DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
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NAVSUPPACT NAPLES 1710.16
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NAVSUPPACT NAPLES INSTRUCTION 1710.16

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: NAPLES AREA, WELFARE AND RECREATION ASSOCIATION (WRA) FOR NON-U.S. CIVILIAN EMPLOYEES

Ref: (a) DOD 7000.14-R VOL 13
(b) Conditions of Employment for Local National Employees of the U.S. Armed Forces in Italy, ART 9
(c) NAVSUPPACT Naples Instruction 7040.2 (Series)

Encl: (1) Bylaws of Naples area WRA for non-U.S. civilian employees

1. Purpose. To promulgate policy and procedures concerning the administration of the Welfare and Recreation Association (WRA) program for non-U.S. employees in the Naples area serviced by the Human Resources Office (HRO), Naples as required in references (a) through (c).

2. Policy. The desirability of having non-U.S. civilian employees participate in certain WRA activities to promote the mental and physical well being of employees is recognized. These activities will be carried out by a properly constituted WRA.

3. Funding. The organization is self-sustaining primarily through dues. The dues total is €36 euro per year divided in 12 equal monthly payments. Funds derived from the profits generated by the sale of gas coupons to non-U.S. civilian employees will partially offset the cost of operation of the WRA but are subject to the conditions in reference (c). Such accrued funds will be for the exclusive welfare and morale of its members. Funds derived from these transactions will be deposited in the treasury of the WRA. These funds are subject to the conditions in paragraph 6(f).

4. Membership. All non-U.S. civilian personnel in the Naples area may become members of the WRA. Discrimination based on race, color, religion, sex, age, or national origin is contrary to the basic policies of the Department of the Navy and is prohibited. All employees must be offered the opportunity to

participate in the WRA at the time of hire. However, participation is voluntary.

5. Programs. Various recreation and welfare activities may be conducted, as needed, to meet the requirements and desires of employees, provided they comply with this instruction and are not prejudicial to the interests of the U.S. Navy. The following is a list of activities which are considered to fall within the scope of the WRA:

a. Athletic and sporting events, including participation in industrial and local leagues.

b. Group activities, such as a camera club, stamp club, etc.

c. Social events, including picnics, dances, and tours.

d. Welfare activities; sending flowers or similar remembrances to ill employees, or when death in an employee's immediate family occurs (spouse or dependent children).

e. Educational programs, such as English courses, etc.

f. Other activities such as an annual Christmas Party, Halloween Party, 4th of July festivities, etc.

6. Management.

a. The WRA will be administered by a Board of Governors. The Board will consist of nine members elected by the membership.

b. The Board members will serve for a period of 36 months (16 September through 15 September of the third year).

c. An election for the Board of Governors will be held every three years, in early September. The HRO will make election arrangements to allow all eligible voters an opportunity to cast a free and secret ballot during working hours. Procedures and instructions concerning elections will be submitted for approval to the Commanding Officer by the Director, HRO Naples, at least one month prior to the date of the election.

d. The Board of Governors will submit an annual program and an annual budget to the Commanding Officer, via the Director,

HRO Naples and Command Evaluation and Review Office (CERO), NAVSUPPACT Naples, for review and approval by 1 October of each year.

e. A financial statement for the WRA will be made available, at least semi-annually, to all employees through posting on bulletin boards or by specific request. Such financial statements will be prepared and furnished by the treasurer. The treasurer of the WRA will publish an annual close out budget covering the period 1 January to 31 December of each year. Such document, with proper itemization of income and expenditures, will be distributed to all non-U.S. employees.

f. The financial accounts of the WRA and required bookkeeping will be maintained by the treasurer and will be audited semi-annually by the CERO. Audit reports are to be submitted semi-annually to the Commanding Officer, via the Director, HRO Naples by CERO no later than the 15th of each month following the audit. Close out audits will be conducted at the end of each three year term of the Board of Governors. All audits should be completed in accordance with reference (a).

g. In 1964, the WRA was established by reference (a) and formally recognized as an official federal entity in 1991. WRA will not be operated as a means of accumulating funds. As such, reserve funds of all types should not exceed an amount sufficient to cover usual operating costs for a 60-day period. Income will not be used for events or programs which are not for the benefit of members of the WRA.

h. Any proposed expenditure or obligation of the WRA funds in excess of $500 dollars, not previously approved in the annual budget program, will be submitted in writing for approval to the Commanding Officer, via the Director, HRO Naples.

i. No gift, donation, contribution, transfer or distribution of WRA assets to any individual, fund, organization, agency, or project will be made without authorization of the Board of Governors and pursuant to U.S. federal law.

j. All functions of the Association will be carried out in accordance with applicable laws and regulations.

