

Policies and Procedures



**American Institute of Aeronautics and Astronautics
Rocky Mountain Section**

Revision: New

Revisions

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Authority

These policies and procedures are adopted pursuant to the AIAA Rocky Mountain Section Bylaws, hereafter “Bylaws”, and are intended to define Section operations beyond what has been specified in the Bylaws.

1.0 Mission & Goals

Mission:

To leverage the wealth of knowledge, experience, and history in the Rocky Mountain region to inspire and promote the aerospace industry.

Goals

1. Further the national AIAA mission and goals in the states of Colorado, Montana, and Wyoming.
2. Engage our members in activities that broaden their aerospace education and deepen technical knowledge.
3. Raise awareness of aerospace news and issues.
4. Support local STEM activities to train and inspire the next generation of aerospace professionals.
5. Cooperate with other professional societies, corporate partners, academic institutions, and social groups.

2.0 Chapters

The Section currently has no chapters.

3.0 Financials

As voting members, both Officers and Regular Members shall exercise financial responsibility in their voting in order to safeguard the long-term viability of the Section. Officers shall take an active role in the management of the Section’s finances and financial health. Officers, each and in accordance with his or her office, shall assure the appropriate approval and disbursement of all Council expenditures and record and safeguard all receipts. These responsibilities shall be executed in accordance with the Bylaws, with special attention to *Article VIII*. Whenever a real or implied conflict exists with the Bylaws, the Bylaws take precedence.

Accounts

Per *VIII.4* of the Bylaws “The Section shall open and maintain a bank account...” the Section shall maintain, at least, a checking account owned by and under the responsibility of the Treasurer. Additional owners and signatories may be added with the unanimous consent of the Officers to be affirmed when an election changes the makeup of the Officers.

Per *VIII.4* of the Bylaws “The Section shall open and maintain a bank account...” the Section, as of Revision New of this document, maintains accounts at several financial institutions.

- The Section maintains both a Checking and a Savings account at Wells Fargo Bank, N.A., owned by the Treasurer. Per Wells Fargo policy, any single owner may administer, including liquidate and close, the bank account. Per Wells Fargo policy, any single signatory may fully transact, including sign checks for and withdraw funds from, the account.
- The Section also maintains a PayPal account owned by the Treasurer. Per PayPal policy the account is associated with a single social security number. The PayPal account does not regularly hold a balance, but instead offers a convenient form of funds collection for fundraising efforts. All Section funds should reside, whenever possible, within the Wells Fargo, N.A., accounts.

Per *VIII.4* of the Bylaws "...as are required for proper maintenance of its organization and the performance of its functions ..." in addition to the signature or authorization of the Treasurer, as required by the bank, a second authorization for all disbursements from Section funds shall be required. This authorization may be in the form of a physical signature or other documented approval, e.g. an email. This authorization will be from the Chair or, when delegated, the Vice Chair.

Per *VIII.3* of the Bylaws "The Section shall submit an audited financial report ..." the Treasurer shall distribute bank statements to the Officers, monthly.

Budgets

Per *VIII.5* of the Bylaws "The Section shall have no indebtedness ..." the Treasurer shall propose a budget to be approved in accordance with the Bylaws no later than the first council meeting of the new fiscal year. This initial budget will balance based on the sum of cash on hand and expected income from the national rebate. Further increases to spending limits identified in the budget must be approved in accordance with the Bylaws. No increase to spending limits may exceed the sum of cash on hand, expected income from national rebate, and projected fundraising efforts agreed upon unanimously by the Officers.

Per *VIII.5* of the Section Bylaws "Only Voting Section Council members may vote ..." the Section shall update the budget, specifically spending limits up to which the committees may be reimbursed, in accordance with the Bylaws and documented by the Treasurer. Updated spending limits will be adopted only when one half plus one of the voting members have approved the increase. Voting members, as of Revision New of this document, are defined as seven (7) individuals consisting of the four (4) Officers defined in the Bylaws and three (3) Regular Members defined in this document.

Expenditures

Per *VIII.5* of the Bylaws "...so long as the expenditure has been previously authorized either as part of the Section budget ..." the Section shall maintain a budget approved per the Bylaws to document spending limits for committees. The budget report shall document the status of expenditures to date against those spending limits. Generally, the Treasurer will not disburse funds under a budgeted category in excess of the spending limit approved in accordance with the Bylaws.

