

SOCIETY OF ACCREDITED MARINE SURVEYORS®



GENERAL MEMBERSHIP POLICY MANUAL

Revised - 9/12/25

SOCIETY OF ACCREDITED MARINE SURVEYORS®



THE POLICIES SET FORTH IN THIS MANUAL EITHER AMPLIFY OR IMPLEMENT PROVISIONS OF THE BYLAWS. THEY ARE DESIGNED TO FACILITATE THE ORDERLY CONDUCT OF OUR DAY-TO-DAY OPERATIONS IN THE MANAGEMENT OF THE SOCIETY'S BUSINESS. THE POLICIES HAVE ALL BEEN APPROVED BY A VOTE OF THE BOARD OF DIRECTORS AND ARE SUBJECT TO REVIEW AND/OR REVISION BY THE BOARD OF DIRECTORS AS CIRCUMSTANCES WARRANT.

THIS POLICY MANUAL WAS REVIEWED AND APPROVED IN ITS ENTIRETY ON JUNE 18, 2025.

SOCIETY OF ACCREDITED MARINE SURVEYORS®

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*** Dates of Approval/Amendment following June 18, 2025, ratification**

[1] SAMS® Board of Directors Amendment, 12 September 2025

[2] SAMS® Board of Directors Amendment, 12 September 2025

SOCIETY OF ACCREDITED MARINE SURVEYORS®

CODE OF ETHICS and RULES OF PRACTICE

PREAMBLE

A member of the Society of Accredited Marine Surveyors® must be a person of integrity, who conducts business in a professional and ethical manner. Members shall not violate or attempt to violate the Code of Ethics and Rules of Practice, or SAMS® published Policies, or knowingly assist or induce others to do so.

The surveyor shall:

1. **STRIVE TO ENHANCE THE PROFESSION OF MARINE SURVEYING.**
 - A) Be professional, prompt, diligent and demonstrate respect for the survey profession. (Professionalism requires knowledge, skill, thoughtfulness, and preparation reasonably necessary for the assignment.)
 - B) Enjoy a favorable reputation within the business community.
 - C) Cooperate in developing the marine surveying profession by:
 1. Contributing one's skill and knowledge to further the profession's commitment to serving the public, in a professional business relationship,
 2. Exchanging general information with peers and associates, without jeopardizing client confidentiality,
 3. Contributing to the work of technical societies, regulatory agencies, and specialized professional education.
2. **MAINTAIN AND ENHANCE THEIR PROFESSIONAL KNOWLEDGE AND EXPERTISE.**
 - A) Participate in continuing education as required by the rules of the Society.
3. **CONDUCT THEIR BUSINESS IN A PROFESSIONAL MANNER.**
 - A) Accept only assignments that can be completed with competence and professionalism.
 - B) Advertise only in a dignified manner avoiding misleading statements per the society's policy.
 - C) Respect the confidential nature of the marine surveying assignment.
 - D) The surveyor shall treat everyone equally regardless of race, sex, gender identification, sexual orientation, national origin, native language, religion, age, disability, marital status, citizenship, genetic information, pregnancy, or any other characteristic protected by law. Violation of this ethics rule could result in immediate termination of your membership in SAMS®.

SOCIETY OF ACCREDITED MARINE SURVEYORS®

CODE OF ETHICS and RULES OF PRACTICE - Continued

4. MAINTAIN INDEPENDENCE, INTEGRITY, AND OBJECTIVITY.
 - A) Endeavor to present facts and opinions without prejudice.
 - B) Avoid suppressing, over-emphasizing or manipulating facts.
 - C) Avoid any form of compensation that could be perceived as corrupting judgment.

5. AVOID PREJUDICE AND CONFLICT OF INTEREST.
 - A) Avoid assignments and/ or compensation that would create a conflict of interest.
 - B) Inform a client immediately of any business connection, interest or affiliation that might influence judgment or impair the independent nature of an assignment.
 - C) Not make false, misleading, deceptive or unfair statements concerning any surveyor's services, qualifications or integrity.

SOURCE: SAMS® Board of Directors meeting, June 18, 2025

SOCIETY OF ACCREDITED MARINE SURVEYORS®

SUBJECT: ADMINISTRATION OF AMS® EXAMINATION

SUMMARY: Outlines procedures for the Administration of AMS® Examinations

POLICY

The examination shall be provided in a double envelope by the International Office to the Regional Director (RD) or designated AMS®, who shall be the “Test Proctor”. The inner envelope shall be opened only by the candidate. It shall contain the examination, and an envelope for return of the completed exam. The outer envelope shall contain separate instruction sheets for the proctor and the candidate. Once the candidate has completed the exam, he/she shall sign his/her name and enter the date on the bottom of the instruction sheet. The “Test Proctor” shall then sign his/her name on the bottom of the instruction sheet as well.

The completed examination and the signed instruction sheet shall then be placed in the provided white envelope and sealed by the candidate. The candidate shall then sign his/her name across the sealed portion of the envelope. This envelope should then be placed in the Priority Mailing envelope addressed to the Testing Vice President. This exam must be mailed as soon as possible. The International Office should be informed by email that the test has been received, taken, and forwarded. After grading, the Testing Vice President shall destroy the exam after 90 days.

The Test Proctor shall forward completed examinations to the Testing VP for scoring. Any unused exams shall be returned to the International Office immediately. The Executive Director and/or the Testing VP shall advise candidates of their examination score and a letter shall be sent to the member from the International Office. If the member passes, the member shall be advised that they may only use the AMS® designation after receipt of the letter from SAMS® International Office and receipt by SAMS® International Office of the AMS® fee.

The minimum passing grade is 80%. The candidate has one year from being granted AMS® candidate status to pass the AMS® exam. They may have up to three opportunities to sit for the exam, with a minimum of 90 days between exams. It is highly encouraged to schedule testing during a Regional meeting or International Marine Educational Conference (IMEC). There is a fee for re-testing.

This exam must be completed in one session and supervised by a SAMS® approved proctor. The time limit for taking all exams is four hours. The ABYC Rules & Regulations for Recreational Boats handbook is allowed only for Part One of the Yachts & Small Craft Exam. The references allowed for the Canadian Yachts & Small Craft exam are TP1332E and TP 511E. No reference material is allowed for any of the other exams.

This exam SHALL NOT BE DISCUSSED with anyone other than the Testing Vice President.

THE EXAMINATION IS TO BE VIEWED ONLY BY THE CANDIDATE AND SHALL NOT BE REPRODUCED.

SOURCE: SAMS® Board of Directors meeting June 18, 2025.

SOCIETY OF ACCREDITED MARINE SURVEYORS®

SUBJECT: ADMINISTRATION OF AMS® EXAMINATIONS – LOCATIONS

SUMMARY: Provides alternate locations for Administration of AMS® Examinations

POLICY

The AMS® Examination may be administered at any of the following locations, listed in the order of preference:

1. At any Regional meeting (i.e., candidates may be tested at Regional meetings in other than their own Region).
2. At the International Meeting and Educational Conference (IMEC)
3. At the International Office in Jacksonville
4. At a location determined by the respective RD, under the supervision of the RD.
5. On a case-by-case basis, dictated by excessive geographical distance or other exigency, under the supervision of a person, preferably an AMS®, recommended by the RD and approved by the Testing VP.

