



SOUTHWEST CHAPTER – AAAE



July 2015

PROCEDURES MANUAL

These procedures are created to guide the management of the affairs of the Chapter, consistent with the Articles of Incorporation, the By-Laws or adopted Policy Decisions. Procedures will be updated regularly and presented to the Board for information.

SWAAAE Procedures Manual

Standing Committees:

1. Ethics Committee
2. Summer Conference Committee (NEED PROCEDURE)
3. Nominating Committee
4. Credentials Committee
5. Historical Committee
6. Legislative Committee
7. Airport Management Short Course Committee
8. Awards Committee
9. Time and Place Committee
10. Resolutions and Recognitions Committee
11. Finance Committee
12. Bylaws Committee
13. Scholarship Committee
14. Policies and Procedures Committee
15. Membership Committee (NEED PROCEDURE)
16. Accreditation Committee (NEED PROCEDURE)
17. Technology Committee (NEED PROCEDURE)

Ad Hoc Committees:

1. Procedure for Supporters, Sponsors, Exhibitors
2. SWAAAE Timeline

*Highlighted committee procedures have been verified and updated during the 2014-2015 fiscal year.

Procedure for Ethics Committee

Representation and Authority

The Ethics Committee shall be chaired by the 1st Vice President. Members shall be Executive Members appointed by the 1st Vice President and approved by the President. The committee shall investigate and report to the Board of Directors any breach or alleged breach of the Code of Ethics by any member of the Chapter which comes to the attention of the committee. The report of the investigation shall include a recommendation for action, if any, to be taken by the Board of Directors. Such investigation and report shall be held as **CONFIDENTIAL** by the committee until such time as appropriate action has been taken by the Board of Directors.

Program Areas

Code of Ethics - shall be promulgated by the Board of Directors for guidance of the members of the Chapter in the conduct of their professional endeavors related to airport management and to the Chapter.

Enforcement of the Code of Ethics - as adopted by the general membership, shall be a specific duty of the Board of Directors which shall take action after receiving a recommendation from the Ethics Committee. On a two-thirds (2/3) vote of the Board of Directors, at least nine (9) members concurring, an officer or a member of the Chapter may be suspended at any time for either an overt act or an omission to act which contravenes the Code of Ethics or which is considered highly detrimental to the Chapter.

Suspension - A member who has been suspended under this Article shall not be eligible for any class of membership in the Chapter for a period not to exceed five (5) years or until approved by a two-thirds (2/3) vote of the Board of Directors or the general membership at a regular meeting.

Timeline

On an as needed basis.

Miscellaneous Notes

Procedure for Summer Conference Committee

(NEED PROCEDURE)

Procedure for Nominating Committee

Representation and Authority

Article XI – Section 2

b. Nominating Committee.

- (1) The Nominating Committee shall be chaired by the Immediate Past President. Four additional Executive/Executive Emeritus members shall be elected by voice vote at the second meeting of the general membership during the annual Summer Conference to serve on the committee for a period of one (1) year. The Committee will provide the membership with nominees for the applicable Officer positions as specified in Article VI, Section 3 - Nominations, herein.
- (2) The Nominating Committee shall be mindful of the needs and purposes of the Chapter and provide for appropriate diversity in the makeup of the Board of Directors. The Board should also reflect the Chapters ethnic and minority participation in Chapter activities. Reasonable effort will be made to insure that the Board, as finally constituted, will have a range of representation relative to the size and type of the airports and geographical regions represented by members of the Chapter.

Note: also reference the Chapter's Policy Decision for achieving diversity in the makeup of committee membership

Program Area

The Nominating Committee is chaired by the Immediate Past President. Four additional Executive or Executive Emeritus members are elected by voice vote at the second membership meeting during the Summer Conference. Typically this meeting is held on Wednesday morning and is chaired by the newly elected President. The Nominating Committee chair may suggest the four names to be voted upon, usually in consultation with the other members of the Executive Committee. Past Presidents of SWAAAE are often called upon to serve on the Nominating Committee.

The Nominating Committee is responsible for providing to the membership a slate of nominees for President, 1st Vice President, 2nd Vice President, Directors, and Corporate Directors in accordance with the bylaws. Traditionally, the 2nd Vice President moves up to become the only nominee for 1st Vice President, and the 1st Vice President moves up to become the only nominee for President. For 2nd Vice President, Corporate Directors, and Directors, it has been traditional for there to be at least two nominees for each position. There is no provision in the bylaws for nominations from the floor.

Please refer to the specific language in the bylaws for the qualifications and duties of each officer and director.

The Nominating Committee is also responsible for proposing to the membership one or more nominees to represent the Chapter as a candidate for office on the AAAE Board of Directors and the AAAE Secretary/Treasurer position and/or other AAAE elected office. (Article IX, Section 1.) Such candidate or candidates are elected at the Winter Conference.

The Nominating Committee may also be asked by the President to advise the Board of Directors regarding the Chapter’s recommendation to the AAAE Board of Examiners, as necessary.

