

POLICIES AND PROCEDURES OF THE

ST. LOUIS SECTION

AMERICAN INSTITUTE OF AERONAUTICS AND ASTRONAUTICS, INC.

REVISED ON 13 SEPTEMBER 2023

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

1. Mission & Goals

- a. **Mission:** To leverage the wealth of knowledge and history in the area to inspire and promote aerospace.
- b. **Goals:**
 - 1. Further the national AIAA mission and goals in the St. Louis area.
 - 2. Engage our members in activities that broaden their aerospace education and deepen technical understanding.
 - 3. Raise awareness of aerospace news and issues.
 - 4. Support local STEM activities to train and inspire the next generation of aerospace engineers.
 - 5. Cooperate with other professional societies, social groups, academic institutions, and corporate partners.

2. Chapters

The Section presently has no chapters.

3. Council Positions

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

- a. **Advisors:** The Section shall maintain four (4) Advisors on the Council. The Advisors shall be elected to two-year terms, with two Advisors standing for election each year. Typical responsibilities of the Advisors are to:
 - 1. Provide continuity of purpose and effort from year to year as council membership changes.
 - 2. Act as historians for past section decisions and actions.
 - 3. Help focus Section activities in concert with the thrusts of the Institute.
 - 4. Lead special focus areas assigned by the Section Chair.
- b. **Region V Representative:** The Region V Representative shall represent the Section at all meetings of the Region V Advisory Committee. The Section Chair shall notify the Region V Director if an alternate representative is required. The Region V Representative shall be elected annually.

The following positions shall function as *Ex Officio* Council Members, as defined in Article V of the Bylaws.

- a. **Assistant Secretary:** With the approval of the Secretary, the Council may appoint one or more assistants to the Secretary, to assist with the recording of meeting minutes and the maintenance of Section documents.

- b. **Assistant Treasurer:** With the approval of the Treasurer, the Council may appoint one or more assistants to the Treasurer, to assist with deposits and withdrawals of funds, disbursement and receipt of payments, and administration of electronic banking and payment services.
- c. **Chairs of the committees** defined in Section 7 below.

4. Nominating Committee

Pursuant to Article VI.2 of the Bylaws, the Council shall appoint a Nominating Committee no later than 1 March each year. Such committee shall consist of five members of the Section, of which at least two are not members of the Council. The slate of candidates prepared by the Nominating Committee must be submitted to the Secretary by 15 March.

5. Elections

Section elections shall be held as follows.

- a. Pursuant to Article VI.3 of the Bylaws, notification of Council positions open for nomination and solicitation of nominations by petition shall be made by the Secretary to the membership of the Section no later than 1 March each year. A petition is any communication by one member to the Secretary that names another member and the office to which that member is being nominated.
- b. Pursuant to Article VI.4 of the Bylaws, the appointment of the Tellers Committee shall be made by the Chair no later than 01 April each year.
- c. Pursuant to Article VI.5 of the Bylaws, the delivery of ballots or the opening of electronic voting shall be made by the Secretary to the membership of the Section no later than 1 April each year.

The election timeline is summarized as follows:

Date	Action
1 March	<ul style="list-style-type: none"> – Council appoints Nominating Committee no later than 1 March. – Secretary notifies membership of open positions and solicits nominations by petition.
15 March	<ul style="list-style-type: none"> – Nominating Committee submits slate to the Secretary.
1 April	<ul style="list-style-type: none"> – Secretary delivers ballots or opens electronic voting. – Chair appoints Tellers Committee no later than 1 April.
30 April	<ul style="list-style-type: none"> – Voting closes.
8 May	<ul style="list-style-type: none"> – Tellers Committee submits certified results to the Secretary.

6. Audit Committee

Pursuant to Article VIII.3 of the Bylaws, the Section is required to submit an audited financial report from the prior fiscal year and an annual budget for the current fiscal year to the appropriate Regional Director and Staff Liaison of the Institute. This responsibility shall be carried out by an Audit Committee, the membership of which will consist of

- An Audit Committee Chair appointed by the Council
- The current Section Chair

- The current Section Treasurer
- The previous Section Chair
- The previous Section Treasurer

In the event that either the current Section Chair or the current Section Treasurer succeeded themselves in office, then the Council shall appoint another qualified person to fill the otherwise vacant position. In addition to the report forms, checklists, and account statements required by the AIAA national office, the Audit Committee shall conduct a detailed review of

- A minimum of five percent of the transactions for the past year, and
- Any transaction that requires a report to the Internal Revenue Service.

