

BYLAWS OF THE SOCIETY  
Effective Date: 14 Nov 2006

**ARTICLE I—NAME**

The Society is known as the Old Dominion University Student Chapter of the American Society of Naval Engineers, Inc. It is a non-profit organization incorporated under the laws of the District of Columbia and licensed to conduct business in the Commonwealth of Virginia.

**ARTICLE II—DEFINITION**

**NAVAL ENGINEERING** includes related arts, sciences and use of technology in the design, systems integration, interoperability, construction, operation, maintenance, logistics support, inactivation and disposal of:

- Warfare systems including command and control, electronics, and ordnance systems,
- Aviation and space systems,
- Surface and sub-surface ships, marine craft, and maritime auxiliaries,
- Ocean structures and associated shore facilities that are used by the naval or other military forces and civilian maritime organizations for the defense and well being of the nation.

Naval engineering combines traditional naval architecture and marine engineering with other engineering disciplines such as:

- C4ISR (Command, Control, Communications, Computers, Intelligence, Surveillance & Reconnaissance)
- Environmental Engineering
- Modeling and Simulation
- Total Systems Engineering (including the use of commercial components)
- Total Ownership Costs
- Information Technology

**ARTICLE III—PURPOSES**

The purposes of the Society are:

- to advance the knowledge and practice of naval engineering in public and private applications and operations
- to enhance the professionalism and well-being of members, and
- to promote naval engineering as a career field.

**ARTICLE IV—FUNCTIONS**

To achieve its purpose, the functions of the Society shall include

- providing a multidisciplinary forum for the exchange of scientific, technical and operational knowledge,
- holding technical meetings,

- enhancing professional development of engineers,
- promoting membership growth for the society, and,

## **ARTICLE V—MEMBERSHIP**

All members of every grade of the Society attending, full or part-time, Old Dominion University, or those full or part-time students at the community college level who intend to transfer to Old Dominion University, shall be included on the student roster. This shall also include anyone holding a faculty or staff position at Old Dominion University.

## **ARTICLE VI—DUES**

There will be no Section dues.

## **ARTICLE VII—OFFICERS**

The officers of the Society shall be a President, a Vice-President, a Secretary, and a Treasurer, or a Secretary-Treasurer, plus others, if required. Their term of office shall be from August 1 through May 31 to agree with the academic school year. All officers shall be members in good standing.

## **ARTICLE VIII—COUNCIL**

The Section Council, which shall consist of the President, Vice-President, Secretary, Treasurer, and the Chairman of the Arrangements, Program, Publicity, and Membership Committees, and other designated members, shall have the responsibility, under the Section President, for the activities of the Section. The terms of office of the members shall coincide with the terms of office for the other officers. All members of the Section Council shall be members in good standing.

## **ARTICLE IX—DUTIES OF OFFICERS AND COUNCIL**

The Council shall be direct and manage the affairs of the Section and shall authority to establish such other rules and regulations as may be necessary, provided that such rules and regulations do not conflict with the provisions of the Bylaws of the Society. The duties of the Officers and Council shall be:

1. President - presides at all meetings of the Section and at meetings of the Section Council. He/She is responsible for the attainment of the Section goals and objectives. He/She appoints all of the Section committee Chairmen and supervises and directs all Section functions.
2. Vice President - acts for the President in his/her absence. He/She is responsible for the completing the annual Section of the Year form and advance planning and initial coordination of future programs.

3. Secretary - records the minutes of the meetings of the Section and the Section Council. He/She maintains the Section files and archives and transfers them to his/her successor. He/She is custodian of the supplies and assets of the Section. He/She maintains the Section roster and the mailing list. He/She arranges for printing and mailing information to the Section membership. The Secretary reports the proceedings of the Section's business to the Tidewater Chapter Office and makes timely news releases. The Section Secretary is responsible under Appendix C of the Sections Manual.
4. Treasurer - responsible for the preparation of the Section budget, receipt of funds, disbursement of funds, oversight of the mandatory annual audit, and the preparation of financial statements and financial reports. The Section Treasurer is responsible under Appendix C of the Section Manual.
5. Arrangements Committee - selects locations and makes arrangements for the regular technical meetings in accordance with the approved meeting schedule. The arrangements shall include:
  - a. Conferring with the Program Committee to determine any special requirements for each meeting such as audio-visual requirements, and present meeting budgets to the Section Council for approval.
  - b. Making necessary commitments with ODU. Determine any costs involved and provide information to the Publicity Committee and/or Secretary for inclusion in meeting announcements.
  - c. Arranging for audio-visual equipment and necessary stands or tables.
  - d. Ensuring that the physical arrangements are satisfactory for the reception/social, dinner and the technical session. Arrange for tables and chairs for sign-in desk and membership and literature display table. Provide place cards for head table.
  - e. Provide banners, flags, standards, name tags, literature and pens for signing in as required.
  - f. Receive reservations for meetings and prepare the attendance list for money collection check-off.
  - g. Arrange for assistants to aid the Treasurer in collecting moneys at the door and to welcome members and guests.
  - h. Coordinate with Membership Committee to have a sign-in sheet at each meeting and provide a copy of this sign-in sheet to the Secretary at the conclusion of the meeting.
6. Program Committee - prepares a one-year technical program and schedule and submits it to the Section Council for approval. The program must be submitted to the Tidewater Chapter by 1 June, in time for publication in September. Other Program Committee functions include:

