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Introduction

Introduction

American Institute Of Aeronautics And Astronautics

On 4 April 1930, 11 men and one woman founded the American Interplanetary Society (AIS) in New York City. A single pioneering dream motivated them: the idea that space flight and interplanetary travel were not only desirable, but possible. Four years later, in recognition of the role that rocket propulsion would play in space flight, AIS changed its name to the American Rocket Society (ARS).

At the same time that ARS was pursuing these revolutionary goals, a group of aeronautical engineers and scientists saw another need. Coming from the struggling aircraft industry, which was still in its infancy, they recognized the value of aeronautical sciences and technologies. On 15 October 1932, vision became reality as the Institute of Aeronautical Sciences (IAS) was founded. On its Founders Day, the meeting roster listed 408 members.

Later IAS members would elect Orville Wright as their first Honorary Fellow. Over the next three decades, aeronautics and astronautics made remarkable advances. Both societies kept current by evolving with the technology and the times. In 1960, to reflect the expanding scope of its mission, IAS changed its name to the Institute of Aerospace Sciences.

As time passed, the two societies crossed paths more and more frequently. By the early 1960s they shared broad areas of common technical ground. On 1 February 1963, the American Rocket Society and the Institute of Aerospace Sciences merged to become the American Institute of Aeronautics and Astronautics (AIAA).

AIAA and its founding societies have remained at the forefront of the aerospace profession since their inception. The Institute has sought to foster a sense of pride and professionalism among those who have effected profound and long-range changes in people throughout the world. This is why we take great pride in the fact that every major achievement in flight since 1963 was made by at least one of AIAA's individual or corporate members.

However, as we look back at the Institute and the extraordinary contributions of its members, we also look forward to the possibilities and potential that our future members offer in this ever-changing and exciting field.

AIAA operates with a full-time staff of about 100 people working out of the suburbs of Washington, DC and Los Angeles:

AIAA
Headquarters 1801 Alexander Bell Drive
Suite 500
Reston, VA 20191-4344
Phone 703/264-7500, or 800/639-2422 (U.S.)
Fax 703/264-7551

AIAA Western Office
999 North Sepulveda Blvd.
Suite 440
El Segundo, CA 90245
Phone 310/726-5000
Fax 310/726-5004

AIAA Organizational Structure

AIAA carries out its objectives through its numerous publications and technical meetings, its professional sections and student branches. AIAA participates in more than 35 technical meetings yearly (25 are operated solely by AIAA), with an audience totaling more than 25,000.

Through its affiliation with the Accreditation Board for Engineering and Technology Inc. (ABET), AIAA is responsible for providing Aerospace Engineering Accreditation teams to review the aerospace engineering curricula.

AIAA Organizational Structure

BOARD OF DIRECTORS

Day-to-day operations are handled by our staff, however AIAA members elect a governing Board of Directors. The 30 members of the Board include the President, President-Elect, and Past President; Vice Presidents of Education, Membership, Technical Activities, Publications, Finance, Standards, Public Policy, and International Activities; seven Technical Directors, seven Regional Directors, and six Directors-at-Large.

REPRESENTATION ON THE BOARD

AIAA student members, branches, and other educational initiatives are represented on the Board by the Vice President–Education. Responsibility for developing policies and procedures relating to educational activities in AIAA are vested in the Student Activities Committee (SAC), the Academic Affairs Committee (AAC), and the Professional Member Education Committee (PMEC).

SAC and AAC are the two AIAA committees that ensure that the Institute's student interests are represented. AAC concerns itself primarily with the accreditation of aerospace curricula at universities throughout the United States. SAC is the primary force that develops and implements the initiatives operated from the Student Programs Department and the AIAA Foundation. Both committees are made up of AIAA volunteers from industry and academia and are appointed by the Vice President–Education.

STAFF

Director, Member Activities and Education—Karen Thomas • 703/264-7520 • karent@aiaa.org
The Director is responsible for managing the overall operation of the Member Activities Process, which includes Student Programs, Membership Services, Technical Activities, Precollege Programs, Honors and Awards, and Section Activities.

Student Programs Specialist- Jayesh Hirani • 703/264-7564 • jayeshh@aiaa.org
The Student Programs Specialist is directly responsible for recruiting student members, assisting with the AIAA Student Journal, coordinating AIAA involvement in International Astronautical Federation (IAF) and International Council of the Aeronautical Sciences (ICAS) student conferences, visiting branches, informing faculty advisors and student members about AIAA programs, and administering design competitions, scholarships, and awards.

Program Manager, Precollege Programs /Student Conferences—Lisa Bacon • 703/264-7527 • lisab@aiaa.org

AIAA Organizational Structure

The Program Manager, Precollege Programs /Student Conferences is responsible for responding to incoming calls/written requests for student membership information, researching and resolving student membership problems/complaints, overseeing regional and national student conferences, coordinating mailings to student branches, conducting regional officer briefings, and coordinating travel arrangements, hotel accommodations, and banquet facilities for the National Student Conference.

AIAA STUDENT BRANCHES

Student branches may be established at high schools, junior colleges, colleges, and universities with curricula in engineering or science leading to an associate's or bachelor's degree in science, technology, or the recognized equivalent. Schools hosting branches should be accredited by the Accreditation Board for Engineering and Technology Inc. (ABET) or the appropriate regional accrediting body.

PROFESSIONAL SECTIONS

There are 64 sections that provide the focus of activity for most members and serve as a useful supplement to AIAA meetings. They also help provide speakers, field trips, industry tours, social events, awards, scholarships, career guidance, and science fairs. It is through the local sections that individual members work to shape their profession. Locally, members have involved themselves in community problems by applying their skills to pollution control, high-speed ground transportation, airport planning, and the like. The local section meeting acts as a springboard for professional development, testing out ideas and theories on one's contemporaries before exposing them to larger audiences. It also provides a great opportunity for professionals to meet and mingle. Increasingly, sections are turning outward to their own communities—to civic, school, and political groups—to convey the value of research and development, to counsel students on careers in science and technology, and to interpret complex aerospace programs and their potential.

CORPORATE MEMBERSHIP

Companies can become directly involved in AIAA through the corporate membership program. Most major U.S. aerospace firms participate in AIAA's corporate membership program. In addition, there are many non-U.S. international corporate members. Dues are paid annually according to a schedule based on the organization's gross annual activity in aerospace. Corporate members designate a principal contact, usually a senior technical person in the company, who is the link between the organization and the Institute.

Corporate membership provides both moral and financial support of the Institute's goals and activities. Corporate members' voices are heard at the Board of Directors' level through the Corporate Member Committee, which is composed of representatives from several companies. The income from corporate membership dues enables the Institute to support a number of activities that are important to the long-range future of the industry, such as student programs, finding jobs for qualified engineers, preparing assessment and position papers for government decision-makers and the administration on the importance of aerospace programs, and educating the public at large on aerospace issues

AIAA Organizational Structure

How to Organize an AIAA Student Branch

A student group may be recognized as an official AIAA student branch when it meets the following requirements: At least one school faculty member, who is also an AIAA professional

How to Organize an AIAA Student Branch

member, has agreed to sponsor the group and act as its faculty advisor; the Dean of Engineering or another school official has written a letter of endorsement giving the school's official recognition of the branch; at least 15 students have enrolled as charter members (however, it is recommended that there be 20 to 25 members before applying for a charter); the prospective branch has submitted bylaws to the Member Activities Liaison, Education (the submittal should also include a report of the prospective branch's activities to date with a plan of activities for the next academic year); the branch must provide proof of accreditation of the department's program by the Accreditation Board for Engineering and Technology Inc. or the appropriate regional accrediting body. For junior colleges and technical institutes, at least one member of the local AIAA section must agree to become the section advisor to the branch.

Upon review of these requirements, the Student Activities Committee must vote on and approve the proposed charter's application. This approval is passed on to the Vice President, Education. The AIAA Board of Directors, at the recommendation of the Vice President–Education, approves the establishment of the branch when the above requirements have been met. A charter will be given to the newly formed branch signifying its affiliation with AIAA.

Application Procedures for Branch Members**NEW MEMBERS**

Students seeking branch membership must complete an application form and submit it to the faculty advisor or a student officer. Membership for full-time students is \$20.00 per year. The application form should be sent to AIAA Student Programs together with remittance. DO NOT SEND CASH through the mail and DO NOT SEND LOCAL DUES to AIAA Headquarters. You may also apply for membership online at <http://www.aiaa.org/information/student/student-application-form.html>.

