



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

MCIEAST-MCB CAMLEJO 1746.6A
MCCS

06 JUN 2014

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 1746.6A

From: Commanding General
To: Distribution List

Subj: CONSTITUTION, BYLAWS, AND HOUSE RULES OF THE PARADISE POINT OFFICERS'
CLUB

Ref: (a) MCO P1700.27B Ch 1
(b) MCO 1700.30
(c) CO's Policy ltr 01-09 of 16 Oct 09

1. Situation. The Paradise Point Officers' Club (PPOC), provides dining, social and recreational activities for active duty and retired commissioned and warrant officers of the Marine Corps, and equivalent grades of officers of other branches of the Armed Forces of the United States and foreign governments serving with the Marine Corps, authorized Department of Defense (DoD) civilian employees, and all other eligible patrons.
2. Mission. To publish the Constitution, Bylaws, and House Rules of the PPOC, Clubs and Catering Division, Marine Corps Community Services (MCCS), Marine Corps Installations-East, Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ), in accordance with references (a) through (c).
3. Cancellation. MCIEAST-MCB CAMLEJO 1746.6.
4. Execution
 - a. Commander's Intent. To impart detailed information about the PPOC Constitution, Bylaws, and House Rules.
 - b. Concept of Operations. To publish the Constitution, Bylaws, and House Rules of the PPOC.
5. Administration and Logistics. Not applicable.
6. Command and Signal
 - a. Command. This Order is applicable to MCB CAMLEJ and all tenant commands.
 - b. Signal. This Order is effective the date signed.

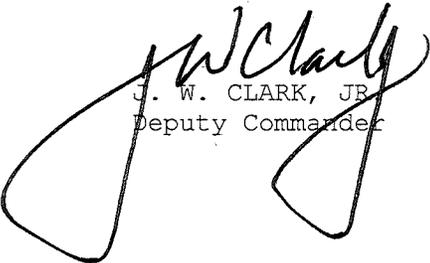

J. W. CLARK, JR.
Deputy Commander

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Chapter 1

Constitution

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

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

3. Mission. The mission of the PPOC is to provide dining, social and recreational activities for active duty and retired commissioned and warrant officers of the Marine Corps, and equivalent grades of officers of other branches of the U.S. Armed Forces and foreign governments serving with the Marine Corps, authorized DoD civilian employees, and all other eligible patrons.

4. Government Instrumentality. The PPOC, as an instrumentality of the U.S. Government, shares with the command the responsibility of fulfilling the duties entrusted to it and enjoys (equally with other government agencies) whatever immunities and/or privileges it may have under the Constitution and Federal Statutes. The PPOC 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 and contentment, and for a sound financial condition.

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

Main Dining Room (Carolina Room)
Main Function Room (Lejeune Room)
Catering/Party Rooms (Marine Expeditionary Force (MEF) 1, MEF 2, 2d Marine Logistics Group (MLG), 2d Marine Division (MarDiv), 5th Element, and Marine Corps Special Operations Command (MARSOC))
Swimming Pool (seasonal)
Bar Facilities
Smedley's Café

6. Organization

a. Command Control. The PPOC, together with all its facilities and annexes, and other activities as deemed appropriate by the CG, will be operated under the administrative control of, and in accordance with, regulations and policies established through the Clubs and Catering Division, and the Assistant Chief of Staff (AC/S), 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. The PPOC Club Manager is directly responsible to the Director, Clubs and Catering Division for the administration, internal control, and operation of the Club.

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c. Advisory Group. The PPOC Advisory Group shall serve in an advisory capacity to the CG concerning the PPOC. The mission of the Advisory Group, as appointed, is published in chapter 2 of the Bylaws.

7. Club Management. Management personnel are defined as the PPOC Club Manager and civilian assistants designated as authorized representatives of the Club Manager within specifically delegated areas of authority. As representatives of the CG in the operation and administration of the PPOC, management personnel will accomplish the specific duties set forth in the current edition of reference (a), and such other duties as directed by the Director, Clubs and Catering Division.

8. Membership. Membership in the PPOC is automatic for commissioned officers, warrant officers, and equivalently graded DoD civilian employees (i.e., DoD civilian employees of grade General Schedule (GS)-7 and above or the equivalent in any other Federal wage grade (FWG) system).

9. Membership Eligibility Categories. The following categories of membership constitute active and honorary members.

a. Active Member. An active member is one who falls into one or more of the categories listed below:

(1) All active duty military officers of the U.S. Armed Forces, U.S. Reserve and National Guard, and their dependent family members and any other commissioned equivalent uniformed personnel, including Coast Guard, National Oceanic and Atmospheric Administration, and U.S. Public Health Service.

