



Society of American Military Engineers **International** **Community of Interest Charter** **Current as of 20 July 2020**

1.0 Mission. The mission of the SAME International Community of Interest (I-COI) is threefold:

1. **Connect.** To connect SAME Members primarily in locations outside the Continental United States (OCONUS) without an established Post presence and to assist Members in networking and sustaining an active role in the Society.
2. **Inform.** To inform SAME Members by facilitating delivery of information and serving as a forum for the interchange of ideas on A/E/C issues of concern to project professionals.
3. **Collaborate.** To assist SAME Members in collaborating through Industry-Government Engagements to help solve military engineering challenges.

2.0 Membership. Membership in the I-COI is open to all members of SAME. Leadership for the I-COI shall be composed of the Executive Committee (ExCo), as defined below. Positions may be added to or removed from the ExCo at the discretion of the I-COI Chair.

3.0 Strategic Alignment. The I-COI will undertake goals and objectives annually that are aligned to the Society's 2025 Strategic Plan. These goals and objectives shall be published in the annual Action Plan.

Goal 1: Strengthen Industry-Government Engagement

Lead efforts to foster communication and build relationships among military, public, academic, and professional organizations; further collaboration to identify issues and develop solutions in support of National security.

I-COI serves and supports the Europe and Pacific Regions, as well as Geographic Combatant Commands / Service Components, in promoting multidisciplinary industry-government collaboration focused on improving engineering matters and defense infrastructure program/project delivery primarily Outside the Continental United States (OCONUS). This includes, but is not limited to: identifying technical focus areas, challenges, opportunities, potential solutions to engineering concerns, and integrating mutual expertise to achieve greater results.

The I-COI also:

- Works on development of a library of resources and lessons learned regarding multidisciplinary engineering and defense infrastructure program/project delivery.
- Promotes the inclusion of industry and government stakeholders in Post, Field Chapter, Regional and National events via virtual and in-person meetings, workshops, symposiums, and conferences.

Goal 2: Build and Sustain Resilient Communities

Lead efforts to prepare communities to absorb, recover, and adapt from natural and man-made threats, fortifying our nation's resolve directly where people work and live.

The I-COI will scan for possible international partnerships that can support SAME in furthering resilient national defense infrastructure located OCONUS. The I-COI will also leverage the SAME

multidisciplinary network to connect and educate members on new and existing tools, techniques and procedures to develop solutions to problems across critical defense infrastructure assets at OCONUS military installations.

Goal 3. Develop Leaders for the Profession

Lead efforts to enhance development and cultivate talent necessary to address the nation's grand challenges; enhancing the enduring stewardship of the A/E/C profession.

In support of I-COI-aligned Field Chapters, we will seek to nominate a suitably qualified young professional to the SAME Leader Development Program annually.

Goal 4: Enrich the STEM Pipeline for the Nation

Lead efforts to inspire, encourage, and enable youth to pursue STEM careers; helping develop technical capacity our nation needs to remain globally competitive.

The I-COI will provide a supporting role, when feasible, to the Europe and Pacific RVPs, Posts and Field Chapters through mobilization of multidisciplinary engineering mentors and OCONUS-focused Sustaining Members to support students in K-12 DoDEA schools at OCONUS locations.

Goal 5. Prepare Servicemembers and Veterans for the A/E/C Industry

Lead efforts to fully integrate military and government members in the A/E/C industry; support training, credentialing, and networking initiatives that build, maintain, and translate skills to meet current and future needs.

The I-COI will support service members and government members in the A/E/C industry through curated technical and professional development content, primarily via Virtual Post Meetings, virtual workshops, and events at JETC and SBC events.

4.0 Organization. The I-COI will be guided by an Executive Committee (ExCo) lead by a Chair. The Chair will serve a two-year term beginning at the spring SAME Board Meeting.