AIAA will mail a membership card and new member kit directly to each new member approximately one month after the application has been processed and no more than five weeks after receipt of the application. The student member will receive his/her first issue of *Aerospace America* in the mail approximately eight weeks after the application is received by AIAA. International delivery of *Aerospace America* may be slightly longer.

Student membership is one year in duration. On the application, the student may subscribe to additional technical journals available at discounted student member rates published by the Institute. These include the *AIAA Journal*; *Journal of Aircraft*; *Journal of Guidance, Control, and Dynamics*; *Journal of Propulsion and Power*; *Journal of Spacecraft and Rockets*; *Journal of Thermophysics and Heat Transfer*; and *Journal of Aerospace Computing, Information, and Communication*. The applicant may also order a career booklet and student membership pin when completing the application.

RENEWALS

Student members will be mailed a renewal bill directly. If a student fails to respond to the first notice, he/she has two more chances to renew before being dropped from the roster. Students will stop receiving *Aerospace America* and no longer have access to *AIAA Student Journal Online* if they have not responded to the second notice. Renewing students should NOT use a new member application to renew their membership.

Publications and Supplies

UPGRADE TO PROFESSIONAL MEMBER

Upon graduation, the student member is contacted about upgrading to a professional membership. Information concerning student-to-professional member transfer is sent to each graduating senior in the spring. If the senior will in fact be graduating that year, they should fill out and return the form sent to them, and he/she will be automatically upgraded to professional member status, with the first year member dues FREE, and the second year dues at half price. If a senior receives notification in the spring and is either not graduating or is continuing on to graduate school, he/she must simply notify AIAA Customer Service to remain a student member.

Publications and Supplies

AEROSPACE AMERICA (monthly)

This is AIAA's flagship publication, and its main technical magazine. Published each month, it reviews and interprets engineering research and progress developments; presents future trends in spacecraft, rockets, aircraft, and hydronautics; and analyzes economic and political forces affecting the aerospace profession. Students receive this magazine as a part of their membership benefits.

AIAA STUDENT JOURNAL ON-LINE

The AIAA Student Journal is published on-line and investigates topics of student interest. Students receive this journal as a part of their membership benefits and are encouraged to submit articles for publication including technical papers, general informative articles, and submissions to the Student Branch Highlights section.

AIAA TECHNICAL JOURNALS

AIAA entitles each student branch to a technical journal subscription of its choice free of charge. The journal is sent to the student branch's faculty advisor, to be distributed to the branch.

AIAA VIDEO LIBRARY

AIAA's western office provides sections and student branches with a collection of aviation videos, mostly on VHS cassettes. The videos are loaned out similar to library book loans. As this "library" list is updated, it will be distributed to all student branches and available at <http://www.aiaa.org/about/index.hfm?abo=310>.

CAREER BOOKLET

Copies of the AIAA career booklet, "Within Your Lifetime, Careers in Aerospace," are available for purchase and distribution to high school students during Career Day, Open House activities, public relations activities, etc.

Student Member Services and Benefits

PROFESSIONAL CAREER TIMELINE

Prepared by the Career Enhancement Committee, this publication details the six stages of an engineering career.

JOB HUNTING: NINE STEPS TO SUCCESS

This publication describes the steps to a successful job hunt.

AIAA Committee Contacts

The Technical Committee Chair Roster is one of AIAA's most vital resources. The contact potential for research or for speakers is invaluable. The roster contains every AIAA Technical Committee chair and a list of committee members. A complete list of committee members is available upon request from the Student Programs Department at AIAA Headquarters. This information can also be found on the AIAA website under Technical Committees, Who's Who in TC Activities.

Student Member Services and Benefits

PUBLICATIONS

Each student member paying national dues receives an individual subscription to Aerospace America and the AIAA Student Journal. A student member may subscribe to the following AIAA technical journals at member rates:

AIAA Journal (monthly): This journal follows the advancement of astronautics. It features astronautics original papers disclosing new technical knowledge and exploratory developments based on new knowledge in the field.

Journal of Aircraft (bimonthly): This journal covers the science and technology of aircraft.

Journal of Guidance, Control, and Dynamics (bimonthly): This journal is dedicated to advancing the art of stability, guidance, and control of aircraft and spacecraft.

Journal of Propulsion and Power (bimonthly): This journal publishes articles on the application of the science and technology of aerospace propulsion and power.

Journal of Spacecraft and Rockets (bimonthly): This journal covers the science and technology of spacecraft and rockets.

Journal of Thermophysics and Heat Transfer (quarterly): This journal features properties and mechanisms of thermal energy transfer and storage in gases, liquids, and solids.

Journal of Aerospace Computing, Information, and Communication (On-line): This journal features articles which demonstrate the application of recent research in computing information and communication technologies to a wide range of practical aerospace engineering problems.

Student Member Services and Benefits

BRANCH AND SECTION MEETINGS

Each student member has the opportunity to attend local branch and section meetings, as well as AIAA-sponsored conferences, where he/she can hear the latest developments in the aerospace industry from the people who know them best.

TECHNICAL MEETINGS

Student members are invited to attend most AIAA solely sponsored meetings at greatly reduced registration rates if registered by the early bird registration date. A Calendar of Events, which lists upcoming conferences, is published monthly in the AIAA Bulletin in Aerospace America. A Calendar of Events also appears online at <http://www.aiaa.org/calendar/index.html>.

AIAA STUDENT CONFERENCES AND PAPER PRESENTATIONS

Regional student conferences serve several purposes. First, they provide a platform for students to present their research in a formal technical meeting atmosphere, and second, they are an excellent place to meet other student members of AIAA and find out what is going on at other schools within the same region. Some great ideas for branch programs are always exchanged. Student members can compete for cash prizes in graduate and undergraduate categories for the top three papers. First place regional winners are invited to compete at the AIAA National Student Conference held during the AIAA Aerospace Sciences Meeting. One graduate award (masters only) and one undergraduate award is presented at the awards ceremony during the conference.

AIAA also sponsors a student paper to the IAF and the ICAS student sessions. The IAF/ICAS participants are the winners of the Abe M. Zarem Award for Distinguished Achievement. This award is broken down into two categories: aeronautics and astronautics.

The IAF conference is held in October of each year and the ICAS conference is held every other year. The AIAA Foundation pays travel expenses and hotel accommodations for the winners to attend the national student conference and the international student conferences.

AIAA FOUNDATION GRADUATE AWARDS

At the graduate level, in conjunction with AIAA technical committees, the AIAA Foundation sponsors 14 graduate awards. These awards are the William T. Piper Sr. General Aviation Systems Award; the Gordon C. Oates Air Breathing Propulsion Award; the Martin Summerfield Propellants and Combustion Award; the John Leland Atwood Award; the Willy Sadeh Space Engineering and Space Sciences Award; the Guidance, Navigation, and Control Award; and four open topic awards. All graduate awards are in the amount of \$5,000 with checks made payable directly to the recipient. The winners of the graduate awards will also receive support from the AIAA Foundation to attend an AIAA meeting to receive their awards. There are also 4 Orville and Wilbur Wright Graduate Awards of \$10,000 each, with checks payable directly to the recipient. The winners of this award will also receive support from the AIAA Foundation to attend an AIAA meeting to receive their awards.

Applications can be found on the AIAA Web site at <http://www.aiaa.org/Forms>. For more information, contact Student Programs.

Student Member Services and Benefits

The Abe M. Zarem Award for Distinguished Achievement is broken down into two categories: aeronautics and astronautics. It is available to all master's level AIAA student members in good standing. Master's level students are encouraged to submit papers for the awards; papers that have been presented at regional student or professional technical conferences are eligible. Winners of the Abe M. Zarem Award for Distinguished Achievement are sponsored to attend the AIAA Aerospace Sciences Meeting to receive their awards and also attend the appropriate international conference, depending on the category entered. The student's research advisor will also be supported by a trip to the Aerospace Sciences Meeting. Call for papers can be found on the AIAA Web site at <http://www.aiaa.org/Education/index.hfm?edu=25>.

