



# GODDARD EMPLOYEES WELFARE ASSOCIATION (GEWA) CLUBS POLICY



Goddard Employees Welfare Association

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# Goddard Employees Welfare Association (GEWA) Clubs Policy

## General

### ***Recognition***

GEWA encourages and supports the organization of group activities and functions dedicated to the social, athletic, educational, cultural and welfare interests of its members at Goddard Space Flight Center's Greenbelt campus. To this end, GEWA provides services and facilities for the benefit of Goddard employees, contractors, and their families, including the support of numerous employee clubs and activities. Though GEWA recognizes designated employee clubs for this purpose, the Clubs are independent organizations and are not instrumentalities of the federal government.

While employees are free to develop their own group activities independent of GEWA, many clubs find their programs are enhanced by being officially recognized as GEWA-sponsored. This enables the Club to access Goddard facilities and equipment as well as obtain financial support and other assistance from GEWA. GEWA also provides a webserver that Clubs can use to host their web sites as well as annual opportunities to apply for GEWA grant funds. Finally, GEWA also acts as a liaison between the Clubs and GSFC management.

Annually, clubs are expected to provide up-to-date information regarding Club officers and membership as well as high level budgetary information to GEWA. This ensures that GEWA has current information on all recognized Clubs. Requests for updated information will typically be sent to the Clubs in the July-August time frame.

### ***Club Membership***

Club membership is defined in the GEWA Bylaws (Article III, Section 3) and should not be confused with GEWA membership. GEWA membership consists of all NASA civil servants stationed at GSFC/Greenbelt (see GEWA Constitution, Article III). Club membership is broader and may include GEWA members as well as employees of other government agencies stationed at GSFC, on-site contractors, retired GSFC/Greenbelt civil servant employees, and immediate family members of Club members. Please see the Bylaws for the full listing and information about guest member status.

## ***Formation of a New Club***

GEWA itself does not organize new clubs; it recognizes Clubs when the founders opt to pursue GEWA Club status. The process of becoming a GEWA Club is governed by Article III Section 2 of the GEWA Bylaws, which includes the following requirements:

- the proposed Club must have at least 10 GEWA members;
- the initial officers of the proposed club including that at least one officer must be a current GSFC civil servant while the remaining officers must be NASA civil servants, on-site contractors, or retired Goddard civil servants;
- the proposed Club must have a Club Constitution and Bylaws;
- the proposed Club must submit a write-up summarizing its purpose, administration, operations, budget, dues (if any), and any plan for insurance (see Insurance section below);
- the proposed Club must obtain a completed Use Permit Agreement if the club will be routinely using any GSFC facilities (e.g., for regular meetings, events or storage); and

The President (or other officer) will present the proposed Club to the GEWA Council during a regularly scheduled GEWA Council meeting. The presentation shall address each of the requirements in the preceding paragraph. Following the presentation, a council representative will coordinate the request with the GEWA Champion prior to the Council's vote on the Club's request for recognition. The Council will generally endeavor to vote on the request at the next regularly scheduled meeting. In instances where there are additional questions or extenuating circumstances that results in a delay of vote, GEWA will communicate that to Club officers.

## ***Constitution and Bylaws***

Each Club is required to have, in written form, a document containing the primary characteristics of the club, a description of how the club is to function, and any rules the club considers so important they cannot be changed without a formal vote of its members. This document may take the form of a constitution or may be divided into two documents: a constitution and bylaws.