If accommodations need to be made based on a disability of the AMS® candidate, the AMS® candidate should contact the Executive Director to describe their needs, and the Society shall make every effort to accommodate those needs after discussion between the Executive Director and the Testing Vice President.

Not less than thirty days prior to the scheduled administration of the examination, the RD and the eligible testee shall advise SAMS® Executive Director of the number of examinations requested and the name of each candidate. The Executive Director shall reproduce the appropriate examination, place the candidate's name and a control number on each copy and forward the package to the RD. In the case of Option 5, above, the examination shall be forwarded to the individual who shall administer it.

SOURCE: SAMS® Board of Directors meeting June 18, 2025.

SOCIETY OF ACCREDITED MARINE SURVEYORS®

SUBJECT: ADVERTISING

SUMMARY: Requires use of membership classification on any advertising that carries SAMS® logo or indicates membership in SAMS®

POLICY

Any media advertising, stationery, survey report formats, business cards, web sites, etc., which bears either the SAMS® logo or the words "Society of Accredited Marine Surveyors®" or "SAMS®" shall also show the member's name and membership class of the member. This may be either (A) the letters "AMS® or Accredited Marine Surveyor", (B) "Surveyor Associate" or (C) "Affiliate" after the member's name.

A copy of the policy shall be contained in all Membership Information Kits and letters of welcome to new members.

Violation of this policy could result in immediate suspension of membership for serious infractions or failing to correct the violation in a timely manner.

Members are encouraged to not use Accredited Marine Surveyor® or Certified Marine Surveyor as the, or part of the company name of their business.

Members using the term "Accredited" or any coloration there-of, as a part of their title or classification, who are not Accredited Marine Surveyors® in good standing with the Society of Accredited Marine Surveyors®, could be suspended from membership in SAMS®.

Only active members of SAMS® may use the following:

- 1) "Accredited Marine Surveyor®" or any coloration there-of,
- 2) Society of Accredited Marine Surveyors® or SAMS®
- 3) SAMS® Logo in accordance with SAMS® policies

An applicant using the term of "Certified Marine Surveyor" or "CMS" who is not a member in good standing with the National Association of Marine Surveyors (NAMS), must certify in writing that they shall cease and desist in the use of such title/acronym in all advertising media prior to membership processing.

Misuse of any classification/term/acronym of the National Association of Marine Surveyors by a SAMS® member shall be grounds for suspension of membership in SAMS®.

SOURCE: SAMS® Board of Directors Meeting, June 18, 2025

SOCIETY OF ACCREDITED MARINE SURVEYORS®

SUBJECT: ACCREDITED MARINE SURVEYOR (AMS®) CONTINUING EDUCATION REQUIREMENTS

SUMMARY: Outlines requirements for maintenance of AMS® classification

POLICY

Accredited Marine Surveyors **must** participate in and meet all requirements of the SAMS® Continuing Education (CE) program as established by the Education Committee and/or the Board of Directors.

Definition of a SAMS® CE: 1 hour = 1 CE - an educational experience under responsible sponsorship, capable direction and qualified instruction. Unless otherwise noted, one hour of instruction qualifies for one education credit.

To maintain the AMS® classification, an AMS® member under the age of 75 **must**:

- 1) Accumulate a minimum of 60 CE credits, and
- 2) attend a minimum of one SAMS® IMEC **within each 5-year period following initial AMS® classification.** The SAMS® IMEC requirement shall consist of at least two (2) full days of education at an IMEC totaling sixteen (16) education credits.

SAMS® members in countries other than the US, Canada and Mexico may meet the IMEC requirement by attending a “recognized marine symposium” in any other country. The symposium must consist of at least two (2) full days of education totaling sixteen (16) education credits and can be either in person or online with proof of attendance, and

- 3) Effective 01/01/2024 each member must obtain 2 hours (2 CE’s) of ETHICS training within their certification period either at Regional meetings, IMEC, or online ethics classes, and
- 4) Effective 01/01/2026 each member must obtain 2 hours (2 CE’s) of survey report writing training within their certification period either at Regional meetings, IMEC, or online report writing classes.

Members that attain the age of 75 during their 5 year certification period with 15 years in good standing as an AMS® member, shall be required to obtain 30 CEs within their 5 year certification period. In lieu of the IMEC requirement they may attend 2 Regional meetings during that same period.

Members that attain the age of 80 during their five-year certification period with 20 years in good standing as an AMS® member are exempt from all CE requirements, as well as the IMEC requirement.

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AMS® CONTINUING EDUCATION REQUIREMENTS – Continued

Members failing to fulfill the above requirement shall have their membership terminated unless they are recredited in the same designation(s). This can be accomplished by retaking and passing the current AMS® examination(s). Retesting must take place within the same year, the 5 year requirement is to be met, and 45 days prior to the AMS® member's due date. Any AMS® member that is required to "retest" because of not meeting the AMS® Continuing Education requirements

shall be charged a retest fee equal to the registration cost of the previous IMEC. If an IMEC has been attended within the certification period, the retest fee would then be \$200.00.

Professional Activities that Qualify for CE Credit

Attendance at educational marine programs sponsored by professional marine related organizations or other marine learning entities. Any SAMS®, NAMS, ABYC, NFPA, etc., seminar would be considered a professional marine related activity. Trade show seminars such as IBEX are another example (with an approved attendance certificate or verification of attendance).

Other Activities that Might Qualify

Members are encouraged to expand their knowledge and skills through a balance of different courses, work related activity and educational methods designed to ensure their professional development and competence. SAMS® does reserve the right to determine the appropriateness of the subject matter submitted for credit.

Presentation (instructor/trainer) of an educational program (ABYC, NFPA, IAMI etc.)

Same as the CE's allowed for the course, only one course allowed during certification period (5 years).

Example: ABYC course credits twenty-four CE's - Instructor shall be given the same number of CEs, but only once in their certification period.

Publication of an Article:

Three credits may be earned for publication of an article of a marine related nature in either the SAMS® Newsletter or in other marine journals. Up to nine CE credits may be awarded in a five-year period, at the discretion of the Education VP.

Online marine related courses

CE requirements may be earned through online and distant learning courses on a marine related subject or a subject that shall improve your professionalism in your practice subject to the discretion of the Education VP. **Proof of attendance shall be required**, and approval of all credits shall be at the discretion of SAMS® Education VP. 1 hour of education = 1 CE.

Additional education opportunities can be found on SAMS® Website in the "Members Corner".

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AMS® CONTINUING EDUCATION REQUIREMENTS – Continued

Documentation of Activities

It is extremely important that all members keep good records and maintain their own personal file. Attendance at SAMS® functions shall be automatically credited from the sign-in sheets (with member's signature) which shall have been forwarded to the International Office.

Certificates of attendance or completion of a course, and other similar types of documentation for marine-related activities that verify each education activity must be sent in with your request and should be kept in your file in case they are audited.

