



UNITED STATES MARINE CORPS
MARINE CORPS BASE HAWAII
BOX 63002, KANEHOE BAY, HAWAII 96863-3002

IN REPLY REFER TO:
BaseO 1746.20C
MCCSBF
31 OCT 2011

BASE ORDER 1746.20C

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

Subj: STAFF NONCOMMISSIONED OFFICERS' (SNCO) CLUB CONSTITUTION AND BYLAWS

Ref: (a) MCO P1700.27B Marine Corps Community Services Policy Manual

Encl: (1) Constitution of the Staff Noncommissioned Officers' (SNCO) Club
(2) Bylaws of the Staff Noncommissioned Officers' (SNCO) Club

1. Situation. To promulgate the constitution and bylaws for the SNCO Club, Marine Corps Base (MCB) Hawaii, Kaneohe Bay.
2. Cancellation. Base Order 1746.20B.
3. Mission. This Order incorporates all previous changes and revisions.
4. Execution. The SNCO Club will operate in accordance with enclosures (1) and (2).
5. Administration and Logistics. This Order should be reviewed in its entirety.
6. Command and Signal
 - a. Command. This Order is applicable to MCB Hawaii, tenant commands, and base personnel.
 - b. Signal. This Order is effective the date signed.


M. P. ANTONIO

DISTRIBUTION: A

CONSTITUTION OF THE STAFF NONCOMMISSIONED OFFICERS' (SNCO) CLUB

ARTICLE I
Designation

Section 1. This activity will be known as the SNCO Club, MCB Hawaii, and 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 Officer (CO), MCB Hawaii, hereinafter referred to as the CO. The Club will operate in accordance with regulations, the SNCO 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, Sailors 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 CO through the Director, Marine Corps Community Services (MCCS) Department.

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

ARTICLE V
Status

Section 1. This Club, as a Non-Appropriated Fund Instrumentality (NAFI) of the United States Government, will operate in accordance with the SNCO Club Constitution and Bylaws, MCB Hawaii.

ARTICLE VI
Membership

Section 1. Effective 1 January 2008, all eligible patrons may use the Club without paying dues. Upon becoming a Marine, all active, reserve and retired Marines have earned the privilege of being a Marine Corps Club Member without having to pay dues as a requirement of membership. Club membership allows each member to foster the fine traditions of our Marine Corps and Naval Service. Membership is an honor, a privilege and an important contribution to our national defense.

Section 2. The Club affords Marines, Sailors and their families the privilege of associating with their fellow Marines, Sailors, families and invited guests in a pleasant social atmosphere. In addition to the environment, every effort will be made to provide quality food and beverage service at a competitive price. In addition, the Club provides the following amenities to its members:

- a. Private party and social function privileges.
- b. Food and beverage catering.
- c. Entertainment and other special events.
- d. Free snacks and pupus served on selected nights of operation.
- e. Reciprocal admission to all other military Clubs in Hawaii.
- f. Use of the pool located at the Officer's Club.

ARTICLE VII
Nondiscrimination

Section 1. The facilities and services of the Club will 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
Enlisted Leaders Round Table

Section 1. Enlisted Leaders Round Table will recommend guidance and direction to the CO and Base Sergeant Major regarding all club matters, to include but not limited to, club policies, services, capital improvements and strategic-level guidance for the Club.

Section 2. The Enlisted Leaders Round Table will operate within the guidance provided by directives of higher headquarters.

ARTICLE IX
Management

Section 1. The Manager of the Club will be assigned, in writing, by the Director of MCCS. The Manager will perform duties as prescribed by the Food and Beverage General Manager. The executive control and custody of club funds and property, subject to the direction of the Food and Beverage General Manager, is the responsibility of the manager.

ARTICLE X
Amendments

Section 1. The SNCO Constitution and Bylaws may be altered or amended by the Base Sergeant Major or upon legitimate request of the Enlisted Leaders Round Table. Members desiring changes in the SNCO Constitution and Bylaws should submit these changes in writing to the Base Sergeant Major.

ARTICLE XI
Adoption

Section 1. The SNCO Constitution and Bylaws will become effective upon approval of the CO.

