



# ESTABLISHING AN AIAA SECTION

*Building  
Professional Networks  
Through AIAA Sections*

2016

# **AIAA FACT SHEET**

## **• General Overview of Section Operations •**

### **What is AIAA?**

The American Institute of Aeronautics and Astronautics is the nation's leading professional society in the broad areas of aeronautics and astronautics, and a leading worldwide aerospace information resource.

The mission of AIAA is to serve the profession, and to benefit the Institute's individual members and member institutions. The Institute addresses the needs of scientists, engineers and allied professionals who conceive, design, develop, test, construct, and operate air and space vehicles, their associated systems and subsystems, as well as the educators who train the professionals, researchers who continuously renew the technology, managers who lead their efforts, and innovators who bring forth new concepts.

### **AIAA Voluntary Organization and AIAA Staff**

AIAA's Board of Directors is the governing body of the Institute, comprised of members who volunteer their services to the Institute. Elections in which the individual professional members vote are held annually to fill the expiring terms. The Board of Directors positions are:

President

Vice Presidents:

Education	Directors, Regional (7)
Technical Activities	Directors, Technical (7)
Member Services	Directors, International (3)
Publications	Directors-at-Large (3)
Public Policy	President-Elect
Finance	Immediate Past President
Standards	
International Activities	

AIAA's professional staff organization directly supports the AIAA President, Board of Directors, AIAA standing committees, technical committees, and Regions and Sections. An Executive Director heads the staff organization.

### **What are AIAA Sections?**

The Institute's 58 sections provide local technical programs, facility tours, symposia, and activities of interest to professionals in the fields of aeronautics and astronautics. Meetings and programs of local sections can be technical in nature, provide overviews of local organizations, discuss historical events, offer political perspectives from elected government officials, provide career planning information, and much more.

The mission of any local Section is to benefit its individual members and member institutions and follow the overall AIAA mission. The following are examples of how a Section may accomplish this objective:

- Acting as a catalyst for information flow and creative exchange by providing forums where professionals can meet their counterparts in their own and allied disciplines and fields, present their findings and discoveries, and exchange views.
- Initiating participation in international technical forums and joint activities with other institutes worldwide.

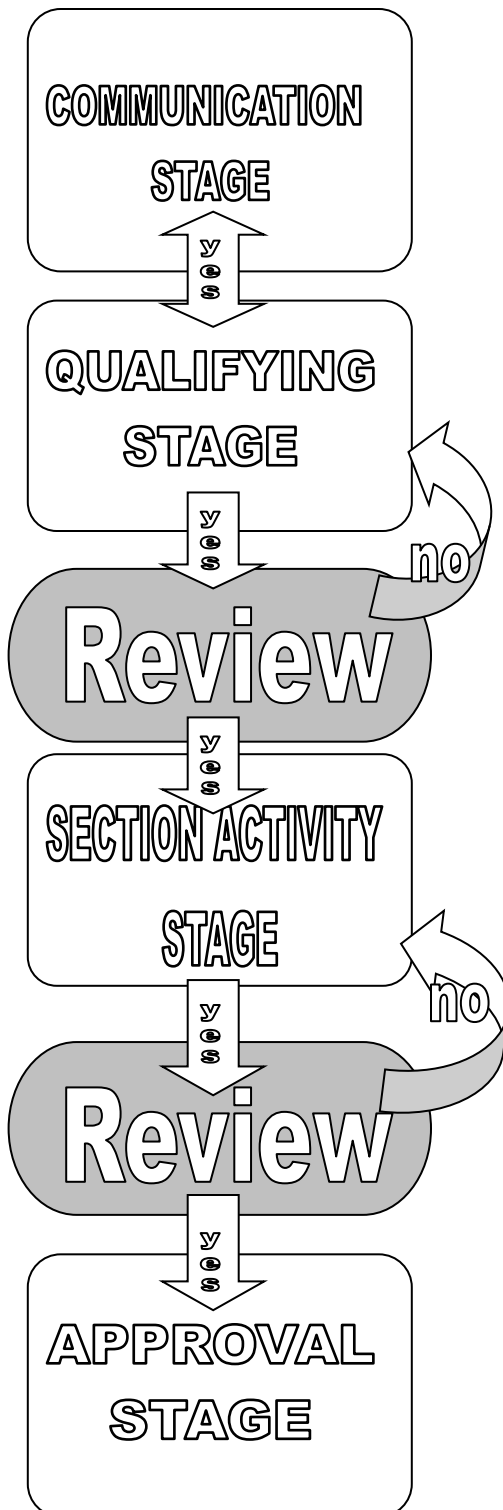
- Assisting Section members with nominations for awards that recognize exemplary accomplishments and promote member upgrades.
- Offering career development and continuing education opportunities.
- Supporting the educational process, which brings into being future generations of aviation and space professionals by nurturing interest among students and by involving enrolled students as pre-professional members of the Institute.
- Where appropriate, providing a voice for the professional community in public policy debate and informing the public of the value of technological leadership.

