



American Association of Airport Executives

Student Chapter Resource Manual

**Prepared & Revised by:
AAAE Academic Relations Committee**

Updated: March 2012

Foreword

This manual was first created by the AAAE Foundation committee. Updating and revising this student manual is the responsibility of the AAAE Academic Relations Committee. Comments or questions about this manual can be forwarded to:

American Association of Airport Executives
Attn.: Chairman, Academic Relations Committee
601 Madison Street, Suite 400
Alexandria, VA 22314

(703) 824-0504

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Introduction

American Association of Airport Executives (AAAE)

AAAE is the largest professional organization for airport executives in the world, representing thousands of airport management personnel at public use airports nationwide. The American Association of Airport Executives' primary goal is to assist airport executives in fulfilling their responsibilities to the airports and communities they serve.

AAAE membership is truly representative of airport management throughout the country. It places equal emphasis on large and small airport concerns, reflecting a membership comprised of executives from large, medium and small hub airports, as well as hundreds of managers from non hub airports used exclusively by general aviation or commuter airlines.

AAAE was founded in 1928 to represent airport management throughout the United States. Each year since its founding, AAAE has held an annual meeting to bring airport managers together to discuss the latest problems and issues facing the industry. In 1954, the annual conference expanded to include exhibitors of airport services, products and equipment.

One of the most important events for AAAE was the formal adoption of a professional standards accreditation program in 1954. AAAE sponsors this professional Accreditation Program for airport executives, who are affiliate members of AAAE. The professional membership requirements consist of a comprehensive written test, writing requirement, and an oral examination on a level comparable to other professional certifications. Upon successful completion of these requirements, the Accredited Airport Executive is admitted to the membership as an executive member and may use the initials A.A.E. after his/her name.

Since its inception in 1928, AAAE has continued to move forward and grow, not only in membership size but also in expertise. As the premier association of airport executives in the world, AAAE has a voice that is heard in the industry and in government, which supports and develops the professional airport executive.

AAAE Student Chapter Program

In 1983, AAAE established a student chapter program for universities offering airport management and aviation related degrees. Students participating in a student chapter as academic members are provided basically the same information and services as other members. The objectives of the student chapter program are:

1. To promote professional development and instill professional attitudes in students engaged in the study of airport development, administration, management and operation or in related fields of aviation.
2. To develop understanding on the part of the student that professional airport management embodies technical ability, integrity, responsibility, purpose and a desire to contribute to the strengthening of the profession.
3. To further the purposes and programs of the AAAE as expressed in the Constitution and Bylaws of the American Association of Airport Executives.

Organizing an AAAE Student Chapter

A student group will be recognized as an official AAAE Student Chapter when it meets and maintains the following requirements:

1. At least one school faculty member agrees to sponsor the group and become its faculty advisor. This faculty member must at the time of serving be listed on current AAAE membership lists as an Executive, Affiliate, Executive Inactive or Participating member. The member must also be in good standing with the organization. A letter from the member confirming interest in serving as a faculty advisor is required.
2. The dean of the institution or another school official has to send AAAE a letter of endorsement giving the school's official recognition of the Student Chapter.
3. The Student Chapter must have and maintain at least five (5) eligible members of National AAAE.
4. A petition to be recognized as an official Student Chapter must be submitted to AAAE for approval. (See Appendix 2)
5. The prospective Student Chapter must submit Bylaws for approval to AAAE. (See Appendix 1)
6. The Student Chapter is required to present to the Academic Relations Committee an annual report (See Appendix 3) no later than the end of February each year.

Relationship With AAAE

The Academic Relations Committee will communicate with the AAAE regional chapters and ask for volunteers to serve as liaisons with all of the student chapters in that region. The Academic Relations Chairman will provide a listing of all student chapters contained in that region as well as their academic advisors. Academic advisors and AAAE Regional Chapter liaisons should discuss at least the following objectives for the upcoming academic school year:

- Planning / Finalizing upcoming Student Chapter events for the academic school year.
- Assist in arranging any speakers, tours, etc.
- Inform chapter of current and future opportunities to participate in industry seminars, conferences or other educational meetings.
- Arrange for students to become involved both regionally and nationally in the airport profession by way of volunteer work, internships, etc.

