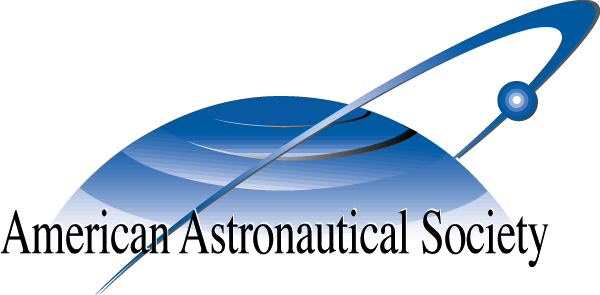
AAS Space Flight Mechanics

Committee

Policies and Procedures

Manual



Version 4.0 – March 2011

Revision History

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| --- | --- | --- |
| Version | Date | Comments |
| -- | Sept 2000 | First known documentation |
| 1.0 | Mar 2006 | Added AAS logo and version number. Added details of procedures for member nomination and specified timing of nomination, rotation on, and off of Committee. Provided Chair with a procedure to equalize the number of members rotating in any given year. |
| 2.0 | Oct 2009 | Added historian as elected officer. Added CAS, TAS, and WAS subcommittees. Described roles of these subcommittees and added required participation. Corrected some details on Best Paper procedures. |
| 3.0 | Mar 2010 | Added policy for Short Course offerings and Honorary Symposia. |
| 4.0 | Mar 2011 | Added policy for escrow fund for recurring fixed conference expenses and allocations. Modified Breakwell award parameters. Provided more details on Brouwer award. |

AAS Space Flight Mechanics Committee

Policies and Procedures Manual

**I. Introduction**

The Bylaws to the Constitution for the AAS provides for the appointment of special committees such as the Space Flight Mechanics Committee (hereinafter called the Committee).

The primary purposes of the Committee are to:

* Organize and conduct two conferences per year, the AAS/AIAA Astrodynamics Specialist Conference (summer) and the AAS/AIAA Space Flight Mechanics Meeting (winter)
* Nominate deserving AAS members for professional awards (e.g., the Dirk Brouwer Award)
* Administer other awards (e.g., the John V. Breakwell Student Travel Award.)
* Provide advice to the AAS Board of Directors.

**II. Committee Organization**

The Space Flight Mechanics Committee is composed of 30 members of the AAS. The members are chosen through nomination and election by the existing Committee members. The officers of the Committee consist of Chair, Chair-Elect, Treasurer, Secretary, and Historian and are also chosen by the members of the existing Committee.

**II.1 Committee Membership**

The term of office for Committee members is 5 years. A Committee member whose membership period has ended may be reelected for a subsequent term after a lapse of one year. There is no limit to the number of terms an individual may serve on the Committee.

Nominations, including a resume, of new members will be made at the summer TC meeting, during which the nominees will be discussed. The discussion will consider both technical qualifications as well as evidence of voluntary service. Nominations will not be accepted after the summer TC meeting. Election of the new members will be accomplished by email ballot shortly after the summer TC meeting. New members will begin serving on the Committee upon their election. Members leaving the Committee do so after the election of new members in the fall. The objective is to have the number of people rotating off and new members joining in the 5-7 range. In order to achieve this objective, the Chair may extend the term of a member scheduled to rotate off by one year. The extension is most likely to occur when filling the vacancy of a member who resigns before the end of his/her tenure. The process of selecting which member extends is at the discretion of the Chair. This member still counts as one of the 30 members and must have the standard one year lapse before being reelected.

Members are expected to attend all Committee meetings at the summer and winter conferences. Members are required to actively serve on at least one subcommittee during the term of their membership. Members who do not attend Committee meetings or who fail to participate in subcommittee activities four (4) consecutive conferences are removed automatically from the Committee.

**II.2 Committee Officers**

There are four elected Committee positions: chair, secretary, treasurer, and historian. The terms of office and timing of election and assuming office of these positions are specified in Table 1.