AIAA Section members elect their own volunteer officers, and staff liaisons work with these trusty volunteers to ensure successful programs. Local Sections have bylaws that govern their organizations.

In creating a new section, it is critical to ensure that there is sufficient interest in a geographical area on the part of the members to guarantee the continuation of the section long past the enthusiastic start. The critical steps for establishing a new Section are contained in guidelines written for this purpose. The following are issues to consider and remember when forming an AIAA Section:

1. More than one Section may exist in a particular state/country.
2. Sections shall describe their geographical boundaries, whether that is a city, an entire state/province, or other boundary. No two sections may overlap.
3. Sections may be centered on a particular organization, such as a university, rather than tied to a city or geographical area.
4. Sections shall describe their function and organization in their section bylaws. The AIAA model bylaws may be used as an example, or other alternatives may be proposed for consideration and approval.
5. Sections must have a governing body of elected volunteer officers.
6. Sections may focus their energy on dissemination of information without face-to-face meetings and activities.
7. Sections are required to have a bank account and are responsible for their own acts, contracts, debts and other obligations. Sections may not charge dues but may charge to cover the costs of activities and may also accept voluntary contributions.
8. Sections may create their own logos but should work with staff to ensure that those logos follow AIAA's branding guidelines.
9. Sections will be given a website under the AIAA volunteer website (currently at [info.aiaa.org](http://info.aiaa.org)) or may establish their own Web site with links to the AIAA page set up for them. Certain information is required to be present on any section website.
10. Sections may publish technical information from local symposia or conferences. However, they may not be resubmitted to the AIAA archival journals, which publish only original material, and/or to the AIAA meetings that accept only original presentations.
11. Although only 5 member signatures are required to get started, ultimately the proposed section will need to provide proof of interest of many others.
12. In the U.S., sections should use Robert's Rules of Order, Newly Revised, as the structure of their council and general meetings. Outside the U.S., an equivalent guide or set of procedures should be used.
13. The AIAA Staff, Regional Directors, Vice Presidents for Member Services and International Activities are available for assistance with the establishment of a Section.

## STEPS TO BECOME AN AIAA SECTION



### STAGE 1 - “Communication Stage”:

- Alliance with local association(s) if needed
- Collect names from professional members
- Submit names as potential council members

### STAGE 2 - “Qualifying Stage”:

- Submit Section bylaws
- Submit Section business plans (with budget)

*(Note: Stages 1 & 2 can occur simultaneously)*

### REVIEW STAGE:

- Regions and Section Activities Committee to review petition, business plans, and budget
- RSAC to provide start-up money

### STAGE 3 - “Section Activity Stage”:

- Conduct council meetings
- Conduct section programs
- Attend the AIAA Regional Leadership Conference
- Submit monthly status reports

### REVIEW STAGE:

- RSAC to review year-end section summary report

### STAGE 4 - “Approval Stage”:

- RSAC to approve the Section and to recommend the approval from the AIAA Board of Directors
- Board of Directors approves
- Members officially listed in section



## CUSTOMIZED SECTION TIMETABLE

For Section: \_\_\_\_\_

Section Contact Information: \_\_\_\_\_

Staff Contact Information: \_\_\_\_\_

Action/Strategy	Suggested Completion Date	Lead Person(s)	Check (☑) When Done
AIAA to mail information regarding establishing a new section	Date of initial contact	(AIAA Staff)	X
Follow-up by staff	30-60 days later	(AIAA Staff)	
Collect AIAA professional members' name on the petition form	(4-6 months)	(Section Chair)	
Identify Section council members	(4 months)	(Section Chair)	
Section bylaws	(4 months)	(Section Council)	
Section business plan with budget assumptions (one year)	(4 months)	(Section Council)	
Review #1	(6 weeks prior to the next RSAC mtg)	RSAC	
Section start—up money	(10 days after RSAC mtg)	(AIAA Staff)	
Section council meetings	(10-12 months)	(Section Council)	
Section activity	(10-12 months)	(Section Council)	
Monthly status reports	Every month	(Section Secretary)	
Year—end Section summary report	(after one year)	(Section Chair)	
Review #2	(6 weeks prior to the next RSAC mtg)	RSAC	
Approval—Charter Certificate	Possibly right after RSAC meeting or at next BOD meeting	Board of Directors	

