



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS EAST  
PSC BOX 20005  
CAMP LEJEUNE NC 28542-0005

MCIEASTO 5760.1  
SJA  
20 Jul 11

MARINE CORPS INSTALLATIONS EAST ORDER 5760.1

From: Commanding General  
To: Distribution List

Subj: PRIVATE ORGANIZATIONS (PO) OPERATING ABOARD MARINE CORPS  
INSTALLATIONS EAST (MCIEAST) INSTALLATIONS

Ref: (a) DoD Instruction 1000.15, "Procedures and Support of NFES  
Authorized to Operate on DoD Installations," October 24,  
2008  
(b) DoD Directive 1000.26E, "Support of NFE Authorized to  
Operate on DoD Installations," February 2, 2007  
(c) MCO 5760.4C  
(d) DoD 5500.7-R, "Joint Ethics Regulations (JER)," March  
23, 2006  
(e) 10 U.S.C. §2554  
(f) 10 U.S.C. §2606  
(g) DoD Instruction 1000.11, "Financial Institutions on DoD  
Installations," January 16, 2009  
(h) DoD 3025.1-M, "DoD Manual for Civil Emergencies," June  
2, 1994  
(i) MCO P1700.27B  
(j) DoD Instruction 1015.10, "Military Morale, Welfare, and  
Recreation (MWR) Programs," July 6, 2009  
(k) MCO P11000.22  
(l) MCO P10110.14M  
(m) MCO P11240.106B  
(n) MCO P1000.6G  
(o) MCO P1100.72C  
(p) SECNAVINST 11011.47B (Acquisition, Management, and  
Disposal of Real Property and Real Property Interests by  
the Department of the Navy)  
(q) NAVFAC P-73 (Real Estate Procedure Manual)  
(r) MCO 1700.22F  
(s) DoD Instruction 5410.18, "Public Affairs Community  
Relations Policy," May 30, 2007  
(t) DoD Instruction 5410.18, "Public Affairs Community  
Relations Policy Implementation," November 13, 2001

DISTRIBUTION STATEMENT A: Approved for public release;  
Distribution is unlimited.

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- (u) MCO 1730.6
- (v) MILSPERSMAN 1730-010 "Lay Leader Instruction," of August 1, 2006

- Encl: (1) Non-Federal Entities Having Statutory Authorization for Particular Support
- (2) Sample Constitution and/or ByLaws
  - (3) Checklist for Private Organizations and Information Fund Activities
  - (4) Interview of Private Organizations

1. Situation. Non-Federal Entities (NFES) authorized to operate aboard Marine Corps Installations East (MCIEAST) installations offer support to military members and their families that can be important to their welfare. Private Organizations (POs) are a subset of NFES. Many of the POs currently operating aboard MCIEAST installations started on minimal budgets and limited charters. However, their memberships and budgets have grown over the years along with their missions. The inadequacy of local protocols, written guidelines, and comprehensive independent military oversight has exposed installation commanders to, at a minimum, the appearance of impropriety and preferential treatment, and potential legal liability. According to references (a), (b), and (c), Department of Defense (DoD) policy requires that procedures be established for the operation of POs on DoD installations to prevent official sanction, endorsement, or support, except as authorized by reference (d). This Order provides policy, guidance, information, and procedures concerning the establishment, operation, support, and oversight for POs authorized to operate on MCIEAST installations.

2. Mission. To establish policy and procedural guidance concerning the establishment, operation, support, and oversight for POs authorized to operate aboard MCIEAST installations.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. MCIEAST and installation support for POs shall be in accordance with relevant statutes and regulations as well as references (a) through (v), especially reference (d), the Joint Ethics Regulation. Care should be taken to avoid preferential treatment, or the appearance thereof, as well

as unauthorized official sanction or endorsement of POs. Installation commanders shall determine which POs may or may not operate aboard their installation. POs shall operate on a MCIEAST installation only with the express written consent of the installation commander. This authority is non-delegable. Only the installation commander can terminate a PO's authorization to operate. Marine Corps Community Services (MCCS) is the delegated authority to administer the day-to-day operation and oversight of authorized POs. References (a), (b), and (c) provide policies and instructions for POs operating on MCIEAST installations. This Order provides guidelines upon which POs shall operate aboard MCIEAST installations.

