

ARIZONA AIRPORTS ASSOCIATION 2021 POLICY DECISIONS

Policy Decision #21-01 – Procedures and Operating Guidelines

It shall be the policy of this organization that the Board of Directors shall periodically adopt, update, and maintain operating procedures and guidelines documenting the process and criteria used to implement the by-laws and policy decisions. The operating procedures and guidelines shall be available to the membership via the website.

Policy Decision #21-02 – Reimbursement of Certain Expenses

It shall be the policy of this organization that the President and First Vice-President may be reimbursed for expenditures to attend the annual A.A.A.E. Conference or one other Conference, budget permitting, during the year they hold the above mentioned AzAA Board position. Certain expenses such as airfare, hotel accommodations and conference registration may be prepaid by AzAA.

Reimbursement/payment to attend a conference shall be approved by the Board based on a written request that includes:

1. Documentation that their employer has denied their request (either in full or partial) for reimbursement of travel expenses.
2. Estimate of total expenses.
3. Justification of attendance providing an association benefit.
4. Commitment to report back to the Board lessons learned or relevant information provided at the Conference.

Additionally, the request shall be submitted for discussion prior to a regularly scheduled AzAA Board meeting and well in advance of the conference to be attended in order to avoid any late registration fees or increased travel expenses.

Finally, reimbursement shall be at the discretion of the Board and based on the submittal of acceptable accounting of their trip expenditures to the Administrative Director.

Policy Decision #21-03 – Accreditation Stipend

It shall be the policy of this organization that any Executive, Corporate, or Associate member attaining the Certified Member (C.M.) or Airport Certified Employee (A.C.E.) designations within the Fiscal Year are eligible for a \$100 stipend. Executive members attaining the Accredited Airport Executive (AAE) designation within the Fiscal Year are eligible for a \$250 stipend. Applicant must be a current member of the association in good standing for at least one (1) year prior to receiving the A.A.E., C.M. or A.C.E. designation. Members who have received the Professional Accreditation & Certification Scholarship to attend accreditation program courses or an ACE program are not eligible for a stipend. Written requests for a stipend may be made at any time to the AzAA Scholarship Chair, and are subject to approval by the Board of Directors.

Policy Decision #21-04 – Scholarship Program

It shall be the policy of this organization to promote the education and professional development of the membership and future aviation professionals by offering scholarships to qualified applicants. Attendance at conferences or programs prior to submission of the scholarship application, and portions that are funded by other entities, are ineligible for award. All scholarships shall be awarded (budget permitting) based upon guidelines and criteria established by the Board. All scholarship money must be spent within one (1) year from the date of the award. Scholarship money that is not spent within the one (1) year time limit shall be forfeited and returned to the AzAA budget.

Student Scholarships. The Board may select up to two (2) students in an aviation related degree or program in the State of Arizona, based upon the recommendation of the Scholarship Committee, to each be awarded up to a \$1,250 scholarship. The Board shall also have the option of awarding up to a total of \$2,500 to one (1) student, depending upon the quality of the applications received each year. In addition, AzAA shall pay for one hotel room per student for the night of the banquet only, and will waive each student's conference registration fee.

Membership Scholarships. The Board may select one (1) or more eligible member(s), based upon the recommendation of the Scholarship Committee, to be reimbursed up to \$1,000 for expenses to attend the Spring AzAA Conference.

The Board may select one (1) eligible member, based upon the recommendation of the Scholarship Committee, to be reimbursed up to \$1,500 for expenses to attend a professional aviation association conference including A.A.A.E., Southwest A.A.A.E., ACI, or other qualifying conference of their choice.

The Board may select one (1) eligible member, based upon the recommendation of the Scholarship Committee, to be reimbursed up to \$2,000 for expenses to attend an AAAE Accreditation Program, Certified Member Program (C.M.), or Airport Certified Employee (A.C.E.) course.

Policy Decision #21-05 – Membership Dues & Privileges

It shall be the policy of this organization that beginning July 1, 2011 the membership dues for each membership classification shall be as follows:

- Executive - \$75
- Associate - \$75
- Corporate - \$150
- Student - \$20
- Honorary - \$0
- Executive Emeritus - \$0
- Ex-Officio - \$0

The privileges of each current member of each membership classifications shall be as follows:

- Membership certificate
- Website members only area access
- Attend conferences and events at a membership rate, with the exception of Executive Emeritus and Honorary members, who shall have conference registration fees waived if registered before the early bird cut-off date.
- Corporate members are entitled to have their corporate name, logo, and a brief description of services listed on the "Corporate Member Yellow Pages" in the AzAA website, along with a link to their company website (if available).