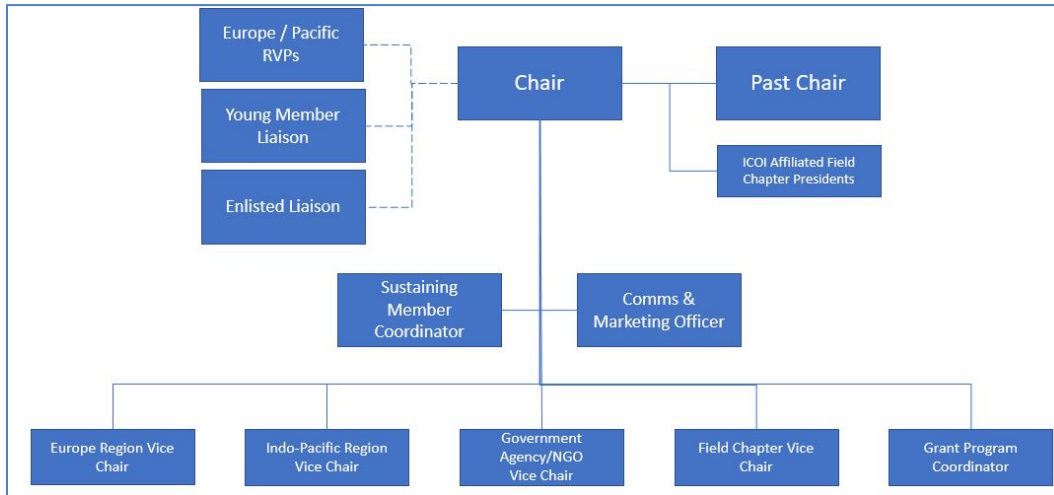
5.0 Appointment of Chair and Vice Chairs. The I-COI Chair will serve a two-year term with the option of a third-year contingent on the assigned Vice President approval. The Chair may only serve one term.

At least six months prior to the Joint Engineers Training Conference (JETC) in the final year of the Chair's term, a Chair-Elect will be appointed by the assigned National VP based upon the recommendation of the current Chair. The Chair-Elect shall have served on the ExCo at least one year to be considered for Chair. In the event a Chair-Elect cannot be selected from the ExCo, the Chair shall work with the assigned National VP to appoint a Chair-Elect from the SAME Membership. At the time of appointment, the Chair-Elect will work with the Chair to ensure a smooth transition.

The Vice Chair positions on the ExCo are appointed for one-year terms by the incoming Chair, after consultation with the current ExCo, and based upon their desire to serve, the needs of the I-COI, and the individual's commitment to OCONUS engineering and defense infrastructure program/project delivery. The Chair also has the flexibility to add or delete additional Vice Chair positions based on I-COI requirements. Vice Chairs may be invited to continue their position for subsequent years. There is no term limit for Vice

Chairs.

6.0 Executive Committee Responsibilities. The following are the responsibilities of the I-COI ExCo members:



6.1 Chair. Provides direction and governance of the I-COI by establishing goals and objectives aligning with the Society’s strategy, goals, objectives, and focus areas via an annual action plan. Represents the I-COI as a voting member on the National Board of Direction. Fills ExCo positions as needed to accomplish the mission of the I-COI. Provides direct interface with the Europe and Pacific Regional VPs, as well as SAME National staff to ensure execution of the I-COI annual action plan. Approves all I-COI Grants and Leadership Development Program nominees. The Chair should live OCONUS, or have a role in which they are demonstrably responsible for OCONUS defense infrastructure and engineering matters. They should be able to interface with Government and A/E/C industry with equal flexibility.

6.2 Immediate Past Chair. Serves as an advisor to the Chair for continuity of information ensuring nothing is missed with the leadership transition. As agreed by the Chair and Immediate Past Chair, this person may take on additional roles and responsibilities within the I-COI.

6.3 Communications/Marketing Officer. Schedules at I-COI meetings and ensures communications with all ExCo members and liaison officers (LNOs). Prepares I-COI meeting record of actions and decisions (ROADs) and allows for review from the I-COI members before finalizing. Provides finalized ROADs to post on the website. Works with the Chair and SAME National office to maintain a roster of Europe and Pacific Region POCs and members. Ensures communications regarding I-COI membership meetings, events, workshops, and conference activities are posted on social media and coordinates with SAME National office to ensure communiques with I-COI membership are sent in an appropriate and timely manner. Assists the I-COI ExCo with general administrative operations as needed.

6.4 Assistant Vice Chairs. Appointed, as needed, to assist the Chair with performance of their responsibilities or fill in when the Vice Chair is not available.

6.5 Europe/Indo-Pacific Region Vice Chairs. In coordination with the Chair, works with the RVPs, Post and Field Chapter Presidents, and Government partners to develop and promote regionally specific multidisciplinary A/E/C programs supporting the I-COI action plan. Additionally, serve as a regional liaison between the I-COI liaison officers (LNOs), Posts, Field Chapters, and Sustaining Members. Both regional Vice Chairs should be a regional subject matter expert, living in their assigned region and

be able to interface with Government and A/E/C industry with equal flexibility

6.6 Government Agency / NGO Vice Chair. Promotes and develops US Government Agency and Non-Governmental Organization (NGO) multidisciplinary A/E/C program content supporting the I-COI action plan and relevant to National defense. Additionally, in coordination with the Chair, Regional Vice Chairs, and the RVPs, scans for international partnerships that will directly support SAME's 2025 goal to build and sustain resilient communities.

