Policies and Procedures of the

PHOENIX Section

American Institute of Aeronautics and Astronautics, Inc.

*Amended on 29 August 2020*

These policies and procedures are adopted pursuant to the bylaws of the Phoenix Section of AIAA and exist for the purpose of defining Section operations beyond what has been specified in the Section bylaws.

**Item 1 - Chapters**

The Phoenix Section has no chapters. [This is a placeholder item.]

**Item 2 - Officers and Council**

2.1 The Phoenix Section Council includes the minimum four elected Officers per Article IV of the bylaws:

* Chair
* Vice Chair
* Secretary
* Treasurer

2.2 The terms of office for the four officer positions shall be one year.

2.3 The Council shall consist of four additional elected at-large representatives.

2.4 The terms of office for the at-large representatives shall be two years, with the beginning and ending of the terms staggered such that two such representatives are elected each year.

2.5 Per Article V of the bylaws, if the Chair from the previous year holds no other Office or Council member position, that person shall be an *ex officio* Council member (non-voting) for one year with the title of Immediate Past Chair.

2.6 The Chair, in consultation with the Council, may appoint the following committees:

* Program
* Membership
* Communication
* Public Policy
* Honors and Awards
* Young Professional
* STEM K-12 Outreach
* Technical
* Education (includes Career and Workforce Development)

Unless already an elected Council member, Committee chairs are ex-officio Council members and have no voting rights. Members appointed on Committees shall serve for one-year or until their successors are appointed. Additional Committees may be established as necessary with a vote of the Council.

**Item 3 - Election Procedures**

This item defines specific policies and procedures for Council elections not covered in the bylaws.

3.1 The Council shall appoint a Nominating Committee not later than February 1. Such committee shall consist of at least two members of the Section. At least one member shall not be a current elected officer. Concurrent with this appointment, the Secretary shall announce the opening of nominations per Article VI, paragraph 3 of the bylaws. The Nominating Committee shall prepare a ticket which must be submitted to the Secretary by February 15. Note that this date is the effective date of closing of petition nominations.

3.2 The Secretary shall send to the membership of the Section a list of the nominees within ten days of receipt of their names from the Nominating Committee.

3.3. The Secretary or designate shall mail ballots through the US Postal Service or electronically to all Members of the Section before March 15.

3.4 Per the READ Policies and Procedures document that defines the start of the new election year, new Officers and Council members assume office on June 1.

**Item 4 - Audit Committee**

4.1 The establishment of an Audit Committee is required as the annual Section Audit/Budget form requires signatures from the Audit Committee chair, incoming and outgoing chairs and incoming and outgoing treasurers. Therefore, those positions constitute the Audit Committee

4.2 In order to perform an independent (from the Treasurer and Chair) audit, the chair of the Audit Committee must be someone other than incoming and outgoing chairs and incoming and outgoing treasurers.

**Item 5 - Social Media and Communications Policy**

5.1 The Communications Committee shall be responsible for maintaining an active presence on Phoenix Section social media accounts.

5.2 All outgoing messaging on all platforms shall be done in cooperation with the Chair in order to maintain consistent content and adherence to AIAA policies. All communications shall be in accordance with the terms of service of the applicable account.

5.3 For information, the Section maintains social media accounts on:

* Facebook
* Twitter
* LinkedIn

5.4 For information, the Section maintains communications and related accounts on:

* The national AIAA “Engage” portal
* Incoming email capability using Gmail
* Outgoing mass email capability using MailChimp
* Websites using various hosting services (for STEM outreach, etc.)
* A PayPal account for events, dinners, etc.

5.5 The details of account names, passwords, etc. is maintained by the Chair and their designated assignee and distributed on a need to know basis.

**Item 6 - Awards**

Awards and recognition shall occur as determined by the council and awarded by the Chair or Vice Chair.