AIAA FOUNDATION UNDERGRADUATE SCHOLARSHIPS

At the undergraduate level, the AIAA Foundation provides 30 scholarships yearly that enable worthy students to further their education. Awards are in the amount of \$2,000 with the check being sent to the awardee's university in his/her name. For more information about this scholarship contact the Student Programs Department. Applications can be found on the AIAA Web site at <http://www.aiaa.org/Forms>.

AIAA FOUNDATION STUDENT DESIGN COMPETITIONS

Annually, students have the opportunity to compete for cash awards in design competitions/contests. The undergraduate design competitions are in these areas: team aircraft design, team space vehicle/structure design, team engine design and individual aircraft design. The team competitions allow for 3–10 undergraduate AIAA student members per team. Each of the competitions are supported by the AIAA Foundation and judged by the AIAA technical committees.

The graduate design competition is for groups of 3–10 graduate AIAA student members. The topic is team aircraft design. The graduate competition is also supported by the AIAA Foundation.

Students who enjoy constructing what they design will enjoy the AIAA Foundation/Cessna/ONR Design, Build, and Fly competition. Mixed teams of undergraduate and graduate students band together to design, build, and then fly an electric powered UAV type aircraft. Details on the flyoff, which is held in the spring, are available through AIAA Headquarters in August, and are on the Web at <http://www.aae.uiuc.edu/aiaadbf>.

All participants of the AIAA Foundation Design Competitions will compete for prizes of \$2,500 (1st place), \$1,500 (2nd place), and \$1,000 (3rd place) in each topic category. A representative from each first place team will be invited to present a summary report about their project at an AIAA technical conference.

For those students who do not like being restricted to a specific topic or conditions, AIAA has developed, with the help and support of the Ground Test Technical Committee, an open engineering contest. Students choose their own topics for research and development, with the consent of the Ground Test Technical Committee. This contest is for teams of 1–4 students who

Recognition and Awards

may be either undergraduate or graduate students. These design competitions give the students the opportunity to experience the “real world” process for producing a design proposal. Details on each of the sponsored design competitions are available through each branch advisor or AIAA Headquarters in August, and are on the AIAA Web site at <http://www.aiaa.org/Education/index.hfm?edu=3>.

Many universities, especially those with aerospace engineering departments, use the AIAA design topics as a part of their senior level design courses. If your school offers a design course encourage students taking that course to use the AIAA design topics for either the team design competitions or the individual design competitions.

AEROSPACE ACCESS

Our information dissemination service reviews and catalogs every major piece of aerospace-related material published in more than 100 languages. Aerospace Access offers abstracts, indexes, full-text articles, and custom database searches in a variety of electronic and print formats. International Aerospace Abstracts (IAA) is published monthly and each issue contains abstracts selected from hundreds of domestic and foreign periodicals, published monographs, meetings, and conferences. This publication is the most comprehensive aerospace resource in print.

Papers listed in IAA are available to AIAA members in photocopy and microfiche. Aerospace Access also incorporates the AIAA Library, the world’s largest private collection of aerospace literature, with holdings dating back to the early 1930s with source documents from more than 100 countries. Check the AIAA Web site at <http://www.aiaa.org/publications/database.html> for more information.

STUDENT PINS

The student membership pin is available individually for \$1.00 each.

Recognition and Awards

To be considered, all award applications must be included with or preceded by the Annual Report. Branch award applications can be found in the Appendix or on the AIAA Web site at <http://www.aiaa.org/Forms>.

Upon request of the faculty advisor, a Branch Chair may be awarded the Branch Chair Certificate after completing a term of office.

Once a year, each branch may award the Outstanding Achievement Award to a branch member whose performance scholastically, as well as in branch activities, has been outstanding. Certificates are available from the Student Programs Department during May each year.

Once a year, each branch may award the Lecture Award to a branch member or speaker who has presented the best lecture at a branch meeting during the year. Certificates are available from the Student Programs Department during May each year.

Officers and Organizational Structure of AIAA Student Branches

Faculty Advisors:

If branch members feel their faculty advisor has done an exceptional job during the year, they may nominate their faculty advisor for the National Faculty Advisor Award. Nomination forms are sent out to the student branches in the spring. The form is also available on the AIAA Web site at the address listed above. If the student branch would like to express its gratitude to the faculty advisor, its members may ask the Student Programs Department for a certificate to be presented at the end of the year.

Branch Awards:

Each year, seven outstanding branches are chosen, one in each conference region. These schools receive a certificate signed by AIAA's President along with a \$200 cash award. To be considered for the award, the student branch must submit an Annual Report to the Student Programs Department by 1 May. The awards are presented the following spring at the regional student conferences.

Officers and Organizational Structure of AIAA Student Branches

Each student branch should consist of the following officers: Chair, Vice Chair, Secretary, and Treasurer. It is suggested that the Chair appoint Membership, Program, and Publicity Committees, each with its own Chair, with the approval of the other branch officers. NOTE: ALL officers should be national AIAA members.

FACULTY ADVISOR

Each branch must have a faculty advisor who is a professional member of AIAA. The best advisors are those who are available to student officers when they are needed, but at the same time do not try to run the branch. In past years, advisors have supported branches by going out and drumming up enthusiasm in their classes and encouraging student participation in regional conferences and design competitions. Faculty advisors who do an outstanding job, according to the student members of their branch, will receive a certificate of recognition at the end of the year. The certificate is usually sent to the Dean of Engineering. Recognition of a faculty member's work on campus is valuable to the advisor as well as the branch.

The faculty advisor should serve as the main communication link between AIAA Headquarters and the student branch. The advisor receives the following publications and services from AIAA Headquarters, free of charge, for branch use: a technical journal of the branch's choice, special announcements, supplies, and the e-mail newsletter, The Faculty Advisor. It is the responsibility of the faculty advisor to see that publications, special announcements, and supplies are distributed or are readily available to the entire student branch.

In the spring, some branches receive tax forms from the IRS. If you do receive one, fill it out appropriately and send it directly to the IRS. Usually, this process consists of writing across the top of the form "Nonprofit organization with income less than \$5,000."

Student Branches are eligible for a tax exempt Employer Identification Number (EIN) from the IRS. The form for requesting an EIN is IRS form SS-4. This form can be downloaded from the IRS website, <http://www.irs.gov>, or you may contact the Student Programs Department for the latest copy.

Officers and Organizational Structure of AIAA Student Branches

An EIN will identify the group to the IRS and will allow them to verify that you are a nonprofit entity. **PLEASE NOTE: Contact the Student Programs Office BEFORE applying for your EIN.**

Your student branch will be considered a subsidiary of AIAA Headquarters, therefore Headquarters is responsible for identifying and verifying your EIN every year. Hence, certain conventions have been developed to allow us quick identification of each group. The Student Programs Office will help ensure that the conventions are followed.

During the course of the academic year, the faculty advisor should meet with branch officers to discuss activities, both current and planned, for the future. It is very important that faculty advisors have a meeting of old and new branch officers immediately after spring elections to ensure that all records and responsibilities are smoothly transferred and to help indoctrinate new officers. It should be stressed that this meeting is necessary regardless of how long new officers have been active in the branch (see Elections).

The Faculty Advisor will have access to a branch roster in the Members Only section of the AIAA website. By typing in the advisor's member number and name, a screen will appear with instructions on how to run a roster, a spreadsheet or e-mail address book.

SECTION ADVISOR

To aid the students and faculty of junior colleges and technical institutes, each of these branches shall maintain a link with the professional community through a section advisor. The section advisor shall be a member of the local AIAA section.

STUDENT BRANCH OFFICERS

Branch Chair

The Branch Chair is the Executive Officer of the branch and has general supervision of its affairs under the direction of the Branch Executive Committee, and guidance of the faculty advisor. Branch Chairs should assume all executive responsibilities of the branch not otherwise delegated. The term of office is ordinarily one year.

Duties: The Chair should preside at all regular and special meetings of the branch; be familiar with and observe the customary rules of order (a copy of *Robert's Rules of Order* should be available at your local library); and be acquainted with the proper procedure for the conduct of a professional session.

One of the Branch Chair's chief duties is to act as Chair of the Branch Executive Committee, to hold regular meetings of that committee, and to see, by action of that committee, that the affairs of the branch are handled properly and in AIAA's best interests. The Chair calls meetings of the Branch Executive Committee.