- a. Coordinating the technical program and schedule with similar organizations, (e.g., the Society of American Military Engineers (SAME) or the American Society of Mechanical Engineers (ASME), etc.) to avoid conflicts of schedule and to arrange joint meetings.
  - b. Obtaining commitments from speakers and determining if there are any special requirements for their presentations or logistic support for out of town speakers.
  - c. Soliciting moderators and discussers for technical sessions when appropriate. Briefing these individuals in advance concerning any special requirements such as adhering to time limitations and determining if they have any special requirements for their presentations. Arranging for a biography for each speaker, and for an appropriate introduction.
  - d. Conferring with Arrangements Committee concerning any special meeting requirements of speakers, moderators and discussers such as audio-visual aids.
  - e. Providing Publicity Committee with all information on each technical program including titles, brief abstracts of technical papers, and profiles of speakers.
  - f. Inviting persons or organizations, who might have an interest or an involvement in the subject being discussed, to that specific technical meeting.
  - g. Coordinating guest invitations with the Arrangements Committee so that financial aspects can be considered.
  - h. Coordinating obtaining any mementos that may be presented to speakers. See the Sections Manual for a price list.
7. Publicity Committee - advises the naval engineering community, ODD students and faculty, and others of the current and planned activities of the Section, using these activities to encourage participation of all members and to stimulate the drive for new members. The usual duties are to:
- a. Prepare and distribute to Section members the Section program for the year, including a list of the Section Officers and Council members.
  - b. Prepare meeting notices announcing Section meetings and other functions, and coordinate printing and mailing with the Section Secretary.
  - c. Advise Program Committee of persons or organizations in the area who should be invited to specific meetings.
  - d. Develop media outlets for publicity and maintain a list of contacts for these outlets.
  - e. Distribute pre-meeting announcements and post-meeting publicity to the media including photographs taken at the event or technical session.

- f. Set up Section booth literature table at meetings (ODU Main Street).
  - g. Coordinate publicity program with the Membership Committee.
8. Membership Committee - continually alert to new ways and means to retain current members, attract new members, and to foster growth of the Section. Their function includes:
- a. The promotion, development and organization of local membership campaigns to solicit applicants from all levels and facets of the naval engineering community.
  - b. The prompt forwarding of properly endorsed applications for new membership or for reinstatement to the Tidewater Chapter Office.
  - c. The development and maintenance of a program of personal contacts with area members not active in Section functions.
  - d. Sending follow-up membership applications and the year's program to non-members attending a meeting.
  - e. Coordination of membership programs with the Publicity Committee.
  - f. Preparation of local Section Directory.
  - g. Provision of membership applications at all sponsored activities.
9. Special Committees - assigned and given responsibilities as needed.

## **ARTICLE X - MEETINGS**

Section programs shall be developed to advance the knowledge and practice of naval engineering, to enhance the professionalism and well-being of members, and to promote naval engineering as a career field. Programs will draw on the experience of the Hampton Roads community and provide students exposure to the engineering process and teamwork.

## **ARTICLE XI - COMMITTEES**

Standing Committees of the Section shall include Arrangements, Program, Publicity and Membership. The Section Council may appoint Special Committees to fulfill unique requirements.

## **ARTICLE XII - ELECTIONS**

Election of new Officers and Council members shall take place sufficiently in advance of the end of the school year to allow time for proper turnover of responsibilities prior to the summer session. The results of the elections will be reported to the ODU student activity office within one week. The new Officers will preside at Section meetings beginning with the new school year. Functions taking place during the summer session will be presided over by a Special Committee established at the election of new Officers and Council members.

## **ARTICLE XII - AMENDMENTS**

Any member of the Society may propose an amendment to these Bylaws. Such proposals shall be submitted in writing to the Secretary together with rationale for the change. The Council may accept or reject such proposals. Upon acceptance by the Council, amendments to these Bylaws shall be presented to a regular meeting of the Section by the Section Council, at which time the matter will be discussed and action taken. A three-fourths vote of the members present at that meeting in favor of the amendment shall be required for its adoption. The amendment is subject to approval by the Tidewater Chapter and Old Dominion University.

## **ARTICLE XIV—FINANCES**

Should any unexpended funds result from operations of the Society, such funds shall not be used for the benefit of or inure to any member but shall be held solely for purposes of the Society. The fiscal year of the Society shall run from 1 August to 30 May of the following calendar year. All financial resources of the Society, including those executed by Sections, are subject to the control of the Treasurer or Secretary-Treasurer. Contributions may be acquired by the Society by gift, provided they are deemed by the Council to be consistent with the objectives of the Society as stated in Article III. Such contributions will be accepted under procedures established by the Council. Contributions will be administered as part of the general funds by the Treasurer or Secretary-Treasurer.