



BYLAWS OF THE BLUE RIDGE 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 the SAME web site: <https://www.same.org/>.
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 **Blue Ridge Post (BRP)**, Society of American Military Engineers, hereafter referred to as the "Post" Or "BRP".
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, sex 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. 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 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. ~~Please reference the SAME website for further details: <https://www.same.org/charleston/membership/>.~~
2. Individual Members and Life Members may select up to two (2) Posts at no additional charge and may change Post membership at any time. Students do not pay National Dues but can select one Post affiliation 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 or Post dues to SAME Headquarters.

Article IV

Board of Directors

1. The Board of Directors shall be comprised of the **Post Officers, Five Elected Directors, the Immediate Past-President and an Appointed Young Member Director**, to provide an opportunity for all segments of the Post to be represented and to link the Post to National Committees, as appropriate. Directors shall be representative of the Post's membership to the maximum extent possible:

The term of office for an Elected Director shall be a one-year term. Directors are encouraged to serve multiple terms to permit a staggered turnover for greater continuity in the governance of the Post. The Past President shall have a one-year term of service on the Board of Directors in order to help ensure continuity of Post leadership and to act in a mentoring capacity. The term of office for Appointed Directors shall be one (1) year: the new board is sworn-in at the May luncheon event. The incoming President recommends individuals to be Appointed Directors, subject to the approval of the Board of Directors. Directors may be re-elected for additional terms.

2. The Post shall hold elections annually, during the first quarter of the year, such that the new and continuing Officers and Directors are installed in May of each year.
3. Directors shall be charged 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. One Director Position is established for a Young Member and at least one Director will be a SAME Fellow. Elected and Appointed 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.
4. The Board of Directors shall have power to fill vacancies of the Officers and Elected Director positions provided that Officers and Elected 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.
5. The Board of Directors shall meet regularly for the transaction of business. The President on his/her own initiative may also call special meetings of the Board of Directors. Conduct of business utilizing teleconferencing is permitted. (See also Voting, Article XI)
6. The Board of Directors approves the establishment, disestablishment or continuance of Committees that may be recommended by the President. (See Committees, Article VI)

Article V **Officers**

1. The Officers of the Blue Ridge Post shall consist of the following roles, which may be combined, and not limited to:
 1. President
 2. 1st Vice President
 3. 2nd Vice President
 4. Vice-president for STEM Scholarships Program
 5. Vice-president for STEM Summer Camp Program
 6. Vice-president for Programs
 7. Programs Chair, Communications/Social Media
 8. (Director) Treasurer
 9. (Director) Secretary
 10. (Director) Young Member & Student Member Chair
 11. Small Business Chair
 12. US Government Liaison
 13. Streamers Chair
 14. Membership Chair
 15. Post Fellow Chair
1. Officers shall be elected by the Post membership for a one-year term. Officers may succeed themselves in office if duly elected by the membership for additional terms. Officers are voting members of the Board of Directors.
2. The President shall be responsible for general supervision of the affairs of the Post and shall preside at the meetings of the Post. The President may recommend the establishment, disestablishment, restructuring or continuance of Post 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 Official Post meetings and shall sign all written contracts and obligations of the Post, with the concurrence of the Treasurer on financial obligations. The President may delegate to responsibility for signing contracts for monthly luncheons to the Post Secretary or Post Programs Communications/Social Media Chair.
4. The Post President shall report the status of affairs of the Post to the Post membership at the annual Post meeting held in June, at a minimum addressing: a) the financial and membership status of the Post; b) a review of the Post's activities for the current year; and c) the Post's progress in achieving the goals and objectives of SAME's Strategic Plan: <https://www.same.org/2030-strategic-plan-development/>. (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) submit the annual report to the Board of Directors during the last calendar quarter and to SAME National by March 31 of the following year. 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 accounts of the Post under the direction of the President, or in his/her absence, the 1st Vice President. The Treasurer shall: (a) make collections and disbursements under the supervision of the President as directed by the Post; (b) render annual reports to SAME Headquarters; and (c) file Federal, state, and local income tax returns with a copy to be sent to SAME Headquarters to ensure the retention of SAME's tax exempt status. The accounts shall be audited annually by an audit committee of up to three (3) members appointed by the President prior to the submission of the annual financial report to the SAME Headquarters. The committee shall report to the President the results of the audit in May. (See also Finances, Article VII). One member of the Board of Directors shall also be designated as the second authorized signatory for all of the Post's various asset accounts.

