



Creating a New AIAA Section

What is a Section?

AIAA organizes its membership into geographic boundaries called “Regions” and “Sections.” There are 7 regions and 58 sections. Every AIAA member is assigned to a region that represents a specific area of the world (see Regions and Sections [map](#)) based on the address they list in their AIAA membership profile. Sections are more local and specific to cities or states that members live in or nearby. Every member is assigned a region, but not necessarily a section.

A new section can be created if the AIAA members in a specific city or geographic area express interest. New sections must follow a list of requirements and timeline (see below) to ensure it is sustainable and viable over time.

Total Timeline to Create an AIAA Section: Estimated 12-18 Months

Phase 1

Intent and Communication

Estimated 4 months

- Inform AIAA HQ of intent to establish a new section.
- Hold an interest meeting with local AIAA members to ensure the membership is supportive of a section. Collect at least 25 names of local AIAA Professional Members interested in the startup of a new section. Identify from these 25 individuals who will serve as volunteer council members (Section Chair, Vice Chair, Secretary, Treasurer, and other roles).
- Review and sign AIAA Section Bylaws document.
- Create a section plan that outlines the purpose of creating a new section, your section’s plans for upcoming meetings/events/activities for the next year, and a budget.
- Submit to AIAA HQ the list of 25 members, list of volunteer council members, signed AIAA Section Bylaws, and section plan.

Phase 2

Initial Review

Estimated 2 months

- The AIAA Membership Engagement Division (MED) will review and vote to approve/disapprove the section’s submission package.
- If approved, the section will receive “Provisional Charter” status and can move to Phase 3.
- If the submission package is disapproved, MED will provide feedback and the potential section can choose to resubmit at a later date.

Phase 3

Provisional Charter Activity

At least 6 months

- The Section will conduct council meetings and host events/activities as a chartered section would. The council members will need to document their activities and compile into an end-of-year report, which will be determined by MED of the deadline to be submitted.



Phase 4

Final Review and Approval

Dependent on AIAA Council of Directors Meeting Schedule

- MED will review the year-end report and will vote to approve or disapprove to charter the section.
- If disapproved, MED will go back to the section with its feedback and the section can choose to resubmit their end-of-year report at a later date.
- If approved, MED will provide a summary to the AIAA Council of Directors and petition to vote to approve the section charter. If disapproved, the section will be notified and may resubmit their end-of-year report at a later date.
- Once the section has been officially chartered, the section will be informed of the approval and AIAA HQ will work to get the section set up with resources and startup funding to function as an official AIAA Section.

For further questions/information, please contact Lindsay Mitchell at lindsaym@aiaa.org.