EXECUTIVE BOARD MEETING MINUTES

DATE OF MEETING: 2 May 2013, 11:30 – 1:00

LOCATION: Building 2011, WPAFB, OH

SUBMITTED BY: Drew Titone Assistant, Secretary

ATTENDANCE: See attached roster

NEXT BOARD MEETING: 6 June 2013; 11:30-1300 (First Thursday)

Call in Number (712) 432-0950 Host Access Code: 722792* Participant Access Code: 722792#

MONTHLY GENERAL MEMBERSHIP MEETING: 13 June 2013
The Twin Base, WPAFB (second Thursday)

ITEMS DISCUSSED:

1. **President’s Corner (Col Todd / Ms. April Lewis)**
   - Col Todd called into the meeting and welcomed members. Ken Stegall facilitated the meeting.
   - Upcoming elections were discussed. Dave Perkins will finalize the ballot and send the ballot out for voting via e-mail.
   - Bi-Laws. The Bi-Laws need to be approved by the general membership at a membership meeting in June. Suggested changes to the Bi-Laws should sent to Joe Brink, Secretary. The changes will be discussed in the next board meeting and then published for the general membership before the June membership meeting.
   - Kevin Conley is introduced to the Board. Kevin may become more involved in the Small Business Committee.

2. **Secretary’s Report (Mr. Joe Brink / Mr. Drew Titone assistant)**
   - Minutes from last month were presented and approved with the following change.

3. **Treasurer’s Report (Mr. Pete Battaglia / Bronnie Robinson)**
TREASURER’S REPORT

May 2013
Expenses
- Eventbrite fees $110.70 (March)
- Newtek Fees $51.81 + $55.35 (March)
- April Luncheon $1044.34
- Science Fair Awards $300.
- Stebbins Bus Rental $460.

Total Expenses $2022.20

Income
- Golf Premiere Sponsor $1200. (Woolpert)
- April Fisher House donations $0
- April Lunch income $1115.
- Yellow Ribbon $36.00

Total Income $2351.00

Anticipated May. 2013
Expenses
- Newtek Fees-
- Eventbrite fees
- May Luncheon cost
- Industry Day Event Fees

Income
- May Luncheon Fees
- Industry Day Fees

Other Items:
Committee Reports

4 Membership (Mr. Joe DiMisa)

• The following are the current membership numbers:

April
• IM’s 187
• SREPS 249
• Total 436
• Students 18

May
• IM’s 192
• SREPS 235
• Total 427
• Students 18

2013 Goal is 456

Rene-can you please thank the persons that joined or renewed their membership? Rosie-do you want to send a note to the SREPS that we lost to encourage them to renew their affiliation with our post?

5 Sustaining Membership (Ms. Rose O’Grady)

• No sustaining member presentation at Industry Day members meeting.

6 Programs (Mr. Jeff Leonard /Kirk Zecchini)

• See the attached Agenda for May and June.
• The May meeting will happen in conjunction with Industry Day. Ken has arranged the speaker as a part of the ID program.
• Looking ahead to June, we will have a joint meeting with the AIA this meeting will be at Twin Base as requested by AIA.
• The presentation will be Pecha Kucha style with 2 from AIA and 2 from SAME.
• Installation of officers will be at the June meeting.
• We will present the scholarships at the June meeting.

7 Education/Scholarships/Science Fairs (Dr. Mark Goltz / Ms. Nadja Turek / Mr. Joe DiMisa)

• The following press release was issued:
Sam Thompson, a 12th grade student who attends Springfield High School, receives the Eric Su Yong Goltz Award, along with a $150 check, from Post President Col Jeffrey Todd at the Post’s April meeting. The award is given for the best environmental science fair project at West District Science Day. Sam’s project was titled “Estimating Carbon Sequestering and Storage in an Urban Wetlands in Springfield OH.”

Vidur Prasad, who is in the 9th grade at the Dayton STEM School, receives the award for best engineering project at West District Science Day for his study titled “How Does Tuned Liquid Damper Help Skyscrapers Deal with High Winds.” The award, accompanied by a $150 check, was presented at the Kittyhawk Post’s April meeting by Post President Col Jeffrey Todd.

- Scholarships will be awarded at the June Post meeting.

