

Inclusive of all amendments as of September 5, 2002

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**Constitution of the NASA Exchange
Goddard Employees Welfare Association (GEWA)**

**Article I
NAME**

This organization will be known as the NASA Exchange – Goddard Employees Welfare Association, located at Greenbelt, MD, hereinafter referred to as GEWA.

**Article II
PURPOSE AND POLICY**

- Section 1: The general purpose of GEWA is to stimulate and strengthen the esprit de Corps and morale of the GSFC – Greenbelt employees
- Section 2: It will be the policy of GEWA to conduct its activities in such a manner as to foster and promote the social, athletic, educational, and cultural and welfare interests of its members. To this end, GEWA will encourage and support the organization of group activities and functions at the Goddard Space Flight Center – Greenbelt (GSFC-Greenbelt) dedicated to these interests.
- Section 3: All net income and donations will be available for the current operating expenses and fixed charges of GEWA. Any surplus funds remaining will constitute a reserve fund and be available for GEWA purposes. Such reserve fund should not exceed materially such sum as is reasonably necessary for planning and maintaining the affairs of GEWA on a sound financial basis and for adequately taking care of existing and proposed facilities and activities.
- Section 4: All operations of GEWA shall be governed by NMI 9050.6 and GMI 9050.2, latest revision, the Bylaws of the Organization, and this Constitution. In the event of a conflict, the provisions of this Constitution shall govern.

**Article III
MEMBERSHIP**

All NASA civil service employees stationed at GSFC/Greenbelt will be considered members of GEWA and will be eligible to receive the benefits and privileges it extends.

Article IV
ADMINISTRATION AND ORGANIZATION

Section 1: **ADMINISTRATION:** GEWA will be administered by an Executive Council representing the Goddard-Greenbelt employees. Members of The GEWA Council, any standing committee or any other committee shall serve without compensation from GEWA. The Director, GSFC will appoint the Executive Council membership prescribed in Section 2, the Exchange Operations Manager prescribed in Section 4, and one non-voting advisor prescribed in Article V.

Section 2: **APPOINTMENT OF EXECUTIVE COUNCIL:** Each Directorate shall select two candidates to serve on the GEWA Council. The Code 100 candidates shall be selected by the Center Deputy Director from within Code 100.

All candidates must be Goddard-Greenbelt civil service employees. The Directorate may use employee elections to select candidates. Each candidate for appointment to the Executive Council shall be submitted by the Director Of by July 15 to the Director, GSFC who shall have sole authority to approve or disapprove each candidate.

Section 3: **TERM OF OFFICE OF THE EXECUTIVE COUNCIL:** Appointments to Council membership will be for a 2-year period except as determined otherwise by the Center Director. To assure continuity in the conduct of business, the term of office will begin October 1 of the odd years for one of the two Directorate candidates; the term of office will begin October 1 of the even years for the other Directorate candidate. Membership will be limited to a maximum of three consecutive full terms, except at the discretion of the Director, GSFC.

Section 4: **EXCHANGE OPERATIONS MANAGER:** An Exchange Operations Manager shall be appointed by the Director, GSFC and serve on the Council as a voting member.

Section 5: **REPLACEMENT OF COUNCIL MEMBERS NOT COMPLETING FULL TERM:** In the event an appointed representative terminates his/her GSFC employment, transfers from the directorate he/she represents or resigns from the Council, the appropriate Director Of shall submit to the Director, GSFC the names of candidates as a replacement for the remainder of the term. In the event of a GSFC internal reassignment

involving the current President or Treasurer, that individual shall be allowed to complete the current term of office before a replacement is named. If a Council member misses three consecutive Council meetings, or if the member is unable to serve effectively as Chairperson and/or Co-chairperson of a standing committee, the Director Of may be requested to appoint a replacement.

Section 6: **OFFICERS OF THE EXECUTIVE COUNCIL:** The officers (president, first vice president, second vice president, treasurer) will be nominated by a nominating committee in August. An election will be held by the Council at the September meeting of each year. Appointments to these positions shall be subject to the Director, GSFC's approval. New officers elected at the September meeting shall serve in an acting capacity until formally approved by the Director, GSFC

Section 7: **MEETINGS OF THE EXECUTIVE COUNCIL:** The Council will regularly meet at least once per month on dates to be set by vote of the Council. Special meetings of the Council may be called by the president or at the request of at least three members of the Council. Special issues may be addressed via a teleconference. Majority of the Council membership constitutes a quorum, which is required to conduct Council business. An affirmative vote of a majority of those voting is required to approve a motion relating to Council business.

