

Student Branch Committee Charter

1 February 2021

SBC Goal

The Student Branch Committee (SBC) is responsible for the health and well-being of the Student Branches within the AIAA and presents Student Branch status to the Region Engagement Activity Division (READ) and then to the Council of Directors. This includes information transfer in both directions: from the Institute to the Regions and Local Professional Sections, and on to the Student Branches, and from the Student Branches through the Sections and Regions to the Institute.

SBC Composition

The SBC Chair shall be elected by the Regional Directors and the Regional Deputy Directors of Education and begin a three (3) year term starting in May, following a spring election. However, until the 2022 election, the Chair shall be appointed by the READ Chief.

Voting members of SBC include the Regional Deputy Directors for Education (DDE), the Faculty Advisor Award Chair, and ultimately, student liaison(s) from each of seven Regions. SBC also includes Institute representatives: Staff Liaison for Student Branches and University Programs Manager. The Institute representatives can provide data and a point of view but are not voting members of SBC.

SBC Tasks

The tasks of SBC shall include:

- Maintaining Student Branch Bylaws
- Managing Student Branch Manual
- Maintaining Student Branch chartering/functioning/decharting
- Composing Student Information Briefing
- Analyzing Student Branch reports and assessing Student Branch health
- Visiting Student Branches (when possible)
- Providing tools for Student Branches to obtain new members and retain current student members
- 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)
- Transmitting information associated with AIAA Institute offerings (through Student Activities Committee/AIAA Foundation) to student branches

SBC shall maintain a Student Branch Bylaw template that is current and broad enough to be incorporated by all university Student Branches. Additionally, the Committee shall ensure that each Student Branch has completed and submitted updated bylaws. The Committee shall also ensure that the Student Branch Manual is up-to-date and reflects the best offerings of AIAA. Committee

members shall also be responsible for assuring that each Student Branch has received a copy of the Student Branch Manual and reviews the manual on an annual basis.

In terms of chartering/functioning/de-chartering Student Branches, the Committee shall follow the AIAA bylaws, sec. 3.2.1.1, creating a chartering/functioning/de-chartering process document. In general, the SBC membership, in conjunction with the AIAA Student Branch staff liaison, is responsible for collecting the information regarding universities that would like to charter a new Student Branch. The Student Branch application is found on the AIAA website and should be used for all new branch information gathering. Once chartered, the SBC membership is responsible for collecting and reviewing information about each Student Branch within the Region. The SBC Chair will periodically present the status of student branches to READ along with a recommendation about whether or not a branch is healthy or should be listed as inactive or de-chartered. READ will formally approve SBC's recommendation on whether or not a Student Branch is chartered or de-chartered, and report the decision to the Council of Directors.

The Student Branch information briefing shall include information about the AIAA – how it was formed, its mission, as well as material about what a Student Branch is, what it does, and how it functions within the AIAA Institute. Additional information about student membership, the value of membership, and the reasons to transition to professional membership following university graduation should be included. Information about the AIAA Foundation and its role within AIAA, specifically how it supports student members, should also be included. This AIAA Foundation information should cover the design competitions, student scholarships, Distinguished Achievement Awards, Design/Build/Fly (D/B/F), regional Student Conference information, and International Student Conference travel and award material.

This material can be presented in its entirety or part as determined by the Regional DDE in conjunction with each Student Branch or local Section/Regional leadership. Additionally, materials may be presented to interested students and/or student members, even if they are not part of a chartered Student Branch.

Finally, the SBC membership is responsible for collecting and reviewing the "health and status" information about each Student Branch. Any on-going or currently planned events for Student Branches within the Region should be collected by the DDE (or local Section/Region leadership) to provide a status of the Student Branches at the Regional Activities Committee (RAC) meetings held within each Region. Student Branch awards and the Faculty Advisor Award shall also be managed by the Committee and results reported to READ and the Council of Directors, as desired. Finally, summary materials regarding the Student Branches' health and status may be presented by the SBC Chair as part of the READ meeting or as part of the Council of Directors meeting, as desired.