7. Standing Committees

The following Section Committees, and their associated roles and responsibilities, are hereby established pursuant to Article IX of the Bylaws. The Chairs of these committees (and Chairs of any Sub-Committees) are appointed by the Council and function as *Ex Officio* Council Members. In addition to the responsibilities listed below, each Committee Chair is responsible for contributing their respective section of the End of Year Report.

- Career and Workforce Development:** The Career and Workforce Development Committee shall be responsible for planning and implementing programs and activities that can assist an engineer's career.
- Communications:** The Communications Committee shall be responsible for publicizing the activities of the section to the membership, including maintaining the Section's website, and social media presence, and newsletter. Within the Communications Committee are two major Sub-Committees:
 - Newsletter:** The Newsletter Sub-Committee shall create a monthly newsletter for distribution to the membership, to include notices of upcoming activities and reviews of past events, as well as other items of general interest.
 - Website:** The Website Sub-Committee is responsible for maintaining the Section's website, which includes posting notifications for upcoming activities, maintaining a record of awards and other relevant historical data, and adding aerospace links and items of interest.
- Education & College Outreach:** The Education & College Outreach Committee shall be responsible for planning and implementing college-level educational programs and activities for the Section. It shall be responsible for interfacing with the student branches to help them feel they are part of the section. Activities may include, but are not limited to, the following:
 - Visiting campuses and providing speakers for student branches.
 - Organizing Section meetings that target the university community.
 - Assisting with financial support opportunities / awards for student design teams.
 - Arranging student tours of aerospace industrial sites.

The Committee will also interface with the STEM Committee where appropriate.

- History:** The History Committee shall be responsible for collecting and disseminating items of historical significance to aerospace in the Region, for inclusion in Section activities and publications.
- Honors and Awards:** The Honors & Awards Committee shall be responsible for promoting and recognizing excellence within the Section through local, regional and national recognition. The committee shall administer awards and scholarships as described in Sections 8 and 9, and maintain a record of honors conferred.
- Membership:** The Membership Committee shall be responsible for the recruitment and retention of Section members, and the involvement of members in Section programs and activities. General responsibilities of this committee include:

1. Encouraging promotion through the grades of Institute membership, particularly the assembly of nominators, references, and reviewers for Associate Fellow and Fellow nominations.
2. Organizing yearly membership drives, such as the New Members dinner and Engineers Week promotions.
3. Maintaining the membership roster in coordination with the Institute, to be used each month for publicity, newsletters, and other communications.

Specific activities of this committee are described in Section 10.

- g. **Programs:** The Programs Committee shall be responsible for overseeing the planning, organization, and execution of monthly Section meetings of the membership for the purpose of networking, fellowship, and general edification.
- h. **Public Policy:** The Public Policy Committee shall seek, promote, and coordinate opportunities for the Section to advocate for aerospace by providing technical expertise and policy guidance to decision makers in national, state, and local government. The committee will also organize the Section's participation in the annual Congressional Visits Day.
- i. **Retiree Liaison:** The Retiree Liaison Committee shall be responsible for engaging retirees residing in the area of the St. Louis Section, both AIAA members and non-members, in activities sanctioned by the Council. This committee also serves as a conduit to bring retiree comments and suggestions forward to the Council. This committee generally does not require an operating budget.
- j. **Service Projects:** The Service Projects Committee shall be responsible for seeking and promoting opportunities for the Section to perform service to the communities within its boundaries. The activities need not be focused on the aerospace profession.
- k. **STEM:** The STEM Committee shall be responsible for raising awareness in science, technology, engineering, and math in order to better prepare primary-education students in Kindergarten through grade 12 (K-12) for success in today's increasingly high-tech world. The Committee shall act as an AIAA resource for K-12 students, teachers, and school districts in order to broaden the STEM-related educational experience of students. Specific goals are to encourage students to continue their education in STEM subjects, and to facilitate and improve collaboration between students, teachers, industry, government, and academia.
- l. **Strategic Planning:** The Strategic Planning Committee is an Emeritus Advisory role, and shall advise the Council with an emphasis on current trends in the aerospace industry, and continuing or past best practices from the St. Louis Section.
- m. **Technical:** The Technical Committee shall be responsible for advocating and celebrating technical excellence in the community. The Technical Committee shall organize regular technical meetings at which current or retired researchers and technical experts provide presentations or tours in their areas of expertise. The format for most presentations should be similar to an AIAA conference presentation, but with additional time allotted to enable in-depth discussion.
- n. **Young Professionals:** The Young Professionals Committee shall connect to, and promote engagement among, aerospace professionals aged 35 years or younger. The committee shall be responsible for preparing/distributing materials and coordinating events which may be of particular use or interest to young professionals. These may include, but are not limited to, networking functions, career development guides, STEM/community service involvement, and opportunities for technical presentation and recognition.

