



**UNITED STATES MARINE CORPS**  
MARINE CORPS AIR STATION YUMA  
BOX 99100  
YUMA, ARIZONA 85369-9100

StaO 1746.7N  
SGTMAJ  
19 Jan 10

STATION ORDER 1746.7N

From: Commanding Officer  
To: Distribution List

Subj: CONSTITUTION, BY-LAWS AND HOUSE RULES FOR STAFF  
NONCOMMISSIONED OFFICER'S CLUB

Ref: (a) MCO P1700.27B W/CH 1  
(b) MCO 1700.30

Encl: (1) Constitution, By-Laws and House Rules for Staff  
Noncommissioned Officer's Club

1. Situation. To protect the rights of all, a re-vamped system is needed to establish and govern acceptable rules of conduct in a facility where Marines and Sailors of similar rank, may congregate and socialize for the purpose of strengthening bonds and the sense of camaraderie.

2. Cancellation. StaO 1746.7M.

3. Mission. Operate the Staff Non Commissioned Officer's (SNCO) Club Advisory Council, held within a Marine Corps Community Services (MCCS) facility, according to a Constitution and By-Laws established for the benefit of SNCO personnel aboard the Marine Corps Air Station (MCAS).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To establish subject regulations for the operation and governance of the SNCO Club per the references.

(2) Concept of Operations

(a) The Sergeant Major, Marine Corps Air Station Yuma will serve as the designee for the Commanding Officer. The Advisory Council will review and maintain current Constitution and By-Laws annually.

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(b) The General Manager, SNCO Club will post copies of this order in conspicuous places within the SNCO Club and will ensure its availability to patrons of the SNCO Club.

(c) Commanding Officers from the tenant Commands will appoint a primary and alternate member to the Advisory Council per reference (a).

5. Administration and Logistics. Directives issued by this command are published electronically and can be accessed online via the MCAS Yuma homepage at <https://intranet.mciwest.usmc.mil/yuma/default.aspx>.

6. Command and Signal

a. Command. This order is applicable to all Active duty, Reserve and civilian personnel aboard MCAS, Yuma.

b. Signal. This order effective the date signed.



M. A. WERTH

DISTRIBUTION: A

RECORD OF CHANGES

Log completed change action as indicated.

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

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Chapter 1

Constitution

1. Article I

a. Designation. The official name of the Consolidated Club is the "Sonoran Pueblo", located aboard Marine Corps Air Station, Yuma, Arizona; the Staff Non-commissioned Officers Lounge of the Sonoran Pueblo shall hereinafter be referred to as the SNCO Club.

2. Article II

a. Purpose. The purpose of the Club is to promote the well-being, morale and camaraderie of SNCOs 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 MCAS, Yuma.

3. Article III

a. Authorized Patrons of the SNCO Club. Participation in club activities is voluntary. Categories of authorized patrons are as follows:

(1) Active. Active duty, reserve, retired SNCOs, SNCO Selects and personnel of equivalent rank, in all branches of the Armed Forces.

(2) Associates. Associates are described as personnel of equivalent SNCO rank and are listed below.

(a) Active duty military personnel who are on temporary duty, in transit, or not assigned to MCAS, Yuma.

(b) Adult family members of SNCOs and Staff Sergeant Selects.

(c) Medal of Honor Recipients, honorably discharged U.S. veterans with 100 percent disability or the veteran's widow/widower.

(d) Other uniformed personnel, including the Coast Guard, National Guard, National Oceanic and Atmospheric Administration, and the U.S. Public Health Service, on active duty or on the retired list.

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(e) Department of Defense (DOD) and other federal employees attached to MCAS, Yuma; GS, WS, WG, WL and NF grades.

(f) Retired Federal Government civilian personnel; only if they were participants of the Club at the time of retirement, and spouses of deceased personnel may continue such participation.

(g) Foreign military personnel authorized Exchange privileges.

(h) Uniform paid members of the American Red Cross assigned to MCAS, Yuma; if and when applicable.

(i) Civilian employees who would otherwise be eligible for participation, but are the spouse of an active duty military member who by virtue of grade is prohibited use of the Club, shall be denied membership in and/or use of the SNCO Club (i.e. E5 and below).

(3) Honorary. Honorary recognition and participation may be extended to the categories of personnel listed below as approved by the Commanding Officer or his designee.

(a) Unmarried widows/widowers of deceased active or retired military personnel.

(b) Family members of missing in action (MIA) or prisoners of war (POW) military personnel.

(c) Individuals who have distinguished themselves in direct association with the Marine Corps.

#### 4. Article IV

##### a. Organization

##### (1) Operations and Management

(a) The SNCO Club is a business activity that falls under the control of the MCCS Directorate, and will be operated per references (a) and (b) of this Order and with such directives as may be issued by higher authority.

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(b) The facilities of the SNCO Club are the spaces within the club, excluding Club "Infinities" and the Officers Lounge.

(2) Advisory Council

(a) The Advisory Council will be comprised of the President (MCAS Yuma Sergeant Major), Vice President, Secretary, and two appointed SNCO members from each command aboard MCAS, Yuma; to consist of a primary and alternate representative, one of whom will be required to attend each Advisory Council meeting. The General Club Manager, the MCCS Director, and/or MCCS Deputy Director are ex officio members.

(b) The alternate Unit representative on the Council will be permitted to vote in the absence of the primary representative (one vote per command). All members may vote except the President who will vote only in case of a tie.

(c) The duties of the Advisory Council are as follows.

1. Meet at least monthly at the discretion of the President. All meetings will be advertised in advance so that all designated Council members may arrange their work schedules to attend meetings.

