

The Society of Naval Architects and Marine Engineers

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Sections Manual

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MANUAL FOR THE OPERATION OF SECTIONS

I. INTRODUCTION

The Society of Naval Architects and Marine Engineers is one of the leading marine technical forums in the world today and, as such, offers its members a variety of benefits. The technical program of the Society is intended to promote technological progress in naval architecture, ocean and marine engineering, shipbuilding, and related fields. Another objective of the Society is to facilitate the exchange of ideas and information among its members. The Society's publications and periodicals, its meetings at all levels, the Technical and Research Program, and a variety of other activities contribute in important ways to the professional development of members.

The Society has earned a position of eminence and prestige in the maritime industry throughout the world. Its main strength is derived from the Sections as a result of the regularly scheduled meetings and symposia held there. The Bylaws of the Society, in Section A1-4, provide for the establishment of Sections in different geographic regions in order to hold local meetings. The Bylaws, in Section D3-7 (g), also provide for the formation of a Sections Committee consisting of the Chairman of each Section, or designated alternate, together with a Chairman appointed by the President. The Committee has responsibility for the general supervision of matters affecting establishment and operation of all the Sections.

The main purpose of this manual is to assist Section Officers by providing best practices, procedures, and guidelines to help them develop and produce programs that are effective, useful, and interesting. This manual is also based on the experience of many volunteers who have been active in Sections Operation throughout the Society.

The Sections Manual serves as a source of ideas and other information important in conducting the affairs of the Sections. It assures uniformity in reporting to Headquarters as well as a certain degree of continuity of procedures. It is intended more as a guide to successful Section operation, rather than a rule book, except in those circumstances such as financial reporting where uniformity is necessary.

The manual will be revised as necessary and maintained on the Society website. Section Chairs are responsible for knowledge of the contents and Section officers and committee members should be made aware of the portions of the manual important to them.

The masculine pronoun wherever used in this document shall include the feminine gender.

II. DEFINITION OF A SECTION

The majority of the membership of SNAME is divided geographically into the following seventeen (17) Sections, located within five (5) regions, for the purpose of facilitating meetings at a local or regional level:

Arctic	Gulf
Canadian Atlantic	Philadelphia
New England	Hampton Roads
Chesapeake	Southwest
New York Metropolitan	Hawaii
Eastern Canadian	Greek
Northern California	Southeast
Great Lakes & Great Rivers	Texas
Pacific Northwest	

The intent of the Society is to encourage the formation or elimination of Sections when a concentration of interested members justifies this action. It is also recognized that new Sections should not proliferate and dilute the efforts of existing Sections financially and organizationally. The geographic limits for each Section are delineated in the Bylaws for that Section (see Section II-E). Members not domiciled within any Section area are not affiliated with any of the Sections for voting or budgetary purposes, although they are certainly encouraged to participate in Sections activities. The Society continues to investigate expansion of Sections Internationally at the request of members in those areas.

II. A. Sub-Groups Within Sections

Many of the Sections represent members in widely dispersed geographic areas such that attendance at Society functions in the normal center of Section activities is difficult. In these instances, sufficient leadership and interest may warrant the formation of areas or groups within the Section for the purpose of conducting technical meetings and related activities. An area or group leader is chosen from among the local members and is generally elected the area Vice Chairman with specific responsibility for that geographic area.

It is recommended that Section meetings be rotated from city to city, irrespective of subgroups that have been formed, in order to stimulate interest among area members who might otherwise not travel to the normal “center” of Section activities. This method of Section operation has been used successfully for many years in many Sections.

II. B. Student Sections

It is essential that the Society encourage younger members to become active in the Society and to maintain that activity and interest. To this end, the formation of Student Sections, under the guidance of the local Section, is encouraged. The guidelines for formation of Student Sections are as follows:

1. Student Sections may be formed at any of the accredited universities, colleges, or other institutions on the approved list maintained by the Society (corporate sponsored apprentice programs and others will be subject to a case-by-case evaluation by the Society's Sections Committee) should the student group request such recognition.
2. Student Sections must be sponsored by one of the established Sections, the boundaries of which include the institution, and the sponsoring Section must agree to the sponsorship as a continuing responsibility following submission and approval of Student Section Bylaws. Approval for the formation of a Student Section will be granted by the Society's Executive Committee upon the recommendation of the Society's Sections Committee and receipt of proposed Student Section Bylaws (see paragraph e. below).
3. A member of the Executive Committee of the sponsoring Section shall be designated to serve as liaison to the Student Section(s). The Liaison Officer (the Sponsoring Section may wish to designate one Executive Committee Member for each Student Section, if more than one such group is sponsored) should have no other responsibilities in order that his full attention can be devoted to the success of the Student Section.
4. A faculty advisor, who is also a Society Member, should be appointed. The faculty advisor and the sponsoring Section Executive Committee Liaison Officer could, and perhaps should, be the same person.
5. Bylaws prepared by the Student Section are to be submitted to the sponsoring Section and the Society's Sections Committee for review and approval. A pro forma of the Student Section Bylaws is included as Appendix B.
6. An officer of the Student Section should be nominated to serve as a nonvoting member of the sponsoring Section Executive Committee in order to improve the liaison between the groups.
7. The annual budget of the Student Section, if required, will be the responsibility of the sponsoring Section and will be subject to approval by the Section. Prior to disbursement of the Student Section portion of the Section Formula Funds, Headquarters must receive an activities report for the prior fiscal year and a list of Student Section Officers, Faculty Advisor, and Sponsoring Section Executive Committee Liaison for the current fiscal year. Each Section sponsoring a Student Section will be provided funds to defray the cost of operating the Student Section (see Section IV-A).
8. Student Section banners will be provided by Society Headquarters for presentation to each new Student Section by the sponsoring Section.

II. C. Government and Bylaws

Each Section shall adopt its own Bylaws which govern the conduct of its affairs. These Bylaws are to be in harmony with the Bylaws of the Society and are to be submitted to the Chairman of the Society's Sections Committee for approval. The Chairman of the Sections Committee will report approval action taken to the Society's Executive Committee, per resolution of the Executive Committee, September 21, 1994. A pro forma of the Bylaws is included in Appendix A.

Revisions to approved Section Bylaws shall be submitted to the Chairman of the Sections Committee for review and approval. The Bylaws of the Section should be reviewed periodically and revised if necessary to incorporate any changes made by Council to the Society's Bylaws or to this manual.

II. D. Affiliation With Other Groups

Sections are encouraged to cooperate with other engineering societies or organizations having compatible purposes in order to develop and maintain interest in the engineering profession, to promote the interchange of technology, or for other reasons considered to be worthwhile. This cooperation may be in the form of conducting joint guidance programs for high schools, professional development of young engineers, or for the purpose of conducting joint social functions and technical meetings.

Sections should not become affiliated with commercial organizations whose activities are not compatible with SNAME and which do not conform to the requirements of the Non-Profit Section of the Internal Revenue Code. Such affiliation may jeopardize the Society's Tax Status. It is important, therefore, that any Section desiring to affiliate or associate with another organization of any kind should first obtain from that organization a statement indicating that it is exempt from Federal Income Taxes under Section 501(c)(3). Canadian and International Sections should ascertain any potential tax effects in accordance with respective government law prior to affiliation. The conduct of joint meetings with other organizations does not always require compatibility and conformity with the Internal Revenue Code, but a financial liaison of any kind (e.g., joint financial responsibility for a meeting) will require conformity. If in doubt, check with Society Headquarters for guidance.

Society Headquarters should be kept fully informed when a formal affiliation is contemplated. Any activity other than joint sponsorship of a regularly scheduled Section Meeting is considered formal affiliation. The Society's Executive Committee approval is required.

The mailing and email address lists of the Section and the Society are NOT to be released to third parties under any circumstances. Requests for address information by others should be reported to the Sections Committee Chair.

II. E. Trade Show/Exposition

Commercial exhibits, in conjunction with a technical symposium that is appropriate to the subject matter, may be undertaken provided that property damage and personal liability insurance is obtained to cover the event and the premium charged to meeting expense. Broad spectrum trade shows shall not be conducted by the Section.

II. F. Membership

The geographic limits of each Section and the mailing address (residence or business, as desired) of a member generally determine the Section in which the member belongs. Section boundaries are presently determined on the basis of postal Zip Codes. Members who wish to receive meeting notices from a Section with which they are not affiliated may request that their name be added to its mailing list. In such cases, however, that member will not be added to the roster of the ancillary Section.

II. G. General Policies

The activities of the Sections are to be conducted in accordance with the objectives of the Society, which are included in the Bylaws. A primary responsibility of all Section Officers is to maintain a program that is both active and of interest to a broad spectrum of the marine industry, such that qualified persons are encouraged to seek membership in the Society and to participate in its activities. Sections should schedule a sufficient number of technical meetings each year to satisfy the requirements of the members, and the papers presented at these meetings should conform to the highest technical standards. Standards, forms, and information for preparation of Section Papers are available online at the Society's website [http://www.sname.org/author_instructions.htm]. Subjects for papers should reflect the varied interest of Section Members and should absolutely avoid any semblance of commercialism. The Society's position as the principal marine technical forum in North America can be maintained only by an active and qualified membership.

II. H. Regional Vice Presidents

Paragraph D1-4(a)-4(d) of the Bylaws of the Society, requires that the Vice Presidents of the Society be elected from the five Regions. The Regions are defined by the Society's Executive Committee. The Regions with associated sections have been established as follows:

<u>Atlantic North</u>	Canadian Atlantic New England New York Metropolitan Philadelphia
<u>Atlantic South</u>	Chesapeake Hampton Roads Southeast

Central & Gulf Eastern Canadian
Great Lakes/Great Rivers
Gulf
Texas
Arctic

Pacific Northern California
Hawaii
Pacific Northwest
Southwest

International Greek

It should be noted that the Vice Presidents of the Society are the elected members of the Society's Executive Committee. The Vice Presidents are elected by the Members in the Region that they represent.

A description of duties for Regional Vice Presidents, Appendix "H", are a guide for present Vice Presidents and those who are being considered for nomination to the office.

It is mandatory that junior Regional Vice President attend the Chair Elect Seminar for the first two years of their term. The senior Regional Vice President then becomes a member of the Society Planning Committee.

Appendix "H" should be shown to each member considering accepting the nomination to the office of Regional Vice President, so that they are prepared for the time, travel, and work involved in the office. It is important that the Member seeking the position has the time, support (both company and family), and desire to perform the job in a professional manner. Regional Vice Presidents are encouraged to attend the Chair-elect Seminar .

II. I. SNAME Policy on Sexual Harassment of or By Employees, Members, Officers, Volunteers, and Vendors

The Policy, Appendix "G", covers all Sections, the membership, meetings, seminars, and other functions that are SNAME related, including any vendor. All incidents of sexual harassment shall be reported to the Section Chair, if at Section Level, who shall immediately report to the Administration or the Executive Director of the Society.

II. J. SNAME Policy on Sponsoring Symposia by Sections

The Policy, Appendix "I", is to cover all Sections. Note that Symposia differ from local Section Meetings in that they attract registrants from outside the Section, thus increasing potential revenues.

Further guidance in running a conference or symposia is covered in the Society's Symposium Manual. This document is available through the SNAME website.