Prior to the date set for elections, the Chair should appoint a Nominating Committee to select a suitable slate of candidates (see Elections). This will allow for the orderly transfer of records and responsibility, and for effective planning. Provisions should be made for the acceptance of additional nominations from the general branch membership at the time of the election.

Officers and Organizational Structure of AIAA Student Branches

At the end of the academic year, the Chair should prepare, with the assistance of the Secretary and Treasurer, a consolidated report of the activities of the branch during said term of office. Copies should be distributed to: 1) the incoming Chair; 2) AIAA Headquarters; 3) a copy filed in branch records (see Annual Report form in Appendix); and 4) the appropriate organization accrediting office of the institution.

Upon induction of new officers, the outgoing Chair should arrange for the transfer of records, manuals, and other materials to the incoming Chair for the next term of office.

Branch Vice Chair

The Vice Chair shall perform the duties of Chair in the Chair's absence. The term of office is ordinarily one year. It is recommended that the Vice Chair and/or other officers not graduate in the coming year.

Duties: The Vice Chair acts as the assistant to the Branch Chair in carrying out organizational duties. The Vice Chair should, during the absence or incapacity of the Chair, act on all branch business and preside at branch and Executive Committee meetings. He/she will fulfill any other assignment designated by the Chair. Frequently, the Vice Chair is named Chair of the Programs Committee.

Branch Secretary

As a member of the Branch Executive Committee, the Branch Secretary should attend all meetings of that committee and record the minutes of each meeting.

Duties: Immediately after the election of new officers, he/she will notify AIAA Headquarters with the names of the newly elected officers of the branch and ensure that these are included in the Annual Report. The Secretary maintains supplies of stationery, membership applications, meeting reports forms, and other AIAA materials as may be required by the branch and branch officers.

The Secretary should be the branch's reporter to the AIAA Student Journal's "Student Branch Highlights" column.

Together with the Treasurer, the Secretary will send all membership applications to AIAA Headquarters. The Secretary will make sure each application is completely filled out and that all checks/money orders accompany applications for membership. Please do not send cash.

The Secretary will carry on all communications necessary to the activities of the branch, contact speakers, write thank you letters, etc.

The Secretary will maintain all records of the branch, including copies of all reports submitted to AIAA Headquarters.

The Secretary will keep the AIAA Student Programs Department informed of activities.

Officers and Organizational Structure of AIAA Student Branches

Branch Treasurer

Duties: The duties of the Branch Treasurer include receipt of all money and payment of all debts of the branch authorized by the Branch Executive Committee. In many branches the duties of the Treasurer are combined with the office of Secretary.

As a member of the Branch Executive Committee, the Treasurer will attend all meetings of that committee.

Immediately upon election, he/she will arrange for the transfer of all financial records of the branch from the outgoing Treasurer.

The Treasurer will keep an exact account of all income and expenditures.

The Treasurer will make disbursements only as authorized by the Branch Executive Committee.

The Treasurer will deposit all monies received in the name of the branch in such depository as shall be determined by the Branch Executive Committee.

The Treasurer will prepare a financial statement for the academic year for submission to the Branch Executive Committee for certification by the faculty advisor and transmittal to the AIAA Student Programs Department with the Annual Report (see Appendices).

The Treasurer will collect all national and local dues and keep a record of dues-paying members of the branch. At the beginning and middle of the year, a branch roster should be obtained from the faculty advisor. The roster should be checked for accurateness. Any discrepancies should be reported to the Student Programs Office.

The Treasurer will collect any special assessments that may be levied by the branch.

STUDENT BRANCH COMMITTEES

Executive Committee

Composition: This committee consists of the elected officers, including the Chair, Vice Chair, Secretary, Treasurer, and faculty advisor. All members of this committee shall be AIAA members in good standing. The Branch Chair will preside at meetings of the Branch Executive Committee.

Duties: The Branch Executive Committee will require periodic financial reports from the Treasurer.

The Branch Executive Committee will require periodic reports from the Secretary and committee chairs, as may be necessary in branch operations. They shall be responsible for the Annual Report to AIAA Headquarters. During April of each year, the committee shall require the Secretary to submit the annual report to AIAA Student Programs (due 1 May).

The Branch Executive Committee will fill any vacancies in officer positions occurring during the year for the remainder of the unexpired term.

Officers and Organizational Structure of AIAA Student Branches

The Branch Executive Committee will ensure that elections of new officers take place approximately one month before the end of the spring semester. Names and addresses of new officers, including summer residence, should be sent to AIAA Student Programs with the Annual Report.

Finance Committee

Duties: The Finance Committee is responsible for the spending of funds as well as the raising of sufficient funds to cover branch expenses.

The Finance Committee raises funds for: printing and publicity, postage fees, speaker fees, T-shirts and any other costs incurred by branch programs and projects.

The committee approves funds as requested by other committees of branch officers and prepares an annual Finance Report with the Branch Treasurer.

Program Committee

This committee is appointed by the Branch Chair with appointments ratified by the Branch Executive Committee. In a number of branches, the Vice Chair also oversees this committee. Duties: The duties of this Committee are very important, since the effectiveness with which it operates directly influences the amount of interest that the year's program will command. It is therefore important to have an active Program Committee. Some branches find it desirable to prepare the entire program at the beginning of the school year; others prefer to prepare for two or three meetings at a time. A good program should be broad and diverse, with activities that interest practically everyone. It should be spread over the entire academic year and should be flexible enough to survive last-minute emergencies.

Each student branch is encouraged to conduct a minimum of four technical meetings a year. Technical meetings include technical film programs, technical speaker programs, field trips, and branch meetings, which may feature panel discussions, orientation programs, presentations of student papers, etc.

The following suggestions may be useful to the program planners of the branch meetings:

Activities: General Program for the Year. The committee should meet immediately after the election of new officers in the spring and outline a general program for the ensuing year. Members of the program committee should meet periodically during the course of the academic year. The first program of the academic year should directly support the Membership Committee's work in recruiting new members.

AIAA Student Journal: The program committee should encourage branch members to submit technical papers, articles, book reviews, university spotlights, faculty advisor spotlights, movie reviews, or anything fellow students might enjoy reading to the AIAA Student Journal for consideration of publication. Articles are accepted for consideration at any time during the year. Letters to the editor are welcome and encouraged. This is the student magazine; students should use it to their advantage.

Officers and Organizational Structure of AIAA Student Branches

Panel Discussions (with questions from the floor):

Economics in aerospace industry

Future careers for students in the aerospace industry

Government contracts and the aerospace industry

How to select your first position after graduation

How to obtain your Professional Engineering License

Involve the local professional section as panelists.

AIAA Booth at Registration: Set up a booth for AIAA membership promotion and display the following items: membership application forms, student membership brochures, copies of Aerospace America, samples of "Within Your Lifetime, Careers in Aerospace," Awards received by the branch and its individuals. Man the booth with outspoken/personable individuals who are able to explain AIAA branch activities and functions. Have each registering engineering student fill in his/her name and address on three or four postcards so that meeting announcements may be sent to him/her during the beginning of the semester.

AIAA Social: Coordinate a social for incoming students and all students in the department. Senior students and faculty members should talk about where the laboratories are and what research is being done on campus, and should inform the incoming students of day-to-day facts (where members of the department congregate, etc.). The faculty advisor and student Chair for the coming year should give a rundown covering the following: AIAA Student Journal; Aerospace America and AIAA technical journals; scholarships and design competitions; regional, national, and international student conferences; reduced registration fee for AIAA technical meetings; member rates for AIAA publications; AIAA student Mastercard offer; video library; local branch activities; professional member benefits (get input from local professional Section Chair).

Social Activities: All types, shapes, and sizes are encouraged. Very often a potential member will join a branch because of social relationships with members.

Meeting Place and Equipment: The Program Committee shall be responsible for a meeting place that has adequate seating capacity to care for expected attendance, and shall be responsible for providing any necessary equipment as may be required for the meeting, such as blackboards, chalk, erasers, screen, lectern, pointer, projector, etc. In obtaining information from speakers, be specific: Note that "film" comes in 8mm, Super 8, 35mm, sound, and silent; slides and videos also come in several sizes. It is a good idea to get to know the people in the Audio Visual Department of your school.

