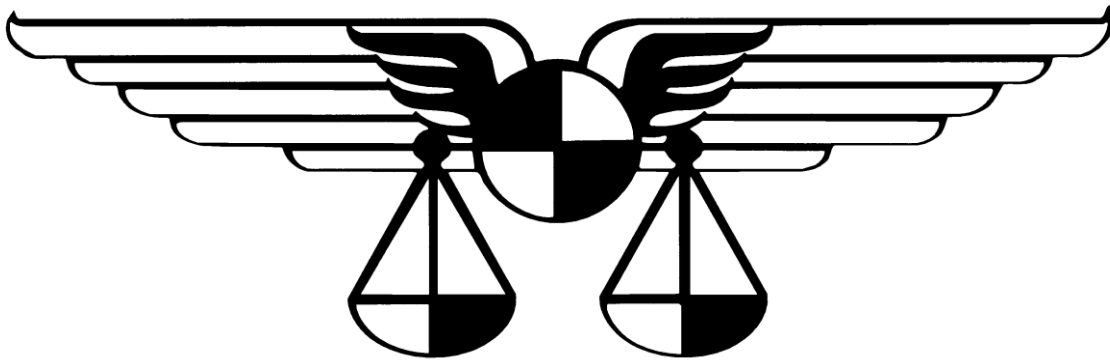# OPERATIONS MANUAL

THE SOCIETY OF ALLIED WEIGHT ENGINEERS, INCORPORATED

Serving the Aerospace - Marine - Offshore - Land Vehicle and Allied Industries

Correspondence Address:

375 Redondo Ave
Unit #624
Long Beach, CA 90814

E-mail: bill.boze@sawe.org

Web Site:

www.sawe.org

ACKNOWLEDGMENTS

SAWE is indebted to the following individuals and groups for their contributions to the preparation and maintenance of the Operations Manual. Chairs are in bold text.

- General Dynamics Convair Division for the original printing of the manual and the distinctive three-ring binders.

- 1975 Operations Manual Committee
Chairman:	J.E. Mullen	General Dynamics Convair Division
Members:	B.B. Coker	Lockheed-Georgia Company
	R.L. Crossen	McDonnell Aircraft Company
	A.C. Robinson	Lockheed-California Company
	E.I. Seiden	General Dynamics Convair Division
	J. McLaughlin	Boeing Commercial Aircraft Company
	M.M. Davis	Martin Marietta Corporation

- 1976 Operations Manual Committee
Chairman:	J.E. Mullen	General Dynamics Convair Division

- 1977 Operations Manual Committee
Chairman:	J.K. Noyes

- 1978 Operations Manual Committee
Chairman:	J.K. Noyes	
Contributor:	R.N. Jensen	Lockheed-California Company

- 1979 Operations Manual Committee
Chairman:	J.K. Noyes	
Contributors:	W. F. Young	Lockheed-Georgia Company
	J.S. Wisniewski	Boeing Vertol Company

- 1980 Operations Manual Committee
Chairman:	B.E. Catterson	Grumman Aerospace Corporation
Members:	R.P. DeVault	Grumman Aerospace Corporation
	F.J. Gruman	Grumman Aerospace Corporation
	S.A. Mosca	Grumman Aerospace Corporation
	J.E. Raha	Grumman Aerospace Corporation
Contributors:	B.B. Coker	Lockheed-Georgia Company
	R. Keenan	Grumman Aerospace Corporation
	R.J. Taylor	McDonnell Aircraft Company

- 1981 Operations Manual Committee
Chairman:	B.E. Catterson	Grumman Aerospace Corporation
Member:	J.E. Raha	Grumman Aerospace Corporation
	J.W. Bruno	Grumman Aerospace Corporation
Contributors:	S.L. Guinn	Boeing Aerospace Company
	T.E. Oole	Aeronautical System Division Wright-Patterson AFB

- 1982 Operations Manual Committee
Chairman:	J.W. Bruno	Grumman Aerospace Corporation
Contributors:	G.S. Mathews	Lockheed Missiles & Space Company

- 1984-1986 Operations Manual Committee
    Chairman: J.R. McCarthy   United Airlines
    Contributors: J.L. Anderson   NASA-Ames Research Center
                   G.S. Mathews   Lockheed Missiles & Space Co.
                   L. Edington   Lockheed Missiles & Space Co.

- 1994-1995 Operations Manual Committee
    Chairman: G. T. Richbourg   Lockheed Missiles & Space Co.
    Members: R. D. Graham   Lockheed Missiles & Space Co.
                   G.S. Mathews   Lockheed Missiles & Space Co.
                   C. Marotta   Lockheed Missiles & Space Co.
  Special Thanks: R. J. GiIlliam   Sikorsky Aircraft

- 1995-1996 Operations Manual Committee
    Chairman: G. T. Richbourg   Lockheed Martin Missiles & Space
    Contributors: G.S. Mathews   Lockheed Martin Missiles & Space
                   R. E. Johnston   SAWE, Inc.
                   L. Lucero   McDonnell Douglas Helicopters
                   R. W. Ridenour   McDonnell Douglas Aerospace

- 1996-1997 Operations Manual Committee
    Chairman: G. T. Richbourg   Lockheed Martin Missiles & Space
    Contributors: L. Lucero   McDonnell Douglas Helicopters
                   Kevin Henthorn   McDonnell Douglas Helicopters

- 1997-2002 Operations Manual Committee
    Chairman: G. T. Richbourg   Lockheed Martin Missiles & Space

- 2002-2003 Operations Manual Committee
    Chairman: A. R. Schuster   Northrop Grumman Newport News
    Word Processing:C. R. Jarvis   John J. McMullen Associates, Inc.
    Special Thanks: W. A. Fox   John J. McMullen Associates, Inc.
                   F. Gattis   SAWE Executive Director
                   T. Schultz   SAWE Senior Vice President

- 2003-2004 Operations Manual Committee
    Chairman: A. Kreatner   Airbus Deutschland
    Word Processing:C. R. Jarvis   John J. McMullen Associates, Inc.
    Support: A. R. Schuster   Northrop Grumman Newport News

-2004-2006 Operations Manual Committee
    Sr. V.P.   E. Peterson   Intercomp Company
    Chairman: R. Brown   Boeing Company

-2006-2007 Operations Manual Committee
    Sr. V.P.   J. Pierson   Lockheed Martin Missiles & Space
    Chairman: W. Kleinschmidt   Cessna Aircraft Company

-2008-2009 Operations Manual Committee
    Sr. VP.   J. Valentine   Lockheed Martin Missiles & Space
    Chairman: R. A. Gilchrist   The Boeing Company

-2009-2010 Operations Manual Committee
    Sr. VP.   P. M. Brown   Cessna –Textron Aircraft Company
    Chairman: R. A. Gilchrist   The Boeing Company

-2010-2011 Operations Manual Committee
    Sr. V.P.   C. Bower   Intercomp Company
    Chairman: R. A. Gilchrist   The Boeing Company
-2014-2016 Operations Manual Committee
    Sr. V.P.   R. Watkins   Altair
    Chairman: C. Stephenson   Anadarko
    Special Thanks   A. Schuster   Meta MPE Inc.

-2019-2021 Operations Manual Committee

Sr. V.P.	E. Oguzhan	Lockheed Martin
Chairman:	W. Milianta	Northrop Grumman
Special Thanks	B. Boze	Huntington Ingalls Industries - Newport News Shipbuilding
	J. Hargrave	Northrop Grumman – Retired
	P. Brown	Northrop Grumman
	D. Rowley	Northrop Grumman
	A. Schuster	Meta MPE
	R. Zimmerman	Lockheed Martin – Retired

Revision Record

Revision Letter W

Description of Change

Changed Revision from V to W.VI throughout document.

Updated spelling, grammar and formatting throughout document.

Updated the manual for the (Sec. 1.2.5.2) Internet Roles and Responsibilities.

Updated the manual for the (Sec. 1.2.8.1) Roles and Responsibilities of the Executive Director and added the roles and responsibilities of the Financial Secretary.

Updated the manual for the (Sec. 1.3.4) Awards to state "The President appoints the committee chair and at least five (preferably six) members to serve on the Awards Committee, all of whom shall be Honorary Fellows".

Updated the manual for the (Sec. 7.1.5, 7.1.6 and 7.3) buy removing meaningless references to "Web Bush Scholarship – Guidelines", "Annual Financial Reporting and Investment Management", and University and professor interface", plus eliminated the numbering to these sections which had no section titles.

Updated the manual for Section 10.4.4 by adding the complete Chapter Training Policy to better address the types of chapter arranged training.

Updated Section 12.5 Air Travel. Changed the OCONUS travel to "For OCONUS travel, Business (NOT First) Class airfare is the only class of airfare authorized for training instructors traveling for onsite training. All other OCONUS travel will be Coach Class unless approved by both the President and Executive Director."

Updated the manual to add Sec 12.10 the Rental Vehicle Policy for hired and non-owned vehicles.

Added Section 13 Technical Committee.

TABLE OF CONTENTS

List of Figures

SECTION 1

INTERNATIONAL ORGANIZATION

1. INTERNATIONAL ORGANIZATION

Any additions/changes in Section 1 must be approved by the SAWE Board of Directors

The Society of Allied Weight Engineers, Incorporated is a non-profit international organization incorporated in the State of California. The Society is comprised of Chapters and Members-at-Large in accordance with the Constitution, which consists of the Articles of Incorporation and the By-Laws, and governed, by a Board of Directors (BOD) as defined by Article IV.5 of the constitution. The organization and function of each Chapter is set forth in Article IV.2 of the constitution and the requirements for elected Chapter officers are found in Articles IV.4(a(5)) and IV.4(b). Members-at-Large have no Chapter affiliation and consequently are not represented on the Board of Directors. However, they have all other membership rights and privileges as set forth in the By-Laws.

The Board of Directors consists of the elected International Officers, appointed International officers and Chapter Directors found in Article IV.4 of the constitution. The Elected officers are the International President, Executive Vice-President, Senior Vice-President, and Chapter Directors. The appointed members by the President shall be the Executive Director, Vice President Technical Director, Vice President Training, Vice President Vendor Relations, Vice President Publications, Vice President Internet, Vice President Standards and Practices, and Vice President Academics. Other members of the Board of Directors are the President and Vice Presidents Elect and the immediate Past International President.

The organization includes various standing and special committees. Standing committees are: Projects, Membership, Technical, Awards, Standards & Practices, Academic, and Financial Planning. Special committees to fulfill specific needs may be appointed by the International President (see Bylaws V.2 (b).)

BY-LAWS INTERPRETATIONS BY BOARD OF DIRECTORS

1977 - Motion 10

SAWE By-Laws, Article X, Paragraph 5, shall be interpreted to mean the time the officers leave the particular office.

1978 - Board Agenda Item IV-D

Persons from Sino-Soviet and/or Warsaw Pact countries are eligible for membership in this Society in accordance with By-Laws Article III, Paragraph 1.

1992   Board Agenda Item IV-F.11

The Board of Directors denied a request for an SAWE Chapter in the Peoples Republic of China. The primary problem was the security conflict with the large number of "Classified" programs that members are working on.
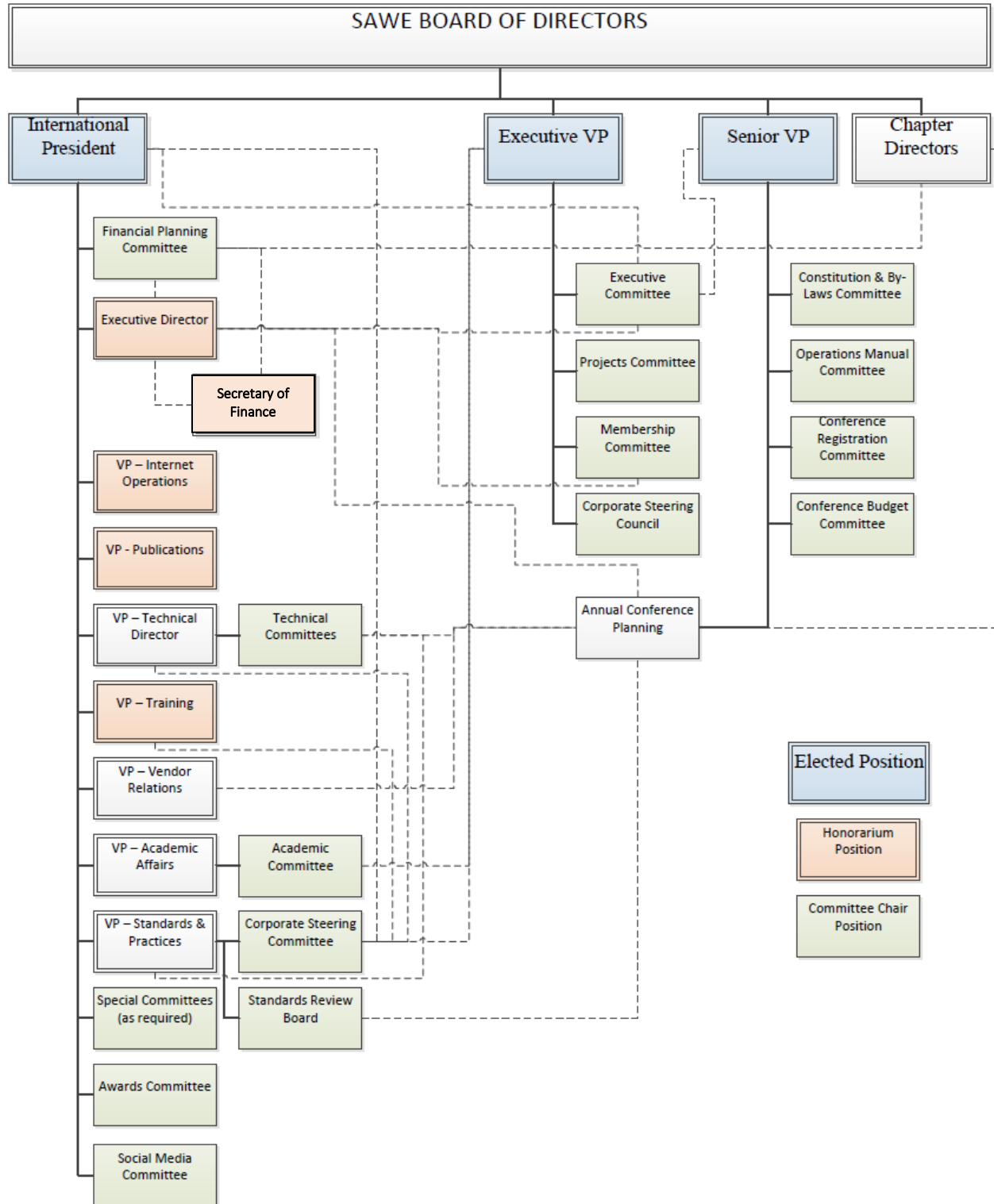
Figure 1-1 Organization Chart

1.1 INTERNATIONAL OFFICERS

BY-LAWS REFERENCES: IV, 4 (a) (1) - Officers
IV, 4 (a) (2) - Term of Office

1.1.1. INTERNATIONAL PRESIDENT

BY-LAWS REFERENCES: IV, 4 (a) (2) - Term of Office
IV, 6 - Nominations & Elections
VI, 1 (a) – Duties

The International President's duties are as follows:

1.1.1.1 ROLES AND RESPONSIBILITIES

- Supervises the activities of all SAWE officers and committee chairmen.

- Prepares agenda for Board of Directors (BOD) meetings.

- Presides at all BOD meetings, assuring they are carried out in accordance with the By-Laws.

- Presides at member meetings during International Conference. This may be delegated.

- Calls for and presides at special BOD meetings.

- Compiles a list of qualified candidates for submittal to the BOD for their appointment of Executive Director, Vice President - Technical Director, Vice President-Training, Vice President – Publications, Vice President-Vendor Relations, Vice President-Internet, Vice President Standards and Practices, and Vice President-Academics

- Appoints the chairman of the Awards Committee, Social Media Committee and Financial Planning Committee.

- Appoints, as required, standing and special committees.

- Coordinates with elected and appointed officers to develop a calendar for major international affairs for the entire year.

- Reviews quarterly financial statement from Executive Director for dissemination to the membership.

- Countersigns all checks written for over $2000 by the Executive Director, Conference Chairman, and Conference Finance Chairman.

- Conference Planning

- Concurs with selection of date, time, and location for Conference Planning Meeting.

- Concurs with agenda for Conference Planning Meeting.

- Participates in the International Conference Planning Meeting.

- Submits articles to Vice President of Publications for inclusion in each membership bulletin and Journal Issue.

- Presides over regular communication with the executive board (i.e. monthly telecons).

1.1.1.2 CALENDAR OF EVENTS

Month	International President Calendar of Events
April	• Derive list of committee chairmen for BOD approval for the following committees: 1. Awards 2. International Publicity 3. Parliamentarian 4. Historian 5. Social Media • Request President award citations from SAWE officers and committee chairs. • Prepare awards and send citations to VP-Publications for publication in the Weight Engineering Fall Journal"
May	• Attend/participate in BOD as International President-elect • Officially installed as International President at ceremony following International Conference. • Conduct Officer Transition Meeting.
June	• Establish calendar of activities
August	• Review 1st quarter financial statement • Review proposed agenda for Conference Planning Meeting
September	• Attend regional conferences
Sept/Oct	• Attend International Conference Planning Meeting
October	• Attend regional conferences
November	• Attend regional conferences
January	• Assure slate of officers is complete.
February	• Review third quarter financial statement
April	• Letter to all officers and committee chairmen requesting annual reports. • Submit head table names for conference opening, SnP opening, SnP luncheon, and Awards banquet to Conference Chairman
May	• Presides at BOD meeting, conference and awards banquet.

1.1.2. EXECUTIVE VICE PRESIDENT

BY-LAWS REFERENCES: IV, 4 (a) (2) - Term of Office
                                     IV, 6 - Nomination and Election
                                     VI, 1 (b) – Duties

The Executive Vice President's duties are as follows:

1.1.2.1 ROLES AND RESPONSIBILITIES
- Assumes the duties of the office of the International President in the absence of the International President.
- Presides at BOD meetings at the discretion of the International President.
- Coordinates with the International President on actions and activities so that he may preside and act for the International President.
- Submits articles to Vice President of Publications for inclusion in each Blog.
- Submits annual reports to the Board of Directors.
- Promotes and attends annual regional conferences.

1.1.2.2 OFFICIAL LIAISON WITH CORPORATE MEMBERS
- Communicates regularly with corporate members (at least formally, once per quarter).
- Works closely with Executive Director with regards to corporate members and their status
- Plans meetings with Corporate Partners during the year and/or at the International Conference
- Submits annual report on Corporate Partner status, needs/wants, and suggestions.

1.1.2.3 MEMBERSHIP COMMITTEE
- Appoints the chairman of the Membership Committee.
- Assists Chairman in defining annual goals and planning for membership recruitment.
- Assists Committee in carrying out its program.
- Submits annual report on Committee activities and accomplishments.

1.1.2.4 PROJECTS COMMITTEE
- Serves as Chairman of the Projects Committee.
- Encourages each chapter to perform an annual chapter project.
- Assists each chapter Vice President in selection of annual project to avoid duplication of effort or re-doing of completed projects.
- Disseminates project information and results for maximum benefit to the membership.
- Submits annual report of projects completed and those in progress.

1.1.2.5 CALENDAR OF EVENTS

Month	Executive Vice President Calendar of Events

April	• Elected to office.
	• Appoints chairman for:
	  • Membership Committee
	  • SnP Committee

May	• Attends Board of Directors meeting as a voting member (Executive Vice President Elect). • Presides over Corporate Partner Luncheon at Conference. • Officially installed as Vice President at ceremony following International Conference.
June/July	• Assist SnP Committee in establishing plans for SnP Session. • As Chairman of the International Projects Committee, solicit, publicize, and coordinate all chapter projects. Write letter to each chapter Vice President in this regard.
Aug/Sept	• Contact Corporate Members – Letter or Telecom, as appropriate.
Sept/Oct/Nov	• Encourages and attends regional conferences. • Attends Conference Planning Meeting concentrating on SnP session.
Nov/Dec	• Assists Membership Committee Chairman in formulating membership campaign. • Contact Corporate Members – Letter or Telecom, as appropriate.
February	• Follow-up letter to each chapter Vice President requesting project information and status. • Send Letter to Corporate Partners inviting them to Conference.

Month	Executive Vice President Calendar of Events
March	• Prepare annual report on chapter projects, assist with Membership Committee activities report, and mail to International Officers and Board of Directors.
April	• Plans Agenda for special Corporate Partner Activities at Conference.
May	• Attends Board of Directors meeting.

1.1.3. SENIOR VICE PRESIDENT

BY-LAWS REFERENCES: IV, 4 (a) (2) - Term of Office
                           IV, 6 - Nomination and Election
                           VI, 1 (c) - Duties

The duties of the Senior Vice President are as follows:

1.1.3.1 ROLES AND RESPONSIBILITIES

- Serves in the absence of either the International President or the Executive Vice President.
- Oversees maintenance of operations manual.
- Assures that proper procedures are followed in making revision of SAWE By-Laws.
- Submits when deemed appropriate articles to the Social Media Chair for inclusion in monthly bulletins.
- Submits annual report to BOD.
- Attends and participates in annual BOD meeting.
- Issues International Conference Planning Meeting invitations to members of the Technical Committee, SnP Committee, Conference Planning Committee, and each Director.
- Coordinates the Conference Planning Meeting and Regional Conference schedules in order to avoid conflict. The conference Planning Meeting has first priority.

1.1.3.2 ANNUAL INTERNATIONAL CONFERENCE

- Is the Executive Chairman of the International Conference Planning Committee of each host chapter.
- Becomes thoroughly familiar with the duties of all members of the conference committee, and advises when required.
- Know responsibilities, purpose, and location of Conference Planning Committee.
- Schedules and presides over the International Conference Planning Meeting.
- Appoints chairs to assists the host conference committee in preparing a tentative budget and registration site for International and Regional Conferences.
- Prepares and mails a tentative agenda and the announcement for the Conference Planning Meeting.
- Attends Conference Planning Meeting, and encourages attendance by each member of the Conference Planning Committee.
- Obtain at Conference Planning Meeting needs for Technical and SnP sessions.
- Obtains approval of Conference budget by International President, and concurrence of other members of the Executive Committee.
- Prepares, with Planning Committee, preliminary and final plans for number of tracks, vendor displays, room assignments, group and spouse's social activities, and annual meeting.

- Compiles and prepares the minutes of the Conference Planning Meeting and mails them to Directors, Committees, and Officers.
- Reviews the monthly conference expenditures and budget.
- Prepares news releases about conference for inclusion in Blog and journal.
- Maintains cognizance of conference committee activities, and advises as necessary.
- Acts as liaison between the International Officers, BOD, and Conference Committee.
- Advertises and solicits for at least two chapters to bid on hosting future conferences.
- Suggests revisions to the SAWE Operations Manual gained through experience in managing a conference. Submits suggested revisions to the BOD for their approval.

1.1.3.3 CALENDAR OF EVENTS

Month	Senior Vice President Calendar of Events
April	• Elected to office, select Constitution, Operations Manual, Conference Budget and Conference Registration committee chairs for BOD approval.
May	• Attend BOD meeting as a voting member (Senior Vice President Elect). • Officially installed as Senior Vice President at ceremony following the International Conference.
June	• Assist host committee with Regional Chapter Budget
July	• Obtain list of subcommittee chairman of the International Conference Planning Committee.
August	• Prepare announcement and agenda for the International Conference Planning Meeting. Coordinate agenda with International President. • Mail International Conference Planning Meeting notice to BOD, Technical Committee, SnP Committee, officers, previous year's conference chairman and finance chairman, and current conference planning committee
Sept/Oct	• Attend and preside over the International Conference Planning Meeting. • Mail Minutes of Conference Planning Meeting to attendees.
Oct/Nov	• Begin approaching chapters about preparing bids to host future conferences.
January	• Solicit at least two chapters to bid on hosting future conference.
April	• Review final preparations for International Conference.
May	• Attend and participate in BOD meeting and conference.

NOTE: Maintain an interface with all three Conference Planning Committee chairmen throughout the year.

1.1.4. DIRECTOR

BY-LAWS REFERENCES: IV, 4 (a) (4) - Nomination, Election, and Term of Office.
IV, 5 (c) - Voting Power
IV, 6 (c) - Nomination of International Officers
V, 3 (a) - Chapter Duties
VI, 1 (f) - International Duties
VII, 1 (c) – Meetings

The Director has dual responsibilities as a chapter and international officer. The Director's roles and responsibilities are as follows:

1.1.4.1 CHAPTER LEVEL

- Attends the chapter's executive committee meetings. Present any communications from International officers, and BOD. Solicits action on any pending international business. Conveys chapter viewpoints to International officers or BOD when appropriate.

- Attends regular chapter meetings. Presents informative reports about international activities, and helps promote regional international events and activities.

- Aids chapter Vice President to select worthwhile projects and to carry them out to completion.

- Promotes technical papers from the membership for presentation at regional and/or the International Conference.

- With appropriate chapter strength and timing, encourages the chapter to bid for International Conference.

- Encourages the regular issuing of a chapter Blog.

- Assists the chapter treasurer in recruiting new members.

- Represents local chapter, if required, at local inter-society affairs.

- Encourages formation of student chapters.

- Brings to BOD any proposal or item of business from local chapter.

- Supervises preparation of, and presents bid by local chapter to host regional or international conference.

- Canvasses the chapter membership for members worthy of international awards or honors (Honorary Fellow, Fellow, Ed Payne, Student, Richard Boynton, etc.), and submits candidates to International Awards Committee.

- Seeks and encourages members' interested, qualified, and able to serve as international officers.

- Submits to International Executive Director the names of the chapter elected officers.

1.1.4.2 INTERNATIONAL LEVEL

- Participates in the BOD meeting held prior to the International Conference. The Director should attend this meeting in person. If he cannot, the chapter should appoint an alternate, or assign a proxy. Prior to attending this meeting, the Director should ascertain his chapter's position on all issues coming before the Board. If the chapter decides to bring an issue or business matter before the Board, it shall be the Director's responsibility to contact the International President to request that such items be included on the agenda.

- Participates in any properly called special BOD meetings. The Director shall recommend and obtain instructions on how to cast the chapter's vote.

- Presents the chapter bid to host an International Conference to the BOD.

- Prepares the necessary forms and background materials for an international awards candidate(s), and submits them to the Awards Committee.

- Submits to Executive Director chapter members to be nominated as an international officer.

- Submits to the Executive Director chapter's intention to disband.

- Submits chapter member biography to Vice President-Publications for bereavement and retirements, in accordance with Section 9.

1.1.4.3 CALENDAR OF EVENTS

- Forwards actions or requests from the International to the appropriate chapter officers and ensures closure of those actions.

1.1.5.PAST INTERNATIONAL PRESIDENT

BY-LAWS REFERENCES: IV, 5 (a) - Member of Board of Directors
IV, 5 (b) - Voting Power

 1.1.5.1 ROLES AND RESPONSIBILITIES

- Advise the International President when requested.

- Assures that there are candidates for each elected office.

- Attends and participates in the Board of Director's meetings.

- At the International President's request, chair and/or participate on special committees. (Normally the Nominations Committee)

1.1.6.INTERNATIONAL PRESIDENT ELECT

BY-LAWS REFERENCES: IV, 4 (a) 2 - Term of Office
IV, 5 (a) - Member of Board of Directors
IV, 5 (b) - Voting Power

1.1.6.1 ROLES AND RESPONSIBILITIES

- See Duties, INTERNATIONAL PRESIDENT.

- Has list of appointees available for concurrence by the BOD.

- Attends and participates in the BOD meeting

1.2 APPOINTED INTERNATIONAL OFFICERS

BY-LAWS REFERENCE: VI, 1 (d) – Duties of Officers

The appointed officers shall be the Vice President - Publications, the Vice President - Technical Director, Vice President - Training, Vice President -Vendor Relations, Vice President – Internet, and the Executive Director.

All appointed International officers shall hold office or position at the discretion of the Board of Directors.

1.2.1. VICE PRESIDENT – PUBLICATIONS

The Vice President - Publications is appointed by the International President and approved by the Board of Directors and is responsible for the preparation, publication, and release of SAWE's Weight Engineering Journal and the Blog. His duties include:

1.2.1.1 ROLES AND RESPONSIBILITIES

- Solicitation and timely acquisition of material suitable for publication in SAWE's Weight Engineering Journal.
- Solicit advertisers for SAWE's publications and act as liaison with those advertisers.
- Preparation of all material received into a publication format which will maintain the high standards of SAWE.
- Prepares Blogs in the size, quantity, and frequency directed by the BOD.
- Edit material to maintain correct grammar and technical content. Any questions concerning technical content must be referred to the Vice President - Technical Director.
- Select photographs to be published and ensure they are prepared for publication.
- Select appropriate cover material.
- Prepare printing masters which will require little or no modification by the printing establishment.

1.2.1.2 CALENDAR OF EVENTS

Month	Vice President – Publications Calendar of Events
June	• Receive input for first Blog • Receive input for first Journal Prepare first Blog masters • Send first Blog masters to Executive Director • Prepare first Journal masters • Invoice first Blog Employment Opportunity Advertisers
July	• Prepare first Journal masters • Invoice advertisers
August	• Prepare first Journal masters
	• Send first Journal masters to Executive Director
September	• Receive input for second Blog • Prepare second Blog masters • Send second Blog masters to Executive Director • Invoice second Blog Employment Opportunity Advertisers • Send complimentary Journal copies to Journal advertisers
November	• Receive input for third Blog • Receive input for second Journal • Prepare third Blog masters • Send third Blog masters to Executive Director • Invoice third Blog Employment Opportunity Advertisers • Prepare second Journal masters
December	• Prepare second Journal masters • Invoice advertisers
January	• Send second Journal masters to Executive Director
February	• Send complimentary Journal copies to Journal advertisers • Receive input for fourth Blog • Receive input for third Journal
March	• Prepare fourth Blog masters • Prepare third Journal masters • Send fourth Blog masters to Executive Director • Invoice fourth Blog Employment Opportunity Advertisers • Invoice advertisers
April	• Prepare third Journal masters • Send third Journal masters to Executive Director • Prepare annual report for Board of Directors meeting • Select Best Chapter Blog Award recipient(s) and have Executive Director obtain award(s) • Send letters specifying publication schedule to all individuals responsible for supplying International Conference data for Journal publication
May	• Send complimentary Journal copies to Journal advertisers • Participate in Board of Directors meeting • Solicit International Conference Vendors/Exhibitors/Sponsors for advertisements in SAWE's publications • Announce Best Chapter Blog and Best Chapter web site at Awards Banquet

1.2.2. VICE PRESIDENT - TECHNICAL DIRECTOR

BY-LAWS REFERENCES: IV, 2, (A) (3) - CHAIRS TECHNICAL COMMITTEE
VI, 1, (e) - Duties

The Vice President - Technical Director is appointed by the International President and approved by the Board of Directors and is responsible for all technical activities of SAWE. His duties include:

1.2.2.1 ROLES AND RESPONSIBILITIES

- Appoints members of the Technical Committee which represents the technical areas and product lines of SAWE membership. Current areas of interest are: marine, space/missiles, aircraft, land vehicles, and technical aspects of Standards and Practices. Additional members may be appointed to represent specialized areas such as; preliminary design, materials, computer application, airline operations, cost. etc.

- Appoints the Handbook Chairman to oversee the SAWE Weight Engineers Handbook.

- Coordinate the SnP workshops with the technical tracks into a conference program.

- Manage for SAWE any technical activities such as technical participation with other societies, and technical lectures/presentations sponsored by SAWE.

- The SnP Vice President, appointed by the President, is a member of the Technical Committee.

1.2.2.2 CALENDAR OF EVENTS

Month	Vice President – Technical Director Calendar of Events
June	• Prepare article for the SAWE Blog with the following information: previous Conference report, a list of Technical Committee members to serve as track chairmen for the next International Conference. • Prepare articles for the first journal. It shall contain a brief description of the technical activities at the previous International Conference. • Prepare call for Papers and Instructions to Authors; have copies sent to all of the directors, international officers, and technical track chairmen and to web site chairman for inclusion on the sawe.org web site.
August	• Prepares article for the SAWE Blog with the following information: • Information on the next International Conference with requests for abstracts and dates for final acceptance of papers. • Copy of the Call for Papers previously sent to Directors, etc. • Prepare Conference Initial Data Package to be sent to Technical Committee. Package will contain the following: • Instructions to committee chairmen and important dates to be remembered and acted upon. • A copy of SAWE Memo, "Conference Preparation." • Review draft of journal as required.
September	• Make plans to attend as many of the regional conferences as time will allow. • Notify the individual chairman in advance. • Contact each Technical Track chairman, reminding them of the key milestone dates and forthcoming Conference Planning Meeting. (Regular contact with each conference chairman is most important.)
Sept/Oct	• Attend Conference Planning Meeting and preside over Technical Planning portion of meeting. • Prepare minutes of the Technical Committee Meeting and send copies to the President, Executive Vice President, Senior Vice President, Vice President – Standards and Practices and Vice President - Publications.
October	• Prepare article for the SAWE Blog with the following information: • Information about the forthcoming Technical Conference Preliminary Announcement • An up-to-date listing of the Technical Track chairmen, with any changes.
November	• Review draft of journal as required • Prepare article for the SAWE Blog with the following information: • A condensed version of the minutes of the Conference Planning Technical Track. • Any changes that may have taken place on the Technical Committee.

Month	Vice President – Technical Director Calendar of Events

December	• Prepare Conference Announcement and mail information to Vice President – Publications. Announcement to contain the following:
	• Invitation from President, Conference Chairman, Vice President –Technical Director, SnP Vice President, and VP Vendor Relations.
	• A list of all technical tracks with as much information as is available.
	• Send Conference Second Data Package to track chairmen. Package to contain the following:
	    • Procedural review of Conference rules on paper selection for Mike Hackney Award consideration.
	    • Sample format for the Conference program, plus numbers for paper assignments.
	    • Review draft of journal as required

February	• Prepare article for the SAWE Blog.
March	• Send final Conference program data to Executive Director. • Prepare annual report to the Board of Directors' listing highlights of previous year's accomplishments. Mail to Executive Director.
April	• Telephone track chairmen and review status of Conference program, and make any last minute adjustments. • Submit final conference program to Executive Director for printing. • Review papers submitted for consideration for Mike Hackney Award. Obtain recommendations from Technical Track chairmen. Combine all recommendations and select winner.
May	• Preside over Technical Program at the Conference. • Announce Mike Hackney Award winner at Awards Banquet.

1.2.3. VICE PRESIDENT – TRAINING

BY-LAWS REFERENCES: IV, 4(a) - International Officers
IV, 5 -   Board of Directors
VI, 1(h) - The Vice-President\Training

The Vice President – Training is nominated for a 3 year term by the International President and appointed by the Board of Directors and is responsible for all activities associated with training classes and textbook development.

1.2.3.1 ROLES AND RESPONSIBILITIES

Planning

- Biennially prepare a 5-year plan for class curriculum, scheduling, class development and budget for approval by the International President.

- Annually present a Training Plan and Training Budget to the Board of Directors as part of the Officer Report of the VP-Training at the annual meeting that covers curriculum, scheduling, and class development.

- Maintain a breakeven budget over the last 5 years.

- Annually, prepare annually a class cost schedule and allowable expense schedule for approval by the International President.

Class Development

- Set and maintain standards for class and text book quality, and student satisfaction

- Coordination with other SAWE officers, regional conference chairman and the International Conference chairman to make training classes available at every opportunity

- Coordinate with Vice President Technical Director to assure all training materials are reviewed by the VP TD or a Technical Committee 30 days prior to the scheduled date of the class.

- Prepare, distribute and analyze class quality questionnaires.

Administration

- Prepare and maintain a SAWE Training web site, VP-Training Handbook, and metrics.

- Prepare articles for each of the four SAWE Blogs that describe plans and accomplishments.

- Prepare an article(s) for the SAWE Weight Engineering Journal describing any training classes, if not done by the local Training Coordinator. Article should include names and photographs of the students, and a short class description.

- Prepare bids and proposals for training classes, at company sites, with prior approval of the International President of any bids.

- Purchase training materials and resources, with prior approval of the International President.

- Review and approve all training related expenses including but not limited to instructor's expenses, promotional items, onsite training expenses, class development expenses, regional conferences expenses, textbook expenses and international conference expense.

- Establish and maintain an active Training Committee consisting of Instructors, training coordinators and other interested parties, (but less than 10 members), to review and execute the training plans.

- Provide Training class room requirements to the Senior Vice President for upcoming International Conferences.
- Maintain correspondence with instructors to assure that they are prepared for classes and to get their insights into changing student needs.

.

1.2.3.2 CALENDAR OF EVENTS

Month	Vice President – Training Calendar of Events
June	• Prepare article for first President's Blog • Prepare articles for the first Weight Engineering Journal. It shall contain a brief description of the training activities at the previous International Conference.

July	• Prepare for the International President's Approval
	    • 5 year Training Plan
	    • Annual Training Plan
	    • Class Cost Schedule
	    • Allowable Expense Schedule

Sept/Oct	• Attend the Conference Planning Meeting
December	• Submit descriptions of the Training Classes and Instructor for the International Conference to the Vice President Publications

March	• Confirm all arrangements are made for the International Conference
	• Prepare the VP-Training annual report to the Board of Directors
	• Annual Training Plan
	• Annual Training Budget
	• Prepare the following for the International President's approval and President-elect review:
	    • 5 year Training Plan
	    • Class Cost Schedule
	    • Allowable Expense Schedule

May	• Attend the International Conference • Meet with Directors to determine if they would like to develop training classes for their regional conferences or would like a class from SAWE. • Meet with the Conference Chairman to determine classes for the next International Conference

1.2.4. VICE PRESIDENT – VENDOR RELATIONS

The International Vice President - Vendor Relations is appointed by the International President and is responsible for soliciting, recruiting, and contracting with vendors to supply displays and financial support for SAWE technical conferences. The Vice President - Vendor Relations is charged with coordinating these activities with the Conference Chairman and the local Vendor Coordinator. The Vice President - Vendor Relations will maintain lists of potential vendors, brochures for soliciting their support, and contracts for support provided. For each conference the Vendor Relations will turn over all contracts to the Conference Chairman and the Vendor Coordinator and work with the Executive Director to ensure all vendor fees and monetary donations are collected. The Vice President - Vendor Relations shall maintain a record of past vendors and initiate negotiations with past and potential vendors in a timely manner after each conference for the following year.