Timeline

Week of the Summer Conference	President prepares a list of at least four potential Nominating Committee members.
Second membership meeting at Summer Conference (usually Wednesday morning)	By voice vote, the membership elects four Nominating Committee members.
Fall	Potential nominees for the AAAE Board positions should be contacted to determine their level of interest and commitment.
Early winter	AAAE Board nominees should provide a brief biographical sketch, a personal letter of commitment, and a letter of support from their employer.
Four weeks prior to the Winter Conference	Committee recommends a slate of AAAE nominees to the Board of Directors who confirm the slate via an email vote at least three weeks prior to the scheduled election.
Two weeks prior to the Winter Conference	The Board of Directors confirmed slate of nominees must be posted at least two weeks prior to the scheduled election.
Winter Conference membership meeting	Election held for AAAE positions. President notifies AAAE Nominating Committee Chair of results of election.
Late Winter	Potential candidates for the SWAAAE Board and Officers should be contacted to determine their level of interest and commitment.
Early Spring	SWAAAE Board nominees should provide a brief biographical sketch to the Committee.
Spring	Committee recommends slate of SWAAAE Board candidates to the Board of Directors who

confirm the slate at the Spring Board meeting or via an email vote at least four weeks prior to the scheduled election.

Four weeks prior to the Summer Conference

SWAAAE Board candidates submit a “Campaign Statement” for inclusion in a SWAAAE email alert.

The Board of Directors recommends candidates to the membership. The slate must be posted at least two weeks prior to the scheduled election.

Two weeks prior to the Summer Conference

First membership meeting at Summer Conference

SWAAAE Board elections held in accordance with bylaws.

Miscellaneous Notes

Please review the appropriate sections of the bylaws regarding qualifications, diversity, and commitment. Even though all members of the Nominating Committee are Executive or Executive Emeritus members, Corporate members, especially existing Corporate Directors, should be consulted regarding nominees to the Corporate Director positions.

If you need assistance call on any of the Past Presidents.

Procedure for Credentials Committee

Representation and Authority

A Director appointed by the President shall chair the Credentials Committee. Committee membership shall be of Certified Airport Executive status, appointed by the committee chairperson, and approved by the President. The committee shall be responsible for professional development and professional certification in accordance with a program and standards approved and adopted by the Board of Directors upon recommendation of the committee. The committee shall examine the credentials of applicants for the designation of Certified Airport Executive (CAE) and shall make a recommendation for action on the application to the Board of Directors.

Program Areas

Professional Development & Certification - The committee will encourage qualified Chapter members to pursue certification while diligently preserving the certification program and standards approved and adopted by the Board of Directors.

Examination of Credentials - Credentials of Certified Airport Executive applicants will be thoroughly examined to ensure accordance with the approved standards before making a recommendation for action on the application to the Board of Directors.

Recommendation for Action - A written recommendation for action on each applicant will be presented to the Board of Directors and voted on during regular board meetings or by electronic mail. Email votes should be subsequently ratified at the next scheduled Board of Directors meeting. .

Recognition of Successful Candidates - A framed certificate, designating the member as a Certified Airport Executive (CAE), will be presented at the next scheduled Chapter conference during the President's banquet. If a candidate cannot attend the conference, the certificate will be mailed. Candidates will also receive a letter of written confirmation by mail.

Timeline

- The Committee will receive and review applications for Certified Airport Executive at any time throughout the year.
- Requests for Board action will coincide with Board of Director meetings typically held in January, April, July, and October.
- CAE certificates/recognitions will be made at either the Summer or Winter conference, whichever is immediately subsequent to Board of Director approval.
- Written letter of confirmation shall be sent to the new CAE, and his/her name added to the website, upon Board approval.

Miscellaneous Notes

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CAE recipients are to be recognized in an email alert to promote the program.

The Credentials program information, standards, and application reside on the Chapter website in the 'SWAAE Certification' section.

The immediate past Chair of the committee should forward templates of all other key forms, announcements, letters, etc. to the incoming Chairperson.

Procedure for Historical Committee

Representation and Authority

The Historical Committee shall be chaired by a Chapter member appointed by the President. Committee Members shall be appointed by the committee chairperson and approved by the President and may be any class of membership. The committee shall be responsible for the development and maintenance of a historical record of Chapter officers, issues, activities, awards and other significant happenings.

Program Areas

Meeting Minutes - The corrected minutes of regular and special meetings of the Chapter's General Membership and Board of Directors must be maintained and available for future use. The Executive Director, by contract, prepares the minutes for approval. Corrected minutes are filed and maintained for future review.

Significant Happenings - Significant happenings of the Chapter must be published and copies of the published materials must be maintained for future use. The Executive Director, by contract, publishes significant happenings of the Chapter. Copies of the materials are stored and maintained for future review.

Chapter Activities - An annual synopsis of Chapter activities from records of meeting minutes and published materials must be developed according to an established format. The Historical committee shall develop an annual synopsis of Chapter activities from records of meeting minutes and published materials. The synopsis is filed and maintained for future review. Chapter officers, key issues, activities, awards and other significant happenings should be archived, in a consistent format, in the appropriate section of the Chapter website.

