



## NASA Langley Activities Association (LEA)

### Basic Club/League Guide, Constitution, Bylaws and LEA Requirements

Each club/league seeking Langley Exchange Council sponsorship shall develop and submit a Constitution and Bylaws for review and approval by the Langley Exchange Council. The Constitution shall document the basic principles and laws of the club/league and the powers, duties, and rights of members. The Bylaws shall document the rules adopted by the club/league to govern members and the regulation of affairs.

A suggested outline with requirements for the Constitution and Bylaws is:

#### **Article I: Name and Purpose**

State the official name and purpose or objective of the club/league. State the location of the activity (on-site, off-site) and any pertinent facility requirements.

#### **Article II: Membership and Eligibility**

Each club/league shall set their membership eligibility. Membership eligibility may be limited within the overall LEA membership eligibility but may not extend beyond the eligibility as defined below:

The patronage of the LEA (membership) is to be limited to NASA employees and retirees, their family members and guests, Government contract employees, and official visitors of LaRC. For the purpose of this regulation, civil service employees of NASA LaRC and employees of tenant activities are considered LaRC personnel. If an employee becomes separated from NASA and is in good standing, he/she may continue to be a member until the conclusion of the current year. Clubs will not have more than 25% participants, who are not affiliated with NASA and each non-affiliated participant must have a civil servant sponsor. NASA affiliations include immediate family members of civil servants and contractors, retirees, contractors, students, interns, and vendors. All clubs and leagues requiring affiliated and non-affiliated individuals to be on center must submit a request for 6 month PIV badges through appointed LEA badging officers or Exchange Services to LaRC Security office.

#### **Article III: Officers**

Provide title, description, duties, responsibilities, term of office, and the process and procedures for election/selection. At least two officers elected/selected to be the club/league President, Chair or leader and a financial leader shall be identified in the Constitution and shall have specific responsibilities assigned and documented to work with the Exchange Services Offices in recording income and expenses for the club/league.

#### **Article IV: Meetings and Committees**

Describe meetings and the adoption, maintenance, and dissolution of all committees. State the requirements for a voting quorum, the voting process, and the requirements for passage of all voted issues.

#### **Article V: Financial Requirements**

Describe all financial requirements, how and where these requirements are resolved, the assessment and collection of dues and fees, how funds are handled and by whom, how expenditures are made and by whom, who can approve expenditures, and how unexpected expenses will be managed with the Exchange Services Office, call 864-6368. Approved Clubs/Leagues may request subsidies from the Exchange. Clubs will not establish their own bank accounts. To be eligible as a Langley Exchange Activity (LEA) with entitlement to the rights and privileges of the Instrumentality of the Government, all income and expenses will be recorded with appropriate receipts through the Exchange. Clubs/Leagues will not conduct activities or fund raising events that compete with the Exchange. Fund raising must be approved by the Exchange Operations Manager and/or the Exchange Council. Activities/Club that do not deposit funds or record expenditures are not approved LEA programs and are considered private clubs and not eligible for Exchange subsidies.

#### **Article VI: Adoption and Amendments**

State the process and procedures required to adopt and amend the Constitution and Bylaws based on membership votes or consensus and/or changes to bylaws based on members' or officers' decisions.

#### **Article VII: Bylaws**

Describe any general operational rules and regulations that will apply to the club/league.

#### **Article VIII: Dissolution**

State the process for dissolution of the club/league and the disposition of any remaining funds and/or property.

