



SOCIETY OF AMERICAN MILITARY ENGINEERS (SAME)

Rhein-Main Post

Constitution and Bylaws

updated 11 February 2021

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CONSTITUTION AND BYLAWS

ARTICLE I - ORGANIZATION NAME, PURPOSE, AND AUTHORITY

SECTION 1. The name of this organization shall be the SAME Rhein-Main Post, hereby referred to as the "Post". The name continues to demonstrate heritage for the original place of establishment in the Rhein-Main area of Frankfurt, Germany. The Post is now located in Wiesbaden, Germany and operates within the US Army Garrison (USAG) Wiesbaden area of responsibility. The Post is established as a subordinate and autonomous non-profit organization under the SAME National Headquarters in Alexandria, Virginia.

SECTION 2. The nature and purpose of the Post is to support the Mission, Vision, & Values of the National HQs in serving as the premier professional military engineering association, uniting architecture, engineering, construction (AEC), facility management, and environmental entities and individuals in both the public and private sectors to prepare for-and overcome-natural and manmade disasters, and to improve U.S. national security efforts.

SECTION 3. The Post will serve as non-political and non-profit organization, with the objective to provide a forum for the ethical exchange of information between government, industry, and academia. This will be accomplished by promoting friendship and goodwill among its members and by supporting the local military community through STEM related functions and activities.

SECTION 4. Functions and activities performed by the organization include, but are not limited to meetings, engineering presentations, workshops, conferences, and construction site visits. Objectives include efforts to meet and support strategic goals set by the parent organization. Planned use of funds includes, but is not limited to, awarding educational scholarships and supporting the operation of workshops and conferences.

SECTION 5. This organization is established according to Army Regulation (AR) 210-22, Army in Europe Regulation (AER) 210-22, and Department of Defense Instruction (DoDI) 1000.15. The approval authority is the Commander, US Army Garrison Wiesbaden. The approval authority may revoke permission to operate at any time.

SECTION 6. This organization will not use army services, including legal, audit, transportation, postal (APO), printing, information management activities, clerical, financial, copying, management and procurement services. The organization will neither propagate extremist activities nor advocate violence against others or the violent overthrow of the U.S. government.

ARTICLE II - GENERAL PROVISIONS

SECTION 1. This private organization is established pursuant to DoDI 1000.15, AR 210-22 and AER 210-22, Private Organizations and Fund-raising Policy. This private organization is not an instrumentality of the United States, is self-sustaining, and may not receive financial assistance from the U.S. Army or non-appropriated funds. This organization will not in any way duplicate or complete with a non-appropriated fund instrumentality operation or appropriated fund Governmental function.

SECTION 2. The United States Government, the Army, USAREUR-AF, and USAG Wiesbaden will not assume liability for any of the organization's activities or debts. Members, according to host nation laws, may be personally liable to creditors if the assets of the PO are insufficient to discharge liabilities. As detailed in Article IX, the organization will obtain adequate insurance as protection against public liability, claims, property damage claims, or other legal actions arising from organization activities, one or more of the organization's

members acting on its behalf, or the operation of any equipment, apparatus, or device under the control and responsibility of the PO.

SECTION 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, creed, sex, disability, 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. The organization will comply with applicable laws that apply to private sector employment. The organization does not discriminate in employment practices on the bases of sex, age, religion, race, color, national origin, marital status, lawful political affiliation, labor organization membership, or physical handicaps. This organization's activities will not seek to deprive individuals of their civil rights.

SECTION 4. It is the policy of this Post to adhere to the highest standards of ethical conduct in all its activities. The Post fully supports and expects strict compliance by every member with all applicable laws and regulations in the conduct of business and professions. The Post recognizes that members who represent the government in matters affecting the economic interests of others hold special positions of public trust requiring them to observe the highest ethical standards. Accordingly, the Post supports the principle that strict impartiality must prevail in all business relationships involving the government.

SECTION 5. All members are required to read the By-Laws upon joining the organization. Upon approval of the By-Laws, bearing the above date, all previously published Constitutions and By-Laws are rescinded.