Academic & Student Chapter Membership Benefits

The AAAE Academic Relations Committee and AAAE Academic Relations staff contact will assist each Student Chapter.

In addition, as academic members of AAAE, students will receive the following membership benefits:

- Opportunity to attend AAAE sponsored conferences, educational seminars, and webinars at member rates.
- Certified Member Program information available.
- The online AAAE Membership Directory, containing a complete listing of the names and contact information of current AAAE members. The directory also contains a listing of the AAAE corporate members. To find out what products and services these companies provide, visit the AAAE Vendor Search at <http://aaaevendorsearch.com/>.
- A well-established Government Affairs program providing members with the latest information on federal, regulatory and environmental issues affecting airports.
- Speaker handouts from AAAE seminars.
- Discounted school subscription to AAAE's ANTN Digicast at http://www.aaae.org/training_professional_development/antn_digicast/.
- AAAE's reference library is one of the few authoritative sources of airport management information. Members of AAAE may obtain library material on a variety of airport related topics at http://www.aaae.org/membership/information_library/.
- An Academic Relations page on the AAAE website located at <http://www.aaae.org/arcommittee> with links to all of the latest Academic Relations information and services, including member only information.
- Discounted AAAE membership rate for faculty advisors.

****Please note that fees may be associated with some of the services listed above****

The following new benefits will be available to all AAAE Student Chapters in good standing. These benefits will be effective March 1 for Chapters whose Annual Reports are received no later than February 28th.

- For the Annual Conference:

- One complimentary registration for a Student Chapter Faculty Advisor.
- One complimentary registration to the Student Chapter to be used at their discretion, - i.e. - for the Chapter President, or they can pick another Student Chapter member.
- Four certificates will be made available for each Student Chapter for the year. Period of eligibility for these certificates is March 1 through February 28. These certificates will be good for 50% off of the lowest registration rate (spouse rate excluded) for any AAAE Conference.
- An academic rate for qualified students (i.e., - AAAE Academic or Academic Graduate member) will be established for the Annual Conference.
- An academic rate (i.e., - AAAE Academic or Academic Graduate member) will be set for the NAC.

****These benefits will only be available to those Student Chapters which remain in good standing and meet the Annual Report requirements. ****

Organizational Structure of AAAE Student Chapters

Chapter Officers

Each student chapter shall consist of at least the following officers:

- President
- Vice President
- Secretary/Treasurer

The Secretary/Treasurer position may separate positions. Other officer positions may be created as needed with a revision to the chapter's Bylaws. Examples include Publicity, Internships, Social, Regional Chapter Liaison, etc.

Faculty Advisor

Each university must have a Faculty Advisor who is an active and an Executive, Affiliate, Executive Inactive or Participating member of AAAE. The Faculty Advisor will facilitate communication between AAAE and the Student Chapter. The Faculty Advisor, as well as Chapter officers, should be very familiar with Article IV of the Bylaws, which outline the limitations placed upon the Student Chapter.

Suggested Committees

It is suggested that the President, with the approval of the officers, appoint the following committees, each with its own chairman: Membership, Program, and Finance. More Committees shall be added as needed and as membership and participation increase.

Membership Committee

The membership committee should meet as needed to discuss plans and progress on membership promotion. The Chairman shall report on the activities of his committee regularly to the chapter Executive Committee.

At the beginning of each academic semester, a membership drive should be organized with assistance and cooperation of the Faculty Advisor and the Program Committee.

Program/Meetings Committee

This committee is appointed by the Chapter President and responsible for the meetings and programs of the Chapter. Successful Student Chapters will be those that have an active and productive Program/Meeting Committee. Chapters are encouraged to have a minimum of six program meetings a year. These programs

or meetings can be as simple as inviting a speaker to appear before the group, to hosting a small seminar on a subject with presentation by industry leaders or corporations involved in airport related industry. Program and meeting ideas include: Simple membership meetings with a speaker, field trips to airports or corporations providing materials and services to the airport industry, panel discussions on an aspect of day-to-day management at an airport, attending the yearly regional or national airports conferences, or even hosting the annual academic conference.