(2) All DoD civilian employees of grade GS-7 (or the equivalent in any other FWG system) and above, working within the greater MCB CAMLEJ area.

(3) Retired or honorably discharged commissioned officers of the U.S. Armed Forces and their dependent family members, and retired Federal Government Service civilian personnel of grade GS-7 or equivalent and above.

(4) U.S. Naval Academy midshipmen, cadets of the Army, Air Force, and Coast Guard Academies, officer candidates when in an active duty training status, Navy Enlisted Scientific Education Program officer candidates, and Reserve Officer Training Corpsmen (midshipmen, cadets, etc.) only when on active duty during college vacation periods.

(5) Active duty commissioned military personnel of foreign nations when authorized exchange privileges in the United States or overseas.

(6) Uniformed, paid members of the Red Cross assigned to the greater CAMLEJ area.

(7) Civilian members of the Military Affairs Committee of local Chambers of Commerce.

b. Honorary Member. This type of membership extends the same privileges and serves as an active member. To be eligible for honorary membership, one must fall within one of the following categories:

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(1) Unmarried widows/widowers of military officers who died while on active duty, or while retired from any of the Armed Forces.

(2) Wives of military officers of the Armed Forces being held as prisoners of war or who are missing in action.

(3) Individuals who have distinguished themselves in direct association with the Marine Corps as determined by the CG. These individuals will be granted honorary membership for a 12-month period and, upon expiration of the period, their continued honorary membership status will be reviewed by the CG. These individuals may include members of Congress, local or state government officials, and civilian community leaders.

10. Extension of Privileges

a. Privileges may be extended to unattached personnel who otherwise may be ineligible for membership, for the purpose of creating an atmosphere where unmarried members of the Club may meet and make acquaintances. Privileges in this case will be limited to the duration of the particular social event being sponsored (e.g., "Happy Hours" or Club-sponsored social events). Sponsorship in the context of the above should be defined as joint sponsorship between the sponsoring group and the Club. This group generally does not include unattached enlisted service members.

b. Requests for extension of privileges will be submitted to the Club Manager in accordance with the following:

(1) Requests by civilians for extension of privileges will be submitted to the Club Manager by telephonic or written request.

(2) An active or honorary member must sponsor the civilian requesting the use of Club services.

c. Authority for final approval or disapproval on submitted requests is vested in the CG, or their designated representative. For this purpose and for future reference within this Order, the CG's designated representative is the Director, Clubs and Catering Division, MCCA, MCIEAST-MCB CAMLEJ.

d. Family members, 21 years of age or older, of those members and personnel enumerated in paragraph 12, chapter 1, will be afforded the same patron privileges as their sponsors.

11. 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. The host must be a bona-fide member of the PPOC.

b. Members who bring unauthorized guests into the Club will be requested to leave and will be subject to having their Club privileges withdrawn indefinitely.

c. On special occasions, the Club Manager may limit the number of guests accompanying a member of the Club when attendance would severely reduce or

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c. On special occasions, the Club Manager may limit the number of guests accompanying a member of the Club when attendance would severely reduce or limit opportunity for participation by other Club members. In all instances where it is necessary to limit guest attendance, the Club Manager will prepare and distribute notice of such action.

d. Members 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, or in any of its facilities, after the departure of the sponsoring member.

12. Family Members. A family member is a person who is listed as a dependent on the member's electronic service record. The member is responsible for the dress, conduct, adherence to House Rules, rules on consumption of alcoholic beverages, and any financial liabilities, etc., of their family members, as specified in the Bylaws of the Club. The following guidance is provided regarding the use of Club facilities by family members other than the member's spouse:

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

b. Minors (under the age of 18) shall not be allowed in the immediate vicinity of any bar dispensing alcoholic beverages with the exception of Smedley's Cafe. This does not preclude them from attending special or private catered events in the "Follow Me" Bar, or where portable bars are in use, such as in the Carolina or Lejeune rooms.

13. Revocation. Membership and extension of privileges may be suspended or revoked for cause by a recommendation of the Advisory Group and approval of the CG MCIEAST-MCB CAMLEJ.

