

SECTION POLICIES AND PROCEDURES
NEW ENGLAND SECTION
AMERICAN INSTITUTE OF AERONAUTICS AND ASTRONAUTICS, INC.

Last updated 18 April 2019

Overview

The Section Policies and Procedures are required by the Section Bylaws and are defined (and changed) by the Section Council by majority vote. It is intended that the Section Policies and Procedures be updated regularly and cover both policy and administrative matters.

This document shall be kept on the Section website in an area accessible to members of the Section. Currently, that website is at <https://engage.aiaa.org/newengland>.

The Section Policies and Procedures may be amended at any time by a majority vote of the Section Council, as specified in Section Bylaws Article VII.

The Section Bylaws take precedence over the Section Policies and Procedures.

No Chapters are defined at this time.

SPP 1. Council Composition

See also Section Bylaws Articles IV and V

The Section Council shall consist of four Officers: Chair, Vice-Chair, Secretary, and Treasurer, as defined in Section Bylaws Articles IV and V. The Officers are elected as described in Bylaws Article VI and in SPP 3, Elections. The previous year's Chair, if not elected to a new Officer position, is an ex officio non-voting Council member.

No other Council positions are defined at this time. The Chair may invite committee members and other Section members with relevant business to attend one or more Council meetings, but these members do not vote as part of the Council.

SPP 2. Committees

See also Section Bylaws Articles IV, V, and IX

The Section Chair may form any desired committees (except the Nominating Committee) and appoint any number of Section members to each committee, including Council members. The Section Chair shall designate a member of each committee as the committee chair, to supervise the work of the committee and to report to the Section Chair. The Section Chair shall be an ex officio member of all committees except the Nominating Committee and the Tellers Committee

(as described in the Bylaws). The Council shall appoint the Nominating Committee, as described in SPP 3, Elections.

Each committee member's term shall continue until a successor qualifies and takes office. Successors shall take office on June 1. The Section Chair may reappoint the same member to any committee or committee position each year.

The Section Chair shall inform the Council upon creating a committee, changing committee membership, or discontinuing a committee. A list of committees and committee members shall be kept on the Section website.

The Section Chair shall keep the Council regularly informed of the progress of each committee's work. The Section Chair may invite committee members to Council meetings.

SPP 3. Elections

See also: Section Bylaws Article VI

It is recommended that the Council take these actions far in advance of these deadlines.

By April 1, the Council shall appoint a Nominating Committee of at least two Section members, including at least one Council member.

By April 1, the Secretary shall notify all Section members of the Council positions open for nomination and accept nominations as defined in Bylaws Article VI. Nomination by a single Section member is sufficient (but not self-nominations), and the nominee must accept the nomination. At least 14 days must be allowed for nominations.

By April 15, the Nominating Committee shall prepare a slate of at least one candidate for each Officer position and present the slate to the Council. This slate may include nominations by Section members received by the Secretary. (In the case that a member is nominated for multiple positions, the member should choose which position to be nominated for.)

By April 22, the Secretary shall combine the Nominating Committee slate with all valid nominations received from Section members. If any elected position is uncontested, the candidate is declared elected and need not be placed on the ballot. If no elected positions are contested, all candidates are declared elected, and the election need not be held. In this case, the Secretary shall promptly notify the Section members of the names and positions of the new Officers.

By May 1, the Section Chair shall appoint two Section members to the Tellers Committee to count ballots. All Section and Council members are eligible for the Tellers Committee except the Chair. It is recommended that the Secretary be appointed to the Tellers Committee.

By May 1, the Secretary shall prepare ballots and distribute them to Section members according to Bylaws Article VI. This opens the voting period. At least 20 days must be allowed for voting.

By May 20, voting closes.

By May 25, the Tellers Committee shall certify the names of the Officers elected to the Secretary. The Secretary shall promptly notify the Section members of the names and positions of the new Officers.

The newly elected Council takes office on June 1. Existing Council members continue until their replacements are able to take office.

In June (or earlier, but after the Tellers Committee certifies the election results), outgoing and incoming Council members hold a joint transition meeting. This may be a regularly scheduled Council meeting.

Other Documents Incorporated by Reference

Documents kept on the Section website in an area specifically for Section Policies and Procedures are included here by reference.

Documents may also be kept on a Section Officers website (currently the New England Officers community on <https://engage.aiaa.org/>) in an area specifically for Section Policies and Procedures. These documents are also included here by reference. It is intended that sensitive administrative procedures, such as banking information, be kept on the Section Officers website.