



DEPARTMENT OF THE NAVY

U. S. NAVAL AIR FACILITY  
MISAWA, JAPAN  
APO AP 96319-5000

IN REPLY REFER TO:

NAFMISAWAINST 1754.5

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12 Nov 08

NAF MISAWA INSTRUCTION 1754.5

Subj: NAVAL AIR FAMILY READINESS GROUP (NAFRG)

Ref: (a) OPNAVINST 1754.5 (Series)

Encl: (1) By Laws

1. Purpose. NAFRG is a command sponsored organization established to promote morale-building activities that enhance family readiness and enable the Navy family to meet military lifestyle challenges.

2. Discussion. This non-profit organization will operate in accordance with reference (a) and enclosure (1). Membership is open to all Sailors and their families. Membership is also available to friends of the Naval Air Facility as approved by the Commanding Officer.

3. Policy. All members of NAFRG will be treated with the utmost respect regardless of race, color, creed, sex, age, disability or national origin. Equal opportunity exists for any member to volunteer and serve in an elected office. As family participation is critical to the success of this organization, spouses are specifically encouraged to consider running for elected leadership positions.

  
J. D. HAUGEN

Distribution:

List I

Ombudsman



## Naval Air Family Readiness Group By-Laws

Dated: 12 November 2008

**Article I - Name:** The name of this group shall be the Naval Air Family Readiness Group (NAFRG).

a. The fiscal year of this group shall be from October to September.

b. This group is a command sponsored organization.

**Article II - Purpose:** The purpose of this group shall be to plan, coordinate, and conduct social, informational, care-taking, and morale-building activities to enhance family readiness and enable the Navy Family to meet mission and military family lifestyle challenges.

### **Article III - Membership and Dues**

a. Membership includes all NAF Sailors and their adult family members who reside in the local area. Friends of the Navy in Misawa are also able to join at the discretion of the Commanding Officer. Navy tenant commands on Misawa Air Base that request to join the NAFRG will be approved by a majority membership vote. The NAF Misawa Personnel Support Detachment and Public Works Department have been included in the stand-up of the NAFRG. Other tenant activities approved by majority vote for inclusion in the NARG will be recorded through an addendum to this instruction.

b. Participation in NAFRG activities is purely on a volunteer basis. Though all members are encouraged to get involved, members will never be required to participate.

c. Dues for the organization will not be required at any time.

### **Article IV - Slate of Officers**

a. The elected officers of this group shall be a President, Vice President, Secretary, and Treasurer. They shall govern and operate this group in accordance with these by-laws. The term of office shall be for one year or departure from the command with no officer succeeding him or her self. The President may appoint committee leaders as required on a standing or specific event basis (i.e. Children's Christmas party). The President will make these appointments in writing and specify the length of service, in no case to exceed one year.

b. The Executive Board shall consist of the elected officers and leaders of all standing committees.

**Article V - Nomination and Election of Officers**

a. All prospective officers are to be nominated to the President by any member at the designated nomination meeting or by write-in nomination prior to the meeting.

b. The slate will be presented to the Commanding Officer for approval.

c. At the next regular scheduled meeting, the slate should be presented to all regular members to be voted on by secret ballot. All members present will be eligible to vote.

d. Nominations from the floor will not be allowed at the voting meeting since the opportunity for nominations by organization members was previously offered and since the ability to inform the Commanding Officer of new nominations may not be feasible.

e. The newly elected officers will assume their duties at the start of the next business day. Only under special circumstances, approved by the Commanding Officer, will a new member be elected prior to the one year term expiring for an existing official.

**Article VI - Duties of Officers**

a. The President shall preside at all regular meetings of the group as necessary to carry out the business of the group. The President shall become familiar with these by-laws and all President functions as listed in ref (a).

b. The Vice President shall assist the President and in their absence shall assume the duties and responsibilities of the President. The Vice President shall also be familiar with these by-laws and all Vice President functions as listed in ref (a).

c. The Secretary shall keep the minutes of all meetings of the group and the Executive Board. They shall have the minutes ready for duplication upon request at the next regularly scheduled meeting. They are the custodian of all permanent records of the group. The Secretary shall handle all correspondence for the group as directed by the President and the Executive Board. All minutes will be reviewed and signed by the President and forwarded to the Commanding Officer via the Command Master Chief and Executive Officer. The Secretary shall become familiar with these by-laws and all Secretary functions as listed in ref (a).

d. The Treasurer shall be responsible for managing all business transactions and maintaining financial records. The Treasurer will also ensure an audit is conducted annually, during the departure of the Commanding Officer and when he or she is being relieved. Receipts for expenditures, authorization documentation, and bank statements

shall be maintained as part of financial records. The Treasure will provide a balance statement for all fund raising activities, showing specific monies spent and contributed for each event. The Treasurer shall become familiar with these by-laws and all Treasurer functions as listed in ref (a).

e. Two signatures will be required to sign checks or to withdraw cash from the organization's accounts. Both the NAFRG Treasurer and the President shall be authorized to sign checks on the group bank accounts. Any expenses incurred by the routine operations of the group or its activities may be reimbursed with authorization from the Treasurer or President up to \$100. Anything beyond this amount will require majority vote.

**Article VII - Meetings**

a. The regular meetings of the NAFRG shall be held on the first and third Wednesday of every month, at Building 980, in the Tanaka Room.

b. The President or two other elected officers shall approve any additional meetings required to make timely decisions in the interest of the NAFRG.

c. All members shall be notified by the Secretary of meetings via e-mail.

**Article VIII - Amending the By-laws:** The by-laws may be amended by a two thirds vote of the participating members during a regularly scheduled meeting, provided at least two elected officers are present, and notice of the proceeded amendment is given 30 days prior to the meeting.

**Article IX - Termination:** Upon dissolution of the group, after paying or making provision for payment of all debts, the remaining money shall be distributed to a federally recognized charitable organization chosen by the final members of the group and approved by the Commanding Officer.

**Standing Rules:** The Standing Rules may be changed by a majority vote. Standing Rules should include any rules which the group feels need to be changed or altered frequently. This will eliminate the need for rewriting these by-laws each time a minor change is desired.

  
J. D. HAUGEN