



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788100
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 1746.20A
MCCS

NOV 21 2014

COMBAT CENTER ORDER 1746.20A

From: Commanding General
To: Distribution List

Subj: OFFICERS' CLUB ADVISORY BOARD CONSTITUTION AND BY-LAWS

Ref: (a) DOD 7000.14-R (Volume 11A), "Reimbursable Operations Policy,"
April 2013
(b) MCO P1700.27B w/Ch 1
(c) MCO 1700.30
(d) Negotiated Agreement between NAFL and the American Federation of
Government Employees, Local 2018
(e) CCO 1020.11R

Encl: (1) Constitution
(2) By-Laws
(3) Sample Advisory Board Appointment Letter

1. Situation. Guidance is required to identify responsibilities between members of the social organization, the Officers' Club, and Marine Corps Community Services (MCCS) regarding the shared space of Mameluke's Pub, located within an MCCS operated facility, titled the Combat Center Officers Club (CCOC), Building 1573 aboard the Marine Corps Air Ground Combat Center (MCAGCC).

2. Cancellation. CCO 1746.20.

3. Mission. The Officers' Club Advisory Board (OCAB), an appointed and elected advisory board, will establish the constitution and by-laws by which Mameluke's Pub will operate and conduct business for the benefit of Commissioned and Warrant Officers, in accordance with the references.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Commissioned and Warrant Officers will establish an advisory board, club constitution, and by-laws for the Officers' Club operating within Mameluke's Pub to foster camaraderie and socialization among membership for the purpose of promoting esprit de corps.

(2) Concept of Operations

(a) The CCOC falls under the Food and Hospitality Branch of the Business Operations Division within the MCCS Directorate, and will be operated per the references, this Order, and directives issued by higher authority.

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(b) The CCOC offers a bar, restaurant, conference rooms, and patio for the hospitality of all Combat Center authorized patrons with limits per this Order and the references. Mameluke's Pub is for the exclusive use of members of the Officers' Club, during the hours established by OCAB.

(c) The OCAB advisory role is limited to events and activities within Mameluke's Pub and shall not impact the operations of the restaurant, conference rooms, catering, and pool operations. The constitution and by-laws created will be compliant with references governing MCCS club operations.

(d) All ranks are authorized use of the restaurant and patio during restaurant hours; the conference rooms; and Mameluke's Pub during non-operating hours of the Officers' Club. The swimming pool, operated and managed by Semper Fit Division, is limited to Officers and Staff Non-Commissioned Officers.

(e) This Order and the enclosures will be reviewed annually by MCCS and OCAB. Any member of the club or MCCS management may submit suggestions or changes.

b. Subordinate Element Missions

(1) Assistant Chief of Staff MCCS

(a) MCCS' authority to utilize the Pub is limited to non-operating hours; in the case of a special event, approval to use the Pub during established Club hours will be obtained from OCAB.

(b) Use of the various spaces for special events, parties, Professional Military Education, etc., will be coordinated between the requesting authorized patrons and CCOC management, in accordance with the references.

(c) MCCS will determine hours of operation for Mameluke's Pub and all other areas of the CCOC facility. Requests for change in hours by OCAB will be approved by CCOC management in accordance with reference (d). MCCS may reduce or increase scheduled hours of operation as patronage dictates without notification to OCAB.

(d) CCOC management will ensure regulations regarding the serving and consumption of alcoholic beverages will be compliant with the references for all parties using any space within CCOC.

(e) CCOC manager will request approval from OCAB to display plaques and other decorative displays within Mameluke's Pub; and, coordinate with MCCS Projects, Environmental, and Safety Branch to ensure compliance with safety and construction standards.

(f) All government property will be controlled, maintained, and accounted for by MCCS personnel per reference (a).

(2) OCAB and Club Membership

(a) Appointed and elected Commissioned and Warrant Officers will serve on the OCAB and make decisions for the membership, including approving

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the club constitution and by-laws. The Commanding General (CG) will have final authority on all matters.

