

ALPHARETTA POST 201 AMERICAN LEGION

CODE OF CONDUCT



Version 1.2 Revised July 19, 2022

Approved July 19, 2022

Alpharetta Post 201 CODE OF CONDUCT

Article 1. INTRODUCTION

This introduction is meant to define the parameters of the Code Of Conduct for American Legion Post 201, so that all members and guests will have an understanding of what is expected of them while at the Post or while attending its' functions.

Section A. JURISDICTION

The American Legion, and more directly, Post 201 in Alpharetta, Georgia is a fraternal organization governed by the Constitution and By-Laws agreed upon by the National Organization and operates for the purposes stated therein. It is, therefore, fitting and proper that the application of the efforts for Post 201 be done in a congenial and respectful manner. All public and private activities conducted either at Post 201 or by its members and affiliates away from, but in the name of, Post 201 shall thereby fall under the jurisdiction of this Code of Conduct.

Section B. LEGALITY AND RESPONSIBILITY

Inasmuch as American Legion – Post 201 operates a private club as a means to generate income to help fund our community service programs, it falls upon the governing body within Post 201, namely the Executive Committee, to maintain and enforce a means by which proper conduct may be ensured. Requiring that proper conduct be observed at all times is both legal and moral responsibility of all members and the directors of Post 201. The foremost purpose and fundamental aim of Post 201 is to be of service to it's' comrades and to the communities in which they live, it is therefore of prime importance that we foster and maintain good relations and an exemplary reputation with those individuals and communities. Just as important, it is our moral and civil obligation to abide by and adhere to the municipal and state statutes which govern the operation of the fund raising projects and activities operated in the name of American Legion Post 201.

Section C. ENFORCEMENT

It is incumbent upon this body to provide for its' members and guests, certain guidelines of behavior, dress and conduct so that the principles set forth in Section A and B above may be effectively observed. The guidelines presented in the following Articles are to be observed by all who participate in the functions of Post 201, by members, their guests and those members of the general public who will attend special functions or events. Failure to do so will result in corrective action as prescribed in this document and enforced by the Executive Committee of the Post. It is the responsibility of each and every member of American Legion Post 201, American Legion Auxiliary Unit 201 and S.A.L. Squadron 201 to see that these guidelines are met: both by personal compliance and by reporting infractions to members of the Executive Committee or their designees.

Members

To report an infraction a member should utilize the Code of Conduct Violation Report that are kept in the Club Room. Violation Reports will be submitted to the Executive Committee for review and processing. See a copy of the Report at the end of this document.

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Executive Committee

Disciplinary Actions as defined under Articles II through Article V herein that require an appearance before the Executive Committee by a member/violator, to include those violations that may result in a suspension of a member's Post privileges, will be processed as follows:

- i. Once the written Violation Report is received by the Executive Committee Chairperson; a Letter Of Notice will be prepared and delivered by the Judge Advocate, or his designee, to the member/violator, along with the Violation Report, directing the member/violator to appear before the Executive Committee Meeting on a specified day and time to address the violation(s) (Executive Committee Hearing).
- ii. The Letter of Notice may, at the sole discretion of the Executive Committee, include a temporary suspension of the member/violator's Post privileges until the member/violator appears before the Executive Committee.
- iii. At the Executive Committee Hearing, the Violation Report will be read; witnesses will be allowed to speak; the member/violator may address the charges; and, a fair review of the facts will be conducted. After a thorough review of the incident, the voting members of the Executive Committee shall determine the appropriate disciplinary action not to exceed the guidelines provided for in this Code of Conduct.

Article II. PROPER DRESS

This article is designed to illustrate in general and specific terms the types of dress which are either acceptable or not acceptable at functions of American Legion Post 201. Generally speaking, any clothing or manner of dress deemed as disruptive, offensive or inappropriate for the occasion may subject the wearer to be denied admission or attendance to that function. Neatness and cleanliness are desirable at all times, but will be strictly required at some functions. Committee authorities are within their rights to deny entrance to anyone whose appearance would diminish our efforts and/or reflect adversely upon our community reputation.

Section A. ALL INDOOR SECTIONS OF POST PROPERTY: i.e. CLUB ROOM, DANCE HALL, OFFICES, ETC.

1. Shirts and shoes are required.
2. Men's shirts require sleeves.

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Section B. SPECIAL FUNCTIONS

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

DISCIPLINARY ACTION ARTICLE II

- 1st Offense: Verbal warning and violator must leave and correct violation, violator may return when violation is corrected.
- 2nd Offense: Written Letter of Reprimand by the Executive Committee and violator must leave and not return that day.
- 3rd Offense: Second Written Letter of Reprimand and 30 day suspension of Post privileges subject to an Executive Committee Hearing

Article III. PROPER BEHAVIOR

Unacceptable behavior on the premises of American Legion Post 201 or anywhere else when representing Post 201 can generally be described as that which is socially unacceptable conduct in any public establishment. The following are types of behavior which DO NOT meet socially accepted standards and which will not be tolerated anywhere on Post 201 property.

