

**SURPRISE AERIE #4534**  
**FRATERNAL ORDER OF EAGLES**

**HOUSE RULES**

**THE PURPOSE OF THE FOLLOWING HOUSE RULES IS TO MAKE THE SURPRISE AERIE AN ENJOYABLE PLACE TO WHICH THE MEMBERSHIP CAN BE PROUD TO BRING THEIR FAMILY AND FRIENDS. THEREFORE, MEMBERS SHOULD READ AND FAMILARIZE THEMSELVES WITH THESE HOUSE RULES AND ABIDE BY EACH PROVISION.**

Surprise Aerie #4534, Fraternal Order of Eagles, instituted by the authority of the Grand Aerie of the Fraternal Order of Eagles. This Aerie was incorporated under the laws of the State of Arizona on August 3, 2011.

No change will be made to the Surprise House Rules (hereinafter referred to as the House Rules) without proper procedures as outlined in Section 122.4 of the Grand Aerie Articles of Incorporation Constitution and Statutes (hereinafter referred to as the Grand Statutes).

**AERIE TRUSTEES:**

The Board of Trustees shall be responsible for the entire Aerie premises, under the direction of the Aerie.

The Board of Trustees shall enforce all Local Aerie House Rules which govern the premises and the conduct of the Aerie and Auxiliary members, and their guests, in accordance with Section 89.3(a) of the Grand Statutes.

The Board of Trustees shall be responsible for the preservation of orderly conduct of all members and guests in the Aerie Social Room. The Board of Trustees shall have the power to deny Aerie Social Room privileges to any member, for conduct unbecoming an Eagle, at any Aerie function, or on the Aerie premises, or for violating any House Rules.

**HOURS OF OPERATION:**

- 1 The Board of Trustees shall set the hours of operation of the Aerie.

**MEMBER INFORMATION:**

- 1 Members are defined as both Aerie and Auxiliary members in good standing and whose dues are current.
- 2 Persons wishing to be served in the Aerie Social Room must be a member in good standing, or a guest of a member in good standing, and the member must present a current dues receipt. A Surprise 4534 member in good standing, who has misplaced or

forgotten his/her current dues receipt, may sign themselves into the Aerie, at the discretion and recognition of the on-duty bartender, the bar manager, or the Aerie Trustees.

- 3 Any visiting Eagle member may visit the Surprise Aerie upon the showing of their current dues receipt. In addition, they may enter their name, address, and home Aerie number in the Surprise visitor's register, if they so choose. If they have forgotten their current dues receipt, they need to have a member, who has a current dues receipt with them, sign them in. Furthermore, they must abide by these House Rules.
- 4 All non-members and/or guests must be signed in by a member in good standing.
- 5 Members in good standing are allowed to bring guests into the Aerie Social Room. All guests, or their member sponsor, must sign the guest register. All guests must leave when the member who signed them in leaves.
- 6 Members are responsible for the conduct of their guests and family. Actions of a member or guest unbecoming of an Eagle, while on Aerie premises, are subject to disciplinary action deemed appropriate by the Board of Trustees in accordance with Section 89.3 of the Grand Statutes. If a member or his/her guest destroys or damages any property of the Aerie, the member shall be responsible for payment or replacement of the damaged property.
- 7 Members and their guests are to wear suitable attire while in the Aerie home. Suitable attire includes shirts, pants, shorts, and footwear, etc. It will be at the discretion of any Aerie Trustee, the bar manager, or the on-duty bartender to enforce this rule.
- 8 Only Surprise 4534 members may issue a personal check up to \$30.00 to pay their Aerie Social Room obligation, once per day. The check must show the member's name, address, and phone number.
- 9 Any Surprise 4534 member who issues a non-sufficient funds check, or a check issued on a closed account, or a check returned from the bank for any reason, will be charged a fee of thirty dollars (\$30.00) per check, in addition to any bank charges incurred by the Aerie. In addition, that member's Aerie Social Room privileges will be revoked until the arrearage and the bank charges are reimbursed to the Surprise Aerie in full.
- 10 Any person who has been sponsored for membership and who has paid their initiation fee or re-enrollee fee, and who has shown either their temporary receipt or official receipt, from the Secretary, to the on-duty bartender upon entering the Surprise Aerie, will be considered a temporary Social Member and will have all privileges of a Surprise 4534 member, with the exception of attending meetings, voting, issuing checks, or Shake-A-Day. Furthermore, if the applicant fails to show for initiation within six (6) months from the date of notification, by the Secretary, of their election to membership, their membership application shall be canceled, and all fees paid, shall be forfeited in accordance with Section 70.16 of the Grand Statutes.
- 11 No one under the age of twenty-one (21) years shall be allowed to sit at the Aerie bar. All children of members and/or guests shall be kept under control by their parents



or guardians, and supervised at all times. No person under the age of eighteen (18) years shall be permitted to stay after 10:00 PM. The only exception to this rule will be a Surprise Eagles Event.

