designated by the House and Club Committee.
10. Price list:
 - A. Price list for hats, pins, bolos, is in the glass cabinet.
 - B. Price list for drinks is under the register and color code is on the bottles.
11. At the end of each day or prior to the bar opening the following day, the cash register will be "X"ed out by the Club Manager or his/her representative. That portion of the tape will be maintained by the Club Manager for verifying daily sales. The tape will then be forwarded to the Finance Officer.
12. If someone calls concerning a funeral. Take their name and phone number and give them to the Honor Guard Commander.

Procedure Number 60-04
Revised November 6, 2018

13. If someone calls concerning the Post Veterans Service Officer, take their name & phone number, put in Service Officer folder.

I have read and understand the above Bartender Procedures.

Signed: _____ *date:* _____

Approved by:
American Legion Post 29 Adjutant

Approved by:
Executive Committee

S: _____ Date: _____

**JOB DESCRIPTION
CUSTODIAN**

1. Under the supervision of the Club Manager or his/her designated representative, keeps club in a clean and orderly condition, performing any and all of the following duties:
 - A. Empties trash containers into dumpsters; cleans containers and replace plastic liners.
 - B. Tidies outside premises of building and grounds; picks up paper and trash. Sweeps walks or washes down when needed.
 - C. Stacks tables and chairs not in use and may set up tables and chairs and other equipment for various functions.
 - D. May perform minor repair to chairs, tables and other equipment when needed.
 - E. Shall perform other duties as assigned.
2. Is responsible for marking his/her time in/out on proper time sheets provided.
3. Will conduct him/her self in the proper manner at all times.
4. Is responsible for keeping his/her work area clean.
5. Complies with all policies and procedures as set forth by the Club Manager and the House and Club Committee.
6. Will conduct him/herself in the proper manner AT ALL TIMES. **Will not discuss Post business while on duty.**

I have read and understand the above Custodian's Procedures.

Signed: _____ *date:* _____

Approved by:
American Legion Post 29 Adjutant

Approved by:
Executive Committee

S: _____

Date: _____

JOB DESCRIPTION
WAITRESS, COCKTAIL

1. Under the supervision of the Club Manager or his/her designated representative, serves alcoholic and non-alcoholic beverages to members and their guests in the club lounge or bingo hall.
2. Verifies all membership cards prior to initial service.
3. Complies with State Liquor Control laws and enforces same.
4. Takes orders from patrons, orders drinks from bartender at service bar, serves drinks, collects money and makes change.
5. Receives cash bank from bartender and is accountable to return funds to the bar at the conclusion of the shift.
- 6. The Waitress on duty is accountable for all money received.**
7. Collects glasses from tables and returns to the service bar; empties ashtrays and cleans tables with damp cloth.
8. Shall perform, other duties as assigned.
9. Is responsible for marking his/her time in/out on the proper time sheets provided.
10. Will conduct him/her in the proper manner AT ALL TIMES.
11. Is responsible for notifying Club Manager in case of unforeseen emergency absence and/or illness. Employees must notify Club Manager as soon as possible but at least one (1) hour prior to start time.
12. Is responsible for keeping his/her work area clean.
13. Complies with all policies and procedures as set forth by the House and Club Committee.
- 14. Will conduct him/herself in the proper manner AT ALL TIMES. Will not discuss Post business while on duty.**

I have read and understand the above Cocktail Waitress' Procedures.

Signed: _____ **date:** _____

Procedure Number 60-06
Revised November 6, 2018

Approved by:
American Legion Post 29 Adjutant

Approved by:
Executive Committee

S: _____ Date: _____

**JOB DESCRIPTION
DISHWASHER**

1. Performs any combination of the following duties to maintain kitchen work area, equipment and utensils in a clean and orderly condition under the direction of Club Manager. Washes silver and dishes by hand or machine, using soap, degreaser material, rinses and stacks in trays to dry. May dry silver and dishes using towel, and places silver trays and dishes in cabinet for storage.
2. Washes pots, pans and large containers; drains or dries, and stores in pantry or cabinets.
3. Cleans all tables, counters and fryers using degreaser and water, and tidies kitchen area prior to leaving.
4. Locks all kitchen doors at the conclusion of the shift.
5. Complies with all policies and procedures as set forth by the Club Manager and the House and Club committee.
6. Responsible for marking his/her time in/out on the proper time sheets provided.
7. Will conduct himself/herself in the proper manner AT ALL TIMES.
8. Is responsible for notifying the Club Manager in sufficient time for a replacement in the event he/she is unable to work due to illness or injury.
9. Is responsible for keeping his/her work area clean.
10. Will conduct him/herself in the proper manner AT ALL TIMES. **Will not discuss Post business while on duty.**

I have read and understand the above Dishwasher's Procedures.

