



SNAME

## **GUIDE TO STUDENT SECTION STANDARDS**

**STUDENT SECTION STANDARDS PANEL  
STUDENT STEERING COMMITTEE  
18 May 2008**

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## INTRODUCTION

This document is a guide outlining suggested standards for the formation of new SNAME Student Sections. It may also be used by existing Student Sections to review and compare existing standards and practices. This guide focuses especially on the faculty advisor and officer roles, fundraising, suggested student development, and benefits and support offered by SNAME national.

## THE FACULTY ADVISOR

The role of a faculty advisor is to guide the professional development of his Student Section's members and act as a liaison between the Student Section and the professional world when appropriate. He should make himself available as a point of contact for securing internships and jobs.

The following is an excerpt from "SNAME Student Section Faculty Advisor, Mentor Coordinator and Industry Counselor Guidelines" by Peter J. Noble:

"The Faculty Advisor should be active in section and national meetings to set a good example to students. The Faculty Advisor should be made a member of the SNAME Section Executive Committee.

The Faculty Advisor should be a strong advocate to the students on the benefits that active participation in professional societies has on one's professional development and career enrichment.

As a member of the University, College or School and the Society of Naval Architects and Marine Engineers, the Student Section Faculty Advisor has the following responsibilities:

- To encourage all naval architecture, marine and ocean engineering students to become Student Members of SNAME as the initial step in their program of professional development
- Create a professional awareness in each Student Member which will encourage and inspire them throughout their career to maintain a continuous and active membership in SNAME.
- Encourage students to hold their own meetings at which students or guests can present papers
- Encourage students to present papers at section meetings & compete for Student Papers Awards.
- Encourage student participation in SNAME student design competitions
- Encourage attendance at all Student Section Meetings/Presentations, Local Section Meetings/Presentations and the Annual SNAME Meeting and Student Congress.

The Student Section Faculty Advisor, with the assistance of the Student Section Secretary, should administer the Student Member applications. The new member form has been redesigned

so that after the application has been signed by both the student and the Student Section Advisor (the renewal member form will not require the Student Section Advisor's signature).

To produce sustainable results, each Student Section Faculty Advisor must assist the student section leaders in accomplishing following:

- Planning
  - Forecasting: assessing outside influences that might have an impact on the school or department.
  - Establishing objectives: setting specific targets and goals.
  - Establishing and utilizing policies: building guidelines for day-to-day activities.
  - Programming: setting priorities.
  - Scheduling: setting specific time limits to accomplish work.
  - Establishing and utilizing procedures: stating Society policies.
  - Budgeting: allocating resources including time, people, money, space authority, etc.
- Organizing
  - Developing structure: building Section leadership.
  - Delegating: sharing authority, responsibility and accountability.
  - Establishing effective working relationships: coping with organization, departmental and individual conflicts.
- Leading
  - Initiating: getting action started.
  - Problem-solving and decision-making: pinpointing problems, causes and choosing among alternative corrective actions.
  - Motivating: encouraging others.
  - Communicating: creating an understanding among individuals.
- Controlling
  - Personally observing: seeing results.
  - Management reporting: allowing others to report in person or through written reports.
- Maintaining technical competence: keeping up-to-date technically by using a variety of sources: other Student Section Advisors, Industry Counselors, Mentor Coordinators and Society resources
- Selecting: choosing the right person for the job.
- Developing student volunteers: upgrading the knowledge, skills and attitudes of Student Officers.
- Utilizing: making the best use of student volunteers' talent and time.
- Evaluating: letting people know where they stand and how well they are doing in relation to previously established goals."

In addition, a faculty advisor is encouraged to be involved in fundraising for his Student Section.

It should be emphasized that a faculty advisor, while highly influential, should not be a final authority. A faculty advisor should respect and support any decisions made by his Student Section unless such a decision conflicts with the interests of SNAME or school policy.

## **OFFICERS**

All officers should be actively involved with the SNAME community. They should promote the recruitment of new SNAME student members and the organization of SNAME as a whole. Officers, in conjunction with their faculty advisor, should provide a link between the student members and the professional world.

Student Section officers are expected to report all news and events to the SSC by preparing section updates for the SSC Newsletter.

In most cases, the tenure for a Student Section officer is one year. Except in special cases, elections should be held between February 16 and March 16 so that the Chair-elect may attend the Student Chair-Elect Seminar (SCES). The time between the elections and the end of the current school year should be used as a transitional leadership training period.