8 Industry Affairs (Mr. Ken Stegall /Mr. John Koerner)

- Industry day is scheduled for May 9th.
- There will be two rooms at the UD NCR building.
• Ken passed out the latest agenda and flyer. The agenda contains all speakers and topics for the day which Ken reviewed.
  o See attached.
• Registration is available on Event Brite. The registration number

9  Readiness (Emergency Preparedness/Infrastructure Resilience)(Mr. Jon Wheeler / Ryan Schlosser/ Maj Hannon)
• The streamer requirements have changed. The requirements will be reviewed. To post members may need to participate in TISP.

10 Social (Mr. Mike Howe / Mr. Ted Hecht golf)
• There are still tickets available for the Dragons game, 29 May!
• July 12th will be the golf outing. Individual cart sponsorships are available for $25 each.

11 Young Members (Capt Jonathan Polston / Capt Stanton Brown)
• The JETC young members representative is Capt. John Marshal.
• Capt Brown will collect nominations for the August Leadership Conference. Nominations include Nadja Turek and Bronnie Robinson.

12 College Outreach (Nichole Lashley/ Travis Burr)
• No Report.

13 K-12 (Mr. Jim Levy/ Mr. Ryan Schlosser)
• The Navy Camp is cancelled in addition to the Marine’s Camp.
• Applications are due May 15. The post already has a winner for the AF Camp. We will send our one more recommendation to the AF (since Navy is cancelled).

14 Yellow Ribbon (Ms. Nikki Kelley/ Bill Sampson)
• Six care packages were sent out recently.

15 Awards (Ms. Jennifer Tamburino)
• No Report.

16 Fellows (Mr. Nick Scambilis /Mr. Drew Titone)
• The time to nominate Fellows is coming up. The requirement include but are not limited to: be active member for 10 years, have held a leadership position, have service involvement, received awards and/or honors.

17 Small Business (Ms. Rosie O'Grad / Ms. Marci Snyder / Mr Jeffery Engram)
• The Post Small Business liaison award nominee is Ken Stegall.

