

**SOCIETY OF AMERICAN MILITARY ENGINEERS  
KITTYHAWK POST**

**EXECUTIVE BOARD MEETING MINUTES**

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**DATE OF MEETING:** 6 June 2013, 11:30 – 1:00

**LOCATION:** Building 2011, WPAFB, OH

**SUBMITTED BY:** Drew Titone Assistant, Secretary

**ATTENDANCE:** See attached roster

**NEXT BOARD MEETING:** 1 August 2013; 1130-1300 (First Thursday)

Call in Number (712) 432-0950 Host Access Code: 722792\* Participant Access Code: 722792#

**MONTHLY GENERAL  
MEMBERSHIP MEETING:** 13 June 2013  
The Twin Base, WPAFB (second Thursday)

**ITEMS DISCUSSED:**

1. **President's Corner (Col Todd / Ms. April Lewis)**
  - Col Todd welcomed members.
  - The election results:
    - President: Ken Stegall
    - President Elect: Ted Hecht
    - Vice President: Nadia Turek
    - Secretary: Joe Pardo
  
2. **Secretary's Report (Mr. Joe Brink / Mr. Drew Titone assistant)**
  - The attached bi-laws were reviewed by the Board Members. Article IX regarding Quarum was agreed to have no purpose and removed from the by-laws. A motion to approve the By-Laws was made, seconded, and the by-laws were approved. The By-Laws will be posted on the web site for review by the general membership. The general membership will vote on the By-Laws in the next General Membership meeting on June 13<sup>th</sup>.
  - Minutes from last month were presented and approved with the following change.
  
3. **Treasurer's Report (Mr. Pete Battaglia / Bronnie Robinson )**

**June 6 2013**

**Expenses**

- Eventbrite fees \$173.08 (April)
- Newtek Fees \$53.02 + \$70.92 (April)
- Industry Day \$2989.87
- Sinclair Scholarship \$1000.
- Stebbins Field Trip pizza \$62.25
- Dragons game \$728.66
- Yellow Ribbon mailing \$168.18
- Camp Reg. Fee \$550.00 (Garrett Potts)

**Total Expenses \$5795.98**

**Income**

- May Fisher House donations \$30.00
- Industry Day income \$4010.00
- Yellow Ribbon \$127.00
- Scholarship (Turek Family) \$1000.00
- Golf Sponsorships \$340
- Dragons game \$783.00

**Total Income \$6290.00**

**Anticipated June. 2013**

**Expenses**

- Newtek Fees-
- Eventbrite fees
- June Luncheon cost
- Scholarships

**Income**

- June Luncheon Fees
- Golf Sponsorships & Registration
- 

**Other Items:**

## **Committee Reports**

### **4 Membership (Mr. Joe DiMisa)**

- The following are the current membership numbers:

#### May

- IM's 192
- SREPS 235
- Total 427
- Students 18

#### June

- IM's 191
- SREPS 231
- Total 422
- Students 18

2013 Goal is 456

### **5 Sustaining Membership (Ms. Rose O'Grady absent)**

- CESO will do a sustaining members presentation for June

### **6 Programs (Mr. Jeff Leonard /Kirk Zecchini)**

- See the attached Agenda for June.
- June, we will have a joint meeting with the AIA this meeting will be at Twin Base as requested by AIA.
- The presentation will be Pecha Kucha style with 2 from AIA and 2 from SAME.
- Installation of officers will be at the June meeting.
- We will present the scholarships at the June meeting.

### **7 Education/Scholarships/Science Fairs (Dr. Mark Goltz / Ms. Nadja Turek / Mr. Joe DiMisa)**

- Thank you letter for scholarships Scholarship winner

### **8 Industry Affairs (Mr. Ken Stegall /Mr. John Koerner**

- Need to issue PDH
- Panning for round table for fall.

