



LAKE MURRAY VFW POST 6740

950 ROCK N. CREEK ROAD
LEESVILLE, SOUTH CAROLINA 29070

LMVFWP6740 SOP Rev. A
4 Nov 25

Subj: STANDARD OPERATION PROCEDURES (SOP) GOVERNING THE LAKE MURRAY
VETERANS OF FOREIGN WARS (VFW) POST 6740

Ref: (a) VFW Congressional Charter Bylaws
(b) VFW Manual of Procedure Ritual
(c) Bylaws Lake Murray VFW Post No. 6740

Encl: (1) Regulations Governing the Lake Murray VFW Post 6740

Purpose. To promulgate the applicable standard operating procedures and regulations governing VFW Post 6740, in accordance with the direction and authority given by references (a), (b), and (c). This document should not contradict or ease higher authority regulations but may be more stringent. If a conflict arises where the higher authority document is more stringent, it shall take precedence.

Cancellation. This instruction remains in effect until cancelled or modified by the Post Commander

Background. These regulations provide direction, guidance, and clarification to Congressional Charter and Post Bylaws and Manual of Procedural Ritual to Comrades of Lake Murray VFW Post 6740. The intent is to provide standardized guidelines and procedures that can be read and reviewed by the Comrades, Auxiliary members, and staff of Lake Murray VFW Post 6740 as they attend to the day-to-day administration and operations. The primary purpose of this instruction shall be to highlight and describe the local variations and additional procedures unique to the Lake Murray VFW Post 6740 based on membership meetings, committee meetings, and actions that have been passed down from previous Post leaders and Comrades.

Action. LMVFWP6740 SOP CH-2 has been issued as LMVFWP6740 SOP Rev. A due to over 25% modification of enclosure (1).

a. All Comrades, Auxiliary members, and employees shall read and familiarize themselves with this document.

b. Since this is a revision, all members and employees should review this document in its entirety and are responsible for compliance with its contents.


Samuel P. Kirby
Post Commander

Distribution:
Electronic, via e-mail and download

STANDARD OPERATING PROCEDURES (SOP)
GOVERNING THE
LAKE MURRAY
VETERANS OF FOREIGN WARS (VFW)
POST 6740

Short Name: LMVFWP6740 SOP

Enclosure (1)

Table of Issuances and Revisions/Changes

LMVFWP6740 SOP	Basic Issuance Date
	1 July 2025

Change/Revision History	Date Published
CH-1	5 Aug 2025
Revision A in lieu of CH-2 due to over 25% modified	4 Nov 2025

TABLE OF CONTENTS

CHAPTER 1. GENERAL POST INFORMATION

1.1	Introduction	6
1.2	Membership Eligibility	6
1.3	Membership Dues	7
1.4	New Member Name Tag	7
1.5	First Year Free Membership	7
1.6	Meeting Decorum - Hats	7
1.7	Meeting Decorum - Food and Drinks	7

CHAPTER 2. HOUSE COMMITTEE AND CANTEEN

2.1	Introduction	8
2.2	House Committee Membership	8
2.3	Canteen House Rules	8
2.4	Canteen Personnel	8
2.5	Canteen Operations	9
2.6	Hours of Operations and Closures	9
2.7	Prolonged Loss of Power	10
2.8	Refusal of Service	10
2.9	Alcoholic Beverages	11
2.10	Illegal Substances and Underage Persons	11
2.11	Employees and Alcohol	12
2.12	Members and Guests	12
2.13	Post Spaces	12
2.14	Licenses and Permits	12

CHAPTER 3. INCIDENTS AND ISSUES

3.1	Introduction	13
3.2	Incident Reporting	13
3.3	Answering Post Phones	14
3.4	When Staff Shall Report	14
3.5	Assisting Those In Need	14

CHAPTER 4. POST KITCHEN RULES

4.1	Introduction	15
4.2	Food Handler Certification	15
4.3	Removal and Handling of Kitchen Items	15

CHAPTER 5. POST CANTEEN HOUSE RULES

5.1	Introduction	16
5.2	Service Animals	16
5.3	Weapons	16
5.4	Attire	16
5.5	Jukebox	16
5.6	Televisions	17
5.7	Signage	17
5.8	Children/Minors	17
5.9	Bearing and Professionalism	17
5.10	Intoxicated Persons	17
5.11	Smoking and Vaping	17
5.12	Members and Guests Code of Conduct	17

CHAPTER 6. DISCIPLINARY ACTIONS

6.1	Introduction	18
6.2	Incident Report Form	18
6.3	Filing a Complaint	18
6.4	Physically Striking or Fighting Behavior	18
6.5	Racial, Demeaning, or Abusive Language	18
6.6	Employee Expelling a Person	19
6.7	House Committee Chair or Post Commander Actions	19
6.8	Post Commander's Action	19
6.9	Maximum Penalty Others May Impose	19
6.10	Right To Appear at House Committee Hearing	20
6.11	Appeal of House Committee Decision	20
6.12	Members Right to Attend Meetings	20
	Figure 1 Physical Incident Flowchart	21
	Figure 2 Non-Physical Incident Flowchart	22

CHAPTER 7. COUNSELING AND REMOVAL OF CANTEEN EMPLOYEES

7.1	Introduction	23
7.2	Canteen Manager	23
7.3	Managing the Canteen Manager	23
7.4	Employees	23
7.5	Counseling of Canteen Employee	24
7.6	Temporary Removal of Employee(s)	24
7.7	Permanent Removal of Employee(s)	24
7.8	Appeals	25

CHAPTER 8. POINT-OF-SALE (POS) SYSTEM

8.1 Introduction 26
8.2 Specific Rules Regarding the POS System 26

CHAPTER 9. WAYS AND MEANS COMMITTEE

9.1 Introduction 27
9.2 Committee Membership 27
9.3 Committee Reports 27

APPENDIXES.