4.0 Council Members

Officers and Regular Members are elected positions and shall function as voting members of the Council, as defined in *Article V* of the Bylaws. Elected positions are two-year terms unless otherwise defined. Positions filled by appointees to complete the remainder of a vacant position must be filled at the next election. Voting members should make every effort to attend Council Meetings so a quorum is met.

Officers

Chair

The Chair is elected annually for a two-year term. The Chair shall be the chief executive officer of the Section for one year and then becomes the Immediate Past Chair in the second year. If the Chair is re-elected for a subsequent term, the sequence restarts.

Responsibilities:

- Shall be a member of the Council and of all committees, except the Nominating Committee.
- Shall preside at all meetings and functions of the Council and of the Section.
- Represent the Section in dealing with outside agencies, making all appointments, and transacting all business of the Section as directed by it or its Council, and in accordance with the Bylaws.

- Shall make an annual report generally by 31 May through the annual report process as defined by the Regional Engagement Activities Division (READ) of AIAA.

Vice Chair

The Vice Chair is elected annually and is responsible for supporting the Chair in their responsibilities. This position is good preparation for members aspiring to become Chair.

Responsibilities:

- Shall be a voting member of the Council and shall act in the place of the Chair in any case of the Chair's absence or inability to act.
- Shall transact, at the direction of the Chair, any business which could be within the power of the Chair to transact

Secretary

The Secretary is responsible for Section records and is good preparation for members aspiring to be Chair.

Responsibilities:

- Shall make preparations for Section Council meetings including agendas and minutes, distribute meeting notices and other communiqué to the Section Officers and to the general membership.
- Shall maintain minutes of the meetings of the Council and shall maintain all its records not otherwise assigned.
- Shall conduct the correspondence of the Section and the Council and shall be responsible for sending out all notices of the meetings and keeping a full and correct list of the Council membership.

Treasurer

The Treasurer is responsible for Section finances.

Responsibilities:

- Shall make all required financial reports and such expenditures as may be authorized by the Section or by the Council as implemented under the Bylaws.
- Coordinate the preparation of the Section budget
- Monitor committee performance to the budget
- Maintain the financial records of the Section
- Prepare the end-of-year audit

Regular Members

In accordance with *Article V* of the Bylaws, the Rocky Mountain Section establishes the following elected positions. They shall function as voting members of the Council, as defined in *Article V* of the Bylaws.

Communications Director

Responsible for the coordination of the Education/STEM, Newsletter, Public Policy, and Webmaster Committees.

Engagement and Outreach Director

Responsible for the coordination of the Annual Technology Symposium (ATS), Honors and Awards, Professional Development, Programs, and Young Professionals Committees.

Membership Outreach Director

Responsible for the Membership Committee and coordination of College Outreach and Montana and Wyoming activities.

Staggering of Terms

Commencing in the 2020-2021 Section Administrative year, two-year terms are staggered to encourage rotation of positions while retaining the level of knowledge necessary to lead the Section forward, and provide Council leadership experience for younger members. The following graphic shows the terms for Council voting members where a Chair is elected annually then becomes the Past Chair. A Vice Chair is also elected annually. Other voting positions are staggered so that experience is maintained from one year to the next.

AIAA-RMS Term Staggering	1 st Year	2 nd Year	3 rd year	Recurring	
Chair	E	E	E	E	E
Immediate Past Chair (Ex Officio)					
Vice Chair	E	E	E	E	E
Secretary	E		E		E
Treasurer	E	E		E	
Communications Director	E		E		E
Engagement & Outreach Director	E	E		E	
Membership Outreach Director	E		E		E
1 Year Terms	4	2	2	2	2
2 Year Terms	3	2	3	2	3
Ballot Length	7	4	5	4	5

Ex Officio Members

The following Committee Chairs are appointed by and serve at the discretion of the Chair. Appointments are for one year or until successors are appointed. The Chairs of the following committees shall function as *Ex Officio* Council Members and are not voting members, as defined in *Article V* of the Bylaws.