(b) Club membership will be responsible for policing and verifying membership.

(c) Requests for change in hours of operation for Mameluke's Pub will be submitted by OCAB at least 96 hours prior to the time the desired change is to take effect so that CCOC management will be compliant with the Union Negotiated Agreement, reference (d).

(d) Board members will be appointed to OCAB via enclosure (3).

5. Administration and Logistics.

a. Hours of operations, location, phone numbers, and other information for Mameluke's Pub and CCOC's All Hands events may be viewed on at <http://www.mccs29palms.com/index.cfm/food-lodging/clubs/mamelukes-pub/>.

b. Distribution statement A directives issued by the CG are distributed upon request and may be viewed at <http://www.29palms.marines.mil/Staff/G1Manpower/AdjutantOffice/Orders.aspx>.

6. Command and Signal

a. Command. This Order is applicable to all active duty, reserve, and civilian personnel aboard the Combat Center.

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


J. B. HANLON
Chief of Staff

Distribution: A

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CONSTITUTION

ARTICLE I

DESIGNATION. The official name of the social organization for Commissioned and Warrant Officers will be Officers' Club.

VENUE. The official venue for the Officers' Club will be Mameluke's Pub located within the Combat Center Officers Club (CCOC), a facility operated by Marine Corps Community Services (MCCS), Building 1573, Marine Corps Air Ground Combat Center (MCAGCC), Twentynine Palms, California.

ARTICLE II

PURPOSE. The purpose of the Officers' Club is to promote the well-being, morale, and camaraderie of Commissioned and Warrant Officers and to encourage the wholesome use of leisure time with family members and guests in an MCCS designated facility where food, beverage, and entertainment may be offered for those stationed aboard MCAGCC.

ARTICLE III

MEMBERSHIP. Officers' Club membership is universal for the following categories of personnel:

- a. All active duty and reserve officers of the Armed Forces.
- b. All retired officers of the Armed Forces.
- c. Medal of Honor recipients.
- d. Honorably discharged officers of the Armed Forces receiving 100% disability.
- e. Spouses of members indicated above in paragraphs (a) through (d).
- f. Unmarried widow or widowers of personnel indicated above in paragraphs (a) through (d).
- g. Civil Service employees in the grade of GS-12 or higher.
- h. National Security Personnel System employees equivalent to the grade of GS-12 or higher.
- i. Non-Appropriated Fund employees in the grade of NF-04 or higher.

GUEST MEMBERSHIP. The following categories of personnel are permitted temporary guest membership in the Officers Club:

- a. Officers of foreign militaries visiting MCAGCC on official business.
- b. Dignitaries and Very Important Persons of domestic and foreign government organizations when authorized by the Commanding General.

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GUESTS OF MEMBERS. Members of the Officers Club are expected to exercise sound discretion and judgment when inviting guests to accompany them to Mameluke's Pub. Members may sponsor Staff Noncommissioned Officers.

ARTICLE IV

ORGANIZATIONa. Operations and Management

(1) The facilities of the Officers' Club are located in Mameluke's Pub within Building 1573. During normal operating hours, Mameluke's Pub is for the exclusive use of personnel referenced in Article III except when an exception is positively recommended by the Officers' Club Advisory Board (OCAB); i.e., special events that include non-members and are approved by the Commanding General.

(2) During hours when Mameluke's Pub is not normally open MCCS retains the authority to schedule special events. Areas outside of the pub are available for use to all personnel per MCCS patronage guidelines and for MCCS scheduled events.

(3) OCAB may request Mameluke's Pub be open additional hours by submitting their request to CCOC management at least 96 hours prior to the desired time change; thus ensuring CCOC is compliant with personnel scheduling mandates per the negotiated union agreement between MCCS and the American Federation of Government Employees, reference (c).

