



Post Operations Manual

Revised Summer 2026

Table of Contents

Chapter 1: Governance and Organization	3
Chapter 2: Administration	7
Chapter 3: Financial Responsibility and Guidelines	11
Chapter 4: Insurance	16
Chapter 5: Membership	17
Chapter 6: Programs	20
Chapter 7: Communications	24
Chapter 8: Awards & Recognition	27
Appendix	29
Other Resources List	30

Chapter 1: Governance and Organization

National Governance

Documents:

- a. [SAME Certificate of Incorporation](#). SAME was formed in 1920 and was incorporated in the District of Columbia on December 5, 1924.
- b. [SAME Constitution](#). The SAME Constitution was last amended on May 24, 2012, at which time the position of President-Elect and the terms of the national Vice Presidents were changed from one year to two years.
- c. [SAME Bylaws](#). The Bylaws are updated regularly to reflect changes adopted by the National Board of Direction. They are posted on the SAME website.
- d. [SAME Code of Conduct](#). SAME is committed to providing a safe and welcoming experience for all participants, regardless of race, ethnicity, disability, religion, political affiliation, gender, gender identity or expression, sexual orientation, and any other characteristic protected by applicable federal, state, or local laws, regulations, or ordinances. SAME does not tolerate discrimination, intolerance, harassment, aggression or ill-will of any kind, whether presented in person, digitally or via another method.
- e. [2030 Strategic Plan](#). The *SAME Strategic Plan* is updated regularly to reflect changes in focus as SAME adapts and conforms to the priorities of the nation and National Security. It includes a Mission and Vision statement, Values, Goals, and Objectives.

SAME Mission.

Lead collaboration in support of our national security priorities.

SAME Vision.

Serve as the trusted integrator across the A/E/C and related professions in addressing our nation's economic and security interests at home and abroad.

SAME 2030 Strategic Goals.

- **Drive Partnerships through focused industry-government engagement.**
- **Deliver Solutions for critical infrastructure and mission readiness challenges.**
- **Develop People to strengthen America's STEM pipeline and technical workforce.**

Organizational Structure

National Level- National Leadership Assembly is the voice of the Society charged with being active representatives for their constituents within SAME. This is an entirely volunteer group, led by nine national officers: President, President-Elect, Past President, three Vice Presidents, Treasurer, Counsel, Foundation President, and the Executive Director as Secretary. The Assembly includes: 12 Elected Directors who serve three-year terms; 18 Regional Vice Presidents who have oversight of all Posts in their geographic region for

two-year terms; Chairs of the Communities of Interest, Committees, and Councils (C3s) for two-year terms, up to five Appointed Directors who serve at the discretion of the President for 2-year terms, and Service Liaison Officers who represent SAME's military and federal stakeholders.

SAME Board of Direction

The Board of Direction has an overall charge of all activities of SAME and has the power, within the limits specified in the Constitution and Bylaws, to initiate and execute measures needed to support the SAME Mission, Vision, and Strategic Plan. The Board is led by nine national officers listed above. The remainder of the Board of Direction is appointed from the National Leadership Assembly by the President and includes 3 Elected Directors, 3 Regional Vice Presidents, and 3 C3 Chairs.

A subset of the Board of Direction, known as the Executive Committee, is comprised of the National Officers. This committee is responsible for ensuring effective governance and guiding the strategic direction of the organization.

SAME Executive Advisory Group

To ensure connectivity to SAME's governance and to obtain input from the Engineering Service Chiefs, the Executive Advisory Group was established to provide advice and guidance to SAME on how the organization can support the professional development of uniformed engineers and the engineering and technology needs of the uniformed service engineering departments. This is an advisory body and has no decision making authority for the society.

The Executive Advisory Group meets twice annually with the SAME National Officers at the Joint Engineer Training Conference (JETC) and Small Business Conference (SBC).

- Chaired by the SAME National President and includes senior engineering leaders from across the federal government and uniformed services – meets at JETC and SBC
- Advises SAME National Leadership on infrastructure priorities, professional development needs, and challenges that impact national security
- Guides SAME's industry-government engagement by identifying shared challenges and shaping collaborative solutions
- Serves as a forum for high-level dialogue across the full spectrum of tactical, technical, and public engineering missions
- Produces white papers, recommendations, and working groups
- Advances national security goals through collaboration
- Senior leaders utilize Service Liaison Officers (SLOs) to interface with SAME on a regular basis

Regional Level—SAME is geographically organized into 18 regions with a Regional Vice President (RVP) elected to oversee each region. RVPs are members of the National Leadership Assembly and are elected for a two-year term by the Posts within their region and may extend their term to three years with the approval of the SAME Executive Director. Regional Vice Presidents may designate a Deputy and/or Secretary to assist with their responsibilities.

Ethics—SAME Relationship with Government Organizations and Officials. - The Joint Ethics Regulation (JER) governs interaction by individuals with Military Associations. Interpretation of regulations is guided by the intent of the regulation then acted upon by decisions of the

commander. Interpretation of the JER should focus on how an individual can ethically participate, versus declaring why not. For more information, please contact the SAME Strategic & Stakeholder Relations Officer.

Post Governance

Bylaws. The basic operating element of SAME is the Post. Posts are affiliated with SAME and as such, are legally bound to the SAME Constitution and bylaws and are expected to support the *SAME Strategic Plan*. However, each Post is required to adopt its own bylaws, which set forth the way the Post is governed and operates. A Post bylaws Template consistent with the National organization bylaws is located on the [SAME Post Resource Center website as a guide](#). website and is provided as a guide. Bylaws should be reviewed and updated every five years. A copy of the current bylaws must be submitted to SAME National. and is provided as a guide. Bylaws should be reviewed and updated every five years. A copy of the current bylaws must be submitted to SAME National. and is provided as a guide. Bylaws should be reviewed and updated every five years. A copy of the current bylaws must be submitted to SAME National. and is provided as a guide. Bylaws should be reviewed and updated every five years. A copy of the current bylaws must be submitted to SAME National.

Each Post is required to adopt its own bylaws, which define how the Post is governed and operated. A **template consistent with SAME National Bylaws** is available on the [SAME Post Resource Center](#). Bylaws must be **reviewed and updated at least every five years**, and a **current copy must be submitted to the National office**.

Affiliate Agreement. Posts obtain IRS nonprofit status under SAME National's group exemption umbrella (Group Exemption Number 1278). To maintain this status, each Post must sign an Affiliate Agreement with the National Office, which formalizes the legal and operational relationship between SAME National and the Post.

IRS 990 Tax Return

Each Post is required to file an annual 990 tax return with the IRS. Failure to do so for more than three years will result in the revocation of the Post's nonprofit status. If the Post's nonprofit status has been revoked, see <https://www.irs.gov/charities-non-profits/charitable-organizations/automatic-revocation-how-to-have-your-tax-exempt-status-reinstated> to have it reinstated.

To obtain a copy of the Post's IRS determination of nonprofit status visit:
<https://www.irs.gov/retirement-plans/determination-letters-need-a-copy-or-a-correction>

Post Size. Posts are divided into three size categories based on total membership.

- Small Post: 0 - 130
- Medium Post: 131- 300
- Large Post: 301+

Post Officer Positions.

All Post leaders must be SAME members in good standing throughout their term. Each Post should include the following officer positions in its Bylaws to support the Post operations and ensure they receive regular communication from SAME National. The Post Bylaws will establish the roles, responsibilities, and terms of these positions.

- a. **President.** The Post President provides overall leadership and supervision of Post activities and presides over meetings. To allow sufficient time for learning the role and making a meaningful

impact, the President may serve a term of up to two years.