### **9 Readiness (Emergency Preparedness/Infrastructure Resilience)(Mr. Jon Wheeler / Ryan Schlosser/ Maj Hannon)**

- No report

### **10 Social (Mr. Mike Howe / Mr. Ted Hecht golf)**

- Golf registration slow.
  - Will make an announcement at the next meeting.
  - Jennifer will do signage for golf holes
  - Need change in leadership for the golf committee
  - Fall social will be some sort of tasting TBD.
- 11 Young Members (Capt Jonathan Polston / Capt Stanton Brown)**
- The JETC young members representative is Capt. John Marshal
  - Nomination for post leadership workshop is Bronnie Robinson.
- .12 College Outreach (Nichole Lashley/ Travis Burr)**
- We still need to establish a group of students and advisor to establish a college chapter. We cannot pigback on another organizations charter.
- 13 K-12 (Mr. Jim Levy/ Mr. Ryan Schlosser)**
- Stebbins field trip went well. Went to AFIT, tour of centrifuge at HPW and Elements IV. It went well.
  - Will check on the second AF Camp nominee.
- 14 Yellow Ribbon (Ms. Nikki Kelley/ Bill Sampson )**
- No report
- 15 Awards (Ms. Jennifer Tamburino)**
- Nothing to report.
  - Emergency Preparedness will be a distinguishing factor for distinguished post award. Jon is on top of this.
- 16 Fellows (Mr. Nick Scambilis /Mr. Drew Titone)**
- Looking for Nominees.
- 17 Small Business (Ms. Rosie O’Grad / Ms. Marci Snyder / Mr Jeffery Engram )**
- Michael Choa is PSBLO.
- 18 Communications/Public Relations (Mr. Greg Lonergan and Kim Duncan)**
- Any new announcements.
  - No news on the website, NO NEWS.
- 19 Affiliates Societies Council (Mr. Drew Titone/ Jim Ryckman, Co chair)**
- No Report.
- 20 Old Business:**
- Survey - most people are good with the program as it is. No definitive results. 58 respond.
- 21 New Business:**

- Look at committee members next month. Dave Perkins has some response of interest for committees from the survey. The next board meeting should address committee member positions.

**22 Post calendar is attached.**

- See attached calendar.

