

Wichita Section
American Institute of Aeronautics and Astronautics
Policies and Procedures
Approved February 23, 2021

- I. Secretary
 - a. The Secretary shall post the minutes from the Council meetings to the Engage Wichita Section Officers Library.
- II. Treasurer
 - a. The Treasurer shall file IRS Form 990-N (as long as the Section income is less than \$50,000) and forward a copy of the confirmation e-mail to AIAA Headquarters. If Section income is \$50,000 or more, the Treasurer shall file IRS Form 990-EZ. The Form 990-N is due on the 15th day of the 5th month after the end of the organization tax year. AIAA's tax year ends on June 30. The Form 990-N is due by November 15.
- III. Council
 - a. Regular Council members
 - i. Regular Council member positions shall include the following:
 - 1. Programs Chair
 - 2. Membership Chair
 - 3. Honors and Awards Chair
 - 4. Young Professional Chair
 - ii. Individuals elected to regular Council positions shall serve for a term of 2 years.
 - b. *Ex Officio* Council members are appointed and serve as described in the Wichita Section Bylaws. *Ex Officio* Council members do not have a vote on the Council.
 - c. Members-at-large are a special case of *Ex Officio* Council members
 - i. Representatives from area companies
 - ii. Appointed by the Council
 - iii. Serve for 2-year terms
- IV. Elections and Vacancies
 - a. Elections shall be conducted in time for officers and Council members to take office June 1 each year, in accordance with the READ Policies and Procedures.
 - b. The term of the Chair shall be one year, in accordance with the READ Policies and Procedures. The term of the Vice Chair shall be one year. The terms of the Secretary and Treasurer shall be 2 years. The terms of Regular Council members shall be 2 years.

- c. The Secretary position shall be elected in odd years. The Treasurer shall be elected in even years.
- d. The election of regular Council positions shall be staggered as follows:
 - i. Odd years: Membership, Young Professional Chair
 - ii. Even years: Programs, Honors & Awards
- e. In the event the Chair is elected but resigns before the term starts, the following are options for replacement:
 - i. The Vice Chair moves up
 - ii. The current Chair stays in office for another year
 - iii. A member of the Wichita Section volunteers to be chair. Another election is required.
- f. Election Process
 - i. The Council appoints Nominating Committee (5 members with 3 who are not members of the Council) no later than Feb 1. The Chair shall not serve on the Nominating Committee.
 - ii. The Nominating Committee develops a slate which is submitted to the Secretary by March 1.
 - 1. All positions on the slate shall have a nominee.
 - 2. No member shall be a candidate for more than one position.
 - iii. In accordance with the Wichita Section bylaws, the Secretary shall send (by mail or email) notification of Council positions open for nomination no later than February 1. Nominations may be submitted by general membership through petition to Secretary stating name of nominee and office for which they are being nominated. Self-nominations are not permitted. All nominees must be a member of AIAA and the Section. Nominations must be returned to the Secretary by February 22. The Secretary shall forward nominations received to the Nominating Committee.
 - iv. In accordance with the Wichita Section Bylaws, the Chair shall appoint two Tellers (one chair and one member). The Chair and the Secretary shall not serve as members of the Tellers Committee.
 - v. The Secretary shall send the ballot to the membership by email by March 15 with instructions to return votes to the Chair of the Tellers Committee (IAW Wichita Section Bylaws) by April 15.
 - vi. The Tellers shall count the ballots and notify the Secretary of the results of the election by May 1.

V. Meetings

- a. The Council shall meet monthly on a regular day as chosen by the Council (for example, the 3rd Tuesday of each month).
- b. A Council meeting may be cancelled if there is not adequate business to justify holding it.
- c. At least nine (9) Council meetings must be held each year.

VI. Finance

- a. The fiscal year shall be June 1 through May 31 (as specified by the READ Policies and Procedures).
- b. Bank signature cards should be kept up-to-date with at least two signatures (Treasurer and Chair).
- c. When monies are collected at Section events:
 - i. Two people should count the money at the end of the event.
 - ii. Receipts should be available and offered to people giving money.
- d. Blank checks should not be signed. Be sure the check is made out appropriately and contains the expenditure amount before signing.
- e. In accordance with the Section Bylaws, the Section shall submit an audited financial report from the prior fiscal year and an annual budget for the current fiscal year to the appropriate Regional Director of AIAA and the AIAA Staff Liaison on or before June 30 each year.

VII. Amendment

- a. Amendment of any part of these Wichita Section Policies and Procedures may be done by a majority vote of the Wichita Section Council as long as the amendments do not conflict with the Wichita Section Bylaws.