## **FREQUENTLY ASKED QUESTIONS**

### **INQUIRIES REGARDING THE ESTABLISHMENT OF NEW SECTIONS**

**Q** – How many members are required to form an AIAA Section?

**A** – According to the AIAA By-laws 4.3 Sections may be organized within the regional organization of the Institute by a petition to the Board signed by 25 members, other than Student, Affiliate, or Associate Members, residing in the local area. For Region VII, the petition may be based on sustained activity by a smaller number of AIAA Professional Members. Upon review of such petition, the Board may authorize the formation of a Section.

**Q** – How long does it take to form an AIAA section? What are the requirements needed?

**A** – Upon the receipt of the request from a group of interested AIAA members, it may take between 15 to 24 months.

The basic requirements to establish a Section, according to AIAA Bylaws 4.2.2 and 4.3, is that “Each proposed Section shall submit its Bylaws to the Board for approval” and “Sections may be organized of the Institute by a petition to the Board signed by members, other than Affiliate, Student or Associate members, residing in the local area.” These are just the minimal requirements. The Region and Section Activities Committee (RSAC) and the International Activities Committee (IAC) have endorsed a four-stage program to officially form an AIAA Section. This includes having the interested members submit a business plan and budget, as well as perform several Section outreaches or activities for some specified time.

**Q** – How can a Section be named?

**A** – According to AIAA Bylaws 4.2.1, “Each Section shall adopt a name containing first, the name of a city, state, educational institution, or other appropriate designation; second, the word ‘Section’; and third, ‘American Institute of Aeronautics and Astronautics, Inc.’” The name must be approved by RSAC.

**Q** – How will the new leadership know which members are located in the proposed Section?

**A** – AIAA Staff will provide the person spearheading this initiative with contact information. AIAA Staff will always be available for special request or inquiries about the Section and its members. Once a Section has successfully completed the four stages and receives its official Section Charter, the Section may request from AIAA Headquarters will be able to get a roster electronically through the AIAA volunteer website.

### **SECTION STRUCTURE and REPORTING FUNCTIONS**

**Q** – How many members should live within a geographical area in order to form a Section? **A** – A Section should be established within a geographic area that allows the majority of its members to attend a meeting within a 1-2 hour travel time. This will maximize the number of attendees at their meetings and programs and would provide unity among the members.

**Q** – Can there be more than one Section in a state/province/country?

**A** – Yes. There can be more than one Section within a state/province/country. There needs to be a substantial number of members within a certain area. According to Bylaws 4.2.1, “Each Section shall adopt a name containing first, the name of a city, state, education institution, or other appropriate designation; second, the word ‘Section’; and third, ‘American Institute of Aeronautics and Astronautics, Inc.’”. It is not recommended the Section be named as an entire country.

**Q** – If there is more than one Section in a country, does a Section have more authority over the others? Likewise, do larger Sections have more authority over smaller Sections?

**A** – No. All Sections have equal voice.

**Q** – How are AIAA Sections represented?

**A** – Each of the 58 Sections are placed into one of the 7 geographic Regions (6 within the U.S. and 1 International). Each of these regions has a Regional Director, who is a member of the AIAA Board of Directors and the Region and Section Activities Committee (RSAC). Those Sections report directly to their respective Regional Director.

### **COUNCIL STRUCTURE and MEETINGS**

**Q** – What is a “council?”

**A** – A council is a group of dedicated volunteers, either elected or appointed from their AIAA local members, which governs the activities and policies of the section.

**Q** – What is a typical council structure?

**A** – The organization of AIAA Sections varies greatly. They range from a small Section with as few as three Section Officers to large Sections with numerous elected and appointed officers and committees organized for specific tasks or events. A Section’s bylaws spell out the organization of that particular Section. Bylaws should be reviewed periodically to determine the current effectiveness of the method of organization. However, each section should have at minimum a chair, vice-chair, secretary, and treasurer. New sections should strive for a more robust council.