Section 8: **RESPONSIBILITIES OF THE EXECUTIVE COUNCIL:** The Council will be responsible for the business and financial management of the GEWA and for all its activities. With the exception of operation of the Exchange stores, an affirmative majority vote is required to approve expenditure of the GEWA council funds, and disbursements shall be by check signed by the Treasurer and one other officer. The council shall prepare and approve an annual budget for the NASA Exchange – GEWA at the September meeting for the fiscal year beginning October 1. The Council shall be responsible for the administration and operation by any means, including contracts, of retail exchange stores, recreation facilities, vending facilities, cafeterias, and dining areas in the buildings of and on the grounds occupied by GSFC – Greenbelt. Contracts and concession arrangements negotiated by the Council must receive concurrence of the GSFC Office of Chief Counsel, approval of the director, GSFC and approved by the Office of the NASA Comptroller before being awarded. In carrying out this responsibility, the Council, as authorized by NMI 9050.6, will make such expenditures, employ such personnel, establish such reserves, and perform such other functions as may be necessary for the efficient and proper operation of the GEWA activities.

Article V
MANAGEMENT REPRESENTATION

The Director, GSFC may at any time appoint a special representative to attend any or all Council or committee meetings of GEWA in a non-voting advisory capacity.

Article IV
EMPLOYEE CLUBS

Employee Clubs may be recognized to promote the morale and welfare of the Goddard Community in accordance with Article III, Section 3 of the bylaws. These clubs shall be independent organizations and not instrumentalities of the U.S. Government.

Article VII
RULES OF ORDER

All Council meetings shall be governed by Robert's Rules of Order, where not in conflict with the provisions of the constitution or by-laws of the NASA Exchange-GEWA.

Article VIII
AMENDMENTS

Any Council member may petition to have the constitution or bylaws amended.

Section 1: Proposed amendments to the constitution or bylaws must be submitted to the Council in writing.

Section 2: Amendments shall be offered at a regular meeting of the Council, where it will be discussed and then held over without action until the next regular meeting. The constitution must be approved by three-fourths of the membership of the full Council and then shall be submitted to the Director, GSFC. Upon the Director's approval, the constitution will be considered to be amended.

Section 3: Amendments to the bylaws must be approved by two-thirds of the membership of the full Council and then shall be submitted to the Director, GSFC. Upon the Director's approval the bylaws will be considered to be amended.

BYLAWS

ARTICLE I

DUTIES OF THE MEMBERS OF THE EXECUTIVE COUNCIL

- Section 1: **PRESIDENT:** The president will a) represent GEWA at meetings with the Director, GSFC; b) preside at the Executive Council meetings; c) consistent with these bylaws, designate the duties to be performed by other Council members; d) take vote surveys of the Executive council via telephone when it is determined that an issue should be delayed until the next regularly scheduled meeting; e) submit an annual report to the Office of the NASA Comptroller briefly outlining the Exchange Council's activities for the preceding fiscal year and planning for the succeeding fiscal year; and f) perform such other duties as may evolve upon the office and as the Director, GSFC may further designate.
- Section 2: **FIRST VICE PRESIDENT:** The first vice president will a) assume the duties of the president during any absence; and b) perform such other duties as the president of the Council may designate.
- Section 3: **SECOND VICE PRESIDENT:** The second vice president will a) assume the duties of the first vice president during any absence; and b) perform such other duties as the president of the Council may designate.
- Section 4: **TREASURER:** The treasurer will a) be custodian of all funds and securities belonging to GEWA, with the exception of the operating funds of the Exchange Stores; b) keep an itemized record in permanent files of all receipts and expenditures, except for the operating funds of the Exchange Stores; c) prepare a proposed annual GEWA budget. The budget will be submitted to the Council for discussion and approval at the September meeting for the fiscal year beginning October 1st. and d) maintain and audit all accounts in conformance with NMI 9050.6.
- Section 5: **EXCHANGE OPERATIONS MANAGER:** The Exchange Operations Manager performs administrative and oversight duties, especially as they relate to monitoring and control of appropriated monies. These duties include, but are not limited to, a) preparation and input of a fiscal budget for appropriated monies, including budget reviews; b) approval and input of all commitment and obligation documents against appropriated monies; c) approval of printing and duplicating requests; d) monitoring of all contracts utilizing appropriated monies; and e) establishing and maintaining for the Exchange a permanent record repository for internal and external review and audit purposes. The Exchange Operations Manager shall be the technical representative in the conduct of Council business concerning the food services and other contracts.

