

Bylaws of the Society for Modeling and Simulation International

As adopted July 11, 2011

Table of Contents

1. NAME & CORPORATE OFFICES	4
1.1. Name	4
1.2. Location	4
2. PURPOSE.....	4
2.1. Purpose.....	4
2.2. Activities	4
2.3. Nonprofit Nature, General Restrictions, and Dissolution	4
3. MEMBERSHIP.....	5
3.1. Grades of Membership	5
3.2. Nature of Membership.....	6
3.3. Voting Rights & Eligibility for Office	6
3.4. Chapters	6
3.5. Affiliated Organizations.....	7
3.6. General Provisions.....	7
4. FINANCES.....	7
4.1. Dues.....	7
4.2. Corporate Expenditures	7
4.3. Accounts.....	7
4.4. Annual Budget.....	7
5. BOARD OF DIRECTORS AND THE EXECUTIVE COMMITTEE	8
5.1. Board of Directors	8
5.2. Executive Committee and Operating Committees	10
5.3. Other Committees.....	10
6. OFFICERS.....	11
6.1. Principal Officers	11
6.2. Eligibility and Terms of Office	11
6.3. Responsibilities.....	12
6.4. Powers of Officers	12
6.5. Compensation of Officers	13
6.6. Removal of Officers and Directors	13
7. ADMINISTRATION.....	13
7.1. Office Staff.....	13
7.2. Restrictions.....	13
7.3. Compensation Committee	Error! Bookmark not defined.
8. PARLIAMENTARY AUTHORITY	13

8.1. Authority 13

8.2. Special Rules of Order 14

9. CHANGES TO THE BYLAWS 14

1. Name & Corporate Offices

1.1. Name

The name of the Society is Simulation Councils, Inc. DBA The Society for Modeling and Simulation International, hereinafter referred to as SCS or the Society.

1.2. Location

The Headquarters of the Society are located in the City of Vista, County of San Diego, State of California, USA. The Society may have satellite offices, either within or without the County of San Diego, State of California, as the Board of Directors may determine or as the affairs of the Society may require.

2. Purpose

2.1. Purpose

The Society is a not-for-profit association founded for the primary purpose of promoting an understanding, appreciation, and utilization of computer-based modeling, simulation, and related fields.

2.2. Activities

To accomplish its purpose, the Society:

2.2.1. Serves the international technical community, society, and members of SCS.

2.2.2. Promotes local technical meetings, emphasizing both balanced coverage of all areas of simulation, and cooperation between societies and other organizations having complementary interests.

2.2.3. Sponsors or co-sponsors national and international technical conferences and professional development seminars.

2.2.4. Produces high-quality technical publications and educational materials about simulation and related fields.

2.2.5. Promotes interest in and communication about simulation and related fields.

2.2.6. Arranges for display and demonstration of equipments used in simulation and allied arts.

2.2.7. Promotes education, research, and development in its fields of interest.

2.2.8. Serves as a resource for information on simulation.

2.2.9. Sponsors awards to recognize achievements in the field of simulation.

2.2.10. Abides by its Code of Ethics.

2.3. Nonprofit Nature, General Restrictions, and Dissolution

2.3.1. **Purpose.** The Society is formed for scientific, educational, and eleemosynary purposes exclusively. None of the net income of this Society shall inure to the benefit of any individual.

2.3.2. **Restrictions.** No person may be denied membership or full participation in Society activities because of race, sex, creed, national origin, citizenship, immigration status, or place of residence.

2.3.3. **Tax-Exempt Status.** The Society is a "tax-exempt organization." "Tax-exempt organizations" are here defined to be within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954 as amended, which organizations are being operated exclusively for one or more tax-exempt purposes within the meaning of, and which otherwise qualify under, the provisions of said Section 501(c)(3) and the regulations pertaining thereto as said section and regulations are amended from time to time.

2.3.4. **Dissolution.** If the Society is, at some time in the future, unable to carry out its purpose, then dissolution of the Society shall be governed by the following. Upon dissolution of the Society and winding up of its affairs, the Board of Directors shall solicit or identify one or more tax- exempt organizations, as defined herein, to take over the affairs and assets of the Society. The Board of Directors shall give preference to organizations that are organized and operated for purposes similar to those of this Society, and this Society's affairs and assets shall be distributed in such proportions as the Board of Directors shall determine, such that the purpose of the Society is carried forward for the benefit of its membership.