Awards Booklet – Update Awards Booklet yearly after the Summer Conference. Booklet shall reflect awards given at the Summer Conference. Submit a pdf version of the updated booklet to Executive Director to publish on SWAAAE website.

Participation Matrix – Update Participation Matrix for use by the Nominating Committee. This is an excel file and is updated yearly following the Winter and Summer Conferences. It shall reflect the respective Board Members, Conference Committee Chairs, and Conference Committee Members. It shall also include scholarship and award recipients. Points are assigned to each responsibility/position, to determine the level of participation. The total points and most recent year of involvement identify SWAAAE members that have been actively involved in the organization's activities and could potentially be submit their desire to be on the Board. While updated after each conference, it is submitted to the Nominating Committee Chair in February/March, prior to designating a slate for Board elections.

Timeline

- The responsibilities of this committee are ongoing throughout the year. Significant issues, activities and awards should be identified and documented during Board of Director meetings in January, April, July and October and during Summer and Winter conferences.
- The annual synopsis should be completed and published to the Chapter website immediately subsequent to the Chapter's election of officers held during the Summer conference.

Miscellaneous Notes

The Awards History booklet is located on the Chapter website in the 'Awards' section. All other historical information resides in the 'History' section.

The immediate past Chair should forward templates of all key forms, announcements, letters, etc., to the incoming Chairperson.

Procedure for Legislative Committee

Representation and Authority

The Legislative Committee shall be chaired by either an Executive Member appointed by the President or another member as recommended by the Executive Committee. Committee members shall be appointed by the Legislative Committee chairperson from each of the states represented by SWAAAE. The committee shall be responsible for providing the Board of Directors with details of significant pending legislation and make recommendations regarding positions or actions to be taken by SWAAAE.

The President, 1st Vice President and Legislative Committee chairperson shall serve as an Ad-Hoc committee authorized to take appropriate action regarding proposed legislation or legislative issues impacting SWAAAE membership and requiring action before the next scheduled meeting of the Board of Directors. If such action is taken, the Board of Directors shall be advised as soon as practical and such action shall be ratified by the Board of Directors at their next regular meeting.

Program Areas

Monitoring - Monitor federal and state legislative and regulatory issues affecting Chapter members.

Dissemination - Provide Executive Director with details of pending legislation for dissemination to Chapter members.

Advice - Recommend to the Board of Directors appropriate positions and/or actions to be taken regarding pending legislation or legislative issues.

Logistics

Committee Members - the chairperson of the Legislative Committee shall appoint committee members from among the membership in the various states represented by SWAAAE. The chairperson, after coordination with the state airports organizations, shall select committee members who actively participate in those state airport organizations.

Monitoring of Legislative Issues - committee members shall monitor legislative activity in their respective areas and alert the chairperson to legislative issues or proposed legislation affecting Chapter members. As an additional resource, representatives of state agencies overseeing aviation activities and members of state, regional or national aviation advocacy groups, whether or not serving as committee members, can provide valuable information regarding legislative activity in their respective jurisdictions.

Dissemination to Chapter Membership - the Legislative Committee chairperson shall report to the Board of Directors at their regular meetings on legislative activity and issues affecting

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airports and aviation in the SWAAAE region. The chairperson shall also provide to the Executive Director information regarding significant legislative proposals for dissemination to SWAAAE membership by appropriate means which may include email blasts, newsletters and/or inclusion on the SWAAAE web page.

Advice on Legislative Issues - When deemed necessary by the Legislative Committee chairperson, the chairperson shall make recommendations to an Ad Hoc Committee comprised of the President, 1st Vice President and the chairperson regarding appropriate actions or positions to be taken prior to the next scheduled meeting of the Board of Directors. In such event, notice of such actions or positions shall be made as soon as practical to the Board of Directors and ratified by the Board of Directors at their next regular meeting.

Procedure for Airport Management Short Course Committee

Representation and Authority

The Airport Management Short Course Committee (Winter Conference) shall be chaired by either an Executive member or a Chapter member selected by the previous year's committee chairperson and approved by the Second Vice President. Committee membership shall be selected by the conference chairperson to satisfy conference development requirements. The committee shall be responsible for the planning, coordination and staging of the Chapter's annual Airport Management Short Course. The Executive Director shall serve as a permanent member of the committee and shall act as liaison between the committee and the Board of Directors.

Program Areas

Budget / Finance (SECTION 2) - A draft budget should be developed for review by the Board at their Summer Board meeting prior to the conference.

Conference Program and Speakers (SECTION 1 AND 3) - The conference THEME and PROGRAM should be drafted by the conference chair for review by the Board at their Spring board meeting prior to the conference.

Logistics

Conference Committee (SECTION 3) - An email to the SWAAAE membership should be broadcast in the Spring before the conference to invite volunteers to participate as a conference committee member. It can be the state aviation association representative. A list of typical assignments is attached.

