



CONSTITUTION and BY-LAWS

DATE (TBD)

of the

SOCIETY OF AMERICAN MILITARY ENGINEERS  
PIKES PEAK POST

**CONSTITUTION**

**Article I**

Name and Headquarters:

1. The name shall be the Pikes Peak Post of The Society of American Military Engineers.
2. The headquarters shall be in Colorado Springs, Colorado.

**Article II**

**Objectives**

The objectives of the Pikes Peak Post in the interest of national defense are:

1. To build and maintain a quality professional engineering society by continuing its best standards and traditions;
2. To advance scientific and engineering education, professional development and accomplishments;
3. To promote a strong Society by attracting, retaining and responding to membership needs to include young professional and student members
4. To promote environmental quality as an inherent part of engineering practice

5. Promote advancement of technology and information management through partnership with academia, government and industry;
6. To preserve the memory of services rendered by the engineering profession throughout the wars in which the United States has been engaged;
7. To promote communication, the spirit of cooperation and mutual understanding between military engineers, other arms of the military service, and the design and construction industry;
8. To promote cooperation between the public-and-private sector to provide rapid response to national emergencies;
9. To promote a cooperative response to worldwide problems between public- and private-sector business, technical, and managerial expertise;
10. To promote recognition of engineering excellence by recognizing outstanding contributions to the engineering profession;
11. To promote quality, professionally oriented programs and meetings that engender camaraderie, and facilitates and improves communication between military and civilian engineers and organizations;
12. Support the planning and execution of the SAME National Engineering and Construction Summer Camp program at the USAFA;
13. Provide the forum to integrate the military, public service, and private engineers in the Colorado Springs area on the subject of military engineering, opportunities and relationship building.

### **Article III**

#### **Membership**

1. Classification. The membership in this Post of the Society shall be as prescribed by the National Society Headquarters, and includes the following categories:
  - a. Individual Members
  - b. Young Members
  - c. Sustaining Members
  - d. Student Members
  - e. Honorary Members
  - f. Retired Members
  - g. Life Members
2. Eligibility. To be a member of this Post, an applicant must first be a National Society member in good standing.
3. Any National member must elect to be assigned to the Pikes Peak Post and pay the Post dues to be a member of the Pikes Peak Post.

**Article IV**

**Government**

1. The government of the Post shall be vested in its Officers and Board of Directors.
2. The Post Officers shall consist of a:
  - a. President
  - b. First Vice President
  - c. Second Vice President
  - d. Junior Vice President/Young Member Coordinator
  - e. Secretary
  - f. Treasurer
  - g. Assistant Secretary-Treasurer
3. The candidate for each office receiving the greatest number of votes from the members present, by written proxy or by letter ballot shall be elected. The notice of proposed nominees shall have been submitted previously to all members of the Post not less than fourteen days prior to the date of the election. The officers shall hold office for one year beginning 1 June or until their successors have been duly elected.
4. The Board of Directors shall consist of five members, none of whom shall hold an office outlined in Article IV, Paragraph 2 above. The immediate Past Post President is a designated member of the Board of Directors. The other four Directors shall be elected and hold office in the same manner as Post Officers, Article IV, paragraph 2.

**Article V**

**Meetings**

1. The Post shall hold an annual meeting of the members for the election of Officers and for the transaction of other business pertaining to the Post at a time fixed by the By-Laws. The Post will hold other meetings to be called in the manner provided by the By-Laws.

**Article VI**

**Amendments**

1. This constitution may be amended by an affirmative vote of two-thirds of the Post voting in person, by written proxy, e-mail or by letter ballot provided:
  - a. A previous notice of proposed amendment(s) shall have been submitted to all Post members not less than fourteen days prior to the meeting date and that,
  - b. The proposed amendment(s) have been previously approved by the National Society of American Military Engineers

**P R E - F I N A L D R A F T**

2. If in the event that members are notified of the proposed Amendment(s) to the Constitution and they have been provided the proposed changes in the required timeframe and they fail to vote, then their lack of participation in the process will be taken as an affirmative vote.

## **BY-LAWS**

### **Article 1**

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

1. Membership may be attained through application for membership to SAME National Headquarters. Transfer to this Post from another post is usually through notification to SAME National Headquarters.
2. Any member of the Post may withdraw by tendering the resignation in writing; such resignation shall not become effective until said member shall have paid all sums due to the Pikes Peak Post at the time of resignation.
3. Any member of the Pikes Peak Post will be automatically dropped from the Post, (a) when his/her membership is terminated by SAME National Headquarters, or (b) for cause, by a vote of two-thirds of the Post members present at any regular meeting, provided that the member shall be given full opportunity for a hearing in one's own defense.
4. Members of the Post who fail to pay their National or Post dues shall be dropped from Post membership.
5. Any member that was so dropped may be reinstated by a vote of two-thirds of the members present at any regular meeting and approval of SAME Headquarters, provided that all of the member's indebtedness to the Pikes Peak Post is liquidated.