18 Communications/Public Relations (Mr. Greg Lonergan and Kim Duncan)
• No Report.

19 Affiliates Societies Council (Mr. Drew Titone/ Jim Ryckman, Co chair)
• No Report.

20 Old Business:
  • No Report.

21 New Business:
  • No Report.

22 Post calendar is attached.
  • See attached calendar.

23 Adjourn: at 1:16.

Joseph Brink
Secretary, Kittyhawk Post

Col Todd
President, Kittyhawk Post
<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Present/Absent</th>
<th>Phone</th>
<th>Organization</th>
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<tbody>
<tr>
<td>Co President</td>
<td>April Lewis</td>
<td>X</td>
<td>HQ</td>
<td>AMFC</td>
<td><a href="mailto:alewis@woh.rr.com">alewis@woh.rr.com</a></td>
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<tr>
<td>Co-President</td>
<td>Col Jeffrey Todd</td>
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<td>HQ/AFMC/A6/7</td>
<td><a href="mailto:Jeffrey.Todd@wpafb.af.mil">Jeffrey.Todd@wpafb.af.mil</a></td>
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<tr>
<td>President Elect</td>
<td>Ken Stegall</td>
<td>X</td>
<td>CMS</td>
<td><a href="mailto:kstegall@cms-corporation.com">kstegall@cms-corporation.com</a></td>
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<td>Vice-President</td>
<td>Ted Hecht</td>
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<td>WPAFB 88 ABW/CE</td>
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<td>Drew Titone</td>
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<td>Woolpert</td>
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<td>Pete Battaglia</td>
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<td>LJB</td>
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<td>Grant Bartee</td>
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<td>LJB Inc</td>
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<td>David Perkins</td>
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<td>3rd Director</td>
<td>Alan Haultman</td>
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<td>Emersion Design</td>
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<td>Programs</td>
<td>Kirk Zecchini</td>
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<td>American Structure Point</td>
<td><a href="mailto:kzecchini@structurepoint.com">kzecchini@structurepoint.com</a></td>
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<td>Greg Lonergan</td>
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<td>Rene Campagna</td>
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<td>Kim Duncan</td>
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<td>Education</td>
<td>Mark Goltz</td>
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<td>Industry Affairs</td>
<td>John Koerner</td>
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<td>Small Business</td>
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<td>Kevin Conley</td>
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<td>Awards</td>
<td>Jennifer Tamburino</td>
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<td>Readiness</td>
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<td>Major Kelly Hannum</td>
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<td>Social</td>
<td>Mike Howe</td>
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<td>Young Members</td>
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<td>Cpt. Amanda</td>
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<td>AFIT</td>
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<td>Affiliates Societies</td>
<td>Drew Titone</td>
<td>Woolpert</td>
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<td>Yellow Ribbon</td>
<td>Nikki Kelley</td>
<td>Emerson Design</td>
<td><a href="mailto:Nikki.kelley@emersiondesign.com">Nikki.kelley@emersiondesign.com</a></td>
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<td>College Outreach</td>
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<td>Fellows</td>
<td>Nick Scambalis</td>
<td>Retired</td>
<td><a href="mailto:nicksca@aol.com">nicksca@aol.com</a></td>
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<td>January</td>
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<td>Last Business Day- Streamer Submissions Due</td>
<td>Early February- Post Leaders Workshop (New Distinguished Post Criterion- Med &amp; Lg Posts must send One Board Member and One Young Member per year)</td>
<td>1st Business Day- Post Financial Report Due (report online at <a href="http://www.same.org/postops">www.same.org/postops</a>)</td>
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<td>January 31- Nomination for National Awards Deadline</td>
<td>IM &amp; SM Dues Paid by EFT (Electronic Funds Transfer)</td>
<td>Mid-March- Final Streamer Results Announced, including Top Posts and Top Region</td>
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<td>All Individual Memberships Need Renewed</td>
<td>Mid-February- Engineer Week</td>
<td>ASCE Joint Meeting</td>
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<td>Renew Post Office Box</td>
<td>Streamer Reconsideration Period open until LAST Business day of Feb (Post must make request for reconsideration)</td>
<td>AFIT GEM Award Presentation at membership meeting and at AFIT grad awards ceremony</td>
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<tr>
<td>Send annual financial statement to 88th ABW Services</td>
<td>Apply to National for Young Member Sponsorship at JETC</td>
<td>Development of Slate for Executive Board Election, usually handled by Fellows</td>
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<td>Annual insurance renewal and provide update to 88th AWB Services</td>
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<td>Executive Board votes on SAME camp attendees</td>
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<td>Social Event - March Madness</td>
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<td>Solicit for West District Science Fair Judges</td>
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<td>Deadline to submit Army Camp Applications March 18, 2011</td>
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<td>Science Fair winners presented at membership meeting</td>
<td>SM Dues paid by EFT</td>
<td>Scholarship winners presented at membership meeting</td>
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<td>Deadline for Posts to submit Navy Camp Applications to Camp Registrar May 13, 2011</td>
<td>Review and vote on By-laws (at least every two years),</td>
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<td>Preferred Transition of Post Leaders- new Board of Direction takes office and Change of Post Officers Report must be submitted w/in 30 days Provide update of new officers to 88 ABW Services</td>
<td>Young Member led meeting</td>
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<td>National JETC held in May</td>
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| July  | Golf Outing - No Luncheon  
Re-apply to 88 ABW Services to continue as a Private Organization, every even number year by July 18th. |
| August | **Late August**- Deadline for Posts to submit interest in Hosting JETC (4-6 years out)  
**IM & SM Dues Paid by EFT** (Electronic Funds Transfer)  
Early September- Post Leaders Workshop held in DC area (New Distinguished Post Criterion- Med & Lg Posts must send One Board Member and One Young Member per year)  
SAME Camper presentation |
| September | September 1- Fellows Nominations due to HQ  
Membership Presentation to Incoming AFIT Students |
| October | October 1 - Student Chapter Annual Status Report due to meet 1B criteria for Outreach and Communication streamer  
Round Table Event and Joint Luncheon with AFMC BCE Conference Annual Roundtable--generally in October, but has been held in Nov as well--match to date of BCE Conference.  
Visit Monthly Luncheon Fees |
| November | SM Dues paid by EFT |
| December | Social Event - Holiday Party (No Luncheon)  
Dec 15-Deadline for committee chairs to submit the next calendar year Post budget items to Treasurer |
11:30  Set up laptop and projector

11:45  Welcome, and welcome to all our distinguished visitors (Col Todd).