Registration (SECTION 6) - A contract with KCA should be approved by the Board and executed at their Fall meeting.

Printed Materials (SECTION 16)

Save the Date Flyer - Produced to be distributed at the SWAAAE Summer Conference prior to the conference. This flyer may also be distributed as printed material or electronically through email to the membership of SWAAAE, ACA, AZAA, and NAMA.

Registration Form, Conference Information Sheet, Role of the Attorney Workshop Flyer, AAAE Oral Board Workshop Flyer, Golf Tournament Pairing Form, and Pool Tournament Sign Up Sheet should all be available to post on the website just prior to registration opening.

Conference Brochure - Digital format to post on website prior to the conference, and printed copies available to place in registration packages to be distributed at the conference.

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Attendee Roster - Printed at the conference to be available to attendees on Tuesday afternoon:

Gifts

Registration gift - \$10-\$20 per person Speaker
Gifts - Wine or ???

Hotel Accommodations (SECTION 4 AND 7) Session
Locations

Exhibitor Layout

Menu

Audio Visual Room
Block

Off Property Events:

Welcome Reception (SECTION 13)

Location (Easy Street Billiards) Negotiate food and beverage

Pool Tournament - Jacobs/Carter/Burgess/URS

Cannery Row Adventure (SECTION 14)

Theme

Locations

Prizes

Corporate Luncheon

Assign a corporate to pick out and organize

Golf Tournament (SECTION 15)

Location

Prizes

Timeline

- January of previous year - Conference Chair select conference vice chair and begin seeking committee volunteers and developing theme.
- January of previous year - Confirm location and dates with Time and Place Committee.
- February/March of previous year - Develop theme of conference
- April of previous year produce logo

- July of previous year - At the SWAAAE Summer Conference, announce theme of conference and distribute "Save the Date" flyer. Conduct initial Conference Committee meeting to assign responsibilities and collectively develop/refine the program.
- September/October of previous year - "Save the Date" flyer distributed and posted on SWAAAE website.
- October of previous year - Publish and distribute registration materials to members of SWAAAE, ACA, AZAA, and NAMA
- October of previous year - Meet with hotel to draft menu and AV orders
- October through January - Track registration and monitor budget and hotel room block
- Early January - Confirm menu and AV order with hotel
- January - Confirm last minute details, modify as needed, take a deep breath
- During conference - It's on autopilot for the most part, but you can guide!

Miscellaneous Notes

- The attendee list is to be sent electronically to sponsors/exhibitors after the conference.
- Consider representation by the state aviation associations on the Conference Committee.
- Conference advice is always available from the Executive Committee or any past Conference Chairman.

Procedures for Awards Committee

Representation and Authority

The Awards Committee shall be chaired by a Director appointed by the President. Membership shall consist of a minimum three (3) Executive members appointed by the committee chairperson and approved by the President. The committee shall be responsible for developing criteria for nominations for, and selection of, the recipients to receive such awards as the Airport Executive of the Year, Wanamaker Award, Aviation Excellence Award, Corporate Excellence Award, SWAAAE Award of Distinction and other special awards other than the President's Award.

Program Areas

Nominations – Each year prior to the summer conference, the nominating committee sends out a request to the Chapter membership seeking nominations of SWAAAE members to be recognized for their significant accomplishments. This recognition takes the form of various awards which are presented during the Annual Summer Conference banquet. The committee reviews the nominations submitted to make sure the nominee meets the criteria of the award in question. If the nominee meets the award criteria, the committee members vote to accept the nomination. If there are multiple nominations for an award, the committee will review each nomination and then vote on which nomination to accept. A simple majority is required to accept or reject a nomination. In special circumstances, by approval of the Executive Committee, an award may be presented at the winter conference.

Following are the name, description, and selection criteria of the typical awards. In the past, the Scholarship Awards were included. However, these have been placed under their own category. The President's Award is not included in the Awards. The awards are presented at the conference.

Awards

Airport Executive of the Year: The goal of the "Airport Executive of the Year" award is to commend an airport executive who has demonstrated superior performance in the following areas:

1. Providing public service to the community in the form of an efficient air transportation facility.
2. Public relations accomplishments in the areas of "good neighbor relations".
3. Environmental achievements in the areas of aesthetics, noise, or pollution reduction or control.
4. Good business management in budget control, utilization of airport revenue, development of new sources of revenue, and control of expenses.
5. Efficient handling of the administrative complexities of state and federal grant programs.
6. Management functions and good labor relations with employees and tenants.
7. Personal integrity and professional reputation, both in the public community and among peers in the airport management field.

Aviation Excellence Award: The “Aviation Excellence Award” is intended to recognize those airport management professionals, other than the person having primary responsibility for the airport, which have gone out of their way and given substantial extra effort to ensure the promotion, operation, maintenance, or development of aviation and/or the airport. The award recipient is a person of exceptional qualities who may perform management, supervisory, engineering, planning, or maintenance functions in the second or other level of the airport organization.