Video Showings: The AIAA Video Library is available to AIAA members in good standing. Any branch interested in viewing a VHS tape will need to fill out a request form and mail it to the Western Office. If the video is available, it will be sent on a first-come, first-served basis. A list of videos and procedures to obtain these videos is sent to faculty advisors each fall. Videos may be checked out in advance for Video Night as a branch program. Contact the West Coast Office at 310/643-7510 or the AIAA web site at <http://www.aiaa.org/about/index.hfm?abo=310>. A letter to the local sales representative of the major engineering companies and laboratories often produces a list of the films that are available for loan from that company.

Officers and Organizational Structure of AIAA Student Branches

Joint Technical Meetings: Joint meetings with other campuses and community societies, particularly when the subject is appropriate, make for very good inter-society relations and increase the possibility of good turnout.

Have a joint meeting with your local section; invite them to your campus for a tour; have a dinner meeting with university speakers.

Publicity Committee

A key factor in making your branch a success is to get some good publicity before and after events. This committee is appointed by the Branch Chair, with the approval of the Branch Executive Committee.

Duties: The Publicity Committee should work in close cooperation with the Program Committee in the preparation and mailing of notices to the branch membership. If possible, events for the entire term should be planned in advance so a calendar can be posted and/or distributed at the beginning of the term.

Notices of meetings and special activities of the branch should be brought to the attention of the branch members at least one week prior to the date set for the meeting. Attractive posters for each meeting should be prepared and displayed on several bulletin boards one week before each meeting. Do some art work on blackboards before class to advertise your events.

Special activities should be advertised in the school paper and local newspapers before the event. **Publicity Suggestions** Compile a list of people to contact in daily and weekly papers, as well as radio and T.V. stations.

Contact your college's Public Relations Department. Also try any large manufacturing firms or the local Chamber of Commerce. Make sure to include the name, address, and telephone number of a contact if news releases will be sent. It will make it easier for interested people to contact you.

If you want spot coverage by your local radio station, prepare them well in advance. In some branches, the Publicity Committee has organized a procedure for reminding members, by telephone, of forthcoming meetings and activities of the branch. Coordinate announcement mailing with the Secretary and Membership Committee.

Try animation. Put the newspaper comics under an opaque projector and project them on an AIAA poster, then trace the cartoon.

Try dressing someone up appropriately for an event, and have him/her distribute flyers, e.g., paper airplane contest—Snoopy costume, space lecture—space suit, etc.

Take pictures of everything. Send them out with news releases and to the AIAA Student Journal. Check with any of the following for advice (don't try to reinvent the wheel!!): Your Industrial Arts Department for tips on economical printing and production, Graphic designers through the

Officers and Organizational Structure of AIAA Student Branches

Art Department Weekly and monthly calendar office, Student Activities, Student Union, Audio Visual Department, College News Bureau, Dean of Students, Dean of Engineering, AIAA Headquarters, other students—people who have done it before.

Key Techniques for Publicity:

- Include AIAA's logo on all flyers you send out.
- Use large weather balloons to advertise and to create interest in an area of display.
- Pass out leaflets on cars as they enter campus. (Remember to pick up any left lying around campus. Bad publicity is worse than no publicity.)
- Include a supplement to your school newspaper about special events.
- Slip flyers under doors in the dorm.
- Use A-frames as life-size posters giving your committee people a good surface to work on. Place them in high traffic areas.
- Get someone in the branch to join the local paper.
- Slip notes in lockers and mailboxes.
- Address written invitations to faculty by name, not "Dear Professor."

Membership Committee

The high costs of AIAA student branch services make it important that each branch maintain a minimum of 15 members. The Membership Committee is appointed by the Branch Executive Committee and its size should be as large as required to effectively solicit for new members.

Duties: The committee should meet frequently to discuss plans and progress on membership promotion, and the Chair shall report on the activities of his/her committee regularly to the Branch Executive Committee.

At the beginning of each academic term, a membership drive should be organized with the assistance and cooperation of the faculty advisor and Program Committee. Each member of the committee should be assigned a cluster of prospective student members to contact one-on-one. A potential new member may join the group if members have taken the time to sit down and talk to him/her. Posters, flyers, and letters are important advertising, but they cannot replace personal contact.

A membership desk should be established at some convenient location, with arrangements made to have the desk manned by members of the committee. The committee should stock an ample supply of membership applications, brochures, posters, pins, and other promotional and membership material, including samples of the AIAA Student Journal and Aerospace America. The most successful membership drive is typically held during orientation week. Today's AIAA activities and interests are so broad that members could come from any department on campus, from arts to sciences. When supplies begin to diminish, have the secretary call or write AIAA Student Programs to replenish supplies.

Whenever the branch is taking part in activities where large gatherings are expected (e.g., Open House and Engineering Week), set up a membership booth to recruit new members.

Officers and Organizational Structure of AIAA Student Branches

Other ways to recruit new members:

- Announcements on blackboards
- Room-to-room dormitory soliciting
- Postcard mailings to all prospective members inviting them to meetings (coordinate with Publicity Committee and Secretary) See Publicity section

Nominating Committee

The election of branch officers for the following academic year should be held approximately one month before the last meeting. It is recommended that this election be held early (around March) so that the next year's Chair will be able to attend the Branch Officer Briefing at the Regional Student Conference held in the spring. At the appropriate time, the Chair of the branch shall appoint a Nominating Committee to select a suitable slate of candidates.

To be eligible for office, a candidate must be a national student member of AIAA.

When agreement has been reached on the slate of candidates, the Nominating Committee shall submit its report in time to announce the names of the candidates to the branch at least one meeting before the election.

Nominations can be made from the floor at the time of the election. It is suggested that not more than two candidates be nominated for each office.

Have each candidate give a brief speech at the nomination meeting. This might include a brief biographical sketch and/or vision statement. Make sure that the newly elected officer keeps his/her campaign promises.

FUNDRAISING

Before approaching anyone for funds, do your homework. Know exactly what you want and precisely how much it will cost.

Possible sources for funds:

- Student Government or Engineering Council
- Company recruiters—sometimes they donate money to certain clubs or activities
- Alumni Association
- Many schools have an emergency fund controlled by the Dean's Office for a special project or trip
- Local industries
- Your local section
- Initiate a system of branch dues if one does not already exist
- Install a soft drink or candy machine in the department with proceeds to go to the branch (Check out legal complications beforehand)
- Sell donuts and coffee before classes
- Sponsor a car or airplane washing project
- Conduct a paper airplane contest or model rocket launch. This is a good way to signify the beginning of the new school year. (Suggested prizes: free national dues, free local dues, free AIAA technical journal, T-shirts.)

Officers and Organizational Structure of AIAA Student Branches

- Hold a sports car road rally
- Design and sell T-shirts/sweatshirts/hats
- Coordinate an alumni telephone campaign.

SPEAKERS

This committee solicits the assistance of the faculty advisor, the Local Section Chair, and the Regional Director in securing speakers. Contact neighboring branches about good speakers who have appeared in past programs or speakers scheduled in current programs who may be able to visit more than one branch.

Other Ways to Obtain Speakers:

- Request help from the AIAA section in your area. Many members of your local section would be delighted to speak at a branch meeting.
- Ask individuals from industry who are visiting your campus to speak to your branch. Your faculty advisor or Dean of Engineering should know ahead of time when such individuals will be visiting your campus.
- Ask campus recruiters to speak at a branch meeting.
- The AIAA Bulletin found in the back of each Aerospace America issue lists speakers appearing at national meetings. You may obtain addresses of individuals from the AIAA roster or AIAA Headquarters.
- Write to government agencies such as the Federal Aviation Administration for ideas.
- Contact the Commissioner of Transportation in your city.
- Contact AIAA Technical Committee Chairs—they know dozens of experts in each of their fields, many of whom would be happy to speak at branch meetings. Contact the Student Programs Department for AIAA's names of Technical Committee Chairs.
- Faculty members on campus may be invited to speak about their research. A great deal of interesting research that few people know about is being conducted on campuses. Beware, sometimes speakers tend to ramble on about their pet projects. Set a time limit and insist that they use no calculations in their presentations. Have them cover specifics after their presentation or during a social break.

Speakers at branch meetings should be treated with special courtesies including, but not limited to, the following arrangements:

- Local transportation
- Branch officer appointed to meet the speaker upon his/her arrival
- An informal dinner before/after the meeting
- Lodging, if needed
- A thank you note
- After-Meeting Refreshments. Refreshments tend to attract potential new members. The Branch Chair may designate a "Refreshment Chair" to coordinate this activity, as well as any other events where food is provided. Many branches hold morning meetings and serve coffee and donuts as eye openers. Note: A small charge may be used to cover costs.