1. Definition of Terms 29
2. VFW Post 6740 Code of Conduct for Employees 31
3. Canteen Employee Acknowledgment Form 33
4. Incident Report Form 35
5. Event Planning Guide 37
6. VFW Post 6740 Counseling and/or Discipline Form 39
7. Current Committee Membership 41

CHAPTER 1

GENERAL POST INFORMATION

1.1 Introduction. These regulations are to provide direction, guidance, and clarification to the VFW Congressional Charter Bylaws and the VFW Manual of Procedural Ritual to Comrades of Lake Murray VFW Post 6740. The primary purpose of this instruction shall be to highlight and describe the local variations and additional procedures unique to the Lake Murray VFW Post 6740 based on membership meetings, committee meetings, and actions that have been passed down from previous Post leaders and members. The intent is to standardize guidelines and procedures that can be read and reviewed by members and staff of Lake Murray VFW Post 6740 as they attend to the day-to-day administration and operations of Post 6740. Appendix 1 defines terms used within this document. This document should not contradict or ease higher authority regulations, therefore, if a conflict arises, the higher authority document shall take precedence.

1.2 Membership Eligibility. VFW eligibility consists of three criteria:

- Citizenship – must be a U.S. citizen or U.S. national.
- Honorable Service – must have served in the Armed Forces of the United States and either received a discharge of Honorable or General (Under Honorable Conditions) or be currently serving.
- Service in a war, campaign, or expedition on foreign soil or in hostile waters. This can be proven by any of the following:
 - ✓ an authorized campaign medal
 - ✓ receipt of Hostile Fire Pay or Imminent Danger Pay (verified by a military pay statement)
 - ✓ service in Korea for 30 consecutive or 60 non-consecutive days
 - ✓ Consult Section 101 of the VFW Bylaws and Manual of Procedure for additional eligibility details

The Post has an obligation to verify eligibility of all applicants. National Member-at-Large membership does NOT convey

eligibility since applicants do not submit any documentation (i.e. DD-214) during the on-line application process but rather check a box stating they meet eligibility criteria.

1.3 Membership Dues. The annual VFW Post 6740 dues are \$33.00 per year.

1.4 New Member Name Tag. The Post shall purchase and provide new members, to our Post, a name tag. New members include transfers from other posts and national members at large. The Quartermaster shall be responsible for obtaining the name tag within a reasonable timeframe (usually for the next monthly meeting) and ensure the member provides their preferred name and proper spelling.

1.5 First Year Free Membership. To assist in recruiting new members to Post 6740, it has been a long-standing tradition that our Post pays the dues of first year memberships. This does not include transfers from other posts or national members at large.

1.6 Meeting Decorum – Hats. During regular or special membership business meetings, the only hat/cover that should be worn is the VFW Member Cap (garrison cap) or approved VFW Alternative Cap (ballcap). Officers of the Post must do not have an option during business meetings, the VFW Member Cap (garrison cap) is the only hat/cover authorized.

1.7 Meeting Decorum – Food and Drinks. During scheduled membership business meetings, the Canteen (kitchen and bar) shall be closed. No food should be consumed during business meetings. Alcoholic beverages shall not be consumed during business meetings. Committee chairs and/or the committees may establish the same food and drink decorum.

CHAPTER 2

HOUSE COMMITTEE AND CANTEEN

2.1 Introduction. In accordance with the VFW Post 6740 Bylaws, the Post members shall elect the House Committee to manage matters related to the Post property, including the operation of Post Club Rooms and/or Canteen (Bar and Kitchen). The House Committee is responsible for the Canteen. The operating procedures, policies, and directions here within shall be reviewed and, if necessary, revised by the House Committee at least annually. As per the Post Bylaws, the House Committee may authorize expenditures for minor emergency repairs and janitor supplies for the preservation and protection of the Post's quarters and its equipment provided that the total amount so expended between any two regular meetings does not exceed \$500. All expenditures outside of minor emergency repairs and janitor supplies (under \$500), shall be approved by the House Committee and brought before the membership for a vote of approval.

2.2 House Committee Membership. Per Article VI Section 3 of the Post Bylaws, the House Committee members shall be elected by the Post members. It shall consist of not less than three (3) members, one each of whom shall be elected annually for a three-year term. The Post Commander and Post Quartermaster shall be members based on their organizational positions and responsibilities. The committee membership should consist of an odd number of members to allow decision making by a majority.

2.3 Canteen House Rules. A copy of the VFW Post 6740 Code of Conduct for Employees (Appendix 2) will be provided to all Canteen Employees upon hiring, annually, and upon amendment. Chapter 5, titled Post Canteen House Rules, shall also be reviewed. A current Canteen Employee Acknowledgment Form (Appendix 3) shall be maintained on file and dated within the current calendar year.

2.4 Canteen Personnel.

a. The Canteen Manager and House Committee will ensure that all employees in the Canteen are familiar with these rules

and will file a Canteen Employee Acknowledgement Form (Appendix 3) signed by the employee and kept on file and dated within the current calendar year.

b. A copy of the Canteen Rules and the Post Bylaws shall always be kept in the Canteen and made available to any Post member upon request.

c. All Members and guests will comply with the VFW Post 6740 policies, rules, and existing federal, state, and local laws.

2.5 Canteen Operations.

a. Oversight of the Canteen operations, management, and maintenance is the responsibility of the House Committee Chairperson, House Committee, and Post Commander.

b. Financial responsibility is under the direct management of the Quartermaster following the procedures for Canteen purchases, sales, expenditures, and are in accordance with Post 6740 Bylaws.

c. Management of the Canteen and the employees is the responsibility of the Canteen Manager, House Committee Chairperson, and Post Commander, with the advisement of the Post Quartermaster.

2.6 Hours of Operation and Closures. Normal Operating Hours are daily from 1600 – 2100 hours (4 pm-9 pm).

a. The Chairperson of the House Committee may change the Normal Operating Hours in advance of a meeting of the House Committee; however, the change must be ratified at the next House Committee meeting in order to remain in effect.

b. The Canteen Manager may, at their discretion, extend the hours or close early for safety reasons (equipment damaged or broken, weather, power outage, etc.).

1. They determine that keeping the Canteen open would pose a hazard to the Members, their guest(s), the public, or that significant property damage might occur.

2. If the employee on duty has a personal emergency that occurs with them or their dependent(s) that could easily lead to loss of life or significant injury/illness, the Canteen Manager, House Committee Chair, Commander, or Quartermaster must be notified immediately or any Post Line Officer in the Canteen

area. Any Post Line Officer or House committee member may assume Canteen operations until a relief employee can take over.

