BYLAWS OF THE NORTHERN VIRGINIA POST

Article I
Seal, Insignia and Logo

1. The seal, insignia and logo of the Post shall be the same as established by The Society of American Military Engineers (SAME) National Board of Direction and published on SAME website.

2. Customized logos may be used only for special events in addition to the seal, insignia and logo established by SAME.

Article II
Governance

1. The name of the Post shall be the Northern Virginia Post, Society of American Military Engineers, hereafter referred to as the “Post.”

2. The Post shall be governed by these Bylaws, consistent with the Constitution and Bylaws of SAME. In the event that these Bylaws are in conflict with SAME’s Constitution or Bylaws, those of SAME shall govern.

3. The 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, sexual orientation, or national origin. Likewise, the Post will take no official action that is, or appears to be, detrimental or discriminatory to any class or group of persons.

4. The Post policy is to adhere to the highest standards of ethical conduct in all 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.

5. If a Post officer or director exhibits unethical behavior the Board of Directors will review and discuss the alleged behavior and decide if and when the person shall be removed from the Board. The President will inform SAME Headquarters of the member's unethical behavior and removal action.
Article III
Membership

1. SAME Membership will be attained through application for National SAME membership and payment of National dues to SAME Headquarters. Transfer to this Post from another Post is accomplished through notification to SAME Headquarters. SAME Headquarters maintains the official Post roster of members.

2. Individual Members and Life Members may select up to two Posts at no additional charge and may change Post membership at any time. Students do not pay National Dues but can select up to two Posts when joining SAME.

3. Any member of the Post will be automatically dropped from the Post roster maintained by SAME Headquarters for failure to pay National dues to SAME Headquarters as prescribed by SAME Bylaws.

4. Companies may become Sustaining Members of the Post by paying the appropriate dues to SAME Headquarters. When a company joins and pays for National dues it includes one free post. Sustaining Member representatives become members of the Post by being nominated by their company and submitting a completed application to SAME Headquarters. The Company determines who shall be the representatives to the Post. Sustaining Member representatives have full voting rights in the Post.

5. Sustaining members can become members of additional Posts by paying dues for those additional Posts or paying dues for additional representatives over the 5 representatives allotted for existing Posts. However, if a company has failed to renew its National membership, they will be dropped from the Post rosters.

6. Public Agencies, Non-profit and Academic Institutions become members by paying the appropriate dues to SAME Headquarters. Public Agencies, Non-profit and Academic representatives become members of the Post if they are listed on the completed application submitted to SAME HQ by their Agency, Company or Institution. All representatives have full voting rights in the Post.

Article IV
Board of Directors

1. The Board of Directors shall be comprised of the Post Officers, Elected Directors, and the immediate Past President and up to 22 Appointed Directors, to provide an opportunity for all segments of the Post to be represented and to link the Post to National Committees, as appropriate. The term of office for an Elected Director shall be for one year. The Past President shall have a one-year term; the position will help provide continuity of Post leadership in a mentoring capacity. The term of office for Appointed Directors shall be one year. The incoming President recommends individuals to be Appointed Directors, subject to the approval of the Board of Directors. Directors may be re-elected or re-appointed for additional terms.

2. The Post shall hold elections annually such that the new and continuing Officers and Directors are normally installed in July or August.
3. Directors shall be assigned specific responsibilities to support the mission and goals of SAME by serving as a Post Committee Chair or champion of a special interest or element of SAME’s Strategic Plan. Posts should establish a Director for Young Members, and Fellows. Elected and Appointed Directors shall have a vote on matters of Post business in the same manner as the officers.

4. The Board of Directors shall have power to fill vacancies of the Officers and Elected Director positions by appointment provided that Officers and Elected Directors so selected shall serve for the remainder of the term of the individual being replaced.

5. The Board of Directors shall meet regularly for the transaction of business. The President on his/her own initiative may call special meetings of the Board of Directors. Conduct of business utilizing teleconferencing is permitted. (See also Voting, Article XI)

6. The President recommends and the Board of Directors approves the establishment, disestablishment or continuance of Committees. (See Committees, Article VI)

**Article V**

**Officers**

1. The Post Officers are President, two Vice Presidents, Past President, Secretary, and Treasurer and shall be elected by the Post membership for a one-year term. Officers may be re-elected by the membership for additional terms. Officers are voting members of the Board of Directors. If there is more than one Vice President, one shall be designated as the 1st Vice President.

2. The President shall be responsible for the general supervision of Post affairs and shall preside at meetings. The President may recommend the establishment, disestablishment, restructuring or continuance of Committees to the Board of Directors for approval. The President shall appoint Committee Chairs and has general supervision over all Post Committees. In the absence of the President, or in the case where the President cannot complete his/her term, the duties shall devolve to the 1st Vice President, or as voted upon by the Board of Directors.

