

CLUBHOUSE RULES

LEGION

OF



PERTH UPON TAY BRANCH 244

ROYAL CANADIAN LEGION



CREATED APRIL 2018
BRANCH CONSTITUTION AND BY-LAWS COMMITTEE



The Royal Canadian Legion
Perth Upon Tay
Branch 244
Clubhouse Rules



Any person not complying with these Clubhouse Rules will be subject disciplinary action. For the purpose of this document, "person" is defined as member, guest of a member, volunteer staff, hall renters, member of the public and any other person using the Clubhouse facilities. "Member" is defined as a Branch member in good standing.

1. The Clubhouse hours of operation shall be dictated by the Br. executive and posted on the entrance doors. The Branch shall be closed on Sundays and Statutory holidays unless there is a special function booked and will remain open as needed.
2. The Branch executive shall dictate hours of operation for the bar, such times will be within the guide lines of the Alcohol and Gaming Commission of Ontario regulations, these hours shall be posted behind the bar in the lounge and auditorium.
3. The service of alcohol shall cease at the stated closing time. All patrons shall vacate the premises with-in one half hour of the stated closing time.
4. The bartender may at his/her discretion close the bar at any time prior to scheduled closing, but not if there are paying patrons present, and may also extend the hours of service at his/her discretion, within the hours set by Alcohol and Gaming Commission of Ontario Regulations.
5. The bar shall be closed during the time of a General meeting, and during the time of a Legion Service at the local funeral home for a member. The bar will reopen upon the return to the Branch of the first member who was at the said service.
6. Branch 244 will operate as a Private Club for its membership and will maintain the purposes and objects of the Royal Canadian Legion.
7. The Branch Clubhouse Rules must be read in conjunction with the General By Laws of the Legion, both Ontario and Dominion Commands. If any conflict occurs between these rules and The General By-Laws, The General By-Laws will take precedence.
8. The purpose of these "Rules" is to inform all members of the conduct, dress, discipline and a brief overall guide line for the enjoyment of all present.
9. Members who sign in guests to the lounge, are responsible for their conduct and actions, understanding this, will prevent embarrassment to members and guest.

Penalty

10. If any of these Rules are not adhered to, the Branch President has the immediate authority to deprive the involved member, or guest, of Branch privileges, until such time as a decision is made to form an investigating committee to deal with the matter, in accordance with the General By-Laws of the Legion.

2. ADMISSION TO THE CLUBHOUSE

- a. Only members **in good standing** may enjoy Clubhouse privileges within the above-noted hours of operation.
- b. Members will show proof of current membership when requested by the duty bartender.
- c. Members of other Legions, of the Royal Canadian Mounted Police, of any city, municipal or provincial police service, Correctional Services Canada, Firefighters or of the Canadian Armed Forces will be admitted upon proof of identity and affiliation to one of the aforementioned groups being produced to the duty bartender.
- d. No other persons will be admitted to the Clubhouse unless signed in by a member.
Note: there are no exceptions to this rule.

This provision will not apply on those occasions when an "Open House" has been declared as or a person is onsite solely for the purpose of conducting business.
- e. No person under the age of 19 years will be sold or served alcoholic beverages or Nevada tickets.
- f. Pets or other animals with the exception of service animals (i.e. Seeing Eye dogs) will not be permitted in the Branch without dispensation from the Executive.
- g. Memberships become delinquent after Jan. 1st. A person with such membership may enter the Branch to pay the appropriate dues, however such person shall not be served until such dues are paid for the current year.
- h. Notwithstanding Sec. g., admission to the Branch is not restricted on Jan. 1st., or Nov. 11 th., or any other special day(s) which have been authorized by the Branch Executive.