- b. **Vice President.** The Post should have at least one Vice President and in some cases several Vice Presidents with specified duties. The 1st Vice President will officiate Board meetings in the absence of the President. Often, the Post succession plan includes the 1st Vice President as nominated to become the President in the following year.
- c. **Secretary.** The Post Secretary is responsible for maintaining the correspondence and records of the Post, sending out notices of meetings (unless there is Communications POC or Committee), recording the proceedings of all Board and membership meetings, and maintaining a copy of the Streamer and Award submissions. The Secretary is also responsible for submitting the [Change of Post Officer Report](#) to the SAME National Office immediately following a change in Post leadership.
- d. **Treasurer.** The Post Treasurer is the controller of the Post accounts under the direction of the President and is responsible for submitting the Post Annual Financial Report to the National office, filing tax returns, and financial reporting to the Post Board of Directors. The Board of Directors is required to specify the level of authority for the Treasurer to sign checks and obtain the President's or Board's approval prior to obligating the Post to financial obligations. Normally, checks over a specified amount should be co-signed by the Treasurer and another Board member. (See additional guidance in the Financial Guidelines Chapter). Post Treasurers should serve no more than three consecutive years in order to ensure proper control of the Post finances has been maintained. (*See the section on Financial Guidelines for more information about the Treasurer position and responsibilities.*) Posts utilizing the re:Members financial platform provided by SAME National, the Treasurer and President both authorize all expenditures from accounts.
- e. **Membership:** Post Membership Points of Contact (POCs) are responsible for reviewing the Post rosters at least monthly. Sends a welcome message to all new members and reaches out to members in 'grace period' and inactive members. This position has access to a variety of rosters, available online through their member account. Rosters are updated as soon as a member joins or transfers to a Post. Membership POCs should also be reporting monthly membership statistics at regular board meetings. Membership POCs should maintain a separate listing of non-member prospects to invite Post activities and events, and they should encourage them to join SAME. A [full position description](#) has been developed by the Membership Committee.
- f. **Additional Positions:** These positions are optional, and each Post may determine which roles best meet its specific needs. If a Vice President or Elected Director has a specific role, provide that information on the office change report.
 - Award and Recognition POC
 - Camp POC
 - Communications Chair
 - Elected Director
 - Fellows POC
 - Leadership/Mentoring POC
 - Programs Chair/POC
 - Scholarship Chair/POC

- Small Business Council Liaison/POC
 - STEM POC
 - Streamers Chair/POC
 - Student Chapter Mentor
 - 2nd/3rd Vice President (Succession Planning)
 - Uniform Council POC
 - Website Administrator
 - Young Professional POC
- g. **Post Committees:** Posts should establish standing committees to support programs, activities, and finances. Each Post determines the names and scope of its committees based on its Bylaws and member needs. Chairs of standing committees should generally serve on the Post Board of Directors to ensure alignment with governance. Common Standing Committees include:
- **Programs.** Responsible for providing and executing a plan for the calendar year to include general membership meetings, Industry Government Engagement programs, field trips, technical workshops and trainings, and networking/social events. Programs should support the SAME Strategic Plan.
 - **Communications.** Responsible for sending out emails for Post events, updating information on the Post website, adding events to the SAME National calendar, posting on social media, providing information for major Post events and accomplishments to the [SAME National Communications Team](#). **Awards and Recognition.** Responsible for establishing or maintaining a Post Awards program, supporting streamer submission and nominations for SAME National Awards and working with Post Fellows on nominations of individuals to be elevated to the status of Fellow.
 - **Finance Committee.** Provides oversight of the Post investment accounts, and annual financial audit of accounts.
 - **Audit Committee.** The Board is responsible for appointing an Audit Committee. to annually review the Posts financial records, or when there is a change in Treasurer, or hiring an external auditor. The appointees should be individuals that do not have access to Post finances. Audit findings/report should be submitted to the National Office at posts@same.org
 - **Nominations.** Generates the slate of officers and directors for Post elections. They certify the election results and present them to the Board.

Task Forces. In addition to Standing Committees, Posts may form Committees, Task Forces, or Working Groups to carry out specific activities or events. These groups should be temporary and disbanded once their purpose has been fulfilled.

Post Officer Transition: SAME National recommends a transition period for Post Officers during which outgoing officers train their successors. All prospective Post Officers **must** be members, in good standing of SAME at the time of nomination and must maintain their membership through their term. Post Officers must be elected to the Board; however, other members of the Board may be elected or appointed positions, consistent with the Post Bylaws. ***It is important that the Secretary submits a [Change of Post Officers Report](#) as soon as new officers are sworn in.***

Installation of New Officers: The procedure for the installation of new Post Officers is located at the end of this Post Operations Manual. This document should be used as a reference for the

requirements of the Post Officer installation ceremony. The installing Officer may be a Member of the National Leadership, the RVP or Post Board of Directors, or a senior member of the Post.

Chapter 2: Administration

Process to Establish a Post. SAME Members are encouraged to establish Field Chapters as local interest warrants. If there is enough support, the Field Chapter may become a Post. The following steps are necessary to become a Post:

Complete the Application for Charter and demonstrate that the following criteria are met:

- i. A sustainable leadership base—Elected Post Officers committed to establishing the Post and providing leadership succession for a minimum of two years.
 - ii. A sustainable company base—A minimum of three Corporate Members.
 - iii. A sustainable Individual Membership base—A minimum of 20 Individual active members.
 - iv. Prepare Post bylaws using the Post Bylaws template in the [Post Resource Center](#).
- b. Submit to the appropriate SAME RVP and posts@same.org the completed Application for Chapter and proposed Post Bylaws and a business case addressing the following which should distinguish the value to local members and the society:
- i. Current and projected membership*
 - ii. Revenue sources beyond dues
 - iii. Partnership opportunities with SAME strategic partners and other organizations
 - iv. Leadership succession plan for a minimum of two years
 - v. Why Post status adds value beyond the existing Field Chapter
 - vi. *For OCONUS locations, share a plan to recruit local members. Indicate if and how participation of local professionals and organizations will benefit from a Post.
- c. The RVP should review the documents and forward the package to SAME National Membership and Post Operations department, with a letter/email 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. Once the EIN is obtained, the Post will use re:Members, to manage finances, events and communications. (*Processing and/or transaction fees may apply based on services selected.*)

Post Mailing Address: SAME recommends using a P.O. Box as the official mailing address for Posts. This helps maintain consistency as Post Leaders change. While most of the correspondence from SAME National is done electronically, an official mailing address must be reported on Form 990 filing with the IRS. Posts should never use a government mailing address, government resources or logistical support for a Post.

Post Goals and Objectives: Post boards should align the Post goals, objectives, and activities with the SAME Streamer Program, which is designed to help Posts support the *SAME Strategic Plan*. Streamer/Programmatic criteria is available online at the [Post Resources Center](#). Streamer programmatic input is required as part of the Post's Annual Report.

Post Membership Dues. All dues are collected by the National Office. A portion of the dues collected from Individual and Organizational Members is distributed quarterly to Posts that are in good standing—defined as having submitted their Financial Annual Report and having a signed Affiliate Agreement on file. If a Post receives a dues payment directly from a member in error, the check should be promptly forwarded to the SAME National Office at **1420 King Street, Suite 100, Alexandria, VA 22314**.

Process to change the Post name. Occasionally a Post may choose to change their name due to an installation of name change or other reason. To ensure the change is properly documented and approved, please follow the steps below:

- a. Post needs to survey members to select a new name for the Post. It is recommended that at least two options are provided to members.
- b. After a new name has been selected by the members, the Post bylaws need to be updated with the new name. Bylaws and an email should be sent to posts@same.org for approval by the National Executive Committee.
- c. Update the Post name across all relevant systems and records, including bank accounts, credit card processing services, email provider, PO box and any other platforms or services where the Post name appears.
- d. Post should review IRS procedures for filing their 990 tax return after the name change. <https://www.irs.gov/charities-non-profits/annual-filing-and-forms>
- e. Other considerations: website updates, email address change (if using a generic email for Post communications), mailing address, SAME Post logo.

Post Calendar of Events. Posts should develop and maintain an internal Calendar of Events at least six months out, and if possible, for the full calendar year, to align with the Streamer evaluation period and supporting the local membership. It should include contact information for event organizers, all key events and associated timelines, meeting dates, as well as due dates for submitting reports and nominations to the SAME National Office. All Post or Regional/Joint Post events should be on the Post events module of their website, which feeds the National calendar of events. Questions may be directed to the [National Web Manager](#).

Post Deactivation. Should the Post become inactive and no longer sustainable, the RVP will work with the National Office and any remaining members to determine whether the Post should be shifted to a Field Chapter or deactivated. The RVP will conduct a formal assessment, including outreach to all members and research to determine if any funds remain in account(s). Should it be determined that the Post will be deactivated, any remaining funds will be returned to the SAME National Office. Should there be a separate Education and Mentoring account, those funds will be turned over to the SAME Foundation.

Posts in Good Standing:

- Have a signed Affiliate Agreement on file with the National Office.

- Submit their programmatic information via the Streamers program by January 31.
- Submits the SAME Annual Financial Report by March 31.
- Submits appropriate IRS form 990 by May 15 annually.

Post Leaders Workshop

SAME National offers an annual workshop in August. The workshop provides the opportunity for two Post Leaders from each Post with information on best practices and allows Post Leaders to share ideas for achieving the goals outlined in the SAME Strategic Plan and Streamers program. The National office covers the cost of registration and 2 nights CONUS/3 nights OCOUNS lodging for the two-day event. The Post or individual is responsible for transportation costs to/from the workshop and any other incidentals they may choose to cover. Posts may send additional representatives by paying the registration fee. PLW is a member only event. Non-members or partners of attendees are not permitted to attend PLW activities.

SAME Swag

SAME provides branded pens and lapel pins to Posts at no cost. Occasionally, additional promotional items may be available. To inquire about current availability, contact Posts@same.org

Posts may consider ordering swag directly from www.4imprint.com.

SAME Lands' End Store

SAME has a [Lands' End store](#) with the SAME logo and insignia available to use on your order. Posts can place orders directly, make payment, and have items shipped to their preferred location.

