American Institute of Aeronautics and Astronautics

Regional Engagement Activities Division (READ)

Operating Procedures

2022

Prepared by the AIAA Regional Engagement Activities Division

Document Version

Version	Date	Description
V01	11/08/2017	Draft for initial review.
V02	12/03/2017	Draft for final review.
V03	01/11/2018	Initial release. Approved by READ.
V04	04/30/2018	Renamed to reflect the content; the READ "charter" is documented in the Bylaws. Also augmented to include all functional elements needed
V05	01/31/2019	Updated to reflect latest processes
V06	08/18/2019	Updated based upon May meetings feedback. Approved 8/19/2019.
V07	03/18/2022	Updated to include 2.2.1 "Section Standing within the Institute". Approved 3/18/2022 at READ March 2022 Meeting.
V08	04/26/2022	Updated old governance terminology.

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1.0   Introduction

The Regional Engagement Activities Division (READ), established in the AIAA Bylaws, is one of the three Divisions within the Council of Directors. The three Divisions include a Regional Engagement Activities Division (READ), a Technical Activities Division (TAD), and an Integration and Outreach Division (IOD). Together, these three Divisions administer and manage membership activities: READ is based on geographic distribution of members, TAD is based on technical interests of members, and IOD is based on professional interests of members.

READ supervises member activities at all levels, from Student Branches to professional Sections and Regions. READ is the basis of member driven activities and events. The purpose of READ is to ensure all activities are appropriate to and in the best interest of the AIAA membership, and to conceive of new activity ideas in the same vein. The role of READ is to help organize and coordinate the efforts of the Sections and Student Branches and to facilitate these activities. READ promotes synergy between multiple professional Sections or between professional Sections and the Student Branches within the territory of the Section, and serves as a conduit for sharing ideas and best practices among all members of READ.

The geographic areas comprising the Regions of AIAA are shown in Figure 1.

Figure 1. Region Assignments within AIAA.

READ has the responsibilities (subject to the approval of the Council of Directors and Board of Trustees) for each of the Regions and the management of professional Sections and Student Branches within them. Specifically, at the Regional level, READ assures the following for themselves and the Regions:

- Meeting Minutes are recorded
- Region finances are properly maintained (bank account / coordinating student conference money / validate audit/budget reports)
- Bidirectional communication occurs between the Institute and Regions / Sections, which includes but is not limited to:
  - Regional representation on the Council of Directors
  - Deputy Directors roles and activities as specified in the Deputy Director Positions and Functions document
  - Liaison representation to and from various committees as specified in the Committee Liaison Functions document

2.0   Purpose

As per the AIAA Bylaws, READ is established for the purpose of coordinating activities among Sections within a prescribed Region and between Regions within the Institute, as well as to make the Council of Directors and Board of Trustees aware of ideas and/or issues READ Regions, Sections, and Student Branches may bring forward. An assigned AIAA staff member supports the day-by-day activities of READ.

READ cultivates and interacts with membership at all levels of the Institute. To the extent that it is appropriate, READ also encourages activities that are inclusive and appropriate to and in the best interest of the AIAA membership. Additionally, READ may have programs that recognize and honor members at the section and regional levels. Additional documents are available to describe the honors and awards sponsored by READ as well as the process for selecting honorees.

READ has the overall responsibility (subject to approval by the Council of Directors and Board of Trustees) for oversight of Region, Section, and Student Branch activities, including development and recommendations for policies and procedures relating to matters concerning programmatic and societal activities. Additionally, READ provides recommendations for the formation or dissolution of Regions, Sections, and Student Branches, as well as the establishment of Working Groups (WGs) and Subcommittees as needed.

READ also has the responsibility to work with TAD and IOD for the purpose of developing comprehensive and integrated ideas, activities, products, and solutions that are delivered to membership across all divisions in a complementary and effective manner.

