



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO 12790.1
B 10
12 NOV 08

MARINE CORPS BASE ORDER 12790.1

From: Commander
To: Distribution List

Subj: CIVILIAN RECREATION AND WELFARE ASSOCIATION (CRWA)

Ref: (a) DoDI 1015.8
(b) SecNavInst 5300.22C
(c) SecNavInst 7548.1/DoD 1015.8-R
(d) MCO 7510.2E
(e) MCO 7510.3E
(f) MCO 12790.2

Encl: (1) Bylaws
(2) Constitution

1. Purpose. This Order prescribes general policies and assigns responsibilities for the operation of the Civilian Recreation and Welfare Association (CRWA) per references (a) through (f).

2. Scope. This Order applies to all Department of Defense Marine civilian employees working at Quantico Marine Corps Base (MCB) and compensated directly from either appropriated or nonappropriated funds. Upon employment as a Marine Federal employee working on MCB Quantico, an employee automatically becomes a member of the CRWA; membership terminates upon separation from Federal employment at MCB Quantico.

3. General Policy. The CRWA is a nonappropriated fund instrumentality established to initiate and promote group recreational and welfare services among civilian employees aboard the installation.

4. Operational Policies and Procedures

a. The President of CRWA will call and conduct meetings, assign specific committees, exercise leadership in developing programs, and make verbal reports, requests, and/or recommendations directly to the Base Commander on behalf of the board of directors of the Association. Enclosures (1) and (2) outline the duties and responsibilities of board officers and detailed instructions on structuring and governing the CRWA.

b. The board of directors will meet monthly on a date and time determined by the president. Additional meetings may be called at the discretion of the president. Minutes of the meetings will be forwarded to the Base Commander for approval.

c. Operations of the board of directors or committees in connection with planning, control, audits and related functions, are authorized during working hours and time shall be allowed for this purpose.

d. Activities sponsored by the CRWA must be directly concerned with the civilian employees and their immediate families.

5. Funding

a. Financial support for the CRWA will be provided primarily by an annual allocation of \$10,000 from Quantico Marine Corps Community Services (MCCS). This amount will be allocated at the end of the MCCS Fiscal Year (fourth Sunday in January) and transferred to CRWA no later than 15 April.

b. Personnel responsible for the custody of funds of the CRWA will be bonded. Payments for these bonds will be made from nonappropriated funds.

6. Audits. Per references (d) and (e) the CRWA will be audited by the Marine Corps Nonappropriated Fund Audit Service (MCNAFAS) at a frequency determined by the regional MCNAFAS Office. Interim audits will be conducted by the Resource Evaluation and Analysis Branch (C 064B), Comptroller Division. The objective of the audits is to provide the Base Commander and President, CRWA constructive, independent and unbiased appraisals of the policies, operations, functions and activities of CRWA.

7. CRWA Picnic Area

a. The CRWA will have operational control of the CRWA picnic area at Lunga Park.

b. The picnic area may be reserved by any member of CRWA. The President of CRWA may request exceptions to this policy from the Base Commander, allowing use of the area for command functions, including the MCCS children's day camp. Those who reserve the area must sign appropriate liability waivers and will be held responsible for clean-up and damages that may occur.

c. The buildings and grounds at the picnic area are owned by the Base and will be maintained by appropriated or non-appropriated funds.

d. The annual Civilian Appreciation Day picnic will be given a priority reservation. It will be hosted by CRWA and tickets will be available for purchase to the entire CRWA membership, their families and military guests. Those who attend the picnic will not be charged annual leave. Volunteers who stage the picnic will report to the picnic area at the beginning of their normal work shift.

8. Action. Commanders, division directors, and activity heads will make information concerning CRWA available to their Federal employees and encourage participation in its activities.

CHARLES A. DALLACHIE

DISTRIBUTION: A

BYLAWS OF CRWA
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134

ARTICLE I

PURPOSE

The Bylaws implement the Constitution of the Civilian Recreation and Welfare Association and establish rules governing the administration and operation of the Association.

ARTICLE II

ELECTION OF MEMBERS OF THE BOARD OF DIRECTORS

1. The Association shall be governed by both nonappropriated and appropriated fund volunteer civilian employees. The board of directors will have a minimum of 16 and a maximum of 30 directors. Four board directors will serve as Association Officers and shall be appointed by the Base Commander.

a. Directors. Directors shall be selected each year to permit the change of members on the board of directors and ensure equal representation of all employees.

b. Terms in Office. All members of the board of directors shall serve for a 2-year term in office. The term in office for each director shall coincide with the fiscal year, commencing with the first meeting in October.

