



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE  
PSC BOX 20005  
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 1746.14  
MCCS

17 AUG 2014

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER  
1746.14

From: Commanding General  
To: Distribution List

Subj: CONSTITUTION, BYLAWS, AND HOUSE RULES OF THE CAMP LEJEUNE STAFF  
NONCOMMISSIONED OFFICERS' (SNCO) CLUB

Ref: (a) MCO P1700.27B Ch 1  
(b) BO 1020.8Y

Encl: (1) Constitution, Bylaws, and House Rules of the Camp Lejeune  
SNCO Club

1. Situation. The Camp Lejeune Staff Noncommissioned Officers' (SNCO) Club provides dining, social, and recreational activities for active duty and retired SNCOs of the Marine Corps, equivalent grades of SNCOs of other branches of the Armed Forces of the United States and foreign governments serving with the Marine Corps, authorized Department of Defense civilian employees, and all other eligible patrons.

2. Mission. To publish the Constitution, Bylaws, and House Rules of the SNCO Club, Clubs and Catering Division, Marine Corps Community Services (MCCS), Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ), in accordance with the references.

3. Execution

a. Commander's Intent. To impart detailed information about the Camp Lejeune SNCO Club Constitution, Bylaws, and House Rules.

b. Concept of Operations. To publish the Constitution, Bylaws, and House Rules of the MCB CAMLEJ SNCO Club detailed in enclosure (1).

4. Administration and Logistics. Not applicable.

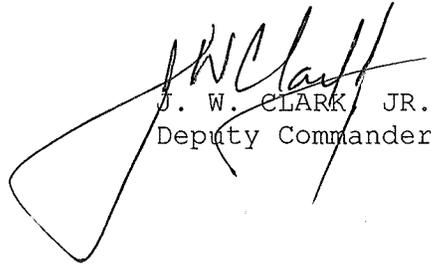
5. Command and Signal

a. Command. This Order is applicable to MCB CAMLEJ and all tenant commands.

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



J. W. CLARK, JR.  
Deputy Commander

DISTRIBUTION: A/C

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LOCATOR SHEET

Subj: CONSTITUTION, BYLAWS, AND HOUSE RULES OF THE CAMP LEJEUNE STAFF  
NONCOMMISSIONED OFFICERS' (SNCO) CLUB

Location: \_\_\_\_\_

(Indicate the location(s) of the copy(ies) of this Order.)

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RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

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Chapter 1

Constitution

1. Name. This organization and facilities operated shall be known as the "SNCO Club, MCB CAMLEJ."

2. Authorization. This activity is established under the Commandant of the Marine Corps (CMC) extended to the Commanding General (CG), Marine Corps Installations East (MCIEAST) MCB CAMLEJ and shall be administered and operated per the provisions of reference (a) and other directives as may be issued by proper authority.

3. Mission. The primary mission of the SNCO Club is to provide dining, social, and recreational activities for the SNCOs of the Marine Corps on active duty, retired, and active members of equivalent grade in the other branches of the Armed Forces.

4. Government Instrumentality. The SNCO Club, as an instrumentality of the United States Government, shares with the command the responsibility for fulfilling the duties entrusted to it and partakes (equally with other government agencies) of whatever immunities and/or privileges it may have under the Constitution and Federal statutes. The SNCO Club will not be operated for the financial profit of any person or combination of persons. Profits and surplus funds will be limited to those necessary for payment of obligations, improvement of facilities, promotion of well-being, morale, contentment, and for a sound financial condition.

5. Activities. The following activities and facilities will be operated at the SNCO Club, MCB CAMLEJ:

SNCO Club

Main Dining Room

Bar Facilities

6. Organization

a. Command Control. The SNCO Club and other activities as deemed appropriate by the CG MCIEAST-MCB CAMLEJ, will be operated under the administrative control of, and in accordance with regulations and policies established through the Clubs and Catering Division, MCCS. Command and control is subject to the regulations that may be issued from time to time by the CMC or higher authority.

b. Management. Management personnel are defined as the Manager of the Club and assistants designated as authorized representatives of the manager within specifically designated areas of authority. As representatives of the CG MCIEAST-MCB CAMLEJ in the operation and

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administration of the Club, management personnel will accomplish the specific duties set forth in reference (a). The SNCO Club Manager is directly responsible to the Director, Clubs and Catering Division, for the administration, internal control, and operation of the Club.

c. Advisory Group. The SNCO Club Advisory Group shall serve in an advisory capacity to the CG MCIEAST-MCB CAMLEJ concerning the SNCO Club. The mission of the Advisory Group, as appointed, is published in Chapter 2 of this Order.