**23 Adjourn: at 1:16.**

Joseph Brink  
Secretary, Kittyhawk Post

Col Todd  
President, Kittyhawk Post

Updated Roster **May 2013 SAME Kittyhawk Post Executive Board**

Position	Name	Present	Phone	Absent	Organization	Email
<b>Co President-</b>	April Lewis			X	HQ AMFC	<a href="mailto:alewis@woh.rr.com">alewis@woh.rr.com</a>
<b>Co -President</b>	Col Jeffrey Todd		X		HQ/AFMC/A6/7	<a href="mailto:Jeffrey.Todd@wpafb.af.mil">Jeffrey.Todd@wpafb.af.mil</a>
<b>President Elect</b>	Ken Stegall	X			CMS	<a href="mailto:kstegall@cms-corporation.com">kstegall@cms-corporation.com</a>
<b>Vice-President</b>	Ted Hecht	X			WPAFB 88 ABW/CE	<a href="mailto:Ted.Hecht@wpafb.af.mil">Ted.Hecht@wpafb.af.mil</a>
<b>Secretary</b>	Joe Brink	X			Burgess & Niple	<a href="mailto:joe.brink@burgessniple.com">joe.brink@burgessniple.com</a>
<b>Asst Secretary</b>	Drew Titone	X			Woolpert	<a href="mailto:drew.titone@woolpert.com">drew.titone@woolpert.com</a>
<b>Treasurer</b>	Pete Battaglia	X			LJB	<a href="mailto:PBattaglia@ljbinc.com">PBattaglia@ljbinc.com</a>
<b>Asst. Treasurer</b>	Bronnie Robinson	X			Atriax Group	<a href="mailto:bronnierobinson@atriaxgroup.com">bronnierobinson@atriaxgroup.com</a>
<b>1st Director</b>	Grant Bartee			X	LJB Inc	<a href="mailto:GBartee@LJBinc.com">GBartee@LJBinc.com</a>
<b>2nd Director</b>	David Perkins	X			WPAFB 88 ABW/CE	<a href="mailto:David.Perkins@wpafb.af.mil">David.Perkins@wpafb.af.mil</a>
<b>3rd Director</b>	Alan Hautman	X			Emersion Design	<a href="mailto:alan.hautman@emersiondesign.com">alan.hautman@emersiondesign.com</a>
<b>Programs</b>	Kirk Zecchini			X	American Structure Point	<a href="mailto:kzecchini@structurepoint.com">kzecchini@structurepoint.com</a>
Co-Chair	Jeff Leonard	X			WPAFB 88 ABW CE	<a href="mailto:jeff.leonard@wpafb.af.mil">jeff.leonard@wpafb.af.mil</a>
Co-Chair	Nadja Turek	X			Woolpert	<a href="mailto:nadja.turek@woolpert.com">nadja.turek@woolpert.com</a>
<b>Communications/P ublic Relations</b>	Greg Lonergan	X			SHP Leading Design	<a href="mailto:glonergan@shp.com">glonergan@shp.com</a>
Support	Rene Campagna			X	SHP Leading Design	<a href="mailto:rcampagna@shp.com">rcampagna@shp.com</a>
<b>Public Relations</b>	Kim Duncan			X	Elements IV	<a href="mailto:KimDuncan@woh.rr.com">KimDuncan@woh.rr.com</a>
<b>Education</b>	Mark Goltz			X	AFIT	<a href="mailto:mark.goltz@afit.edu">mark.goltz@afit.edu</a>
Co-Chair	Nadja Turek	X			Woolpert	<a href="mailto:nadja.turek@woolpert.com">nadja.turek@woolpert.com</a>
Co-Chair	Joe DiMisa	X			Woolper	<a href="mailto:joe.dimisa@woolpert.com">joe.dimisa@woolpert.com</a>
<b>Industry Affairs</b>	John Koerner			X	Weston Solutions	<a href="mailto:jabkoerner@aol.com">jabkoerner@aol.com</a>
Co-Chair	Ken Stegall	X			CMS	<a href="mailto:kstegall@cms-corporation.com">kstegall@cms-corporation.com</a>
	Joe Brink	X			Burgess & Niple	<a href="mailto:joe.brink@burgessniple.com">joe.brink@burgessniple.com</a>
<b>Small Business</b>	Marci Snyder	X			Woolpert	<a href="mailto:marci.snyder@woolpert.com">marci.snyder@woolpert.com</a>
Co-Chair	Rosie O'Grady			X	TesTech	<a href="mailto:ogrady@testechinc.com">ogrady@testechinc.com</a>
	Jeff Engram	X			Resource International	<a href="mailto:jeffrey@resourceinternational.com">jeffrey@resourceinternational.com</a>
	Kevin Conley					
<b>Awards</b>	Jennifer Tamburino			X	URS	<a href="mailto:Jennifer_tamburino@urscorp.com">Jennifer_tamburino@urscorp.com</a>
<b>Membership</b>	Joe DiMisa	X			Woolpert	<a href="mailto:joe.dimisa@woolpert.com">joe.dimisa@woolpert.com</a>
<b>Sustaining Members</b>	Rosie O'Grady			X	TesTech	<a href="mailto:ogrady@testechinc.com">ogrady@testechinc.com</a>
<b>Readiness</b>	Jon Wheeler	X			BAH	<a href="mailto:Jon.Wheeler_ctr@wpafb.af.mil">Jon.Wheeler_ctr@wpafb.af.mil</a>
Co-Chair	Kirk Zecchini			X	American Structure Point	<a href="mailto:kzecchini@structurepoint.com">kzecchini@structurepoint.com</a>
Co-Chair	Major Kelly Hannum			X	AFIT/CEM.	<a href="mailto:Kelly.hannum@afit.edu">Kelly.hannum@afit.edu</a>
<b>Social</b>	Mike Howe			X	WPAFB 88 ABW CE	<a href="mailto:mike.howe@wpafb.af.mil">mike.howe@wpafb.af.mil</a>
Co-Chair	Kim Duncan			X	Elements IV	<a href="mailto:KimDuncan@woh.rr.com">KimDuncan@woh.rr.com</a>
<b>Golf</b>	Ted Hecht	X			WPAFB 88 ABW/CE	<a href="mailto:Ted.Hecht@wpafb.af.mil">Ted.Hecht@wpafb.af.mil</a>
Co-Chair	Grant Bartee			X	LJB Inc.	<a href="mailto:gbartee@ljbinc.com">gbartee@ljbinc.com</a>
<b>Young Members</b>	Brad Doudican			X	OSU	<a href="mailto:Brad.doudican@gmail.com">Brad.doudican@gmail.com</a>
	Cpt. Amanda	X			AFIT	<a href="mailto:Amanda.Huffman@wpafb.af.mil">Amanda.Huffman@wpafb.af.mil</a>

