

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."

Article II - Officers

The officers shall be a Chairman, a Vice-Chairman and a Secretary/Treasurer approved by the membership by ballot.

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 the Hampton Roads area and the surrounding territories 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 office in the Hampton Roads area, but may have offices, 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 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 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 shall be 10% of the Section membership.

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

Section 1. -Executive Committee- The Chairman, Vice-Chairman, Secretary/Treasurer, the last retiring Chairman, the Chairmen of the Technical Programs, House, Public Relations, Membership and Audit committee, and three (3) other members elected by the membership shall constitute the Executive Committee. The Executive Committee shall have general responsibility, under the Section Chairman, 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) representative(s) to the Executive Committee. The Student Section representative to the Executive Committee shall not be entitled to vote.

Section 2 -Officer Vacancies- 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 on or more Student Sections, the Executive Committee shall appoint one Student Section liaison member for each.

Section 3 -Technical Programs Committee- The Technical Programs Committee shall be responsible for arranging/submittal of suitable technical papers for presentation at meetings of the Section for the following fiscal year. Final approval of technical papers for presentation resides with the Executive Committee. The Chairman of the Technical Programs Committee shall be appointed by the Executive Committee.

Section 4 -House Committee- The House Committee shall be responsible for making all arrangements related to Section meetings. The Chairman of this committee shall be appointed by the Executive Committee.

Section 5 -Public Relations Committee- The Public Relations Committee shall be responsible for all publicity relating to the activities of the Section. This responsibility shall include maintaining the Section mailing list, 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 committee shall be governed by the policies of the Society. The Chairman of the Public Relations Committee is appointed by the Executive Committee.

Section 6 -Technical and Research- The Technical and Research representative is appointed by the Executive Committee to serve as a liaison between the Section membership and the Society's Technical and Research Program.

Section 7 -Nominating Committee- The Nominating Committee shall present nominations for elected offices to the Executive Committee for approval. Approved nominations shall be presented to the Society membership at the next to last meeting of the fiscal year. Members may nominate other candidates at this meeting. Election ballots shall be included in the next meeting's announcement. Results of the ballots shall be presented at the last meeting of the fiscal year. The committee membership is elected by the Section Executive Committee.

Section 8 -Audit Committee- The Auditing Committee shall audit the accounts of the Section. The Chairman of the Audit Committee is appointed by the Executive Committee.

Section 9 -Membership Committee- The Membership Committee shall be responsible for obtaining qualified applicants for membership in the Society. All applications shall be forwarded to the National Society for consideration by the Applications Committee. The Chairman of the Membership Committee shall be appointed by the Society Executive Committee and shall automatically be a member of the National Society's Membership Committee.

Section 10 -Representative to National Sections Committee- The Section Representative to the National Sections Committee is the Chairman of the Section, or an alternate designated by the Executive Committee, and serves as the coordinator of this local Section with other Sections and Society Headquarters.

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

Article VIII - Duties of Officers

Section 1 -Chairman- The Chairman 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-Chairman- In the absence of the Chairman, the duties of the Chairman shall be performed by the Vice-Chairman.

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. He 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 Chairman. A budget shall be prepared by the Secretary-Treasurer covering all expenses for each fiscal year. In the absence of both the Chairman and Vice-Chairman the Secretary-Treasurer shall perform their duties.

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

Chairman	One Year
Vice-Chairman	One Year
Secretary-Treasurer	Two Years, subject to reelection
Executive Committee (elected)	Three Years
Executive Committee (past chairman)	One Year

Except for elections to fill unexpired terms, all terms of office shall begin on September 1st, following election. Officers and members of the Executive Committee, except the Secretary-Treasurer, shall not be eligible for reelection to succeed themselves. 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) Reading of the Minutes of the Previous Meetings
- (b) Special Announcements
- (c) Committee Reports
- (d) Stated Business
- (e) New Business
- (f) Presentation 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 of the members in good standing present at the meeting in favor of the amendment shall be necessary for its adoption. The amendment is subject for approval by the Council or national Executive 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 Section. Amendments 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 mailed 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 September 1st, and terminate on the following August 31st.

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 full responsibility for the operation of each Student Section sponsored by it.

Updated January 28th, 1994

Curtis Woolard

Secretary Treasurer
Hampton Roads Section