

The Bylaws of The Society of American Military Engineering (SAME) Saddleback College Student Chapter of the Orange County Post

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1 General Bylaws Code

- 1.1 The rules for the basic structure and organization of the Society of American Military Engineers (SAME), Saddleback College Student Chapter of the Orange County Post and its Bylaws shall be known as the General Bylaws Code.**
- 1.2 The following abbreviations shall be used within these bylaws:**
 - 1.2.1 Saddleback College shall hereafter be referred to as SC.**
 - 1.2.2 The SC Math, Science and Engineering Division shall hereafter be referred to as MSE Division.**
 - 1.2.3 The SAME, Saddleback College Student Chapter of the Orange County Post shall hereafter be referred to as SAMESC-OC.**
 - 1.2.4 The Student Leadership Team shall hereafter be referred to as Officer(s).**
 - 1.2.5 Associated Student Government (ASG).**
- 1.3 Any reference to the President, Vice President or any other officer position shall refer to a position within SAMESC-OC unless otherwise stated.**
- 1.4 All SAMESC-OC officers must fulfill their obligations as dictated by their officer positions listed in the Bylaws, and all written and verbal responsibilities attested to throughout their time serving in their position.**
- 1.5 The process of approving changes to the SAMESC-OC Bylaws and the SAMESC-OC Constitution shall be as follows:**
 - 1.5.1 All changes must be presented to Officers before being submitted to the MSE Division.**
 - 1.5.1.1 Officers must ensure that the Bylaws changes are fair, nondiscriminatory, and comply with the constitution.**
 - 1.5.2 A majority(51%) vote from the officers is required for all changes to the SAMESC-OC Bylaws.**

2 Members Code

- 2.1 All members of SAMESC-OC must follow the rules of the SAMESC-OC Bylaws.**

- 2.2 All members join the mentor Post when becoming a member of SAMEESC-OC.
 - 2.3 All members are responsible for maintaining their membership to SAMEESC-OC.
 - 2.4 Saddleback College must be the student member's college of record.
- 3 Officers Code
- 3.1 The following rules and policies shall apply to all officers of SAMEESC-OC.
 - 3.1.1 The following positions within SAMEESC-OC shall be considered officers:
 - 3.1.1.1 President
 - 3.1.1.2 Vice President/Program Chair
 - 3.1.1.3 Treasurer/Secretary
 - 3.1.1.4 Publicist/Student Outreach
 - 3.1.2 Must attend the SAMEESC-OC meetings, chaired by the president.
 - 3.1.3 Shall create any taskforce that he or she deems necessary and/or beneficial to carry out the business of SAMEESC-OC.
 - 3.1.4 The officers of the SAMEESC-OC are responsible for attending MSE Division or committee meetings that pertain to their position that may otherwise not be specified in the Bylaws.
 - 3.2 President
 - 3.2.1 Shall represent SAMEESC-OC at all necessary occasions.
 - 3.2.2 Shall appoint officers at the start of the academic school year to empty positions at the discretion and nomination of the faculty advisor and approval by election of the student officers.
 - 3.2.3 Shall be responsible for activation/registration of SAMEESC-OC and complying with Associated Student Government, MSE Division and SC registration policies.
 - 3.2.4 In the event of a vacancy in the office of the President, succession shall automatically occur in this order:
 - 3.2.4.1 Vice President/Program Chair
 - 3.2.4.2 Treasurer/Secretary
 - 3.2.4.3 Publicist/Student Outreach
 - 3.2.4.4 Member
 - 3.2.5 A member cannot assume the office of the President, if eligible, unless he or she meets the requirements for serving as the President as stated in the Constitution.
 - 3.2.6 Any SAMEESC-OC officer or member who is called upon to serve as the President may choose not to become the President. In the event that this happens, the presidency shall pass on to the next eligible person in the line of succession.
 - 3.2.7 In the event that the line of succession is unable to be followed, then a special election shall occur within ten business days to fill the vacancy.
 - 3.2.8 Shall maintain contact with and communicate regularly with all officers.
 - 3.2.9 Reserves the right to fairly assign officers to their committee with tasks and responsibilities that may not be specified in the SAMEESC-OC Bylaws.
 - 3.2.10 Shall serve as the chair of SAMEESC-OC meetings, with the right to vote.
 - 3.2.11 Oversee SAMEESC-OC activities and delegation of officer responsibilities.
 - 3.2.12 Serve as the liaison between the Student Chapter, Post Mentor and Faculty Advisor.
 - 3.2.13 Facilitate Chapter Meetings.
 - 3.2.14 Ensure the Student Chapter Constitution and Charter are adhered to within the organization.
 - 3.3 Vice President/ Program Chair
 - 3.3.1 Shall organize the SAMEESC-OC mentorship program.
 - 3.3.2 May appoint mentors to the mentorship program.
 - 3.3.3 He or she will also be encouraged to attend Committee events.
 - 3.3.4 May recommend the removal of any individual that has failed to uphold his or her responsibilities and duties of their position to SAMEESC-OC.
 - 3.3.5 Shall maintain contact with and communicate regularly with the President.
 - 3.3.6 Shall attend any mandatory meetings set by MSE Division or ASG.