Typically a constitution contains articles that will be changed infrequently, and will require a significant percentage of the membership – usually two-thirds (2/3) – to approve a change. Bylaws usually contain items related to operating rules and procedures with a great level of detail than a constitution. Bylaws typically can be changed more easily (e.g., a majority of members rather than 2/3s). While many GEWA Clubs and GEWA itself use separate Constitution and Bylaws documents, a club may

operate with a single combined document. At a minimum, topics covered in a constitution/bylaws must include:

- Official Name of the Club
- Purpose of the Club
- Membership requirements
- Delineation of Club Officers and description of duties
  - At least one officer must be a current GSFC civil servant while the remaining officers must be NASA civil servants, on-site contractors, or retired Goddard civil servants
  - Executive Board (if needed)
  - Committees (if needed)
- Meeting frequency
- Parliamentary Authority (e.g. Robert's Rules of Order)
- Procedures for constitution and/or bylaw amendment

## **Financials**

### ***Independent of GEWA***

Clubs are independent of GEWA and as such are responsible for maintaining their own financial information, bank accounts and the like. Good financial records are required for clubs to maintain their status as a GEWA recognized club. All clubs must provide the following information to GEWA annually:

- 1.) List of current club officers;
- 2.) Club facilities operations manager (only if the club has a dedicated facility such as a shed or trailer);
- 3.) List of 10 members who are civil servants (or in the case of the retirees club, 10 GSFC retirees). Club officers can be included in the list of 10;
- 4.) Income and expenditures for the current fiscal year; and
- 5.) Budget for the coming fiscal year.

### ***GEWA Club Grants***

When GEWA has grant funds available, all clubs will be made aware of the opportunity to apply for grant funding.

The call will include a grant application format, instructions for completing the application and an application due date. GEWA awards grants for one-time or non-

recurring expenses such as the purchase of new equipment/ replacement of durable equipment (e.g., soccer goal frames or netting, sound or lighting equipment, parts of a telescope). GEWA does not award grants for club operating expenses such as costs incurred for normal club operations, refreshments for events to which the entire work force is not invited (e.g. parties, conferences, and meetings), or uniforms or uniform parts (martial arts robes, soccer jerseys, baseball hats).

An evaluation committee, made up of GEWA Council members, reviews all proposals and compiles a recommendation for grant funding. The recommendation is shared with the GEWA champion for concurrence and then presented to the full GEWA Council for final review and voting.

If a grant application is approved, the Club will generally receive notice by late September, with the funds being made available in early October. The funds should be utilized within one year from award. Receipts documenting how and when the grant funds were used must be provided to the GEWA treasurer.

Grants awarded to clubs do not require the monies to be paid back to GEWA.

Though GEWA does not have a routine process for providing loans, if a club is interested in discussing the possibility of a loan from GEWA, the Club president should contact the GEWA Operations Manager and the GEWA Council Treasurer. Any loan ultimately approved would require the Club to repay the monies borrowed from GEWA.

### ***Fundraising***

Clubs may hold an event on Center for the purpose of raising funds for a club cause or event. As an example, the Chinese American Club may hold a Chinese New Year lunch where part of the ticket price will go to support a future club event or support Club operating expenses.

GEWA requests that any club holding such an event share information about the event with the GEWA Council prior to the event being held. Clubs wishing to use the Barney and Bea Recreation Center for an event should make reservations at <https://gewarcreservation.gsfc.nasa.gov>

All fundraising for charitable purposes is regulated at GSFC through the Combined Federal Campaign (CFC). Therefore, although a Club may perform acts of charity using its own money or other club resources, it may NOT solicit support in any way from the GSFC population for a charitable cause. Clubs may conduct activities for which they charge a fee to cover anticipated expenses but may not advertise that fees charged for said event benefit a particular cause.

## ***Taxes***

Clubs must obtain their own Federal and State tax ID numbers if desired. Clubs cannot use the GEWA tax numbers.

## ***Insurance***

Clubs are independent of GEWA and as such must carry their own insurance (e.g., liability insurance or property/capital equipment insurance). Clubs should assess the needs of the organization and purchase their own liability insurance as appropriate and/or incorporate their Club. GEWA's insurance does NOT cover any GEWA Club.