(2) Concept of Operations

(a) NFEs and POs

1. A NFE is a self-sustaining organization, incorporated or unincorporated, that is not an agency of the Federal Government. They are established, operated, and controlled by any individual(s) acting outside the scope of any official capacity as officers, employees, or agents of the Federal Government. Detailed instructions for NFEs are contained in references (a) and (b). NFEs include elements of state, interstate, Indian tribal and local government, as well as POs. Certain NFEs are also controlled by specific laws, regulations or separate DoD/Marine Corps memoranda of understanding (MOU) with these organizations. Enclosure (1) contains a list of those NFEs having statutory authorization for particular support.

2. Private Organization. As indicated in the preceding paragraph, a "Private Organization" (PO) is a subset of NFEs, and is any entity which is not a governmental entity and is inclusive of both for-profit and non-profit organizations. Civilian personnel membership in a PO is limited to not more than one-third of the total membership strength in order to maintain a PO as an entity which is operated on the installation for the primary benefit of military personnel and their families. Civilian employees and retirees of the DoD, and members of military families, may be included in the membership without regard to limitation. Included are such organizations as spouse organizations, youth organizations, community service organizations, and recreation organizations other than those operated by MCCS.

(b) Scope

1. This Order addresses only those POs that may operate aboard MCIEAST installations with the express written consent of the installation commander. The definition of "operating aboard" is to conduct business, perform activities, or stage events within the confines of the installation. MCCS concessionaires, other Government contractors, banks, credit unions, and military relief societies are excluded from this Order. A MCIEAST installation includes any leased facility or other activity under the control of MCIEAST and/or one of its installations.

2. Any support provided to a PO authorized to operate aboard an installation shall be in accordance with the policies and guidance contained herein, and in accordance with the references. It is advisable that installation commanders seek advice from the appropriate Staff Judge Advocate (SJA) prior to providing support to a PO. Support for youth and other POs which support the quality of life requirements of military members and their families is encouraged, but only to the extent which commanders are able to provide it without mission interference and only in accordance with the limitations of the references and applicable law. PO fundraising and membership drives are governed by reference (d).

3. The nature, function, and objectives of a PO covered by this Order shall be delineated in articles of incorporation, a written constitution, by-laws, charters, articles of agreement, or other authorization documents before receiving approval from the installation commander to operate on the installation. Enclosure (2) is a sample of By-Laws. A covered PO's primary objective should be the support of military members and their family members. That document shall include a description of eligible membership, and state that no person shall be discriminated against because of race, color, creed, sex, age, disability, or national origin, or otherwise subjected to unlawful discrimination. The authorization document shall designate management responsibilities, including accountability for assets, satisfaction of liabilities, disposition of any residual assets upon dissolution, and any other documentation that shows responsible financial management, and shall state that members understand they are personally liable, as provided by law, if the assets of the PO are insufficient to discharge liabilities.

4. MCCS shall maintain a continuing review of facilities, programs, and services operated or provided by POs operating on their installations and ensure that membership provisions, as applicable, and purposes forming the basis on which each organization was approved still apply and justify continuance. Substantial changes to those original conditions shall necessitate further review, documentation, and approval by the commander for continued permission to operate on the installation.