3. Personal Emergency involving patrons or their dependent(s) that could lead to a loss of life or significant injury/illness. The employee determines that keeping the bar open would pose a hazard to the Members, their guest(s), the public, or that significant property damage might occur.

4. When ordered to do so by any competent government authority such as the Police, Fire Department, or National Guard.

2.7 A Prolonged Loss of Power. The employee will notify the Canteen Manager, clear the Canteen of all personnel when power is lost, and inform them that they are welcome to return once power is restored.

a. If power remains out for longer than 30 minutes during periods of darkness, the employee may close the Canteen.

b. During daylight hours, the Employee will remain at the premises and re-open the Canteen upon power restoration. If the employee is informed that power will not be restored during their shift, they should contact the Canteen Manager for further directions.

c. All personnel will obey the directions of the employee on duty. Conflicts will be resolved by the Canteen Manager, House Chairperson, and Post Commander (in that order).

2.8 Refusal of Service. The employee has the exclusive and final right to refuse service to anyone and may remove anyone from the Post until the next business day for misconduct.

a. The employee has the right to refuse service to anyone and may remove any patron, member, or guest from the premises until the next business day for misconduct or intoxication. An Incident Report (Appendix 4) is required for further action. Employees do not have the authority to "ban or bar" a patron, guest, or member from Canteen privileges for any period other than the immediate 24 hours following an incident described herein.

b. No sales to any intoxicated person.

c. If an intoxicated person arrives on the Post grounds, we will refuse service and will be asked to leave the Post grounds.

d. The Post Commander and/or Canteen Manager may impose temporary disciplinary actions valid up to 30 days or until the House Committee or membership takes action whichever comes first. An Incident Report shall be written within 48 hours and the House Committee notified with one week of occurrence.

e. If an employee refuses service and the matter requires disciplinary actions defined in Chapter 6 herein, an Incident Report (Appendix 4) must be filed within 24 hours.

f. Any person observing misconduct deemed a severe offense by any person must notify the employee, who must, in turn, notify Post Officers. The House Committee may take disciplinary action against any member (as defined above) for improper conduct (e.g., making obscene gestures, being rude to the employee or patron, etc.).

2.9 Alcoholic Beverages. Alcoholic beverages may only be purchased and consumed at the Post during regular Canteen hours and may only be consumed within the confines of the Post building and enclosed yard. The Commander can make an exception for special and outdoor Post events. Alcoholic beverages will only be served in containers authorized by the Canteen Manager. Alcoholic beverages shall not be consumed during regular membership business meetings.

2.10 Illegal Substances and Underage Persons. ABSOLUTELY no type of illegal substance is allowed on the premises of the Post. No person under 21 will be served or is to consume alcoholic beverages.

a. All persons will show proof of age when requested by the employee, in accordance with South Carolina Laws.

b. If any person suspects that an underage individual has entered the Post or suspects that an underage individual is attempting to purchase or is consuming alcoholic beverages on the premises, they will notify the staff, who will check their identification.

c. No person under the age of 21 will be permitted to sit at the bar at any time.

2.11 Employees and Alcohol. Employees are not allowed to consume alcohol while on duty. A violation of this rule is grounds for immediate removal. Employees are prohibited from being intoxicated on Post property while on duty. The House Committee will handle violations. While Post Officers and House Committee Members cannot be absolved of their responsibilities to the Post while consuming alcoholic beverages as patrons, they should defer making Post decisions as deemed appropriate.

2.12 Members and Guests. All Members and guests will comply with the VFW Post 6740 policies, rules, and existing federal, state, and local laws.

2.13 Post Spaces. Patrons will stay in the Canteen area and are not allowed in the offices, kitchen, storage areas, behind the bar, or any room not in use unless authorized by the Employee, Canteen Manager, or other Post official. Post official means Post senior officers such as Post Commander, Senior and Junior Vice Commanders, Quartermaster, and House Committee members.

2.14 Licenses and Permits. Renewal of all licenses, permits, and fees as approved by the Membership is the responsibility of the Quartermaster.

CHAPTER 3

INCIDENTS AND ISSUES

3.1 Introduction. The staff or any member observing misconduct by any member or guest must immediately notify the Canteen Manager, House Committee Chairperson, and/or the Post Commander. The House Committee will be notified of all Incidents and Issues within one week of occurrence.

3.2 Incident Reporting. The person observing the misconduct should immediately complete an Incident Report Form (Appendix 4) while facts are still fresh in their mind, but not later than 48 hours after the occurrence.

a. An incident report will be submitted within 48 hours if any of the following have occurred:

1. If the altercation involved physical contact (shoving or fighting) with or between individuals on your premises.
2. Causes bodily injury to another person.
3. Threatens another person with a weapon or animal.
4. Discharges a firearm on the premises, regardless of the permit or license.
5. Destroys the permittee's or licensee's property if the permittee or licensee reports the incident to a law enforcement agency.
6. Law enforcement of emergency medical services personnel respond to the premises,

b. The reports will be turned in to the Commander, House Committee Chairman or Canteen Manager. All reports will be forwarded to the House Committee within one week of the occurrence. Copies of reports will be submitted to the adjutant.

c. The Post Commander will review the incident and may make temporary disciplinary action against any member(s) for improper conduct. The Post Commander's temporary disciplinary action is valid up to 30 days or until the House Committee or membership takes action whichever comes first.

3.3 Answering Post Phones. When answering the Post's telephone, the Employee will attempt to answer the caller's question(s). If you cannot properly answer the question, refer the caller to the Canteen Manager, a Post Line Officer, House Committee Chairperson, or Commander.

3.4 When Staff Shall Report. Staff will report all incidents and information when they become aware of any information about post Members (notice of a member's hospitalization, illness, or death) to a Post Officer and Canteen Manager. The Commander will then inform the appropriate committees.

3.5 Assisting Those In Need. Any person who seems to be under stress or who asks for or needs counseling, immediately contact any available post member, line officer, or house committee chairperson/member.