Field Chapters

- a. Field Chapters are designed for locations where membership numbers are limited, or circumstances prevent the establishment of a fully functional Post. Each Field Chapter is affiliated with an active Post, known as the Host Post.
- b. New Field Chapters only require approval from the Regional Vice President however the charter needs to be sent to the [Post Operations department](#) at the National office to set up the Field Chapter in the member database.
- c. Posts transitioning to Field Chapter status must establish a Host Post agreement. Any remaining operating funds should be transferred to the Host Post and managed with a separate account. If the Post maintains a separate Education & Mentoring fund or account, those funds must be transferred to the SAME Foundation. All associated bank accounts must be closed as part of the transition.
- d. Conditions of a Field Chapter include:
 - i. Field Chapter members should be members of the Host Post and may join the Field Chapter at no additional cost.
 - ii. The Field Chapter will not have a Board of Direction but should have a Field Chapter President who serves on the Host Post Board of Directors. This individual should be listed on the Post website as the Point of Contact for the Field Chapter.
 - iii. There are no Bylaws for the Field Chapter, only a charter agreement signed by Field Chapter and Host Post Presidents. A template is available at the SAME Post Resource Center.

- 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 Chapters may not hold bank accounts or collect dues. The Host Post will hold funds with separate accounting for the Field Chapter.

Student Chapters Student Chapters must be sponsored by a local Post.

Requirements for Student Chapters:

- a. Minimum of 10 students - SAME Membership is free to full-time students, under the age of 25 (active-duty military do not qualify as students) when they sign up for a SAME membership on the SAME website.
- b. Student Chapter Application – Submitted to the Host Post for review and approval, then forwarded to the SAME National office for formal recognition as a Student Chapter.
- c. Board of Directors – The Student Chapter needs to elect a board to govern the chapter.
- d. Faculty Advisor – On-campus faculty that will assist in overseeing the student chapter along with the Host Post.
- e. Post Student Chapter Mentor – Closely monitors the student chapter ensuring succession of officers and that graduating students are transitioned to Young Professional members.
- f. Student Chapters are required to file an [status report](#) annually in April to the SAME National Office.

STEM/Engineering & Construction Camps

Posts may choose to support a camper(s) for half of the camp fee. Posts may also support travel for the camper(s).

- a. Fall - Posts confirm whether they will support a camper(s) for the upcoming camp season and their Post camp POC who will receive all communications about camps.
- b. December –Camp applications open
- c. March – the Post Camp POC will be notified of any camper applications in the online portal and select the campers the Post chooses to sponsor. They will send their selection to the Camp Program Manager.
- d. SAME will invoice the Post for their portion of the camp fees for their sponsored camper(s).

Chapter 3: Financial Responsibility and Guidelines

Tax-Exempt Status.

- a. SAME National has been granted tax-exempt status under IRS section 501(c)(3). All Posts, unless separately incorporated, are exempt from federal income tax under SAME National Group Exemption (Group Exemption Number 1278). Group exemption does not include foundations and separately incorporated entities such as scholarship funds.
- b. Posts are required to obtain an Internal Revenue Service Tax Identification Number (TIN) separate from the National Office and file Federal 990 tax forms annually as required based on the amount of gross receipts received by the Post. Posts may need to obtain a tax-exempt status from their state for income. Should Posts host major events, exemption from state sales tax could be particularly important if major taxable expenditures are involved.
- c. SAME National files a Group Exemption Report with the IRS each September listing all the affiliated Posts. This Group Exemption Grants Posts their tax-exempt status, provided the certain requirements are met. The Post Financial Report provides information that SAME National needs to file the Group Exemption Report. Posts will lose tax-exempt status if not listed as a subordinate on this report or if they do not file their 990-tax return for three or more years consecutively.
- d. To maintain exemption under SAME National's 501(c)(3) status, all Posts must annually file a Form 990 Return of Organization Exempt from Income Tax with the IRS. Gross annual receipts will determine which version of the form is required.

Completing the Annual Report and IRS 990. Posts are required to submit an Annual Financial Report to SAME National by **March 31** of each year and must file a Form 990, 9900-EZ or 990-N each year with the IRS by **May 15**. Posts may request an extension from the IRS.

- a. If the Post Financial Report is not received by April 1, SAME National will withhold payment of the Posts dues until such time as the report is received. If the report is not submitted before the end of the calendar year, the Post will forfeit all dues for the year.
- b. Delinquent Financial Reports and IRS Reports are a basis for deactivating a Post.
- c. If a Post does not file an annual return for three consecutive years, their tax exemption is automatically revoked by the IRS. To regain tax-exempt status, the Post must file Form 1023 (or Form 1023-EZ if eligible) with the IRS, along with any required supporting documents and user fee. Retroactive reinstatement may be available under IRS guidelines. For details, please visit [Automatic revocation - how to have your tax-exempt status reinstated | Internal Revenue Service](#)
- d. To complete the Post Financial Report, visit the Post Resource Center and use the link provided for the [Post Annual Report Submittal](#). Please ensure that a valid email address for the Post Treasurer is included, along with the Post's mailing address as listed on Form 990.
- e. SAME encourages Posts to consult with a Professional Tax Adviser as they address their IRS filing requirements.

Separately Incorporated Funds. SAME does not recommend that Posts separately incorporate Scholarship, Education and Mentoring, or a Special Fund. However, if the Post has a separately incorporated fund, the following provisions apply:

- a. The Post must submit a separate Financial Report for that fund in addition to the Post

Financial Report submitted each year.

- b. The fund will have a separate Tax Identification Number from the Post. Also, the Post must file with the IRS annually for the separately incorporated fund.

Accounting Policy and Procedures:

- a. Posts should be using standard accounting practices on a cash or accrual basis.
- b. Post's dues are paid electronically on a quarterly basis, provided the Post is in good standing. It is the Post's responsibility to notify SAME National of any changes to the Post banking information. SAME National must have the current name and contact information for the Post Treasurer.
- c. The Treasurer should serve no more than three consecutive years in the position.
- d. The fiscal year for all Posts and SAME National is January 1 to December 31.
- e. The Treasurer of the Post or Finance Committee designated by the Post Board should prepare an annual budget and have it approved by the Post Board of Directors. Expenditure should be authorized in accordance with the approved budget or by exception in accordance with Post operating procedures.
- f. SAME National provides access to re:Members, financial management software with built-in expenditure controls. Posts are encouraged to use this system to support sound financial practices. All Posts must maintain proper segregation of duties in the expenditure process, including assigning someone other than the check signer to reconcile bank statements and requiring dual signatures on all checks where possible. To promote transparency and accountability, the Post Treasurer should serve no more than three consecutive years in the role.
- g. If the Post conducts events to raise money solely for their Education and Mentoring Fund or Scholarship Fund, the net revenue from the event must be placed in the Education and Mentoring or Scholarship Account. Education & Mentoring fundraising needs to be specifically advertised as such.

Standard Accounts. Posts may establish standard bank accounts outside of Re:Members, including checking, savings, or money market accounts. These accounts should be administered by the Post Treasurer and the Finance Committee, as designated by the Board of Directors. The Board should define the Treasurer's authority for external accounts and implement an approval process for expenditures. For added security, two signatures are recommended on checks exceeding an amount set by the Board, typically \$500

Operating Account. The Operating Account supports the day-to-day financial activities of the Post. This account must remain liquid, providing easy access to funds through a checking or money market account to ensure timely payments and operational needs.

Education and Mentoring or Scholarship Accounts. All Posts have the option to invest in the SAME Foundation. The benefit of the SAME Foundation is that it mitigates the Post's risk of investment decisions and management and allows Posts to leverage the lower fees due to the overall size of the

investment. Money invested in the SAME Foundation is still under the spending direction and authority of the individual Post. If the Post opts not to use the SAME Foundation, SAME National recommends Posts establish an Education and Mentoring Fund Account to allow the Post more flexibility on the use of the funds to support a variety of education and mentoring initiatives. This account should include all funds not required for the Operating Account or for the purposes of sponsoring the education and mentoring activities of students and members. Once funds are placed in this account, they may be used only to support Post Education and Mentoring activities. If the Post intends to establish an amount from which the dividends and interest will be used each year to support education and mentoring activities, the corpus should be invested in fixed revenue securities that will provide dividends and interest. A Post has a fiduciary duty to appropriately manage the funds and should therefore seek non-profit investment advice if considering investments outside the SAME Foundation. The Education and Mentoring Fund should be used solely for supporting education and mentoring activities of the Post, including but not limited to:

- Scholarships for two- or four-year college students, technical/trade/vocational students.
- Sponsor high school students to attend SAME's Engineering & Construction Camps and Society.
- Stipends for Young Professional (uniform, government, private sector) members to pursue professional certifications.
- Stipends for young professional members attending National SAME conferences.
- Expenditures for fundraising activities for the Education and Mentoring Fund.