3. Membership

3.1. Grades of Membership

The Society offers membership to individuals and organizations worldwide, as well as certain restricted privileges to members of affiliated Organizations. Privileges, fees and conditions of membership are determined by the Board of Directors. Various grades of membership, and the qualifications and rights of members of those grades, are:

3.1.1 Life Membership. Election to Life Membership is approved by the Executive Committee, on the recommendation of the Membership Committee. Those individuals recommended for Life Membership should be held in such high esteem in their field that their acceptance of this honor will be an asset to the Society in promoting its goals. These individuals will be exempted from membership dues for life. To be eligible, the following criteria must be met:

- The candidate must have been recognized as an SCS Fellow or Senior Member and must be a member of of SCS in good standing at the time of their nomination
- The candidate must have achieved unusual professional distinction in the fields of simulation and allied computer technology which is worthy of special recognition
- The candidate must be a prominent member of the professional community
- The candidate must be at least 65 years old

3.1.2 Premier Membership. Premier membership is available to those individuals who are professionally engaged in the activities of the Society. Active participation is defined to include but not be limited to, attendance at or participation in meetings sponsored by the Society, service on a committee of the Society, or authoring material included in any of the publications of the Society and payment of dues. This

level of membership entails the member to the highest level of membership benefits the Society offers as established by the Board of Directors and Executive Committee.

3.1.3 Professional Membership. Professional membership is available to those individuals who are professionally engaged in the activities of the Society. Active participation is defined to include but not be limited to, attendance at or participation in meetings sponsored by the Society, service on a committee of the Society, or authoring material included in any of the publications of the Society and payment of dues. This level of membership entails the member to the all the benefits of regular membership as well as additional benefits as established by the Board of Directors and Executive Committee.

3.1.4 Regular Membership. Regular membership is available to those individuals who are professionally engaged in the activities of the Society. Active participation is defined to include but not be limited to, attendance at or participation in meetings sponsored by the Society, service on a committee of the Society, or authoring material included in any of the publications of the Society and payment of dues.

3.1.5 Retired Membership. Members who are retired (no longer employed on a full-time basis), who so certify their retirement, and who have been SCS members for at least the previous year may declare themselves as "retired" for the purpose of their dues assessments. Retired Members are recognized as members at the grade of membership they held immediately preceding their declaration. They pay the retiree annual membership fee.

3.1.6 Student Membership. Any person regularly enrolled on, at least, a three-quarters basis in an accredited institution of higher learning, including a graduate student who holds a teaching fellowship, may become a Student Member upon validation of their student status.

3.1.7 Institutional Membership. Any corporation, association, institution, or partnership, may be admitted as an Institutional Member of the Society and receive benefits upon application and payment of the annual dues.

3.2. Nature of Membership

Each grade of membership is entitled to specific benefits as set forth by the Board of Directors. Each member receives the designated membership publication of the Society on any suitable media, and notices of SCS-sponsored meetings and other activities.

3.3. Voting Rights and Eligibility for Office

Life, Premier, Professional, Regular, and Retired Members, and the designated representative of each Institutional Member are the only voting members of the SCS eligible to hold office in the Society. The designated representative of an Institutional Member is considered a voting member of the Society regardless of his/her personal membership status. Such a representative has only one vote, on behalf of the Institutional member s/he represents.

3.4. Chapters

SCS Members may charter smaller groups (Technical, Student or Local Chapters) whenever centers of special interests or population density make such divisions useful. Regulations for such charters may be adopted from time to time by the Board of Directors. Chapters are chartered and governed by the Board of Directors and have as their goal an increase in the Society's membership base through encouragement of participation

among persons involved in simulation and its related fields. The Chapters are expected to conduct activities for their members who are also encouraged to write papers and to attend conferences. A Local Chapter can be formed within a school, company, or other organization. The formation of Student Chapters is highly encouraged. A Technical Chapter can be formed by those interested in a specific professional or technical domain.

