

**HANTS COUNTY BR. 009**  
**ROYAL CANADIAN LEGION**

**HOUSE RULES & REGULATIONS**  
**AMENDED NOVEMBER 2014**

# **House Rules and Regulations Of Hants County Branch # 009 Royal Canadian Legion**

## **1. General Rules & Regulations**

- a. Admission to the licensed premises shall be by Members, Ladies Auxiliary members, military members upon showing of ID and guests only.
- b. Membership cards must be shown on request.
- c. Swearing is not permitted on the premises.
- d. Outside soliciting, panhandling or selling of any items within the building is prohibited by the Hants County Branch 9, Royal Canadian Legion By-Laws.
- e. Any alcohol brought in for consumption on the premises or removed from the premises UNLESS AUTHORIZED can result in disciplinary action. **(Amended November 2014)**
- f. Any member bringing in a sealed container of alcohol together with a current receipt from the Nova Scotia Liquor Commission must give it to the Doorperson or Bar Steward on duty, the same shall date and sign the package and return it when member leaves the building.
- g. Any person who comes to the door asking to be signed in may not be allowed admittance to the premises unless previous arrangements have been made with the Bar Steward or Doorperson.

## **2. Dress Code**

- a. The dress code for the Branch shall be neat and tidy. Members & guests are expected to dress in a respectable manner at all times. Footwear shall be worn at all times. **(Amended November 2014)**
- b. Dress for Levee will be business casual. (Business casual is determined as: Men – dress pants, dress shirt and tie optional. Ladies – Dress pants or skirt, dress shirt). Absolutely no jeans or sneakers permitted to the Levee.
- c. Headdress is not to be worn in the branch with the exception of religious reasons, health reasons or by outside workers, while working. Colour party may wear legion headdress while on duty or during special legion functions.
- d. Dress for Initiation and general meetings will be neat and tidy.
- e. Members of Executive Committee should wear Legion Dress at General Meetings if possible.

## **3. Bar Rules**

- a. No bar tabs shall be permitted at the bar without Executive approval.
- b. The Bar Stewards are responsible for enforcing the rules and regulations of the Liquor Control Act as it applies to the Branch.
- c. The Bar Steward has the authority to close the bar if any member or guest refuses to leave the building after being requested to do so.

- d. Any person cut off from the Bar will leave the building at once.
- e. The Chief Bar Steward has the authority to remove any bar steward found drinking on duty. A full report shall be forwarded immediately to the Executive Committee.
- f.
  - 1. Members and Ladies Auxiliary members can sign in six (6) guests.
  - 2. A member from another Branch can sign in six (6) guests.
  - 3. Guests for Branch functions such as darts, cribbage, pool or any other sporting function may also be signed in.
  - 4. Non-Legion Members may be allowed to sign in up to three times in one calendar year without a sponsor. Guests must agree to adhere to all Branch # 9 Rules and Regulations.
  - 5. Members and Ladies Auxiliary members are responsible for and must stay until their guests leave the Branch.
  - 6. A guest should enter the Branch with a member to be signed in or the member can inform the bar steward or door person on duty that they are expecting a guest.
  - 7. Guests requesting admission to the Branch on a regular basis (excluding Branch functions as outlined in Section F (1 thru 4), may not be allowed admission to the premises.
  - 8. Previous members requesting access to the Branch as a guest, may be denied admission to the premises.
  - 9. The Membership Committee will monitor the Branch guest sign-in book.
- g. Bar will close Christmas Eve at 5:30 pm and the Branch is to be cleared by 6 pm, and will close Good Friday and Christmas Day, or any other day authorized by the Executive.

#### **4. Doorperson**

- a. Dress shall be at a minimum with Legion armband and in accordance with these House Rules.
- b. They shall determine the eligibility of anyone entering the Branch.
- c. They can refuse admittance to anyone they believe has had too much to drink before arriving at the Branch.
- d. They will make themselves available to assist the Bar Steward during any infraction if needed.
- e. They will be responsible to ensure all members and guests are properly dressed.
- f. They will ensure that alcohol is not brought in or removed from the building unless authorized. **(Amended November 2014)**
- g. They will be responsible to report, in writing, any infractions of the Branch Rules or By-Laws.
- h. I.D.'s may be requested by the Doorperson.

## **5. Games Room**

- a. Pool and snooker tables to be used on a challenge basis with the exception of tournament play. Signs shall be posted with tournament dates.
- b. No sitting on pool/snooker tables.
- c. No tossing coins on pool/snooker tables.
- d. No drinks or foreign objects (i.e. pool stick cases) to be placed on the pool/snooker tables.

## **6. Video Machines**

- a. All tickets must be cashed 15 minutes before closing.
- b. Do not play machines while engaged in another game, such as pools, darts, etc.
- c. One stool per machine.
- d. Do not abuse machines (i.e. hit, kick or rock them), or put them on automatic pilot. (i.e. stick an object in the mechanism so the machines operate continually).
- e. When all the machines are being used, the Bar Steward shall provide new players with a number. These players starting with the lowest number shall take precedence over the use of the machines. Players cannot give a machine to anyone else. The Bar Steward shall designate the next number in sequence.
- f. Signs shall be displayed with the above regulations listed.
- g. Patrons can only play one machine at a time.
- h. Anyone not following these rules will be asked to leave.

## **7. Lounge**

- a. Large TV shall be turned off Friday nights at 9:00 pm, or when dance starts. Any events held in lounge by the Branch or private parties, the large TV shall be turned off, if not needed.

## **8. Levee**

- a. Levee to be held on New Years Day from 1:00 pm to 3:00 pm.
- b. Dress will be business casual. (See 2 b above).
- c. The doorman will be on duty.
- d. Dues for the following year must be paid in order to attend the Levee.
- e. All card-carrying members are entitled to bring one guest.

