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 1746.19E
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24 Feb 03

COMBAT CENTER ORDER 1746.19E

From: Commanding General
To: Distribution List

Subj: CONSTITUTION AND BY-LAWS FOR THE ENLISTED CLUB

Ref: (a) MCO P1700.27A

Encl: (1) Constitution
(2) By-Laws

1. Situation. This revision contains major administrative changes and must be read in its entirety.

2. Cancellation. CCO 1746.19D.

3. Mission. To publicize subject regulations for the operation and government of the Enlisted Club per the reference.

4. Execution

a. Establish a special Advisory Committee to review annually and maintain the constitution and by-laws.

b. The manager of the Enlisted Club shall post copies of this Order at such places within the club to ensure their availability to members and guests.

c. All commanding officers aboard the Combat Center will appoint a primary and alternate member to the Advisory Committee per paragraph 10204 of the reference.

5. Administration and Logistics. Distribution statement A-1 directives issued by the Commanding General are distributed via e-mail. This Order can be viewed at http://www.29palms.usmc.mil/base/manpower/adj/index.asp.

6. Command and Signal

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

b. Command. This Order is applicable to the Marine Corps Total Force.

J. D. NICHOLS
Chief of Staff

DISTRIBUTION: A-1

CONSTITUTION

ARTICLE I

1. DESIGNATION. The official name of the Enlisted Club shall be Excursions, herein referred to as the E-Club.

ARTICLE II

2. PURPOSE. The purpose of the E-Club is to promote and maintain the well-being, morale and contentment of the enlisted personnel E-3 and below, by providing social and recreational facilities.

ARTICLE III

3. ORGANIZATION

a. The E-Club is a branch of the Marine Corps Community Services (MCCS) Directorate, Food and Hospitality Branch and will be operated per the reference, this Order and with such directives as may be issued by higher authority.

b. The facilities of the E-Club are the spaces within building 1532, excluding Rice King.

ARTICLE IV

4. MEMBERSHIP

a. When facilities permit and subject to such regulations as the Commanding General may prescribe, privileges of the E-Club may be extended to the following on a voluntary basis:

(1) Lance Corporals and below, active and reserve.

(2) Personnel of equivalent rank in other branches serving aboard the Combat Center.

(3) Federal civilian employees aboard the Combat Center, with the equivalent rank of their military counter parts.

b. Associate Membership. Associate membership in the E-Club is automatically extended to members of the Armed Forces of the United States, enlisted veterans of appropriate rank who are 100 percent disabled and currently receiving medical care and treatment through the Veterans Administration, so long as their Uniformed Services Identification Card remains in effect.

c. Honorary Membership. Honorary membership may be extended to the categories of personnel listed below. Personnel eligible for active or associate status are not eligible for honorary membership.

(1) Spouses, not remarried, of Marine Corps or Navy enlisted personnel of appropriate grade, who died in the line of duty, and to spouses, not remarried, of Marine Corps and Navy enlisted personnel of appropriate grade who died while carried on the official retired lists with pay.

(2) Dependents of military personnel who are listed as Missing in Action (MIA) or Prisoners of War (POW).

(3) Individuals who have distinguished themselves in direct association with the Marine Corps as determined by the Commanding General.

d. Other Patronage Eligibility. Dependents of active, associate or honorary members.

ARTICLE V

5. DUES ASSESSMENT. The E-Club will not charge dues as per paragraph 31011 of the reference.

ARTICLE VI

6. ADVISORY GROUP

a. The Advisory Group shall be comprised of the President, Vice President, Secretary, and two appointed members from each command aboard the Combat Center; to consist of a primary and alternate Lance Corporal and below. The Combat Center Sergeant Major will be the senior enlisted advisor ex officio.

b. All members can vote except the President who shall vote only in case of a tie, and the alternates who can vote in the absence of their primary members.

c. In addition the following individuals are authorized to attend as nonvoting members:

(1) Director, MCCS Directorate.

(2) Head, Food and Hospitality Branch.

(3) Manager, E-Club.

(4) NAF Auditor.

(5) Representatives of the Enlisted Wives Club.

(6) All Battalion Sergeant's Major, separate company First Sergeant's and Command Master Chief's.

(7) Any patron of the E-Club.

d. A quorum as defined by this Order, shall consist of a simple majority.

e. Any representative of the Advisory Group who is relieved of duty, transferred from one organization to another, or from the Combat Center will no longer be eligible to serve with the Advisory Group from the organization which appointed. The organization from which the representative was transferred will be required to appoint a suitable replacement.

f. Any member of the Advisory Group may be removed from office for cause by the Commanding General and/or the Advisory Group.

g. The duties of the Advisory Group are as follows:

(1) Act only in an advisory capacity to the Commanding General, not as a group engaging in any management or operational duties.

(2) Monitor the overall operation of the activity and inform the patrons of upcoming events.

(3) Maintain a current Constitution and By-laws for the Commanding General.

ARTICLE VII

7. PROFITS. The E-Club will not be operated for the financial profit of any person, group, or combination of persons; no individual shall have an enforceable financial interest or right of any kind in the operation of the E-Club.