Each surveyor is reminded that the Education requirements of SAMS® are minimal, and all professionals are encouraged to participate in on-going educational activities that further their professional growth and development. If your request for Education Credits is not documented, they shall not be allowed. All certifications must be sent in with the Education Reporting Form. Reporting forms can be found on SAMS® website in the “Education” section and may be submitted throughout the year as CE credits occur.

SOURCE: SAMS® Board of Directors Meeting, September 12, 2025

SOCIETY OF ACCREDITED MARINE SURVEYORS®

SUBJECT: ANNUAL MEMBERSHIP DUES

SUMMARY: Outlines policies and procedures pertaining to the assessment and administration of annual membership dues.

POLICY

Changes to the amount of annual membership dues shall be proposed by the Board of Directors and ratified by the members at the Annual General Business Membership Meeting. They shall become effective for the next dues year.

Annual membership dues are payable in advance and are due on January 1st each year and past due on January 31st. Dues are not prorated. If suspension of membership should occur during the calendar year dues are not refunded. A half-year dues credit may be granted to new applicants approved for membership after July 1st. Past Presidents shall have their annual dues waived with approval of the Board of Directors.

Any member who does not pay annual dues *in full* on or before the past due date shall be automatically suspended until such time as the default is corrected. A suspended member who does not pay dues by the required due date shall be required to pay (A) the unpaid year's dues, and (B) a "reinstatement" fee of \$100.00. If the membership suspension status exceeds eleven months, membership is terminated and a new application and approval by SAMS® Membership Committee and the Board of Directors is required.

SAMS® International Office shall maintain a separate listing of members that are in "suspended" status. Members in suspended status, (A) shall not be listed in the membership roster, (B) shall be removed from the SAMS® website, (C) shall not receive referrals from the International Office, (D) shall be removed from coverage under SAMS® Legal Liability Insurance Policy, (E) may only attend a SAMS® IMEC or Regional meeting with prior approval of the Board of Directors and (F) shall not indicate any affiliation with SAMS® in their advertising, survey reports or other correspondence.

SOURCE: SAMS® Bylaws paragraphs 2.03 and 10.02/Board of Directors meeting June 18, 2025

SOCIETY OF ACCREDITED MARINE SURVEYORS®

SUBJECT: COMPLAINTS AGAINST MEMBERS

SUMMARY: Amplifies provisions of Section 2.03 of SAMS® Bylaws

POLICY

I. COMPLAINT

- A. All complaints alleging unethical behavior on the part of members of The Society of Accredited Marine Surveyors® (“SAMS®”) (hereinafter “SAMS®” or “the Society”) should be addressed to the SAMS® Ethics Committee (hereinafter the “Committee”). The Ethics Committee shall consist of the Executive Committee of the Board of Directors.
- B. Complaints must be in letter format signed by the complainant and accompanied by all documentation supporting the allegation. It may be submitted to the International Office by email to samshq@marinesurvey.org. The letter of complaint and corresponding documentation shall be sent as PDF attachments, not in the body of the e-mail. Postal service may be used with tracking confirmation addressed to the Society of Accredited Marine Surveyors® at 7855 Argyle Forest Boulevard, Suite 203, Jacksonville, Florida 32244.
- C. Any complaint which does not meet these criteria may not be considered.
- D. A letter of acknowledgement, SAMS® Code of Ethics, and a copy of this policy shall be sent to the complainant once all criteria is met.

II. INITIAL REVIEW

- A. The initial complaint, with supporting documentation, shall first be reviewed by the Chairman of the Ethics Committee. If further information is needed, the Chairman shall request SAMS® International Office to contact the Complainant for this information. The Chairman shall make reasonable efforts to complete his or her initial review within thirty days after the Society’s receipt of the complaint. The initial review shall determine only whether the form of the complaint is consistent with these guidelines and any other applicable SAMS® Bylaws, policies, or guidelines, and whether the alleged misconduct, if proven, reasonably could be deemed to constitute a breach of the SAMS® Code of Ethics and Rules of Practice. If these conditions are met, the Chairman shall submit a copy of the complaint to the member accused of unethical behavior (the “Respondent”) and shall notify the complainant and the Respondent that the complaint warrants further investigation. If these conditions are not met, only the complainant shall be notified that the complaint does not warrant further review. A decision by the Chairman that the complaint does not warrant further review shall be final.
- B. The Respondent shall be asked to respond in writing, via USPS certified return receipt, or to the International Office by email to samshq@marinesurvey.org. The response to the letter of complaint and corresponding documentation shall be sent as PDF attachments (not in the body of the e-mail) within fourteen days after receiving notification of a complaint unless

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extenuating circumstances warrant a delay. The duration of which delay, if any, shall be determined at the sole discretion of the Chairman. If no response is received from Respondent, the Chairman and the Committee shall regard the allegations in the Complaint as true and correct. Proceed to section VII Executive Review.

- C. Upon receipt of Respondent's response, or the expiration of the response period, the Chairman shall forward the complaint, response and any supporting materials for disposition consistent with the procedures set forth herein.
- D. Should there be anticipated or pending legal action between the complainant and the respondent, further action by the Chairman shall be suspended until the legal action is settled.

III. PANEL REVIEW

- A. The Chairman of the Committee shall appoint a "Preliminary Review Panel" (hereinafter referred to as "the Panel") composed of at least two and no more than three AMS® members of the Society. Members of the Panel, in consultation with the Chairman of the Committee shall convene within a reasonable period, not to exceed twenty days, after they have received the complaint and the response, if any. They shall determine by majority vote whether the documents demonstrate that the Respondent breached the Bylaws of the Society or the SAMS® Code of Ethics and Rules of Practice and, if so, what disciplinary action (from the options listed in Sections VII-B), if any, should be imposed.
- B. The Panel shall report its findings and recommendations in writing to the Chairman within thirty days of receiving the complaint and the response, if any. If additional time is required by the Panel to complete its review, then application must be made to the Chairman before this period expires. The Panel's report shall address the nature and extent of the alleged ethical breach including a recitation of relevant facts. Should there be a difference in the facts between or among the people involved, the report shall note it and compare and contrast the accounts.
- C. If the Panel finds respondent did not breach the Bylaws of the Society or the SAMS® Code of Ethics and Rules of Practice, then such decision shall be final. If the Panel finds that there was such a breach, then the Panel shall send its report, including a summary of its findings and its recommendations, to the Chairman of the Committee.

IV. COMMITTEE CHAIR REVIEW

- A. Upon receipt and review of the Panel's report, the Chairman may recommend to the Committee any of the following actions:
 - 1. Dismissal of the complaint. Respondent shall be notified by the Committee that the disciplinary matter does not warrant further investigation or for sanctions to be imposed upon Respondent. The Complainant shall be advised the matter has been resolved in accordance with SAMS® Ethics Complaint Procedures.