c. Appointments to the Board of Directors. Annually, in August, the board of directors will solicit employee volunteers to serve as directors of the Association. The president will call a special meeting for a selection process consisting of the current board of directors and volunteer employees willing to serve as a director. Once the selection process is completed at the September meeting, the new board of directors will elect new officers to replace outgoing officers of the Association, i.e., president, vice-president, secretary, and treasurer. Immediately upon conclusion of the annual selection of the board of directors (consisting of out-going and continuing directors), the board shall advise the Base Commander of the newly selected directors. The names of the newly selected/appointed directors shall be included in the minutes of the

ENCLOSURE (1)

first meeting held in October for Base Commander concurrence. Terms in office do not become effective until the Base Commander has reviewed and approved the minutes and signed separate letters of appointment to the newly appointed president, vice-president, secretary, and treasurer with an effective date of appointment on or about 1 October.

2. Interim Vacancies and New Volunteers. Vacancies occurring within the officers of the Association between annual selection dates shall be filled from within the board of directors. Interim appointments will be made by the Base Commander based upon the recommendations of the board of directors. New volunteer employees desiring to serve as directors will be selected to the board of directors provided the maximum number of directors is not exceeded.

ARTICLE III

DUTIES OF THE OFFICERS

1. President. The president calls and conducts meetings, assigns specific committees, exercises leadership in developing programs, and makes verbal reports, requests, and/or recommendations to the Base Commander on behalf of the board of directors of the Association. The president will sign checks for disbursement of funds, verify the transaction and supporting documentation by signing the expenditure voucher, and mail the check to the vendor.

2. Vice-President. During the absence of the president, the vice-president shall assume the duties and responsibilities of the president. The vice-president may also sign checks for disbursement of funds, verify the transaction and supporting documentation by signing the expenditure voucher, and mail the check to the vendor. The vice-president will also take charge of membership drives for the Association.

3. Secretary. The secretary shall be responsible for recording the minutes of all meetings; processing the official correspondence of the Association; and issuing notices of meetings, elections, and activities. The secretary may also sign checks for disbursement of funds, verify the transaction and supporting documentation by signing the expenditure voucher, and mail the check to the vendor.

4. Treasurer. The treasurer shall be responsible for preparation of checks for disbursement of funds; reconciliation of bank statements; accounting for all equipment and funds; preparation of monthly statements of operations and net worth; preparation of draft budget

for approval by board of directors; and delivery to his/her successor. Upon the expiration of term, all money, books, equipment, and inventory records and papers in his/her possession which are pertinent to the business of the Association will be turned over to the President.

ARTICLE IV

BOARD OF DIRECTORS

1. The president shall preside over meetings of the board of directors. The vice-president shall assume the duties and responsibilities of the president during absence of the president. During the absence of both the president and vice-president, the secretary or treasurer may assume the duties and responsibilities of the president, if required.

2. Responsibilities of the board of directors shall be as follows:

a. Evaluation of the needs and desires of employees for authorized activities.

b. Provision of recommendations and cost estimations to the Base Commander for activities considered necessary to the maintenance of an adequate Civilian Recreation and Welfare Program.

c. Preparation and management of approved events and activities.

d. Ensuring no expenditures are made unless previously approved by the board; expenditures are kept within the previously authorized amount; and all invoices or statements of expenditures are processed for payment promptly.

e. Appointment of directors to perform the following functions (no director will perform more than one function):

(1) Ticket Cashier. The ticket cashier shall be responsible for selling and safekeeping of tickets/funds or other items sold by the Association. A purchase order or receiving document will be signed and verified by a director other than the ticket cashier. The ticket cashier shall receipt for all income and prepare depository transactions as required.

(2) Purchasing Agent. The purchasing agent shall be responsible for the preparation of purchase orders and negotiations with vendors to acquire items for the Association. The purchasing agent is not authorized to accept any items but shall leave that duty

ENCLOSURE (1)

to the receiving agent. The purchasing agent is not authorized to obligate the Association for any item not approved by the board of directors and the Base Commander.

(3) Receiving Agent. The receiving agent shall be responsible for acceptance of material and for correction of discrepancies such as quantity or damage. The receiving agent shall forward all receiving documents/packing slips to the treasurer for record keeping purposes. The receiving agent is not authorized to accept any item not approved by the board of directors and the Base Commander.

f. Inclusion in Association minutes of the number of employees participating in events, the board's evaluation of the event, and other information which may be of value in future planning.

g. Submission of recommendations to the Base Commander for changes in policies and procedures deemed necessary or desirable for improved program operations.