3. The President shall preside at all meetings and shall sign all written contracts and obligations of the Post, with the concurrence of the Treasurer, on financial obligations. The President shall obtain a legal review of all major contracts for which the Post could incur significant liability, and may request a review by SAME HQ.

4. The President shall report to the Post membership at the annual Post meeting the status of affairs of the Post at a minimum addressing: a) the financial and membership status of the Post; b) a review of the Post’s activities for the past year; and c) and the Post’s progress in achieving the goals and objectives of the SAME Strategic Plan. (See Meetings and Activities, Article VIII).

5. The Secretary shall have charge of the correspondence and records of the Post. The Secretary shall: (a) give timely notices of all meetings to all members; (b) record the proceedings of all Board and membership meetings; and (c) maintain a record copy of the Streamer submissions. The President may appoint an Assistant Secretary to assist the
Secretary with the duties of the office and to act as the Secretary during the Secretary’s absence.

6. The Treasurer shall be comptroller of the Post accounts and serve under the direction of the President. The Treasurer shall: (a) make collections and disbursements under the supervision of the President; (b) provide a financial report to the Board at regularly scheduled meetings (c) prepare and submit the Annual Financial Report to SAME HQ; and (d) file Federal, state, and local income tax returns with a copy sent to SAME Headquarters to ensure the retention of SAME’s tax exempt status. The President may appoint an Assistant Treasurer to assist with the duties of the office and act as the Treasurer during the Treasurer’s absence. The Post Annual Financial Report shall be audited by a committee comprised of at least three members appointed by the President, or by an outside auditor prior to submitting it to Society Headquarters. The committee shall report to the President the audit results in February and be submitted to Society Headquarters by April 1st. (Also, see Finances, Article VII).

Article VI
Committees, Task Forces and Special Advisors

1. The Post may establish Post Operations and Post Mission Committees. (See Society Bylaws, Article IX). The committees will be guided through the use of the:
   - Post Strategic Plan (i.e., 5-year plan)
   - Post Tactical Plan (i.e., 1-year, current year plan).
   - Post Operations Manual

2. Operations committees are those that support the President and Board of Directors in administration of the Post. Standing operations committees may include but not limited to:
   - Finance
   - Scholarship and/or Education and Mentoring
   - Audit
   - Nominating

3. Mission Committees are those that support SAME’s Strategic Plan and assist the Post in accomplishing its goals and objectives. Standing Mission Committees include:
   - Membership (streamer requirement)
   - Education and Training (streamer requirement)
   - Relationships and Recognition (streamer requirement)
   - Leadership and Mentoring (streamer requirement)
   - Programs

4. Task Forces or temporary Committees may be established to achieve goals and implement objectives set forth in SAME’s Strategic Plan at the recommendation of the President and with the approval of the Board of Directors. These committees should have specific missions.

5. The President may establish, with a specified term of office, special task forces and assign advisor to accomplish the Post’s mission.
Article VII
Finances

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

2. The Post Treasurer submits an Annual Budget for approval to the Board prior to the beginning of the calendar year.

3. Board shall have an investment policy with specific investment objectives and should have the investment portfolio reviewed quarterly with Investment Advisors or an established Post Investment Committee.

4. The Post shall establish an Education & Mentoring Fund for scholarships and mentoring activities. It shall be administered to comply with applicable Federal, state and local laws and regulations.

5. The Board may approve the use of Education & Mentoring funds by the President, Officers, Directors, a Non-Commissioned Officer (NCO), a Young Member or a Student Member to attend an Annual or Regional Joint Engineer Training Conference & Expo (JETC).

6. Education & Mentoring Funds will be used to award scholarships for college bound or current college students with a documented major in architecture, engineering or engineering-related studies.

7. Education & Mentoring funds may be used to pay the entire cost of at least one high school student to attend the Air Force, Army, Navy or Marines Engineering Summer Camps.

8. Post accounts shall be audited annually or within 30 days of a change in Treasurer by an audit committee of three members appointed by the President or an outside auditor prior to the submission of the annual financial report to the SAME Headquarters.

9. Upon dissolution of this Post, all assets will be forwarded to Host Post if the Post becomes a Field Chapter or SAME Headquarters’ Education and Mentoring Fund as Unrestricted Donations.

Article VIII
Meetings and Activities

1. Post meetings and technical, professional and social activities shall be developed and implemented to meet the goals and objectives set forth in SAME’s Strategic Plan. Such activities shall be planned to achieve participation of all segments of the Post membership.

2. An annual meeting shall include a Post Awards Program to recognize outstanding individuals, committees and sustaining members. It may be combined with a scheduled meeting or held with the Annual Installation of Board. (Also, see Nominations & Elections, Article IX).
3. The President or Board of Directors may call for a special meeting at any time to conduct business of the Post. At least one week’s notice of time and place and purpose of the meeting shall be given to all members and only the business stated in the call shall be transacted at the special meeting.