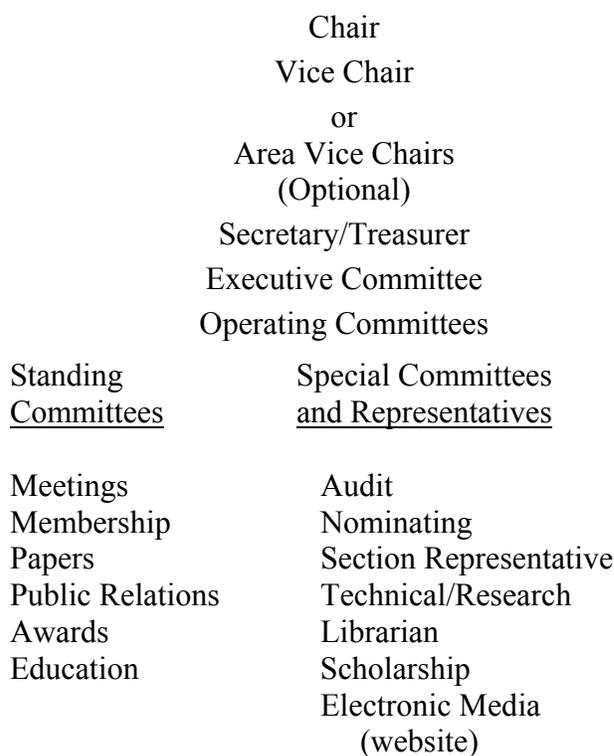
III. SECTION ORGANIZATION AND DUTIES OF OFFICERS

Each Section is responsible for the development of an organizational structure which best serves the requirements of the Section. The Section Executive Committee, under the leadership of the Chair, is responsible for the successful operation of the Section. The number of persons serving and the manner of selection are to be in accordance with the Section's Bylaws (see Appendix A for sample Bylaws). The term of office for all elected officers, Executive Committee Members, and for appointed committee Chairs and members extends from September 1 to August 31 to coincide with the Section and Society Fiscal Year.

Some Sections covering a wide geographic area have found it convenient and successful to have Area Vice Chairs with responsibility for developing leadership and for coordinating activities within that area. Section technical meetings can be rotated among the various areas to maximize the exposure of all Section Members. This is covered in more detail in Section II-A.

It is sound policy to develop maximum member participation at all levels of Section operations in order to stimulate interest and to develop future leaders. The Chair and Executive Committee of each Section establish policy and supervise the operating committees. The number of operating committees required for each Section's operation is a function of the size of the Section (geographic and population) and the activities anticipated.

An organization structure which is commonly utilized in the Society is shown below:



III. A. Executive Committee

The Executive Committee, under the leadership of the Section Chair, establishes the general policy of the Section and is responsible for and directs the technical meetings and other Section Activities. The Executive Committee shall insure that necessary information is provided to Society Headquarters in a timely manner; e.g., election of officers and their contact information, Section and Student Section activities, recommendations for awards and nominations, audits, etc. Composition of the Committee is determined by the Section Bylaws. Committee Membership is an excellent way to utilize members' talents and to maintain the interest of prospective officers. It is recommended that the terms of office be staggered such that the turnover among members is spread out as much as possible to maintain continuity between successive administrations.

III. B. Section Officers

To the greatest extent possible, nominees for Section Officers should be selected from among members who have been active in Section affairs and are familiar with the operation of the Section. Some Sections have selected the principal officers on the basis of their positions in industry, government, or elsewhere. This procedure is generally not recommended because these people frequently do not have the working knowledge of the Section (or the Society) necessary to achieve successful programs.

Section Officers are to be elected in February, and they should commence immediately to complete the planning for the program year for which they will be responsible. Standing Committees should be formed and details of the upcoming program year's meetings worked out soon thereafter.

1. Chair

The Chair is directly responsible for establishing and fulfilling Section goals and objectives, and he/she maintains a supervisory relationship over all Section functions. The Chair should be familiar with previous Section activities. It is customary for him/her to have served in some other capacity as an officer, committee Chair, or Executive Committee Member in order to have become familiar with Section and Society operating procedures. He/She develops working principles to guide committees, and he/she makes recommendations to the Executive Committee for promoting the effectiveness of the Section's functions.

The Chair is a member of Council while in office and should attend the Council Meetings, one held during the Annual Meeting and one held following the annual Chairman Elect Seminar. If attendance is not possible, the Section Vice Chair may represent the absent Section Chair, with all of the Chair's rights and responsibilities, provided adequate advance written notice is given by the Section Chair to Headquarters.

The Chair presides at business and technical meetings of the Section and at meetings of the Section Executive Committee. He/She may, if necessary, delegate the Vice Chair, another officer, or an Executive Committee Member to act for him/her.

2. Vice Chair

The Vice Chair acts as the Chair's deputy in the latter's absence. It is strongly recommended that definite duties be assigned to him/her, and that he/she be exposed to all aspects of Section operations, activities, ideas and problems. Some Sections assign the Vice Chair for advance planning and initial coordination of future technical programs. Since the Vice Chair frequently becomes the next Chair and is responsible for the next program year, it is in his/her interest to take an active part in the program planning function.

3. Secretary

The Secretary is responsible for:

- a. Recording Minutes of Section and Executive Committee Meetings,
- b. Maintaining the Section Files and transferring them to his/her successor,
- c. Maintaining supplies of the Section,
- d. Maintaining the Section Mailing List (in conjunction with the Headquarters System),
- e. Preparing Meeting Notices and arranging their distribution to Membership, and
- f. Reporting Section Proceedings to Headquarters (see Appendix E-Report of Section Meeting).

The Society's Data Processing System has made it unnecessary for the Sections to maintain their own mailing lists, but the Secretary should make certain that Headquarters is informed of address changes, deaths, resignations, etc. that come to his/her attention. The Secretary is encouraged, however, to maintain lists of prospective members, non-member guests, and others that can be used in membership campaigns and to provide this information to the Section's Membership Committee Chair. Many Sections combine the offices of Secretary and Treasurer into the single office of Secretary/Treasurer.

The Secretary should normally be appointed as the Website or Electronic Media Representative for the Section; however, the Section Chair may separately appoint an Electronic Media Representative if appropriate. Thus, changes received by the Secretary to address, phone number, e-mail, etc. can be immediately changed on the SNAME website. Only one person can be given the authority to change information on the Sections web page and to download the Society Records, see Electronic Media Representative, Section III-D-7.

4. Treasurer

The Treasurer is responsible for the receipt of funds, disbursement of funds in accordance with the budget, and the preparation of the budget and financial reports.

It is recommended that Section funds be deposited in interest-bearing accounts. The Section checking account should be limited to funds sufficient for current needs only. The Internal Revenue Service requires that an identification number be furnished to the institution that pays interest and/or dividends. The Society's Identification Number for this purpose is 13-5631379N.

Examples of the Society Budget and Audit Forms are shown in Appendices C and D, and budget procedures are described in Section IV.

Many Sections combine the offices of Treasurer and Secretary into the single office of Secretary/Treasurer.

III. C. Standing Committees

Committee appointments should be offered to members who are interested in actively supporting the Section and its program. All Section officers and committee members volunteer their time and effort, and careful attention should be given in their selection. Consideration should be given to the appointees' abilities to perform the tasks assigned to them, and, most importantly, that their professional, business, or other responsibilities will enable them to perform those tasks with the support and encouragement of their employers.

1. Meetings Committee

The Section Chair appoints the Chair of this Committee, and he/she in turn, appoints as many committee members as are necessary to function effectively.

It is the responsibility of this committee to make all the physical arrangements for the conduct of a successful meeting. There should be sufficient committee members to ensure that assistance is always available. The committee reserves a suitable meeting place, arranges the menu in the event that a meal is to be served, develops the meeting cost, coordinates meeting announcements with the Secretary, provides audio/visual equipment when required; and serves as a door committee to collect money, distributes name tags and papers, and to greet arriving guests.

A successful meeting is characterized by starting and ending on time, and by having every operation function smoothly to complement the efforts of the author/speaker. Some ways in which the Meetings Committee can help accomplish this objective are outlined in Section V.

2. Membership Committee

The members of this committee are appointed by the Chair of the Section. The Committee Chair is appointed by the President of the Society after having been recommended jointly by the Section Chair and the Chair of the National Membership Committee. It is important that the individual selected for this important position be a person who will serve vigorously, imaginatively, and with enthusiasm. The Chair of the Section Membership Committee automatically becomes a member of the Society's Membership Committee with specific responsibility for his/her Section. Committee members assume their duties on September 1 to coincide with the terms of Section Officers.

The Membership Chair will be asked to attend the Membership Committee Meeting held at the Annual Meeting. If unable to attend, then a complete report on the Section Membership Committee activities should be given to the Section chair, who will give the report at the Annual Meeting.

The Membership Committee in each Section should undertake a positive and enthusiastic program to solicit membership applicants from all levels of the marine industry, and to encourage Society membership.

3. Papers Committee

The Chair of the Papers Committee is appointed by the Section Chair and other committee members are appointed by the Committee Chair.

The Committee should consist of at least five members, including the Chair. It is recommended that the Section Technical and Research Representative be assigned to the Papers Committee as it has been found to be helpful in promoting high quality papers and keeping members abreast of current technological advances. It is desired to have the full year's schedule developed by the beginning of the Section year for printing in October's *Marine Technology* and placement on the website.

Some Sections have successfully followed a procedure in which an Assistant Papers Committee Chair, working with the Section Vice Chair, devotes him/her self exclusively to the development of papers and program ideas one year in advance. He/She then becomes Committee Chair the following year, and with the assistance of the other committee members, develops the program in detail as described. The Section Vice Chair may assume responsibility for the Papers Committee advance planning. The method of an individual or small group working a full year in advance enables the Section to develop its own program and not be forced to accept papers which are already available.

A principal objective of the Society is the presentation and publishing of a broad range of materials that are of value to the profession, to the marine industry and to the general public. It is the function of the Papers Committee to select the best papers available on subjects of interest and/or persuade eminent authorities to write such papers. Methods of determining members' interests and suggestions for developing an effective meeting are to be found in Section V-A - Program Planning Guidelines of this Manual. The Committee should use every source available to develop papers of the highest caliber, which avoid commercialism and have the broadest appeal. Suggestions for papers, authors, or special programs are to be submitted to the Section Chair and the Executive Committee for approval. It is recognized that PowerPoint presentations are favored by many authors and, although presentations are not as desirable as a technical paper, Headquarters does have a policy to archive all such presentations, which will become accessible on the website. Electronic copies of all papers and abstracts shall be forwarded to Headquarters, both in electronic format and hard copy to make it easier for website inclusion.

Coordination of the technical program is accomplished effectively by assigning one or more papers committee members to each author to assure that the papers standards are followed, and schedules and author's requirements for audio/visual aids, etc. are satisfied. Information on Copyrights, Author's Instructions, and other technical presentation guidelines is available at http://www.sname.org/author_instructions.htm. Adherence to Author's Instructions is strongly encouraged.

The Papers Committee members should insist that high quality papers standards be followed, and to provide helpful suggestions to the author that will enable him/her to write a top quality paper and make the best possible presentation. Many authors have had little experience in the development and presentation of papers, and would undoubtedly welcome help from Section members. Authors should be encouraged to discuss the topic of the paper in an extemporaneous fashion, using whatever aids prove effective. Papers should never be read at a technical meeting.

It is particularly important that commercialism in any form be avoided in any of the technical papers presented before any meetings of SNAME. However, it is understood that many Section papers are commercially oriented.

Authors should submit manuscripts and the copyright release form in accordance with the schedule established by the Papers Committee. The manuscripts can be submitted to other knowledgeable people for review and possible discussion.

The Committee Chair, or someone delegated by him/her, must assume responsibility for providing the Secretary with the title, author, brief

synopsis, and importance of the paper in sufficient time for inclusion in the meeting notice.

4. Public Relations Committee

The main purpose of publicity is to encourage interest in the Society's activities. It is axiomatic that the person responsible for the Section's Public Relations should have a flair for telling the story of the Society and the Section in a stimulating manner that dignifies SNAME. Suitable publicity announcing a forthcoming meeting may be provided to newspapers and trade journals in order to stimulate interest in that meeting. Photographs of meeting participants, interesting meeting events, or other items should be submitted, along with the meeting report, to Society Headquarters at the conclusion of the meeting for publication in *Marine Technology*. Similar materials, written in an interesting journalistic style, should also be submitted to local newspapers and journals, as well as national and international publications. The main purpose of the publicity is to inform the interested public about the activities of the Section and to stimulate meeting attendance.

Technical meeting reports sent to Headquarters will be edited by the Sections Manager and forwarded simultaneously to the Publications and Website Managers for inclusion in *Marine Technology* (MT) and the **SNAME** *NewsLetter* (eNL). Articles arriving after the deadline for MT (six weeks prior to the publication date) will be held for the next issue. To ensure timeliness of the event articles are now published in the eNL as well, and will be included in the next issue of the eNL, published semi-monthly on the 1st and 15th of each month.