1.2.4.1 CALENDAR OF EVENTS

Month	Vice President – Training Calendar of Events
June	• Prepare article for first President's Blog • Prepare articles for the first Weight Engineering Journal.
Sept/Oct	• Attend the Conference Planning Meeting
March	• Mail letters to all Sponsors and Exhibitors, thanking them for their continued participation and requesting participation for the upcoming Conference.
May	• Attend the International Conference

1.2.5. VICE PRESIDENT – INTERNET

The Vice-President - Internet is appointed by the International President and approved by the Board of Directors and is responsible for the collection, preparation, and posting of SAWE's Internet products. His duties include:

1.2.5.1 ROLES AND RESPONSIBILITIES

- Solicitation, collection, and timely posting of material suitable for publication on the sawe.org Internet site.

- Direction and oversight of the Internet Service Provider.

- Prioritization of the development of increased website functionality.

- Coordination between the International webmaster and chapter webmasters

- Protection of data sensitive to SAWE members from public release on the Internet.

- Developing the opportunities for SAWE income generation by the sale of technical material, posting of job opportunity advertisements, and vendor advertisements.

1.2.5.2 INTERNET ROLES AND RESPONSIBILITIES

- The Vice President – Internet is responsible for the data content posted on sawe.org. The Vice President – Internet will develop some of the information to be posted on the Internet, but will rely on others for generation of this data as well.

- The webmaster is responsible for posting and removing data from the website. The Vice President – Internet and appointed deputies will have the administrator role. The VP-Internet and appointed deputies will have the ability to post information on the website in time critical circumstances.

- Online content will be provided thru the President, Executive Director, and the Vice President – Publications or their delegates.

- The Vice President – Internet will receive vendor and job opportunity adds from the Vice President – Publications. The Vice President – Internet will forward advertisement requests to the Vice President – Publications.

- The Vice President – Internet will receive technical paper abstracts, information on award and scholarship winners, and other data formatted for the Weight Engineering Journal from the Vice President – Publications.

- The Vice President-Internet will assist Vice President-Publications as needed to post articles to the blog.

- The Vice President-Internet is responsible for managing the SAWE membership database (CiviCRM) which includes membership status rules, corporate partnership memberships,

membership transaction processing, roles and access to member-only online content. Vice President -Internet will receive international and chapter officer contact information from the Executive Director, including chapter level treasurer role. The chapter treasurer role will be provided membership database access to assist in managing chapter active/inactive/grace/expired membership status.

- The Vice President – Internet will receive electronic copies of Recommended Practice updates from the Standards & Practices Chairman and assist the S&P Chairman or his delegate in maintaining in-review, current and historical RPs.

- The President will forward the SAWE calendar to the webmaster and Vice President – Internet for posting on sawe.org.

- Contracts between the SAWE and the Internet Service Provider and other online content solution providers will be negotiated by the President and/or the Executive Director with recommendations from the Vice President -Internet.

- The Vice President – Internet will prepare a committee report to the BOD meeting.

- The Vice President – Internet will maintain a current revision of the SAWE Operations manual in Word format on the website.

.

1.2.6. VICE PRESIDENT – STANDARDS & PRACTICES

BY-LAWS REFERENCES: Article IV (4) (a) - Officers
Article IV (5) (a) - Board of Directors
Article V (4) (b) - Standards & Practices Committee
Article V (4) (b) - Standards & Practices Committee
Article VII (1)(a)(5)- International Meetings

The Vice President – Standards & Practices (SnP) is nominated for a 3 year term by the International President, appointed by the Board of Directors and is responsible for all activities associated with recommended practices, standards, guidelines, handbook development.

1.2.6.1 ROLES AND RESPONSIBILITIES

The VP-SnP shall

- Administer the document development using a set of committees, processes and resources described in Chapter 11 of this Operations Manual.

- Prepare an annual report of activities for the SAWE BoD.

- Maintain a RP, Standards & Handbook status database.

- Chair the Standards Review Board and Standards Approval Council, unless others are elected to take responsibility.

- Appoint Deputies to: (1) to facilitate document development; (2) to delegate responsibility and authority.

- Provide articles for Blogs, web page etc.

1.2.6.2 CALENDAR OF EVENTS

Month	Vice President – Training Calendar of Events
June	• Prepare article for first President's Blog • Prepare articles for the first Weight Engineering Journal. .
July	• Establish a schedule of meetings for CSC, SRB, ICs and CBs for the next year. • Establish a preliminary SnP agenda for the next Annual Meeting

Month	Vice President – Training Calendar of Events
Sept/Oct	• Attend the Conference Planning Meeting • Assist the Conference Planning Committee to find guest speakers • Provide the preliminary SnP agenda for the next Annual Meeting, to VP-Pubs
December	• Submit descriptions SnP activities for the Annual Conference Program.
Jan	• Assure the SRB audits the online files of the CB for compliance with the SnP Process requirements.
Feb	• Provide the final SnP agenda for the next Annual Meeting, to VP-Pubs
March	• Confirm all arrangements are made for the Annual Conference • Prepare the annual report to the Board of Directors • Prepare a budget for the next financial year
May	• Attend the Annual Conference and chair the lead the SnP Activities

1.2.7. VICE PRESIDENT – ACADEMIC AFFAIRS

1.2.7.1 BY-LAWS REFERENCES: Article IV (4) (a) Officers
Article V (2) (a) (1) Academic Committee
Article IV (5) (a) Board of Directors
Article VII (1)(l)(5) - VP Academic Affairs - Duties

The Vice President – Academic Affairs (VP-AA) is nominated for a 3-year term by the International President, approved by the Board of Directors and is responsible for all activities associated with interface between SAWE Inc and academia.

1.2.7.2 ROLES AND RESPONSIBILITIES

The VP-AA shall
- Promote communication about SAWE's purpose within the Academic community of universities, colleges, trade schools, etc.
- Develop a 3-7 year strategic plan for the Academic Committee (e.g. vision, mission, plan of action, budgets, schedule, etc.)
- Administer scholarships with the support of scholarship vendors and the Executive Director
- Mentor student chapter academic advisors and or student chapter officers
- Promote student papers at SAWE International and Regional Conferences
- Participate in the development of textbooks targeted to student or recent graduates
- Form committees as needed of academic and of SAWE members to assist in completing the vision
- Support the local conference committees with academic interfaces and scholarship issues/questions
- Request a budget from the BoD to promote the interface with academia, to subsidize student activities at the international conference, to travel to regionals if this will help to implement the strategic plan.

1.2.7.3 CALENDAR OF EVENTS

Month	Vice President – Academic Affairs Calendar of Events
June	Summarize student & academic events at the international conference for the fall Weight Engineering Journal.
July	Establish a schedule of committees for the upcoming year, goals, schools to contact, etc.

Month	Vice President – Academic Affairs Calendar of Events
	Contact local universities where SAWE conferences will be held to determine their interest in Weight Control, papers, training, etc
Sept/Oct	Attend the Conference Planning Meeting, if able Assist the Conference Planning Committee to identify student activities during the conference and administer local scholarship
December	Submit descriptions of Student activities for the International Conference Announcement.
Feb	Provide the final Academic agenda for the next Annual Meeting, to VP-Pubs
March	Confirm all arrangements are made for the International Conference Prepare the annual report to the Board of Directors Prepare a budget for the next financial year
May	Attend the Annual Conference and chair and lead the Academic activities, if able

1.2.8. EXECUTIVE DIRECTOR

BY-LAWS REFERENCES: IV, 6 - Nomination & Election of International officers
                                                VI, 1 (g) – Duties

1.2.8.1 ROLES AND RESPONSIBILITIES

- Prepare an annual SAWE calendar for the Executive Board
- Coordinate printing and distribution of all SAWE materials.
    1. Blogs
    2. Weight Engineering Journal
    3. Roster
    4. Publications and Technical Paper Index
    5. Candidates' statements for election to International Office
    6. Ballots for International election
    7. Ballots for By-Laws changes
    8. Conference Program announcement
    9. Conference registration forms, etc.
    10. Conference programs
    11. SAWE stationery and envelopes
    12. Office forms: application forms, dues record form, membership reconciliation form, dues structure form, membership certificates, financial statement forms, and brochures
    13. By-Laws and By-Laws amendments
    14. Weight engineers handbook
    15. Technical papers.
- Appoint Secretary of Finance
- Have SAWE's financial records audited, and federal and state income tax returns prepared.
- Prepare quarterly financial statements for the executive officers and chapter directors.
- Seek and maintain bond on himself and on the position of Conference Chairman.

- Maintain both hard copy, and electronic (MSWord or Adobe PDF) files of papers to sell members (per BOD 1975).

- Oversee SAWE's budget.

- Collect dues reconciliation forms from all chapter treasurers. Establish membership count as needed.

- Establish alternate signatures for the SAWE bank account; International President, or Executive Director (per BOD 1970).

- Review training related invoices and all the forms required to collect money from companies or government agencies.

- Review and approve all travel requests and expenses.

- Prepare the format for the candidates' statements for election to the International offices along with official ballot.

- Prepare the By-Laws changes ballot.

- Prepare the tentative annual budget, the annual report of the activities of the office and the financial reports required for the Board of Directors meeting.

- Contact all chapters annually for their status and list of chapter officers.

- Conduct election by the Board of Directors for any applications for establishing a chapter.

- Contribute articles for the Blog.

- Maintain the latest roster and publications and technical paper index.

- Maintain electronic (MSWord or Adobe PDF) files of papers to sell members (per BOD 1975).

- Attend the regularly scheduled Board of Directors meeting.

- Assist all of the International offices including appointed officers whenever requested.

- Prepare the format for the candidates' statements for election to the International offices along with official ballot.

- Contact each director requesting candidates for International offices by 15 October per Article IV-6 of the By-Laws.

- Coordinate the emailing of ballots to the membership as soon after 15 February as practical.

- Obtain a liability insurance policy for International and Regional Conferences, as well as bonding insurance for the Executive Director, Conference Chairman, and Conference Finance Chairman.

- Count ballots in presence of two (2) members of his own chapter's executive committee. (BOD 1977). Notify International President and all nominees of election results.

- Solicits annual activity reports prior to the BOD annual meeting from each officer and committee chairmen to be placed on the SAWE Document server.

- Secure and retain a Meeting Contract Negotiator for hotel contract negotiations.

- Secure a scholarship management company for providing the technology, application and selection process and administrative support.

- Review and approve submitted expense reports and invoices and authorize the Secretary of Finance for payment.

- Manage licenses and schedules for web conferencing meetings.

- Participate on the Academic Board as an ex-facto member.

- Participate in the International Conference Host committee planning meetings and in the preparation of the International Conference Budget.

- Generate award plaques for the President and other awards such as Best Paper, Best Student Paper, Honorary Member, Fellow Member, Richard Boynton Lifetime Achievement Award, Ed Payne Award and outgoing office awards, plus maintain a list of recipients.

- Submit Training related invoices and all the forms required to collect money from companies or government agencies.

1.2.8.2 SECRETARY OF FINANCE

ROLES AND RESPONSIBILITIES

- Maintain SAWE's financial books.
    1. Maintain a simple system of financial accounting and require receipts for all expenditures
    2. Maintain repository for receipts
    3. Login each day's activities into the financial records including membership dues, invoice payments, monthly credit card charges, sales, travel expenses, and other income and expenses
    4. Collect dues from all chapter treasurers, members at large, and company members
    5. Balance the financial records at the end of each month in accordance with accounting practices
    6. Provide host conference committee advanced funding for pre-conference expenses
    7. Reconcile financial records with conference host chapters
- Ensure all SAWE expenses are paid in a timely manner.
    1. Distribute honorariums and honorarium retainers
    2. Ensure timely payment of monthly credit card charges for products and services
    3. Reimburse training Instructors for off-site and conference training honorarium and expenses
    4. Pay invoices and expense reports upon Executive Director Authorization
- Support Travel
    1. Assist any SAWE traveler in the purchase of airfare to eliminate the burden on the traveler
    2. Reimburse Travel Expenses upon Executive Director Authorization
- Prepare financial reports as requested by the Executive Director
    1. Quarterly profit and loss statements
    2. Chapter Dues reports from the financial records
    3. Income and expense reports for specific accounting entries
    4. Necessary financial reports for tax filings
- Assist the Executive Director with establishing and maintaining business accounts such as:
    1. U.S. Government System for Award Management
    2. Dun & Bradstreet account number
- Assist all International offices including appointed officers whenever requested and approved by the Executive Director

1.3 STANDING INTERNATIONAL COMMITTEES

1.3.1. PROJECTS

BY-LAWS REFERENCE: V, 2 (a) (1) - International Committees

The Executive Vice President, as the chairman of the Projects Committee, is responsible for promoting projects and investigations sponsored by SAWE. All chapter Vice Presidents shall be members of this committee. The Executive Vice President may appoint members to this committee as required/desired. The Executive Vice President is responsible for coordinating all chapter projects and publicizing all chapter projects of International interest.

1.3.2. MEMBERSHIP

BY-LAWS REFERENCE: V, 2 (a) (2) - International Committees

The Membership Chairman is appointed by the Executive Vice President and serves as an International officer to promote SAWE membership. The Membership Chairman is responsible for conducting international membership activities and coordinating these activities with the Executive Director and chapter treasurers. With the approval of the Executive Vice President, may appoint special temporary foreign members to serve as membership representatives in their regions. The Membership Chairman is charged with conducting a yearly membership campaign to recruit new members in industry, government, and academia. The Membership Chairman is responsible for seeing that a membership desk is manned at the International Conference with the help of the hosting chapter.

1.3.3. TECHNICAL

BY-LAWS REFERENCE: IV, 2 (a) (3) - International Committees

The Vice President - Technical Director, as the chairman of the Technical Committee, shall appoint members to this committee to pursue and approve the technical excellence of SAWE distributed technical papers, reports, articles, etc. Members of this committee shall include the appointed current conference track chairmen, and other members as deemed necessary by the Vice President - Technical Director to meet the technical challenge of Mass Properties Engineering.   See section 13.3 for committee member responsibilities.

1.3.4. AWARDS

BY-LAWS REFERENCE: III, 2 (b) – Fellows
                          III, 2 (a) – Honorary Fellows
                          V, 2 (a) (2) – Awards Committee
                          X, 5 – Awards of Recognition

The President appoints the committee chair and at least five (preferably six) members to serve on the Awards Committee, all of whom shall be Honorary Fellows. The Awards Committee shall administer all awards at the International level as stated in the By-Laws, and is responsible for maintenance of high standards, fairness, and year-to-year consistency in the awards program. The Awards Committee shall see that proper guidelines are established and followed in the selection of award recipients. The Awards Committee may make appropriate recommendations to the Board of Directors regarding changes to the awards.

Tenure on the Awards Committee should provide a year-to-year continuity while protecting against long-term domination. The chairman of the Awards Committee should serve no more than three years. The tenure of members appointed by the chairman of the committee should be for four years.

Each year the chairman of the Awards Committee appoints the appropriate number of new members to serve four-year terms. Due to the cyclic nature of participation, the chairman may, at his discretion, alter the tenure schedule.

Each year the Awards Committee Chairman shall contact all directors and request from them petitions for those in their chapter that should be considered as candidates for the Honorary Fellow, Fellow, Ed Payne, Student and Richard Boynton Lifetime Achievement Awards. The Awards Committee will accept petitions from any member and can change the grade of a petition.

The Awards Committee has access to an SAWE website used to track activities of the committee. The website is at, http://library.sawe.org and is accessible by a special username and password (available to the awards committee members from VP Internet Operations webmaster@sawe.org) The website contains nomination forms and instructions, typical awards solicitation letters from the Awards Committee chairperson to the chapter executive directors, a history of awards status, ballot forms, and other useful historical information. Use of this website is at the discretion of the Awards Committee chairperson.

Local chapter awards are the responsibility of each individual chapter.

The SAWE awards procedures are summarized in the following sub-paragraphs.

1.3.4.1 FELLOWS AND HONORARY FELLOWS

The By-Laws limit the number of new Fellows each year to five and the number of Honorary Fellows to two. The committee should use these numbers as maximums and not goals. There should be neither too many nor too few awards presented each year.

The Awards Committee should establish, by judgment, a long-range check to guard against a trend toward too few or too many awards. If the maximum numbers of awards (five Fellow and two Honorary Fellow) has been presented in four of six years, SAWE is probably presenting too many awards. Conversely, if few awards (say 2 Fellows and 1 Honorary Fellow) have been presented in four of six years, SAWE is probably presenting too few awards.

When the number of candidates submitted for an award exceeds the number of awards permitted per the By-Laws, the Awards Committee will rank "yes" votes. If the number of candidates approved by the Awards Committee exceeds the By-Laws limit, the lower ranking candidates will be held in a cue for reconsideration for one year without re-submittal. The sponsor will be informed and given the option whether or not to re-submit the candidate's information with further details.

Sponsors of unsuccessful awards candidates will be provided feedback. The committee may suggest criteria for the sponsor to address to reinforce, develop, or improve the candidate's qualifications.

1.3.4.2 MIKE HACKNEY BEST PAPER AWARD

This is an award that may be presented for the best technical paper at each year's conference. The definition of "best" will be made by the Vice President - Technical Director in his "Selection Guidelines." (See Figure 1-2, "Summary of Awards Table.")

1.3.4.3 ED PAYNE AWARD

The Ed Payne Award is an inscribed plaque presented annually (if warranted) to a young engineer (age less than 35 at the time of nomination) who has contributed significantly to SAWE or the weight engineering profession. SAWE may choose to not select an award recipient in any given year. Candidates are nominated by the Awards Committee and elected by three-fourths vote of the Board of Directors.

Sponsors of unsuccessful awards candidates will be provided feedback. The committee may suggest criteria for the sponsor to address to reinforce, develop, or improve the candidate's qualifications.

1.3.4.4 BEST STUDENT PAPER AWARD

Financial awards for the best student papers at the International Conference of $1000, $750 and $500 can be made to the top student papers if warranted. The Vice President - Technical Director will be responsible for the details of soliciting and implementing these awards. Solicitation of Universities for these awards needs to occur prior to the end of preceding school year to allow for implementation into the school's following year curriculum. It is the intent for a project to become part of the school curriculum with the results presented in May at our International Conference. Evaluations will be done the same as the current best paper award. SAWE may choose to not select one or more of the three best student paper award recipients in any given year."

1.3.4.5 OUTGOING OFFICER RECOGNITION

Each outgoing International officer shall receive a suitable award in recognition of their service to SAWE. This award shall be made upon completion of such service or period of service (i.e., no longer holds a position of International officer or Committee Chairman) and shall be suitably engraved with the position(s) held. For extended periods of service, an interim award may be tendered at such time it is judged to be in order.

1.3.4.6 BEST CHAPTER BLOG AWARD

This award may be given at the discretion of the Vice President - Publications to the editor of the Chapter Blog selected as the best Chapter Blog of the preceding SAWE year. The style, content, usefulness to the membership, overall appearance, and frequency of publication are suggested criteria for consideration in making the selection for this award.

1.3.4.7 BEST CHAPTER WEBSITE AWARD

This award may be given at the discretion of the Vice President - Publications to the Webmaster of the Chapter Web Site selected as the best Chapter Web Site of the preceding SAWE year. The site content, ease of use, timeliness, and usefulness to the membership are suggested criteria for consideration in making the selection for this award.

1.3.4.8 CERTIFICATES OF APPRECIATION

The Vice President - Publications may award these certificates to the editors of the chapter Blogs at their discretion. The Vice President – Technical Director, may award these certificates to the regional conference technical directors and/or track chairmen at their discretion.

1.3.4.9 INTERNATIONAL PRESIDENT'S AWARD

An award given by the SAWE International President to individuals who have contributed to SAWE beyond the call of duty or office. The International President sets the criteria, makes the selection(s) and presents a certificate of appreciation to the individual at the Awards Banquet. The International President's discretion and accomplishments are the limits to the number of awards that can be issued.

1.3.4.10 BENEFACTOR

An award given by the SAWE International President to those individuals who, because of their interest in the advancement of SAWE, shall have contributed a substantial sum of money from their own resources. Candidates are nominated by the Awards Committee and elected by three-fourths vote of the Board of Directors.

1.3.4.11 STUDENT AWARD

The Vice President - Academics may propose to the Awards Committee an award recognizing an academic students' contributions towards promoting the agenda of the Academic Committee.

1.3.4.12 RICHARD BOYNTON LIFETIME ACHIEVEMENT AWARD

The Richard Boynton Lifetime Achievement Award will be presented annually (if warranted) to a member of SAWE that has demonstrated extraordinarily strong and sustained support of the SAWE over a significant number of years. Support shall typically be broad-based, encompassing many (though not necessarily all) of the following areas.

- Financial support through exhibiting, sponsorship, the scholarship fund, or as a personal benefactor.
- Technical paper author and/or strong support of the technical mission of the Society.
- History of dedicated service to the Society at the Chapter and International level.
- Demonstrated support of and/or contributions to the Training Program.

SAWE may choose to not select an award recipient in any given year. Candidates are nominated by the Awards Committee and elected by three-fourths vote of the Board of Directors.

Sponsors of unsuccessful awards candidates will be provided feedback. The committee may suggest criteria for the sponsor to address to reinforce, develop, or improve the candidate's qualifications.

1.3.4.13 SUMMARIZATION OF AWARDS

Awards Committee

Award				
	Richard Boynton Lifetime Achievement Award	**Honorary Fellow**	**Fellow**	**Ed Payne**
1. Criteria for Award	Demonstrated extraordinary support of the SAWE over a large number of years	Achieved eminence Made outstanding contributions	Achieved distinction Made material contributions	Young Engineer under 35 Made significant contributions to SAWE or weight engineering profession
2. Selection Guideline	Awards Committee establishes selection guidelines	Awards Committee establishes guidelines for evaluating and selecting nominees	Awards Committee establishes guidelines for evaluating and selecting nominees	Awards Committee establishes selection guidelines
3. Evaluation & Selection	Awards Committee Evaluates Candidates Selects and submits no more than one nominee to BOD	Awards Committee Evaluates candidates Selects and submits nominees to BOD	Awards Committee Evaluates candidates Selects and submits nominees to BOD	Awards Committee evaluates candidates Selects and submits no more than two nominees to BOD
4. Final Action	Approval of nominee by ¾ vote of BOD	Election by ¾ vote of the BOD	Election by ¾ vote of the BOD	Approval of nominee by ¾ vote of BOD
5. Awards Presentation	Announcement by Awards Chairman at the Awards Banquet Presentation by International Officer within 60 days of selection	Made by the Awards Chairman at the Awards Banquet	Made by the Awards Chairman at the Awards Banquet	Announcement by Awards Chairman at the Awards Banquet Presentation by International Officer within 60 days of selection

Award		
	BENEFACTOR	**Student**
1. Criteria for Award	Individuals who because of their interest in the advancement of SAWE, have contributed substantial sums of money from their own resources	Exhibits interest in Weight Engineering Demonstrates knowledge of discipline via papers seminars or makes significant contribution to advancement of SAWE
2. Selection Guideline	Awards Committee establishes guidelines for evaluating and selecting nominees	Awards Committee establishes selection guidelines
3. Evaluation & Selection	Awards Committee evaluates candidates. Selects and submits nominees to BOD	Awards Committee evaluates Candidates Selects and submits one nominee to BOD
4. Final Action	Election by ¾ vote of the BOD	Approval of nominee by ¾ vote of BOD
5. Awards Presentation	Made by the Awards Chairman at the Awards Banquet, along with the equivalence of a life time membership	Announcement by Awards Chairman at the Awards Banquet Presentation by International Officer within 60 days of selection

VP Technical Director

Award		
	Mike Hackney Best Paper	**Best Student Paper**
1. Criteria for Award	Best Paper at the conference	Best Student papers at conference
2. Selection Guideline	VP - Technical Director submits selection guidelines to the Technical Awards Committee	
3. Evaluation & Selection	Technical Awards Committee totals ballots	
4. Final Action	VP - Technical Director informs Awards Chairman or recipient	
5. Awards Presentation	Made by VP - Technical Director at Awards Banquet	Made by VP - Technical Director at Awards Banquet of a $1000, $750 and $500 each

VP Publication

Award		
	Best Chapter Blog	**Best Chapter Website**
1. Criteria for Award	Chapter publishes at least one Blog per year, and sends a copy to the VP- Publications	Chapter creates and updates at least once in the last year, a chapter web site on the SAWE web site.
2. Selection Guideline	Style, Content Usefulness to membership Overall appearance Frequency of publication	Site Content Ease of Use Timeliness Usefulness to membership
3. Evaluation & Selection	VP- Publications reviews all chapter Blogs	VP- Publications reviews all chapter web sites
4. Final Action	Vice President – Publications selects recipient	Vice President – Publications selects recipient
5. Awards Presentation	Announcement by the VP-Publications at the Awards Banquet	Announcement by the VP-Publications at the Awards Banquet

Appreciation Awards

Award		
	VP Technical Director – Certificate of Appreciation	**PRESIDENT'S AWARD**
1. Criteria for Award	Discretion of the VP- Technical Director or VP Publications	Individuals who contributed significantly to the goals of International President
2. Selection Guideline	Individuals who contributed significantly to the goals of International President	Effort beyond the call of duty or office Significant time or effort
3. Evaluation & Selection	Outstanding performance of duties	President reviews contributions made to SAWE during year and identifies individuals whose actions should be recognized
4. Final Action	Vice President – Technical Director or Vice President – Publications selects recipient	Once tasks are complete the International President evaluates service that was rendered
5. Awards Presentation	Award presented at the Regional or International Awards Banquet whichever is appropriate, by either VP or an International Officer	International President gives "Certificate of Appreciation" in the form of a International Presidents Award at the Awards Banquet

1.3.5. ACADEMIC COMMITTEE

BY-LAWS REFERENCE: V (2(a)(1))

This committee is described in Section 7 of this Operations Manual.

The principal role is to assist the VP-Academic Affairs to interface with the academic community. Its membership consists of SAWE members, officers, SAWE Corporate Partners and academic professors or staff. The SAWE Executive Director is an ex-facto member representing the SAWE President. Ideally the Committee should meet quarterly.

1.3.6. STANDARDS & PRACTICES COMMITTEES

BY-LAWS REFERENCE: V, 2 (a) (5) - International Committees

See Section 11 of this Operations Manuals for details concerning the CSC, SRB, IC and CB committees with in the Standards & Practices Committee organization of SAWE.

1.4   SPECIAL INTERNATIONAL COMMITTEES APPOINTED BY EXECUTIVE VICE PRESIDENT

BY-LAWS REFERENCE: V, 2 (b) - Special International Committees

These committees are set up to handle a specific task and then disbanded. For committees that last more than a few years, a proposal to add that committee or at least duties of the committee to the By-Laws as a Standing Committee should be made. These committees are appointed with a chairman by the President and given a specific charter or mandate. Once that charter or task is complete, the committee should be disbanded. Some committees are repeated year after year after year.

1.4.1. INTERNATIONAL PUBLICITY

The International Publicity Chairman is appointed by the International President and is responsible for publicizing SAWE and its activities in the news media, magazine, and technical journals. International publicity handled by his office will be coordinated with the Conference Committee Publicity Chairman to insure proper local conference site publicity coverage.

Publicity briefs will be released to International officers and local chapters through the Executive Director.

1.4.2. EXECUTIVE COMMITTEE

BY-LAWS REFERENCES: 2,(a), (6) – Academic
                                                  2, (c) Committee Status Report

1.4.2.1   GENERAL

The International Executive Committee consists of at least the elected officers (i.e., International President, Executive Vice President, and Senior Vice President) and the Past President. The chairman of the Executive Committee is the International President, who may add other members as a part of the annual committee appointments at the BOD meeting. Typically, the International President includes the appointed Vice Presidents (i.e., Publications, Technical Director, Training, Vendor Relations, Internet, Standards and Practices, and Academic Affairs), and Executive Director as part of the Executive Committee.

1.4.2.2   ROLES AND RESPONSIBILITIES

The committee is led by the International President, to support the administration of the society. It is the only committee that is excused from providing an annual report to the BOD of its activities for the year, since it assumed that the International President's decisions are based on the committee's advice. The only duty the committee has prescribed by the bylaws is to review academic committee proposals. However, the International President can use the committee for other purposes such as an advisory group to review proposals, generate new ideas, and resolve issues.

1.4.3.   CORPORATE STEERING COMMITTEE

BY-LAWS REFERENCES: Article III.2.h

It has always been the intent of SAWE to give Corporate Partners' a proactive role in steering SAWE Inc's business, forming goals and supporting objectives. Initially this role was given in the Standards Approval Council for the development of Standards and Practices (handbooks, guidelines, recommended practices, textbooks, etc.) In 2017 the VPs for Technical, Training and Standards decided to expand the role Corporate Partners to cover all three major activities of SAWE.

The purpose of the Corporate Steering Committee (CSC) is to provide guidance to SAWE leadership based on the needs of the Corporate Partners and observers with regard to technical papers, training classes and standards (including RPs, textbooks, etc.).   For the purposes of ANSI standards development and accreditation it is also known as the Standards Approval Council.

The CSC is a steering committee intended to give direction to the SAWE's Technical, Training and Standards and Practices development effort. The committee's review and comments should be limited to that role rather than the technical and format of the documents. They can recommend adjustments in the development process as they see fit. These limits of responsibility and authority are intended to empower the Industry Committees and Standards Review Board to address the technical and format issues unencumbered and to indemnify the Corporate Partners.

1.4.3.1   MEMBERSHIP

Permanent Members are the representatives for each Corporate Partner, Observers and SAWE Officers.

- The Corporate Partners is a level of support defined by the BoD. The Corporate Partners are those listed on the SAWE website at the time of the meeting. http://www.sawe.org/about/companymembers
- The Observers are authorized representatives of government agency, regulatory bodies, other engineering societies, or standards organizations. Observers usually only have advice authority from their organization and have no vote on the CSC.
- The SAWE officers and their primary role in SAWE and the CSC are listed below:
    - President – as the Executive of SAWE, but can delegate the leadership role to the VP SnP.
    - Executive VP – as Liaison to Corporate Members.
    - Executive Director – as SAWE administration.
    - VP Technical Director – to define technical paper content of interest to the Corporate Partners.
    - VP Training – to define the scope of training required by the Corporate Partners.
    - VP Standards and Practices (SnP) – to bring project proposals, committee drafts and final drafts for review/approval by the CSC.

1.4.3.2   VOTING POWERS OF MEMBERSHIP

The CSC is an advisory board, except for the approval of Standards or Recommended Practices. Ideally decisions should be made based on unanimous consent. However, for quorums and approval votes of new SnP projects or final drafts of projects the following voting strengths shall apply.

- General
    - The Gold Partners Corporate Partners will have two votes each.
    - The Silver Partners Corporate Partners will have one vote each.
    - Observers will have no vote.
    - The SAWE Officers have one vote each.

- Votes can only be cast by those attending the meeting in person or online at the time of the vote.
- Simple majority of votes of those present, excluding the abstain votes.

- Standards and Practices Approval (Project Proposals and final draft approval)
    - The VP Standards and Practices shall not vote unless to break a tie.
    - Attendees can only represent either a Corporate Partner or themselves as a SAWE officer, but not both.
    - An abstaining vote shall be used to eliminate a conflict of interest.
    - Approval votes should only occur:
        - At the beginning of the process, whether a project proposal approved for development based on the CSC's long range plans,
        - Midway through the development process, once a committee draft is nearly complete, to assure the functional requirements of the Corporate Partners are addressed.
        - At the end of the process to confirm that the project was completed according to the process such that all requirements are satisfied.

1.4.3.3 MEETINGS

The meetings will be either online, phone calls or in person.

A quorum of 25% of the voting strength should be present for any vote, but not for discussions and other decisions.

Others committee chairs can be invited to be discuss can be invited as guests to present proposals, project status reports or the final product. These attendees have no voting rights.

Meetings are held as often as necessary, but at least quarterly by teleconference or in person. The typical agenda is as follows:
- Roll Call
- Prepare and prefect the Agenda and approve Minutes from the last meeting
- Review and vote to approve Project Proposals
- Review the status of ongoing development Projects
- Review the status of existing Training Classes, RPs and Standards for currency.
- Review and vote to approve final drafts of SAWE RPs, textbooks, handbooks, guidelines etc.
- Review and maintain a 3 to 7 year long range plan of technical papers, standards and practices and training classes to be developed. Make adjustment as may be required to meet the needs of Corporate Partners
- Identify resources to complete the long range plans. Including, authors, class developers and committee members to complete projects.

The CSC chair is the SAWE President, however the role can be delegated the role to the SAWE EVP or SAWE VP-SnP.   It is also acceptable for the members of the CSC to elect chair form the ranks of the Permanent Members.

The chair will prepare an annual report to the SAWE Board of Directors (that summarizes activities and updates the long term plans for SAWE.

1.5 SPECIAL INTERNATIONAL COMMITTEES APPOINTED BY SENIOR VICE PRESIDENT

1.5.1. CONSTITUTION
The Senior Vice President appoints the Constitution Committee chairman.

This committee shall maintain cognizance of the constitution and By-Laws. Upon review, this committee can recommend changes to the BOD. Constitution and By-Law changes approved by the BOD are accepted by this committee. The committee determines the proper location in the By-Laws for the change. The change is reviewed against the By-Laws for any conflicts. Once disposition is determined, the committee chairman notifies the Senior Vice President of said disposition. If no conflicts are noted the change is sent to the Executive Director for inclusion on the ballot. If a conflict is noted, the change is referred back to the BOD.

1.5.2. OPERATIONS MANUAL

The chairman of this committee is appointed each year by the Senior Vice President. The Operations Manual Chairman may in turn appoint as many committee members as needed to fulfill specific tasks. Duties include:

- After receipt of the official minutes of the Board of Directors (BOD) meeting, make those specific changes directed by the Board.

- Review the entire BOD minutes for other possible changes/conflicts with the manual, updating any corresponding sections.

- Make sure that the Operations Manual does not conflict with the By-Laws. If the By-Laws are updated, the manual must be changed to remain in harmony.

- Review the Conference Planning section for any conflicts or desirable changes.

- Place an updated copy of the manual containing all approved changes on the SAWE website. A draft copy containing all other changes still to be approved shall be placed under the "members only" section of the website for review by the BOD prior to the next international conference.

- Submit a report to the BOD including a review of changes made and recommendations.

- Prepare as agenda items for the BOD meeting, any additions/changes in Sections 1, 2, 4, or 5 not previously approved by the BOD.

Sections 1, 2, 4, or 5 are controlled by the BOD and cannot be changed without specific approval. Section 3 can be changed by the Senior Vice President without prior approval. (M-33; BOD 1977)

SECTION **2**

**RULES AND REGULATIONS
FOR
SAWE INTERNATIONAL
CONFERENCES**

Any deviation from these Rules and Regulations must have the approval of the Senior Vice President.
Any additions/changes in Section 2 must be approved by the SAWE Board of Directors.

2. RULES FOR SAWE INTERNATIONAL CONFERENCES

2.1 PREFACE

Any deviation from these Rules and Regulations must have the approval of the Senior Vice President. Any additions/changes in Section 2 must be approved by the SAWE Board of Directors.

To establish a standard conference operating procedure for consistency at international conferences, the following rules and regulations were approved in May 1970 and revised in May 1973 and May 2001 by the Board of Directors. The rules were rewritten in Rev. R for clarity.

Revisions and/or conditions not covered in these rules and regulations can be tentatively approved by the Senior Vice-President and submitted for formal approval and incorporation into existing SAWE international conference rules and regulations at the next Board of Directors meeting.

2.2 RULES

2.2.1. BUDGET FORMS

A standard format shall be used when preparing the Conference Budget and Financial Report. These forms are shown in Figure 3-7 through Figure 3-12. The forms are available from the Executive Director or on the SAWE Senior Vice President Web Page www.sawe.org/~seniorvp/ .

2.2.2. BADGES

The Host Chapter shall supply badges for all persons registering for the conference. These badges shall be worn when attending any conference session. Admission to sessions will be denied persons not wearing the proper badge.

2.2.3. PARKING

Parking fees for the host chapter conference workers shall be paid from the conference funds upon presentation of a paid receipt. All others must pay their own parking fees.

2.2.4. PAPERS

Papers are to be sold at the conference only to SAWE members. If others request papers, have them contact the Executive Director at the corporate address. Free papers are included in the price of paid registration, for the days the attendee registers only.

2.2.5. EVERYONE MUST REGISTER

Everyone who attends any event at the conference shall register or shall be registered by the host committee in case of guest speakers. Everyone should have a badge, or name tag with their name on it, this includes spouses, training-only attendees and others. This is policy is need for security and for financial control of the conference.

2.2.6. FREE REGISTRATION NOT INCLUDING PAPERS

Free registration **NOT** including papers shall be granted to the following:
Special speakers and their aides only on the days of their participation. Special speakers shall be defined as those who present speeches at the Awards Banquet, SnP Session, Luncheons, and the Conference Opening. These individuals may or may not be SAWE members.

2.2.7. FREE REGISTRATION INCLUDING PAPERS

- The Executive Vice-President discretion with the approval of the International President, may pass out a maximum of 10 free three day registrations including papers.

- The SAWE Executive Director is provided a free three-day registration with papers
- Each Student Author or Co-author who is presenting a paper at the conference is provided a free three-day registration with papers (see the guidelines for Student Author Guide, below).
- Each company registering as a Vendor or Conference Sponsor are entitled to receive a set number of three-day registrations, event tickets, papers, and other benefits, as described in Figure 2-2 below.
- Each company registering as a Conference Sponsor participating at the either the Gold, Silver or Bronze levels provided with either 4, 2, or 1 free three-day registration according to their level of sponsorship is provided (see the section titled Conference Sponsors for details).

2.2.8. ADVANCE REGISTRATION

In order to ensure effective conference planning and efficient registration procedures at the conference, advance registrations shall be encouraged. Offering a discount on the pre-paid registration fees shall be used to encourage Advanced Registration. Failure to remit payment with the advance registration form shall result in forfeiture of the discount.

2.2.9. REGISTRATION RATE SCHEDULE

The Host Chapter shall submit a "Proposed Registration Rate Schedule" at the Conference Planning Meeting. This rate schedule shall assure that the conference profit, stipulated by the International Financial Planning Committee can be achieved based on the known vendor participation, registration projections and cost estimates of events. The Conference Planning Committee shall establish final registration rates during the Conference Planning Meeting.

A typical "Registration Rate Schedule" is presented in Figure 2-1.

