

THE NEW YORK METROPOLITAN SECTION

of

THE SOCIETY OF NAVAL ARCHITECTS
AND MARINE ENGINEERS

BY-LAWS

With Approved Amendments Through
11 MAY 1995

CONTENTS

Article I - Name.....	1
Article II - Officers.....	1
Article III - Boundary of Section.....	1
Article IV - Membership.....	1
Article V - Meetings.	1
Article VI - Committees	2
Article VII - Duties of Officers	4
Article VIII - Term of Office.....	4
Article IX - Parliamentary	5
Article X - Order of Business	5
Article XI - Amendments.....	5

Article I - Name: The name of the Section shall be "The New York Metropolitan Section of The Society of Naval Architects and Marine Engineers."

Article II - Officers: The Officers shall be a Chairman, a Vice-Chairman, a Secretary and a Treasurer.

Article III - Boundary of Section: The boundary of the Section shall be a circle of one hundred (100) miles in diameter, with its center located at Columbus Circle, New York City, and all of Long Island.

Article IV - Membership: All members of every grade of the Society residing in or maintaining their principal mailing (residence or business) address in the territory of this Section shall be members of this Section. Those who are not members of this Section shall not be entitled to vote or hold office in this Section.

Article V - Meetings:

Section 1: All meetings of the Section shall be arranged by the Meetings Committee. The provisions of the Constitution and By-Laws and rules of The Society of Naval Architects and Marine Engineers and the precedents of the Society with respect to professional sessions for discussion of papers shall govern the procedure of the Section. The quorum for meetings shall be thirty (30) members present. The Annual Meeting shall be held in the Spring of each year in the New York Metropolitan Area.

Section 2: The papers presented at the meeting may be submitted to the Society of Naval Architects and Marine Engineers for consideration for inclusion in one of the Society's publications.

Section 3: The policy of the Society of Naval Architects and Marine Engineers is to prohibit sexual harassment. The Society policy specifically prohibits sexual harassment by or against any employee, member, officer or other volunteer, vendor or customer. All incidents of sexual harassment shall be reported to the Society Director of Finance and Administration. Further, the provision of the By-laws of the Society policy on sexual harassment of or by employees, members, officers and vendors shall be adhered to.

Article VI - Committees :

Section 1 : Executive Committee - The Chairman, Vice-Chairman, Secretary, Treasurer, the last retiring Chairman and Vice-Chairman, the Chairpersons of the Papers, Meetings, Publicity, Membership, Awards and Education Committees, Section Librarian, Section Historian, and three other members shall constitute the Executive Committee, and shall have general charge of the affairs of the Section.

Section 2 : The Executive Committee shall fill any vacancies occurring in the offices, and in its own body, until the next annual election.

Section 3 : The Papers Committee shall have charge of arranging for suitable papers for presentation at meetings of the Section. Arrangements for meetings with other technical societies shall be under the joint cognizance of this Committee and the Meetings Committee subject to approval of the Executive Committee of this Section. The Chairman of the Committee shall be a member of the Meetings Committee.

Section 4 : Meetings - The Meetings Committee shall have charge of arranging for the time and place of the meetings. The Chairman of the Papers Committee shall be a member of this Committee.

Section 5 : Publicity - The Publicity Committee shall be in charge of all publicity relating to the activities of the Section. The Committee shall be governed by the policy of the Society.

Section 6 : Technical and Research - the T & R Representative is appointed by the Section Chairman to serve as a liaison between the Section membership and the Society's T & R Program.

Section 7 : Nominating - The Nominating Committee shall present, at the meeting preceding the Annual Meeting, nominations for all elective offices. Members may nominate other candidates as such meeting. The election of officers shall take place or be reported at the Annual Meeting. The election shall be by letter ballot if there be more than one nominee for any office. The result of the ballot shall be reported in the notice of the next meeting.

Section 8 : Auditing - The Auditing Committee shall audit the accounts of the Section.

Section 9 : Membership - The Membership Committee shall be charged with the duty of obtaining desirable applicants for membership in the various classes of Members, Associate Members, Student Members, and Affiliates in the Society. All applications shall be forwarded to the Society for consideration by the Applications Committee. The members of this Committee shall be appointed by the President of the Society on the joint recommendation of the Chairman of the Local Section and the Chairman of the Society's Membership Committee, and shall also be members of the Society's Membership Committee.

Section 10 : Representative to National Sections Committee - The Section Representative to the National Section Committee is automatically the Section Chairman unless an alternative is designated in writing to Society Headquarters. The Section Representative serves as the coordinator of this Section with other Sections and with Society Headquarters.

Section 11 : Awards Committee - The Awards Committee shall recommend to the Executive Committee those persons or groups deserving of awards by the Section and/or Society.

Section 12 : Education Committee - The Education Committee shall be liaison to Institutions providing education in the maritime field.

Section 13 : Section Librarian - The Librarian shall maintain the papers of the Section, and shall maintain spare copies of papers for distribution upon inquiry. The Librarian shall provide the Treasurer with an annual report summarizing the Library's finances.

Section 14 : Section Historian - The Historian shall gather and maintain data pertaining to the history of the Section. Files shall be maintained listing Section Officers, Committee Chairman and other information with photographs documenting significant Section events.

Article VII - Duties of Officers :

Section 1 : Chairman - The Chairman shall preside at all meetings of the Section and of the Executive Committee. He shall appoint all committees. He shall be ex-officio a member of all committees. He shall report to the Council of the Society through the Chairman of the Local Sections Committee of the Society.

Section 2 : Vice-Chairman - In the absence of the Chairman, the duties of the Chairman shall be performed by the Vice-Chairman. Members of the Section present at any meeting, may, in the absence of the Chairman and Vice-Chairman, elect a Chairman to preside at the meeting.

Section 3 : Secretary - The Secretary shall have general charge of the correspondence of the Section and shall take the minutes of all meetings of the section, and of the Executive Committee. He shall also have charge of the records of the Section.

Section 4 : Treasurer - The Treasurer shall have charge of the accounts of the Section and the collection and disbursement of funds. The disbursement of funds must be as approved by the Chairman. A budget shall be prepared by the Treasurer covering all estimated expenses for each fiscal year, ending August 31st.

Article VIII - Term of Office : The terms of the officers and members of the Executive Committee shall be as follows, unless removed for cause:

Chairman	-	one year
Vice-Chairman	-	one year
Secretary	-	one year
Treasurer	-	one year
Section Librarian	-	two years
Section Historian	-	two years
Members of Executive Committee	-	two years

Except for elections to fill unexpired terms, all terms of office shall begin September 1 following election.

Article IX - Parliamentary : The governing authority on all parliamentary rules provided for in these By-Laws shall be the latest edition of Roberts' *Rules of Order*.

Article X - Order of Business :

- (a) Reading of the minutes of previous meetings
- (b) Special announcements
- (c) Committee reports
- (d) Stated business
- (e) New business
- (f) Reading of papers
- (g) Adjournment

Article XI - Amendments : Amendments to these By-Laws 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 that meeting, in favor of the amendment, shall be necessary for its adoption. The amendment is subject to approval by the Council or the Executive Committee of the Society. A member in good standing is one who has paid his dues to the Society in accordance with the By-Laws of the Society. Any member may suggest to the Executive Committee proposed amendments to the By-Laws by submitting the same in writing to the Secretary of the Section. Amendments proposed by ten or more members of the Section may be voted on at the annual meeting of the Section provided notice in writing of such proposed amendment has been mailed to the membership not less than ten days prior to such meeting.