5. Awards Committee

One of the ways the Society can recognize the accomplishments of its distinguished members properly is by making appropriate awards. The size and geographic dispersion of the current membership makes this a difficult task for the Society's Awards Committee. Sections should form a local Awards Committee comprised of three or more Section Members who have had relatively long and active association with one or more Sections to assist the Society's Awards Committee in nominating potential candidates for the Society's awards:

The David W. Taylor Medal
The Vice Admiral "Jerry" Land Medal
The Davidson Medal
The ABS-Linnard Prize
The Webb Medal
The Blakely Smith Medal
The Vice Admiral E.L. Cochrane Award
The Student Paper Awards

The Distinguished Service Awards
Certificates of Appreciation
The Elmer L. Hahn Award
The William M. Kennedy Award
Other such awards as may be established by the Society.

The qualifications for each of the awards are provided in the Society's Membership Directory and Information Book, which is now published electronically and available via the SNAME home page. The membership database is updated daily and converted to a PDF monthly to insure the most up-to-date information for members.

The Committee might consist of the Section Chair, in addition to other members, and should be comprised of members who are willing and able to serve the committee for an extended time period. Selection of the Section Awards Committee is made by the Section Executive Committee, and the identity of the Committee Members is to be sent to Headquarters with the names of Section Officers and special representative committee members.

The Section Awards Committee might also be given the responsibility for proposing names for the membership grade of Fellow of the Society, the requirements for which are described in the instructions and form "Nomination for Fellow" available on the SNAME website. The grade of Fellow is the highest professional grade in the Society. Nominations made to the Society's Fellows Committee must be detailed and complete. Nomination for Fellow may be made at any time during the year to Headquarters, as the Committee meets bi-monthly.

The Section Awards Committee normally selects nominees for awards or for the grade of Fellow from the local Section Area, but nominations may include any Society Member from any Section to assure that all candidates are considered and that none are overlooked.

In addition to making recommendations to the Awards Committee of the Society, Sections may wish to consider some award(s) to recognize contributions to the successful operation of the Section. Such awards range from Certificates of Appreciation to support of worthy student research projects. Awards such as these are encouraged, subject to advising Society Headquarters on awards made and the following:

- a. Section Awards are from, and are presented in the name of, the Section not the Society as a whole, and
- b. Section awards are the financial responsibility of the Section.

III. D. Special Committees and Representatives

1. Audit Committee

The Section Chair shall name an ad hoc committee of two or three members to audit the Section's Financial Records before the fiscal year end, which coincides with his/her term of office. The Section audit covers the fiscal year from September 1 to August 31 and must be submitted to Headquarters promptly, in accordance with the schedule shown in the Calendar of Events (Section VII). A sample of the audit form to be used is included in Appendix "D".

2. Nominating Committee

A Nominating Committee is elected by the Section Executive Committee for the purpose of selecting a slate of officers and Executive Committee Members for future year(s). This committee should represent the diverse interests of the Section and might include:

- a. Past Section Chair,
- b. Member(s) of Executive Committee or other member(s) who previously have not held elective office, and
- c. Other members, as required.

The committee should consider all nominees carefully on the basis of ability, interest in the Society, previous service and, very importantly, whether or not the individual's business affairs will permit his/her participation to the degree required.

The Nominating Committee may make recommendations to the Section Executive Committee for candidates to serve as Society Standing Committee Chair or officers. The Section Executive Committee is responsible for forwarding suggested candidates to the Society Nominating Committee in April.

It is very important that the Section make a nomination for the office of Regional Vice President. The Regional Vice Presidents are the elected members of the Society's Executive Committee. Consideration must be given to the ability of the nominee to attend these meetings, in addition to the qualifications normally examined for candidacy. See Appendix "H" for duties of Regional Vice Presidents.

3. Society Sections Committee Representative

The Society's Sections Committee is responsible for the general supervision of the establishment and operation of Sections. The Section Chair is automatically the representative unless an alternate is designated in writing to Society Headquarters.

The Sections Committee serves as a liaison between the Sections and Headquarters. Its Chair is a member of and reports to the Society's Executive Committee and of Council. General supervision of all activities pertaining to Section Operations, including budgets, other financial matters and programs, are the responsibility of this Committee.

The Society will hold a Chair Elect Seminar in June of each year. The attendees are to be the Section Chair Elect, or Vice Chair Elect, one Regional Vice President from each region, the Section Committee Chair, Membership Committee Chair, the Society President, Executive Director and other Headquarters staff as required. The seminar is an effective forum for introducing the duties of the Chairs as well as exchanging ideas among Sections, discussing the operations of Headquarters and its interaction with the Sections, solving problems, and creating new procedures.

Meetings of the Society's Sections Committee are held during the Society's Annual Meeting, and at other times as appropriate for the purpose of exchanging ideas relating to programs or other activities, discussing problems and reviewing progress. One of the primary functions of the Committee is communication. It is very important that the Sections Committee Representative attend all meetings. Extenuating circumstances may require that the regular representative delegate an alternate to whom voting rights are passed, thereby assuring each Section attending one vote on each issue.

4. Technical and Research Representative

The Section Technical and Research (T&R) Representative is appointed by the Section Chair to serve as a liaison between the Section Membership and the Society's T&R Program. Minutes of all of the Society's T&R Steering Committee meetings are sent to each Section T&R Representative, and should form the basis of reports to the Section membership at technical meetings, and in other appropriate ways to generate local interest in the work of the T&R Committees. The local representative should solicit ideas for technical projects and recommend them to the Society's Technical Director at Headquarters for evaluation by the appropriate technical committees. The T&R Representative should be available to help coordinate local support for SNAME research work within the geographical area of the Section. It is suggested that the T&R Representative also be a member of the Section Papers Committee.

5. Librarian

Some Sections have established the Office of Librarian to maintain files of technical papers presented locally and to other Sections. Copies of papers presented to the Section are made available to all SNAME Members (as well as to others) at prices established by the Section Executive

Committee. Society Headquarters maintains an electronic copy of Section papers that have been forwarded and will reproduce them for a fee upon request. It is recommended that the Section Librarian also keep one file copy suitable for reproduction. Maintaining papers in electronic files or on CD is recommended.

6. Scholarship Committee

The primary role of the Sections in support of the Society's scholarship program is in publicizing the availability of scholarships, and to identify suitable candidates in the Section. Further, the Scholarship Committee can work to advance any Section level scholarship programs.

Scholarships at both the graduate and undergraduate levels are provided by the Society to encourage men and women to pursue studies in naval architecture, ocean and marine engineering, and other closely related fields. Scholarships are available to any student regardless of nationality, though distribution of funds to non-U.S. or Canadian citizens is limited to the relative proportion of SNAME Membership represented by a specific nationality. Applicants must be SNAME members and planning to study in U.S. or Canadian schools. As we grow more international over time, this rule may change.

Ship operating and shipbuilding companies, affiliated trades and universities, located in all sections of the country, are notified annually of the availability of SNAME graduate scholarships. Applications for this program may be obtained from Society Headquarters and must be submitted before the closing date of February 1.

Factors considered for scholarship selections include scholastic ability, the candidate's capacity to pursue advanced study, summer and co-op work experience, extra-curricular activities, and other qualities indicative of prospective leadership status in the marine industry. For at least one scholarship, emphasis will be placed on recent employment of at least five years in the marine field as a factor for selection.

In addition to the graduate program, numerous undergraduate scholarships of \$1,000 to \$3,000 each are made available by the Society to Massachusetts Institute of Technology, the University of Michigan, State University of New York Maritime College, Florida Atlantic University, University of New Orleans, Memorial University of Newfoundland, Texas A&M University, Virginia Polytechnic Institute and Maine Maritime Academy. Grants-in-Aid are made available at the University of California at Berkeley. Also, Webb Institute provides a tuition free education to all undergraduate students. Recognizing this fact, the Society supports the Webb program with an annual contribution, bringing Webb indirectly into the scholarship program. The Sections do not have direct involvement in undergraduate scholarship selections, since the awards are

based on faculty recommendations and approval of the Scholarship and Executive Committees. However, the Sections should be aware of and promote scholarship information to their members and Student Sections.

As noted above, the role of the Sections is to publicize the scholarship program, preferably during the December meeting. Letters will be sent to each Section in November as a reminder. It should be emphasized that the deadline for submittal of applications is February 1. Attendees at the meeting should be urged to discuss the program with their younger employees, who might be interested in graduate school, and posting the notices sent to them by Headquarters.

Sections should recognize scholarship winners within their Section by inviting them to a meeting and recognizing them publicly.

Sections with Student Sections should work with the faculty advisors of the schools to identify suitable candidates and encourage them to apply.

7. Electronic Media Representative

The Electronic Media (EM) Representative is appointed by the Section Chair to serve as a liaison between the Section membership and the Society's Electronic Media Committee, and to provide information for the Society's website. The primary role of the EM Representative is to maintain the Section's page on the SNAME web site. The EM Representative should also solicit ideas and suggestions to improve use of electronic communications and electronic media for the benefit of the Society. The EM Representative may also download the electronic Section roster for use by the Section officers.

a. Maintaining the Section Page on the SNAME Website

Each Section has a reserved portion of the Society's website for its own Section page. The EM Representative should set-up and maintain this page with up-to-date information concerning the Section. Currently there is no specific format for the Section page; however, most Sections choose to include the names and contacts for the Section officers and committee Chairs, the Section meeting schedule and announcements, and links to other related web pages such as Student Sections.

Section page updates are made over an Internet connection via FTP (file transfer protocol) using a special username and password for each Section. If the EM representative is unfamiliar with FTP or HTML (the format for the electronic files on the website), he/she should contact the Chair of the Electronic Media Committee or the Manager of Information Systems at SNAME Headquarters for

further information, and to obtain the username and password for his Section.

b. Downloading the Section Roster

Each Section, at its option, may have access to an electronic file of the Section membership, which can be used to create mailing lists, labels, etc. This option allows the Section to download the roster in a comma delimited text file appropriate as input for applications such as Excel, Access, Word, or other word processor and database programs. The roster is available on the web site at:

<http://www.sname.org/sections/rosters/> and will require the same username and password as the FTP access.

IV. SECTION FINANCES

The Society has been classified a tax-exempt, non-profit organization under Paragraph 501(c)(3) of the Internal Revenue Code of 1954, and it is extremely important that Section activities and financial matters be conducted such that the tax-exempt status is not jeopardized. In general, these conditions will be satisfied if a Section conducts meeting and other activities within its Bylaws and abides by the stated objectives and goals of the Society.

IV. A. Budgets

Section officers must develop a budget for the fiscal year that will enable the planned program to be successfully implemented. A budget format, based on many years of Sections operating experience, is shown in Appendix C. The Chair and/or Treasurer who will be responsible for the budget should coordinate the preparation of the budget. The Section Fiscal Year coincides with that of the Society and extends from September 1 to August 31.

Section membership shall not require payment of dues to the Section. Dues are paid only for Society Membership. Society Headquarters transmits an annual lump sum payment of operating funds in two parts (October and January) to the Sections, provided that the Section Audit has been received and approved by Headquarters in accordance with the following formula:

First 100 members @ \$7.70/member
Next 200 members @ \$2.25/member
Next 200 members @ \$1.50/member
Next 500 members @ \$1.05/member
Next 1000 members @ \$.75/member

PLUS

Number of members plus 40 x number of meetings x \$.46

PLUS

\$100 for each qualifying Student Section

The formula is reviewed frequently by the Sections Committee and recommendations for changes to the formula factors are made to the Executive Committee as required.

Operating funds provided by the Society Headquarters to the Sections, in accordance with the formula, are to be used to cover the administrative costs of the Sections, the cost of printing papers (if such costs are not borne by the author), and similar items essential to the establishment and operation of a vital and effective program for the members. To the extent possible, social aspects of the meetings, such as dinner costs, should be self-supporting (provisions should be made in the budget, however, to cover unexpected catering deficits). Section officers may wish to invite prospective members to attend a meeting as their guests, for example, and they may wish to make provisions in their budget for this

or in the event a Society officer, honored guest, or other dignitary attends one or more meetings. Authors are considered to be the guests of the Section, and any reasonable cost associated with their attendance should be covered.