Within the Institute, there are Regions, Sections, and Student Branches. The Sections comprising each Region are shown in Figure 2. The AIAA Staff Liaison maintains a listing of the Student Branches, including the Region and Section in which each Branch is located.
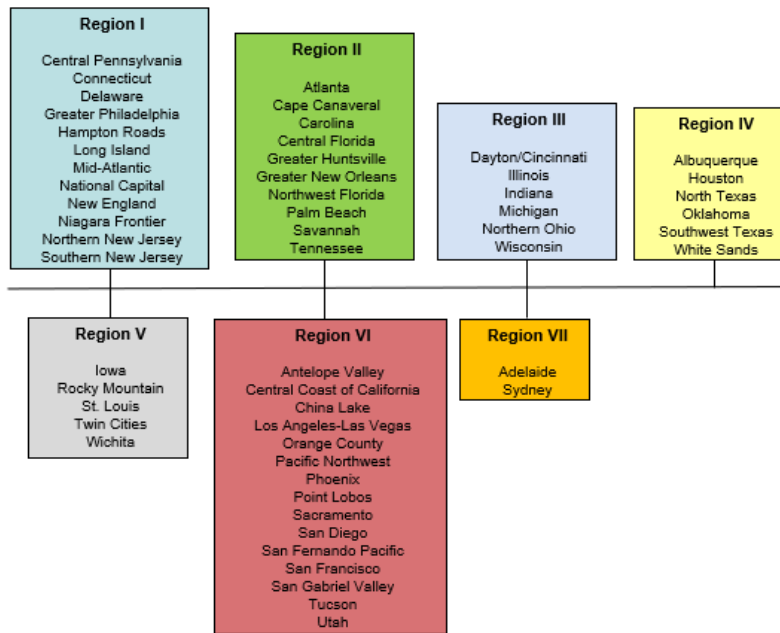

Figure 2. Section Assignments within the AIAA Regions.

For the specific individuals responsible for the leadership positions within READ (Chief and Regional Directors), the Sections (Section Chairs), and the Student Branches (Chair and Faculty Advisor), please refer to the most recently published READ Organizational Chart.

2.1 READ Responsibilities

Regions are formed by READ, with approval from the Council of Directors as delegated by the Board, to coordinate the activities of geographically-grouped Sections. A Regional Director leads each Region and represents that Region within READ and on the Council of Directors. The voting members who belong to that Region elect the Regional Director. The Regional Director coordinates the work of Sections within the Region through the Regional Activities Committee (RAC) and serve as a liaison between the members within the Region and the Institute. To achieve their objectives, Regional Directors may find it useful, and necessary, to appoint Deputy Directors to oversee specific areas of interest (e.g., Public Policy, K-12 STEM, Student Activities, etc.), forming Regional-level Subcommittees or Working Groups. Deputy Directors and the chairs of Regional-level Subcommittees and Working Groups serve at the pleasure of the Regional Director, who has plenary power to form and disband these groups and appoint or rescind the appointment of members to these positions.

Members of READ are responsible for understanding top level elements of the Technical Activities Division (TAD) including the Technical Committees (TCs) and the Integration and Outreach Division (IOD) including Integration and Outreach Committees (IOCs), as well as other opportunities that are available within Institute but outside READ.

READ is responsible for assuring that the Sections are made aware of AIAA activities and offerings which include but are not limited to:

- Sustained Service Award
- Special Service Citation
- Engineer of the Year Award
- Associate Fellow Selection Process
- Congressional Visits Day (CVD)
- Regional Student Conferences (RSC)
- STEM K-12 Outreach, Opportunities, and activities
- Regional Leadership Conference (RLC)
- Continuing Education / Workshops
- Career Planning / Workshops
- Young Professional Programs and Activities
- Forums / Associated Forum Events
- Faculty Advisor Award

For each of these activities, READ or subcomponents of READ, may assign responsibilities to a deputy director or liaison, and it may create Subcommittees or Working Groups to perform tasks required to assure success. AIAA staff members support and assist in regional interaction and coordination between the AIAA Institute offerings and Regions, Sections, and Student Branches.

2.2 Section Responsibilities

READ establishes Sections, with the approval of the Council of Directors as delegated by the Board of Trustees, consisting of members who share a defined geographical location (see Establishing an AIAA Section Processes and Procedures). Each Section shall adopt a name containing first, the name of the represented location such as a city or state; the word "Section;" and third, "American Institute of Aeronautics and Astronautics, Inc." Each proposed Section shall adopt the current Section bylaws managed by READ. Such bylaws shall always contain a provision that they are in all respects subject to, and that their members shall be governed by, the Certificate of Incorporation, the Constitution, and the Bylaws of the Institute. Sections bylaws shall at all times be on file with the Institute.

Each Section shall have a representative on the Regional Activities Committee (RAC). That representative is normally the Section Chair, but Sections have the option of designating another member as RAC representative. Sections may create and implement programs and services for its members according to guidelines established and published from time to time. Sections are empowered, through their bylaws,

to establish additional members of the Section Council to facilitate the management and execution of Section activities and events.