6.7 Field Chapter Vice Chair. Actively engages with the I-COI-affiliated Field Chapters to ensure sustainability of the organization to support Government and A/E/C industry SAME members. This includes, but is not limited to:

- Administrative support and interface with SAME National if required
- Program support and assistance (leveraging the library of I-CoI presentations)
- Assistance with Grant requests / submissions
- Assistance with SAME National awards and/or the Leadership Development Program application submissions

Additionally, in coordination with the Europe and Indo-Pacific Region Vice Chairs and Regional VPs, maintain situational awareness on future opportunities to support establishment of Field Chapters.

6.8 Grant Program Coordinator. The Grant Program Coordinator will manage the processing of all grant requests received from the Europe and Pacific Region RVPs in accordance with the grant program guidance (reference paragraph 8.0, this document). The Coordinator will ensure that the grant program guidance is reviewed annually, approved by the Chair and National Vice-President for Committees and Councils, and shared with the Europe and Pacific RVPs. Additional marketing of the I-COI Grant Program may also be undertaken in coordination with Vice Chairs to the I-COI, as well as affiliated Liaison Officers.

6.9 Sustaining Member Coordinator. The Sustaining Member Coordinator will liaise with Sustaining Members to ensure active participation from them in supporting the fulfillment of the I-COI's mission and achievement of goals and objectives aligned to the Society's 2025 strategy. The Coordinator will collaborate with the I-COI's Vice Chairs to identify opportunities to mobilize Sustaining Members support as required.

7.0 Liaison Officers (LNOs). In addition to the ExCo, liaison officers (LNOs) will be solicited from other COI's, as needed, to facilitate communication and information flow between the I-COI and the other standing SAME COIs to best support our membership. Liaisons are expected to be active with their respective COI and proactively distribute information between that COI and the I-COI. LNOs should provide updates during monthly I-COI meetings, or as needed, to ensure robust support to OCONUS Society membership.

7.1 Young Professionals Liaison. Be the face of the I-COI to the Young Professional COI. Conveys any requests/needs from the YP-COI to the I-COI and vice-versa. Participates in both International and YP COI calls. Determines opportunities for collaboration and direct support to I-COI affiliated Field Chapters, as well as Europe/Pacific Region Posts and Field Chapters.

7.2 Enlisted COI Liaison. Be the face of the I-COI to the Enlisted COI. Conveys any requests/needs from the Enlisted COI to this community. Participates in both International and Enlisted COI calls. Determines opportunities for collaboration and direct support to I-COI affiliated Field Chapters, as well as Europe/Pacific Region Posts and Field Chapters.

8.0 Grant Program. The Grant Program was instituted in 2018 by the National office with full support from the National Board of Directors. It is intended to be used to provide financial support to OCONUS Regions, Posts and Field Chapters for the purposes of enhancing Society membership participation and increasing new Individual and Sustaining Membership applicants.

8.1 Annual Budget. The annual budget allotment is proposed by the I-COI Chair through the assigned staff liaison for incorporation to the budget process, approved by the National Executive Committee. The status of the Grant Program shall be reported on annually via the Action Plan with updates provided to the assigned National VP in advance of each National Board of Directors meeting.

8.2 Approvals. Grant Program requests shall be considered based on a return on investment to the Society, e.g. increased SAME relevance at a Post or Field Chapter location, an increase in current membership participation, or a demonstrable increase in new members or retention of existing members. It is not intended to be used for individuals for stipends or travel expenses, unless there is a demonstrable positive impact for the Society that can be presented by the nominating RVP. In general, travel considerations are made for RVPs, Deputy RVPs Post or Field Chapter Presidents or a member who will have a demonstrable positive impact to the fulfilment of the I-COI mission and where funding is not available via another funding line.

