

ADOPTED 12 NOVEMBER 2019

REGULAR COUNCIL MEMBERS

The Council shall consist of no fewer than four elected members, including the four officers as defined in Article IV, who are the Chair, Vice Chair, Secretary, and Treasurer; all are voting members. The Council shall have general supervision of the work and programs of the Section.

Council members shall take office at the start of the Section Administrative Year for terms of one year and shall continue in office until their successors qualify and take office.

Currently the Section uses the AIAA Fiscal Year, which starts in June. In accordance with Article VIII-1, the Fiscal Year shall be defined in the Regional Engagement Activities Division (READ) policies and procedures.

Additional Council members may be elected by the Section or appointed by the Council, but only elected members can vote. All Council members must be dues paying AIAA Members.

Current Regular Council Officer positions include:

- Technical
- Education
- STEAM K-12 Outreach
- Membership
- Programs
- Public Policy
- Young Professionals
- Career & Workforce Development
- Enterprise Program
- Regional Advisory Committee (RAC) Representative.

Brief explanations of the responsibilities of these positions follow. Generally these Officers form and direct committees and perform duties relevant to their positions as described, or as advocated/recommended by the Chair and the Council.

The **Technical Officer** shall be responsible for technical meetings. This includes planning, budgeting, conducting, and reporting such meetings and for motivating, coordinating, planning, and conducting other Section technical activities.

The **Education Officer** shall be responsible for planning, budgeting, conducting, and reporting of activities associated with **University level student branches assigned to it by AIAA National Headquarters**, including providing such branches with aid and guidance.

The **STEAM (Science, Technology, Engineering, Arts, and Mathematics) K-12 Outreach Officer** shall coordinate Educator Associates within the Section boundaries and provide outreach to students and teachers within the K-12 education system.

The **Membership Officer** shall be responsible for planning, budgeting, and conducting

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activities which enlarge and advance Section membership, for advancing Section members in membership grade, and reporting these activities to the Council. Additionally, this Officer shall assess the Section's responsiveness to its members, disseminate information on National, Regional, and Section Awards, provide advice on preparation of applications for awards, and advocate for submission of Section award applications. This Officer shall prepare awardees' certificates and plaques as required.

The **Programs Officer** shall be responsible for planning, budgeting, conducting, and reporting of meetings and events including, but not limited to local functions, Section field trips, meetings for social and other non-technical purposes, and for assisting other officers regarding venue and logistics.

The **Public Policy Officer** shall be responsible for planning, budgeting, conducting, and reporting of all Section activities that increase public awareness of aerospace contributions to society and public policy issues, contribute expertise toward solutions of community technological problems, and promote community interest in AIAA. Committees may be established to conduct public relations for the Section, including Congressional Visits Day (CVD) in Washington, D.C., and California Aerospace Days in Sacramento, CA.

The **Young Professionals (YP) Officer** shall be responsible for planning, budgeting, conducting, and reporting of Section activities of particular interest to members less than 35 years of age.

The **Career & Workforce Development Officer** is responsible for planning programs and activities that assist with career development of the membership. The focus includes, but is not limited to, workforce development/transition, retirement planning, and professional skills development.

The **Enterprise Program Officer** shall be responsible for assisting members to create, operate, and grow new enterprises, and expand existing companies in aeronautics and astronautics consistent with the vision and mission of AIAA. Enterprise Program activities include but are not limited to familiarizing members with business and legal practices, financial/accounting disciplines, development and commercialization of products/services in new technologies, identifying potential contracting/subcontracting/teaming relationships, and especially networking with other businesses, professionals, investors, universities, and government agencies.

The **RAC Representative**, usually the Chair, is responsible for bringing the concerns of the Section to the RAC and for relaying items of importance from the RAC to the Section leadership. Should the Chair be unable to attend a RAC meeting, the Chair shall appoint a representative from among the Regular members of the council to attend in place of the Chair.

As circumstances arise in any given year, activities may require that a Council Officer needs assistance. When this occurs, a **Council Officer Co-Chair** may be nominated and appointed by existing Council Officer Members. The person must be a dues paying regular AIAA Member.

When issues require voting by the Chairs, each position may have only one vote regardless of the number of Co-Chairs for an activity.

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CHAPTERS

Currently, the Section has one Chapter which is named the Las Vegas Chapter. Additional Chapters may form in future as circumstances warrant.

The Las Vegas Chapter representative shall be a voting member of the Council.

EX-OFFICIO COUNCIL MEMBERS

These appointed positions shall be nonvoting Council Members.

The **Chair of the previous year** shall be an ex-officio member.

The Chair appoints a **Newsletter Editor/Webmaster** Representative. The Newsletter Editor/Webmaster Representative shall be responsible for the Section publicity and communication activities, including, but not limited to, the periodic preparation and distribution of the Section Newsletter, administration of the Section website, and any other print or electronic media required to support Section activities. As necessary, the Newsletter Editor/Webmaster Representative shall appoint members to support these functions. Members of this committee are not voting members of the Council. The Newsletter Editor/Webmaster Representative shall direct those committees placed under this office by the Chair and shall perform such other duties as directed by the Chair or Council.

The Chair may appoint a **Public Relations** Representative and this person may have assistance from others as appointed.

The Chair may appoint **Liaisons to the Council** as situations arise and dictate. These positions are neither permanent, nor must they be filled each year. The following are representative, but are not limited to:

- Government Agencies, such as the Air Force Space and Missile Systems Center,
- Aerospace Corporation and JPL (FFRDCs),
- Section activities, such as Section Historian,
- Retirees,
- National Space Society,
- Columbia Memorial Space Center,
- ALF, and
- A-MAN.

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ELECTIONS AND VACANCIES

All Officers and Council members shall be elected annually.

The Council shall appoint a Nominating Committee not later than mid-April. The committee shall consist of members of the Section, which may include Section members who are not current members of the Council. The Nominating Committee shall prepare a slate, which must be submitted to the Secretary by end of April. This timing allows the Secretary the month of May to disseminate ballots to all Section members for voting. This also allows the committee to determine and notify winners, consistent with the newly elected Council members to start their positions at the start of a new Fiscal Year (currently June).

This slate shall consist of at least one nominee for Chair, Vice Chair, Secretary, and Treasurer, and at least one for each Council vacancy. All nominees must be members of this Section.

MEETINGS, PROCEDURES AND QUORUMS

Section Council meetings are open to Section members attending as guests. The Section Chair shall make reasonable accommodations to allow Section members to attend, listen to deliberations, and present issues. The Section Chair will have the discretion to limit the presentation time and the time spent discussing issues presented by guests, along with when during the Council Meeting the guest presentation takes place.

Council meetings may allow participation by non-members, usually for the purpose of increasing the membership or for those seeking participation by the Section in non-Section activities.

COMMITTEES

The Chair in consultation with the Council may form additional committees as necessary.

A Member appointed to a committee serves until the dissolution of the committee, or for one year, or until a successor is appointed.

These Policies & Procedures adopted by Vote of the AIAA Los Angeles Las Vegas Section on 12 November 2019

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