

APPENDIX E

THE SOCIETY OF NAVAL ARCHITECTS AND MARINE ENGINEERS
601 Pavonia Avenue, Suite 400, Jersey City, NJ 07306

REPORT OF SECTION MEETING

SECTION: _____ DATE & TIME: _____

LOCATION: _____

TITLE OF PAPER: _____

WRITTEN () ORAL () Powerpoint Presentation ()

AUTHOR: _____ SNAME MEMBER/Visitor _____

COMPANY: _____ Author Release Form Attached []]

ADDRESS: _____

ATTENDANCE: MEMBERS _____ GUESTS _____ STUDENTS _____

Copies of papers should be submitted to the Sections Manager by email or CD .

DISCUSSERS: INDICATE WHETHER WRITTEN (W) OR ORAL (O) – List Names & Affiliation

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

USE SPACE BELOW AND REVERSE SIDE FOR WRITE-UP OF MEETING AND ABSTRACT OF PAPER FOR INCLUSION IN MARINE TECHNOLOGY SNAME NEWS. MAKE IT INTERESTING. INCLUDE PICTURES, NAMES OF IMPORTANT VISITORS, PRESENTATIONS, ELECTIONS & ETC. APPEND EXTRA SHEET IF NECESSARY.

PLEASE SUBMIT WITHIN TEN (10) DAYS OF MEETING _____

Note: If pictures are not available to meet report deadline, please submit separately. Be sure to include accurate captions and meeting date.

Submitted by: _____ (TITLE) _____ Date: _____

APPENDIX F

Submission Requirements for SNAME News & Section Activities

1. Article

- a. Attached to the Section report should be a well-written article that includes a brief summary of the meeting and an abstract of the paper submitted.
- b. A Section report does not constitute a write-up for SNAME news. Submitting only a Section report will not guarantee that the meeting will be publicized in SNAME News.
- c. Writers of articles must sign the article and include a phone number where the author can be contacted.
- d. Format: Those submitting articles for SNAME News and Section Activities MUST use the following instructions. Articles that DO NOT follow these instructions WILL NOT appear in any section of SNAME News. If you need any assistance with following these instructions, please contact Edith Nowak (enowak@sname.org), Manager of Sections.
 - Limit the article to approximately one 8.5 x 11 single-spaced page.
 - Articles MUST be submitted via file attached to email (sent to Edith Nowak at enowak@sname.org).
 - Begin each article with the date of the meeting, title and author of the presentation, and location of where the meeting took place.
- e. SNAME reserves the right to edit all articles.

2. Photographs and Illustrations

- a. Prefer electronic photos emailed as tiff or jpeg. We will also accept both black and white illustrations of the topic and a photograph (both black and white and color are acceptable) representative of the article may be submitted; however, these will not be returned to the Section.
- b. Captions should be included in the body of the email.
- c. Caption format: Section title, abbreviated month day/year: (from left) full name of individual and Society affiliation. Do not include either commercial associations or titles such as Capt. and Dr., etc. A sample caption follows:
New England, May 10/95: (from left) Spyros A. Kinnas, author, and John Maxam, Section chair

3. Martine Technology

- a. Submission due dates: Articles not submitted by the following general deadlines may not be printed in SNAME News:

ISSUE OF MT:

January
April
July
October

MATERIALS DUE FIRST WEEK OF:

November
February
May
August

SPECIFIC due dates appear in a highly visible form in each issue of SNAME News, and the SNAME NewsLetter is published on the 1st and 15th of every month, so delivery no later than within three working days of the publishing date will ensure that the article will appear in that issue.

APPENDIX G

SNAME POLICY ON SEXUAL HARASSMENT OF OR BY EMPLOYEES, MEMBERS, OFFICERS, VOLUNTEERS, AND VENDORS STATEMENT OF POLICY

It is the policy of The Society of Naval Architects and Marine Engineers (SNAME) to prohibit sexual harassment.

The “Sexual Discrimination Guidelines” of the U.S. Equal Employment Opportunity Commission define sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

In addition, conduct is considered sexual harassment if it has either the purpose or effect of unreasonably interfering with an individual’s work performance, or if it creates an intimidating, hostile, or offensive work environment. Harassment occurs when there is a pattern or practice of pervasive harassment.

SNAME policy specifically prohibits sexual harassment by or against any employee, member, officer, or other volunteers, vendor, or customer.

Reporting and Investigating of Incidents of Sexual Harassment

All incidents of sexual harassment involving any SNAME employee, member, officer, volunteer, and/or vendor should be reported immediately to the Director of Finance and Administration. Should the complaint be by or against the Associate Executive Director of Finance and Administration, or if the Associate Executive Director of Finance and Administration is out of the Office and is not expected to return by the next working day, the complaint should be made to the Executive Director. Should the complaint be by or against the Executive Director, the Associate Executive Director of Finance and Administration will report it directly to the President.

The Director of Finance and Administration or the Executive Director, if the complaint is made to him or her, shall immediately conduct a thorough investigation of any complaint.

All such investigation will remain strictly confidential and every effort will be made to safeguard the privacy of all parties.

The Associate Executive Director of Finance and Administration will create a general complaint file in which written records of all sexual harassment complaints against members/volunteers and/or vendors/customers will be filed. These files will be kept confidential and in a locked file in the office of the Executive Director.

All documents pertaining to sexual harassment complaints against employees will be filed in accordance with state or federal law or regulation.

Disciplinary or Punitive Action

If the complaint cannot be resolved informally, verbal or written warnings and/or reprimands will be issued with appropriate written notice placed in the applicable files.