14. Enlisted Personnel. Enlisted personnel shall be permitted to enter the Club when they are an immediate family member of a bona-fide member of the Club (e.g., an officer has an enlisted child) and accompanied by the Club member. Enlisted personnel and their family members, when appropriate, shall be permitted to enter facilities or be present at activities operated by the Club under the following conditions:

a. In the execution of specifically assigned duties, such as functioning as a member for an official function (e.g., color guard or member of a military band). Enlisted personnel may attend Professional Military Education events at the PPOC during working hours if the PME is presented by an authorized member or staff noncommissioned officer (SNCO).

b. As the personal guest of a Club member or other eligible personnel while attending that member's or eligible personnel's official or social function.

c. As specifically approved by the CG, or their designated representative.

d. SNCOs and families may attend lunch in the main dining room.

e. Officers may bring their right-hand man, regardless of rank, to "Right Hand Man Night".

f. Club-sponsored events, unit-sponsored events, and holiday buffets may be utilized by members only.

15. Membership Administration

a. No distinction with respect to membership and privileges will be made between warrant officers and commissioned officers.

b. Adult family members of officers entitled to be an active member, if the sponsor is stationed for duty at an installation or military unit apart from the one serving the family members, will be granted full membership privileges.

16. Group Meetings and Social Functions. Club facilities shall not be used for meeting of civic groups or other associations unless the group is comprised predominantly (51 percent) of Club members. Exceptions to this policy will be addressed on a case-by-case basis by the CG designated representative.

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

18. Budgets

a. The Director, Clubs and Catering Division, in concert with the Club Manager, will prepare the annual operating budget. Once reviewed by the Advisory Group and approved by the AC/S, MCCA and CG, the budget will become the financial document upon which the operations of the Club are, in general, based.

b. The budget, in general, will make every attempt, consistent with financial guidelines from higher authority, to achieve the following objectives:

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

(2) Replace, acquire, and/or extend property, furniture, fixtures, and equipment, as required, from appropriated and non-appropriated funds.

(3) Provide interesting activities with a high perceived value that will increase member participation and enjoyment.

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

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20. Amendments. The Constitution of the Club may be amended by a two-thirds vote of the voting members of the Advisory Group present at any authorized meeting, subject to the approval of the CG. Amendment by two-thirds vote can only be accomplished when a quorum, defined as 67 percent of the voting members of the Advisory Group, is present.

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Chapter 2

Bylaws1. Advisory Group

a. Mission Statement. The PPOC Advisory Group, as its name suggests, is an advisory board, not a board of directors. The PPOC Advisory Group represents the PPOC membership in advising the CG on issues relating to the service offerings and operation of the Club. Such issues may include strategic plans, scheduled events, financial objectives and performance, and customer service matters. The Advisory Group, representing the interests of the Club patrons and the organizations they represent, renders advice to the CG on other issues vital to the Club's overall success, issues such as recommendations to promote and sustain active participation and patronage by its members; suggestions regarding special events and activities of interest to their constituents; and providing actionable member feedback. In a reciprocal manner, the members of the Advisory Group support the CG's fiduciary obligation to operate the Club appropriately and responsibly by helping to shape the reasonable expectations of its less-well-informed members, recognizing that all Marine Corps officers' clubs must conscientiously strive to meet the financial criteria defined in reference (b).

b. Duties of the Advisory Group. The Advisory Group shall carry out the following specified duties and other such tasks as the CG may request:

(1) Assist Club management in the scheduling, coordination, promotion, and evaluation of special events.

(2) Provide actionable feedback from Club members they represent to management.

(3) Make themselves aware of the financial performance of the Club and the Club's current financial posture.

(4) Assist Club management with setting reasonable expectations for Club members.

(5) Assist Club management by sponsoring and promoting regularly scheduled and special events.

(6) Assist Club management by conveying to members the provisions of the Club's Constitution and By Laws, and to provide recommendations for their revision, as appropriate.

(7) Meet on a regularly scheduled basis and/or at the invitation of the Chairman.

c. Composition. The Advisory Group, PPOC shall be composed of officers from MCB; Marine Corps Engineer School (MCES); II MEF; 2d MarDiv; 2d MLG; MARSOC; Naval Hospital; and the Naval Dental Clinic. The company grade officer representatives are considered voting members, but both

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representatives are not required when determining whether a quorum exists. Only one representative from the major units listed below is required to determine the existence of a quorum.