Finance Committee

The Finance Committee is responsible for the expenditure of funds for the Chapter, as well as raising sufficient funds to cover the Chapter expenses. Primary responsibilities of the Finance Committee include:

- Oversee the raising of funds for Chapter expenses
- Approve/disapprove funds as requested by other committees or Chapter officers.
- Assist Treasurer with preparation of financial report.
- Assist Treasurer with development of fund raising programs.

Executive Committee

The Executive Committee as stated in the Bylaws, will consist of the elected officers and committee chairmen. The Chapter President will preside at the meetings of the Executive Committee. The Treasurer, Secretary and Committee Chairmen should be required to submit periodic reports to the Chapter President at each meeting. The Executive Committee along with the Academic Advisor shall guide the activities of the Chapter and solicit input from the general membership as to the current and future direction of the Student Chapter.



Student Chapter Bylaws

Appendix 1 contains a template to be used in constructing the initial Student Chapter Bylaws. It is understood that no template will fit the conditions of all Chapters submitting Bylaws to their universities.

The Bylaws must be submitted to and approved by AAAE before the Student Chapter may conduct any business as an AAAE Student Chapter.

Any changes to the Bylaws must also be submitted and approved by AAAE before they take effect.

Forward initial Bylaws and revisions to:

American Association of Airport Executives
Academic Relations Staff Contact
601 Madison Street, Suite 400
Alexandria, VA 22314

Helpful Suggestions

Membership drives - An effort should be made at the beginning of each academic semester to recruit new members for the Student Chapter. Members of the Membership Committee should be assigned the responsibility of contacting potential members. Committee members should visit with students in their classes during the first and second weeks of school. Officers and advisors should visit potential members in the classrooms and give a brief summary of what AAAE is and what opportunities are available to them. In addition, students from disciplines other than just aviation should be recruited, including accounting, finance, business management, fire protection, journalism, engineering, and other relevant disciplines. One on one personal contact is by far the most effective recruiting procedure. Offer rides to those without vehicles, and hold meetings as close to campus as possible to make the experience as appealing as possible. Posters, flyers, and advertisements in the school newspaper are also important. Choose a social atmosphere for a membership drive. Suitable places might include a local pizza parlor or popular restaurant with a meeting room to allow the group to mingle better.

Regional & National AAAE Involvement - In an effort to become more involved in the regional and national organizations, it is possible for members of Student Chapters to volunteer their services at the regional and national conferences in exchange for reduced fees to attend those conferences. This is an excellent way to meet and network with regional and national members. It is also a good opportunity to gain insight and knowledge on airport issues from the business sessions and exhibitors present at the conference.

Faculty & Academic Advisor Support - The Academic Advisor must be willing to become or continue as an active participant in the affairs of both the regional and national AAAE. Conferences, internships, job vacancies, and other opportunities will only be communicated to the Chapters if the faculty of the university is kept up to date on current information and opportunities.

Appendix 1 - Bylaws

American Association of Airport Executives

_____ University Bylaws

ARTICLE I

NAME

The name of the organization shall be the _____ Chapter of the American Association of Airport Executives, INC. The official abbreviation of the American Association of Airport Executives, INC., is AAAE.

ARTICLE II

PURPOSE

The purpose of the chapter shall be as follows.

- Section 1. To encourage professionalism in the administration of airports through the acquisition of knowledge.
- Section 2. To establish and develop interchange of information and experience in the development, maintenance and operations of airports with the national organization and with other Student Chapters.
- Section 3. To represent airports and the airport management profession and to cooperate with other on-campus organizations for the general benefit of aviation.
- Section 4. To establish both social and business relationships with people in the field of airport management and its allied professions.
- Section 5. To aid organizational members in furthering their careers and to prepare students to make effective contributions to the aviation industry through internships, seminars, airport tours, guest speakers, and other activities.

ARTICLE III

MEMBERSHIP

Section 1. The membership of the Chapter shall be open to all persons, regardless of age, race, religion, gender, disabilities, or national origin, who are eligible for any one of the classes or membership defined in this article.