## ***Residual Assets of a Disestablished Club***

A club may vote to disestablish itself, or a club may be disestablished by the GEWA Council if the club fails to respond to official correspondence. Upon disestablishment, any GEWA property in the possession of the club must be returned to GEWA and any money in the club treasury shall be remitted to the GEWA Treasurer.

# **Facilities**

## ***Facility Use Permits***

As required in the GEWA Bylaws, all clubs that utilize or access GSFC facilities on a continuing and routine basis must have a current and up-to-date Facilities Use Permit on file with the GSFC Facilities Management Division. Clubs should contact the Realty Specialist in Code 221 (the Facilities Management Division's Planning Branch) for assistance with new Facility Use Permits.

As background, GEWA-recognized Clubs, while independent organizations, are able to access and use Goddard facilities and property as a result of their affiliation with GEWA. As a GEWA club, appropriate permissions to use and occupy GSFC facilities and real property, defined in [NPR 8800.15c](#) to mean "land, buildings, structures, other structures and facilities, and leasehold improvements, must be obtained by each club using GSFC facilities. Real property also includes installed collateral equipment (i.e., building-type equipment), as defined in NPR 9250.1." Examples of real property/facilities typically utilized by GEWA clubs include conference rooms, athletic fields/courts, trailers, storage spaces, etc.

Use Permits must be renewed every two (2) years and can be renewed for four (4) additional two (2) year periods, for a total of five (5) two (2) year periods, provided that the Club gives FMD and GEWA written notice to renew 30 days prior to the termination of the current (2 year) period. At the completion of the five 2 year periods (total of 10 years), a new Use Permit will need to be enacted.

### ***Capital Items***

Any permanent items (e.g., sheds, ice machines, antennae) must be approved by the GEWA Facility Usage Committee and the Facilities Management Division. In addition, any related construction, renovation and/or installation plans must be approved prior to any work being started. This requirement applies when items or improvements are entirely funded by the club or partially/wholly funded via GEWA grant money.

### ***Buildings, Trailers and Sheds***

Some clubs occupy government real property or facilities on the Greenbelt campus, and all such property use must be covered by a Facility Use Permit. Clubs should be aware that use of such properties is prioritized. Government use for agency operations has the highest priority, followed by GEWA's use, and then the Club's use. While it happens infrequently, such property can be recalled at any time.

Some clubs have sheds that have been purchased with club funds. Clubs should be aware that these structures are included in the Center's real property records with the Club ownership noted. Clubs should be aware that Center safety and other requirements apply to these facilities.

### ***Club Use of the Recreation Center***

Clubs may request use of the Rec Center for their events. Reservations should be made via the on-line system at: <https://gewarcreservation.gsfc.nasa.gov>

## **Events**

Many clubs hold events on Center! Please keep the following in mind when planning:

### ***Locations***

Clubs have access to both the Rec Center and the Pavilion (near Bldg. 18) for social events. Both are free to use during the day, the Rec Center has a nominal charge for events lasting past 5:30 PM on weekdays or anytime on a Saturday. Reservations can be made at <https://gewarcreservation.gsfc.nasa.gov/index>.

### ***Serving Beer and Wine***

Clubs wanting to serve beer or wine at their on-Center events must follow the Center's process to gain approval from Protective Services. Clubs submit their request first to the GEWA Operations Manager for concurrence and then to the Chief of Protective Services (Code 240) for approval. The request should include the type of event, the date, time and location of the event, and a summary of what will be served, including the type of non-alcoholic beverages that will be available. If the event is being held at the Rec Center, please be sure to copy the Rec Center Manager on the request as well.

### ***Support from Protective Services***

Occasionally Clubs may need to procure additional support from Protective Services (e.g., the Music and Drama Club wants the Good Luck Road gate near the Recreation Center open for performances of their shows). To arrange for such services, Clubs should contact the Protective Services contract's Contract Officers Representative (COR). Working with the COR, Clubs can set up a task under that contract and use non-appropriated money to pay for services.