



Establishing Posts and Field Chapters

Posts

SAME will organize geographically by Posts, located throughout the United States and around the world. Additionally, Student Chapters, and Field Chapters may be organized as affiliates of existing Posts.

Formation

Posts of SAME may be formed with the recommendation of the Regional Vice President and approval of the Board of Direction. Posts will be subsidiaries to the national organization and will not be separately incorporated. Post Officers must be members in good standing. Each post shall have responsibility to select its name and to draft its bylaws, using a template provided by the SAME National office; provided that prior to final adoption, such name and the bylaws so drafted and all subsequent amendments thereto shall have been submitted to and approved by the Post Board of Directors and membership. Posts are required to comply with federal, state and local tax laws and requirements. Post Annual Reports and tax forms shall be submitted on time, with copies to SAME National Office. Posts are required to sign an affiliate agreement to maintain their 501(c)(3) tax exempt status.

Requirements: Charter; Bylaws; File Annual Report/Streamer Submission; File 990 Tax Return; Sign Affiliate Agreement; Succession Plan: Regularly Updated Website

Considerations that should be taken into account include:

- Was the prospective Post a Field Chapter?
- Was there a Post in this location previously? If yes, why did it deactivate?
- How long has the prospective Post been holding organized meetings?
- Is there a Board identified?
- Are proposed Post leaders members in good standing of SAME?
- Is there a commitment from at least 10 individual members to join the Post?
- Are there at least three Corporate/Organization Members committed to join the Post?
- What will draw membership in the new Post?
- Have the prospective Post leaders served in leadership positions in other Posts or organizations?
- What are the geographical relationships to other Posts? If the prospective Post is based on a federal installation, are meetings accessible to members who do not work on the federal installation? Are there other federal/local/state government entities nearby that the prospective Post can engage?
- Are there other professional organizations/societies in the area that the new Post could partner with on programs, activities and opportunities to create value for members?
- Has the prospective Post established a charter with supporting member signatures and bylaws?

Process to Establish a Post

- a. Complete the Application for Charter and demonstrate that the following criteria are met:
 - i. A sustainable leadership base—elected Post officers committed to establish the Post and provide for leadership succession.
 - ii. A sustainable company base—a minimum of three Corporate or Organization Members.
 - iii. A sustainable Individual Membership base—a minimum of 10 active members.
 - iv. Prepare Post bylaws using the Post bylaws template in the online Post Resources Center.
- b. Submit the completed Application for Charter and proposed Post bylaws to the appropriate SAME RVP.
- c. The RVP should review the documents and forward the package to the Vice President over RVPs and the SAME National Membership and Post Operations department, with a letter (email) endorsing the proposed Post.
- d. Following approval by the SAME Board of Direction, the Post must apply for an Employer Identification Number (EIN) by completing an SS-4 Form and completing the SAME Affiliate Agreement.

Deactivation of a Post

The Board of Direction shall deactivate posts that are no longer sustainable upon the recommendation of the Regional Vice President or are not meeting regulatory financial requirements. In lieu of deactivation, the Regional Vice President may approve the transition of a Post to Field Chapter status.

Prior to deactivation, the RVP should complete a full assessment including:

- Communications with current and past Post leaders, public and private industry in the area, and remaining members to assess the viability of the Post.
- Viability whether the Post could shift to Field Chapter status under another Post
- Willingness of another Post to sponsor as their Field Chapter
- Review of Post activity with the National Office including submission of annual reports, 990 filings,
- Streamers participation and, attendance at Post Leaders Workshop.
- Review of any remaining Post funds, including bank statements from all post accounts, bank and contact information and signatory authority.

If the proper course of action is clearly to deactivate the Post, the RVP must notify the Vice President over RVPs and SAME Executive Director, in writing, of the recommendation, the effective date and plan of execution to secure remaining funds. The SAME Board of Direction will vote whether to deactivate the Post.

Any remaining funds will be returned to the National Office Post Operations budget. Where there may be a separate Education and Mentoring account, those remaining funds will be turned over to the SAME Foundation.

Field Chapters

Field Chapters may be formed at locations where uniformed, civilian and private industry members exist but where there are insufficient resources to maintain an active Post with a full functioning Board. Field Chapters may also be when a Post is no longer able to maintain full activities but is not ready to completely close operations. Members of the Field Chapter must be members of SAME and may select the Field Chapter be added to their membership. Members should also become members of a Post in proximity to the chapter which will serve as the Field Chapter sponsor or “Host Post.” The Post shall develop and execute a charter that creates a partnership between the Post and Field Chapter. Normally, at least one Post meeting each year should be held at the location of the Field Chapter. Field Chapters only require approval from the Regional Vice President.

Requirements for Establishing a Field Chapter:

- i. Field Chapter members are included as members of the Host Post.
- ii. The Field Chapter will not have a Board of Direction, but rather should have a Field Chapter President or Leader who should serve on the Host Post Board of Directors. This individual should be listed on the Host Post website as the Point of Contact for the Field Chapter.
- iii. There are no bylaws for the Field Chapter, only a charter signed by Field Chapter and Host Post Presidents.
- iv. The Host Post should agree to hold at least one event per year at the Field Chapter location and to provide financial support to the Field Chapter
- v. Field Chapters may host events separately from the Host Post.
- vi. Field Chapter finances are held and managed separately by the Host Post
- vii. If a Post is changing to Field Chapter status, funds may be transferred to a Host Post or the SAME Foundation and held as an investment until the Field Chapter moves back to Post status or closes, for a period of no more than three years, at which point the funds will be returned to SAME.

Any questions about establishing a Post or Field Chapter may be directed to Posts@same.org.