



DANIEL GUGGENHEIM MEDAL BOARD OF AWARD

Sponsoring Societies:

American Institute of Aeronautics and Astronautics
American Society of Mechanical Engineers
SAE International
Vertical Flight Society



RULES OF AWARD

Revised May 1954, May 1985, August 1995, May 1996, April 2002,
July 2003, April 2004, May 2008, May 2013, May 2015, April 2020
June 2020

Administered by the American Institute of Aeronautics and Astronautics
12700 Sunrise Valley Drive, Suite 200, Reston, Virginia 20191

The Daniel Guggenheim Medal was established as an international award for the purpose of honoring an individual who makes notable achievements in advancing the safety and practicality of aviation. The Medal recognizes contributions to aeronautical research and education, the development of commercial aircraft and equipment, and the application of aircraft to the economic and social activities of the nation.

Provision for the Medal was made in 1928 by the gift of a fund from the Daniel Guggenheim Fund for the Promotion of Aeronautics.

RULES OF AWARD

1. SCOPE OF THE AWARD

The Medal shall recognize contributions to aeronautical research and education, the development of commercial aircraft and equipment, and the application of aircraft to the economic and social activities of the nation.

There shall be no restriction on account of nationality, sex, or religion.

2. AWARD

2a. The Award shall be accompanied by a certificate, which shall recite the origin of the Medal, and the specific achievement for which the award is made. Such certificate shall be signed by the Chair and Vice Chair of the Board making the award. The Certificate shall also be accompanied by an engraved medallion.

2b. The Medal may be awarded annually but not more often.

2c. Awards shall be made by the Board of Award which include Life Members, five members which shall be designated by each of the sponsoring societies, which are the American Society of Mechanical Engineers, SAE International, American Institute of Aeronautics and Astronautics, and Vertical Flight Society

2d. Depending upon year, the Secretary shall request each of the above named four sponsoring societies to designate either one or two members to serve on the Board for a term of three years beginning on 1 October. All appointments should be completed by 1 September of the current year.

2e. All living recipients of the award shall be Life Members of the Board of Award.

3. BOARD

3a. The voting members of the Board shall consist of the Life Members, twenty Members (five representatives from each sponsoring society) and At-Large Member. Each Society is to identify members from various backgrounds and professions. This includes, but not limited to, gender, industry/government/academia organization,

country, age and professional interest. No sponsoring society shall have more than five (5) votes.

3b. At-Large Members must be Board Members whose terms have expired and are no longer designated to serve on the board by any of the four societies. At-Large members may be nominated at the annual Board Meeting by a current member and must be approved by an affirmative vote of three-fourths of the members attending said meeting. The term of At-Large member expires yearly but can be renewed at the annual Board Meeting by an affirmative vote of three-fourths of the attending members. The maximum number of At-Large Members at any given time is one.

4. **OFFICERS and EXECUTIVE COMMITTEE**

The officers of this Board of Award shall consist of a Chair and a Vice Chair who shall be elected annually by the Board of Award at its annual meeting. They shall be elected to serve a term of one year, and until their successors shall have been elected and qualified.

The Chair and Vice Chair shall be the Executive Committee and shall perform the functions of the Board between meetings when required for proper conduct of business.

The Chair shall preside over all meetings of the Board and shall perform all other duties incident to the office and be elected from the membership of the Board.

The Vice Chair shall preside in the absence of the Chair.

The duties of the Secretary shall be provided the American Institute of Aeronautics and Astronautics, as the Administrator of this Board. The Secretary shall prepare the business of the meeting and duly record the proceedings. The Secretary shall conduct the correspondence of the Board and shall keep full records of the same, and shall perform all other duties incident to the office and as may be required.

The American Institute of Aeronautics and Astronautics, acting as Treasurer, shall arrange for the payment of all bills when properly certified. At the annual meeting or whenever requested, the Secretary shall make written report to the Board of Award concerning the financial condition of the endowment fund, and shall also perform all other duties incident to this office, and as may be required by the Board of Award.

No officer or member of this Board shall receive from the Board any salary or compensation for services.

5. **VACANCIES**

5a. Society Representatives. If a vacancy shall occur among society representatives, the Secretary shall notify the Society, which will appoint a new representative as required in Rule 3.