ADVANCED TRAINING REGISTRATION
Training Classes for 2005: $150 per class (Training is for SAWE members only and requires advance registration by April 24, 2005. Class size is limited and space in class is not always guaranteed).
ADVANCED CONFERENCE REGISTRATION
All those attending the technical track must register and receive Conference Credentials. Advanced registration is advised and special rates are offered. Registration fees are as follows for 2005:

3-Day – Members (Including SnP Luncheon)	$450	
2-Day – Members	$300	w/o SnP luncheon
1-Day – Member	$150	w/o SnP luncheon
3-Day – Retired Members, Faculty*, and Students*	$ 30	w/o papers or SnP luncheon
2-Day – Retired Members, Faculty*, and Students*	$ 20	w/o papers or SnP luncheon
1-Day – Retired Members, Faculty*, and Students*	$ 10	w/o papers or SnP luncheon

*Must be a SAWE Member

LATE FEES
For 2005 a fee of $50 will be charged for registering after the April 24, 2005 deadline.
NON-MEMBER FEES
For 2005 a fee of $100 will be charged for non-members to attend the conference. SAWE suggests you purchase a membership at $40 (which includes a $5 enrollment fee). Membership is $35 per year thereafter.
VENDOR REGISTRATION FEE

For 2005 a fee $950 will be charged for 2 company representatives, to display their technology at a 9'x12' display area for three days.

Figure 2-1 Typical Registration Rate Schedule

2.2.10. HOST CHAPTER REGISTRATION RULES

The following rules applies:

- All Host Chapter members must register to attend or work at the conference.

- Host Chapter members working at the conference may at the discretion of the Conference Chairman, work at the conference for a half-a-day and attend the conference the remainder of the day. These conference workers shall not receive a copy of the papers. Manning the Hospitality Room the evening before is considered a half-a-days work for the next day.

- Conference attendees from the local area not working at the conference at least half-a-day shall pay full day's registration fees.

- Host Chapter companies may purchase "transferable registrations" to be transferred between several individuals at regular individual rates (BOD, 1976). All members using this type of registration must obtain valid nametags from registration desk each day. Transferable registrations are not normally available to non-SAWE members unless the full non-member fee is paid on the registration.

- Host Chapter members who are not working at the conference or who's company has not purchased a transferable registration, and whose company does not have a free registration from a Corporate Sponsor must pay the full registration fee.

2.2.11. TICKETED EVENTS

Ticketed events shall be defined as those for which tickets are normally sold, such as Awards Banquet, Luncheons, Tours, etc., excluding Spousal Events. Free tickets to ticketed events (not to exceed 5 for each

event) may be issued to the participating conference delegates at the discretion of the Executive Vice-President with the approval of the International President.

- Companies sponsoring the total cost of a ticketed event shall be given as many tickets to that event as they desire.
- Companies sponsoring any portion of a ticketed event shall be given (2) complimentary tickets to such event.
- The Host Chapter shall be given (10) tickets to the Awards Banquet for the issuance to the Conference Committee working members. They shall NOT utilize unused vendor meals for the SnP Luncheon or Awards Banquet unless expressly permitted by the Senior Vice-President. As a general rule, any free meals offered to but unused by vendors simply become extra conference revenue.
- A speaker at a ticketed event shall be given a free ticket to that event (BOD 1976).
- The Executive Director shall be provided one (each) free ticket to the Sunday Evening Reception, SnP Luncheon and the Awards Banquet.
- Vendors paying for display space shall be provided up to two free tickets to the Sunday Evening Reception, the SnP Luncheon and the Awards Banquet.

2.2.12. ROOMS

The International President, Executive Vice-President, Senior Vice-President, and Executive Director shall be supplied a room free of charge during the conference. The rooms shall be paid for by conference funds if not supplied by the Officers respective organization or company. The hotel may also supply the rooms free if negotiated by the host chapter. Any remaining free rooms can be used by the host chapter as long as the above mentioned Officers are accommodated.

2.2.13. TRAINING

- All instructors shall have the option to accept an honorarium, expenses for one night and travel paid by the society from the revenue of the training classes or the SAWE International Training Budget.
- All training classes shall comply with all national, state and local government regulations and comport rules of the host facilities.
- Lunch, breakfast and midafternoon snacks are included in all training classes, unless announced otherwise by the Host Chapter at the Conference Planning Meeting.
- The conference revenue for training does not have to cover the expenses. The SAWE International Training Budget should break even for the year, which does not mean the conference training must break even.
- The conference training class fees are kept low to encourage attendance at the conference.
- Class expense such as meals is paid from the conference budget. Instructor honorarium, instructor travel expenses and lodging are paid by the Executive Director, after expense reports are approved by the VP-Training.
- The Vice President Training with the advice from the Conference Chairman, Instructors, and Host Chapter Training Coordinator shall decide on the range of the class size (e.g. largest and smallest) that should be permitted and whether a class should be canceled.

2.2.14. ACADEMIC PARTICIPANTS

2.2.14.1 STUDENT AUTHOR GUIDELINES

The cost to Academic Student Authors to present a paper at an international conference is potentially significant, possibly involving airfare and hotel expenses as well as conference registration and meal costs.

In order to attract high-caliber student papers, the Vice President – Technical Director shall be authorized to offer the following perquisites.

Total Number of Student Authors	6 or less	More than 6
Best Academic Student Paper Award	Each paper is eligible	
A Certificate of Achievement	1 per student	1 per student
Three-day Academic Student Registration	1 per student	1 per student
Weight Engineers Handbook.	1 per student	1 per student
"Introduction to Aircraft Weight Engineering"	1 per student	
Membership in SAWE for one (1) year	1 per student	1 per student
Sunday Evening Reception	1 per student	1 per student
Complimentary Ticket to the SP Luncheon	1 per student	
Complimentary Ticket to the Awards Banquet	1 per student	

Figure 2-2 List of Complimentary Prerequisites for Each Student Author

Notes for Figure 2-2:

- Total Number of Academic Student Authors is defined as all the student authors listed on the cover page of the paper who are simultaneously attending and presenting individual or team papers at an international conference.
- Certificate of Achievement should note the student's name, the name of their paper, and the date and location of the conference, to be signed by the International President and the Vice President – Technical Director.
- Complimentary SAWE publications and memberships are only to be presented to student authors who actually attend the conference to present their paper.
- Academic Student Authors submitting a paper without attending the conference to present it shall not receive complimentary perquisites, unless they are deemed appropriate by the Vice President – Technical Director due to extenuating circumstances (final exams concurrent with conference dates, school doesn't have travel funding, etc.) when judged on a case-by-case basis.
- Schools that send multi-student design teams to the conference to present a paper shall be asked to support the cost of meals or other fees involved with their attendance.

2.2.14.2 STUDENT CONFERENCES FEES
- Full time academic students shall pay 10% of conference fees (day or full), plus the full price of any events, luncheons or banquet fees.
- Scholarship winners and their accompanying family member or professor shall **not pay** for their banquet tickets, or parking at the hotel. They are guests of SAWE Inc.

2.2.14.3 PROFESSORS CONFERENCE FEES
- University professors, instructors, etc, recognized by the VP-AA, shall pay 30% of the conference fee (day or full), plus the full price of any events, luncheons or banquet fees.
- Academic community participants at the conference who present papers shall not pay for the day's conference fee.

2.2.14.4 STUDENT ACTIVITIES AT CONFERENCES
- Ideally academic student activities should be break even.
- The VP-AA may request budget from the SAWE BoD to subsidize academic student activities at a conference. The intent is to give them a memorable experience at a SAWE conference at a very attractive cost.
- Academic students should pay **$10 plus any meal cost** for any SAWE Training classes dedicated to students, if lunch is included with the class.

Academic students and professors taking a general SAWE Training class (not dedicated to students) should pay **50% of the conference training fee** or the marginal cost to SAWE for the class, whichever is less.

2.2.15. COMPANY SUPPORT OF THE CONFERENCE

There are several ways that a company can sponsor the conference.

Vendor

All companies paying the established Vendor Registration Fee shall be accorded Vendor status. Vendors are entitled to receive

- one display area (approx. 9'x 12') boarding on an aisle, with two tables and electric power (if required) in the Vendor Display Room.
- one presentation 5-10 minutes long at the technical track of their choice
- two 3-Day Registrations without papers,
- two SnP Luncheon Tickets,
- two Awards Banquet Tickets
- two Sunday Reception Tickets

Representatives may be replaced as often as desired, but only two representatives shall be given free registration at any given time. If a vendor elects to purchase a registration, the registration fee shall be collected in addition to the full vendor display fee

Conference Sponsor

Any company may elect to become Conference Sponsors at the levels described in Figure 2-3. These funds are usually in addition to the standard vendor fee, are non-event-specific, and become part of the general conference revenue. Companies may elect to be a Conference Sponsor without paying a vendor fee if they do not exhibit in the Vendor display room. The level of benefits increases with the level of contribution.

Corporate Supporter

Any company or government agency which is not a Vendor or Conference Sponsor may become a Corporate Supporter by providing non-cash contributions to the conference and SAWE. Typically, such companies are the employers of the host chapter members or any company in the local vicinity of that year's international conference. Corporate Supporters benefits are also listed in Figure 2-3. Corporate Supporters may be given advertising display space in or immediately adjacent to the vendor display space, but they likely have no representatives present at the conference and do not make a presentation in a technical track. Corporate sponsors are simply those companies who of their own volition choose to provide non-cash or support to the conference. Non-cash contributions range from allowing employees to plan the conference during working hours, to reproduction services, audio visual equipment loans, and even catering services.

Corporate Donations

Any company that is a vendor, sponsor or supporter can make a donation to the SAWE scholarship fund as part of the conference registration. The company can also make a donation at any time during the year.

Comparison of Support Levels for Membership	Company Member Level 1	Company Member Level 2	Corporate Partner Silver	Corporate Partner Gold
	CM-1 $600	CM-2 $1,000	CP-1 $5,000	CP-2 $15,000
Receipt of the Annual Conference proceedings (technical papers and exhibitor information) on CD for the Company Library.	✱	✱	✱	✱
Complimentary copy of the three (Fall, Winter, Spring) editions of the SAWE "Weight Engineering" Journal for their Company Library.	✱	✱	✱	✱
Listing on the SAWE website at www.sawe.org at the appropriate level of support.	✱	✱	✱	✱
Open access to the technical library of over 3000 papers presented at past conferences.	✱ (Up to 100 downloads)	✱ (Up to 200 downloads)	✱	✱
Open access to all current SAWE Standards and Practices for Mass Properties Control.	✱	✱	✱	✱
Eligibility for On-Site Group Training Courses at a reduced rate as a percentage of the level of membership.	5%	5%	10%	15%
Ten percent (10%) discount on annual advertising rates in the "Weight Engineering" Journal and/or on the SAWE website.	✱	✱	✱	✱
If a company does not have representation in the Society's Board of Directors through employee members, they receive one (1) seat on the Board of Directors (BoD).		✱	✱	✱
with discussion privileges		✱	✱	✱
with voting privileges			✱	✱
If a company does not have representation in the Society's Standards and Practices Committee through employee members, they shall have the right to (X) member(s) on the Standards and Practices Committee for the purpose of directing the development of Recommended Practices and Process Standards			(1)	(2)
Complimentary SAWE Individual Memberships		(1)	(3)	(5)
Complimentary 3 day Conference Exhibit space			✱	✱

			(2)	(6)
Complimentary Conference 3 day registration				
Complimentary Registration to a One Day Conference Training Course				*
Complimentary job postings for open Mass Properties Engineering positions on the SAWE website.				*
Color Ad in the International Conference Program			1/2 page	full page
Either a complimentary half page color ad in one edition of the "Weight Engineering" Journal or one 3 month ad on the SAWE website.			*	
Complimentary full-page color ad in each edition of the "Weight Engineering" Journal as well as on the SAWE website for that year				*

SECTION 3

INTERNATIONAL CONFERENCE PLANNING

3.   INTERNATIONAL CONFERENCE PLANNING

All additions/changes to Section 3 must be approved by the Sr. VP and reported to the SAWE Board of Directors

SAWE International Conferences are held annually for the purpose of sharing technical advances in Mass Properties engineering.

The International Conference is typically held in different locations each year and is hosted by a local chapter of SAWE. The conference is expected to be self-supporting as well as providing additional operating funds for SAWE in an amount consistent with that targeted budget at the Conference Planning Meeting.

The purpose of the Conference Planning Section is to delineate the many details which arise during the course of planning and running a conference. The intent in preparing this section is to provide useful guidelines for all concerned with the conference. To be most useful, it should be updated each year based on the last International Conference lessons learned. Tentative revisions for any specific conference can be submitted for concurrence by the International Office at the International Conference Planning Meeting. If desired as a permanent revision they can then be submitted for approval at the Board of Directors meeting.

ORGANIZATION GROUND RULES

Chapters wishing to host an International Conference shall make an appropriate bid to the Board of Directors three years prior to the intended conference. Bid presentations should include a preliminary overview of potential hotels and representative room rates, ideas for social and spouse activities, and a description of the conference committee.

The Senior Vice President has the prime executive responsibility for assuring the success of the conference. The Senior Vice President also has the liaison responsibility between the Conference Chairman and the International Officers.

The Official Host will be the Host Chapter President, though the Host Committee may elect to have some other prominent person, either member or non-member, fill that function.

The International President will be the guest of honor and presiding officer at the conference.

The conference is considered to be the Host Chapter's project for the year. Host chapter funds may be used as required for Pre-Conference expenses. An advance not-to-exceed is also available from the Executive Director on request.

3.1 PLANNING & SITE SELECTION

3.1.1.   SELECTION OF FUTURE SITES FOR THE INTERNATIONAL CONFERENCE

In accordance with the By-Laws, it is the duty of the Board of Directors to select conference sites from the invitations extended by interested chapters.

The following rules shall apply:

1. The Director of each interested chapter or designee shall be afforded an opportunity to present an invitation to the Board of Directors. The presiding officer shall select the order in which the presentations are made.
2. Balloting shall begin after all invitations have been made. A majority vote is required for the selected site.
3. If more than two invitations are received, the following balloting procedure will be followed:
    a. If any site receives a majority on the First Ballot, then that site shall be declared the winner.
    b. If no site receives a majority on the First Ballot, then the site receiving the fewest votes will be eliminated and a second ballot will be taken on the remaining sites.

c. The above procedure will be repeated until one site receives a majority.

3.1.2. PRE-PLANNING COMMITTEE

If a chapter decides that it wants to host an international conference, the director must present a bid to the Board of Directors three years in advance. Figure 3-1 is a schedule which can be used for the preliminary tasks.

DATE	RESPONSIBLE GROUP	ACTION
Conf. – 3 yrs.	Director	Make bid for conference at Board of Directors meeting.
	B.O.D.	Set Conference date and duration.
Conf. – 2.5 yrs.	Host Chap. President	Appoint Site Selection Committee.
	Site Selection Chair.	Prepare final committee report.
Conf. – 2.1 yrs.	Director / Site Selection Chair	Prepare report for B.O.D. meeting.
Conf. – 2 yrs.	Director / Site Selection Chair	Present site selection to B.O.D. for approval.
	Host Chap. Pres.	Appoint Conference Chairmen.
Conf. – 1.5 yrs.	Conf. Chairmen	Appoint Conference Committee members.
	Conf. Chairmen	Start issuing publicity for Blog and Journal to Exec. Director.
Conf. – 1 yr.	Director / Conf. Chairmen	Make progress report to B.O.D. Draft Budget based current year's budget
	Senior VP	Prepare Conference Planning Meeting agenda.
Conf. – 0.75 yr.	Host Chapter / Conf. Chairmen	Host Conference Planning Meeting.

Figure 3-1 International Conference - Pre-Planning Schedule

3.1.3. CONFERENCE SITE SELECTION COMMITTEE

In order to facilitate making a conference bid, it is advisable to begin the site selection process prior to the conference award. A site selection committee is appointed by the Host Chapter President for this purpose. The committee shall include, at the discretion of the International President or Executive Director, a professional retained by SAWE for the purposes of negotiating and contracting conference facilities. The services of this Meeting Contractor are to be borne by the International budget. All hotel contract negotiations are carried out on the SAWE's behalf by a Meeting Contractor identified by the SAWE Executive Director.

The site selection committee is not authorized to contact the hotel management other than for general information of a non-committal nature to satisfy Figure 3-2. The independent contractor will negotiate all the final hotel arrangements and submit a contract to the host chapter and international officers for approval. The Host Chapter should not discuss room rates, or any other prices with the hotel, which will be done by the appointed meeting contractor. The SAWE International President and Executive Director will sign the hotel contract. A copy of the contract will be distributed to the Conference Chairman. Prior to actually visiting any hotels, a committee meeting should be held to review conference requirements. This is needed to form a standard basis for hotel proposals. Figure 3-2 gives an example of estimated conference requirements. It is important to use these forms in this format to maintain consistency between conferences year-to-year.

Visits to the various hotels should be made by the committee with the SAWE Meeting Contractor to evaluate the premises, which should include not only the hotel itself, but options for food, parking, transportation, airport or local shuttle service, etc. It is helpful to use a program from a previous conference to get an idea of room needs and schedule of events. One method to differentiate between hotels is to use a Site Selection Matrix as shown in Figure 3-4. This scoring tool consists of a matrix of site attributes in the left most column, the relative importance of each attribute in the second column (based on a pair wise comparison), followed by one column per candidate hotel and a sample of the scoring criteria in the last four columns. To use the matrix, first review the attributes to make sure it's complete, adjust the point criteria to reflect prices for the conference area, and the list of hotels. The Site Selection Committee determines the scores for each attribute and hotel combination by a consensus or as an average of all the team member's scores. Each hotel's total score is then equal to the sum of each of the individual attribute score times the attribute importance. The value of the matrix should show how widely the hotel attributes vary and it provides a checklist to insure the site selection committee checked all-important features.

The off-site Training, Academic Student activities, social events and Thursday industry tour locations have at some conferences been a long distance from the hotel. The cost of transportation in time and fees has been high. The site selections should consider the proximity of these activities to the hotel to reduce transportation time and cost. It will be a compromise. However, a list of off-site events should be identified for each hotel site, so that rational comparison can be made. The SAWE VPs of Training, Academic Affairs and the Executive Director can be of help to identify the types of venues expected.

In any event, the selected site shall be affordable, readily accessible and of sufficient quality for a professional conference. Every attempt shall be to ensure that the conference site conforms to all generally acceptable corporate or government guidelines and practices for travel.

Additionally, the site selection should be in the general vicinity of one or more engineering schools and/or colleges, if possible. The selection site should also consider a hotel conference room, overlook, atrium or lobby area for a student poster session or student symposium activity. The location should also be chosen to include a fun student activity local to the region. The Academic Committee can be contacted for student information about previous conferences.

Date	Time Start/End	Grand Ball Rm A	Grand Ball Rm B	Grand Ball Rm C	Grand Ball Rm D	Grand Ball Rm E	Valencia A	Valencia B	Canyon	Castaic	Saugus	Newhall	Executive Boardroom
Area		**BALL ROOMS (Grand & Valencia)**							**Meeting Rooms**				
	Capacity	Theater 80 Class Room 40 Actual 60	Theater 80 Class Room 40 Actual 60	Vendor 20 10' x 10'	Theater 80 Class Room 40 Actual 60	Theater 80 Class Room 40 Actual 60	Theater 70 Class Room 40 Actual 30	Theater 70 Class Room 40 Actual 30	Theater 100 Class Room 50 Actual 75	Theater 60 Class Room 30 Actual 45	Theater 60 Class Room 30 Actual 45	Theater 50 Class Room 20 Actual 35	Actual 14
Fri	6-6:30												
Fri	6:30-8:30											New Officer Training	
Fri	8:30-11:00												
Sat	7:00-8:00												
Sat	8:00-12:00				Airline Operational CG Curtailment	AWBS	BOD	BOD					
Sat	12:00-1:30						BOD	BOD					
Sat	1:30-5:30				Airline Operational CG Curtailment	AWBS	BOD	BOD					
Sat	6-11												
Sun	7:30-8:00												
Sun	8:00-12:00	Vendor Setup	Vendor Setup	Vendor Setup	Airline Weight & Balance Operations	Measuring Mass Properties							
Sun	12:00-1:30												
Sun	1:30-3:30	Vendor Setup	Vendor Setup	Vendor Setup	Airline Weight & Balance Operations	Measuring Mass Properties							
Sun	3:30-5:30					MOI / POI Demonstration							
Sun	6-8												
Sun	8-11												
Mon	7:00-8:00											Author Reception	
Mon	8:00-9:00				Opening Session								
Mon	9:00-12:00	Vendor Display	Vendor Display	Vendor Display	Integrated Product Design		Airline Fleet Vs Individual Wt Programs	AWBS					
Mon	12:00-1:30												
Mon	1:30-5:30				Flight Technology - Unmanned and Space	Mass Properties Life Cycle Management	Marine Textbook Review	AWBS					
Mon	5:30-6:30				Develop Tech Publication for SAWE		Tech Committee Voting						
Mon	6:30-11:00												
Tue	7:00-8:00											Author Reception	
Tue	8:00-9:30				Joint G/I Session								
Tue	9:30-12:00	Vendor Display	Vendor Display	Vendor Display	Space & Missiles	Airline Affairs			Military A/C	Marine Systems		Ground Vehicles	
Tue	12:00-1:30		Closed		G/I Luncheon								
Tue	1:30-5:00	Vendor Display	Vendor Display	Vendor Display	Joint Functional RP Session				Military A/C	Marine Systems			
Tue	5:00-5:30				BOD								
Tue	6:00-11:00												
Wed	7:00-8:00											Author Reception	
Wed	8:00-12:00	Vendor Display	Vendor Display	Vendor Display	Flight Technology Manned I	Marine Systems Design I	System Verification	Measuring Mass Properties					
Wed	12:00-1:30												
Wed	1:30-3:30				Flight Technology Manned II	Marine Systems Design II	Advanced Design Characterztn	Measuring Mass Properties					
Wed	3:30-5:30							MOI / POI Demonstration					
Wed	5:30-6:00												Lesson Learned
Wed	6:00-6:30				Reception								
Wed	6:30-7:00												
Wed	7:00-10:00				AWARDS Banquet								
Wed	10:00-												
Wed	7:00-8:00												
Wed	8:00-12:00				AIAA Weight Control Standards								

Figure 3-2 Conference Room Schedule

Room Purpose	Fri	Sat	Sun	Mon	Tue	Wed	Capacity, Style and Required 2 months prior
Lockable Storage	1	1	1	1	1	1	3 Tables, 8-10 Chairs
Directors Meeting		1	1		1		40 U-Table, 10 Spec.
Vendor Display			1	1	1	1	200 standing, 12 Tables
Conference Opening				1			1 hour; 200 Theater
Registration			1	1	1	1	50 Foyer
Technical Track				2	2	2	125 (50% Classroom/50% Theater)
Internet Cafe		1	1	1	1	1	Minimum of 8 small tables with 4 chairs per table and free internet access
Technical Track				2	1	1	75 (50% Classroom / 50% Theater)
Luncheon					#1		225 Round Tables (# Possible)
Banquet						1	200 Round Tables
Training		2	2				25 Classroom (more rooms may be needed)
Hospitality Suite	1	1	1	1	1	1	Suite in the hotel with a bar, smoking room and a balcony
Estimate of Nominal Number of Guest Rooms	35	60	110	110	110	80	• Estimated rooms can be adjusted up or down with Senior Vice International President approval. • Room nights include those attending training

Figure 3-3 Example – Estimate of Conference Requirements

Attributes	Attribute	Score per hotel (1-5)					Examples of Criteria			Criteria discussion
Category & Items	Importance	H House	Marriott	VBRC	Ramada	Sheraton	1 point	3	5	
SAWE HR Hotel Site Selection Matrix (High Point Winner)										
Site	-------	-------					-------	-------	-------	
Proximity to airports	2	1	4	4	4	3				
Parking for cars	2	4	4	4	4	1				
Quite space for conversations	4	3	4	3	4	3				good hang
Interesting site for the Sunday Mixer	3	3	4	4	4	4				
An interesting view	1	1	3	5	5	5	building		ocea	
Food	-------	-------	-------	-------	-------	-------	-------	-------	-------	
Banquet Catering range of menu	------	-------	-------	-------	-------	-------	-------	-------	-------	$++ indicates Plus tax & tip
Range of Menu items for Lunch	2	4	4	4	4	4				
Range of Menu items for Dinner	2	4	4	4	4	4				
Catering Price for Lunch	4	4	3	4	3	4	> 15$++	<15$++	<12$++	Assume a filet mignon
Catering Price for Banquet Dinner	4	4	3	4	4	4	> 22$++	<22$++	<18$++	Assume a prime rib
Banquet Catering reputation	2	3	3	3	4	3	lo		hi	
Price of coffee w/ pastries for 100	4	4	3	4	4	4	> 3$++	<3$++	<2$++	
Hotel restaurant	3	3	4	4	4	3				1 point per restaurant
Do they have Vegetarian choices	3	3	3	3	3	3	n	Yes	Many	
Do they have kosher, & dietetic meal choices	1	3	3	3	3	3	yes			
Conference Facilities	-------	-------	-------	-------	-------	-------	-------	-------	-------	
Does Hotel have conference rooms	------	-------	-------	-------	-------	-------	-------	-------	-------	see Ops Mnl Figure 3-2
Misc Storage	2	5	5	5	5	5	n	-------	yes	see Ops Mnl Figure 3-2
Directors Meeting	2	5	5	5	5	5	n	-------	yes	see Ops Mnl Figure 3-2
Vendor Display	2	5	5	5	5	5	n	-------	yes	see Ops Mnl Figure 3-2
Conference Opening	2	5	5	5	5	5	n	-------	yes	see Ops Mnl Figure 3-2
Registration	2	5	5	5	5	5	n	-------	yes	see Ops Mnl Figure 3-2
Tech Session	2	5	5	5	5	5	n	-------	yes	see Ops Mnl Figure 3-2
S/P Luncheon	2	5	5	5	5	5	n	-------	yes	see Ops Mnl Figure 3-2
Banquet	2	5	5	5	5	5	n	-------	yes	see Ops Mnl Figure 3-2
Hospitality	2	4	4	3	4	2	-------	-------	-------	see Ops Mnl Figure 3-2
Guest Rooms	2	4	5	4	4	3	n	-------	yes	see Ops Mnl Figure 3-2
Combined Vendor/Paper/Registration Room	4	3	4	3	4	4	n	-------	Yes	large
Quality of Tech Session Rooms	3	3	4	3	3	4	lo	OK	Hi	
Combined S/P Session Room (Tue PM)	2	4	4	4	4	4	n	-------	Yes	big enough for 120
Audio visual - tech sessions	5	4	4	4	4	4	n	slide		Free overhead &/or PC projectors
Audio visual - banquet	2	4	4	4	4	4				Free Screen & projector
Price	-------	-------	-------	-------	-------	-------	-------	-------	-------	
Room Price	5	3	2	4	3	3	>125	<125	<100	
Number of Government rate	10	3	3	3	3	3	2	<50	>50	assume availability up to 5/1/02
Complimentary Rooms for SAWE officers	5	3	3	3	3	3	n	yes		Minumum = 4 rooms for 6
Complimentary Room for Hospitality	2	3	3	3	3	3		Yes	bes	Best = better AC & = to a 3 room suite
Number of extra complimentary	2	3	3	3	3	3	1	2	3	
Room	-2	3	3	3	3	3	-------	-------	-------	Enter the % of the tax or tip
Food Tax	-2	3	3	3	3	3	-------	-------	-------	Enter the % of the tax or tip
Tip	-3	3	3	3	3	3	-------	-------	-------	Enter the % of the tax or tip
Spouses Activities	-------	-------	-------	-------	-------	-------	-------	-------	-------	
Proximity to Local Attractions	7	5	1	1	1	1	-------	-------	-------	defalut Scores
Proximity to Local Attractions	2	1	5	5	5	5	-------	-------	-------	defalut Scores
Local Restaurants	3	3	4	4	1	2	<3	<6	>10	10 min walk, < 12$++ for dinner & fun
Proximity to Monday night activity	3	1	5	3	3	3	>45mi	<45	<15	transit time to harbor cruise
Proximity to Spouses Activities	2	2	4	4	4	4	>45mi	<45	<15	transit time to activities (TBD)
Totals	10	**38**	**38**	**39**	**38**	**37**	-------	-------	-------	
		Average=	38							
		Std Dev	8	It's a Tie						
		Covariance	2							

Figure 3-4 Example - Site Selection Matrix

3.1.4.   CONFERENCE PLANNING MEETING

This meeting is normally held in September of the year preceding the scheduled conference and attended by members of the Executive Committee and Host Chapter (see section 3.2 for duties of recommended participants). The Conference Planning Committee meeting typically takes an entire day, so a room should be provided that accommodates approximately 25 individuals and arrangements made to provide lunch and morning and afternoon snacks and drinks. The planning meeting will have an agenda prepared by the Executive Senior Vice President and encompass hotel room usage, technical, training, vendors, registration, events and other meetings. It is the responsibility of this committee to develop a plan, fee structure and budget to ensure a successful conference.

It is recommended that the committee follow the practices and format established in the following section. However, the committee has full authority to deviate from previous formats provided they operate within guidelines of the budget approved by the BOD. This includes, but is not limited to, events, technical and training format, registration fees, vendor fees, and program. The Executive Committee shall have final approval of any recommended changes from previous formats to facilitate implementation in a timely manner provided their decisions are within the limits of the Constitution and By-Laws.

NOTE: The site selection committee is not authorized to contact the hotel management other than for general information of a non-committal nature to satisfy Figure 3-3 above. All details must be administered by the independent contractor specified by the international for this purpose.

NOTE: ALL CONTRACTS REQUIRED BY HOTELS MUST BE SIGNED BY THE INTERNATIONAL PRESIDENT, SENIOR VICE PRESIDENT, EXECUTIVE DIRECTOR, AND CONFERENCE CHAIRMAN. B.O.D. ACTION IS NOT REQUIRED.

Upon the awarding of an international conference to a chapter, the Senior Vice President will engage an independent meetings contractor to contact the site selection or conference chairman. The independent contractor will negotiate all the final hotel arrangements and submit a contract to the host chapter and international officers for approval. The Host Chapter should not discuss room rates, or any other prices with the hotel, which will be done by the appointed meeting contractor. The SAWE International President and Executive Director will sign the hotel contract. A copy of the contract will be distributed to the Conference Chairman.

3.2 INTERNATIONAL OFFICER AND TECHNICAL COMMITTEE PARTICIPATION

3.2.1. INTERNATIONAL PRESIDENT

Month	International President - Conference Activity
August	• Requests International VP - Vendor Relations to issue invitations to Vendors.
September	• Requests International VP - Vendor Relations to issue contracts. • Asks International VP - Vendor Relations for list of sponsors & estimated income and forward to Conference Chairman.
Sept/Oct	• Attends and participates in the International Conference Planning Meeting.
March	• Provides seating arrangements for the opening session, SnP Luncheon and Banquet
Conference	• Presides at Board of Directors meeting.

3.2.2. SENIOR VICE PRESIDENT

The Senior Vice President is the liaison officer acting between the various SAWE officers and the Conference chairman and is SAWE officer responsible for the success of the Conference.

The Senior Vice President will:

- Provide policy decisions

- Maintain constant surveillance of the conference schedule

- Monitor publicity releases and Conference issue of the SAWE Journal for policy matters

- Approve desirable changes to the Rules and Regulations at the Conference Planning Meeting

- Approve conference budget at the Conference Planning Meeting

Month	Senior Vice President - Conference Activity
August	• Verify that the International President has requested the VP - Vendor Relations (VP-VR) to issue invitations to vendors together with the International President and Conference Chairman, set up the Conference Planning Meeting and notify all attendees. • Verify that the International President has requested VP -VR to issue contracts to interested vendors. • Verify that the International President has requested the VP -VR to establish a list of sponsors and estimate the income • Notify people of the International Conference Planning Meeting date, time and location
Sept/Oct	• Prepare and distribute a Planning Meeting agenda and invite • Preside over the Pre-conference Planning Meeting

3.2.3. VICE PRESIDENT - TECHNICAL DIRECTOR

Month	Vice President – Technical Director - Conference Activity
June	• Select technical committee members who will become track co-chairmen. • Prepare a call for papers. • Solicit potential papers and presentations from members and the professional community at large.
September	• Review abstracts and make author selection. • Notify authors as selections are made. • FINAL call for abstracts. • Begin review of rough draft papers. • Establish tentative paper schedule.
Sept/Oct	• Attend Planning Meeting
December	• Finish review of rough draft papers.
January	• Send list to each track chairman of those authors assigned to him. • Make sure each author has been notified of his acceptance. • Plan program, make preliminary inputs to Conference Announcement. • Maintain contact with track chairmen and authors. • Notify any authors not previously notified of acceptance or rejection and send name of track chairman to authors.
February	• Send complete author and chairman list to Conference Chairman for use in planning. • Send technical track data for the Conference Announcement to Executive Director and VP Publications.
March	• Final program data and photos to the Executive Director and the Host Chapter. • Send list of authors, paper numbers (by day) to the VP-Publications and the Host Chapter.
April	• Send final technical track data for the Conference Program to the Executive Director, the VP-Publications and the Host Chapter. • Coordinate evaluations of papers with Technical Committee and determine Best Paper, and top three Student Papers (if available). • Inform Executive Director of Best Paper and Best Student Paper Awards.
Conference	• Attend as many tracks as possible.

3.2.4. VICE PRESIDENT – TRAINING

Month	VP-Training - Conference Activity
April +1 Yr	• Contact the Training Coordinator to determine the courses that can and should be provided at the conference
September	• Attend Pre-conference Planning Meeting. • Prepare a list of suggested classes for the President and Conference Chair to review. • Prepare a budget for use by the Conference Chairman
Sept/Oct	• Attend Conference Planning Meeting. • Observe local training course.
Nov/Dec	• Finalize class course offerings, prices, class size limits, etc. • Send course offerings with descriptions and biography of instructors to the Vice President Publications, the Training Coordinator and the Host Chapter
February	• Send training data for the Conference Announcement to Executive Director, the VP Publications and the Host Chapter.
April	• Coordinate the publication of materials and certificates • Send final training data for the Conference Program to Executive Director and VP Publications or to the Host Chapter.
Conference	• Attend Board of Directors meeting. • Attend as many classes as possible to visit with the students
Post Conference	• Ensure that instructors are paid. • Write and sends thank you letters to the instructors

3.2.5. EXECUTIVE DIRECTOR

Month	Executive Director - Conference Activity
August	• Together with V. P. Vendor Relations revise vendor contracts. • Release advance publicity material from Senior Vice President for conference. • Work with the Host Chapter to develop a preliminary conference budget.
September	• Advance Conference Chairman funds for initial expense as requested.
Sept/Oct	• Attend Pre-conference Planning Meeting • Train Registration Committee members on the use of the on-line registration system for processing credit card payments (The VP-Internet may also provide may also provide the required training).
February	• Obtain from Conference Committee publicity and reservation packages for mailing to members. • Coordinate closely with the Host Chapter on financial matters. • Obtain detailed program information from Vice President -Technical Director, arrange for printing of Conference Announcement, and mail to members • Work with the Host Chapter to identify a local vendor for making the Best Paper Awards.
Conference	• Attend Board of Directors meeting. • Go to Registration Table a minimum of 3 times per day to resolve urgent financial matters.

3.2.6. TRACK CO-CHAIRMEN (TECHNICAL COMMITTEE)

Month	TRACK Co- Chairman - Conference Activity
January	• Coordinate author list with Vice President - Technical Director. • Send self-photo to Executive Director. • Write-up to Vice President -Technical Director for flyer package. • Maintain contact with Vice President – Technical Director, and Authors; and advise of any changes in program
February	• Furnish each author with instructions for electronic copies of technical papers, tentative schedule, time allotted, and request for special presentation aids.
March	• Send authors' replies for special equipment to Conference Chairman. • Final program detail data to Vice President -Technical Director.
April	• Vote on best paper.
Conference	• Preside at technical tracks of conference under your cognizance. • Read all Conference papers and attend "Best Paper" meeting.

3.2.7. VP - VENDOR RELATIONS (VP-VR) AND HOST CHAPTER VENDOR COORDINATOR

Month	VP - VENDOR RELATIONS (VP-VR) - Conference Activity
Sept	• VP-VR and HCVC attend Pre-conference Planning Meeting
Nov	• VP-VR reviews Vendor Contracts
Dec	• VP-VR sends Vendor list to HCVC (preferred to post this data on SAWE Library for continual updates)
Jan	• VP-VR oversees formal letters to vendors/sponsors, letter sent out by HCVC
Feb	• VP-VR and HCVC sends vendor/sponsor data for the Conference Announcement to Executive Director and VP Publications. Paying vendors/sponsors get advertising in Announcement. • HCVC creates proposed Layout of Vendor room with locations assigned for each vendor, coordinate with Facilities. At this point this should be a flexible plan to allow for changes. • VP-VR approved proposed preliminary Layout of Vendor room.
April	• VP-VR sends final Vendor data for the Conference Program to Executive Director and VP Publications. Paying vendors/sponsors get advertising in Program and at the Conference. • VP-VR and HCVC send announcement of update to Conference Chairman and VP Publications of any new vendors and sponsors since the Program. • HCVC create final Layout of Vendor room with locations assigned for each vendor, coordinate with Facilities • VP-VR approved final Layout of Vendor room. • HCVC gives sign requirements to Publicity. • HCVC arrange for security.

Month	VP - VENDOR RELATIONS (VP-VR) - Conference Activity
Conference	• VP-VR attend Board of Directors meeting. • HCVR meets and greets all vendors as they arrive and arranges for their goods to be moved to vendor room (this is the biggest role of the HCVC at the conference) • VP-VR and HCVC visit the Vendor Room as much as possible to visit with the vendors/sponsors/attendees • HCVR meets and greets all vendors as they Leave and arranges for their goods to be moved to the loading dock (this is the second most important task of the HCVC at the conference) • VP-VR and HCVC attend post conference Lesson Learned meeting. • VP-VR Sends thank-you letters to vendors and sponsors.

