



Administration  
& Management

OFFICE OF THE SECRETARY OF DEFENSE  
1950 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1950

September 27, 1994

## ADMINISTRATIVE INSTRUCTION NO. 72

**SUBJECT:** Charter for the Welfare and Recreation Association, Office of the Secretary of Defense and the Chairman the Joint Chiefs of Staff

**References:** (a) Administrative Instruction No. 72, "Charter for the Welfare and Recreation Association, Office of the Secretary of Defense and the Joint Staff," January 11, 1990 (hereby canceled)

### 1. REISSUANCE AND PURPOSE

This Instruction reissues reference (a) to update the administration of the Welfare and Recreation Association (hereafter referred to as the "Association"). The purpose of the Association is to conduct appropriate welfare activities that are defined to include athletics and recreation, amusement and entertainment, and any other activities contributing to the mental and physical improvement and morale and welfare of Association members.

### 2. APPLICABILITY

This Instruction applies to the Office of the Secretary of Defense (OSD), the Chairman of the Joint Chiefs of Staff, the Defense Agencies that either receive, or formerly received, personnel support from Washington Headquarters Services (WHS) and the DoD Field Activities.

### 3. AUTHORITY

Under the authority delegated by the Secretary of Defense to the Director of Administration and Management, Office of the Secretary of Defense (DA&M, OSD), an

Association is established for the benefit of civilian and military personnel employed by, or assigned to, OSD, the Chairman of the Joint Chiefs of Staff, the Defense Agencies receiving personnel support from WHS and the DoD Field Activities.

#### 4. REVENUES, EXPENDITURES, AND INVESTMENTS

4.1. Revenues. Revenues of the Association shall consist of:

4.1.1. Voluntary contributions and donations of nonappropriated funds from the DoD Concessions Committee.

4.1.2. Interest on investments and savings accounts.

4.1.3. Incidental revenues from welfare activities conducted by the Association.

4.1.4. Contributions submitted on behalf of participating DoD organizations previously receiving personnel support from WHS.

4.2. Expenditures. Expenditures may be made from Association funds for:

4.2.1. Payment of operating expenses of the Association.

4.2.2. Procurement of facilities, equipment, and services within the purpose of the Association.

4.3. Investments. Investments of the Association shall be made with the purchase of U.S. Government Bonds or deposits in any bank or savings and loan association whose deposits are insured by the Federal Deposit Insurance Corporation (FDIC) or the Federal Savings and Loan Insurance Corporation.

4.4. Deposits and Imprest Funds

4.4.1. All monies received by the Association shall be deposited to its credit in a bank or banks holding membership in the FDIC.

4.4.2. Imprest funds may be authorized and operated in accordance with the regulations of the Association.

## 5. BOARD OF DIRECTORS

The Association shall have a Board of Directors (hereafter referred to as "the Board") to formulate and approve such by-laws, policies, programs, and procedures as may be necessary to achieve the purpose of the Association. Employees elected or appointed to the Board may expend reasonable amounts of official time, as required, during normal working hours performing Association duties. The Board shall be organized and shall operate as follows:

5.1. The Board shall consist of not less than 13 members to include:

5.1.1. Not less than 12 elected from among the personnel permanently assigned to the covered organizations.

5.1.2. A Personnel Representative designated by the Director, Personnel and Security, WHS, who will serve as a nonvoting member.

5.2. Elections shall be held on the first business day of November, or as soon as possible thereafter, to fill vacancies caused by expiring terms. Members of the Board shall be elected for a term of 2 years, with approximately half of the Board members being elected on alternate years.

5.3. An ad hoc election committee shall be designated annually by the Director of Personnel and Security, WHS, to determine appropriate election areas, to allot Board memberships to those areas in numbers proportionate to their permanently assigned full-time civilian and military personnel, and to elicit the nomination of at least two candidates for each Board membership so allotted. The committee shall determine election rules and procedures and shall conduct the election for the new Board members.

5.4. A majority of the Board shall constitute a quorum for the transaction of Association business.

5.5. When conditions beyond the control of the Association delay the election or installation of a new Board of Directors, the Board currently in office shall serve with full powers until the new Board is installed.

5.6. When the office of any director or officer, with the exception of the Personnel Representative, the Treasurer, and the Assistant Treasurer, become vacant for any reason, the Board may select and approve a successor who shall hold office for the unexpired term provided that the Board members chosen to fill the unexpired terms are chosen only from among nominees permanently assigned to the activities to be represented.

## 6. OFFICERS OF THE BOARD AND THEIR RESPONSIBILITIES

6.1. At the beginning of each term of office, the Board shall select a President and a Vice President from among its elected members.

6.2. The President shall preside at all meetings of the Board, shall act as the executive of the Board, and may call special meetings of the Board when it is in the interest of the Association to do so.

6.3. The Vice President shall act for and assume the duties and responsibilities of the President during the President's absence.

6.4. The Treasurer shall be an employee designated by the DA&M, OSD, to serve until properly relieved.

6.5. The Treasurer may attend meetings of the Board in a nonvoting capacity.

6.6. All disbursements of funds shall be by check signed by the President, or by the Vice President during the absence of the President, and the Treasurer.

6.7. The Assistant Treasurer shall be appointed by the DA&M, OSD, to serve until properly relieved. The Assistant Treasurer shall assist the Treasurer and, during the absence of the Treasurer, shall act for and assume the duties and responsibilities of the Treasurer.

6.8. The President, Vice President, Treasurer, Assistant Treasurer, Administrative Assistant, and such employees as the Board shall designate shall be bonded in accordance with provisions of the DoD Concessions Committee.

## 7. AUDITS AND REPORTS

7.1. The fiscal and property records of the Association shall be maintained in accordance with procedures approved by the DA&M, OSD. This record shall be audited annually in accordance with instructions issued by the DA&M, OSD.

7.2. No later than the first business day in November, the Board shall submit to the DA&M, OSD, a report of financial, welfare, and recreation activities during the preceding year.

## 8. RESTRICTIONS

8.1. The use of any funds or property in any manner contrary to law or to the decisions of the Comptroller General of the United States is unauthorized.

8.2. Individuals and other organizations shall have no proprietary interest in the funds of the Association. Any profits generated by the activities and funds of the Association shall not accrue to any individual or organization except the Association itself.

## 9. DISSOLUTION

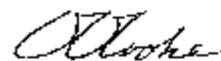
Assets remaining upon the dissolution or inactivation of the Association shall be disposed of as directed by the DA&M, OSD, or designated representative.

## 10. AMENDMENTS

Amendments to this Charter may be recommended by the Board to the DA&M, OSD.

## 11. EFFECTIVE DATE

This Instruction is effective immediately.



D. O. Cooke  
Director