5. POs shall have adequate insurance to protect against public liability and property damage claims or other legal actions that may arise as a result of activities of the organization or one or more of its members acting on its behalf, including the operation of any equipment, apparatus, or device under the control and responsibility of the PO. For those POs that do not require the use of Government facilities or space on more than an occasional basis, the installation commander shall determine what is adequate insurance based upon the activities of the PO and may waive the requirement for insurance after obtaining advice from the local SJA, MCCS counsel, and Naval Facilities Engineering Command (NAVFAC) counsel. The installation commander and MCCS will be listed as additional insurers on the certificate of insurance. If the insurance requirement is waived, and prior to being permitted to operate aboard an installation, all PO members must agree in writing to hold harmless and indemnify the U.S. Government and all instrumentalities thereof. All POs requiring the frequent use of Government facilities or space pursuant to a license or lease shall assume, when appropriate, liability for loss of, or damage to, the real property and for third party bodily injury and property damage. Installation commanders will ensure compliance with the insurance requirements set forth in references (p) and (q) for all POs occupying Government real property pursuant to a license or lease.

6. POs will not compete with MCCS revenue generating businesses or engage in retail activity except with the express written consent of the installation commander following consultation with the MCCS Director and SJA. Installation commanders are authorized to eliminate duplication of services, particularly when these services are found to be in competition with the installation's revenue generating activities.

7. Pursuant to reference (r), POs are prohibited from selling alcoholic beverages on any MCIEAST installation. Those POs permitted to use government facilities will not

distribute or possess alcoholic beverages on any MCIEAST installation unless authorized to do so under reference (r).

8. To prevent the appearance of official sanction or support by the DoD or the Marine Corps:

a. POs may not use the seals, logos, or insignia of the DoD or any DoD Component, DoD organizational unit, or DoD installation on organization letterhead, correspondence, title, or in association with organization programs, locations, or activities. This includes the Marine Corps Emblem (consisting of the eagle, globe, and anchor).

b. POs operating on MCIEAST installations may use the name or abbreviation of the DoD, a DoD Component, organizational unit, or installation in its name provided that its status as a PO is apparent and unambiguous and there is no appearance of official sanction or support by the DoD or the Marine Corps. The PO must have approval from the appropriate DoD organization whose name is being used before using the name or abbreviation. Any use of the words "Marine Corps," "USMC", and unit or installation names or abbreviations, or any derivation thereof must be coordinated with the Marine Corps Trademark and Licensing Office located within Headquarters, U.S. Marine Corps Public Affairs for approval or disapproval. Any use of the name or abbreviation of a DoD Component, organizational unit, or installation must not mislead members of the public to assume a PO is an organization of the DoD. A PO must display the following disclaimer on all print and electronic media mentioning the PO's name confirming that it is not part of the DoD: "THIS IS A PRIVATE ORGANIZATION. IT IS NOT PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS, AND IT HAS NO GOVERNMENTAL STATUS." This disclaimer must also be provided in appropriate oral communications and public announcements when the name of the PO is used.

9. For POs requesting the use of Government facilities or space on more than an occasional basis, installation commanders will follow the procedures and rules in references (p) and (q) regarding the issuance of licenses and leases for occupancy of Federal facilities. In the event NAVFAC is required to draft either a license or lease in order to authorize a PO to occupy Federal facilities aboard a MCIEAST installation and charge an administrative fee, the installation commander must determine whether the PO shall be required to pay the fee, or whether the command will pay the fee with Operation and Maintenance (O&M)

funds. Should the installation commander decide that he/she would prefer to use the command's O&M funds to pay the administrative fee, he/she must forward a request to the appropriate Base or Station Comptroller for a Necessary Expense determination that the proposed expenditure of Appropriated Funds is authorized by Federal fiscal laws and regulations. The Comptroller will consult with local command counsel when making the Necessary Expense determination. Installation Commanders will not pay the NAVFAC-imposed administrative fees for any PO seeking to occupy Federal facilities unless the Comptroller determines the proposed expenditure of O&M is authorized and appropriate.

10. Financial assistance to a PO from a non-appropriated fund instrumentality in any form (contributions, repairs, services, dividends, or other donations of money or other assets), unless authorized by statute, is prohibited. Unauthorized expenditures of appropriated funds or non-appropriated funds in support of the POs covered by this Order are prohibited.