- Annual Technology Symposium
- College Outreach
- Education/STEM
- Honors & Awards
- Membership
- Newsletter
- Professional Development
- Programs
- Public Policy
- Region V Representative
- Web Media
- Young Professionals

5.0 Council Meetings

Council meetings are generally conducted monthly in person throughout the Administrative year (01 June – 31 May). The meeting location varies to accommodate the Council Members that reside in the Denver, Boulder, and Colorado Springs, CO. Council meetings may be conducted virtually at the discretion of the Chair.

Council members will receive a meeting notice from the Secretary of the date, time, and location generally two-weeks in advance. The meeting notice includes a deadline to submit a report and a RSVP so the appropriate number of seats can be reserved at the venue.

Motions for Council action may be made and seconded by any Council Member.

6.0 Standing Committees

The following Section Committees, and their associated roles and responsibilities, are hereby established pursuant to *Article IX* of the Bylaws.

The Chairs of these committees (and Chairs of any Sub-Committees) are appointed by the Chair for the duration of the Chair's term and function as *Ex Officio* Council Members. In addition to the responsibilities listed below, each Committee Chair is responsible for submitting regular reports for Council Meetings as well as their respective section of the End of Year Report.

Annual Technology Symposium

The ATS is a high-profile Rocky Mountain regional event for the aerospace industry, academia, and government to highlight new ideas, methodologies, concepts, and technical innovations.

College Outreach

The College Outreach Committee shall be responsible for planning and implementing college-level educational programs and activities for the Section. It shall be responsible for interfacing with the student branches to help them feel they are part of the section.

Activities may include, but are not limited to, the following:

- Visiting campuses and providing speakers for student branches.
- Organizing Section meetings/programs that target the university community.
- Assisting with financial support opportunities / awards for student design teams.
- Arranging student tours of aerospace industrial sites.
- Coordinate with the Education/STEM Committee as appropriate.
- Advertising availability of RMS Scholarship
- Assist in finding judges for the regional student paper competition

Education/STEM

The Education/STEM Committee shall be responsible for raising awareness in science, technology, engineering, and math in order to better prepare primary-education students in Kindergarten through grade 12 (K-12) for success in today's increasingly high-tech world. The Committee shall act as an AIAA resource for K-12 students, teachers, and school districts in order to broaden the STEM-related educational experience of students. Specific goals are to encourage students to continue their education in STEM subjects, and to facilitate and improve collaboration between students, teachers, industry, government, and academia.

Honors and Awards

The Honors & Awards Committee shall be responsible for promoting and recognizing excellence within the Section for local, regional and national awards at an annual recognition event. The committee shall

administer awards and scholarships as described in Sections 8 and 9, and maintain a record of honors conferred.

Membership

The Membership Committee shall be responsible for the recruitment and retention of Section members, and the involvement of members in Section programs and activities.

Responsibilities:

- Encouraging promotion through the grades of Institute membership, particularly the assembly of nominators, references, and reviewers for Associate Fellow and Fellow nominations.
- Organizing membership drives and promotions.
- Specific activities of this committee are described in Section 10.

Newsletter

The Newsletter Editor shall create a newsletter (minimum quarterly) for distribution to the membership, to include notices of upcoming activities and reviews of past events, as well as other items of general interest.

Professional Development

The Professional Development Committee shall be responsible for planning and implementing programs and activities that can assist and encourage technical career advancement.

Programs

The Programs Committee shall be responsible for overseeing the planning, organization, and execution of 6 – 8 Section meetings for the membership with the purpose of increasing professional knowledge, networking, and fellowship.

Public Policy

The Public Policy Committee shall seek, promote, and coordinate opportunities for the Section to advocate for aerospace by providing technical expertise and policy guidance to decision makers in national, state, and local government. The committee also organizes the Section's participation in Colorado Aerospace Day and the annual Congressional Visits Day.

Region V Representative

The Region V Representative shall represent the Section at all meetings of the Region V Advisory Committee. Typically the Section Chair serves as the representative. The Section Chair shall notify the Region V Director if an alternate representative is required.

Webmaster

The Webmaster is responsible for maintaining the Section's Internet presence, which includes posting notifications for upcoming activities, maintaining a record of awards and other relevant historical data, creating and maintaining Section email distribution lists, preparing registration pages for events, preparing surveys and election ballots, and adding aerospace links and items of interest.