Pledge of Allegiance (Col Todd)

Invocation (Jeff Leonard)

Comments to be seated (Col Todd)

Recognize Distinguished Guests – Head Table (Col Todd)

- Provided by Joe Pado the day of ________________________________

Comments to Begin Lunch (Col Todd)

Serve Lunch

12:15  Announcements:  (Colonel Todd)

- (Colonel Todd) SAME National’s Joint Education and Training Conference (JETC) will be held in San Diego, California on May 22-24. The 2013 JETC features educational workshops, Committee meetings, and programs addressing timely issues affecting the SAME community. Register to attend at www.same.org
- (Colonel Todd) Our regional conference, the Ohio Valley and Great Lakes Joint Engineer Training Symposium, will be held in Bettendorf, Iowa, October 16-18th. Please add both events to your calendars.
- (Huffman) Nominations for Post Leaders conference in August; YM nominations for JETC?
- (Howe) Dragons Game on 29 May
- (Hecht) Golf tournament announcement
- Others?

12:30  Guest Speaker:  Colonel Luke Leonard (Colonel Todd)

BIO:  Colonel Luke Leonard was born and raised just south of us in Cincinnati, Ohio. He was commissioned as an Engineer Officer after graduating from The Citadel in 1987. His assignments include, Fort Ord, California; Schweinfurt, Germany; Baltimore District, US Army Corps of Engineers; Headquarters, USACE in Washington DC; Camp Bondsteel, Kosovo; Fort Bragg, North Carolina; Fort Monroe, Virginia; Baghdad, Iraq; Fort Leonard
Wood, Missouri and Mosul, Iraq. He has lead at the Platoon, Battalion, Brigade levels including Battalion command at Ft Leonard Wood and Mosul, Iraq, and has also served as a construction project manager at a USACE District and Headquarters levels. His operational deployments include Panama, Kosovo, and Operation Iraqi Freedom in 2004-2005 and 2007-2008.

Colonel Leonard holds a Bachelor's of Science in Civil Engineering from The Citadel, a Master’s of Science in Management Information Systems from the University of Maryland, and is a Professional Engineer registered in the District of Columbia.

Please welcome Colonel Leonard!

Question/Answer Period

Present Kittyhawk Post Coins to Speaker (Colonel Todd) {PHOTO}

Final Announcements: (Colonel Todd)

Our June luncheon meeting will be a joint meeting with the Dayton Society of Professional Engineers, on Thursday June 14th held back at our normal location, the Wright Patterson AFB Officer’s Club. Our speaker will be Robert Ware, head of Structural Failure Analysis at the Air Force Research Laboratory. He will discuss “Mishap Prevention for Acquisition and Sustainment Engineers” by presenting a number of case histories (otherwise known as crashes!). Please join us on June 14th! You can register via our website: www.samekittyhawkpost.com

- 50/50 Drawing (Bill Sampson): The winner is?
- Reminder, if you haven’t paid for lunch see Pete Battaglia

This concludes the SAME luncheon for those of you who are only luncheon attendees – thank you for coming! Ken Stegall (or John Koerner) will now direct the Industry Day attendees on the resumption of Industry Day and the continuation of that program this afternoon. (Colonel Todd)
MEETING AGENDA
SAME – Kittyhawk Post
13 June 2013
WPAFB Officers Club

11:30  Set up laptop and projector (Zecchini)

11:45  Welcome to this joint meeting of the Society of American Military Engineers and the Dayton Chapter of the American Institute of Architects, and welcome to all our distinguished visitors. (Colonel Todd)

Pledge of Allegiance (Colonel Todd)

Invocation (Jeff Leonard)

Comments to be seated (Colonel Todd)

Recognize Distinguished Guests – Head Table (Colonel Todd)

- Provided by Jeff Leonard the day of _________________________________

Comments to Begin Lunch (Colonel Todd)

Serve Lunch – Social time

12:05  SAME Announcements:  (Colonel Todd)

- (Col Todd) Pin the Streamers from SAME National
- (Hecht) Golf Tournament
- (Schlosser) SAME Camps
- (Snyder) Transition to the new board/President – swearing in

12:10  AIA Announcements:  (??)

12:15  Sustaining Member Firm Highlight:  TBD (??)

12:20  Sustaining Member Firm Highlight:  TBD (??)

12:25  SAME Scholarship Presentations:  (Dr Goltz)

12:35  Pecha Kucha:  (Turek)

- PK1: SAME (Charles Grover with HR Gray) The Oasis Augmentation Relief Sewer project which is the biggest capital improvement project in the city of Columbus’ history. It is a combined sewer overflow tunnel project consisting of a 4.5 mile long
CSO tunnel, 160’ deep, 120’ in diameter. He is the PM for three interim shafts that connect the surface to the tunnel, the pump electric building, installation of the pumps and commissioning, and startup of the project.

