

The Society of Naval Architects & Marine Engineers

Hampton Roads Section – Bylaws

Article I – Name

The name of the Section shall be “The Hampton Roads Section of the Society of Naval Architects and Marine Engineers” and is also referred to herein as the Section. The national organization of the Society of Naval Architects and Marine Engineers is referred to herein as the Society.

Article II – Officers

The officers shall be a Chair, a Vice-Chair- and a Secretary-Treasurer elected by the membership in accordance with Article XV.

Article III – Boundary of Section

The boundary of the Section shall be based on ZIP code designations available from headquarters. (The primary core of the section boundaries shall be Hampton Roads and the surrounding areas as derived from the headquarters Zip code designations.)

Article IV – Office

The Hampton Roads Section of The Society of Naval Architects and Marine Engineers shall maintain its principal presence in the Hampton Roads area and may transact business and hold meetings at such other places as the Executive Committee may approve.

Article V – Membership

All members of every grade of the Society residing in, or maintaining their principal mailing address (residence or business) in the boundaries 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 may not be carried on the Section membership rolls. In addition they shall not be entitled to hold office or vote in the election of officers or on other matters.

Article VI – Meetings

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 to professional sessions for discussion of papers shall govern the procedures of the Section. The quorum for meetings where voting will occur shall be at least 10% of the membership but no less than 20 members in good standing of the Section membership. The Chair, Vice-Chair or Secretary-Treasurer shall preside over meetings per Article VIII.

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 or all of the Society’s publications.

Article VII – Committees and Representatives

Section 1 – Executive Committee. The Chair, Vice-Chair, Secretary/Treasurer, immediate past Section Chair, the named Chairs listed below in the remainder of Article VII, and three (3) other Members at Large-elected by the membership shall constitute the Executive Committee. The Executive Committee shall have general responsibility under the Section Chair for the affairs and activities of the Section. If the Section sponsors one or more Student Section(s), the Executive Committee shall also include the Student Section(s) liaison member and the Student Section(s) representative(s)

. The Student Section representative(s) to the Executive Committee shall not be entitled to vote. Where, in the opinion of the Executive Committee, the duties of any position exceed the reasonable expectations of a single individual, Co-Chairs may be appointed by the Executive Committee.

Section 2 – Officer Vacancies. The Executive Committee shall fill any Officer vacancies by appointment until the next annual election.

Section 3 – Technical Programs (Papers) Chair. The Technical Programs Chair shall be responsible for arranging/submitting suitable technical papers for presentation at meetings of the Section. Final approval of technical papers for presentation resides with the Executive Committee. The Technical Programs Chair shall be appointed by the Executive Committee.

Section 4 – House (Meetings) Chair. The House Chair shall be responsible for making all arrangements related to Section meetings, including but not limited to meeting space reservations, A/V equipment coordination, and on-site registrant check-in. The House Chair shall be appointed by the Executive Committee.

Section 5 – Publicity Chair. The Publicity Chair shall be responsible for all publicity relating to activities of the Section. This responsibility shall include developing meeting notices and their distribution, and publicity to both the local and national areas of the Society of Naval Architects and Marine Engineers. The actions of the Chair shall be governed by the policies of the Society. The Publicity Chair shall be responsible for maintaining the Section website and social media accounts. The Publicity Chair shall be appointed by the Executive Committee.

Section 6 – Technical and Research (T&R) Representative. The T&R Representative shall be responsible for serving as a liaison between the Society membership and the Society's Technical and Research Program. The Technical and Research Representative shall be appointed by the Executive Committee.

Section 7 – Audit Chair. The Auditing Chair shall be responsible for auditing the accounts of the Section. The Audit Chair shall be appointed by the Executive Committee.

Section 8 – Membership Chair. The Membership Chair shall be responsible for maintaining the section membership roster and obtaining qualified applicants for membership in the Society. All applications shall be forwarded by the Chair to the Society for consideration by the Applications Committee. The Membership Chair shall be appointed by the Society Executive Committee and shall automatically be a member of the National Society's Membership Committee.

Section 9 – National Sections Committee Representative. The Section Representative to the National Sections Committee is the Chair of the Section, or an alternate designated by the Executive Committee. The Section Chair or designated alternate serves as the coordinator of the Section with other Sections and Society Headquarters.

Section 10 – Awards Chair. The Awards Chair shall be responsible for making recommendations to the Executive Committee for national awards and promotion of distinguished Section members to the Society membership grade of Fellow. Recommendations approved by the Executive Committee shall be forwarded to the National Awards Committee and the Fellows Committee, respectively.

Recommendations for Section Awards are to be forwarded to the Executive Committee for action. The Awards Chair of the Awards Committee shall be appointed by the Executive Committee.

Section 11 – Young Professional (YP) Chair – The Young Professional Chair shall be responsible for acting as the liaison with the Section’s Young Professional members, and coordinating activities for this group. The YP chair shall also support the Membership Chair by recommending young industry professionals for membership in the society. Where authorized by the approved Section budget, Section funds may be allocated to support activities for Young Professionals.

Section 12 – Symposium Chair – The Symposium Chair shall be responsible for coordinating all activities related to any Symposia sponsored by the section, to include venue arrangements, promotion, technical content, registration, and other activities necessary for the successful execution of the symposia. The Symposium Chair shall work directly with the chair of the T&R Committee associated with the symposium. Where Section funds are required to support a symposium, these shall be disbursed by the Treasurer in accordance with the Section budget and the policies prescribed by these Bylaws.

