



DEPARTMENT OF THE NAVY

NAVAL STATION NEWPORT
690 PEARY STREET
NEWPORT, RHODE ISLAND 02841-1522

IN REPLY REFER TO:

NAVSTANPTINST 11000.1

JUL 21 2017

NAVAL STATION NEWPORT INSTRUCTION 11000.1

From: Commanding Officer, Naval Station Newport

Subj: STANDARDS FOR NON-FEDERAL ENTITIES OPERATING ON BOARD
NAVAL STATION NEWPORT

Ref: (a) DoDINST 1000.15
(b) CNICINST 11000.1
(c) OPNAVINST 1754.5B
(d) CNICinst 1754.2
(e) DoD 5500.7-R
(f) OPNAVINST 4061.4
(g) NAVMED P-5010-1

Encl: (1) Sample Letter - Request to Establish NFE
(2) Fundraising Event Form
(3) Sample By-Laws for Family Readiness Group
(4) Sample By-Laws for Association or Committee
(5) Sample Letter - Recertification
(6) Sample Letter - Dissolution/Disestablishment Letter

1. Purpose. To issue policy governing non-Federal entities (NFEs) operating on board Naval Station Newport (NSNPT).

a. Commanding Officer, NSNPT, may authorize NFEs to operate on board the installation subject to the requirements of this instruction and references (a) through (g), in recognition of the benefits that NFEs provides to military service members and their families.

b. This instruction applies to all NFEs conducting activities on board NSNPT except where otherwise provided by law, regulation, or as noted within this instruction.

c. This instruction does not apply to NFEs operating on board the installation via contracts or vendor agreements.

2. Cancellation. NAVSTANPTINST 1000.15B.

3. Definition of Non-Federal Entity

a. Per references (a) and (b), an NFE is a self-sustaining organization, incorporated or unincorporated, that is not an official component of the Federal government. NFEs include but are not limited to Family Readiness Groups, Command Recreation Committees, Chief Petty Officer Associations, First Class Petty Officer Associations, Spouse Clubs, fraternal organizations, and Navy Ball committees.

b. Certain NFEs have statutory authorization to receive particular federal government support and are controlled by specific regulations and directives that allow them to operate on the installation and receive logistical support. The Navy-Marine Corps Relief Society, American Red Cross, and United Service Organizations are examples of statutorily-authorized NFEs that are managed differently and subject to different regulations than other NFEs. Such organizations are not subject to this instruction.

4. Policy

a. Except as specifically provided herein, no NFE is authorized to operate on board NSNPT without approval from the Installation Commanding Officer.

b. Establishment of NFE.

(1) NFEs requesting to establish and operate on board NSNPT shall make the request utilizing enclosure (1). Requests shall include the NFE's constitutional by-laws (enclosures (3) and (4) are sample by-laws) and list of officers.

(2) After Staff Judge Advocate review of the constitutional by-laws, and upon receipt of written permission from the Installation Commanding Officer, an NFE may operate on board NSNPT subject to the limitations of this instruction and guidance outlined in references (a), (b), and (e). Family Readiness Groups must also adhere to additional guidance outlined in references (c) and (d).

(3) An NFE approved to operate on board NSNPT is authorized to perform only the functions and activities described in the by-laws or constitution submitted with the NFE application for approval. Requests to perform additional functions or activities on board NSNPT must be submitted to the Installation Commanding Officer for approval.

(4) NFEs operating on board NSNPT shall not engage in fundraising activities that compete with the Navy Exchange (NEX), any Morale, Welfare and Recreation (MWR) activities, or any other appropriated or non-appropriated fund (NAF) activity on the installation.

5. Term of Approval. Permission for NFEs to operate on board NSNPT shall be valid for two (2) years. Three (3) months prior to the completion of their two year term, NFEs shall submit a recertification request to continue operating on board NSNPT, utilizing enclosure (5). Additionally, responsible officers of an NFE shall notify Commanding Officer, NSNPT, if and when the entity disbands utilizing enclosure (6).

6. Liability Insurance. NFEs shall secure insurance, as outlined in references (a) and (b), in order to protect against public liability and property damage claims or other legal actions that may arise as a result of the NFE's activities, one or more of the organization's members acting on its behalf, or the operation of any equipment, apparatus, or device under the control and responsibility of the organization. The review of insurance policies is limited to determining whether the interests of the Federal Government are adequately protected. If the Installation Commanding Officer determines that the interests of the Federal Government can be adequately protected without the NFE obtaining insurance, the Installation Commanding Officer, on a case-by-case basis, may grant a waiver to NFEs to relieve them of this requirement. It is understood that the Installation Commanding Officer or any Navy component will not assume liability (through insurance or other means) for any activities or assets of an NFE.

7. Suspension/Revocation of Operations. NFEs must acknowledge that the Installation Commanding Officer may temporarily suspend and/or permanently revoke permission to operate or conduct activities/events on the installation at any time and disallow use of Government property consistent with the terms of any applicable agreement obtained by the NFE.

8. Record Keeping. NFEs operating on board NSNPT are required to maintain the highest standards with respect to record keeping and management of their finances. NFEs shall, for a minimum of three years, maintain and have ready access to the following:

- a. By-Laws
- b. A list of officers, with home and work telephone numbers

c. A calendar or schedule of events detailing the NFE's activities, to include times and places of meetings

d. Meeting Minutes

e. Committee Reports

f. All incoming and outgoing correspondence

g. All designation letters

h. Attendance Reports

i. Bank Statements

j. Fund Ledger and Receipts

k. Monthly Financial Reports

l. Audit Reports

9. Inspection and Audits. Responsible officers of any NFE authorized to operate on board NSNPT shall produce, upon request of the Installation Commanding Officer, or his designee, all records required to be maintained by this instruction. Any NFE selected for inspection and audit as contemplated herein shall produce, upon request, all information required to conduct a thorough examination of the NFE's activities in order to ensure compliance with this instruction and other regulations outlined in references (a) through (e).