3.5. Affiliated Organizations

3.5.1. A relationship between the Society and an affiliated organization can be established by the Board of Directors. The Society may seek such affiliations, or other organizations may petition the Society for such an affiliation. Each affiliation is established by the approval of an Affiliation Agreement that lists the terms and conditions of each affiliation.

3.5.2. Representatives to affiliated organizations are appointed by the President-Elect with approval of the Executive Committee.

3.6. General Membership Provisions

The Board of Directors has the following specific powers related to membership and affiliations of the Society.

- To find, by majority vote, that continuing an affiliation agreement with another society no longer serves the purpose of the Society. Such a motion, if carried, may result in a formal motion at the next Annual Meeting to cancel that charter, which cancellation requires a majority vote of all Directors-in-office to be carried.
- To refuse admittance to membership, or to cancel the existing membership of any individual who is seen to violate the principles and ethical standards of the Society.

4. FINANCES

4.1. Dues

The Board of Directors is responsible for establishing the policy for setting membership dues paid to society headquarters for new and renewing members of the Society. Members of all grades (other than Life Members) shall cease to be members when their dues are in arrears, they have been duly notified thereof, and they have failed to renew their membership within 120 calendar days.

4.2. Corporate Expenditures

The Board of Directors is responsible for establishing policy that controls corporate expenditures. The Executive Committee is responsible for ensuring adherence to the Board's policies and the Executive Director is the Society's primary agent for executing expenditures.

4.3. Accounts

The Executive Director shall document all expenditures and shall retain proper vouchers on file. At least once each fiscal biennium, the Board of Directors shall have the Society's accounts audited by a Certified Public Accountant. The Executive Committee shall enact resolutions as needed or required for establishing, altering, or closing all monetary accounts of the Society, and for designating signatories to these accounts subject to the restriction that the Executive Director shall have signature authority on all monetary accounts of and for the Society except as directed by the Board of Directors.

4.4. Annual Budget

The Executive Committee is responsible for ensuring adherence to the annual budget, which shall be prepared by the Executive Director. The budget is then presented to the Treasurer and approved by the Board of

Directors. Significant planned deviations from the budget require approval of the Executive Committee and timely notification to the Board of Directors.

5. Board of Directors and Committees

5.1. Board of Directors

5.1.1. Board of Directors' Composition. The affairs of the Society are directed by a Board of Directors. The composition of the Board of Directors is as follows:

- Nine directors at large, voted upon by the entire SCS membership
- The Secretary and Treasurer, directly elected by the board from among the elected board members
- The President, President-Elect, Immediate Past President, the only ex-officio voting members of the Board of Directors.

The Board of Directors shall elect from among their ranks a Chair. The offices of the Chair of the Board, the President-Elect, and the President of the Society may not be held by the same individual. Members in good standing at the time of the election, with the exception of Student Members, may be elected to the Board of Directors. The board chair shall serve a term of one year and may succeed themselves

5.1.2 Board of Directors' Functions. The Board of Directors meets at least once each year to set policy, hear reports, review and approve the budget, and to consider other business. Meetings of the Board of Directors may be called by the Chair or any two board members. The Board of Directors has the ultimate responsibility to the membership for the successful operation of the Society.

All meetings of the Board of Directors and all committees shall be open to Society members in good standing, except Executive Sessions which may be called to discuss privileged information such as personnel actions. Declarations of closed Executive Sessions require approval of the majority of Directors or committee members present.

5.1.3 Board of Directors' Responsibilities. The Board of Directors is responsible for:

- Providing notice of and conducting their meetings in accordance with California Corporate Code Section 5210-5215
- Controlling the business of the Society through the issuance of policy
- Auditing and ensuring compliance with and accountability for adherence to board policies and public law
- Maintaining a multi-year strategic plan
- Continuously improving governance methods
- Establishing Executive Director compensation
- Selecting and vetting Society leadership candidates
- Each member will serve on one or more standing committee.

5.1.4 Voting by the Board of Directors. One third of the Directors-in-office constitutes a quorum for a vote on any motion requiring their approval. A majority of votes cast shall authorize any act of the Society except as otherwise provided in these Bylaws.