The Executive Committee of the society has established a policy requiring that registration fees for ALL meetings shall be higher for non-members than for members (see Section VIII-D).

Provided that the ideals and aims of the Society are adhered to, the Section officers and Executive Committee have jurisdiction over the expenditure of the "formula funds", subject only to a Year-End audit. It is strongly urged that the funds, except for an amount to meet current requirements, be kept in an interest-bearing account (use the Society Tax Identification Number for this: 13-5631379N). The Section shall not pay travel expenses for Section officer's participation in meeting(s) or any other personal expenses incurred.

Sections which experience financial difficulty during the year because of unforeseen circumstances should communicate with the Chair of the Sections Committee or the Executive Director of the Society. Requests for additional funds must be accompanied by adequate justification and explanation of the circumstances.

Sections are encouraged to solicit funds from industry groups, or others to assist them in conducting their meetings or other activities, such as student programs. It is imperative, however, that these purposes be consistent with the objectives of the Society and that receipt of such funds be reported to Headquarters. It is not permissible for Sections to undertake trade exhibits or similar activities in conjunction with regular Section meetings. (See Section II-D for Exhibits related to Symposia.)

IV. B. Excess Funds

Funds remaining at the end of the fiscal year are to be carried over to the next year. Funds carried over are not to exceed the greater of \$50 per section member or \$25,000. The Section will be required to submit monies in excess of this amount (excess funds) to Headquarters for investment with SNAME funds; however, those funds including interest will be tracked separately on behalf of the Section and will be available as needed to help fund symposia, or contribute to a Section sponsored scholarship fund.

Disposition of Section Operating Funds is to be made in ways which serve to enhance the Society's professional prestige, and which will be in accordance with the goals and objectives of the Society.

IV. C. Income and Sales Taxes

The Society is a tax-exempt organization and any Section which operates in a state or city where an income or a sales tax is imposed (on the cost of meeting dinners, for example) should request assistance from Headquarters for exemption

from the tax. It is the responsibility of the Section to apply to the local tax authority for exemptions. Headquarters will assist with any documentation, which is required.

IV. D. Public Liability

Sections should avoid any involvement with the dispensing of alcoholic beverages. That function should be left to the facility where the meeting is held.

IV. E. Scholarship Funds

Sections are encouraged to establish and administer an active Scholarship fund. Scholarship funds may be maintained in excess of section funding limits. Scholarship funds must be actively administered by the expensing of at least 10% of the fund principal annually, based on a running average of the previous 3 years. Those funds not actively administered will forfeit 10% of their fund annually to the Society's national scholarship fund.

IV. F. Audits

An audit of each Section's Financial Records for the Fiscal Year is performed annually by a committee appointed by the Section Chair responsible for the budget. The format shown in Appendix D must be used to submit the audit for approval. It is the responsibility of the Section Secretary/Treasurer to complete all transactions by fiscal year-end and make his/her records available to the Audit Committee. A Scholarship Fund Activity Report must accompany the Audit (see Appendix D). SNAME must close the books for the fiscal year in September and October in preparation for the auditors who begin their audit in mid-October. So the completed audit must be received by Headquarters and the Sections Committee Chairman no later than September 30, after the close of the fiscal year. A bank statement dated August 31, (or the latest available from the bank), of the year being audited for each account maintained by the Section must be delivered to Headquarters with the audit, or as soon as practical following.

V. THE PROGRAM FUNCTION

The principal functions of the Society are to advance the art, science, and practice of naval architecture and marine engineering in all their applied forms, including the construction and operation of ships, marine vehicles, structures of all kinds, and the arts and sciences allied thereto by:

1. Affording facilities for the exchange of information and ideas among its members and placing on record and disseminating the results of research, experience, and information relative to the objectives of the Society.
2. Promoting the professional integrity and status of its members and affording facilities for their advancement in the knowledge of their profession.
3. Cooperating with educational institutions and public education authorities for the furtherance of education in naval architecture and marine engineering.
4. Encouraging and sponsoring research and other inquiries as may be considered important to the advancement of the art and science of naval architecture and marine engineering.

Section Programs should be designed within these general guidelines and should serve to simulate interest in the Society and its activities.

V. A. Planning Guidelines

Section officers should strive to produce programs and activities that will appeal to the majority of the membership such that maximum attendance and participation is achieved. Some suggestions to accomplish this objective are as follows:

1. Provide a mixture of technical papers on a variety of subjects: naval architecture, marine engineering, electrical/electronic engineering, computer science, economics, ship operations, and management.
2. Determine the meeting format (e.g., social hour, luncheon, or dinner and technical session) most suitable to members in your Section. Experience in some Sections has shown that, when meal guarantees are required, the guarantee should reflect about a 10% reduction of the number of members who have indicated that they will attend in order to account for “no shows”.
3. Hold meetings in a convenient and attractive setting with good acoustics facilities.
4. Use a membership survey to determine meeting types and other information favored by the membership.
5. Make use of historical data for papers topics, meeting format, etc., which have resulted in successful past meetings.
6. Avoid scheduling Section meetings that coincide with Society meetings (Annual Meetings and Symposia, special events, etc.). Every effort should be made to coordinate with other technical Societies and avoid conflicts with special local events, holidays, or other activities (e.g., athletic events, tax

preparation deadlines, religious holidays, etc.) which tend to diminish attendance.

V. B. Fundamentals of Successful Meetings

1. Develop programs and technical papers that will have maximum interest. Encourage variety and expand on successful meetings.
2. Plan all meeting details and ensure the preparations are secured:
 - Suitable meeting place for the size of your group,
 - Audio-visual aids including a lectern and screen,
 - Air conditioning, lights, etc.,
 - SNAME banner in place,
 - Author(s) and paper(s) prepared and ready for distribution at the meeting, and
 - Meeting notices emailed in sufficient time.
3. Provide a greeting or fellowship committee at the entrance to extend a special welcome to students, obvious new members, and others. This can be the responsibility of the Meetings Committee.
4. Start the meeting on time, strive to keep it moving briskly, and make every effort to conclude on time. The business portion of the meeting should precede the technical session and be as brief as possible.
5. Make certain that appreciation is extended to the author and others who helped make the meeting a success. A short note of appreciation to the author (and others) following the meeting is often a gracious gesture, in addition to public acknowledgment. Some Sections present mementos or Certificates of Appreciation to authors.
6. Extend public recognition to the President of the Society, Executive Director of the Society, Vice Presidents of the Society, Chairpersons of Standing Society Committees, past Chairs or other officers of the Section, other Society and industry dignitaries and notable guests who may be present at the meeting. This is an important gesture that reflects favorably on the Society and on the Section.
7. Provide sufficient time in the meeting schedule for announcements of local, SNAME, or industry interest, such as membership funding solicitation Section's Representative Reports of activities elsewhere, Chairperson summary of Society's Executive Committee Meetings, T&R representative's summary of T&R Activities, and for solicitation of ideas and comments from members.
8. Many Sections have found it appropriate to ask attending members to identify themselves and their company affiliation. If there is not sufficient time for this, it is a gracious gesture to ask individual hosts to introduce their guests. These introductions tend to develop a feeling of friendliness and camaraderie among the meeting attendees.

9. Provide a bulletin board for notices, messages, and acknowledgments of meeting sponsors (if any). Provide a table supplied with Society Membership Applications, and arrange to have the Membership Committee in attendance to answer questions and accept applications.
10. For members and non-members who are Professional Engineers and desirous of obtaining credit for attending the technical meeting presentation, accreditation forms should be readily available for applicants to fill out (copies can be downloaded from the SNAME website: www.sname.org)

VI. OUTLINE OF EVENTS FOR SECTION MEETINGS

A definite schedule of events will assist the Section in accomplishing specific tasks related to the conduct of technical meetings and other activities. Program planning, number of meetings, selection of papers and authors, meeting dates and places, and general topics are developed by the Section officers-elect and Executive Committee as early as possible following election, so that all arrangements are complete by the start of the new year on September 1. Sections should avoid scheduling their meetings within one week of major Society and meetings, the dates for which are published in *Marine Technology* or on the website. Check for possible conflicts with other organizations or events that will reduce meeting attendance. The October issue of *Marine Technology* and Section websites are the most suitable to publish schedules of Section Activities. In order to meet the publishing deadline for *Marine Technology*, it is necessary that Section's information for that issue be received at Headquarters no later than August 15.

VI. A. Section Meeting Notices

The purpose of the meeting notice is to stimulate member interest in attending the meeting. To accomplish this objective, the notice must be timely, attract the attention of the reader and provide the necessary information (what, when, where, author(s), title, cost, etc.). If the Section is fortunate enough to have someone available with a flair for writing, a unique and effective meeting notice might be used, provided this reflects favorably on the dignity and purpose of the Society. Some meeting notices have been designed to incorporate the data concerning the meeting and a listing of the Section officers. Timely email response is important for guarantees at the restaurant or meeting location.

Better attendance at meetings can be expected if sufficient advance notice is given to members. A listing of Section Activities for the entire year, providing meeting dates, topic and/or paper title, author(s), and other pertinent information can be sent to all members concurrently with the first meeting notice of the season. Subsequent meeting notices will serve as reminders for dates already (hopefully) marked on calendars. A telephone "network" in addition to email has been used successfully by some Sections as a last minute reminder to members to attend scheduled meetings.

Email notices of Sections Meetings are also to be sent to:

- President of the Society,
- Executive Director of the Society,
- Chair of the National Sections Committee,
- Chair of the National Membership Committee, and
- Secretary/Treasurer of other Sections (who provide this information to his/her own membership) and Regional Vice Presidents.

VI. B. Report of Section Meetings

It is important that Section Meeting reports be provided to Society Headquarters within ten (10) days of the meeting. You may email this information directly to

Edith Nowak, Manager of Sections at enowak@sname.org. In addition to the information to be included on the form, the Secretary/Treasurer (or other designated officer) is to provide:

1. The paper or presentation transmitted electronically or a CD ROM sent to HQ along with a brief abstract of about 100 words together with any written discussion. The abstract and paper will be put on SNAME's website in "List of Papers Available" and into the electronic database. Papers published in *Marine Technology* enhance the prestige and recognition of the author and paper, as well as of the Section. A release form available on the website must be signed by the author(s) and submitted with the papers and other meeting reports. This form indicates the Society's intent to review the paper for publication and advises the author(s) that, if the paper is accepted for publication, a transfer of copyright to the Society will be required. Papers submitted without the release form will not be reviewed for publication.
2. An interesting and stimulating report of the meeting should be submitted for the SNAME News Section of *Marine Technology*, and the next issue of the *SNAME NewsLetter*, prepared in accordance with the details contained in Appendix F. It should: provide highlights of the social and technical portions of the meeting; provide election results; and mention visiting dignitaries, honored guest, awards made, etc. Every effort should be made to develop a readable style which reflects favorably on the Section, the Society, and which serves to stimulate member interest in attending Section Meetings. Photographs, with complete and correct captions, are effective in developing interest in Section Meetings and Activities. Submission of this report may be made electronically directly to the attention of Edith Nowak at Headquarters.

VI. C. Speakers

Although Section Programs are normally technical, there may be a special occasion from time-to-time where a non-technical speaker is invited to address the members. When this is a political figure of national or international prominence, the invitation must be cleared well in advance with Society Headquarters, and, if approved, will be invited by the President of the Society, or his/her designee.