11. Income derived from the activities of a PO shall not accrue to individual members except through wages and salaries as employees of the PO or as award recognition for service rendered to the PO or military community. Those POs operating authorized retail activities aboard an installation (e.g., thrift shop) must consult with a non-Government lawyer or accountant to ensure compliance with all applicable Federal, state, and local laws/regulations.

12. Youth Programs. POs serving youth populations (e.g., Boy Scouts of America, Girl Scouts of the United States of America, and Marine Cadets outlined in reference (j)) may be provided logistical support to include, on a limited basis, the use of Marine Corps facilities, equipment, and the Marine Corps personnel necessary to make proper use of the equipment, to the extent allowed by the references and applicable law as approved by the cognizant Installation Commander. This support shall be consistent with the guidance provided in paragraph 3-211 of reference (d). Marine Corps personnel may voluntarily participate in youth organizations and activities as individuals in their personal capacities, provided they act exclusively outside the scope of their official positions. DoD employees may be appointed as DoD liaisons to POs per paragraph 3-201 of reference (d).

b. Subordinate Element Missions

(1) Installation Commanders

(a) Serve as approval authority for requests by POs to operate aboard the installation. All requests must be in writing. Only the installation commander is authorized to approve requests from POs to operate aboard the installation. The PO must primarily benefit service members and their families. Installation commanders may revoke a PO's ability to operate aboard the installation at any time. The installation commander cannot delegate these authorizations and must document his/her decisions in writing.

(b) Continually review the facilities, programs, and services operated or provided by POs operating on their installations and ensure membership provisions and purposes forming the basis on which each organization was approved still apply and justify continuance. For example, the PO must continue to primarily benefit service members and their families. At a minimum, installation commanders will annually certify or discontinue the authorization for POs operating aboard the installation.

(c) Maintain and update a list of POs authorized to operate aboard the installation no later than 1 January of each year. This list will be forwarded to the Command Inspector General (CIG), MCIEAST.

(d) Ensure widest dissemination of the contents of this Order to all POs authorized to operate on the installation. Educate POs, subordinate commanders, staff, and tenant commanders on the requirements of this Order, and any supplemental installation order concerning the presence of POs on the installation.

(e) Designate MCCS, in writing, as the staff agency responsible for providing general administrative oversight of POs at the installation.

(f) Coordinate with NAVFAC through the Assistant Chief of Staff, Installations, Facilities and Environment (IF&E), and MCIEAST on all requests from POs for the occupancy of Government space or facilities on more than an occasional basis, in accordance with references (p) and (q). Ensure any arrangements with a PO for

frequent use of Government facilities or space are formalized in an appropriate real property out-grant document. Direct your facilities or public works department to ensure all out-grant documents drafted pursuant to paragraph 4a(2)(a)(8) of reference (c) conform to the requirements of references (p) and (q). Pursuant to paragraph 9d(1)(b) of reference (p), commanders shall ensure that POs occupying Federal facilities pursuant to an out-grant document are required to reimburse the installation for the provision of utilities and/or services to the PO. Installation commanders shall charge these POs either the actual or estimated cost of utilities and services furnished to the PO by the installation. The installation commander may waive the cost of utilities and/or services to the PO, if he/she considers the amount nominal. Installation commanders should consider the appearance of preferential treatment when making this determination. Consequently, the installation commander must justify the waiver to the Commanding General, MCIEAST in writing.

(g) Direct all POs operating on base with gross annual revenues in excess of \$2,500 to produce an annual audit by a Certified Public Accountant no later than 60 days after the end of their fiscal year. This audit shall be conducted at no cost to the United States Government. MCCS shall annually review the ledgers of all POs operating on base with gross annual revenues of \$2,499 or less. Annual review of financial records such as balance sheets are required from all POs authorized to operate aboard the installation. Report any PO that earns income in excess of \$1,000 per on-installation fundraising event or more than \$12,000 a year to the Commanding General, MCIEAST.