Officers and Organizational Structure of AIAA Student Branches

Branch Projects/Activities

Actively engaging in interesting and worthwhile projects generates the vigor and stimulation of individual participation. Such projects, if well-designed, can utilize the original creativity and

Branch Projects/Activities

imagination of branch members and provide a source of much satisfaction, both to individuals in the branch and the school itself. If projects are undertaken with foresight and enthusiasm, they can be quite successful. Find a feasible project for your branch and pursue it with diligence. The following list provides examples of branch projects and activities:

- Initiate and maintain a permanent file of all branch graduates and invite them back as speakers. This list can also be used in Alumni Telephone Campaigns
- Tutor students experiencing difficulty in various courses. This is a good way to encourage underclassmen to join
- Develop a noncredit course in the use of programmable calculators or personal computers for fellow students
- Construct a piece of scientific equipment that can be used by a high school science teacher to demonstrate a basic principle of aerospace engineering
- Maintain a collection of current graduate school catalogs
- Sponsor an Open House for high school students
- Publish a Directory of Undergraduate and Graduate Research for the branch's institution
- Maintain a display case in the engineering building
- Conduct a seminar on laboratory safety
- Cooperate with other AIAA branches to set up a display booth at your state academy of science meeting or furnish school/career information in aerospace engineering
- Participate in Engineers' Week activities on your campus and provide assistance for the operation of local science fairs
- Initiate a summer employment program for branch members by using faculty contacts.
- Maintain a library of career information
- Sponsor a scholarship for a high school or college student who is planning to major in aerospace engineering.
- Invite the AIAA local section to a special chapter meeting where a particularly outstanding program has been planned or specifically to get students and professionals "linked" together
- Participate with the Dean's Office on relations with prospective students
- Organize a departmental field trip for all aerospace majors
- Initiate a department reading room or help maintain an existing reading room where certain books and journals are available for student and faculty browsing
- Conduct an employment workshop teaching members the finer points of interviewing and resume writing
- Publish a branch newsletter
- Have branch members prepare a technical paper for presentation at an AIAA Regional Student Conference
- Make a special effort to interest members in attending the technical meetings of AIAA and the annual meetings
- Convene joint meetings with other campus groups (physics, engineering, biology, and mathematics majors) to discuss problems of common interest
- Sponsor joint meetings of several student branches in your area, or plan a mutual program presentation of "Perspectives In Space" to high school clubs, etc.
- Arrange a visit for a small number of similarly interested students to the laboratory of a senior aerospace researcher on your campus

Branch Projects/Activities

- Prepare a demonstration of a research technique or method for a branch meeting

How to Maintain Year-to-Year Branch Continuity

- Organize a laboratory meeting where special or non-curricula laboratory skills may be learned or shared
- Visit local museums
- Coordinate happy hours on Friday afternoons
- Get involved in intramural sports competitions
- Plan annual picnics, barbecues, and award banquets
- Establish gripe sessions
- Plan soaring trips
- Sponsor an airplane contest in conjunction with a local elementary school
- Visit local secondary/high schools on Career Day
- Produce a resume booklet of all graduating students to be sent to aerospace companies
- Coordinate a student versus faculty softball game

How to Maintain Year-to-Year Branch Continuity

The best way to maintain continuity from year to year is to make sure that a branch exists when you transfer or graduate. As an officer, one of your responsibilities is the continued survival and expansion of your branch. Not only should you lay out a projected schedule for the year, you should also evaluate each program and keep this evaluation on file for use by officers in years to come. Encourage each graduating student member to find one student in the spring to fill the gap that will be left by his/her departure. An Annual Report is written primarily to help the next year's officers. It is strongly encouraged that the Vice Chair and/or other officers not be graduating seniors.

The most successful student branches operate as an integral part of the department. One of the best ways to accomplish this is for the branch to be responsible for conducting the department's social functions. These include socials, departmental colloquiums, faculty–student informal discussion groups, Engineers' Week functions, Career Day functions, and fall semester orientation week activities. Talk about the programs you have had this past year—successes, failures, and those you would like to implement again next year.

Appendices to the AIAA Student Branch Manual

1. [Bylaws of an AIAA Student Branch](#)
2. [AIAA Student Branch Annual Report](#)
3. [AIAA Student Branch Meeting Report](#)
4. [AIAA Student Branch Financial Report](#)
5. [Awards Application Form](#)
6. [How to Run a Successful AIAA Student Branch Meeting](#)
7. [AIAA Student Branch Materials Order Form](#)
8. [AIAA National Faculty Advisor Award Nomination Form](#)
9. [Personal Line Items](#)
10. [AIAA Student Branch Principal Contacts Card](#)

By-Laws of an AIAA Student Branch
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**STUDENT BRANCH OF
THE AMERICAN INSTITUTE OF AERONAUTICS AND
ASTRONAUTICS**

ARTICLE I

Name

The name of this organization shall be the _____ student branch of the American Institute of Aeronautics and Astronautics.

ARTICLE II

Objective

The Objective of this organization is to further, within its locality, the purposes and programs of the American Institute of Aeronautics and Astronautics.

ARTICLE III

Membership

1. Any full-time graduate or undergraduate student at _____* is eligible to become a member of this student branch.
2. Each member shall pay into the *student* branch local treasury dues of \$_____ per _____ payable on _____**, in addition to dues levied by AIAA.

ARTICLE IV

Officers

1. The officers of the student branch shall be chosen from among the student members.
2. The officers of the organization shall consist of a Chairman, Vice Chairman, Secretary, and Treasurer.
3. All officers shall be elected at the end of each (term, semester, etc.) for a term of (_____ in no case more than one year) or take office at the beginning of the following (term, semester, etc.).
4. Officers shall be elected in the following manner:
 - a. A nominating committee shall nominate a minimum of one candidate for each office.
 - b. The report of the nominating committee shall be made one meeting in advance of the election meeting. At this time, nominations from the floor may be made.
 - c. A ballot shall be presented to the members at the meeting for a vote.
5. The duties of the Chairman shall be to preside at all regular meetings of the organization, to preside at all meetings of the Executive Committee, and to serve as ex-officio member of all other committees. At the end of the academic year, the Chairman shall submit to headquarters a report of the activities of the branch for the year.
6. The Vice-Chairman shall assume the duties of the Chairman in his/her absence and shall perform such duties as are generally associated with the office or assigned by the Chairman.
7. The Secretary shall maintain minutes of the meetings of the branch and shall be custodian of all its records not specifically assigned to others. He/she shall conduct the correspondence of the branch and Executive Committee and send out notices of the meetings and shall keep a full and correct list of the members and their addresses.
8. The Treasurer shall have charge of the funds of the branch and shall make all required financial reports and such expenditures as may be authorized by the branch or Executive Committee.
9. If an officer, other than the Chairman, is unable to perform his/her duties, the Chairman may appoint a member to serve in his/her seat for the remainder of the term of office. A vacancy in the office of Chairman is filled by the Vice Chairman.

ARTICLE V

Faculty Sponsorship and Liaison with Headquarters

The branch shall show to the Board of Directors of the American Institute of Aeronautics and Astronautics evidence of faculty sponsorship in order to assure continuity of purpose and activities and conformity with the rules and regulations governing student activities at the institution. To this end headquarters:

- (a) Requires that the initial step in the organization of a student branch be the agreement of at least one AIAA faculty member to serve as sponsor for the branch.
- (b) Requests announcements of new officers and coverage of special programs for release to the AIAA publications.

ARTICLE VI

Executive Committee

1. The Executive Committee shall consist of the four officers (Chairman, Vice Chairman, Secretary, and Treasurer) and all committee chairmen. They shall have general supervision of the work of the branch and shall perform such other duties, as the branch shall determine. The faculty advisor shall be an ex-officio member of the committee and a professional member of AIAA.
2. There shall be as many committees with as many members as deemed necessary by the branch membership to carry on the work of the branch. Committee chairmen are appointed by the Branch Chairman with the approval of the branch officers.