	Huffman				
Co-Chair	Capt Stanton Brown	X		AFIT GEM	<a href="mailto:staton.brown@afit.edu">staton.brown@afit.edu</a>
Co-Chair	Capt Jonathan Polston			X HQ AFMC A6/7	<a href="mailto:jonathan.polston@wpafb.af.mil">jonathan.polston@wpafb.af.mil</a>
<b>K-12 Outreach</b>	Jim Levy			X WPAFB 88 ABW CE	<a href="mailto:James.levy@wpafb.af.mil">James.levy@wpafb.af.mil</a>
Co-Chair	Ryan Schlosser	X		WPAFB 88 ABW CE	<a href="mailto:ryan.schlosser@wpafb.af.mil">ryan.schlosser@wpafb.af.mil</a>
<b>Affiliates Societies</b>	Drew Titone	X		Woolpert	<a href="mailto:drew.titone@woolpert.com">drew.titone@woolpert.com</a>
Co Chair	Jim Ryckman			X	<a href="mailto:Jim.ryckman@wpafb.af.mil">Jim.ryckman@wpafb.af.mil</a>
<b>Yellow Ribbon</b>	Nikki Kelley	X		Emersion Design	<a href="mailto:Nikki.kelley@emersiondesign.com">Nikki.kelley@emersiondesign.com</a>
Co Chair	<b>Bill Sampson</b>	X		Metro-CD	<a href="mailto:bsampson@metrocdengineering.com">bsampson@metrocdengineering.com</a>
<b>College Outreach</b>	Nichole Lashley			X ICI	<a href="mailto:Nichole.lashley@icisrvcs.com">Nichole.lashley@icisrvcs.com</a>
Co Chair	Travis Burr	X			<a href="mailto:burr@testtechinc.com">burr@testtechinc.com</a>
<b>Fellows</b>	Nick Scambilis	X		Retired	<a href="mailto:nicksca@aol.com">nicksca@aol.com</a>

<b>January</b>	<b>February</b>	<b>March</b>
<p>Last Business Day- Streamer Submissions Due</p> <p>January 31- Nomination for National Awards Deadline All Individual Memberships Need Renewed</p> <p>Renew Post Office Box</p> <p>Send annual financial statement to 88th ABW Services</p> <p>Annual insurance renewal and provide update to 88th AWB Services</p>	<p>Early February- Post Leaders Workshop (New Distinguished Post Criterion- Med &amp; Lg Posts must send One Board Member and One Young Member per year)</p> <p>IM &amp; SM Dues Paid by EFT (Electronic Funds Transfer)</p> <p>Mid-February- Engineer Week</p> <p>Streamer Reconsideration Period open until LAST Business day of Feb (Post must make request for reconsideration)</p> <p>Apply to National for Young Member Sponsorship at JETC</p>	<p>1st Business Day- Post Financial Report Due (report online at <a href="http://www.same.org/postops">www.same.org/postops</a>)</p> <p>Mid-March- Final Streamer Results Announced, including Top Posts and Top Region ASCE Joint Meeting</p> <p>AFIT GEM Award Presentation at membership meeting and at AFIT grad awards ceremony</p> <p>Development of Slate for Executive Board Election, usually handled by Fellows</p> <p>Executive Board votes on SAME camp attendees</p> <p>Social Event - March Madness</p> <p>Solicit for West District Science Fair Judges Deadline to submit Army Camp Applications March 18, 2011</p>
<b>April</b>	<b>May</b>	<b>June</b>
<p>Science Fair winners presented at membership meeting</p> <p>Executive Board Election by members</p> <p>Deadline to submit USAF application to the camp registrar April 15, 2011</p>	<p>SM Dues paid by EFT</p> <p>Deadline for Posts to submit Navy Camp Applications to Camp Registrar May 13, 2011</p> <p>Preferred Transition of Post Leaders- new Board of Direction takes office and Change of Post Officers Report must be submitted w/in 30 days Provide update of new officers to 88 ABW Services</p> <p>National JETC held in May</p> <p>Scholarship winners presented at membership meeting</p> <p>Industry Day</p>	<p>Scholarship winners presented at membership meeting</p> <p>Review and vote on By-laws (at least every two years),</p> <p>Young Member led meeting</p>