3.2.8 VP - STANDARDS & PRACTICES

Month	Standards / Practices Chairman – Conference Activity
June	• Prepare article for first President's Blog • Prepare articles for the first Weight Engineering Journal.
July	• Establish a schedule of meetings for CSC, SRB, ICs and CBs for the next year. • Establish a preliminary SnP agenda for the next Annual Meeting
Sept/Oct	• Attend the Conference Planning Meeting • Assist the Conference Planning Committee to find guest speakers • Provide the preliminary SnP agenda for the next Annual Meeting, to VP-Pubs
November	• Submit descriptions SnP activities for the Annual Conference Program.
December	• Provide updates to the Annual Conference Programs
Jan	• Assure the SRB audits the online files of the CB for compliance with the SnP Process requirements. • Provide updates to the Annual Conference Programs
Feb	• Provide the final SnP agenda for the next Annual Meeting, to VP-Pubs • Assure VP-Pubs has photos of all SnP committee chairs and speakers
March	• Confirm all arrangements are made for the Annual Conference • Prepare the annual report to the Board of Directors • Prepare a budget for the next financial year
May	• Attend the Annual Conference and • Chair and lead the SnP Activities at conference

3.2.9 VP ACCADEMIC AFFAIRS

Month	Standards / Practices Chairman – Conference Activity
March +2Yr	Coordinate with Academic Coordinator (3.3.30) to identify opportunities
April +1Yr	Review the plans of the Academic Coordinator to assure consistency and practicality
June	Confirm rolls of Academic Coordinator and the VP-AA for the upcoming international conference, including training classes, scholarship activities, etc.
July	Contact the next Academic Coordinator to ask if assistance is needed

Month	Standards / Practices Chairman – Conference Activity
	Assist as required to identify student activities, links to local universities etc
Sept/Oct	Attend the Conference Planning Meeting, if able.
November	Submit descriptions of activities for the Annual Conference Program.
December	Provide updates to the Annual Conference Program.
Jan	Provide updates to the Annual Conference Program.
Feb	Provide updates for the Annual Conference Program.
March	Confirm all arrangements are made for the Annual Conference Follow up with student paper plans
May	Attend the Annual Conference and assist in coordinating academic student events

3.2.10   INDUSTRY COMMITTEE AND CONSENSUS BODY CHAIRS

Month	SnP Committee Chairman – Conference Activity
May (Post Conference)	• Prepare Minutes of the Meeting and send to VP-SnP • Update Committee Roster
July	• Identify meeting schedule for the next 12-18 months • Identify preliminary schedule, agenda and room needs for the next Annual Meeting.
Sept/Oct	• Assist the Conference Planning Committee to find guest speakers • Provide the preliminary committee agenda for the next Annual Meeting, to VP-SnP • Provide (if necessary) photo to Committee chairman.
December	• Provide an updated committee agenda for the next Annual Meeting, to VP-SnP
Feb	• Provide the final committee agenda for the next Annual Meeting, to VP-SnP.
Mar/April	• Provide updates to the committee agenda for the next Annual Meeting, to VP-SnP
May (at Conf)	• Chair the Committee meeting.

3.2.11   CONFERENCE CHAIRMAN

Month	Conference Chairman – Conference Activity
May +2 Yrs.	• Present status report to BOD meeting
Dec +1.5 Yr	• Review Sections 2 & 3 of the SAWE Operations Manual, and direct questions to Senior Vice President. • Begin planning a Regional Conference to coincide with the "Conference Planning Meeting".
May +1 Yr	• One (1) year before conference • Present status report and Budget Summary sheet to BOD • Identify date of "Conference Planning Meeting" • Obtain and distribute Sections 2 and 3 of the SAWE Operations Manual. • Set up organization chart and prepare working schedule, provide copies as required • Have periodic committee meetings and report any results to the Senior Vice President

Month	Conference Chairman – Conference Activity
August	• Finalize complete program and budget as prepared by Program, Budget & Finance, and Social Events. • Together with International President and Senior Vice President set up Conference Planning Meeting • Responsible for all of the presentation material for the Planning Meeting.
Sept/Oct	• Attend Conference Planning Meeting. • Submit Conference financial and event plan for approval to Senior Vice President for review and for final approval by the International President • Coordinate committee activities to maintain objectives and schedule.
Oct/Nov	• Prepare Conference Planning Meeting report for submission to International Officers. • Coordinate information to be sent to Vice President - Technical Director to aid in preparation of Conference Program. • Head up preparation of all registration details to be forwarded to Executive Director • Work with the SnP Chairperson to identify and secure a SnP Luncheon Speaker. • Work with the Host Chapter to identify and secure a conference opening speaker.
November to Conference	• Chair Committee meetings to insure that all phases of Conference planning are proceeding as scheduled.
December	• Start to send materials for the Conference Announcement to the Vice President Publications
February	• Send pictures of self and official host, as well as conference program "welcome" write-up, to Executive Director and/or International Program Chairman.
Conference	• Maintain surveillance and assist as required. • Present financial results to Board of Directors. • Chair a "lessons learned" meeting on Wednesday afternoon with host chapter committee chairs, international officers and conference chairs or representatives of future conferences.
Post Conference	• Prepare Final Conference Report to summarize major activities of each conference committee, document lessons learned and the financial results, for approval by the Senior Vice President. • Prepare conference article for the Fall issue of Weight Engineering Journal and send it with photographs to the Vice President Publications within 60 days • Send out letters of appreciation to chapter committee chairs, sponsors, guest speakers and others as may be appropriate. • Populate the SAWE Library with data and files from the conference for future conferences.

3.2.12 INDUSTRY COMMITTEE CHAIR

Month	SnP Committee Chairman – Conference Activity
May (Post Conference)	Prepare Minutes of the Meeting and send to VP-SnP Update Committee Roster
July	Identify meeting schedule for the next 12-18 months Identify preliminary schedule, agenda and room needs for the next Annual Meeting.
Sept/Oct	Assist the Conference Planning Committee to find guest speakers Provide the preliminary committee agenda for the next Annual Meeting, to VP-SnP Provide (if necessary) photo to Committee chairman.
December	Provide an updated committee agenda for the next Annual Meeting, to VP-SnP
Feb	Provide the final committee agenda for the next Annual Meeting, to VP-SnP.
Mar/April	Provide updates to the committee agenda for the next Annual Meeting, to VP-SnP
May (at Conf)	Chair the Committee meeting.

3.3 CHAPTER PARTICIPATION

The following planning section is designed for the committee shown in Figure 3-5 below. It is desirable to have several people working on most of the subcommittees, especially those who will be busy during the conference. Small chapters may have to combine activities to get adequate coverage. A suggested minimum manpower requirement is shown in Figure 3-6.

Chairperson(s)	
Publicity	Official Host
Technical Papers	Transportation
Vendor Display	
Budget & Finance	Social Events
Training Coordinator	Programs Internet/Website
Registration	Photography
Facilities	Hospitality

Figure 3-5 Host Chapter - Planning Committee

ACTIVITY	FRI	SAT	SUN	MON	TUE	WED	THUR
Board Meeting		X	X		X		
Registration			X	X	X	X	/
Conference				X	X	X	/
Chairman	1	1	1	1	1	1	1
Vendor Display		1	1	P	P	P	1
Budget & Finance			1	1	1	1	1
Facilities	1	1	1	1	1	1	
Registration		1	3	3	2	1	
Official Host			1	1	1	1	1
Transportation	P	P	P	P	P	P	P
Social Events		P	P	P	P	P	P
Programs			P	P	P	P	
Photography		1	1	1 or 2	1 or 2	1 or 2	1
Publicity				P	P		
Hospitality	P	P	P	P	P	P	
Internet/Website	P	P	P	P	P	P	
Training Coordinator		T	T	T	T		

P = Part time

T = Consists of Training Coordinator, drivers if off site training is provided, manning is based on the number of classes

Figure 3-6 Host Chapter - Estimated Personnel Requirements

3.3.1. BUDGET AND FINANCE

Conference Budget and Finance Chairman shall be appointed 2 years in advance of the International Conference and his main role will be:

- To prepare, within Executive Director and Senior Vice-President Budget Chairman, International Conference Budget and present it for approval at the Conference Planning Meeting
- To track, within Executive Director, actual expenditures and/or reconciliation of the money transactions

International Conference Budget definition cycle description:

- Preliminary Conference Budget (July): Executive Director and Senior VP Budget Chairman provides to Host Committee preliminary budget file, based into official budget form (It is important to use these forms in this format to maintain consistency between conferences year-to-year), leveraged from the previous International Conference and including historical data.
- Conference Budget definition (August): Conference Budget and Finance Chairman agrees and consolidates final Conference Budget within:
  - o Executive Director
  - o Senior VP Budget Chairman
  - o Vice-President Training

- Conference Budget approval (September): Conference Budget is presented to the Executive Board during Conference Planning meeting for discussion and approval.

The conference is expected to be a source of operating funds for SAWE. The Conference budget shall reflect these net proceeds as requested by the International Office being considered as a Target for the Host Chapter. The financial gain from the conference pays for significant % (33%-50%) of the budgeted expenses of the Society. Gains in excess of that anticipated by the conference budget are used to make improvements to the workings of the society as determined by the Board of Directors. SAWE is a not for profit organization, but it must raise money from dues and conferences to accomplish the purposes described in the By-Laws.

Budget and Finance Chairman is expected to open a checking account specifically for the International Conference or to use Host Chapter account. This account will have signature authority given to the Budget and Finance Chairman and Host chapter President. It is highly suggested that the Host chapter acquire a credit or debit card (particularly important for internet purchases).

The Host chapter is responsible for the money that it receives and for reaching targeted Conference Budget within Executive Director so, Budget and Finance Chairman and Executive Director shall implement Conference Financial control system that will monitor:

- Incomes:
    - Any money received through SAWE Store. The host chapter is not responsible for funds received via the SAWE Store but Executive Director shall regularly provide transactions in order to ensure compliance with the planned budget, number of registered attendees, training class seating availability, etc.
    - Any money received during the conference or any additional money received at any time by the Host Chapter.
- Expenses:
    - Conference costs that are paid by Executive Director
    - Conference costs that are paid by Host Chapter:
        - Expenditures up to $500.00 are to be paid by the Budget and Finance Chairman upon approval of the Conference Chairman.
        - Expenditures in excess of $500.00 must have concurrence of the local chapter President.
        - Payments in excess of $2,000.00 must receive written approval (email or otherwise) by the Executive Director with the concurrence of the President.
- Internal Transactions between Host Chapter and Executive Director
    - Any funds received by Host Chapter from the Executive Director to cover conference expenses including funding received for advance payments before Conference Budget approval.
    - Any expensed paid by Host Chapter in advance, especially during planning stages.

Monthly budget analysis shall be reported by Budget and Conference Chairman to Senior Vice-President and Executive Director including financial forecast showing final results, full list of records, deviations from Targeted Budget and recovery actions.

At Conference, during Board of Directors, Conference Chairman will present preliminary financial results to Executive Committee. In Lessons Learnt meeting, Conference Chairman will present the financial issues faced during the Conference preparation and recommendations for Operations Manual update.

Within 90 days of conference, Budget and Finance Chairman will deliver balance of funds to Executive Director and close accounts. Detailed financial report will be forwarded to the Executive Director, International President, Senior Vice President, and Chairman of the following year's conference.

It is suggested Host Chapter will use some type of financial software to accurately track Conference Budget and Finance with minimal effort and smallest chance of error.

It is highly preferred to have all transactions occur through the SAWE Store and to minimize all transactions using cash. If cash transactions are required, a separate log or a receipt for each transaction is required.

Month	Host Chapter BUDGET AND FINANCE - Conference Activity
Mar +1 Yr	• Review Sections 2 & 3 of the SAWE Operations Manual, and direct questions to the Conference Chairman or the Senior Vice President. • Develop a draft of the conference budget using the current year's budget information. Have draft ready by the end of the month.
August	• Coordinate preliminary Conference budget with Conference Chairman and Executive Director for review at the fall Pre-Conference Planning Meeting. • Establish bank account for Conference funds. • Get credit or debit card for purchases (especially internet purchases). • Accept and disburse funds as directed by the Conference Chairman. • Maintain a detailed record of all financial transactions and issue monthly budget versus actual expense records to the Senior Vice President and the Conference Chairman.
September	• Update budget as events, sponsors, pre-registration, etc. are firmed up.
Sept/Oct	• Finalize budget per Conference Planning Meeting.
Conference	• Act as treasurer at Conference (including registration). • Maintain a detailed record of all financial transactions and issue monthly budget versus actual expense records to the Senior Vice President and the Conference Chairman.
Post Conference	• Within 90 days of conference, deliver balance of funds to Executive Director and close account. Prepare detailed financial report and forward to the Executive Director, International President, Senior Vice President, and Chairman of the following year's conference.

3.3.2. FACILITIES

The Facilities Chairman has co-responsibility (with the conference chairmen) to ensure that all facilities issues with the hotel work smoothly. This includes:

Getting the hotel rooms:

1. A room block must be reserved and held for each night of the conference (see section 3.1.4)
2. The block must be big enough so that most/all of the attendees can get reasonably priced rooms but not so big that we cannot meet the minimum requirement.
3. A Suite should be held for the Hospitality suite.
4. The contract with the hotel usually includes a free room night for every 50 room-nights used by SAWE.
5. Always negotiate as late (close to the conference date as possible) cut off for the SAWE rate. Preferably up to 2 weeks before the conference.

Arranging for the conference/vendor rooms:

1. See requirements for a conference in section 3.1.4.

2. For all Track rooms, you are directed by the Technical Chairman's needs and requests
3. For all SnP rooms, you are directed by the SnP Vice President needs and requests
4. For all Training rooms, you are directed by the Training VP's needs and requests
5. Arrange for the vendors to have as much conference foot traffic as possible.
6. Get as many free parking passes from the hotel for the host committee as possible.
7. Try to keep all parts of the conference in close proximity to each other.
8. Always overestimate how many rooms you need, you can always give a room back, but you may get charged for asking for another room.

Determining the food and beverage requirements:

1. Review food and beverage actuals at previous conferences.
2. SAWE always drinks more coffee, and it is needed earlier than you would expect.
3. Personalize the food for the local area.

Month	Host Chapter FACILITIES - Conference Activity
March-August	• Create spec. for A/V needs and request bids from suppliers to use for the budget and the planning meeting if this option will be used.
June (or earlier)	• Arrangements with hotel for Conference Planning Meeting.
July	• Coordinate with hotel for planning meeting needs in September. Develop relationships with hotel conference planner. Obtain floor plans of conference rooms and prepare plans for Regional/Planning Conference
August	• Act as liaison between Conference staff and hotel. Prepare plan for Conference space allocation to present at the upcoming Planning Meeting • Receive from the previous Conference Chairman the SAWE laptops, signs, and other conference materials.
September	• Host Conference Planning Meeting
November - April	• Coordinate with Host Chapter Vendor Coordinator (HCVC) Chairman to provide space, power, tables, etc., as required.
January - April	• This activity may be done by another host chapter committee if deemed more appropriate. • Obtain necessary signs for tracks, registration vendors, and events. (These may be available from last conference.) • Coordinate with SnP Vice President to obtain names of SnP Committee, workshop titles, and workshop panelists for sign requirements. • Coordinate with Vice President -Technical Director to obtain names of track chairmen, track titles, etc., that will require signs. • Coordinate with Host Chapter Vendor Relations for all requirements for the Vendor Room.
April	• Coordinate with Registration Chairman to provide registration desk, computer, printer, tables, easels, storage area and a cash box. • Coordinate with Technical Papers Chairman to provide space required. • A locking room is required. • Arrange for luncheon and banquet set-ups and decorations. • Arrange meeting rooms. • Provide for speakers' podia, PA systems, screens, and projectors (as specified by authors).

Month	Host Chapter FACILITIES - Conference Activity
Conference	• Staff necessary A/V equipment for each track (coordinate with chairmen). • Maintain surveillance of all conference events and tracks to spot problem areas as they develop.
Post Conference	• Collect all signs, easels, name card holders, pointers and other reusable materials from the conference • Ship all these materials to the next year's Conference Chairman or Facilities Committee Chairman if identified.

3.3.3. SIGNS REQUIRED

The Host Chapter Facilities Committee is typically responsible for making any new signs for the conference, although another host committee member may assume responsibility for making new signs. The list of track rooms and Social events can be compiled from the conference announcement or program. Some hotels are very particular about the quality of the signs we place in the halls, and would prefer to prepare the signs. Also, the hotel may have size and material requirements for all signs and postings. Contact the hotel representative on this matter. Hotels may specify electronic signage for rooms, if not the signs are placed on easels.

All signs are subject to hotel size and material requirements. Size requirements are a suggestion based upon past experience. The signs may be modified to suit the needs of the host committee's and the hotel's visual and physical requirements. The table placard sizes listed in the following table fit into the wooden table stands owned by SAWE. If the host chapter does not wish to use these stands, the placard sizes may be altered.

Sign Title	Size (Inches)	Number of Signs, display location, additional notes
CONFERENCE REGISTRATION	18 X 26	3+ directional (with left or right arrows) near registration (to include hours of registration)
GENERAL SESSION	18 X 26	1 For opening session, placed directly outside session room

TECHNICAL TRACKS	18 X 26	1 for each track, placed directly outside the room
		    Integrated Product Design
		    Systems Verification
		    Flight Technology – Manned
		    Flight Technology – Space & Unmanned
		    Ground Systems Design
		    Marine Systems Design
		    Systems Verification
		    Product Life Cycle Management
		    Advanced Design Characterization

SnP WORKSHOPS	18 X 26	1 for each workshop, placed directly outside the room
		Typical signage includes:
		    General
		    Airline Affairs
		    Ground Vehicles
		    Marine Systems
		    Military Aircraft
		    Space and Missiles

BOARD OF DIRECTORS MEETING	18 X 26	1, placed directly outside the room

Sign Title	Size (Inches)	Number of Signs, display location, additional notes
SAWE BULLETIN BOARD	9 X 26	1, placed either near the registration desk or in some other centralized location so that attendees can see any updates to the program schedule

SOCIAL EVENTS	18 X 26	1 for each event, placed directly outside the room
		    Awards Banquet
		    Opening Session
		    SnP Luncheon
		    Silent Auction
		    Sunday Night Mixer (Reception)

BOD TABLE PLACARDS	4.5 X 10	1 for each Chapter Director 1 for each International Officer See Section 3.3.5.4 for placement Include individual's name, chapter affiliation, and any titles (International President, etc.)
HEAD TABLE NAMEPLATES	4.5 X 10	1 for each head table member To be placed in front of each seat, facing the audience. See sections 3.3.5.7-9 for placement. Include individual's name, chapter affiliation, and any titles (International President, etc.) Note that wooden nameplate holders, are shipped from conference to conference
TRAINING CLASSES	18 X 26	1 for each training class To be placed directly outside the room Include the title of the class Class listings may be found in the Conference Announcement, Conference Program, or the facilities chairman will have a listing of classes for room assignments
LOBBY SIGNS	18 X 26	1 To be placed in the hotel lobby or other immediately visible location Announces the locations of the registration desk and of the vendor room
VENDOR ROOM	26	1+ To be placed directly outside the room Announces vendor room, points direction to vendor room
CONFERENCE SIGNS	18+ X 26	1+ To be placed at the discretion of the hotel but preferably in the lobby and/or in the main conference room To announce the conference Include all conference sponsors

3.3.4. SUGGESTED LIST OF COMPUTING AND AUDIO-VISUAL EQUIPMENT

Previous conferences have used donated computing and A/V equipment from host chapter companies. In this day and age, the use of overhead projectors and view foils, as well as slide projectors, should only be planned for should a presenter specially request such devices be available. Facility planners need to consider the option of utilizing an A/V vendor for providing some or all of the equipment needed for conferences. There is an associated cost that must be put into the budget, but the benefits of easier acquisition, high quality equipment sized for the rooms used, and professional service make for a better conference experience, for both the participants and the host chapter. If equipment cannot be supplied by the local chapter, the Senior Vice President, Vice President-Technical Director and SnP chairman should be informed as early as possible to accommodate the budget.

There are various vendors that can be considered, and must be evaluated for cost and service. The hotel generally has a vendor they work with, maybe in-house, and has the advantage of knowing what the room layouts are and what equipment works best. They also may have access to in-room speakers. Other vendors to consider are A/V companies in the area and host chapter company A/V services. Cost for a service ranges greatly depending on what is needed, and negotiation with the vendor to reduce to an acceptable level can yield a cost effective solution.

Another option to consider is to do a mix of service. Equipment that can be acquired from the host chapter companies or purchased specifically for the conference are another option to supplement and reduce the cost of using a vendor. Consider purchasing some equipment, such as a large projection screen that can be used for the Regional Conference/Planning Meeting and then used for one room of the International Conference.

Computers need to be provided for each meeting room, even though they may not be used by all presenters as many bring their own. The A/V vendor may allow you to utilize laptops from the host chapter with their projectors and screens. Security today on company provided laptops can be an obstacle. If possible, utilize laptops with "clean" hard drives and no proprietary data or software to meet any security requirements. Also ensure all host chapter users who will need access test that they can log onto the equipment several days prior to the conference. If one user has a folder where data such as registration are stored, others may not be able to access it if he/she has it in their personal space; use a folder at the top level that everyone can access. Computer equipment should be equipped to handle presentations prepared either as Microsoft Office-compatible or Adobe .pdf files. (Acrobat Reader is a free download) Non-standard software should not be supplied. Ensure that computer assets are capable of recognizing and reading data from the latest removable media; e.g. dual-layer DVDs, high density SD cards, encrypted USB drives, etc.

Other equipment the host chapter may want for the conference are printers, power cords, surge protectors, laser pointers, presentation remotes, and cable locks for the computers. A color laser printer can be purchased for several hundred dollars and used for many applications prior to the conference, Regional/Planning Conference, and the International Conference. After the conference, the purchased equipment can be re-sold for a salvage cost. The key message is to consider putting equipment purchase into the budget based on a business case of comparing renting or utilizing a service.

Equipment such as extension cords and power strips can be collected from local chapter members or found at local stores or garage sales. Mark all equipment with the person's name from whom it was borrowed. Note that some training classes will require power for student's computes. Check with the VP-Training on requirements and plan accordingly.

Equipment in each session/track room:

- 1 - 6'x6' projection screen (larger rooms and/or special speakers may need larger screens, and/or stands to elevate the screens for the benefit of people sitting in the rear of the room; may be provided by vendor if used)
- 1 laptop computer
- 1 projector (may be provided by vendor if used)
- 1 pointer
- Power strip and extension cords (may be provided by vendor)
- Spare bulbs (if using local chapter equipment)

Equipment held in reserve (provided on a first-come-first served basis):

- Back-up projector
- Back-up laptop computer
- 3 large notepads with display easels
- 2 sets of computer speakers for presentations with sound

Other miscellaneous materials:

- 2 - 3-hole punches
- Pens, paper, tape, etc.

The Technical Director, SnP Vice President, Vice President – Training, and Track Co-chairmen prior to the conference will supply final audio-visual requirements. However, it is wise to anticipate last-minute requests to the maximum extent possible.

Unless electronic message boards are available for each room, easels will be required outside each meeting room and in other strategic areas of the hotel, such as the hospitality room and vendor areas. If needed host chapters are encouraged to supply the easels themselves unless the hotel specifically agrees to supply them free of charge.

The placement of projection screens in technical meetings or for special speakers must be done with care. The presence of columns or other visual obstructions, which may block the view of attendees, must be considered. Some rooms may require two screens and projectors as necessary, especially to support special speakers at the opening session or SnP luncheon. Utilization of a vendor for the A/V service will provide a high quality presentation at tracks in large rooms, such as the SnP luncheon. The opening session may require only a 5 minute video, and if the host chapter has a large screen and projector a large cost can be avoided by using it (may even pay for the screen cost itself). The audio requirement for the opening session and the awards banquet are also good dollars spent by going with a vendor.

3.3.5.   CONFERENCE ROOM LAYOUT

Due to the varied layouts of individual hotels, it is impossible to describe how to configure the conference meeting rooms. Such details are subject to discussion with the specific hotel. As a general description, though, the needs of the conference are as described below. Planned layouts for all rooms should be reviewed with hotel staff to ensure compliance with hotel requirements for room occupancy and access to fire exits.

3.3.6.   VENDOR DISPLAY ROOM

The conference will need one large room or area for the purpose of vendor displays. As many vendors bring large and expensive displays or equipment, a lockable room is to be preferred for this. NOTE: While it is not unprecedented that vendors are displayed in an open hotel area rather than a separate meeting room, they

are understandably not in favor of this practice. This setup should not be chosen unless there is no other choice, and the hotel in question is an overwhelmingly superior choice as a conference site in all other aspects. In such an event, this setup should be made clear to the vendors, and the host chapter must take the responsibility to ensure the safeguarding of vendor displays and equipment.

Each vendor's exhibition space shall be approximately 8' x 10' and includes a minimum of a 2.5 x 6' draped table and space for a backdrop. Additional benefits for vendors/sponsors are listed in Figure 2-3. As much as possible given the particular room configuration, a minimum 4-foot aisle should be provided between facing booth fronts, and any elevator or floor capacity limits should be extended to the vendors in the conference announcement. Most Conference Planning Committees decide to have the coffee or snack break refreshment table set up in the center or some other appropriate area of the vendor room. Care should be taken to provide for adequate traffic flow to the refreshments and to all the vendor booths.

Many chapters find it beneficial to locate their registration/display setup (see Section 3.3.7) in the vendor display room. This ensures that attendees are drawn into the vendor area, and allows for constant oversight of vendor displays while they attend the technical tracks.

Take note of all available electrical outlets for powering laptops, projectors, or lighting. Keep this in mind when planning the vendor booth layout so that we minimize the need for power bars and extension cords. The hotel conference staff should be consulted when drafting a layout of all vendor booths.

3.3.7.   ADVERTISING FOR THE NEXT CONFERENCE

The chapter hosting the conference the next year shall be given a free tabletop to display advertising for the upcoming conference. The preferable location is in the vendor display area. If space does not allow this location, another prominent location shall be chosen by the chairs of the current and next conferences. The table need not be manned but should have power access.

3.3.8.   SECURITY

Unless the host chapter has arranged with the hotel to be able to leave the audio-visual/projection equipment in the meeting rooms for the duration of the conference, and is comfortable with that arrangement, it is usually desirable to arrange for a separate lockable "office" which serves as storage space for a/v equipment, technical papers (if present), and/or other conference materials.

3.3.9.   TRAINING CLASSES

Training classes have been traditionally held at the hotel on the weekend before the conference, but could be scheduled concurrently based on demand for particular classes. The classes held at the hotel usually require a conference room with classroom seating for the students and an instructor's table in the back. The front of the classroom should include a laptop or laptop provisions, projector, screen, presentation remote control, pointer, audio (if required by instructor), 3'x4' white board or similar size paper flip chart on a sturdy easel, podium (optional) and reference materials table.

Room size is based upon the number of students, coordinate with the instructor and/or the VP-Training or his designate.

Prior to each class, all of the handout materials must be in place for the students upon their arrival. This includes:

- Class notes
- Training gifts
- Power bar for student laptops

Additional arrangements include:

- Signed course completion certificates
- Water and glasses (typically furnished by the hotel)
- For full day classes, lunch arrangements
- For off-site classes, transportation arrangements

Many of the classes such as weighing classes require off-site facilities. For these classes, the hotel lobby or other location with comfortable chairs should be used as a meeting spot.

3.3.10. BOARD OF DIRECTORS´ MEETING

The annual SAWE BOD meeting is held on the weekend before the conference. Typically, a "U" shaped table is used with a large projector screen and projectors (video and overhead transparency) set up toward the open end of the "U". The International President is seated at the center of the transverse table with the Parliamentarian seated to the right hand, and the Executive Director or recorder seated to his left (as per Robert's Rules of Order). The other SAWE officers who are on the BOD sit at the head table to the left and right of the International President (i.e., Executive Vice President, Senior Vice President, Past President, President Elect (if any), Vice President-Publications, Vice President-Technical Director, Vice President-Training, and Executive Director (when not the recorder). The remaining Board of Directors or the all the chapter directors are seated on the legs of the "U".

To expedite the BOD Meeting, a prearranged fixed price lunch is desired to minimize the time needed for the lunch break. This is typically held either in the BOD meeting room or another meeting room in the hotel. A hotel restaurant may also be able to be used for this. If neither of those is an option, a restaurant within a short walk of the hotel may be another choice. The SAWE President should be asked at the Planning Conference if this would be desirable. Traditionally, the Registration Committee also provides the BOD with their packages either before the meeting or during an appropriate break.

3.3.11. SUNDAY NIGHT AND WELCOME RECEPTION

The conference opens on Sunday evening with a mixer reception. Attendance to the reception will require a ticket in order to participate (unless it is a budgeted event that is covered by the conference attendance fee). Tickets can be sold ahead of time via the online registration process in order to properly plan catering requirements. It is suggested that the first hour of the reception consist of a cash bar only, without food. This allows people time to drink, mix, and talk. Any food to be provided should be introduced after the first hour. Special care must be taken to order an appropriate amount of food for the Mixer. The intention is not for the mixer to be a dinner, but rather as hors d'oeuvres to facilitate conversation and mixing. Prepare to be flexible.

3.3.12. TECHNICAL TRACK MEETING ROOMS

The conference may require four simultaneous meeting rooms for ongoing tracks at the discretion of the VP-Technical Director. Typically, at least some of these rooms consist of a large ballroom subdivided by foldable air walls. The track room sizes should be determined after consulting with the VP-Technical Director and SnP Vice President to match capacity and anticipated attendance. Good judgment should be exercised so that scheduling conflicts do not arise between tracks, although the order and schedule of the meetings will normally be determined by the Technical Committee at the Conference Planning Meeting.

Room size is based upon the number of expected attendees. Coordinate room choices with the track chairmen and/or the VP-Technical Director.

3.3.13. CONFERENCE OPENING

The conference opening is usually the first official event on Monday morning. It should be set up with enough seating for all the Monday Registrants and each of the vendor representatives, approximately 125-150 seats. The Registration Committee Chair can provide the exact number of seats required. The head table should be on a 3- or 4-foot dais (a.k.a. raised platform) so everyone can see the International Executive Committee and the Opening Speaker. The head table seating chart and speaking agenda of a typical opening session is presented in figure 3-7 below. Since the Conference Host is the first speaker of the conference opening, it is their responsibility to confirm the head table seating, speaking agenda and duration allotted to each speaker, before the conference begins.

Unless the hotel has a suitably large separate room to utilize for the conference opening session, the common practice is to open the walls between two or more of technical track rooms to create an opening session room. The logistics of breaking down the Opening Session room into technical track rooms should be worked out with the hotel and announced by the conference host if there is anything special to be done.

The opening speaker is sometimes a Vice President of Engineering from a major employer of Weight Engineers, a local elected official such as a Mayor, or a motivational speaker. The speaker sets the tone for the remainder of the conference.

HEAD TABLE & SPEAKING AGENDA for the CONFERENCE OPENING SESSION

6	5	4	3	2	1	Podium	7	8	9	10	11	12

AUDIENCE

Seat No.	Title	Speaking Order
1	Conference Co-Chairman	(1)
2	Guest Speaker	(4)
3	Conference Co-Chairman	(1)
4	Vice President - Technical Director	(7)
5	Deputy Vice President - Training	(8)
6	Vice President-Standards & Practices	
7	International President	(2), (3), (10)
8	Executive Director	
9	Executive Vice President	(5), (6)
10	Senior Vice President	
11	Vice-President - Vendor Relations	(9)
12	Vice President - Internet Operations	

Speaker's Agenda	Duration (mins)
1) Welcome and introduction of head table	5
2) Welcome by President	5
3) Introduce Guest Speaker	2
4) Guest Speaker	30
5) Announce Essay Contest Winners	2
6) Have all 1st time attendees stand	1
7) Introduction of Technical program, Papers & Technical Committee	5
8) Introduction of Training program & Training Committee	4
9) Recognition of Vendors and Sponsors	3
10) Declare conference open, announcements, & dismiss to tracks for the day	3

Note : All speaking times are approximate and should be confirmed by the Conference Chairmen

Figure 3-7 Example - Head Table & Speaking Agenda - Conference Opening

3.3.14. SNP LUNCHEON

The SnP luncheon typically takes place from 12:00 noon until 1:30 P.M. on Tuesday. Seating for some 125-150 people banquet-style at round tables, called "rounds," seating 8 or 10 people each, is normal, or an

alternative may be to use "crescents" which allow for dialog during lunch and for, the audience to easily face the speaker. The Registration Committee Chair can provide the exact number of seats required. The luncheon meal is usually a light meal, preferably of local cuisine (e.g. Tex-Mex in Arlington TX, seafood in Virginia Beach, etc.). Work with the hotel to establish an appropriate menu. A good hotel will have dietetic, kosher and vegetarian alternatives for those on special diets, so be prepared for requests. An example of the head table seating chart and speaking agenda of a typical SnP session are presented in figure 3-8 below. The head table should be set up on a dais. The head table seating, speaking agenda and duration allotted to each speaker are set by the International President prior to the conference opening. Other officers or Host Committee members may be seated at reserved round tables near the head table.

Many SnP Luncheon Speakers will require audio/visual aids for their presentation. The layout of the head table and projection screen should be carefully considered, as well as the logistics of providing a laptop PC, video projectors or other audio-visual equipment. Columns or other obstructions in the room must be considered, so that the attendees have an acceptable view of the guest speaker and presentation material.

HEAD TABLE & SPEAKING AGENDA for the S&P LUNCHEON											
		4	3	2	1	Podium	5	6	7	8	9	

AUDIENCE

Seat No.	Title	Speaking Order
1	VP-Standards & Practices	(2), (5), (7), (8), (9)
2	Guest Speaker	(6)
3	Conference Chairman	
4	Conference Chairman	(3)
5	International President	(8), (9), (10)
6	Executive Director	
7	Executive Vice President	
8	Senior Vice President	
9	Deputy - VP SnP	

*Officers & Deputies need reserved table(s) close to head table

Speaker's Agenda	Duration (mins)
1) Gathering	5
2) Welcome, introduce head table and conference host	3
3) Invocation/grace before meal	1
4) Meal	30
5) Welcome and intro of Speaker	2
6) Speaker	35
7) Thank Speaker, afternoon workshop announcements, and introduce President	2
8) President and S&P Chair present memento to Speaker	2
9) President to present President's Awards (if applicable)	9
10) President adjourns luncheon	1
	90

Note : All speaking times are approximate and should be confirmed by the Conference Chairmen

Figure 3-8 Example - Head Table & Speaking Agenda – SnP Luncheon

3.3.15. AWARDS BANQUET

The conference closes on Wednesday evening with the Awards Banquet, preceded by a cash bar reception. The reception either takes place in the banquet room, if a wet bar and suitably large standing area can be included, or in another room or open area immediately adjacent to it.

The Awards Banquet requires seating for some 75-125 people banquet-style at round tables, called "rounds," seating 8 or 10 people each. Attendance is a bit lower than other affairs since many people leave Wednesday night. The Registration Committee Chair can provide the exact number of seats required. An example of the

head table seating chart and speaking agenda of a typical Awards Banquet are presented in figure 3-9 below. The head table should be set up on a dais, and can be quite large because many of the officers and committee chairs will be accompanied by their spouse. Since the Awards Banquet recognizes those who contributed to SAWE during the past year, and it is the official installation of officers, the International President is responsible for confirming the head table seating, speaking agenda and duration allotted to each speaker, before the conference begins.

The Host committee may elect to have the podium set to one side of the head table. This was done with good success at previous conferences and allowed for faster access for each recipient to get the speaker/podium and allowed for better lighting and photography.

It is common to have an auction at the Awards Banquet with the proceeds going to the Scholarship Fund. Auction items are typically received from the various chapters, but most of the products come from the local chapter. Display of the items typically starts on Tuesday noon, but the auction occurs during the Awards Banquet Social Hour with the top bidders announced at the Banquet.

HEAD TABLE & SPEAKING AGENDA for the AWARDS BANQUET

8	7	6	5	4	3	2	1	9	10	11	12	13	14	15	16

Podium

AUDIENCE

Seat #	Title
1	International President
2 & 3	Executive Director and Spouse
4 & 5	Conference Co-Chairman & Spouse
6 & 7	Conference Co-Chairman & Spouse
8	Awards Chairman
9	Executive Vice President
10 & 11	Senior Vice President
12 & 13	Vice President - Vendor Relations
14 & 15	Vice President - Technical Director
16	VP-Standards & Practices

*Officers & Spouses need reserved table(s) close to head table
**Host Committee needs reserved table(s) close to head table.

Order	Banquet Agenda	Speaker	Duration
1	Welcome by Conference Host	Conference Host/Chairperson	1 min.
2	Introduction of Head Table & Host Committee	Conference Host/Chairperson	8 min.
3	Invocation/grace before dinner	Conference Host/Chairperson	1 min.
		Before Dinner =	10 min.
	***************** DINNER *****************		30 min.
4	International President's Remarks	International President	2 min.
5	Publications Awards	Vice-President - Publications	3 min.
	a. Best Original Journal Article		
	b. Best Chapter Website		
6	Certificates of Appreciation	International President	3 min.
7	Technical Committee General Remarks	Vice-President - Technical	1 min.
8	Best Paper Awards	Vice-President - Technical	5 min.
	a. Student Paper Awards		
	b. Mike Hackney Award		
9	Scholarship Awards	Academic Chairperson	
	a. Children-Grandchildren/Frank Fong		1 min.
	b. Host Chapter Local Scholarship		5 min.
10	President's Awards	International President	2 min.
11	Conference Chairman Award(s) (ask past chairs to stand)	International President	3 min.
12	Silent Auction Winners	Conference Host	5 min.
13	Awards Committee		25 min.
	a. "In Memorium" Moment of Silence	International Awards Chairman	
	b. Ed Payne Outstanding Young Engineer	International Awards Chairman	
	c. Fellows	International Awards Chairman	
	d. Honorary Fellows	International Awards Chairman	
	e. Special Award	International Awards Chairman	
14	Outgoing Officers Awards	Executive Director	3 min.
15	Introduction and Installation of New International Officers	Executive Director	2 min.
16	New President's Remarks	New International President	10 min.
15	Invitation to 2018 Conference	Ensuing Conference representative	5 min.
17	Close Conference	New International President	1 min.
		After Dinner =	76 min.
		Overall	116 min.

NOTES:
1 - Women should not be seated at the ends of the head table
2 - It is helpful to have an "awards" laydown table behind the Head Table
3 - All speaking times are approximate and should be confirmed by the International President

Figure 3-9 Example - Head Table & Speaking Agenda – Awards Banquet

3.3.16. HOSPITALITY

Significant one-on-one interface and communications occurs in the Hospitality suite. It is well advised to keep a well-supplied and pleasant suite. It is often one of the most remembered events from the conference.