5.1.5 Board of Directors Action Without a Meeting. Any action required or permitted to be taken by the Board of Directors may be taken without a meeting if *all* Directors-in-office return a ballot on the action. The action is approved if a majority of the ballots returned cast an affirmative vote except as otherwise provided in these Bylaws or by Robert's Rules of Order Newly Revised (RONR). The procedure used for consideration and approval of such action shall provide for reasonable opportunity for discussion by all Directors through various means of communication. The presentation of the action for the ballot shall include a compendium of all discussion.

5.1.6 Board of Directors' Elections. Elections for members of the Board of Directors shall be held on an annual basis in accordance with the terms of office specified in the Bylaws.

It is the responsibility of the Nominating Committee to provide the names of willing and eligible candidates in sufficient quantity to fill all existing positions as defined in the Bylaws. All members of the Society in good standing shall be notified in a timely manner of the vacant positions and shall be allowed to submit the names of potential candidates to the Nominating Committee. Individual nominations are subject to qualification verification by the Nominating Committee.

Any qualified member of the Society may submit a petition of candidacy for the office of President-Elect, or Director-at-Large, in accordance with policy established by the Board of Directors. To qualify as a candidate for President-Elect a member must have served or currently be serving on either the Board of Directors or the Executive Committee Board of Directors' Committees. All Board of Directors' committees are standing Board committees and must be chaired by a current Director. All voting members of these committees must be current Directors. These committees report directly to the Board of Directors and are responsible for assisting the Board in the efficient execution of their duties.

5.1.6.1 Governance Committee. The governance committee is responsible for continuously monitoring, evaluating and updating (as necessary) the governance structure of the Society and for maintaining the policies established by the Board, and, based on that ongoing review, propose governance and policy changes to the full board This committee is also responsible for ensuring the Society's operations are conducted in accordance with established Board policies.

5.1.6.2 Strategic Planning Committee. The strategic planning committee is responsible for developing, maintaining, evaluating and updating the Society's long-term strategic plan, mission and vision. This committee is also responsible for ensuring the Society's operations support and are aligned with the Society's strategic plan.

5.1.6.3 Audit Committee. The audit committee is responsible for overseeing the Society's financial reporting processes, monitoring the Society's accounting policies, monitoring the Society's internal control processes, ensuring open communication within and without the Society with regard to the audit function, and ensuring the Society's accounts are audited by an outside agency at least biennially.

5.1.6.4 Personnel Committee. The Personnel committee is responsible for providing oversight of personnel policy for employees of the society. These responsibilities include; executing the Executive Director's contract, setting the Executive Director's salary; evaluating the Executive Director's performance; establishing personnel policy for board approval; and providing a process for employees to appeal management decisions they feel to not comply with SCS policy. The Committee is chaired by the board chair. The President, Treasurer and Secretary shall be voting members.

5.2 Executive Committee and Operating Committees

5.2.1 **Executive Committee Membership.** Voting members of the Executive Committee are the Executive Director, the President, the President-Elect, and the Committee Chairs for Conferences, Publications, Membership, and Education.

5.2.2 **Operating Committees.** Each of the four Activity Vice Presidents must appoint and maintain a committee to assist them in fulfilling their responsibilities. These committees will report to and be subject to the supervision of the Executive Committee.

5.2.2.1 **Operating Committee Membership.** The Operating Committees are chaired by the Activity Vice Presidents. Each committee shall consist of at least two members, in addition to the chair, to be selected by the Activity Vice Presidents

5.2.2.2 **Operating Committee Responsibilities.** Each committee shall be responsible for:

- Carrying out the procedures as established by the Executive Committee that pertain to their individual Activity area;
- Updating the procedures handbook(s) that contain the most recent versions of procedures that pertain to their Activity area;
- Overseeing the operations within their Activity area to ensure compliance with Board policies and Executive Committee procedures;
- Reporting on the status of operations in their Activity area on at least a quarterly basis
- Performing other duties as designated by the Executive Committee.

5.3 Other Committees

The Board of Directors, the Executive Committee, or the President may establish ad hoc or standing committees and may define their powers, duties, and functions, and adopt rules governing them.