5b. Life Members. Each life member terminates with its holder, and no vacancy shall occur.

6. **QUORUM**

6a. At least one member each of the four sponsoring societies shall be present at any meeting called after due notice and shall constitute a quorum for the transaction of any and all business.

6b. Should there be an unavoidable conflict caused by a sponsoring society's major conference or other urgent mandatory business, teleconference attendance by that society's members will be permitted if approved by the Chair no later than one week prior to the annual meeting date. If approved, the Secretary shall make appropriate arrangements for such teleconference and notify the affected member/s. Voting by that society's member/s via teleconference will be accepted by the Board.

7. **MEETINGS.**

The annual meeting of the Board shall be held in conjunction with the annual AIAA Fellows Dinner. The Secretary shall, to best extent, endeavor to de-conflict the meeting date.

8. **RULES GOVERNING THE AWARD**

8a. On or before 1 November in each year, the Secretary shall send each member of the Board an application form, requesting the member to submit one or more individuals who, in the member's opinion would be a suitable candidate for the Medal, together with the basis for such recommendation.

A renomination from the list of names considered at any of the three preceding annual meetings can be resubmitted by a Board member. A new biographical sketch need not be submitted unless there is a desire to amend or change the sketch as previously submitted.

This application shall be returned to the Secretary no later than 1 February prior to the annual meeting of the same year. The name and support material so received, shall be sent by the Secretary to all members of the Board for their review. It is the duty of all members of the Board of Award, to make submission of names each year.

8b. Members of the Board of Award in any given year are ineligible for nomination as a candidate for the Medal in that year in order to avoid the appearance of a conflict of interest.

8c. All of the individuals proposed shall be presented to the Board for consideration at the annual meeting. Candidates should be considered on the basis of merit. All presentations on behalf of candidates can be written or oral. There must be no set agreement within the Board calling for rotation of the award by the society membership.

From the individuals so presented the Board shall, if possible, select one name to be voted for by letter-ballot as the candidate, for the Award. Affirmative vote of three-

fourths of the members who submit their vote within the allotted time shall be necessary for such selection. If less than three-fourths vote are favorable, no Award will be made that year. Death of the candidate subsequent to selection at the meeting of the Board shall not debar said candidate from posthumous Award if the selection is confirmed in regular course by letter-ballot. Such posthumous Award shall consist of a certificate presented to the members of the Medalist's family.

9. VOTING PROCEDURE

At the Board meeting, each voting member in attendance will select three names, unordered. Total votes for each name will be tallied and fifty (50) percent of the names receiving the least votes will be eliminated from further consideration. The second vote will allow each voter to cast a vote for two names from those remaining before the Board. After this tally, fifty (50) percent of the names included in the second canvass, receiving the least votes, will be eliminated. If necessary, the third round will allow each voter to select one name from the remaining list before the Board, yielding a singular selection that may be chosen by acclamation.

When such selection shall have been made, the Chair shall call on the proposer of the candidate for a citation that, on approval of the Board, shall be included in the letter-ballot as required in Rule 10.

10. LETTER-BALLOT

The letter-ballot including the candidate's name and citation shall be mailed by the Secretary to each member of the Board of Award, on or before 1 June, succeeding the annual meeting at which the selection shall have been made. Such letter-ballots shall be returned to the Secretary before 1 August, for confirmation.

In the event that the candidate receives affirmative vote of three-fourths of the members who submit their vote within the allotted time, the Board shall be notified of the results, and the person to whom the Award is made shall be officially notified. Each sponsoring society shall also be notified, and public announcements made. If no candidate receives such majority there shall be no Award of the Medal for that year.

All proceedings pertaining to selection and balloting shall be confidential and shall not be divulged.

11. FUNDS

The funds of the Daniel Guggenheim Medal Board of Award shall be administered by the American Institute of Aeronautics and Astronautics, for the benefit of the Daniel Guggenheim Board of Award. The income thereof shall be used for defraying the cost of the Awards.

12. AMENDMENTS

These Rules of Award, after due notice to all members, may be amended, altered, modified, suspended or replaced at any meeting of the members of the Board of Award by the affirmative vote of three-fourths of the members who submit their vote within the allotted time or by a like majority by letter-ballot of the members, with all the sponsoring societies being represented.