

POLICIES AND PROCEDURES OF THE NIAGARA FRONTIER SECTION

AMERICAN INSTITUTE OF AERONAUTICS AND ASTRONAUTICS, INC.

AMENDED ON 5/20/2025

These policies and procedures are adopted pursuant to the bylaws of the Niagara Frontier Section of AIAA, and exist to define Section operations beyond what has been specified in the Section bylaws.

SPP 1: Council Structure

SPP 1.a: In addition to the four elected officers (Chair, Vice Chair, Secretary, Treasurer), the Section includes the following appointed positions: Young Professional Officer, Public Policy Officer, and Education Officer.

SPP 1.a.1: The Young Professional Officer engages recent graduates and early-career members in section and national activities and events.

SPP 1.a.2: The Public Policy Officer supports AIAA policy initiatives and promotes participation in advocacy efforts.

SPP 1.a.3: The Education Officer leads outreach and education engagement in the section's region.

SPP 1.b: These appointed positions are ex officio (non-voting) members of the Council, unless elected by the membership as Regular Council Members.

SPP 1.c: Only elected Officers and Regular Council Members have voting rights.

SPP 2: Terms of Office and Elections

SPP 2.a: The Chair shall be elected annually. Other Officers may be elected for terms of two years.

SPP 2.b: Regular Council Members may serve terms not exceeding three years and may be reelected without term limits.

SPP 2.c: Elections shall be held in time for newly elected Officers and Council Members to take office on June 1.

SPP 3: Quorum and Voting

SPP 3.a: A quorum for Council meetings shall consist of 50% of the voting members.

SPP 4: Audit Committee

SPP 4.a: An Audit Committee shall be formed as needed to comply with AIAA financial requirements.

SPP 4.b: The Audit Committee, when formed, shall include the incoming and outgoing Chair and Treasurer, and an appointed Audit Committee Chair.

SPP 3: Nominating and Tellers Committees

SPP 3.a: The Council shall appoint a Nominating Committee when needed. The Chair shall not serve on this committee.

SPP 3.b: A Tellers Committee of at least two current Section members shall be appointed by the Chair to count ballots. The Chair and Secretary may not serve on the Tellers Committee.

SPP 5: Committees

SPP 5.a: The Section does not currently have standing committees. Committees may be created by the Council as needed.

SPP 5.b: Committees shall be chaired by a Council member or designee, and include at least one Council member.

SPP 6: Awards

SPP 6.a: The Section confers a Young Professional Award annually.

SPP 6.b: The criteria and selection process shall be determined by the Council and may be documented separately.

SPP 7: Chapters

SPP 7.a: The Section does not currently have Chapters. The Council may establish Chapters in the future and define their structure and funding procedures.

SPP 8: Social Media and Sponsorship

SPP 8.a: The Section does not currently use social media or solicit sponsorships. Policies may be added in the future as needed.

SPP 10: Amendments

SPP 10.a: Amendments to these Policies and Procedures require a majority vote of the Section Council.

SPP 10.b: These Policies and Procedures may not conflict with the Section Bylaws.