- 12 Members are responsible for the care and clean-up of whatever Aerie property they use. If an event is held at the Aerie, it is the responsibility of the Point of Contact (hereinafter P.O.C.) person to make sure all dishes are cleaned, and all event food is removed from the premises. If the P.O.C. person fails to make sure the Aerie property is properly cleaned and all event food is removed from the premises, the P.O.C. person will be charged a clean-up fee of \$30.00, at the discretion of the Aerie Trustees.
- 13 Planning meetings are to be held on the 1<sup>st</sup> Wednesday of each month at 6:30 p.m. The Aerie Social Room will be closed.
- 14 Joint Officers' Meetings are to be held quarterly on the 5<sup>th</sup> Tuesday in the last month of the quarter at 6:30 p.m. The Aerie Social Room will be closed.
- 15 During the second and fourth regular Aerie and Auxiliary meetings, the Aerie Social Room may remain open at the discretion of the Worthy President, or in the absence of the Worthy President, by the Worthy Vice President, or by the Madam President, or in the absence of the Madam President, by the Madam Vice President.
- 16 No alcoholic beverages are permitted in the meeting room once the regular Aerie and Auxiliary meetings have been called to order by the Worthy President, or in the absence of the Worthy President, by the Worthy Vice President, or by the Madam President, or in the absence of the Madam President, the Madam Vice President.
- 17 Obscene or profane language used by any MEMBER, GUEST, OR EMPLOYEE, WILL NOT BE TOLERATED. The on-duty bartender, the bar manager, or any Aerie Trustee present, will strictly enforce this rule.
- 18 No one will be allowed behind the Aerie bar or in the liquor room except the on-duty bartender, the bar manager, and the Aerie Trustees. Any variations will be up to the bar manager, or the on-duty bartender, or the Aerie Trustees.
- 19 All bartenders must obtain a Responsible Servers Certificate.
- 20 All bartenders and anyone who will be handling food must have a current Maricopa County Food Handlers Health Card.
- 21 Each Responsible Server or a Surprise Aerie #4534 volunteer must be a member in good standing of either the Aerie or Auxiliary, or a paid employee.
- 22 No alcoholic beverages shall be brought into or removed from the Aerie property.
- 23 The on-duty bartender, or the bar manager, or the Aerie Trustees will enforce the Aerie House Rules and the Arizona State Liquor Laws in the Aerie Social Room.
- 24 Intoxication, harassment, aggravation, or antagonizing on the part of any member, guest, volunteer, or employee is strictly prohibited. Any unacceptable behavior that results in a physical confrontation may result in a suspension for the member(s) or person(s)

responsible for initiating the disturbance, as well as others involved. Violation of these House Rules by any member shall require the Board of Trustees to press charges, for conduct unbecoming an Eagle, against said member at the next regular meeting of the Board of Trustees. If the incident involved a member's guest, that guest will be banned from the Surprise Aerie.

- 25 Any Aerie Trustee, the bar manager, or the on-duty bartender shall have the authority to close any or all Aerie facilities in the case of an emergency or to maintain order. After such emergency or incident, the on-duty bartender, the bar manager, or the Aerie Trustees must make an incident report as to why the closure took place.
- 26 The on-duty bartender, the bar manager, or the Aerie Trustees shall refuse service to any person who, in their judgment, is intoxicated, unruly, and/or incapable of properly conducting themselves. Such action shall subject that person to expulsion from the premises, if deemed necessary, by the on-duty bartender, the bar manager, or the Aerie Trustees. If it becomes necessary to have the intoxicated or unruly member, guest, or visiting Eagle removed from the Aerie premises, the on-duty bartender, the bar manager, or the Aerie Trustees shall call 911. After the incident, the on-duty bartender, the bar manager, or the Aerie Trustees must make an incident report.
- 27 Anyone who provides any alcoholic beverages to a person who has been refused service by the on-duty bartender, the bar manager, or the Aerie Trustees, will be asked to leave the premises and must do so promptly. After the incident, the on-duty bartender, the bar manager, or the Aerie Trustees must make an incident report. It will be up to the Aerie Trustees to determine if further action needs to be taken.
- 28 Any problems with any member, guests, children, or visiting Eagles should be brought to the immediate attention of the on-duty bartender, the bar manager, or the Aerie Trustee on duty.
- 29 Any member, member's guest, or visiting Eagle member whose conduct is unbecoming of an Eagle, or who violates any House Rules, may be subject to a disciplinary penalty of suspension not to exceed ninety (90) calendar days, which the Board of Trustees shall enforce, in accordance with Section 89.3 of the Grand Statutes.
- 30 Should a member wish the Board of Trustees to handle matters concerning harassment, unsolicited attention, inappropriate actions, or other objectionable behavior, a written and signed complaint should be submitted, within seven (7) days to any Aerie Trustee, or if the Aerie Trustees are not available, then to the bar manager, or to the on-duty bartender, for delivery to the Aerie Trustees, or mailed to the Surprise Aerie, to the attention of the Aerie Trustees.
- 31 The Board of Trustees shall respond to all properly submitted written complaints within thirty (30) calendar days in compliance with the Statutes of the Fraternal Order of Eagles and notify the complainant of the action taken, in accordance with Section 89.3(h) of the Grand Statutes.
- 32 The Surprise Aerie #4534 will be a non-smoking building, with designated outdoor smoking areas. Any alternate smoking devices (including electronic cigarettes) are not