- (1) Chairman
Colonel/GS-15, appointed by the CG
- (2) MCB CAMLEJ
Colonel or Lieutenant Colonel (1)
Company Grade Officer (1)
- (3) II MEF
Colonel or Lieutenant Colonel (1)
Company Grade Officer (1)
- (4) 2d MarDiv
Colonel or Lieutenant Colonel (1)
Company Grade Officer (1)
- (5) 2d MLG
Colonel or Lieutenant Colonel (1)
Company Grade Officer (1)
- (6) MARSOC
Colonel or Lieutenant Colonel (1)
Company Grade Officer (1)
- (7) MCES
Colonel or Lieutenant Colonel (1)
- (8) Naval Hospital
Officer (1)
- (9) Naval Dental Clinic
Officer (1)

(10) Ex-Officio (Non-voting). Director, Clubs and Catering Division or designee; Club Manager, PPOC; President, Officers' Spouses' Club (OSC); Representative, OSC; MCIEAST-MCB CAMLEJ OSC Advisor; and Representative, retired officers' community.

d. Organization. The Advisory Group may be organized into standing committees. The detail work of the Advisory Group should be conducted within these committees, which consider all matters under their cognizance and submit their recommendations to the Advisory Group. Other PPOC members may be asked to serve on an ad hoc basis. Examples of types of committees are:

- (1) Membership
- (2) Entertainment
- (3) Special Events
- (4) Facilities
- (5) Any other

e. Appointment

(1) The Chairman of the Advisory Group shall be appointed by the CG.

(2) Commanders appointing Advisory Group members should select officers on the basis of their interest and motivation to represent their command membership in securing successful and satisfying Club operations, and to promote and encourage active participation among eligible club members of their respective organizations.

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

f. Meetings

(1) The Advisory Group shall meet monthly as determined by the voting members at the preceding meeting. A special meeting may be conducted at any time called by the Chairman and when a quorum is available. A quorum is required to have a valid meeting.

(2) Each member of the Advisory Group, excluding ex-officio (non-voting) members, shall have an equal vote on all matters presented at regular and/or special meetings. A majority vote will decide all issues, except that changes to the Constitution and Bylaws will require an affirmative vote by two-thirds of the voting members present, provided a quorum is present. A quorum shall consist of 67 percent of the voting members. Only one representative from the major units is required to determine the existence of a quorum. Written minority reports may be attached to the minutes of the Advisory Group.

(3) Appropriate subcommittees may be established from the membership and the Advisory Group to provide the Advisory Group, as a whole, with recommendations for final approval by the CG. The Chairman of the Advisory Group may appoint committee chairpersons from among the Advisory Group membership.

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

(5) The proceedings of each meeting of the Advisory Group shall be recorded, signed by the Chairman and Recorder, and submitted to the CG via the AC/S, MCCS for appropriate action. Minutes of the monthly meeting shall be published within one week of the conclusion of the meeting. Minority and special committee reports shall be attached as enclosures. These minutes will be posted in an appropriate location for Club Membership to review.

2. Club Manager

a. The Club Manager is responsible to the Director, Clubs and Catering Division for operations, facilities, and all assigned civilian employees of the PPOC. The Manager's specific duties and responsibilities are outlined in a formally approved job description.

b. The Club Manager will be provided with current internal control instructions for guidance of administrative and management personnel by the Director, Clubs and Catering Division.

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c. The Club Manager will enforce those internal control systems in the application of sound principles of financial management. Adherence to established internal control systems is required.

d. The Club Manager shall coordinate with the Director, Clubs and Catering Division, and the Financial Management Division, to ensure timely payment of all bills and obligations incurred in routine operations of the PPOC and other payments, as authorized by the CG.

e. The Club Manager shall make frequent inspections of all activities and facilities of the PPOC, observing the physical condition and taking immediate action to effect repair or survey of worn-out property, broken or damaged equipment, and ensure adequate maintenance of PPOC facilities and correction of unsanitary conditions or practices.

f. The Club Manager shall, at the regular meetings of the Advisory Group, make progress reports relative to applicable goals and directives which have not been fully complied with or placed into effect.

g. The Club Manager shall be responsible for all property in the custody of the PPOC. They shall maintain adequate property records and accountability in the manner prescribed in the current edition of reference (a) and shall make spot checks and inspections as necessary to prevent undue losses and fix responsibility for loss or abuse.

h. Duties of the Club Manager will not be delegated to other employees of the PPOC.

3. Suggestions. Suggestions and recommendations for increasing the efficiency of service or internal management of the PPOC are encouraged and may either be submitted by: (1) completion of a suggestion card located at the PPOC or; (2) completion of an Interactive Customer Evaluation (ICE) comment located online at the MCCA web site: www.mccslejeune.com.

4. Amendments to Bylaws. The bylaws of the PPOC may be amended by a two-thirds vote of the voting members present at any authorized meeting of the Advisory Group, subject to the approval of the CG. Amendment by two-thirds vote can only be accomplished when a quorum, defined as 67 percent of the total Advisory Group voting membership, is present.

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Chapter 3

House Rules

1. Regulations. House Rules are applicable to all facilities and/or activities operating as part of the PPOC. Additional rules specific to a facility and/or activity may be promulgated subject to the approval of the CG.

