



BY-LAWS OF THE MID-MARYLAND POST

Article I

Seal, Insignia and Logo

1. The seal, insignia and logo of the Post shall be the same as established by Society of American Military Engineers (SAME) National Board of Direction and published on the SAME web site.
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 Mid-Maryland Post, Society of American Military Engineers, hereafter referred to as the "Post."
2. The Post shall be governed by these Bylaws, consistent with the Constitution and Bylaws of SAME. In the event that these Bylaws are in conflict with SAME's Constitution or Bylaws, those of SAME shall govern.
3. The Post fully supports the policy of equal opportunity and will not discriminate or knowingly participate in any activity that discriminates on the basis of race, color, religion, sex, 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 the 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.
2. Post Membership is achieved by paying Post dues to SAME National. Life Members achieve Post membership by selecting a base Post and paying Post dues to belong to additional Posts. Students do not pay Post dues but select a Post affiliation when joining SAME and paying national dues.
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 as prescribed by SAME By-laws.
4. Companies and Public Agencies may become Sustaining Members at the Post by paying the appropriate dues to SAME Headquarters. Sustaining Member and Public Agency representatives become members of the Post by being nominated by their company or public agency and submitting a completed application to SAME Headquarters. The Company or Public Agency determines who shall be the representatives to the Post. Sustaining Member and Public Agency representatives have full voting rights in the Post.

Article IV

Board of Directors

1. The Board of Directors shall comprise the Post Officers and up to five Appointed Directors to provide an opportunity for all segments of the Post to be represented and to link the Post to National Committees, as appropriate. The incoming President recommends individuals to be Appointed Directors, subject to the approval of the membership. An Appointed Director will normally serve a term corresponding to the term of the elected Post Officers. Directors may be re-appointed for additional terms. The incoming President also recommends individuals to be appointed Chairs of each of the Standing Committees established as described in Article IV - Section 7 and further described in Article VI (below). Participation of Committee Chairs at Board of Director meetings will be as approved by the Board of Directors. The Past President shall be considered an ex-officio member of the Board.
2. The Post shall hold elections annually such that the new and continuing Officers and Directors are installed in December/January.
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.

Directorship positions shall be established for Membership, Program, Scholarship, and Recognition Committees. Appointed Directors will serve with the Officers of the Post under the supervision of the President or ranking Post officer, and shall have a vote on matters of Post business in the same manner as the officers. The Membership Director position may be shared by Post Membership Points of Contact (POCs) for Individual and Sustaining Members. The Membership Director(s) have access to the SAME National Chapter Leaders Access System (CLAS) which is the SAME membership database.

4. The Board of Directors shall have power to fill vacancies of the Officers positions provided that Officers and 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 manner.

5. The Board of Directors shall meet regularly for the transaction of business and the members thereof shall constitute a quorum (See Voting & Quorum, Article XI). The President on his/her own initiative may call special meetings of the Board of Directors.

6. Conduct of business utilizing teleconferencing and email is permitted.

7. The Board of Directors approves the establishment, disestablishment or continuance of Standing Committees that may be recommended by the President (See Committees, Article VI).

Article V

Officers

1. The Officers of the Post shall consist of President, Vice President (or Vice Presidents as described below), Secretary, and Treasurer and 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. The named officer positions each have access to the SAME National Chapter Leaders Access System (CLAS) database.

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. The President may serve more than a one-year term. *A two-year term is encouraged by SAME National since it often is difficult for a Post President to learn the position and make a difference in one year.* In the absence of the President, or in the case where the President cannot complete his/her term, the duties shall devolve to the Vice President, or as voted upon by the Board of Directors.

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

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

5. The Post should have at least one Vice President and in some cases several Vice Presidents with specific duties. The 1st Vice President will preside over Board meetings in the absence of the President. The Board of Directors may approve a succession plan in which case the 1st Vice President is nominated to become the President in the following year.

6. 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 (unless there is a Communications Committee); (b) record the proceedings of all Board and membership meetings; (c) submit the annual report to the Board of Directors during the last calendar quarter; maintaining a record copy of the Streamer and Award submissions; and submitting the Change of Post Officer Report to SAME within 30 days after a change in Post leadership. 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.

7. The Treasurer shall be comptroller of the accounts of the Post under the direction of the President. The Treasurer shall: (a) make collections and disbursements under the supervision of the President as directed by the Post; (b) render monthly and annual reports as may be called for by the President and SAME; and (c) file Federal, state, and local income tax returns with a copy to be sent to SAME Headquarters to ensure the retention of both the Post's and SAME's tax exempt status. An Annual Report and Personal Property Return as of January 1st shall be submitted to the Maryland Department of Assessments and Taxation by April 15th. The accounts shall be audited annually by an audit committee of three members appointed by the President or an outside auditor prior to the submission of the annual financial report to the SAME Headquarters. The committee shall report to the President the results of the audit in February. (See also Finances, Article VII) The President may appoint an Assistant Treasurer to assist the Treasurer with the duties of the office and to act as the Treasurer during the Treasurer's absence. Checks exceeding \$500 shall have two signatures. Cash will be received in the presence of two persons.

