



UNITED STATES MARINE CORPS

HEADQUARTERS MARINE CORPS AIR STATION MIRAMAR
PO BOX 452000
SAN DIEGO CA 92145-2000

StaO 1746.2

SgtMaj

20 NOV 2001

STATION ORDER 1746.2

From: Commanding General

To: Distribution List

Subj: CONSTITUTION AND BYLAWS FOR THE ENLISTED CLUB, MARINE CORPS
AIR STATION MIRAMAR

Ref: (a) MCO P1700.27_

Encl: (1) Constitution

(2) Bylaws

(3) Advisory Board Appointment Letter

(4) Sample Minutes of an Advisory Board Meeting

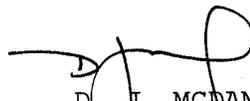
1. Purpose. To publish the Constitution and Bylaws of the Enlisted Club, located at Marine Corps Air Station, Miramar, as required by the reference.

2. Action

a. Commanding Officers will ensure strict compliance with the requirements outlined in this Order.

b. The operation of the Enlisted Club will conform to the Constitution and Bylaws contained in enclosures (1) and (2). Enclosures (3) and (4) will be used in compliance with this Order.

3. Certification. Reviewed and approved this date.


D. J. MCDANIEL
Chief of Staff

DISTRIBUTION: A

CONSTITUTION

ARTICLE I - NAME

This activity shall be known as the Enlisted Club; a branch of Marine Corps Community Services (MCCS), Marine Corps Air Station (MCAS) Miramar.

ARTICLE II - PURPOSE

The purpose of the Enlisted Club is to provide facilities for social and dining activities as well as refreshments for the authorized partons and their bonafide guests.

ARTICLE III - MEMBERSHIP

Section 1. The Enlisted Club shall offer the following categories of membership. Personnel listed below are in priority sequence.

a. Members are defined as:

(1) Active Duty, Reserve, and National Guard military members (E-1 through E-5) of all branches of the Armed Forces of the United States of America.

(2) Adult dependants of active duty military personnel.

(3) Department of Defense and other federal employeess of the United States, with rank/grade equivalent to E-5 and below.

(4) Recipients of the Medal of Honor, Veterans of the Armed Forces of the United States who were honorably discharged with 100 percent service connected disability, and their spouses/widows/widowers.

(5) Active duty military personnel of foreign nations when authorized exchange privileges in the United States or overseas. Equivalent to the rank of E-5 and below.

(6) Uniformed paid members of the Red Cross assigned to the installation.

b. Authorized members of the Enlisted Club may invite guests under the following restrictions:

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(1) A bonafide guest is a person whom a member has specifically invited.

(2) Authorized members will be responsible for the conduct of their guests while in the club.

(3) Those military spouses who are not eligible for membership in their own right, by virtue of their pay grade, will not be entitled to use the club facilities unless they are accompanied by their spouse and in appropriate civilian attire.

(4) The management may limit or prohibit guests on special occasions.

ARTICLE IV - AUTHORITY AND CONTROL

Section 1. This activity is established under the authority of the Commandant of the Marine Corps. It shall be administered in accordance with the provisions of MCO P1700.27_.

Section 2. The Enlisted Club and all the club's facilities will function under the administrative and technical control of the Club Management and Director, MCCS, MCAS Miramar subject to the instruction contained in MCO P1700.27_.

Section 3. Responsibility of supervision is assigned to the Director, MCCS, MCAS, Miramar.

Section 4. Matters other than business activities, requiring action by the Commanding General will normally be presented via the Advisory Board in accordance with Article V of this constitution. In an emergency the Club Manager may submit the matter directly to the Commanding General, via the Chairperson of the Advisory Board and the Director, MCCS, MCAS, Miramar.

Section 5. The manager shall be responsible to the business Operations Director, MCCS, MCAS, Miramar for the operational management of the Enlisted Club, in accordance with existing rules and regulations as set forth in all appropriate orders and directives.