### **Article II**

#### **Officers and Directors**

1. The President shall have general supervision of the affairs of the Post. He/She shall preside at Post meetings. He/She shall appoint committee chairpersons and have general supervision over all committees. In his/her absence, his/her duties devolve upon the First Vice President, or the Second Vice President in the absence of the First Vice President. The Junior Vice President will represent the junior members of the Post and chair a junior membership committee.
2. The President, or in his/her absence, the First Vice President and the Secretary, or the Treasurer or the Assistant Secretary-Treasurer, shall sign all written contracts and obligations of the Post.
3. The Treasurer shall be controller of the accounts of the Post under the direction of the President. He/She shall make collections and disbursements under the supervision of the President as directed by the Post. He/she shall render annual reports in January and any other reports that may be called for by the President. The accounts shall be audited

annually by an auditing committee of three members appointed by the President at least thirty days prior to the submission of the annual report to the Post. The Committee shall report the result of the audit through the Treasurer to the Post annually in February. The Treasurer shall submit the annual report to National in February.

4. The Assistant Secretary-Treasurer shall assist the Secretary and the Treasurer in their duties and in the absence of either the duties will devolve upon him/her. Checking accounts of the Post will be kept in the name of the Post available upon the signature of either the Treasurer or Assistant Secretary-Treasurer and others, as appointed by the President, for the convince and efficiency of operating the Post.
5. The Secretary shall ensure timely notices of all meetings to all members. He/She shall record the proceedings of all meetings of the Post and submit a monthly report of each meeting to the Post and National. He/She shall keep the roll of the members of the Post by classification of membership, and he/she shall have custody of correspondence and records. In his/her absence, his/her duties will devolve upon the Assistant Secretary – Treasurer or other individual assigned by the President.
6. The Board of Directors will serve with the Officers of the Post under the supervision of the President or ranking Officer, and shall have a vote on matters of Post business in the same manner as the Officers. The Board of Directors is also responsible for assisting the President during his transition, supporting him/her in developing Post goals and objectives and provide guidance and direction to the post on business matters, promoting and encouraging attendance at all monthly meetings, encouraging new membership and encouraging junior member and student post participation in post activities. When possible, the composition of the Board of Directors shall include, in addition to the most recent past president, four senior members chosen from active duty Air Force, Army, DOD civilian ranks, and sustaining member firms.
7. The Board of Directors will fill vacancies among the Officers of the Post, except for the position of President. In the event that the vacancy is in the position of the Treasurer, the Assistant Secretary-Treasurer will move into the position of Treasurer.
8. In the event of a vacancy in the position of President, the remaining Officers and the Board of Directors shall elect a new president; provided that they are able to give a unanimous vote. In the event that they are not able to give such unanimous vote, the election of the President will be held by the Post in accordance with Article IV of this Constitution.

### **Article III**

#### **Committees**

1. The standing committees of the Post shall include:
  - a. Program Committee

- b. Membership Committee
  - c. Sustaining Membership Committee
  - d. Small Business Committee
  - e. Scholarship Committee
  - f. Engineering and Construction Summer Camp Committee
  - g. Website Committee/ Newsletter - Communications Committee
  - h. Readiness Committee
  - i. Student Post Committee
2. The chairpersons of these committees will attend and report on the activities of their committees at the monthly Executive Committee Meeting, and as further required by the President.
  3. The President and Directors shall have the authority to establish Ad Hoc Committees of the Post as required for special events and activities such as: Nominations for Officers and Director positions, Auditing, Special Programs, Membership drives, Awards, Fellows Nominations.
  4. The chairmen of the standing committees will serve with the Officers of the Post and the Board of Directors, on an Executive Committee under the supervision of the Post President or ranking Post officer. The chairmen of the standing committees shall have a vote on matters of Post business in the same manner as the Officers and Board members. The Executive Committee shall, within the limitations of the Constitution and these By-Laws, initiate and execute any measures necessary to further the interests of the Post and to achieve its objectives.
  5. Each committee chairperson shall select committee members with the approval of the Officers and Board of Directors, preferably from a geographic and functional cross section of Post.

#### **Article IV**

##### **Procedures**

1. The Officers, Directors and Standing Committee Chairs (the Board) shall have the authority to make decisions on the administration, management, distribution of funds and affairs of the Post.
2. To conduct business, the Board must have a quorum to take action on an issue. A quorum is established when 50% of the Board is present at a meeting. The Board shall accept, reject or recommend items for further investigation based on a majority vote of the Board present, when a quorum is established.
3. In the event that a quorum is not present, the President can call a special meeting to conduct business or use a teleconference or email vote to reach a decision. The same rules for establishing a quorum and majority vote are required for board actions.

**Article V**

**Amendments**

1. Amendments to these By-Laws may be made by an affirmative vote of two-thirds of the voting members present at any regular meeting; provided that the proposed amendment has been presented in writing for consideration to each member of the Post at least one week prior to the meeting along with an announcement of the date, time, and place of the meeting; and provided further that the amendment is approved by the National Headquarters of The Society of American Military Engineers. A vote by proxy is also acceptable if a member can not make a scheduled meeting.