ARTICLE VII

Meetings, Procedures and Quorums

1. A minimum of at least four technical meetings per school year shall be held. Special meetings of the branch may be held at the call of the Chairman or upon written request of 20% of the membership.
2. A quorum at any meeting of the student branch shall be at least 25% of the members of the branch.
3. Five members present shall constitute a quorum at any meeting of the Executive Committee.
4. The rules contained in *Robert's Rules of Order Revised* shall cover this branch in all cases to which they are applicable and in which they are not inconsistent with these bylaws or the bylaws of the American Institute of Aeronautics and Astronautics.

ARTICLE VIII

Financial Affairs

1. The fiscal year shall coincide with the AIAA fiscal year (October to September) of the following year.
2. The branch shall not incur any obligations in excess of \$10.00 over the funds on hand.

ARTICLE IX

Amendments and Limitations

1. The members of the branch shall in all respects be governed by these by-laws, which are subject to the provisions of the constitution and the bylaws of the American Institute of Aeronautics and Astronautics.
2. Amendments to these by-laws may be made by a two-thirds affirmative vote of those student branch members present at a special meeting called for the express purpose of changing these by-laws. Such a meeting must be announced at least 10 days in advance. An amendment may be proposed by the Executive Committee or by a member petition to the Secretary. At least 10% of the membership endorses such a petition. No less than five members can offer such a petition when 10% of the membership is less than five individuals. No amendment that is inconsistent with the by-laws or the constitution of the American Institute of Aeronautics and Astronautics shall be submitted to vote.
3. These bylaws and any amendment hereof shall promptly, after adoption by the branch, be submitted to the Board of Directors of the American Institute of Aeronautics and Astronautics via Student Programs.

Certified as correct:

Faculty Advisor

Chairman

Date

AIAA Student Branch Annual Report of the Student Branch at

For the academic year: _____

Name of faculty advisor: _____

(please include their AIAA professional membership number): _____

List all officers:

PRESENT

Academic Year 20_____

Chairman_____

Vice Chairman_____

Secretary_____

Treasurer_____

Section Advisor_____

ELECT

Academic Year 20_____

Chairman_____

Vice Chairman_____

Secretary_____

Treasurer_____

Section Advisor_____

Membership:

Number of students in the department: _____

Number of new national members this year: _____

Total number of national students in branch: _____

Breakdown of Membership:

Seniors: _____

Juniors: _____

Sophomores: _____

Freshmen: _____

Graduated:

Winter: _____

Spring: _____

Scholarships/Design Competitions:

Did any of your branch members apply for an AIAA Foundation Undergraduate Scholarship? Yes () No ()
How many? _____

Did your branch enter the design competitions? Yes () No ()

Which one(s)?

AIAA Foundation Undergraduate Team Engine Design Competition ()

AIAA Foundation Undergraduate Team Aircraft Design Competition ()

AIAA Foundation Undergraduate Team Space Design Competition ()

AIAA Foundation Undergraduate Individual Student Aircraft Design Competition ()

AIAA Ground Test Technical Committee Student Engineering Contest ()

AIAA Foundation Graduate Team Aircraft Design Competition ()

AIAA Foundation/Cessna/ONR Design, Build and Fly ()

Other: _____

Student Conferences:

Did your branch participate in the AIAA Regional Student Conference? Yes () No ()

What were the highlights of the Conference?

Programs:

Please include regular meetings, speakers, films, tours, branch projects, social functions, trips of interest and highlights of the year, etc. Use Branch Meeting Report Forms for describing each event. Use additional paper for comments if necessary.

For consideration for the Outstanding Student Branch Award, send the Branch Annual Report, Branch Meeting Reports and the Branch Financial Report to AIAA headquarters by 1 May of each year.

Report should be mailed to: AIAA Student Programs—Branch Reports
1801 Alexander Bell Drive, Suite 500
Reston, VA 20191-4344

Certified as correct:

Faculty Advisor

Chairman

Treasurer

BRANCH MEETING REPORT

The purpose of this report is to aid officers in years to come and provide information to AIAA Headquarters. The Chairman or Secretary of each meeting is requested to complete the following during or right after the meeting and file the data to be included with the annual report at the end of the year.

Branch Meeting Report of the student branch at _____

Date: _____ Topic: _____

Attendance: _____ Members _____ Non-Members _____ Faculty

I. Distinguished Lecturer/Speaker

Please answer the following questions:

Affiliation: _____

Why was the topic selected? _____

Was the subject/presentation interesting? _____

What, if anything, made this program particularly worthwhile? _____

What action follow-up will there be on the part of your Branch? _____

Would you recommend this speaker to other Branches? _____

If yes, please write his name, address and phone number below:

II. Video/Films

Title: _____

How did you obtain this video/film? _____

Rating: Very Good () Fair () Poor ()

Comments:

III. Tours

Name and Location: _____

Contact person: _____

Eating Facility: Yes () No ()

Rating: Very Good () Fair () Poor ()

Comments:

IV. Social Activities

Description:

Please attach a copy of the publicity for this meeting.

Any additional comments:

Certified as correct:

Secretary

Chairman

BRANCH FINANCIAL REPORT

Financial Statement of the student branch at _____

Date: _____

Total Funds on Hand at Start of Period:	\$ _____
Income:	
Student Branch Local Dues	\$ _____
Other (please list)	\$ _____
	\$ _____
	\$ _____
	\$ _____
Total Income	\$ _____
Expenses:	
Printing and Postage	\$ _____
Meeting Expenses	\$ _____
Other (please list)	\$ _____
	\$ _____
	\$ _____
	\$ _____
Total Expenses	\$ _____
Net Gain or Loss From Operation	\$ _____
Total Funds on Hand at End of Period	\$ _____

Certified as correct:

Faculty Advisor

Chairman

Treasurer

AWARDS APPLICATION FORM

All award application forms must be included with or preceded by the Branch Annual Report or they will not be honored.

Please print recipients full name and mailing address where certificate should be sent, and return this form to the AIAA Student Programs Department. Allow 3 weeks for delivery.

OUTSTANDING ACHIEVEMENT AWARD

	Name

	Street Address

	City/State/Zip
Citation:	_____

LECTURE AWARD

	Name

	Street Address

	City/State/Zip
Citation:	_____

BRANCH CHAIRMAN CERTIFICATE

Name

Street Address

City/State/Zip

Faculty Advisor Signature

School

HOW TO RUN A SUCCESSFUL AIAA STUDENT BRANCH MEETING

INTRODUCTION

While visiting various AIAA Student branches, we found that there is a large demand for documentation on the guidelines and procedures of running an AIAA student branch meeting. Realizing that every branch varies in size, activities, and leadership, we decided to design an outline that will accommodate every branch and aid in the consistency of all AIAA student branch meetings.

We encourage your branch to refer to this outline during every meeting, to ensure consistent and successful meetings. This outline does not include every aspect of a meeting, and the functions of all the committees, which have been explained previously in the Student Branch Manual. It is up to the student branch chairman and the executive committee to delegate responsibilities and see to it that they are completed appropriately and in a timely manner.

We hope your next AIAA Student Branch Meeting is a successful one!

IDENTIFY THE PROBLEM

Classes, exams, other campus clubs, fraternity/sorority meetings, parties, movies on TV, football games, etc., make it difficult to get members/nonmembers out for AIAA meetings.

POSSIBLE SOLUTIONS

- Plan the meeting early enough to publicize it way in advance.
Ideas for posting (Using brightly colored paper):
 - ✓ Put reminders on bulletin boards and in the classrooms
 - ✓ Make table “T’s” for the cafeteria tables and student lounges
 - ✓ Put flyers in dorm mailboxes
 - ✓ Invite ALL engineering freshmen - the engineering department will usually give a list of freshmen
- Call students the day before and remind them.
 - Ask faculty members to announce the meeting during the week.
 - Offer a door prize at every meeting.
 - Provide refreshments (ask *each* person to contribute a dollar or two when they walk in).
 - Offer a ride to the meeting, if the meeting is off campus.
- Give recognition to the students who deserve it. Whether the work was done in the branch or within the department.
 - Ask faculty members to attend.
 - Have the membership committee greet students as they arrive.
 - Announce the scholarship opportunities at each meeting.

BEFORE THE MEETING IS CALLED TO ORDER

A meeting of the executive committee should be held before the actual branch meeting. We recommend having this meeting approximately a half hour before the actual meeting.