Policy Decision #21-06 – Awards

It shall be the policy of this organization to recognize the outstanding efforts of its members at the spring conference each year through the issuance of an Airport Executive of the Year Award, President's Award, and Corporate Member of the Year Award, service awards, and special recognition awards. The Airport Executive of the Year shall be an Executive member (or members) who made outstanding contributions to AzAA and the State aviation community. The selection of this individual(s) shall be made by a special committee of Corporate and Associate members, chaired by the Corporate Director, formed annually for this purpose. The selection will be made in accordance with the selection guidelines developed by the committee and published at the time nominations are requested. The President's Award shall be given at the sole discretion of the President. The Corporate Member of the Year Award shall be an Associate or Corporate Member(s) who made outstanding contributions to AzAA and the State aviation community.

The selection of this individual shall be made by a special committee of Executive members, chaired by the Promotion and Awards Committee Chair, formed annually for this purpose. The selection will be made in accordance with the selection guidelines developed by the committee and published at the time nominations are requested.

Policy Decision #21-07 – Reserve Funds

It shall be the policy of this organization to have a policy that in the best interest of the Chapter, the Board should maintain a reserve fund balance of at least twelve (12) months of the total operating costs, by membership approval. Maintaining such a balance would sufficiently avoid cutback in services if unexpected shortfalls or increased association demands occur during a fiscal year.

Policy Decision #21-08 – Ethics Complaint

It shall be the policy of this organization that any ethics complaint be submitted in writing (U.S. Mail or email) within three (3) months from the alleged infraction or violation and be submitted to the Ethics

Committee Chairman (AzAA 1st Vice President). The complaint must state credible facts demonstrating the infraction or violation and be signed and dated with contact information (name and address or email). Upon receiving the complaint the Ethics Committee Chairman will form an ethics committee within 30 days. The committee will be comprised of a minimum of three additional members, which shall include at least two past AzAA Presidents or past Board members. The Ethics Committee is responsible for evaluating and investigating the complaint, and reporting any findings or conclusions to the AzAA Board of Directors within 60 days.

Policy Decision #21-09 – In Memoriam

It shall be the policy of this organization to have an AzAA website Memorial page to pay tribute to AzAA members who made significant contributions to the aviation/airport industry in Arizona. The submittal shall be in writing to the AzAA President and include a detailed bio of the person for consideration, to include their name, position, titles, and professional and personal experiences and accomplishments that demonstrate significant contributions to aviation in Arizona. The President shall then propose the memorial recommendation to the Board of Directors for approval.

Policy Decision #21-10 – Ex Officio Members

It shall be a policy of this organization that individual positions are recommended by the Board of Directors as Ex-Officio members. Those recommended positions are as follows, but are not limited to: President of the Southwest Chapter AAAP; aviation related directors with the Arizona Department of Transportation (ADOT); Manager, Airports Division, Federal Aviation Administration (FAA) - Western Pacific Region; and Manager, Phoenix Airports District Office- FAA. Additional individual positions may be considered as Ex-Officio members with AzAA Board concurrence and approval. Ex-Officio members are not eligible to vote. Those who wish to vote will have to pay membership dues. Ex-Officio membership status will be maintained after initial approval by the Board of Directors as long as the individual remains in one of the positions included on the approved list.

Policy Decision #21-11 – Debit/Credit Card Use Policy

It shall be the policy of this organization to maintain a debit/credit card issued by a lending institution identified by the Board of Directors. Permissible uses of the debit/credit card include only those items that are categorized as official AzAA business. Examples of acceptable uses would be the purchase of speaker gifts, award plaques, or Board of Directors dinners, etc. This does not constitute a complete list of permissible uses, but rather merely provides examples of uses that would be considered to be acceptable. One card shall be issued to an AzAA Board officer at their discretion. Prior to any card purchase, concurrence must be obtained from the another AzAA officer and the administrative director.