



UNITED STATES MARINE CORPS

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

StaO 1746.1

CoS

3 MAY 2000

STATION ORDER 1746.1

From: Commanding General
To: Distribution List

Subj: CONSTITUTION AND BYLAWS FOR THE STAFF
NONCOMMISSIONED OFFICER'S CLUB, MARINE CORPS AIR
STATION MIRAMAR

Ref: (a) MCO 1700.27_

Encl: (1) Constitution
(2) Bylaws
(3) Advisory Board Appointing Letter
(4) Sample Minutes of an Advisory Board Meeting

1. Purpose. To publish the Constitution and Bylaws of the Staff Noncommissioned Officer's Club, located at Marine Corps Air Station Miramar, as required by reference (a).

2. Action. The operation of the Staff Noncommissioned Officer's Club shall conform to the Constitution and Bylaws contained in enclosures (1) and (2). Enclosures (3) and (4) shall be used in compliance with this order.

3. Certification. Reviewed and approved this date.

A handwritten signature in black ink, appearing to read "Caughlan", with a horizontal line extending to the right.

T. A. CAUGHLAN
Chief of Staff

DISTRIBUTION: A



UNITED STATES MARINE CORPS

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

StaO 1746.1 Ch 1
CoS
30 MAY 2001

STATION ORDER 1746.1 CH 1

From: Commanding General
To: Distribution List

Subj: CONSTITUTION AND BYLAWS FOR THE STAFF NONCOMMISSIONED
OFFICER'S CLUB, MARINE CORPS AIR STATION MIRAMAR

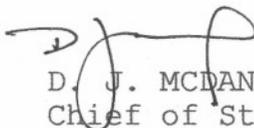
1. Purpose. To direct pen changes to the basic Order.
2. Action

a. Enclosure (1), page 7, section 3, paragraph g(2), change "endorsed over to the Chairperson of the Advisory Board for further processing" to read "forwarded to the unit SgtMaj for further processing."

b. Enclosure (1), page 7, section 4, paragraph a, change "1330" to read "1430."

c. Enclosure (1), page 11, Article VIII - Uniform Regulations, Section 4, add a new sentence, "Members participating in athletic events may purchase beverages at the bar, but must consume them in the patio area of the club."

3. Filing Instructions. File this Change transmittal directly behind the signature page of the basic Order.


D. J. MCDANIEL
Chief of Staff

DISTRIBUTION: A

3 MAY 2000

CONSTITUTION

ARTICLE I - NAME

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

ARTICLE II - PURPOSE

The purpose of the SNCO Club is to provide facilities for social and dining activities and refreshments for the authorized patrons and their bonafide guests.

ARTICLE III - MEMBERSHIP

Section 1. The SNCO 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-6 thru E-9) of all branches of the Armed Forces of the United States of America.

(2) Adult dependents of active duty military personnel.

(3) Department of Defense and other federal employees of the United States, with rank/grade equivalent to E-6 and above.

(4) Members of the Armed Forces of the United States who are on the retired list and receiving pay (E-6-E-9).

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

ENCLOSURE (1)

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(6) Active duty military personnel of foreign nations when authorized exchange privileges in the United States or overseas. Equivalent to the rank of E-6 and above.

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

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

(1) A bonafide guest is a person whom a member has specifically invited and must be E-6 or above.

(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 1700.27_.

Section 2. The SNCO Club and all the club's facilities will function under the administrative and technical control of the Club Management and Director, Marine Corps Community Services, MCAS Miramar subject to the instructions contained in MCO P1700.27_.

Section 3. Responsibility of supervision is assigned to the Director, Marine Corps Community Services, MCAS Miramar.

ENCLOSURE (1)

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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, Marine Corps Community Services, MCAS Miramar.

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

ARTICLE V - ADVISORY BOARD

Section 1. The SNCO Club Advisory Board shall consist of the Station Sergeant Major and representatives from each station unit.

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

- (1) H&HS
- (2) 3d MAW
- (3) MAG-11
- (4) VMFA-121
- (5) VMFA-225
- (6) VMFA-232
- (7) VMFA-242
- (8) VMFA-314
- (9) VMFA-323

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- (10) VMGR-352
- (11) VMFAT-101
- (12) MALS-11
- (13) MAG-16
- (14) HMM-161
- (15) HMM-163
- (16) HMM-165
- (17) HMM-166
- (18) HMH-361
- (19) HMH-462
- (20) HMH-465
- (21) HMH-466
- (22) MALS-16
- (23) MWSG-37
- (24) MWSS 373
- (25) MACG-38
- (26) MTACS-38
- (27) MWCS-38
- (28) RSU
- (29) MAG-46
- (30) I&I SAN DIEGO
- (31) BRIG
- (32) BRANCH MEDICAL

ENCLOSURE (1)

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(33) DENTAL

(34) NAMTRAGRUDET

(35) APTU

b. Advisory Board appointment requirements shall be in accordance with this Constitution. Appointments to the Advisory Board should be for at least six 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, Marine Corps Community Services (MCCS) and the Chairperson of the Advisory Board.