2. Minutes of each meeting will be recorded, and signed by the President and Secretary. A copy of the minutes will be provided to the MCAS Yuma, Sergeant Major and General Club Manager within 10 days of the meeting. The General Club Manager will brief the minutes to the MCCS Director. Copies of the minutes will be posted on the SNCO bulletin board.

3. Act only in an advisory capacity to the Commanding Officer or his designee, not as a group engaging in any management or operational duties.

4. Observe the overall operation of the Club and make recommendations to the Club manager; Director, MCCS; and Commanding Officer or his designee for its improvements.

5. Maintain a current Constitution and By-laws for the Commanding Officer or his designee.

(d) Appointed representatives of the Advisory Council may not receive remuneration from the Club in cash,

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goods or services for any duties performed as a member of the Advisory Council or as individuals during or after working hours.

1. Any member of the Advisory Council may be removed from office for cause by the MCAS, Yuma Commanding Officer or his designee/MCAS SgtMaj, only.

(e) Elected Officers of the Advisory council must be a SNCO at the E-6 level or above.

1. Members. Two appointed representatives from each Command Primary and Alternate.

(1) Director, MCCS Directorate.

(2) Head, Food and Hospitality Division.

(3) Manager, SNCO Club.

(4) All Squadron/command Sergeant's Major, separate company First Sergeant's and command Master Chief's.

(5) Any patron of the SNCO Club approved by the MCAS, Yuma SgtMaj.

(f) Elections. Elections for the office of Vice-President and Secretary will be conducted in the following manner.

1. The President will call a general meeting during the month of December of all council members. This meeting will be for the express purpose of receiving nominations for the offices of Vice-President and Secretary. The time and place of the meeting will be published at the end of each monthly scheduled meeting.

2. The President will accept nominations for each office from the floor. Nominations will not be closed until at least two or more nominations have been received. A letter of proxy may be accepted. Persons nominated must indicate their desire to accept or decline.

3. The President will introduce the nominations and open the floor for questions and discussion. Nominees should have no less than one year remaining on station.

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4. Upon closing of the nominations, the President will establish an election date, which will not be less than three working days or more than 10 working days following the date of nominations at a special called meeting. A secret ballot vote will be taken of a quorum of the Advisory Council. The nominee receiving the most votes for Vice-President and Secretary will be the next years sitting officers.

5. The term of offices will be one year, commencing on the first day of February, providing the Commanding Officer approves the election returns.

6. In the event the Vice President cannot fulfill the term of office, the Advisory Council will elect a new Vice President from its members.

7. Fifty percent of the voting members of the Advisory Council will constitute a quorum for all meetings. In the absence of a quorum, the Commanding Officer may approve the recommendations of those members present.

(g) Committees. Committees may be appointed from the representatives of the Advisory Council by the President as required.

(3) Dues

(a) There will be no charge dues per Reference (a).

(4) Property. All Club property will be controlled, maintained and accounted for **ONLY** by M CCS personnel per reference (a).

5. Article V

a. Publication, Amendment and Revision

(1) The Constitution and By-laws of the SNCO Club will be available for the information of patrons upon request.

(2) The Constitution and By-Laws will be reviewed annually by the Advisory Council and M CCS management. Suggested changes may be submitted to the Advisory Council for consideration by any participating patron of the club or Club Manager.

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(3) The Council will consider suggestions during regular business meetings and two-thirds of a quorum of members must be in favor of adopting the change in order for it to be submitted to the Commanding Officer or his designee.

Chapter 2

By - Laws

1. Article I

a. Club Privileges

(1) The privileges and conduct expectations of SNCO Club patrons will be in accordance with Marine Corps standards and this order will be made available for the information, guidance and compliance of all participating patrons.

(2) Any patron or guest may be denied privileges for violating the rules of this Order or any directive issued by a higher authority.

2. Article II

a. Conduct. Leadership by example is expected of all Staff Noncommissioned Officers. Conduct which may shed an unfavorable light on MCCS and/or the United States Marine Corps will not be tolerated.

3. Article III

a. Complaints and Recommendations

(1) Complaints concerning the operation of the SNCO Club or conduct of Club employees will be orally reported to Club Management or the duty representative, if immediate action is required.

(2) Complaints which do not require immediate action, and recommendations for changes or improvements may be submitted to the Club Manager, Advisory Council, or Director, MCCS Directorate.



UNITED STATES MARINE CORPS  
COMMAND HEADER

1746  
Office Code  
Date

From: Commanding Officer  
To : President, Staff Noncommissioned Officer's (SNCO) Club  
Subj: APPOINTMENT TO ADVISORY COUNCIL  
Ref: (a) StaO 1746.7N

1. In accordance with the reference, the following personnel are appointed as the Unit's primary and alternate representatives for this Command:

	Full Name	Rank	SSN (Last 4)	Phone
Primary	xxxx, xxxx	xxxx	xxxx	(xxx) xxx-xxxx
Alternate	xxxx, xxxx	xxxx	xxxx	(xxx) xxx-xxxx

2. The primary representative is hereby directed to attend all SNCO Club Advisory Council meetings to represent this Command in all matters pertaining to the SNCO Club. In the event that the primary representative is unable to attend, the alternate will attend in the same capacity.

3. If neither the primary, nor the alternate are able to attend due to organizational commitments, notice will be given to the SNCO Club President at a minimum of 24 hours prior to the scheduled meeting.

4. This letter supersedes all previous appointment letters.

M. A. WERTH

Figure 2-1.-- Advisory Council Appointment Letter