Policies and Procedures of the

VANDENBERG AFB, CA Section

American Institute of Aeronautics and Astronautics, Inc.

*Amended on (13-MAR-2020)*

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

# SPP-1 Core Council Positions

The VAFB section has 4 core council positions as defined in the section bylaws:

## SPP-1.1 Chairman

Roles and responsibilities of the chairman are described in the section bylaws.

## SPP-1.2 Vice Chairman

Roles and responsibilities of the vice chairman are described in the section bylaws.

## SPP-1.3 Secretary

Roles and responsibilities of the secretary are described in the section bylaws.

## SPP-1.4 Treasurer

Roles and responsibilities of the treasurer are described in the section bylaws, with the exception of the Auditing Committee, chaired by the Treasurer.

### SPP-1.4.1 Audit Committee

The section council will appoint an Audit Committee (as per Article VIII.3)

* Since Audit Committees are not defined in section bylaws, this section is reserved for the definition and description of the auditing committee.
* Council would appoint the chair of the audit committee, with the Chairman and Treasurer on the audit committee, by virtue of their current offices.
* On the Section Audit/Budget form, signatures are required from the audit committee chair, incoming and outgoing chairs and incoming and outgoing treasurers.

### SPP-1.4.2 Sponsorship

As part of the treasurer’s duties to request money from Region VI, the section could solicit sponsorship money as needed for section activities. These funds tend to be seed funds to start a program or event. In subsequent years, the section will budget for these events to continue with fundraising goals of paying for the event. The section can still ask Region VI for funding, but the preference goes to seed funds.

# SPP-2 Non-Core Council Positions & Committees

This section is reserved for the definition and description of the non-core council positions (as per Article V, VI.1, VI.2) and council-formed committees (as per Article IX.1). The VAFB section has 3 addition non-core council positions, which include:

* 1. Communications Officer
  2. Education Officer
  3. Programs Officer

In addition to this, the VAFB section has 2 committees, which include:

* 1. Education Committee
  2. Programs Committee

Each committee is comprised of several subcommittee officers as described in the following sections.

## SPP-2.1 Communications Officer

### SPP-2.1.1 Appointment

Communications Officer is an elected Section position and therefore a voting member of the Section Council according to the AIAA Vandenberg Section Bylaws.

### SPP-2.1.2 Responsibilities

1. Main POC for the AIAA VAFB Section Communications and information sent to membership.
2. Coordinates with section officers who wish to post announcements, events, section news, and calls for volunteers.
3. Oversee Communications activities through Engage and other social media avenues, in accordance with AIAA social media policies.
4. Communicate Communications budgetary requests to the AIAA VAFB section Treasurer for approval.
5. Provide status updates to Section Leadership as appropriate.

### SPP-2.1.3 Social Media

This section is reserved for the Section’s policy on the use of Social Media.

* The Section may utilize Social Media accounts. These accounts are communicated to our regional representative, and are managed by the Communications Officer and Chairman. These are the primary administrators who are authorized to administer and post to these accounts, as representatives of the Section.
* Administrators are to post and control content of social media accounts such that only section related information, conversations, events, or announcements are made.
* If members would like an event or announcement posted, they should request this through the Communications Officer or Section Chairman.

## SPP-2.2 Education Committee Officer

### SPP-2.2.1 Appointment

Education Committee Officer is an elected Section position and therefore a voting member of the Section Council according to the AIAA Vandenberg Section Bylaws.

### SPP-2.2.2 Responsibilities

1. Main POC for the AIAA VAFB Section Education Committee, to which the following Sub-Committee officers report:
   1. K-12 STEAM Education Officer
   2. Collegiate STEAM Education Officer
   3. Adult STEAM Education Officer
2. Assist and support sub-committee officers in the leadership and execution of their respective sub-committees and focus areas.
3. Oversee Education Committee activities (priorities, scheduling, planning, status, execution, reporting).
4. Communicate Education Committee budgetary requests to the AIAA VAFB section Treasurer for approval.
5. Provide status updates to Section Leadership as appropriate.
6. Communicate with AIAA Region VI resource manager and READ program POC, as appropriate.

## SPP-2.3 K-12 STEAM Education Sub-Committee

### SPP-2.3.1 Appointment

K-12 STEAM Education Sub-Committee Officer is an appointed Section position and therefore a voting member of the Section Council according to the AIAA Vandenberg Section Bylaws.

### SPP-2.3.2 Responsibilities

1. Main POC for the AIAA VAFB Section K-12 Education Sub-Committee.
2. Assist and support Education Committee Officer in the leadership of the Education Committee.
3. Oversee K-12 STEAM Education Sub-Committee activities (priorities, scheduling, planning, status, execution, reporting).
4. Communicate K-12 STEAM Education Sub-Committee budgetary requests to the AIAA VAFB section Treasurer for approval.
5. Provide status updates to Section Leadership as appropriate.