Helpful notes:

- Create a list of times that the Hospitality suite will be open (at a minimum). List these hours in the program and on a sign in the Hospitality suite.
- Place memorabilia from previous conferences (if applicable) for attendees to enjoy.
- It is not necessary to have the suite open during or after an evening social night event.
- It is helpful to have dining suggestions (discount local restaurant coupons are nice) and local area sightseeing maps in the Hospitality suite.
- Making it convenient for people to dispose of their own trash will greatly ease the cleanup burden on those staffing the Hospitality Suite. Ensure there are several waste receptacles of appropriate size as well as one or more recycling bins for bottles, cans, etc.
- Ensure that an appropriate amount and variety of dedicated non-alcoholic beverages are available in the Hospitality Suite to avoid consumption of all of the mixers.
- If the hotel does not have ice machines, ensure coolers, ice, and ice buckets are available.
- At least two persons should be available to staff the Hospitality Suite during peak hours
- To avoid liability, it is advisable that all alcoholic beverages be distributed only by Host Chapter personnel (i.e., no open beer coolers or self-service bar), and ID be requested if deemed appropriate by the server(s). Care should be taken to ensure no guest in the Hospitality Suite is over served.
- If the Conference is being held in an area which restricts or prohibits the sale of alcoholic beverages on certain days or times, the Hospitality chairperson should account for this in advance to avoid running out of supplies.
- As funds for alcoholic beverages are typically limited, a well-planned, "deep" selection of beer and mixed drinks is more important than a poorly stocked "broad" selection. Liquors and mixers which can be used to make multiple types of drinks (e.g., rum, vodka, cola, orange juice) will be more useful than relatively obscure items which only a small selection of people may enjoy and help avoid running out of one ingredient while having large quantities of another unused. The Hospitality Suite is not intended to replace the hotel or local bars and restaurants.

Month	Host Chapter HOSPITALITY - Conference Activity
Aug/Sept	• Arrange for hospitality space in hotel during Planning Conference. It is suggested to obtain the Presidential Suite or similarly sized room if possible for the Hospitality Room. • Create a list of necessary supplies for refreshments (suggest getting list from previous conferences as a start). • Arrange for staffing. • Obtain necessary supplies for refreshments (nuts, fruits, chips, etc.).
Sept/Oct	• Coordinate Hospitality Room activities with conference meetings. • Prepare schedule for Hospitality Room during International Conference Set-up staffing schedule. • Submit budget requirements to Finance Chairman.
April	• Coordinate Hospitality Room schedule with latest conference developments. • Purchase all supplies needed. Confirm staffing requirements for the Room.

Month	Host Chapter HOSPITALITY - Conference Activity
Conference	• Maintain close scrutiny (snacks, refreshments, etc., readily available and stocked) of the Hospitality Room during conference • Staff Hospitality Room. • Have maps and coupons to local restaurants. • Publicize the times and dates that the Hospitality room is open.
Post Conference	• Provide expense report to Treasurer.

3.3.17. PHOTOGRAPHY

Photo Requirements for SAWE Journal Publication:

- Photos should be taken at the following events:
- Opening Ceremony – head table and the keynote speakers
- Board of Directors Meeting – speakers and directors
- Technical Tracks – each track with the track chairs and presenters (group photos)
- SnP luncheon – head table and the guest speaker
- SnP Sessions – each session with presenters and track chairs (group photos)
- Awards Banquet – head table and each award recipient (individual photos)
- Training Class – group photo of the class with instructor and all students
- Vendor Display Area – each vendor should be photographed with their booth
- Vendor Display Area – a busy coffee break, perusal of the vendor displays, etc.
- Social Events/Tours – candid photos for journal, to include names of individuals
- Additional photos should be taken randomly throughout the conference.
- Digital Photos preferred (5 MP or better)
- Film: Contact Vice President – Publications for details
- Create a CD or secure on-line location for the photos and send to the Vice President – Publications

Month	Host Chapter PHOTOGRAPHY - Conference Activity
September - April	• Create photo requirement list • Create a schedule for photographer time if more than one photographer will be needed • Obtain Conference schedule
Conference	• Identify subjects in each photo (an assistant is suggested) • Set up podiums to take photos of each speaker, author, chairman, and panelist. • Coordinate with Program Chairman, area for track/workshop group pictures at breakfast. • Take miscellaneous photos of the Board of Directors Meeting and each Social event (staff to cover).

Month	Host Chapter PHOTOGRAPHY - Conference Activity
Post Conference	- Sort photos - Affix names of people in photos to photos to be published - Send digital photos to the Vice President – Publications within 14 days after the conference. Address or email can be found on the SAWE website. - For digital photos, create an identification key with photo identifiers (titles or numbers) and names of people in photos. - Post conference photos on host chapter website (optional)

3.3.18. PROGRAM

While the Program committee is listed separately, the Conference Chairman usually completes the tasks listed below. The SAWE Vice President Publications is available for preparing the Conference Announcement and Program. But if the host committee is sufficiently large, they may opt to create the Conference Announcement and Program themselves.

Month	Host Chapter PROGRAM – Conference Activity
August	Prepare and deliver tentative program to Conference Chairman for use in the Conference Planning Meeting
September	Coordinate with Conference Chairman, Technical Chairman, Social Events, and Facilities chairmen to complete tentative program Social
November - December	Compile Social Events list and send to Conference Announcement chair (typically Vice President – Publications)
February	- Conference Announcement is sent out - Review the Conference Announcement when it becomes available - <u>Create a list of required items (suggested items follow):</u> - List of exhibitors (Vice President – Vendor Relations) - Photos for SnP and Opening Session Speakers (Conference Chair) - Biographies for SnP and Opening Session Speakers (Conference Chair) - Welcome letters from each of the following: - International President - Conference Chair(s) - Vice President – Technical Director - Vice President – Training - Vice President – Vendor Relations - SnP Vice President - Photos of the following: - International President - Conference Chair(s) - Vice President – Technical Director - Vice President - Training - Vice President – Vendor Relations - SnP Vice President - Preliminary list and schedule for papers/presentations (Vice President – Technical) - Descriptions of SnP session topics from the SnP Chairs (SnP Vice President and/or SnP workshop chairs)

Month	Host Chapter PROGRAM – Conference Activity
	• Names and photos of SnP chairs (SnP Vice President and/or SnP workshop chairs) • Names and photos of Technical Track chairs (Vice President – Technical Director) • General conference schedule information (Facilities, Conference Chair, Vice Presidents – Technical, – Training, SnP Vice President) • Room allocation schedule (Facilities) • Corporate logos for all sponsors (Vice President-Vendor Relations) • Program advertisements for Gold and Silver sponsors (Vice President-Vendor Relations) • Hotel information (Facilities, Hotel Representative, and/or website) • Other • Send out a request for data to fill out the required items list

March	• Receive list of exhibitors from Vice President-Vendor Relations
	• Receive photos for SnP and Opening Session Speakers
	• Receive biographies for SnP and Opening Session Speakers
	• Receive welcome letters from each of the following:
	   o International President
	   o Conference Chair(s)
	   o Vice President – Technical Director
	   o Vice President – Vendor Relations
	   o SnP Chairman
	• Receive a preliminary list and schedule for papers/presentations
	• Receive descriptions of SnP session topics from the SnP Chairs
	• Receive names and photos of SnP chairmen
	• Receive names and photos of Technical Track co-chairs
	• Receive data for general conference schedule from Training, Technical, Social Events, and SnP chairs
	• Receive room allocation schedule from Facilities chair
	• Receive corporate logos for all sponsors from Vice President – Vendor Relations
	• Receive program advertisements from VP-Vendor Relations (VP-VR) for Gold and Silver sponsors
	• Assemble program
	• Update and revise as required

April	• Finalize schedule as much as possible • Send program to printer • Print approximately 1.5 times the number of attendees expected
Conference	• Post latest schedules and any changes

3.3.19. PUBLICITY

NOTE: All publicity releases should be coordinated with the International Publicity Chairman.

Month	Host Chapter PUBLICITY - Conference Activity
August	• Prepare and coordinate advance releases with the International Publicity. • Chairman and forward to the Senior Vice President for his approval and transmittal to the Executive Director. • Contact local Convention and Tourist Bureau for aids.
February	• Prepare material for special Pre-Conference issue of the SAWE Journal and flyer package. • Get Conference announcement into appropriate publications.

3.3.20. REGISTRATION

Month	Host Chapter REGISTRATION - Conference Activity
Aug/Sept	• Review "Rules and Regulations," Section 2, prior to the Conference Planning Meeting to suggest any desired deviations for approval.
Sept/Oct	• Obtain and prepare badges for Pre-Conference attendees. • Present Senior Vice President with any deviations for approval at the Conference Planning Meeting.
February	• Special Work with the Vice President of Internet Operations to ensure the correct information is collected via internet registration. Collaborate on report formats and necessary reports for conference committees and attendees.
March	• Maintain running totals of pre-registrations and special event attendance
April	• Obtain latest membership roster from Executive Director, Author list from Vice- President Technical Director, and SnP Committee list from SnP Vice President. • Using the "Rules and Regulations," Section II, as a guide, determines registration charges and gratuities for expected participants and attendees. • Prepare a comprehensive list of all persons receiving free registrations and forward to Executive Director for issuance of coupon codes • Coordinate with Special Events and Social Events. • Prepare list of attendees for ticketed and social events. • Prepare tickets for ticketed events. • Obtain badges and ribbons, and prepare badges for those pre-registered (including guests). • Prepare pre-registered packets for tickets, handouts, badges, receipt, etc.
Conference	• Set up and staff Registration Desk. • Publish class rosters daily.
Post Conference	• Publish list of attendees.

3.3.21. REGISTRATION LAYOUT

The actual configuration of the registration area will be defined by the specific hotel layout. A general configuration is shown in Figure 3-10. In addition to the actual registration space, it is typical to provide other supplemental space for the display of information or brochures. This information may include tourism

brochures on the local area, SAWE announcements for the next international or other regional conferences, display of conference items for sale to benefit the scholarship fund, etc.

Note that if registration is set up in the vendor display area, that space is typically not available until Sunday afternoon when the vendors begin setting up. If so, a secondary space is required prior to that for processing people arriving for training, passing out materials to the Board of Directors, etc. Some chapters have used the hospitality suite for this purpose, but the layout and size of each suite is different and may not accommodate such activity. Each chapter must arrange with the hotel for suitable registration space, as this may or may not be handled in the hotel contract.

It is highly preferred to have all transactions occur through the SAWE Store and to minimize all transactions using cash. If cash transactions are required, a separate log or a receipt for each transaction is required

For registration activities themselves, separate space is needed for the following:

1. Computer and printer setup (a live internet connection is needed to perform registrations online via the SAWE site for non-pre-registered attendees. This is also needed to perform credit card transactions.)

2. Display space for blank registration sheets and pens and writing space for the registration of non-preregistered or non-member attendees, prior to the information being given to the person running the computer database.

3. Space for preparing and handing out registration packets for all walk-up registrations, including all handouts, tickets, badges, etc.

Space for handing out attendance packets made up in advance for pre-registered attendees, also including all handouts, tickets, badges, etc.

4. Area for coordinating and conducting all financial transactions, including the collecting of fees, giving receipts, making change, keeping transaction records, and of course the safe storage of the cash box, if required .
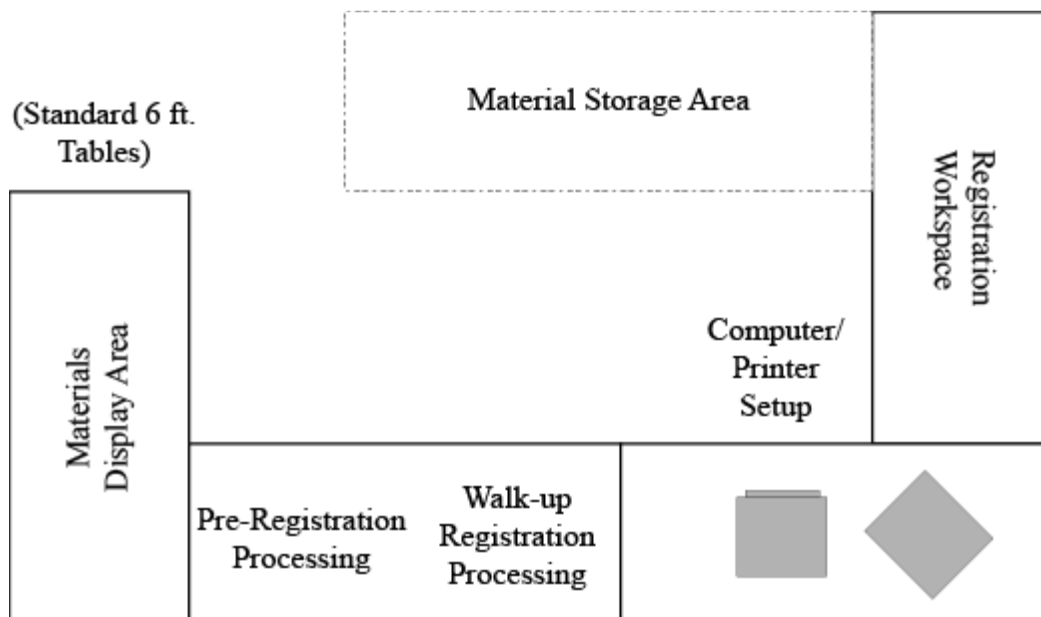
Figure 3–10 Example - Registration Layout

Note: Layout and tables are not to scale. Typical area is about 15' x 10' and uses standard 3' by 6' tables

3.3.22. BADGING

The Host Chapter shall supply identification badges for all persons registered for the Conference. The badges shall identify the registrants by name and title if applicable. Badge titles shall be limited to:

- Host Committee
- Executive Committee (by office held)
- Chapter Director
- Presenter
- Instructor
- Vendor

The design, coloration and artwork shall be at the discretion of the Host Chapter and should reflect the overall theme of the conference.

In addition, information on the badges will include the registrant's company or branch of service if applicable. The registrant's SAWE Chapter will also be displayed on the badge. Badges shall also display an event code, determined by the host chapter that readily identifies all of the events the registrant is authorized to attend. These events include:

- Board of Directors Meeting
- Technical Tracks
- Receptions
- Luncheons
- Banquets
- Training Courses
- Social Events

Provide to each registration volunteer an Event Code "template" that describes what is meant by each code.
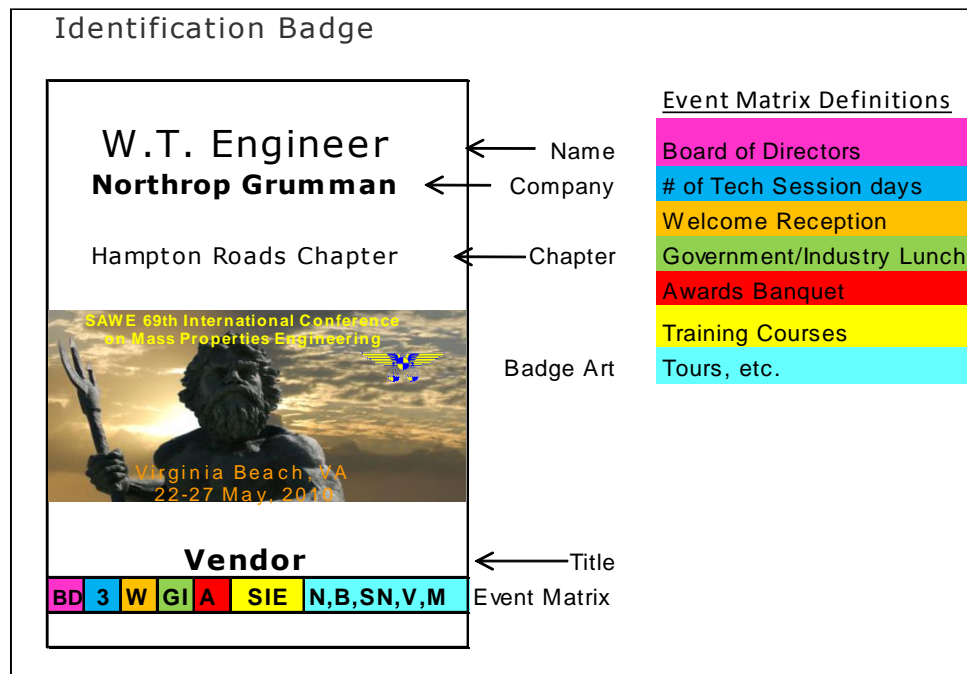
Figure 3-11 Example – Badges and Codes

3.3.23. SOCIAL EVENTS

Social Events include any day events typically attended by most or all attendee guests (tours, shopping, students' fun event, etc.) outside of the daily meeting schedule, including any conference-related events (Opening Mixer, Awards Banquet, SnP Luncheon). Typically, the conference chairman has a large role in planning the conference-related events.

Month	Host Chapter SOCIAL EVENTS - Conference Activity
July	• Preliminary event planning – brainstorm sites and dates • If transportation is required for any events, research transportation options • Keep the weather in mind for any outdoor activities
August - September	• Continue event planning • Contact entertainers for cost estimates only • Contact transportation vendors for cost estimates only • Determine required lead times of entertainers for future planning purposes • Submit cost estimates to the Budget Chair
September	• Prepare input for Conference Planning Meeting
December	• Prepare list of social events for Conference Announcement • Include images and prices if available • A maximum headcount may be included for events expected to be highly attended • Send social events program to Program and Announcement Chairman • Brainstorm items for conference attendee guest "Welcome Package" • Research Welcome Package gifts and provide cost estimate to Budget Chairman
February	• Finalize social events program • Finalize social events prices and headcounts and send to Registration Chairman and/or Website Chairman (for online registration) • Send final social events program to Program and Announcement Chairman • Design and order/make tickets for Social events as required • Coordinate with registration for pre-registration attendees • Finalize Welcome Package items • Order Welcome Package Items
April	• Finalize events with individual entertainers • Finalize transportation options (if no transportation chair is available) • Track social event registration for any potential changes that may need to be made with the entertainers • Prepare itineraries of each social event • Prepare a schedule for a host chapter member to be available on each social event to provide answers to conference questions or additional information as required • If required, create name badges or coordinate with Registration Chair for name badges
Conference	• Coordinate with Registration Chair for any additional social event tickets that were not sold in pre-registration • Coordinate with Registration Chair to acquire a list of event attendees. Ensure that all registrants are present before departing. • Take tickets or check off name at each event as required • Post social events updates on Conference Bulletin Board

3.3.24. TECHNICAL PAPERS

Papers are posted to the SAWE website after the conference and all paid conference attendees are given access rights. Papers are no longer distributed by paper or CD. Papers from all previous conferences are now available for free to SAWE members.

Month	Host Chapter TECHNICAL PAPERS - Conference Activity
June	Review "Call for Papers" and "Instructions to Authors" prepared by Vice President – Technical Director.
August	Develop a plan for handling any hardcopy papers brought to the conference based on the "Instructions to Authors".
Fall	Distribute copies of Call for Papers and Instructions to Authors to presenters at the Planning Conference Meeting & Regional, local weight engineering experts, local vendors, local university professors, and any other potential author.
September	Obtain "standard author package" and send to Vice President-Technical Director (*). Authors may select to bring paper copies of their presentation and/or paper to the Conference. This is at the discretion and responsibility of the author, the local chapter will not supply this service.
April	Arrange with VP-Technical Director for collecting the papers (electronically). After the conference, the papers are posted to the SAWE website and all paid conference attendees are given access rights. Papers are no longer distributed by paper or CD.
Conference	Assist VP-Technical Director as necessary in gathering late papers for adding to the Website.
Post Conference	Ensure that all paid conference attendees are given access rights to the papers as they are posted to the SAWE website. Create 2 CDs of the conference material (including all SAWE papers) and send to the Executive Director for him to send to all Company Members.

The Author's Instructions should clearly describe how the papers will be distributed, and the expected format. Most of these activities are the responsibility of the International Society, not the local Host Committee.

Other	Session	No.	Paper Title	Name of Author
	Space & Missiles	3201	Structural Weight Estimation for Launch Vehicles	Jeff Cerro
	Space & Missiles	3203	Evolved Composite Structures on the Atlas V Launch Vehicle	Steve Smith
Cancelled	Space & Missiles	3204	The Harpoon Missile System: 30 Years of Preeminent Naval Defense	Tom Schultz
Cancelled	Space & Missiles	3206	Advances in Ultra-Lightweight Structures for Spacecraft Solar Arrays	Jessica Woods-Vedeler
	Space & Missiles	3207	Where There's a Will, There's a Weigh	Ian MacConochie
Cancelled	General Aviation	3208	CJII - Staying with Part 23 Weight Limits	Wesley Kleinschmidt,
	General Aviation	3211	Gulfstream Supersonic Business Jet	Tom Greiner
Cancelled	General Aviation	3212	Weight Reduction and Control Process For Business and Corporate	Ken Farsi
	Marine & Offshore	3222	Enhanced Ship Structural Weight Estimating Methods, Using the NAVY's ASSET Early Stage Surface Ship Design Synthesis Model	James David McWhite and Bruce Wintersteen
Cancelled	Weight Control	3229	Role of audits in Weight Control	Patrick Borden
	Weight Control	3231	The Assailant: An Advanced Deep Interdiction Aircraft	Students Team from - California Poly
	Weight Control	3232	Vendetta: Supercruising Future Strike Aircraft	Students Team from - California Poly
	Weight Control	3233	Fuel Analysis: Methods, Techniques, and Calibration	Marie Daguia
	Metrology	3236	Measurement Uncertainty Analysis for Metrologist	J. L. Bagley
	Metrology	3237	Obtaining Optimal Results with Filar Pendulums for Moment of Inertia Measurements	David P. Lyons
	Metrology	3238	Measuring weight and all three axes of center of gravity of a rocket motor without having to reposition the motor	Richard Boynton
Cancelled	Computer Applications	3202	Mass Properties Processes in Space Station Engineering Master	Doug McKenna
Cancelled	Computer Applications	3243	Aircraft Hydraulic Power System Mass Properties Analysis	Robert M. Bond, PE
	Computer Applications	3244	Weight control at Ulstein Shipyard	Runar Aasen
	Computer Applications	3245	Stringer-Panel Optimization and Pitfalls	George Johnston
Cancelled	Computer Applications	3247	Neural Net Analysis of Mass Properties	Greggory Edd Burt
Cancelled	Ship Bdg Mat & Constn	3250	Expanding Aluminum Usage For Ship Structure	George W. Steele Timothy Langan, Dennis Claar, Ph.Ds
	Ship Bdg Mat & Constn	3252	Developing Carbon Foam for Ship Structures	Michael L. Brown , Roger Crane
	Ship Bdg Mat & Constn	3253	Intumescent Coatings: a Lighter Weight Way to Improve the Fire Resistance of 'FIBROUS' Structural Bulkhead Insulation	Rupert Chandler Sam Gottfried
	Airline Affairs	3258	Boeing Weight and Balance Training	Reed Moss, Patrick Mitchell
Cancelled	Airline Affairs	3259	Fleet Weight Averaging	Michael Penland
	Preliminary Design	3271	Wing Mass Estimation for Trainer and Fighter Aircrafts in the Predesign Phase based on more than 100 build Aircrafts in the period from 1935 to	Werner Sellner
	Preliminary Design	3272	AIAA Paper 2002-3426 The X-47A Pegasus, From Design To Flight	David Mazur
	Cost Vs Weight	3246	Predicted Production Costs for Advanced Aerospace Vehicles	Han P. Bao
	Cost Vs Weight	3278	A Ship Design Application of QFD Techniques in Weight Reduction Decision-Making	David Menna
	Cost Vs Weight	3279	Weight Reduction Process - Saving Money While Saving Weight	Gale Armstrong
	Adv Tech & Materials	3230	Presentation of "Thin-Wall and Thin-Floor Machining for Monolithic Large Structures"	Angel Vazquez Jr.
	Adv Tech & Materials	3286	Developing Metal Matrix Composites For Ordnance and Aerospace Applications	Brian L. Gordon
10				
		23	**Total No of Technical Papers and/or Presentations Given.**	
		20	**Total No of electronic copies of files (I.e. Word or PDF)**	
		10	**Total No of CANCELLED Papers and/or presentaions**	

Figure 3-12 Example - Conference Technical Papers Check List

CHECKLIST MUST BE APPROVED BY SAWE CONFERENCE COMMITTEE.

Note: Technical papers template is useful for checking off papers.

3.3.25. TRAINING COORDINATOR

The Training Coordinator provides the point of contact between the VP-Training and the host chapter, and to promote the development of new classes for SAWE from local resources.
Other issues:

- Students like coffee, especially first thing in the morning. Make sure there is coffee (and pastries as money allows). Arrange for students to register before their classes (especially important for Saturday and Sunday classes).
- Arrange for lunches for all full day classes per instructions from the VP-Training and the instructor.
- The lunches should have reasonably fast service, be relatively close by and reasonable cost

Month	Host Chapter TRAINING COORDINATOR - Conference Activity
March +1Yr	• Determines the local market needs, ideas for courses and unique facilities for training • Identify places to weigh aircraft, missiles, cars and ships if these are available
April +1Yr	• Contact VP-Training with training needs, training course ideas, and training facilities. • Develop a "Training Plan" for presentation at the Conference Planning Meeting in September. Review the plan with the VP-Training at the International Conference. The Training Plan should include: room schedule, expense schedule (i.e., food, photocopy, transportation, etc.), and how the classes will be supported with audio visual equipment etc. • It should be the target of the local chapter to teach/create one (if not 2) new training classes for the conference. • Identify any local training classes for the International Conference. Assure the development plan follows SAWE training develop policy
Mar- Sept	• Coordinate and mentor training class development by local chapter members
Aug/Sept	• Provide budget information to VP-Training, including meal costs, transportation costs, photocopy costs etc. • VP-Training will complete the Training Budget for the International Conference and regional conference, and pass it back to the Training Coordinator for review and comment. • Provide Training Budget to Conference Chairman
Sept/Oct	• Coordinate training classes at the Regional following the Conference Planning Meeting. • Recommend to VP-Training the locally developed classes presented at the regional that can used at the International Conference.
Feb	• Confirm lunch and transportation plans with VP-Training and Conference Chair • Confirm access procedures to all facilities for students and instructors
March	• Contact each instructor to confirm their audio visual, and room setup requirements. Pass these requirements on to the Facilities committee.
April	• Confirm class sizes and names of students, adjust preliminary assessment as needed. • Send class size and student information to the VP-Training and Instructors • Send Student names to the VP-Training for the course Certificates. • Provide a list of registered students (names, chapter and company) to the VP-Training on weekly basis until the start of the conference.

Month	Host Chapter TRAINING COORDINATOR - Conference Activity
Conference	• Contact each instructor as they arrive, to confirm all arrangements • Collect the class materials, promotional items, certificates of completion and other items for distribution to the instructors on the day of the class. • Have a committee member at each training room to assist the instructors and students at the start of the class. • Coordinate lunch orders • Coordinate with Photography to get pictures of each class, including a group photo. • Attend the Conference Lessons Learned meeting on Wednesday Afternoon
Post Conference	• Write a paragraph for the Journal and include some photos of the classes • Prepare a paragraph for the Conference Report • Send copies of the Training Plan and lesson learned to the VP-Training and the Chairman of the next International Conference.

3.3.26. TRANSPORTATION

This committee may be combined with Social Events due to the fact that most of the transportation requirements will be required by that committee. This committee should also coordinate with the Host Chapter Training Coordinator for any off-site class transportation requirements.

Month	Host Chapter TRANSPORTATION - Conference Activity
August	• Provide assistance to Conference Chairman, Social Events Chairman, and Facilities Chairman as required for Conference Planning Meeting • Provide transportation cost estimates to Budget Chairman
August - September	• Identify transportation options for the Conference Planning Meeting attendees as required
February - April	• Coordinate with Social Events Chair to determine required transportation • Research transportation options for the local area • Contact transportation vendors for cost estimates and provide to Budget Chairman • Make any advance transportation arrangements, including advance payments. • Additional transportation requirements are needed for training sessions (airplane weighing and ship inclining) not held at the hotel.
Conference	• Arrange for a host chapter member to be present and knowledgeable for all transportation requirements • Coordinate with Social Events Chairman for any transportation needs • Additional transportation requirements are needed for training sessions (airplane weighing and ship inclining) not held at the hotel.

3.3.27.   VENDOR COORDINATOR

Month	Host Chapter VENDOR COORDINATOR - Conference Activity
August	• Coordinate with VP-Vendor Relations to estimate vendor and sponsor participation, and provide income estimate to the Host Chapter Budget Chairman and Executive VP. • Work with the Facilities Chair to determine the Vendor Room and any facility limitations, such as elevator size and floor capacity limits. • Work with the Conference Chair to determine Hotel policy for receiving and handling vendor exhibits (typically stated within the contract).
September	• Contact local vendors and send contact information to the VP-Vendor Relations. It should be the goal of the local chapter to sign up at least 2 local vendors.
October	• Review Vendor contracts after revisions. • Provide vendor list and amount sponsored to the Budget Chairman.
November	• Coordinate detailed requirements with each vendor, i.e., display shipment, set-up, space, power, help required, etc. • Coordinate with Facilities Chairman requirements for storage, set-up time, takedown time, help available, insurance coverage, union requirements, etc.
January	• Coordinate with VP-Vendor Relations to provide list of vendors/sponsors to the VP-Publications for inclusion in the Conference Announcement (and Journal, as appropriate).
April	• Prepare master layout of Vendor Display room(s). • Submit layout and requirements (power, space, hanging items, etc.) to the Host Chapter Facilities Chairman for Hotel approval and coordination. • Arrange for guard service (if required). • Make sure conference commitments for the vendors and sponsors are adhered to (free registrations, free tickets, etc.) and per contract. • Coordinate with VP-Vendor Relations to provide final list of vendors/sponsors to the VP-Publications for inclusion in the Conference Program (and Journal, as appropriate).
Conference	• Coordinate vendor display set-up. • Provide liaison between Conference and Vendors. • See that vendor fees have been paid to the Budget/Finance Chairman (acting Conference Treasurer).
Post Conference	• Coordinate vendor display removal. • Make report to International V.P. Vendor Relations on conference vendor activity • Lessons learned inputs

3.3.28. HOST CHAPTER PRESIDENT AS CONFERENCE HOST

Month	Host Chapter President as Conference Host Activities
May +1 Yr	• Attend the International Conference the year prior to hosting the conference: • Invite everyone to attend the next conference, hand out brochures. • Meet all the International Officers (old and new). • Learn all you can about the actual workings of the conference. • Pre Conference • Assist conference chairperson as needed. • Help select speakers for: opening address and SnP luncheon • Establish a method for selecting a local area student for the One Time Undergraduate Scholarship Award (Reference Section 7.2)
Conference	• Welcome board members and international officers. • Welcome conference attendees as they arrive during the weekend. • If possible, be present in the hospitality suite when open. • Assist conference chairman and all committee chairmen as needed. • Opening of Conference: • Welcome remarks • Introduce head table • Turn podium over to the International President. • Be at head table for SnP Luncheon and make guest speaker feel welcome (introduce the guest speaker or make arrangements for someone else to do the job.) • Open Awards Banquet: • Welcome remarks • Introduce head table • Turn podium over to the International President.

3.3.29. INTERNET/WEBSITE

Month	Host Chapter Internet/Website Chairman.
August	• Obtain list of potential vendors from V.P.-Vendor Relations.
September	• Negotiate responsibilities with VP–Internet Operations on maintaining and updating the Conference website. (Prior host committees strongly suggest that the local chapter takes this responsibility.)
Oct-Jan	• Update the website as required as conference details are finalized.
February	• Update the website as the Announcement goes to Print
March& April	• Update the website as required as conference details are finalized.
April	• Update the website as the Program goes to print
Conference	• Little or nothing. Update the website as required.
Post Conference	• Post Pictures. Update the Conference Website for "post-conference" viewing

3.3.30. ACADEMIC COORDINATOR

The Academic Coordinator provides the point of contact between the VP-Academic Affairs (VP-AA) and the host chapter, and to promote university student and professor participation at the conference.
Other issues:

- Students and professors should be invited as SAWE's guests as an outreach effort.
- Plan for a student only fun activity such a river rafting, indoor sky diving, etc.
- If you have a local SAWE Student Chapter, contact their officers.
- It may be beneficial to contact student officers of other national organizations' student branches, such as AIAA, ASME, etc.
- The conference may conflict with finals and graduation.
- The lunches should have reasonably fast service, be relatively close by and at reasonable cost.

Month	Host Chapter Academic Coordinator - Conference Activity
March +2Yr	1. Determines the local universities to approach • Identify professors or researchers who could give papers • Identify classes that create design projects that include weight estimates etc., that could be given as papers. • Identify if there are any facilities to weigh aircraft, missiles, cars or ships and if these are available • Identify training classes that may be of interest to the students • Determine if students &/or professors will be invited to the Fall Regional • Determine members who are alumni of local universities and if they have contacts 2. Contact VP-AA and VP-TD with results of research
April +1Yr	1. Revise research from the prior year and review with the VP-AA, VP-TD and Training Coordinator 2. Develop a "Student Plan" and "Local Scholarship Plan" for presentation at the Conference Planning Meeting in the fall, but review it with VP-AA before May 1st. The plan should include: <table><tr><td>**Student Plan** • anticipated student attendance, • number of student papers, • student social event ideas with event costs, • student attendance to conference events, • Professors that can give papers. • Does a SAWE officer need to make contact?</td><td>**Local Scholarship Plan** • The plan should include: How a university will be identified? • The criteria of scholarship recipient selection? • Will the chapter match the SAWE Inc amount? • Will more than one scholarship be given out?</td></tr></table>
April-Sept	• Improve Plans • Coordinate with the local transportation, budget, training and papers chairs • Provide budget information to Conference Chair & Budget Chair including head counts, meal and transport costs (from transportation coordinator) • Review plans with VP-AA and Conference Chair as required
Sept or Oct	• Present 1-2 slides to describe the Student and Local Scholarship Plans at the Conference Planning Meeting.
Nov	• Improve Plans • Provide description of Student Plan for the Conference Announcement
Jan to Conference	• Implement or start to execute the Local Scholarship Plan • Improve Student Plan

Month	Host Chapter Academic Coordinator - Conference Activity
	• Provide Student Plan details or activity descriptions for the Conference program
April to Conference	• Confirm numbers from registration and make reservations • Confirm if scholarship winner will attend banquet alone or with a guest
Conference	• Attend Student Activities, with attendance lists • Coordinate lunch orders • Coordinate with Photography to get pictures of each class, including a group photo • Attend the Conference Lessons Learned meeting on Wednesday afternoon
Post Conference	• Write a paragraph for the Journal and include some photos of the classes • Prepare a paragraph for the Conference Report • Send copies of the Lessons Learned to the VP-Training and the AA Coordinator for the next International Conference

SECTION 4

REGIONAL CONFERENCE GUIDELINES

4. REGIONAL CONFERENCE GUIDELINES

4.1 INTRODUCTION

Regional Conferences provide opportunities for improving the knowledge and proficiency of people engaged in mass properties engineering, and are especially valuable for those who are unable to participate in the International Conference. They serve as a platform for mass properties engineers to try out papers or presentations which may be presented later at an International Conference. They also generate enthusiasm within the chapter and provide an opportunity for increasing chapter membership. A Regional Conference can be a training experience for the host chapter, where sufficient experience and confidence is gained so that the members are willing and able to host an International Conference. The regional conference could also be used to report on or disseminate information from the previous International Conference.

4.2 GUIDELINES

The host chapter(s) has complete autonomy in planning the regional conference. However, the technical quality of each regional conference will impact the reputation of SAWE; therefore, the technical program should be coordinated with the International Vice President - Technical Director. The technical program should be designed to appeal to an audience of widely diversified interests; primary responsibility for its content remains with the host chapter technical chairman.

- Start planning early; consider organizing the conference committee one-year in advance. Get as many members involved as possible.

- The regional conference should be held in the fall. In some locations, the expected weather may influence the date selected for the conference.

- The conference site will be selected by the host chapter(s). Since members are encouraged to bring their families, hotel/motel room prices should be a significant factor in the selection. Consideration will also be given to the adequacy of rooms, transportation, convenience to recreational areas, and points of interest.

- Conference length are generally two days, (i.e. Friday and Saturday), with technical presentations on Friday, and training, technical tours, recreation, and dinner on Saturday.

- It has been noted that many regional attendees would prefer to have a luncheon rather than a banquet, so they can leave earlier and not have to stay over at the hotel until Sunday.

- Solicit the support of vendors, companies, airlines, and government agencies in planning and/or hosting technical or social events.

- Advertise the conference well in advance. The host chapter(s) should provide progress reports to each chapter in the region as well as to the International Officers for inclusion in the SAWE Blog, Journal, and chapter publications.

- Social events should be planned for family members who are not attending the technical tracks as well as for all the attendees after the technical program is concluded. Tours, shopping trips, golf, and tennis are typical of the events that have been successful.

- Training Classes can be provided using material developed locally or from the SAWE Training Program. Contact the VP-Training to arrange for a class. Section 10 contains more information. The Host Chapter should appoint a "Training Coordinator" who will have similar duties of the International Conference training coordinator listed in section 3.3.15.

- Also consider holding a 2-3 Standards & Practices forum to discuss pertinent RP or Standards

4.3   REGISTRATION AND FACILITIES

The host chapter(s) may obtain assistance from the hotel or local Chamber of Commerce in providing maps, dining options, church locations, pamphlets on local points of interest, and other information on the local area. Coordination is necessary with all participants on the agenda to be sure that necessary audio-visual or projection equipment, screens, and extra bulbs are available and in operating condition before they are needed.

SECTION 5

PUBLICATIONS GUIDELINES

5. PUBLICATION GUIDELINES

5.1 GUIDELINES FOR USE OF SAWE LOGO

For those both inside and outside of the Society, the image of the SAWE is also identified through the use of specialized and identifiable graphics in word marks and emblems. This section defines the array of graphics utilized by the SAWE and the guidelines governing the proper usage of each.

All approved logos shall be maintained in a .TIF file format to prevent distorting size, color and content.

5.1.1. SAWE ACRONYM

As an acronym, standard rules of grammar would have us denote the shortened name of the Society as S.A.W.E., with periods inserted following each letter. This is still acceptable in official and very formal instances. However, in common usage, abbreviations and acronyms are more normally shown without periods (NCAA, DVD, URL, etc.). For the purposes of this document, and the vast majority of Society publications, it is acceptable to denote the acronym as SAWE. Some publications even use small caps for all acronyms, SAWE, to make them fit more easily into the flow of the rest of the text.

In spoken language, while some acronyms have become words unto themselves (NASA, NATO, laser, etc.), this is not the case with the SAWE. Speaking the acronym of the Society should consist of separately pronouncing each letter, S–A–W–E. The acronym should never be used as a word (sawwy), sounding like "sorry" with a lisp.

5.1.2. LOGO EMBLEM

The most immediately recognizable emblem of the SAWE is its logo. As shown below, the logo is a pair of stylized wings, overlaid with the symbol denoting a center of gravity, and supporting a balance scale.

