**AIAA Orange County Section**

**Policies and Procedures**

**Version Control**

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**Mission Statement**

AIAA is the world’s leading professional society in the field of aerospace science, engineering, and operations. We are a service organization focused on creating tangible value for our members by providing products, services, and venues that stimulate creative technical exchange on emerging opportunities and critical problems in the aerospace profession; by facilitating lifelong learning and career enhancement opportunities for aerospace professionals; by pursuing initiatives on aerospace workforce development, including a focus on early-career and next-generation professionals; and by acting as the public policy advocate and voice of the aerospace profession.

**Goals**

Our mission is to address the professional needs and interests of the past, current, and future aerospace workforce and to advance the state of aerospace science, engineering, technology, operations, and policy to benefit our global society. To support this mission our four primary goals are:

* To advance the aerospace profession by keeping our members and community well informed through programs that address technical as well as critical issues facing our community and that encourage information flow and creative interchange.
* To sustain and strengthen the profession by providing opportunities and programs that stimulate workforce development through lifelong learning for today’s professionals that enhance the development of future professionals through support of students, faculty, and academic institutions, and that enhance retention of aerospace workers.
* To stimulate progress in the state of the art of aerospace science and technology by promoting communication and personal interaction among students, engineers, and scientists as well as with other professional groups, and by recognizing outstanding professional accomplishments.
* To serve as an advocate for the profession by highlighting the tremendous societal contributions of aerospace systems and technologies, by focusing the scientific and technical capabilities of the profession on areas of international importance, and by representing the local professional community in public policy discussions at local, national, and international levels.

**Council Positions**

Officers

The following officer position descriptions are in agreement with those in the bylaws with two additions regarding qualifications to run for the position of Chair and Vice Chair.

* **Chair:** Shall be Chief Executive Officer of the Section. The Chair shall be a voting member of the Council and all committees except as noted in the Bylaws. The chair shall preside at all meetings and functions with outside agencies. The Chair shall make an annual report submitted to the appropriate Regional Director of AIAA and the AIAA Staff Liaison. The Chair will have served at least the previous year as an active member in good standing of the OC Council to be eligible to run for this position.
* **Vice Chair:** Shall act in the place of the Chair in any case of the Chair’s inability to act. The Vice Chair shall transact, at the direction of the Chair, any business that could be within the power of the Chair to transact. The Vice Chair will have served at least 1 year as an active member in good standing of any AIAA Section Council within the past 3 years to be eligible to run for this position.
* **Secretary:** The Secretary shall record and maintain minutes of the meetings of the Section and shall be custodian of all the records not specifically assigned to others.
* **Treasurer:** The treasurer shall keep an accurate record of all funds received and disbursed. The Treasurer shall prepare and submit all required financial reports and such expenditures as may be authorized by the Section Council or by the Bylaws of AIAA.

Council Member

The following positions are open to nomination at the discretion of the Council:

* **Career & Workforce Development:** This position shall direct and coordinate career enhancement activities, including retention events.
* **Education**: This position shall coordinate with the Student Advisors of all Student Chapters of AIAA within the Section’s territory and coordinate all college-level and pre college-level (Grades K-12) educational activities sponsored or supported by this Section.
* **STEM Programs**: This position shall be responsible to mentor pre-college-level (Grades K-12) students for Science, Technology, Education and Math. Programs include, but are not limited to, Rocket building, e.g., Team America Rocketry Challenge (TARC) and NASA’s Student Launch Initiative (SLI) programs. Participate in the Orange County Science and Engineering Fair with the presentation of aerospace related AIAA OC Section Awards in several categories.
* **Honors and Awards:** This position shall be responsible to encourage Section participation in the National Honors and Awards programs, shall seek out persons, organizations, and projects in the territory of the Section for recognition and honors, as appropriate, and ensure actions are taken to recognize their accomplishments and will coordinate honors and awards events to present the awards to recipients
* **Membership**: This position shall direct all member recruitment and member retention activities and maintain membership records.
* **Programs**: This position shall organize and run speaker events, technical meetings, and field trips.
* **Public Policy:** This position shall direct communications with public officials and disseminate the Institute’s position on public policy issues to members. Participates in AIAA sponsored Congressional Visits Day event.
* **Young Professionals:** Tis position shall direct and coordinate Young Professional activities including retention events.
* **Technical:** This position shall organize technical symposia and conferences and coordinate as needed with the AIAA Technical Committees.
* **Communications/Newsletter/Webmaster:** This position shall publish all the Section’s communications and be responsible for maintaining the Section’s website. Maintains all Section written records (meeting minutes, policies and procedures, bylaws, etc.) on the section website.
* **Members-at-Large**: This position assists the council in various ways as their skills and the section’s needs dictate.