ARTICLE III - MEMBERSHIP

SECTION 1. Any individual, private company, public agency, non-profit organization, academic institution or division thereof desiring to become a member shall make application to SAME National Headquarters using SAME's membership application forms or online application. There are no specific eligibility requirements for membership. All membership dues and payment are remitted to SAME National. SAME National maintains the official Post roster of members.

SECTION 2. Individual members of this organization will not personally profit from the organization's income except through salaries and wages of the organizations employees (if required), award recognition for services rendered to the organization or community, or membership in an investment club (if provided) as defined in AR 210-22. All members are required to read the Constitution and Bylaws (which are posted on the Post's web site) upon joining the Post.

SECTION 3. The SAME National Board of Direction shall prescribe dues for individuals joining SAME. An individual member may be classified in only one of the following categories:

a. Student Member. Individuals pursuing an undergraduate or graduate architecture, engineering or related degree on a full-time basis at an accredited college or university. High school students may also become Student Members provided are enrolled or have taken a minimum of one Advanced Placement (AP) or International Bachelorette University (IBU) course in Science, Technology, Engineering or Mathematics or are currently dual-enrolled in college/university courses while attending high school.

b. Young Professional. Individuals who are 39 years or younger.

c. Public Sector Member. Active, Guard and Reserve members of the Armed Forces, Coast Guard, Public Health Service,

d. National Oceanographic and Atmospheric Administration, and civilians in Federal, State and local government agencies.

e. Regular Member. Individuals 40 years or older.

f. Fully Retired Member. Individuals who are no longer employed.

g. Life Member. Individuals who have paid for a life membership or who have been granted life membership by SAME.

h. Sustaining Members. Companies and Public Agencies may become Sustaining Members at the Post by paying the appropriate dues to SAME Headquarters. Each Post Sustaining Membership shall entitle the company or agency to six individual Sustaining Member Representatives, two of which shall be Young Members. Individual Sustaining Member representatives must be added as members to a specific Post by their Sustaining Member POC by being added them to the Sustaining Member profile on the SAME website. Individual Sustaining Member representatives have full voting rights in the Post. The Sustaining Member POC is responsible for identifying its representatives and may change representatives at its discretion. If a Sustaining Member Representative leaves the company, that Sustaining Member Representative's membership is terminated upon the company's notification of SAME's headquarters. The Company may identify another representative without additional dues until the next dues renewal date.

SECTION 4. Membership in the Post must be at least 51% U.S. Armed Forces ID cardholders (military, civil service, and contractors) in accordance with AER-210-22 paragraph 4.a (1).

SECTION 5. Any member of the Post will be automatically dropped from the Post roster maintained by SAME Headquarters for failure to renew membership. Membership can be cancelled in writing to SAME National Headquarters. Members may also simply allow their membership to expire since membership dues are prepaid and are non-refundable. Sustaining Member, Non-profit Organization, Academic and Public Agency representatives who have had their memberships terminated by reason of leaving the company, organization or agency, may reapply to SAME and continue their membership as an Individual Member or with another company, organization or public agency within 90 days and retain their original date of affiliation with SAME.

SECTION 6. Any member may invite a guest to attend Post functions, but additional costs may apply as determined by the Executive Committee.

ARTICLE IV - OFFICERS AND GOVERNING BODY

SECTION 1. The Post shall be governed by these Bylaws, consistent with the Constitution and Bylaws of SAME National. In the event these Bylaws are in conflict with SAME National's Constitution or Bylaws, those of SAME National shall govern, with the exception of those Bylaws governed by local laws and ordinances particular to Germany and the existence of the post as a private organization within the area of responsibility of USAG Wiesbaden.

SECTION 2. Leadership of the Post shall be executed through elected and appointed Post Officers serving in a non-paid volunteer status as members of the Board of Directors and Executive Committee.

SECTION 3. The Board of Directors shall be comprised of the elected Post Officers. The traditional board for this post is comprised as follows: Post President, Vice President (VP), Secretary, Treasurer, VP Programs & Industry-Government Engagement (IGE), VP Membership (Individual and Sustaining), VP Education/Scholarships/STEM, VP Young

Professionals & Mentoring, Awards & Streamers Coordinator, Golf Coordinator, and Members-at-large. Additional board members can be elected for specific Programs. This Board make-up is to provide an opportunity for all segments of the Post to be represented and to link the Post to National Committees, as appropriate.