Figure 5-1 SAWE Wings Logo

The normal appearance of the wings is a basic black color. For the purposes of promotional gifts and conference mementos, the black wings may be reproduced in any desired color. A more formalized logo with gold fill is used on the Society letterhead, as shown below.
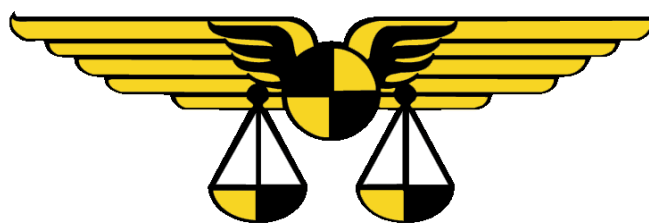
Figure 5-2 SAWE Letterhead Wings – Black & Gold

The letterhead wings are also the version the Society uses for embroidered promotional items such as shirts and hats.

While not formally constituted, the unofficial colors of the Society are blue and gold. In some applications such as the SAWE website, the logo is shown in those colors. This is the only application where the logo is allowed to be presented with a fill color and in other than basic black. It is unacceptable for the wings to be reproduced in any other combination of wing/fill colors.
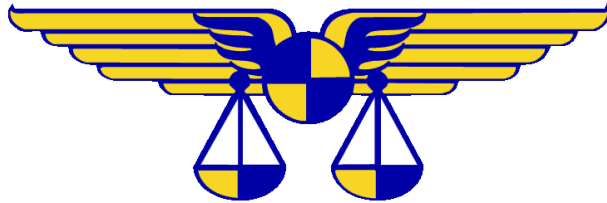
Figure 5-3 SAWE Letterhead Wings – Blue & Gold

5.1.3.   WORDMARKS

A wordmark is an emblem utilizing text in a formalized manner. Several options exist for utilizing wordmarks on behalf of the SAWE. While some of these may never find an appropriate environment for use, we define them here to establish all approved wordmarks of the Society and to avoid other unapproved wordmarks from being utilized. Any of these wordmarks may be used with either the basic or letterhead wings logo, but the font type and size relative to the logo should not be altered. Obviously, the entire wordmark may be enlarged or reduced for the specific application.

Society of Allied Weight Engineers, Inc.
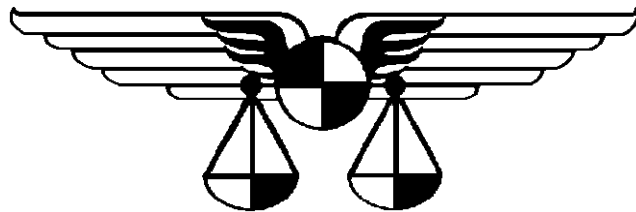
Aerospace - Marine - Offshore - Land - Allied Industries

Figure 5-4 Formal Wordmark

SAWE

Figure 5-5 Informal Wordmark

THE **SOCIETY** OF
ALLIED WEIGHT
ENGINEERS, INC.
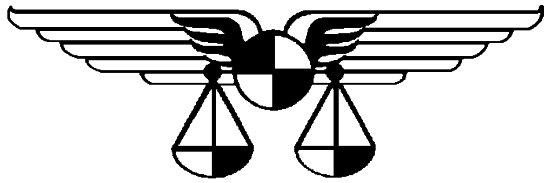
Aerospace · Marine · Land · Allied Industries

Figure 5-6 Side Wordmark

THE **SOCIETY** OF

ALLIED WEIGHT

ENGINEERS, INC.

Figure 5-7 Stacked Wordmark

Figure 5-8 Circular Wordmark

Society of Allied Weight Engineers, Inc.

Aerospace · Marine - Offshore · Land · Allied Industries

Figure 5-9 Linear Wordmark

Society of Allied Weight Engineers, Inc. (Times New Roman 14 pt font Bold Italic)

Aerospace · Marine – Offshore · Land · Allied Industries (Times New Roman 11 pt font Italic)

Figure 5-10 Document Header Wordmark

(Wings Logo 0.29" H x 0.89" W)

SAWE (Times New Roman 12 pt font Bold)

Figure 5-11 Document Footer Wordmark

5.1.4.   TRAINING LOGO

The Society maintains a formal training curriculum for its members. All training materials must carry and prominently feature the approved training logo. It may be reduced or enlarged for usage depending on the application, but cannot otherwise be altered in any way. The logo is shown in Figure 5-12.

Figure 5-12 Training Logo

5.1.5.   CONFERENCE LOGO

The Society conducts an annual international conference for its members and all interested parties to come together and discuss the current state of MPE through technical papers, panel discussions, and vendor presentations. In addition, individual chapters of the SAWE conduct regional conferences for members in their local area. Every conference typically utilizes an individualized logo or wordmark of some type, particularly for conference gifts and mementos. Hosts of either the international or regional conferences are free to format their conference logo or wordmark in any manner they choose. However, such graphics should be approved by the International President or Senior Vice President prior to use.

5.1.6.   SAWE PUBLICATION

As defined in "Instructions to Authors of SAWE Technical Papers," which are published for every international conference, all SAWE technical papers utilize a standard cover page format that includes use of the wings logo. Historically, the logo that has been used for this is the standard black wings, as shown in Figure 5-1, to facilitate black-and-white printing. With the advent of color printing and the ability to compile and distribute papers electronically rather than by hardcopy, authors have asked about using color logos.

Up until now, the wings logo has appeared in various forms based on the source that the user was able to find. Some were badly scanned or electronic versions of an nth generation photocopy. With the establishment of formal approved logos and the ability to control the source of the graphics used for Society purposes, it is now acceptable to use any of the three wing logo emblems defined in Section 5.1.2 for technical papers. However, the standard black logo is to be preferred.

For other official Society publications which exist mostly in electronic form, such as Recommended Practices and other such documents, it would be easy to allow any of the logos to be used. However, in order to maintain a consistent look and format across all of the publications, the black wings logo is to be used.

Other Society publications, such as the Weight Engineering Journal or SAWE Blog, require some amount of copies to be printed. The Journal uses color pictures and printing, so could utilize any of the three logos. But the same logo shall be utilized across all issues. For the SAWE Blog, the same standardization rule applies. And given that the largely text format lends easily to standard copying and printing, the standard black logo is the preferred choice.

5.2   DEVELOPMENT AND REVISION OF SAWE DOCUMENTS

The process defined in TO-2 shall be used as a basic frame work for the shared process. The process starts with a project proposal that identifies the scope of the project. It is approved by a responsible VP or committee. The document will go through 4 more stages of development, refinement and approval before it is published. The process can take a month (e.g. technical paper) to two years (e.g. SAWE/ANSI Standard) depending on the scope of the project.   Reviews can be organized using SAWE's Group Office document management software which has by series and parallel document comment/review process tool.

5.2.1. APPLICATION OF SAWE RECOMMENDED PRACTICE TO-2 TO SAWE DOCUMENTS

TO-2 applies to all development project for Recommended Practice, and Standards. The table below outlines how TO-2 can be applied to a SAWE documents developed by SAWE.

Document Development Responsible Party and Action						
Step in TO-2	Document	**Technical Paper**	**Operations Manual**	**By Laws**	**Training Class**	**Text Book, & Handbooks, etc.**
	Responsible Vice President	VP Technical Director	Senior VP	Senior VP	VP Training	VP Standards & Practices
1.0	Project Proposal	Abstract by Author(s)	President, Executive Committee	Any SAWE Member	Instructor or VP Training	CSC[1], VP SnP[2] Industry Committee
1.3	Proposal Review	VP-Technical Director	Senior VP	Board of Directors motion, discussion and vote	VP Training CSC	
2.0	Project Initiation	VP-Technical Director	Senior VP		VP Training	VP Standards & Practices
3.0	Working Draft Review	Author	Ops Mnl Chair	By-Laws Chair	Instructor	Author (s)
4.0	Committee Draft Review	Technical Committee	Executive Committee	By-Laws Chair	Training Committee	CSC, Industry Committee
4.3	Resolve comments	Author	Ops Mnl Chair	& Senior VP	Instructor	Author
5.0	Public Draft review	Not Used	Not Used	Not Used	Not Used	Executive Committee
5.3	Resolve comments					Author
6.0	Final Draft Approval	VP-Technical Director	Board of Directors	Membership Vote	VP Training	CSC & President
6.5	Distribution	Webmaster			In Class	Webmaster

---

[1] CSC – Corporate Steering Council
[2] VP SnP – Vice President Standards and Practices

5.3 CONFERENCE ANNOUNCEMENT AND PROGRAM

5.3.1. CONFERENCE ANNOUNCEMENT

This activity is done by the Vice President Publications, for a nominal fee. However, others such as the VP Technical Director, VP-Training, President, Standards & Practices Chairman, Executive Vice President and the Conference Chairman provide valuable information.

The Conference Announcement is completed and sent to membership as part of the annual election package.

Month	Vice President – Publications
October	• Prepare and deliver tentative program to Host Chapter Program Committee or Conference Chairman all SAWE officers (elected & appointed) for use in the Conference Planning Meeting
November	• Coordinate with Conference Chairman, and the SAWE officers (elected & appointed) to complete tentative programs.
December	• Complete a draft of the Conference Announcement with input from the appointed officers. • Send it out for review to the Conference Chairman, SAWE Executive Committee (i.e., Executive Director, SAWE President, Executive Vice President and Senior Vice President)
January	• Complete the final Conference Announcement and deliver it to the Executive Director for printing.
February-March	• Periodically update the Conference Announcement with data received after printing and send it to the VP-Internet Operations for posting on the SAWE website. • Complete a draft of the Conference Program and send it out to the SAWE Executive Committee, and Conference Chairman for comment
April	• Complete the final Conference Announcement and deliver it to the Executive Director for printing and shipment to the conference site.

5.3.2. CONFERENCE PROGRAM

Month	Vice President – Publications
December	• Complete a draft of the Conference Announcement with input from the appointed officers. • Send it out for review to the Conference Chairman, SAWE Executive Committee (i.e. Executive Director, SAWE President, Executive Vice President and Senior Vice President)
February	• Complete a draft of the Conference Program and send it out to the SAWE Executive Committee, and Conference Chairman for comment
April	• Complete the final Conference Announcement and deliver it to the Executive Director for printing and shipment to the conference site.

5.4   TECHNICAL PAPERS

5.4.1.   REQUIRED FORMAT

The manner in which a technical paper is written can be very important. There will be only a limited number of engineers who see your presentation; the others must read the paper to obtain the information. Another important aspect is that the awards for technical papers are based on the judges' assessment of the written word. Although most engineers are familiar with the basic principles of technical writing, it is often worthwhile to review some points. The following suggestions are given in an effort to help your work get the best reception possible.

1.   Give serious consideration to selection of the title. It is not necessary to summarize the paper with the title. Make the title interesting and descriptive.
2.   Make use of your abstract or summary. Establish the significance of your work and give the reader incentive to read the paper.
3.   Make the paper as readable as possible.
4.   Use illustrations to give emphasis to important principles or results.

NOTE: The subject of "unionization" will not be acceptable for technical papers at SAWE Conferences (BOD 1977, Motion 36)

5.4.2.   PHYSICAL SIZE

Papers are to be prepared on a standard 8 1/2 x 11-inch page. The use of non-standard sizes is discouraged. The U.S. Government size of 8 x 10 1/2 is awkward and the European size of 8 1/4 x 12 is impossible to file. Authors that must use the non-standard size must ensure that all printed material lies within an 8 1/2 x 11-inch envelope.

In the interest of weight control, cost, and filing space, it is necessary that both sides of each page be printed. Exceptions would be special charts, photographs, or drawings.

5.4.3.   BINDING

Keep binding simple--a staple at the left top corner or two staples along the left margin in book form. Do not use any type of spiral or plastic binding, as this causes handling and storage problems.

5.4.4.   COVER TITLE PAGE

The author is directed to use a cover page conforming to the sample shown in Figure 5-15. It must include the name of SAWE, the assigned paper number, the index category number, title, author's name, position, and company. The Conference number, city, dates, and SAWE disclaimer and address are also required. The Track Chairman will assign the paper number.

A heavy cover is not acceptable. It should be of white paper and 8 1/2 x 11 inches in size.

Coordinate the SAWE Publications and Technical Papers Index Category with your Track Chairman. A complete list of categories is included in Figure 5-16
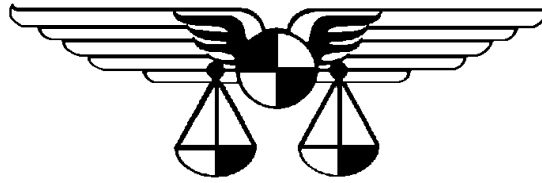
MASS PROPERTIES REPORTING

John Doe, Senior Engineer

The Smith Corporation

For Presentation at the

xxth International Conference

of

Society of Allied Weight Engineers, Inc.

Anytown, Anystate, xx-xx May, 20XX

Permission to publish this paper, in full or in part, with credit to the author and the Society may be obtained, by request, to:

Society of Allied Weight Engineers, Inc.

P.O. Box 60024, Terminal Annex

Figure 5-15 SAWE Technical Paper Sample Cover Page

5.4.5.   THE PRINTED PAGE

Single space type the body of the paper. Double space between paragraphs. Varied spacing may be used for special detail notes, summaries, headings, etc.

Observe one-inch margin on left, right, and bottom of page. A 1¼-inch margin shall be used at the top of the page for the first written line. These dimensions are for a standard 8½ x 11 page.

A page number shall be centered between the right and left margins and located ¾-inch from the top of the page.

Charts, graphs, pictures, etc., may be presented in a form convenient to the author. Observe proper figure number and clear titles. The use of color is acceptable, especially where it can add to the understanding of charts and graphs. However, color should only be used when the author has ensured that future printing or reproduction of the paper under black and white conditions will still result in easily readable or understandable graphics.

5.4.6.   DUAL UNIT USAGE

The Board of Directors has stipulated that all-technical papers be prepared using two measuring systems: (1) English System, and (2) Metric (System International or SI) System.

5.4.7. ELECTRONIC COPY FORMATS

Electronic papers are to be supplied in one of two formats: either a Microsoft Office-compatible format for Word® (.doc) or as a .pdf file for reading with Adobe Acrobat Reader®. Papers formatted as .pdf files may present fewer problems, as different computers or versions of Microsoft Office may format Word documents in slightly different manners, creating changes in pagination or graphics. The advantage of a .pdf file is also that it is much less susceptible to being changed or altered by a reader. The advantage of a MS Word® file is that that it much easier for the Vice President-Publications to use that paper in Weight Engineering, the SAWE Journal.

Category No.	Category Title
1.0	Aircraft Loading-General
2.0	Aircraft Loading-Payload
3.0	Center of Gravity
4.0	Electrical Transducers
5.0	Inertia Calculations
6.0	Inertia Measurement
7.0	Section Properties
8.0	Weighing
9.0	Weighing Equipment
10.0	Weight Engineering - Aircraft Design
11.0	Weight Engineering - Aircraft Estimation
12.0	Weight Engineering - Computer Applications
13.0	Weight Engineering – Marine
14.0	Weight Engineering - Missile Design
15.0	Weight Engineering - Missile Estimation
16.0	Weight Engineering – Organization
17.0	Weight Engineering – Procedures
18.0	Weight Engineering - Spacecraft Design
19.0	Weight Engineering - Spacecraft Estimation
20.0	Weight Engineering - Specific Design
21.0	Weight Engineering - Statistical Studies
22.0	Weight Engineering - Structural Design
23.0	Weight Engineering - Structural Estimation
24.0	Weight Engineering - System Design
25.0	Weight Engineering - System Estimation
26.0	Weight Growth
27.0	Weight Reduction – Materials
28.0	Weight Reduction – Processes
29.0	Weight Value of a Pound
30.0	Miscellaneous
31.0	Weight Engineering - Surface Transportation
32.0	Product of Inertia Measurement
33.0	Unmanned Vehicles
34.0	Advanced Design
35.0	Weight Engineer - Offshore

Figure 5-16 SAWE Publications and Technical Papers Index Categories

SECTION 6

RULES OF ORDER

6.   RULES OF ORDER SAWE BOARD OF DIRECTORS

6.1   INTRODUCTION

These rules are applicable to any meeting or proceeding of the SAWE Board of Directors. They are not applicable to any other SAWE activity unless expressly adopted by the body for that function.

The SAWE bylaws provide that Roberts Rules of Order (RRO) Newly Revised shall serve as SAWE's "Parliamentary Authority." This Parliamentary Authority has therefore been utilized as a guide for, and as the authority for the existence of these "Rules of Order."

These rules, therefore, represent a compilation of Special Rules, Excerpts from Roberts Rules of Order and excerpts from the SAWE By-Laws. Once adopted these rules take precedent over RRO but are subservient to the bylaws. Roberts Rules of Order, Newly Revised, shall govern any matters not covered by the bylaws or these rules.

The parliamentarian is an officer usually appointed by the president, and sits by the president's side during Board of Director meetings. The parliamentarian does not have a vote on the BoD, nor should they be recognized to speak. Ideally, the parliamentarian helps the president preside over an effect BoD Meeting, by reviewing the agenda before the meeting and coaching the president to run an effective meeting.

Any given subject is usually discussed in several different sections of Roberts Rules of Order. Also RRO deals with many different rules and procedures that are seldom, if ever, used by the SAWE Board of Directors. Therefore, in the case of items excerpted from RRO, only those rules that are expected to be useful have been included and then in summary fashion. Parenthetical references give Roberts Rules of Order sections or page numbers where more detail may be found.

Traditionally the SAWE BOD conducts business in an informal manner. This is acceptable procedure provided the intent of the rules are met. For example, in changing the agenda, the chair might say, "Is there any objection to adding the new item of business under IV. A.2.? Hearing none, the agenda is so amended." Thus the intent of the 2/3 vote is accomplished without the formality of a motion, a second, and a vote. Many items that are non-controversial may be handled in a similar manner. The degree to which these rules are formally invoked is left to the discretion of the presiding officer.

6.2   RULES OF ORDER

6.2.1. GENERAL CONDUCT OF BUSINESS

   A. Quorum of members - The minimum number of members that may constitute a Board of Directors meeting is a number of chapter directors whose combined voting power is greater than 1/2 of the total voting power of all chapter directors.

   B. Minimum officers - The minimum officers required for conduct of a meeting is a Presiding Officer and a Secretary. SAWE International President, if present, will chair the meeting. In the absence of the International President, the line of succession to the chair shall be in the following order:

      1. Executive Vice President
      2. Senior Vice President

   In the event no elected officer is present, the assembly shall elect one of its members as a presiding officer. The director holding the largest voting power (not including proxies) of those present shall serve as temporary chairman until a presiding officer can be elected. Normally the Executive Director of SAWE is secretary of the meeting. If he is absent the presiding officer shall appoint a secretary from one of the members present. After the meeting is begun the presiding officer may delegate the chair for short periods of time if he is required to leave the meeting. This delegation shall be in the following order:

      1. Executive Vice President

2. Senior Vice President
3. Any Board Member

C. Order of Business - The following General Order of Business will be followed:

1. Roll call of directors and proxies
2. Announce directors voting strength
3. Quorum determination
4. Minutes of last meeting
5. Officers reports
6. Committees reports
7. Old business
8. New business
9. Adjournment

Deviation to the above stated order of business is permissible, if necessary, to avoid delay in proceedings, and if a majority of the Board concurs. Subsequent to the determination of a quorum, a more detailed agenda will be established by majority vote of the Board. It shall be the objective of the International President and the other Board members to furnish, to the maximum degree possible, advance notice of potential motions so that a proper agenda may be established and so the directors may give each motion proper consideration. After approval of the agenda by the Board it becomes the "orders of the day" and may be changed only by a 2/3 vote of the Board.

D. Committee Reports - Committee reports included on the approved agenda are presented upon request of the chair without the necessity for a motion. Discussion of the report may be conducted as necessary for clarity at the discretion of the presiding officer. Approval of the report by the board is not required. However, any items that are added to the agenda as a result of the report require a majority vote of the Board.

E. Bringing Business Before the Assembly - Three steps are required to bring business before the assembly:

1. A member makes a motion
2. Another member seconds the motion
3. The chair states the question

Once the chair has stated the question the motion is "pending" and subject to debate (if it is a debatable motion).

Until the chair states the question, the maker has a right to withdraw it entirely or modify it completely. After the question is stated, the motion becomes the property of the assembly and may not be withdrawn or modified without consent of the assembly.

6.2.2. DESCRIPTION OF MOTIONS

Motions may generally be placed in 4 categories, Main, Subsidiary, Privileged, or Incidental Motions.

A. Main motions are the procedure whereby a new subject is brought before the assembly. They are in order only when no other motion is pending.

B. Subsidiary motions assist the assembly in treating or disposing of a main motion. Following is a description of the 7 subsidiary motions.

1. Postpone Indefinitely - If an embarrassing main motion has been brought before the assembly, a member can propose to dispose of this question without bringing it to a direct vote by moving to postpone indefinitely (See RRO 11).

2. Amend - If a main motion might be more suitable or acceptable in an altered form, a proposal to change its wording (either to clarify or, within limits, to modify the meaning) before the main motion is voted on can be introduced by moving to Amend (See RRO 12).

3. Commit or Refer to Committee - But it may be that much time would be required to amend the main motion properly, or that additional information is needed, so that it would be better to turn the motion or resolution over to a committee for study or redrafting before the assembly considers it further. Such action can be proposed by moving to commit the main question, or refer it to a committee (See RRO 13).

4. Postpone - If the assembly might prefer to consider the main motion later in the same meeting or at another meeting, this can be proposed by moving to postpone to a certain time--also called the motion to postpone definitely, or simply to postpone (See RRO 14).

5. Limit or Extend Limits of Debate - If it is desired to continue consideration of a motion but debate is consuming too much time, a member can move to place a limit on the debate; on the other hand, if special circumstances make it advisable to permit more or longer speeches than under the usual rules, a motion to do so can be made; or, it may sometimes be desirable to combine the elements of limitation and extension, as in limiting the length of speeches but allowing more speeches per member. All such modifications of the normal limits of debate on a pending motion are proposed by means of the motion to limit or extend limits of debate (See RRO 15).

6. Previous Question - If it is desired to close debate and amendment of a pending motion so that it will come to an immediate vote, this can be proposed by moving the previous question (See RRO 16).

7. Table - If there is reason for the assembly to lay the main motion aside temporarily without setting a time for resuming its consideration, but with the provision that it can be taken up again whenever a majority so decides, this can be proposed by the motion to lay on the table (See RRO 17).

   - All subsidiary motions may be applied to pending main motions. Some of the subsidiary motions may be applied to other subsidiary motions but not all. Figure 6-1 deals with applications of the 7 subsidiary motions.

C. Privileged motions do not relate to the pending business matter, but have to do with special matters of importance. The privileged motions are listed below:

1. Point of Order - If the adopted program or order of business is not being followed, or if consideration of a question has been set for the present time and is now in order but the matter is not being taken up, a single member, by making a call for the orders of the day (See RRO 18) can require such a schedule to be enforced--unless the assembly decides by a two-thirds vote (See RRO 25) to set the orders of the day aside.

2. Question of Privilege - If a pressing situation is affecting a right or privilege of the assembly or of an individual member (for example, noise, inadequate ventilation, introduction of a confidential subject in the presence of guests, etc.), a member can raise a question of privilege (See RRO 19), which permits him to interrupt pending business to state an urgent request or motion. If the matter is not simple enough to be taken care of informally, the chair then makes a ruling as to whether it is admitted as a question of privilege and whether it requires consideration before the pending business is resumed.

3. Recess - A short intermission in a meeting, even while business is pending, can be proposed by moving to recess (See RRO 20) for a specified length of time.

4. Adjourn - A member can propose to close the meeting entirely by moving to adjourn (See RRO 21). This motion can be made and the assembly can adjourn even while business is pending, provided that the time for the next meeting is established by a rule of SAWE or has been set by the assembly. (In such case, unfinished business is carried over to the next meeting).

5. Fix the Time to Which to Adjourn - Under certain conditions while business is pending the assembly--before adjourning or postponing the pending business--may wish to fix a date and hour, and sometimes the place for another meeting before the next regular meeting. In cases of this kind, the motion to fix the time to which to adjourn (See RRO 22) can be made--even while another matter is pending, unless another meeting is already scheduled for the same or the next day. This is the highest ranking of all motions.

D. Incidental motions relate to the main question in such a way that they usually must be decided immediately before business can proceed. Primarily they deal with parliamentary procedure and are considered too complex to list here (See RRO 58-59).

6.2.3. RULES OF DEBATE

The business of SAWE is primarily conducted each year at the Board of Directors meeting contiguous to the International Conference. This meeting shall last as long as required by judgment of the Board, to conduct the necessary business. RRO refers to a meeting of this type as a "Session" consisting of a series of "connected meetings" thus this discussion will refer to our yearly proceedings in this manner.

- A motion may be made only by a board member who has been recognized by the chair.
- The chair must recognize any member who seeks the floor while entitled to it.
- The person who requests the floor first, after the previous speaker has yielded, is entitled to the floor.
- The member who made the motion is entitled to speak first on the immediately pending questions.
- A member who has already spoken on the question is not entitled to the floor again on the same question on the same day as long as any member who has not spoken on that question desires the floor or, if, in the opinion of the chair, the best interest of the meeting will be served by permitting a second speech.
- Members may not address each other directly. They may only address the chair.
- Debate can only be limited or closed by a 2/3 vote of the Board.
- Reasonable discussion of the agenda item, at the discretion of the chair, is permitted, for clarification, prior to making a motion.
- A member may hold the floor no longer than 5 minutes at any one time on any immediately pending question.
- No member may speak more than twice on the same subject in the same day unless, in the opinion of the chair, the best interests of the Board would be served by permitting a third speech.
- Remarks must always be limited to the merits of the pending question.
- The presiding officer must not participate in the debate unless the question is an appeal of a ruling of the chair. He may, however, make sure all available information is presented and understood.

6.2.4. NOMINATIONS & ELECTIONS

The Board of Directors must fill vacancies in international elected offices, i.e. International President, Executive Vice President, and Senior Vice President. They also must elect Fellows and Honorary Fellows. If a vacancy occurs in one of the elected offices subsequent to SAWE wide election but prior to taking office, a replacement will be elected at the BOD meeting contiguous to the International Conference the following May.

In the case of a vacancy in an elective office subsequent to assuming office the rules of ascension as described in the bylaws will apply (Article Vi. 1. b & c).

A vacancy in an appointed office for the unexpired term shall be filled by International Presidential appointment unless a special BOD meeting is called for the purpose of filling the vacancy.

The following rules shall apply for all elections except Fellow and Honorary Fellow:

A. Nominations must be made by a member of the BOD.
   1. Nominations may be made by an International Presidential appointed committee provided at least 1 member of the committee is a BOD member.
   2. Nominations may be made by the International President.
   3. An opportunity must be given to nominate from the floor.
   4. A motion to close nominations is in order only if no member wishes to make further nominations.
   5. Elections shall be decided by plurality, i.e. if there are more than 2 candidates, the person with the largest number of votes is the winner. They shall be by roll call or written ballot if there is more than 1 candidate.
   6. All elected officers shall take office during the awards banquet. If no banquet is held they shall take office at the closing of the International Conference.

The following rules shall apply for elections of Fellows and Honorary Fellows:

A. Nominations may be made only by the Awards Committee.
B. Nominations from the floor are not permitted.
C. Vote shall be by secret ballot.
D. A 3/4 vote is required for election.
E. The chairman of the Awards Committee or his designee shall collect and count the ballots and announce the results at the Awards Banquet.

6.2.5. VOTING

Voting procedure for the SAWE BOD is unique from most societies. This is because each individual voter is casting a different number of votes. Thus, the chair must exercise much diligence in counting a voice vote or even a show of hands.

Voting on most issues, at the discretion of the chair, may be by voice vote, raising of hands, standing, roll call, or secret ballot except as noted below.

Most actions require majority vote of those present and voting for passage. Actions which would close, limit, or otherwise affect the limits of debate require a 2/3 vote. Fellow and Honorary Fellow require a 3/4 vote. Suspension of the assembly rules must be by 2/3 vote but bylaws may not be suspended. A tie always defeats the motion. The chair may vote if his vote will affect the outcome.

A. Any member, upon demand can require that a vote be taken by show of hands or a rising vote, however, it is still the responsibility of the chair to count the vote.
B. A majority vote, after a motion and a second is necessary to require the chair to order a roll call or a secret ballot vote. In case of such a motion, a roll call shall be taken to determine the vote.
C. The count of the Executive Director shall be the final authority on all roll call votes.
D. The Presiding Officer may vote if the ballot is secret. He may vote in roll call votes if his vote will affect the outcome but should vote last.
E. If a roll call vote is ordered by majority vote then the individual votes must be recorded in the minutes. However, in the case of roll call votes ordered by the chair only to be sure of the vote count, the individual votes are not recorded.

6.2.6. AUTHORITY AND CONDUCT OF THE CHAIR

A. To open meetings at the appointed time.

B. Establish a draft agenda for presentation to the BOD. Once this agenda is approved, he must assure that business comes before the assembly in proper order.

C. He must recognize all members who are entitled to the floor.

D. State and put to vote all questions that legitimately come before the assembly. Rule on all points of order and answer all parliamentary inquiries.

E. He shall enforce all rules relating to debate, order, and decorum within the assembly

F. He must maintain a position of impartiality and should enter the debate only when an appeal to a ruling of the chair is pending.

G. He may vote when the ballot is secret or when his vote would affect the outcome.

H. He shall have the authority to order the BOD meeting into Executive Session (members and officers only) when he feels the best interests of the SAWE will be served.

I. He shall protect the assembly from the delay and frustration caused by motions or other conduct of a dilatory nature. Whenever the chair becomes convinced that one or more members are misusing parliamentary forms for obstructive purposes, he should either not recognize these members or he should rule that such motions are out of order (See RRO 38).

Figure 6- 1 Relationship of Main & Subsidiary Motions
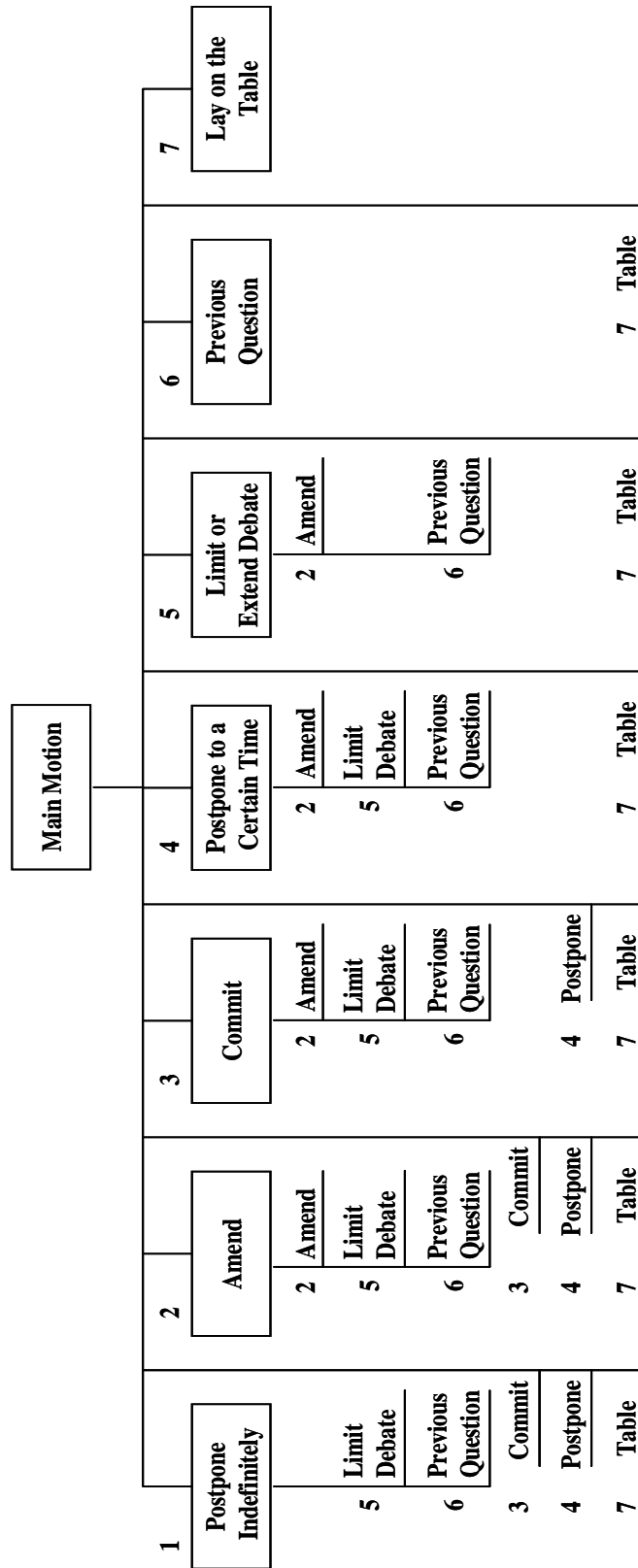
Notes:

1.   The Seven Subsidiary Motions are shown and numbered immediately below the Main Motion in Priority order. The higher the number; the higher the priority; i.e, for example, if Amend, 2, is the immediately pending, then the motion to Commit, 3, or Lay on the Table is in order.

2.   Directly below each Subsidiary Motion is shown, by coded numbers, the Subsidiary Motions that are in order against the immediately pending question as well as against the Main Motion.

SECTION 7

ACADEMIC COMMITTEE

7.   ACADEMIC COMMITTEE

The Academic Committee is led by the VP Academic Affairs (VP-AA). It is responsible for overseeing the following activities and subcommittees. In the case of scholarships, the long-standing tradition is for the Executive Director to act as executor of the scholarships. However, the Academic Committee can and should provide guidance as may be required.

7.1   SCHOLARSHIPS

7.1.1. GUIDELINES FOR PERMANENT UNDERGRADUATE SCHOLARSHIP

PURPOSE
The SAWE is a non-profit organization organized in 1939 and incorporated in 1941 for the purpose of uniting those involved in Mass Properties Engineering and promoting this specialized engineering discipline. Throughout its existence, the SAWE has worked with the academic community in a variety of activities including course material development and guest lectures. A scholarship program has been initiated to expand the SAWE involvement with the academic community in a meaningful and lasting fashion by providing encouragement and financial aid to students pursuing an engineering degree. Intent of the program is to provide a permanent scholarship at selected academic institutions to be awarded annually.

AWARD
This $1,000 award is provided by the SAWE and is intended for use as tuition and fees payments for the recipient. Distribution of the award is to be accomplished through the university accounts system. In the event that the amount available exceeds the student's cost for tuition and fees, remaining funds may be made available for books and supplies.

ELIGIBILITY
Students eligible for the SAWE Undergraduate Scholarship Award will have completed sufficient credit hours to be classified as a Junior or Senior level student by University guidelines with a major of Engineering and maintain full time student status for the period to be covered by the award. Scholarship candidates must have a cumulative GPA of at least 2.5 based on a 4.0 system. Previous recipients will not be eligible candidates. Relatives or dependents of SAWE members and affiliates shall be eligible for the scholarship but will not receive special consideration.

APPLICATION PROCESS
Prospective scholarship recipients will be required to complete an application form furnished by the Engineering Department. The applicant will also provide a brief statement of career goals and may include other documentation he or she feels would be pertinent to the selection process.

SELECTION FACTORS
Factors to be considered in the selection process will include:

- Review of applicant´s career goals.

- Evidence demonstrating aptitude for success.

- Financial need will be a major consideration.

ADMINISTRATION
The head of the Engineering Department will administer the announcement and selection process. Evaluation of the applications and selection of the recipient will be conducted by an existing university scholarship committee or by a committee appointed by the department head. This committee will provide application forms which outline the purpose of the scholarship program, criteria for selection and deadline dates for submitting applications. Any attempt to influence the selection process by an outside source, including members of the SAWE, shall result in elimination of that candidate from consideration.

It is intended that the program be operated in the manner described herein. However, if special circumstances arise, a deviation may be considered by coordination with the SAWE Academic Committee.

REPORTING REQUIREMENTS

The chairman of the Engineering Department will assume responsibility for informing the SAWE of all awards made under this scholarship program. In addition, a copy of the recipient's application materials will be forwarded to the SAWE Academic Committee noting the amount of the award. Award of the scholarship will be noted at any recognition ceremony designed to call attention to student achievement in the Engineering Department or the college with which the Engineering Department is affiliated. It is desired that any news release or other university publication which features the recipient's achievements make reference to the student as a SAWE Scholar.

SPONSOR PARTICIPATION

The chairman of the Engineering Department will contact the SAWE Academic Committee to determine the memberships' interest in meeting the scholarship recipient. In addition, a plaque bearing the names of the scholarship recipients will be displayed in a prominent location in the Engineering Department. These plaques will be supplied by the SAWE Academic Committee.

OTHER CONSIDERATIONS

In addition to the previous guidelines, the following conditions will apply:

- This scholarship program is intended to be a permanent program with the university. However, if the department for which the scholarship is intended is dropped from the university curriculum, the agreement will be terminated.

- Value of the scholarship is to begin at a level of $1,000 per academic year and increased as stated to account for increased costs. However, if economic conditions arise that result in insufficient fund earnings to support the program at the anticipated level, the award amount may be decreased as deemed necessary by the SAWE.

- In the event that the SAWE is disbanded, existing funds will be distributed among the participating academic institutions for continuation of the program.

7.1.2. GUIDELINES FOR ONE-TIME UNDERGRADUATE SCHOLARSHIP AWARD

PURPOSE

The SAWE is a non-profit organization organized in 1939 and incorporated in 1941 for the purpose of uniting those involved in Mass Properties Engineering and promoting this specialized engineering discipline. Throughout its existence, the SAWE has worked with the academic community in a variety of activities including course material development and guest lectures. A scholarship program has been initiated to expand the SAWE involvement with the academic community by providing encouragement and financial aid to students pursuing an engineering degree. Intent of the program is to provide a one-time undergraduate scholarship at selected academic institutions. Currently, the Conference Host Chapter selects the academic institutions each year.

AWARD

This $1,000 award is provided by the SAWE and is intended for use as tuition and fees payments for the recipient. Distribution of the award is to be accomplished through the university accounts system. In the event that the amount available exceeds the student's cost for tuition and fees, remaining funds may be made available for books and supplies.

ELIGIBILITY

Students eligible for the SAWE Undergraduate Scholarship Award will have completed sufficient credit hours to be classified as a Junior or Senior level student by University guidelines with a major of Engineering and maintain full-time student status for the period to be covered by the award. Scholarship candidates must have a cumulative GPA or equivalent of at least 3.0 based on a 4.0 system. Previous recipients will not be eligible candidates. Relatives or dependents of SAWE members and affiliates shall be eligible for the scholarship but will not receive special consideration.