SOCIETY OF ACCREDITED MARINE SURVEYORS®

COMPLAINTS AGAINST MEMBERS – Continued

2. Letter of Censure. A Letter of Censure admonishes the Respondent for his or her conduct. The Letter of Censure, if accepted by Respondent, shall be confidential and shall not be disclosed to any third party except by order from a court of competent jurisdiction. The offer of a Letter of Censure, at the option of the Committee, may be contingent upon the fulfillment of certain conditions, including but not limited to: payment of restitution, damages, or costs of investigation. The Respondent must fulfill any conditions within the time set forth by the Committee. Should Respondent fail to do so, the offer of the Letter of Censure may be withdrawn. If Respondent has previously received a Letter of Censure, Respondent is no longer eligible to receive a Letter of Censure in subsequent disciplinary proceedings. Additionally, if Respondent has previously received a Letter of Censure, that prior discipline may be considered during the review of any subsequent ethical complaint(s).
3. Continued inquiry. Should the Chairman determine that further inquiry is warranted, the Chairman may recommend that the Committee direct the Panel (or the full Committee) to continue the investigation. The Chairman may authorize the Panel or the full Committee to send written requests for information to Respondent, including requests for admissions and legal interrogatories, to engage legal counsel, or to undertake such other inquiries and actions as may be necessary to complete the investigation.

V. HEARING

- A. If the Committee, by majority vote, finds that Respondent breached the Bylaws of the Society or the SAMS® Code of Ethics and Rules of Practice, or the Respondent rejects resolution by Letter of Censure, then within ten days of Respondent's rejection of resolution by Letter of Censure the Committee shall notify the Respondent that he or she has the right to request a hearing before the full Committee within thirty days after receipt of the notice.
- B. If the Respondent does not request a hearing in a timely manner, he or she shall be deemed to have waived the right to a hearing, and the Committee shall make its decision based on the evidence before it and the findings and recommendations of the Preliminary Review Panel.
- C. If a timely request for hearing is submitted, the Committee shall send the complainant and the respondent one or more additional notices stating the place, date, and time of the hearing which shall take place during a scheduled SAMS® Board of Directors Meeting. In no event shall the hearing be scheduled less than thirty days following the date of the notice of the results of the preliminary review. The full Committee shall be sent all pertinent documents prior to the hearing. Any additional documents related to the complaint, as well as a list of witnesses (if any) must be submitted to SAMS® no later than ten business days in advance of the hearing. The members of the Panel may also be asked to attend the hearing and participate in the Committee's deliberations. The Chairman of the Committee shall chair the hearing. The hearing shall be closed to all except the SAMS® Board of Directors, Committee members, the complainant, the respondent, witnesses, legal counsel, and SAMS® staff. Formal legal rules of evidence shall not apply, but the Chairman may exclude testimony that is not relevant.

SOCIETY OF ACCREDITED MARINE SURVEYORS®

COMPLAINTS AGAINST MEMBERS – Continued

- D. The complainant and the respondent shall be advised that no new matters, evidence, or witnesses may be introduced in the hearing if they have not been previously disclosed in the documents supporting and denying the charges. If the respondent chooses to be accompanied by legal counsel, SAMS® must be notified no later than twenty business days prior to the hearing. SAMS® reserves the right to have legal representation during any part of an investigation and a hearing.
- E. If any party fails to appear at a duly scheduled hearing for any reason, the Committee may still proceed and shall consider the previously submitted material furnished by the absent party. The Chairman of the Committee may reschedule the hearing date if, in the sole judgment of the Chairman of the Committee, sufficient cause is shown.
- F. At the hearing, the Chairman or a representative of the Panel may be asked to make a presentation. Legal counsel shall be permitted for both sides and may ask questions of the witnesses under examination but shall not be permitted to make presentations. If Respondent does not appear at the hearing, Respondent's representative or legal counsel shall not be heard. If SAMS® elects not to retain legal counsel for the hearing, the Chairman or a representative of the Panel may question witnesses and offer evidence. The complainant and the respondent may each make a presentation in the presence of the other party as well as the Committee as a whole. Questions by Committee members, attorneys, and the opposing side shall be permitted only with permission by the Chairman. At the Chairman's discretion, witnesses may be excluded from the hearing except when they are called to testify. Each side may offer a closing statement.
- G. Either party at his or her own expense may have a court reporter in attendance to take down the proceedings. No oaths shall be administered.
- H. At the conclusion of the hearing, the Committee shall deliberate privately. The Committee's deliberations are not subject to recording by a court reporter or disclosure or discovery in any court proceeding.
- I. The Society bears the burden of presenting clear and convincing facts to sustain a finding of a Breach of Ethics.
- J. If there is a variation of facts between or among the accounts of the persons involved, The Committee shall be the sole finder of fact.

VI. EXECUTIVE REVIEW

- A. No disciplinary action of the Committee shall be deemed final until reviewed for procedural fairness and approved by the SAMS® Executive Committee. Within thirty days after the date of any such review, the Committee's written findings and decision, with any modifications by the SAMS® Executive Committee included, shall be sent to the Respondent. The Complainant shall receive a summary of actions approved by the SAMS® Executive Committee.

SOCIETY OF ACCREDITED MARINE SURVEYORS®

COMPLAINTS AGAINST MEMBERS – Continued

B. Following a finding of a breach of ethics, the Committee may recommend sanctions as follows:

1. None
2. Letter of Censure
3. Probation for a period of months or years which may have specific conditions.
4. Suspension for a period of months or years which may have specific conditions.
5. Termination of Membership

Suspension or Termination must be affirmed by a two-thirds vote of the Board of Directors.

DISPUTES OR DISAGREEMENTS BETWEEN MEMBERS SHOULD NOT BE SUBJECT TO FORMAL INVESTIGATION BY SAMS®.

RATIONALE: Our Founders and the drafters of the SAMS® Bylaws designed Section 2.03 to assure that the organization would be responsive to bona fide grievances filed against SAMS® members by clients or members of the marine business community. It was not intended to be a vehicle to adjudicate differences between SAMS® members. SAMS® has neither the assets nor personnel resources to conduct protracted investigations of members' personal disputes. Such formal investigations have proven to be divisive, inconclusive, and inimical to the interests of the organization. Additionally, our Corporate Counsel has strongly recommended that we do not become involved in disputes between members.

SOURCE: SAMS® Bylaws Section 2.03/SAMS® Board of Directors meeting June 18, 2025

SOCIETY OF ACCREDITED MARINE SURVEYORS®

SUBJECT: DISPLAY BOOTH POLICY

SUMMARY: Outlines policy for SAMS® Display Booth

POLICY

The use of the SAMS® display booth is for presentations at various major Trade Shows that shall generate business for the SAMS® general membership. It is not intended for local boat shows unless the VP Public Relations and/or Board of Directors find it would be of value to the SAMS® organization.

The primary purpose of the booth display is to promote the SAMS® organization, and gather the names of insurers, claims adjusters, lending institutions, vessel owners, and marine related businesses for inclusion on our annual roster mailing list.

The booth should be managed by a sitting Board Member or RD if possible. The booth manager shall be reimbursed for all reasonable expenses related to set up, travel, lodging, meals and shipping in accordance with SAMS® Policy. All members in good standing are encouraged to volunteer their services in manning the booth. Only SAMS® materials, such as rosters, cards, or other promotional items, may be displayed in the booth.