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ARTICLE V - ADVISORY BOARD

Section 1. The Enlisted Club Advisory Board shall consist of a President, Vice President, Secretary, Advisory, and a representative from each unit aboard MCAS Miramar.

a. Unit identification of Advisory Board members are as follows:

- (1) HQHQRON
- (2) MAG-11
- (3) VMFA-121
- (4) VMFA-225
- (5) VMFA-232
- (6) VMFA-242
- (7) VMFA-314
- (8) VMFA-323
- (9) VMGR-352
- (10) VMFAT-101
- (11) MALS-11
- (12) MAG-16
- (13) HMM-161
- (14) HMM-163
- (15) HMM-165
- (16) HMM-166
- (17) HMM-361

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- (18) HMH-462
- (19) HMH-465
- (20) HMH-466
- (21) MALS-16
- (22) MWSG-37
- (23) MWSS-373
- (24) MACG-38
- (25) MTACS-38
- (26) MWCS-38
- (27) RSU
- (28) MAG-46
- (29) I & I SAN DIEGO
- (30) BRIG
- (31) BRANCH MEDICAL
- (32) DENTAL
- (33) NAMTRAU

b. Advisory Board appointment requirements shall be in accordance with this Constitution. Appointments to the Advisory Board should be for at least 6 months.

c. Advisory Board members shall be assigned in writing, utilizing enclosure (3), and will be designated as either primary or alternate. Appointing letters will be submitted to the Director, MCCS and the Chairperson of the Advisory Board.

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d. Ex-Officio (non-voting) Advisory Board members are as follow:

(1) Director/Deputy, Business Operations Director, MCCS, MCAS Miramar.

(2) Enlisted Club Manager.

(3) Internal Review Office representative.

(4) Representative(s) from the retired community.

(5) Representatives of other DOD services.

Section 2. The Advisory Board shall have the following appointed and elected officers.

a. Chairperson. The Chairperson of the Advisory Board shall be an elected E-5 or below.

b. Vice-Chairperson. The Vice-Chairperson shall be elected from the members of the Advisory Board.

(1) The Vice-Chairperson will preside over all meetings in the absence of the Chairperson.

(2) In the event a permanent vacancy exists, at this position, an election will be held to fill the vacancy.

c. Secretary. The Secretary will be elected from the members of the Advisory Board and act as Recorder.

(1) In the event the Secretary is unable to attend an Advisory Board meeting, the Chairperson will appoint a temporary Secretary for the meeting.

(2) In the event a permanent vacancy exists, at this position, an election will be held to fill the vacancy.

Section 3. The duties of the Advisory Board will include, but are not limited to, the following:

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a. Act only in an advisory capacity to the Commanding General. In its advisory role, the authority of the Advisory Board, as a general policy, will extend into all areas except the execution of management.

b. Monitor the overall operation of the Enlisted Club and make recommendations for the improvement to the Commanding General.

c. Maintain, through monitoring and annual review, a current constitution and bylaws for approval by the Commanding General.

d. Members of the Advisory Board are appointed to represent the Enlisted Club members of their respective units.

(1) To the best of their ability, they shall seek suggestions from the members they represent and present them as agenda items at Advisory Board meetings. Agenda items should be a consensus of the members they represent.

(2) By their influence and actions, the Advisory Board is acting on the behalf of all E-5 and below. Their actions will be a direct reflection of the consensus of the Command they represent.

e. Submit recommendations concerning policies, operations, and programs (necessary for management to carry out the desires of the membership) to the Commanding General for appropriate action.

f. Submit recommendations on budget, the replacement, repair and renovation of club properties, acquisition of new property and entertainment programs. Budgets shall be prepared by management, furnished to the Advisory Board for comments with recommendations and forwarded to the Commanding General, as an enclosure to the minutes.

g. Appoint members of the Advisory Board to the following committees, as required:

(1) Constitution and Bylaws.

(2) Entertainment.

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(3) Other committees as may be deemed necessary from time to time and prescribe the function and duties thereof.

Section 4. Advisory Board meetings shall normally be held monthly.

a. Regular meetings will convene at 1330 on the third Tuesday of each month at the Enlisted Club.

b. Special meetings will convene as the Advisory Board votes or when directed by the Commanding General.

c. Any action taken thereon shall be included in the minutes. Business format for regular meetings shall include the following:

(1) Roll Call.

(2) Reading of the minutes of the previous meeting(s) and the Commanding General's endorsement thereon.

(3) Review of the financial statement, to include comparison of actual operation of budgeted goals, sales, expenses, and profit.

(4) Committee reports.

(5) Old business and recommendations.

(6) New business and recommendations

(7) Adjournment.

d. The proceedings of each Advisory Board meeting will be recorded, signed by the Chairperson, Secretary, and Advisors.

(1) Format for the minutes is contained in enclosure (4).

(2) The Commanding General will be given the benefit of all viewpoints when receiving the Advisory Board's recommendations.

(3) Minority and any committee reports will be attached to the minutes as enclosures.

(4) Minutes will be submitted to the Commanding General for appropriate action via the Director, MCCA, and the Station SgtMaj (enclosure (4)).

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(5) Advisory Board Members shall receive a copy of the minutes after appropriate action by the Commanding General.

e. The Chairperson, and all primary members of the Advisory Board are voting members.