7. Officers. The following officers will be elected from and by the members of the Board of Governors:

a. President.

b. Vice President.

c. Secretary.

d. Treasurer.

NOTE: The President will act as the Chairman of the Board of Governors.

C. S. GRAY

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BY-LAWS OF NAPLES, ITALY WELFARE AND RECREATION ASSOCIATION FOR NON-U.S. CIVILIANS EMPLOYEES

ARTICLE I

1. Name: The name of this organization will be "Naples Area Welfare and Recreation Association (NAPLES WRA)."

2. Location: This organization shall be located on the premises recommended by the board of Governors and approved by the Commanding Officer, U.S. Naval Support Activity (CO, NAVSUPPACT), Naples, Italy.

3. Purpose: To provide welfare and recreation programs for civilian employees as approved by the CO, NAVSUPPACT, Naples.

4. Membership: All non-U.S. civilians in the Naples area serviced by the Human Resources Office (HRO), Naples, or the Navy Exchange, Naples may become members of the WRA.

ARTICLE II

1. Administration: The Board of Governors will administer the activities of the WRA. The board will consist of 11 representatives elected and appointed in accordance with pertinent regulations and instructions. The Board will serve for a period of 36 months (16 September through 15 September of the third year).

2. Functions: The Board of Governors will:

a. Determine employees' desires and needs.

b. Plan, organize, and operate morale, welfare, and recreation programs.

c. Administer the funds available to the WRA.

d. Submit an annual program and an annual budget to the Commanding Officer via the Director, HRO, Naples and the Command and Evaluation Review Office (CERO), NAVSUPPACT Naples, for review and approval by 15 October of each year.

e. Provide financial statements for the WRA at least semiannually to all employees through posting on bulletin boards.

Financial statements will be submitted to the Director, HRO, Naples and the CERO, NAVSUPPACT Naples, at least semi-annually each year for posting on bulletin boards.

f. Ensure that WRA funds shall not be donated or loaned to charities, community funds, or to any individual, firm group, or organization, charitable or otherwise.

3. Officers: The following officers will be elected from and by the board of Governors:

a. President.

(1) The duties of the President will be to act as the Chairman and preside at all meetings of the Board, be the legal representative of the WRA, sign approved contracts, and countersign checks. The President will have the general responsibility for the administration of the WRA.

b. Vice President.

(1) The duties of the Vice President will be to replace the President in his/her absence and perform all duties pertaining to that office.

c. Secretary.

(1) The duties of the Secretary will be to keep accurate minutes of all meetings of the Board and to attend to the correspondence of the WRA.

d. Treasurer.

(1) The duties of the Treasurer will be to receive and maintain custody of all the funds and effect payment for authorized expenditures belonging to the WRA, and to maintain all financial status and properties of the WRA. The treasurer will submit semi-annual reports of the financial condition of the WRA to the Board of Governors. He/she will prepare and sign all checks for authorized expenditures to be countersigned by the President.

NOTE: Any Officer may be removed from his/her office by vote of at least four members of the Board of Governors. In these circumstances, the removed member will be replaced by the

employee having had the next highest number of votes in the last election and will serve for the unexpired term of office.

ARTICLE III

1. Meetings: The Board of Governors is to meet at least quarterly. Four members of the Board, including the Chairman, will constitute a quorum for meetings. Special meetings of the Board of Governors may be convened upon request of the majority of the Board of Governors or by the President, at his/her discretion.

2. Minutes of the Meeting: Promptly after each meeting, the Secretary will prepare minutes for submission to the members of the Board.

ARTICLE IV

1. Audits: Financial records of the Association shall be made available to the CERO on a semi-annual basis by the Treasurer. Financial statements of the funds of the WRA will be made available at least semi-annually to all employees through posting on bulletin boards.

2. Amendments: The Bylaws may be amended by approval of four members of the Board of Governors. No Board member may vote by proxy.