The President will handle verbal and written warnings and/or reprimands of officers, members, and volunteers.

In the case of serious offenses or with repeat offenders who have already received warnings and/or reprimands:

- An employee will be suspended without pay or terminated.
- An officer or member will receive a written request from the President for his/her resignation or face termination, expulsion, or suspension of membership.
- A vendor or customer will face a period of suspended business activity or termination of same and be notified in writing.

Protective action may be necessary in some cases in order to ensure the safety of one or both parties to the complaint, particularly if the complaint itself involves accusations of physical violence or threats of physical violence. In addition, there may be situations in which the antagonism between the parties to the complaint jeopardizes the effective functioning of SNAME. However, care must be taken to try to obtain voluntary and uncoerced consent and cooperation so as not to be, or appear to be, punitive, vindictive, or retaliatory.

Adopted by the SNAME Executive Committee: October 28, 1992.

APPENDIX H

GUIDELINES FOR VICE PRESIDENTS

There are two Vice Presidents from each of the Society's five Regions. One Vice President from each Region is elected every other year for a four -year term. The new position of International Regional Vice President started with only one vice president, but it is expected that there will be two in the future.

The position of Regional Vice President was established by the Society to ensure a geographical diversity in the membership of the Executive Committee. Additionally, it is expected that the Regional Vice Presidents will assure improved two-way communication between members in the Executive Committee.

The Regional Vice President is expected to maintain active involvement within the individual's Section, the other Sections within the Region, and with Headquarters to the extent practicable.

The Regional Vice President is expected to attend local Section meetings and is considered an ex-officio member of the Executive Committee of the Section of membership, presenting regular reports, which highlight activities of the Executive Committee soliciting views of individual members and responding to sectional issues.

The Vice President shall promote individual and Section participation at all levels of the Society and provide regular liaison between the Section and Headquarters regarding activities within the Section and events sponsored by Headquarters. The Vice President may provide continuity during change in Section leadership and participate in the Chairperson's orientation activities.

The two Regional Vice Presidents are expected to maintain a line of inter-communication to assure that all Sections within the Region are represented and that regional issues are addressed by Society Headquarters at Executive Committee meetings. Each Section should be visited by at least one Regional Vice President per year. One Vice President from each region is expected to attend the annual Chairperson-Elect orientation seminar conducted by Headquarters.

Each Junior Regional Vice President is expected to attend all Executive Committee meetings, and other meetings as necessary, which concern the administration of the Society including the Annual Meeting. Each should maintain knowledge of Society structure, finance and function, including performance and activities of the various Standing Committees. The Regional Vice President is expected to communicate sectional and regional activities and ideas to the Executive Committee, provide a written report twice a year at an Executive Committee meeting, and to assist Headquarters in the procurement of required Section reports.

The Regional Vice President should serve as necessary, and as requested by the President, to support the work as performed by the Executive Committee.

bt-9/21/94(Revised)/ bt-12/8/99 (Revised) bt-2/27/04

APPENDIX I

SNAME POLICY ON SPONSORING SYMPOSIA

One of the objectives of the Society of Naval Architects and Marine Engineers, as stated in its Bylaws, is to advance the art, science, and practice of naval architecture and marine engineering in all their applied forms by affording facilities for the exchange of information among its members.

One excellent means of meeting this objective is through the sponsorship of symposia. Symposia differ from local Section meetings in that they look to attract registrants from outside the Section, thus increasing potential revenue. In recognition of the importance of this objective, a number of successful symposia have been conducted under the sponsorship of the T & R Committees/Panels and by individual Sections.

The Society encourages the sponsorship of symposia and in order to assist in the planning and the management of a successful symposium, the following policies must be addressed in a proposal to the Executive Committee for approval:

- 1. Date Selection** It is essential that the date selected for a symposium does not conflict with other Society activities. Thus, any selected dates are to be cleared with the Society's Executive Committee as far in advance as possible.
- 2. Budget** A preliminary budget should be developed which itemizes anticipated expenses and income at several levels of attendance (hotel service charges, rental costs, donations, and other specific fees). A revenue surplus of 10% is to be included at the minimum expected attendance. Upon approval of the preliminary budget, by the Executive Committee a request may be made to Headquarters for seed money if needed.
- 3. Registration Fees** A matrix of early and late registration fees should be established to cover members, non-members and student members. Non-member fees are to be at least one-third greater than member fees.
- 4. Authors & Moderators** Up to two member authors per paper may receive complimentary registration. Additional authors and all moderators are to be charged the applicable registration fee.
- 5. Social Events** Fees for social events are to be structured to make such activities self-supporting.

- 6. Timely Publicity** It is important that timely notification of the symposium be made to all members of the Society. This notification may be accomplished by an announcement in *Marine Technology*. Additional announcements are at the discretion of the symposium steering committee and any resulting costs should be included in the budget.

- 7. Cancellation** At an appropriate date in advance of the symposium, steering committee should review the advance registration status with Society Headquarters. If the advance registrations are deemed inadequate, the symposium should be cancelled.

- 8. Financial Report** Following the conclusion of a symposium, an audited financial report is to be submitted to Society Headquarters. One half of any surplus revenue will be retained by the sponsoring organization, or shared between the sponsoring organizations if more than one. The remaining surplus revenue will be forwarded to Society Headquarters.

- 9. Legal Action** In the event of any legal action, the Society's Bylaws Section 6, Indemnification, will apply.

- 10. Headquarters** The Society's Headquarters staff can provide Assistance invaluable assistance in planning and conducting a symposium. It is strongly recommended that a member of the Headquarters staff be in attendance at one or more symposium steering committee meetings.