	Social Event - Dragons' Game	
<p><b>July</b> Golf Outing - No Luncheon</p> <p>Re-apply to 88 ABW Services to continue as a Private Organization, every even number year by July 18<sup>th</sup>.</p>	<p><b>August</b></p> <p>Late August- Deadline for Posts to submit interest in Hosting JETC (4-6 years out)</p> <p>IM &amp; SM Dues Paid by EFT (Electronic Funds Transfer)</p> <p>Early September- Post Leaders Workshop held in DC area (New Distinguished Post Criterion- Med &amp; Lg Posts must send One Board Member and One Young Member per year) SAME Camper presentation</p>	<p><b>September</b></p> <p>September 1- Fellows Nominations due to HQ</p> <p>Membership Presentation to Incoming AFIT Students</p>
<p><b>October</b></p> <p>October 1 - Student Chapter Annual Status Report due to meet IB criteria for Outreach and Communication streamer</p> <p>Round Table Event and Joint Luncheon with AFMC BCE Conference Annual Roundtable--generally in October, but has been held in Nov as well--match to date of BCE Conference.</p> <p>Visit Monthly Luncheon Fees</p>	<p><b>November</b></p> <p>SM Dues paid by EFT</p>	<p><b>December</b></p> <p>Social Event - Holiday Party (No Luncheon)</p> <p>Dec 15-Deadline for committee chairs to submit the next calendar year Post budget items to Treasurer</p>

**MEETING AGENDA  
SAME – Kittyhawk Post  
13 June 2013  
WPAFB Officers Club**

**11:30** Set up laptop and projector (Zecchini)

**11:45** Welcome to this joint meeting of the Society of American Military Engineers and the Dayton Chapter of the American Institute of Architects, and welcome to all our distinguished visitors. (Colonel Todd)

Pledge of Allegiance (Colonel Todd)

Invocation (Jeff Leonard)

Comments to be seated (Colonel Todd)

Recognize Distinguished Guests – Head Table (Colonel Todd)

- Provided by Jeff Leonard the day of \_\_\_\_\_

Comments to Begin Lunch (Colonel Todd)

Serve Lunch – Social time

**12:10** **AIA Announcements:** (??)

**12:05** **SAME Announcements:** (Colonel Todd)

- (Col Todd) Pin the Streamers from SAME National
- (Hecht) Golf Tournament
- (Snyder) Transition to the new board/President – swearing in
- By-Laws Vote

**12:15** **Sustaining Member Firm Highlight:** TBD (??)

**12:20** **Sustaining Member Firm Highlight:** TBD (??)

**12:25** **SAME Scholarship Presentations:** (Dr Goltz)

**12:35** **Pecha Kucha:** (Turek)

- **PK1: SAME** (Charles Grover with HR Gray) The Oasis Augmentation Relief Sewer project which is the biggest capital improvement project in the city of Columbus'

history. It is a combined sewer overflow tunnel project consisting of a 4.5 mile long CSO tunnel, 160' deep, 120' in diameter. He is the PM for three interim shafts that connect the surface to the tunnel, the pump electric building, installation of the pumps and commissioning, and startup of the project.

- **PK2: AIA** (??) – Topic
- **PK3: SAME** (Tom Kolber, Senior Structural Engineer with Woolpert) presenting a case study about a project where the construction contractor and subs didn't follow the structural design and five years later structural problems were found and how they went back and fixed the original construction issues. He's written a paper on it, and would adapt for PK
- **PK4: AIA** (??) – Topic

Question/Answer Period for all PK presenters

Present Kittyhawk Post Coins to Speakers (Colonel Todd) **{PHOTO}**

**Final Announcements:** (Colonel Todd)

We will not be having a July meeting. Instead we hope you will join us at the Golf Tournament on July 12th. Registration and sponsorship forms are on your tables and available from Ted Hecht. Our August meeting will be held on our regular date, the second Thursday of the month, which is August 8th and will be held at the Wright-Patterson officer's club. **Our speaker will be ?? with ?? discussing a ??.**