2. Operations

a. Hours. All authorized social functions, either official or private, utilizing the PPOC or any annex thereof, will conform to hours of operation as published by management and as stipulated in agreements for the conduct of such functions. The term "authorized private social function" means those private functions which have been authorized in writing by the CG or their designated representative.

b. Schedule of Activities. Operating hours are published on the MCCA web site, www.mccslejeune.com. However, management may extend or shorten published operating hours when patronage, or lack thereof, so warrants, with due and timely notice.

3. Dress Regulations

a. The uniform of the day, as prescribed in current tenant directives, may be worn in the PPOC.

b. Appropriate civilian attire is subject to many trends in fashion and is difficult to define with detailed specificity. All personnel utilizing the PPOC will exercise good judgment and taste in selecting appropriate attire for any occasion. All should take pride in their appearance and observe common sense standards of dress. All clothes must be clean and free of holes, tears, and other signs of excessive wear. Soiled, excessively worn, or damaged clothing of any type, to include uniforms and work clothes, will not be worn in PPOC. Minimum dress for gentlemen in the PPOC will be trousers (dress jeans are appropriate) and shirt (T-shirts are not allowed) and the equivalent for ladies (denim, slacks, and Capri pants as well as dress sandals are acceptable; however, shower shoes/beach sandals/flip flops are not.) Common sense must apply. During the warmer months, dress shorts with belt may be worn for visits to Smedley's Café and the Follow Me Bar for dining and for indoor/outdoor events in other parts of the PPOC (i.e., Burn Your Own Steak Night). For special occasions or events, specific dress that deviates from the above may be authorized by the CG and will be appropriately published.

c. Self-enforcement will be accomplished by the PPOC membership in the tradition of Marines and Sailors taking care of their own.

4. Standards of Conduct

a. The cooperation of all patrons is required in upholding the standards expected in a U.S. Marine Corps Officers' Club.

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b. Improper conduct on the part of patrons, their families, or guests, or failure on their part to observe the provisions of the Constitution or House Rules, shall be reported in writing by the Club Manager via the Director, Clubs and Catering Division, to the CG for appropriate action.

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

d. No person, except the Club Manager or supervisory PPOC management personnel, will under any circumstances take upon himself or herself the prerogative of disciplining or censuring any employee of the PPOC.

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

f. The introduction of outside food and beverages of any sort into any facility of the PPOC by individuals or organized groups will not be permitted, as amplified in the current edition of reference (a).

g. Underage consumption of alcohol is forbidden, even at special and private functions.

5. Special Functions

a. Arrangements for special parties, receptions, dinner parties, etc., to be given by a member or eligible patron at the PPOC, should be made by contacting the PPOC Catering Manager. Arrangements should be made at the earliest possible date. Cancellations or modifications of plans for scheduled special functions will not normally be accepted during the 72-hour period immediately preceding the time scheduled. Individual patrons or groups of patrons who cancel or modify plans for a previously scheduled special function within the 72-hour period immediately preceding the date scheduled will be required to reimburse the PPOC for any expense incurred by reason of preparations made for the function so cancelled or modified.

b. No special functions or private parties may be held in the PPOC unless a contract, as specified in reference (a), has been signed by both the patron hosting the function and the PPOC Catering Manager or management representative. In addition, the contract will stipulate the services desired and all charges to be incurred.

c. Special events will be promulgated separately and will be posted in the PPOC.

d. Requests to conduct fundraising activities with the PPOC will be addressed, per reference (c).

6. Pets. Pets are not permitted in the PPOC with the exception of personal service animals (e.g., guide dogs for the blind).

7. Notices. No notices shall be posted or displayed in the PPOC facilities except as approved by the Club Manager or their management representative.

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8. Comments, Recommendations, and Complaints

a. Comments and/or recommendations to improve any of the facilities operated by the PPOC and/or services performed by employees are desired and should be submitted either by: (1) completion of a suggestion card, or; (2) completion of an ICE survey by going online at the M CCS web site, www.mccslejeune.com.

b. Complaints regarding unsatisfactory operation of a facility and/or unsatisfactory service, or derelictions on the part of the employees, should immediately be brought to the attention of the Club Manager or a supervisory management representative. The Club Manager will advise the Director, Clubs and Catering Division, in a timely manner, of all such complaints.

9. Check Cashing Privileges. Members of the PPOC may cash checks 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. Checks returned as "insufficient funds" will be processed per the current edition of reference (c).

d. 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 in all facilities of the PPOC and will be governed by instructions promulgated by higher authority.

b. Management shall ensure adherence to the conditions/provisions governing the sale and use of alcoholic beverages.