Section 2. The chapter shall be comprised of the following membership classes

Academic Member - Any student enrolled at _____ University who is a national member of AAAE. They are eligible to run for elected offices, head working committees and vote on official chapter business.

Local Member - Any student, faculty, or staff member who is not a national AAAE member. They may vote, but are not eligible to hold any office in the Student Chapter.

Other Members - Members of the national organization of AAAE who do not qualify for academic membership. These members are not eligible to vote or hold office, except that they may hold the position of Faculty Advisor.

Section 3. The Chapter Secretary shall maintain a current list of all members by classification.

Section 4. The dues for each class of membership shall be in accordance with a schedule of dues established and amended by a majority vote of the entire Chapter membership.

Section 5. Chapter dues shall be paid on a semester/annual basis before the deadline established by the Executive Committee. Any member failing to pay dues by the established deadline shall forfeit membership in the Chapter and be dropped from the membership lists.

Section 6. Any local or academic member who attends at least 65% of the scheduled functions throughout the semester and is classified as a member in good standing.

Section 7. Academic members in good standing are each entitled to one vote on Chapter business.

Section 8. Ten percent of the Chapter membership constitutes a quorum for the purpose of voting and official business requiring a quorum.

ARTICLE IV

OFFICERS, COMMITTEES, ADVISORS

Section 1. OFFICERS - The officers shall consist of the President, Vice-President, and Secretary/Treasurer. No person shall be an officer who, at the time of election, is not an Academic Member. No student shall be elected to an office while serving a school suspension. No student shall be on academic or disciplinary probation while serving as an officer.

A. The President shall:

- Preside over all meetings
- Have authorization to sign all legal documents, including monetary transactions
- Call special meetings
- Serve as an ex-officio member of all committees
- Complete and submit a Student Chapter annual report by February 28th of each year

B. The Vice-President shall:

- Carry out the duties of the president in the absence of the President
- Coordinate the work of committees
- Act as parliamentarian
- Carry out any other duties the President may request

C. The Secretary/Treasurer shall:

- Keep records, reports and minutes of all meetings
- Organize and maintain the organizational files and records
- Be in charge of membership files
- Collect all money due to the organization and disperse money as needed
- Keep accurate, up-to-date records of all the organizations financial transactions
- See that all financial obligations are met

Section 2. COMMITTEES - The Committee heads shall not be on academic or disciplinary probation. No student shall serve on a committee while serving a school suspension. Committee heads shall be formed as needed by the appointed by the Executive Committee.

A. Executive Committee - Shall consist of each Chapter Officer and committee chairperson. They shall perform their assigned officer duties, and any other duties assigned by the President.

B. Hospitality Committee - Responsible for welcoming guest speakers and assisting them with the acquisition of transportation and/or accommodations. Also responsible for organizing any Chapter social activities.

C. Publicity Committee - Responsible for Chapter newsletter, submitting press releases and meeting notices to local media, and on-campus advertising of all Chapter activities.

D. Historical Committee - Maintain the history of Chapter activities with both print and photographic documentation.

- E. Alumni-Tracking - Responsible for initiating and maintaining contacts with alumni associated with the Chapter and the airport profession.
- F. Constitution Committee - Shall be convened once a year to review the constitution and Bylaws.

Section 3. ADVISOR - The advisor shall be a member of the national AAAE organization and also on faculty at the Chapter's sponsoring University. The advisor shall be subject to all rules set forth in the University regulations and is not eligible to vote or hold office.

Section 4. REMOVAL FROM OFFICE - Any officer elected by the membership may be removed from office by a majority membership vote. Any member appointed as chairman of a working committee may be removed by a majority vote of the Executive Committee.

ARTICLE V

ELECTIONS

Section 1. Nominations shall be held on the next to the last meeting of the Spring semester. Elections shall be held at the last meeting of the Spring Semester for officers serving the following year.

Section 2. One-half of the membership shall constitute a quorum for elections.

Section 3. Elections shall be by secret ballot if so requested by any member. Installation of officers shall be at the last meeting of the spring semester.