Section 6: OTHER MEMBERS: Each Council member who does not serve as an officer must serve as a Chairperson and/or Co-chairperson of at least one standing committee.

ARTICLE II
COMMITTEES

Section 1: There will be the following standing committees:

- Clubs Committee
- Facilities Committee
- Cafeteria Services Committee
- Stores Committee
- Vending Services Committee
- Special Events Committee
- Newsletter Committee
- Property Administration Committee

The chairperson and co-chairperson of each standing committee shall be members of the GEWA Executive Council, and shall be appointed by the Council president at the beginning of each fiscal year.

Section 2: MEETINGS OF THE STANDING COMMITTEES: The standing committees will meet on dates determined by the committee chairperson, or at the call of the president of the council.

Section 3: DUTIES OF THE MEMBERS OF THE STANDING COMMITTEES: The chairperson will preside at all committee meetings and perform such other duties as the president of the Council may designate. A proposed annual budget shall be submitted to the Treasurer by each chairperson not later than the August meeting for the fiscal year beginning October 1. Minutes and all official correspondence of all standing committees will be prepared and forwarded to the Exchange Operations Manager. An annual report of committee activities shall be submitted to the president by the October meeting.

Section 4: CLUBS COMMITTEE: The Clubs Committee shall be composed of a chairperson, a co-chairperson, and such other GEWA members as deemed necessary and appointed by the chairperson.

Section 4A: RESPONSIBILITIES OF CLUBS COMMITTEE: The Clubs Committee Chairperson shall be the liaison between the council and the various officially recognized clubs, and may present to the Council requests for assistance from any club.

- Section 5: **FACILITIES COMMITTEE:** The Facilities Committee shall be composed of a chairperson, a co-chairperson, and such other GEWA members as deemed necessary and appointed by the chairperson.
- Section 5A: **RESPONSIBILITIES OF THE FACILITIES COMMITTEE:** The Facilities Committee Chairperson will be responsible for ensuring the maintenance and upkeep of GEWA facilities, such as the recreation center. The chairperson will direct periodic inspections, recommend maintenance and repair work to be performed, and submit an annual maintenance budget. The chairperson will direct the performance of routine maintenance work within the limits of the budget approved by the Council. The chairperson will make recommendations to the Council regarding recreation center employment, employment contracts, and will be responsible for the administration of such contracts. The committee also will make recommendations to the Council on new or additional GEWA facilities and direct the planning, design, and construction of such facilities when approved by appropriate authority as outlined in NMI 9050.6.
- Section 6: **VENDING SERVICES COMMITTEE:** The Vending Services Committee shall be composed of a chairperson, a co-chairperson, and such other GEWA members as deemed necessary and appointed by the chairperson.
- Section 6A: **RESPONSIBILITIES OF THE VENDING SERVICES COMMITTEE:** The committee will be responsible for coordinating the requests and recommendations of the GSFC-Greenbelt personnel regarding vending services. The Vending Services Committee will make recommendations to the Council relating to the purchase, location, maintenance, and disposition of vending equipment and will maintain an inventory of such vending equipment. The committee shall be responsible for advising the Council on the vending portion of the foodservice contract, including product prices.
- Section 7: **CAFETERIA SERVICES COMMITTEE:** The Cafeteria Services Committee shall be composed of a chairperson, a co-chairperson, and such other GEWA members as deemed necessary and appointed by the chairperson.
- Section 7A: **RESPONSIBILITIES OF THE CAFETERIA SERVICES COMMITTEE:** The Cafeteria Services Committee will be responsible for soliciting and coordinating requests and recommendations from the GSFC personnel regarding cafeteria food, prices, operation and other related food services on the Center. It shall serve as the liaison between the Council and the

cafeteria manager. The committee shall be responsible for advising the Council on the cafeteria portion of the foodservice contract.