10. Consequences of Non-Compliance. Failure to comply with the provisions of references (a) through (e), and/or any provision of this instruction, shall constitute a basis for revocation of an NFE's authorization to operate on board NSNPT.

11. NFE Activities on NSNPT. NFEs authorized by the Installation Commanding Officer to sponsor or conduct activities/events or otherwise operate on board NSNPT are subject to the following conditions and requirements:

a. Activities conducted by the NFE and the behavior of its members, guests, and other participants shall not prejudice or bring discredit to the U.S. Navy or other Government agencies.

b. To prevent the appearance that it is an instrumentality of the Federal Government, the NFE must prominently display the following disclaimer on all print and electronic media confirming that the entity is not a part of the Department of Defense: "THIS ORGANIZATION IS A NON-FEDERAL ENTITY. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS." This disclaimer must also be provided in appropriate oral communications and public announcements when the name of the entity is used.

c. A sample of all intended advertising for an event will be included in the event request, enclosure (2).

d. All advertising not associated with an event will be submitted through the NSNPT Staff Judge Advocate for approval.

e. All advertising, whether on or off base, will include the NFE disclaimer stated in paragraph 11.b. above.

f. NFEs are required to reimburse NSNPT for services and logistical support provided, including utilities, when they use Government facilities, property, or labor unless the Installation Commanding Officer determines the cost for such services to be nominal, or there exists a separate regulation, directive, or instruction that specifically authorizes non-reimbursable support.

g. NFEs shall comply with applicable base orders, fire and safety regulations, environmental laws, local, state, federal tax codes, and any other applicable statutes and regulations. NFEs that intend to prepare and serve food for any of their events must ensure compliance with food safety regulations as required by references (f) and (g).

h. NFEs shall ensure that participation in activities/events they sponsor or conduct on board NSNPT is limited to only those participants (members, guests, and other attendees) the Installation Commanding Officer has individually or collectively authorized and vetted. The NFE is responsible for supervision of participants in activities/events it sponsors or conducts on board NSNPT.

12. Logistical Support

a. NFEs may receive logistical support subject to the provisions of reference (e). Requests for logistical support in

excess of that described below must be specifically approved by Commanding Officer, NSNPT.

(1) Space, subject to the approval of the Department Head or similar official ordinarily in control of such space, in which to conduct meetings, provided that such use, to include government owned portable equipment and janitorial supplies, is occasional, incidental to other uses of the facility, and does not necessitate additional maintenance expenses.

(2) Use of athletic, recreational and other appropriate NSNPT facilities, subject to the approval of the MWR Director, or other appropriate official, provided such use is occasional, incidental to other uses of the facility, and does not necessitate additional maintenance expenses.

b. NFEs are responsible for furnishing their own equipment and for the maintenance or repair costs of any government equipment being used on a temporary basis. Neither appropriated or non-appropriated funds shall be used to repair or replace NFE equipment.

13. Fundraising. NFEs are strictly prohibited from fundraising on board NSNPT except as specifically provided herein.

a. Installation-approved NFEs may engage in fundraising, subject to the provisions of this instruction, references (a), (b), and (e), and with prior approval of NSNPT.

b. Commanding Officers of tenant commands on board NSNPT will be the approval authority for all specific fundraising events that occur within the tenant command's space and for its personnel only. Commanding Officer, NSNPT, is the approval authority for any fundraisers that take place outside of tenant command spaces and/or are open to non-tenant command personnel.

c. An approved fundraising event request is required for all NFE events or activities on NSNPT that require the Installation Commanding Officer's approval.

d. NFEs are not allowed to advertise an event until an event approval letter has been received from NSNPT.

e. All NFEs will be vetted to make sure all required documents are up-to-date before requests to hold an event will be considered. The Staff Judge Advocate may recommend

disapproval of the event request if the NFE is not in compliance with this instruction.

f. Fundraising requests to NSNPT must be submitted using enclosure (2) and be routed via the person in control of the area/space the fundraiser is to be conducted and the NSNPT Staff Judge Advocate. Fundraising requests must be received by NSNPT at least 15 days prior to the proposed date of the fundraising event. Failure to submit a fundraising request in a timely manner in advance of the event date may result in the denial of the fundraising request.

g. Failure to obtain approval for a fundraising event as required by the terms of this instruction may result in issuance of a lawful order to cease the fundraising activity. Unauthorized fundraising may result in revocation of permission to operate on board NSNPT and possible punitive/administrative action.

14. Point of Contact. NSNPT Staff Judge Advocate is the point of contact for all matters pertaining to NFEs operating on board NSNPT. That office can be reached at (401) 841-2609 or (401) 841-6195.


D. R. D. BOYER

11000
Date

From: President, (Name of Non-Federal Entity)
To: Commanding Officer, Naval Station Newport
Via: (1) Staff Judge Advocate, Naval Station Newport

Subj: REQUEST TO ESTABLISH/OPERATE A NON-FEDERAL ENTITY ON
BOARD NAVAL STATION NEWPORT

Ref: (a) NAVSTANPTINST 11000.1
(b) DoD Instruction 1000.15 of 24 Oct 2008
(c) CNICINST 11000.1

Encl: (1) Charter or Bylaws
(2) List of officers and management responsibilities

1. Per reference (a), the (Name of Non-federal Entity) respectfully requests approval to establish a non-Federal entity on board Naval Station Newport for a period of two years.