The Section structure should stress flexibility, effectiveness, and continuity. Many Sections have found that electing officers whose terms expire simultaneously is counterproductive. Methods, which can be used to help continuity, are the Chairperson-elect method and the method in which one-half of the officers are elected each year (2-year terms).

**Q** – Are there easy tips for organizing an efficient Section council?

**A** – The vitality and success of a Section depends upon the dedication, enthusiasm, and ability shown by its officers. The importance of strong leadership in such a voluntary organization cannot be overemphasized. The obligation that members assume when agreeing to serve should not be taken lightly. How well the officers discharge their tasks in furthering the objectives of the Institute will determine the effectiveness of their Section.

The most successful Sections seem to hit upon a balance of young people just entering the profession, mid-career engineers, senior corporate officials and retired persons. All of these groups have particular skills and

talents that they can bring to bear on a Section's efforts during the year. While it is difficult to state precisely the methods of selecting the right people, the following criteria ought to be considered:

- **Dedication** to the profession and **enthusiasm for AIAA** and its purposes.
- **Sincere** willingness to serve.
- **Initiative, originality, vigor, empathy, affability.**
- **Managerial and leadership** ability.
- **Previous experience participating in Section activities.**
- Standing and **recognition** in the professional community.
- **Professional qualifications and technical capabilities.**

**Q** – How many council meetings should be conducted?

**A** – It is encouraged that the officers hold monthly council meetings. Your Section bylaws should state that there should be at least four council meetings per year. This will facilitate constant communication among all of the officers and will provide the chair with feedback that can be reported to staff or the Regional Director.

**Q** – Are there training programs available for AIAA Section leaders?

**A** – Each summer, AIAA staff and Regional Directors conduct a Regional Leadership Conference. This conference brings together newly elected Section officers to discuss section operations. The conference explains how to run the Section efficiently and effectively through its various section outreaches and provides an opportunity for sections to network with each other on best practices. It also explains the services AIAA Headquarters provides the sections.

The conferences are not a lecture by the staff. Region and Section attendees play an active role. They exchange ideas and make short presentations that explain many Section activities undertaken during the past year. Discussions focus on section organization and management, symposia and meetings, newsletters and public policy, education and professional development, etc., precisely what the new section officers need to know to run an effective section. These informative presentations offer practical insights into the mechanics of section operations by the best possible sources—the people that have actually been involved.

In addition to this leadership conference, there is a Section officer manual noting specific officer roles and section outreach programs available to section officers.

## **SECTION OFFICER ROLES**

**Q** – What is the primary function of the Chairperson?

**A** – A principal task of the Chairperson is to monitor the progress of the Section, keep it on course and within the bounds of its budget. He/she should make sure the major tasks are accomplished in a timely fashion. The Chairperson is the recipient of considerable correspondence and material from AIAA and he/she should see that it is properly acted upon or noted by the proper people in the Section. He/she is the principal Section source of information on AIAA activities. This provides him/her an opportunity to be a conduit of information both ways. He/she transmits information on AIAA activities and listens to the members and to his/her council, bringing their views to the regional and Institute levels. He/she should be willing to express his opinions on the issues that confront AIAA and generate membership discussion of them. An excellent method of accomplishing this is through a regular column in a Section newsletter and at council meetings. The Chairperson is also a spokesman externally: to peers, to other professional societies in the community, and to the community in general.



The Chairperson is also a principal interface with the other elements of AIAA, such as the technical committees, and is often asked to coordinate local arrangements for AIAA Institute wide meetings held in his/her local Section area. All in all, his/her advice and assistance will be sought in a variety of activities.

The Section Chairperson who approaches his/her year(s) in office with diligence and enthusiasm will find it is an extremely rewarding experience and one that he/she can look back upon with a great deal of pleasure and satisfaction.

**Q** – Explain the election process for the Section officers.

**A** – Each May, a ballot should be distributed to all Section members noting those who have accepted the nominations of the Chair, Vice Chair, Secretary, and Treasurer positions. These are elected positions. There are several other positions that are appointed. This includes such positions, but not limited to, membership officer, programs officer, honors and awards officer, young professional officer, and career enhancement officer.

**Q** – How many years can the Section officers hold office?

**A** – Initially, leaders would be identified to lead the new Section. Elections are held in the spring for the following year. Section year runs from June 1 through May 31. Ideally, we would like to see leaders from all aspects of professional interests, career paths, and ages. Officers can succeed themselves as needed but should take care not to get “burned out.”