Section 8: **STORES COMMITTEE:** The Stores Committee shall be composed of a chairperson, a co-chairperson, and such other GEWA members as deemed necessary and appointed by the chairperson.

Section 8A: **RESPONSIBILITIES OF THE STORES COMMITTEE:** The Stores Committee will be responsible for the operation of the Exchange Store and the Visitors Center Gift Shop, and act as the interface between the GEWA Council and the stores manager. The committee is responsible for making recommendations to the GEWA Council regarding store stock, employment contracts and for the administration of such contracts. The committee will make such reports, financial and otherwise, to the Council as are necessary and proper for its management function.

Section 9: **SPECIAL EVENTS COMMITTEE:** The Special Events Committee shall be composed of a chairperson and such other GEWA members as deemed necessary and appointed by the chairperson.

Section 9A: **RESPONSIBILITIES OF THE SPECIAL EVENTS COMMITTEE:** The Special Events Committee will be responsible for the administration and operation of special functions approved by the GEWA council, such as dances, picnics, seminars, etc. that are planned for centerwide participation.

Section 10: **NEWSLETTER COMMITTEE:** The Newsletter Committee shall be composed of an editor, and such other GEWA members as deemed necessary and appointed by the editor.

Section 10A: **RESPONSIBILITIES OF THE NEWSLETTER COMMITTEE:** The editor shall be responsible for ensuring that a GEWA Newsletter is published weekly and will contain items of interest to the Goddard community.

Section 11: **PROPERTY ADMINISTRATION COMMITTEE:** The Property Administration Committee shall be composed of a Property Administrator, and such other GEWA members as deemed necessary and appointed by the property administrator.

Section 11A: **RESPONSIBILITIES OF THE PROPERTY ADMINISTRATION COMMITTEE:** The Property Administrator is administrator of all GEWA and government property in custody of GEWA, including real property. The Property Administrator will conduct periodic inventories and provide an annual inventory to the Council each September.

ARTICLE III
EMPLOYEE CLUBS

Section 1: **RECOGNITION:** In furthering the social, athletic, education, cultural and welfare interests of GEWA members, GEWA recognizes the value of individual employee groups organized to pursue specific interests. While employees are free to develop their own group activities independent of GEWA, such interests may be enhanced by provision of Goddard support such as equipment and facilities. Therefore, GEWA will recognize employee clubs, which meet the following conditions. However, GEWA shall not be responsible for the conduct or activities of any recognized Club and each Club shall have the status of a private association and not be an instrumentality of the federal government.

Section 2: **ESTABLISHMENT:** All employee clubs expecting GEWA support, including use of facilities, must be formally recognized by GEWA. Any group of ten or more GEWA members (see Constitution, Article III, membership) desiring to establish such a club shall provide, in writing to the GEWA council a constitution/bylaws for approval. A statement covering the proposed club, its functions, administration, operations, budget, dues, and an indication of the financial support in form of loans and grants required from GEWA, if any, shall also be provided.

Club officers may be selected from among the club membership (Civil Servant, Goddard Retired Civil Servant or on-site Contract Employees as defined by LISTS). At least one of the following officers, President, Vice President, Secretary, or Treasurer must be a NASA civil servant (except for Goddard retirees and Alumni Association). The remaining officers must be NASA civil servants, Goddard retired civil servants, or on-site contract employee as defined by LISTS. Recognition of the club by the Council will be by majority vote. It is the GEWA policy that all clubs will be self-supporting.

Section 3: **MEMBERSHIP:** Club membership may consist of the following groups of employees and priority should be given to each group in the order herein listed: 1) GEWA members as defined in Article III of the GEWA Constitution; 2) Other government agencies' employees stationed at GSFC; 3) Contractors who work on the Center more than 20 hours per week or who have near-site assignments (coded as P and/or 5 in LISTS; 4) retired GSFC-Greenbelt Civil Service employees; 5) immediate families (household members) of the above three groups; and 6) other contract, grant, or affiliated employees performing services for GSFC-Greenbelt under a current valid contract as verified by LISTS, and their immediate families. When a person no longer qualifies for club membership as

defined above, i.e., through termination of employment of contract, club membership must be terminated or converted to Guest (as defined in Section 4) except where club participation is of a seasonal nature, i.e., bowling league or softball club, in which case the member may complete the current season. Individual club circumstances that prohibit adherence to the above priority order for membership shall be documented and submitted to the Clubs Chairperson for approval by the GEWA Council.

