



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 1746.20
MCCS
AUG 14 2012

COMBAT CENTER ORDER 1746.20

From: Commanding General
To: Distribution List

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

Ref: (a) MCO P1700.27B
(b) DOD 7000.14-R, Vol 11A

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

1. Situation. In accordance with the references, an approved commissioned officers' club constitution and by-laws is required to establish and govern acceptable rules of conduct in a facility where the Officers may congregate and socialize for the purpose of promoting camaraderie.

2. Mission. Operate the Commissioned Officers' Club Advisory Board, held within a Marine Corps Community Services (MCCS) facility, according to the constitution and by-laws established for the benefit of commissioned officers aboard the Combat Center, see enclosures (1) and (2).

3. Execution

a. Commander's Intent. To establish regulations that foster camaraderie and participation by all Officers in the Commissioned Officers' Club per the references.

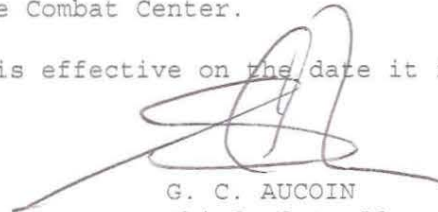
b. Concept of Operations. Enclosure (3) will be used to appoint members who will make up the Officers' Club Advisory Board.

4. Administration and Logistics. Distribution statement A directives issued by the Commanding General are distributed via email upon request and can be viewed at <https://www.29palms.usmc.mil/dirs/manpower/adj/ccotoc.asp>.

5. 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.



G. C. AUCOIN
Chief of Staff

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

CONSTITUTION

ARTICLE I

DESIGNATION. The official name of the Officers' Club will be "Combat Center Officers' Club" (CCOC), Marine Corps Air Ground Combat Center (MCAGCC), Twentynine Palms, California, hereinafter referred to as the O'Club.

VENUE. The official venue for the CCOC will be Mameluke's Pub within Building 1573.

ARTICLE II

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

ARTICLE III

MEMBERSHIP. 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 at the O'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.

GUESTS OF MEMBERS. Members of the O'Club are expected to exercise sound discretion and judgment when inviting guests to accompany them to the O'Club. Enlisted service personnel are not authorized as guests except when attending

AUG 20 2011

an event sanctioned by the Commanding General, e.g., unit "Right Hand Man" night. The O'Club staff is not expected to police and verify membership; this is the responsibility of the officers.

ARTICLE IV

ORGANIZATION

a. Operations and Management

(1) The O'Club falls under the Food and Hospitality Division of the MCCS Directorate, and will be operated per the references, this Order, and directives issued by higher authority.

(2) The facilities of the O'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 approved by the Commanding General. During hours when Mameluke's Pub is not normally open Marine Corps Community Services (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) Units and other organizations are authorized to conduct professional military education (PME) and special events that include non-members in all O'Club areas except the Officers' Pub. Units may coordinate with the O'Club staff to establish a temporary bar in those areas if the unit wishes to have drinks available. However, during normal operating hours, the Officers' Pub is off limits for all non-members.

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 O'Club experience for the members of the club. The OCAB will take into account all policies and laws and will be advised by MCCS personnel 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 his designated representative, for each permanent command aboard MCAGCC. Commanding Officers or the Executive Officers from units aboard MCAGCC are automatically considered voting members of the OCAB. In addition, Commanding Officers will appoint two other officers authorized to act on their behalf as voting members of the OCAB. 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.

Enclosure (1)

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

(2) A representative of MCCS will attend the OCAB meeting as a non-voting member to advise the OCAB regarding MCCS policies and procedures.

(3) The duties of the Advisory Board are as follows:

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

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

(c) Provide advice to the Commanding General.

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

(e) Provide the constitution and by-laws to the staff of the O'Club 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 members of the OCAB. The President of the OCAB will maintain the minutes and attendance of each meeting and provide these records to O'Club members when requested.

(5) The OCAB meeting 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 O'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.

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

c. Dues and Profits

(1) The O'Club is an instrumentality of the United States Government and will not be operated for the financial profit of any one person or combination of persons. O'Club members will not accept any entertainment,

Enclosure (1)

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 O'Club. No individual will have any enforceable interest or right of any kind in the operation of the O'Club or its assets.

(2) The O'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.

(3) Plaques and displays presented to the staff of the O'Club are the property of the individuals to whom they are presented and will be maintained by those individuals; display of these plaques and displays within Mameluke's Pub is subject to the approval of the OCAB.

(4) All government property will be controlled, maintained, and accounted for by MCCS personnel per reference (a). 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 to the MCCS Facilities Maintenance Division in order to ensure compliance with safety and construction standards.

ARTICLE V

PUBLICATION, AMENDMENT, AND REVISION

a. The constitution and by-laws of the O'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 O'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.

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 officers and other members of the O'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 O'Club will be adhered to by all members and patrons. These rules will be prominently displayed in the O'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 O'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 O'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 O'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. As such, 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 CCO 1020.11P Combat Center Uniform and Civilian Attire Regulations and MCCS Instruction 1020.1D. 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.

ARTICLE IV

COMPLAINTS AND RECOMMENDATIONS

a. Complaints concerning the operation of the O'Club will be reported to the Club Manager 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 the Club Manager, OCAB, or the Assistant Chief of Staff M CCS.

CCO 1746.20

AUG 14 2010

Sample Advisory Board Appointment Letter

Unit Heading

1700
ORG CODE
(Date)

From: Commanding Officer
To: Officer Appointed

Subj: APPOINTMENT AS COMMISSIONED OFFICERS' CLUB ADVISORY BOARD
REPRESENTATIVE

Ref: (a) CCO 1746.20

1. You are appointed as the (Unit) representative to the Officers' Club Advisory Board (OCAB). You will be governed in the performance of your 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

Enclosure (3)