VII. CALENDAR OF EVENTS FOR SECTION OPERATION

Section officers responsible for the activities indicated should make every effort to adhere to the following schedule of major events in order to facilitate their own operations and those of Society Headquarters. The calendar is presented in order of the Program Year and will serve as a “check list” for the events during the year. Section officers are encouraged to make marginal notations or reminders under the appropriate month of activities and events, which are singular to their particular Section. Please note that reports of Section meetings (Section VI-B), and an electronic file of each paper presented, appended with Author’s Release Form, are required to be forwarded to Headquarters in addition to the items listed below:

SEPTEMBER

- New Section officers and Committee Chairpersons assume duties concurrent with the start of Fiscal Program Year on September 1.
- Financial Audit for Fiscal Year just ended (September 1 - August 31) is to be received at SNAME Headquarters no later than September 30 to be reviewed prior to the distribution of Formula Funds.
- Broad range planning (paper topics, etc.) commences for Program Year to follow out one year hence.
- Headquarters requests information on Student Sections:
 - All Student officers and Faculty Advisors for current year; and
 - Activities for prior year.
- Names of all Section officers and meeting schedule (due in July) are required at Headquarters prior to distribution of funds to the Section.
- Section Chairperson attends SNAME Council Meeting, the Sections/Membership Committees Breakfast Meeting, and Banquet (Banquet meal) at no cost as guest of HQ. T&R Representative attends the Steering Committee Meeting, during the Annual Meeting of the Society, which occurs in September, October, or November. (Expenses incurred are assumed by the individual or employers and not by the Section or the Society, except as noted for Banquet above.)
- Section Chairperson together with the Section Executive Committee prepares questions/discussions for Annual Sections Committee Meeting and forwards to Headquarters.

OCTOBER

- Nominating Committee elected by Section Executive Committee.
- Develop contact with potential authors of papers to be presented during Program Year one year hence.
- Secretary/Treasurer submits information (requested in September) on Student Sections.

- Headquarters sends one-half of Formula Operating Funds (based on membership as of August 31, provided Section Audit has been received and approved).

NOVEMBER

- Awards Committee requests nominees for National and Section Awards (see January).
- See Chairperson Appointments Nominating Committee.
- Start considering Nominees for Section Officers, Regional Vice President, National Officers, Fellows, etc. Note that fellows may be nominated at any time as they are now voted on quarterly.

DECEMBER

- Begin preparation consideration of forms for recommendations for Society Awards.
- Tentative program for the forthcoming year to be reviewed by Section Executive Committee.
- Headquarters forwards list of Section Members who are Fellows to each Section. The Sections may submit Nominees for Fellow any time throughout the year.
- Headquarters to mail to Section Chairperson Notices of Abstracts rejected for presentation at OTC or SNAME Annual Meeting.
- Publicize the Scholarship Program at Section Meetings (news release is sent in November). Section Student Relations should work with a Student Section officer and Faculty of Section Universities to identify potential candidates to encourage them to apply for scholarships before the February 1 deadline.

JANUARY

- Nominations for Sections officers presented to Section Executive Committee. Begin consideration of suggestions to Society's Nominating Committee (see Society By-Laws C1-3(b), D1-2 and D3-16(c)).
- Headquarters sends remaining Formula Operating Funds, determined on the basis of January 1st Membership, meetings schedules and reports of Student Sections, provided Audit Report has been submitted and approved.
- Commence detailed planning of meetings (dates, technical programs, etc.) for the forthcoming Program Year, commencing September 1.
- Headquarters requests nominations for Society officers.
- Headquarters requests nominations for the following Awards:
 - Vice Admiral E.L. Cochrane Award
 - Student Paper Awards
 - Taylor Medal, Land Medal, Davidson Medal, Smith Medal, Webb Medal, Distinguished Service Award, Kennedy Award, OTC Achievement

Award, ABS-Linnard prize, Hahn Award, and others as may be directed by the Society's Executive Committee. (See Society By-Laws D3-7).

- Applications for Graduate Scholarships due February 1.

FEBRUARY

- Nominations for Section officers submitted to Section membership.

MARCH

- Headquarters mails Council's Certificate of Appreciation for current Section Chairperson.
- Section officers are elected for the forthcoming year (April in some Sections).
- Section submits candidates for Society's officers to Headquarters (see Society By-Laws D1-2, D1-3 and D1-4).

APRIL

- Headquarters requests name of Chairperson-Elect and Vice Chairperson-Elect.
- Secretary/Treasurer submits name of Chairperson-Elect and Vice Chairperson-Elect to Headquarters.

MAY

- Cochrane Award – The decrease in Section papers has resulted in a decrease in quantity and quality of the papers nominated for the Cochrane Award whose criterion is "... the best paper delivered before a Section" in the previous year. In addition, about two thirds of the papers published in *Marine Technology* were ineligible for the Cochrane Award because they were not presented before a Section. This information was presented to the Executive Committee and it voted to change the criterion for the Cochrane Award to the best paper published in *Marine Technology* in the previous year (July through April).
- The Section Chairperson or Secretary/Treasurer sends to Headquarters four (4) copies of each Student Paper, complete with supporting data, presented during the most recent twelve (12) months period (not necessarily May 1 – April 30) as candidates for a Student Paper Award. While the twelve (12) month period selected is at the discretion of the Section, once selected it must be consistently used and papers may not be carried forward.
- Section sends to Headquarters nominations for other Society Awards; i.e., Taylor Medal, Land Medal, Davidson Medal, Smith Medal, Webb Medal, Distinguished Service Award, Kennedy Award, and OTC Achievement Award.

JUNE

- Firm details of Program Year Plans for the forthcoming year should be approved by the Section Executive Committee.
- Section Chairperson appoints Audit Committee.

- Headquarters requests names of all new Section officers/Committee Chairpersons/Society's Representatives and meeting schedule for next Fiscal Year.
- Chairperson-Elect or Vice Chairperson-Elect attends Seminar for Incoming Chairpersons.

JULY

- Prepare Section Operating Budget for Fiscal Year commencing September 1.
- Secretary/Treasurer submits names of all new Section officers/Committee Chairpersons/ Society's Representatives and meeting schedule for next Fiscal Year to Headquarters.

AUGUST

- Section Members submit nominations, with full supporting documentation, for the Grade of Fellow. This may be done throughout the year as the nominations are reviewed quarterly.
- Conduct Preliminary Audit.
- Fiscal and Program Years and Terms of Office end the 31st. Account Books are to be closed. Obtain Bank Statements for Audit Committee.

VIII. MISCELLANEOUS

VIII. A. Joint Meetings

Some Sections have conducted successful meetings with other technical societies such that the interests and activities of one augment those of the other. The Executive Committee should make certain that the policies and practices of the other group are consistent with those of the Society (see Section II-C).

Operation of joint meetings is most effective if complete responsibility for the meeting is assumed by each organization on a reciprocal basis, such that responsibility shifts to the other group as host for the next meeting. If the joint meeting is to be on a one-time basis such that alternating the host is impractical, areas of responsibility should be explicitly delineated. This method of split-responsibility is not generally recommended, unless the members of the other organization are well known to the Section officers. Regardless of which group is host or if responsibility for the meeting is shared, financial responsibility for expenses incurred because of “no shows” or for other reasons should be shared on a basis which has been clearly defined and agreed to prior to the meeting, provided that the Society’s non-profit status with the IRS is not compromised. There is no objection to having a Section assume some degree of financial responsibility to assure the success of the joint meeting or to solicit commercial enterprises for support. Such obligations can sometimes be covered by registration fees or some other kind of member charge associated with the meeting, but it is also proper to use the Section’s “Formula Operating Funds” for this purpose.

The amount of financial support may be included in the Section Operating Budget and is to be properly reported in the Year-End Financial Audit.

VIII. B. Letterhead

Section Stationery should be selected to reflect the dignity and stature of the Society. A suitable format might include in the letterhead the Section Name, the complete name of the Society, and in the upper right corner the phrase “Please Reply To.”

When the full name of the Society is used, it is to be in one of the following three forms:

1. THE SOCIETY OF NAVAL ARCHITECTS
AND
MARINE ENGINEERS
2. THE SOCIETY OF NAVAL ARCHITECTS
AND MARINE ENGINEERS
3. THE SOCIETY OF NAVAL ARCHITECTS AND MARINE
ENGINEERS

The Society's Emblem, when used on stationery, papers, or other printing is always to be positioned with the dot at the center bottom as shown:



Various sizes of the emblem, suitable for reproduction, are available at Headquarters and they may be obtained upon request.

VIII. C. Presidential Appearances

Demands on the President of the Society to appear before Sections inevitably result in mutual disappointment when the request cannot be fulfilled. Invitations to the President should be submitted to Headquarters as early as possible to permit development of a coordinated schedule.

When the President is scheduled to attend a Section Meeting, advance notice should be given to the membership in the Notice of the Meeting. Notice of visits by the President to the Sections is provided by Headquarters in sufficient time to allow the Section to prepare suitable notices and plans. The President should be pre-registered for the meeting.

VIII. D. Meeting Registration Fees

By action of the Society's Executive Committee on May 24, 1989, each Section is required to establish a two-tier structure of registration fees for all Section Meetings with respect to members and non-members. Non-members shall pay a higher fee than members. Registration fees for local meetings and symposia shall have a non-member registration fee at least thirty-three percent (33 %) greater than the member registration fees. The difference between the member and non-member registration fee may be applied toward a one year membership in the Society, provided that the application is received within two (2) months of the meeting date and that all requirements for membership are met. Contact Society Headquarters for administrative details.

VIII. E. Symposia

From time-to-time individual Sections conduct symposia on specific subjects, either as the sponsor (sometimes with other than SNAME Groups), or as the host in conjunction with a T&R Panel. To enhance the success of such meetings (by preventing overlapping of subject matter and avoiding conflicts in dates with other meetings), and in accordance with the provisions of the Societies Bylaws, Section A1.3, the Section proposing to sponsor a symposium shall obtain approval of the Society's Executive Committee prior to firming up plans for the meeting (see Appendix I - SNAME Policy on Sponsoring Symposia). The

Society's Executive Committee has directed that symposia are to be structured to produce a MINIMUM TOTAL SURPLUS REVENUE OF TEN PERCENT (10%). One half of the total surplus revenue shall be forwarded to Society Headquarters, and the remainder will be retained by the Sponsoring Group(s). The portion retained by the Section, SURPLUS SYMPOSIA FUNDS, must be put to use(s) that meet the objectives of the Society; however, the use(s) will not require the prior approval of the Society's Executive Committee. (To determine if meetings qualify as Symposia, see Appendix I.)

As an alternative, the surplus revenue normally forwarded to Society Headquarters may be retained by the Section to be credited to the calculated formula funds each year until reduced to zero. These will be properly identified in the Section Audit Report as SYMPOSIA FORMULA FUNDS.

Example:

A Symposium sponsored or co-sponsored by a Section generates a total surplus of \$3,500.00. Of this, \$1,750.00 is to be kept by the sponsor(s) as SURPLUS FORMULA FUNDS; if two co-sponsors with one being the Section, the Section will retain \$875.00 for use in related Society Activities with no prior Executive Committee approval required.

The remaining portion of the total surplus or \$1,750.00 originally returned to Society Headquarters may be held by the Section as SYMPOSIA FORMULA FUNDS to be applied to the calculated Formula Fund Allocation for the subsequent year(s). If the Section's calculated Formula Funds are \$2,500.00, the amount to be forwarded from the Society or applied from SYMPOSIA FORMULA FUNDS is \$2,500.00 less \$1,750.00, OR \$750.00, which is distributed in two equal payments of \$375.00.

VIII. F. General

The Sections Manual is intended to provide as much help as possible to Section officers and Committee, as well as Chairs, by providing them with guidelines for Section Operation, and ideas and practices developed from the experience of others. Ideas, suggestions, or experience of one Section should be noted in the appropriate Section of the Manual, or on the blank pages provided at the end of the Manual for this purpose.

Some Sections have prepared Section Operating Guides, which address matters of particular interest to those Sections. The content of these guides, as well as the marginal notes, should be given to the Society's Sections Committee so that the ideas, suggestions, and operating practices can be made available to other Sections.

Retiring officers should make certain that all files and other information are given to the new officers as early as possible. It is recommended that the new officers

meet with those retiring from office as soon as possible after election, so as to review the Section's Operation and permit the best transition possible.

APPENDIX A

PRO FORMA OF SECTION BYLAWS (SECTION NAME)

Organization approved by (Council or Executive Committee) on (Date).