RATIONALE: The SAMS® booth, funded by the advertising budget, is intended for the promotion of the SAMS® organization, and their members' services, it is not intended to be an advertisement for local surveyors, although it may be an added benefit to the booth volunteers.

Each Region is supplied with a banner to promote local SAMS® surveyors, at local boat shows. Regions are expected to fund the expense of Regional booths.

Note: Booth is to be kept in SAMS® International Office when not in use for purposes of inventory and maintenance.

SOURCE: SAMS® Board of Directors meeting, June 18, 2025

SOCIETY OF ACCREDITED MARINE SURVEYORS®

SUBJECT: ELECTION OF INTERNATIONAL OFFICERS

SUMMARY: Outlines procedures for the election of International Officers.

POLICY

Election of the International Officers shall take place at the General Membership Meeting.

A nominating committee, comprised of the Immediate Past President, three Past Presidents that are not seeking re-election to any office and three AMS® members at large, as appointed by the Board of Directors following selection by random drawing at the previous General Membership Meeting, shall propose a slate of Officers drawn from those who have indicated a willingness to serve. The Immediate Past President shall preside as the Nominating Committee Chair.

The Board of Directors shall review the proposed slate prior to presentation to the membership.

The Board-reviewed slate shall be included with the announcement for the upcoming General Membership Meeting. An absentee ballot shall be provided for all AMS® members which shall include the proposed slate and the names of any AMS® members who have indicated a willingness to serve. The slate may be voted as presented, or the names of alternate choices may be written in for individual positions. The ballot must be completed in accordance with the instructions printed on the ballot. The ballot must be placed in the small envelope provided, stamped "ABSENTEE BALLOT". The envelope needs to be sealed, signed, and printed across the sealed area and placed in the International Office return envelope. ABSENTEE BALLOTS must be received at the International Office not later than ten days prior to the start of SAMS® General Membership Meeting. Absentee ballots may be used to establish a quorum.

Election of officers shall take place as the final item of business at the General Membership Meeting. Nominations for the individual officer positions shall be allowed from the floor at the General Membership Meeting.

If a vote cannot be held for the election of International Officers (Board of Directors) (*for example: if the General Membership Meeting is cancelled*), then the existing Board of Directors shall continue in office until a future election can be held.

SOURCE: SAMS® Bylaws, paragraphs, 3.01, 3.05 and 4.02./Board of Directors meeting, June 18, 2025.

SOCIETY OF ACCREDITED MARINE SURVEYORS®

SUBJECT: E-MAIL/INTERNET/"Boatpokers" (Internet List Servers)

SUMMARY: Provides policy concerning status of the "Boatpokers" and/or other such Internet List Servers

POLICY

The "Boatpokers" and/or other such Internet list servers is an unofficial, informal electronic information exchange used by those members who have Internet access.

The "Boatpokers" and/or other such Internet list servers is not financed by SAMS®; it is not an official activity of SAMS®; its only relationship to SAMS® is that those on the "Boatpokers" and/or other such Internet list servers happen to be SAMS® members. IT HAS NO OFFICIAL SAMS® STATUS.

SAMS® does not either endorse nor rebut the contents of postings on the "Boatpokers" and/or other such Internet list servers; the "Boatpokers" and/or other such Internet list servers is not monitored by the Board of Directors for content of individual postings. SAMS® SHALL NOT BECOME INVOLVED IN ANY DISAGREEMENT OR DISPUTE BETWEEN MEMBERS WHICH IS BASED UPON "Boatpokers" and/or other such Internet list servers POSTINGS.

As a matter of good business practice, SAMS® Board Members shall not respond to questions concerning policy matters or SAMS® business issues raised on "Boatpokers" or any other list server.

"Boatpokers" was established for the use of SAMS® members if they desire to use it. The purpose of "Boatpokers" is for the exchange of technical and educational information among members. Members are cautioned to refrain from using "Boatpokers" for personal disputes or discussion of SAMS® business.

All questions concerning SAMS® business policy issues should be directed in writing to the International Office.

Violation of this policy may result in disciplinary action by SAMS®.

SOURCE: SAMS® Board of Directors meeting, June 18, 2025

SOCIETY OF ACCREDITED MARINE SURVEYORS®

SUBJECT: LIFE MEMBERSHIP

SUMMARY: Defines the requirements and limitations of LIFE member status

POLICY

“Life Membership may be awarded by the Board of Directors to Past Presidents of SAMS®. Life Member may be used in correspondence and advertising only in addition to their main classification. An Affiliate Life Membership may be awarded by the Board of Directors to such person or organization in recognition of their service to SAMS®. In lieu of a meeting in each five-year period following initial AMS® classification, life members may attend two Regional meetings which shall satisfy the IMEC requirement.”

SOURCE: SAMS® Board of Directors meeting, June 18, 2025

SOCIETY OF ACCREDITED MARINE SURVEYORS®

SUBJECT: MEMBERSHIP ROSTER POLICY

SUMMARY: Outlines policy for SAMS® Membership Roster

POLICY

Members who are in good standing are entitled to one listing in the SAMS® Annual Roster. That listing shall be their address of record. Members wishing to change their address on SAMS® Website multiple times annually (seasonal) shall be charged an administrative fee of \$75.00 for each change.

The listing shall be the same on both printed and online rosters except a website link to the member's company may be added online, provided it follows SAMS® Advertising and Weblink Policy guidelines and has prior approval from the International Office. Contact information may be updated on the online roster prior to the release of the next printed roster.

The listing should include four lines for the member's name, classification (plus designation(s) if applicable), company name, address and two lines for contact information, which may include phone numbers, email address and website. The only city or state that can be listed is that of the primary office.

Example 1:

John Doe	Accredited Marine Surveyor
Doe's Marine Surveyors	1997
1100 Main Street	Y&SC
Any Town, FL 11111	
800-344-9077-O, 904-388-3958- Fax	
777-100-0000-Cell	<u>SAMSHQ@marinesurvey.org</u>

Example 2:

John Doe	Accredited Marine Surveyor
Doe's Marine Surveyors	1997
1100 Main Street	Y&SC
Any Town, FL 11111	
800-344-9077-O, 777-100-0000-Cell	
<u>SAMSHQ@marinesurvey.org</u>, www.marinesurvey.org	

Only SAMS® Classifications and Designations shall be listed.

SOURCE: SAMS® Board of Directors meeting, June 18, 2025

SOCIETY OF ACCREDITED MARINE SURVEYORS®

SUBJECT: REINSTATEMENT OF PRIOR MEMBERS

SUMMARY: Procedures for Reinstatement of Resigned or Terminated Members

POLICY

Any member who resigns may request reinstatement during the period of one calendar year from the effective date of the resignation. The reinstatement shall be subject to the provisions of item 2.03 of SAMS® Bylaws. Reinstated members may retain their original seal and membership number.

Resigned past members seeking to renew their membership beyond the one-year grace period shall be treated as new applicants. They shall not retain their original seal or membership number but shall receive a new number applicable to the chronological issuance of membership numbers and seals. Original Seals must be returned with application.