(1) A business quorum shall consist of two thirds of the regularly constituted voting membership present.

(2) The Chairperson shall vote only when the subject at hand is deadlocked by a tie vote. This applies to the Vice-Chairperson when acting as Chairperson.

(3) Alternate members will be permitted to vote when attending a meeting for an absent primary member.

(4) A majority vote of the voting members present shall constitute the decision of the Advisory Board on any particular matter, in accordance with MCO P1700.27_.

ARTICLE VI - FINANCES AND ACCOUNTING

Section 1. Use and cashing of checks. Checks may be cashed for membership of the Enlisted Club as follows:

a. Personal Checks

(1) Maximum of \$25.00 cash per person per day, dependant upon the availability of funds and manager's approval. Personal checks may be accepted for the exact amount of sale plus \$25.00 over, dependant upon the availability of funds.

(2) Upon receipt of a check returned from a bank for any reason, patrons will be notified by the Director, MCCA and advised to liquidate their indebtedness to the Enlisted Club immediately. A service charge will be levied on all returned checks in accordance with the current MCCA policy.

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(3) If payment is not received within ten working days from the date of notification, the patrons name will be placed on the MCCS returned Checklist for a period of 3 to 6 months. If military patrons do not pay this service charge within fifteen days of notification, their Commanding Officer will be notified. Civilian patrons, who do not pay within the fifteen-day time period, will be notified through their civilian supervisor.

Section 2. Credit Cards

a. Patrons of the Enlisted Club are permitted to use credit cards to pay for their meals and refreshments. No cash advances will be permitted.

b. Only those credit cards acceptable by MCCS will be honored. (Visa, MasterCard).

c. Minimum purchase of \$10.00 on Credit cards.

d. ATM cards cannot be used. Debit cards that are given by banks that are affiliated with credit card companies can be used. These are processed just like a credit card.

ARTICLE VII - RESALE ACTIVITIES

Section 1. Minors under the age of 21 years of age shall be required to comply with State and Federal laws.

Section 2. The Advisory Board shall recommend hours of operation to the club manager, and shall keep the Commanding General advised through the minutes.

Section 3. The following shall govern the sale and use of alcoholic beverages purchased from or consumed in the Enlisted Club. (Refer to ABO 1746.1_):

a. Only beverages sold by the Enlisted Club may be consumed on the premises.

b. Patrons under the age of 21 are not authorized to purchase alcoholic beverages and persons making such purchases for minors are subject to disciplinary action, and suspension from the club for up to 6 months.

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Section 4. The following shall govern the sale and use of food purchased from or consumed in the Enlisted Club:

a. Only food sold by the Enlisted Club, or club system may be consumed in the Enlisted Club facility, with the exception of wedding and other type ceremonial cakes.

b. Patrons are authorized to purchase food from the Marine Corps Community Services Division (other clubs) and consume it in the Enlisted Club facility provided the kitchen of the Enlisted Club is closed.

c. Food sold by any other commercial source shall not be consumed in the Enlisted Club.

ARTICLE VIII - UNIFORM REGULATIONS

Section 1. Military personnel shall be attired as prescribed in the current uniform regulation.

Section 2. Civilian members or guests shall wear clothing corresponding to that for military personnel when authorized to wear civilian attire. Current Air Base regulations apply (ABO 1020.1_).

Section 3. The Advisory Board shall establish a dress code for the Enlisted Club in accordance with current Air Base Order regulations (ABO 1020.1_).

Section 4. The Advisory Board for special events may authorize swimming attire and eccentricities of dress. Members participating in athletic events may purchase beverages at the bar, but must consume them in the patio area of the club, not inside the club itself.

ARTICLE IX - CONDUCT

Section 1. With the exception of bonafide Seeing Eye dogs, pets of any description are not permitted in the Enlisted Club at any time.

Section 2. Patrons shall be responsible for all damages that result from negligent acts, and could be subject to the UCMJ, or other disciplinary action as deemed appropriate.

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Section 3. Patrons and guests are expected to maintain proper decorum at all times. Any infraction by members or guest will be submitted to the individuals unit for action.

ARTICLE X - AMENDMENTS

Section 1. Determination of change or additional amendments to the Constitution and bylaws shall be turned over to the Chairperson of the Constitution and Bylaws committee.

Section 2. Changes shall be approved and incorporated by the Advisory Board.

Section 3. For consideration of amendments to this Constitution and Bylaws, a two-thirds vote of the Advisory Board member present and the approval of the Commanding General, MCAS Miramar will be required to effect the amendment.