The Chair should oversee meetings, coordinate events, organize fundraisers, and attend conferences as necessary.

The Vice-Chair acts as the Chair in the case that the Chair is unavailable. The Vice-Chair will assist in coordinating events, organizing fundraisers, and will attend conferences with or instead of the Chair.

Only the Chair and Vice-Chair positions must be filled in a Student Section. As the Student Section grows, Treasurer, Secretary, and Class-representative positions may be created within each Student Section. If there is no treasurer, the Chair assumes the duties of a Treasurer. If there is no Secretary, the Vice-Chair assumes the duties of a Secretary.

## **FUNDRAISING**

Student Sections are encouraged to fundraise to send student leaders to the SNAME Annual Meeting (SMTC&E) and to accommodate other financial needs of the Student Section. The following are guidelines on fundraising.

In the past, student leaders have sent out fundraising letters to industry leaders and alumni, requesting funds to pay for attendance at SMTC&E. In order to maximize fundraising revenue, student leaders may attempt to institute a fund-matching program with their school or other supporters. There are no restrictions on other legal ways with which to raise funds, and student leaders are encouraged to work together to find lucrative fundraising schemes.

All fundraising must be fully documented by the Student Sections. A Student Section may not open their own bank account, and all funds collected from fundraising must be deposited to the Parent Chapter's bank account. All checks written to the Student Section must be addressed to the SNAME Parent Chapter, and the intent of the use of the funds is to be noted on the check. Access to the Parent Chapter's bank account is to be dealt with on a case by case basis between the Parent Chapter and the student leaders. It is suggested that access to the account by a student leader should be preceded by access to the same account by the faculty advisor.

## STUDENT SECTION DEVELOPMENT

Strategic planning is an organization's process of defining strategy or direction and making decisions on allocating its resources to pursue that strategy. In many organizations, this is a process for determining where an organization is going over the next three to five years. In order to determine where it is going an organization needs to know exactly where it stands, and then determine where it wants to go and how it will get there.<sup>1</sup>

It is encouraged that individual Student Sections take the time early on to really examine where they stand. The following are some indicators that may be helpful in determining where a Student Section stands:

- Student membership renewal rates
- The ratio of SNAME student members to the number of students enrolled in the Marine Engineering or Naval Architecture field at your school.
- Student attendance
  - o At on-campus meetings
  - o At regional SNAME Meetings
  - o At the SMCT&E
- Student Section activities
  - o On-campus speakers
  - o Off-campus trips relating to the marine industry
- Mentor program enrollment statistics

“There are many ways to measure a Student Section, but ideally, an organization wants to have set standards in place to measure from year to year. Once an organization knows where it stands, it can figure out where it wants to go and the plan on how to get there.

### VISION

A vision defines where the organization wants to be in the future. It is a source of inspiration and provides clear decision making criteria and gives a clear picture of the future identity of the organization.

### S.M.A.R.T.

It is always important that the vision is SMART. (Specific, Measurable, Achievable, Relevant, and Time-bound). A SMART vision will motivate people to develop defined objectives.

### MISSION

A mission defines where the organization is going now. It concentrates on the present and gives a broader goal or purpose for the organizations existence. The mission statement provides a path to realize the vision.”<sup>2</sup>

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<sup>1</sup> “Strategic Planning.” [Wikipedia](http://en.wikipedia.org/wiki/Strategic_planning). 2008. Wikipedia. 13 May 2008  
<[http://en.wikipedia.org/wiki/Strategic\\_planning](http://en.wikipedia.org/wiki/Strategic_planning)>

<sup>2</sup> Ibid.

## VALUES

These are the main values that are protected by the organization; they reflect an organization's culture and priorities.

The vision and mission statements regarding Student Sections are cornerstones of the values and future success of the Student Section; however, it is important to realize that a Student Section's vision and mission are encompassed by a parent organization. Realizing this, Student Sections must not only examine their own vision for the future but also values and vision of SNAME. It is critically important that a Student Section be in vertical alignment with its parent organization; being outside of vertical alignment in any case is always a conflict of interest.