The following are suggestions for the executive committee to do before the actual meeting begins:

- Review action items of the last meeting.
- Draft an agenda of the current meeting and review the action items that should be taken during the meeting. Leave space for the name of a volunteer. Make a copy for each attendee.
- This is also the time to plan the date and time of the next meeting.
- Arrange the room so that the executive committee sits in the front.
- Create nametags for committee chairmen. Students are more likely to ask questions and volunteer if they know the name of the person they are addressing. If you can't get committee members to wear nametags, large name cards in front of each seat will work.

- In front of the meeting room, design a sign that says "Welcome to the AIAA Student Branch Meeting."

IS THE MEETING OVER?

When all attendees have left, it is time to start the follow-up work:

- It suggested you write to the faculty advisor and the guest speaker and thank them for attending. Also include the date and time of the next meeting and invite them accordingly.
- From the attendance list, pick out all the nonmembers and write them a short note thanking them for coming and encourage them to fill out the application they received at the meeting.
- Set the deadlines for the action items of the various committees.
- Send the minutes of the meeting to AIAA headquarters along with any appropriate pictures. (Who knows - it may end up in the next edition of the *AIAA Student Journal On-line* in the Student Branch Highlights section).
- Clean up the room to look like it was when you first arrived. This will insure that you will be able to reserve the room again.
- Reserve the room for the next meeting.

SAMPLE MEMBERSHIP LETTER

1 September 1999

Dear Engineering Student:

Welcome to (name of school)! As a student in the engineering department, we would like to invite you to a student branch meeting of the American Institute of Aeronautics and Astronautics (AIAA).

AIAA is the largest professional society, principal voice, and information resource devoted to the progress of engineering and science in aviation and space. As a member of the (name of school) AIAA Student Branch, you would be encouraged to participate in all of our programs and events offered and organized committees.

Being involved in this chapter will give you the opportunity to work toward the advancement of the arts, sciences, and technology of aerospace and promote the professionalism of those engaged in these pursuits. This is a great way to start your engineering career and become an involved student.

Our first meeting is (date/time/location). If you should have any questions regarding AIAA, call (name/number of designated person on membership committee).

Refreshments will be served!!

We look forward to seeing you there!

Sincerely,

Chairman, AIAA Student Branch

AIAA STUDENT BRANCH MATERIALS ORDER FORM

Check item(s) and indicate quantity desired.

PLEASE ENCLOSE PAYMENT WITH YOUR ORDER.

Student Membership Applications: _____

Student Membership Pins: _____ @ \$2.00 each=\$ _____

10 or more @ \$1.50 each=\$ _____

☐ *AIAA Video Library film list (1 copy only)*

☐ Branch roster - current members to date (1 copy only)

☐ Publications catalogue (1 copy only)

☐ **Sample copies of AIAA Student Journal (maximum 4/ branch)** _____

☐ Sample copies of Aerospace America (maximum 4/branch) _____

“Within Your Lifetime” Career Booklets _____

*Bulk rates:	Copies	Price/Copy
	1-10	\$1.00
	11-50	\$0.85
	51-100	\$0.75
	101-350	\$0.60
	>350	\$0.50
		\$ _____

Total amount enclosed with this order: \$ _____

☐ Please ship to: Name _____
 Address _____

Signature _____

☐ Send to Faculty Advisor

Title _____
Name _____
Department _____
School _____
Address _____

Return form along with payment to:

AIAA Student Programs
1801 Alexander Bell Drive
Suite 500
Reston, VA 20191

Date _____

AIAA NATIONAL FACULTY ADVISOR AWARD NOMINATION FORM**CANDIDATE¹**

Name² _____
 Title _____
 University _____
 Address _____
 City/State/Zip _____
 AIAA Member: () Yes () No

BASIS FOR NOMINATION

Detailed statement setting forth the basis of nomination. (Use extra sheet if necessary not to exceed one page.) All nominations will be judged on the assessment of the importance and significance of the achievements or the contributions involved, with a specific evaluation of the extent and degree of success in its practical application. Maximum space is provided below for a proposed citation describing why the nominee(s) should be considered. One additional page may be used to provide the nominee's justification, education, professional assignment, honors, etc. The nomination must be supported by three to five letters of endorsement, at least one of which must be provided by either a student branch officer or a current student member. If a nomination is reconsidered after its first year, then updated letters of endorsement will be solicited by AIAA headquarters.

PROPOSED CITATION (25 words or less):

NOMINATOR

Name _____
 Rank/Title/Position _____
 Organization/University _____
 Address _____
 City/State/Zip _____
 Phone Number _____
 Date _____
 AIAA Member: () Yes () No

All nominations and any relevant materials should be mailed to:

AIAA Director of Student Programs
 NFAA
 1801 Alexander Bell Drive, Suite 500
 Reston, VA 20191

Deadline for submission of nominations: July 15th.

¹ Candidates that are not selected will be carried over for the following two cycles, provided they have updated Letters of Recommendation sent for those cycles.

² The candidate must be the officially recognized AIAA Student Branch Faculty Advisor.

Personal Line Items (SPECIAL PRICING)

The Membership Committee has approved the following discounts on AIAA gift items for use by Section officers, TC members and student branches. These items can be purchased in bulk for use as gifts or awards. All of the items **MUST** be ordered through Sonja Moore at AIAA headquarters. Orders sent through AIAA Mail to the Press Warehouse, Hendon, VA, **would not** receive this discount.

Placing Orders: **Orders must be placed at least two weeks in advance of the date required.** AIAA will not pay for rush shipping. If this is required, the rush fee (for example UPS) will be included in the invoice. Please be sure to specify size and color if appropriate. Send all orders to:

Sonja Moore
AIAA
1801 Alexander Bell Dr., Suite 500
Reston, VA 20191
Email: sonjam@aiaa.org
Phone: 703/264-7537
Fax: 703/264-7551

Item	Cost	Color/Size
T-Shirt <i>Commemorates the Wright Brothers and their first flight. 2 color design of the Wright Flyer.</i>	\$8.00	Colors: red, gray, white Sizes: small, medium, large, Xlarge
100% Silk Ties <i>Handsomely designed by Buffalo Bay</i>	\$25.00	Red Green
Golf Umbrella	\$20.00	Blue/White
Polo Shirt <i>AIAA logo- great for work or play Cotton</i>	\$25.00	Colors: blue, ivory Sizes: medium, large, Xlarge
Tie Tack/Tie Bar <i>Gold tone - lends a very professional look</i>	\$8.00	Tack Bar
Stainless Steel Travel Mug <i>Beautiful blue with Silver laser logo</i>	\$10.00	
Sports Cap	\$13.00	Khaki Navy
Polo Shirt w/pocket <i>AIAA logo- great for work or play Cotton</i>	\$26.00	White only
Ball Point Pen <i>Twist-to-open ballpoint pen,</i>	\$7.00	

<i>features blue-marbled look, black and gold accents, and laser-engraved gold AIAA logo</i>		
Sweatshirt <i>80 cotton/20 polyester in 3 colors</i>	\$20.00	Sizes: medium, large and Xlarge Colors: blue, white, gray
Kids T-Shirts <i>4 great colors</i>	\$9.00	Colors: rocket red, caribbean blue, lime green, hot pink Sizes: small, medium, large and Xlarge
Weekender Bag <i>Overnight bag is trimmed with metal hardware and leatherette pull-tabs. The dimensions of this bag are: 24"Lx13.5"Hx12"W.</i>	\$22.00	Color is Navy with silver AIAA logo on side flap
Laser Pen <i>Combines a powerful Class III diode with the convenience of a quality writing instrument</i>	\$27.00	
Latte Grande Mug <i>Huge 24oz mug, great for soup or coffee</i>	\$7.00	Color is royal blue with silver AIAA logo
Wright Brothers Dolls <i>Famous Be'an Collectibles are bean bag "Dolls" of famous beings. Available are: Orville Wright Wilbur Wright</i>	\$9.00	

2003-2004 AIAA
STUDENT BRANCH PRINCIPAL CONTACTS

To facilitate communication throughout the year, please fill out and return this card by
29 September 2003

Past AIAA Student Branch Chairman

AIAA Student Branch Chairman

AIAA Membership Number: _____

Phone () _____

E-Mail: _____

University: _____

Branch Faculty Advisor: _____

E-Mail: _____