8. Awards

The Section awards include the following list. Not every award is presented each year. Except where noted below, one award will be conferred each year per category.

- a. **Civic Service Award:** In recognition of an outstanding contribution to the progress of aerospace activities in the St. Louis area.

- b. **Educator Associate Member Award:** In recognition of outstanding contributions to K-12 STEM activities by an AIAA Educator Associate Member.
- c. **Faculty Award:** In recognition of a faculty member who has provided outstanding support to an AIAA student branch and individual student members at his/her university, or provided outstanding education to his/her students in the aerospace sciences through innovative curriculum or instructional methods.
- d. **Lindbergh Award:** In recognition of a distinguished contribution in applying aerospace technology to improving the quality of human life.
- e. **Section Service Award:** In recognition of an outstanding contribution to the section's activities by an AIAA section member.
- f. **Technical Accomplishment Award:** In recognition of outstanding technical research or technical accomplishment in aerospace sciences by an individual or team.
- g. **Technical Management Award:** In recognition of an outstanding accomplishment in technical management in aerospace sciences.
- h. **Young Professional Award:** In recognition of outstanding technical accomplishments of young engineers and scientists in the aerospace disciplines. The candidate shall be no older than 35 at the time of the award (37 with at least two years of military service). Multiple Young Professional awards per year can be awarded if there are more than one worthy candidate, with a maximum of two awards in a given year.

Frequency: The awards are presented annually at the May Honors & Awards Banquet.

Nominee Qualifications: Except as noted in the award descriptions above, AIAA membership is not a pre-requisite for award eligibility.

Selection Committee: The Selection Committee shall consist of approximately 5 members appointed by the Honors & Awards Chair. The Selection Committee will meet to review the nominees for each award.

Judging Criteria: Judging of awards is based on the information provided in the nomination form, and the overall quality of the nomination package. There is no official scoring process; the selections are based on the consensus of the Selection Committee, and it is up to their discretion regarding the award winners.

Minimum Number of Applications: The minimum number of nominees required to present an award is one. However, the judging committee can decide whether or not the nomination(s) are worthy of the award, and choose to not give out the award for that year. Unsuccessful nominations may be resubmitted the following year.

The typical Awards process timeline is as follows:

Date	Action
January / February	<ul style="list-style-type: none"> – Solicit Nominations: <ul style="list-style-type: none"> • Send Email to section distribution list • Include Call for Nominations in March & April Newsletters • Publicize Through Additional Communication Channels (Social Media, etc.) – Finalize Nomination Form Templates
01 April	– Honors & Awards Chair appoints Selection Committee
15 April	– Nomination submittal deadline
05 May	<ul style="list-style-type: none"> – Results of Selection Committee submitted to Secretary – Nominees notified whether or not they were selected

May	<ul style="list-style-type: none"> – Order & pick up awards for recipients – Help to organize dinner meeting/awards banquet – Include award winners in May Newsletter
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9. Scholarships

The Honors & Awards Committee shall coordinate the scholarships being offered for each Council year, including the target audience (e.g. STEM K-12, university students) and the scholarship budget. The Honors & Awards Committee shall also develop and maintain the application forms, identify the judging criteria, and coordinate the review and selection process. Other Committees shall serve in a support role as needed and appropriate. While the section desires a scholarship to be awarded annually, budgetary concerns may prevent this from happening.