The objectives of SNAME are to advance the art, science, and practice of naval architecture, marine engineering and ocean engineering in all their applied forms including the construction and operation of ships, marine vehicles, and structures of all kinds and the arts and sciences allied thereto by:

1. Affording facilities for the exchange of information and ideas among its members and placing on record and disseminating the results of research, experience, and information relative to the objectives.
2. Promoting the professional integrity and status of the members and affording facilities for their advancement in the knowledge of their profession.
3. Cooperating with educational institutions and public education authorities for the furtherance of education in naval architecture, marine engineering and ocean engineering.
4. Encouraging and sponsoring such research and other inquiries as may be considered important to the advancement of the art and science of naval architecture, marine engineering and ocean engineering.

With these values in mind, a Student Section can move forward in developing their core value, mission and vision for years to come.

## **SNAME BENEFITS AND SUPPORT**

Student Sections and their members are eligible for many benefits offered by SNAME national as well as local and regional sections. Student Section leaders are encouraged to review the By-Laws of their parent chapters for more information.

Benefits of all SNAME student members include the following:

- Discounts on SNAME publications
- Discounted admission to local section meetings and annual SMTC&E
- Access to mentors associated with the marine industry
- Opportunities for leadership positions within the SSC
- A vast network of industry professionals and fellow students

As outlined in SNAME's By-Laws, Student Sections may designate a student representative to serve as a liaison between the Student Section and the Executive Committee of the Sponsor Section. Such a representative shall serve as a member ex officio of the Sponsor Section's Executive Committee.

Each Student Section may also designate an active member of the Sponsor Section to liaise between the two Sections. This person is usually, but need not be, the Student Section's faculty advisor.

Student Sections should not hesitate to contact the SSC leadership, their local section, or SNAME national with any questions or concerns.

## **APPENDIX A. PRO FORMA OF STUDENT SECTION BY-LAWS**

The following pro forma Student Section By-Laws are patterned on the pro forma Section By-Laws of Appendix A. It is not required that all articles in the pro forma appear in Student Section By-Laws, particularly those dealing with committees.

**(SECTION NAME)** Organization approved by the Executive Committee of the Society of Naval Architects and Marine Engineers on (date).

### **ARTICLE I – NAME**

The name of the Section shall be “The (Name of Educational Institution) Student Section of The Society of Naval Architects and Marine Engineers.”

### **ARTICLE II – OFFICERS**

The Officers shall be a Chairperson, a Vice-Chairperson, a Secretary/Treasurer, and a Faculty Advisor. Additional positions may be created at the discretion of the Executive Committee. One Officer shall be designated the Student Section Liaison Representative to the Senior Section Executive Committee.

### **ARTICLE III – SPONSORING SECTION**

This Student Section is sponsored by the (name) Section of The Society of Naval Architects and Marine Engineers.

### **ARTICLE IV – MEMBERSHIP**

All Student Members of the Society attending (name of educational institution) shall be members of this Student Section as well as being members of the sponsoring Section, if otherwise eligible.

### **ARTICLE V – MEETINGS**

The provisions of the Bylaws and the rules of The Society of Naval Architects and Marine Engineers and the practices of the Society with respect to professional sessions for discussion of papers shall govern the procedure of the Student Section. The quorum for meetings shall be (number) members present. The annual meeting shall be held in (month) of each year in (location).

### **ARTICLE VI – COMMITTEES**

**Section 1: Executive Committee** (optional depending on size of Student Section).

The Chairperson, Vice-Chairperson, Secretary/Treasurer, Faculty Advisor, Chairperson of Operations and Papers Committees, and (number) other members shall constitute the Executive Committee and shall have general responsibility, under the Faculty Advisor, for the affairs and activities of the Student Section.

## **Section 2: Operations Committee**

The Operations Committee shall be responsible for making all of the arrangements related to the Section meeting, for publicity relating to the activities of the Section, and for obtaining qualified applicants for membership in the Society. The Chairperson is appointed by the Student Section Chairperson.

## **Section 3**

The Executive Committee (or the Section Chairperson, if there is no Executive Committee) shall appoint members to fill any vacancies occurring in the positions of the officers of the Student Section until the next annual election.

# **ARTICLE VII – DUTIES OF OFFICERS**

## **Section 1: Chair**

The Chairperson shall preside at all meetings of the Student Section and of the Executive Committee and be responsible for planning and supervising the program and activities of the Section. He shall be a member ex-officio of all committees.

## **Section 2: Vice-Chair**

In the absence 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 him.