## SPP-2.4 Collegiate STEAM Education Sub-Committee

### SPP-2.4.1 Appointment

Collegiate STEAM Education Sub-Committee Officer is an appointed Section position and therefore a voting member of the Section Council according to the AIAA Vandenberg Section Bylaws.

### SPP-2.4.2 Responsibilities

1. Main POC for the AIAA VAFB Section Collegiate Education Sub-Committee.
2. Assist and support Education Committee Officer in the leadership of the Education Committee.
3. Oversee Collegiate STEAM Education Sub-Committee activities (priorities, scheduling, planning, status, execution, reporting).
4. Follow guidelines outlined in the AIAA Distinguished Lecturer Speaker Expense Reimbursement Program and Honoria Policy.
5. Communicate Collegiate STEAM Education Sub-Committee budgetary requests to the AIAA VAFB section Treasurer for approval.
6. Provide status updates to Section Leadership as appropriate.

## SPP-2.5 Adult STEAM Education Sub-Committee

### SPP-2.5.1 Appointment

Adult STEAM Education Sub-Committee Officer is an appointed Section position and therefore a voting member of the Section Council according to the AIAA Vandenberg Section Bylaws.

### SPP-2.5.2 Responsibilities

1. Main POC for the AIAA VAFB Section Adult Education Sub-Committee.
2. Assist and support Education Committee Officer in the leadership of the Education Committee.
3. Oversee Adult STEAM Education Sub-Committee activities (priorities, scheduling, planning, status, execution, reporting).
4. Follow guidelines outlined in the AIAA Distinguished Lecturer Speaker Expense Reimbursement Program and Honoria Policy.
5. Communicate Adult STEAM Education Sub-Committee budgetary requests to the AIAA VAFB section Treasurer for approval.
6. Provide status updates to Section Leadership as appropriate.

## SPP-2.6 Programs Committee Officer

### SPP-2.6.1 Appointment

Programs Committee Officer is an elected Section position and therefore a voting member of the Section Council according to the AIAA Vandenberg Section Bylaws.

### SPP-2.6.2 Responsibilities

1. Main POC for the AIAA VAFB Section Programs Committee, to which the following Sub-Committee officers report:
   1. Membership Sub-Committee
   2. Awards Sub-Committee
   3. Young Professionals Sub-Committee
   4. Career Development Sub-Committee
   5. Public Policy Sub-Committee
2. Assist and support sub-committee officers in the leadership and execution of their respective sub-committees and focus areas.
3. Oversee Education Committee activities (priorities, scheduling, planning, status, execution, reporting).
4. Communicate Education Committee budgetary requests to the AIAA VAFB section Treasurer for approval.
5. Provide status updates to Section Leadership as appropriate.
6. Communicate with AIAA Region VI resource manager and READ program POC, as appropriate.

## SPP-2.7 Membership Sub-Committee

### SPP-2.7.1 Appointment

Membership Sub-Committee Officer is an appointed Section position and therefore a voting member of the Section Council according to the AIAA Vandenberg Section Bylaws.

### SPP-2.7.2 Responsibilities

1. Main POC for the AIAA VAFB Section Membership Sub-Committee.
2. Assist and support Programs Committee Officer in the leadership of the Education Committee.
3. Oversee Membership Sub-Committee activities (priorities, scheduling, planning, status, execution, reporting).
4. Communicate Membership Education Sub-Committee budgetary requests to the AIAA VAFB section Treasurer for approval.
5. Keep track of monthly Membership reports from regional resource.
6. Provide status updates to Section Leadership as appropriate.

## SPP-2.8 Awards Sub-Committee

## SPP-2.8.1 Appointment

Awards Sub-Committee Officer is an appointed Section position and therefore a voting member of the Section Council according to the AIAA Vandenberg Section Bylaws.

## SPP-2.8.2 Responsibilities

1. Main POC for the AIAA VAFB Section Awards Sub-Committee.
2. Assist and support Programs Committee Officer in the leadership of the Education Committee.
3. Oversee Awards Sub-Committee activities (priorities, scheduling, planning, status, execution, reporting).
4. Communicate Awards Sub-Committee budgetary requests to the AIAA VAFB section Treasurer for approval.
5. Keep track of award opportunities for members, determine which apply to our current member base, work with Communications Officer to advertise the award nomination information, and coordinate nomination applications.
6. Keep track of scholarship opportunities for members, determine which apply to our current member base, work with Communications Officer to advertise the scholarship information, and coordinate scholarship applications.
7. Provide status updates to Section Leadership as appropriate.