3. DRESS

- a. All persons seeking admission to the lounge will be clean and neatly dressed. In the case of a dispute, the final decision as to the applicability of dress shall be made by the duty bartender.
- b. Clean work clothes and boots will be allowed. Greasy or dirty dress will not be allowed in any area, unless specific work is being carried out for, and as requested by, the Executive.
- c. Torn or ripped jeans, short shorts or bare midriffs will not be allowed in any area.
- d. Proper footwear will be worn at all times
- e. Members will be responsible for their guest's dress and deportment.
- f. Headdress will be permitted in the clubroom area of the Branch during normal operating hours but may be restricted during special Legion functions as determined by the Executive. Headdress will not be permitted in the dining area during legion suppers except on theme nights.
- g. For sanitary reasons, headdress or other items of personal clothing will not be placed atop the bar or tables but will be hung on the hooks provided at the bar or in the cloakroom area.
- h. Members of any religious community shall be permitted to wear their full Ceremonial dress.
- i. The bartender on duty has been given the authority to refuse entrance and/or service to anyone he/she considers improperly dressed in accordance with these Clubhouse Rules.
- j. Clean and neat "T" shirts are acceptable. Vulgar slogans and//or illustrations will not be permitted on the shirts or other attire worn in the Branch. Muscle shirts or tank tops (that is, shirts without sleeves that leave the under arm open) are not permitted at any time. Sleeveless dresses and blouses are permitted, but must be formfitting under the arms. (this is not applicable to women in formal dress attire) Bathing suits or swim wear is not permitted and the upper body must be covered at all times
- k. Hats, caps, berets and other headgear shall be removed upon entering the lounge, except for the On-Duty Sgt. at Arms, and Members of the Ladies Auxiliary while in uniform.
- l. When worn, Legion Dress will be maintained in accordance with the Dress Regulations of the Royal Canadian Legion

4. DEPARTMENT

- a. The use of profane, offensive or abusive language will not be permitted or tolerated at any time.
- b. Any person who, in the opinion of the duty bartender, is intoxicated, unruly or is using profane, offensive or abusive language will not receive any further service at the bar and shall be asked to leave the premises.
- c. No person will knowingly obtain an alcoholic beverage for any other person who has been refused service by the bartender or who is currently under suspension or deprivation of privileges by the application of the General By-Laws or the Royal Canadian Legion.
- d. All persons are prohibited from consuming or possessing any alcoholic beverage which was not purchased on site. Bottles of Alcohol brought into the legion for gifts/prizes shall be given to the duty bartender to keep behind the bar until the person is ready to leave the premises.
- e. The sale and consumption of alcoholic beverages will only be permitted in those areas identified on the Permit issued under the authority of the Liquor License Act of Ontario
- f. All persons consuming beverages shall return their empty glasses and bottles to the bar area. The Clubhouse is an extension of your home.
- g. Physical altercations including fighting, shoving or other actions, including verbal altercations, that constitute an assault (as defined under the Criminal Code of Canada) will not be permitted or tolerated at any time and will result in immediate ejection from the premises. If required the duty bartender will close the bar and contact the police immediately to have the offending patron removed.
- h. No person will smoke or possess any illegal substance (as defined under the Revised Statutes of Canada) while in the building.
- i. Smoking, including e-cigarettes, is strictly prohibited within the Clubhouse.

Conduct of Members and Guests

- a. No person shall remove any alcoholic beverage from The Branch premises which is under licensed authority of Alcohol and Gaming Commission Regulations of Ont. No person shall bring any alcoholic beverage into the Branch, unless such item has been purchased for specific use on the Branch premises under authority of the Alcohol and Gaming Commission Regulations
- b. All members and Guests must respect the rights of each other in the Branch, and must not become involved in the social pastime of others, unless invited. Moving from table to table is discouraged.
- c. All members and Guests shall clean up their spillage, breakage and such mess they have made,

6. **SIGNING IN OF GUESTS TO THE CLUBHOUSE**

- a. All persons who do not belong to the Branch, or Branch members who are not in good standing must be signed in by a Branch member in good standing. These persons must sign the Member and Guest Register and present correct identification to the duty bartender as required under Section 2 (d). Legion members of other Branches, members of the Royal Canadian Mounted Police, of any city, municipal or provincial police service, members of Correctional Services Canada, Firefighters and members of the Canadian Armed Forces are exempted from this rule.
- b. A member who signs in guests, shall accept responsibility for the conduct of such guests while on the premises and must ensure their guests leave the premises when they leave.
- c. A member may sign in a maximum of six (6) guests during any one visit. An exclusion to this subsection may be made by the Duty Bartender on those occasions when a member attends with members of his or her immediate family, the total of which exceeds the prescribed maximum number six (6).
Children shall be under their Guardian's direct supervision at all times and will not be allowed in the bar area after 10:00 p.m.
- d. No one shall interfere with persons or organizations renting or using, for their own purposes, an area assigned for their usage through a contractual hall rental agreement.
- e. Unless specifically invited, no one shall enter or attend, any function occurring in an area within the Branch that has been rented or assigned for the exclusive usage of persons or organizations through a contractual hall rental agreement.