ARTICLE XI - ADOPTION

This Constitution and Bylaws shall become effective upon acceptance by two-thirds vote of the Advisory Board and approval of the Commanding General, MCAS Miramar.

ENCLOSURE (1)

BYLAWS

ARTICLE I - GENERAL

Section 1. Posted Items

- a. A copy of the current constitution and bylaws shall be posted near the front entrance of the Enlisted Club.
- b. A copy of the minutes of the last Advisory Board meeting shall be posted near the front entrance of the Enlisted Club.
- c. The Enlisted Club Manager shall have the authority to approve the posting of other items which are pertinent to the membership of the Enlisted Club.

Section 2. Club Membership Privileges

- a. Happy Hour Buffets.
- b. Special event dinners.
- c. Check cashing limit of \$25.00.
- d. Other special events.
- e. Daily luncheon specials.

Section 3. House Rules

- a. All personnel shall show proper identification upon request of the Club management when not in uniform.
- b. All male personnel, civilian or military, are not to wear earrings at the Enlisted Club or facilities.

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ADVISORY BOARD APPOINTMENT LETTER

From: Commanding Officer
To:

Subj: ASSIGNMENT TO THE ENLISTED CLUB ADVISORY BOARD

Ref: (a) StaO 1746.2

1. You are hereby assigned duty as this unit's primary/alternate member of the Enlisted Advisory Board.
2. As a member of the Advisory Board you are reminded that all scheduled and unscheduled meetings are appointed places of duty and require your attendance. Should circumstances prevent your attendance or upon notification of reassignment you will immediately notify the unit Sergeant Major / Command Master Chief.
3. In carrying out your duties as a member of the Advisory Board, you will keep in mind the fact that you represent the remainder of the E-5's and below of this unit. You will be guided in your recommendations by their consensus.

CO's Signature

Copy to:
Unit Sergeant Major / Command Master Chief
Chairperson, Enlisted Club Advisory Board
Director, Food & Hospitality

ENCLOSURE (3)

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SAMPLE MINUTES OF ADVISORY BOARD MEETING

UNITED STATES MARINE CORPS
ENLISTED CLUB ADVISORY BOARD
MARINE CORPS AIR STATION
MIRAMAR, CA 92145-2001

(SSIC)
(ID)
(DATE)

From: Chairman, Enlisted Club Advisory Group
To: Commanding General, Marine Corps Air Station Miramar
Via: (1) Director, Marine Corps Community Services
(2) Station Sergeant Major

Subj: MINUTES OF THE ENLISTED CLUB ADVISORY GROUP MEETING HELD
(DATE)

Ref: (a) MCO P1700.27_

1. Per the reference, the monthly scheduled meeting of the Enlisted Club Advisory Group Meeting was called to order by the Chairman, at _____ hours on (date).
2. Roll call was held and the following members were present:
 - a. Members present: (grade, name, and organization), (list chairperson, then alphabetically, by grade)
 - b. Members not present: (grade, name, and organization), List reason if known)
 - c. Ex-Officio Members present: (executive Advisors, area auditors, guests, etc)
3. The Advisory Group reviewed the minutes of the preceding regular/special meeting(s) by date and found that no corrections were necessary. (In event of corrections or additions, list each)
4. The Financial Statement for the period ending (date) was read and accepted.

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5. Enlisted Club Manager, reviewed the Club Calendar for date.
Special events are:

6. OLD BUSINESS

- a. Committee reports, if applicable
- b. Other business previously discussed but not concluded.
- c. Record here any out-of session actions since last meeting.
- d. State status of special allocation, if applicable.
- e. State status of special projects, if applicable.

7. NEW BUSINESS

a. Review of correspondence, audit/IG reports and directives from higher echelons of command. (Include action taken and / or Advisory Group recommendations.

b. Recommended changes in the policies, organization, or scope of the club.

c. Recommendations on financial matters, security, fire protection, employee policies, maintenance, expeditor, membership, if applicable, and any other new business.

(Minutes should be written to summarize discussion points. If a motion was made and approved, a statement such as "See motion in paragraph 8, should be included. This permits management to consolidate Advisory Board Actions at one location for command action and future reference.)

8. The following motions were made, seconded and approved:

a. To _____

b. That _____

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9. The meeting adjourned at _____ hours, (date) _____.

Chairperson (Grade, Name)

Recorder (Grade, Name)

FOR DECISION OF THE STATION COMMANDING GENERAL

RECOMMENDATION:

Approve the meeting minutes as written.

Commanding General's decision: Approved: _____

Disapproved: _____

ENCLOSURE (4)