Signed: _____ *date:* _____

Approved by:
American Legion Post 29 Adjutant

Approved by;
Executive Committee

S: _____

Date: _____

JOB DESCRIPTION
POST REPRESENTATIVE AND POST SECURITY

POST REPRESENTATIVE

1. This position represents Post 29 at Special Functions and Rental of Facilities.
2. Under the direction of Club Manager, will maintain a presence at the function/rental at all times. Will guard Post property against fire, theft and vandalism. (See Item #15, Terms of Rental and Indemnity Agreement)
3. May keep order in building to prevent disturbances. Answers questions and gives information upon request.
4. Reports all irregularities to the Club Manager or his/her designated representative.
5. Shall perform other duties as assigned.
6. Will conduct him/herself in the proper manner AT ALL TIMES. **Will not discuss Post business while on duty.**
7. Is responsible for notifying the Club Manager in sufficient time for a replacement in the event he/she is unable to work due to illness or injury.
8. Complies with all policies and procedures as set forth by the House/Club Committee

POST SECURITY

1. This position performs security for Post 29 Special Functions and Rental of Facilities.
2. Under the direction of Club Manager, will guard Post property and vehicles parked in the parking areas against fire, theft and vandalism. Tours periodically the buildings and grounds; watches for and reports irregularities such as fire, attempted theft and vandalism.
3. Patrols parking area and premises. May keep order in building to prevent disturbances. Answers questions and gives information upon request.
4. Reports all irregularities to the Club Manager or his/her designated representative.
5. Shall perform other duties as assigned.
6. Will conduct him/herself in the proper manner AT ALL TIMES. **Will not discuss Post business while on duty.**
7. Is responsible for notifying the Club Manager in sufficient time for a replacement in the event he/she is unable to work due to illness or injury.

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- 8. Is responsible for keeping his/her work area clean.
- 9. Complies with all policies and procedures as set forth by the House/Club Committee.

I have read and understand the above Watchman's Procedures.

Signed: _____ *date:* _____

Approved by:
American Legion Post 29 Adjutant

Approved by:
Executive Committee

S: _____ Date: _____

JOB DESCRIPTION
POST SECRETARY

Under the supervision of the Commander/Adjutant of the Post the secretary will perform any and all clerical and secretarial duties as described below:

1. Processes all new and renewal memberships, and transfers into Post 29 on a daily basis. Record the date the membership was paid, and the transmittal number used to transmit to Department in the Master Membership Roster. For a new member, the name will be recorded on the temporary roster page of the Master Membership Roster and will include the name of the recruiter.
2. Prepare a Membership Data Form for any changes for a member that must be sent through the Department. Changes such as address, deceased, and information on record at National which can be changed through the internet shall be reported to National on a weekly basis.
3. Issues duplicate cards for lost or stolen membership cards.
4. Processes and sends to Department all PUFL applications.
5. Totals and bank stamp all dues paid by check and gives to bartender on a daily basis.
6. On a weekly basis the membership database may be downloaded from National and will be updated in the computer. This will be done for the Legion, and the S.A.L. as needed.
7. Purchase stamps for all mailings and picks up and takes mail to Post office.
8. Reports status on recruiters for "P" Pins or any other awards.
9. Reports to Adjutant all volunteer hours provided to Secretary for awards.
10. Responsible for contacting schools early in year regarding school & ROTC awards:
 - A. Orders medals and certificates,
 - B. Prepares packets with instructions for presenters;
 - C. Locates and confirms Legionnaires to make the awards and confirms with schools.
11. Transcribe minutes of meetings, correspondence, memos, etc.
12. Responsible for all correspondence and records filing.
13. Insures proper level of office supplies at all times.
14. Assists Sr. Vice Commander in contacting new Post 100 members and other members who have transferred into Post 29's area for possible transfer to us.