Within READ, Professional Sections (Sections) are established to provide value for AIAA members at the local level. This includes, but is not limited to, the following examples:

- Dinner Meetings, Lunch and Learn Seminars, Technical Talks, Symposiums, Mini-Conferences
- Professional member career and personal development / enhancement
- STEM Classroom visits, Promotion of STEM Education, Science Fair judging, tutoring
- University visits, scholarships, design competitions, RSC, DBF, tutoring, mentoring
- Young Professional development and mentoring
- Community outreach and volunteering for philanthropic and/or networking reasons
- Social and recreational events to promote networking and a sense of community among members

In support of the Sections, READ and Regional Directors can provide aid by helping to coordinate activities within a Region and across Regions. These coordination activities could include:

- Section charter and dechartering and assurance that the bylaws for Sections are current
- Help with providing information about membership trends, membership value, and recruiting/retaining members
- Identify new talent and potential leaders within a Section
- Provide leadership training (e.g., the Regional Leadership Conference (RLC))
- Facilitate and oversee the Section Awards process to reward Sections for their efforts in various areas to promote overall Section quality
- Advocate for Sections and Section needs at the Institute level:
    o Assure proper IT tools
    o Use of and support on engage.aiaa.org
    o Assure and advocate for Section funding (i.e., CAT I, II, and III funding)
    o Provide programming support (e.g., Distinguished Speaker Series)
    o Create and promote connections outside a Section (Section-to-Section / Corporate Members-to-Sections / Student Branches-to-Sections)
    o Promote Honors and Awards (e.g., Membership Upgrades and National AIAA Awards)
- Promote recognition of individual Section members for service and technical innovations through local and Institute-level honors and awards
- Help with Section program ideas
    o Initiate new, innovative ideas and reward Section activities that are innovative and successful. Provide synergy and support from Section to Section in terms of ideas and lessons learned
    o Career Planning Activities
    o STEM K-12 Activities
    o Young Professional Activities
    o Encourage Section participation in AIAA Forums (e.g., exhibit hall presence, Hub activities, etc.)

Section activities are coordinated and administered via Section and Regional leadership with assistance from AIAA Staff.

The Section Administrative Year is from June 1 to May 31. A Section Annual Report and completed Section Awards Rubric from each Section shall be due to the AIAA Staff Liaison on the first day of June, or on the first Monday of June if June 1 falls on a Saturday or Sunday.

The Section Fiscal Year is defined as being concurrent with the Section Administrative Year. An audited financial report for the previous Section Fiscal Year and Annual Budget for the current fiscal year shall be due to the AIAA Staff Liaison on June 30th or on the last Friday of June if the 30th falls on a Saturday or Sunday

If a Section is terminated by the Institute, the Section shall handle its finances in a manner consistent with the Section bylaws. Funds recovered from the terminated Section by the Institute shall be disbursed to the Sections absorbing the members of the terminated Section in proportion to the number of professional members that were absorbed from the terminated Section.

2.2.1 Section Standing Within the Institute

AIAA provides Sections with support and many benefits in order to assist the Sections in delivering value to the Institute's professional members. Examples include funding (annual rebates, Section awards, Director-discretionary funds, etc.), staff support, promotional items, use of Engage, publicity in the AIAA Bulletin or Aerospace America, and the Distinguished Speaker program.

Sections are expected to remain in good standing by meeting the requirements laid out for Sections by READ. Requirements to remain in good standing include, but are not limited to, adoption of and operation to the standard Section Bylaws controlled by READ, annual submission of the annual report and audit/budget report, compliance with institute governance, and adherence with Institute ethics protocols.

If READ determines that a Section is not in compliance with these requirements, Section leadership will be notified and asked for a corrective action plan. Unless the plan is received by the requested date, determined to be acceptable to READ and successfully executed, the Section will no longer considered to be in good standing with the Institute.

Sections determined to not be in good standing with the Institute are subject to immediate loss of support and benefits, leading up to dechartering by READ, with oversight by the Council of Directors. Dechartering may occur no sooner than six months after a formal determination is made by READ that the Section is no longer in good standing.

2.3 Student Branch Responsibilities

Student members may petition to the Student Branch Committee (SBC) and READ, with approval by the Council of Directors and acknowledgement of the Board of Trustees, in accordance with READ's rules and

polices established and published from time to time, to establish Student Branches based on University affiliation. A Student Branch may be organized at accredited universities of where the curriculum is designed to prepare students for a professional career in science and engineering. Each Student Branch shall adopt a name containing first, the name of the educational institution; second, the word "Student Branch"; and third, "American Institute of Aeronautics and Astronautics, Inc." Each proposed Student Branch shall adopt the Student Branch bylaws developed and managed by READ. Such bylaws shall contain a provision that they are in all respects subject to, and that their members shall be governed by, the Certificate of Incorporation, the Constitution, and the Bylaws of the Institute. Upon approval of its application and completion of its organization, the Student Branch shall receive a Charter from the Institute. Bylaws of Student Branches shall at all times be on file with the Institute. Proposed amendments to Student Branch bylaws shall be reviewed and approved by READ before taking effect.