7. Patronage Eligibility

a. Dependents of active duty and associated service member SNCOs will be afforded the same patron privileges as their sponsors.

b. Reciprocal patron privileges will be extended to the active, associate, and honorary members of other clubs outside the geographical area of MCB CAMLEJ.

c. Officers are afforded patron privileges only when accompanied by a SNCO sponsor, with the exception of Texas Hold 'Em poker night.

8. Guests

a. A guest is defined as a person whose presence is in response to a specific invitation for a specific occasion, who is a member of the host's party, and for whom the host will be held responsible.

b. Members who bring unauthorized guests into the Club will be requested to leave.

c. On special occasions, the Manager may limit the number of guests accompanying a SNCO to the Club when attendance would severely reduce or limit participation by other SNCOs. In all instances where it is necessary to limit guest attendance, the Manager will prepare and distribute notice of such an action to all potential attendees through advertising and by e-mail to members of the Advisory Group.

d. Members and those granted reciprocal privileges shall be held responsible for the conduct and deportment of their guests and shall remain with their guests at all times.

e. Guests will not be permitted to remain in the Club after the departure of the sponsoring member.

9. Dependents. A dependent is a person who is financially supported by the SNCO member. The SNCO member is responsible for the dress, conduct, adherence to the house rules, rules of the consumption of alcoholic beverages and financial liabilities, and so forth, of their

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dependents as specified in the bylaws of the Club. The following guidance is provided regarding the use of Club facilities by dependents other than the member's spouse:

a. Parents introducing minors to the Club will be held accountable for their conduct and for the cost of any damages to any property within the Club.

b. Minors under the age of 21 will not be allowed in the immediate vicinity of any bar dispensing alcoholic beverages.

c. Dependents and guests under the age of 21 years must depart the Club once the kitchen is closed unless it is a special occasion in which the Manager exempts the rule. In such instances, the Manager will publish the exemption of policy along with its temporary guidance.

#### 10. Use of Club Facilities and Services

a. The main dining room facility is considered an open mess during the noon meal. For all other meals it is available to the SNCO sponsor and escorted guests.

b. The portion of the SNCO Club designated "The Members Only Lounge" is restricted for use by SNCO patrons only, except during specific special events (e.g., Bosses' Night).

#### 11. Group Meetings and Social Functions

a. The Club facilities shall not be used for meeting of civic groups or other associations, unless the group is comprised predominately (51 percent) of SNCOs. Exceptions to policy will be handled on a case-by-case basis by the Assistant Chief of Staff (AC/S), MCCS.

b. Patrons are prohibited from using Club facilities for fundraising or commercial business activities without prior written approval of the AC/S, MCCS.

12. Finances. The accounting system will be maintained in the manner prescribed by reference (a) and other directives issued by competent authority.

#### 13. Budgets

a. The Clubs and Catering Budget Analyst, Clubs and Catering Division, MCCS will prepare the annual budget; the Manager will review and make appropriate recommendations. The budget will be reviewed by the Director to present to the Chief Financial Officer, MCCS.

b. The Manager will ensure the budget is consistent with the following objectives:

(1) Provide the finest goods and services at the lowest prices consistent with operational needs, ensuring sufficient resources to implement objectives.

(2) Acquire and replace property, furniture, fixtures and equipment, as required from appropriated and non-appropriated fund monies.

(3) Provide interesting and perceived value activity that will increase participation and enjoyment.

14. Service Charges and Price Lists. The manager will post current service charges and price lists in a conspicuous location.

15. Publication of Directives. Copies of the Constitution, Bylaws, House Rules, and all other pertinent orders and directives will be posted in an accessible area.

16. Amendments. The Constitution of the SNCO Club may be amended by a two-thirds vote of attendance at any authorized meeting, subject to the approval of the CG MCIEAST-MCB CAMLEJ.