2. Per references (b) and (c), the undersigned hereby certifies the following:

a. The organization listed above does not unlawfully deny membership to anyone because of race, creed, sex, age, disability, or national origin.

b. The members of the organization understand that they may be held personally liable if the assets of the organization are insufficient to satisfy its liabilities.

c. The organization and its members will adhere to all applicable Federal, state, and local laws.

3. The organization [does / does not] request a waiver of the liability insurance requirement contained in reference (c).

4. Point of contact regarding this request is [provide single point of contact with phone number and email address].

Signature

Enclosure (1)

(Date)

From: President, (Name of Non-Federal Entity)
To: Commanding Officer, Naval Station Newport
Via: (1) Facility where fundraiser is to be held _____
(2) Staff Judge Advocate, Naval Station Newport _____

Subj: REQUEST TO CONDUCT A FUNDRAISING EVENT ON BOARD NAVAL STATION
NEWPORT

Ref: (a) NAVSTANPTINST 11000.1

Encl: (1) Sample of Intended Advertising

1. Per reference (a), (Name of Non-Federal Entity) requests authorization to conduct a fundraising event. The following information is provided:

- a. Purpose of fundraising event:
- b. What is being sold:
- c. Date of fundraising event:
- d. Time of fundraising event:
- e. Location of Fundraising Event:

2. Are utility services needed for the event: YES / NO (Circle one)

3. Are you requesting a waiver from the requirement to carry liability insurance for this event? YES / NO (Circle one)

4. It is understood that the Installation Commanding Officer or any Navy component will not assume liability (through insurance or other means) for any NFE activity including this event.

5. It is understood that all NFE documentation must be up-to-date with the Installation Commanding Officer before this request can be approved.

6. It is understood that all advertisements must carry the disclaimer outlined in reference (a) and that no advertising may be conducted until approval for this event is received.

7. Point of contact for this request is: (Name, Phone Number, Email Address)

Signature

Enclosure (2)

FAMILY READINESS GROUP BY-LAWS

Article I: Name and Purpose

The name of this society shall be the _____ Family Readiness Group, hereafter referred to as _____ FRG, and its main objective shall be to provide support and social network for the spouses, children, other family members, and other civilians of _____. It will promote friendship and enjoyment among the members.

The actions of the _____ FRG shall be consistent with the guidelines for operating a Family Readiness Group and Non-Federal Entity as put forth in DoD Instruction 1000.15 (Procedures and Support for Non-Federal Entities Authorized to Operate on DoD Installations), DoD 5500.7-R (Joint Ethics Regulations), OPNAVINST 1754.5B (Family Readiness Groups), CNIC Instruction 1754.2 (Family Readiness Groups), CNIC Instruction 11000.1 (Non-Federal Entities On Board Navy Installations), and Naval Station Newport Instruction 11000.1 (Standards for Non-Federal Entities Operating On Board Naval Station Newport).

Article II: Membership

Membership is open to all command members in their personal capacity, their spouses, children, other family members, and other civilians associated with the command (e.g., fiancés, girlfriends, retired members).

Membership may not be denied to any person by virtue of race, color, sex, creed, age, disability, national origin, or sexual preference.

Revocation of membership may be taken by the Executive Board against any FRG member who knowingly violates the Code of Conduct listed in these by-laws against any member of the _____, FRG members, or family members of either.

Article III - Liability

As a Non-Federal Entity the _____ FRG understands that:

_____ FRG members are personally liable, as provided by law, if the assets of the FRG are insufficient to discharge all liabilities.

_____ FRG shall possess adequate insurance to protect against liability and property damage claims or other legal actions that may arise due to its activities, those of its members, or the operation of its equipment or devices. The Installation Commanding Officer may, in his discretion, waive the insurance requirement in cases where _____ FRG's on base activities present a negligible risk of harm to base personnel. In no case, however, will the Installation Commanding Officer or any Navy component assume liability for the activities of the _____ FRG.

Article IV: Executive Board

An Executive Board shall be comprised of the elected officers of _____ FRG and Committee Chairs. Participation of Advisors as part of the Executive Board is left solely to the discretion of the FRG officers. The Executive Board shall supervise the affairs of the _____ FRG and make recommendations to the membership. Executive board members should attend all meetings and group funded activities, when available. Executive Board members should notify the President of any anticipated absences.

Article V: Training

All FRG Officers (President, Vice President, Secretary, and Treasurer) are required to attend training at the next available session through Fleet and Family Support Center (FFSC) at Naval Station Newport. *Reimbursement can be provided for child care for official FRG training to FRG Leaders, but not to exceed a reasonable amount of time to be approved by the board.*

Article VI: Advisors

Advisors to the _____ FRG shall be comprised of the spouses of the Command CO, XO, and CMC, as well as other members as invited by the executive board. Advisors provide a valued source of information and support to the elected FRG officers and committee chairs. FRG Advisors are precluded from serving as an FRG officer and may not direct, or be involved in any management or control of the FRG. Advisors are allowed to vote on FRG matters as regular members. FRG Advisors should attend training at the next available session through Fleet and Family Support Center (FFSC) at Naval Station Newport.

The Commanding Officer of _____ will designate in writing a Command Liaison within a member of his command to serve as an official liaison to the FRG. This liaison officially represents the command and acts in an advisory capacity to the FRG in discussions and matters of mutual interest. The command liaison is not a member of the Executive Board, and may not vote, direct, or otherwise be involved in matters of management or control of this FRG.