5.3.1 **Standing Board Committees.** Standing board committees are established by the Board of Directors and are ongoing from year to year, unless otherwise chartered by the Board of Directors. Chairs of standing board committees are appointed by the Chairman of the Board and serve at his/her pleasure; such appointments are automatically vacated upon completion of the Chairman's term of office.

5.3.1.1 **Nominating Committee.** The nominating committee is a standing board committee that is typically chaired by the Immediate Past President. The committee must have at least three members who are selected by the Chair. The nominating committee must meet at least once annually and is responsible for selecting candidates, vetting candidates, collecting nomination forms, collecting petition forms and recommending a slate of candidates to the Board.

5.3.1.2 **Fellow Selection Committee.** The fellow selection committee is a standing board committee that is typically chaired by the Immediate Past President. The committee must have at least three members one of whom must be a current fellow. The fellow selection committee must meet at least once biannually to review, consider and/or nominate fellow candidates to the Board.

5.3.1.3 **President's Council.** The president's council is a standing board committee that is typically chaired by the Immediate Past President. The committee consists of all past presidents of the Society. The

president's council meets as necessary or as convened by the sitting President to advise, train or assist the President at his direction.

5.3.2 Standing Operating Committees. Standing operating committees are established by the Executive Committee and are ongoing from year to year, unless otherwise chartered by the Executive Committee. Chairs of standing committees are appointed by the President and serve at his/her pleasure; such appointments are automatically vacated upon completion of the President's term of office.

5.3.3 Ad Hoc Committees. Ad hoc committees may be established by the Board of Directors, the Executive Committee, or Society Officers as the need arises, with each committee reporting to the entity that chartered it. The chair of each ad hoc committee is appointed according to its charter, or otherwise elected by members of the committee.

6 Officers

6.1 Principal Officers

The principal Officers of the Society are:

- President
- President-Elect
- Vice President for Membership
- Vice President of Conferences
- Vice President for Publications
- Vice President for Education
- Secretary
- Treasurer

6.2 Eligibility and Terms of Office

6.2.1 Officer Eligibility. In order to be eligible to serve as an Officer, with the exception of the Executive Director, an individual must be a current member in good standing

6.2.2 Filling Officer Vacancies. With the exception of the President, Officers are appointed by the President. Except for the office of President, any office becoming vacant prior to its expiration shall be filled on an interim basis by an appointment of the President. An appointment to serve an unexpired portion of a term shall not disqualify such Officer from succeeding himself or herself.

6.2.3 Executive Director. The Executive Director of the Society is hired by and reports to the Chair of the Board of Directors. Eligibility requirements for the Executive Director are established by the Board of Directors to meet the requirements of the Society. The term of office for the Executive Director is at will.

6.2.4 The President. Presidential candidates must have previously served on the Board of Directors or on the executive committee in some capacity in order to be eligible for the office of President. The term of office for the President is one year. The President cannot succeed him or herself. In the event that the President is unable to complete his or her term, the Immediate Past President shall assume the office of President. Should this individual be unable to serve the unexpired part of the term, the office shall be transferred to the former President of most recent service who is able to assume this office. In the event that there is no former President who is willing or able to assume office, the President-Elect shall then assume the office of President. The Office of President is conferred to the President-Elect automatically at the expiration of the President's

SCS Bylaws

term. The person elected as President-Elect serves a total term of two years – one year as President-Elect, and one year as President.

6.3 Officer Responsibilities

6.3.1 The President. The President is the Chair of the Society’s Executive Committee. The President in conjunction with the Executive Committee shall prepare an Annual Report describing the accomplishments, activities, challenges, etc. of the Society to the Board of Directors. Presidents of the Society may not succeed themselves.

6.3.2 The President-Elect. The President-Elect chairs the Strategic Planning Committee is a member of the Governance Committee and is a member of the Executive Committee. The term of office for the President-Elect is one year. Presidents Elect may not succeed themselves.

6.3.3 The Activity Vice-Presidents. The activity Vice Presidents are appointed by the incoming president and report to the Executive Committee of which they are members. They oversee the standing operating committees related to their Activity area. The term of office for each Vice President is one year. Vice Presidents may succeed themselves.