Table 1: Terms of Office

|  |  |  |  |
| --- | --- | --- | --- |
| Office | Term | Nomination | First Conference Duties |
| Chair | 2 years | --- | Even year winter meeting |
| Chair-Elect | 1 year | Even year summer meeting | Odd year winter meeting |
| Secretary | 2 years | Even year summer meeting | Odd year winter meeting |
| Treasurer | Indefinite | --- | --- |
| Historian | 2 years | Even year summer meeting | Odd year winter meeting |

Nominations for new officers are made at the summer Astrodynamics Specialist Conference in even years (or within a short time thereafter as specified by the chair). Ballots are cast by email prior to the next Committee meeting, and the new officers assume their duties upon completing of the balloting, but no later than the winter conference of odd numbered years.

The term of office for newly elected officers of the Committee will be automatically extended to allow the them to complete the 2 year term of office. The term of office for chairs of upcoming conferences will be automatically extended to the next Committee meeting after the end of the conference to allow them to complete the duties associated with the conference. Members whose terms of office have been extended do not count towards the total Committee membership of 30.

**II.3 Committee Chair**

The chair's duties are to organize a meeting of the Committee membership at each of the Committee's conferences – the Astrodynamics Specialist Conference and the Space Flight Mechanics Meeting. The chair is also responsible for ensuring the appointment and operation of subcommittees and overseeing the selection of new Committee members, officers, and award nominees.

A typical agenda for a Committee meeting is given below. The information in bold italics should be replaced with specific information for the current meeting.

**AAS SPACE FLIGHT MECHANICS COMMITTEE MEETING**

Tuesday August 17, 1999

12:00-1:30 Portage Salon

Westin Prince Alyeska Resort, Girdwood, Alaska

**Agenda**

1. Opening remarks/Introduction - ***Current Committee Chair***

Welcome of new members (Winter meeting only)

1. Minutes of the ***Last Committee Meeting*** - ***Current Committee Chair***
2. Treasurer's Report - ***Current Treasurer***
3. Report on ***Previous Meeting -*** ***Meeting Chairs***
4. Report on ***Current Meeting -*** ***Meeting Chairs***
5. Planning for the ***Next Meeting (6 months away)*** - ***Meeting Chairs***
6. Planning for the ***Meeting after Next (1 year away)*** - ***Meeting Chairs***
7. Planning for ***Second Meeting after Next (1.5 years away)*** - ***Meeting Chairs***
8. Vote on location for ***Third Meeting after Next (2 years away)*** – ***CAS Subcommittee Chair***
9. Location suggestions for ***Fourth Meeting after Next (2.5 years away)*** – ***CAS Subcommittee Chair***
10. Subcommittee Reports - ***Subcommittee Chair***
11. Nomination of new members - ***Current Committee Chair (summer meeting only)***
12. Other specific business - ***Whomever***
13. Other business - all

**II.4 Chair Elect**

The chair elect is responsible for learning the duties and functions of the chair during the year that they spend as chair elect. The chair elect shall fill in for the chair in the event that the chair is unable to attend a conference.

**II.5 Treasurer**

The treasurer is responsible for tracking and facilitating the financial transactions of the Committee. The profits from each conference go into an account maintained by AAS headquarters. It is the duty of the treasurer to ensure that this account is accurate. The treasurer reports the status of the treasury account to the Committee at each Committee meeting.

At the end of each conference, the conference chairs pay all bills and then send any profit to AAS headquarters. This profit then is divided with AAS headquarters, with half going into the Committee's account. The actual money is held in escrow in the AAS bank account. The profit is available for paying deposits for future conferences, for the Breakwell Student Travel Award and other expenses incurred by the Committee. If a loss is incurred by a conference, that loss is divided with the AAS headquarters. In this event, the AAS headquarters credits the Committee treasury with half of the loss.

Some conference expenses are incurred by the AAS headquarters, e.g. postage for mailing announcements, deposits for conference facilities and a deposit for opening a conference checking account. These expenses are deducted from the treasury account. These expenses are tracked by the treasurer and provided to the conference chair as needed for them to include in their final report to the Committee.