- **PK2: AIA (??) – Topic**
- **PK3: SAME** (Tom Kolber, Senior Structural Engineer with Woolpert) presenting a case study about a project where the construction contractor and subs didn't follow the structural design and five years later structural problems were found and how they went back and fixed the original construction issues. He’s written a paper on it, and would adapt for PK

- **PK4: AIA (??) – Topic**

Question/Answer Period for all PK presenters

Present Kittyhawk Post Coins to Speakers (Colonel Todd) {PHOTO}

**Final Announcements:** (Colonel Todd)

We will not be having a July meeting. Instead we hope you will join us at the Golf Tournament on July 12th. Registration and sponsorship forms are on your tables and available from Ted Hecht. Our August meeting will be held on our regular date, the second Thursday of the month, which is August 8th and will be held at the Wright-Patterson officer’s club. Our speaker will be ?? with ?? discussing a ??.

- 50/50 Drawing (Bill Sampson): The winner is ______?
- Reminder: If you haven’t paid for lunch see Pete Battaglia

1:00 Adjourn Meeting (Colonel Todd)
BY-LAWS

Article I

Membership, Admissions, and Separations

1. Membership in the Kittyhawk Post will be automatic upon submission of application, payment of yearly dues, and evidence of membership in The Society. Members shall make application, verbal or written, to the Membership Chair of the Post. The Membership Chair shall satisfy whether the applicant is a member of The Society and determine under which classification of membership the applicant belongs.

2. Members may be attained through application for membership to SAME Headquarters. Transfer to this Post from another post is usually through notification to SAME Headquarters.

3. Any member of the Post may withdraw by tendering the resignation in writing; such resignation shall not become effective until said member shall have paid all sums due to the Post at the time of resignation.

4. Any member of the Post will be automatically dropped from the Post, (a) when his/her membership is terminated by SAME Headquarters, or (b) for cause by a vote of two-thirds of the members present at any regular meeting. The member shall be given full opportunity for a hearing in one's own defense. Any member that was dropped may be reinstated by a vote of two-thirds of the members present at any regular meeting and approval of SAME Headquarters, provided all of the member's indebtedness to the Post is liquidated.

5. The Post Membership Chair working with the National Membership Director shall notify members of the Post whose dues remain unpaid in writing of the fact. Members whose dues are two months past, after a formal notice of one month past, shall be dropped from the Post. The Post shall act in the best interests of all concerned in any case, which may arise relating to dues or fees. Any member three months past in dues shall not be entitled to vote or hold office. Providing payment of all fees due shall entitle a member to be reinstated.

Article II

Board of Directors

1. The Board of Directors shall be the judge of the qualifications of its members and, subject to limitations herein prescribed, shall have power to fill vacancies, arising in its own number. The directors so selected shall serve until the next annual election only, at which time the vacancy shall be filled in the manner herein prescribed for other vacancies occurring in the regular course. The President-Elect shall fill a vacancy in the office of President. Should all four offices of the President, President-
Elect, Vice President, and Secretary be vacated, the Treasurer shall temporarily perform the duties of President and shall immediately call a meeting of the Board of Directors for the purpose of filling the vacancies until the next regular meeting. Should the offices of the President, President-Elect, Vice President, Secretary and Treasurer be vacated, the Post's 1st Director, 2nd Director, and 3rd Director shall temporarily perform the duties of President, respectively.

2. The Board of Directors shall meet each month for the transaction of business and members thereof shall constitute a quorum. The President, on his/her own initiative, may call special meetings of the Board of Directors.

3. The Board shall submit at the annual meeting of the Post a report of the affairs. It shall include an abstract of the financial and membership status of the Post and a review of the Post's activities for the fiscal year. Also it shall include any suggestions or recommendations deemed appropriate respecting past and future activities of the Post.

**Article III**

**Officers**

1. The President shall have general supervision of the affairs of the Post. He/she shall preside at the meetings of the Post. He/she shall appoint the members and have general supervision over all committees. In his/her absence, his/her duties devolve upon the President-Elect.

2. The President-Elect shall supervise the Post in absence of the President. He/she shall be President of the Post the following term. He/she will use the term to learn the inner workings of the Post and the Society.