The membership of a Student Branch includes all Student Members of the Institute studying at a university designated as one where a Student Branch exists. Membership from each Student Branch elects a Chair who leads the Branch and represents their respective membership at meetings of the Sections/Regions. Student Branches must have a faculty member or local professional member that serves as the faculty advisor to oversee branch activities.

The Student Branch Committee, overseen by READ, is responsible for student members, including the Student Branches, and for assuring that Professional Sections are supporting the activities of Student Branches in their geographic area. As such, the Student Branch Committee, READ, Regional Directors, and Professional Sections monitor and oversee Student (university) activities within a Region and across Regions such as:

- Maintaining Student Branch Bylaws
- Managing Student Branch Manual
- Maintaining Student Branch chartering/functioning/decharting
- Composing Student Information Briefing
- Helping to bring value to student members both as part of a student branch and if there is not a student branch at their academic location
- Providing tools for Student Branches to obtain new members and retain current student members
- Analyzing Student Branch reports and assessing Student Branch health / Creating Student Branch Stop Light Charts for each Region
- Visiting Student Branches (when possible)
- Encouraging Local Professional Section and Student Branch engagement with reporting to the DDE, Regions, and READ
- Identifying and Managing Student Branch Awards
- Managing and coordinating the Regional Student Paper Conferences (RSPC) / Revisit RSPC rules as needed
- Transmitting information associated with AIAA Institute offerings (through Student Activities Committee/AIAA Foundation) to student branches

The SBC shall encourage and support each student branch to submit a Student Branch Activity Report due to the AIAA Staff Liaison on June 30th, coinciding with the end of the university school year. Student Branches may charge local dues; however, to be members of AIAA, students still need to pay Institute dues. Student Branches may also collect funds for the cost of social or technical activities of the Branch. Description of these should be included in the annualt Student Branch Activity Report.

3.0   Operation

READ shall meet three times each year with attendance including Regional Directors, any READ Committee Chairs, and AIAA Staff. These meetings may be conducted in conjunction with an AIAA-sponsored forum, at (or near) AIAA Headquarters in Reston, Virginia, at alternate facilities designated by READ, or virtually via video teleconference platform. READ activities are coordinated and administered by the READ Chief with assistance from AIAA Staff. READ may also meet virtually throughout the remainder of the year. For each READ meeting, an agenda shall be provided and meeting minutes, including action items and decisions, shall be recorded. The READ Chief, with assistance from AIAA Staff, will place relevant documentation on the Division's AIAA Engage site portal for virtual access.

READ is encouraged to involve TAD and IOD communities, as appropriate, to ensure good communication and integration across Divisions.

3.1   Finances

Each year, 10% of the current professional member dues shall be provided to the Regions and Sections to support operations and programs for the membership. These funds shall be distributed in four categories:

Category I – A per-capita rebate to each section based on the number of professional members. The total amount given is the balance remaining after the amounts for the other three categories have been allocated.

Category II - $28,000 for Section Awards

Category III - $20,000 spread among the 7 Regional Directors by percentage based on the number of professional members in each region

Category IV - $6,000 to be used at the discretion of the READ Chief to supplement Category III funds

The actual amount is determined by the number of professional members on 1 June. The funds are distributed to the sections at the start of the fiscal year once all reporting requirements from the previous Section year have been fulfilled.

3.2 Section Awards

Section Awards (designated as Category II funding in Section 3.1) are conferred by READ to the Sections on an annual basis. Sections that complete and submit a Section Award Rubric as part of their annual reporting requirements detailed in Section 2.2 are considered as nominees for Section Awards. READ

oversees and manages the Section Awards process, but it may delegate the judging for specific awards to other committees within the Institute. In the case of delegated judging, the Regional Directors retain the prerogative to modify the results of the judging committee. For most awards, judgment follows the Section Awards rubric. For the Section Outstanding Activity Award, the recipient is voted upon by the Regional Directors. The Regional Directors may override the rubric results in making the final selections. Sections are judged in comparison to like-sized Sections, with the size categories being:

- Very Small
- Small
- Medium
- Large
- Very Large

The following Section Awards are conferred by READ to Sections. These awards are presented for the first, second, and third place Section in each size category, except as noted. The judgement for the awards are completed by READ, except in the cases noted where judging has been delegated. Dollar award values for each award and each place are set by READ.