**Q** – What is a “Section Year”?

**A** – A section year begins June 1 through May 31, and that is also the section fiscal year for reporting purposes. This differs from the AIAA HQ fiscal year, which runs from October 1 through September 30, and it differs from the Board of Directors “administrative year,” whose members start 1 May. The new section officers take their offices in June.

### **SECTION FUNDING or “REBATES”**

**Q** – Will there be any money provided to the Section during the “Section Activity Stage?”

**A** – Before the prospective section receives its official charter, RSAC may send the designated section treasurer “start-up” money. Both the budget submitted as well as the number of members the section has determines this amount.

**Q** – Does AIAA offer its Sections funding?

**A** – Yes. According to AIAA Bylaw 4.2.3, “The Director-Regional, after approving such annual report and budget (either as submitted or as revised), shall allocate to the section the rebate sum.” This rebate is based upon the number of professional members assigned to a section. This amount is distributed to the section treasurer in every October.

**Q** – What are the financial responsibilities of a Section?

**A** – According to AIAA Bylaw 4.2.5, “Each section and student branch shall be responsible for its own acts, contracts, debts, and other obligations...Each section and student branch may open and maintain a bank account in a reliable banking or other financial institution for the convenient disbursement of expenses incident to its

organizational purposes and functions in accordance with its Charter and Bylaws and those of the Institute.” Each section should submit an audit and budget report by 30 June.

**Q** - Can the section collect fees/dues for membership?

**A** - According to Bylaw 4.2.3, “Sections may not charge dues...incidental voluntary collections for social and technical activities are permitted.” Corporate donations to the Section are encouraged.

### **SECTION OUTREACH**

**Q** - Are there any suggestions for planning Section outreach or activities?

**A** - Planning and budgeting for the year’s activities are mutually related. Both are extremely important obligations undertaken by the Section leadership during the spring and summer months. The newly elected Section officers should be installed, or at least be identified, by early May. If it is not possible to hold the Section installation in early May, it is advisable to hold several joint council meetings of the outgoing and incoming officers to effect a smooth transition.

New officers should still develop program ideas for the new year and estimate a preliminary budget by the end of June. It is essential that a general plan for the year’s activities be mapped out early to allow for the proper implementation by the new officers and for the proper structuring of the Section budget.

**Q** - How do student branches interface with local section?

**A** - The sections and their respective student branches work quite closely together. The faculty advisors of any local student branches should sit on the council of the local section, and many student branch chairs also do so. Sections provide help with the Regional Student Conference when it is held in their section.



## SECTION OFFICER ROLES

The following are definitions of the various AIAA Section Officer roles. Some are elected positions, whereas most are appointed. The officers should begin their office in June with a term of usually one year.

### THE CHAIR

The Chairperson is the focal point of leadership for the Section. He/she must be an AIAA member. Among his/her major responsibilities are:

- **Motivating** the other officers and committee chairpersons, and building a Section team.
- **Coordinating** the varied activities of the Section.
- **Delegating** authority to undertake Section tasks and programs, insuring that he/she alone does not assume the detail work that must go to others.
- At the end of the year, **documenting section successes** by preparing the Section Annual Report.

As a former Section Chairperson put it: “The Chairperson’s duty is to see that everyone else does his/her job. There isn’t time for attending to every small detail personally — just make sure there is someone taking care of every task and that they aren’t asleep. This isn’t as easy as it may sound, and if anyone does go to sleep on the job it is going to be the Chairperson’s fault. Rightly so, since he/she needs to schedule things and TACTFULLY see that the schedules are being followed. Checks need to be made in time to take corrective action if necessary.” Getting to know the right people is very important, he added: “Get to know both the Regional Director and the Section membership. Find out what they both want from the Section officers and try to give it to them. Also, get to know the neighboring AIAA Section Chairpersons, as well as chairpersons of other local engineering societies. Cooperation with other Sections and societies can lead to joint meetings, joint committee efforts, etc., that can substantially reduce duplicated efforts, reduce costs, and free key people for additional services to the membership. Be sure to attend the AIAA Regional Leadership Conference, as they are usually quite valuable. Keep your Vice Chairperson well informed — he/she may have to take over for you some day.”

In coordinating Section activities, the Chairperson should direct a well-organized Section, operate it on a businesslike basis through its Executive Committee or Council and hold regularly scheduled meetings at which the major programs of the Section are reviewed and plans are implemented.

