

POLICIES AND PROCEDURES OF THE

_____ SECTION

AMERICAN INSTITUTE OF AERONAUTICS AND ASTRONAUTICS, INC.

AMENDED ON (DATE)

SPP 1: *First Section Policy and Procedure ...*

SPP 1.a: Subpolicy 1.a written here...

SPP 1.b: Subpolicy 1.b written here...

...

SPP 2: *Second Section Policy and Procedure ...*

SPP 3: *etc...*

...

Below are the Section Policies and Procedures that are called for by the Section By-laws document

- Chapters of a Section – Definition, organization, and operation of any Chapters in a Section need to be specified (optional until a Chapter is formed). (as per Article I)
- Definition of Council positions (beyond the four officer positions) and their terms (optional if there are no positions beyond the four officers). (as per Article V, VI.1, VI.2)
- Rules for appointment and composition of the Nominating Committee. (as per Article VI.2)
- Calendar/schedule on which the Section's elections will be conducted and when each task in Article VI needs to be completed to ensure new Officers and Council members will be elected and able to assume office on June 1.
- Council-formed committees of a Section (optional until a Committee is formed). (as per Article IX.1)

Any other Policies and Procedures the Section would like to establish/codify should become part of this document or be referred to in this document. These may include:

- Establishment of Section-conferred awards and selection criteria.
- Section Policy on the use of Social Media.
- Policy governing professional development credit hours conferred by the Section.
- Etc...

It is recommended that the policies and procedures document remain organized by category/subcategory to make it easy to locate related policies and procedures. Sections are free to refer to subdocuments/child documents in this document, using a consistent document numbering/indexing as defined by the Section.