4. The Continuing Education Director will track and administer Professional Development Hours (PDH) for members who participate in monthly meetings and other Post-sponsored events, such as Technical Workshops.

**Article IX**  
Nominations and Elections

1. A Nominating Committee will be established each year. The Chair will develop a slate of officers and directors for each position, as specified in Articles IV and V, after obtaining input for such slate from the Board and/or the members.

2. The minimum qualification for a person to be nominated or to nominate an individual for office is to be a member in good standing of the Society and the Post.

3. A slate of Officers and Directors is presented to the Post membership at one of its announced meetings and voted upon by those members in attendance, provided that the slate was announced to the Post membership prior to the meeting and an opportunity provided for members to submit ballots prior to the meeting for the purpose of the election, as determined by the Board of Directors. A quorum is not needed for these general elections. The results of the election shall be transmitted to the Regional Vice President and SAME Headquarters within 30 days.

4. The Post Website will show the ballot for Officers and Directors a month prior to the election and solicit electronic votes. The election will occur at a designated meeting and votes will be taken and consolidated with the electronic ballots. The results of the election shall be transmitted to the Regional Vice President and SAME HQ within 30 days following the election.

5. Following the election of Officers and Elected Directors, the new President may recommend additional Appointed Directors at any time during the year for approval of the Board of Directors.

6. The installation of the new Board of Directors shall occur at the meeting following the election and on the date of the beginning of the elected Officers’ and Directors’ terms of office.

**Article X**  
Communications

1. Post communications shall occur regularly using one or more of the following means:
   - Presentations at meetings or activities
   - Post Website
   - Facebook
   - Electronic mail
Internet or list serve distribution
News media
Printed materials
As appropriate by the Post Board of Officers and Directors

2. The Post shall regularly communicate the following:
   • List of current Officers, Directors and Committee Chairs with contact information
   • Activity announcements and registration information

3. Post Website. The Website shall be maintained regularly and include a list of Post Officers and Directors, their email addresses and telephone numbers. Society Headquarters may assist as needed. The website will be linked to the Society's Website and comply with Society content and communication standards. The website will include:
   • List of current Post Officers and Directors with their email addresses and telephone numbers
   • Calendar of events with at least one upcoming event slated to take place within the next 30- days
   • "Join SAME" statement with link to SAME HQ website.

4. The Post newsletter, Postscripts, shall be issued at least quarterly and be distributed to members by email, Website posting, or by regular mail.

   Article XI
   Board of Directors Voting Procedures

1. Voting on an issue shall be conducted during a Board meeting and after discussion is complete and a motion to vote has been made. Voting can be conducted in person, by conference call, or electronically. In person and conference call votes will immediately follow the discussion. Electronic votes may be used:
   • For efficiency and timeliness
   • Following an analysis of a discussion

2. Elected Officers, Directors and Appointed Directors are eligible to vote. Committee Chairs and Special Advisors are eligible to vote only if they also serve as a Post Officer or an Appointed or Elected Director. An individual is entitled to only one vote regardless of the number of positions or offices held at the Post.

3. The Board will conduct business at meetings or by conference call. A motion must be passed by the majority of members present at the meeting or on conference call. Also, the Post President, or presiding officer at the meeting, may call for an electronic vote by the entire Board, in which case a majority vote of the entire Board is required to pass a motion. Votes taken will need a majority of Board of Directors members in attendance at the meeting or on conference call to pass. The Post President or presiding officer at the meeting may call for an electronic vote by the entire Board, in which case a majority vote of the entire Board is required to pass a motion. Post should consider establishing a minimum quorum based on size of Board of Directors.
Article XII
Cooperation with Other Organizations

1. To further Society goals and objectives, the Post may coordinate and cooperate with other societies and organizations toward the improvement of the professional status and standards of the engineering, architecture and related professions to foster engineering education and the knowledge of engineering and associated sciences. Only SAME HQ will sign formal agreements with national organizations; however, the Post President may sign agreements with State or local chapters.

Article XIII
Amendments and Revisions

Amendments and/or revisions to the Bylaws may be made by a majority vote of the members, provided that the proposed amendment and/or revision has been previously approved by a majority vote of the Board of Directors, and further provided that it shall be provided to the Post membership at least fifteen days prior to the meeting along with an announcement of the date, time, and place of the meeting for the vote; and provided further that the amendment and/or revision is not in conflict or contradictory to SAME Constitution or Bylaws. (See Nominations & Elections, Article IX). Approved by a majority vote of the members on July 31, 2013 at the regular meeting of the Northern Virginia Post Board of Directors.

Prepared:

[Signature]

Professional Development Director, Chair, Post Presidents' & Fellows' Committee

Signed: ______________________

Post President