Section 13 – Other Chairs or Representatives. The Executive Committee may establish other Chairs or Representatives to accomplish the goals of the Society and the Section. Creation of one of these positions will include defining the responsibilities. The creation of other Chairs and designation of Representatives shall not violate Society Bylaws. Examples include the Peninsula Engineering Council Representative and a Young Professionals Coordinator.

Article VIII – Duties of Officers

Section 1 - Chair. The Chair 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. All members of the Executive Committee shall report to the Chair. The Chair or his or her delegate presides at meetings of the Section and at meetings of the Section Executive Committee.

Section 2 – Vice-Chair. In the absence of the Chair, the duties of the Chair shall be performed by the Vice-Chair.

Section 3 – Secretary-Treasurer. The Secretary-Treasurer shall have general responsibility for the correspondence of the Section and shall take the minutes of all the Section and of the Executive Committee meetings. The Secretary-Treasurer shall also have charge of the records of accounts of the Section and the collection and disbursement of funds. The disbursement of funds must be approved by the Chair. A budget shall be prepared by the Secretary-Treasurer covering all revenues and expenses for each fiscal year. In the absence of both the Chair and Vice-Chair the Secretary-Treasurer shall perform their duties.

Section 4 - Librarian. The Librarian shall maintain the papers of the Section.

Article IX – Terms of Office

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

Chair	Two Years
Vice-Chair	Two Years
Secretary-Treasurer	Two Years
Executive Committee (elected)	Two Years Executive
Committee (past Chair)	Two Years

Changes in the Terms of Office will become effective at the start of the fiscal year following adoption of the changed Bylaws.

All terms of office shall begin on July 1st following elections. Officers and members of the Executive Committee, except the Secretary-Treasurer, shall not serve consecutive terms. One member of the Executive Committee 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 in these Bylaws shall be the latest edition of Roberts' "Rules of Order."

Article XI – Order of Business

- (a) Call to Order
- (b) Reading of the Minutes of the Previous Meetings (Executive Committee Meetings only)
- (c) Special Announcements
- (d) Committee Reports
- (e) Stated Business
- (f) New Business
- (g) Presentation of Papers
- (h) Adjournment

Article XII – Amendments

Any amendment to these Bylaws shall be presented at a regular meeting of the Section by the Executive Committee. The amendment shall be brought to the attention of the membership by the Secretary-Treasurer 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 of the members in good standing present at the meeting in favor of the amendment shall be necessary for its adoption. A member is in good standing when dues are paid to the Society in accordance with the Bylaws of the Society.

Any member in good standing may suggest to the Executive Committee a proposed amendment to the Bylaws by submitting the same in writing to the Secretary-Treasurer of the Section. An amendment proposed by ten (10) or more members of the Section may be voted at the annual meeting (last meeting of the fiscal year) of the Section, provided notice in writing of such proposed amendment has been **delivered** to the membership not less than thirty (30) days prior to such meeting.

Article XIII – Fiscal Year

The fiscal year for the Hampton Roads Section of the Society of Naval Architects and Marine Engineers shall commence on July 1st, and terminate on the following June 30th.

Article XIV – Student Sections

The Section may sponsor one or more Student Section(s) if petitioned by any accredited institution(s) maintained on the approved list of the Society and located within the Section boundaries. If the Section sponsors one or more Student Section(s), the Executive Committee shall appoint one Student Section liaison member for each. The Section will assume full responsibility for the operation of each Student Section sponsored by it.

Article XV – Voting

The Section holds votes to conduct the business of the Section and to elect Section Officers.

Section 1 – Officer Elections and Section Business. Election votes may occur at a meeting (by ballot) or using electronic methods only when approved by the Executive Committee.

The conduct of Section business benefits by using a conventional means of voting whereby meeting attendees can participate in an open discussion of the motion. Therefore, Section general business will be conducted at Section meetings when a quorum is present.

In either meeting or electronic voting methods, the “quorum” shall be the same: participation in the vote by at least 10% of the membership but no less than 20 Section members in good standing. In either method, a minimum of ten (10) days advance notice of the vote shall be given to the Section’s membership.

Electronic voting shall use a web-based application approved by the Executive Committee.

Email is not an acceptable means of conducting Officer and Executive Committee member elections.

Section 2 – Executive Committee Actions. Voting may occur at a meeting of the Committee, on a teleconference, or using electronic methods including email.

In any method, the “quorum” shall be the same: participation in the vote by a majority of the Executive Committee members. The Chair shall initiate electronic votes by distributing a motion to all voting Executive Committee members. An Executive Committee member will provide a “second.” Discussion will be for a minimum of two (2) days using email “Reply All.” At the close of discussions, the vote will be conducted. Executive Committee members shall have a minimum of three (3) business days to vote when email is used.

In all voting, care shall be taken to preserve the integrity and accuracy of the vote. Records of vote results shall be retained for at least a year by the Secretary-Treasurer in meeting minutes or as a stand-alone record of the vote.

Updated January 5, 2026 (Approved March 4, 2026)

T.J. Brackin

Chair
Hampton Roads Section