Wanamaker Award: The “Robert Wanamaker Award” may be presented to one award recipient each year and is intended for persons who are not currently exercising active responsibility for the management, general supervision, or administration of a public-use airport. The goal of the award is to recognize individuals who have provided leadership in the betterment of airports or aviation in its entirety.

Corporate Award of Excellence: The “Corporate Award of Excellence” is presented to a company whose professionalism and recent contributions to the association and the airport industry have made a significant difference in fostering aviation.

Award of Distinction: The SWAAAE “Award of Distinction” was created to recognize those few members of the association who have served the association and/or promoted aviation with uncommon dedication. Although this award criterion is not specific, the accomplishments of previous recipients should be considered in comparison to those of future candidates for the award.

Timeline

- July/August of previous year – Conference Chair selects conference vice chair and begin seeking committee volunteers. Obtain President’s approval of committee members.
- January/February of current year – Request nominations from organization’s members. Provide a closing date nominations must be submitted by.
- February through May of current year – Continue to solicit nominations. Collect and confidentially review and approve award nominees via committee communication and voting immediately after established closing date.
- June of current year, or at least 30 days prior to summer conference – place order for plaques and verify awardees will be present for acceptance
- Summer conference - Present awards to awardees during banquet

Procedure for Time and Place Committee

Representation and Authority

The Time and Place Committee shall be chaired by the 1st Vice President. Members shall be Executive members appointed by the 1st Vice President and approved by the President. The committee shall be responsible for providing oversight of the timing, location and general content of all significant Chapter meetings, conferences and other events. The Committee shall meet as necessary to make recommendations to the Board of Directors.

Program Areas

Winter Conference - The Time and Place Committee will participate in the contract negotiations with the hotel for the event. The Committee will monitor the development of the conference in conjunction with the conference chair.

Summer Conference - The Time and Place Committee will participate in the contract negotiations with the hotel for the event. The Committee will monitor the development of the conference in conjunction with the conference chair. Additionally, the Time and Place Committee will assist in identifying future locations for the Summer Conference to be held.

Other Events - The Time and Place Committee will participate in the contract negotiations with the hotel for the event. The Committee will monitor the development of the event in conjunction with the event chair. Additionally, the Time and Place Committee will assist in identifying the location where the event is to be held.

Timeline

As needed to meet requirements set forth in hotel contracts or to meet other time sensitive requirements.

Procedures for Resolutions and Recognition Committee

Representation and Authority

As specified in the Constitution and by-laws of SWAAAE, Article XI, Section 2 Resolutions and Recognition Committee, the President shall appoint a member to chair the committee. The committee is responsible for coordinating official letters of recognition expressing the sense and will of the Chapter.

Program Areas

The purpose of the Resolutions and Recognition Committee is to ensure and promote the formal and spontaneous recognition by the Board of Directors of individuals, corporations, governments, and other entities acting in support of SWAAAE.

The committee shall be responsible for ensuring and promoting recognition, both formal and spontaneous.

The committee shall report to the Board of Directors at its regular scheduled meeting on recognition activities and encourage Board members to acknowledge those who have provided assistance to the organization.

The committee shall prepare letters of recognition for signature by the President, and facilitate the distribution process in a timely manner. The letters shall represent the sense and will of the Chapter, using ideas and facts transmitted by members of the Chapter.

A copy of each letter shall be forwarded to the Executive Director for historical reference.

It is customary to formally recognize:

- Members who have chaired, participated, or assistant with a conference;
- Facilities, such as hotels, restaurants, and event sites, that have provided support and service to the organization;
- Event sponsors and exhibitors;
- Other individuals and volunteers assisting the organization.

Timeline

Procedure for Finance Committee

Representation and Authority

The Financial Committee shall be chaired by the 1st Vice President. The 2nd Vice President and a member of the Board of Directors appointed by the 1st Vice President shall be the members of the committee. The committee shall oversee the financial operation of the Chapter, make recommendations to the Board on matters of revenue and adjustment of budget expenditures, conduct a yearly review of the performance of the Executive Director as pertains to his/her contract and Constitution and Bylaws requirements, and perform a yearly review of Chapter financial operations, assets and liabilities.

Program Areas

Development of Quarterly Financials - These financials will include profit/loss compared to budget and balance sheet.

Development of Annual Budget - As stated above, the Finance Committee (typically the executive director and the 1st VP) shall develop the chapter's annual budget.

The fiscal year for the Chapter shall start July 1st of each year and end on June 30th of the following calendar year.