## **Section 3: Secretary-Treasurer**

The Secretary-Treasurer shall have general responsibility for the correspondence of the Student Section and shall take the minutes of all meetings of the Student Section and of the Executive Committee. He shall also have charges of the records and accounts of the Student Section and the collection and disbursement of funds. The disbursement of funds must be as approved by the Chairperson and Faculty Advisor. A budget shall be prepared by the Secretary- Treasurer covering all expenses for each fiscal year. The budget shall be submitted to the sponsoring Section for approval. If the offices of the Chairperson and Vice- Chairperson become vacant concurrently, the Secretary-Treasurer shall succeed the Chairperson.

In the absence of a Secretary-Treasurer, the Chair shall perform the duties of Treasurer and the Vice-Chair shall perform the duties of Secretary.

## **Section 4: Faculty Advisor**

The Faculty Advisor is appointed by (the educational institution). He shall be responsible for the proper operation of the Student Section under its By-Laws, policy and guidance of the Society and the sponsoring Section. He shall be responsible for the continuity of the Section between school years, and for maintaining the technical and professional excellence of the Section program and activities and for other matters as assigned by the (educational institution.)

## **ARTICLE VIII – ELECTION OF OFFICERS**

An annual meeting shall be held in (month<sup>1</sup>) at which shall be put in nomination and elections conducted for the officers of the Section (except the Faculty Advisor and members of the Executive Committee.) Terms of offices shall begin on (date) for a period of one year.

At least one elected officer of the Section must have at least two school years remaining at (the educational institution) so that his experience can be available to the Student Section for the year following his term of office.

## **ARTICLE IX – PARLIAMENTARY RULES**

The governing authority on all parliamentary rules provided for in these By-Laws should 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) Lecture or reading of papers
- (g) Adjournment

## **ARTICLE XI – AMENDMENTS**

Amendments to these By-Laws shall be presented at a regular meeting of the Student 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 Student Section for discussion and action. A three-fourths vote by 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 senior sponsoring Section and the Chairperson of the Sections 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 Student Section. Amendments proposed by ten or more members of the Student Section may be voted on at the annual meeting of the Student Section, provided notice in writing of such proposed amendment has been made to the membership not less than 30 days prior to such meeting.

## **ARTICLE XII – FISCAL YEAR**

The fiscal year for the (name) Section of The Society of Naval Architects and Marine Engineers shall commence on September 1 and terminate on August 31 next following.

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<sup>1</sup> Should be held at the end of the year proceeding the term of office to provide continuity of Section operation.

**APPENDIX B. SUGGESTED CALENDAR**

<b>Fiscal Year</b>	<b>Approx. Regional Meetings</b>	<b>SMCT&amp;E Fundraising</b>	<b>SMCT&amp;E Trip Planning</b>	<b>Elections</b>	<b>SSC Events</b>
1-Sep			Trip Sign Ups		
8-Sep					Student Leadership
15-Sep	Meeting 1		Trip Contracts Signed		Teleconference
22-Sep			Book Airfare and Reserve Hotel		
29-Sep			Book Hotel and Transportation		
6-Oct		Fundraising			Newsletter 4
13-Oct	Meeting 2	Ends			Submittal Deadline
20-Oct					
27-Oct					Newsletter 4
3-Nov					Release
10-Nov	Meeting 3				
17-Nov					
24-Nov					
1-Dec			Mail out thank you letters to		
8-Dec			Trip Sponsors		
15-Dec	Meeting 4				
22-Dec					
29-Dec					
5-Jan					Newsletter 1
12-Jan	Meeting 5				Submittal Deadline
19-Jan					
26-Jan					Newsletter 1
2-Feb					Release
9-Feb					
16-Feb	Meeting 6				
23-Feb				Elections should	
2-Mar				be held within	Student Leadership
9-Mar		Fundraising	PRELIMINARY TRIP	this time	Teleconference
16-Mar	Meeting 7	Begins	SIGN UPS	frame	
23-Mar					
30-Mar			Alumni Event Preparation	Transitional	
6-Apr				Training	Newsletter 2
13-Apr	Meeting 8		AND	Period	Submittal Deadline
20-Apr					
27-Apr			ITINERARY NOTIFICATION		Newsletter 2
4-May					Release
11-May					
18-May	Meeting 9				SCES
25-May					
1-Jun					
8-Jun					
15-Jun	Meeting				