Section 4: GUESTS: Guests are defined as those persons not satisfying the membership philosophy stated in Section 3. As such, guests are invited observers or participants in club activities, on a one time, repeating, or continuing basis, but shall have no vote in the establishment of club policy or decisions. Where club facilities are limited, guests shall not displace club members.

Section 5: LIMITATIONS: Where membership or club activities are limited by size or availability of facilities or any other factor, priority for selection shall be given in the order stated in Section 3 and 4. In addition, membership rolls must be opened at least once a year.

Section 6: RESPONSIBILITIES: Any Clubs who use capital equipment charged to GEWA shall have an active Property Administrator who shall be responsible for property accountability and for maintaining required documentation. Any clubs who have their own dedicated facility (building, trailer, etc.) shall have a Facilities Operations Manager (FOM). The FOM must be a NASA civil servant stationed at GSFC. The GEWA Clubs chairperson will be the alternate FOM for each of the clubs.

Each club shall submit a list of the Club's officers, Facilities Operations Manager, Property Administrator (including name, code, phone number and E-Mail address), and a list of at least 10 members who are NASA civil servants working at GSFC (or in the case of the retirees club, a list of 10 active members) and a proposed budget to the Clubs Committee no later than the July meeting of each year.

Section 7: INFORMATION CHANGES: Whenever a Club changes its Constitution or Bylaws, a copy (with the changes highlighted) must be submitted to the GEWA Council (through the Clubs Chairperson) for approval. Whenever there is a change in Club Officers, a new list of officers (as defined in Section 2.) shall be submitted to the Clubs Chairperson within 2 weeks.

ARTICLE IV **FACILITIES**

Section 1: USE OF GEWA RECREATION CENTER: The GEWA Recreation Center shall be maintained and operated for the benefit and enjoyment of

all GEWA members. Reservations may be made by GEWA members, Goddard contractors, or Goddard retirees only for on-site organization functions such as retirement parties, picnics, dinners, dance, award ceremonies, end-of-year parties, holiday parties, etc. GEWA-recognized club functions; and professional societies with significant GEWA-member participation. It may not be used for any personal or private event such as wedding receptions, private family picnics or by non-work related organizations e.g., churches, scouts, citizens groups, etc.

Section 2: CLUB USE OF FACILITIES: Facilities including auditoriums, conference rooms, trailers, playing fields, etc., may be made available for use by GEWA recognized clubs provided that the following guidelines are applied:

1. Where a conflict exists, Government operations shall take priority Over club use of facilities.
2. Clubs must take all precautions to avoid damage to facilities and return facilities to their original condition. Clubs may be held liable for any damages.
3. No posters or flyers shall be posed on walls or doors of non-dedicated club facilities. Bulletin boards, Dateline Goddard, and GEWA Newsletter should be used to advertise activities.
4. GEWA shall investigate reports of unauthorized usage of facilities by clubs and take appropriate action.

ARTICLE V

FISCAL OPERATIONS

Section 1: FISCAL REQUIREMENTS: The financial records of GEWA shall be examined annually by a qualified individual, independent of the Council, and a written report shall be submitted to the Council.

GEWA funds shall be deposited only in Federally insured institutions. No deposit in any institution shall exceed the amount of Federal insurance coverage. The treasurer of the Council and the Stores Manager shall be bonded in any amount deemed appropriate by the GEWA Council. The costs of such bonds will be paid by GEWA.

All GEWA checks are required to have two signatures except the GEWA Treasurer is allowed to sign and issue checks upon submission of receipts, to pay for expenses up to \$150 with only his/her signature required. As long as such expenditures are within approved budget. The Store/Gift Shop checks will be signed by the Stores Manager and the Stores Chairperson or Council President.

Checks issued by the GEWA Treasurer greater than \$150.00 will be counter signed by the Council President, First Vice President, or Second Vice President.

Section 2: **DIRECTOR’S FUND:** GEWA shall provide the Director, GSFC with an operating fund at the beginning of each fiscal year. The Council will set the level of this fund. During the fiscal year, GEWA may vote to replenish the fund to a satisfactory level; to provide services as requested by the Director, GSFC.