Section A. REGULATIONS

- 1. No arguments with manager/officer/bar tender/volunteers/security while in the performance of their duties.
- 2. No abusive language, name calling or mistreatment of employees or volunteers while in service to the post.
- 3. No loud or disruptive arguments.
- 4. No excessive profanity of offensive language.
- 5. No sleeping allowed in club room, ballroom, or any facilities.
- 6. No loud noise outside the post facilities, unless it is a special event. All outside activities will terminate by 10:00 pm, or when the Club Room closes. .
- 7. Stalking, harassment, or inappropriate touching of any member or guest.

DISCIPLINARY ACTION ARTICLE III-SECTION A

- 1st Offense: Verbal warning, must leave Post properties until the next business day.
- 2nd Offense: Written warning, must leave Post properties and will not return until appearance before Executive Committee.
- 3rd Offense: 30 day suspension of club privileges subject to an Executive Committee Hearing

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ARTICLE III

Section B. DESTRUCTION OF POST PROPERTY

1. No intentional/negligent destruction of post property or and equipment or machines on post property.

DISCIPLINARY ACTION ARTICLE III – SECTION B

1st Offence: Written Letter of Reprimand First Offense with 30 day suspension of privileges and violator must pay for the repair or replacement of the property which was damaged or destroyed. *

2nd Offense: Written Letter of Reprimand Second Offense with 90 day suspension and payment to repair / replace damaged property. *

3rd Offense: Written Letter of Reprimand Third Offense with indefinite suspension and payment to repair / replace damaged property.*

* **NOTE:** Suspension may not be lifted until payment has been made to repair / replace damaged property and violator has appeared before an Executive Committee Hearing

Section C. FIGHTING

1. Fighting will not be tolerated. Any member or guest involved in a physical fight will be removed from the premises of Post 201 and will only be allowed to return to the club or social events until after a hearing before the Executive Committee and the completion of any imposed disciplinary action.
2. If it is determined that an individual, through no fault of his/her own is physically attacked by another person, and the individual attacked becomes physical with the aggressor by attempting to free his/her own self, but only to the extent of stopping the attack, the defendant shall not be prosecuted with suspension or barring of clubroom or Post activities.

DISCIPLINARY ACTION-ARTICLE III – SECTION C

1st Offense: Written Letter of Reprimand First Offense with 90 day suspension of club and Post privileges subject to an Executive Committee Hearing

2nd Offense: Written Letter of Reprimand Second Offense with Six (6) months suspension of club and Post privileges subject to an Executive Committee Hearing. Violator must appear before the Executive Committee before being reinstated

3rd Offense: Written Letter of Reprimand Third Offense with an indefinite suspension of club and Post privileges subject to an Executive Committee Hearing. Violator must appear before the Executive Committee before being reinstated.

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Article III

Section D. INTOXICATION

1. Intoxication, as determined by bar personnel, security officers, Executive Committee Members, as excessive will not be allowed. In compliance with State and local law that person shall not be served any additional beverage during that period of operation. If that person becomes disruptive or offense he/she will be required to leave the premises immediately upon request and must remain off the premises for the rest of that operational period.

DISCIPLINARY ACTION ARTICLE III - SECTION D

Should a member or guest who is deemed intoxicated and refuses to comply with the preceding rule, he/she would then be subject to the same disciplinary action as is set in Article III – Section A.

Article III

Section E. SMOKING

1. Smoking is not permitted inside any building, rest rooms, or office on the Post premises. Smoking will be allowed in designated areas, namely the deck behind the Post Clubroom

DISCIPLINARY ACTION ARTICLE III - SECTION E

1st offense: Verbal warning; must put out and refrain from smoking immediately.

2nd Offense: Written Letter of Reprimand Second Offense warning; must leave Post properties and will not return until appearance before an Executive Committee Hearing.

3rd Offense: 30 day suspension of club privileges subject to an Executive Committee Hearing Violator may Not return to the Post until an appearance before an Executive Committee Hearing has been completed.

Article III

Section F SERVICE ANIMALS

1. To promote a safe and healthy environment, members and guests are prohibited from bringing any pets or animals into Post 201 buildings, with the exception of Certified Service Animals with a state approved tag or vest. ¹

¹ *The text of this Article III, Section F was approved at the 17 August 2021 General Membership Meeting.*

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Article IV. ILLEGAL ACTIVITIES

Section A. DRUG ABUSE & ALCOHOL

1. Absolutely no use, sale or possession of any illegal substances will be tolerated on Post 201 property.
2. Alcohol not purchased from the Club Room is not allowed to be opened or consumed on the Post properties.

Section B. FIREARMS

1. Post 201 firearms policies shall conform to Georgia State Law (O.C.G.A. 16-11-126; O.C.G.A. 16-11-127; and, O.C.G.A. 16-11-135), or as may be otherwise provided for in this Section B
FIREARMS
2. Absolutely no firearms or weapons of any kind will be allowed in Post 201 buildings and structures, to include the deck adjacent to the Club Room, at any time.
3. Exemptions to the above include Post Security personnel and official Color Guards during the performance of their duties. ²

² *The text of this Article IV, Section B was approved at the 17 August 2021 General Membership Meeting*

Section C. GENERAL

1. Anything as defined as illegal by any local, state or federal law will not be tolerated on Post 201 property.

DISCIPLINARY ACTION ARTICLE IV SECTIONS A & B

1st Offense: Any person, member or guest, determined to be in violation of Article IV will be suspended from all post privileges indefinitely subject to an Executive Committee Hearing. In addition, the said person will be reported to the proper authorities.

