

GUIDANCE FOR CVD PARTICIPANTS

AIAA is committed to appropriately informing and educating Congress and the Administration on the importance to this Nation of the aerospace engineering profession and its role in this vital sector. It is critical that in performing this valuable and sought after service, that the information presented is compatible with the diverse interests of our membership and consistent with Institute policy. Therefore, the Board of Directors has delegated the oversight of technical accuracy to the Technical Activities Committee (TAC) and the oversight of consistency with Institute policy to the Public Policy Committee (PPC).

To assure that these objectives are met, the following guidelines will be published in conjunction with all activities during the week of CVD. Members registering for CVD will be required to indicate that they have read the guidelines and will abide by them.

- All meetings during the two days of CVD (Tuesday and Wednesday) must focus on the Board-approved key issues. Other materials that relate to the key issues may be used as anecdotal or supporting information but must meet the guidelines below.
- Local constituent/state team appointments will take precedent during CVD. All appointments must be coordinated with state team captains or PPC staff.
- Technical Committees (TCs) and/or Program Committees (PCs) are encouraged to participate in state team meetings during CVD and to schedule meetings on topics not covered by the key issues on the days following CVD (Thursday or Friday). These meetings must be coordinated with PPC staff. All materials must adhere to the requirement below.

- All materials (with the exception of the Board-approved Key Issues) presented to Congress or the Administration on behalf of AIAA during the week of CVD must be approved in advance by the Technical Activities Committee (TAC) and the Public Policy Committee (PPC). These materials must be submitted to PPC staff no later than February 15.

Failure to abide by these guidelines may be viewed as a violation of the *AIAA Code of Ethics, A Guideline for Professional Conduct* and/or the *AIAA Volunteer Leadership Code of Ethics* in which the Institute's best interests are defined by the Board of Directors and, as delegated, the TAC and the PPC. These violations may be referred to the Ethical Conduct Panel as appropriate depending on the severity and the potential impact of the incident.

I acknowledge that I have read, understand, and will abide by the rules set forth in this document.

Signature

Date

AIAA Volunteer Leadership Code of Ethics

The Board of Directors of the American Institute of Aeronautics and Astronautics (“the Institute”) has adopted this Code of Ethics in order to:

- set forth certain of the values to which volunteer leaders of the Institute will adhere in the governance and conduct of the activities of the Institute,
- promote honest and ethical conduct by volunteer leaders by establishing standards to which they should conform, and
- provide guidance to volunteer leaders in carrying out their duties to the Institute.

A “volunteer leader” is any person serving without compensation from the Institute as a member of the Board of Directors or any committee, subcommittee, or other body of the Institute. No code or policy can anticipate every situation that may arise. Accordingly, this Code is intended to serve as a source of guiding principles for volunteer leaders. These persons are also encouraged to bring questions about particular circumstances that may implicate one or more of the provisions of this Code to the attention of the Chair of the Ethical Conduct Panel, the Audit Committee, or the AIAA Ombudsman who may provide guidance on the provision in question. This Code applies to all volunteer leaders of the Institute, all of whom shall adhere to the requirements set forth below in carrying out their duties to the Institute.

Standard of Conduct

A volunteer leader of the Institute shall at all times act in a manner he or she believes in good faith to be in the best interests of the Institute, and shall exercise the care an ordinarily prudent person in a like position would exercise under similar circumstances.

A volunteer leader shall exercise appropriate diligence in carrying out his or her particular responsibilities. In meeting this obligation, volunteer leaders are expected to:

- a) Attend and participate personally in meetings of any committee or other body of which they are a member;
- b) Remain properly informed about the tasks associated with their volunteer service; and
- c) Devote appropriate time to their volunteer responsibilities.

A volunteer leader has the responsibility to act in good faith and in the Institute's best interests, not their own interests, or those of a family member or another organization or institution with which the volunteer is affiliated. Volunteer leaders shall not use their positions for personal gain.

Conflicts of Interest

Volunteer leaders have a duty to be free from the influence of any conflicting interest when they participate in Institute activities, and to comply with the AIAA Conflict of Interest Policy.

Confidentiality

Volunteer leaders will maintain the confidentiality of all proprietary and sensitive or valuable information of the Institute entrusted to them, except when disclosure is authorized or legally mandated.

Fair Dealing

In carrying out their responsibilities to the Institute (including establishing the Institute's policies and practices), volunteer leaders shall seek to deal fairly with the Institute's members, service providers, suppliers, competitors, partners, and employees, and shall avoid taking unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other unfair dealing practice. Volunteer leaders will refrain from making or supporting any statement, promotion, or advertisement that is deceptive or fraudulent, and from the use of implication or half-truths that could falsely represent a product, service, or business situation.

Protection and Proper Use of Institute Assets

In carrying out their responsibilities to the Institute (including establishing the Institute's policies and practices), volunteer leaders will protect the Institute's assets, ensure their efficient use and ensure they are used for legitimate business purposes.

Compliance with Laws and Regulations

In carrying out their responsibilities to the Institute, volunteer leaders will adhere, and cause the Institute to adhere, to all applicable international, federal, state, and local laws and regulations.

Reporting Possible Illegal or Unethical Behavior or Issues with This Code

Issues with the Code of Ethics or unethical conduct of members or volunteer leaders can be submitted by phone or e-mail to the Chair of the Ethical Conduct Panel, the Audit Committee, or to the AIAA Ombudsman. The Panel reserves the right to send the observer a form with key questions to make its investigation more efficient. Once the Panel determines to accept the case, the Panel conducts an independent investigation of the case and recommends to the Board of Directors (or to the relevant organization leader) a disposition of the case including any penalties due by those in violation of this Code. Subsequently, the Panel will provide to the observer and involved parties the results of its investigation and its recommended disposition. There will be no repercussions from AIAA to the reporting individual for reporting an ethical conduct violation. Frivolous or frequent reports of violations by an individual can cause the Ethical Conduct Panel to revoke the member's right to report violations for a period of time commensurate with his/her abuse of this right.

Compliance Procedures

Any waiver of any provision of this Code may only be made by the Ethical Conduct Panel after due deliberation and a determination by such Panel that appropriate controls to protect the Institute are in place. Volunteer leaders will communicate any suspected violations of this Code promptly to the Chairperson of the Ethical Conduct Panel. Violations will be investigated by the Ethical Conduct Panel or by a person or persons designated by the Board, and appropriate action will be taken in the event of any violations of the Code.

Responsibility: Board of Directors / Ethical Conduct Panel
Adopted: 11 August 2011