A proposed annual budget shall be developed by the **Executive Director** for review by the Finance Committee (**1st Vice President and anyone appointed by him/her to assist**) and presentation to the Board of Directors who, in turn, will make a recommendation to the general membership at the annual Summer meeting. The proposed budget, with any corrections or changes, shall be adopted by the general membership providing a quorum is present and two-thirds (2/3) of the voting members present so approve, except in no case shall the budget be adopted with less than twenty (20) affirmative votes. In the event the required affirmative votes are not cast by the general membership to approve the budget, then the budget may be approved by the Board of Directors with nine (9) members concurring. Subsequent changes or deviations from the budget as approved may be made only by the Board declaring special circumstances and then only by a minimum of nine (9) affirmative votes by members of the Board of Directors in meeting assembled or polled by mailed ballots or by means of a telephone vote. The date and results of a special mailed ballot or telephone vote shall be recorded in the minutes of the Chapter proceedings and disseminated to the general membership.

Upon direction of the Board of Directors, disbursements from the funds of the Chapter may be made either by the Executive Director acting alone or by the President and 1st Vice President acting jointly. The Board of Directors may authorize the Executive Director to make payments for specific items and/or payments for any and all types of expenditures as they become due.

Recommendations for expenditures not budgeted - The Finance Committee shall review requests for spending on items not budgeted and make recommendations to the Board.

Timeline

Quarterly Financials:

1st QTR = Jul-Sep will be provided by the executive director to the 1st Vice President two weeks prior to the Fall Board Meeting (typically held in October) to be discussed and/or amended for presentation to the Board.

2nd QTR = Oct-Dec. Same as above, i.e. a couple of weeks prior to the Monterey Conference

3rd QTR = Jan-Mar. Same as above to be presented at the Spring Board Meeting typically held in April

4th QTR = Apr-Jun. Same as above to be presented at the Annual Summer Conference.

Annual Budget - The annual budget is developed by the Executive Director and provided to the 1st Vice President at least two weeks prior to the Spring Board Meeting for review and amendment. The 1st Vice should contact Board and Executive members as needed to refine the budget with accurate estimations.

The annual budget is presented to the Board at the Spring Board Meeting for Board approval. The budget is then provided to the membership for approval at the Annual Summer Conference.

Procedure for Bylaws Committee

Representation and Authority

The Bylaws Committee shall be chaired by the 2nd Vice President. He/she shall maintain the Constitution and Bylaws of the Chapter and be responsible for appropriate amendments and other interpretations of the contents of this document.

Program Areas

Bylaws - The Bylaws rule and govern the internal affairs of SWAAAE and will be required to be amended from time to time. Typical' amendments include incorporating Policy Decision into the Bylaws rather than continually reaffirming a Policy Decision.

Timeline

The Bylaws should be reviewed periodically during the Chapter's fiscal year. Amendments shall be proposed/developed at the Board of Director's meetings. The General Membership shall vote to approve any amendments to the Bylaws at the General Membership Meeting held during the Airport Management Short Course or the Annual Summer Conference.

Miscellaneous Notes

The Bylaws and the Policies go hand in hand.

Procedures for Scholarship Committee

Representation and Authority

The Scholarship Committee shall be chaired by a Chapter Member appointed by the President. Membership shall consist of a minimum of two (2) Executive members and one Corporate or Associate member appointed by the committee chairperson and approved by the President. The committee shall be responsible for developing criteria for award of scholarships, and selection of the recipients to receive such scholarships as Academic, Mike Shutt, Airport Management Short Course, Professional Accreditation, and Summer Conference Scholarships.

Program Areas

Scholarships

Airport Management Short Course Scholarship: This scholarship is awarded to a member of SWAAAE to attend the annual Airport Management Short Course held in Monterey, California every January. This scholarship is to support airport personnel by defraying the cost associated with attendance at the conference. The scholarship is given to up to two individuals and the amount varies between \$500 and \$1,000. Conference registration is waived for scholarship recipients.

Deadlines for submission of the Airport Management Short Course Application are in early December for the following January conference.

Summer Conference Scholarship: This scholarship is awarded to a member of SWAAAE to attend the annual summer conference (locations vary). The scholarship is to support airport personnel by defraying the costs associated with attendance at the conference. The scholarship is given to up to two individuals and the amount varies between \$500 and \$1,000. Conference registration is waived for scholarship recipients.

Deadlines for submission of the Summer Conference Scholarship are at the end of May for the following July conference.

Professional Accreditation & Certification Scholarship: This scholarship is awarded to a member of SWAAAE enrolled in the AAAE Professional Accreditation Program, the AAAE Certification Program, or planning to attend an Airport Certified Employee (ACE) Program. The scholarship is awarded to up to two individuals in the amount of \$2,000 each.

Scholarship applications will be accepted in concurrence with the Winter and Summer Scholarships and will be awarded at these conferences.

\$1,500 Academic Scholarship: This scholarship is awarded to anyone pursuing an undergraduate or graduate degree in Airport Management, Public Administration or Business Administration. Applicants need not be members of SWAAAE, but they must attend a college in Arizona, California, Nevada, Utah or Hawaii to be eligible for the scholarship. The scholarship is

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awarded to up to two individuals in the amount of \$1,500 each. Individuals are awarded the scholarship at the annual Airport Management Short Course Conference held in January. In addition to the academic scholarship, a travel stipend of up to \$1,000 is awarded to attend the conference and conference registration is waived for the scholarship recipients.