Administration and use of any social media shall conform to the social media policies of AIAA as defined at <https://www.aiaa.org/terms-of-use/social-media-policy>.

Section social media accounts:

- Website: <https://aiaa-rm.org>
- Facebook: <https://www.facebook.com/AIAARockyMountain>
- LinkedIn: <https://www.linkedin.com/company/aiaa-rm/>

Young Professionals

The Young Professionals Committee shall connect to, and promote engagement among, aerospace professionals aged 35 years or younger. The committee shall be responsible for preparing/distributing materials and coordinating events that may be of interest to young professionals. These may include, but are not limited to, networking functions, career development guides, STEM/community service involvement, and opportunities for technical presentation and recognition.

7.0 Ad Hoc Committees And Elections

Nominations

Pursuant to *Article VI.2* of the Bylaws, the Chair shall appoint a Nominating Committee no later than 1 February each year. Such committee shall consist of at least three members of the Section. The slate of candidates prepared by the Nominating Committee must be submitted to the Secretary by 15 March.

Elections

Section elections shall be held as follows.

Pursuant to *Article VI.3* of the Bylaws, notification of Council positions open for nomination and solicitation of nominations by petition shall be made by the Secretary to the membership of the Section no later than 01 February each year. A petition is any communication by one member to the Secretary that names another member and the office to which that member is being nominated.

Pursuant to *Article VI.4* of the Bylaws, the Chair shall make the appointment of the Tellers Committee no later than 01 April each year.

Pursuant to *Article VI.5* of the Bylaws, the delivery of ballots or the opening of electronic voting shall be made by the Secretary to the membership of the Section no later than 01 April each year.

Election process timeline.

Date	Action
01 February	<ul style="list-style-type: none"> • Council appoints Nominating Committee no later than 01 February • Secretary notifies membership of open positions and solicits nominations
15 March	<ul style="list-style-type: none"> • Nominating Committee submits slate to the Secretary.
01 April	<ul style="list-style-type: none"> • Secretary delivers ballots or opens electronic voting. • Chair appoints Tellers Committee no later than 1 April
30 April	<ul style="list-style-type: none"> • Voting closes.
01 May	<ul style="list-style-type: none"> • Tellers Committee submits certified results to the Secretary.

Audit Committee

Pursuant to *Article VIII.3* of the Bylaws, the Section is required to submit an audited financial report from the prior fiscal year and an annual budget for the current fiscal year to the appropriate Regional Director and Staff Liaison of the Institute. This responsibility shall be carried out by an Audit Committee, the membership of which will consist of:

- An Audit Committee Chair appointed by the Chair
- Section Chair
- Section Treasurer
- Past Section Chair
- Past Section Treasurer or Vice Chair

In the event that either the current Section Chair or the current Section Treasurer succeeds himself or herself in office, then the Council shall appoint another qualified person to fill the otherwise vacant position.

Audit Committee timeline

Date	Action
31 May	<ul style="list-style-type: none"> Section Chair appoints Audit Committee
15 June	<ul style="list-style-type: none"> Audit Committee has met to examine the Section's financial transactions.
20 June	<ul style="list-style-type: none"> Audited financial statement signed by Committee members.
30 June	<ul style="list-style-type: none"> Section Chair has endorsed the report and submitted to AIAA Headquarters with a copy to the Region Director

8.0 Awards

Educator of the Year

Educator of the Year (K-12)

Presented to an individual who has demonstrated a sustained and visible support for STEM education. A K-12 educator whose contribution to the continued study of science, technology, engineering, and mathematics within the classroom stands out among their peers impacting our region.

Educator of the Year (Collegiate)

Presented to an individual who has demonstrated a sustained and visible contribution to higher education. A professor, dean or fellow who has contributed to the study of scientific, technology, engineering and mathematical principles impacting our aerospace community.

Engineer of the Year

The AIAA Engineer of the Year Award is intended for recognition of an individual's scientific and/or technical contribution. Project lead or a member of a team is eligible, provided that he/she has made significant individual contribution to the team's success. The award is intended for a recent accomplishment, specifically within the last three years, with the intent to "capture the moment." Thus, both the individual's specific technical contribution and the recentness of the accomplishment need to be conveyed in the award nomination narrative. Nominations will be evaluated on the significance of the contribution, the impact of the contribution to the aerospace community. The awardee will be acknowledged at the annual recognition event.