Article VII: Slate of Officers

FRG elected officers shall be President, Vice President, Secretary, and Treasurer. They shall govern and operate in accordance with these by-laws. The term of office for all elections shall be for one year; 1 August through 31 July. The FRG may vote to shift the term if a deployment falls near elections.

President - The President presides at activities and meetings of the FRG and Executive Board.
Duties:

- Know current by-laws.
- Have a prepared agenda for every meeting.
- Secure the meeting place.
- Open the building/room. Cleanup and lock up the room after the meeting.
- Appoint committee chairs and maintain a list of committees.

Enclosure (3)

- Sign official correspondence.
- Establish a working relationship with your Command Liaison.
- Delegate responsibility throughout the group or among committee members.
- Secure child care for the meetings.
- Ensure a Funds Audit is conducted annually, after a change of command, upon change of treasurer, or whenever suspicion or irregularity of funds may exist.
- Maintain administrative responsibility for the _____ FRG Facebook Group Page.

Vice President - In the President's absence, the vice president traditionally performs the leadership duties for the FRG.

Duties:

- Chair the meeting in the President's absence.
- Secure guest speakers.
- Know current by-laws.
- Coordinate publicity and collaborate with the Ombudsman for the official command newsletter.
- Maintain a calendar of deadlines and events for the Executive Board.
- Perform other duties as assigned by the President.

Secretary - The Secretary takes minutes at every meeting.

Duties:

- Take minutes of all meetings and distribute to Executive Board after meeting.
- Keep attendance records of participants.
- Compose all correspondence.
- Maintain a file of official group business information for a minimum of three years. The following information should be available to the Command Liaison, FRG officers, and a requesting outside organization/individual:

- Meeting Minutes
- Committee reports
- Incoming and Outgoing correspondence
- Designation Letters
- By-laws
- Attendance reports
- List of FRG Officers

Treasurer - Manages the group's financial endeavors.

Duties:

- Maintain a record of all funds.
- Maintain a ledger and keep a file of receipts and account information.
- Provide a statement of finances at monthly meetings.
- Provide a complete financial report to FRG officers after completion of the yearly audit.
- Reconcile bank statements every month.
- Submit receipts within *30 days* of purchase.
- Deposit all monies within *7 days* of receipt.

Enclosure (3)

- Ensure _____ FRG operates as a non-profit organization.
- Ensure two signatures are required to sign checks or to withdraw cash. The Treasurer and President shall be authorized to sign checks on the FRG bank accounts.
- FRG related expenses *under \$50* do not require a membership vote.
- FRG expenses *over \$50* require approval by a two-thirds membership vote at the monthly meeting.
- If the FRG should be audited by an outside organization, the Treasurer will be required to work cooperatively with the organization/individual conducting the audit.

Article VIII - Officer Nomination and Election

Nominations for the election of officers will be open at the *July meeting* and reported to the Executive Board. The nominating and electing of officers shall be done by all members. Candidates can nominate themselves or be nominated by other members but they must be seconded by a member to run for office. The Executive Board shall ensure that the nominations are published and distributed through an email. The elections will take place during the *August meeting* each year. All nominations will be accepted up until the time of elections. The vote shall be by ballot and officers will be elected by a majority of votes. Anyone nominated for an office must be a member on Election Day. No member is allowed to hold more than one FRG officer position at a time.

Article IX - Committees

Standing and special committee chairs shall be members of the FRG. These chairs may form support committees according to the needs and interests of the membership. Chairs do not need to be elected. Chairs shall work closely with the *Vice President* and any other designated advisor. Chairs shall keep operational records of their activity outcomes, program evaluations, and recommendations for future events. Chairs shall attend Executive Board meetings to inform Board members of upcoming activities. Chairs must submit a budget for any activities, which require funding to the Executive board. All expenditures must be approved beforehand by the Executive Board. Any member of the Executive Board may not chair a committee.

Committees may include but will not be limited to:

Fundraising Committee - Plan and coordinate fundraisers, making all arrangements necessary including researching all applicable local regulations and obtaining necessary permissions. All fundraising events must be approved by the Executive Board.

Welcome/Sunshine Committee - Welcome new _____ FRG members to the command. Plan and coordinate visits for members who are hospitalized, ill, or who have recently given birth. Oversee the sending of birthday, get-well, and other greeting cards.

Gift Acceptance Committee - Approves acceptance of gifts offered directly to the FRG. The President and Treasurer serve as chair and assistant chair of the committee, along with at least three members appointed by the President from the general membership of the FRG.

Article X - Use of Command Logo / Seal

The FRG will be allowed to use the name of the ship only if given written permission by the Commanding Officer, _____. The FRG does not have the right to use the official command Logo or Seal on letterhead, in emails, advertisements, or saleable merchandise (i.e. hats, shirts, blankets, coins, etc.) unless authority by the Office of Naval Research (ONR) Trademark Licensing Division (nadine.santiago@navy.mil; (703) 696-4002) is given to the FRG. The FRG will obtain authority from ONR each time the Logo / Seal is to be used.

Article XI - Official Volunteers to the Command

FRG members may apply to provide volunteer services directly to the command or the installation in support of family support programs (e.g., Fleet and Family Service Centers). Official volunteers must be approved by the command or installation and must agree to perform assigned duties under command supervision. When performing assigned command functions, official volunteers must adhere to federal standards of conduct. To avoid any potential conflicts, approved official volunteers will not engage in fundraising, solicitation, or acceptance of gifts on behalf of the _____ FRG.