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15.
 - A. Together with Adjutant, types into computer all articles and calendars for the newsletter.
 - B. Assists Adjutant in the newsletter layout in proper order for printing.
 - C. Notifies volunteers as to when to fold and tab newsletter in accordance with approved schedule.
 - D. On computer, prints listing and prepares labels and, affixes labels to folded newsletters according to mail regulations.
16. Responsible for placing orders with National Emblem Sales.
17. Responsible for ordering all Post 29 pins, awards and certificates.
18. Answers office phones, taking messages.
19. Is under direct supervision of the Post Commander.
20. Hours will be from 10:00 A.M. to 2:00 P.M., Monday, Tuesday, Thursday and Friday. If more hours are required during a week, extra hours will be approved by Post Commander or Post Adjutant.
21. Responsible for notifying Post Adjutant/ Post Commander or Club Manager in case of unforeseen emergency absence and/or illness. Secretary must notify the Adjutant as soon as possible, but at least one (1) hour prior to start time.
22. Responsible for notifying Post Commander or Post Adjutant in case of time off.

I have read and understand the above Secretary's Procedures.

Signed: _____ ***date:*** _____

Approved by:
American Legion Post 29 Adjutant

Approved by:
Executive Committee

S: _____ Date: _____

JOB DESCRIPTION
POST ADJUTANT

The Adjutant is the secretary, "First Sergeant", Personnel Officer and Administrative Officer around whom all Post activities revolve. The Adjutant maintains contact with individual members, keeps membership records, minutes of meetings, checks up and assists the work of other officers and committee chairmen, publishes official orders, announcements, instructions and other official publications. The adjutant will be compensated in the amount recommended by the budget committee.

1. Supervises most personnel assigned to administrative duties.
 - A. Prepares performance reports as necessary on administrative Personnel.
 - B. Establishes files for all Post activities.
 - C. Insures maintenance of all office equipment.
2. Administers the publication of the bi-monthly newsletter.
 - A. Develops, records, publishes advertisements of vendors in the newsletter.
 - B. Coordinates articles submitted for publication into an acceptable layout and fills out to a full Publication.
 - C. Coordinates the printing and combining of newsletter.
 - D. Coordinates the assembly, labeling and timely mailing of newsletter to the membership.
 - E. Ensures that all official announcements and special events are published, if possible, in newsletter and if not by special publication.
3. Responsible for the reproduction of forms needed for the efficient operation of Post activities.
 - A. Office forms.
 - B. Activity form, such as holiday activities, special events, etc.
 - C. Administers the maintenance of the membership records.
4. Administers the orderly and prompt transmittal of membership data to Department.
 - A. Ensures that membership questions are properly routed and speedily handled.
 - B. Receives member changes of address and ensures that they are quickly and properly posted.

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- C. Ensures that membership military data records such as DD214, DD256, DD152, WD53, AGO55, D013, AGO53-55, etc. are on file.
 - D. Promotes PUFL memberships
5. Post meetings:
- A. Attends all scheduled meetings.
 - B. Performs duties as recorder at all meetings. (SEE ITEM #7)
 - C. Ensures that meeting minutes are published promptly and correctly filed. Copies to all participating members.
6. Completes reports:
- A. As required by Post officers.
 - B. As required by Department and National Headquarters.
 - C. To Department on all elected officers as soon after election as possible.
 - D. Prepares and submits to Department the annual reports on all Post programs and activities.
 - E. Prepares and submits Consolidated Post report to Department.
7. Committee Meetings (member of and/or recorder)
- A. Life Membership
 - B. Legionnaire of the Year
 - C. Election (Absentee ballots)
 - D. Budget and Finance Committee
 - E. Executive Committee
 - F. House and Club Committee
 - G. General Meeting
 - H. Board of Trustees Meeting
 - I. Records and documents on delegates and alternates to Department Convention.
8. All Administrative affairs are under the supervision of the Post Executive Committee.

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- A. Handles all correspondence for the Post.
- B. Assists the Commander in planning annual activities calendar and publication of calendar.
- C. Maintains meeting attendance records for all meetings on all officers and/or committee members.
- D. Attends Adjutant training and all other pertinent training meetings.

I have read and understand the above Post Adjutant's Procedures.

Signed: _____ *date:* _____

Approved by:
American Legion Post 29 Adjutant

Approved by:
Executive Committee

S. _____

Date: _____