## **9. General**

- a. No Branch owned equipment to be loaned unless authorized by House and Property Committee under special conditions. Wheelchairs, walkers, etc. will be signed out through the office.
- b. No posters, ads or soliciting are permitted on Branch premises except for Branch functions, unless authorized by the Branch Manager.

- c. Attendance at the Remembrance Day Banquet will be Veterans, Ladies Auxiliary Members and all card-carrying members and invited guests.
- d. Any member currently Over 70, having their dues paid now by the Branch, will have them paid for their life time.
- e. Any unauthorized person or persons found tampering with or adjusting any part of any equipment in the Branch, such as thermostats or controls may be subject to Disciplinary Action. **(Amended November 2014)**
- f. An event contract is to be signed by clubs, agencies, caterers, and other outsiders for such things as meals, liquor, etc., in the Branch. Such contracts to be signed by the event coordinator and the Branch Manager. Copies are to be supplied to the Branch Manager, the group responsible for catering, bar for opening and closing, and cleaning staff to ensure consistency for all events.
- g. The auditorium is available for meetings, banquets and special functions with or without catering and bar facilities. Application must be made through the Branch Manager. **(Amended November 2014)**
- h. Deadlines for dues is January 31<sup>st</sup> of the New Year.
- i. The Branch is not responsible for any personal article or articles left on Branch premises.
- j. Funerals
  - 1. On the Death of a Legion Member or a member of the Canadian Armed Forces from this area being killed in a combat area, the flag shall be flown at Half-Mast until after the funeral.
  - 2. The Branch shall be closed for the funeral of a sitting President or Vice President for a period of two hours. (i.e.: If the funeral is at 2:00 pm, the Branch shall be closed for 1 – 3 pm).
  - 3. On request, war veterans shall be allowed a funeral reception at the Branch, at no cost, whether or not they were a member of the Royal Canadian Legion. This also includes the spouses of war veterans. The amount of \$200.00 will be made available through monies allotted for Legion Functions to cover cost of food and preparation. **(Amended November 2014)**
  - 4. Members (excluding war veterans), Associate and Honorary members may also use the Legion facilities for funeral receptions at no cost. However, a fee may be charged for food and preparation if requested. **(Amended November 2014)**
  - 5. Donations may be made to the Poppy Trust Fund if desired.
- k. Sign In and In House Sports Guidelines
  - 1. Members attending general meetings shall sign in the “sign in book”. This book will be used as an official record to determine membership eligibility to run for office as well as eligibility to participate at In-House Sporting away events.
  - 2. In-House Sporting away event sponsorship shall be determined by one of the following:
    - a. Regular Meeting Attendance: Attendance at a minimum of five regular General Meetings of the Branch in the 12 months preceding the event.
    - b. Committee Organizer: All members of an organizing committee active in the 12 months preceding the event shall qualify for funding.

- c. Volunteer via Events List: A "Function/Events List" shall be posted and those that volunteer and participate in such functions in the 12 months preceding the event shall qualify for funding.
  - d. Volunteer via Regular Participation: A member that volunteers and participates in Legion work committees inclusive of, but not limited to such work groups as: Poppy Sales and Bingo Workers in the 12 months preceding the event shall qualify for funding.
  - e. Veteran: A recognized Veteran of any recognized war zone shall qualify for funding.
  - f. Miscellaneous: All other situations/circumstances regarding participation/eligibility shall be reviewed on a case by case basis by the Sports Committee.
3. Funding for events will be as follows:
- a. Entry Fees: If sufficient funds are available within the Sports Committee budget, entry fees would be paid for eligible participants in all Legion sanctioned sporting events. Participating in two events/same sport, might not necessarily mean both being sponsored.
  - b. Mileage would be paid based on number of kilometers X \$0.25. if funds are available within the Sports Budget. This is based on 4 persons per vehicle.

AND / OR

- c. Accommodation will be paid for events more than 150 kms (one-way) from the Branch. For events outside the 150 km, accommodations would be paid up to \$95.00 per night for a double room. **(Amended November 2014)**

Because of the amount of equipment required for golfing events, mileage for golfing events will be paid based on 3 persons per vehicle. It is recognized that conditions such as weather, event duration, event times, and/or schedules may dictate exceptions with regard to overnight accommodations, and each individual case will be dealt with on its own merit.

Proceeding to Provincial and/or National events whereby existing funding guidelines might not necessarily be appropriate, they will be reviewed on a case by case basis by the Sports Committee.

- 1. There shall be no alcoholic beverages consumed during any Executive and General Meetings of the Branch. Smoking is allowed only in Branch designated areas.
- m. Any Rules and Regulations in this book, or any motions that have been passed and acted on may only be cancelled in the following way: Notice of Motion given at a General Meeting and voted on at the next General Meeting, and must have a 2/3 majority of the vote.
- n. These rules and regulations will supercede any former rules or regulations of the Branch and will only be overruled by Dominion, Provincial or Branch By-Laws.
- o. Annual Mileage; the President will receive \$500.00, the 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents will receive \$300.00 each, and the Wet Canteen Chair will receive \$200.00 as their annual mileage.

## 10. Conventions

- a. Depending on the availability of funds, there should be at least two voting delegates at each Legion Convention. The funds for this must be in the approved Branch Annual Budget for the year of the Convention. Normally, the delegates will be the President and 1st Vice President. In the event neither can attend, the Branch Executive will determine the replacements. The two delegates will have all reasonable expenses paid, within the limits of the approved Budget.

Any remaining funds from the budget may be divided equally among those wishing to be delegates.

If RBC Reward Miles etc. are used the dollar value of the rewards points will be deducted from the Convention Budget. **(Amended November 2014)**