	10				
22-Jun					
29-Jun					
6-Jul					Newsletter 3
13-Jul	Meeting 11				Submittal Deadline
20-Jul					
27-Jul					Newsletter 3
3-Aug					Release
10-Aug	Meeting 12				
17-Aug					
24-Aug					

School Year	Speakers and Travel
Week 1	
Week 2	
Week 3	
Week 4	Club Sponsored Event
Week 5	1
Week 6	
Week 7	
Week 8	Club Sponsored Event
Week 9	2
Week 10	
Week 11	
Week 12	Club Sponsored Event
Week 13	3
Week 14	

### **SPEAKERS AND TRAVEL**

It is suggested that Student Sections participate in off-campus SNAME functions such as regional meetings and the annual conference; however it is also encouraged that a healthy SNAME Section be creative and take advantage of more than just what SNAME offers.

Finding alternative outlets such as creative ways to learn about new marine technologies, visiting various marine businesses and hosting speakers on campus are all great ideas that will help generate interest in SNAME as well as serve the mission of the organization as a whole.

The table above shows a suggested schedule for planning these kinds of events. It would be a good idea to plan them around weeks with regional meetings and to start something later in the semester after the Student Section has been re-organized. Remember that most ideas require only a little planning and communication to be made reality.

## **APPENDIX C. SNAME BY-LAWS ON STUDENT SECTIONS**

### **II. B. STUDENT SECTIONS**

It is essential that the Society encourage younger members to become active in the Society and to maintain that activity and interest. To this end, the formation of Student Sections, under the guidance of the local Section, is encouraged. The guidelines for formation of Student Sections are as follows:

1. Student Sections may be formed at any of the accredited universities, colleges, or other institutions on the approved list maintained by the Society (corporate sponsored apprentice programs and others will be subject to a case-by-case evaluation by the Society's Sections Committee) should the student group request such recognition.
2. Student Sections must be sponsored by one of the established Sections, the boundaries of which include the institution, and the sponsoring Section must agree to the sponsorship as a continuing responsibility following submission and approval of Student Section Bylaws. Approval for the formation of a Student Section will be granted by the Society's Executive Committee upon the recommendation of the Society's Sections Committee and receipt of proposed Student Section Bylaws (see paragraph e. below).
3. A member of the Executive Committee of the sponsoring Section shall be designated to serve as liaison to the Student Section(s). The Liaison Officer (the Sponsoring Section may wish to designate one Executive Committee Member for each Student Section, if more than one such group is sponsored) should have no other responsibilities in order that his full attention can be devoted to the success of the Student Section.
4. A faculty advisor, who is also a Society Member, should be appointed. The faculty advisor and the Sponsoring Section Executive Committee Liaison Officer could, and perhaps should, be the same person.
5. Bylaws prepared by the Student Section are to be submitted to the sponsoring Section and the Society's Sections Committee for review and approval. A pro forma of the Student Section Bylaws is included as Appendix B.
6. An officer of the Student Section should be nominated to serve as a nonvoting member of the sponsoring Section Executive Committee in order to improve the liaison between the groups.
7. The annual budget of the Student Section, if required, will be the responsibility of the sponsoring Section and will be subject to approval by the Section. Prior to disbursement of the Student Section portion of the Section Formula Funds, Headquarters must receive an activities report for the prior fiscal year and a list of Student Section Officers, Faculty Advisor, and Sponsoring Section Executive Committee Liaison for the current fiscal year. Each Section sponsoring a Student Section will be provided funds to defray the cost of operating the Student Section (see Section IV-A).
8. Student Section banners will be provided by Society Headquarters for presentation to each new Student Section by the sponsoring Section.

## **APPENDIX D. STUDENT STEERING COMMITTEE BY-LAWS**

### **ARTICLE I - NAME**

The name of the committee shall be "The Society of Naval Architects and Marine Engineers (SNAME) Student Steering Committee."

### **ARTICLE II - PURPOSE**

The Student Steering Committee (SSC) has the responsibility, authority and accountability to represent the interests of students and recent graduates of all maritime engineering disciplines, including; but not limited to, Marine Engineering, Naval Architecture, and Ocean Engineering. The SSC will act as the voice of student members in the Society of Naval Architects and Marine Engineers by concentrating the ideas and interests of its constituents and presenting those issues to the relevant SNAME committees or councils for consideration and resolution.

