



UNITED STATES MARINE CORPS
MARINE CORPS BASE HAWAII
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MCBHO 1746.19F
MCCS
6 DEC 21

MARINE CORPS BASE HAWAII ORDER 1746.19F

From: Commanding Officer
To: Distribution List

Subj: COMMISSIONED OFFICERS CLUB BYLAWS

Ref: (a) MCO P1700.27B W CH1
(b) BO 1020.5D

Encl: (1) Commissioned Officers' Club Bylaws

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

2. Cancellation. MCBHO 1746.19E.

3. Mission. To promote resiliency and to build unit cohesion. The O'Club provides a venue that supports professional military education, changes of command, retirement ceremonies, pre/post deployment briefs, and many other services that support the Base community. It also provides food, beverages and meeting venues that enhance professional growth and raise morale through social interaction, at a uniquely Hawaiian location.

4. Execution

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

b. Concept of Operations. To publish the Bylaws in the enclosure and establish the O'Club Governance Board.

5. Administration and Logistics

a. 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

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6 DEC 21

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.

b. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per SECNAV M-5210.1 and SECNAV Notice 5210 to ensure proper maintenance, use, and accessibility and preservation, regardless of format or medium.

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.


S. C. KOUMPARAKIS

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6 DEC 21

COMMISSIONED OFFICERS' CLUB BYLAWS

ARTICLE I

Establishment

Section 1. This activity will be known as the Commissioned Officers' Club (O'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 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 increase morale. 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 retired) 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 MCBH Partnership.

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.

6 DEC 2021

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 for nominating a Governance Board Member to serve as their representative as well as promote 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 Governance Board will provide overarching guidance to the club. The Governance Board is comprised of MCBH command elements and consists of 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) will have three representatives from the following units:

- (1) Marine Aviation Logistics Squadron 24 (MALS-24)

- (2) Marine Light Attack Helicopter 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. 3rd Radio Battalion (3d RadBn)

- g. Combat Logistics Battalion 3 (CLB-3)
- h. Headquarters and Services Battalion (HQSVCBn)
- i. Special Projects Patrol Squadron TWO (VPU-2)
- j. Helicopter Maritime Strike Squadron 37 (HSM-37) (voting member)
- k. Fleet Logistics Support Squadron 51 (VR-51)
- l. Bravo Surgical Company, 3D MED BN (3D MED BN) (voting member)
- m. Marine Corps Community Services, Club 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 constituent "needs and wishes" in an advisory capacity. It will advocate for member areas of interest and will work closely with the MCCS staff to execute policies and programs that enhance professional growth and social interaction. Duties include but not limited to:

- 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 participation that meets this attendance rate.

The Club suggests events such as:

- 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, and 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 percent attendance of the Board constitutes a quorum for voting purposes. Majority vote (above 50 percent) 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 Board 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 XVII

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 "Aloha Crisp" attire. Patrons must wear a collar shirt, and women will be dressed in an equally tasteful manner. Attire will be in compliance with MCBH Order 1020.6. Exceptions may be made for any special event or sponsored event in accordance with Article XIII.

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.

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.