

BY LAWS

The Apprentice School Student Section of The Society of Naval Architects and Marine Engineers

Organization approved by the Executive committee of the Society of Naval Architects and Marine Engineers on the date of May 2005

ARTICLE I

(The Name of the Student Section)

The name of the section shall be ***The Apprentice School Student Section of the Society of Naval Architects and Marine Engineers.***

ARTICLE II

(The Mandate of the Student Section)

The mandate of the Student Section shall be:

- To sponsor meetings between students of *The Apprentice School* and members of the maritime industry.
- To arrange conferences of a technical nature for students of *The Apprentice School* and members of the Hampton Roads area maritime community.
- To organize improvement seminars for students of *The Apprentice School* and members of the Hampton Roads area maritime community.
- To support the participation of the students of the *The Apprentice School* in the regular activities of the Society of Naval Architects and Marine Engineers.
- To support the diffusion of information related to employment opportunities, training courses in related fields, or opportunities for career advancement.
- To expand the horizons of other Student Sections with respect to ship design and production techniques.
- To foster the leadership qualities of the members of the Student Section.
- To adhere to, and to advance the values, principals, and strategies of the Northrop Grumman Corporation, of which *The Apprentice School* is governed by.
- To make known *The Apprentice School*, its students, and the achievements of the institution.

ARTICLE III
(Sponsoring Section)

The Apprentice School Student Section will be sponsored by the Hampton Roads Section of the Society of Naval Architects and Marine Engineers.

PART I
(Liaison Officer)

A liaison officer will be designated by the Sponsoring Section and will ensure continuing communication with the Student Section and the Society of Naval Architects and Marine Engineers.

ARTICLE IV
(Executive Committee)

The executive committee shall be composed of the following officers; a *Chairperson*, a *Vice-Chairperson*, a *Treasurer*, and a *Secretary*. A *Faculty Advisor* shall also hold a seat on the executive council. All members of the executive committee shall be members in good standing of the Society of Naval Architects and Marine Engineers. Each member of the executive committee, excluding the *Faculty Advisor*, shall serve a term of one year. No elected member of the executive council shall be eligible to run for the same office in consecutive years. The executive committee shall have responsibility for the general affairs and activities of the Student Section.

PART I
(Annual Meeting)

~~An annual meeting of the members of the Student Section shall be held in the month of May, for the purposes of electing the officers of the executive committee, excluding the *Faculty Advisor*. The *Faculty Advisor* shall be appointed by, and serve at the discretion of *The Apprentice School*. Any member, in good standing*, of the Student Section, shall be eligible to vote in the election of the executive committee. Any member, in good standing, of the Student Section, and an active student at *The Apprentice School* at the time of the election, shall be eligible to seek office on the Executive Committee.~~

* A member in good standing is defined as a member that is actively participating by coming to at least one quarter of the meetings and/or events for the year and participating on one of the committees.

Amendment A – PART I

An annual meeting of the members of the Student Section shall be held in the month of April, for the purposes of electing the officers of the executive committee, excluding the *Faculty Advisor*.

PART II

(Duties of the Executive Committee)

The duties of the Executive Officers shall be as described herein;

Chairperson: The Chairperson shall preside at all meetings of the Student Section and of the Executive Committee. The Chairperson shall be responsible for overseeing the planning and supervising all activities of the section. The Chairperson shall be ex-officio, a member of all committees. In the event of a vacancy of any office of the executive committee, the Chairperson shall appoint a member of the student section to serve until the next regularly scheduled election.

Vice-Chairperson: In the absences of the Chairperson, the duties of the Chairperson shall be performed by the Vice-Chairperson. If the office of the Chairperson becomes vacant the Vice-Chairperson shall succeed to the office of Chairperson.

Treasurer: The Treasurer shall be responsible for maintaining all accounts of the Student Section. The Treasurer shall be responsible for the collecting and disbursement of funds. The disbursement of funds must be approved by the Chairperson. A budget shall be prepared by the Treasurer covering all planned expenses for the fiscal year. The budget shall be submitted to the Chairperson for approval. If the offices of the Chairperson and the Vice-Chairperson become vacant concurrently, the Treasurer shall succeed the Chairperson.

Secretary: The Secretary shall be responsible for the general correspondence of the Student Section. The Secretary shall be responsible for the taking of and the retention of the minutes of the meeting of the Student Section and of the executive committee. If the offices of the Chairperson the Vice-Chairperson and the Treasurer become vacant concurrently, the Secretary shall succeed the Chairperson.