Chapter 2

Bylaws

1. Advisory Group

a. Composition

(1) The Chairman is the Sergeant Major (SgtMaj), MCIEAST-MCB CAMLEJ.

(2) The SNCO Club Advisory Group will be composed of two SNCOs from each of the following commands: II Marine Expeditionary Force; 2d Marine Division; 2d Marine Logistics Group; U.S. Marine Corps Forces, Special Operations Command; MCIEAST-MCB CAMLEJ; and one representative each from Naval Hospital Camp Lejeune; Naval Dental Center; and the Special Missions Training Center, U.S. Coast Guard.

(3) The Director, Clubs and Catering Division; the AC/S, MCCA representative; SNCO Wives' Club representative; and Retired SNCO community representative.

b. Organization. The Advisory Group may be organized into standing committees. The detail work of the Advisory Group will be conducted within these committees which consider all matters under their cognizance and make special recommendations to the Advisory Group. Other SNCO Club Members may be asked to serve on an ad hoc basis. Examples of committees are:

- (1) Entertainment
- (2) Facilities
- (3) Special Events
- (4) Disciplinary Issues
- (5) Any Other Appointments

c. Appointment

(1) The President of the Advisory Group will be voted in by members of the Advisory Group and approved by the CG MCIEAST-MCB CAMLEJ via appointment letter. The President's position will be a 12-month assignment, at which time a new or existing Chairman may be voted in and approved by the CG MCIEAST-MCB CAMLEJ.

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(2) Commands appointing Advisory Group members should select SNCOs on the basis of their interest and motivation to represent their command membership in securing a successful and satisfying Club operation.

(3) Commands are requested to appoint alternate members to attend meetings in the absence of the primary member.

d. Meetings

(1) The Advisory Group shall meet monthly as voted by members at the preceding meeting. A special meeting will be conducted at any time called by the Chairman or President of the Advisory Group.

(2) Each member of the Advisory Group, excluding the ex-officio member, shall have an equal vote on all matters presented at regular and/or special meetings. A majority vote will decide all issues except changes to the Constitution, Bylaws, and House Rules of the SNCO Club which must be amended by a two-thirds vote of a quorum of the Advisory Group. A quorum is defined as 50 percent or more of the total membership of the Advisory Group. The Chairman will vote only in the event of a tie vote by membership present. Written minority reports may be attached to the minutes of the Advisory Group.

(3) Appropriate subcommittees may be established from the members of the Advisory Group in order to provide the Advisory Group as a whole with recommendations for final approval by the CG MCIEAST-MCB CAMLEJ. The President of the Advisory Group will appoint committee chairpersons from among the Advisory Group membership.

(4) The Manager of the Club or his designated representative will be present at every meeting of the Advisory Group.

e. Duties of the Advisory Group. The Advisory Group shall carry out all the duties outlined in reference (a). The Advisory Group shall:

(1) Act only in an advisory capacity to the CG MCIEAST-MCB CAMLEJ and shall not be assigned any management or operational duties.

(2) Seek suggestions from the members and make recommendations to the Clubs and Catering Division.

(3) Maintain the Constitution and Bylaws as approved by the CG MCIEAST-MCB CAMLEJ.

(4) Keep a record of proceedings of its meetings. The record will be signed by the President or, in his absence, by the next senior member present; the record will be submitted to the CG MCIEAST-MCB

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CAMLEJ via the AC/S, MCCS, for approval. Each original record of proceedings will, after action of the CG MCIEAST-MCB CAMLEJ, be retained in the files of the Clubs and Catering Division. A copy of the record will be furnished to each member of the Advisory Group. The first order of business at each meeting will be the reading of the record of the last meeting. Concurrence or minority statements on the record of the last meeting will be stated in the subsequent record.

Chapter 3

House Rules

1. Regulations. Regulations promulgated by the House Rules are applicable to all facilities or activities operated by the SNCO Club. Additional rules peculiar to a facility and/or activity may be promulgated subject to the approval of the CG MCIEAST-MCB CAMLEJ.

2. Operations

a. Hours. All authorized social functions, either official or private utilizing the Club, will conform to the hours of operation as published by management and as may be stipulated in agreements for the conduct of such functions. The term "authorized private social function" shall be interpreted to mean those private functions which have been authorized in writing by the Manager or his designated representative.

b. Schedule of Activities. Management may extend or shorten published operating hours when patronage, or lack thereof, so warrants, with due and timely notice.