- 50/50 Drawing (Bill Sampson): The winner is \_\_\_\_\_?
- Reminder: If you haven't paid for lunch see Pete Battaglia

1:00 Adjourn Meeting (Colonel Todd)

## **BY-LAWS**

### **Article I**

#### **Membership, Admissions, and Separations**

1. Membership in the Kittyhawk Post will be automatic upon submission of application, payment of yearly dues, and evidence of membership in The Society. Members shall make application, verbal or written, to the Membership Chair of the Post. The Membership Chair shall satisfy whether the applicant is a member of The Society and determine which classification of membership the applicant belongs.
2. Members may be attained through application for membership to SAME Headquarters. Transfer to this Post from another post is usually through notification to SAME Headquarters.
3. Any member of the Post may withdraw by tendering the resignation in writing; such resignation shall not become effective until said member shall have paid all sums due to the Post at the time of resignation.
4. Any member of the Post will be automatically dropped from the Post, (a) when his/her membership is terminated by SAME Headquarters, or (b) for cause by a vote of two-thirds of the members present at any regular meeting. The member shall be given full opportunity for a hearing in one's own defense. Any member that was dropped may be reinstated by a vote of two-thirds of the members present at any regular meeting and approval of SAME Headquarters, provided all of the member's indebtedness to the Post is liquidated.
5. The Post Membership Chair working with the National Membership Director shall notify members of the Post whose dues remain unpaid in writing of the fact. Members whose dues are two months past, after a formal notice of one month past, shall be dropped from the Post. The Post shall act in the best interests of all concerned in any case, which may arise relating to dues or fees. Any member three months past in dues shall not be entitled to vote or hold office. Providing payment of all fees due shall entitle a member to be reinstated.

### **Article II**

#### **Board of Directors**

1. The Board of Directors shall be the judge of the qualifications of its members and, subject to limitations herein prescribed, shall have power to fill vacancies, arising in its own number. The 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. The President-Elect shall fill a vacancy in the office of President. Should all four offices of the President, President-Elect, Vice President, and Secretary be vacated, the Treasurer shall temporarily perform the duties of President and shall immediately call a meeting of the Board of Directors for the purpose of filling the vacancies until the next regular meeting. Should the offices of the President, President-Elect, Vice President, Secretary and Treasurer be vacated, the Post's 1st Director, 2nd Director, and 3rd Director shall temporarily perform the duties of President, respectively.

2. The Board of Directors shall meet each month for the transaction of business and members thereof shall constitute a quorum. The President, on his/her own initiative, may call special meetings of the Board of Directors.
3. The Board shall submit at the annual meeting of the Post a report of the affairs. It shall include an abstract of the financial and membership status of the Post and a review of the Post's activities for the fiscal year. Also it shall include any suggestions or recommendations deemed appropriate respecting past and future activities of the Post.

### **Article III**

#### **Officers**

1. The President shall have general supervision of the affairs of the Post. He/she shall preside at the meetings of the Post. He/she shall appoint the members and have general supervision over all committees. In his/her absence, his/her duties devolve upon the President-Elect.
2. The President-Elect shall supervise the Post in absence of the President. He/she shall be President of the Post the following term. He/she will use the term to learn the inner workings of the Post and the Society.
3. In the absence of the President-Elect, the Vice President shall ensure Post program meets the needs of its members.
4. The Treasurer shall be comptroller of the accounts of the Post under the direction of the President. Treasurer shall maintain the 10-year Financial Plan, and will work closely with the Board of Directors to balance the Post's budget monthly. Treasurer shall make collections and disbursements under the supervision of the President as directed by the Post. Treasurer shall render annual reports in March and such specified reports as may be called for by the President. Treasurer shall file Federal and State income tax returns (The Society has a tax-exempt status) with a copy to SAME Headquarters. The accounts shall be audited annually by committee or agency. If accomplished by committee, the President shall make appointment at least thirty days prior to the submission of the annual report. Results of the audit shall be reported to the President in February.
5. The Assistant Treasurer shall assist the Treasurer with the duties and act as the Treasurer during the Treasurer's absence.
6. The Secretary shall have charge of the correspondence and records of the Post. The Secretary, through the Programs Chairman, shall give timely notices of all meetings to all members. Secretary shall be responsible for suitable arrangements for all meetings of the Post. Secretary shall record the proceedings of all meetings of the Post and submit a monthly report to the Board of Directors, Regional Vice President, and National. Secretary shall keep the role of the members of the Post by classification of membership. In absence of the Secretary, the duties shall devolve upon the Assistant Secretary.
7. The Assistant Secretary shall assist the Secretary with the duties and act as the Secretary during the Secretary's absence.