An individual whose membership has been terminated for non-compliance with the CE credit requirement, or the Up-or-Out policy may reapply as a new applicant after one year of mandatory non-membership.

An SA who is separated from SAMS® and is approved for reinstatement may be returned to an SA membership status as they held prior to their separation as determined by the Board of Directors.

An individual whose membership has been terminated for non-compliance with SAMS® Code of Ethics and Rules of Practice shall not be reinstated.

An individual whose membership has been terminated and who qualifies for reinstatement shall require the approval of the Board of Directors and be considered a new applicant.

SOURCE: SAMS® Board of Directors meeting, June 18, 2025

SOCIETY OF ACCREDITED MARINE SURVEYORS®

SUBJECT: RETIRED MEMBER REQUIREMENTS

SUMMARY: Defines the requirements and limitations of RETIRED member status.

POLICY

An AMS® member requesting retired status shall have been a SAMS® AMS® member in good standing for at least 15 years.

Retired member is one who does not engage in any business activity subject to the Bylaws, Policy and/or Code of Ethics of the Society of Accredited Marine Surveyors®.

Retired dues shall be set by the Board of Directors.

The Retired member shall be listed in the roster in the Retired section as AMS® - Retired and if they use any SAMS® designation must use the AMS®-Retired designation. A Retired Member is a non-voting member except for Life Members who shall maintain their Life Membership voting privilege. They may receive the SAMS® Newsletter and may attend SAMS® functions at the published member rates.

The Retired member shall not receive the legal liability insurance coverage and shall not receive any referrals from SAMS® International Office.

Reactivation of their active AMS® membership shall be requested in writing to the Membership Vice President and shall be considered on a case-by-case basis.

Members who currently hold Retired Status as of the date of this Policy shall be grandfathered in.

SOURCE: SAMS® Board of Directors Amendment, 12 September 2025

SOURCE: SAMS® Board of Directors meeting, June 18, 2025

SOCIETY OF ACCREDITED MARINE SURVEYORS®

**SUBJECT: SAMS® TECHNICAL INFORMATION EXCHANGE/
"SAMS® GROUP"**

**SUMMARY: Provides policy concerning management and control of the "SAMS®
Group"**

POLICY

“SAMS® Group” is sponsored by SAMS® and was established for the voluntary use of SAMS® members. The purpose of “SAMS® Group” is solely for the exchange of technical and educational information among members. Members are cautioned to refrain from using “SAMS® Group” for personal disputes or discussion of SAMS® business.

The "SAMS® Group" is an official, informal electronic information exchange used by members in good standing. SAMS® Executive Committee shall have control of who may use and access this site. Any SAMS® member who uses this site for personal disputes or for discussion of SAMS® business may have their access to this site restricted or revoked by the Executive Committee. Re-admission to this site shall be on a case-by-case basis.

All questions concerning SAMS® business policy issues should be directed in writing to the International Office.

SOURCE: SAMS® Board of Directors meeting, June 18, 2025.

SOCIETY OF ACCREDITED MARINE SURVEYORS®

SUBJECT: SPECIALIZATION DESIGNATIONS

SUMMARY: Provides guidelines for the award of specialization designations and the publication of these designations in SAMS® Membership Roster.

POLICY

MEMBERSHIP:

SAMS® has three classes of membership: Accredited Marine Surveyor (AMS®); Surveyor Associate (SA) and Affiliate (AFF). Accredited Marine Surveyors (AMS®) shall have one or more specialization designation(s). A Surveyor Associate (SA) shall be approved for one designation field as they work towards their accreditation. Affiliate (AFF) members shall not have any specialization designations. An Affiliate Member is not a marine surveyor.

An applicant for acceptance as, or upgrade to AMS® candidate status, must apply for the field of expertise in which he/she seeks accreditation. The applicant shall be required to provide an affidavit of survey experience, sample survey reports in that designation and references, as required by SAMS® Membership Committee, and pass the AMS® examination for accreditation in that designation.

An applicant may not be approved for more than one designation at a time and must take and pass an AMS® exam for that designation unless the applicant holds an applicable merchant marine license as described below. Those AMS® members who are approved for an additional designator shall be known as an AMS® Candidate for that designator.

An Accredited Marine Surveyor member may elect to submit application for the award of additional specialization designation(s) by submission of evidence of eligibility as shown in paragraph one above and passing SAMS® AMS® Exam in that specialization designation.

SAMS® has the following specialized designations:

Y & SC - Yachts and Small Craft: This is the designation which is held by the overwhelming majority of the AMS® members. Members have acquired at least five years of professional surveying experience on yachts and/or small commercial vessels up to 200 Gross Domestic Registered Tons, (500 ITC), and have attained a passing grade on the SAMS® Yachts and Small Craft examination.

H & M - Hull and Machinery: An AMS® member, who has actively engaged in conducting surveys of commercial vessels greater than (200 Gross Domestic Tons or 500 ITC) for five of the last ten years and has attained a passing grade on the SAMS® Hull and Machinery examination. A member who holds an Unlimited Merchant Mariners license for Third Mate, Third Engineer, or higher category is considered to have met the examination requirements.

C - Cargo: An AMS® member, who has actively engaged in performing surveys of the loading, unloading, inspection and shipment of cargo on merchant vessels for five of the last ten years, and has attained a passing grade on the SAMS® Cargo examination. A member who holds an Unlimited Merchant Mariners license for Third Mate, Third Engineer or higher category is considered to have met the examination requirements.

SOCIETY OF ACCREDITED MARINE SURVEYORS®

SPECIALIZATION DESIGNATIONS – Continued

E - Engines: An AMS® member, who has actively engaged in performing surveys of marine engines, for five of the last ten years, and has attained a passing grade on the SAMS® Engine examination. A member who holds an Unlimited Third Engineer license or higher category is considered to have met the examination requirements.

DE - Diesel Engines: An AMS® member who has actively engaged in performing surveys of diesel marine engines for a minimum of five of the last ten years and has attained a passing grade on the SAMS® Diesel Engine examination. This designation covers diesel powered inboards, inboard/outboards, outboards, and pod drives.

GE - Gasoline Engines: An AMS® member who has actively engaged in performing surveys of gasoline marine engines for a minimum of five of the last ten years and has attained a passing grade on the SAMS® Gas Engine examination. This designation covers gasoline powered inboards, inboard/outboards, Pod drives and outboard motors.

FV - Fishing Vessel: An AMS® member, who has actively engaged in performing surveys of commercial fishing vessels for five of the last ten years and has attained a passing grade on the SAMS® Fishing Vessel examination.

T&B - Tug and Barge: An AMS® member who has actively engaged in performing surveys of tugs, barges, and trips and tows for five of the last ten years and attained a passing grade on the SAMS® Tug and Barge examination.