A principal task of the Chairperson is to monitor the progress of the Section, keep it on course and within the bounds of its budget. He/she should make sure that the major tasks are accomplished in a timely fashion. The Chairperson is the recipient of considerable correspondence and material from AIAA and he/she should see that it is properly acted upon or noted by the proper people in the Section. He/she is the principal Section source of information on AIAA Institute activities. This provides him/her an opportunity to be a conduit of information both ways. He/she transmits information on AIAA activities and listens to the members and to his/her council, bringing their views to the Regional and Institute levels. He/she should be willing to express opinions on the issues that confront AIAA and generate membership discussion of them. An excellent method of accomplishing this is through a regular column in the Section newsletter and at council meetings. The Chairperson is also a spokesperson to peers, other professional societies in the community, and the community in general.

The Chairperson is also a principal interface with the other elements of AIAA, such as the technical committees, and is often asked to coordinate local arrangements for AIAA Institute wide meetings held in his/her local Section area. All in all, his/her advice and assistance will be sought in a variety of activities.

### **VICE CHAIR**

In some Sections, the Vice-Chairperson (sometimes called the Chair-Elect) position is used as a “training ground” for the Chairperson's position. If the Section chooses, it may modify its bylaws to state that the Vice-Chairperson automatically advances to the Chairperson’s slot the following year. In other Sections, often there is just one position that encompasses both Chairperson back-up and the responsibility for running Section programs. The Vice Chairperson stands in for the Chairperson as needed.

### **SECRETARY**

A good and efficient Secretary is vital to the Section. The primary responsibilities of a Secretary include preparing agendas and taking minutes for the council meetings; distributing meeting notices to the council and the Section membership; keeping all permanent Section information (bylaws, budget reports, minutes); and maintaining the Section stationery.

### **TREASURER**

The Treasurer is the keeper of the Section finances. He/she monitors budget performance and maintains the financial records of the Section and assumes responsibility for Section—related expenditures. He/she must insure that Section officers and council properly authorize all expenditures. The Treasurer is also a member of the Section audit committee. If the Treasurer needs assistance completing the financial reports or has questions about rebates, he/she should contact the Regional Deputy Director of Finance. The Treasurer should also assume responsibility for any tax return and information filings.

### **RAC REPRESENTATIVE**

The representative to the Regional Advisory Committee (RAC) is responsible for bringing the concerns of the Section to the RAC and for relaying items of importance from the RAC back to the Section leadership. (Some Sections prefer to have the Chairperson serve as the RAC representative. The decision is up to the individual Sections, taking into account travel budgets and time constraints.)

This position is not currently needed for sections outside the U.S.

### **PROGRAMS CHAIR**

Programs are the backbone of a Section’s activities. This is the responsibility of the Programs Chair—oversees all Section programs and activities. They should reflect the varied interest of the membership and acknowledge the diversity of the constituent elements-industry, academia, government, etc. A regular schedule of meetings should be held throughout the year and the members should have knowledge of the pattern. They confer benefits on the members by communicating technical information, offering opportunities for experience in management and by promoting personal visibility.

### **CAREER AND PROFESSIONAL DEVELOPMENT OFFICER**

The Career and Professional Officer is responsible for planning and executing career enhancement activities and programs for your Section membership. It is up to the Career Enhancement Officer to suggest to the Program

Chairperson that some of the local activities be geared to the professional development of the Section members. This position suggests programs that have less technical emphasis.

### **EDUCATION OFFICER**

The Section Education position encompasses student and professional education programs. He/she will be able to help the education officer formulate the right mixture of programs for student branch outreach, precollege outreach, and continuing education. He/she should also promote the student-to-professional member dues program for graduating students.

### **STEM K-12 (PRECOLLEGE) OFFICER**

The STEM K-12 Outreach Officer role promotes the arts and sciences of aeronautics and astronautics in the local schools. The idea is to elevate children's interest in science early in life so that they will become future aerospace engineers or scientists. Simple outreach programs include, but are not limited to, judging science fairs at local schools, tutoring and mentoring children throughout their school years, giving school presentations, and working with the teachers and providing them with resource materials.

### **HONORS AND AWARDS OFFICER**

A section Honors and Awards Officer should be responsible for reporting upcoming awards deadlines (i.e., AIAA awards, section awards) to the council and the Section membership. Sections are encouraged to recognize past chairs, council members and committee chairs. Past chair pins and certificates, certificate stock and templates are available on request from HQ.

### **MEMBERSHIP OFFICER**

A Section Membership Officer may be either elected with the other officers or appointed. He/she is involved in overall Section planning and is charged with integrating membership development and retention programs into all Section activities scheduled for the year.