CHAPTER 4

POST KITCHEN RULES

4.1 Introduction. In accordance with the VFW Post 6740 Bylaws, the Post members shall elect the House Committee to manage matters related to the Post property, including the operation of the kitchen. The kitchen must always provide the utmost aspects of sanitation in order to prepare and cook food for Post patrons. The Post is overseen by health inspections from local and state officials. All food service industry standards apply to the Post. All kitchen workers must comply with the specific Kitchen Rules posted in the kitchen area.

4.2 Food Handler Certification. Employees in the kitchen must have a valid Food Handler Card/Certificate (FHC) permit. A copy of the permit/certificate is to be on file in the information book in the Canteen area, with the Quartermaster.

4.3 Removal and Handling of Kitchen Items.

a. No one may remove any items from the kitchen without the permission of the House Committee Chairperson or person assigned control of the kitchen.

b. Any item used or borrowed from the kitchen and/or Canteen must be cleaned before returning. If lost or damaged, the individual will replace the item(s) borrowed.

c. It is the responsibility of the lead person of scheduled event(s) to ensure that all kitchen items utilized to support their event are properly cleaned and stored in their proper locations. Event Planning Guides, Appendix 5, must be submitted prior to planning events.

CHAPTER 5

POST CANTEEN HOUSE RULES

5.1 Introduction. In years of operating a Canteen, the Post has had issues and actions arise that required rules to be established. This section address specific rules covering some of those issues and actions from past Post leaders experiences.

5.2 Service Animals. Service animals are to be allowed access in accordance with the Americans with Disabilities Act (ADA.gov). Service animals must remain under the direct care of owner at all times, not moving about freely. Emotional support dogs are not recognized as service animals and are not permitted. Signage at the Post's front entrance shall be furnished and complies with all state and federal laws.

5.3 Weapons. Weapons are prohibited inside the Post.

5.4 Attire. Proper attire is required for all who enter the Post. Those who wear clothing that is determined to be too revealing or containing offensive symbols or language or otherwise unacceptable may be asked by the Employee or any Post Officer to leave the Post property. Footwear must always be worn.

5.5 Jukebox. The jukebox will be discontinued during all post-meetings, Presidential TV addresses, or Government broadcasts that contain information of major impact to the public and all major sporting events involving teams designated through action by the Members during the regular season and all playoffs and championship games.

a. The Employee or any Post Officer will enforce this rule

b. The volume of the jukebox shall be maintained at a level that does not interfere with normal conversation in the Canteen.

5.6 Televisions (TV). The Employee shall control the use of all Canteen TVs. The TV shall be on the station broadcasting programming based on the majority of the Post members present. The volume of the TVs shall be muted or maintained at a level that does not interfere with normal conversation in the Canteen.

5.7 Signage. Posting of signs within the confines of the Canteen must be approved by the Canteen Manager or House Committee Chair.

5.8 Children/Minors. All children in the Post will always be accompanied and supervised by their parents or responsible adult while on the Post premises. The parent or responsible adult shall be responsible for the behavior of minor children in their charge. Parents and or responsible adults whose children become unruly, disruptive, or disobedient will be asked to take their children and leave the premises. Children will not be allowed to play pool unless under the direct supervision of a parent/adult, who's also playing. Playing pool under these circumstances and passing through the bar area is the extent of children presence in this area. Children shall not be seated at the bar, ever.

5.9 Bearing and Professionalism. Employees shall not discuss any job-related issues with anybody but the House Committee or Canteen Manager. Employees shall not engage in any conversation with patrons deemed to be unfavorable, negative, or derogatory in nature relating to other members/officers of the Post, or any other level or aspect of the VFW.

5.10 Intoxicated Persons. No sales to any intoxicated person.

5.11 Smoking and Vaping. Smoking and vaping is permitted only in the back patio area or outside.

5.12 Members and Guests Code of Conduct. All members and guests shall be held to the same standards as the employees. Consequences listed in appendix 2 are for Employees only. Members and guest consequences are outlined herein.

CHAPTER 6

DISCIPLINARY ACTIONS

6.1 Introduction. The procedures for invoking disciplinary action against a member or guest of VFW Post 6740, responsibilities of the accusing party, the House Committee, and the rights and process of appeal of the accused for violations of the House Rules are outlined in this section. Post disciplinary actions shall not violate members rights (Section 110 of the National Bylaws) and may be combined with discipline outlined in the VFW National Bylaws Article IX. All incidents shall be recorded using Appendix 4 - Incident Report Form.

6.2 Incident Report Form. All incidents will be reported using the Appendix 4, Incident Report Form. Be sure to print clearly and gather all the information required by the form.

6.3 Filing A Complaint. Any member or guest of the Post may file a complaint with the House Committee against any person they believe has violated the House Rules. Complaints against members or guests of the Post will be submitted to the House Committee Chairperson for review and must be in writing and signed by the person bringing the complaint.

6.4 Physically Striking or Fighting Behavior. Any member or guest of the Post who strikes another person in a non-self-defense manner will be immediately ejected from the Post for 30 days, pending the finding of the House Committee. This incident shall be reported using Appendix 4 immediately but not longer than 48 hours as described in Section 3.2. Any member or guest of this type of conduct shall not be permitted to participate in the House Committee's proceedings. Figure 1 depicts a flowchart of this disciplinary action situation.

6.5 Racial, Demeaning, or Abusive Language. Racial, demeaning, or abusive language or behavior shall not be tolerated. Any instance will result in immediate ejection from the Post for 24 hours by the staff or any Post Officer present. Any continued misconduct by any member or guest not adhering to the above immediate ejection, may then result in an immediate restriction

of Canteen privileges for up to thirty (30) days or until the House Committee or membership takes action. After the House Committee hearing, the House Committee will make its recommendation to the Post Commander and inform the accused. If the Post Commander agrees with the House Committee's disciplinary action and the accused does not want to appeal, the membership will be given the opportunity to vote their approval. Figure 2 depicts a flowchart of this disciplinary action situation.

6.6 Employee Expelling a Person. Expelling a person until the next business day is the maximum penalty the employee may impose. An employee will submit a detailed incident report using Appendix 4 of the incident to the House Committee Chairperson via the Canteen Manager within 24 hours. If no further disciplinary action is deemed necessary, the report will be held on file for 180 days. Provided no other incidents occur during that period, the report will be destroyed, no record of the incident will be maintained, and the circumstances of the incident may not be used against a member or guest any time after that.