Post Financial Responsibilities. The Board of Direction is responsible for ensuring the financial integrity of all Post accounts. The Treasurer should have specific responsibilities defined in the Post Bylaws, be knowledgeable of accounting practices, and be willing to commit the time to maintain accurate accounting of all revenue and expenses. The Post should establish a **Finance Committee** to oversee any investments. The Board of Direction must ensure an audit of Post accounts is conducted annually (before March 31), or whenever the Treasurer changes, and the results reported to the Post Board of Direction.

- The Treasurer should not be the sole signatory on Post accounts.
- All disbursements exceeding a threshold set by the Board (typically **\$500**) should require two authorized signatures

Responsibilities of Post Treasurer:

- a. Prepare and submit the Annual Financial Report to the National Office by March 31 for the previous fiscal (calendar) year. If an Education and Mentoring Fund is separately incorporated, please note it in the annual report in the additional accounts section.
- b. Preparation of Annual Budget for approval by Post Board of Direction before the start of the new fiscal year.
- c. Maintain Audit trail for all revenue and expenditures.
- d. Provide reports on revenue and expenditures to the Post Board of Directors at a minimum of quarterly meetings.
- e. Treasurers are responsible for completing any required financial reporting forms such as:
 - Filing the appropriate IRS Form 990, and State Tax Returns as required by their State Tax regulations by May 15 and providing a copy or confirmation to SAME National.
 - Coordinate annual audit as described below.
 - Formal transfer, including bank signatory authority, access to any online credit card processor and the overall financial records to their successor.

- Provide W-9 upon request to vendors
- f. Treasurers should serve no more than three consecutive years without a break.

Financial Policies:

- a. **Dues Collection.** Only SAME National is authorized to collect dues. If dues are erroneously sent to the Post, the Treasurer should not deposit the check and forward it to the National Office at 1420 King St., #100, Alexandria, VA 22314. Dues distributions from SAME National to Posts, made quarterly, are considered “unrestricted” and these may be used for either operating expenses or transferred to investment funds if not immediately needed for operational needs.
- b. Dues are paid electronically, and the treasurer on record will receive an email notification prior to the dues being paid. Posts receive the following based on paid memberships each quarter:
- c. \$5.00 per individual paid member (Dues are not paid for Life members)
- d. 15% of the Post fee for corporate members.
- e. **Recommended Pricing Structure.** The Posts may establish fees for the various events and activities it sponsors and should differentiate rates between categories of members.
 - **Member of the Post** (*this should be the lowest rate*)
 - **Member of SAME**
 - **Young Professional /Enlisted**
 - **Non-members** -To encourage membership, Posts should set significantly higher registration fees for non-members compared to members. Additionally, some events may be designated as **members-only**, as appropriate. Posts may also establish a first-time guest registration fee to introduce prospective members to SAME and promote engagement with the organization.

Internal Controls. The Post must establish controls to ensure transactions are authorized, and assets are properly safeguarded. Re:Members software provided by SAME National manages this automatically.

- a. The Board should approve expenditures based on a previously approved budget—unbudgeted expenditures over a specific dollar amount (set by the Board) should not be allowed without Board approval (which can be accomplished by email).
- b. The Post must establish accountability for collecting and depositing funds from Post sponsored functions. Maintain supporting documentation for funds collected (e.g., number of people attending, total funds collected, and deposit record) and cash disbursements.
- c. The Board of Directors should designate specific individuals with the authority to commit funds and to approve invoices before they are submitted to the Treasurer for payment. Approvals should be documented, and a level of check signing authority established (e.g., require second signature on cash disbursements over a certain dollar amount, typically \$500).
- d. Posts should ensure related party transactions (i.e., vendors who have a relationship with a member of the Board of Direction) are approved by an individual independent of the transaction and approved by the Board of Direction to avoid conflict of interests.
- e. Posts shall **never** set up personal accounts using personal social security numbers and shall **never** issue personal loans. Posts shall use only the Post Tax ID Number to set up any financial accounts.
- f. Post bank accounts are to be established in institutions that are federally insured. OCONUS Posts must have a U.S. based bank account or utilize Re:Members financial solution provided by SAME National.

- g. The Board of Direction should approve a fiscal year budget before January 1 to guide the posts in its expenditures. Variances in the budget should be reviewed periodically by the Board of Direction. The budget should only be adjusted for major changes so that the Board can monitor performance against the original fiscal year plan.
- h. Document internal accounting controls. Written procedures and policies serve to train Post volunteers and assist with the review of accounts in the annual audit.
- i. Posts must ensure that all revenue and expenditures are consistent with SAME's tax-exempt purpose.

Audit. Posts must conduct an annual audit each year no later than March 31 when the Annual Report is due to SAME National. Accounts must also be audited within 30 days of a change in Treasurer. The audit may be performed by an internal audit committee of at least two members appointed by the President and approved by the Board, who are independent of any financial responsibility. At least one audit committee member should be knowledgeable of accounting practices. Another audit option is for the Post to hire an independent professional or company to perform the audit, prepare the SAME Financial Report and IRS reports.

Role of the Finance Committee. Unless the assets are invested with SAME Foundation, the Post Finance Committee should be comprised of at least one member of the Board of Direction to oversee and recommend to the Board the investment strategy. The Finance Committee should consider the SAME Foundation for its investments.

- a. The Finance Committee should develop an investment policy to guide the Post investments. Such policy should indicate that the goal of the Post is to minimize the risk to principal while earning interest or providing capital appreciation and should establish a general portfolio of allocation of fixed revenue and equity investments.
- b. The Finance Committee should periodically review the Posts investment portfolio against its investment policy and reallocate as appropriate.

Chapter 4: Insurance

SAME National Coverage. Posts have insurance coverage from the SAME National policies. Posts may require additional coverage for special events as requested by the venue. Posts may purchase coverage through SAME National's policy. The posts are covered under SAME National's general liability insurance policies. For certain special events, venues may require additional coverage. In such cases, Posts may request a certificate of insurance and/or purchase supplemental insurance through SAME National's policy, based on the special event.

- a. General Liability coverage is for bodily injury or property damage to a third party (a third party is an invited guest or public, NOT coverage for Post members). Some activities are excluded from this coverage.
- b. Directors and Officers (D&O) insurance provides liability protection for volunteer leaders. Posts that are separately incorporated are not eligible for coverage under the SAME National policy. However, upon submission and review of an application, a quote for a separate D&O policy may be provided. Criminal acts and intentional misconduct are excluded from D&O coverage.

Certificate of Insurance. Posts may request a **Certificate of Insurance** from SAME National when a facility hosting a Post event requires proof of coverage. In some cases, the facility may also request to be listed as an **"Additional Insured"** on the certificate.

- a. To request certificate, e-mail the completed [Certificate of Insurance Request form](#) to posts@same.org
- b. If the event involves activities beyond standard administrative functions, a Special Event Questionnaire Form may be required. SAME National will provide this form upon request. Please note that additional premiums may apply for special event coverage.
- c. Once the insurance agent processes the request, a copy of the Certificate of Insurance will be emailed to both the requesting Post and National office records.

Contact the Post Operations team at posts@same.org for all other questions regarding insurance coverage.

Chapter 5: Membership

Membership Point of Contact (POC). Each Post should designate a Membership Point of Contact (POC) to lead recruitment and retention efforts, with support from the SAME National Office. Given SAME's diverse membership, it is recommended that Posts assign separate POCs for Individual Members and Company/Organization Members. Additionally, Posts may appoint POCs for specific demographic segments of their membership that align with national Communities of Interest (COIs), Councils, or Committees, to ensure inclusive engagement and representation.

Post Membership Reports. The following officers have access to the member reports for their Post: President, Secretary, Membership POC, Communications POC. Login to your member account using your email and password. (See appendix for login instructions)

Downloadable Post rosters in excel format that are available include:

- a. Current Individual Members (*Includes all member types*)
- b. Grace Period Individual Members (*members who are past their renewal date but within the 60-day grace period*)
- c. Lapsed Individual Members (*memberships that have expired*)
- d. Current Organization Members (*Including Company, Public Agency Reps, Academic and Nonprofit organization members*)
- e. Grace Period Organization Members (*members who are past their renewal date but within the 60-day grace period*)
- f. Lapsed Organization Members (*memberships that have expired*)
- g. New Members (*members that have joined the Post in the past 60 days*)

Membership Marketing Materials. Membership flyers and brochures are available on the SAME website. Posts may submit requests for membership marketing materials, issues of The Military Engineer (TME), pens and SAME lapel pins. Please email your request to: posts@same.org. Occasionally, the National Office has extra swag available. To check availability, email to posts@same.org.

