



UNITED STATES MARINE CORPS  
MARINE CORPS BASE HAWAII  
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MCBHO 1746.19  
MCCS  
24 JAN 2010

MARINE CORPS BASE HAWAII ORDER 1746.19

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

Subj: COMMISSIONED OFFICERS' CLUB BYLAWS

Ref: (a) MCO P1700.27B  
(b) Base Order 1020.5D

Encl: (1) Commissioned Officers' Club Bylaws

1. Situation. To promulgate the Bylaws of the Commissioned Officers' Club, Marine Corps Base Hawaii (MCBH).

2. Cancellation. Base Order 1746.19E.

3. Mission. To promote resiliency in an environment created for the self-reliant Modern Warrior and to build unit cohesion. To provide a venue for professional military education, change of commands and retirement ceremonies, and pre/post deployment briefs, the Club serves a fundamental role within the Base community. The Club also offers a unique Hawaiian experience providing food, beverage and meeting venues that enhance professional growth and achieve morale well-being through social interaction.

4. Execution

a. Commander's Intent. To comply with the contents of this Order.

b. Concept of Operations. To publish the Bylaws and establish the Officers' Club Governance Board.

5. Administration and Logistics. The Club will be operated within the command responsibilities of the Commanding Officer (CO). The Governance Board (GB) and the Director, Marine Corps Community Services (MCCS) will serve as the advisors to the CO. The GB and Director, MCCS will offer recommended guidance and direction to the CO regarding all club matters, to include but not limited to, club policies, pricing, services, capital improvements, and strategic level guidance of the Club.

6. Command and Signal

a. Command. This Order is applicable to MCBH, tenant commands and base personnel.

b. Signal. This Order is effective the date signed.

  
R. LIANEZ

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

COMMISSIONED OFFICERS' CLUB BYLAWS

ARTICLE I  
Establishment

Section 1. This activity will be known as the Commissioned Officers' Club at Kaneohe Bay. The Club is established under the authorization of the Commandant of the Marine Corps and the Commanding Officer (CO), Marine Corps Base Hawaii (MCBH). The Club will be operated within the command responsibilities of the CO meeting the directives of the Marine Corps Order.

ARTICLE II  
Purpose

Section 1. To Promote Resiliency by providing an environment creating the self-reliant Modern Warrior and to enhance unit cohesion. The Club is the hub of social interaction providing the Modern Warrior a uniquely Hawaiian experience of food, beverage and meeting venues to enhance professional growth and achieve morale well-being. The Club fosters camaraderie, mentorship, and good will among its members and their families as well as eligible retirees, force protection partners and civilians of the surrounding community.

ARTICLE III  
Membership

Section 1. All United States Armed Forces active duty, reservist and retired commissioned and warrant officers and their adult family members are members of the Club. No membership dues are required. Membership is an honor, a privilege and an important part of military tradition.

a. Associate Membership Groups Include:

- (1) Officers' of other United States (non-DoD) uniform services (active and retiree) i.e. United States Coast Guard, National Oceanic and Atmospheric Administration, etc.
- (2) Staff Noncommissioned Officers (SNCO) (E-6 to E-9) for participation in dining programs such as lunch, brunch, dinner and other designated special events.
- (3) Department of Defense (DoD) employees, contractors and other Federal employees and retirees of officer grade equivalent (GS-7, NF-3, WS-8, WG-12) or higher
- (4) Active duty commissioned military officers of foreign nations.

(5) Other honorary memberships: Recipients of the Medal of Honor, public officials, community leaders, civilians associated with military support, and other civilian professionals participating in the Friends of K-Bay Program.

**ARTICLE IV**  
Guests

**Section 1.** A guest is defined as a person whose presence is in response to an invitation for an occasion and for whom the host member will be held responsible.

**ARTICLE V**  
Non-Discrimination

**Section 1.** The Club will not discriminate against eligible members and will not make facilities available to groups that discriminate upon basis of race, color of skin, gender, religion, sexual orientation, disability, creed, age, marital status, or national origin.

**ARTICLE VI**  
Management

**Section 1.** The Club Manager is directly responsible for the day-to-day operations and administrative control of the facility. The Club Manager works under the direction of the Food and Beverage General Manager.

**ARTICLE VII**  
Commanders

**Section 1.** Commanders will encourage participation and patronage of the Club. This will be accomplished: by their own involvement and support of Club activities, by presenting information on Club events and services and by sponsoring Unit social events. Commanders are responsible to nominate a Governance Board Member to serve as their representative as well as assure attendance to events by members under their command.

**ARTICLE VIII**  
Enlisted Personnel

**Section 1.** Enlisted personnel and their families will be permitted to enter the Club facilities in the execution of their assigned duties or as a guest of a Club member while attending an official or social function. Enlisted personnel are not allowed in the O'Club Lounge. Exceptions may be approved by the CO and the Governance Board.

**ARTICLE IX**  
**SNCO Personnel**

**Section 1.** SNCO (E6 to E-9) may participate in dining programs only. Exceptions may be approved by the CO and the Governance Board.