(4) OCAB and its members will police and verify membership of patrons in Mameluke's Pub during Officers' Club hours of operation; this is not the responsibility of CCOC personnel.

b. Advisory Board. The OCAB is a voting body that exists to advise the Commanding General on the operations of their club. The OCAB exists to make continuous improvement to the quality of the Officers' Club experience for its members. The OCAB will ensure compliance with the regulations set forth in this Order and will be advised by CCOC management as required. The Commanding General retains final authority on all matters.

(1) The voting members of the OCAB will be comprised of:

(a) The President of the OCAB is by default the Commanding Officer of Headquarters Battalion unless otherwise specified by the Commanding General.

(b) The Commanding Officer or Assistant Chief of Staff, Special Staff Officer, or the designated representative, for each permanent command or organization aboard MCAGCC. Commanding Officers or the Executive Officers from units aboard MCAGCC are automatically considered voting members of the OCAB. In addition, Commanding Officers, Assistant Chiefs of Staff, and Special Staff Officers will appoint two other officers or individuals authorized to act on their behalf as voting members of the OCAB.

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Additional officers will be appointed in writing and a letter indicating their appointment will be delivered to the President of the OCAB, see enclosure (3).

(c) A retired officer to represent the retired officer community. This officer will be appointed in writing by the President of the OCAB.

(d) A representative of the Officer Spouses' Club. This spouse will be appointed in writing by the President of the OCAB.

(2) A representative of MCCS will attend the OCAB meetings as a non-voting member to advise the OCAB regarding this Order, its references, and any other pertinent MCCS policies and procedures discussed.

(3) The duties of OCAB are as follows:

(a) Meet monthly to discuss issues affecting the Officers' Club.

(b) As necessary, vote on issues affecting the Officers' Club.

(c) Provide advice to the Commanding General.

(d) Maintain the by-laws and constitution of the Officers' Club.

(e) Provide the constitution and by-laws to the CCOC management for presentation to members when requested.

(4) The President of the OCAB will announce each monthly meeting in advance and provide minutes from the previous meeting to all its members. The President of the OCAB will maintain the minutes and attendance of each meeting and provide these records to Officers Club members when requested.

(5) OCAB meetings will be conducted by the President of the OCAB as follows:

(a) Roll call.

(b) Discussion of minutes from the previous meeting.

(c) Discussion of business operations since the last meeting.

(d) Open discussion from members and recommendations for items to vote on.

(e) Voting on recommendations.

(f) Conclusion.

(6) Appointed representatives of the OCAB may not receive remuneration from the Officers Club in cash, goods, or services for any duties performed as a member of the OCAB or as individuals during or after working hours.

(7) Any member of the OCAB may be removed from office for cause by the Commanding General.

Enclosure (1)

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(8) Committees may be appointed from the representatives of the OCAB by the President as required.

c. Dues and Profits

(1) The Officers' Club will not be operated for the financial profit of any one person or combination of persons; nor will any single individual have any enforceable interest or right of any kind in the operation of the Officers Club or its assets.

(2) Officers' Club members will not accept any entertainment, gifts, loans, or favors of any kind, no matter how innocently received, from any person or firm who seeks or enjoys dealings with this activity which could result in financial profit or benefit to the Officers' Club.

(3) The Officers' Club will not charge dues.

d. Property

(1) Unit displays and plaques within Mameluke's Pub are the property of the officers of the owning unit and will be maintained by the owning unit.

(2) Plaques and displays donated for use in Mameluke's Pub are the property of the officers of the installation and will be maintained by the OCAB. Displays of other decorative items within Mameluke's Pub, requested by CCOC management, are subject to the approval of the OCAB.

(3) In all cases where plaques and displays are to be hung on the walls of Mameluke's Pub, coordination will be made through the OCAB and CCOC management to the MCCS Facilities Maintenance Division in order to ensure compliance with safety and construction standards.