8. The Board of Directors will serve with the officers of the Post under the supervision of the President or ranking officer, and shall have a vote on matters of Post business in the same manner as the officers.
9. In the event of a vacancy in the position of President, the President-Elect shall become President; the Assistant Secretary shall fill vacancy in the position of the Secretary; and, the Assistant Treasurer will fill vacancy in the position of the Treasurer. In the event that the President-Elect or the Assistants are not available, an election will be held by the Post in the manner provided in these Bylaws.
10. Unless otherwise stated herein, the term of office shall begin upon the adjournment of the meetings at which such officers are elected, and shall be for duration of at least one year.

#### Article IV

##### **Committees**

1. The standing committees of the Post shall include, as a minimum, the Program Committee, the Sustaining Member Committee, the Young Member Affairs Committee, the Education Committee, the Awards Committee, the Publicity Committee, the Membership Committee, the ~~Readiness~~ Emergency Preparedness and Infrastructure Resilience (EP&IR) Committee, the Industry Affairs Committee, and the Social Committee. Each committee shall have a chairperson appointed by the Post President.
  - a. The Program Committee shall prepare a program of activities for each general membership meeting and submit it to the Post for approval.
  - b. The Sustaining Member Committee shall recruit local firms to become sustaining members of the K.ittyhawk Post. They shall act as liaison between the sustaining members and the Executive Committee expressing their expectations of SAME.
  - c. The Young Member Affairs Committee shall: a.) act as liaisons between young post members and student members, b.) establish student posts at the local universities and develop activities and programs designed to interest young post members, c.) proactively attract and retain young professional and student members, and d.) continue to give young members every possible opportunity to be involved in Society activities.
  - d. The Education Committee shall actively pursue the educational aspects of the engineering profession, with emphasis on mentoring, student scholarships and continued professional development of its membership.
  - e. The Awards Committee shall prepare and solicit nominations for Post, Regional, and National awards.
  - f. The Publicity Committee shall assist Post officers in identifying appropriate internal and external means of communications ranging from publications to local community and media relations' activities to meet current and future needs of the Post.

- g. The Membership Committee shall consist of at least three members of the Post. It shall be the duty of this committee to retain and to solicit new members. Applications for Post membership shall be submitted to SAME Headquarters.
  - h. ~~The EP&IR Committee shall work to fulfill the annual EP&IR Streamer required and desired elements to a minimum of "EP&IR Streamer" award, and if possible to the "EP&IR Streamer with Distinction" award. The EP&IR Committee shall sponsor Interactive emergency preparedness and infrastructure resilience programs which endeavor to link all available local, state, federal, and civilian entities in the Post's area. The committee shall consider and develop means to assist the nation in maintaining a capability to mobilize quickly and effectively. The Readiness Committee shall update the FAST START Plan annually and sponsor interactive readiness programs which endeavor to link all available local, state, federal and civilian entities in the Post's area. The committee shall consider and develop means to assist the nation in maintaining a capability to mobilize quickly and effectively.~~
  - i. The Industry Affairs Committee shall develop means of enhancing the interchange of ideas, methods, and cooperation between the military and industry.
  - j. The Social Committee shall organize "get acquainted events" to bring current membership together to network and attract new members to increase Post strength.
2. In addition to the above standing committees, the Post will form an ad hoc Nominating Committee annually. The committee will consist of at least three members of the Post. Typically, the Post's three Directors and the Regional Vice President present a slate of nominations for each elective office of the Post annually.
  3. In addition to the above standing committees and the Nominating Committee, the Post may establish other special committees, deemed necessary, to promulgate the Post's objectives.