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

(1) Director/Deputy, Business Operations Director Marine Corps Community Services (MCCS), MCAS Miramar.

(2) SNCO 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 the Station Sergeant Major.

b. Vice-Chairperson. The Vice-Chairperson will be elected from the members of the Advisory Board. The term of the office will normally be six months.

(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.

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c. Secretary. The Secretary will be elected from the members of the Advisory Board and act as Recorder. The term of office will normally be six months.

(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:

a. Act only in an advisory capacity to the Commanding General, not as a Board engaging in any management or operational duties. 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 SNCO Club and make recommendations for 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 SNCO 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, should seek to create and foster the feeling that the SNCO Club will try to provide the services and social activities desired by the majority of the membership, subject only to the broad but necessary command limitations.

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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, 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) Patron disciplinary Investigation (Note: When the committee has determined an offense has been committed that particular case will be endorsed over to the Chairperson of the Advisory Board for further processing.

(3) Entertainment

(4) 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 Thursday of each month at the SNCO Club.

b. Special meetings will convene on call of the Chairperson or when directed by the Commanding General.

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

(1) Roll Call

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

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(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 and the Secretary.

(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 recommendation.

(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.

(5) Via addresses on the minutes shall be the Marine Corps Community Services (MCCS) Director.

(6) 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.

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(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 SNCO Club as follows:

a. Personal Checks

(1) Maximum of \$100.00 cash per person per day, dependent upon the availability of funds and manager's approval. Personal checks may be accepted for the exact amount of the sale plus \$25.00 over, dependent upon the availability of funds.

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

c. 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 one year. 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 SNCO 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).

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

d. ATM cards can not 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 minuets.

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

a. Only beverages sold by the SNCO 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.

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

a. Only food sold by the SNCO Club may be consumed in the SNCO 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 SNCO Club facility provided the kitchen of the SNCO Club is closed.

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

ENCLOSURE (1)

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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 Order regulations apply (ABO 1020.1U).

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

→ Section 4. Swimming attire and eccentricities of dress may be authorized by the Advisory Board for special events.

ARTICLE IX - CONDUCT

Section 1. With the exception of bonafide seeing eye dogs, pets of any description are not permitted in the SNCO 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 if in the military.

Section 3. Patrons and guests are expected to maintain proper decorum at all times. Any infraction by members or guest will be will be submitted to the disciplinary committee 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 incorporated and approved by the Advisory Board.

ENCLOSURE (1)

3 MAY 2000

Section 3. For consideration of amendments to this Constitution and bylaws, a two-thirds of the Advisory Board membership present will be adequate. A simple majority vote 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.

ARTICLE IX - CONDUCT

ARTICLE X - AMENDMENTS

ENCLOSURE (1)

3 MAY 2000

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 SNCO Club.

b. A copy of the minutes of the last Advisory Board meeting shall be posted near the front entrance of the SNCO Club.

c. The SNCO Club Manager shall have the authority to approve the posting of other items which are pertinent to the membership of the SNCO Club.

Section 2. Club Membership Privileges

- a. Happy Hour Buffets.
- b. Special Event dinners.
- c. Check cashing limit of \$100.00.
- 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. Officers are authorized to utilize the Staff Noncommissioned Officer's Club as a guest of a Staff NCO.

ENCLOSURE (2)

3 MAY 2000

From: Commanding Officer
To:

Subj: ASSIGNMENT TO THE STAFF NONCOMMISSIONED OFFICERS' CLUB
ADVISORY BOARD

Ref: (a) StaO 1746.1

1. You are hereby assigned duty as this unit's primary/alternate member of the SNCO Club 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.
3. In carrying out your duties as a member of the Advisory Board, you will keep in your mind the fact that you represent the remainder of the SNCO's of this unit. You will be guided in your recommendations by their consensus.

CO's Signature

Copy to:
Director, Food & Hospitality
Chairperson, SNCO Club Advisory Board

ENCLOSURE (3)

StaO 1746.1
3 MAY 2000

SAMPLE MINUTES OF ADVISORY BOARD MEETING

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

(SSIC)

(ID)

(DATE)

From: Chairman, Staff Noncommissioned Officers Club Advisory Group
To: Commanding General, Marine Corps Air Station Miramar
Via: Director, Marine Corps Community Services
Subj: MINUTES OF THE STAFF NON-COMMISSIONED OFFICERS CLUB
ADVISORY GROUP MEETING HELD (DATE)
Ref: (a) MCO P1700.27_

1. Per the reference, the monthly scheduled meeting of the Staff NCO 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. SNCO 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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3 MAY 2000

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)