### **YOUNG PROFESSIONAL OFFICER**

The Young Professional Officer position benefits everyone: the young engineer who holds the position develops leadership skills, learns to manage people and programs, and learns how to deliver technical presentations and practice public speaking. The Section benefits from the programs put on by the young members, and members receive training to take on other Section positions in the future.

Some of the programs that the Young Professional Officer might organize include investment planning seminars for the young engineer, paper competitions for young professionals, and visits to Student Branches to promote student—to—professional membership upgrades.

The Young Professional Officers also promote the one-year half-price dues amount for new Young Professional members (who were not previously students), associate Technical Committee membership and encourage nominations for the prestigious Lawrence Sperry Award.

## **NEWSLETTER OFFICER AND/OR COMMUNICATIONS OFFIER**

The Newsletter Officer has the role of communicating the events the section plans to conduct to its members in the most efficient and timely manner. Other communication outreaches include e-mail announcements, Section Web sites, and bulletin board postings.

## **TECHNICAL OFFICER**

The Technical Officer is responsible for bringing technical activities to the Section membership. The officer may be in charge of the following types of Section activities: mini-symposia, local technical committees, and establishing Sister Section relationships.

## CHECKLIST FOR NEW SECTION COUNCIL MEMBERS

*This checklist is not a test, but a snapshot of areas to consider improving.*

### SECTION A: Preparing for Office

- \_\_\_\_\_ I have reviewed AIAA's Constitution and Bylaws.
- \_\_\_\_\_ I am familiar with AIAA's member services.
- \_\_\_\_\_ I have spoken with other section members to obtain their valuable perspectives on what needs to be done this year.
- \_\_\_\_\_ I have recently reviewed the Institute's member and staff organizational charts.
- \_\_\_\_\_ I have read my volunteer description and have a clear understanding of my duties.
- \_\_\_\_\_ I have read AIAA's long-range or annual plans.
- \_\_\_\_\_ I am familiar with the resources available or necessary to do the job and achieve our goals for the year.

### SECTION B: Implementing Roles and Responsibilities

- \_\_\_\_\_ I stay current on the most recent developments affecting AIAA and my industry or profession.
- \_\_\_\_\_ I routinely read all the correspondence and publications sent to the AIAA members.
- \_\_\_\_\_ I come to meetings prepared to discuss items on the agenda.
- \_\_\_\_\_ I am familiar with the specific duties of my position.
- \_\_\_\_\_ I am in touch with the members' changing needs for service from AIAA and consider them prior to making any decisions.
- \_\_\_\_\_ I actively participate in AIAA's programs and activities that I have encouraged others to support.
- \_\_\_\_\_ I identify members to get involved when they possess the right skills for the job.
- \_\_\_\_\_ I personally ask members to serve, clearly explaining what is expected, roles and responsibilities, resources available, and why they are right for the job, so they can effectively carry out the tasks.
- \_\_\_\_\_ I understand how policy is set and resources are appropriated in my association.
- \_\_\_\_\_ I identify fellow members with leadership potential and encourage them to develop their skills and pursue further involvement in AIAA.

## **DEMOGRAPHICS AND ROSTERS**

- This section should include a complete list of potential section members. A separate sheet may be used.





## NEW SECTION PETITION FROM

Date of Petition: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

WE, the undersigned AIAA Members, do hereby petition the AIAA Board of Directors for approval to establish a Section.

Proposed Name of New Section: \_\_\_\_\_

*In accordance with AIAA Bylaw 4.3, the signatures of at least 25 AIAA Members in good standing must be submitted to AIAA Headquarters in order to petition for a new Section. Associate members, affiliate members, and student members cannot be included.*

NAME

SIGNATURE

NAME	SIGNATURE
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**For Office Use Only:**

Date Received:

Charter Granted:



## SECTION LEADERSHIP ROSTER

(this can be done on an Excel spreadsheet and attached separately. The chair, chair-elect, secretary and treasurer positions must be filled.)