BYLAWS OF THE STAFF NONCOMMISSIONED OFFICERS' (SNCO) CLUB

1. General. The Bylaws of the SNCO Club are promulgated for information to all patrons. The patron is responsible for the observation and adherence of these Bylaws.
2. Enlisted Leaders Round Table. The Round Table acts in an advisory capacity to the CO. The Round Table will perform the duties designated in reference (a) and in addition will:
 - a. Act upon all matters presented to the committee by the CO.
 - b. Consider and make recommendations when such requests are presented in writing from any Club patron.
 - c. Make recommendations to MCCA regarding suspensions and/or revocations of privileges.
 - d. Members of the Enlisted Leaders Round Table will not receive remuneration, cash goods, or services from the Club for any duties performed.
3. Active Membership. Active members will be identified by an Armed Forces Identification Card. Active members may use all club facilities, and participate in all Club programs. Active membership is extended to all active duty military members of the United States Armed Forces (USAF) in pay grade E-6 through E-9 assigned to MCB Hawaii or directly supported by MCB Hawaii.
4. Associate Membership. Associate membership is extended to E-6 through E-9:
 - a. Active duty military members of the USAF on temporary duty, in transit, or unattached/unassigned to MCB Hawaii.
 - b. Adult family members of military personnel who are in a unit deployment or unaccompanied tour status.
 - c. Members of the USAF who are on the retired list.
 - d. Recipients of the Medal of Honor and honorably discharged veterans of the USAF and their widows/widowers.
 - e. Other uniformed personnel, including the Coast Guard, National Oceanic and Atmospheric Administration, and the United States Public Health Service on active duty or who are on the retired list.
 - f. Uniformed personnel retired without pay.
 - g. Department of Defense and other Federal employees of the United States working aboard MCB Hawaii. Each civilian employee at GS-6/NF-2 may 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 Officers' or SNCO Club may not patronize the Enlisted Club.

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

i. Uniformed, paid members of the Red Cross assigned to MCB Hawaii.

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 U. S. Armed Services being held as prisoners of war or who are missing in action.

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

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: By action of the CO as a result of misconduct by the member, their family member or guests, indebtedness to M CCS, or as a result of a pending investigation.

b. Suspension of privileges may be authorized by the:

(1) CO or Base Sergeant Major.

(2) Director, M CCS.

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

8. Credit and Check Cashing. Credit is authorized through the use of a Master Card, Visa, or American Express.

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

a. Any incident or inappropriate activity, including infractions of rules or conduct of a discourteous or disrespectful nature, which occurs on the Club premises, will 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 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 will 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. Upon discovery of damage, the Military Police Department will be contacted immediately.

g. Members engaged in civilian enterprises will not be allowed to solicit business within the Club. Posters and other methods of commercial advertising will not be posted in the Club without proper sponsorship agreement.

h. Alcoholic beverages and food may not be brought into the Club.

i. In accordance with current directives and state liquor laws, alcohol may not be given, sold, bartered, or donated to minors under 21 years old.

j. Minors will not be permitted in the Club in any area where liquor is served except when accompanied by an eligible adult patron and the minor is an individual 18-20 years of age, excluding dining room and private events.

k. Active duty personnel, regardless of age, may enter areas where alcoholic beverages are sold but must be 21 years of age or older to consume alcoholic beverages.

l. 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 will be the only military uniform authorized in the Club with the exception of wearing apparel for special events which will 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 as set forth in Base Order 1020.5C.

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 will be made with the MCCS Catering Manager. A deposit will be required to confirm social functions. Active duty members have priority but cannot displace confirmed functions.

12. Professional Military Education (PME). The Club is available to host unit PME. However, priority will go to members' social requirements and regularly scheduled Club activities. PMEs are provided at no charge to the units. Should the facilities require extensive cleaning, the units may be required to pay a cleaning fee.

13. Hours of Operation. Hours of operation will 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 Club 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 old 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 will minors be served alcoholic beverages or allowed in bar lounge areas during bar operating hours.

d. Suggestions for improvement of food, service, or facilities may be registered with the Enlisted Leaders Round Table, Club Manager, or the Director, MCCS.