- 3.3.7 Has the right to vote at SAMEESC-OC meetings.
- 3.3.8 Assist the President with his/her duties.
- 3.3.9 Assume responsibilities of President in event of absence.
- 3.3.10 Coordinate and plan Student Chapter activities and meetings.
- 3.3.11 Work with the Treasurer/Secretary in his/her duties.
- 3.4 Treasurer/ Secretary
 - 3.4.1 Shall complete and submit budget request forms.
 - 3.4.2 Maintain Student Chapter financial records.
 - 3.4.3 Develop a working budget.
 - 3.4.4 Communicate with the Post Mentor regarding funding for Student Chapter activities.
 - 3.4.5 Obtain estimates for Student Chapter materials such as t-shirts or advertising materials.
 - 3.4.6 Obtain funding from the institution's Associated Student Government (ASG) for Student Chapter activities or materials.
 - 3.4.7 Shall submit copies of the budget request forms to the President and the Vice-President.
 - 3.4.8 Shall be responsible for the collection and deposit of fundraising funds.
 - 3.4.9 Shall attend any mandatory meetings set by MSE Division or ASG.
 - 3.4.10 Has the right to vote at SAMEESC-OC meetings.
 - 3.4.11 Shall be responsible for taking meeting minutes and submitting them to the Officers.
 - 3.4.12 Shall be responsible for maintaining records.
 - 3.4.13 Publish Student Chapter communications.
 - 3.4.14 Document Chapter Meeting minutes.
 - 3.4.15 Assist Student Chapter officers in their duties.
 - 3.4.16 Ensure required paperwork is filed and kept up to date with the institution and Post Mentor.
 - 3.4.17 Maintain up-to-date membership roster and contact information.
- 3.5 Publicist/ Student Outreach
 - 3.5.1 Shall create and design publicity posters in accordance to the guidelines set by the President or Vice-President.
 - 3.5.2 Shall be responsible for the promotion of SAMEESC-OC campus and community-wide events.
 - 3.5.3 Shall request permission to post fliers on SC buildings in their designated areas.
 - 3.5.4 Shall remove posters or fliers within three business days after the event.
 - 3.5.5 Has the right to vote at SAMEESC-OC meetings.

4 Disciplinary Code

4.1 Attendance

- 4.1.1 Each officer of SAMEESC-OC is allowed a total of two absences per semester from official events or meetings. A third absence shall result in removal from SAMEESC-OC.
- 4.1.2 To be counted present, the member must be physically present for the entire meeting.
- 4.1.3 Each officer shall be granted a total grace period of ten (10) minutes throughout the meeting. This grace period may be used at the beginning or end of the meeting.
- 4.1.4 Excusing Absences: Absences will be excused by the faculty advisors only in the case of medical emergencies, documented family emergencies, or documented legal obligations. It is the member's responsibility to notify their chair of an absence twenty-four (24) hours ahead of time.
- 4.1.5 Any SAMEESC-OC member who violates the Attendance Code may be immediately suspended from his or her position within SAMEESC-OC.