8.3 Grant Process.

1. The Grant Program request process shall be reviewed for accuracy, adjusted, approved by the Chair, and issued to the Europe and Pacific RVPs, and the I-COI affiliated Field Chapters, by the first of February of each year.
2. Grant Program requests are submitted by the requesting overseas Post or Field Chapter utilizing the Grant Request/Activity Report (see Appendix A).
3. Overseas Posts or Field Chapters submit candidate Grant Program requests to their RVP by the first of March each year. Out-of-cycle / emergent Grant Program requests can be submitted at any time, however, and will be considered based on the grant budget balance after annual candidate grants are approved/funded.
4. Grant Program requests shall be reviewed and endorsed by the appropriate geographic RVP for Europe/Pacific Regions and the I-COI Chair for the Middle East and Africa.
5. The I-COI Vice-Chairs will review the Grant Program candidates and recommend approval/disapproval to the Chair. The Chair will make the final decision in approving all Grant Program requests. For approved Grant Requests, SAME National will disperse funding at the completion of the event and the submission of the Event After Action Report with an expense report including itemized receipts.
6. **Approved / Executed Grants.** The grant POC is responsible for executing the activity for which the grant was issued. They are also responsible for completing sections B, C and D of the Grant Request/Activity Report (Appendix A) at the conclusion of the event and submitting to the I-COI Chair along with an expense report including itemized receipts within 30 days of the completion of the event. Upon review of the Event After Action Report and validation of receipts, the Grant Program Coordinator will submit the documentation to SAME National staff liaison for disbursement of funds directly to the grant POC.
7. **Exceeding Approved Amount.** If an approved Grant Request will exceed the financial amount for which it was approved, the grant POC is responsible for notifying the Grant Program Coordinator immediately. Failure to do so may result in the grant POC being responsible for the underage in available funding, as there is no guarantee that funding will be made immediately

available once a funding obligation or payment has been made.

9.0 Field Chapters. Reference the SAME Post Operations Manual, Section 3. Field Chapters (or sites where there is an expressed interest to belong to SAME but no current Field Chapter exists) that are located in Africa or the Middle East will be affiliated with the I-COI as the “Host Post”. Conditions for a Field Chapter and the process for establishing one are contained in the referenced manual. The I-COI Field Chapter Vice Chair will be the Field Chapter President’s primary POC on the I-COI ExCo.

10.0 Operating Guidelines

10.1 Action Plan. The I-COI shall prepare an annual action plan to be submitted in accordance with the Society’s bylaws. The annual action plan may include, but not be limited to:

- Assessing the I-COIs achievement of stated annual goals;
- Statement of the coming year’s annual goals;
- Status of affiliated Field Chapters and associated support to membership;
- Status of performance with Virtual Post Meetings, events, workshops, and conference events;
- Status of the Grant Program and business case for the coming years’ budget;
- Status in furtherment of the Society’s 2025 strategy.

10.2 Communications. All communications to members will come from the SAME National office. The Communications & Marketing Officer will coordinate the information gathered from the Chair and Vice Chairs to request SAME National staff liaison send out to members on the I-COI’s behalf. Communications via telephone, email, and VTC will be the primary mode for sharing information, issuing guidance, and obtaining updates on I-COI activities and programs.

10.3 Virtual Post Meetings. The Chair will convene a monthly Virtual Post Meeting, typically on the first Thursday of each month. This will adjust as necessary to accommodate Federal Holidays or national society events.

10.4 Executive Committee (ExCo) Meetings. The Chair will convene an ExCo meeting at least quarterly, however, a higher frequency of meetings of the ExCo will occur if required.

10.5 Annual Business Meeting. The Chair will schedule an Annual Business Meeting either virtually, or in person, at JETC. The Annual Business Meeting will serve as a ‘state of the union’ synopsis of the I-COI’s performance in the preceding year, as well as to solicit membership feedback on the draft action plan for the coming year.

10.6 Ad Hoc Meetings. Additional virtual and in-person meetings will be facilitated by the I-COI at JETC, SBC and other forums as agreed by the ExCo and SAME National, and when in the best interest of Society membership.

11.0 Charter Approval and Amendments. The Chair will undertake a review of the Charter or consider amendments in coordination with the respective assigned National VP, the National Staff, and I-COI ExCo annually and present said recommendations for amendments to the I-COI members for comment before incorporating changes to this Charter.


COI Chair Signature

20 July 2020

Date

Appendix A: Grant Request/Activity Report

SAME International Community of Interest

Activity/Event Request and After-Action Report



Grant Activity/Event	
Activity/Event Dates	
POC: (Name/ Info)	
Post/Chapter/Region	

A. Activity/Event Overview

Location	
Purpose	
Description: 5 W's & Expected Return on Investment (attachment if req)	
Req \$ Amount	
Participants	

B. Summary of Event (SAME Return on Investment, Attached Receipts)

C. Conclusion/Recommendations

D. Follow Up Actions

POC Signature: _____ Date: _____

RVP Signature: _____ Date: _____