### **ARTICLE III - VISION STATEMENT**

The SSC will lead initiatives that focus on increasing student participation, increasing student retention in SNAME, increasing the student's voice in SNAME, and providing resources to students for their professional development. The goal of the SSC is to have the student membership and participation increase and follow through into SNAME.

### **ARTICLE IV - OFFICERS**

The committee shall have a Chairman, Vice Chairman, Communications Chair, Electronic Media Chair, a Secretary/Treasurer, and a Committee Advisor.

### **ARTICLE V - MEMBERSHIP**

Membership will be constituted of one representative from each student section. Each student section shall have one vote in committee matters. Representatives must be a current member of a student section of SNAME, or must have been out of school no more than two years. Any representative may present issues for committee review. The voting power of each student section will reside with the representative designated by each student section. The immediate past SSC Chairman will also advise the committee as a non-voting member. Each student chapter is responsible for naming representative from their chapter to the SSC.

### **ARTICLE VI - GOVERNMENT**

*Section 1: Meeting* - The meeting of the committee shall be held during the student congress session at The Society of Naval Architects and Marine Engineers annual meeting. Any matters that require a vote of the committee between meetings shall be carried out through electronic correspondence. Secondary meetings may be planned based on necessity and availability of funding.

*Section 2.1: Officers* - All officers shall serve 1-year terms. The term will run from annual meeting to annual meeting. Popular vote elections will be held yearly at the annual meeting to elect new officers for every position. The Chairman and Vice-Chairman shall not be from the same student chapter. An officer may serve more than one term. All officers are to study and learn from other engineering societies in an effort to help the success of the SSC.

*Section 2.2: Student Section Representatives* - One Student Section Representative shall be appointed by their respective student sections during the annual meeting. A request will be forwarded to student sections that are not present during the annual meeting for their nominated representative.

*Section 3.1: Chairman* - The Chairman shall represent the Student Steering Committee to the Executive Committee of The Society of Naval Architects and Marine Engineers. The Chairman is to be the leader of the SSC. The Chairman shall be responsible for ensuring the SSC is effective and is to follow up with the officers on current initiatives and projects. The Chairman is also responsible for organizing meetings and creating agendas with the assistance from the SSC officers. The Chairman is to appoint an officer to sit on the SNAME Education Committee for the following year. The Chairman is to delegate projects to SSC officers as needed. The Chairman is to communicate regularly with the SSC Advisor and prior to significant events.

*Section 3.2: Vice-Chairman* - The Vice-Chairman shall represent the Student Steering Committee to the Executive Committee of The Society of Naval Architects and Marine Engineers in the event the Chairman is unable to. Duties include acting as assistant, as needed, to all Student Steering Committee Officers. The Vice-Chairman will be responsible for coordinating, with the SSC Advisor, the development of the annual design competition through all of the student sections. The Vice-Chairman's goal is increase student participation within SNAME and the SSC through active measures.

*Section 3.3: Communications Chair* - The Communications Chair shall be responsible for ensuring disbursement of Student Steering Committee correspondence to all members. Duties include maintaining a list containing contact information for all student chapter representatives and their voting status. The Communications Chair is to assist the Vice-Chairman as requested. The Communications Chair shall also be responsible for compiling all officer input and creation of the newsletter. The newsletter is to be distributed every other month or as required. The newsletter may be distributed via the SSC web site.

*Section 3.4: Electronic Media Chair* - The Electronic Media Chair shall be responsible for maintenance of The Society of Naval Architects and Marine Engineers student web site. This person shall also serve as representative to the Electronic Media Committee. The Electronic Media Chair is to work closely with the Communications Chair in the development of the newsletter and the disbursement of information via the Internet. The Electronic Media Chair is responsible for the maintenance of the Internship/Mentoring database. This person is to have the necessary qualifications and skills to perform the tasks outlined above.

*Section 3.5: Secretary/Treasurer* - The Secretary/Treasurer shall keep track of all committee monies, as well as a record events of each meeting, and prepare a monthly summary of committee correspondence to be placed on the web site for information and reference. The

Secretary/Treasurer will also be required to assist the Communications Chair and the Electronic Media Chair with the newsletter. The Secretary/Treasurer is responsible for developing a fundraising program in an effort to increase student participation.