CW - Commercial Workboat: An AMS® member who has actively engaged in performing surveys of inspected or uninspected commercial workboats, below 1600 GT, for five of the last ten years, and has obtained a passing grade on the SAMS® Commercial Workboats examination. Commercial Workboats include, but are not limited to, vessels such as, offshore supply vessels, lift boats, dredges, utility boats, commercial dive boats, and inspected passenger vessels. **Commercial Workboats do not include tugs and barges.**

The Honorary Designation of “Senior Marine Surveyor” or “SMS” shall no longer be awarded effective 19 June 2013. Recipients using the “Honorary Designation” when advertising as a SAMS® member, must list their AMS® classification preceding the “SMS” designation as follows, AMS® SMS.

The SAMS® Membership Roster and Web Site shall list Specialization Designation(s) attained by the AMS® Member. The member’s designation(s) shall be listed in the order of acquisition.

SOURCE: SAMS® Board of Directors meeting, June 18, 2025

SOCIETY OF ACCREDITED MARINE SURVEYORS®

SUBJECT: SURVEYOR ASSOCIATES (SA) CONTINUING EDUCATION REQUIREMENTS

SUMMARY: Outlines requirements for maintenance of SA Upgrade.

POLICY

Surveyor Associates (SA's) ***must agree*** to participate in and meet all requirements of the SAMS® Surveyor Associate Education Program as established by the Education VP and/or the Board of Directors.

Definition of a SAMS® CE: an educational experience under responsible sponsorship, capable direction and qualified instruction. Unless otherwise noted, one hour of instruction qualifies for one education credit.

1 hour = 1 CE

To be eligible to upgrade to AMS® Candidate status and/or until the AMS® Candidate has passed the AMS® examination, the member:

must attend a minimum of one day or 6 hours of education **EACH** year as a Surveyor Associate.

1. This requirement includes the first year of membership, if membership date is prior to July 1st. If membership date begins on or after July 1st, the member must attend a minimum of one-half day or three hours of education for the first year, and a minimum of one day or six hours of education **each** additional year as a Surveyor Associate. There is no carry-over to the following year.
2. All Surveyor Associate members are required to attend 2 SAMS® Regional meetings in any region, or one IMEC as a Surveyor Associate prior to upgrading.
3. Effective January 1, 2024, each member (SA) must obtain 2 hours (2 CE's) of ETHICS training prior to their upgrading to an AMS® Candidate at a Regional meeting, IMEC, or online ethics classes.
4. Effective January 1, 2026, each member (SA) must obtain 2 hours (2 CE's) of survey report writing training prior to their upgrading to an AMS® Candidate at a Regional meeting, IMEC, or online report writing classes.

Professional Activities that Qualify for CE Credits:

Attendance at educational marine programs sponsored by professional marine related organizations or other marine learning entities. Any SAMS®, NAMS, ABYC, NFPA, etc., seminar would be considered a professional marine related activity. Trade show seminars such as IBEX are another example (with an approved attendance certificate or verification of attendance).

Other Activities that Might Qualify:

Members are encouraged to expand their knowledge and skills through a balance of different courses, work-related activity and educational methods designed to ensure their professional development and

SOCIETY OF ACCREDITED MARINE SURVEYORS®

SURVEYOR ASSOCIATES (SA)

CONTINUING EDUCATION REQUIREMENTS – Continued

competence. SAMS® does reserve the right to determine the appropriateness of the subject matter submitted for credit.

Presentation (instructor/trainer) of an educational program (ABYC, NFPA, IAMI etc.):

Same as the CE's allowed for the course, only one course allowed while a surveyor associate (SA)

Example: ABYC course credits 24 CE's - Instructor shall be given the same number of CEs, but only once in their certification period.

Publication of an Article:

Three credits may be earned for publication of an article of a marine related nature in either the SAMS® Newsletter or in other marine journals **EACH YEAR**. Up to 9 CE credits may be awarded as a Surveyor Associate, at the discretion of the Education VP.

Online marine related courses:

CE requirements may be earned through online and distant learning courses on a marine related subject or a subject that shall improve your professionalism in your practice subject to the discretion of the Education VP. Proof of attendance shall be required, and approval of all credits shall be at the discretion of SAMS® Education VP.

Additional education opportunities can be found on SAMS® Website in the “Members Corner”.

Documentation of Activities

It is extremely important that all members keep good records and maintain your own personal file. Attendance at SAMS® functions shall be automatically credited from the sign-in sheets (with member's signature) which shall have been forwarded to the International Office.

Certificates of attendance or completion of a course, and other similar types of documentation for marine-related activities that verify each education activity must be sent in with your request and should be kept in your file in case they are audited.

Each surveyor is reminded that the Education requirements of SAMS® are minimal, and all professionals are encouraged to participate in on-going educational activities that further their professional growth and development. If your request for Education Credits is not documented, they shall not be allowed. All certifications must be sent in with the Surveyor Associate Education Reporting Form. Reporting forms can be found on SAMS® website in the “Education” section and may be submitted throughout the year as CE credits occur.

SOURCE: SAMS® Board of Directors meeting, June 18, 2025

SOCIETY OF ACCREDITED MARINE SURVEYORS®

SUBJECT: SURVEYOR ASSOCIATES (SA) UP - OR - OUT

SUMMARY: Provides guidelines for upgrade of Surveyor Associate members to AMS® Candidate, and for AMS® Candidates to take and pass the AMS® examination.

POLICY

Twelve surveys in the designation applied for is the minimum requirement to establish one year's *actual* surveying experience. While other types of surveys may be performed, twelve per year must be for Condition and Value for Yachts & Small Craft, Fishing Vessels and Commercial Workboat designations. Credit for other marine related experience *may* be granted to fulfill up to three of the five year's surveying experience required for AMS® eligibility. The requirement for twelve surveys during the Surveyor Associate's first year may be waived by the Membership Committee on a case-by-case basis.

Annual Survey Review

Surveyor Associate members at the end of their first year of membership and every year thereafter, **are required to submit one survey report each year in the designation applied for** to the International Office. Only condition and value surveys conducted on vessels with adequate functioning auxiliary systems shall be accepted for Yachts & Small Craft, Fishing Vessels, and Commercial Workboat designations. The survey report shall be evaluated to see if it meets acceptable standards expected of a SAMS® Surveyor. SAMS® Recommended Survey Report Content (RSRC), as well as compliance the ABYC and NFPA Standards, the Code of Federal Regulations (CFR), or when appropriate all Canadian Maritime regulations shall be used as references during the review. The annual survey report shall be sent in pdf format within thirty days prior to the individual's anniversary of their membership date.

Upgrade to AMS® Candidate.

A Surveyor Associate shall apply for AMS® upgrade by their stipulated MUST UPGRADE DATE (which can be found in the candidate's acceptance letter) and then take and pass their AMS® test prior to their AMS® test date, if approved for testing. Please see example below:

SA 1	Must Upgrade	Exam Due
2018	2022	2023
SA 2	Must Upgrade	Exam Due
2018	2021	2022
SA 3	Must Upgrade	Exam Due
2018	2020	2021
AMS® Candidate		Exam Due
2018		2019

Upgrade application packets can be obtained by contacting SAMS® International Office.