Retention: Retention efforts start the moment a member joins SAME. A new member's first experience often determines whether they choose to renew their membership. Personal contact is one of the most effective ways to strengthen retention. Use your Post's New Member roster to identify and welcome new members promptly. Reach out as soon as possible to introduce them to the Post and make them feel included. Share details about regular meeting times, dates, and locations, along with information on upcoming events and activities.

Individual Membership Development Initiatives. The Membership Point of Contact (POC) or Committee should greet all new Post members. Ideally, a designated individual will personally invite each new member to the next Post event and be available to answer any questions. Additional best practices include:

- a. **Targeted E-mails**—Send tailored emails to keep members informed about Post activities, events, and initiatives.
- b. **Focus Groups**—Occasionally conduct membership focus groups to better understand what members need or expect from the Post.

- c. **Member Surveys**—Conduct periodic surveys to gather feedback on member needs. This gives members a voice and provides valuable insights for Post leadership. The National office offers a question bank and can assist with survey development.
- d. **Mentoring System**—Develop a mentoring program for Young Members and Student Members. The goal is to provide new members with a resource for their questions and help them build lasting relationships.
- e. **Engage Your Members** — Members who are actively involved in the organization are more likely to maintain their membership and become advocates.
- f. **New Member Orientations**—Host quarterly orientations to help new members connect with Post leadership and learn about the history and culture of both the Post and SAME.
- g. **Contacts**—Ensure your website includes contact information for Post leadership, with at least one email address listed. Utilize the calendar function so Post events flow directly to the National calendar.

Company, Public Agency, and Academic/Nonprofit Membership Initiatives.

- a. **Meet and Greet**—Arrange personal meetings with representatives from new member organizations to share information about specific Post benefits.
- b. **Participation**—Encourage Company Member firms to submit white papers, technical papers and presentations at Post programs.
- c. **Recognition**—Recognize Member companies, public agencies, colleges, and universities for their accomplishments. Offer opportunities for these organizations to showcase their work at meetings, for example, by creating a “Company Member Spotlight” during special events.
- d. **Networking**—Networking is the key benefit to Member companies. Design programs that allow dedicated time for networking before and after sessions, as well as between sessions during full day events.

Membership Structure and Dues*

The SAME Board of Direction approved updates to SAME member dues (effective January 1, 2026).

Individual Dues Categories and Rates

Private Industry-Regular	\$200
Private Industry-Young Professional (under age 39)	\$150
Government- Regular (military/civilian)	\$75
Government- Young Professional (under age 39)	\$50
Academia/Non-profit Regular	\$125
Academia/Non-profit Young Professional (under age 39)	\$100
Retired	\$100
Student (full-time, under age 25)	\$0

Additional Post

\$10

Membership Dues are determined by the SAME National Board of Direction.

Company/Organization Membership – Effective January 1, 2026

- Includes one Post for the company and six Individual Memberships that the company may assign to their employees.
- Individual Members who are paid for by the member company will “own” their membership (rather than be a “representative”). They take it with them if they leave the company, then they will be billed directly on an annual basis to renew. A company can opt to add individual memberships to its corporate invoice.
- Companies will purchase people and Posts separately.
- Companies will not have to purchase a Post just to allow a single person to join it. The individual can join at the corporate individual rate and join the Post(s)^{***} of their choosing. Individuals can join as many Posts as desired.
- Individuals who work for a member company may buy an Individual Membership at a corporate rate.

Company / Organization Dues-Effective January 2026				
Total Number of Employees	National Dues	Additional Per Post Fee	Corporate Individual	Corporate Young Professional
1-10	\$600**	\$80	\$175	\$135
11-50	\$1,200*	\$150	\$175	\$135
51-100	\$1,400*	\$225	\$175	\$135
101-500	\$1,600*	\$300	\$175	\$135
501-1,000	\$1,800*	\$350	\$175	\$135
1001-5,000	\$2,000 *	\$350	\$175	\$135
5,001 +	\$2,200*	\$350	\$175	\$135
Public Agency	\$400 / 3 years*	\$80	\$125	\$100
Academic	\$400	\$80	\$125	\$100
*Includes six individual memberships				
**includes three individual memberships				
***Individual memberships include one Post, and unlimited additional Posts may be added for \$10 each.				

Chapter 6: Programs

Opening Ceremony. CONUS Posts should include the Pledge of Allegiance at the opening of each meeting or activity, excluding social events. The American Flag and Post Flag (or banner) should be used at events. Invocations are optional, but if used, should be non-denominational as SAME is composed of individuals of all backgrounds.

Post Programs Committee. The mission of the Post Programs Committee is to plan, develop, and oversee the programs presented at Post meetings, events, and workshops. These may include both regular Post meetings, annual events such as small business or industry days and joint meetings with other Posts or professional associations and societies. The committee should review and implement a schedule of programs at least six months ahead. Programs should align with the current *SAME Strategic Plan* and the Streamer program. The committee chair selection is the responsibility of the Post President.

Program Concepts. There is no single solution to designing Post programs. The Programs Committee must determine the target audiences and design programs to meet their needs. Having a monthly meeting to which only a small portion of the Post membership attends is not the best approach to involving and serving the Post membership. Be innovative, creative, and try new approaches. If they do not work, give it more time, or try another approach.

- a. Think about ways to draw public sector participation, considering topics, price, time, and location.
- b. Variety is important for program types and locations, since different members enjoy doing different things. Make Post activities a magnet for **all** members and remember, people are involved in any society for these reasons:
 - Industry Government Engagement
 - Networking with others in the profession
 - Professional and technical development
 - Industry knowledge
- c. Always have a contingency plan for a back-up speaker, particularly if the invited speaker for a Post program is in a high-ranking position, such as a senior government official. Sometimes unexpected scheduling conflicts arise for people in these positions.
- d. Exchange information with other Posts, including those outside your region. Sharing ideas introduces fresh perspectives to other Posts and allows you to benefit from their innovative approaches.
- e. Webinars are a cost-effective way to communicate valuable information to your target audience. Web-based programs enable presenters to conduct virtual seminars for anyone to participate in. Webinars can produce revenue for the Post with corporate sponsorship.
- f. Registration procedures should be spelled out in every meeting notice. Since participation can turn into membership, encourage members to bring guests. Introduce guests at meetings to make them feel welcome. Establish a reminder system for Post meetings and other events. Members should receive notices at least one month before events. As the event date approaches, an e-mail reminder keeps the event in members' minds and helps drive registrations.
- g. Posts are encouraged to hold periodic joint meetings or events with other Posts as well as conduct joint meetings or workshops each year with other professional organizations. These joint meetings provide value to members of both organizations and facilitate synergy between the organizations' membership. Longer technical programs with Professional Development Hours (PDH) are a better forum for joint events. SAME has agreements over 30 [Strategic Partners](#) that Posts can consider for event partnering.
- h. The SAME event staff will also review Post contracts and agreements for events, provided they have not already been executed.
- i. In many areas, the national "**Engineers Week**" ends in February with an **Awards Dinner** for members

of engineering organizations. SAME should be represented at such events. The Post should decide on how to participate locally by going to schools, promoting engineering activities, or sponsoring Engineers Week events.

- j. If geographic conditions permit, Posts may want to consider the possibility of hosting joint meetings with other Posts, Field Chapters, or other professional organizations in the vicinity. The "lead" Post should be clearly identified; responsibility for the program and other arrangements is established.

Best Practices:

Post leaders are encouraged to publicize the recent activities and accomplishments of their Posts by submitting articles and high-resolution photos for publication in the various SAME publications including, *Real TIME* newsletter, **SAME News** and **The Military Engineer (TME)** magazine. Post may submit their articles in Word format with up to three photos to the editor at editor@same.org or online:

Check the SAME Calendar of Events online to avoid major conflicts with national, regional, or nearby Post events. Posts should not schedule major events in May during SAME's annual **Joint Engineer Training Conference & Expo (JETC)** or during the week of the **Small Business Conference (SBC)** in November.

Surveys. A periodic **Post membership survey** provides insight into the needs and desires of members with respect to Post programs. Surveys assist in:

- a. Understanding why members attend Post meetings, events, or activities
- b. Selecting convenient times and places for Post events and meetings
- c. Determining interest in types of meetings, workshops, technical tours, and events
- d. Identifying technical and general topics of interest
- e. What factors may limit member participation

The Membership COI created a [question bank](#) to guide assist Posts with types of questions to ask on their surveys. The Post Operations department of the SAME National Office can assist with setting up a Post survey.

Potential Speakers and Topics. Speakers and topics should reflect a variety of specialties within engineering and related fields. Presentations on local capital improvements, programs and projects that directly affect members in your area will draw good attendance. To foster engagement and broaden appeal, Posts may also consider hosting occasional "**just for fun**" programs featuring motivational speakers, humorists, or other notable guests. These events create a relaxed atmosphere and can help attract new members.

Public Sector Program Briefings. Posts should plan on hosting briefings that forecast anticipated federal, state, county, and city construction projects in the area for the coming year and future year programs. Briefings should feature program and contracting speakers who can provide information on doing work with their agencies.