Article VI

Committees, Task Forces and Special Advisors

1. The Post may establish Post Committees as required to effectively manage the business of the Post. (See Meetings and Activities, Article VIII)
2. Post Committees are those that support the President and Board of Directors in administration of the Post. Standing operations committees include:
 - a. Education and Training includes Scholarships and Summer Camps (Vice President for Scholarships plus appointed volunteers)
 - b. Relationships and Recognition;
 - c. Outreach and Communications;
 - d. Readiness
3. Ad hoc 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 have specific missions.
4. In addition to the above Post Committees, the President may establish other special task forces and assign advisors deemed necessary to accomplish the Post's mission, with a specified term of office.

Article VII

Finances

1. The fiscal year (FY) of the Post shall begin on the first day of January.
2. The Blue Ridge Post scholarship budget and distribution shall be recommended by Vice President for STEM Scholarships Program and approved by the Board.
3. Upon dissolution of this Post, all assets will be forwarded to SAME Headquarters for inclusion into SAME's general fund.

Article VIII

Meetings and Activities

1. Regular meetings and technical, professional and social programs of the Post 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. The Post shall conduct an annual meeting that will include awards to recognize outstanding individuals, committees and sustaining members. The Post's annual meeting will be combined with a regular meeting held in the month of May: coinciding with Post annual elections or installation of the new Board of Directors. (See Nominations and 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 special meeting business stated in the call shall be transacted at the special meeting.

Article IX

Nominations and Elections

1. The Board of Directors shall develop a slate of officers and elected directors for each position as specified in Articles IV and V.
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 SAME and the Post.
3. A slate of Officers and Directors is presented to the Post membership via e-mail to all members. A quorum is not needed for these general elections. The results of the election shall be transmitted to the Regional Vice President and the SAME Headquarters within 30 days.
4. 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.
5. The installation of the new Board of Directors shall occur at the next meeting of the Post but prior to or on the date of the beginning of the elected Officers' and Directors' terms of office.

Article X

Communications

1. Communication with Post membership shall occur with regularity via one or more of the following mechanisms: presentations at meetings or activities; website; electronic mail; Internet or list serve distribution; social media; or others deemed appropriate by the Post.
2. At a minimum the Post shall regularly communicate the following: a) list of Officers, Directors and Committee Chairs with their contact information; and b) activity announcements and registration information.
3. The Post web site shall list Post Officers with their email addresses. The Post will create and maintain its own SAME.org hosted website, and regularly update the material presented. The site will contain a link to the SAME Headquarters website and will comply with Society website content and communication standards.

Article XI
Voting by Officers and Board of Directors

1. Voting on an issue shall be conducted 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: (a) if time permits and (b) if an analysis of the discussion is provided for consideration.
2. Officers, Elected 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. Business at a Post Board of Directors meeting may be conducted by those Board members who are in attendance at the meeting or on conference call. 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.

Article XII
Cooperation with Other Organizations

In the furtherance of Society goals and objectives, the Post will cooperate with other professional and technical societies and organizations in presenting programs that further the status and standards of architecture, construction and related professions, and to foster engineering education and the dissemination of knowledge of engineering and associated sciences.

Article XIII
Amendments and Revisions

Amendments and/or revisions to Post 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 (15) 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 Nomination and Elections, Article IX)

These Bylaws were revised and approved by a vote of the Board of Directors November 10, 2023.

Signed:

Tim Rodriguez Timothy Rodriguez, Post President

Shay Kelly Shay Kelly, Post Secretary

And approved by a majority electronic vote of the members completed on 10 November 2023.

Signed: Shay Kelly Shay Kelly, Post Secretary

2023-2024 BRP Board Members

1. Tim Rodriguez Post President
2. Brian Thorne 1st Vice President & Treasurer
3. Chris Day 2nd Vice President
4. Shay Kelly Post Secretary
5. Bree Beal Post Programs, Communications/Social Media
6. Ben Wham STEM Summer Camp VP
7. Donn Booker Sr. STEM Scholarship VP
8. Mary Anderson Post Fellow Chair
9. Joseph Zaraszczak Post Govt Liaison
10. John Hilker Post GC Representative
11. Carol Davis Post Small Business Representative
12. Jay Manik Post Membership Chair
13. Adam Hanks Post Student & Young Member Chair