Engineer of the Year

Presented to a member of the Section who has made a recent, individual, technical contribution in the application of scientific and mathematical principles leading to a significant technical accomplishment.

The candidate must be an AIAA-RM professional member in good standing (active membership). AIAA Student members, Educator Associates or E-Members are not eligible.

Young Engineer of the Year

Presented to young member of the Section, age 35 or under, who has made a recent, individual, technical contribution in the application of scientific and mathematical principles leading to a significant technical accomplishment.

The candidate must be an AIAA-RM professional member in good standing (active membership). AIAA Student members, Educator Associates or E-Members are not eligible.

Special Section Awards

The following awards should be considered in the nomination process. Awards may not be presented every year. Except where noted, one award may be conferred per category.

Civic Service Award

In recognition of an outstanding contribution to the progress of aerospace activities in the Rocky Mountain area.

Section Service Award

In recognition of an outstanding contribution to the Section's activities by a Section member.

Technical Accomplishment Award

In recognition of outstanding technical research or technical accomplishment in aerospace sciences by an individual or team.

Technical Management Award

In recognition of an outstanding accomplishment in technical management in aerospace sciences.

Young Professional Award

In recognition of outstanding technical accomplishments of young engineers and scientists in the aerospace disciplines. The candidate shall be no older than 35 at the time of the award (37 with at least two years of military service). Multiple Young Professional awards per year may be awarded at the discretion of the Selection Committee, with a maximum of two awards in a given year.

Awards Selection Process

Frequency

The awards are presented annually at the Honors & Awards recognition event.

Nominee Qualifications

Except as noted in the award descriptions above, AIAA membership is not a prerequisite for award eligibility.

Selection Committee

The Selection Committee shall consist of approximately at least three members appointed by the Honors & Awards Chair. The Selection Committee will meet to review the nominees for each award.

Judging Criteria

Judging of awards is based on the information provided in the nomination form, and the overall quality of the nomination package. There is no official scoring process; the selections are based on the consensus of the Selection Committee, and it is up to their discretion regarding the award winners.

Minimum Number of Nominations

The minimum number of nominees required for an award is one. However, the judging committee may decide whether or not the nomination(s) are worthy of the award, and choose to not present the award for that year. Unselected nominations may be resubmitted the following year.

The notional Awards process planning timeline is shown below.

Month / Date	Action
January / February	<ul style="list-style-type: none"> • Select venue for the recognition event. • Solicit Nominations <ul style="list-style-type: none"> - Send email to section email list - Include Call for Nominations in spring newsletter - Publicize through companies, aerospace organizations, and social media • Finalize nomination form
01 April	<ul style="list-style-type: none"> • Honors & Awards Chair appoints Selection Committee
15 April	<ul style="list-style-type: none"> • Deadline for nominations
05 May	<ul style="list-style-type: none"> • Submit results of Selection Committee to Secretary • Notify Award Selectees
May	<ul style="list-style-type: none"> • Order/pickup awards for recipients • Complete preparation for awards recognition event. • Submit award recipients to Newsletter

9.0 Scholarships'

Rocky Mountain Section Scholarship

The Rocky Mountain Section Scholarship was created 2 May 2016 and was first awarded in 2017. The Section contributed \$10,000 to the AIAA Foundation to fully fund an annual award of \$500. The AIAA Foundation administers the scholarship. The Student Activities Committee (part of the AIAA University Programs) reviews applicants for the scholarship based on criteria provided by the Council.

Additional Scholarships and Grants

The Honors & Awards Committee shall coordinate the scholarship awards and grants for the Administrative year, considering the target audience (e.g. STEM K-12, university students) and the Scholarship budget.

The Honors & Awards Committee shall also develop and maintain the application forms, identify the judging criteria, and coordinate the review and selection process. Education/STEM, College Outreach, and other Committees shall serve in a support role as required. Other scholarships or grants may also be awarded to Educator Associate or Student members.