Faculty Advisor: The Faculty Advisor shall be responsible for the proper operation of the Student Section in accordance with the Bylaws, policy and guidance of the Society and the sponsoring Section. The Faculty Advisor shall be responsible for maintaining the technical and professional excellence of the Student Section and its activities, as well as other duties as set forth by *The Apprentice School*.

Each officer of the Executive Council will be required to plan/organize and supervise two events during the year.

ARTICLE V
(Membership Eligibility)

Membership eligibility in the Student Section shall be as described herein; Any current student of *The Apprentice School*, in good standing, shall be considered an associate member of the Student Section. An associate member of the Student Section shall be eligible to attend Student Section meetings, join committees, and attend non-corporate sponsored functions of the Student Section, but shall not have any voting privileges during the annual meeting. Any current student of *The Apprentice School*, in good standing, ~~and having completed the third academic term of studies of the World Class Shipbuilder curriculum,~~ shall be eligible for full membership in *The Apprentice School* Student Section of the Society of Naval Architects and Marine Engineers.

ARTICLE VI
(Meetings)

In regards to meetings, the Student Section shall respect the provisions of the present Bylaws, as well as the rules and practices of the Society of Naval Architects and Marine Engineers. The quorum for meetings of the Student Section shall be fifty (50) percent of the Section membership. The quorum for the executive committee meetings shall be three members present. The annual meeting shall be held in the month of April of each year and be held in the city of Newport News, Virginia.

ARTICLE VII
(Order of Business)

The order of business for the meetings of the Student Section and of the executive council shall be as follows:

- Reading of the minutes of the previous meeting
- Special announcements
- Committee reports
- Stated business
- New business
- Lecture or reading of papers
- Adjournment

The executive council shall retain the authority to deviate from the order of business as it deems necessary.

ARTICLE VIII
(Parliamentary Rules)

The governing authority on all parliamentary rules not provided in these By-laws shall be the latest edition of Roberts' "Rules of Order."

ARTICLE IX
(Establishment of Committees)

The executive committee shall have the prerogative to establish special working committees as it deems necessary. The executive committee shall also retain the prerogative to disband a working committee if it no longer deems the committee necessary. These special working committees shall be staffed from the members of the Student Section and may include professional members of the maritime industry. The working committees shall be advisory in nature and subordinate to the executive committee. The Chairperson of the executive committee shall appoint a chairperson for each working committee.

ARTICLE X
(Amendments to the By Laws)

Amendments to these Bylaws shall be presented at a regular meeting of the Executive Committee. The amendments shall be brought to the attention of the members by the Secretary in the notice for the next annual assembly, at which time the amendment will come before the Section for discussion and action. A two-thirds (2/3) vote in favor of the amendment by the members present shall suffice for its adoption. The proposed amendment is subject to approval by the Liaison Officer and the Society Section Committee Chairman. All members wishing to submit an amendment to the Bylaws must do so in writing to the Secretary of the Executive Committee. Amendments proposed by at least ten (10) members of the Student Section must be voted on at the annual assembly of the Student Section. A written notice proposing these amendments will have to be provided thirty (30) days prior to the assembly.

ARTICLE XI
(Bill of Exchange)

Any bill of exchange involving the Student Section must obligatorily hold the signature of the *Faculty Advisor* and one (1) signature among these four (4): Chairperson, Vice-Chairperson, Treasurer or Secretary.

ARTICLE XII
(Fiscal Year)

The fiscal year for *The Apprentice School* Student Section of Society of Naval Architects and Marine Engineers shall begin on September 1 and end August 31 of the following year.

These Bylaws have been approved by *The Apprentice School* Student Section of Society of Naval Architects and Marine Engineers on the date of June 2, 2005.

Chairperson: *S. Kristin Podruchny*

Vice-Chairperson: *Neil Rosenbaum*

Treasurer: *Vernon Hall, Jr.*

Secretary: *Lee Lambertson*

Faculty Advisor: *Dick Boutwell*

Members:

<i>Julie Lane</i>	<i>Valentino Crawford</i>
<i>Don Rickerson III</i>	<i>Alan C. Anderson</i>
<i>Betty Husted</i>	<i>Thomas Kacensky</i>
<i>Kenny Weeks</i>	<i>Charles Rainey</i>
<i>Spencer Moyer</i>	<i>Tracey A. Naumann</i>
<i>Burton Benson</i>	<i>David L. Powell</i>
<i>Travis Garrity</i>	<i>Carlyn Swanson</i>
<i>Stephen Carter</i>	<i>Todd Corr</i>
<i>Jason Sirios</i>	<i>Patrick Center</i>
<i>Renard McFarland</i>	<i>Robert Hubbs</i>
<i>Chris Skiba</i>	