### Chairperson

(Name) \_\_\_\_\_

(Address) \_\_\_\_\_  
\_\_\_\_\_

(Business Phone) \_\_\_\_\_

(Email) \_\_\_\_\_

### Chair—Elect

(Name) \_\_\_\_\_

(Address) \_\_\_\_\_  
\_\_\_\_\_

(Business Phone) \_\_\_\_\_

(Email) \_\_\_\_\_

### Vice Chair

(Name) \_\_\_\_\_

(Address) \_\_\_\_\_  
\_\_\_\_\_

(Business Phone) \_\_\_\_\_

(Email) \_\_\_\_\_

### Secretary

(Name) \_\_\_\_\_

(Address) \_\_\_\_\_  
\_\_\_\_\_

(Business Phone) \_\_\_\_\_

(Email) \_\_\_\_\_

### Treasurer

(Name) \_\_\_\_\_

(Address) \_\_\_\_\_  
\_\_\_\_\_

(Business Phone) \_\_\_\_\_

(Email) \_\_\_\_\_

### Membership

(Name) \_\_\_\_\_

(Address) \_\_\_\_\_  
\_\_\_\_\_

(Business Phone) \_\_\_\_\_

(Email) \_\_\_\_\_

### Newsletter

(Name) \_\_\_\_\_

(Address) \_\_\_\_\_  
\_\_\_\_\_

(Business Phone) \_\_\_\_\_

(Email) \_\_\_\_\_

**Education**

\_\_\_\_\_  
*(Name)*

\_\_\_\_\_  
*(Address)*

\_\_\_\_\_

\_\_\_\_\_  
*(Business Phone)*

\_\_\_\_\_  
*(Fax)*

\_\_\_\_\_  
*(Email) (Email)*

**Honors and Awards**

\_\_\_\_\_  
*(Name)*

\_\_\_\_\_  
*(Address)*

\_\_\_\_\_

\_\_\_\_\_  
*(Business Phone)*

\_\_\_\_\_  
*(Fax)*

\_\_\_\_\_

**Programs**

\_\_\_\_\_  
*(Name)*

\_\_\_\_\_  
*(Address)*

\_\_\_\_\_

\_\_\_\_\_  
*(Business Phone)*

\_\_\_\_\_  
*(Fax)*

\_\_\_\_\_  
*(Email) (Email)*

**Career Enhancement**

\_\_\_\_\_  
*(Name)*

\_\_\_\_\_  
*(Address)*

\_\_\_\_\_

\_\_\_\_\_  
*(Business Phone)*

\_\_\_\_\_  
*(Fax)*

\_\_\_\_\_

**Technical**

\_\_\_\_\_  
*(Name)*

\_\_\_\_\_  
*(Address)*

\_\_\_\_\_

\_\_\_\_\_  
*(Business Phone)*

\_\_\_\_\_  
*(Fax)*

\_\_\_\_\_  
*(Email) (Email)*

**Young Professional**

\_\_\_\_\_  
*(Name)*

\_\_\_\_\_  
*(Address)*

\_\_\_\_\_

\_\_\_\_\_  
*(Business Phone)*

\_\_\_\_\_  
*(Fax)*

\_\_\_\_\_

**STEM K-12**

\_\_\_\_\_  
*(Name)*

\_\_\_\_\_  
*(Address)*

\_\_\_\_\_

\_\_\_\_\_  
*(Business Phone)*

\_\_\_\_\_  
*(Fax)*

\_\_\_\_\_  
*(Email) (Email)*

**RAC Representative**

\_\_\_\_\_  
*(Name)*

\_\_\_\_\_  
*(Address)*

\_\_\_\_\_

\_\_\_\_\_  
*(Business Phone)*

\_\_\_\_\_  
*(Fax)*

\_\_\_\_\_



## **SECTION BUSINESS PLAN**

It is recommended that the Section Business Plan consist of four parts. Please feel free to include additional information.

Part One should begin with an opening statement from the Chair of this proposed Section. This would include the goals and objectives for establishing a Section. It would be helpful to note the number of AIAA members and student members, key companies, other societies, and the level of aerospace activity located in the surrounding area.

Part Two would list, per month, the Section council meetings planned for one year. AIAA recommends the council meet every month for the first year. (The Section bylaws state that a Section council should meet at least four times a year.) Briefly describe the agenda and the goal for each of these meetings.

Part Three would describe the Section activities planned for the year. These activities will depend on the type of members who are located in that area. A review of the demographics of the members should be evaluated prior to making the year-long program schedule. This activity listing should include the location of the event, estimated cost, expected attendance, and communication outreach (i.e., newsletter, e-mail announcement). The goal of each activity should also be included.

Part Four is the listing of future plans for the Section. Where does the Section see itself in the next five years? It should include goals as well as a simple listing of potential Section activities.

Your business plan should be detailed enough for review and comparison with the Year-End Section Summary Report.