ARTICLE V

MISCELLANEOUS DUTIES

1. The president of the board of directors will ensure the Base Commander is provided a roster of selected Directors and elected Officers of the Association, copies of financial statements, and copies of reports or audit results.
2. The Base Commander will receive all minutes and serve in an advisory capacity.
3. Copies of financial statements and reports of audits and inventories will also be forwarded to the Director, MCCA, and the Director, Comptroller Division. Audit services will be provided by the MCNAFAS and Resources, Evaluation and Analysis Branch, Comptroller Division.
4. All funds of the Association shall be deposited in an account designated "Civilian Recreation and Welfare Association" at a local bank.
5. Accounting of all funds and equipment shall be in accordance with DoD Financial Management Regulation, Volume 13, Appendix C.

ENCLOSURE (1)

6. The treasurer or any other person or persons having custody of Association funds shall be bonded under the Morale Welfare Recreation Support Activity Composite Insurance Program. Insurance fees shall be paid from Association funds. Protection from losses suffered from internal causes are limited to confirmed fraudulent or dishonest act or acts committed by those persons cited above.

ARTICLE VI

DISSEMINATION OF INFORMATION

1. The president will approve the content of the programs, brochures, circulars, and other literature pertaining to Association activities prior to distribution.

2. Inclusion of paid advertisements in Association Program, brochures, circulars and other literature is prohibited.

ARTICLE VII

AMENDMENTS

Amendment of these bylaws requires a two-thirds vote of the board of directors. Proposed amendments must be submitted in writing by an Association member and will be voted on at the meeting following the one at which the amendment was submitted. Amendments are subject to approval by the Base Commander before becoming effective.

ARTICLE VIII

DISESTABLISHMENT

1. The CRWA may be disestablished at the discretion of the Base Commander, Quantico, based upon his evaluation of the needs and desires of the employees. Disestablishment will not be accomplished without at least 30 days advance notice to the members. Reasons for the disestablishment will be submitted to the Commandant of the Marine Corps (CMC) (MPC-30), prior to the 30 days advance notice.

2. If the CRWA is disestablished, residual funds will be directed to the Marine Corps Central Civilian Fund, Headquarters, U.S. Marine Corps (MPC-30) unless provisions have been made through the CMC for transfer of funds to a successor organization. Residual funds will consist of cash and other assets remaining after outstanding obligations of the fund have been met.

ENCLOSURE (1)

CONSTITUTION OF CRWA
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134

ARTICLE I

NAME

The organization shall be known as the CRWA.

ARTICLE II

PURPOSE OF THE ASSOCIATION

The CRWA is a non-profit nonappropriated fund organization established to initiate and promote group recreational and welfare services among the civilian employees, to include such authorized activities as sports, special interest groups, social events, individual and group welfare programs, as well as other appropriate endeavors which may be approved.

ARTICLE III

MEMBERSHIP

1. All Federal personnel and non-appropriated fund employees who work aboard Marine Corps Base, Quantico, including tenant activities, constitute the membership of the Association and are eligible to participate in the programs and services sponsored by the Association.
2. Association membership for new employees shall commence with the date of employment; termination of membership shall be effective upon separation from employment.

ARTICLE IV

ORGANIZATION

1. The Association shall be governed by a minimum of a 16 member board of directors.
2. The officers for the Association shall consist of a president, vice president, secretary, and treasurer, elected by the

members of the board of directors for a 2-year term. Election of officers shall take place at the September meeting of the board. Those elected will take office at the first meeting in October. Enrollment of board directors shall be a minimum of 16 and a maximum of 30 members.

3. The board of directors will meet monthly on a date and time determined by the President, but additional meetings may be called at the discretion of the President.

4. Attendance by two board officers and one-fourth of the members of the board of directors shall constitute a quorum for the transaction of business.

ARTICLE V

OPERATING PRINCIPLES

1. The Association shall conform to Navy Department policy and shall engage only in approved functions as outlined by the Department of the Navy.

2. Operations of the board of directors or committees in connection with planning, control, audits and related functions, are authorized during working hours and time shall be allowed for this purpose.

3. There shall be no dues or involuntary assessments.

4. No officer or director may be paid for service rendered the Association. The board of directors may authorize the payment of expenses to the treasurer or other persons for necessary bookkeeping material.

ARTICLE VI

FINANCIAL SUPPORT AND LIMITATIONS

1. Financial support for the Association will be provided primarily by the annual allocations from Quantico MCCS in the amount of \$10,000. Other money may be derived from voluntary contributions, recreational events, social activities, and other approved functions.

2. The funds of the Association shall not exceed \$40,000. A \$500 contingency fund shall be maintained at all times for emergency expenditures.

3. All disbursements of funds shall be authorized in the minutes of the Association.

ARTICLE VII

AMENDMENTS

Amendment to this Constitution requires a two-thirds vote of the board of directors. Proposed amendments must be submitted in writing by an Association member and will be voted on at the meeting following the one at which the amendment was submitted. Amendments are subject to approval by the Base Commander before becoming effective.

ENCLOSURE (2)