



UNITED STATES MARINE CORPS
MARINE CORPS BASE HAWAII
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IN REPLY REFER TO:
BaseO 1746.20A
MCCS

JUN 11 2004

BASE ORDER 1746.20A

From: Commanding General, Marine Corps Base Hawaii
To: Distribution List

Subj: STAFF NONCOMMISSIONED OFFICERS CLUB CONSTITUTION AND BYLAWS

Ref: (a) MCO P1700.27.20

Encl: (1) Staff Noncommissioned Officers' Club and Bylaws
Marine Corps Base Hawaii
(2) Bylaws of the Staff Noncommissioned Officer's Club

1. Situation. To promulgate the Constitution and Bylaws for the Staff Noncommissioned Officers' (SNCO) Club, Marine Corps Base Hawaii, Kaneohe Bay.

2. Cancellation. BaseO 1746.20

3. Mission. This Order incorporates all previous change and revisions.

4. Execution. The SNCO club will operate in accordance with the reference and enclosures (1) and (2).

5. Administration and Logistics

6. Command and Signal

a. Signal. This base Order is effective the date signed.

b. Command. This base Order is applicable to Marine Corps Base Hawaii.

R. C. ROTEN
By direction

Distribution List: A

Staff NonCommissioned Officers' Club
Constitution and Bylaws
Marine Corps Base Hawaii

ARTICLE I
Designation

Section 1. This activity shall be known as the Staff NonCommissioned Officers' Club, Marine Corps Base Hawaii (MCBH), Kaneohe Bay, hereinafter referred to as the Club.

ARTICLE II
Authorization

Section 1. This activity is established under the authorization of the Commandant of the Marine Corps and the Commanding General, MCBH, hereinafter referred to as the Commanding General. The Club shall operate in accordance with the regulations, the Constitution and Bylaws, and such direction as issued by proper authority.

ARTICLE III
Purpose

Section 1. The Club is established to promote the well-being, morale, camaraderie, and the wholesome use of leisure time for Marines and their families. The Club provides food, beverages, and entertainment for authorized patrons.

ARTICLE IV
Responsibility

Section 1. The Club and all of its facilities operate under the command responsibility of the Commanding General through the Director, Marine Corps Community Services (MCCS) Department.

Section 2. The Constitution and the Bylaws, along with other information of importance, will be posted in a location in the Club review by the members.

ARTICLE V
Status

Section 1. This Club, as a Non Appropriated Fund Instrumentality (NAFI) of the United States Government, shall operate in accordance with the provisions of Chapter 3, MCO P1700.27.

ARTICLE VI
Membership

Section 1. Membership in the Club will be in accordance with the reference and Bylaws. Membership is voluntary.

ARTICLE VII
Nondiscrimination

Section 1. The facilities and services of the Club shall not be made available to any group or organization, which practices discrimination on the basis of race, color, sex, creed, marital status, or national origin.

ARTICLE VIII
Club Committees

Section 1. Two committees shall govern Club plans, programs, and policies: the Executive Committee, and the Advisory Committee. The committee will work closely with the MCCA Staff to ensure the Club enhances the combat effectiveness of the MCBH Navy and Marine Corps team.

Section 2. Club committees and MCCA shall operate within the guidance provided by directives of higher headquarters.

Section 3. Representatives from MCCA shall attend all committee meetings and shall provide information and recommendations to the committee members. The Chairperson for the respective committee shall ensure that MCCA representatives and committee members receive adequate notice of the meetings.

Section 4. The committees shall be staffed by the Club members from the Commands aboard MCBH and other important groups that comprise the Club membership population.

Section 5. Fifty percent (50%) committee attendance constitutes a quorum for voting purposes. Majority vote (above 50%) carries an issue.

ARTICLE IX
ADVISORY COMMITTEE

Section 1. Members of the Advisory Committee shall be appointed in writing by the Commanding General. The Advisory Committee shall be guided in the performance of their duties by the provisions of MCO P1700.27.