A Surveyor Associate who wants to apply for an "early upgrade" to AMS® Candidate status (more than 6 months) before their "must upgrade" date shall discuss their progress/eligibility with their

SOCIETY OF ACCREDITED MARINE SURVEYORS®

SURVEYOR ASSOCIATES (SA) UP - OR – OUT Continued

RD before applying. The RD shall make a recommendation to the Vice President of Membership. The Vice President of Membership shall inform the Executive Director if approved or denied for application of an early upgrade.

Every Surveyor Associate is required to submit one survey report for each surveyor year as a SAMS® member along with the Upgrade request. These survey reports shall not be the same reports previously submitted for annual reviews.

As stated in the Continuing Education Policy the following requirements **must be met prior to upgrading**:

1. All Surveyor Associate members must attend two SAMS® Regional meetings in any region, or one IMEC.
2. All Surveyor Associate members must acquire two hours of ethics training. These can be obtained at Regional meetings, IMEC, or online ethics classes.

AMS® Candidates

A Surveyor Associate who is upgraded to AMS® Candidate Status must pass the AMS® examination within one year after approval as an AMS® Candidate. The AMS® Candidate shall have a maximum of three attempts to take and pass the exam, with at least ninety days between examinations. Those failing to fulfill this requirement shall be terminated from membership either at the end of the one-year anniversary of approval as an AMS® Candidate, or upon failure of the third attempt to pass the AMS® examination, whichever occurs first.

A copy of this policy shall be contained in all membership information packets and letters of welcome to new AMS® and SA members.

SOURCE: SAMS® Board of Directors meeting, June 18, 2025

SOCIETY OF ACCREDITED MARINE SURVEYORS®

SUBJECT: SUSPENSION OF MEMBERS

SUMMARY: Provides parameters of sanctions pertaining to members who are placed in suspended status.

POLICY

A member may be subject to suspension of membership for any of the following: (1) a formal written complaint of violation of SAMS® Code of Ethics and Rules of Practice, filed with the International Office, investigated as prescribed in the “Complaints against Members” and affirmed by a two-thirds vote of the Board of Directors, or (2) automatically if not in compliance with SAMS® Up-or-Out Policy, (3) automatically if not in compliance with SAMS® Continuing Education requirements, (4) if not in compliance with SAMS® Advertising Policy, or (5) automatically if in default in the payment of membership dues. A member suspended for default of payment of dues shall remain suspended until such time as the default is corrected. Any member who is in default at the end of that calendar year (December 31st) shall have their membership terminated.

If the matter as described in #1 above is deemed to be of a very serious nature, upon the recommendation of the President, the Executive Committee may, by unanimous vote, direct a temporary immediate suspension of the member pending a report by the Investigation Committee and subsequent review by the Board of Directors.

The investigative procedure described in the “Complaints against Members Policy” shall apply to the investigation requirement under this “Suspension Policy”.

If a member may be subject to suspension as described in #2 or #3 above, he/she may request an extension to meet their requirements. The request shall be addressed to the Board of Directors and submitted to the International Office. The request must be received no later than one month prior to the requirement due date and include a processing fee of \$125.00. Approval of the request must be affirmed by a two-thirds vote of the Board of Directors. The member shall be notified of the outcome once the vote is finalized.

The term of suspension as the result of an investigation and a vote of the Board of Directors shall be for a period determined by the Board of Directors.

A member in suspended status has the right to appeal the suspension at the next scheduled Board of Directors meeting. The request to appeal shall be addressed to the Board of Directors within 30 days from the date of the suspension letter and submitted to SAMS® International Office.

If the member is suspended because he/she is not in compliance with SAMS® Up-or-Out Policy, Continuing Education requirements or Advertising Policy, he/she may reapply after one year from the suspension date. Acceptance of prior members must be approved by the Board of Directors.

The listing of members in suspended status shall be in a file which is separate from members in good standing in the International Office files. Members in suspended status (A) shall not be listed in the membership roster, (B) shall be removed from the SAMS® Website, (C) shall not receive referrals from

SOCIETY OF ACCREDITED MARINE SURVEYORS®

SUSPENSION OF MEMBERS – Continued

the International Office, (D) shall be removed from coverage under the SAMS® Legal Liability Insurance Policy, (E) only attend a SAMS® IMEC or Regional meetings with prior approval of the Board of Directors and (F) may not indicate any affiliation with SAMS® in their advertising, survey reports or other correspondence.

SOURCE: SAMS® Bylaws, paragraph 2.03/Board of Directors meeting, June 18, 2025.

SOCIETY OF ACCREDITED MARINE SURVEYORS®

SUBJECT: TERMINATION OF MEMBERS

SUMMARY: Amplifies provisions of Section 2.03 of SAMS® Bylaws

POLICY

A member may be subject to termination of membership for the following:

1. a formal written complaint of violation of SAMS® Code of Ethics and Rules of Practice, filed with the International Office, investigated as prescribed in the “Complaints against Members” and affirmed by a two-thirds vote of the Board of Directors,
2. not in compliance with SAMS® Up-or-Out Policy,
3. not in compliance with SAMS® Continuing Education Policy or,
4. not in compliance with SAMS® Advertising Policy.

Any member in default in the payment of membership dues by December 31st shall automatically be terminated from membership.

Members who are in suspended status, whose appeal is denied by SAMS® Board of Directors; shall have their membership terminated immediately.

If no appeal of a suspension ruling is received, then the Membership shall terminate automatically on December 31st of the year of suspension, or further action of the Board.

The investigative procedure described in the “Complaints against Members Policy” shall apply to the investigation requirement under this “Termination Policy”.

SOURCE: SAMS® Bylaws Section 2.03/Board of Directors meeting June 18, 2025

SOCIETY OF ACCREDITED MARINE SURVEYORS®

SUBJECT: SAMS® WEBPAGE LINKS POLICY

SUMMARY: Outlines policy for links to SAMS® web page

POLICY

All SAMS® members in good standing are listed on the SAMS® website in the online roster as well as other places which may be applicable.

SAMS® members may request to have their name hyperlinked to their email address or a personal website URL, which describes their services, if they so desire.

A hyperlink to member's personal websites shall not be linked from the SAMS® website until the following conditions are complied with:

1. The member must link their website back to the home page of SAMS® website by hyper-linking a SAMS® logo on the first page of their website.
2. The member must list their name and membership classification on the home or front page of their website per SAMS® Advertising Policy.

All requests shall be reviewed by SAMS® International Office to determine if the site complies with the SAMS® advertising policy, is in keeping with good taste, and is compatible with the profession of marine surveying.

SAMS® shall not link pages of non-member companies, pages of an offensive nature, or pages promoting valuation, price guides, online appraisals, or blind appraisals, such as, but not limited to NADA, BUC, Boat U.S. online valuations, or other such websites that give valuations or the appearance of valuations.

RATIONALE: The SAMS® Webpage is intended for the promotion of professional marine surveyors and their services. It is not intended to be a shortcut to the general public for valuations without determining firsthand the condition and value of a vessel.

SOURCE: SAMS® Code of Ethics/Philosophy and History,
SAMS® Board of Directors meeting June 18, 2025.

SOCIETY OF ACCREDITED MARINE SURVEYORS®

NOTES