ARTICLE VIII

8. AGENTS AND PEDDLERS

a. No agents, peddlers or solicitors will be permitted to solicit from members in the E-Club.

b. E-Club personnel will not accept any entertainment, gifts, loans, or favors of any kind, no matter how innocently tendered or received, from any person or firm who seeks or enjoys dealing with this activity which could result in financial profit or benefit to themselves. The E-Club will not accept any contributions or donations from commercial organizations for their employees, employee parties, or other select groups.

ARTICLE IX

9. ALCOHOLIC BEVERAGES

a. Patrons will not bring any beverage or food products into the E-Club for consumption except those food and beverage items purchased at Rice King.

b. The procurement and sale of alcoholic beverages will be per current directives.

ARTICLE X

10. CONSTITUTION AND BY-LAWS AMENDMENT AND REVISION

a. The Constitution and By-laws of the E-Club will be available for the information of patrons upon request.

b. The Constitution and By-laws will be reviewed annually by the Advisory Group. Recommended amendments or revisions will be submitted to the Commanding General.

BY-LAWS

ARTICLE I

1. ADVISORY GROUP

a. The Advisory Group shall meet monthly, or more frequently at the discretion of the President or in his absence, the Vice President.

b. The duties of the Advisory Group shall consist of the following:

(1) Act only in an advisory capacity to the Commanding General and not as a group engaged in any management or operational duties.

(2) Monitor the overall operation of the activity and inform the patrons of upcoming events.

(3) The Secretary shall maintain a current list of members of the Advisory Group and all committees. The Secretary shall keep a record of the proceedings of all meetings, assuring that such records are signed by the President and forwarded to the Commanding General within five working days via the Director, Morale, Welfare and Recreation Directorate. An advance copy will be delivered to the Combat Center Sergeant Major. The Secretary will also prepare recommended changes to the Order for the Commanding General's signature.

(4) The President shall give notice of all meetings to those persons concerned.

(5) Elected or appointed members of the Advisory Group shall not receive recompensation from the E-Club in cash, goods, or services for any duties performed as a member of the Advisory Group or as an individual during or after working hours.

(6) Maintain current a Constitution and By-Laws for approval by the Commanding General.

ARTICLE II

2. MANAGER. The Manager is responsible for the operation of the E-Club per the reference. The Manager is responsible to the Head, Food and Hospitality Branch and ultimately to the Director, MCCS Directorate for the administration of the E-Club. The Manager will be guided in the performance of duties by current regulations to include Advisory Group recommendations approved by the Commanding General and added to this Order.

ARTICLE III

3. CLUB OPERATIONS ASSISTANT. The Club Operations Assistant will assist the Manager in the performance of duties.

ARTICLE IV

4. ELECTIONS. Elections for the office of President and Vice President will be conducted in the following manner:

a. The President shall call an election meeting of all authorized group members during the month of January each year. This meeting will be for the express purpose of receiving nominations for the Office of President. The time and place of the meeting will be published a minimum of two weeks prior to the meeting.

b. The President will accept nominations for the office from the floor. Nominations will not close until at least two nominations have been received and only then if no more nominations are forthcoming.

c. Persons who are nominated will be given the opportunity to accept or decline prior to the acceptance of any other nominations.

d. Upon closing of nominations for the Office of President, a secret ballot will be conducted and the results announced as soon as the counting of the ballots is accomplished. The nominee with the majority of votes shall assume the Presidency and the nominee with the second highest votes the Vice presidency.

e. No absentee votes will be authorized. Alternates can only vote if their primary is not present.

f. The term of office will be one year, commencing on the first day of February, providing the election returns are approved by the Commanding General.

g. In the event the President cannot fulfill this term of office, the Vice President will become the President and a new Vice President will be elected by the Advisory Group from its membership.

h. In the event the Vice President cannot fulfill this term of office, a new Vice President will be elected.

i. The President shall appoint a Secretary from the membership of the Advisory Group. The Secretary shall ensure that all records of proceedings are typed correctly. The President will ensure that all records of proceedings are signed both by the President and Secretary, prior to their submission to the Commanding General for appropriate action.

ARTICLE V

5. CLUB PRIVILEGES

a. Any patron or guest may be denied privileges under the following conditions:

(1) Violations of the House Rules or any directive issued by a higher authority.

ARTICLE VI

(2) Unbecoming conduct.

(3) The Manager/Duty Manager shall have the authority to deny privileges for cause until the next working day. the Manager will report all such denials of privileges to the individual Service member's command at the beginning of the next working day.

6. REINSTATEMENT. A suspended member shall be automatically reinstated upon expiration of their period of suspension.

ARTICLE VII

7. HOUSE RULES

a. The House Rules of the E-Club will be made available for the information, guidance, and compliance of all members.

b. The House Rules of the E-Club will be set forth by the Manager of the E-Club and House Rules Committee, and shall comply with Marine Corps and MCCS policies.

ARTICLE VIII

8. PROCEDURES FOR AMENDING THE BY-LAWS. The By-laws will be amended using the guidelines in enclosure (1), Article X, of this Order.