(h) Direct a legal review of every PO and PO's request to operate aboard the installation.

(i) For the purposes of PO logistical support requests made pursuant to section 3-211 b of reference (d), designate non-Federal work areas in writing.

(j) Enter into a Memorandum of Agreement (MOA) with each PO authorizing their operation aboard the installation. The MOA must include all the requirements listed in this Order and any other applicable regulations.

(k) In accordance with paragraph 9608 of reference (i), ensure that POs fundraising aboard the installation are not permitted to solicit commercial businesses or any other person or

entity for assistance, money, goods, equipment, or services in return for advertising or promotional opportunities aboard base.

(2) CIG

(a) Include the requirements of this Order in the Commanding General's Readiness Inspection checklist.

(b) Perform compliance inspections of POs operating aboard MCIEAST installations using enclosures (3) and (4).

(3) SJA

(a) Assist the CIG in performing compliance inspections of POs operating aboard MCIEAST installations.

(b) Coordinate with regional MCCS attorney to assist the installation commanders' implementation of this Order.

(4) Assistant Chief of Staff, G-1. Appropriately staff any recommendations for changes to this Order.

(5) Assistant Chief of Staff, IFE. Coordinate with the command-designated MCCS representative and NAVFAC on all real estate issues to ensure compliance with applicable references and directives. Although MCCS has the lead on maintaining files on every PO authorized to operation on the installation, IF&E should maintain records of real property out-grants.

(6) Assistant Chief of Staff, MCCS

(a) Maintain a list of POs authorized to operate aboard each installation. Update and publish this list on 1 January annually.

(b) Create and maintain a file on every PO authorized by the installation commander to operate aboard the installation. This file must contain the PO's authorization documents (e.g., by-laws), the local SJA's legal opinion, the PO's written request to operate aboard the installation, the installation commander's authorization to operate aboard the installation, proof of insurance or installation commander's written waiver together with signed hold harmless agreements from each organizational member, results of each annual audit by a certified public accountant, if required, and all required real property out-grant documents.

(7) Comptroller

(a) Review audits submitted by CIG performing compliance checks on POs operating aboard MCIEAST installations.

(b) Assist IF&E with necessary expense determinations and other fiscal issues concerning POs.

c. Coordinating Instructions. Recommended changes to this Order shall be forwarded to AC/S, G-1, MCIEAST.

4. Administration and Logistics. Waivers of this Order must be authorized in writing by the Commanding General, MCIEAST. All waivers will be requested and issued through appropriate Marine Corps channels.

5. Command and Signal

a. Command. This Order is applicable to the MCIEAST. This Order does not apply to the activities of MCIEAST Non-appropriated Fund Instrumentalities (NAFIs), billeting funds, and chaplain's religious offering funds.

b. Signal. This Order is effective the date signed.

  
C. B. JENSEN

DISTRIBUTION: A

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Non-Federal Entities Having Statutory Authorization for Particular Support