3. In the absence of the President-Elect, the Vice President shall ensure Post program meets the needs of its members.

4. The Treasurer shall be comptroller of the accounts of the Post under the direction of the President. Treasurer shall maintain the 10-year Financial Plan, and will work closely with the Board of Directors to balance the Post's budget monthly. Treasurer shall make collections and disbursements under the supervision of the President as directed by the Post. Treasurer shall render annual reports in March and such specified reports as may be called for by the President. Treasurer shall file Federal and State income tax returns (The Society has a tax-exempt status) with a copy to SAME Headquarters. The accounts shall be audited annually by committee or agency. If accomplished by committee, the President shall make appointment at least thirty days prior to the submission of the annual report. Results of the audit shall be reported to the President in February.
5. The Assistant Treasurer shall assist the Treasurer with the duties and act as the Treasurer during the Treasurer's absence.

6. The Secretary shall have charge of the correspondence and records of the Post. The Secretary, through the Programs Chairman, shall give timely notices of all meetings to all members. Secretary shall be responsible for suitable arrangements for all meetings of the Post. Secretary shall record the proceedings of all meetings of the Post and submit a monthly report to the Board of Directors, Regional Vice President, and National. Secretary shall keep the role of the members of the Post by classification of membership. In absence of the Secretary, the duties shall devolve upon the Assistant Secretary.

7. The Assistant Secretary shall assist the Secretary with the duties and act as the Secretary during the Secretary's absence.

8. The Board of Directors will serve with the officers of the Post under the supervision of the President or ranking officer, and shall have a vote on matters of Post business in the same manner as the officers.

9. In the event of a vacancy in the position of President, the President-Elect shall become President; the Assistant Secretary shall fill vacancy in the position of the Secretary; and, the Assistant Treasurer will fill vacancy in the position of the Treasurer. In the event that the President-Elect or the Assistants are not available, an election will be held by the Post in the manner provided in these Bylaws.

10. Unless otherwise stated herein, the term of office shall begin upon the adjournment of the meetings at which such officers are elected, and shall be for duration of at least one year.

**Article IV**

**Committees**

1. The standing committees of the Post shall include, as a minimum, the Program Committee, the Sustaining Member Committee, the Young Member Affairs Committee, the Education Committee, the Awards Committee, the Publicity Committee, the Membership Committee, the Readiness Committee, the Industry Affairs Committee, and the Social Committee. Each committee shall have a chairperson appointed by the Post President.

   a. The Program Committee shall prepare a program of activities for each general membership meeting and submit it to the Post for approval.

   b. The Sustaining Member Committee shall recruit local firms to become sustaining members of the Kittyhawk Post. They shall act as liaison between the sustaining members and the Executive Committee expressing their expectations of SAME.
c. The Young Member Affairs Committee shall: a.) act as liaisons between young post members and student members, b.) establish student posts at the local universities and develop activities and programs designed to interest young post members, c.) proactively attract and retain young professional and student members, and d.) continue to give young members every possible opportunity to be involved in Society activities.

d. The Education Committee shall actively pursue the educational aspects of the engineering profession, with emphasis on mentoring, student scholarships and continued professional development of its membership.

e. The Awards Committee shall prepare and solicit nominations for Post, Regional, and National awards.

f. The Publicity Committee shall assist Post officers in identifying appropriate internal and external means of communications ranging from publications to local community and media relations' activities to meet current and future needs of the Post.

g. The Membership Committee shall consist of at least three members of the Post. It shall be the duty of this committee to retain and to solicit new members. Applications for Post membership shall be submitted to SAME Headquarters.

h. The Readiness Committee shall update the FAST START Plan annually and sponsor interactive readiness programs which endeavor to link all available local, state, federal and civilian entities in the Post's area. The committee shall consider and develop means to assist the nation in maintaining a capability to mobilize quickly and effectively.

i. The Industry Affairs Committee shall develop means of enhancing the interchange of ideas, methods, and cooperation between the military and industry.

j. The Social Committee shall organize "get acquainted events" to bring current membership together to network and attract new members to increase Post strength.

2. In addition to the above standing committees, the Post will form an ad hoc Nominating Committee annually. The committee will consist of at least three members of the Post. Typically, the Post's three Directors and the Regional Vice President present a slate of nominations for each elective office of the Post annually.