Article XII – Acceptance of Gifts

This FRG will accept only those gifts that further the purpose of enhancing preparedness, command mission readiness, and increase the resiliency and well-being of Sailors and their families.

Only the following gifts may be accepted: cash; gifts-in-kind (such as materials, equipment, food, supplies, etc.) that can be utilized by the members in carrying forth the purpose of this FRG and or in support of specific FRG events; and gifts of services, where properly related to the purpose of the FRG and associated events.

Gifts will only be accepted where offered directly to the FRG and approved by the Gift Acceptance Committee. The President and Treasurer serve as chair and assistant chair of the committee, along with at least three members appointed by the President from the general membership of the FRG. Proposed gifts that are not in keeping with the FRG purpose, or are otherwise inconsistent with the traditional values of the FRG will be declined. A record of the proposed gift, value, and the committee's final acceptance decision will be maintained and reported at the next general meeting.

The FRG will not accept any gift that is offered to or intended for the command or the Department of the Navy. Such gift offers will be referred to the command for processing.

No gift will be accepted that inures to the personal financial benefit of any individual member(s).

Article XIII - Meetings

Meetings of the _____ FRG will be held monthly unless otherwise determined by the Executive Board. All official business shall be voted on by all voting members and documented in the meeting minutes. All members are to be notified of all regular general meetings. Should a meeting have to be called prior to the regular meeting or a decision made, the President or two Officers shall give their approval. The President or two FRG officers must give approval to convene an emergency meeting.

- Business must have a two-thirds vote of those present in order to be passed.
- The President shall only be allowed to vote when their vote can change the outcome.
- Any active dispute over items presented at the meeting will be discussed at a separate forum and voted on at the next monthly meeting.

Article XIV - Vacancy of Office

If an elected officer consistently fails to fulfill the responsibilities of their office, the Executive Board may ask for the officer's resignation. If the officer chooses not to resign, then the board may recommend to the _____ FRG that the individual be removed from office. Upon resignation of an elected officer, with the exception of President, an interim officer may be designated by the President. The President shall then see that an election is held in accordance with the guidelines set forth in these by-laws adjusting the time frame as necessary. In the event that the President resigns, the Vice President shall temporarily assume the office. Executive Board members shall then assure that elections are held in accordance with these by-laws. Officers that resign may not serve on future boards unless approved by the Executive Board.

Article XV - Code of Conduct

The following Code of Conduct is designed to allow the _____ FRG to maintain its integrity and credibility. All members deserve to be a part of an environment where everyone is treated with dignity and respect. Therefore, this Code of Conduct will apply to all volunteer members, advisors, elected board members, and all command members (both military and civilian) including but not limited to spouses, children, extended family members, significant others, and any other personnel associated with the command. This code was established to ensure that the purpose described in these by-laws is being maintained. Each member is responsible for knowing and adhering to the values and standards set forth in this code. The _____ Family Readiness Group Code of Conduct includes:

- The FRG expects all members to conduct themselves in a professional manner.
- Members are to always act with fairness, honesty, and integrity; to respect the opinions of others; and to treat all other members with equality and dignity without regards to gender, race, color, creed, ancestry, place of origin, political sidings, religious beliefs, marital status, disabilities, sexual orientation, and age.
- Members must promote the purpose established in these by-laws and strive to provide a positive and valued experience while associated with the FRG.

• Members must adhere to the following guidelines established for Operational Security (OPSEC) and Personal Security (PERSEC):

- Limit the amount of personal information discussed on social media sites, by phone, or in public places.
- Members should remain vigilant in not volunteering any information that could put Sailors of USS _____ in harm's way.
- FRG Officers/FRG Members will not discuss sensitive information such as ship movements, personnel rosters, training/deployment schedules or anything else that may compromise the personal privacy of the crew, their families, and the command mission in public forums.
- It is the member's responsibility to ensure their actions are not in contravention of the points above.

Article XVI - Accountability

With regards to the standards outlined in the Code of Conduct, all members are expected to:

- Adhere to the policies of the FRG and contribute to the overall well-being of the organization.
- To take responsibilities for one's own actions and decisions.
- Will not release personal information obtained in the course of FRG volunteer duties, both board related or social involvement, without proper consent of the involved individual.

Article XVII - Violation of Code of Conduct

The _____ Family Readiness Group is committed in creating a fun, family friendly, and supportive environment. Failure to adhere to the Code of Conduct can result in any of the following: temporary suspension from social events and meetings or permanent suspension from all FRG organization activities. Such determinations will be reviewed, considered, and decided by _____ FRG's elected officials. No quorum is required to make this determination. The accountability clause shall govern these procedures.

Article XVIII - Disclaimer

_____ FRG understands that it is required to use the following disclaimer on all organizational print and electronic media: "THIS IS A NON-FEDERAL ENTITY. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS."

Article XIX - Remuneration

Officers and members of the _____ FRG shall not receive any monetary profit from the FRG at any time.

Article XX - Command Sponsorship

If the Commanding Officer deems that the _____ FRG is no longer serving in the best interest of _____ families, is not complying with applicable rules or conditions, or

Enclosure (3)

has acted in a manner that brings discredit toward the command or the Department of the Navy, he may choose to revoke FRG permission to use the command name, deny requests to endorse or otherwise support FRG events or fundraisers, and decline to accept gifts or services from the FRG.

Article XXI - Dissolution

In the event of dissolution, the net assets of the _____ FRG, after payment of all charitable obligations and debts, shall proceed to an organization voted by the membership, unless otherwise determined by applicable state statutes for nonprofit and/or tax exempt organizations.