Non-Federal Entity	Authority
Certain Banks and Credit Unions	Chapter 1770 of 12 U.S.C., United States Code (U.S.C.)
United Service Organization	Section 220101 of 12, U.S.C. Memorandum of Understanding (MOU)
Labor Organizations	Title 5, U.S.C., Chapter 71 DoD 1400.25-M, subchapter 711
Combined Federal Campaign	Executive Order 12353 Title 5, CFT Part 950 DoD Instruction 5035.1 DoD Instruction 5035.5
American Registry of Pathology	Section 177 of 10 U.S.C.
Henry M. Jackson Foundation for the Advancement of Military Medicine	Section 178 of 10 U.S.C.
American National Red Cross	Section 2552 of 10 U.S.C. Section 2602 of 10 U.S.C. Memorandum, for Secretary of the Army (MOU)
Boy Scouts Jamborees	Section 2554 of Title 10 U.S.C.
Girl Scouts International Events (Transportation)	Section 2555 of Title 10 U.S.C.
Shelter for Homeless	Section 2556 of Title 10 U.S.C.
National Military Associations; Assistance at National Conventions	Section 2558 of Title 10 U.S.C. DoD Directive 5410.18 DoD Instruction 5410.19
National Veterans' Organization (Beds and Barracks)	Section 2551 of 10 U.S.C.
United Seamen's Service Organization	Section 2604 of 10 U.S.C.
Scouting: Cooperation and Assistance In Foreign Areas	Section 2606 of 10 U.S.C. Reference (g)
Civil Air Patrol	Section 9441 of 10 U.S.C. Section 9442 of 10 U.S.C. Section 40301 of 36 U.S.C.
Assistance for Certain Youth and Charitable Organizations	Section 508 of 32 U.S.C.
Presidential Inaugural Ceremonies	Section 2553 of 10 U.S.C.
Specified Sporting Events (Olympics)	Section 2564 of 10 U.S.C. DoDD 2000.15
Fire Protection Agreements	Section 1856 of 42 U.S.C. et seq.
Armed Services Young Men's Christian Association	Section 2012 of 10 U.S.C. Section 2648 of 10 U.S.C.
Support for Youth Organizations	Section 1058 of Public Law 109-163 (Note to Section 310) Section 8126 of Public Law 109-148 (Note to Section 101)

SAMPLE CONSTITUTION AND/OR BYLAWS

BYLAWS OF THE \_\_\_\_\_  
OF \_\_\_\_\_

ARTICLE I. Organization Name

The name of this organization shall be \_\_\_\_\_.

ARTICLE II. Organization Objective

The objective of this organization shall be to \_\_\_\_\_;  
to \_\_\_\_\_; and to \_\_\_\_\_; etc.

ARTICLE III. Members

Section 1. The membership of this organization shall be limited  
to \_\_\_\_\_/be open to \_\_\_\_\_.

Section 2. Any \_\_\_\_\_ shall be eligible for  
membership. (Civilian membership may not be extended beyond the general  
vicinity of Quantico, VA.)

Section 3. The initiation fee shall be \_\_\_\_\_ dollars, and/or the  
annual dues shall be \_\_\_\_\_ dollars, payable in advance on or  
before \_\_\_\_\_ of each year. The Treasurer shall notify members  
\_\_\_\_\_ months in arrears, and those whose dues are not paid within  
\_\_\_\_\_ thereafter shall be automatically dropped from  
membership in the organization.

Section 4. Any member desiring to resign shall submit their resignation  
in writing to the corresponding secretary, who shall present it to the  
Executive Board for action. No member's resignation shall be accepted  
until the member's dues are paid.

ARTICLE IV. Organization Officers

Section 1. The officers of the organization shall be a President, a  
First Vice-President, a Secretary, a Treasurer, and Directors (minimum).  
These officers shall perform the duties prescribed by these bylaws and by  
the parliamentary authority adopted by the organization.

Section 2. At the regular meeting held on the \_\_\_\_\_ (day)  
in \_\_\_\_\_ (month), a Nominating  
Committee of \_\_\_\_\_ members shall be elected by the organization. It shall  
be the duty of this committee to nominate candidates for the offices to  
be filled at the annual meeting in \_\_\_\_\_.

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The Nominating Committee shall report at the regular meeting in \_\_\_\_\_ . Before the election at the annual meeting in \_\_\_\_\_ , additional nominations from the floor shall be permitted.

Section 3. The officers shall be elected by the membership to serve for one year or until their successors are elected, and their term of office shall begin at the close of the annual meeting at which they are elected.

Section 4. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office.

#### ARTICLE V. Meetings

Section 1. The regular meetings shall be held on the (day) of each month/quarter unless otherwise ordered by the organization or by the Executive Board.

Section 2. The regular meeting on the (day) in (month) shall be known as the annual meeting and shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise.

Section 3. Special meetings can be called by the President or by the Executive Board and shall be called upon by the written request of 10 members of the organization. The purpose of the meeting shall be stated in the call. Except in cases of an emergency, at least three days' notice shall be given.