There are various fixed charges that must be considered when planning a conference budget, but these fixed costs vary from conference to conference. These include such items as student travel award, best paper page charges, committee web site fee, software maintenance, and equipment replacement. In order to facilitate conference planning and level the fixed costs, these items specified by the Policies and Procedures as expenses to the conference proceeds will be summed into a two year budget and divided out as an allocation to each of the three conferences led by the Committee. Following each conference, the allocation will be deducted from the conference proceeds prior to splitting of profits with the AAS. The treasurer will keep a separate record of this escrow account, its income and expenses, and will periodically recommend adjustments in the per conference allocation in order to keep the escrow account balanced.

**II.6 Secretary**

The secretary is responsible for taking minutes during the Committee meetings and providing the minutes to the Committee chair for dissemination before the next meeting.

**II.7 Historian**

The historian is responsible for developing and maintaining a database of information that facilitates the operation of the Committee. Applicable data include but are not limited to:

* History of conference locations and chairs
* History of Committee officers
* History of conference registration fees and attendance

**III. Subcommittees**

There are 5 standing subcommittees that have primary responsibility for recurring Committee activities. These are

* Conference Administration Subcommittee (CAS)
* Technical Administration Subcommittee (TAS)
* Web Administration Subcommittee (WAS)
* Breakwell Student Travel Award Subcommittee
* Brouwer Award Subcommittee

The Committee chair is responsible for appointing the subcommittee chairs. The term of office of the subcommittee chairs of the CAS, TAS, and WAS is 4 years and the term of office of the subcommittee chairs of the Breakwell and Brouwer Award subcommittees is 2 years.

The term of office for a newly appointed subcommittee chairs will be automatically extended to allow them to complete the term of their respective office. Members whose terms of office have been extended do not count towards the total Committee membership of 30.

Other transient subcommittees are organized as needed.

**III.1 Conference Administration Subcommittee**

The Conference Administration Subcommittee (CAS) is responsible for all general aspects of the planning and execution of the conferences. Broad direction is provided by the Committee through nomination of candidate sites and a preference vote following site feasibility research. Planning and execution of the conferences is accomplished through the recruitment and training of General Chairs who carry out the detailed planning and execution. The CAS provides support to the General Chair through the use of mentors and trainees. Furthermore the CAS provides reach back support to the General Chair.

**III.2 Technical Administration Subcommittee**

The Technical Administration Subcommittee (TAS) is responsible for all technical aspects of the planning and execution of the conferences. Planning and execution of the conferences is accomplished through the recruitment and training of Technical Chairs who carry out the detailed planning and execution. The TAS provides support to the Technical Chair through the use of mentors and trainees. Furthermore the TAS provides reach back support to the Technical Chair.

**III.3 Web Administration Subcommittee**

The Web Administration Subcommittee (WAS) is responsible for all technical aspects of the updating and maintenance of the Committee Web resources.

**III.4 Subcommittee for Administration of the John V. Breakwell Student Travel Award**

The John V. Breakwell Student Travel Award is limited to a maximum of $2000 for each conference. The award provides one or more awards up to a maximum of $1000 per student to cover travel expenses for U.S. or Canadian students planning to attend and present papers at the AAS/AIAA Astrodynamics Specialist Conferences and the AAS/AIAA Space Flight Mechanics Meetings. The complete text of the announcement of this award is provided at the Committee's Web site.

The cost of this award is a direct expense to the conferences and is included in the per conference allocation.

**III.5 Subcommittee for Selection of Recipients of Dirk Brouwer Award**

This subcommittee solicits nominations and manages the election of deserving Aerospace professionals for the AAS Dirk Brouwer award. The Brouwer award is presented at the AAS/AIAA Space Flight Mechanics Meeting. The recipient is invited to present a talk suitable for general audience and usually held as a Plenary Session. It is customary to provide a complimentary conference registration to the recipient. No other expenses or honorarium are provided to the recipient.

**IV. Conferences**

The Committee administers two conferences per year – the summer AAS/AIAA Astrodynamics Specialist Conference and the winter AAS/AIAA Space Flight Mechanics Meeting. These conferences are cosponsored by the AIAA.