SECTION 4. The Board of Directors will have supervision, control, and direction over the general affairs of the Post and committees and is empowered to act on the part of the members by these Bylaws. The president or vice president must have SOFA status. The organization must have a treasurer who is an elected officer or who serves as a member of its governing board. The treasurer must be an active member and must have SOFA status if the organization has an account with a military banking facility.

ARTICLE V - DUTIES OF OFFICERS

SECTION 1. The Officers of the Post shall consist of President, Vice President, 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.

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

SECTION 3. The Secretary shall have charge of the correspondence and records of the Post. The Secretary shall: (a) give timely notices of all meetings to all members; (b) record the proceedings of all Board and membership meetings; and (c) submit the annual report to the Board of Directors during the last calendar quarter. The Secretary should have check writing privileges in the absence of the Treasurer if the Secretary also has SOFA status. The Secretary shall also ensure all events are published in the Post web site calendar and ensure annual online filing of the IRS forms as required for tax purposes under U.S. law. He/she will also facilitate all necessary administrative actions required for bi-annual PO re-certification with USAG-Wiesbaden (MWR Office) and required audits. The Secretary will also oversee SAME National award nominations for the Post and its members. 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.

SECTION 4. The Treasurer will be responsible for keeping all financial records of the Post and accounting for all funds in the Post treasury. He/she will submit financial reports as required by Department of Defense Instruction (DoDI) 1000.15 (Private Organizations on DoD Installations), Department of the Army Regulation 210-22 (Private Organizations on Department of the Army Installations), and USAREUR-AF Regulation 210-22 (Private Organization and Fundraising Policy). This includes annual reports required for bi-annual Private Organization (PO) re-certification and any required audits. 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 SAME's tax exempt status. 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. The Assistant Treasurer or another Post Officer with SOFA status should also have check writing privileges.

ARTICLE VI - ELECTIONS AND VOTING

SECTION 1. The annual election will be held at a suitable time not more than 12 months after the previous election. Should vacancies occur during the period of office of a post committee, replacement committee members may be appointed. Such appointed committee members shall have a period of office no longer than to the next annual election.

SECTION 2. The Secretary develops a slate of officers for each position, obtaining input for such slate from the Board of Directors and members of the Post. 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. A slate of Officers and Directors is presented to the Post membership at one of its announced meetings and voted upon by those members in attendance, provided that the slate was announced to the Post membership prior to the meeting and an opportunity provided for members to submit ballots prior to the meeting for the purpose of the election, as determined by the Board of Directors. A quorum is not needed for these general elections. The results of the election shall be transmitted to the Regional Vice President and the SAME Headquarters within 30 days.

SECTION 3. At least 10% of the available members (including proxy votes) must be present at the beginning of any annual meeting to constitute a valid election meeting. One written absentee (or one proxy vote) is authorized for any member who, for whatever reason, is unable to attend a scheduled election. Absentee and proxy votes must be submitted to the Post Secretary prior to the election.

SECTION 4. All officers shall be elected for a one-year term. The term of office for an appointed position shall be as long as needed, but not to exceed one year. The President recommends individuals to be appointed, subject to the approval of the Board of Directors. Directors may be re-elected or re-appointed for additional terms.

SECTION 5. The Board of Directors shall have power to fill vacancies of the Officers and Elected Director positions provided that Officers and Elected Directors so selected shall serve until the next annual election only, at which time the vacancy shall be filled in the manner herein prescribed for other vacancies occurring in the regular course.

SECTION 6. 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.

SECTION 7. Following the election of Officers, the new President may recommend additional appointed officers at any time during the year for approval of the Board of Direction.

SECTION 8. 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.

SECTION 9. Elected Officers and appointed board members are eligible to vote. Committee Chairs and Special Advisors are eligible to vote only if they also serve as a Post Officer or an Appointed or Elected Director. An individual is entitled to only one vote regardless of the number of positions or offices held at the Post.