Field Trips/Site Visits. Some of the most popular activities for Post members are trips to construction sites or recently completed engineering projects or 'behind the scenes' tours. These types of activities are especially interesting to Student Members. Before any trip starts, a safety briefing should be given. If necessary, arrange for an insurance certificate to address any liability issues. To obtain an insurance certificate or any related questions, please contact Post Operations Team Posts@same.org or access the request form [SAME Insurance Certificate Request Form](#)

Social Events. Social events and activities are limited only by the interest and imagination of the members, in addition to the private and commercial facilities available in the area. It is good practice to include spouses and guests at least one social event per year.

- a) *Troop Recognition*. Plan an event to recognize military, civilians, and contractors who have been overseas.
- b) *Awards Banquets*. Such an event can be tied in with a meeting of general interest, such as the installation of Post officers, a visit from National Leadership, Regional Vice President (RVP) or the presentation of Post Awards.
- c) *Holiday Parties*. Be aware that some clubs and restaurants require banquet room reservations as far as 12 months in advance.
- d) *Golf Outings or Tournaments*. These have great appeal for many members and are a great way to raise funds for scholarships.
- e) *Other Ideas*. Wine tasting parties, river cruises, sporting activities, cookouts, theatre, and many other events are opportunities for informal networking.

Best Practice: The SAME National Office Meetings team will review contracts prior to a Post signing to ensure the contract is in the best interest of the Post. For contract review assistance, please contact: posts@same.org

Continuing Education Guidance. The SAME Strategic Plan encourages credentialing and awarding continuous education for Post and regional activities as an appropriate, and highly recommended, method to provide professional development support to members. Today, SAME is more than just engineers and architects. SAME is comprised of scientists, marketers, academics, facility professionals, and many more that are also required to maintain their credentials with continuous education. This guide is meant to serve as a reference to help ensure any professional development hours provided through workshops, webinars, or other continuous education courses can support the maintenance of the broadest amount of credentials.

While there are administrative requirements to provide continuous education certificates, they are not terribly burdensome. The term “professional development hour” or “professional development hours” (both abbreviated PDH) is defined by the [National Council of Examiners for Engineering and Surveying](#) (NCEES) as a contact hour (nominal) of instruction or presentation. Each Post should be giving out PDHs for programs that follow the guidelines as outlined in the *Guide to Continuing Professional Competency*. PDH certificates may be awarded using the following guidelines (excepting where a state has established different or more stringent criteria):

1 PDH = a minimum of 50 minutes for presentation and/or participation per hour

.5 PDH = a minimum of 30 uninterrupted minutes for presentation and/or participation

1 PDH = 0.1 Continuous Education (CE) Unit = 1 CE Hour = 1 Professional Development Unit = 1 Green Building Certification, Inc. (GBCI) = 1 American Institute of Architects (AIA) credit = 1 Learning Unit = 0.2 Association of Energy Engineers credits

Various credentialing authorities have different requirements, and some are more stringent than others. SAME intends to cater broadly using the PDH standard. To provide our members with the best opportunity to self-report continuous education regardless of credentials, the below lists are the minimum areas to be addressed on a PDH certificate. To obtain the certificate template contact posts@same.org

The post or entity hosting the event should also maintain a list of attendees in case of any audit by an outside agency for whom certificates were issued to.

- Date of activity
- Title of activity
- Length of Activity

- Number of CEUs or PDHs of Activity
- Activity location
- Instructor's Name
- Course title
- Description of the Activity to include learning statement that describes the educational value of the activity

Industry Government Engagement Workshops (IGE). Posts are encouraged to host IGE Workshops that bring government and industry together to try and solve a local or other issue in the A/E/C National Security space.

Virtual Programming. Posts should consider using webinars to leverage the internet's capacity to deliver continuing education at a low cost (no travel costs or time away from the office). A 60-minute webinar, offering 1 PDH, is an excellent way to reach the many Post members who are unable to attend Post meetings. SAME National has a growing Knowledge Network of topics and speakers that Posts can utilize to support virtual offerings.

COI Sponsored Webinars. Posts should consider encouraging members to become involved with SAME Communities of Interest (COI), which sponsor regular educational webinars that typically provide PDHs. Posts leaders can also assist in advertising topics relevant to all their membership when a COI is producing a webinar, providing members with more education options without any real logistical or administrative burden to the Post.

Working with Other Organizations:

Public Agencies. Positive relationships with the Uniformed Services within the local area are necessary along with connections to the Guard, Reserves and other state and municipal public agencies in proximity to the Post. Invite leaders from agencies to speak at Post meetings or on panels and encourage them to bring relevant staff.

Academic Institutions. These institutions can offer speaker options, interdisciplinary activities or discussion groups, and many other opportunities. These institutions should be encouraged to join as Academic Members to include faculty and staff. Refer to the [College Outreach COI](#) webpage for information regarding working with student chapters.

Young Professionals:

Young Professionals should be fully integrated into leadership positions and committees of the Post. Many Posts specify that a Young Professional fills at least one Director-level Position.

Young Professionals are defined as those members of SAME who are 39 years or younger.

Many Posts conduct special programs for Young Professionals, for leader development, professional development, or professional certification or licensure.

Chapter 7: Communications

E-mail Lists: Post Leaders such as the President, Secretary, Membership POC, Communication POC have access to download Post rosters from the SAME website in Microsoft Excel format. These rosters can be accessed via the Post Roster link located in the left-hand menu of the member's account dashboard: <https://my.same.org>

The contact information in these rosters is dynamically linked to the SAME National membership database and reflects real-time updates:

- a. All current individual SAME Members can update their membership records directly through their online member account, or they may contact SAME National for assistance at the following email: member@same.org.
- b. Non-members should be kept on a separate list from paid members, so that Posts may track membership more easily.
- c. **Member lists may only be used for official Post activities.** They may not, under any circumstances, be sold or provided to any commercial interest, or non-profit organization.

Website: Each SAME Post is required to maintain a current website. To be considered current, the website must include at least:

- a. List of current Post Officers and Directors with at least one contact email that is regularly monitored by a member of the board.
- b. Provide dates, times, and locations (including addresses) for all events and meetings.
- c. "Join SAME" with link to the SAME National website (www.same.org)

SAME National provides website hosting and maintenance for Post websites at no cost. This service includes a standardized design template, hosting, software maintenance, and system updates. While SAME National serves as the overall "webmaster" and updates certain sections with society-wide content, Posts are responsible for maintaining and updating their own sites.

Posts that choose to develop their own websites are responsible for keeping the site updated, including maintaining a link to the SAME National website and ensuring compliance with SAME content and communication standards. For details on SAME-hosted websites, contact to webmanager@same.org.

Communications: Email is the preferred communication method for Posts. Each message should include the essential details: **who, what, when, and where** for Post meetings and events. Before sending any communication, pull out the most current member list to ensure new members are included.

- a. Posts that produce newsletters should be sent only to Post members as a member benefit.
- b. Meeting announcements may be sent to non-members to promote participation and membership growth.
- c. Members should receive meeting/event announcements at least four weeks in advance of the event date. More lead time may be necessary for special functions or activities. Posts should ensure that their RVP, adjacent Posts, and prospective Post members are notified of large or special events.
- d. All Post events should be listed on the national website calendar. Posts on the SAME National

web platform should utilize the events module which automatically feeds their event to the National calendar.

- e. Posts may request a member from the National Executive Committee to attend and speak at their event. Submit requests to posts@same.org at least 45 days in advance of the event including time, date, location, and the desired level of participation.

Social media: Use your Post's social media platforms such as **LinkedIn, Facebook, or Instagram** to publicize announcements about meetings, awards, and other recognition items. You can also share Post news and event updates on the **SAME National LinkedIn Group** using the following link: <https://www.linkedin.com/groups/2633/>

Social Media and Email Best Practices

Social media channels provide a great way to communicate news, information, updates, and more with your members in addition to e-mail and websites. The National Office encourages Posts to use social media to spread the word about local events, recognition of member accomplishments, etc. You also should take advantage of National's large following by tagging us in your messages.

Content

Keep it Short and Simple - Length of posts depends on the best practices of the specific channel but should typically be no more than 250 characters for Facebook and LinkedIn. For Twitter, although there is a 280-character count limit, keeping it to no more than 130 characters will make it easy to share.

Include a Call to Action - All posts should include a call to action to incite the reader to engage with the post (share or comment), your chapter (Register for an event or volunteer) or the main association (read an article or view a page on the site).

Style - Due to character limitations on some social networks, the following styles are acceptable when posting on social media channels:

- Use contractions whenever possible.
- Shorthand symbols such as >, =, & % and @ are allowed.
- Use numerals, not words, for all numbers.
- Use am and pm rather than a.m. and p.m.
- No Copyright/Trademark/Registration symbol is used in character-restricted communication.
- Use acronyms whenever applicable, making sure to link to content that defines the acronym.