**ARTICLE X**  
**Governance Board**

**Section 1.** The Club will be provided overarching guidance by a Governance Board comprised of MCBH command elements. The Governance Board will consist 18 representatives from the following:

- a. Headquarters Battalion, (HQBN) MCBH
- b. Marine Corps Air Station, (MCAS) MCBH
- c. 3d Marine Regiment (3d Mar)
  - (1) 1st Battalion, 3d Marines (1/3)
  - (2) 2d Battalion, 3d Marines (2/3)
  - (3) 3d Battalion, 3d Marines (3/3)
- d. Marine Aircraft Group 24 (MAG-24)
  - (1) Marine Aviation Logistics Squadron 24 (MALS-24)
  - (2) Marine Helicopter Light Attack Squadron 367 (HMLA-367)
  - (3) Marine Unmanned Aerial Vehicle Squadron-3 (VMU-3)
  - (4) Marine Heavy Helicopter Squadron 463 (HMH-463)
  - (5) Marine Medium Tiltrotor Squadron 268 (VMM 268)
  - (6) Marine Medium Tiltrotor Squadron 363 (VMM-363)
- e. 1st Battalion, 12th Marines (1/12)
- f. Third Radio Battalion (3d Radio Bn)

- g. Combat Logistics Battalion 3 (CLB-3)
- h. Headquarters and Services Battalion (HQSVCBN)
- i. Special Projects Patrol Squadron TWO (VPU-2)
- j. Helicopter Antisubmarine Squadron Light 37 (HSM-37)
- k. Fleet Logistics Support Squadron 51 (VR-51)
- l. Marine Corps Community Services, Food and Beverage General Manager (non-voting)

Each of the command elements are required to nominate a Board member and alternate member, in writing, for a one-year term to assure consistent representation. To ensure the Club and Board remains responsive to the desires of the majority of the officer community, commands are required to select company grade or junior field grade officers to represent their units. In selecting a Board member, commands should select Officers on the basis of their interest and motivation to represent their command membership and secure a successful and satisfying club operation.

#### ARTICLE XI

##### Chairman of the Governance Board

Section 1. The Chairman of the Governance Board will be selected by the MCBH CO from either Headquarters Battalion or Marine Corps Air Station and will serve for a one-year term. The Chairman will submit all plans, programs, policies and proceedings from all Governance Board meetings to the CO. The Chairman and Board may establish committees to affect the purpose of the Club. The Governance Board may delegate authority to the formed committees as deemed necessary.

#### ARTICLE XI

##### Governance Board Duties

Section 1. The Governance Board will be the voice of the membership and convey their constituents "needs and wishes" in an advisory capacity. They will advocate what their members are interested in participating in and will work closely with the MCCS staff to execute policies and programs that enhance professional growth and social interaction. Duties such as:

- a. Reviewing Club financials and patronage.
- b. Reviewing and recommending: Operational hours, Club calendar and special events.

- c. Seeking suggestions from members and actively passing all Club promotions to their command members.
- d. Recommending food and beverage offerings to enhance the quality and services provided.
- e. Creating and promoting a minimum of one special event a year.
- f. Providing volunteer working parties to assist Club set-up and breakdown.

**ARTICLE XI**  
**Governance Board Sponsored Events**

**Section 1.** Each Board member is required to create and promote one sponsored event a year. This requires working with MCCS to develop the event, advocate attendance of their command, and solicit base wide attendance. For each event, the Club will develop a financial breakeven attendance, and Board members are responsible to generate attendance at a minimum meeting the breakeven.

The Club suggests a few events:

- a. January:           Back in the Saddle Party
- b. February:         Super Bowl Party
- c. March:             St Patrick's Day
- d. April:             Military Appreciation
- e. May:               Cinco de Mayo
- f. June:               Right Hand Man
- g. July:               Independence Day
- h. August:            Statehood Day
- i. September:        End of Summer Party
- j. October:            Oktoberfest

- k. November: Marine Corps Birthday
- l. December: Army Navy Game, Order of Saint Barbara Dinner

The Board and its members may develop other programs in conjunction with Club Management (i.e. Guest Bartender, Poolside BBQ, Unit Dinners).

**ARTICLE XII**  
Governance Board Meetings

**Section 1.** The Governance Board will meet quarterly or at the discretion of the Chairman.

**ARTICLE XIII**  
Governance Board Voting

**Section 1.** Each member of the Board will have an equal vote on all matters presented. 50% attendance of the Board constitutes a quorum for voting purposes. Majority vote (above 50%) carries an issue.

**ARTICLE XIV**  
MCCS Participation at Governance Board Meetings

**Section 1.** Representatives from MCCS will attend all Governance Board and Committee meetings to provide a financial and patronage overview, answer questions, and make recommendations to its members. MCCS attendees are non-voting members. The Board and MCCS will operate within the guidance provided by the directives of the Marine Corps Order.

**ARTICLE XV**  
House Rules

**Section 1.** All members utilizing the Club must abide by the following:

a. **Dress Code.** The dress code for the Club is governed by the good taste and decency of the patrons. All members of the Club should enjoy the facilities and not be uncomfortable because of other member's lack of good taste in dress. All male patrons are required to wear a collared shirt. Women will be dressed in an equally tasteful manner. Attire will be in compliance with Base Order 1020.5D.

b. **Minors.** Minors under the age of 18 are not permitted in the O'Club Lounge. Minors 18-20 years old are permitted in the O'Club Lounge when accompanied by a member age 21 or older.

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c. Gambling. Gambling and the operation of Game of Chance are not permitted in the Club. The roll of dice for refreshments are permissible.

d. Private Parties. Members of the Club may arrange private parties and related social functions with Club Management. Members have priority but cannot displace confirmed functions. Private parties are not allowed in the O'Club Lounge on Fridays.

e. Professional Military Education (PME). The Club is available for all members to host PMEs at no charge to the Unit. PMEs cannot displace confirmed functions.

f. Alcoholic Beverages. The sale of alcoholic beverages by the drink is authorized. Management is responsible for strict compliance with serving alcohol with care and assuring all staff are trained in alcohol service annually. Alcohol service meets the directives of the Marine Corps Order.

g. Comments and Complaints. All comments and recommendations designed to improve the facilities and services operated by the Club, and/or services provided by employees of the Club are desired and welcomed. Club management will respond to all within 48 hours of receipt.