APPLICATION PROCESS

Factors to be considered in the selection process will include:

- Review of applicant´s career goals.

- Evidence demonstrating aptitude for success.

- Financial need will be a major consideration.

SELECTION OF RECIPIENTS

Prospective scholarship recipients will be required to complete an application form furnished by the Engineering Department through the SAWE. The applicant will also provide a brief statement of career goals and may include other documentation they feel would be pertinent to the selection process

PAYMENT OF SCHOLARSHIPS

The VP-AA will administer the selection process. Evaluation of the applications and selection of the recipient will be conducted by an existing university scholarship committee or by the SAWE Academic Committee. This committee will provide application forms which outline the purpose of the scholarship program, criteria for selection and deadline dates for submitting applications. Any attempt to influence the selection process by an outside source, including members of the SAWE, shall result in elimination of that candidate from consideration.

It is intended that the program be operated in the manner described herein. However, if special circumstances arise, a deviation may be considered by coordination with the SAWE Academic Committee.

REPORTING REQUIREMENTS

The VP-AA will assume responsibility for informing the SAWE and the head of the Engineering Department of the winning student. It is desired that any news release or other university publication which features the recipient's achievements make reference to the student as a SAWE Scholar. Award of the scholarship will be made at the SAWE International Conference Awards Banquet by the Executive Director and/or the VP-AA, where the scholarship recipient and his/her parents or his/her Professor will be guests at no cost to themselves. The winner shall supply the SAWE with a recent photograph, if asked, in the event that the Host Conference Committee wants to include it in the Awards Banquet Program

SPONSOR PARTICIPATION

The chairman of the Engineering Department will contact the SAWE Academic Board to determine the memberships' interest in meeting the scholarship recipient.

7.1.3. GUIDELINES FOR SCHOLARSHIP FOR CHILDREN AND GRANDCHILDREN OF SAWE MEMBERS

BACKGROUND

The Society of Allied Weight Engineers, Inc. (SAWE) has established a scholarship program for children or grandchildren of SAWE members, who plan to continue their education in college. Scholarships are offered for full-time undergraduate course of study at an accredited four-year college or university in a curriculum of the student's choice.

This scholarship program is administered by Scholarship Management Services, a department of Citizens' Scholarship Foundation of America, Inc. (CSFA). CSFA is a national non-profit educational support and student aid service organization that seeks to involve and assist the private sector in expanding educational opportunities and encouraging educational achievement. Awards are granted without regard to race, color, creed, religion, gender, disability, or national origin.

ELIGIBILITY

Applicants to the SAWE Scholarship Program must be —

- Children* or grandchildren (age 25 and under) of members of the Society of Allied Weight Engineers, Inc. who have a minimum of one year of membership as of the application deadline date. Children and grandchildren of deceased members are also eligible. The program applies to all SAWE members worldwide.

  *For the purposes of this program, children are defined as natural and legally adopted children or stepchildren of members.

- Applicants must be high school seniors or graduates who plan to enroll or students who are already enrolled in a full-time undergraduate course of study at an accredited four-year college or university.

AWARD

The funding for this program is controlled annually by direction of the SAWE Board of Directors. A maximum of (5) $1,000.00 may be granted each year. Awards are not renewable, but students may reapply to the program each year they meet eligibility requirements. Awards are for undergraduate study.

APPLICATION PROCESS

Interested students must complete the application form and mail it along with a current, complete official transcript of grades to CSFA. All documentation must be postmarked no later than April 1. On-line transcripts and grade reports are not acceptable.

SAWE will maintain a current application form on its website (www.sawe.org). It is the applicant's responsibility to gather and submit all necessary information.

Applications are evaluated on the information supplied; therefore, answer all questions as completely as possible. All information received is considered confidential and is reviewed only by CSFA.

SELECTION FACTORS

Scholarship recipients are selected on the basis of academic record, demonstrated leadership and participation in school and community activities, honors, work experience, goals and aspirations stated in the application, unusual personal or family circumstances, and an outside appraisal.

Selection of recipients is made by CSFA. In no instance does any member of the Society of Allied Weight Engineers, Inc. play a part in the selection. All applicants agree to accept the decision of CSFA as final.

Applicants will be notified by the middle of May. Not all applicants to the program will be selected as recipients. Students may reapply to the program each year they meet eligibility requirements.

ADMINISTRATION

CSFA processes scholarship payments on behalf of SAWE, Inc. Payments are made in equal installments on August 15 and December 30. Checks are mailed to each recipient's home address and are made payable jointly to the student and the school and must be endorsed by both.

OBLIGATIONS

Recipients have no obligation to SAWE. They are, however, required to supply CSFA with complete transcripts when requested and to notify CSFA of any changes of address, school enrollment, or other relevant information.

REVISIONS

SAWE, Inc. reserves the right to review the conditions and procedures of this scholarship program and to make changes at any time including termination of the program.

ADDITIONAL INFORMATION

Questions regarding the scholarship program should be addressed to:

SAWE Scholarship Program

Scholarship Management Services, CSFA
1505 Riverview Road, P.O. Box 297
St. Peter, MN 56082
Telephone: (507) 931-1682
Toll-free telephone: (800) 537-4180

7.1.4. GUIDELINES FOR FRANK FONG SCHOLARSHIP - GUIDELINES

Applications will be accepted beginning February 15 and postmarked no later than April 30. The application form is available on the website (www.sawe.org).

In addition to the selection factors stated above, the recipient must be enrolled in a scientific field to be considered for this award.

Applications will be accepted beginning February 15 and postmarked no later than April 30. The application form is available on the website (www.sawe.org).

The VP – AA will report to the BoD the financial status of the scholarship funds and the investment strategy. While these may be managed by the Executive Director and the Finance Secretary, the VP-AA is responsible for providing a strategic plan for Scholarships.

7.2   STUDENT PAPERS PROCESS

Academic student papers should meet the same requirement as all technical papers as defined in Section 5. The deadline for student papers is 2 weeks before the conference; individual exceptions may be made by the VP – Technical Director at his/her discretion. Student papers can also be copies of design projects which include weight estimates. However, weight engineering-specific papers are preferred and expected from graduate-level students.

There are certificate and monetary awards for the 1st, 2nd, and 3rd Place student papers. The monetary awards are $1,000, $750, and $500, respectively. These may be increased or decreased according to the state of the SAWE budget.

The VP-AA will establish and maintain a council of university professors who teach or mentor students on weight control technology. The objective is to establish communications between SAWE and academia to define class materials, technical paper opportunities, textbook development projects, etc.

7.3   UNIVERSITY CLASS MATERIALS/PROFESSOR TRAINING

The Academic Committee shall create and maintain generic and industry-specific training materials for undergraduate and graduate students. The material should include materials from SAWE papers, textbooks, and Recommended Practices.

7.4   STUDENT CHAPTER SUPPORT

The Academic Committee should establish and maintain the resources needed to support one or more student chapters. SAWE has not had a student chapter since the 1970s but this could change.

SECTION 8

EXECUTIVE DIRECTOR RECRUITMENT AND SELECTION

8.   EXECUTIVE DIRECTOR RECRUITMENT AND SELECTION

8.1   INTRODUCTION

The Executive Director's position offers the greatest opportunity of any in our organization to affect our day-to-day efficiencies and our long range direction and success. Accordingly, a procedure has been developed as a guideline for SAWE to follow when it is necessary that this critically important position be filled.

8.2   CANDIDATE'S BACKGROUND

It is highly desirable that candidates identified have certain traits, or characteristics, believed important to future Executive Director job success. These include:

1.   Capability to provide effective, overall professional leadership of SAWE's varied operational and fiscal responsibilities.
2.   Significant involvement in SAWE activities in the past, preferably the recent past. Such involvement might include:
    A.   Recent service as an international officer.
    B.   Chairmanship of important SAWE committees, or track chairmanships.
    C.   Significant involvement in conference planning.
    D.   Recent international conference responsibility and experience.
    E.   Other significant Board of Directors experience.
3.   Self-starter, strong initiative, with demonstrated excellent verbal and written communication skills.
4.   Possessing a "big picture" focus, but also demonstrated strength and accuracy in "working the details."
5.   Ability to work in a team environment, although geographically dispersed, with a high tolerance for working with volunteers, whose various conflicting priorities may not always be consistent with those of the SAWE.
6.   Awareness of financial activities important to the SAWE, particularly as they relate to future planning.
7.   Basic understanding of accounting principles, as well as common computer applications.
8.   Awareness of basic contracting terms and conditions, with demonstrated or high potential managerial capability.

8.3   NOTICE OF POSITION OPENING

Ideally, an outgoing Executive Director would provide notice of his or her intent to resign at the annual Board of Directors Meeting, a year before the planned resignation date, thereby providing to the SAWE the time needed to identify qualified replacement candidates. The formal selection of an incoming Executive Director would then be made at the following year's Board of Directors Meeting.

Upon an Executive Director's announcement of his or her intent to resign, each chapter director should make their respective chapter members aware of the need to identify qualified candidates for the position. Likewise, other elected and appointed international officers should make a concerted effort to identify prospective candidates from among their SAWE contacts.

It is particularly important that the outgoing Executive Director actively identifies and solicits candidates who might be interested in filling this important position. The outgoing, as well as any past Executive Director, would be uniquely qualified to identify members whom they believe have demonstrated skills necessary for success in the position. They would also be the best able to discuss responsibilities of the position with potential candidates.

Further, it is recommended that a "position opportunity" advertisement be prepared by the outgoing Executive Director, approved by the International President, and featured prominently on the first page of several subsequent issues of the society bulletin. Wording provided in Figure 8-1, updated for currency, might be considered. It has been used effectively for this purpose.

GREAT JOB OPPORTUNITY

We are encouraging our members to step forward and be considered for appointment as our next Executive Director. Bob Johnston is in his sixth year in this capacity, and has announced his intention to resign, effective May, 1999.

This a wonderful opportunity to serve our SAWE, with this particular position offering perhaps the greatest opportunity of any within SAWE to impact our long range direction and success. Bob Johnston suggests that "both the personal and professional rewards of serving the SAWE as Executive Director are enormous." He believes "it is a position where one can clearly make a significant difference in our future."

The Executive Director is responsible for, or, at the least, is actively involved in the conduct of virtually all aspects of the administrative, contractual and financial activities for the SAWE. Effective, professional direction from this position is critical to continuation of the SAWE's operational and fiscal efficiencies. A partial listing of the responsibilities of this position is provided in our By-Laws, and in our Operations Manual.

It is desirable that candidates for this position have demonstrated good initiative, and accuracy in "working the details," and that they have a basic understanding of accounting principles and common computer applications. It is also highly desirable that candidates have been involved in SAWE activities in the past, and have the ability to work in a team environment, although geographically dispersed.

Although the SAWE cannot offer a "competitive salary," the annual honorarium provided for the Executive Director can be an important incentive for recent retirees wishing to remain professionally active. This is particularly true for "early retirees." To again quote Bob, "the dollars per hour may not be the best, but the honorarium does come in handy, and, there are clearly many rewards associated with this position beyond the honorarium."

Please call either Bob Baum or Bob Johnston for additional information about this opportunity.

Figure 8-1 Example - Position Opportunity Listing

8.4   LIST OF CANDIDATES

Each person who wishes to be considered as a candidate for the Executive Director position should make their intention known to both the International President and the outgoing Executive Director, in a timely manner, certainly no later than March 1 of the year in which a replacement is to be named.

8.5   CANDIDATE JOB CRITERIA SELF-ASSESSMENT

An "Executive Director Job Criteria Assessment" form, provided below as Figure 8-2, has been developed, and has been used effectively. Completed candidate assessments will provide important insight for members

of the Board of Directors as they consider each candidate's qualifications. In that the assessment form is structured as a self-appraisal, resulting responses will offer a valuable opportunity for the reviewer to consider each candidate's perception of the importance of the various responsibilities of the Executive Director's position.

Further, the Executive Director Job Criteria Assessment form "levels the playing field" by allowing each candidate considered an identical opportunity to describe his or her qualifications as they relate to the position. From experience, it is clear the appropriateness of each candidate's unique base of experiences will be more evident through these responses, as will their written communications skills, obviously a very important consideration.

Executive Director Job Criteria Assessment

Candidate _____

Assessment Area

1. <u>Demonstrated management capability</u>.   Describe related experiences that demonstrate your ability to provide effective, professional direction of the SAWE's overall operational and fiscal responsibilities.

2. <u>Initiative and accuracy in working the details.</u> Provide illustrative job experiences and personal characteristics that demonstrate both initiative and accuracy in "working the details," while still maintaining a "big picture" focus.

3. <u>Basic understanding of accounting principles and common computer applications.</u>   Describe accounting principle experience level. Provide examples of demonstrated awareness of the financial activities important to the SAWE, particularly as they affect future planning. Show awareness of basic contracting language and terms and conditions (e.g.: as it might apply to review of hotel contracts for the conference). Provide summary statement of computer usage skills.

4. Extent and currency of <u>SAWE experience at International level</u>.   Describe any service as an International officer, any Board of Directors, Track, workshop or committee chairman experience, and experience on Academic Committee. Provide description of any past involvement in conference planning activities.

5. <u>Ability to work in a team environment, although geographically dispersed</u>. Provide description of background to illustrate this capability, particularly working through "volunteers."

6. <u>Communication skills</u>. Describe or provide examples of demonstrated communication skills, both verbal and written.

7. <u>Availability and commitment</u>. Discuss your availability for taking over the responsibilities of the position. What length of service as Executive Director do you believe to be an appropriate commitment?

Figure 8-2 Executive Director Job Criteria Assessment

8.6   FORMAL SELECTION PROCESS

A list of candidates, together with their completed "Executive Director Job Criteria Assessments," shall be included as a separate section within the collection of reports forwarded by the outgoing Executive Director to members of the Board of Directors in mid-April.

The incoming Executive Director will be formally selected at the Board of Directors Meeting, by a roll call vote, from amongst the candidates identified. This process will not only enhance the likelihood of a more informed Board of Directors appointment decision, but will also reduce significantly the time necessary at the Board Meeting to reach a selection decision.

At the Board of Directors Meeting, the International President - Elect may choose to either make or not make a recommendation to the Board as to his or her preferred candidate. However, given, his or her unique perspective, it would be expected that the outgoing Executive Director give his or her opinion as to the appropriateness of each candidate's qualifications for the position.

8.7   TRANSITION OF POSITION

It is highly desirable that an adequate period of time be provided for transitioning from the outgoing Executive Director to his or her replacement. It is recommended that a three month period be planned for the transition, during which both the outgoing and incoming Executive Director share responsibilities, in a training mode, with full responsibility shifting to the incoming Executive Director no later than the end of the three month period.

Therefore, assuming the usual mid-May Board of Directors Meeting, it is suggested the incoming Executive Director begin to assimilate and train for the responsibilities of the position starting no later than June 1, with full transition completed by September 1.

It is expected that there will be a several month additional period of time during which the outgoing Executive Director will be asked to respond to a wide variety of questions, ensuring that a historical perspective is provided and maintained as it relates to unique problems.

SECTION 9

INTERNATIONAL LEVEL BEREAVEMENT AND RETIREMENT NOTICES

9.   INTERNATIONAL LEVEL BEREAVEMENT AND RETIREMENT NOTICES

9.1   INTRODUCTION

It is highly recommended that the SAWE recognize the recent passing of our members in our publications. Too often, no notice, or acknowledgement, of a member's passing was provided as information for our general membership, in either the Blog or the Journal of Weight Engineering. This was because the Vice President - Publications was not always properly notified. The suggestions that follow are offered as guidelines so that bereavement announcements can be dealt with in a consistent manner.

9.2   BEREAVEMENT ANNOUNCEMENT FORMAT BY MEMBERSHIP GRADE

The minimum level, or depth, of a bereavement announcement can most easily be based, or administered, in relationship to the passed member's membership grade. The suggestions that follow, administratively expedient, support that approach.

As noted, these suggestions are offered as "minimums." They ensure that at least some level of recognition is provided in our publications for a deceased member. However, they do not preclude a more in-depth announcement, the depth presumably driven by the level of contribution of that member.

Prime responsibility for reporting the passing of any member must rest with that member's individual chapter, primarily the chapter director, irrespective of the membership grade of the deceased member.

9.3   HONORARY FELLOW

Upon the passing of an Honorary Fellow, his or her chapter director should immediately notify the Executive Director and the Vice President- Publications so that a brief notice of the member's passing can be included in the next available publication.

The chapter director should then arrange for the preparation of a more thorough biographical article about the deceased Honorary Fellow and his or her career, intended for inclusion in the next issue of the Journal of Weight Engineering. Typically, this write-up will range in size from one-half to a full Journal page.

The Executive Director, as well as other current and past international officers, can serve as additional resources in support of the preparation of this article, although prime responsibility remains with the chapter director. The write-up, once completed, should be provided to the Vice President - Publications, along with a photograph of the deceased member.

Finally, the Executive Director should prepare a letter of condolence, addressed to the spouse of the deceased Honorary Fellow, on behalf of the SAWE, assuming there is a surviving spouse. It is very appropriate that the Executive Director also offer several additional copies of the Journal issue which contains the biographical write-up to the spouse.

9.4   FELLOW

Procedures recognizing the passing of Fellows should follow the same general guidelines as those provided above for Honorary Fellows, except that, typically, the bereavement notice would be confined to the Blog. The chapter director should arrange for the preparation of a brief biographical write-up for that purpose.

Providing further information about that member, for example, an article and picture for the Journal would be at the discretion of the chapter director and the Vice President - Publications. It is optional whether the Executive Director would prepare a letter of condolence for the deceased member's spouse on behalf of the SAWE.

9.5   OTHER MEMBER

It is the responsibility of the chapter director to provide a brief notice of a member's passing to the Executive Director, and to the Vice President - Publications. It is at the discretion of the chapter director whether a

more detailed write-up would also be provided. With rare exception, publishing these bereavement notices would be limited to the Blog.

9.6   CHARTER MEMBER

Every effort should be made to provide as much information as possible in recognition of a recently deceased Charter Member, in the same manner and depth as that provided for Honorary Fellows, including a Journal of Weight Engineering write-up, if possible.

9.7   MEMBER RETIREMENT ANNOUNCEMENTS

It is also desirable that notices of a member's recent retirement be provided in our publications as information for our general membership. The prime responsibility for this information, again, resides with the officers in each chapter, particularly the chapter director. Such notices should be sent to the Vice President - Publications in a timely manner so that they can be included in the Blog, or the Journal of Weight Engineering, as most appropriate.

SECTION 10

TRAINING PROCEDURES

10.2.2. ON SITE TRAINING CLASSES

On Site training classes are offered to meet government and industry mass properties training needs. These classes are tailored to the needs of the customer. The classes are held at the company's facilities.

10.2.3. CLASS DEVELOPMENT GUIDELINES

Class development guidelines are presented in Section 5 of the Operations Manual

10.2.4. DEVELOPERS AND INSTRUCTORS

Will be paid a small honorarium as a monetary recognition of appreciation for their efforts, set by the VP-Training and approved by the International President.

10.2.5. CLASS ENROLLMENT

Will be budget based minimums to ensure its successful funding. Also, maximum enrollments will be set to ensure a successful learning environment.

10.2.6. LAB BASED CLASSES

Will be based upon availability and convenience of necessary facilities and equipment. For example, inclining a ship, weighing an aircraft, or measuring inertias, require special facilities, equipment, and test articles. Those types of classes will be coordinated with opportunities specific to the conference location.

10.2.7. CONFERENCE COMMITTEES

Will include a Training Coordinator (see section 3.3.15) to coordinate with training class requirements such as facilities, audio visual needs, and offsite transportation.

10.3   CLASS PROCEDURES

The instructors are the integral part of the training program, and should work closely with the VP- Training and Local Training Coordinator in preparation for delivering a class. The steps outlined below are intended as general guidance

10.3.1. REGIONAL AND INTERNATIONAL CONFERENCES

1. Coordinate Class Schedule With VP-Training – Once a class has been requested, the VP-Training will ask the Instructor if they are available to give the class. The Instructor's travel expenses, honorarium and other will be taken into consideration following travel policy. However, the overriding consideration will always be whether there is an interest in the class by those expected to attend conference.

2. Support Publicity Information – The VP-Training, VP-Publications or the Local Training Coordinator may contact the instructor to approve a draft of the class announcement. The announcement will describe the class that will be given at the conference, which may be different than previous classes, based on the expected students. In some cases you will have to provide a biography and a photograph. Keep in mind that this information is key to many attendees in that their management reviews it for travel approval. It must sell both the value of the course and the qualification of the instructor. Although many of our instructors will be well known experts within SAWE, approval for attendance will often come from non-mass properties management.

3. Monitor Enrollment- Fundamentally, the minimum enrollment is to ensure course funding and the maximum enrollment is to ensure quality of the learning environment. The VP-Training and Conference Training Liaison will establish a price for the course based on expenses. Instructors must review the budget basis for accuracy, completeness, and updates. The minimum enrollment represents the break-even point. If minimum enrollment is not met, the class will be cancelled and considered for re-scheduling. The instructor's maximum enrollment will not be exceeded. There will be a waiting list

maintained by the conference registrar in case there are enrollment cancellations. The waiting list will also determine whether there is enough interest to offer an additional class at that conference or repeat it at a future conference. Cancellation policy will support the minimum enrollment and break even objectives within a reasonable period before the course. The period will be established by the Conference Training Liaison and the VP-Training. These stipulations will be noted in the advertising information. The estimated course budget and price will be submitted to the President and the Executive Director for their approval and counseling. Any open issues and significant uncertainties will be noted in detail with projected financial impacts and explanations.

4. Travel Plans – Instructors are normally expected to make their own travel plans. Travel plans and expenses shall follow SAWE Travel policy. If an instructor's company will pay the travel expenses, SAWE will consider their payment as a donation to the training program. We will try to keep course expenses down by arranging instructor air travel early.

5. Coordinate with Conference Training Liaison- Once a class is scheduled for a conference, the instructor must coordinate physical, logistical, and equipment needs with the Conference Training Coordinator Liaison. Examples are: Desired Facilities, Ongoing Enrollment Updates, Student Transportation if Needed, Audio Visual Equipment, Computer Support, Etc.

6. Ensure Enrollment- Enrollment is mentioned in several of the procedures and might not be an issue. However, it is a criterion for canceling the course or deciding to schedule an additional time slot. Enrollment must be re-checked at the established cancellation date by the Instructor, VP-Training, and Conference Training Liaison. They will disposition how to proceed.

7. Make Adequate Copies of All Course Materials and Handouts - Traveling instructors may opt to have copies made at the conference location. Make these arrangements with the Conference Training Liaison in a timely manner so that they are ready and waiting for you when you arrive.

8. Instruct Class - Arrive early. Check audio-visual equipment. Note location of nearest rest rooms, drinking fountains, and coffee. Schedule breaks if the class is longer than two hours. Start on time and stay on schedule. Teach the class, give the exam, and conduct the student comment survey.

9. Distribute, Collect and Grade Exam - The intent of the Exams is to confirm that the class met the student needs.

10. Certificates - The VP-Training will provide Certificates of Completion to all Training Program students, when possible. In cases when the VP-Training cannot attend the conference, the Instructor or Local Training Coordinator will prepare and distribute the Certificates of Completion. A few blank extras will be provided to allow for late enrollment. The certificates will be signed by the Instructor, the VP-Training, the Conference Training Liaison, and the President. They will be issued by the instructor.

11. Review of Student Survey and Exams - The intent of this survey is to improve the quality of both the Training Program and the specific course. The instructor will review the students' comments and pass them along to the VP-Training. Any comments related to issues pertaining to the Conference Training Liaison will be passed along and included in the conference "lessons learned". Specific survey comments will be used to improve the course when repeated. General comments will be used to improve other training courses. A short meeting of the VP-Training, the instructors, and the Conference Training Liaison should be held as a breakout meeting of the Sunday night mixer to conduct this review and discuss lessons learned while the issues are fresh in everyone's mind.

12. Final Expense Report- A final expense report with receipts (preferably scanned) will be submitted to the VP-Training for his review. He will request payment from the Executive Director. The Conference Training Coordinator may need to submit an expense report. All of these training related expenses should already be a part of the course budget plan. Significant surprises may warrant separate review of that specific expense.

Expense Report

Name:

Class(es) Taught:

Mailing Address for reimbursement checks:

Dates	Hotel	Meals	Travel	Supplies	Honorarium	Other	Total
Totals							

Instructions:

- Attach scanned or physical copies of receipts
- Just put the date and the dollar amount that is supported by a receipt in the table above
- Include tax and minor tips in the expense
- Try to match one receipt with entries on the table. For example if the hotel bill total is $125 then list the entire amount for the whole period on one line in the Hotel section in the table. For the meals; summarize your meals on one sheet of paper for breakfast, lunch and dinner with receipts for the larger meals.
- The current honorarium is $75 per classroom hour for the International Conference
- Travel includes:
    - 1.1 Use 33 cents per mile for personal car usage
    - 1.2 Airfare
    - 1.3 Transportation to and from the conference
- Please send a copy to VP-Training. TheVP-training will send the expense report to Executive Director for payment.

Figure 10-1 SAWE Training Program Expense Report Form

10.3.2. ON-SITE OR COMMERCIALLY AVAILABLE TRAINING

1. Initial Contact – All inquiries will be referred to the VP-Training, who will contact the Company Representative immediately to confirm their needs and the timing of the class.

2. Instructor Contact – The VP-Training will ask the appropriate Instructor to contact the "Company Representative to confirm the suitability of the SAWE class content for the students, preliminary class dates, class location, and other logistics (Form Fs, type of aircraft, focus of the students, etc.). The Instructor will report this information to the VP-Training.

3. Prepare Quotation – The VP-Training will prepare a quotation based on the information provided by the Instructor, along with SAWE's Terms and Conditions. A typical Quotation or invoice is shown below. The VP-Training will create a budget for each class that covers travel, printed materials, promotional items etc. Travel expenses will follow SAWE Travel policy. The Instructor is provided an honorarium for each day of class, unless it is a local class.

4. Submit Quotation as an Invoice - The VP-Training emails the Quotation to the Executive Director with a copy to the SAWE President. The Executive Director submits the Invoice to the Company for payment before the class is delivered. The class will not be delivered unless payment or a Purchase Order is received from the company.

5. Make Travel Plans – The Instructor shall make travel plans following SAWE Travel policy and keep the VP-Training advised of the cost and schedule.

6. Prepare Class Materials – The VP-Training will be responsible for the Promotional items and the Certificates of Completion, while the Instructor will prepare all other class materials.

7. Deliver the Class – The instructor will travel to the site and deliver the class. The instructor will make such arrangements necessary so as not to be delay by bad weather or to endanger themselves during the travel during bad weather.

8. Review Class Exams and Surveys – Class exams and surveys shall be completed by the students reviewed by the Instructor and forwarded to the VP-Training.

9. Complete "Certificates of Completion" – The instructor will mail or hand out the certificates to the students that attend the class and pass the "Class Exams".

10. Final Expense Report- A final expense report with receipts (preferably scanned) will be submitted to the VP-Training for his review. He will request payment from the Executive Director. The Conference Training Coordinator may need to submit an expense report. All of these training related expenses should already be a part of the course budget plan. Significant surprises may warrant separate review of that specific expense.

SOCIETY OF ALLIED WEIGHT ENGINEERS

Serving the Aerospace - Shipbuilding - Land Vehicle and Allied Industries

Sold by:	**Ronald L. Fox**	**Invoice No**	**8203**
	2131 Tevis Avenue		
	Long Beach, Ca 90815-3356	**Date**	**1/23/2006**
	562 596-2873 Fax:562 596-2874		
	saweron@charter.net		

Sold to:	**Senior Chief Lawrence Brice**
	NAVAIR Depot Jacksonville - Detachment Oceana
	766 E Ave, Suite 208
	Virginia Beach VA 23460-2222

Email lawrence.l.bice@navy.mil   757-433-4127

U.S. currency

YOUR ORDER NO.	DATE SHIPPED	Ship Via	
QUANTITY	**DESCRIPTION**	**UNIT PRICE**	**AMOUNT**
1	**SAWE Aircraft Weight and Balance Training Class**	$10,000.00	$10,000.00
	* Onsite at Oceana Naval Air Base in Virginia Beach (classroom) and		
	Norfolk Operational Base (aircraft weighing) in Norfolk Virginia		
	* Tentative date any time between March 1 and April 15, 2006		
	* Final date based on mutual agreement between students and the instructor		
	* Price is a flat fee for 5 or less students, and includes all travel expenses		
	* Price includes all travel expenses for instructor and class materials		
	* Payment (P.O., check, credit card number) is due 14 days prior to the course dates. Payment is made to the SAWE Executive Director at the address above.		
	* NAVAIR shall arrange for the following: classroom with PC and video projector, access for the instructor to the bases, an aircraft to be weighed with appropriate scales, etc, and a copy of the Form E of the aircraft to be weighed during the class and transportation between class room and aircraft for the instructor and students.		
	* NAVAIR point of contact is Senior Chief Lawrence Brice at the address above		
	* The SAWE instructor will be Tom Oole, 250 Evergreen Dr., Springboro, OH 45066, ThomasOole@aol.com, 937-748-2623		
	* Students are issued "Training Certificate" upon passing a short test after the class.		
1	**SAWE Company membership (1 May 2006 -30 April 2007)**	$350.00	$350.00
	SUB-TOTAL		**$10,350.00**
	SALES TAX		**n/a**
	SHIPPING AND HANDLING CHARGES		**n/a**
	TOTAL		**$10,350.00**

Figure 10-2 Typical SAWE On-Site Class Invoice

10.3.3. ON-LINE TRAINING

These classes will follow the same steps as the On-Site Training except step seven is replaced with: 7 – Deliver the Class. The Instructor will be available for 1 hour to answer any questions the students may have at the end of the class.

10.4 ANNUAL BUDGET

A typical Budget is show in Figure 10-3. The purpose of the budget is to provide the Executive Director with an estimate of the "Retained Earnings" or profit that can be expected from the SAWE Training Program for the next year. The budget also confirms that the propose class fees are fiscally responsible.

10.5   CLASS BUDGET

A typical Class budget is shown in Figure 10-4. The purpose of the budget is to provide the Conference Planning Committee, the Executive Director and others an idea of the breakeven and potential profitability of a class. The budget also provides an estimate of required payments to the Instructor, Local Chapter and VP-Training for expenses. Not all the budget elements listed will be used for each class.

10.6   COPYRIGHTS

SAWE's claim to copyright to the Training Classes and the materials presented in the classes. This prevents someone from using the class materials for their own purposes without contacting SAWE for permission.

All materials should have a notice "Copyright, yyyy, SAWE Inc." where yyyy is the year of creation or presentation. This should be placed prominently on the front cover of the material.

 The Training Class developers own the intellectual property rights to the class material, unless they sign over their copyrights to SAWE.

Training Class developers shall obtain copyright permission to use materials from other sources in their class.

The VP-Training will be responsible for obtain copyright permission of use from all Training Class developers, for instructors who are delivering classes that they did not develop.

10.7   TRAINING COMMITTEE DUTIES AND RESPONSIBILITIES

The function of the Training Committee is to assist the VP-Training. The functions best when the members challenge the VP-Training to continuously improve the SAWE Training Program, and take an active role in developing classes, maturing markets, and critiquing activities. The Committee members include all Instructors, Training Coordinators and anyone else who shows and interest.

SAWE Training Budget for 2006-2007

As required by the Operations Manual section 1.3.3.2 the following 2006-2007 training budget is provided. BOD approval is not required nor expected for this budget, which is provided for information to the Financial Planning Committee and Executive Director.

The budget is for planning purposes only, and does not limit the VP Training authority to spend money on behalf of SAWE, as long as the expenditure is described in the Operations Manual and or approve by the SAWE International President before funds are committed.

Activity	Assumption	Revenue	Expenses	Notes
Regional Conferences	15 Students 2 classes	$1,125	$3,800	1
Annual Conference	60 Students, 10 classes, 4 USA instructors, 2 European instructors	$13,500	$12,000	2
On-Site Training	2 classes (ex Commercially Available Training)	$20,000	$10,000	3
Video based Training Rentals	10 students, with 4 rentals	0	$600	4
Miscellaneous	New Class Development Fees	0	$3,200	5
	Web Site Revision	0	$1,200	6
	Other – Travel to Regional etc	0	$1,200	7
	Subtotals	$34,625	32,000	
	Retained Earnings		**$2,625**	

Notes on the SAWE Training Budget 2006-2007
1. Revenue covers 15 students at $75 per students, even though the official price is $125 per student. Expenses cover airfare, 2 room nights, honorarium for the instructor and conference room rental with coffee and lunch fees. Efforts will be made to reduce expense and increase revenue.
2. Revenue covers 60 students at $225 per student. (More students may attend because some classes are free to company sponsors or are included in the registration fee, etc. The expenses are based on $600 honorarium, and average of $1700 of travel and three nights hotel in a hotel in Madrid Spain per instructor from the USA. European instructors are assumed to have company sponsor travel and will only receive an honorarium of 600 Euros. Material costs per class include class materials, shipping, promotional items and instructor shirts, for an average $200 per class. The Travel expenses for the VP Training to the Conference Planning Meeting in Madrid are included.
3. The marginal cost for CAT is 50% (i.e. cost/revenue ratio). The expenses include instructor honorariums for travel and teaching, instructor travel expenses and class materials as described above.
4. This expense covers a new facilitator's kit for the "Inclining Experiment Video", and assumes break even on any rentals that result
5. This expense covers the development of 2-4 new classes using who are either SAWE members or professional "Training Class Developers".
6. This provides money to design a better site for selling classes.
7. This covers visits to chapters to provide training at a dinner meeting and administrative costs.

Figure 10-3 Annual Training Budget Report

Revised 5-11-06			New SAWE Officer		
Category	rate	No of	Friday - Schuster		
Category	rate	No of	Budget	Actual	
Assumptions					
No of Students		7			
Length of Class (hours)		2			
Basic Course Fee	$ 225				
Lunch Cost	$ 25				
Drink Cost	$ 10				
Honorarium $/Hr	$ 75				
SAWE Training Logo Item	$ 11				
Revenue - No. of Registration			$ 105	$ -	
Free Class	$ 15	7	$ 105	$ -	
Full Day - Week End	$ 225		$ -		
Short Class	$ 15		$ -		
Full Day - Week Day	$ 75		$ -		
SAWE Fee			$ -	$ -	
Basic Fee None			$ -	$ -	
			$ -	$ -	
			$ -	$ -	
Instructor - Travel			$ 313	$ -	
Airfare	$ 300		$ -	$ -	
Lodging - Room with Taxs & Tip	$ 156	2	$ 313	$ -	
Rental Car - Shuttle to/from Airport	$ 50		$ -	$ -	
Meals	$ 35		$ -	$ -	
Parking	$ 6		$ -	$ -	
Mileage	$ 3		$ -	$ -	
Gas	$ -		$ -	$ -	
Phone	$ -		$ -	$ -	
Misc - Parking at Portland	$ 10		$ -	$ -	
Travel Contingency 10%	$ -	1	$ -	$ -	
Instructor - Admin Expenses (paid in full to instructor)			$ 250	$ -	
Printing (B&W - 15 slides/hr, @ 0.12/page, + 2 extra copies)	$ 0.12	9	$ 32	$ -	
Phone Calls	$ -		$ -	$ -	
Mailing	$ -		$ -	$ -	
Notebooks (Flexible Bindings)	$ 2.00	9	$ 18	$ -	
View Graphs	$ -		$ -	$ -	
Copying	$ -		$ -	$ -	
Lunch for Students & Instructor	$ 25	8	$ 200	$ -	
Instructor Honorarium	$ 75		$ 150	$ -	
Instructor Honorarium	$ 75	2	$ 150	$ -	
Additional Student Fee	$ -	0	$ -	$ -	
VP Training's Administrative Fees Expenses			$ 10	$ -	
Office Expenses - Cert, Phone, Paper, Ink	$ 10	1	$ 10	$ -	
Logo Items (from 05-06 Budget)		7	$ -	$ -	
Postage for Logo Iems			$ -	$ -	
Reception or Awards Tickets	$ 15		$ -	$ -	
VP Training Supplies			$ -	$ -	
Class Room Rentals			$ -	$ -	
Local Chapter Expenses			$ 95	$ -	
Drinks for Students	$ 10	8	$ 80	$ -	
Honorarium $/Hr	$ 75		$ -	$ -	
Facilities - Flip Cart or White Board	$ 15	1	$ 15	$ -	
Other			$ -	$ -	
	Totals				
Revenue	######		$ 105	$ -	
Expenses	######		$ 818	$ -	
Profit	**$ 1,565**		**$ (713)**	**$ -**	
Total Due Instructor	$ 8,195		$ 713	$ -	
Total Due SAWE Scholarship	$ 1,200		$ -		
Total Due Local Chapter	$ 415		$ 95	$ -	
Total Due VP Training	$ 385		$ 10	$ -	
Total Expense	######		$ 818	$ -	

Figure 10-4 Training Class Budget Report

10.8 SAWE TRAINING COURSE INSTRUCTOR PROCEDURES

1. Submit Proposal to VP-Training- A simple one page description of your proposed course is adequate. Describe the topic. Outline a few key objectives. Describe any special equipment or facilities needed. And give a short narrative of your background and qualifications regarding this topic. The VP-Training will review and give approval to proceed based on the proposal information and the mix of other classes. In some cases course proposals may be very similar and changes of topic may be appropriate. The VP-Training will notify the President and Executive Director of courses approved for development. Approval decision will consider the proposed topic's need, interest, and success potential. Guidelines: 10-15 students are needed to cover expenses; general, not niche, interests should be targeted; and requests for this topic should be explored for student support and potential of repeat demand.

2. Initial Overview- This describes the course more in depth. It will elaborate on the topic and objectives. It will estimate the length of the class and state the maximum number of students. General approach will be described; such as classroom presentation, take home exercise, hands on lab activities, video presentation, demonstration, etc. This overview must also give an estimate of when the course will be ready so that the training chairman can work it into the schedule.

3. Detailed Outline- This will outline the course in detail. In general, it should contain the following: a narrative of the topic, elaboration of each course objective and the activity that will address each specific objective. Facilities, class duration, maximum attendance, and course availability date will be restated to firm up the Initial Overview estimate. The outline will serve to organize the developer's approach and ideas. It will also provide the training chairman and conference training liaison with support information for advertising and facilities coordination.