Hashtags - Hashtags help streamline discussions and make it easier for people to follow and engage with your topic or event. While they originated on Twitter, they are now widely used on Facebook, LinkedIn, and other platforms.

Key Tip: Create hashtags that are short but meaningful, even fun. If they are too long, they will be harder for people to use in retweets and engagements

Graphics/Images

It is always a good rule of thumb to include graphics/images with your post. It has been shown that posts including graphics/images generate more reach and engagement.

Relevancy - The graphic/image you use should be relevant to the content you are posting.

Copyright Policies - It is illegal to post a graphic from any source, including Google Images, to display on social media, even if you credit the source. For this type of usage, you must first obtain permission from the owner in writing. If you are unsure about the usage rights, do not post the image.

Links

Social media posts should include a link that directs users to your call to action such as registering for an event, reading an article, or visiting a webpage.

When posting a link that does not generate a preview, use a simple URL or a shortened link (e.g., Bit.ly). This approach is best for social channels and makes it easier to track link traffic.

Generated Link Previews - When posting, allow the link preview to generate and then delete the link from the text. Replace the preview thumbnail with an appropriately sized graphic or photo. Then, adjust *Title* and *Summary* by clicking on that text and changing the wording to best fit your topic.

Posting

When crafting your post, keep in mind that social media profiles are viewed as an official voice of your chapter group, and you should always use the pronoun “we.”

Frequency - Social media is crowded with constant updates, so planning and scheduling your posts is essential. Use free tools like Hootsuite to organize your content in advance. Post reminders at least once a week to reach followers who may have missed earlier updates. Share a variety of content, not just promotions. Keep promotional posts to 20% or less of your overall activity. Too much self-promotion can appear negative and reduce engagement.

Be Available - Do not promote your own content and then not be available for people to reach out to you with questions and comments. Reply to all the comments made on your posts and engage (like, comment) with the posts you are tagged in. If you are consistently posting content, you should also consistently interact with your readers. Sometimes they will reach out to you, but other times you will be initiating the conversation.

Law of Reciprocity - You cannot expect people to share your content and promote your ideas if you are not doing the same for others. Spend time reading through your channel feeds to find thought-provoking content that you feel compelled to share. Tag companies and people in your post if they are mentioned or if they are in the photo. Those people/companies will be notified and are more inclined to share and engage.

Emails

Emailing your members is a great way to keep in touch, create awareness of events, and provide news and information. Below are the keys to keeping your readers excited to see your email in their inbox!

CAN-SPAM

The most important thing to keep in mind is staying compliant with the CAN-SPAM act and avoiding SPAM and phishing words and phrases.

1. Make sure you stay compliant with *CAN-SPAM*. Here are the seven main requirements:
2. Don't use false or misleading header information
3. Don't use deceptive subject lines
4. Identify the message as an ad if you are marketing an event or soliciting funds

5. Tell recipients where you're located – provide a mailing address
6. Tell recipients how to opt-out of receiving future email from you
7. Honor opt-out requests promptly
8. Monitor what others are doing on your behalf

Avoid SPAM, Trigger Words and Phishing Phrases

A spam filter is trying to remove commercial advertisements and promotions, so words that are common in such emails should be avoided or used sparingly. Additionally, avoid phrases that would appear as an attempt to get the reader to click on a link to a malicious site or download a file where malware awaits, or phishing phrases.

Addressing

The FROM Field - Address the reader directly as you from the FROM field. Vague FROM fields such as Chapter Leader or Contact from Chapter can lead your email right to the SPAM folder or even worse to TRASH.

The TO Field - If you are not using an email service provider do not include all email addresses in the TO or CC fields. Not only can this lead to the SPAM folder, but also it provides the full email addresses of your subscribers to all receivers. This can lead to sensitive or private email addresses becoming public. This also makes your reader feel less important. Utilize the BCC field to protect yourself and your subscribers.

Content

Short and Skimmable - Email communication should be short, clear, and easy to scan. Use concise, bite-sized content blocks that allow readers to quickly grasp the key points. Emails that require recipients to read lengthy or dense text are less likely to perform well or be well-received.

Related Theme/Topic - Focus on one main theme or topic for emails, such as current news or events. Keeping the content similar in nature helps the reader understand and focus on the purpose of your email.

Include a Call to Action: All emails should include a clear call to action that provides the reader with directions for the next step. Encourage them to engage with the content (e.g., share or forward the message), your Post (e.g., register for an event or volunteer), or the Society (e.g., read an article or visit a page on the website).

Layout

Headlines and Subheads - Utilize great headlines, subheads, and link text for ultimate readability. Large amounts of text with no breaks can make an email daunting, and your reader is less likely to read and understand the content.

Text to Image Ratio - You want to utilize a good text to image ratio. Make sure your email doesn't appear as an advertisement by containing only images, but it is always helpful to include an image or two that is related to your content to keep readers engaged and help with the flow of the content.

Preview - Design your email for the preview pane because that is how it will most likely be viewed and read. Take an extra minute to test your email by sending it to yourself and viewing it in your own preview pane.

Chapter 8: Awards & Recognition

Post Awards. Posts should establish an awards program that reflects and celebrates the diversity of their membership. Some awards may be designed to feed nominations into the SAME National Awards Program, with national nominations due February 1 each year. Sharing awards and recognition across all media platforms is an excellent way to recognize individuals or companies and raise awareness of SAME's impact.

Plaques and anniversary pins for member recognition programs are available through the SAME Online Store. Multiple plaque sizes and styles are offered, some featuring the SAME insignia and optional engraving plates. Posts should plan and place orders at least three weeks before the awards are needed, allowing extra time for engraving if required.

Certificates featuring the SAME insignia are also available in portrait and landscape formats and are compatible with all laser printers. Wooden certificate holders with a clear insert are available through the SAME Online Store.

Regional Awards. RVPs may award medals, known as RVP Medals, to Post members who have made significant contributions within the region. This prestigious award is presented in very limited numbers each year. Post Presidents are encouraged to consult with their RVPs regarding potential recipients. Additionally, RVPs may use RVP coins to recognize outstanding contributions at the Post or regional level.

National Awards. Nominations for SAME National Awards are due February 1 each year and are presented during a special honors luncheon at the Joint Engineer Training Conference & Expo (JETC), held each spring. Posts are encouraged to review the national awards program and submit nominations.

SAME Store. SAME National maintains an online store with a limited selection of merchandise, certificates, plaques, and pins for recognition programs. To check availability, email posts@same.org

SAME Lands End Store. SAME has a store on Lands End for Posts or individuals to purchase selected merchandise branded with the SAME logo. Find the store here:
<https://business.landsend.com/store/same100/>

Other recognition. Posts interested in purchasing swag or other recognition items may purchase from www.4imprint.com and have the Post logo imprinted on their items.

Best Practices:

Model some Post awards after SAME National Awards so recipients can later be nominated for national recognition. A complete list of national awards is available on the [SAME awards website](#).

Incoming Post Presidents should ensure outgoing officers are acknowledged. A customizable certificate of recognition is available by emailing posts@same.org. RVPs may also recognize outgoing Presidents and officers.

National Leader Visit Request. Posts are responsible for coordinating the details of the engagement with the National Leader once the visit is confirmed. To request a visit or participation from a member of SAME's National Leadership Team, email posts@same.org .

The request needs to include:

- Time, date, and location of the event or meeting.
- How you would like them to participate (e.g., keynote address, State of SAME update, board swearing-in, IGE event).
- Primary contact information: name, email, phone
- Any other details would be helpful to the leader.

The National Leadership Team meets monthly to review visit requests and determine availability for meetings or events. Once a request is approved, a National Office staff member will follow up with details. National Leadership Team includes President, President-Elect, Vice Presidents, Immediate Past President, and Executive Director.

Appendix

- Board Continuity Checklist
- Officer Installation Pre-Checklist
- Code of Conduct
- [Post Officer Installation Procedure](#)
- Post Roster Access
- PDH Certificate Template

Other Resources

- [Post Resource Center](#)
- [Post Leaders Reference Guide](#)
- [Post Officer Change Report](#)
- [Bylaws Template](#)
- [Awards Manual](#)
- [SAME 2030 Streamers Program Information](#)
- [Streamers Portal](#)
- [Web Master Training & Resources](#)
- [Membership COI](#)
- [Individual Member Online Directory](#) (requires member login)
- [Company Member Online Directory](#)
- [Equipment Request Form](#)
- [Post Notes TME Submission Form](#)
- [SAME Bylaws](#)
- [SAME Strategic Plan 2030](#)
- [SAME IRS Determination Letter](#)
- [SAME Certificate of Incorporation](#)
- [IRS W-9 Form](#)

Post Board Continuity Checklist

The Post board should have multiple members with access to and knowledge of the following items. This information must be documented and passed on to incoming board members. Positions such as Treasurer should include a formal hand-off meeting to maintain financial oversight and continuity.