Section 4. \_\_\_\_\_ membership of the organization shall constitute a quorum.

#### ARTICLE VI. The Executive Board

Section 1. The officers of the organization, including the Directors, shall constitute the Executive Board.

Section 2. The Executive Board shall have general supervision of affairs between its business meetings, fix the hour and place of meetings, make recommendations to the organization, and shall perform such other duties as are specified in these bylaws. The Board shall be subject to the orders of the organization, and none of its acts shall conflict with action taken by the organization.

Section 3. Unless otherwise ordered by the Board, regular meetings of the Executive Board shall be held on the (day) of (month) . Special meetings of the Board can be called by the President and shall be called by the President and shall be called upon by the written request of three members of the Board.

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ARTICLE VII. Committees

Section 1. A \_\_\_\_\_ Committee composed of the (officer) and \_\_\_\_\_ other members shall be appointed by the President promptly after each annual meeting. It shall be the duty of this committee to prepare a \_\_\_\_\_ for the fiscal year beginning the first day of \_\_\_\_\_, and to submit it to the organization at its regular meeting in \_\_\_\_\_. The \_\_\_\_\_ Committee can from time to time submit a supplement to the \_\_\_\_\_ for the current fiscal year.

Section 2. Such other committees, standing or special, shall be appointed by the President or the Executive Board shall from time to time deem necessary to carry on the work of the organization. The President shall be ex officio as a member of all committees except the Nominating Committee.

ARTICLE VIII. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with these bylaws, and any special rules of order the organization may adopt.

ARTICLE IX. Amendment of Bylaws

These bylaws can be amended at any regular meeting of the Society by a two-thirds vote of the total membership, provided that the amendment has been submitted in writing at the previous regular meeting.

## Checklist for Private Organizations and Information Fund Activities

Item	Description	Yes	No
1.	Does the installation have a current order for overseeing the activities of PO's and the operation of informal funds?		
2.	Is the installation commander the sole person authorized to approve PO requests to operate aboard the installation?		
3.	Does the installation maintain a current roster of PO's operating aboard the installation?		
4.	Has the installation conducted at least an annual review of all PO's and informal fund activities in compliance with MCIEASTO 5760.1?		
5.	Does the installation maintain records of unannounced inspection results of the PO's operating aboard the installation?		
6.	Has the installation commander designated in writing a staff agency responsible to administer oversight of all PO's aboard their installation?		
7.	Have all PO's operating aboard the installation provided an annual audit, by a Certified Public Accountant, as required by MCIEASTO 5760.1?		
8.	Are all PO's, occupying Federal facilities aboard the installation, possess required out-grant documentation from Regional Naval Facilities Command?		
9.	Are all PO's, that occupy Federal facilities, reimbursing the government for utility and service cost associated with occupancy of facility?		
10.	Does the installation provide a legal review for all requests to operate aboard the installation from PO's, to include private organizations?		
11.	Does the installation maintain a valid (within one year) Memorandum of Agreement for each authorized PO operating aboard the installation?		
12.	Are fundraising events conducted by PO's in compliance with MCIEASTO 5760.1?		

## INTERVIEW OF PRIVATE ORGANIZATIONS

INSTALLATION: \_\_\_\_\_ DATE: \_\_\_\_\_

PRIVATE ORGANIZATION (PO): \_\_\_\_\_

PO PERSON(S) INTERVIEWED: \_\_\_\_\_

INTERVIEWER: \_\_\_\_\_

Item	Description	Yes	No
1	Can the representative identify the base point of contact for POs to submit required reports, requests, etc.?		
2	Can the organization's representative clearly affirm that the organization's objective is to support military members and/or their dependents?		
3	Who approves the PO's fundraising requests"?		
4	Are the organization's records securely stored?		
5	Do you communicate with the base point of contact for POs? If "Yes", briefly describe the quality of these communications.		
	ADDITIONAL COMMENTS:		