3. In addition to the above standing committees and the Nominating Committee, the Post may establish other special committees, deemed necessary, to promulgate the Post's objectives.
Article V

Finances

1. The fiscal year of the Post shall begin on the first day of January.

2. A 10-year Financial Plan will be developed by the Board of Directors and maintained by the Treasurer. The Treasurer will work closely with the Board of Directors to balance the Post's budget monthly. The 10-year Financial Plan will be used as a financial forecasting tool for tracking income and costs incurred in the normal course of the Post's operations.

3. The annual dues of members which will entitle them to all privileges of the Post, except as otherwise provided herein, shall be an amount established by the Board of Directors, payable annually in advance.

4. Individuals who are student members of The Society may be elected to the Post without payment of local dues.

5. Upon dissolution of this organization, all assets will be forwarded to SAME Headquarters for inclusion into The Society's general fund.

Article VI

Meetings and Elections

1. The regular meetings of the Post shall be in accordance with the program presented by the Program Committee and adopted by the Post, and, generally, shall be held once every month.

2. The election of new officers shall take place at the annual meeting held by the Post prior to the expiration of the term of office of the current officers.

3. Each officer will be elected by written ballot of all voting members by plurality of all votes cast. Voting shall be by secret ballot. Ballots will be issued to all active members in good standing at the time of election.

4. Special meetings must be called by the President at the written request of one-fourth of the membership and may be called by him at any time. At least one week's notice of time and place and purpose of meeting shall be given all members; and only the business stated in the call shall be transacted at the special meeting.
Article VII

Publications

The Post may issue a periodical under the direction of the President, of such type and frequency of publication agreed upon by the Board of Directors, when the desire and need of such a publication is manifested. The editor of such a publication shall be selected by the President, be a member of the Post, and head the Publicity Committee. A copy of all Post publications will be provided to SAME Headquarters.

Article VIII

Seal and Insignia

1. The seal and insignia of the Post shall be that as adopted by SAME Headquarters.

2. The use of the seal or insignia shall be prohibited without approval of the Board of Directors for the Post. Members in good standing shall, of course, be allowed to wear the ornaments of membership and display the insignia of the society in proper places.

Article IX

Quorum

One-third of the Post membership and three officers or members of the Board of Directors shall constitute a quorum; provided that a notice of at least one week has been given.

Article X

Cooperation with Other Organizations

In the furtherance of Society objectives, the Post will cooperate with other engineering societies and organizations toward the improvement of the professional status and standards of the engineering profession, as well as support programs for advancement of engineering education and the knowledge of engineering and associated sciences.
Article XI

General Policy and Procedure

1. Nondiscrimination Policy: This Post fully supports the policy of equal opportunity and will not discriminate or knowingly participate in any activity that discriminates on the basis of race, color, religion, sex, or national origin. Likewise, the Society will take no official action, which is or appears to be detrimental or discriminatory to any class or group of persons.

2. Ethics Policy: It is the policy of this Post to adhere to the highest standards of ethical conduct in all its activities. The post fully supports and expects strict compliance by every member with all applicable laws and regulations in the conduct of business and professions. The Post recognizes that members who represent the government in matters affecting the economic interests of others hold special positions of public trust requiring them to observe the highest ethical standards. Accordingly, the Post supports the principle that strict impartiality must prevail in all business relationships involving the government.

Article XII

Amendments

1. Amendments to these Bylaws may be made by a vote of two-thirds of the voting members present at any regular meeting. The proposed amendment must have been presented in writing for consideration to each member of the Post at least 15 days prior to the meeting along with an announcement of the date, time, and place of the meeting. Furthermore, SAME Headquarters shall approve the amendment.

2. The Bylaws shall automatically be amended to conform with all directives from higher headquarters without submission for approval to general membership.

Article XIII

Liability

The members of the Post shall at each annual meeting consider procurement of insurance coverage for any claim, which may arise from the acts of omissions of any member from that member's performance or participation in the activities of the Post.
Article XIV

Signature

Approved by vote of the Board of Directors on June 2, 2011

Date

Signed: [Signature]

Kittyhawk Post President

Signature of President

Alan Hautman

Approved by majority of vote of the members on June 9, 2011

Date

at the regular meeting of the Kittyhawk Post.

Signed: [Signature]

Kittyhawk Post Secretary

Signature of Post Secretary

Ted Hecht

Printed Name

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Society of American Military Engineers
Kittyhawk Post

8 Rev: 24-may-05
Approved 24-Jun-2011