Article XXII - Amendments to the By-Laws

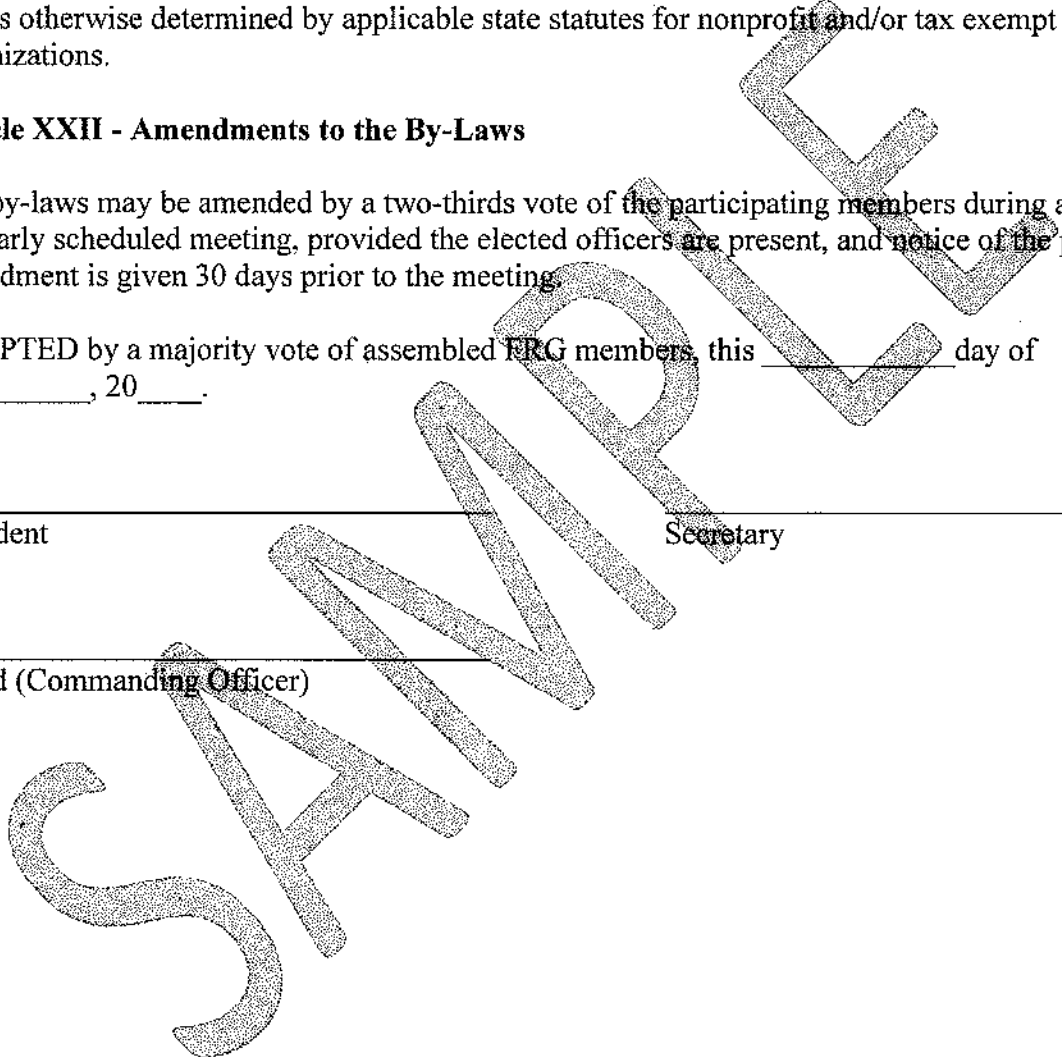
The by-laws may be amended by a two-thirds vote of the participating members during a regularly scheduled meeting, provided the elected officers are present, and notice of the proposed amendment is given 30 days prior to the meeting.

ADOPTED by a majority vote of assembled FRG members, this _____ day of _____, 20_____.

President

Secretary

Noted (Commanding Officer)



ASSOCIATION/COMMITTEE BY-LAWS**Article I: Name and Purpose**

The name of this society shall be the _____ Committee, referred to hereafter as the _____ Committee, and its main objective shall be to contribute to the retention, readiness, and mental, physical and emotional well-being of military personnel and to the welfare of their families by providing a varied program of recreational, social and community activities.

The actions of the _____ Committee shall be consistent with the guidelines for operating a non-Federal entity put forth in DoD Instruction 1000.15 (Procedures and Support for Non-Federal Entities Authorized to Operate on DoD Installations), DoD 5500.7-R (Joint Ethics Regulations), CNIC Instruction 11000.1 (Non-Federal Entities On Board Navy Installations), and Naval Station Newport Instruction 11000.1 (Standards for Non-Federal Entities Operating On Board Naval Station Newport).

Article II: Membership and Dues

Membership is open to military command members in their personal capacity.

The _____ Committee shall not unlawfully deny membership based on race, color, creed, sex, age, disability, national origin, or unlawfully discriminate against any individuals.

Dues of the _____ Committee shall be \$ _____ (e.g., per month or year). Payment of dues shall (or shall not) be a required condition of _____ membership.

Revocation of membership may be taken by the Executive Board against any _____ Committee member who knowingly violates the Code of Conduct listed in these by-laws.

Article III: Liability

The _____ Committee understands that members are personally liable, as provided by law, if the assets of the _____ Committee (a non-federal entity) are insufficient to discharge all liabilities.