All terms shall be for 1 year and the nomination and election procedure will be per the bylaws.

**Supported Activities**

The Section is expected to participate/sponsor/host the following activities:

* **AIAA Orange County Aerospace Systems and Technology (ASAT) Conference**
  + The Section will conduct a technical conference each year, either in person, virtual or hybrid.
  + The conference schedule should include plenary invited keynotes speakers and feature multiple tracks of presentations. It should be structured to fill at least one entire day.
* **Rockets**
  + The section is expected to maintain an active STEM Rocketry program with participation in The American Rocketry Challenge (TARC) and NASA’s Student Launch Initiative (SLI) programs.
* **CVD**
  + The section is expected to participate in the AIAA sponsored Congressional Visits Day (CVD) and any other AIAA sponsored public policy events. Expenses beyond what AIAA National covers will be budgeted for and covered by the Section.
* **Orange County Science and Engineering Fair**
  + The section Shall present up to 4 aerospace related AIAA OC Section monetary awards with value of each established at the time the Section budget is established for the year.
  + Categories: 1st and 2nd place in the senior and junior category (max of 4 awards)
* **Section Awards**
  + The section shall solicit nominations for the following four Section awards each year:
  + *Orange County Aerospace Student of the Year Award*
    - This award is given to a college junior, senior, or graduate student with a declared major and a demonstrated capability in an aerospace related field. More than one award may be presented.
  + *Orange County Young Professional of the Year Award*
    - This award is given to an engineer up to 35 years old with fewer than 10 years of engineering experience. The applicant must show high potential in the engineering profession with at least one significant engineering accomplishment during the past five years. More than one individual may be recognized.
  + *Orange County Engineer of the Year*
    - This award is given to an engineer either more than 35 years old or with more than 10 years of engineering experience. The applicant must have a history of engineering accomplishments and professional leadership. The entire career of the applicant including, but not limited to, technical experience, community service, engineering accomplishments and leadership abilities shall be considered.
  + *Orange County Leadership Award (The Harry L. Staubs Leadership Award)*
    - This award is given to an individual who has demonstrated exceptional leadership and service to the engineering profession. A specific contribution must have been made to promote the engineering profession at and beyond local levels through teaching, research, public service or professional-development activities. Candidates may include corporate managers, educators, legislators, public-relations officials, media professionals and others.
  + General Selection Criteria:
    - Membership in AIAA (required)
    - Membership in AIAA Orange County Section
    - Actively employed in the aerospace industry or a student studying in a related field
    - Demonstration of engineering and technical expertise and innovative design ability
    - Contributions to engineering education
    - Professional service to the Orange County community
  + Awards may consist of a certificate, a monetary award, and or a tangible award (plaque, book, etc.) at the discretion of the Council.
* **AIAA Design-Build-Fly (DBF) Competitions**
  + The Section will provide any solicited technical support and guidance to any University within the Section’s jurisdiction participating in any AIAA sponsored DBF competition including considerations of financial support.

\*\*\*\*\*End of Document\*\*\*\*\*