SECTION 10. Votes taken will need a majority of Board of Directors members in attendance at the meeting or on conference call to pass. The Post President or presiding officer at the meeting may call for an electronic vote by the entire Board, in which case a majority vote of the entire Board is required to pass a motion.

ARTICLE VII – COMMITTEES

SECTION 1. The following are examples of committees that may be formed by the President with the advice and majority concurrence of the Board of Directors. Each committee is chaired by an elected Committee VP and can have unlimited number of appointed committee members as deemed necessary to perform the duties and responsibilities listed. The appointment of committee members must be agreed upon by majority vote of the Board of Directors. Each Committee VP should identify an assistant to act on their behalf during their absence. Only the elected Committee VP has voting rights for Post decisions.

a. Programs - The VP for Programs & IGE is responsible for the planning and arrangement of the Post meetings, luncheons, events, and other special functions.

b. Membership - The VP for Membership is responsible for activities designed to recruit and retain members. The Committee is also responsible for maintaining up-to-date, accurate membership records on all members. The Committee VP shall also ensure proper issuance of longevity awards and to promote membership.

c. Publicity - The VP for Publicity is responsible for arranging publicity for the Post as may properly be issued in connection with its meetings and functions. The Committee will be responsible for the timely submission of Post news articles and photos for publishing in TME Magazine and other news/information media as appropriate such as luncheons, fund raisers, and scholarship competition. The Publicity VP is also responsible for maintaining all content on the Post website.

d. Education/Scholarship/STEM - The VP for Education/Scholarship/STEM serves as a liaison to the local Department of Defense (DODDS) High School and any other entity (e.g., International School of Wiesbaden and home-schoolers) for the purpose of coordinating annual scholarship and teaching awards plus other activities as deemed by the Executive Committee. This Committee is also responsible for coordinating Continuing Education Credits (CEUs) credits for events. The Committee will work together with the Programs and Membership Committees to ensure PDH paperwork is properly submitted to the respective accrediting body.

e. Young SAME Professionals & Mentoring - The VP for Young SAME Professionals & Mentoring advises the Board of Directors on any matters related to the Young SAME members program for members under the age of 40. The VP will serve as the Post point of contact for the National YOUNG SAME advisory committee and plan all mentoring programs within the Post. The VP will assist the Programs and Membership committees in recruiting and retaining young members.

SECTION 2. The Post may establish additional Operations and Mission Committees as needed. Operations committees are those that support the President and Board of Directors in administration of the Post (i.e., Audit or special events). Mission Committees are those that support SAME's Strategic Plan and assist the Post in accomplishing its goals and objectives. Mission Committees may include: a) Education and Training; b) Relationships and Recognition; c) Outreach and Communications; and National Security.

SECTION 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.

SECTION 4. 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 VIII - FUNDING SOURCES AND FINANCIAL OBLIGATIONS

SECTION 1. This organization is not an instrument of the United States, will be self-sustaining and may not receive financial assistance from the Department of the Army or any non-appropriated fund (NAF) activity in the form of contributions, repairs, services, dividends, or other donations of money or other assets.

SECTION 2. No financial obligation shall be incurred on behalf of the Post except by the approval of the Executive Committee and unless funds to cover the obligation exist in the Post treasury. The United States Government, the Army, USAREUR-AF, and USAG Wiesbaden will not assume liability for any of the organization's activities or debts.

SECTION 3. Neither NAF nor appropriated funds (APF) activities may incur or assume any obligation of the organization, except as may arise out of contractual relationships. The PO will not engage in activities that compete with those of any APF or NAF activity. The organization shall comply with AR 600-29, AER 210-22 and DoD 5500.7-R in fundraising activities.

SECTION 4. The fiscal year of the Post shall begin on the first day of January and all applicable IRS tax-filing documents must be submitted NLT 15 May of each year.

SECTION 5. Post dues for the various categories of membership established by the SAME Bylaws shall be an amount established by the Post Board of Directors.

SECTION 6. 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.

SECTION 7. Accounting records shall be maintained such that all assets, liabilities, net worth and financial transactions of the Post can be readily ascertained. The accounts shall be maintained in accordance with standard procedures established by the Treasurer using Army Regulations for guidance. Compiled from the standard SAME Bylaws, amended where applicable with reference to our location in Germany and our utilization of USAREUR-AF installation facilities.