_____ Committee shall possess adequate insurance to protect against liability and property damage claims or other legal actions that may arise due to its activities, those of its members, or the operation of its equipment or devices. The Installation Commanding Officer may, in his discretion, waive the insurance requirement in cases where _____ Committee on base activities presents a negligible risk of harm to base personnel. In no case, however, will the Installation Commanding Officer or any Navy component assume liability for the activities of the _____ Committee.

Article IV: Executive Board

An Executive Board shall be comprised of the elected officers of _____ Committee. The Executive Board shall supervise the affairs of the _____ Committee and make recommendations to the membership. Executive board members should attend all meetings and group funded activities, when available. Executive Board members should notify the President of any anticipated absences.

Article V: Slate of Officers

_____ Committee elected officers shall be President, Vice President, Secretary, and Treasurer. They shall govern and operate in accordance with these by-laws. _____ Committee Officers elected at the general meeting in _____ will assume their duties at the beginning of _____. The financial year for the _____ Committee shall commence on _____ of each year and end on _____.

Eligibility to hold office:

- Must have one year or more remaining on board.
- Nominee must be a member in good standing.

President - The President presides at activities and meetings of the _____ Committee and Executive Board and must be a First Class Petty Officer/Chief Petty Officer/etc.

Duties:

- Know current by-laws.
- Have a prepared agenda for every meeting.
- Secure the meeting place.
- Open the building/room. Cleanup and lock up the room after the meeting.
- Appoint committee chairs and maintain a list of committees.
- Sign official correspondence.
- Delegate responsibility throughout the group or among committee members.
- Ensure a Funds Audit is conducted annually, after a change of command, upon change of treasurer, or whenever suspicion or irregularity of funds may exist.

Vice President - In the President's absence, the vice president traditionally performs the leadership duties for the _____ Committee.

Duties:

- Chair the meeting in the President's absence.
- Know current by-laws.
- Maintain a calendar of deadlines and events for the Executive Board.
- Perform other duties as assigned by the President.

Secretary - The Secretary takes minutes at every meeting.

Duties:

- Take minutes of all meetings and distribute to Executive Board after meeting.
- Keep attendance records of participants.
- Compose all correspondence.

• Maintain a file of official group business information for a minimum of three years. The following information should be available to _____ Committee officers and a requesting outside organization/individual:

- Meeting Minutes
- Committee reports
- Incoming and Outgoing correspondence
- By-laws
- Attendance reports

Treasurer - Manages the group's financial endeavors.

Duties:

- Maintain a record of all funds.
- Maintain a ledger and keep a file of receipts and account information.
- Provide a statement of finances at monthly meetings.
- Provide a complete financial report to _____ Committee officers after an audit.
- Reconcile bank statements every month.
- Submit receipts within 30 days of purchase.
- Deposit all monies within 7 days of receipt.
- Ensure _____ Committee operates as a non-profit organization.
- Ensure two signatures are required to sign checks or to withdraw cash. The Treasurer and President shall be authorized to sign checks on the bank account.
- _____ Committee related expenses under \$50 do not require a membership vote.
- _____ Committee expenses over \$50 require approval by a two-thirds membership vote at the monthly meeting.
- If the _____ Committee should be audited, the Treasurer will be required to work cooperatively with the organization/individual conducting the audit.

Article VI: Officer Nomination and Election

Nominations for the election of officers will be open at the first Monday of _____ and reported to the Executive Board. The nominating and electing of officers shall be done by all members. Candidates can nominate themselves or be nominated by other members but they must be seconded by a member to run for office. The Executive Board shall ensure that the nominations are published and distributed through an email. The elections will take place during the second Monday of _____ each year. All nominations will be accepted up until the time of elections. The vote shall be by ballot and officers will be elected by a majority of votes. No member is allowed to hold more than one officer position at a time.

Article VII: Use of Command Logo / Seal

The _____ Committee will be allowed to use the name of the command only if given *written permission* by the Commanding Officer. The _____ Committee does not have the right to use the official command Logo or Seal on letterhead, in emails, advertisements, or saleable merchandise (i.e. hats, shirts, blankets, coins, etc.) unless authority by the Office of Naval Research (ONR) Trademark Licensing Division (nadine.santiago@navy.mil; (703) 696-

4002) is given. The _____ Committee will obtain authority from ONR each time the Logo / Seal is to be used.

Article VIII: Acceptance of Gifts

The _____ Committee will accept only those gifts that further the purpose of enhancing preparedness, command mission readiness, and increase the resiliency and well-being of Sailors and their families.

Only the following gifts may be accepted: cash; gifts-in-kind (such as materials, equipment, food, supplies, etc.) that can be utilized by the members in carrying forth the purpose of this association and or in support of specific _____ Committee events; and gifts of services, where properly related to the purpose of the _____ Committee and associated events.

Gifts will only be accepted where offered directly to the _____ Committee and approved by the elected officers. Proposed gifts that are not in keeping with the _____ Committee purpose, or are otherwise inconsistent with the traditional values of this military community, will be declined. A record of the proposed gift, value, and the committee's final acceptance decision will be maintained and reported at the next general meeting.

_____ Committee will not accept any gift that is offered to or intended for the command or the Department of the Navy. Such gift offers will be referred to the command for processing.

No gift will be accepted that inures to the personal financial benefit of any individual member(s).

Article IX: Meetings

Meetings of the _____ Committee will be held weekly unless otherwise determined by the Executive Board. All official business shall be voted on by all voting members and documented in the meeting minutes. All members are to be notified of all regular general meetings. Should a meeting have to be called prior to the regular meeting or a decision made, the President or two Officers shall give their approval:

- Business must have a two-thirds vote of those present in order to be passed.
- Only members in good standing are allowed to vote.
- The President shall only be allowed to vote when their vote can change the outcome.
- Any active dispute over items presented at the meeting will be discussed at a separate forum and voted on at the next monthly meeting.