Deadlines for submission of the \$1,500 Academic Scholarship are in early December for the following January conference.

\$1,500 Mike Shutt Academic Scholarship: This scholarship is awarded to anyone pursuing an undergraduate or graduate degree in aviation or transportation engineering, environmental, planning or airport management. Applicants need not be members of SWAAAE, but they must attend a college in Arizona, California, Nevada, Utah or Hawaii, or have a permanent address in these states to be eligible for the scholarship. This scholarship is given to one individual in the amount of \$1,500. Individuals are awarded the scholarship at the annual Airport Management Short Course Conference held in January. In addition to the academic scholarship, a travel stipend of up to \$1,000 is awarded to attend the conference and conference registration is waived for the scholarship recipients. This scholarship is sponsored by Mead & Hunt.

Deadlines for submission of the \$1,500 Mike Shutt Academic Scholarship are in early December for the following January conference.

Timeline

- For Airport Management Short Course, \$1,500 Academic Scholarship and \$1,500 Mike Shutt Academic Scholarship:
 - July of previous year – Committee chair seeks committee volunteers. Obtain President's approval of committee members.
 - November of previous year – Have SWAAAE Alert/email blast sent requesting scholarship applications.
 - December of previous year – Receive scholarship applications. Distribute to committee members. Compile committee member's scores. Notify all scholarship applicants as to their status (receiving a scholarship or did not receive scholarship).
 - January of current year – President awards scholarships at Airport Management Short Course Awards Banquet.
- For Summer Conference Scholarship:
 - Utilize previous selection committee.
 - April of previous year – Have SWAAAE Alert/email blast sent requesting scholarship applications.
 - May of current year – Receive scholarship applications. Distribute to committee members. Compile committee member's scores. Notify all scholarship applicants as to their status (receiving a scholarship or did not receive scholarship).
 - July of current year – President awards scholarships at Summer Conference Awards Banquet.
- For Professional Accreditation Scholarship:
 - Applications are received concurrent with the Winter and Summer application.

- Applications received with the Winter Conference will be presented at the Winter Conference. Applications received with the Summer Conference will be presented at the Summer Conference.

Procedure for Policies and Procedures Committee

Representation and Authority

Policy decisions may be adopted by the Board of Directors or the general membership. Such decisions may expand, interpret and/or implement the intent and provisions of the Chapter Constitution and Bylaws. Such policy decisions shall be numbered serially according to the time of adoption and shall be filed with the official minutes of the meetings of the Chapter and/or the Board of Directors.

In addition to other powers conferred and duties imposed by the Articles of Incorporation and these By-Laws upon the Board of Directors, it shall empower Committee Chairs, other key volunteers, and the Executive Director to create procedures to guide the management of the affairs of the Chapter, consistent with the Articles of Incorporation, these By-Laws or adopted Policy Decisions.

Program Areas

Review and amend as needed the Policies and Procedures.

Timeline

Policy decisions will be reviewed annually at the Winter Conference and will either be incorporated into the Constitution and Bylaws where applicable, or reaffirmed as a continuing policy by the general membership. Policy decisions remaining in effect will be renumbered serially and identified with the year of reaffirmation.

Procedures will be updated regularly as needed, but review at the Summer Conference and presented to the Board for information.

Miscellaneous Notes

The Bylaws and the Policies go hand in hand.

Procedure for Membership Committee

(NEED PROCEDURE)

Procedure for Accreditation Committee

(NEED PROCEDURE)

Procedure for Technology Committee

Representation and Authority

The Technology Committee shall be chaired by a Chapter Member appointed by the President. Members shall be from any class of membership and shall be appointed by the committee chairperson and approved by the President. The committee shall be responsible for providing recommendations and oversight for the technology needs of the chapter.

Program Areas

Recommendations – The committee shall evaluate emerging technologies that may enhance the dissemination of information during chapter events. The committee shall endeavor to recommend the most suitable hardware and software that meet the purposes of the chapter.

Oversight – The committee shall operate and maintain chapter audio/visual equipment during all SWAAAE sponsored events. It shall provide logistical support for this equipment before, during and after events.

Timeline

The committee will continuously monitor the industry of technology and present recommendations to the Board of Directors at their regular meetings. The committee may recommend actions between meetings, for timely implementation.

Procedures for Supporters, Sponsors and Exhibitors

Representation and Authority

Conference Chairs will select one or more individuals to participate as sub-committee chairs with responsibility for sponsorships and exhibition. These individuals will be responsible for assuring that such supporters, sponsorship and exhibitor opportunities are consistent with the following guidelines:

- I. **Sponsor Benefits.** Tiered sponsorship levels shall be recommended by the conference chair and approved by the President. Benefits to Sponsors shall be included in a benefits table which include:
 - a. Pre-Conference acknowledgement. Monetary and In-kind sponsors have the opportunity to have their logo displayed on the registration, save the date flyers and SWAAAE Alerts as soon as they provide their sponsorship. A written confirmation of services will be required to be submitted to the conference chair in the case of in-kind sponsorship
 - b. Visual. Sponsor's logo displayed on conference poster boards, PowerPoint and website. Company logo font size, and number of times displayed, shall be representative of level of sponsorship.
 - c. Verbal. Speakers or moderators will mention sponsor at the beginning or end of events.