- ☐ IRS 990 tax return filings – due by May 15 – who has access to the online IRS account?
- ☐ Annual Budget – should be prepared and approved before the end of the year.
- ☐ PayPal or online credit card processor – where are funds deposited or who has authority to move funds?
- ☐ Bank accounts – who has signatory authority? Who has access to statements?
- ☐ Scholarship fund
- ☐ SAME Foundation fund
- ☐ Post Mailing Address – where are bank statements, IRS correspondence, billing invoices etc. sent?
- ☐ Contracts – monthly meeting space, events, fundraisers – who maintains and where are they kept?
- ☐ Annual Audit – conducted internally or externally, not by anyone with access to funds or accounts
- ☐ State Registration, if required
- ☐ Post email account – login information, access to membership lists
- ☐ Administrative login to the Post website
- ☐ Logins for event registration sites
- ☐ Social media login and schedule of what is posted
- ☐ Post Officer report update to National Office
- ☐ SAME Annual Report filings – due March 31
- ☐ Streamer Portal access and who is responsible for updates/final submission
- ☐ Post Bylaws- review and updated every five years
- ☐ Student Chapter operation
- ☐ Field Chapter management
- ☐ Post banner, flag, Streamers

Post Officer Pre-Installation Checklist

- ☐ SAME Membership of all incoming officers is active and in good standing.
- ☐ Please check the Post membership roster or reach out member@same.org to confirm active membership.
- ☐ The Post Officer has read and agreed to the SAME Code of Conduct.
- ☐ Post Officer has not held this position for more than 3 consecutive years.
- ☐ All information from outgoing officers has been shared with incoming officers.
- ☐ Incoming leaders have reviewed key resources on the Post Resource Center:
 - Post Operations Manual
 - Post Leaders Quick Reference Guide
 - Post Website Management
 - 2030 Streamers Program
- ☐ Incoming leaders should ensure they know their SAME member login credentials. Presidents, Secretaries, Communications Points of Contact (POC), and Membership POC have access to Membership Rosters through their member accounts.
- ☐ Term start and end dates have been communicated with the incoming officers.
- ☐ New officer roster must be submitted to SAME National Office: Change of Post Officers Report <https://www.same.org/Online-Forms/Change-of-Post-Officers-Report>
- ☐ The leadership position has been updated on the Post website. If you need assistance updating your officer listing, please contact webmanager@same.org
- ☐ If your Post has additional leadership roles not included in the online form, please email the position title, officer name, and email address to Posts@same.org

Code of Conduct

SAME is committed to providing a safe and welcoming experience for all participants, regardless of race, ethnicity, disability, religion, political affiliation, gender, gender identity or expression, sexual orientation, and any other characteristic protected by applicable federal, state, or local laws, regulations, or ordinances. SAME does not tolerate discrimination, intolerance, harassment, aggression, or ill-will of any kind, whether presented in-person, digitally, or via another method.

When engaged in any SAME activities or representing the Society, all members, participants, sponsors, employees, and staff are expected to:

- Maintain the highest professional standards of ethical behavior
- Respect the dignity, health and safety of themselves and others
- Be positive, friendly, and welcoming to others
- Support diversity and inclusion
- Attend in-person meetings and events only when in good health
- Maintain the confidentiality of Society business and its members. Directories, mail lists and membership information shall be used only for their expressly stated purpose

Consequences of Code Violations

Violations of this Code will not be tolerated. When suspected violations are reported, we act. Violators are subject to remedies determined as below. In addition to other remedies, in the case of in person events, violators are subject to expulsion from the event, at SAME's sole discretion, without a refund. Further, SAME Bylaws specifically address membership termination for cause (Article III, para 5) and SAME Ethics Standards (Article XI, para 3).

Reporting Alleged Code Violations

Alleged violations will normally be reported at the level at which they occur (i.e. Post, Region, National). Post or regional leadership can elevate issues to a higher level for assistance or resolution at their discretion.

Resolution of Alleged Violations

Alleged violations will be remedied at the lowest level possible. The SAME Executive Director has the national level authority to resolve alleged violations of this code, including lower-level Post violations that are elevated to National. If National level resolution is required, the SAME Executive Director, or his designated inquiry official, will gather all necessary facts, including an opportunity for the alleged violator to present information both in writing and in person. Based on that inquiry, the SAME Executive Director will make a final determination or recommendation of corrective action on the matter. The Executive Director's determination can be appealed to the SAME National President, assisted by the National Leadership Team. The SAME National President will then make a final determination on the matter. Termination of SAME membership remains with the authority of the SAME Executive Committee (SAME Bylaws, Article III, para 5).

<https://www.same.org/about-same/same-code-of-conduct/>

Installation of Officers

The presiding officer (such as the outgoing Post President) introduces the installing officer who is normally a Society officer or director (such as an RVP), or a senior member of the Post.

1. The installing officer asks the new officers (except the President-Elect) to come forward and stand at his/ her left in this order: Vice President, Secretary, Treasurer, and Directors. (If there are additional officers, they should form in the line at the appropriate places.)
2. The installing officer introduces these newly elected officers and asks them as a group: "Do you pledge yourselves to support the Society's *Strategic Plan* and carry out faithfully the duties of the offices to which you have been elected or appointed?"
3. All the new officers respond: "I do."
4. The installing officer asks the outgoing and new President to come forward. (They do so and stand at the "installer's" right; the new President next to the "installer.")
5. The installing officer asks the outgoing President to present the Post Charter and Post Bylaws to the President-Elect. (This is done.)
6. The installing officer asks the new president: "Do you pledge yourself to support the Society's *Strategic Plan* and carry out the duties of the President of the Post to the best of your ability?"
7. The new President responds: "I do."
8. The installing officer then states: "I now declare the newly elected officers and directors of the Post to be duly installed."
9. The installing officer may then make any appropriate remarks about the ceremony, the outgoing group, or the newly installed group. These may include laudatory remarks about the Post's accomplishments or perhaps challenge the newly installed group to achieve certain goals or objectives.
10. By prior mutual agreement, either the presiding officer, or the outgoing or new Post President, then takes control of the meeting to close and remind the members of the next meeting date, time, and location

Accessing Post Rosters

The following Post Officers have access to download Post rosters from their online member account: President, Secretary, Membership POC, Communications POC.

[About SAME](#) [The Military Engineer](#) [SAME Foundation](#) **My Account** [Join](#) [Store](#) [Donate](#)



My Account

Manage your Membership, update your information

My Account

Edit My Contact Info

My Contact Preferences

Security & Login

EU Consent Form

My Post Memberships

Post Rosters

My Payment Methods

My Invoices

My Company Connections

Join the COI's

My Registrations

Open Water Portal

- Login your Member Account at www.same.org
- Once logged in, click Member Account at the top of the page.
- Look for Post Rosters on the left menu.
- Click the buttons to access your Post information and rosters.

36 | Page

My Posts Roster

Post rosters are available for download only to current RVP's, Post Presidents, Membership POC's, Communications POC's, and Secretaries. If you are none of these, you will not see a Download Roster button. Please contact Lai Nguyen at lnghuyen@same.org if you have any questions

My Account

[Edit My Contact Info](#)[My Contact Preferences](#)[Security & Login](#)

Philadelphia Post

[Details](#)

My Account

[Edit My Contact Info](#)[My Contact Preferences](#)[Security & Login](#)[EU Consent Form](#)

My Post Memberships

[Post Rosters](#)

My Payment Methods

My Invoices

My Company Connections

Join the COI's

My Registrations

My Applications

Account Name

Philadelphia Post

Post Size

Large

Post Status

Active

[Back](#)

Current Individual Roster

[Download](#)

Current Organization Roster

[Download](#)

Grace Period Individual Roster

[Download](#)

Grace Period Organization Roster

[Download](#)

Lapsed Individual Roster

Past individual members

[Download](#)

Lapsed Organization Roster

Past Organization members

[Download](#)

Professional Development Certificate Sample



THE SOCIETY OF AMERICAN MILITARY ENGINEERS

PROFESSIONAL DEVELOPMENT HOURS (PDHs) CERTIFICATE

PARTICIPANT:

Enter Your Name Here

DATE: | TIME: EST | LOCATION: Online Webinar

EDUCATIONAL PROGRAM:

ENTER PRESENTER AND DESCRIPTION/LEARNING OBJECTIVES HERE

TOTAL PDHs AWARDED: 1.0

TOTAL AIA CREDITS AWARDED: XXX

*IMPORTANT: The attendee is responsible for applying for his or her own PDHs after the conference.
SAME cannot guarantee that all boards will accept all PDH credit; please check with your licensing board for more information.*

SPONSORING COI:

ENTER COI PRESENTING TH

ENTER COI CHAIR NAME