The Director’s Fund shall be used at the discretion of the Director, GSFC to provide refreshments for guests of the Director, GSFC and for other special events sponsored by, or related to business of, the Center. The Director, GSFC is required to submit a report on the use of the funds at the end of each fiscal year.

Section 3: **DIRECTORATE FUNDS:** At the beginning of each fiscal year the GEWA Executive Council shall distribute monies to each directorate apportioned according to the number of GEWA members in that directorate. This money is to be used only for activities involving all GEWA members within the sponsoring organization, to enhance the overall morale and esprit de corps. Directorates must submit a financial report to the council on the usage of the funds at the end of each fiscal year. This report must be received by the Council prior to the GEWA Treasurer issuing upcoming fiscal year funds to a particular directorate.

Section 4: **ART AND PRINTING REQUIREMENTS:** Limited appropriated funds are available for GEWA-related art and printing requirements. All GEWA recognized clubs should be requested to submit their printing requirements in priority order for the entire fiscal year at the beginning of the fiscal year. These requirements will be identified by the individual club president and submitted to the GEWA Clubs Chairperson. Once the GEWA Clubs Chairperson has approved the requirements, he will submit the total club requirements to the Exchange Operations Manager. All other committee chairpersons shall be requested to submit their printing requirements in priority order to the Exchange Operations Manager.

ARTICLE VI **INSURANCE**

The Council shall obtain liability insurance in appropriate amounts and nature as to hold harmless and indemnify the United States Government, GEWA, its agents and representatives.

ARTICLE VII
PROPERTY

A member of the GEWA Council shall be designated as administrator of GEWA and Government property that is in GEWA's custody, which is located in cafeterias, vending areas, recreation center, club buildings, etc. The property administrator shall conduct periodic property and supply inventories and put in place safeguards for the protection of such property to prevent pilferage and unnecessary losses.

GEWA and Government property (real and capital) may be made available to employee clubs provided the loan of such equipment meets the following conditions:

1. Clubs using GEWA or Government property shall be responsible for property accountability and for maintaining required documentation.
2. Property will be made available on a temporary basis normally not to exceed one year. Continued use of the property may be renewed on an annual basis.
3. Purpose for use of such property shall be in accordance with Article II of the GEWA Constitution.
4. Property must not be modified or altered without advance approval of the Clubs Chairperson.
5. Equipment or real property purchased by GEWA or under grant from GEWA shall remain the property of GEWA.

Permit to the
GODDARD EMPLOYEES WELFARE ASSOCIATION

1. The NASA Exchange- Goddard Employees Welfare Association, hereinafter referred to as GEWA, is hereby granted this permit to use areas on the premises occupied by the GSFC. These facilities are provided for the convenience, comfort, recreation and welfare of employees of the Goddard Space Flight Center (GSFC) to promote esprit de corps. GEWA will operate these facilities in accordance with the terms and conditions of this permit and NMI 9050.6.
2. The GEWA shall, by contract or otherwise, operate retail exchange stores, vending machines, snack bars, cafeterias and dining areas in the buildings occupied by the GSFC. In carrying out this responsibility, the GEWA is authorized to make such expenditures, employ such personnel, establish such reserves and do such other things as may be determined necessary by the Executive Council, GEWA.
3. The GEWA shall have the use of GSFC equipment needed for the various activities covered by this permit. Government property or any part thereof

determined to be excess, obsolete or unserviceable shall be returned to the GSFC. Equipment purchased by GEWA shall remain the property of GEWA.

4. Any expansion or modifications of the present eating facilities or the establishment of new facilities for exchange activities shall be approved by the Director, GSFC.
5. The GEWA shall obtain such liability insurance as may be determined by the Council and the Director, GSFC, to be necessary and shall name the United States as an insured therein.
6. Proper books of accounts shall be maintained by GEWA and an annual examination of the financial operations shall be made at the expense of GEWA. A copy of this annual examination shall be provided to the Director, GSFC.
7. The Director, GSFC may issue further regulations to safeguard and otherwise protect the interests of the United States and the Goddard Space Flight Center.
8. This permit shall become effective on the date set forth below.
9. The permit dated December 10, 1995 is hereby revoked.

Signed and Accepted this

___24___ day of

___July_____ 1997

Signed Joseph H. Rothenberg, Director

Accepted:

Signed Marguerite Broadwell, President

Goddard Employees Welfare
Association