All levels of sponsorship are welcome and tiers shall be set up to provide maximum recognition to all levels. At a minimum all supporters and sponsors shall receive recognition through the program, PowerPoint display, Welcome Reception and Social Event Poster Board(s). Refer to conference specific benefits and opportunities table to be displayed on conference website pages.

II. **Sponsorships and Support Opportunities**

- a. **Monetary.** Monetary sponsorships are always welcome. These funds are used to provide a high quality benefit for the conference. Monetary sponsorships shall be allocated to the overall cost of the conference. Sponsor will be listed as "Conference Sponsors" on conference materials.
- b. **Underwriting.** A sponsor or a group of sponsors (limited to 3) may join efforts to underwrite an event that is eligible for underwriting. Sponsor(s) shall provide full monetary sponsorship of the event and will have the option to participate in coordination and management of the entire event. It is the intent of this guidance that the larger attended activities (Open reception(s), social event, banquet cocktail reception or banquet reception) offer this opportunity. The Conference Chair shall decide which events shall be eligible for underwriting. Underwriter(s) will be recognized in the program and can display their banner stands at the event. The event will be named and advertised after the sponsor. In addition, each sponsor will be recognized and receive the benefits based on their sponsorship in accordance

with the benefits table. Other sponsors who qualify to be displayed at this event based on the benefits table will not be excluded. Example:

SWAAAE/(Sponsor name)

Cocktail Reception

Logo

Graphic

Conference Supporting Sponsors:

Company A

Company B

- c. **In-kind Expenses.** In-kind sponsorships include expenses that would have been a cost to the conference budget but are now provide by a sponsor. These include, but are not limited to: banquet table displays, banquet wine/corkage, poster mounting, reproductions and graphics, or as determined acceptable by the Conference Chair.
- d. **In-kind Time.** Additional recognition is available to those volunteering their time to contribute on the conference committees or at the conference. Recognition will be at the discretion of the Conference Chair. Coordinate your request in advance.
- e. **Additional Ala Carte Sponsorship Opportunities.** Sponsors have the opportunity to provide these highly visible items. Please coordinate your request in advance with the Conference Chair as these will be provided on a first come, first served basis. Conference Chair shall determine minimum level of sponsorship required, including cost of product, for the following opportunities: (Refer to conference specific benefits table to be displayed on conference webpage)
 - i. Table Runners. To be displayed in presentation room.
 - ii. Banner and Banner Stands. To be displayed in presentation room. The sponsor, in addition, would be responsible for any applicable property fees.
 - iii. Lanyards. Sponsor logo.
 - iv. Conference Welcome Bag. Cost of bag. Display Sponsor and/or SWAAAE Logo.
 - v. Umbrellas. Monterey only. Display Sponsor and/or SWAAAE logo.
- f. **Raffle Donations.** Supporters, sponsors and exhibitors are encouraged to donate raffle prizes to the conference committee for distribution during a conference.

III. Annual Sponsorship and Complimentary Registrations

- a. Annual Sponsorship. This opportunity allows a one-time annual contribution sponsorship. The sponsorship shall be divided equally between conference. The

sponsor will be recognized at the level based on their sponsorship for the given conference. Annual sponsors will also be recognized on the SWAAAE website throughout their year of sponsorship as an annual sponsor.

- b. **Complimentary Conference Registrations.** One (1) complimentary registration will be included with a conference sponsorship equal to or greater than \$2,300. Two (2) complimentary registrations will be included with an annual sponsorship in the amount equal to or greater than \$4,500. Sponsor will receive tiered benefits at conference(s) sponsored. The two (2) complimentary registrations received for the annual sponsorship may be used at one (1) conference.

Sample of Sponsorship and Complimentary Example Table

Sponsorships	Min. Amount	Complimentary Registrations per min. amount	Remarks
Conference Sponsor	\$2,300*	1	Tier status per conference sponsor benefits table
Annual Sponsorship	\$4,500*	2	Tier status shall equate to conference sponsorship allocation and benefits table. Complimentary registrations may be used at single conference.

*Amount subject to change.

IV. Exhibitors

- a. It is the intent of the conference committees to provide maximum exposure to the exhibitors. The committees focus will be to provide attendee traffic through the exhibitor area by providing incentives, conducting breaks in the vicinity or locating the exhibitors at the entrance of the conference presentation hall. In addition, exhibitor logo will be in the conference program and on the exhibitor poster board(s). The board(s) shall be placed at the exhibitor entrance and/or registration desk. Exhibitors are also welcome to provide sponsorships, registration bag inserts and donations. Level of recognition will be at discretion of Conference Chair.

SWAAE Timeline

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