Section 2. 17 committee members shall be members of the Commands and groups listed below (one from each):

1. Patrol and Reconnaissance Force, Pacific
2. Marine Air Groups 24 (MAG-24)
3. Combat Service Support Group 3 (CSSG-3)
4. Headquarters and Service Battalion, Marine Forces Pacific (H&S BN, MarForPac)
5. Helicopter Antisubmarine Squadron Light 37 (HSL-37)
6. Fleet Logistics Support Squadron 51 (VR-51)
7. Headquarters Battalion MCBH (HQBN)
8. Marine Corps Air Facility (MCAF)
9. 3d Radio Battalion (3d RadBn)
10. 3d Marines Regiment Headquarters Battalion
11. 1st Battalion 3d Marine Regiment
12. 2d Battalion 3d Marine Regiment
13. 3d Battalion 3d Marine Regiment

Enclosure (1)

14. 1st Battalion 12th Marine Regiment
15. Civilian Employees
16. Retired military community
17. M CCS (non-voting member)

Section 3. Members will be assigned for a minimum period of one year. Club Advisory committees will meet monthly. Committee membership for civilians will be limited to Federal Government personnel.

Section 4. From the 17 members of the Advisory Committee the Chairperson of the Executive Committee will select one Chairperson, one Vice Chairperson, and one recorder. These members will serve in these positions for a period of one year.

Section 5. The proceedings of each meeting of the Advisory Committee will be recorded, signed by the Chairperson and the Recorder, and submitted to the Executive Committee.

ARTICLE X
Executive Committee

Section 1. The Executive Committee shall consist of Major Supporting Commands Sergeants Major. The Chairperson of the Executive Committee will be the MCBH Sergeant Major. This Committee will meet monthly.

Section 2. The Executive Committee shall promptly review all plans, programs, and policies formulated by the Advisory Committee to ensure that they are feasible and desirable under the Clubs operating budget.

Section 3. On behalf of the Executive Committee, the Chairperson shall promptly issue a statement of concurrence or non-concurrence for all matters presented by the Advisory Committee. Once the Executive Committee approves a proposal, M CCS will execute that proposal in a timely manner.

Section 4. The Executive Committee shall also advise the Commanding General on the Club dues that members pay.

ARTICLE XI
Management

Section 1. The Manager of the Club shall be assigned, in writing, by the Director of the M CCS Department. The Manager will perform duties as prescribed by the Director of M CCS. The executive control and custody of club funds and property, subject to the direction of the Director, M CCS, is the responsibility of the Manager.

ARTICLE XII
Amendments

Section 1. This Constitution and Bylaws may be altered or amended by the Commanding General or upon legitimate request of the Advisory Committee through the Executive Committee. Members desiring changes in the Constitution and Bylaws should seek these changes in writing through their representative on the Advisory Committee.

ARTICLE XIII
Adoption

Section 1. This Constitution and Bylaws shall become effective upon approval of the Commanding General.

Enclosure (1)

BYLAWS OF THE STAFF NONCOMMISSIONED OFFICERS CLUB

1. General. The Bylaws of the Club are promulgated for information to all patrons. The patron is responsible for the observation and adherence of these Bylaws.

2. Advisory Committee. The Advisory Committee acts in an advisory capacity to the Commanding General. The Advisory Committee shall perform the duties designated in reference (a) and, in addition will:

a. Act upon all matters presented to the Committee by the Commanding General.

b. Consider and make recommendations, when such requests are presented in writing, from any Club patron.

c. Make recommendations to the Executive Committee regarding suspensions and/or revocations of privileges.

d. Meet once a month. Special meetings may be called by the Advisory Chairperson, and, or the Executive Chairperson.

(1) A quorum for the Advisory Committee will consist of one-half of the members. Units deployed will not be considered when determining a quorum under this rule.

(2) A majority vote shall decide all issues except changes in the Constitution and/or Bylaws, which requires a two-thirds vote. Ex Officio members shall not have voting privileges.

(3) Each unit will have only one vote when more than one member of a unit is attending the Committee meeting.