ARTICLE I – NAME

The name of the Section shall be “The (Name) Section of The Society of Naval Architects and Marine Engineers.”

ARTICLE II – OFFICERS

The officers shall be a Chairperson, a Vice Chairperson, and a Secretary/Treasurer (plus others, if required).

ARTICLE III – BOUNDARY OF SECTION

The boundary of the Section shall be description (based on ZIP code designations available from Headquarters).

ARTICLE IV – OFFICE (Optional)

The (Name) Section of The Society of Naval Architects and Marine Engineers shall maintain its principal office in (location), but may have offices, transact business, and hold meetings at such other places as the Executive Committee may from time to time determine.

ARTICLE V – MEMBERSHIP

All members of every grade of the Society residing in, or maintaining their principal mailing (residence or business) address in, the territory of this Section shall be members of this Section. Society members who are not members of the Section by virtue of residency may participate in the program and activities of the Section, but they will not be carried on the Section membership rolls, and they shall not be entitled to vote in the election of officers or on other matter.

Section 1 The provisions of the Bylaws and the rules of The Society of Naval Architects and Marine Engineers and the practices of the Society with respect of the professional sessions for discussions of papers shall govern the procedures of the Section. The quorum for meetings shall be (number) members present. The annual meeting shall be held in (month) of each year in (location).

Section 2 The papers presented at the meetings are to be submitted to The Society of Naval Architects and Marine Engineers for review and consideration for inclusion in one of the Society’s publications.

ARTICLE VII – COMMITTEES

- Section 1** Executive Committee. The Chairperson, Vice-Chairperson, Secretary/Treasurer, the last retiring Chairperson and Vice-Chairperson, the Chairperson of the Papers, Meetings, Public Relations and Membership Committees, and (number) other members shall constitute the Executive Committee and shall have general responsibility, under the Section Chairperson, for the affairs and activities of the Section. If the Section sponsors one or more Student Sections, the Executive Committee shall also include the Student Section(s) liaison member and the Student Section(s) to the Faculty Advisors. The Student Section representative to the Executive Committee shall not be entitled to vote.
- Section 2** The Executive Committee shall fill any vacancies occurring in the offices and in its own body until the next annual election. (If the Section sponsors one or more Student Sections, the Executive Committee shall appoint one Student Section liaison member for each.)
- Section 3** Papers. The Papers Committee shall be responsible for arranging suitable papers for presentation at meetings of the Section. Arrangements for meetings with other technical societies shall be under the joint cognizance of this committee and the Meetings Committee subject to approval of the Executive Committee. The Chairperson is appointed by the Section Chairperson.
- Section 4** Meetings. The Meetings Committee shall be responsible for making all of the arrangements related to the Section meetings. The Chairperson of the Papers Committee may be a member of this committee. The Chairperson is appointed by the Section Chairperson.
- Section 5** Public Relations. The Public Relations Committee (or representative) shall be in charge of all publicity relating to the activities of the Section. The committee shall be governed by the policy of the Society. The Chairperson of the Public Relations Committee is appointed by the Section Chairperson.
- Section 6** Technical and Research. The Technical and Research representative is appointed by the Section Chairperson to serve as a liaison between the Section membership and the Society's Technical and Research Program.
- Section 7** Nominating. The Nominating Committee shall present at the (month) meeting nominations for all elective offices. Copies of the nominating report shall be sent to members with the notice of the (month) meeting. Members may nominate other candidates at such meeting. The election of officers shall take place or be reported at the annual meeting of the Section. The election shall be by voice vote or by letter ballot, if there is more than one nominee for any office. The result of the ballot shall be reported in the notice of the next meeting. The Committee membership is elected by the Section Executive Committee.
- Section 8** Audit. The Auditing Committee shall audit the accounts of the Section. The Committee chairman is appointed by the Section Chairperson.
- Section 9** Membership. The Membership Committee shall be responsible for obtaining qualified applicants for membership in the Society. All applications shall be

forwarded to the Society for consideration by the Applications Committee. The Chairperson of this committee shall be appointed by the President of the Society on the joint recommendation of the Chairperson of the local section and the Chairperson of the Society's Membership Committee. The Chairperson automatically is a member of the Society's Membership Committee.

Section 10 Representative to Society's Sections Committee. The Section representative to the Society's Sections Committee is the Section Chairperson, or the designated alternate appointed by the President of the Society and serves as the coordinator of this local Section with other Sections and with Society Headquarters.

Section 11 Awards. The Awards Committee is appointed by the Section Executive Committee to make recommendations to the Executive committee for Society awards and promotion to the membership grade of Fellow. Recommendations approved by the Section Executive Committee shall be forwarded to the Society Awards Committee and the Committee on Fellows respectively. Recommendations for Section awards are to be forwarded to the Section Executive Committee for action.

ARTICLE VIII – DUTIES OF OFFICERS

Section 1 Chairperson. The Chairperson shall preside at all meetings of the Section and of the Executive Committee and be responsible for planning and supervising the program and activities of the Section. He shall be an ex-officio member of all committees.

Section 2 Vice-Chairperson. In the absence of the Chairperson, the duties of the Chairperson shall be performed by the Vice-Chairperson. In the absence of the Chairperson and the Vice-Chairperson, the Executive Committee shall elect one of its members to act as the Chairperson.

Section 3 Secretary-Treasurer. The Secretary-Treasurer shall have general responsibility for the correspondence of the Section and shall take the minutes of all meetings of the Section and of the Executive Committee. He/she shall also have charge of the records and accounts of the Section and the collection and disbursement of funds. The disbursement of funds must be as approved by the Chairperson. A budget shall be prepared by the Secretary-Treasurer covering all Projected Income and Expenses for each fiscal year.

Section 4 Librarian. The Librarian shall maintain the papers of the Section and shall provide the Treasurer with an annual report summarizing the library's finances.

ARTICLE IX – TERM OF OFFICE

The terms of the offices and members of the Executive Committee shall be as follows, unless removed for cause:

Chairperson	one year *
Vice-Chairperson	one year *
Secretary-Treasurer	one year, subject to reelection
Members of Executive Committee	two years **

* The Section Chairperson and Vice-Chairperson may serve two-year terms, upon submittal of a Bylaw change to the National Society Sections Committee for review and subsequent approval.

** Some Sections use three-year or longer terms.

Except for elections to fill unexpired terms, all terms of office shall begin on September 1 following election. One member of the Executive Committee of the Section shall be elected each year such that the terms of office are staggered to maintain continuity.

ARTICLE X – PARLIAMENTARY

The governing authority on all parliamentary rules provided for in these Bylaws should be the latest edition of Roberts' "Rules of Order."

ARTICLE XI – ORDER OF BUSINESS

- (a) Reading of the Minutes of previous meetings
- (b) Special announcements
- (c) Committee reports
- (d) Stated business
- (e) New business
- (f) Reading of papers
- (g) Adjournment

ARTICLE XII – AMENDMENTS

Amendments to these Bylaws shall be presented at a regular meeting of the Section by the Executive Committee. The amendments shall be brought to the attention of the membership by the Secretary in the notice for the next regular meeting, at which time the amendment will come before the Section for discussion and action. A three-fourths vote in favor of the amendment by the members in good standing present at the meeting shall be necessary for its adoption. The amendment is subject to approval by the Society. A member in good standing is one who has paid his dues to the Society in accordance with the Bylaws of the Society.

Any member may suggest to the Executive Committee proposed amendments to the Bylaws by submitting the same in writing to the Secretary of the Section. Amendments proposed by ten (10) or more members of the Section may be voted on at the Annual Meeting of the Section, provided notice in writing of such proposed amendment has been mailed to the membership not less than thirty (30) days prior to such meetings.

ARTICLE XIII – FISCAL YEAR

The fiscal year for the (name) Section of The Society of Naval Architects and Marine Engineers shall commence on September 1 and terminate on August 31 next following.

ARTICLE XIV – STUDENT SECTIONS

The Section may sponsor one or more Student Sections if petitioned by any accredited institution(s) maintained on the approved list of the Society and located within the Section boundaries. The section will assume responsibility for the proper operation of each Student Section sponsored by it.

APPENDIX B

PRO FORMA OF STUDENT SECTION BYLAWS

The following pro forma Student Section Bylaws are patterned on the pro forma Section Bylaws of Appendix A. It is not the intent to require that all of the articles that appear in the pro forma Section Bylaws, particularly those dealing with committees, will be necessary for adequate operation of a Student Section, but rather that a comprehensive draft is provided from which each Student Section may select the appropriate portions for their operation.

(SECTION NAME)

Organization approved by the Executive Committee of the Society of Naval Architects and Marine Engineers on (date).

ARTICLE I – NAME

The name of the Section shall be “The (Name of Educational Institution) Student Section of The Society of Naval Architects and Marine Engineers.”

ARTICLE II – OFFICERS

The officers shall be a Chairperson, a Vice-Chairperson, a Secretary/Treasurer, and a Faculty Advisor (plus others, if required). One officer shall be designated the Student Section liaison representative to the Senior Section Executive Committee.

ARTICLE III – SPONSORING SECTION

This Student Section is sponsored by the (name) Section of The Society of Naval Architects and Marine Engineers.

ARTICLE IV – MEMBERSHIP

All Student Members of the Society attending (name of educational institution) shall be members of this Section as well as being members of the sponsoring Section, if otherwise eligible.

ARTICLE V – MEETINGS

The provisions of the Bylaws and the rules of The Society of Naval Architects and Marine Engineers and the practices of the Society with respect to professional sessions for discussion of papers shall govern the procedure of the Student Section. The quorum for meetings shall be (number) members present. The annual meeting shall be held in (month) of each year in (location).

ARTICLE VI – COMMITTEES

- Section 1** Executive Committee (optional and dependent on the size of the Student Section). The Chairperson, Vice-Chairperson, Secretary/Treasurer, Faculty Advisor, Chairperson of Operations and Papers Committees, and (number) other members shall constitute the Executive Committee and shall have general responsibility, under the Faculty Advisor, for the affairs and activities of the Student Section.
- Section 2** Operations Committee. The Operations Committee shall be responsible for making all of the arrangements related to the Section meeting, for publicity relating to the activities of the Section, and for obtaining qualified applicants for membership in the Society. The Chairperson is appointed by the Student Section Chairperson.
- Section 3** The Executive Committee (or the Section Chairperson, if there is no Executive Committee) shall appoint members to fill any vacancies occurring in the positions of the officers of the Student Section until the next annual election.

ARTICLE VII – DUTIES OF OFFICERS

- Section 1** Chairperson. The Chairperson shall preside at all meetings of the Student Section and of the Executive Committee and be responsible for planning and supervising the program and activities of the Section. He shall be, ex-officio, a member of all committees.
- Section 2** Vice-Chairperson. In the absence of the Chairperson, the duties of the Chairperson shall be performed by the Vice-Chairperson. If the office of the Chairperson becomes vacant, the Vice-Chairperson shall succeed him.
- Section 3** Secretary-Treasurer. The Secretary-Treasurer shall have general responsibility for the correspondence of the Student Section and shall take the minutes of all meetings of the Student Section and of the Executive Committee. He shall also have charges of the records and accounts of the Student Section and the collection and disbursement of funds. The disbursement of funds must be as approved by the Chairperson and Faculty Advisor. A budget shall be prepared by the Secretary-Treasurer covering all expenses for each fiscal year. The budget shall be submitted to the sponsoring Section for approval. If the offices of the Chairperson and Vice-Chairperson become vacant concurrently, the Secretary-Treasurer shall succeed the Chairperson.
- Section 4** Faculty Advisor. The Faculty Advisor is appointed by (the educational institution). He shall be responsible for the proper operation of the Student Section under the Bylaws, policy and guidance of the Society and the sponsoring Section. He shall be responsible for the continuity of the Section between school years, and for maintaining the technical and professional excellence of the Section program and activities and for other matters as assigned by the (educational institution.)