(4) CCOC management is the responsible party for all government property within Mameluke's Pub per reference (a); it is the Officers' Club membership's responsibility to care for and keep secure government property during OCAB's scheduled hours of operation.

ARTICLE V

PUBLICATION, AMENDMENT, AND REVISION

a. The constitution and by-laws of the Officers' Club will be available to patrons upon request.

b. The constitution and by-laws will be reviewed annually by MCCS and the OCAB. Any member of the Officers' Club or MCCS management may submit suggestions or changes.

c. The OCAB will consider suggestions and changes during regular business meetings. Two-thirds of available members must be in favor of adopting the suggestion or change in order for it to be submitted by the OCAB to the Commanding General.

Enclosure (1)

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BY-LAWS

ARTICLE I

CLUB PRIVILEGES. Any patron or guest may be denied privileges for violating this Order or any directive issued by higher authority.

ARTICLE II

CONDUCT. Leadership by example is expected of all Commissioned and Warrant Officers and other members of the Officers' Club. Conduct which may shed an unfavorable light on the United States Marine Corps will not be tolerated.

ARTICLE III

CUSTOMS AND TRADITIONS

a. In order to promote tradition and "Esprit de Corps" the following rules of the Officers' Club will be adhered to by all members and patrons. These rules will be prominently displayed in the Officers' Club. Personnel that witness an infraction will ring the bell located at the bar and announce the infraction that has occurred.

(1) Members of the Officers' Club who enter the bar area "covered" shall purchase a round of drinks for all members and patrons within the bar area at the time that the infraction occurs.

(2) Members of the Officers' Club who place their cover on the bar will purchase a round of drinks for all members and patrons within the bar area at the time that the infraction occurs.

(3) Members of the Officers' Club who go behind the bar uninvited by a staff member will purchase a round of drinks for all members and patrons within the bar area at the time that the infraction occurs.

b. The wearing of civilian attire is a matter of professional conduct and personal pride. As leaders, we must emphasize the importance of maintaining a positive image within our organization. Personnel visiting Mameluke's Pub will wear proper civilian attire. Standards of dress and appearance will be conservative and meet the same high standards established for personnel in uniform. Specifically, civilian clothing worn will be in good taste, clean, neat, and not in conflict with accepted attire described in Uniform and Civilian Attire Regulations cited in references (e). Examples of appropriate civilian attire are:

(1) Shirt or blouse with a collar.

(2) Trousers/slacks/dress shorts with a belt (if applicable).

(3) Jeans: Clean, without rips/tears.

(4) Shoes: Clean footwear in good repair; closed toe shoes with socks (if applicable) or casual/dress sandals.

(5) Athletic attire may be worn (e.g., team sport jerseys) only on sport nights.

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ARTICLE IV

COMPLAINTS AND RECOMMENDATIONS

a. Complaints concerning the operation of Mameluke's Pub will be reported to CCOC management or the duty representative, if immediate action is required.

b. Complaints, which do not require immediate action, and recommendations for changes or improvements may be submitted to CCOC management, OCAB, or the Assistant Chief of Staff M CCS.

Enclosure (2)

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Sample Advisory Board Appointment Letter



UNITED STATES MARINE CORPS
(Unit Letterhead)

1700
ORG CODE
(Date)

From: Commanding Officer
To: Officer Appointed

Subj: APPOINTMENT AS COMMISSIONED OFFICERS' CLUB ADVISORY BOARD
REPRESENTATIVE

Ref: (a) CCO 1746.20A

1. You are appointed as the (Unit) representative to the Officers Club
Advisory Board (OCAB). You will be governing the performance of
duties by the reference.

2. You will attend the monthly Marine Corps Air Ground Combat Center OCAB
meetings as required.

3. This appointment will terminate upon your reassignment or transfer,
unless sooner revoked.

CO'S SIGNATURE

Copy to
President OCAB

SAMPLE