

## POLICIES AND PROCEDURES OF THE GREATER HUNTSVILLE SECTION

Adopted 28 April 2022

Updated 14 March 2023

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### I. Purpose

1. These policies and procedures are adopted pursuant to the bylaws of the Greater Huntsville Section (GHS) of AIAA, and exist for the purpose of defining Section operations beyond what has been specified in the Section bylaws.

### II. Chapters

1. The Section presently has one chapter in Mobile, Alabama named the Mobile Chapter.
2. The territory of the Mobile Chapter shall be the following counties in the State of Alabama: Baldwin, Clarke, Mobile, and Washington.

### III. Council Positions

1. The following positions shall function as Regular Members of the Council, as defined in Article V of the Bylaws.

A. Vice chair Mobile Chapter. Serves as chief executive of Mobile chapter and organizes events in the Mobile area. The Vice chair Mobile Chapter must be a resident within the territory of the Mobile Chapter. This position is a 2 year term elected in odd years.

B. Education director. Responsible for organizing professional development and continuing education courses by gauging the interests of the membership. This position is a 2 year term elected in odd years.

C. Liaison to professional societies. Serve as a point of contact for Huntsville/Madison Chamber of Commerce and other professional societies (HATS, IEEE, ASME, NSBE, etc.). Shares information about events in the local region that may be of interest to other organizations. This position is a 2 year term elected in odd years.

D. Pre-college outreach. Responsible for AIAA GHS's participation in all STEM K-12 related activities. Some events/activities under this position currently include: Participation at local STEM events, Essay Contests, NASA Human Exploration Rover Challenge, Annual Scholarships, and Great Paper Plane Contest. This is a 2 year term elected in odd years.

E. Honors and Awards Director. Responsible for promoting and recognizing excellence

within the Section. Activities include Section Annual Awards, Membership Advancement, and AIAA National Awards. This position is a 2 year term elected in even years.

F. Marketing director. Responsible for promoting AIAA GHS with the aerospace industry, academia and government agencies in the section's geographic area and nearby. This position is a 2 year term elected in even years.

G. Liaison to student branches. Responsible for representing the interests of Student Branches on the Council. The liaison mentors Student Branches and informs/reminds student members of the benefits of being an AIAA member. This position is a 2 year term elected in even years.

H. Membership director. Responsible for tracking and reporting monthly membership trends and integrating membership development and retention programs into all scheduled Section activities. This position is a 2 year term elected in even years.

I. Public policy director. Acts as both the organizer for local policy activities as well as liaison for region and national policy initiatives. This position is a 2 year term elected in odd years.

J. Special projects director. Envisions and seeks special projects that are of interest to members. This is a 2 year position elected in even years.

K. Young Professionals Director. Develop and implement programs and activities to attract and involve young professional members (professional members < 35 years of age). The YP director encourages young professionals to join AIAA and become active Section members. This is a 2 year position elected in even years.

2. The following shall function as Ex Officio Council Members, as defined in Article V of the Bylaws. These council members are non-voting.

A. The chair of every previous council year serves in the current council as the Immediate Past-Chair position. He/she provides valuable insight and direction to the current council in regular council business.

B. The webmaster of the section maintains the section website on Engage, marketing email service, Paypal, and other web services

C. Advisor positions. The primary role of advisors is to help guide the council and section in planning and making decisions based on prior involvement, leadership, and knowledge.

D. Associate STEM director (pre-college outreach). Associate STEM director(s) may be appointed by the council to assist the STEM director in his or her duties.

#### IV. Awards

1. Section awards shall be presented each year provided a qualified recipient can be named.
2. Award presentation will occur at the honors and awards banquet in May, if held. Otherwise, arrangements will be made to present awards at a different time.
3. Only one individual will be chosen each year for section awards.
4. A single individual may receive each of the awards only once.
5. The Section awards include the following list:
  - A. The Hermann Oberth Award for outstanding individual scientific achievement in the field of astronautics or for the promotion and advancement of the aeronautical sciences.
  - B. The Martin Schilling Award for outstanding service to the Section. Only present members of the Section are eligible for the award. The award will be made on the basis of outstanding service to the Greater Huntsville Section, such as major contributions to its growth, technical programs, or administrative functions
  - C. The Holger N. Toftoy Award for outstanding technical management in the fields of aeronautics and astronautics. Only present members of the Section are eligible for the award.
  - D. The Ed Pruett Young Professional of the Year Award. Only present members of the Section are eligible for the award.
  - E. The Earl Pearce Professional of the Year Award. Only present members of the Section are eligible for the award.
  - F. The Konrad Dannenberg Educator Award. Only present members of the Section are eligible for the award.
  - G. Undergraduate Student of the Year. Current students at a college or university within the section or students who have graduated from a college or university within the section within the current council year are eligible.
  - H. Graduate Student of the Year. Current students at a college or university within the section for students who have graduated from a college or university within the section within the current council year are eligible
6. The Chairperson's Traveling Plaque is a special recognition/award that contains the names

of all the past Chairpersons of the Section. The current Chairperson will retain the plaque. When his/her term of office is completed, he/she is charged with the responsibility for having the plaque engraved with the incoming Chairperson's name, and for awarding the plaque to the incoming Chairperson at the time of installation of officer.

#### V. Committees

1. Pursuant to Article VI.2 of the bylaws, the Council shall appoint a Nominating Committee for elections. The Nominating Committee shall consist of five members of the Section, including three members who are not members of the Council. Members serve until the final slate is provided to the Secretary.

2. The chair, in consultation with the council, may form committees pursuant to article IX of the bylaws. Committees may include: Program, Membership, Public Policy, Honors and Awards, Career and Workforce Development, Young Professionals, Technical, K-12 STEM Outreach, and Education. Additional committees may be appointed as necessary.

#### VI. Funds

1. All funds raised on behalf of GHS must be turned over to the Treasurer before disbursement.

2. Funds raised for a special purpose (ex. for the section awards dinner) shall be used for that purpose.