SECTION 8. Monthly financial statements shall be prepared and presented to the Board of Directors for review and comment.

SECTION 9. The Post agrees to reimburse the Army for utility expenses, unless use is incidental (would cost more to bill and collect than it costs the utility), in accordance with AR 210-22, paragraph 2- 1a(2)(e).

SECTION 10. Audits will be conducted in accordance with Army Regulation 210-22, para. 3-3. The organization will arrange for an audit, at the organization's expense, every two years if the organization has a gross annual revenue of \$1,000 or more. The organization will arrange for an audit at its own expense on the change of its treasurer, regardless of the time elapsed since its last audit. The Post will use a single-entry accounting system.

SECTION 11. A letter requesting permission to conduct a fundraising event will be forwarded through the Private Organization Coordinator to the approval authority at least 30 days prior to the event. If any pre-event ticket sales or advertising is required, the fundraiser request must be

submitted at least 30 days prior to the date that the ticket sales or advertising is scheduled to begin.

a. In accordance with AE 210-22, paragraph 11(b), this organization will limit its fundraising to individuals with SOFA status and it will not solicit or accept money from Host Nation (HN) citizens or other individuals not authorized SOFA status or individual logistical support (ILS) under USAREUR-AF Regulation 600-700. If this association has Host Nation (HN) members, it can request an exception to policy through the Garrison Commander to allow those HN members to participate.

b. The Private Organization will appoint a disinterested person, who holds no office, to inspect the records of the organization at the conclusion of the event, to ensure all income and expenditures have been properly entered on the accounting records of the organization and to further ensure expenditures are supported by appropriate vouchers. The inspector will provide a copy of the written report with supporting documentation to the approval authority within 30 days after the event. The organization will file their copy of the written report with supporting documentation in their permanent file.

c. Monthly financial statements shall be prepared and presented to the Board of Directors for review and comment. The financial statement should consist of, at a minimum, the balance sheet, a profit and loss statement (income and profit), and fund equity statement/bank reconciliation.

d. The organization will not engage in any fundraising activities without prior written approval from the approval authority. The written approval from the approval authority will be posted at the fundraising site during any fundraising activity.

e. Requests for fundraising events will include a risk management assessment to ensure the safety of the participants.

f. The Post is aware of the USAG-Wiesbaden Command Policy Letter #55, AR 210-22, and AER 210-22 and will conduct all fundraisers accordingly.

g. The financial records of the Post will be audited bi-annually and upon election of a new Treasurer. The audit will be performed by a qualified independent person or disinterested team IAW DoDI 1000.15, AR 210-22, and AER 210-22.

ARTICLE IX - BONDING AND LIABILITY INSURANCE

SECTION 1. Limited bonding (i.e., fidelity/crime insurance) against fraudulent activities by members of SAME is provided by SAME National. Liability insurance is provided by SAME National. Members, according to host nation laws, may be personally liable to creditors if the assets of the PO are insufficient to discharge liabilities.

SECTION 2. The organization will obtain adequate insurance as protection against public liability, claims, property damage claims, or other legal actions arising from organization activities, one or more of the organization's members acting on its behalf, or the operation of any equipment, apparatus, or device under the control and responsibility of the private organization (PO). Should the monthly cashflow regularly exceed \$500, any member of the PO with access to cash on hand, cash in the bank, or merchandise with a value of over \$500.00 will be bonded at PO expense in an amount sufficient to provide full protection of assets per AR 210-22. Officers requiring bonding are those who have access to the Post bank account, generally the Treasurer and another officer with SOFA status.

SECTION 3. The organization will comply with applicable host nation laws, fire and safety regulations, environmental laws, and any other applicable statutes or regulations. The

organization is responsible for obtaining private counsel to provide assistance in determining whether the organization is in compliance with such laws.

SECTION 4. A copy of the current bonding and liability insurance will be submitted to the approval authority on an annual basis.

ARTICLE X - MEETINGS

SECTION 1. The President shall preside at all meetings.