(4) The Chairperson shall be entitled to vote in the event of a tie.

e. When a member of the Advisory Committee is unable to attend a regular or special meeting, they shall advise the Chairperson.

f. Members of the Advisory Committee shall not receive remuneration, cash goods, or services from the Club for any duties performed.

g. The Recorder shall take necessary notes during the course of the Advisory Committee meetings, prepare them in rough draft within 2 working days after each meeting, and deliver them to the Chairperson of the Advisory Committee. Upon receipt, the Chairperson will edit the draft within 2 working days and submit a smooth draft to the Chairperson of the Executive Committee. The smooth draft will be signed by the Chairperson of the Executive Committee and submitted to the Commanding General within 2 working days from the date it is signed.

3. Active Membership. Active members will be identified by an Armed Forces Identification Card. Active members may use all Club facilities, participate in all Club programs, and serve as voting members of the Advisory Committee. Active membership is extended to all active duty military members of the U.S. Armed Forces in pay grade E-6 through E-9 assigned to Marine Corps Base Hawaii (MCBH), or directly supported by MCBH.

4. Associate Membership. Associate membership is extended to:

a. Active duty military members of the U.S. Armed Forces on temporary duty, in transit or unattached/unassigned to MCBH.

b. Adult family members of military personnel who are in a unit deployment or unaccompanied tour status.

c. Members of the U.S. Armed Forces who are on the retired list.

d. Recipients of the Medal of Honor and honorable discharged veterans of the U.S. Armed Forces and their widows/widowers.

e. Members of the U.S. Armed Forces who are on the retired list.

f. Other uniformed personnel, including the Coast Guard, National Oceanic and Atmospheric Administration, and the U.S. Public Health Service on active duty or who are on the retired list.

g. Uniformed personnel retired without pay.

h. DOD and other Federal employees of the United States working aboard MCBH. Each civilian employee at or below GS-9/NF-4 may join as an associate member and patronize either, (but not both), the SNCO Club or the Enlisted Club. However, a spouse employed at any Federal service grade level whose active duty sponsor rates privileges at either the Officer or SNCO Club may not join the Enlisted Club.

i. Active duty military personnel, of foreign nations, when authorized exchange privileges in the United States or overseas.

j. Uniformed, paid members of the Red Cross assigned to MCBH.

5. Honorary Membership. Honorary membership extends the same privileges and services as an associate membership. Honorary membership may be extended to:

a. Unmarried widows/widowers of military personnel who died while on active duty or while retired from any of the Armed Services. Membership will be in the club to which the deceased would have belonged to at the time of death.

b. Family members of military personnel of the Armed Services of the United States being held as prisoners of war or who are missing in action.

Enclosure (2)

c. Individuals who have distinguished themselves in direct association with the Marine Corps as determined by the Commanding General.

d. Persons eligible for active or associate membership will not be granted honorary membership.

6. Extension of Privileges

a. Family members of active, associate, and honorary members will be afforded the same patron privileges as their sponsors.

b. Reciprocal patron privileges will be extended to family members of Marine Corps personnel who are in a unit deployment or unaccompanied status.

c. Reciprocal patron privileges will be extended to active, associate, and honorary members of other clubs/open messes and their family members.

d. Family members (regardless of their sponsor's rank) may utilize Club facilities as a bona fide guest of an authorized member. Authorized members assume full responsibility for the guest.

7. Termination or Suspension of Membership and Privileges

a. Privileges will be terminated under the following conditions:

(1) Upon departure of the member from the Base on a permanent change of station status.

(2) By action of the Commanding General as a result of misconduct by the member, their family member or guests, indebtedness to the Marine Corps Community Service (MCCS), and as a result of a pending investigation.

b. Suspension of privileges may be authorized by the:

(1) Commanding General.

(2) Director, MCCS.

(3) Manager, until 0900 on the following working day.

8. Credit and Check Cashing

a. Credit is authorized through the use of a Master Card or Visa.

b. Personal checks for amounts up to \$200.00 may be cashed at the Club by active, associate, and honorary members. The total dollar amount, for checks cashed, will not exceed \$200.00 per day.