*Section 3.6: Interim Officers* - In the event an officer is unwilling or unable to fulfill their term of office, a special election shall be called for by the remaining officers, and a person shall be elected to fulfill the duties of the vacated office for the remainder of the term.

*Section 4: Committee Advisor* - The Committee Advisor shall be appointed by The Society of Naval Architects and Marine Engineers Executive Committee. The Committee Advisor will be the Education Committee Chairman in most instances. The advisor will aid the Student Steering Committee by giving guidance and direction throughout the year. The Committee Advisor will also aid the Chairman in properly directing committee concerns to the appropriate committee of The Society of Naval Architects and Marine Engineers. The Committee Advisor will ensure that the Chairman is leading the SSC in the proper manner.

*Section 5: Voting Procedure* - Elections of officers shall take place by popular vote at the annual meeting. Voting will be carried out by secret ballot, and ballots will be counted out loud by the Committee Advisor. Since secret balloting would be a timely endeavor throughout the course of the year, balloting on any issue needing attention will be through electronic correspondence to the Communications Chair. Voting on each issue shall be open for a two week time period. At the end of this time, no more ballots will be accepted, and the Communications Chair will report a listing of how each student chapter voted to the Chairman in a timely manner. The chairman will then publicly distribute results of voting, including how each student chapter voted, to each student chapter. To pass approval, an issue must obtain a 2/3 majority of all student chapters that voted.

*Section 6: Special Panels* - Special Panels may be created to study an issue required to deem further investigation. Panels may also be created to aide the Student Steering Committee in make preparations for any event, including the annual meeting. A committee member appointed by the Chairman will chair panels. The rest of the panel may include other Student Steering Committee members, or any member of The Society of Naval Architects and Marine Engineers whose input may be deemed beneficial.

## **ARTICLE VII - AMENDMENTS**

Amendments to these bylaws may only be made by a  $\frac{3}{4}$  majority vote during the annual meeting.

## APPENDIX E. SAMPLE FUNDRAISING LETTERS

The following letters are sourced from the University of Michigan's Student Section.

### ALUMNI FUNDRAISING

«Prefix» «FirstName» «LastName» «Suffix»  
«Address2»  
«City», «State» «Zip»

Dear «Prefix» «LastName»,

My name is Sarah Carr, and I am Commodore of the University of Michigan's Quarterdeck Society as well as the Student Chair for the University of Michigan Student Chapter of the Society of Naval Architects and Marine Engineers - Great Lakes/Great Rivers section. Quarterdeck's purpose is to provide service to our NAME department and to SNAME and present students the opportunity for professional development. Quarterdeck represents a set of eligible students from the SNAME student section.

At the beginning of every fall term, the annual SNAME meeting is the primary event the Society members hope to attend. Every year donations from the industry help enable us to send as many student members as possible. The annual meeting is an important opportunity for students. It provides a forum to meet fellow students from other schools in addition to giving students the opportunity to interact with industry professionals. I look forward to attending this years meeting, and hope that every Society member can someday participate. This past June, I had the privilege go to Tampa, FL for the first ever Student Chair Elect Seminar. It was a very information-packed weekend, and myself, as well as other student chairs, were able to learn more about SNAME and what SNAME has to offer the students.

This years meeting in Ft. Lauderdale is swiftly approaching, and I would like to send as many student members as possible. As with years in the past, we must rely on generous support from industry and other sources to make this trip possible. Please help give us the opportunity to attend the meeting with any donation, payable to Quarterdeck at the address above. We appreciate any amount you can contribute, for the entire amount will be directed to helping more students attend.

I am sure you may recall from your time as a student, either Michigan or another institution, that each new semester brings a new challenge in organization. This especially applies to us in Quarterdeck as each semester brings new leadership as well. Although I have been in contact with past Commodore's, we are trying to arrange smoother transitions by updating the records we will pass on. If this letter was improperly addressed to you or you do not wish to receive future letters, please let me know. If you know any others who may like to personally donate please let them know about us, or inform me so that I may contact them. I can be contacted by email at sarahsam@umich.edu. Thank you very much for your support!

Sincerely,

Sarah Carr  
Commodore  
Quarterdeck Society

## **CORPORATE FUNDRAISING**

Mr. Steve Kemp  
Project Engineer - Electrical  
Detroit Diesel Corporation

13400 Outer Drive, West  
Detroit, MI 48239-4001

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Sincerely,

Sarah Carr  
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