5 Finance Code

5.1 Purpose

5.1.1 The Finance Code is established to define the policies and procedures for developing, approving, and expending funds under the control of SAMESEC-OC.

5.2 Budget Mission Statement

5.2.1 SAMESEC-OC shall fund programs that directly benefit currently enrolled, Saddleback College students through mentorships and on/off campus events.

5.3 Sources of Funds

5.3.1 SAMESEC-OC may receive funding through donations, fundraising, and other SC approved sources.

5.4 Uses of Funds

5.4.1 Funds may be allocated to the use of educational, fundraising, or mentorship event/programs.

5.4.2 Funds may not be allocated to pay for event speakers.

5.4.3 Use of funds must be approved through meetings and with a majority vote (51%).

The Constitution of The Society of American Military Engineering (SAME) Saddleback College Student Chapter of the Orange County Post

Preamble

We, the members of the SAME, Saddleback College Student Chapter of the Orange County Post, do hereby establish and adopt this constitution.

Article 1: Name of the Organization

Section 1

1. The name of this organization shall be the Society of American Military Engineers (SAME), Saddleback College Student Chapter of the Orange County Post.

Article 2: Purpose of the Organization

Section 1

1. The purpose of this organization includes, but is not limited to:
 - a. Enhancing of the students interests in the field of Engineering;
 - b. Facilitating interactions between working engineers and students;
 - c. Providing hands-on experience in the field;
 - d. Providing lectures to students covering recent technological advancements and discoveries in the field of engineering;
 - e. Providing and establishing a closed community dedicated only to the Chapter members for tutoring and other collaborative pursuits;
 - f. Establishing a network with Society of American Military Engineers for mutual beneficial relationships;
 - g. Promoting a greater understanding of each engineering specialty;
 - h. Establishing scholarships for the Chapter members; and
 - i. Creating Mentee/Mentor opportunities within the community.

Article 3: Membership

Section 1

1. Any student of Saddleback College can become a member of the SAME-Saddleback College Student Chapter of the Orange County Post.
2. To establish membership, individuals must join SAME-OC post, attend the monthly meetings, and sign up for the chapter.
3. To maintain membership, individuals have to attend at least three activities/talks/meetings every semester unless a meeting with one of the club officers is arranged to discuss the circumstances preventing attendance.
4. Membership status remains/rolls over from fall to spring semesters.
5. Members must renew their membership each year.

Section 2

- 1.1.1** In case of misconduct, members are to be removed from the SAME-OC Post at the **discretion of the faculty advisor and approval by the majority vote of the (51%) student officers.**

Article 4: Structure

Section 1

1. The Leadership Team consists of the following positions:
 - a. President
 - b. Vice President/Program Chair
 - c. Treasurer/ Secretary
 - d. Publicist/ Student Outreach
2. The Secondary Leadership Team positions will include five committee chairs:
 - a. STARBASE 2.0 Committee Chair
 - b. Monthly Speakers Committee Chair
 - c. Student Retention Committee Chair
 - d. Scholarship Committee Chair
 - e. Activity/ Competition Committee Chair

Section 2

1. The duties of the Leadership Team members are described in the bylaws of this Constitution.
2. The duties of the Secondary Leadership Team members are to be determined by the Leadership Team as necessary.

Article 5: Finance

Section 1

1. The SAME- Saddleback College Student Chapter of the Orange County Post shall accept incentives by the Associated Student Government.
2. Funding may be achieved through use of sales and fundraising.
3. All members of the Leadership team must vote and agree by a majority vote (51%) on an objective before any finances are spent.

Article 6: Meetings

Section 1

1. The SAME- Saddleback College Student Chapter of the Orange County Post shall assemble once a month for lecture/talk.
2. The Chapter shall assemble once a month for activities.
3. The Chapter shall have field trips, given approval by the Faculty Advisors.

Section 2

1. All general meetings of SAMESC-OC are open to the public.
2. All Leadership Meetings are to be attended by the Leadership Team and Secondary Leadership Team. Members may attend these meetings upon request.