## Article V

### **Finances**

1. The fiscal year of the Post shall begin on the first day of January.
2. A 10-year Financial Plan will be developed by the Board of Directors and maintained by the Treasurer. The Treasurer will work closely with the Board of Directors to balance the Post's budget monthly. The 10-year Financial Plan will be used as a financial forecasting tool for tracking income and costs incurred in the normal course of the Post's operations.
3. The annual dues of members which will entitle them to all privileges of the Post, except as otherwise provided herein, shall be an amount established by the Board of Directors, payable annually in advance.
4. Individuals who are student members of The Society may be elected to the Post without payment of local dues.
5. Upon dissolution of this organization, all assets will be forwarded to SAME Headquarters for inclusion into The Society's general fund.





## Article VI

### **Meetings and Elections**

1. The regular meetings of the Post shall be in accordance with the program presented by the Program Committee and adopted by the Post, and, generally, shall be held once every month.
2. The election of new officers shall take place at the annual meeting held by the Post prior to the expiration of the term of office of the current officers.
3. Each officer will be elected by written ballot of all voting members by plurality of all votes cast. Voting shall be by secret ballot. Ballots will be issued to all active members in good standing at the time of election.
4. Special meetings must be called by the President at the written request of one-fourth of the membership and may be called by him at any time. At least one week's notice of time and place and purpose of meeting shall be given all members; and only the business stated in the call shall be transacted at the special meeting.

## Article VII

### **Publications**

The Post may issue a periodical under the direction of the President, of such type and frequency of publication agreed upon by the Board of Directors, when the desire and need of such a publication is manifested. The editor of such a publication shall be selected by the President, be a member of the Post, and head the Publicity Committee. A copy of all Post publications will be provided to SAME Headquarters.

## Article VIII

### **Seal and Insignia**

1. The seal and insignia of the Post shall be that as adopted by SAME Headquarters.
2. The use of the seal or insignia shall be prohibited without approval of the Board of Directors for the Post. Members in good standing shall, of course, be allowed to wear the ornaments of membership and display the insignia of the society in proper places.

## Article IX

### **Quorum**

~~One third of the Post membership and three officers or members of the Board of Directors shall constitute a quorum; provided that a notice of at least one week has been given.~~

## **Article X**

### **Cooperation with Other Organizations**

In the furtherance of Society objectives, the Post will cooperate with other engineering societies and organizations toward the improvement of the professional status and standards of the engineering profession, as well as support programs for advancement of engineering education and the knowledge of engineering and associated sciences.

## **Article XI**

### **General Policy and Procedure**

1. *Nondiscrimination Policy:* This 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 Society will take no official action, which is or appears to be detrimental or discriminatory to any class or group of persons.
2. *Ethics Policy:* It is the policy of this Post to adhere to the highest standards of ethical conduct in all its activities. The post fully supports and expects strict compliance by every member with all applicable laws and regulations in the conduct of business and professions. The Post recognizes that members who represent the government in matters affecting the economic interests of others hold special positions of public trust requiring them to observe the highest ethical standards. Accordingly, the Post supports the principle that strict impartiality must prevail in all business relationships involving the government.

## **Article XII**

### **Amendments**

1. Amendments to these Bylaws may be made by a vote of two-thirds of the voting members present at any regular meeting. The proposed amendment must have been presented in writing for consideration to each member of the Post at least 15 days prior to the meeting along with an announcement of the date, time, and place of the meeting. Furthermore, SAME Headquarters shall approve the amendment.
2. The Bylaws shall automatically be amended to conform with all directives from higher headquarters without submission for approval to general membership.

## **Article XIII**

### **Liability**

The members of the Post shall at each annual meeting consider procurement of insurance coverage for any claim, which may arise from the acts of omissions of any member from that member's performance or participation in the activities of the Post.

**Article XIV**

**Signature**

Approved by vote of the Board of Directors on June 6, 2013.  
Date

Signed: \_\_\_\_\_ Kittyhawk Post President  
*Signature of President*

\_\_\_\_\_  
*Printed Name*

Approved by majority of vote of the members on June 13, 2013  
Date  
at the regular meeting of the Kittyhawk Post.

Signed: \_\_\_\_\_ Kittyhawk Post Secretary  
*Signature of Secretary*

\_\_\_\_\_  
*Printed Name*