The Astrodynamics Specialist Conference is normally held in mid to late August. However, it has been held as early as late July, and as late as early September. In odd-numbered years the AAS Space Flight Mechanics Committee controls the administration and retains the proceeds from the conference. In even-numbered years the AIAA administers and retains the profits from conference.

The Space Flight Mechanics Meeting is normally held in early to mid February. However, it has been held as early as late January. In all years, the AAS Space Flight Mechanics Committee controls the administration and retains the profits from the conference.

The locations of the conferences are rotated among the broad geographic areas of the West, Middle, and East parts of the North American Continent.

**IV.1 Conference Planning Materials**

Detailed manuals and tools have been developed to support the planning and execution of the conferences. These are the responsibility of the CAS and TAS and are available on the Astro Wiki link from the Committee website.

**IV.2 Best Paper Award**

The Space Flight Mechanics Committee will pay page charges up to $1000 for publishing the conference best paper in the Journal of the Astronautical Sciences. The award criteria are as follows:

* The paper must have been selected as best paper presented at the winter Space Flight Mechanics Meeting of any year, or the summer Astrodynamics Specialist Conference in the odd numbered years.
* The paper must be accepted for publication in the Journal of the Astronautical Sciences.

The cost of this award is a direct expense to the conferences and is included in the per conference allocation.

**IV.3 Honorary Symposia**

Occasionally a leading aerospace personality is honored for lifetime achievements by holding a symposium. In some cases the organizers may approach the Committee to request some level of sponsorship. This document provides policy guidance for such a situation.

* Any request for sponsorship shall be submitted in writing to the Committee by a member of the American Astronautical Society (AAS). The proposal shall be voted on by the Committee and approved by a simple majority.
* The proposal shall contain the following material.
  + Vitae of honoree
  + Justification for honoring the individual
  + Proposed date for symposium
* The proposal should be submitted at least nine (9) months prior to the proposed symposium date; this lead time may be relaxed only in the event of extenuating circumstances related to the honoree. The proposed date should not compete with the annual winter (February) Space Flight Mechanics and the summer (August) Astrodynamics Conferences. Ideally, the symposium should be approximately halfway between the Conferences.

Committee sponsorship may obligate the Committee to avail usage of the Committee web site for advertising, usage of the Committee web site for registration, usage of the Committee web site for abstract submittals, and usage of the Committee listserve mailing list for soliciting papers, as necessary. The Committee is not obliged to provide any manpower, hotel contract assistance, or financial backing.

**IV.4 Short Course Offerings**

Occasionally it may be appropriate to offer a short course in association with one of the conferences. We consider two cases.

Case 1: Chairs of the conference may determine that a short course, workshop, etc., will enhance the success of the conference; in such a case, it is within the discretion of the Chairs to solicit the short course, arrange for its presentation, and assume all financial responsibility for the course as part of the conference budget and finances process.

Case 2: Chairs may receive an unsolicited proposal for a short course; in this case the following guidelines apply.

* The short course organizer(s) shall provide a written proposal to the AAS Conference Chairs for consideration at least nine (9) months in advance of the proposed short course date.
* The AAS Conference Chairs may accept or reject the proposal.
* If the AAS Conference Chairs accept, the proposal shall be briefed to the Committee at least six (6) months prior to the proposed short course date. The Committee can veto the recommendation of the chairs with a simple majority vote.
* Assistance provided by the Committee is limited to use of the Committee web site for advertising the short course, and for short course registration and fee collection. The conference is not obliged to provide supporting manpower or incur any financial liability by offering the short course.

The course organizer(s) may piggyback on the use of hotel facilities as long as no addition financial liability is placed on the conference.

**V. Web Site**

The Committee authorized the development of an AAS Space Flight Mechanics web site. The URL is "www.space-flight.org". The web site serves as the library of information concerning the activities of the Committee.

The cost of the web site is a direct expense to the conferences and is included in the per conference allocation.