10.0 Committee Planning & Timelines

Event Planning and Execution

Events include monthly programs, professional development session, symposiums, dinner meetings, speaker series, corporate membership drives, tours, etc. that require coordination with local companies, universities, and sponsors, selection of venues, speakers, determination of fees and fee schedules, publicity, announcements via email, flyers, special access requirements, publication of a document, travel, registration, reminders, reimbursement of expenses, reporting of attendance, or inclusion in the annual report.

Accordingly, every Committee deals with event planning and execution in some degree.

A notional planning timeline for most Section events is outlined below.

Weeks Prior	Action
12 weeks	<ul style="list-style-type: none"> Select speaker Select location and maximum group size. (Some locations/topics may require US citizenship, drivers license numbers, date of birth for access) Determine fees (if applicable) Submit article for Newsletter
8 weeks	<ul style="list-style-type: none"> Check section calendar for conflicts <u>and</u> finalize date Prepare flyer / email announcement Request announcement and registration support from Webmaster
6 weeks	<ul style="list-style-type: none"> Test / open registration Send email announcement with registration link.
4 weeks (no later than)	<ul style="list-style-type: none"> Registration Open Arrange for SWAG, tables, stands, photographer
1 week	<ul style="list-style-type: none"> Close registration and submit list to host (for visitor badging, etc.) Appoint a member to record attendance Procure refreshments, nametags, etc.
Event date	<ul style="list-style-type: none"> Arrive at least 1 hour prior to event for setup Record attendance, take photos for newsletter/social media Greet guests, Introduce speaker
Post Event	<ul style="list-style-type: none"> Document lessons learned for other events Submit article for Newsletter with photographs

Committee Activities and Calendar (Example: Membership)

The Membership Chair works with other Committees to coordinate activities between Professional, Student, and Educator Associates and emphasize the inclusion of special interests to the membership, like family and K-12 friendly activities in Section programming.

Typical recurring monthly activities include:

- Report latest membership numbers and breakdown at monthly Council meeting. Discuss concerns and interests in membership.
- Send emails to members who appear on the Drop List from National to encourage them to renew.
- Communicate with prospective, new, and old members as they work through signing up, renewing, or transitioning their membership.
- Submit Membership articles for the newsletter with comments about current membership and membership FAQs.

A notional annual calendar for Membership Committee activities is as follows:

Month	Action
June thru August	<ul style="list-style-type: none"> Attend the summer planning meeting(s) for the next year. Establish membership goals for the year and recruit new members to the committee.
August	<ul style="list-style-type: none"> Replenish membership recruiting supplies by contacting National for free and purchased supplies.
September / October	<ul style="list-style-type: none"> Coordinate with Programs to plan a dinner meeting themed for New Members to spark interest in AIAA, Section activities, and the Section Council.

Month	Action
October	<ul style="list-style-type: none"> Identify members to forward as Senior Members Submit Senior Member list to National after receiving Council approval.
November	<ul style="list-style-type: none"> Submit article in the newsletter-recognizing members upgraded to Senior Members. Identify members to serve as Chairs and committee members to assist the Council. Anticipate press release for Associate Fellows and include article in newsletter.
November / December	<ul style="list-style-type: none"> Assist with planning of Membership Appreciation event (obtaining roster and recent member upgrade information in November).
January	<ul style="list-style-type: none"> Identify members to forward as Associate Fellows and help identify nominators. Assist nominators in assembling package, finding references, and reviewing nominations through the 15 June deadline.
February	<ul style="list-style-type: none"> Identify members to forward as Fellows and help identify nominators. Assist nominators in assembling package, finding references, and reviewing nominations through the 15 June deadline.
March	<ul style="list-style-type: none"> Coordinate with Honors and Awards Chair to identify Section members to submit for National Awards. Anticipate press release for Fellows and submit article in newsletter.
April	<ul style="list-style-type: none"> Ensure nominations for Associate Fellows are turned in by 15 April. Complete the Membership related sections of the End of Year Report.
May	<ul style="list-style-type: none"> Remind nominators that references for Associate Fellow are due 15 May.
June	<ul style="list-style-type: none"> Ensure nominations for Fellows are submitted by 15 June.
July	<ul style="list-style-type: none"> Remind nominators that references for Fellow are due 15 July.