In addition to the Bylaws adopted, each club/league shall adhere to the following Langley Exchange requirements:

### Operations

- Each club/league shall hold periodic, open membership meetings for the purpose of performing general business. Open membership meetings shall be held annually at a minimum. The business of the meeting shall be documented through minutes distributed to all members.
- Meetings shall be conducted in an organized manner as determined by the club/league.
- Each club/league shall maintain written documentation of all meetings and business.
- A membership roster shall be developed, maintained, and made available upon request.
- The LEA contact point e-mail alias and web site shall be maintained.
- Membership documentation and communications shall be maintained.
- Club/league officers, members, points-of-contact, etc., shall be maintained and communicated to the Langley Exchange Operations Manager or Exchange Service Office POC.
- The LEA shall have access to all members for communication of LEA events and activities
- The LEA liability waiver shall be completed by all members and maintained by Club officers in a timely manner.
- Langley Exchange Activity facilities maintenance
  - Clean after use
  - Leave as found
  - Coordination/cooperation between club/leagues (especially in gym)
  - Timely reporting of all damage found/done to LEA facilities
- Support as required for Langley Exchange fund raising activities or Employee Activities.

### Equipment

- All property purchased shall be owned by the club/league and not by individuals.
- All property shall be purchased directly with club/league funds only and not by individuals with subsequent reimbursement by the club/league.
- All property shall be stored on-site unless granted a waiver by the Langley Exchange Operations Manager (request and confirmation via e-mail).
- Individuals shall not store personal property on-site.
- A property inventory list shall be developed and maintained and provide to the Exchange Services Office.
- The Langley Exchange Office shall be provided with a key for all equipment stored under lock.
- Equipment shall not be disposed of without Langley Exchange Operations approval.
- All assets will become the property of the Exchange if a decision is made by the club/league, the Langley Exchange Operation Manager, or the Exchange Council to terminate the club/league.

### Finances

- Club/league funding shall not be co-mingled with a member's personal account.
- All income and expenditures will be submitted to the Exchange Services Office.
- Purchases and expenditures shall be paid directly by the club/league and not reimbursed through individuals.
- Club/league financial practices shall not create the appearance of a personal gain by any individual or business.
- Only commonly accepted Exchange financial practices shall be used.
- Financial records shall be legal, proper, and accurate and reconciled with the Exchange.
- Debt shall not be incurred and clubs will operate on self-sufficient basis.
- Common fiscal years 'October through September' shall be utilized.
- A budget shall be submitted to the LEA Service Office before the start of the fiscal year for review and approval.
- Financial statement(s) for accounting purposes shall be submitted to the LEA before the end of the fiscal year.
- The LEA shall approve all single or combined item expenditures greater than \$500 prior to the expense being incurred.
  - Expenditures greater than \$1000 shall be capitalized and can be approved with the budget as long as the expenditures are specific line items in the budget
- Payments for membership or services shall be hourly or per class/game/match/monthly/annually/quarterly season etc. Officers shall provide the Exchange Services office with required prices for membership or services.
- A determination shall be made as a basis for payments for services (reasonable payments based on a survey of local market) and for when and how these payments will be made
- Individuals paid or compensated by the club/league for services provided shall be required to fill out required information for taxes. IRS form 1099 will be issued by the Exchange. Appropriate liability insurance will be obtained by instructors and they must have a signed service agreement with the Exchange.
- Access to account information shall be by authorized club officers, who will provide information to members at least annually.
- All funds collected shall be deposited into the financial account within 72 hours of receipt.
- All property acquisitions shall be approved prior to the expense being incurred.
- The LEA shall approve all contracts with any outside business prior to initiation of the contracting process.

### Appeal Process

The appeal path for disputes that cannot be resolved within and between clubs/leagues is the LEA Operations Manager, the Langley Exchange Council, the Director/Assistant Director in the, Office of Human Capital Management, and then the Center Director. Clubs/leagues are encouraged to resolve differences constructively when they arise and directly with the party in conflict.

### Notes:

1. Newly forming clubs and leagues should make announcements in the @LaRC Social Health and Welfare section to advertise for

interested personnel to participate.

2. The Langley Exchange council may deny patronage of any or all activities or to any personnel or category of personnel.
3. Written requests for subsidy should be submitted with the club/league budget and accounting information before the start of the fiscal year.
4. Feel free to Contact Randy Cone at 864-9135 for more information.