



## **Posts.**

SAME will organize geographically by Posts, located throughout the United States and around the world. Additionally, Student Chapters, and Field Chapters may be organized as affiliates of existing Posts or the International Committee.

## Formation.

Posts of SAME may be formed with the recommendation of the Regional Vice President and approval of the Board of Direction. Posts will be subsidiaries to the national organization and will not be separately incorporated. Post Officers must be members in good standing. Each post shall have responsibility to select its name and to draft its bylaws, using a template provided by the SAME National office; provided that prior to final adoption, such name and the bylaws so drafted and all subsequent amendments thereto shall have been submitted to and approved by the Post Board of Directors and membership. Posts are required to comply with federal, state and local tax laws and requirements. Post Annual Reports and tax forms shall be submitted on time, with copies to SAME National Office. Posts are required to sign an affiliate agreement to maintain their 501(c)(3) tax exempt status.

Requirements: Charter; Bylaws; File Annual Report/Streamer Submission; File 990 Tax Return; Sign Affiliate Agreement; Succession Plan: Regularly Updated Website

### *Considerations that should be taken into account include:*

- Was the prospective Post a Field Chapter?
- Was there a Post in this location previously? If yes, why did it deactivate?
- How long has the prospective Post been holding organized meetings?
- Is there a Board of Direction identified?
- Are proposed Post leaders registered members of SAME?
- Is there a commitment from at least 10 individual members to join the Post?
- Are there at least three Sustaining Member companies committed to join the Post?
- What will draw membership in the new Post?
- Have the prospective Post leaders served in leadership positions in other Posts or organizations?
- What are the geographical relationships to other Posts? If the prospective Post is based on a federal installation, are meetings accessible to members who do not work on the federal installation? Are there other federal/local/state government entities nearby that the prospective Post can engage?
- Are there other professional organizations/societies in the area that the new Post could partner with on programs, activities and opportunities to create value for members?
- Has the prospective Post established a charter with supporting member signatures and bylaws?

### Process to Establish a Post.

- a. Complete the Application for Charter and demonstrate that the following criteria are met:
  - i. A sustainable leadership base—elected Post officers committed to establish the Post and provide for leadership succession.
  - ii. A sustainable company base—a minimum of three Sustaining Member companies.
  - iii. A sustainable Individual Membership base—a minimum of 10 active members.
  - iv. Prepare Post bylaws using the Post bylaws template in the online Post Resources Center.
- b. Submit the completed Application for Charter and proposed Post bylaws to the appropriate SAME RVP.
- c. The RVP should review the documents and forward the package to the Vice President over RVPs and the SAME National Membership and Post Operations department, with a letter endorsing the proposed Post.
- d. Following approval by the SAME Board of Direction, the Post must apply for an Employer Identification Number (EIN) by completing an SS-4 Form and completing the Affiliate Agreement.

### Deactivation.

The Board of Direction shall deactivate posts that are no longer sustainable upon the recommendation of the Regional Vice President or are not meeting regulatory financial requirements. In lieu of deactivation, the Regional Vice President may approve the transition of a Post to Field Chapter status.

*Prior to deactivation, the RVP should complete a full assessment including:*

- Communications with current and past Post leaders, public and private industry in the area, and remaining members to assess the viability of the Post.
- Viability whether the Post could shift to Field Chapter status under another Post
- Willingness of another Post to sponsor as their Field Chapter
- Review of Post activity with the National Office including submission of annual reports, 990 filings,
- Streamers participation and, attendance at Post Leaders Workshop.
- Review of any remaining Post funds, including bank statements from all post accounts, bank and contact information and signatory authority.

If the proper course of action is clearly to deactivate the Post, the RVP must notify the Vice President over RVPs and SAME Executive Director, in writing, of the recommendation, the effective date and plan of execution to secure remaining funds. The SAME Board of Direction will vote whether to deactivate the Post.

Any remaining funds will be returned to the National Office Post Operations budget. Where there may be a separate Education and Mentoring account, those remaining funds will be turned over to the SAME Foundation.

## **Field Chapters.**

Composed of Individual and Sustaining Member Companies, Field Chapters may be formed at locations where uniformed and civilian members of the uniformed services exist but where there are insufficient resources to maintain an active Post. Members of the Field Chapter shall become members of a Post in proximity to the chapter which will serve as the Field Chapter sponsor or "Host Post." The Post shall develop and execute a charter that creates a partnership between the Post and Field Chapter. Normally, at least one Post meeting each year should be held at the location of the Field Chapter. Field Chapters only require approval from the Regional Vice President.

Field Chapters are ideal for locations where membership numbers may not be sufficient or the situation precludes the ability to establish and maintain a full Post with a functioning Board. If there is expressed interest and a desire to belong to SAME, locations can become affiliated with an active Post, which will be designed a "Host Post" for the Field Chapter. Conditions of a Field Chapter include:

- i. Field Chapter members are included as members of the Host Post.
- ii. The Field Chapter will not have a Board of Direction, but rather should have a Field Chapter President or Leader who should serve on the Host Post Board of Directors. This individual should be listed on the SAME website as the Point of Contact for the Field Chapter.
- iii. There are no bylaws for the Field Chapter, only a charter signed by Field Chapter and Host Post Presidents.
- iv. The Host Post should agree to hold at least one event per year at the Field Chapter location and to provide financial support to the Field Chapter
- v. Field Chapters may host events separately from the Host Post.
- vi. Field Chapter finances are held and managed separately by the Host Post
- vii. If a Post is changing to Field Chapter status, funds may be transferred to the SAME Foundation and held as an investment until the Field Chapter moves back to Post status or closes, for a period of no more than three years, at which point the funds will be returned to SAME.

International Field Chapters, composed of generally rotational members, may fall under the operation of the International Community of Interest in lieu of a host Post.