ARTICLE VIII – ELECTION OF OFFICERS

Section 1 An annual meeting shall be held in (month*) at which shall be put in nomination and elections conducted for the officers of the Section (except the Faculty Advisor and members of the Executive Committee.) Terms of offices shall begin on (date) for a period of one year.

* Should be held at the end of the year proceeding the term of office to provide continuity of Section operation.

Section 2 At least one elected officer of the Section must have at least two school years remaining at (the educational institution) in order that his experience will be available to the Section for the year following his term of office.

ARTICLE IX – PARLIAMENTARY RULES

The governing authority on all parliamentary rules provided for in these Bylaws should be the latest edition of Roberts' "Rules of Order."

ARTICLE X – ORDER OF BUSINESS

- (a) Reading of the Minutes of previous meetings
- (b) Special announcements
- (c) Committee reports
- (d) Stated business
- (e) New business
- (f) Lecture or reading of papers
- (g) Adjournment

ARTICLE XI – AMENDMENTS

Amendments to these Bylaws shall be presented at a regular meeting of the Student Section by the Executive Committee. The amendments shall be brought to the attention of the membership by the Secretary in the notice for the next regular meeting, at which time the amendment will come before the Student Section for discussion and action. A three-fourths vote by the members in good standing present at that meeting in favor of the amendment shall be necessary for its adoption. The amendment is subject to approval by the senior sponsoring Section and the Chairperson of the Sections Committee of the Society. A member in good standing is one who has paid his dues to the Society in accordance with the Bylaws of the Society.

Any member may suggest to the Executive Committee proposed amendments to the Bylaws by submitting the same in writing to the Secretary of the Student Section. Amendments proposed by ten (10) or more members of the Student Section may be voted on at the annual meeting of the Student Section, provided notice in writing of such proposed amendment has been made to the membership not less than thirty (30) days prior to such meeting.

ARTICLE XII – FISCAL YEAR

The fiscal year for the (name) Section of The Society of Naval Architects and Marine Engineers shall commence on September 1 and terminate on August 31 next following.

APPENDIX C

SECTION

PROPOSED BUDGET FOR THE FISCAL YEAR

SEPTEMBER 1, ____ TO AUGUST 31, ____

EXPENDITURES

ACTUAL EXPENDITURES*

PROPOSED BUDGET

9/1/ __ TO 8/31/ __

MEETING EXPENSES

Catering**	_____	_____
Speaker	_____	_____
Audio/Visual Aids	_____	_____
Guests	_____	_____
Student Sponsorship	_____	_____
Printing/Mailing Notices	_____	_____
Publicity(inc. Photography)	_____	_____
Other _____	_____	_____
_____	_____	_____
_____	_____	_____

Total Meeting Expenses \$ _____ \$ _____

COST OF TECHNICAL PAPERS

Printing	_____	_____
Postage	_____	_____
Other _____	_____	_____
_____	_____	_____
_____	_____	_____

Total Cost of Paper \$ _____ \$ _____

_____ SECTION
PROPOSED BUDGET

FOR THE FISCAL YEAR

SEPTEMBER 1, ____ TO AUGUST 31, ____

ADMINISTRATIVE EXPENSES

Stationery	_____	_____
Postage	_____	_____
Mailing List Maintenance	_____	_____
Secretarial Service	_____	_____
Telephone	_____	_____
Bank Service Charge	_____	_____
Archive Maintenance	_____	_____
Other _____	_____	_____

Total Admin. Expenses	\$ _____	\$ _____

*Previous Fiscal Year

**Catering expenses are to be self-supporting and not derived from formula funds.

**ACTUAL
EXPENDITURES*
9/1 ____ TO 8/31 ____**

PROPOSED BUDGET

MISCELLANEOUS EXPENSES

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total Misc. Expenses	\$ _____	\$ _____
Total Expenses	\$ _____	\$ _____

_____ SECTION
PROPOSED BUDGET
FOR THE FISCAL YEAR
SEPTEMBER 1, ____ TO AUGUST 31, ____

<u>RECEIPTS</u>	ACTUAL INCOME* 9/1/ ____ TO 8/31 ____	ESTIMATED INCOME
Catering	_____	_____
Sale of Publications	_____	_____
Interest (Savings a/c. etc.)	_____	_____
Contributions	_____	_____
Formula Funds from Hdqts.	_____	_____
Other _____	_____	_____
_____	_____	_____
_____	_____	_____
Total Receipts	\$ _____	\$ _____

EXCESS/(DEFICIT) RECEIPTS \$ _____

Number of Meetings _____

Number of Members _____

*Previous Fiscal Year

Updated: May 2006

Appendix C

APPENDIX D

GUIDELINES FOR SECTION FINANCIAL AUDIT FORM

The Section Financial Audit is an essential document for the Society to complete its annual audit, and to assure compliance with the Internal Revenue Service requirements for nonprofit organizations under Code 501©(3). It should also be a useful tool to analyze Section expenses, and thus serve as guidance for modification of the Section Funding Formula as appropriate. To facilitate these purposes, uniform content of each of the line items is necessary. It is the purpose of these guidelines to achieve this uniformity.

I. BALANCE OF OPERATING FUNDS ON HAND, SEPTEMBER 1, _____

Checking Account(s)
Savings Account(s)
Petty Cash

II. SUMMARY OF RECEIPTS

A. Meetings

All regular Section Meeting receipts are listed here. Section functions such as a dinner dance are to be listed with Other Receipts (E). Special Meetings intended to draw significant attendance from outside the Section, Symposia, for example, must be separately accounted for.

B. Sales of Publications

Receipts from the sale of all Section publications are listed here. If a Section elects to charge for the paper to be presented at a regular meeting, these receipts are also listed here.

C. Contributions [all sources – itemize purpose(s)]

As directed, all contributions, including those in connection with a regular Section Meeting, are to be listed here. Contributions received for Special Meetings are to be listed here. This fund will then be transferred to the approved Reserve Fund in Part V.

D. Interest on Operating Fund Bank Accounts

Interest on all operating fund bank accounts is to be listed here.

E. Other Receipts (itemize)

Receipts from all special Section functions, such as dinner dance or any receipt from jointly sponsored meetings, etc. are to be itemized here.

F. Operating Funds From Headquarters

Formula funds received by the Section are listed here.

Total Receipts is the sum of ALL funds received by the Section during the fiscal year.

III. FUNDS AVAILABLE (I plus II)

As indicated, this is the total of all funds available to the Section during the fiscal year.

IV. SUMMARY OF EXPENDITURES

A. Meeting Expenses

Note that the total of the expenses in this category should, in general, be covered by the charges made of the event; that is the total expenses for Part IV.A. should be less than or equal to Meeting Receipts, Part II.A.

1. Catering

The cost of the food service for regular meetings is listed here.

2. Audio/Visual Aids

3. Publicity (include Photography)

Other than photography there should be few if any expenses in this category.

4. Other Meeting Expenses (itemize)

The cost of a meeting room, if a separate charge is incurred, or the cost of transportation that might be provided in conjunction with a facilities tour is to be listed here. Costs associated with special Section functions are also to be itemized here.

Total Meeting Expense is the sum of all expenses directly associated with the conduct of regular Section Meetings.

B. Cost of Technical Papers

1. Printing

The cost of printing Section papers, if borne by the Section.

2. Supplies

The cost of paper stock or covers if separate charges are incurred.

Total cost of Technical Papers is the total cost of producing these papers only.

C. Administrative Expense

This is the expense category that it is intended to be defrayed by the Formula Funds received in two installments from Headquarters.

1. Stationery

The cost of printing stationery. If overprinting is used, this cost is also listed.

2. Postage

Postage for any purposes other than meeting notices.

3. Secretarial Services

Secretarial services for Section correspondence, typing meeting notices, etc.

4. Telephone

Any telephone charges that are incurred in Section operations that are not otherwise defrayed are listed here.

5. Bank Service Charges

6. Printing and Mailing Meeting Notices

The cost of production and mailing of Meeting Notices.

7. Other (itemize)

Any other administrative expenses incurred by the Section.

D. Miscellaneous Expenses (itemize)

Amounts expended in support of Students Sections and any other expenditure not otherwise accounted for. Total Miscellaneous Expenses is the sum of all expenses in this category.

TOTAL EXPENDITURES is the sum of all expenses listed in Part IV.

V. TRANSFER TO RESERVE AND SPECIAL MEETING FUNDS (itemize)

Transfer of approved amounts to approved reserve funds and contributions to approved Special Meeting Funds.

VI. FUNDS AVAILABLE LESS TOTAL EXPENDITURES AND TRANSFERS TO RESERVE FUND (III MINUS IV AND V)

These are the funds available for Section operation be carried forward into the next fiscal year. It is this amount that will be compared to the Formula Fund calculation to determine the existence of any “excess funds” that would affect the formula fund distribution.

VII. BALANCE OF OPERATING FUNDS ON HAND, AUGUST 31, _____

Existence of these funds must be approved by the Society’s Executive Committee as well as any transfers into these funds other than specifically designated contributions Activity in each account must be shown in Audit for D-4 and be attached to this report. Note, that a bank statement dated on the last day of the fiscal year being audited must be attached to this audit.

VIII. TOTAL FUNDS IN CUSTODY OF THE SECTION

This is the total of parts VI, VIII.A. and VIII.B.

REMARKS

Any amplifying or supplementary information is to be entered in this part.

The Section Financial Audit is to be signed and dated by both the Chairpersons of the Section Audit Committee and the outgoing Section Chairperson.

Computer printouts may be used in lieu of copying the Financial Audit form. **PROVIDED** that the format of the form is followed.

_____ **SECTION**
FINANCIAL AUDIT

FOR THE FISCAL YEAR
SEPTEMBER 1, ____ TO AUGUST 31, ____

I. BALANCE OF OPERATING FUNDS ON HAND, SEPTEMBER 1, ____

Checking Account	\$ _____	
Savings Account	_____	
Petty Cash	_____	
TOTAL BALANCE		\$ _____

II. SUMMARY OF RECEIPTS

A. Meetings	\$ _____	
B. Sales of Publications	_____	
C. Contributions (all sources itemize purpose(s))	_____	

Sub-Total	\$ _____	
D. Interest on Operating Fund Bank Accounts		
E. Other Receipts (itemize)	_____	

Sub-Total	\$ _____	
F. Operating Funds From Headquarters	\$ _____	
Total Receipts		\$ _____

III. FUNDS AVAILABLE (I PLUS II) \$ _____

_____ SECTION
FINANCIAL AUDIT

FOR THE FISCAL YEAR
SEPTEMBER 1, ____ TO AUGUST 31, ____

IV. SUMMARY OF EXPENDITURES

A. Meeting Expenses

1.	Catering	\$ _____	
2.	Audio/Visual Aids	_____	
3.	Publicity (incl. Photographs)	_____	
4.	Other meeting expenses Itemize	_____	
	_____	_____	
	_____	_____	
	_____	_____	
	Total Meeting Expenses		\$ _____

B. Cost of Technical Papers:

1.	Printing	\$ _____	
2.	Supplies	_____	
	Total Cost of Technical Papers		\$ _____

C. Administrative Expenses:

1.	Stationery	\$ _____	
2.	Postage	_____	
3.	Secretarial Services	_____	
4.	Telephone	_____	
5.	Bank Service Charges	_____	
6.	Printing and Mailing of Meeting Notices	_____	
7.	Other (itemize)	_____	
	_____	_____	
	_____	_____	
	_____	_____	
	Total Administrative Expenses		\$ _____

_____ SECTION
FINANCIAL AUDIT

FOR THE FISCAL YEAR
SEPTEMBER 1, ____ TO AUGUST 31, ____

D. Miscellaneous Expenses (itemize)

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

Total Miscellaneous Expenses \$ _____

TOTAL EXPENDITURES \$ _____

V. TRANSFER TO RESERVE AND SPECIAL MEETING FUNDS (itemize)

_____	_____
_____	_____
_____	_____

Total Transfers \$ _____

VI. FUNDS AVAILABLE LESS TOTAL EXPENDITURES AND TRANSFERS TO RESERVE FUNDS (III MINUS IV & V) \$ _____

VII. BALANCE ON HAND, OF OPERATING FUNDS AT AUGUST 31, ____

Checking Account	\$ _____
Savings Account	\$ _____
Petty Cash	\$ _____

TOTAL BALANCE: \$ _____

_____SECTION

**FINANCIAL AUDIT
FOR THE FISCAL YEAR**

SEPTEMBER 1, ____ TO AUGUST 31, ____

VII. RESERVE AND SPECIAL MEETING FUNDS SUMMARY

A. Reserve Funds (itemize)

_____	\$ _____
_____	_____
_____	_____

Total Reserve Funds \$ _____

B. Special Meeting Funds (itemize) (Note: Attach a copy of final audit(s) for completed meetings)

_____	_____
_____	_____

Total Special Meeting Funds \$ _____

VIII. TOTAL FUNDS IN CUSTODY OF THE SECTION

A. VII \$ _____
B. VIII A _____
C. VIII B _____

TOTAL FUNDS IN CUSTOTODY _____

Remarks:

Signed: _____
 Section Chairperson

Signed: _____
 Chairperson, Section Audit

Committee

Date: _____

Remember to attach Bank Statements

APPENDIX E

THE SOCIETY OF NAVAL ARCHITECTS AND MARINE ENGINEERS
601 Pavonia Avenue, Suite 400, Jersey City, NJ 07306

REPORT OF SECTION MEETING

SECTION: _____ DATE & TIME: _____

LOCATION: _____

TITLE OF PAPER: _____

WRITTEN () ORAL () Powerpoint Presentation ()

AUTHOR: _____ SNAME MEMBER/Visitor _____

COMPANY: _____ Author Release Form Attached []

ADDRESS: _____

ATTENDANCE: MEMBERS _____ GUESTS _____ STUDENTS _____

Copies of papers should be submitted to the Sections Manager by email or CD .