Note; in sub-paras d and e above the offending person(s) will be asked to leave the premises immediately by the duty bartender, who will enter the information in the Incident Book.

7. **GAMES AND GAMBLING**

- a. No game whatsoever will be commenced if it cannot be terminated in time to vacate the premises by the appointed hour of closing.
- b. All games will cease at the time applicable under Section 1(a) as noted above in respect of vacating the premises.
- c. Gambling, unless legally operated, is strictly prohibited.
- d. When the hall is rented the duty bartender(s) will be responsible to ensure that if any lottery or 50/50 draw is taking place that the renter of the hall has a lottery license. If no license exists then all draws shall cease immediately.

8. **HUMAN RIGHTS**

This Branch fully supports the provision of a non-harassment and fully inclusive environment. No person (including any employee of The Royal Canadian Legion, Ontario Command) shall be discriminated against based on the following grounds: Race, ancestry, place of origin, colour, ethnic origin, citizenship, creed (religion), sex, sexual orientation, age, record of offenses (in employment), marital status, family status (being in a parent child relationship), receipt of public assistance (housing) and mental or physical handicap.

Ontario Command of The Royal Canadian Legion will not tolerate any violation of the Human Rights Code of the Province of Ontario. All complaints and violations will be investigated thoroughly and any necessary disciplinary action will be taken when warranted. The duty bartender is responsible for entering any infractions of this nature into the incident book when they notice an offence, or when a person using the facilities brings an offence to their attention.

9. **CASHING OF CHEQUES**

- a. Personal cheques will only be accepted as payment for membership dues or the purchase of tickets to Legion functions.
- b. Any person who has issued a cheque under a circumstance detailed above shall be held responsible for the cheque, if returned NSF, and will reimburse the original cheque amount including the assessed bank fee within fourteen (14) days of being notified of the situation.
- c. Any person failing to make the necessary payment, as required above, may be dealt with under provisions of The General By-Laws of the Royal Canadian Legion.

10. **ENFORCEMENT OF CLUBHOUSE RULES**

- a. The duty bartender shall be responsible for the enforcement of Clubhouse Rules. Any person breaking the Clubhouse Rules may be requested by the duty bartender to vacate the premises immediately.
- b. Any person observing an infraction of the Clubhouse Rules is requested to report the infraction to the duty bartender for action.
- c. Any reported infraction of the above Clubhouse Rules shall be recorded in the *Incident Report* book by the duty bartender. The Sergeant-at-Arms will review the Incident Report book daily to establish that the necessary facts and evidence are clearly and concisely stated. If corrective action is required he/she will inform the President. Official complaints will be handled as directed in the Official By-Laws of Dominion Command, as they apply to branches.

11. **SUSPENSION OR DEPRIVATION OF PRIVILEGES**

The President reserves the right to impose on any person a suspension or deprivation of privileges in accordance with the General By-Laws of the Royal Canadian Legion.

Note: In any conflict between these Clubhouse Rules and Provincial or Dominion By-laws, the superior By-Law shall take precedence.

12. **CLUBHOUSE RULES APPROVAL AUTHORITY**

In accordance with Ontario Command Clubhouse Rules must be approved by the general membership. It takes a notice of motion and then a motion for approval. Any additions must be approved by the general membership. Minor changes to existing items can be made by a motion passed by the executive.

DULY MOVED, SECONDED, AND UNANIMOUSLY APPROVED AT PROPERLY CALLED GENERAL MEETING ON MON., MAY 28, 2018, WITH PREVIOUS NOTICE OF INTENT AND MOTION AS REQUIRED, AS SUGGESTED BY PROVINCIAL BY-LAWS COMMITTEE.

CREATED APRIL 2018
BRANCH CONSTITUTION AND BY-LAWS COMMITTEE

BARRY BOYCE
KIM RICHMOND
KEN BEESLEY

Chairman, 1st Vice-President
Committee Member
Committee Member