Article 7: Appointments

Section 1

1. In the case of a vacancy in the Leadership Team the SAMESC-OC Post Faculty Advisors/Post Mentors shall appoint the new officers when necessary.
2. Members will subsequently vote in permanent officers during the transition from each academic semester.
3. All appointed positions have an official time span of one semester.
4. During the transition from fall to spring, all officers are voted in. If a position remains empty after votes by members, the remaining officers shall appoint individuals to the remaining positions.
5. Members of the Secondary Leadership Team Shall be selected by the majority vote (51%) of the Leadership Team and the Faculty Advisors/ Post Mentors.

Section 2

1. The terms of office shall be for one semester.
2. If there is no applicant for any council seats then, willingly, the previous officer may take the position for another semester.
3. If any/all seats on the council are vacant, then the responsibilities fall upon the President.

Section 3

1. The Vice President shall assume the office and responsibilities of the President if the seat falls vacant.

Article 8: Amendments

Section 1

1. This Constitution shall be amended only by a majority vote (51%) of the Leadership Team.
2. The Bylaws may be amended by the same process.



Society of American Military Engineers

Saddleback College Student Chapter of the Orange County Post

Article I: Name and Chapter Activities

1. The name of the Chapter shall be Society of American Military Engineers (SAME), Saddleback College Student Chapter of the Orange County Post.
2. Meetings and other activities such as field trips, mentoring programs and internships shall be developed between the Orange County Post and Saddleback College Chapter to accomplish the objectives set forth below.

Article II: Objectives

The objectives of Saddleback College Student Chapter of the Orange County Post are to:

- a. Jointly achieve the Society's goals and objectives as prescribed in its Strategic Plan;
- b. Link students with Architecture, Engineering and Construction (AEC) professionals;
- c. Advance scientific and engineering education and assist in the professional development of student members;
- d. Responding to the needs of student members;
- e. Conduct high quality, professionally oriented programs and activities that engender camaraderie, and facilitate and improve communication among students, the military services and private sector AEC firms;
- f. Have members of the Orange County Post mentor Saddleback College Student Chapter members; and
- g. Have the accomplishments of student members recognized by the Orange County Post.

Article III: Membership

1. **Classification:** Students are a class of membership in the Society. Students join a local Post when becoming a member of the Society. Upon graduation, student members may become Young Members of The Society and join a SAME Post in the area where they begin their careers.
2. **Dues.** Student Members pay neither National nor local Post dues. The Chapter may collect fees for activities as approved by the Chapter leadership and local Post. Such fees must be in compliance with any regulations of the college or university.
3. **Eligibility:** Membership eligibility includes all currently enrolled students of Saddleback College.
4. **Discrimination Policy:** No one may be denied membership on the basis of race, color, age, disability, religion, gender, national origin, marital status, political affiliation, sexual orientation or any other unlawful reason.

Article IV: Government

1. The government of Saddleback College Student Chapter of the Orange County Post shall be vested in a Leadership Team, which shall consist of student officers, a faculty advisor from Saddleback College and a mentor from the Orange County Post. The faculty advisor and mentor will be appointed by the Post Board of Director. The Student Officers shall be nominated by the faculty advisor and approved by an election of the student members from any year group of the college.
2. The officers shall consist of a Student President, a Vice President/Program Chair, a Secretary/Treasurer, and a Publicist/Student Outreach. They shall hold office for one semester or until their successors have been duly nominated and elected. The officers may be reappointed without regard to term limits.
3. The Orange County Post should maintain the financial accounts of the Student Chapter as a support service. The Secretary/Treasurer of the Chapter will request funds from the Orange County Post, and collect fees from student members, as required to support Student Chapter activities. The Orange County Post will provide some funding for student activities.

Article VII: Charter Approval and Amendments

The Charter may be initially approved or amended by the Orange County Post President, following review of the charter or amendments by appropriate parties at Saddleback College, as required to meet the requirements of student activities at Saddleback College.

College Name:
Saddleback College

Post Name:
Orange County Post

Post President, Orange County Post (Please Print Name, Sign & Date)

Post Mentor, Orange County Post (Please Print Name, Sign & Date)

Faculty Advisor, Saddleback College (Please Print Name, Sign & Date)