10. Membership Committee Activities & Timelines

These Membership Committee activities are coordinated by the Membership Chair, who reports activities of the committee to the Section Council. The Membership Chair is responsible for coordinating the roster with National and Section officers to a consistent list of members used each month for Publicity, Newsletters, and other communications. The Membership Chair is also responsible for contacting National when contact is lost with a member due to retirement, relocation, or death and that member may need to be removed from the Institute roster. The Membership Chair also tries to work with various members of the Section Council to coordinate activities between Professional, Student, and Educator Associates and emphasize the inclusion of special interests to the membership, like family and K-12 friendly activities in Section programming.

Typical recurring monthly activities include:

- Report latest membership numbers and breakdown at monthly Council meeting. Discuss concerns and interests in membership.
- Send emails to members who appear on the Drop List from National to encourage to renew.
- Download a membership roster from the aiaa.org website and distribute to the rest of the Council, particularly the Publicity and Newsletter chairs.
- Work with Publicity and Newsletter chair on bounce-back emails. These generally come from members who have changed jobs, graduated, or retired.
- Communicate with prospective, new, and old members as they work through signing up, renewing, or transitioning their membership.
- Write Membership Article for monthly Newsletter with comments about current membership and membership FAQs.

A typical timeline of yearly Membership Committee activities is as follows:

Month	Action
June to August	– Attend the summer planning meeting(s) for the next year. Set membership goals for the year and recruit new members to the committee.
August	– Replenish membership recruiting supplies by contacting National for free and purchased supplies.
September to October	– Work with the Programs Committee to plan a dinner meeting themed around New Members and sparking interest in AIAA, Section activities, and the Section Council.
October	– Look for members to put forward as Senior Members and submit a list to National after getting Council approval.

November	<ul style="list-style-type: none"> – Put article in the (Nov) newsletter recognizing members upgraded to Senior Members. – Look for members to serve as chairs and committee members to assist the Section Council. – Start looking for press release on Associate Fellows and include article in (Dec) newsletter.
November / December	<ul style="list-style-type: none"> – Assist with planning of Membership Appreciation event (obtaining roster and recent member upgrade information in November).
January	<ul style="list-style-type: none"> – Look for members to put forward as Associate Fellows and help find nominators. Assist nominators in assembling nomination, finding references, and reviewing nominations through the June 15 deadline.
February	<ul style="list-style-type: none"> – Coordinate with Boeing E-week booth for advertisement of AIAA, recruitment, and retention. – Look for members to put forward as Fellows and help find nominators. Assist nominators in assembling nomination, finding references, and reviewing nominations through the June 15 deadline.
March	<ul style="list-style-type: none"> – Work with Awards Chair to look for Section members to put forward for National Awards. – Start looking for press release on Fellows and include article in April/May newsletter.
April	<ul style="list-style-type: none"> – Make sure nominations for Associate Fellows are turned in by April 15. – Assist the Council Chair in assembling the Membership related sections of the End of Year Report.
May	<ul style="list-style-type: none"> – Remind nominators that references for Associate Fellow are due May 15.
June	<ul style="list-style-type: none"> – Make sure nominations for Fellows are turned in by June 15.
July	<ul style="list-style-type: none"> – Remind nominators that references for Fellow are due July 15.

11. Social Media

Administration and use of any social media shall conform to the social media policies of the Institute as given at <https://www.aiaa.org/terms-of-use/social-media-policy>.

The current set of social media accounts for the Section are:

- Section Website: <https://engage.aiaa.org/stlouis/home>.
- Boeing inSite Group: <https://insite.web.boeing.com/culture/viewGroup.do?groupId=151959>
- Section Twitter Account: @StLAIAA

12. Financials

Budgets and approvals for transactions are covered in Article VIII.5 of the St. Louis Section By-Laws.

Budget allocations within the Section shall be defined and approved in August for each year. Additional increases to any budgets throughout the year shall be approved by the Council.

The Treasurer shall be the primary account holder for each financial account maintained by the section. At least one additional Regular Council member shall also act as a signatory.

13. Council Meetings

Monthly Council meetings will typically run throughout the Council Year, which is from September through May. Additional Planning Meetings may also occur in the summer to help plan for the upcoming Council Year.

Motions for council action may be made and seconded by both Ex-officio and Regular members of the Council.