SECTION 2. The Post shall hold an annual meeting at a time and place designated by the Board of Directors. The purpose of this annual meeting shall be the election of the Officers, the submission of reports by Officers and Committee VPs, and the recognition of outstanding individuals, committees, and sustaining members. The annual meeting may be held electronically if a physical meeting proves impractical. The Post's annual meeting may be combined with a regular meeting or conference in order to maximize recognition of the efforts and contributions of the Post and its members.

SECTION 3. The Board of Directors shall meet regularly for the transaction of business. The President on his/her own initiative may call special meetings of the Board of Directors. Conduct of business utilizing teleconferencing is permitted. A detailed meeting minutes for the Board of Directors meeting should be produced to highlight topics discussed.

SECTION 4. 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.

SECTION 5. Other 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. The Programs committee will designate the time and place of these meetings with the guidance of the Programs VP. Meetings may also be called at the request of one-third (33%) of the current membership.

SECTION 6. Every effort should be made to notify all Post members of routine and election (annual or special) meetings in writing at least one week prior. Any special meetings should also include the purpose the meeting is being held. Meeting information will routinely be posted on the Post's web site.

ARTICLE XI - COOPERATION WITH OTHER ORGANIZATIONS

SECTION 1. 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.

SECTION 2. The Chapter may financially support other approval private organizations within the USAG area of responsibility. A listing of all donations/contributions made throughout the organizational year must be prepared and forwarded to the approving authority annually, together with the annual audit report. The list should contain the name of the recipient organization, purpose of the donation, date donation was made, and dollar amount. The single-entry accounting records will be maintained to reflect the assets, liabilities, net worth and financial transactions of the organization.

ARTICLE XII – ADDITIONAL REQUIREMENTS FROM AR-210-22

SECTION 1. On request of the Garrison Commander (but not less than annually) the organization will supply to the Garrison Commander or his/her designee the information set forth in AR 210-22, para. 2-1c.

SECTION 2. Employees of this organization are not employees of the United States or of an instrumentality of the United States. Applicable laws on labor standards for employment shall be observed, including worker’s compensation insurance. Employees of the organization shall not participate in NAF employee benefit programs based upon their affiliation with the organization. DODI 1000.15.

SECTION 3. Background checks are required for employees and volunteers of the organization who have contact with children under the age of 18 in DoD-operated, -contracted, or community-based programs that are used to supplement or expand child care or youth services, according to DoD Instruction 1402.5 (Reference (i)). DoDI 1000.15.

ARTICLE XIII - AMENDMENTS AND DISSOLUTION

SECTION 1. Amendments to the Constitution and Bylaws may be proposed by a majority vote of the Executive Committee or upon petition addressed to the President and signed by not less than ten percent of the total number of active members.

SECTION 2. Proposed amendments shall be available on the Post’s web site so the entire active membership can view them at least one week before they are voted upon at a regular meeting.

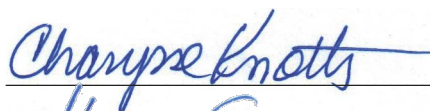
SECTION 3. Amendments, which have been adopted by majority vote of the members present at a regular meeting or by absentee or proxy vote received at the time of or before the scheduled meeting, shall become effective upon receipt of approval.

SECTION 4. The Post may be dissolved by a majority vote of the general membership or by order of the approving authority.

SECTION 5. If the organization is dissolved, all funds in the treasury at the time will be used to meet any outstanding debts, liabilities, or obligations. The balance of these assets will be disposed of as determined by the membership. Normal procedure is to transfer remaining assets to SAME National Headquarters in Alexandria, Virginia. Dissolution may be accomplished by majority approval of the membership or by order of the Commander of the USAG-Wiesbaden.

SECTION 6. Should assets be insufficient to offset liabilities at the time of dissolution, the liability shall be assumed by the membership. All members, in accordance with Host Nation laws, may be personally liable to creditors, if the assets of the organization are insufficient to discharge all liabilities.

Reviewed and approved by vote of the Board of Directors on 11 February 2021



Charysse Knotts, Post President



Nickel Sindek, Post Secretary