DISCUSSERS: INDICATE WHETHER WRITTEN (W) OR ORAL (O) – List Names & Affiliation

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

USE SPACE BELOW AND REVERSE SIDE FOR WRITE-UP OF MEETING AND ABSTRACT OF PAPER FOR INCLUSION IN MARINE TECHNOLOGY SNAME NEWS. MAKE IT INTERESTING. INCLUDE PICTURES, NAMES OF IMPORTANT VISITORS, PRESENTATIONS, ELECTIONS & ETC. APPEND EXTRA SHEET IF NECESSARY.

PLEASE SUBMIT WITHIN TEN (10) DAYS OF MEETING _____

Note: If pictures are not available to meet report deadline, please submit separately. Be sure to include accurate captions and meeting date.

Submitted by: _____ (TITLE) _____ Date: _____

APPENDIX F

Submission Requirements for SNAME News & Section Activities

1. Article

- a. Attached to the Section report should be a well-written article that includes a brief summary of the meeting and an abstract of the paper submitted.
- b. A Section report does not constitute a write-up for SNAME news. Submitting only a Section report will not guarantee that the meeting will be publicized in SNAME News.
- c. Writers of articles must sign the article and include a phone number where the author can be contacted.
- d. Format: Those submitting articles for SNAME News and Section Activities MUST use the following instructions. Articles that DO NOT follow these instructions WILL NOT appear in any section of SNAME News. If you need any assistance with following these instructions, please contact Edith Nowak (enowak@sname.org), Manager of Sections.
 - Limit the article to approximately one 8.5 x 11 single-spaced page.
 - Articles MUST be submitted via file attached to email (sent to Edith Nowak at enowak@sname.org).
 - Begin each article with the date of the meeting, title and author of the presentation, and location of where the meeting took place.
- e. SNAME reserves the right to edit all articles.

2. Photographs and Illustrations

- a. Prefer electronic photos emailed as tiff or jpeg. We will also accept both black and white illustrations of the topic and a photograph (both black and white and color are acceptable) representative of the article may be submitted; however, these will not be returned to the Section.
- b. Captions should be included in the body of the email.
- c. Caption format: Section title, abbreviated month day/year: (from left) full name of individual and Society affiliation. Do not include either commercial associations or titles such as Capt. and Dr., etc. A sample caption follows:
New England, May 10/95: (from left) Spyros A. Kinnas, author, and John Maxam, Section chair

3. Martine Technology

- a. Submission due dates: Articles not submitted by the following general deadlines may not be printed in SNAME News:

ISSUE OF MT:

January
April
July
October

MATERIALS DUE FIRST WEEK OF:

November
February
May
August

SPECIFIC due dates appear in a highly visible form in each issue of SNAME News, and the SNAME NewsLetter is published on the 1st and 15th of every month, so delivery no later than within three working days of the publishing date will ensure that the article will appear in that issue.

APPENDIX G

SNAME POLICY ON SEXUAL HARASSMENT OF OR BY EMPLOYEES, MEMBERS, OFFICERS, VOLUNTEERS, AND VENDORS STATEMENT OF POLICY

It is the policy of The Society of Naval Architects and Marine Engineers (SNAME) to prohibit sexual harassment.

The “Sexual Discrimination Guidelines” of the U.S. Equal Employment Opportunity Commission define sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

In addition, conduct is considered sexual harassment if it has either the purpose or effect of unreasonably interfering with an individual’s work performance, or if it creates an intimidating, hostile, or offensive work environment. Harassment occurs when there is a pattern or practice of pervasive harassment.

SNAME policy specifically prohibits sexual harassment by or against any employee, member, officer, or other volunteers, vendor, or customer.

Reporting and Investigating of Incidents of Sexual Harassment

All incidents of sexual harassment involving any SNAME employee, member, officer, volunteer, and/or vendor should be reported immediately to the Director of Finance and Administration. Should the complaint be by or against the Associate Executive Director of Finance and Administration, or if the Associate Executive Director of Finance and Administration is out of the Office and is not expected to return by the next working day, the complaint should be made to the Executive Director. Should the complaint be by or against the Executive Director, the Associate Executive Director of Finance and Administration will report it directly to the President.

The Director of Finance and Administration or the Executive Director, if the complaint is made to him or her, shall immediately conduct a thorough investigation of any complaint.

All such investigation will remain strictly confidential and every effort will be made to safeguard the privacy of all parties.

The Associate Executive Director of Finance and Administration will create a general complaint file in which written records of all sexual harassment complaints against members/volunteers and/or vendors/customers will be filed. These files will be kept confidential and in a locked file in the office of the Executive Director.

All documents pertaining to sexual harassment complaints against employees will be filed in accordance with state or federal law or regulation.

Disciplinary or Punitive Action

If the complaint cannot be resolved informally, verbal or written warnings and/or reprimands will be issued with appropriate written notice placed in the applicable files.

The President will handle verbal and written warnings and/or reprimands of officers, members, and volunteers.

In the case of serious offenses or with repeat offenders who have already received warnings and/or reprimands:

- An employee will be suspended without pay or terminated.
- An officer or member will receive a written request from the President for his/her resignation or face termination, expulsion, or suspension of membership.
- A vendor or customer will face a period of suspended business activity or termination of same and be notified in writing.

Protective action may be necessary in some cases in order to ensure the safety of one or both parties to the complaint, particularly if the complaint itself involves accusations of physical violence or threats of physical violence. In addition, there may be situations in which the antagonism between the parties to the complaint jeopardizes the effective functioning of SNAME. However, care must be taken to try to obtain voluntary and uncoerced consent and cooperation so as not to be, or appear to be, punitive, vindictive, or retaliatory.

Adopted by the SNAME Executive Committee: October 28, 1992.

APPENDIX H

GUIDELINES FOR VICE PRESIDENTS

There are two Vice Presidents from each of the Society's five Regions. One Vice President from each Region is elected every other year for a four-year term. The new position of International Regional Vice President started with only one vice president, but it is expected that there will be two in the future.

The position of Regional Vice President was established by the Society to ensure a geographical diversity in the membership of the Executive Committee. Additionally, it is expected that the Regional Vice Presidents will assure improved two-way communication between members in the Executive Committee.

The Regional Vice President is expected to maintain active involvement within the individual's Section, the other Sections within the Region, and with Headquarters to the extent practicable.

The Regional Vice President is expected to attend local Section meetings and is considered an ex-officio member of the Executive Committee of the Section of membership, presenting regular reports, which highlight activities of the Executive Committee soliciting views of individual members and responding to sectional issues.

The Vice President shall promote individual and Section participation at all levels of the Society and provide regular liaison between the Section and Headquarters regarding activities within the Section and events sponsored by Headquarters. The Vice President may provide continuity during change in Section leadership and participate in the Chairperson's orientation activities.

The two Regional Vice Presidents are expected to maintain a line of inter-communication to assure that all Sections within the Region are represented and that regional issues are addressed by Society Headquarters at Executive Committee meetings. Each Section should be visited by at least one Regional Vice President per year. One Vice President from each region is expected to attend the annual Chairperson-Elect orientation seminar conducted by Headquarters.

Each Junior Regional Vice President is expected to attend all Executive Committee meetings, and other meetings as necessary, which concern the administration of the Society including the Annual Meeting. Each should maintain knowledge of Society structure, finance and function, including performance and activities of the various Standing Committees. The Regional Vice President is expected to communicate sectional and regional activities and ideas to the Executive Committee, provide a written report twice a year at an Executive Committee meeting, and to assist Headquarters in the procurement of required Section reports.

The Regional Vice President should serve as necessary, and as requested by the President, to support the work as performed by the Executive Committee.

bt-9/21/94(Revised)/ bt-12/8/99 (Revised) bt-2/27/04

APPENDIX I

SNAME POLICY ON SPONSORING SYMPOSIA

One of the objectives of the Society of Naval Architects and Marine Engineers, as stated in its Bylaws, is to advance the art, science, and practice of naval architecture and marine engineering in all their applied forms by affording facilities for the exchange of information among its members.

One excellent means of meeting this objective is through the sponsorship of symposia. Symposia differ from local Section meetings in that they look to attract registrants from outside the Section, thus increasing potential revenue. In recognition of the importance of this objective, a number of successful symposia have been conducted under the sponsorship of the T & R Committees/Panels and by individual Sections.

The Society encourages the sponsorship of symposia and in order to assist in the planning and the management of a successful symposium, the following policies must be addressed in a proposal to the Executive Committee for approval:

- 1. Date Selection** It is essential that the date selected for a symposium does not conflict with other Society activities. Thus, any selected dates are to be cleared with the Society's Executive Committee as far in advance as possible.
- 2. Budget** A preliminary budget should be developed which itemizes anticipated expenses and income at several levels of attendance (hotel service charges, rental costs, donations, and other specific fees). A revenue surplus of 10% is to be included at the minimum expected attendance. Upon approval of the preliminary budget, by the Executive Committee a request may be made to Headquarters for seed money if needed.
- 3. Registration Fees** A matrix of early and late registration fees should be established to cover members, non-members and student members. Non-member fees are to be at least one-third greater than member fees.
- 4. Authors & Moderators** Up to two member authors per paper may receive complimentary registration. Additional authors and all moderators are to be charged the applicable registration fee.
- 5. Social Events** Fees for social events are to be structured to make such activities self-supporting.

- 6. Timely Publicity** It is important that timely notification of the symposium be made to all members of the Society. This notification may be accomplished by an announcement in *Marine Technology*. Additional announcements are at the discretion of the symposium steering committee and any resulting costs should be included in the budget.

- 7. Cancellation** At an appropriate date in advance of the symposium, steering committee should review the advance registration status with Society Headquarters. If the advance registrations are deemed inadequate, the symposium should be cancelled.

- 8. Financial Report** Following the conclusion of a symposium, an audited financial report is to be submitted to Society Headquarters. One half of any surplus revenue will be retained by the sponsoring organization, or shared between the sponsoring organizations if more than one. The remaining surplus revenue will be forwarded to Society Headquarters.

- 9. Legal Action** In the event of any legal action, the Society's Bylaws Section 6, Indemnification, will apply.

- 10. Headquarters** The Society's Headquarters staff can provide Assistance invaluable assistance in planning and conducting a symposium. It is strongly recommended that a member of the Headquarters staff be in attendance at one or more symposium steering committee meetings.