Article X: Vacancy of Office

If an elected officer consistently fails to fulfill the responsibilities of their office, the Executive Board may ask for the officer's resignation. If the officer chooses not to resign, then the board may recommend to the _____ Committee that the individual be removed from office. Upon resignation of an elected officer, with the exception of President, an interim officer

may be designated by the President. The President shall then see that an election is held in accordance with the guidelines set forth in these by-laws adjusting the time frame as necessary. In the event that the President resigns, the Vice President shall temporarily assume the office. Executive Board members shall then assure that elections are held in accordance with these by-laws. Officers that resign may not serve on future boards unless approved by the Executive Board.

Article XI: Code of Conduct

The following Code of Conduct is designed to allow the _____ Committee to maintain its integrity and credibility. All members deserve to be a part of an environment where everyone is treated with dignity and respect. Therefore, this Code of Conduct will apply to all volunteer members, elected board members, and all command members (both military and civilian) including but not limited to spouses, children, extended family members, significant others, and any other personnel associated with the command. This code was established to ensure that the purpose described in these by-laws is being maintained. Each member is responsible for knowing and adhering to the values and standards set forth in this code. The _____ Committee Code of Conduct includes:

- The _____ Committee expects all members to conduct themselves in a professional manner.
- Members are to always act with fairness, honesty, integrity, to respect the opinions of others, and to treat all other members with equality and dignity without regards to gender, race, color, creed, ancestry, place of origin, political sidings, religious beliefs, marital status, disabilities, sexual orientation, and age.
- Members must promote the purpose established in these by-laws and strive to provide a positive and valued experience while associated with the _____ Committee.
- Members must adhere to the guidelines established for Personal Security (PERSEC).
- It is the member's responsibility to ensure their actions are not in contravention of the points above.

Article XII: Accountability

With regards to the standards outlined in the Code of Conduct, all members are expected to:

- Adhere to the policies of the _____ Committee and contribute to the overall well-being of the organization.
- To take responsibilities for one's own actions and decisions.
- Will not release personal information obtained in the course of _____ Committee volunteer duties, both board related or social involvement, without proper consent of the involved individual.

Article XIII: Violation of Code of Conduct

The _____ Committee is committed to creating a fun and supportive environment. Failure to adhere to the Code of Conduct can result in any of the following: temporary suspension from social events and meetings or permanent suspension from all _____ Committee organization activities. Such determinations will be

reviewed, considered, and decided by _____ Committee elected officials. No quorum is required to make this determination. The accountability clause shall govern these procedures.

Article XIV: Remuneration

Officers and members of the _____ Committee shall not receive any monetary profit from the _____ Committee at any time.

Article XV - Disclaimer

_____ Committee understands that it is required to use the following disclaimer on all organizational print and electronic media: "THIS IS A NON-FEDERAL ENTITY. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS."

Article XVI: Command Sponsorship

If the Commanding Officer deems that the _____ Committee is no longer serving in the best interest of the command, or that they have acted inappropriately, he may choose to remove permission to use the command name, and further recommend removal to the Installation Commanding Officer of all base support.

Article XVII: Dissolution

In the event of dissolution, the net assets of the _____ Committee, after payment of all charitable obligations and debts, shall proceed to an organization voted by the membership, unless otherwise determined by applicable state statutes for nonprofit and/or tax exempt organizations.

Article XVIII: Amendments to the By-Laws

The by-laws may be amended by a two-thirds vote of the participating members during a regularly scheduled meeting, provided the elected officers are present, and notice of the proposed amendment is given 30 days prior to the meeting.

ADOPTED by a majority vote of assembled _____ Committee members, this _____ day of _____, 20_____.

President

Secretary

Noted (Commanding Officer)

NAVSTANPTINST 11000.1

11000

Date

From: President, (Name of Non-Federal Entity)
To: Commanding Officer, Naval Station Newport
Via: Staff Judge Advocate, Naval Station Newport

Subj: REQUEST FOR RECERTIFICATION OF (NAME OF NON-FEDERAL ENTITY)

Ref: (a) NAVSTANPTINST 11000.1

Encl: (1) Current Charter or Bylaws
(2) List of Officers and Contact Information

1. Per reference (a), I certify that (Name of Non-Federal Entity) is active and in compliance with current regulations.

2. I understand that there may be costs associated with continued operations of (Name of Non-Federal Entity) on Naval Station Newport, including reimbursement for utilities and other services provided.

3. I understand that Commanding Officer, Naval Station Newport, may revoke permission/certification for (Name of Non-Federal Entity) to operate on the installation at any time.

4. This organization does not have any Government assets.

5. Accordingly, it is requested that this organization be recertified to continue operations on board Naval Station Newport.

Signature

Enclosure (5)

NAVSTANPTINST 11000.1

11000
(Date)

From: President, (Name of Non-Federal Entity)
To: Commanding Officer, Naval Station Newport
Via: Staff Judge Advocate, Naval Station Newport

Subj: NOTIFICATION OF DISSOLUTION/DISESTABLISHMENT OF (NAME OF NON-FEDERAL ENTITY)

Ref: (a) NAVSTANPTINST 11000.1

1. Per reference (a), this letter stands as official notification that (Name of Non-Federal Entity) intends to disestablish all operations on board Naval Station Newport effective _____.

2. The decision to disestablish operations is based on

3. The point of contact for this organization during the disestablishment process will be (name, phone, email address).

Signature

Enclosure (6)