allowed inside the Surprise Aerie. These alternate smoking devices are only allowed in the designated outdoor smoking areas.

**MISCELLANEOUS:**

- 1 There shall be one reserved parking space available for the on-duty bartender.
- 2 The posting of flyers, communications, etc. in the Aerie (other than those official communications sent to the Secretary which need to be posted) need the approval of the Aerie Trustees.
- 3 The Aerie Secretary will give all Surprise 4534 members, upon initiation or by request, an updated copy of the Surprise By-Laws and the Surprise House Rules, and shall post such documents in the Aerie.
- 4 Hall rental of the Aerie Social Room is permitted, at the discretion of the Aerie Trustees.
- 5 No pets are allowed, other than service animals, on the Aerie property.

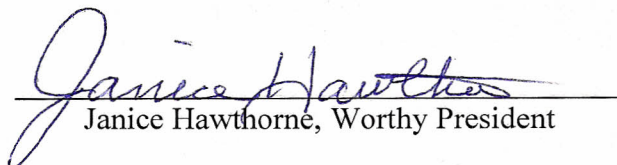
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First reading of Surprise House Rules in open Aerie meeting done: September 23, 2014.

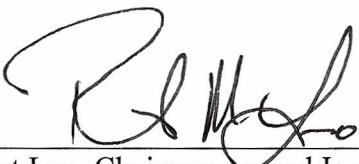
Second reading of Surprise House Rules in open Aerie meeting done: October 14, 2014.

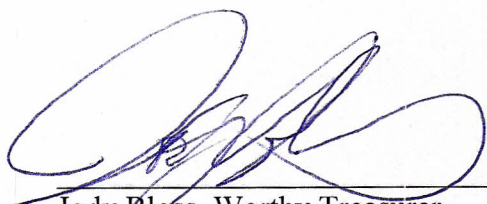
Third reading of Surprise House Rules in open Aerie meeting done: October 28, 2014.

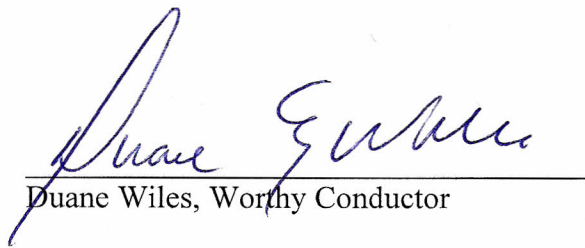
The above Surprise House Rules have been adopted and approved by a vote of the Surprise Aerie #4534 on October 28, 2014.

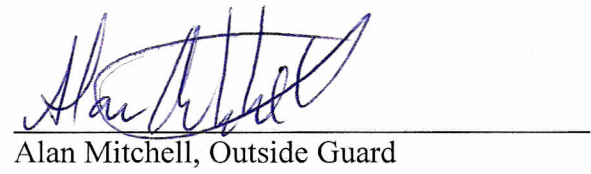
  
Janice Hawthorne, Worthy President

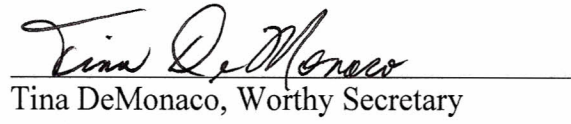
**HOUSE RULES COMMITTEE:**

  
Robert Leo, Chairperson, and Inside Guard

  
Jody Bless, Worthy Treasurer

  
Duane Wiles, Worthy Conductor

  
Alan Mitchell, Outside Guard

  
Tina DeMonaco, Worthy Secretary