Article V GUESTS

Section A. GUIDELINES

1. Guests may be welcomed at Post 201 and visit the club room when invited and accompanied by a member. For the purpose of this Code of Conduct a guest is defined as any person who does not hold membership to the club room whether through membership in the American Legion,

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the American Legion Auxiliary or the Sons of the American Legion. Any member in good standing may invite guests to the club room. Members, however, are responsible for the conduct and actions of their guests and may be subject to disciplinary action as a result of rules infractions committed by their guests.

2. The following regulations apply to guests twenty-one (21) years of age or older in the club room
 - A. Guests must adhere to the same rules of conduct as do the members.
 - B. Guests must be accompanied by a member and must leave when that member leaves.
 - C. Guests may enjoy the same privileges as the members, including all recreational facilities, club room prices, etc.
 - D. Members may bring a limited number of guests into the club room at one time; for example, a date/spouse and perhaps another couple, but it is incumbent on the member to be reasonable as to the number of guests brought in.

3. Guests in the Club Room under the age of twenty-one (21)
 - A. Persons on Active Duty between the ages of 17 to 20 may enter the club room but may not be served or consume alcohol.

 - B. Persons under the age of 21, not serving on Active Duty (Minors), may enter the club room under the following conditions:
 - i. Minor must be accompanied by a parent or guardian;
 - ii. Minor may not be served or consumed alcohol or sit at the bar;
 - iii. Minor may not play COAM machines or sit at COAM machines;
 - iv. Minor may not be in the Club Room after 10 PM; and,
 - v. Parent / Guardian will be responsible for the behavior and conduct of the Minor.

Section B. VIOLATIONS BY GUESTS

1. In addition to the normal or regular discipline imposed upon a guest or Minor of a member for violation of the Code of Conduct, a suspension of six (6) months may be imposed; during which time that person will not be allowed to enter the club room as the guest or Minor of any member.

Section C. VIOLATIONS At Revenue Functions

1. Inasmuch as Post 201 conducts revenue producing events in which members, guests, and the public are invited, all will be considered within the Code Of Conduct. All must be aware of additional ramifications if interfering, arguing, or disparaging Security and Directors, i.e. disorderly conduct.

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Article VI Membership Termination

The American Legion Post 201, Sons of American Legion Squadron 201 and the American Legion Auxiliary Unit 201 (Individually "Organization"), may pursuant to each Organization's governing documents expel a member from its Organization.

In the event an Organization expels one of its members, that member's privileges to visit the Post under any conditions, to include "Guest" status, will be terminated indefinitely by the Executive Committee of Post 201, provided a Letter of Notice of the expulsion is delivered by the Organization to the Post Adjutant.

Upon receipt of the Letter of Notice the Post Judge Advocate or his designee shall send a letter to the expelled member notifying him/her that their privileges to visit the Post have been terminated. A copy of this letter will be provided to the members of the Executive Committee, Chairs of all Committees and Post 201 employees. Further the expelled member will be removed from the distribution of the Post's e-newsletter and any other forms of Post communications.

Article VII VIOLATIONS

Section A

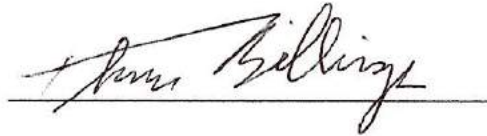
1. Violations of Post Code of Conduct are to be verbally reported immediately to the bartender, club manager or to the Executive Committee chairperson.
2. A written report of the violation is to be forwarded to the Executive Committee chairperson or Club Manager within ten (10) business days.
3. Records dealing with members of the American Legion, American Legion Auxiliary, Sons of the American Legion, associate members and their guests Executive Committee may review a request for return of privileges under Article IV Illegal Activities.

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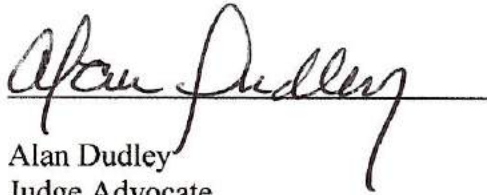
This Revision 1.2 of the Code of Conduct was presented on June 22, 2022 at a regularly convened meeting of American Legion Post #201 and voted on and approved at a regularly convened meeting of American Legion Post #201 on July 19, 2022.



Fred Mahony
Post Commander and Chairman, Executive Committee



Thomas Billings
Adjutant



Alan Dudley
Judge Advocate

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Revision History

Ver	Date	By	Summary
1.1	Aug 17, 2021	A Dudley	Article III Section F – Service Animals Article IV Section B – Firearms
1.2	July 19, 2022	A Dudley	Article V Guests – Minors in the Clubroom