Enclosure (2)

c. Actions that may be invoked when bad checks are negotiated will be as follows:

- (1) Revocation of check cashing privileges.
- (2) Revocation of membership.
- (3) Disciplinary action.
- (4) Any and all actions stated above.

9. Conduct. Patrons are required to observe and uphold the standards of conduct and dignity expected of Marines.

a. Any incident or inappropriate activity, including infractions of rules or conduct of a discourteous or disrespectful nature, which occurs on the Club premises, shall be justification for the offender(s) to be asked to leave the Club.

b. Gross or repeated infractions and failure to leave when requested will be referred to the Manager for appropriate action. Such referrals and the names of all witnesses will be in writing and contain the facts and circumstances surrounding the incident or offense.

c. The Manager is vested with the authority at his/her own discretion to deny the use of any or all of the facilities or services of the Club to any patron who is charged with improper conduct. The manager is authorized to demand that any person whose conduct has become offensive or obnoxious to other members or contrary to good order and discipline to vacate the premises of the Club. The manager will call upon the senior member in attendance at the Club to help enforce his/her demand.

d. Managers are charged with the responsibility to caution employees that care shall be taken in regard to dispensing of alcoholic beverages. Alcoholic beverages will not be served to anyone who is or appears to be intoxicated.

e. At no time will patrons admonish employees. Unacceptable service or dereliction on the part of Club employees should be brought to the attention of the Manager on duty.

f. Property of the Club that is broken or damaged through gross or willful negligence, or in the case of intentional acts to damage or destroy property by a patron must be paid for by the patron. The amount to be charged will be based upon replacement cost.

g. Members engaged in civilian enterprises will not be allowed to solicit business within the Club. Poster and other methods of commercial advertising will not be posted in the Club.

Enclosure (2)

h. Alcoholic beverages and food may not be brought into the Club. In accordance with current directives, and state liquor laws, alcohol may not be given, sold, bartered, or donated to minors. Minors will not be permitted in the Club in any area where alcohol is served except when accompanied by an eligible adult patron, and the minor is an individual 18-20 years of age. Active duty personnel, regardless of age, may areas where alcoholic beverages are sold, but must be 21 years of age or older to consume alcoholic beverages.

i. Gambling in the Club is prohibited.

10. Dress in the Club

a. All members and patrons of the Club are to use discretion concerning their appearance and attire within the Club at all times.

b. The appropriate service uniform or flight suit shall be the only military uniform authorized in the club, with the following exceptions:

(1) Wearing apparel for special events shall be announced and approved prior to the event.

c. When wearing civilian clothing, the same standards of neatness and cleanliness will be observed as are required for the wearing of the uniform.

(1) Set forth in BaseO 1020.5A.

d. Any other garments deemed inappropriate by the Club Manager.

e. At no time are bare feet allowed in the Club.

f. All active, associate, and honorary members are responsible for family members and guests' conformance to the above rules.

11. Private Parties and Catering. Private parties and catering services are available through the Club. Arrangements shall be made with the Club Manager.

12. Group Meetings and Social Functions. This Club will not be used for meetings of civic groups or other associations unless the group is comprised of 51% or more authorized Club members as prescribed in these Bylaws. Exceptions to this policy are stated in the reference.

13. Hours of Operation. Hours of operation shall be posted within the Club.

14. Miscellaneous

a. Reasonable precautions will be made to prevent theft or loss of personal items from the Club. However, the Club assumes no responsibility for loss of personal items.

b. Personal items found within the Club will be secured by the head cashier or Manager, and if not claimed within 30 days will be disposed of in accordance with Marine Corps regulations.

c. Children under the age of 18 years will be permitted in the Club when accompanied by an authorized adult. Children must conform to accepted standards of dress and conduct. In no case shall minors be served alcoholic beverages or allowed in bar lounge areas, during bar operating hours.

d. Dogs and other pets will not be permitted in the Club.

e. Suggestions for improvement of food, service, or facilities will be registered with the Advisory Committee, Manager, or Director, M CCS. Complaints will be submitted in writing to the Manager or Director, M CCS.

Enclosure (2)