Section 4. Should a vacancy occur in a position before the completion of the term in office, the Executive Committee shall call a special election at the next scheduled meeting. The same procedures for a normal election will apply for a special election.

Section 5. Term of office for all officers shall be one year, with no limit on the number of terms served.

ARTICLE VI

MEETINGS

Section 1. Meetings shall be held as often as deemed necessary by the Executive Committee.

Section 2. Authority to call special meetings is vested in the Executive Committee.

Section 3. The types of meetings shall be:

- A. Orientation Meeting - The first business meeting of the semester, held to inform new members about the Chapter and about AAAE. This meeting is open to all students, staff, faculty and guests.
- B. Business Meeting - A meeting for the purpose of elections, announcements, voting on proposals, and other business. Usually includes a guest speaker or some type of presentation. This meeting is open to all Chapter members and prospective members.
- C. Special Meeting - Special gatherings and events for the purpose of socializing and/or presenting guest speakers or VIPs in a more social environment. These events are open to Chapter members in good standing.

- D. Executive Meetings - A meeting of the Executive Committee for the purpose of carrying out operations of the Chapter. The meeting is confidential and open only to officers, committee chairpersons, and the advisor.
- E. Committee Meetings - Conducted for the purpose of carrying out committee responsibilities. These meetings shall be held at the discretion of the chairperson.

ARTICLE VII

DUES

Section 1. Dues shall be set by the Executive Committee.

Section 2. All dues are payable on or before the deadline established by the Executive Committee.

ARTICLE VIII

PARLIAMENTARY AUTHORITY

Jeanne's rules of order shall govern the conduct of all meetings and prevail over all cases not covered by the Bylaws.

ARTICLE VIII

AMENDMENTS

Section 1. Recommendations for amendments to the Bylaws of the Chapter may be submitted at any business meeting.

Section 2. Any recommendation for amendments shall be submitted in writing to the membership at least fourteen days before a vote can be taken. The vote will be held at a meeting designated by the President.

Section 3. To become effective, an amendment must be accepted by no less than one-half of the members present and voting.



Appendix 2 - Recognition Petition Template

Petition for Establishment and Recognition

AAAE Student Chapter Program

1. Name & Title of Individual Preparing This Petition
2. Proposed Student Chapter Name
3. Sponsoring Institution
4. Chapter Mailing Address
5. Anticipated Date of 1st Chapter Business Meeting
6. Charter Officers (Name/Title)
7. Charter Members (Minimum of 5 required)
8. Total Number of Chapter Members
9. Outline of Tentative Activities Planned for Upcoming Year. (Attach extra sheets if needed.)
10. Faculty Advisor (Name/Title/Mailing Address/Telephone Number)

Return to: American Association of Airport Executives
Academic Relations Staff Contact
601 Madison Street, Suite 400
Alexandria, VA 22314

Appendix 3 - Chapter Annual Report Template

AAAE Student Chapter Annual Report

General Information

Date: _____

Annual Report for Academic Year _____

Student Chapter & University _____

Mailing Address _____

Telephone Number _____ Fax Number _____

Chapter E-mail Address _____ Chapter Web Page _____

Present

Elect

Faculty
Advisor _____

Faculty
Advisor _____

President _____

President _____

Vice President _____

Vice President _____

Secretary _____

Secretary _____

Treasurer _____

Treasurer _____

Number of AAAE Academic Members _____

Total Chapter Members _____

Number of New Members This Year _____

Breakdown of Chapter Membership

____ Senior ____ Junior ____ Sophomore ____ Freshmen ____ Graduate

Chapter Dues \$ _____ Year / Semester

Activities

On a separate sheet, list the following information in the format provided.

Date	Program Subject	Location	Attendance
1.	_____		
2.	_____		
3.	_____		

Future Activities

Submit a Tentative Outline for Next Year's Activities in the Format Provided.

Date	Program Subject	Location
1.	_____	
2.	_____	
3.	_____	

Copies of this report to are due from each student chapter no later than February 28th of each year. Send reports to:

American Association of Airport Executives
Attn.: Chairman, Academic Relations Committee
601 Madison Street, Suite 400
Alexandria, VA 22314