6.7 House Committee Chair or Post Commander Actions. The House Committee Chairperson or the Post Commander may remand the matter to the House Committee for further action or may evoke additional disciplinary measures until the full House Committee can take up the matter.

6.8 Post Commander's Authority. The Post Commander may overrule any measure the House Committee imposes. The Membership may override any measure imposed by the Post Commander on a Post member at the next regularly scheduled meeting or at a special meeting called to review the accused's actions.

6.9 Maximum Penalty Others May Impose. The maximum penalty that may be imposed on an accused member by anyone other than the House Committee or Post Commander is a suspension of Post privileges until the next scheduled committee meeting. If no meeting occurs in any given month, the maximum penalty that may be imposed is a suspension of Post privileges for 30 days for the first offense.

6.10 Right To Appear at House Committee Hearing. Any member accused of violating the rules are subject to disciplinary action brought before a hearing of the House Committee will be allowed to present their case in person before the committee. As an option to appear in person, the accused has an option to present their case to the committee in writing.

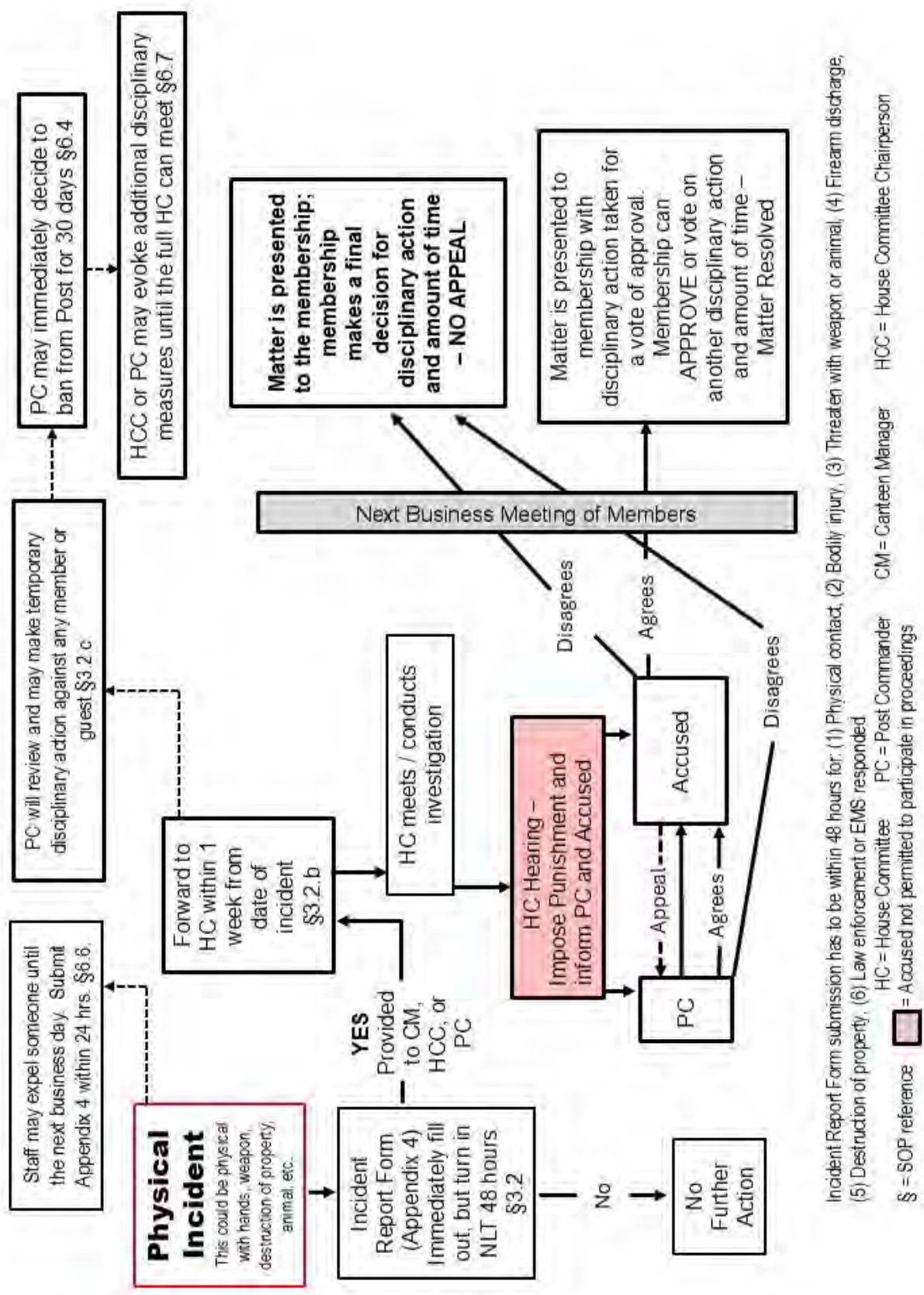
6.11 Appeal of House Committee Decision. The accused may appeal any decision of the House Committee in writing to the Post Members. The Post Members may refuse to review the case, make modifications to, or overrule the committee's decision. The Post Membership decision is final and may not be appealed.

6.12 Members Right to Attend Meetings. Per National Bylaws Sec. 105 & 110, members who are not delinquent in dues or under National Article IX action have the right to attend business meetings. The process for a "banned, barred, ejected, or expelled" member to attend a business meeting at the Post shall be:

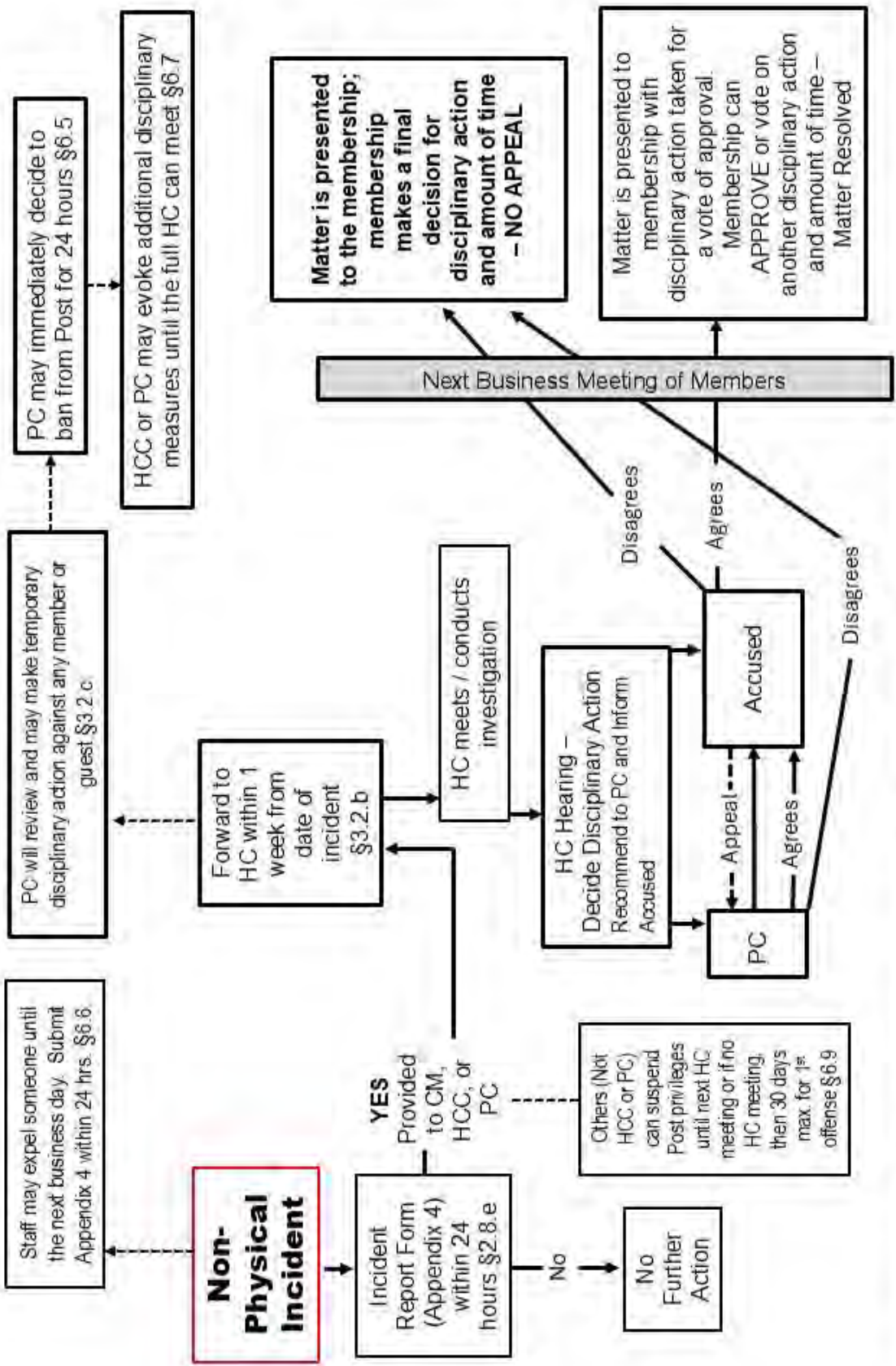
- a. Contact a Post Official at least 48 hours prior to the meeting with your intentions of attending and to coordinate entrance onto Post property.

- b. No earlier than 15 minutes prior to the meeting, a Post Official will escort you into the Post.

- c. Upon meeting adjournment, you will be escorted out of the Post by a Post Official to depart Post property.



Physical Incident Flowchart (Figure 1)



HC = House Committee
§ = SOP reference
PC = Post Commander
CM = Carteen Manager
HCC = House Committee Chairperson

Non-Physical Incident Flowchart (Figure 2)

CHAPTER 7

COUNSELING AND REMOVAL OF CANTEEN EMPLOYEES

7.1 Introduction. The Canteen provides many benefits to the Post in the form of comradery, social functions, and financial income. The Canteen ambiance is a direct reflection of how cohesive the Employees and Manager maintain its ability to operate smoothly. The Employees and Manager are the people that provide the initial impression patrons observe. This chapter is provided for those times that the cohesive and smooth operations break down.

7.2 Canteen Manager. The House Committee shall select a manager to operate and maintain the Canteen. The Manager shall be responsible to the House Committee Chairperson and the Post Commander.

7.3 Managing the Canteen Manager. The counseling and recommendation to remove the Canteen Manager shall be the responsibility of the House Committee Chairperson. Removal of the Canteen Manager may only occur with the consent of a majority of the House Committee, however, with the approval of the Post Commander (or Sr. Vice Commander, in his absence), the House Committee Chairperson may temporarily suspend the Canteen Manager until the House Committee can meet and take up the matter. Unless the removal occurs within ten (10) days of a regularly scheduled House Committee Meeting, the House Committee Chairperson will call a Special House Committee Meeting to address the issue. Suspension of a Canteen Manager requires a majority decision of the House Committee.

7.4 Employees. Scheduling new Canteen Employees is the responsibility of the Canteen Manager with final approval by the House Committee. The new Employee will be given a copy of the VFW Post 6740 Code of Conduct for Employees (Appendix 2), familiarize themselves with Chapter 5, titled Post Canteen House Rules, and sign a Canteen Employee Acknowledgment Form (Appendix 3). All employees must obtain and maintain their Alcohol Awareness before operating in the Canteen.

7.5 Counseling of Canteen Employees. The counseling of Canteen employees is the responsibility of the Canteen Manager or House Committee. Counseling will be documented using the VFW Post 6740 Counseling and Discipline Form (Appendix 6). The Canteen Manager or House Committee will document the event(s) that form the basis for counseling and/or disciplinary action and the action taken (warning or removal). The counseled employee will be offered the opportunity to comment on the appropriate section of the VFW Post 6740 Counseling and Discipline Form (Appendix 6). The Canteen Manager or House Committee will seek the employee's signature on the form, which will indicate their awareness of the counseling/ disciplinary action. If the employee refuses to sign the form, the Canteen Manager or House Committee will stress that their signature does not constitute an admission of wrongdoing but merely an acknowledgment of the action taken. If the employee still refuses to sign the form, the Canteen Manager or House Committee will note this on the form.