## SPP-2.9 Young Professionals Sub-Committee

### SPP-2.9.1 Appointment

Young Professionals Sub-Committee Officer is an appointed Section position and therefore a voting member of the Section Council according to the AIAA Vandenberg Section Bylaws.

### SPP-2.9.2 Responsibilities

1. Main POC for the AIAA VAFB Section Young Professionals Sub-Committee.
2. Assist and support Programs Committee Officer in the leadership of the Education Committee.
3. Oversee Young Professionals Sub-Committee activities (priorities, scheduling, planning, status, execution, reporting).
4. Communicate Young Professionals Sub-Committee budgetary requests to the AIAA VAFB section Treasurer for approval.
5. Provide status updates to Section Leadership as appropriate.

## SPP-2.10 Career Development Sub-Committee

### SPP-2.10.1 Appointment

Career Development Sub-Committee Officer is an appointed Section position and therefore a voting member of the Section Council according to the AIAA Vandenberg Section Bylaws.

### SPP-2.10.2 Responsibilities

1. Main POC for the AIAA VAFB Section Career Development Sub-Committee.
2. Assist and support Programs Committee Officer in the leadership of the Education Committee.
3. Oversee Career Development Sub-Committee activities (priorities, scheduling, planning, status, execution, reporting). Activities include networking and mentoring opportunities.
4. Communicate Career Development Sub-Committee budgetary requests to the AIAA VAFB section Treasurer for approval.
5. Provide status updates to Section Leadership as appropriate.
6. Determine section policy governing professional development credit hours conferred by the Section.

## SPP-2.11 Public Policy Sub-Committee

### SPP-2.11.1 Appointment

Public Policy Sub-Committee Officer is an appointed Section position and therefore a voting member of the Section Council according to the AIAA Vandenberg Section Bylaws.

### SPP-2.11.2 Responsibilities

1. Main POC for the AIAA VAFB Section Public Policy Sub-Committee.
2. Assist and support Programs Committee Officer in the leadership of the Education Committee.
3. Oversee Public Policy Sub-Committee activities (priorities, scheduling, planning, status, execution, reporting).
4. Communicate Public Policy Sub-Committee budgetary requests to the AIAA VAFB section Treasurer for approval.
5. Stay aware of Public Policy information from Regional and disseminate to the section as appropriate.
6. Attend Congressional Visits Day (CVD), and serve as a mentor to our student branch members who attend the event.
7. Provide status updates to Section Leadership as appropriate.

# SPP-3 Section Election Process

Section election process includes the appointment of a nominating committee, as well as a timeline of election activities as described in this section.

## SPP-3.1 Rules for appointment and composition of the Nominating Committee. (as per Article VI.2)

* + The bylaws state that the Council shall appoint (vote on) the Nominating Committee.
  + What will be the Section’s policy on how many members the Nominating Committee should have?
  + Will there be restrictions on which types of members comprise the committee (no Council members, some Council members (what balance/ratio)?

## SPP-3.2 Timeline for election:

This section describes the 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 (date as specified in the READ Policies and Procedures document as the present start of the new Section year).

Timeline for Election is as follows:

* Chair will appoint the Nominating Committee and Teller Committee during the council meeting in March.
* The Secretary will advertise the open positions to the voting membership in a call for nominations on 1-April. The nomination period will remain open for the period of 1-10 April.
* Nominees will be contacted by the Nominating Committee and given 5 days (to 15-April) to accept the nomination.
* Election slates will be crafted by the Nominating Committee and details advertised via Engage / email on 17-April.
* The Secretary will advertise voting ballots through the Engage system. Voting period opens 17-April and closes on 24-April, through Survey Monkey.
* Winners are tallied by a Chair appointed Teller Committee, comprised of an unbias member or members of the VAFB section who is/are not up for nomination. The Chairman and Secretary cannot be on the Teller Committee, as defined in the section bylaws Article VI, section 4.
* Winners announced on 1-May, or no later than the May section council meeting.
* New council members will work with the current council through May to learn their role, and the policies and procedures of the AIAA VAFB section.
* New council members begin their roles on 1-June.
* Council member terms are for one year, as decided in the 2020 election.
* Number of terms a council member is nominated for is unlimited, as decided in the 2020 election.

# SPP-4 Further Development of Section Policies and Procedures

It is also recommended that this policies and procedures document remain an evolving document that is applicable to the size and participation of each section year. This document should be reviewed ahead of each section year, to determine what updates, if any are required. Updates should be made in a timely manner so that the new section council has full understanding of these policies and procedures when the section year starts on 1-June.