6.3.4 The Immediate Past President. The Immediate Past President is a member of the board who also serves in a consultative/advisory capacity to the President and Chairman of the Board. The Immediate Past President is a voting member of the Executive Committee.

6.3.5 The Executive Director. The Executive Director is hired by the Board of Directors and is a paid employee. The Executive Director is a voting member of the Executive Committee and an advisor to the Board of Directors. The Executive Director reports to the Board of Directors’ chair. The Executive Director manages the day-to-day operations of the Society in accordance with established Board policy and Executive Committee procedures. The term of office for the Executive Director is at will. The Executive Director is responsible to supervise the SCS paid staff.

6.3.6 The Secretary. The Secretary is elected by the board from among the elected board members and shall maintain the legal record of Board meetings and other such duties as are determined by the Board of Directors, and is a voting member of the board. The term of office for the Secretary is 1 years. The Secretary may succeed themselves.

6.3.7 The Treasurer. The Treasurer is elected by the board from among the elected board members and shall oversee the finances of the Society, report to the Board of Directors on the Society’s financial status, as well as perform other such duties as are determined by the Board of Directors and is a voting member of the board. The term of office for the Treasurer is 1 years. The Treasurer may succeed themselves.

6.3.8 Board Members. The members of the board are elected by the membership. The term of office for Board Members is 3 years. Board Members may succeed themselves. Approximately one third of the board is elected each year.

6.4 Powers of Officers

The Officers have only those powers expressly set out in these Bylaws, or which are granted to them by the Board of Directors, or which normally pertain to their offices as defined by their job description.

6.5 Compensation of Officers

Officers and Directors, with the exception of the Executive Director, shall not receive compensation for their services as officials of the Society. However, nothing herein shall preclude them from receiving compensation for serving the Society in any other capacity.

At its discretion, the Board of Directors may, authorize reimbursement to officials of the Society for documented and authorized travel and per diem expenses associated with the performance of their official duties on behalf of the Society.

6.6 Removal of Officers and Directors

A Board member who misses two consecutive meetings without an acceptable excuse will be reminded by the Chairman of the Board via official letter or e-mail message of the importance of meeting attendance. If, following that notice, the member misses a third consecutive meeting, he/she will be asked to resign.

In the event that an Officer or a Director fails to execute the duties of their office or in the event of serious misconduct, an Officer or a Director may be removed for cause based on 2/3 majority vote of Directors in office. Removal from office for cause will disqualify the individual removed from running for office in the next election cycle.

7 Administration

7.1 Office Staff

Qualified individuals shall be employed or retained for the positions required to carry out the day-to-day administrative business of the Society. The Executive Director shall fill each position by hire or appointment and the individuals so hired or appointed shall serve at the pleasure of the Executive Director except as may otherwise be stated in a written contract signed on behalf of the Society by the Executive Director or the President (or if the President is not available, the President-Elect).

The agreements are subject to review and audit by the Board of Directors to ensure compliance with established policy.

7.2 Restrictions

No member of the Board of Directors or Executive Committee, with the exception of the Executive Director, may be employed by the Society, either as a staff member, contractor, or in a work for hire situation without prior explicit approval by the Board of Directors.

8 Parliamentary Authority

8.1 Authority

The rules contained in the current edition of "Robert's Rules of Order Newly Revised" govern the Society in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Society may adopt.

8.2 Special Rules of Order

The following special rules of order apply:

- A "Majority vote" is a majority of all votes cast, ignoring abstentions and invalid ballots.
- A "quorum" of the Executive Committee is four voting members.
- A "two-thirds vote" is two-thirds of the votes cast, and a "unanimous vote" is all of the votes cast, ignoring abstentions and invalid ballots.
- The chairs of the Society's committees and Board are non-voting members of their bodies, except to break a tie vote.

9 Changes to the Bylaws

These Bylaws may be altered, amended, or repealed, and new Bylaws may be adopted by the affirmative vote of a majority of all the Directors-in-office, except as defined in California Corporate Code 7150(a).