7.6 Temporary Removal of Employee(s). Disciplinary action(s) resulting in the temporary removal of Canteen employees is the responsibility of the House Committee. However, the Canteen Manager, with the consent of the House Committee, may remove an employee until the House Committee can meet to take up the matter. If the removal occurs more than 10 days before a regularly scheduled House Committee meeting, the House Committee Chair will call a special House Committee meeting to address the issue. Extended removal of an employee requires a majority decision of the House Committee. The Canteen Manager's responsibility is to make regular reports to the House Committee of all counseling and disciplinary actions taken. In the absence of a Canteen Manager, the responsibility of making the report falls on the House Committee Chair.

7.7 Permanent Removal of Employee(s). Disciplinary action resulting in the permanent removal of Canteen employees is the responsibility of the House Committee Chairperson and the Commander. However, with the consent of the House Committee Chairperson and Commander, the Canteen Manager may remove an employee until the House Committee can meet to take up the matter. Unless the removal occurs within a majority decision

ten (10) days of a regular scheduled House Committee Meeting, the House Committee Chairperson will call a special House Committee meeting to address the issue. Permanent removal requires the approval of the House Committee Chairperson and Commander. The Canteen Manager and/or House Committee Chairperson is responsible for making regular reports to the House Committee of all counseling and disciplinary actions taken.

7.8 Appeals. Any employee who has been counseled or permanently removed will be notified of the time and place of the House Committee meeting to address the issue. The employee will be allowed to present their case to the House Committee and may bring witnesses in their defense. Requests for an appeal to the House Committee will be made in writing within thirty (30) days of suspension or termination.

CHAPTER 8

POINT-OF-SALE (POS) SYSTEM

8.1 Introduction. The Point-of-Sale (POS) system is essential for maintaining accurate financial records in the Canteen. The POS system requires employees to maintain information security and accurate inputs to produce the most accurate financial information for the Quartermaster to file taxes and permits accurately. The Quartermaster also uses system information for income and expenditure reporting to the Post Membership.

8.2 Specific Rules Regarding the POS System. Below are specific rules that all employees shall be aware of:

- a. Only persons authorized by the House Committee, Chairperson, or Canteen Manager are allowed to operate the POS system or be behind the bar.
- b. All sales must be entered using the POS system.
- c. All comps or any other discounts must be approved by the Post Commander or Quartermaster.
- d. Only gift certificates signed by the Post Commander or Quartermaster will be accepted.
- e. Only discounts allowed by the House Committee will be allowed.
- f. Any void on the POS must have a reason entered.
- g. Any malfunction of the POS system must be reported to the Canteen Manager or Chairperson.
- h. Security Passwords:
 1. No employee will be allowed to have access to the "Admin" passwords.
 2. The Canteen Manager or Chairperson will enter new employees into the POS system.
- i. The Canteen Manager or House Committee Chairperson assigning passwords must notify the Quartermaster of each password assignment with the name of the person and the password assigned.
- j. The House Committee may not assign a task to the Trustees that will conflict with their duties as contained in the National, State, and Post Bylaws.

CHAPTER 9

WAYS AND MEANS COMMITTEE

9.1 Introduction. The Ways and Means Committee is tasked with brainstorming fundraising and expenditure ideas, then presents recommendations to the Post Membership during regular meetings. The committee shall meet to discuss any expenditures unrelated to the Canteen Club House operations as per Article VI, Section 4 of the Post Bylaws. Post members are encouraged to participate in this committee especially if one has tenured VFW experience in fundraising ideas or new Post members who could bring new and fresh fundraising ideas to the forefront.

9.2 Committee Membership. Per Article VI, Section 4, of the Post Bylaws, the committee shall consist of not less than three (3) members whom shall be elected by the Post members to serve a term of three (3) years. The Chairperson may be appointed by the Post Commander or elected by the committee membership. The Post Commander and Post Quartermaster shall be members based on their organizational positions and responsibilities. The committee membership should consist of an odd number of members to allow decision making by a majority.

9.3 Committee Reports. The committee reports its results, recommendations, and findings during regular membership meetings, as called upon by the Post Commander, for approval or disapproval.

PAGE INTENTIONALLY LEFT BLANK

Appendix 1 – Definitions

For standardization, the following terms shall be defined as follows:

- Ban, Bar, Expel, or Eject from the Post: All refer to a disciplinary action involving removing an individual from Post 6740 and Post social activities for a period of time due to a Post incident. Individuals are not allowed to enter the Post or be on Post property. These terms, in no way, reflect VFW or Auxiliary membership rights as those matters must be elevated to higher authority.
- Bar: The counter and any stools placed adjacent (abutting) to the counter where alcoholic beverages are served.
- Canteen Manager: Any person appointed by the House Committee to operate the Canteen subject to their instructions.
- Canteen: The area of the Post consists of the Canteen area, seating, restrooms, jukebox, and all storage areas for the holding of alcoholic beverages and snacks sold at the bar.
- Employee: An individual on staff who is paid or employed by the Post.
- Grounds: Post property outside of the main building.
- Guest: For this document, unless specifically identified, the word "guest" means:
 - Any person who is not a member (see "Member")
 - Special Guest is an active-duty United States Military/Reserve person in or out of uniform who can show proper military identification
 - Guest Speaker is an individual invited for a speaking role during a function who may be a member or a guest
 - A patron (see "Patron")

Guests must sign-in and should have a sponsoring member.
- House: The Post quarters and the equipment contained therein.
- Intoxicated: SC Code of Laws defines intoxication as not having the normal use of mental or physical faculties because of the introduction of alcohol, a controlled substance, a drug, a dangerous drug, a combination of two or more of those substances, or any other substance into the body. This is at the sole discretion of the employee to determine.
- Kitchen: The area adjacent to the Meeting Hall, which contains the oven, stove, and other cooking appliances.
- Kitchen Manager: Any person appointed by the House Committee to operate the kitchen, subject to House Committee instructions.
- Member: For this document, unless specifically identified, the word "member" means:
 - Any Auxiliary Member of VFW Post 6740 in good standing (dues are current)
 - Any visiting VFW or VFW Auxiliary member in good standing who is not a member of Post 6740
 - Any Post Legacy, Life, or regular Member (Comrade) of VFW Post 6740 in good standing

Members shall sign-in to the Post and indicate any guests they are sponsoring.
- Meeting Hall: The large room that meetings are held in.
- Minor: Any person who has not attained 21 years of age.
- Parking Lot: Portion of the Post grounds for vehicular parking.
- Patron: A community "guest" authorized to patronize the Post. They shall sign-in but may not have a specific member sponsoring them.