- Outstanding Section
- Communications
- Membership
- Young Professionals (judging delegated to Young Professionals Committee)
- Public Policy (judging delegated to Public Policy Committee)
- Section-Student Branch Partnership (judging delegated to the Student Branch Committee)
- STEM K-12 (judging delegated to STEM K-12 Committee)
- Outstanding Activity (First Place Only)

3.3 Region Operation

Regional activities are coordinated and administered via the Regional Director, with assistance from AIAA Staff. Each Regional Director is encouraged to have at least one face-to-face RAC meeting during the year with their Section leadership and Deputy Directors. These meetings may be conducted in conjunction with an AIAA-sponsored forum, at AIAA Headquarters in Reston, Virginia, or at alternate facilities provided by the RAC members. Each Regional Director should also meet virtually with their Section leadership and Deputy Directors throughout the remainder of the year on a specified frequency (e.g., bimonthly).

Meeting agendas are created and distributed by the Regional Director in advance of each RAC meeting. The Regional Director, with help from AIAA Staff, will keep adequate records of all meetings, including but not limited to: meeting agendas, meeting minutes, individual action items, status of reports and presentations (drafts and final versions), and any additional relevant documentation. The Regional Director, with assistance from AIAA Staff, will place relevant documentation on the Region's AIAA Engage site portal for virtual access.

All U.S. Regions are responsible for maintaining a bank account for disbursement of funds. Those Regions should have a Deputy Director-Finance whose responsibility is to keep records of all regional accounts and provide any reports needed either to AIAA or other entities. Funds for Region VII are kept at AIAA Headquarters to be disbursed at the direction of the Region VII Director.

3.4   Section Operation

Section activities are planned, coordinated, and executed by the Section leadership (Section officers and Section Council members). The Section will place relevant documentation of any meetings and Section decisions on the Section's AIAA Engage site portal for virtual access. Sections are encouraged to involve TAD and IOD community members in their programming, as appropriate and as much as possible, to ensure good communication and integration within AIAA membership.

3.4.1   Amending Section Bylaws

It is the intention of READ that all Sections in the Institute operate under the same bylaws, except in special cases where local law or some other compelling reason requires a deviation. The amendment process is meant to maintain uniformity of the bylaws for all Sections.

As per the Section bylaws, amendments to those bylaws may be proposed by any Section or by any Regional Director. Upon receipt of a proposed bylaws amendment, READ shall complete a review of the proposal to ensure it is not subject to any limitations as per the limitations and restrictions statements in the Section bylaws, and to ensure the matter cannot be handled without the need for an amendment. The review and determination by READ shall be completed at the next READ face-to-face or virtual meeting or within 90 days, whichever comes later. If the amendment is preliminarily accepted, it will be forwarded by the Staff Liaison to all Sections for a comment period.

After the comment period, READ has 60 days to, by majority vote based upon the received comments, approve of the amendment as proposed, modify and approve of the amendment, or reject the amendment.

If READ votes to approve a proposed or modified amendment, then the proposed amendment shall be forwarded to the Secretaries of every Section of AIAA to hold a vote to ratify the proposition. The window for voting shall be set by READ within the constraints of the Section bylaws. The amendment shall be ratified as per the requirements and conditions established in the Section bylaws. If the amendment is ratified, the AIAA Staff Liaison shall provide an updated version of the bylaws to all Sections.

3.5   Student Branch Operation

Student Branch activities are coordinated and administered by the Student Branch Chair and their leadership team, with assistance from the University Faculty Advisor, the local Section or Region, and/or AIAA Staff. The Student Branch will keep adequate records of all meetings, including but not limited to: meeting agendas, meeting minutes, individual action items, status of reports and presentations (drafts and final versions), and any additional relevant documentation. The Student Branch will place relevant

documentation on the Student Branch Officers' AIAA Engage site portal for virtual access. Each Student Branch is required to submit an Annual Student Branch Activity Report by June 30th each year.

Student Branches are encouraged to involve and engage Sections and Regions, as appropriate and as much as possible, to promote communication between Student and Professional Members.

4.0   Revisions

READ has the authority to revise this document. The document should be reviewed not less than every three years or within one year of an update to the AIAA Mission statement or any parent documents governing the operation of READ.