



POLICIES AND PROCEDURES OF THE
IOWA SECTION
AMERICAN INSTITUTE OF AERONAUTICS AND ASTRONAUTICS, INC.

ADOPTED ON 03 DECEMBER 2021; LAST REVISED 17 AUGUST 2024

These policies and procedures are adopted pursuant to the bylaws of the Iowa Section of the 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 throughout Iowa and Nebraska.
 - 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

Pursuant to Article I of the Bylaws, the Section aims to promote and engage student chapters of the AIAA at Colleges and Universities throughout the Section, including: Iowa State University (ISU); the University of Iowa (UIowa); and the University of Nebraska Lincoln (UNL).

3. Elections and Vacancies

Beginning in 2022, Section elections shall be held as follows.

- a. Pursuant to Article VI.2 of the Bylaws, the Council shall appoint a Nominating Committee no later than 01 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.
- b. 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 01 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.

- c. 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.
- d. 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 01 April each year.

The election timeline is summarized as follows:

Date	Action
01 March	– Council appoints Nominating Committee no later than 1 March. – Secretary notifies membership of open positions and solicits nominations by petition.
15 March	– Nominating Committee submits slate to the Secretary.
01 April	– Secretary delivers ballots or opens electronic voting. – Chair appoints Tellers Committee no later than 1 April.
30 April	– Voting closes.
08 May	– Tellers Committee submits certified results to the Secretary.

4. Council

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. **Ex Officio Council Member(s):**
 - 1. **Student Branch Coordinator(s):** This council position will be the primary point of contact for AIAA student branches in the Section. If needed, separate coordinators may be appointed for each separate student branch.

5. 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 the event that either the previous Section Chair or the previous Section Treasurer are not available, then the Council may appoint another qualified person to fill the otherwise vacant position.

6. Committees

Pursuant to Article IX of the Bylaws, the Council may form and dissolve Committees upon majority vote of the Council. Committees are optional and do not require the appointment of a Committee Chair.

As needed, the Chair of a Committee (and Chairs of any Sub-Committees, if applicable) will be appointed by the Council and will serve as *Ex Officio* Council Members. In addition to other responsibilities identified, each Committee Chair is responsible for contributing their respective section of the End of Year Report.

Examples of Committees that may be formed, or dissolved, as needed include:

- a. **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.
- b. **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:
 1. **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.

2. **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.
- c. **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:
 1. Visiting campuses and providing speakers for student branches.
 2. Organizing Section meetings that target the university community.
 3. Assisting with financial support opportunities / awards for student design teams.
 4. Arranging student tours of aerospace industrial sites.The Committee will also interface with the STEM Committee where appropriate.
- d. **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.
- e. **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.
- f. **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.

7. Awards

Pursuant to Article X of the Bylaws, the Section may make awards as listed below.

The timing of the awards will be determined by the Council. Not every award must be presented every year.

Normally, no more than one award will be conferred per category per year, but the Council may bestow more than one award in exceptional circumstances.

- a. **Civic Service Award:** In recognition of an outstanding contribution to the progress of aerospace activities in the Section.
- 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. **Iowa / Nebraska State Fair Award:** In recognition of a distinguished display of aerospace technology within the Section.
- 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. **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).

Nominee Qualifications: Neither AIAA membership, nor AIAA Iowa Section membership, is a pre-requisite for award eligibility.

Nomination Process: Any Section member may nominate award recipients. Award nominations should be submitted to the Section Council.

Judging Criteria: Judging of awards is based on the information provided by the nominator, and any supporting data available. There is no official scoring process. The selections are based on the consensus of the Council, 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 Council can decide whether or not the nomination(s) are worthy of the

award and may choose to not give out the award for that year. Unsuccessful nominations may be resubmitted the following year.

The Council will issue a call for award nominees at least once per year.

Date	Action
January / February	– 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	– Results of Selection Committee submitted to Secretary – Nominees notified whether or not they were selected
After 05 May	– Order & pick up awards for recipients – Help to organize dinner meeting/awards banquet – Include award winners in May Newsletter

8. 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.

9. Social Media & Iowa Section Logo

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>.

There are no current social media accounts for the Iowa Section.

The following logo was formally commissioned through AIAA and can be used in connection with Iowa Section activities.



10. Financials

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

Budget allocations within the Iowa Section shall be defined and approved by the Council. The Treasurer shall be the primary account holder for each financial account maintained by the section. At least one additional Advisor shall also act as a signatory.

11. Council Meetings

Quarterly Council meetings will typically run throughout the Council Year, which is from September through May. Additional Planning Meetings may also occur upon demand.