- Post: All property, including facilities, parking areas, buildings, building contents, and grounds, is located at 950 Rock N Creek Road, Leesville, SC 29070.
- Post Official: A post senior officer such as Post Commander, Senior and Junior Vice Commanders, and Quartermaster.
- Shall: Indicates a policy/procedure that is mandatory. If the SOP states that a policy/procedure "shall" be followed, it must be executed as described.
- Should: Indicates a policy/procedure that is recommended. While following "should" policies/procedures is strongly encouraged, they are not mandatory and deviations may be appropriate under certain circumstances.
- Staff: Personnel working at the Post for an event who are employees, members, or volunteers.

Appendix 2 - CODE OF CONDUCT FOR EMPLOYEES

1. Employees of VFW 6740 are expected to act professionally while on Post property, attending a Post event, or posting to social media about Post related content.
 - a. It will be the responsibility of each employee to maintain a separation from our members and patrons to be able to conduct responsible service of alcohol and beverages.
 - b. At no time should an employee, member, or patron discuss Post business on post premises. This includes gossip and/or hearsay from both sides of the bar that involves personnel matters, politics and/or religion.
 - c. All side work/cleaning duties are to be completed before and after each shift with no exceptions.
 - d. All employees must be on time for the assigned shift and responsible for reliable transportation.
 - e. Employees will be held accountable for the dress code provided by the Canteen Manager. Any violations of this policy will warrant disciplinary action.
2. The following are direct violations of this policy and will result in the removal of all employees involved.
 - a. Horseplay.
 - b. Consumption of any alcoholic beverage and/or use of any illegal drugs while operating in the Canteen.
 - c. Possession of any illegal drug/substance on post property.
 - d. Gambling.
 - e. Violation of attendance procedures.
 - f. Fighting or aggressive behavior toward any VFW 6740 employee, member or guest of VFW 6740.
 - g. Verbal threats.
 - h. Theft of any VFW Post 6740 or VFW Post 6740 employee's property, including any product not checked into the register.
 - i. Failure to maintain accountability of drawer/till or safe contents, including all monies and Post property.
3. Unless specified elsewhere in VFW policies or extraordinary circumstances warrant immediate dismissal, the following progressive disciplinary actions are the standard procedure within VFW Post 6740:
 - a. Verbal reprimand - The employee will be told of the infraction and why compliance is essential for the well-being of all concerned.
 - b. Written reprimand - The employee will be warned that repeated violations may result in a temporary or permanent removal.
 - c. Removal - Further indications of a lack of support for VFW Post 6740 goals or programs as indicated by rule/policy infractions will not be tolerated.
4. These policies are set out to protect you and your fellow employees. We want VFW Post 6740 to be the best that it can be. Understand that you accept these policies without reservation when you sign the acknowledgment form (Appendix 3) after reading them. In other words, you are promising to obey the rules.

PAGE INTENTIONALLY LEFT BLANK

Appendix 3 – Canteen Employee Acknowledgment Form

I, _____ have received a copy of Post 6740's Canteen Employee Code of Conduct. I have familiarized myself with these rules and understand that I am responsible for complying with the rules at all times. I have also familiarized with the Lake Murray VFW Post 6740 SOP, Chapter 5, titled Post Canteen House Rules. I understand that any time I am unclear of the intent or legality of these rules, I am responsible for seeking clarification from the Canteen Manager or House Committee Chairperson.

Date: _____

Signature: _____

PAGE INTENTIONALLY LEFT BLANK

Appendix 4 - Incident Report Form

Directions: Please Print Clearly. Report any incident, including injury or property damage on this form.

Actions:

- 1. Immediately following an incident, call the Canteen Manager/House Committee Chairperson
- 2. Follow up by immediately calling the Post Commander

Person making an incident report (circle one)

Employee Canteen Manager Post Officer VFW Member

Name_____

Address _____

Phone Number _____

Date _____

Signature: _____

Nature of Incident

(Use back of page for more space)
Print Witness Name / Phone Number

_____/_____
Print Witness Name / Phone Number (#2)

_____/_____

Person(s) involved in incident

PAGE INTENTIONALLY LEFT BLANK

Appendix 5 – Event Planning Guide (Use Back of Form for More Space)

Today's Date: _____ Date of Event: _____

Prepared By: _____

Event: _____

Chairperson: _____

Fee to be Charged: \$_____

Entertainment: _____

Cost of Entertainment: \$_____

Any Purchases to be Made: _____

Food to be Served: _____

Decorating: _____

Cooks: _____

Servers: _____

Door: _____

Kitchen Clean Up _____

Hall Clean Up _____

PAGE INTENTIONALLY LEFT BLANK

Appendix 6 – VFW Post 6740 Counseling and/or Discipline Form

Date: _____

Name: _____

Name & Title of Person
Conducting Counseling: _____

Signature of Person
Conducting Counseling: _____

Witness Name: _____

Witness Signature: _____

Description of events leading to counseling (required)

Corrective action taken (required)

Comments (optional, indicate "none" if no comments are desired.)

Signature: _____

(Signature is an acknowledgment of being counseled and is not an admission of wrongdoing.)

PAGE INTENTIONALLY LEFT BLANK

Appendix 7 – Current Committee Membership

House Committee.

Charles Holloway, House Committee Chair (ending July 2027)
Howard Barr (ending July 2027)
Mary Jackson (ending Aug 2028)
Dan Kletter (ending July 2028)
Alan Pierce (ending July 2028)
Nevin Rudloff (ending July 2028)
Michael Snyder (ending Sept 2028)

Ways and Means Committee.

Howard Barr
Michael Synder
Don Watson