3. Dress Regulations

a. Unless otherwise directed, the uniform of the day, as prescribed in reference (b), may be worn at the SNCO Club at any time.

b. Special dress within the SNCO Club facilities shall be as directed in current regulations. Specific dress may be prescribed for special occasions.

4. Standards of Conduct

a. The cooperation of all patrons is required in upholding the standards rightfully expected in a SNCO Club.

b. Improper conduct on the part of patrons, their families, guests, or failure on their part to observe the provisions of the Constitution or House Rules shall be reported in writing, by the Manager, via the area manager, to the CG MCIEAST-MCB CAMLEJ for appropriate actions.

c. Patrons observing improper conduct or violations of the Constitution or these House Rules will make the circumstances known to the Club management personnel and, when necessary, initiate immediate corrective actions.

d. No person, except the Manager or the Manager's supervisory representative, will, under any circumstances, take upon themselves the prerogative of disciplining or censuring any employees or persons attached to or serving in the Club.

e. The purchase of excess drinks (stacking) at any bar in anticipation of the bar closing is prohibited. Only the beverage dispensed over the bar may be consumed in a facility.

f. The introduction of food into any facility of the Club by individual or organized groups will not be permitted, as amplified in reference (a).

5. Special Functions

a. Arrangements for special parties, receptions, dinner parties, etc., to be given by a patron or patrons, should be made as far in advance as possible or at least one week prior to the date of the function. Cancellations or modifications of plans for scheduled functions will not normally be accepted during the 12-hour period immediately preceding the special function. Individual patrons or groups of patrons who cancel or modify plans for previously scheduled special functions are required to reimburse the Club, at the Club cost, for any expense incurred for the preparation made for the function so canceled or modified.

b. No special functions or private parties may be held in the Club unless a contract, as specified in reference (a), has been signed by both the sponsor and a Club representative. In addition, the contract will stipulate the service desired and all charges to be incurred.

6. Pets. Pets are not permitted in the Club facilities except for service dogs that are required for medical assistance.

7. Notices. No notices shall be posted inside the Club buildings except the selection message for approved selection to staff sergeant or authorized by the Manager or a designated representative.

8. Comments, Recommendations, and Complaints

a. Comments and/or recommendations designed toward improving any of the facilities operated by the Club and/or service performed by employees of the Club are desired and submitted in writing via the Interactive Customer Evaluation System.

b. Complaints with regard to unsatisfactory operation, facility and/or unsatisfactory service, or dereliction on the part of its employees should immediately be brought to the attention of the

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Manager or authorized representative. Oral reports so made will be confirmed in writing within 24 hours. The Manager will advise the Clubs and Catering Director immediately, and notify the Advisory Board Group or President of the Advisory Group of such reports at scheduled meeting or as soon as possible, if considered appropriate.

9. Check Cashing Privileges. Checks may be cashed by a patron of the Club as follows:

a. Personal checks may be accepted for merchandise, and the check may be written for the exact amount of the sale plus 25 dollars.

b. Guests will not be permitted to pay for merchandise with a personal check.

c. Employee checks, both personal and payroll, will never be cashed by the employing activity for any reason.

10. Alcoholic Beverages

a. The sale of alcoholic beverages by the drink is authorized and will be governed by the provisions of applicable orders and other instructions promulgated by higher authority.

b. Management shall ensure that the conditions/provisions governing the sale and use of alcoholic beverages are enforced.

11. Traditions

a. Adherence to "He who enters covered here shall buy the bar a round of cheer" will be a customary honored rule. The tradition shall be recognized by everyone in the establishment. When a guest or dependent enters covered, it is the member's responsibility to provide the cheer to the bar. The rule can be waived when a special event calls for head gear to recognize such events.

b. The rule is also in effect when an individual walks into the SNCO Club and places the headgear on the bar. This violation of tradition will be recognized and honored by the ringing of the bell located at the bar and will adhere to "He who lays his cover here shall buy the bar a round of cheer."

c. Those who cross the threshold of the bar without permission will also adhere to buying a round of cheer for those at the bar.

d. The Manager or his representative has the authority to evict a member or guest who does not abide or honor the aforementioned traditions.