Article VI

Committees, Task Forces and Special Advisors

1. The Post may establish Standing Committees to support programs and activities. In general, Chairs of Standing Committees should be members of the Post Board of Directors.

2. Standing Committees include:

(a) Programs Committee. Chaired by the Program Director and is responsible for providing a plan for the calendar year to including general membership meetings, field trips, technical workshops and social events.

(b) Membership Committee. Chaired by the Membership Director. In the case of having two membership Directors, one for Individual Members and one for Sustaining Members. Each are responsible for the tracking and supporting of the recruitment and retention of all members. A Young Members Subcommittee may be established with the approval of the Board of Directors.

(c) Communications Committee. Supports the Secretary and is responsible for sending out emails for Post events, providing current information to the Post web manager, to SAME National for major Post events and accomplishments, and to the news media.

(d) Recognition Committee. Chaired by the Recognition Director and is responsible for establishing and maintaining a Post awards program, submitting nominations for national awards to SAME National, and working with Post Fellows on nominations of individuals to be elevated to the grade of Fellow. Announcement of Post awards should be made at the annual meeting. Submission of nominations for national awards and elevation of individuals to the grade of Fellow should be made consistent with the recognition calendar set by SAME National.

(e) Finance Committee. Supports the Treasurer and provides oversight to the Post investment accounts, and annual financial audit of accounts.

(f) Scholarship Committee. Chaired by the Scholarship Director and is responsible for coordination of scholarship fund raising activities including an Annual Golf event and for selection and recognition of scholarship recipients. Is also responsible for coordination of other student related activities including STEM Outreach Projects, Camp Sponsorship, and SAME Student Chapter activities. An Education and Training subcommittee may be established with the approval of the Board of Directors.

(g) 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.

(h) Nominations. Generates the slate of officers and directors for election.

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 should 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 of the Post shall begin on the first day of January.

2. Post dues for the various categories of membership established by the SAME Bylaws shall be an amount established by the Post Board of Directors. There shall be no Post dues for Sustaining

Members or Student Members. Any proposed change in Post dues must be approved by the Post Board of Directors and sent to SAME Headquarters anytime during the year but no later than 30 November, and will become effective on January 1 of the following year.

3. A budget shall be submitted by the Post Treasurer annually prior to the beginning of the calendar year for review and approval by the Post Board of Directors.
4. The Post shall establish a separate Scholarship Fund if the Post plans to raise funds and grant scholarships. Such Scholarship Fund shall be administered in accordance with applicable state and local laws and regulations.
5. Upon dissolution of this Post, all assets will be forwarded to SAME Headquarters for inclusion into SAME's general fund.
6. This post will make investments only through the national SAME investment fund.

Article VIII

Meetings and Activities

1. Regular meetings and technical, professional and social activities 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 may be combined with a regular meeting held in the month coinciding with Post annual elections or installation of the new Board of Directors. (See Nominations & Elections, Article IX)
3. The President or Board of Directors may call for a special meeting at any time to conduct business of the Post. At least one week's notice of time and place and purpose of the meeting shall be given to all members and only the business stated in the call shall be transacted at the special meeting.

Article IX

Nominations and Elections

1. The Nominations Committee Chair develops a slate of officers and elected directors for each position as specified in Articles IV and V, obtaining input for such slate from the Board of Directors and members of the Post.
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 at one of its announced meetings and voted upon by those members in attendance, provided that the slate was announced to the Post membership prior to the meeting and an opportunity provided for members to submit ballots prior to the meeting for the purpose of the election, as determined by the Board of Directors. A quorum is not needed for these general elections. The results of the election shall be transmitted 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 Direction.
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. Some form of communication with Post membership shall occur with regularity via one or more of the following mechanisms: presentations at meetings or activities; web site; electronic mail; Internet or list serve distribution; media outlets; hard copy; 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 standard for the Post web site shall be at a minimum one-page listing Post Officers and Directors with their email addresses and telephone numbers. SAME Headquarters will assist Posts in achieving this minimum standard, as needed. The Post is encouraged to create and maintain its own web site. If the Post develops its own web site, the Post is responsible for regularly updating the material presented and for creating a link to the SAME Headquarters web site and for ensuring compliance with Society web site content and communication standards.
4. The standard for the Post newsletter shall be at a minimum one page issued at least quarterly and distributed to all members of the Post, either via email or regular mail.

Article XI

Voting and Quorum for 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 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 Director. An individual is entitled to only one vote regardless of the number of positions or offices held at the Post.

3. A quorum at Post Board of Directors meetings is defined as being at least five Board of Directors members in attendance at the meeting or on conference call with at least two of the members being elected Post Officers. The Post President, with approval of Post Board of Director members in attendance, 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 societies and organizations toward the improvement of the professional status and standards of the engineering, architecture and related professions to foster engineering education and the knowledge of engineering and associated sciences.

Article XIII

Amendments and Revisions

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

The above verbiage was approved by the Board of Director's at a meeting on the 7th day of February 2018 and ratified by vote of the membership on 28 February 2018.

Signed: Carlos Sanchez, President

Date

Signed: J. Michael Nash, Secretary

Date