4. Create Course Presentation Material-view graphs, videos, demonstrations, etc. Where possible the final version of the material will include the SAWE Training Program logo.

5. Create Student Handout Material- This will include the presentation material and classroom exercises and may, at the instructor's discretion include additional related information such as Military Standards, web sites, industrial guidelines, or give more examples. Additionally, the instructor will hand out a simple survey for the students to provide comments about the class.

6. Create Lab Exercise Handout Material-Exercises and activities conducted in a lab environment should have diagrams and step by step descriptions to help students understand during the lab and for future review.

7. Develop Course Exam- The course exam should address the primary objectives of the course. Passing the exam should convince the instructor that the student has a good understanding of the course material. We will make it SAWE's policy to allow students that do not pass the exam to repeat it one time within 2 months of the course at the instructor's convenience and per his chosen method. The intent is for the course to be properly understood. All students will receive certificates of completion for the course.

8. Pre-Requisite Information or Familiarity- Any pre-requisite, familiarity, or assumed experience level must be stated for enrollment screening purposes. Also, it will have to be coordinated in all publicity and registration information. Product specific familiarity must be avoided to allow participation of all SAWE members. As students enroll, they will be notified of the pre-requisites so they can review documents or update familiarity.

9. Coordinate Class Schedule With VP-Training- There are many factors to be considered in scheduling. The primary factor will focus on special facilities. The other factors will depend on location of conferences, scheduling opportunities, instructor travel, and enrollment demand. Keep in mind that with class enrollment maximums, we will need to repeat some of the classes.

10. Support Publicity Information- This information will be published both in the conference announcement and in a Training Program portion of the SAWE web site. In addition to information provided in your course detail outline, you will need to provide an instructor's background sketch. Keep in mind that this information is key to many attendees in that their management reviews it for travel approval. It must sell both the value of the course and the qualification of the instructor. Although many

of our instructors will be well known experts within SAWE, approval for attendance will often come from non-mass properties management.

11. Monitor Enrollment- Fundamentally, the minimum enrollment is to ensure course funding and the maximum enrollment is to ensure quality of the learning environment. The VP-Training and Conference Training Liaison will establish a price for the course based on expenses. Instructors must review the budget basis for accuracy, completeness, and updates. The minimum enrollment represents the break-even point. If minimum enrollment is not met, the class will be cancelled and considered for re-scheduling. The instructor's maximum enrollment will not be exceeded. There will be a waiting list maintained by the conference registrar in case there are enrollment cancellations. The waiting list will also determine whether there is enough interest to offer an additional class at that conference or repeat it at a future conference. Cancellation policy will support the minimum enrollment and break even objectives within a reasonable period before the course. The period will be established by the Conference Training Liaison and the VP-Training. These stipulations will be noted in the advertising information. The estimated course budget and price will be submitted to the President and the Executive Director for their approval and counseling. Any open issues and significant uncertainties will be noted in detail with projected financial impacts and explanations.

12. Travel Plans- While some instructors may be able to travel using their company funding, others may need the Training Program's support. Instructors must notify the VP-Training of their need for travel support so those expenses can be included in the course cost and budgetary planning following SAWE Travel policy. We will try to keep course expenses down by arranging instructor air travel early.

13. Coordinate with Conference Training Liaison- Once a class is scheduled for a conference, the instructor must coordinate physical, logistical, and equipment needs with the Conference Training Liaison. Examples are: Desired Facilities, Ongoing Enrollment Updates, Student Transportation if Needed, Audio Visual Equipment, Computer Support, Etc.

14. Ensure Enrollment- Enrollment is mentioned in several of the procedures and might not be an issue. However, it is a criterion for canceling the course or deciding to schedule an additional time slot. Enrollment must be re-checked at the established cancellation date by the Instructor, VP-Training, and Conference Training Liaison. They will disposition how to proceed.

15. Make Adequate Copies of All Course Materials and Handouts- Traveling instructors may opt to have copies made at the conference location. Make these arrangements with the Conference Training Liaison in a timely manner so that they are ready and waiting for you when you arrive.

16. Travel- Instructors will need to provide their own arrangements for travel and lodging following SAWE Travel policy. Each combination of instructor, course, and conference location will present different situations. A policy of fair and equitable reimbursement will apply. For example if an instructor teaches a course at a conference in his home location. Lodging would not be an allowable expense. If the same instructor conducts the same course at a different conference location away from his home, the lodging expense is allowable. Instructors should be thorough in their estimated costs for travel. This helps match budget planning and course pricing.

17. Instruct Class- Arrive early. Check audio-visual equipment. Note location of nearest rest rooms, drinking fountains, and coffee. Schedule breaks if the class is longer than two hours. Start on time and stay on schedule. Teach the class, give the exam, and conduct the student comment survey.

18. Certificates- The VP-Training will provide Certificates of Completion to all Training Program students. A few blank extras will be provided to allow for late enrollment. The certificates will be signed by the Instructor, the VP-Training, the Conference Training Liaison, and the President. They will be issued by the instructor.

19. Review of Student Survey- The intent of this survey is to improve the quality of both the Training Program and the specific course. The instructor will review the student's comments and pass them along to the VP-Training. Any comments related to issues pertaining to the Conference Training Liaison will be passed along and included in the conference "lessons learned". Specific survey comments will be used to improve the course when repeated. General comments will be used to improve other training courses. A short meeting of the VP-Training, the instructors, and the Conference Training Liaison

should be held as a breakout meeting of the Sunday night mixer to conduct this review and discuss lessons learned while the issues are fresh in everyone's mind.

20. Final Expense Report- A final expense report will be submitted to the VP-Training for his review. He will request payment from the Executive Director. The Conference Training Liaison may need to submit an expense report. All of these training related expenses should already be a part of the course budget plan. Significant surprises may warrant separate review of that specific expense.

10.9   SAWE TRAINING CLASS DEVELOPMENT

The Vice President - Training is responsible for all classes and should be consulted with any questions, class development projects and proposed changes to this section.

10.9.1. INTRODUCTION

The purpose of this document is to describe the process and to provide guidance for proposing, developing or revising a class to be offered by the Society of Allied Weight Engineers (SAWE). The intent of the guideline is to keep the SAWE leadership informed of serious development projects and to help the developers create a plan. The developer of a class is ultimately responsible for getting the project done in a timely and professional manner that is based on a consensus.

10.9.2. ROLES

The Developer is the person(s) who has the technical expertise or instructional material development expertise to develop a class. The Instructor is the person who presents the class to students at one of many forums ranging from a class at a conference or in a company's offices. The Developer and the Instructor may or may not be the same person.   The VP-Training provides project oversight, guidance, resources when appropriate, and makes sure all the reviews are approved.   SAWE Board of Directors members may provide guidance, and suggestions of new class development or changes in class content. The ultimate responsibility for class content and class offering rests with the VP-Training.

10.9.3. CLASS DEVELOPMENT PROCESS

The process steps to develop a class are presented below with a checklist.

1. **Submit Proposal to VP-Training**- A simple one page description of your proposed class is adequate (Figure 10-5). Describe the topic. Outline a few key objectives, the needs of the students, the expected the knowledge the student should gain from the class, and the background behind the class. Describe any special equipment or facilities needed. Provide a biography containing your background and qualifications regarding this topic. Send a copy to the VP-Training, who will review and give approval to proceed based on the proposal information and the mix of other classes. In some cases class proposals may be very similar and changes of topic may be appropriate. The VP-Training will notify the President and Executive Director of classes approved for development. Approval decision will consider the proposed topic's need, interest, and success potential. Guidelines: 10-15 students are needed to cover expenses; general, not niche, interests should be targeted; and requests for this topic should be explored for student support and potential of repeat demand.

2. **Develop the Class Materials**.
   a. **Initial Outline** - This describes the class more in depth. It will elaborate on the topic and objectives. It will estimate the length of the class and state the maximum class size. General approach will be described; such as classroom presentation, take home exercise, hands on lab activities, video presentation, demonstration, etc. This overview must also give an estimate of when the class will be ready so that the training chairman can work it into the schedule. Send a copy to the VP-Training for review.

b. **Detailed Outline** - This will outline the class in detail. In general, it should contain the following: a narrative of the topic, elaboration of each class objective and the activity that will address each specific objective. Facilities, class duration, maximum attendance, and class availability date will be restated to firm up the Initial Overview estimate. The outline will serve to organize the developer's approach and ideas. It will also provide the training chairman and conference training Coordinator with support information for advertising and facilities coordination. Send a copy to the VP-Training for review.

c. **Class Presentation Material** - view graphs, videos, demonstrations, etc. Where possible the final version of the material will include the SAWE Training Program logo. Send a copy to the VP-Training for review.

d. **Lab Exercise Handout Material** - Exercises and activities conducted in a lab environment should have diagrams and step by step descriptions to help students understand during the lab and for future review. Send a copy to the VP-Training for review.

e. **Student Notebook** - This will include the presentation material and classroom exercises and may at the instructor's discretion include additional related information such as Military Standards, web sites, industrial guidelines, or give more examples. Additionally, the instructor will hand out a simple survey for the students to provide comments about the class. Send a copy to the VP-Training for review.

f. **Class Exam** - The class exam should address the primary objectives of the class. Passing the exam should convince the instructor that the student has a good understanding of the class material. We will make it SAWE's policy to allow students that do not pass the exam to repeat it one time within 2 months of the class at the instructor's convenience and per his chosen method. The intent is for the class to be properly understood. All students will receive certificates of completion for the class. The class exam may be written or practical in class exercise or a verbal quiz, depending on the type of class. Send a copy to the VP-Training for review.

g. **Preparatory Material** - Any pre-requisite familiarity or assumed experience level must be stated for enrollment screening purposes. Also, it will have to be coordinated in all publicity and registration information. Product specific familiarity must be avoided to allow participation of all SAWE members. As students enroll, they will be notified of the pre-requisites so they can review documents or update familiarity.

h. **Publicity Information** - This information will be published both in the conference announcement and in a Training Program portion of the SAWE web site. In addition to information provided in your class detail outline, you'll need to provide an instructor's background sketch. Keep in mind that this information is key to many attendees in that their management reviews it for travel approval. It must sell both the value of the class and the qualification of the instructor. Although many of our instructors will be well known experts within SAWE, approval for attendance will often come from non-mass properties management

10.9.4. SAWE REVIEW BOARD OF CLASS MATERIALS

a. **Regional Conference Class Review** – All class presentation, handouts, test and pre-requisite information shall be presented to the Vice President Training at least 30 days before the Regional Conference. The Vice President Training shall review the materials to assure technical accuracy and that objectives of the class have been met. The Vice President Training shall provide any comments to the developer/instructor within 14 days of receiving the complete package of materials.

b. **International Conference Class Review** - All class presentation, handouts, test and pre-requisite information shall be presented to the Review Board by the Vice President Training, at least 90 days before the International Conference. The Review Board members shall include the International President, Vice President Technical Director and the Standards & Practices Chairman. These officers may delegate their responsibilities and the actual review to other SAWE elected, appointed officers or to the appropriate SAWE Technical or Standards & Practices Committee Chairs. The committees shall review the materials to assure technical accuracy and that objectives of the class have been met. It is not the purpose of this review to question the purpose or content of the class. The review board shall provide their comments to the Vice President-Training no less than 30 days before the International Conference, who reserves the right to pass the comments on to the developer/instructor.

Class Title:

Lead:

> **Idea/Background/Need:**
>
> Describe objective of the class, student needs, student profile, class format (lecture, lab, etc). Include a short biography and photograph of the instructor for use in the conference announcement.
>
> **Lead Information**
>
> Name, Email, Phone Number
>
> **Biography**
>
> Of the instructor and/or class developer

Figure 10-5 Training Class Development Proposal

10.10 SAWE POLICY FOR REGIONAL CONFERENCE TRAINING

The purpose of this policy is to encourage local chapters to hold classes and to support the development of new classes. The Society encourages local SAWE chapters to utilize Training developed by the Society. Training is to be used as a resource to improve the SAWE members' technical abilities and also to be used to benefit the Chapter's financial health. At the same time, it should be recognized that Training offered at

Regional Conferences takes away from Training Attendance opportunities at International Conferences and On Site Training.

10.10.1.   DEVELOPED CLASSES AND NEW CLASSES

For the purposes of this policy, classes can be divided into two categories: Developed Classes and New Classes.

In general, Developed Classes have been offered by SAWE for many years, with well-established curricula and training methods. Aircraft Weight and Balance is an example of a Developed Class.

In general, New Classes either have been presented a limited number of times at an International Conference or have never been presented at an International Conference. Curricula and Training methods are still developing and immature. For example, as of November 2017, Mass Properties and Automotive Lateral Stability is a New Class.

Because the classification of a class as either Developed or New is a matter of judgment, the authority to declare a class Developed or New shall rest on the current Vice President of Training. Local chapters considering offering a class should consult with him/her as to how a class is classified prior to offering it.

10.10.2.   APPROVAL OF REGIONAL CONFERENCE TRAINING PROGRAMS

The Regional Conference Host Committee shall submit their Regional Conference Training Program to the Vice President of Training in writing for approval no less than 90 days prior to the beginning of the Conference. At a minimum, the Program shall list the classes to be offered, the dates on which the classes will be offered, the names of the instructors teaching the respective classes, and the Training Fees for the respective classes.

The Vice President of Training shall either approve or disapprove the proposed Regional Training Conference Training Program. If approved, he/she will submit it to the International President for his/her concurrence. The results of this approval process shall be communicated to the Regional Conference Host Committee in a timely manner.

At a minimum, the Vice President of Training should review the Regional Conference Training Program in two areas:

- Possible Conflict with International Conference and/or On Site Training Opportunities
- Composition of the Program with regards to the number of Developed Classes versus the Number of New Classes

10.10.3. POSSIBLE CONFLICT WITH INTERNATIONAL CONFERENCE AND/OR ON-SITE TRAINING OPPORTUNITIES

As a guideline, a Regional Conference will not be permitted to offer a Developed Class which is planned to be offered at an International Conference if the Regional Conference is within 6 months AND 500 miles of the International Conference. The Vice President of Training may make exceptions to this guideline at his/her discretion.

As a guideline, a Regional Conference will not be permitted to offer a Developed Class which can, in the judgment of the Vice President of Training, better be offered as On-Site Training. Again, the Vice President of Training may make exceptions to this guideline at his/her discretion.

10.10.4. COMPOSITION OF REGIONAL CONFERENCE TRAINING PROGRAMS (CHAPTER ARRANGED TRAINING)

10.10.4.1 INTRODUCTION

The purpose of this policy is to encourage local chapters to arrange and hold classes and to support the development of new classes. The Society encourages local SAWE chapters to utilize Training developed by the Society. Training is to be used as a resource to improve the local SAWE members' technical abilities and also to be used to benefit the Chapter's financial health. Since chapter arranged training can potentially incur a loss, or clash with International Conferences and On Site Training offerings, all chapter arranged training must be approved by the Vice President of Training in advance of a SAWE chapter marketing any class.

10.10.4.2 DEFINITIONS: DEVELOPED CLASSES AND NEW CLASSES

For the purposes of this policy, classes are divided into two categories: Developed Classes and New Classes.

In general, Developed Classes have been offered by SAWE for many years, with well-established curricula and training methods. Aircraft Weight and Balance is an example of a Developed Class. New Classes either have been presented a limited number of times at Regional Conferences or have never been presented at an International Conference. Curricula and Training methods are still developing and immature. For example, in September 2017, Mass Properties and Automotive Lateral Stability was introduced as a New Class.

Because the classification of a class as either Developed or New is a matter of adjudication, the authority to declare a class Developed or New shall rest on the current Vice President of Training. Local chapters considering offering a class should consult with him/her as to how a class is classified prior to offering it.

10.10.4.3 APPROVAL OF CHAPTER ARRANGED TRAINING PROGRAMS

The Chapter Director or Regional Conference Host Committee shall submit their proposed Training Program to the Vice President of Training in writing for approval no less than 60 days prior to the training offering. At a minimum, the Training Program shall list the classes to be offered, the dates on which the classes will be offered, the names of the instructors teaching the respective classes, and the Training Fees for the respective classes.

The Vice President of Training shall either approve or disapprove the proposed Training Program. If approved, he/she will submit it to the International President for his/her concurrence. The results of this approval process shall be communicated to the Chapter Director or Regional Conference Host Committee in a timely manner.

At a minimum, the Vice President of Training should review the chapter Training Program in two areas:

(1) Possible Conflict with International Conference and/or On Site Training Opportunities

(2) Composition of the Program with regards to the number of Developed Classes versus the Number of New Classes

10.10.4.4 COMPOSITION OF CHAPTER ARRANGED TRAINING PROGRAMS

New and Developed Classes may be offered at a chapter arranged or Regional Conference training offering in the following configurations:

1 One New Class only
2 One Developed Class only
3 One New Class and One Developed Class
4 One New Class and Two Developed Classes
5 Two New Classes and up to Two Developed Classes

The offering of Two Developed Classes with no New Class is specifically prohibited.

Any other possible combination of New and Developed Classes shall be coordinated with the Vice President of Training.

10.10.4.5 REVENUES AND EXPENSES OF CHAPTER ARRANGED TRAINING PROGRAMS

The Chapter Director or Regional Conference Host Committee shall provide a budget for Vice President of Training approval prior to marketing any training program, and no later than 60 days prior to the training event. A final accounting of the chapter or Regional Conference Training offering shall be provided to the Vice President of Training No Later Than thirty days after the conclusion of the training program.

 The budget and final accounting shall state the anticipated or final Revenues and Expenses of the Training Program in the following areas:

- Revenues
  - Training Fees paid by the Student
  - Number of Students in each class
  - Training Fee Rate for each student in each class
  - Total Training Fee Revenue for each class
  - Any other Revenue associated with Training
- Expenses
  - Instructor Expenses
  - Honorarium
  - Travel Expenses
  - Travel, i.e. Airline Ticket or Personal Car Mileage
  - Lodging
  - Meals and Incidentals per diem (per GSA guidelines for Conference location)
  - Car Rental
  - Other customary expenses
  - Instructional Material Expenses
  - Printed Material
  - Digital Material
  - Teaching Aids
  - Conference Expenses
  - Facility Fee for Training Room or Equivalent Food and Beverage Charges

Instructor Expenses not considered by the Vice President of Training to be normal business travel expenses shall not be allowed.

The chapter or Regional Conference Training Program Profit/Loss shall be determined by subtracting Expenses from Revenues.

The Total Profit/Loss of the Regional Conference Training Program shall be considered as the Profit/Loss of all classes taken together.

10.10.4.6 ALLOCATION OF REGIONAL CONFERENCE TRAINING PROGRAM PROFIT/LOSS

The following outlines the allocation of profit based on the training configuration offered:

New Classes	Developed Classes	Profit Allocation	
		Chapter	International Society
1	0	100% Profit	0% Profit
0	1	100% First $ 2000 Profit, Then 50% of Profit > $2000	0% First $ 2000 Profit, Then 50% of Profit > $2000
1	1	100% First $ 3000 Profit, Then 50% of Profit > $3000	0% First $ 3000 Profit, Then 50% of Profit > $3000
1	2	100% First $ 3000 Profit, Then 50% of Profit > $3000	0% First $ 3000 Profit, Then 50% of Profit > $3000
2	0/1/2	100% First $ 4000 Profit, Then 50% of Profit > $4000	0% First $ 4000 Profit, Then 50% of Profit > $4000

Note: Any actual loss from the approved training program will be covered by International Society funds vice chapter funds.

Again, offering Two Developed Classes with no New Class is specifically prohibited. Any other possible combination of New and Developed Classes shall be coordinated with the Vice President of Training. The Chapter Director/Regional Conference Host Committee and the Vice President of Training shall agree on how the Profit/Loss should be allocated.

10.10.5. REVENUES AND EXPENSES OF REGIONAL TRAINING PROGRAMS

The Host Committee shall provide an accounting of the Regional Conference Training Program to the Vice President of Training No Later Than thirty days after the conclusion of the Regional Conference.

The Accounting shall state the Revenues and Expenses of the Training Program in the following areas:

- Revenues
  - Training Fees paid by the Student
    - Number of Students in each class
    - Training Fee Rate for each student in each class
    - Total Training Fee Revenue for each class
  - Any other Revenue associated with Training
- Expenses
  - Instructor Expenses
    - Honorarium
    - Travel Expenses
      - Travel, i.e. Airline Ticket or Personal Car Mileage
      - Lodging
      - Meals and Incidentals per diem (per GSA guidelines for Conference location)
      - Car Rental
      - Other customary expenses
    - Instructional Material Expenses

- Printed Material
- Digital Material
- Teaching Aids
  o Conference Expenses
    ▪ Facility Fee for Training Room or Equivalent Food and Beverage Charges

Instructor Expenses not considered to be normal business travel expenses by the Vice President of Training shall not be allowed. As an example, the Instructors' Pet Boarding Fees for his pet while teaching at the Conference will not be allowed.

The Regional Conference Training Program Profit/Loss shall be determined by subtracting Expenses from Revenues.

The Total Profit/Loss of the Regional Conference Training Program shall be considered as the Profit/Loss of all classes taken together.

SECTION 11

STANDARDS AND PRACTICES

11.   STANDARDS AND PRACTICES

11.1   INTRODUCTION

11.1.1. RECOMMENDED PRACTICES AND STANDARDS DEVELOPMENT HISTORY

The SAWE was the U.S. organization which harmonized creation of Military Specifications (Mil Stds, Handbook etc.) across mass properties engineering stakeholders prior to the U.S. government's transition to a full Voluntary Consensus Standards (VCS) procedure in the late 1990's. With the change to a VCS development process the SAWE became the Society to transform existing Mass Properties Mil-Standards to consensus standards, and to create new ones. These documents are maintained in a voluntary consensus manner as SAWE Recommended Practices. They are available free to Society members and for a nominal charge to the general public.

SAWE Recommended Practices (RP can be used internationally whereas American National Standards are typically only pertinent to the United States. Any SAWE RP or ANSI/SAWE Standard, may be adopted by international parties if they are so inclined. An ANSI ANS can also be elevated to an ISO standard which is much more commonly recognized international standard than a SAWE RP.

11.1.2. OPERATIONS MANUAL DEVELOPMENT NOTE

The chapter outlines the basis for the Operations Manual, Organization, Principals, procedures and resources for the SnP organization.

This chapter was first introduced in Rev U of the Operations Manual.

This chapter was streamlined by removing certain portions that are pertinent to ANSI Standards Development and/or required for non-SAWE members to participate on SnP committees have been removed from will be integrated into SAWE TO-2: 2018. The latter document has precedence over this chapter, for all organizational, principals, process & schedule related topics

11.1.3. ABBREVIATIONS & DEFINITIONS

Item	Full Term
ANS	American National Standard
ANSI	American National Standards Institute
BoD	Board of Directors of SAWE
CB	Consensus Body
CD	Committee Draft
CSC	Corporate Steering Council
DMS	Document Management System [3]on the Members only side of SAWE website. https://www.sawe.org/dms
Editorial Change	Reformat an RP after posting Changes to SnP forms
FD	Final Draft
FD	Final Draft
GroupOffice	An online file and document management environment for all committees[4] https://www.sawe.org/groupoffice/
IC	Industry Committee
ISO	International Standards Organization
MoM	Minutes of Meeting
MOU	Memorandum of Understanding
Non-Substantive Change	Fix typos, add or delete details for clarity, improve graphics, etc.

---

[3] DMS is located on the Members only portion of the SAWE Website.

[4] Contact Webmaster for initial access. Open to SAWE members and public (non-members) with approve by committee chair.

Item	Full Term
Ops Mnl	Operations Manual of SAWE Inc. http://www.sawe.org/members/sawe/opsmanual
PD	Public Draft
Reissue Change	Same document is published at 5 year anniversary
RP	Recommended Practices by SAWE
SAWE	Society of Allied Weight Engineers Inc.
SnP	Standards and Practices (ex SPC)
SRB	Standards Review Board
Std	Standard by SAWE
Substantive Change	In a SAWE document is one that directly or materially affects the use: Examples of substantive: • Shall to should or should to shall, or add a should or shall • Addition, deletion or revision of requirements, regardless of the number of changes (i.e. functionality) • Addition of mandatory compliance weight referenced standards, RPs, guidelines, etc.
TO-2	SAWE's Technical Overview # 2 http://www.sawe.org/technical/rp/TO2
VP	Vice President (of SAWE Inc.)
VP-SnP	Vice President – Standards and Practices
WD	Working Draft

11.1.4. STRATEGIC PLAN

In 2009 the SAWE BoD approved a strategic plan for Standards & Practices. The plan is presented below:

INTRODUCTION

The SAWE Standards and Practices Committee is responsible for the Society's standards and recommended practices development program. The SNP administers and coordinates all standards development activities within the Society.   As a recognized leader in mass properties engineering, the SAWE acknowledges its obligation to promote and promulgate consistency, common definition of processes and products, common terminology, technical validity, guidance and best practices within the field of mass properties engineering in response to the needs of government, industry, and its individual members. It performs this function as a non-governmental body by creating voluntary consensus standards using an open process as defined in the U.S. Office of Management and Budget Circular A-119. It is the goal of SAWE to fulfill its vision of being the acknowledged and accepted forum for the mass properties profession, the associated professions which rely on mass properties engineering in product development, and the public in general as the users of these products.

In March 1996, the U.S. passed the "National Technology Transfer and Advancement Act of 1995" (Public Law 104-113). This act emphasizes the use of professional societies to maintain and develop technical standards. The SAWE assumed responsibility for maintaining U.S. Government-based standards in the area of mass properties engineering and to develop future standards. That work has been carried out through the creation of SAWE Recommended Practices. The SnP intends to build on its past success to lead this program to a preeminent position as the leading producer of standards for the mass properties engineering profession. This Strategic Plan represents the SnP's roadmap to achieve that goal in support of the Society's objective of being the recognized leader for excellence in mass properties engineering and its application to all transportation sectors - aerospace, marine, land vehicle, and allied industries.

PROGRAM MISSION

To establish the SAWE as the premier forum for the development of mass properties engineering standards to best serve the profession and the public at large.

STRATEGIC OBJECTIVES

Strategic Objective 1: **Pursue recognition of the SAWE as the recognized and acknowledged developer of quality standards for the mass properties profession through accreditation by the American National Standards Institute (ANSI). [Completed in 2014]**
1.A. Establish contact with ANSI to determine applicable accreditation requirements.
1.B. Review SAWE processes, practices, and documentation governing the SAWE standards development efforts to determine applicability to ANSI requirements.
1.C.   Revise develop SAWE procedures and supporting documents to comply with ANSI requirements.
1.D Apply for ANSI membership and accreditation

Strategic Objective 2: Promote Growth of the SAWE Standards and Practices Organization
2.A. Seek to increase membership as necessary to obtain the number and diversity of program participants needed for the development of quality consensus standards and products for the profession.
2.B. Develop common guidance and expectations across SnP industry committees.
2.C. Increase communication between SnP industry committees and with membership.
2.D. Develop 2-year Plan of Action for each committee.

Strategic Objective 3: Strengthen Program Administration

3.A. Develop format, style, and content requirements for the development of SAWE standards by authors.

3.B. Institute a new naming and numbering convention to uniformly accommodate existing and future standards.

3.C. Establish a Standards Review Committee to ensure standards meet established quality standards prior to approval.

3.D. Work to streamline the mechanics of SAWE standards review and approval.

3.E. Develop a schedule for the reaffirmation of all existing SAWE standards.

Strategic Objective 4: Promote use and recognition of SAWE standards by industry, government, academia, and customers.

4.A. Identify and establish partnerships and liaisons with relevant industry, academic, government, and other organizations and seek their involvement in the development of voluntary consensus standards by the SAWE.

4.B. Develop and implement a fee-based structure for the sale of SAWE standards to non-members.

4.C. Develop and implement a marketing plan to promote SAWE standards and publications to potentially interested users to increase sales and use.

4.D. Seek to involve regulatory bodies and/or potential user groups in the activities of the committee and submit SAWE standards to those organizations for adoption and implementation.

4.E. Identify potential users of existing and future SAWE standards and establish relationships where none exist.

4.F. Explore opportunities gained via ANSI membership to extend the influence of SAWE standards globally through ISO or other international venues or participate in international development efforts that serve our objective.

11.1.5. CORPORATE PARTNERS

In 2013 the SAWE BoD agreed to include Corporate Partners in the RP approval process. This was accomplished by giving them a participation and voting strength on the CSC.

11.1.6. ANSI ACCREDITATION

In 2014 SAWE received accreditation as an ANSI standards developer.

11.1.7. ANTITRUST GUIDELINES

In 2014 the SAWE BoD and in 2015 the SAWE membership approved by ballot the following Anti-Trust Guidelines. The formal policy can be found at http://www.sawe.org/antitrust, but it is repeated here for completeness.

The following Antitrust Compliance Policy was approved by the 2014 SAWE Board of Directors and will be voted on by the SAWE membership for incorporation into the SAWE Constitution and By-Laws.

ANTITRUST COMPLIANCE POLICY OF THE SOCIETY OF ALLIED WEIGHT ENGINEERS

Statement of Policy

It is the policy of the Society of Allied Weight Engineers, heretofore referred to as the SAWE, and its membership to strictly comply with all laws and regulations that apply to activities conducted under the auspices of the SAWE including federal and state antitrust laws. Society members, officers, and staff are expected to conscientiously adhere to antitrust laws. The SAWE will neither knowingly permit nor condone anti-competitive behavior, whether willful or inadvertent, in connection with any

SAWE activity. The officers and the Board of Directors of the SAWE commit to fully comply with federal and state antitrust laws in the United States and competition laws of other countries that may apply.

The antitrust laws seek to preserve a free competitive economy in the United States and in commerce with foreign countries. As a general rule, competitors may not restrain competition among themselves through understandings or agreements as to the price, the production, distribution or nature of their products or services, or other agreements, whether written or not, that unreasonably restrict fair competition. They may not act in concert to restrict the competitive capabilities or opportunities of their competitors, their suppliers, or their customers. However, it is recognized that antitrust laws are often unclear in terms of applicability to any given conduct. Whether or not an antitrust violation exists depends solely on the specific conduct and the facts involved in each instance. Given that penalties for the violation of antitrust laws can be severe, it is the intent of the SAWE to conscientiously avoid any activities that may be construed as improper. Since the activities of the SAWE do, by design, involve meetings and activities of competitors and regulators, it is incumbent on the SAWE to ensure that no action or activity of the SAWE or its members represents an unreasonable restraint of competition.

Responsibilities for Antitrust Compliance

The programs of the SAWE are carefully designed and monitored on an ongoing basis to ensure compliance with antitrust laws. Every Society member, whether organizational or individual, has a duty and responsibility under this policy and the law to avoid and prevent antitrust violations. Every member of the SAWE needs to understand basic antitrust laws, to recognize areas of potential antitrust risk, and to overtly object to and refuse to participate in any activity that poses antitrust risk until that risk can be properly assessed and cleared by legal counsel or other qualified advisor. Given the severity and cost of legal defense, this policy of the SAWE is designed to avoid even the appearance of questionable activity.

General Antitrust Guidelines

As the antitrust laws prohibit anticompetitive agreements or understandings, it is important to know what behavior is indicative of anticompetitivness. While it is not possible to provide a complete list of all the specific activities that could be interpreted to amount to an antitrust violation, well recognized areas of risk include the following:

- Discussions about controlling or influencing current or future prices (for purchase or sale), controlling or influencing price increases or decreases, or the stabilization of market prices.
- Discussion of what constitutes a "fair" profit level.
- Procedures for establishing selling prices, cash discounts, or credit terms.
- Control of sales levels, inventory levels, or timing of sales.
- Allocation or division of markets or geographical divisions of markets among competitors.
- Agreements, recommendations or suggestions that members refuse to deal with certain other persons or firms, in other words some type of boycott.
- "Hallway" or "hospitality room" discussions involving the discussion of business matters pertaining to fair trade. All meetings should be "on the record."
- Whether or not the pricing practices of any competitors or industry member are unethical, or constitute an unfair trade practice.
- Agreements limiting or restricting advertising.
- The collection, exchange or dissemination of any individual cost data or other information regarding pricing methods including fees charged for services or products. Papers or other materials presented at SAWE meetings or programs may refer to costs and other economic data provided that such information is not accompanied by any suggestion, express or implied, that prices or fees should be uniform.

Guidelines for Society Meetings

To avoid even the appearance of impropriety, as well as to avoid inadvertent violation of antitrust laws, all meetings of the Board of Directors, Executive Committee, and the Standards and Practices Committee, should be conducted in accordance with the following guidelines:

- *A written agenda should be prepared and distributed in advance of each meeting. Any agenda issue will potential antitrust implications will be reviewed and discussed by the President, the Executive Director, and others as they deem appropriate. Additions to the agenda having potential antitrust implications should be postponed until legal counsel or other qualified advisor can be present.*
- *Accurate, detailed meetings minutes of every meeting will prepared and reviewed by the appropriate committee chairperson.*
- *In the event of concern regarding potential antitrust implications of a discussion, that discussion must be discontinued pending assessment by legal counsel or other qualified advisor. If any member or non-member has a concern about potential antitrust implications of discussion during a meeting, he or she shall interrupt discussion and state that concern immediately and that aspect of the discussion shall be terminated pending further review and resolution by Society officers or legal counsel. Conversations involving discussion of matters in violation of this policy will not be tolerated and violating parties may be dismissed from the meeting by the chairman.*

These guidelines should be followed in all meetings of the SAWE including the International Conference, meetings of individual chapters of the SAWE, and in any telephone or online conferences conducted under the auspices of the SAWE.

Conclusion

This policy of the SAWE requires that all officers, staff, and members of the SAWE be vigilant to avoid behavior which may raise suspicions of illegal collusion. It is not intended to, in any way, discourage the Society's legitimate and pro-competitive activities such as the development of voluntary standards and best practices, the evaluation of relationships between producers, suppliers, and regulators, or any certification and/or training programs to benefit the industry in general . This policy has been prepared for general reference only. It is intended to inform Society leaders and members of basic antitrust principles to assist them in acting responsibly in the conduct of Society business activities. It is not intended to be a substitute for competent legal advice. It is a standing recommendation that interested parties confer with competent legal counsel concerning significant legal issues involving fair trade practices

11.1.8. SYNCHRONIZE ANSI AND SAWE PROCESS

In 2015 the SAWE BoD endorsed using a common process for ANSI and non-ANSI documents, where the only major differences to create an ANSI document would be the meeting of ANSI periodic reviews and of associated documents the submittal to ANSI.

11.2 ORGANIZATION
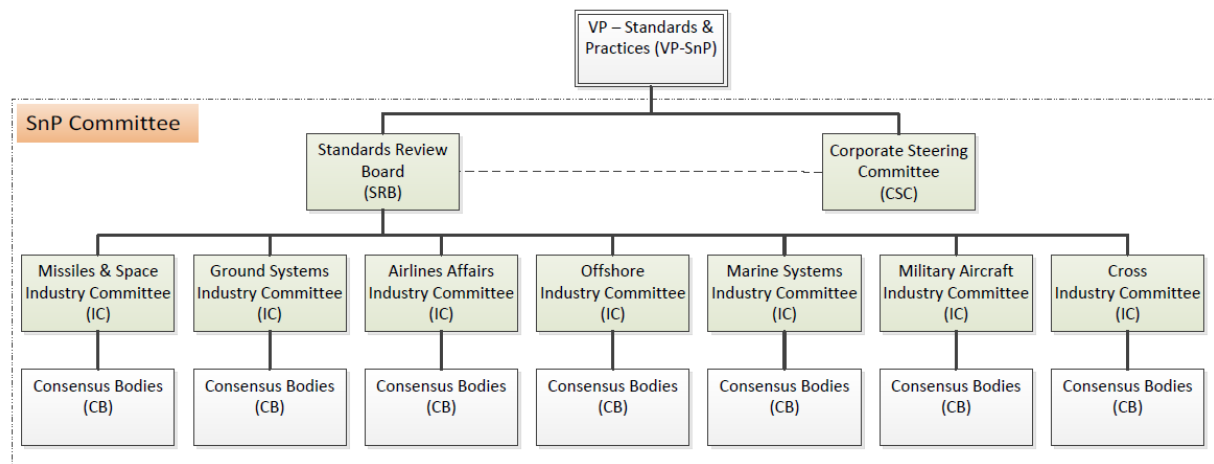
11.2.1. OVERALL ORGANIZATION CHART

Figure 11-1 Standards and Practices Organization

11.2.2. OVERALL DESCRIPTION

The organization is led by the Corporate Steering Committee(CSC) which defines long range plans and goals. The Industry Committees (IC) discuss issues and how to meet the long range goals. Consensus Bodies (CB) execute the project plans prepared by the ICs and perform the technical development of consensus standards. The Standards Review Board (SRB) consists of the IC chairs, the VP-SnP and others provide oversite of the principals, process and supporting documents. This a top down view of the organization. The roll of the VP-SnP's role is to keep the CSC informed about progress, project proposals, to coordinate activates at all levels, to open lines of communications and assure the CBs receive all the support that can be provided.

Any group of individuals can form a Consensus Body to make a proposal to develop a document. This is the current bottom up process for developing documents. It is acceptable and encouraged.

The SnP Committee is the organization that is the CB, IC, SRB and the CSC. These committees are supported by the VP-SnP, and interface to the other parts of the SAWE organization through the VP-SnP.

11.2.3. ORGANIZATION GROUPS DEFINED ELSEWHERE

To eliminate describing the organization in more than one place, the following primary locations should be referenced.

- Corporate Steering Committee (CSC) is described in section 1.3.4 of this Operations Manual,
- Standards Review Board - are described in SAWE TO-2.
- Industry Committees - are described in SAWE TO-2.
- Consensus Bodies – are described in SAWE TO-2.

11.3 STANDARDS & PRACTICES PRINCIPALS

The following principals are defined in detail TO-2, and are updated as needed by the VP-SnP and the SRB.

- Lack of Dominance
- Metric policy

- Balance
- Coordination & Harmonization
- Notification of standards development and coordination
- Consideration of views and objections
- Evidence of consensus and consensus body vote
- Right to Appeal: Appeals at the standards developer level
- Compliance with American National Standards Normative Policies
- Intellectual Property
- Commercial terms and conditions

- Interpretations policy
- Document Number & Titles
- Sale & Distribution of RPs and ANSI Standards
- Standards Development Tools & Communication Mechanisms
- SAWE Website & Cloud Storage Systems
- Ballot and Voting process
- RP and Standards Maintenance

11.4   PROCESS & SCHEDULES

The following topics are addressed in TO-2 and are revised by the VP-SnP and the SRB Committee as may be required.

- ANSI vs SAWE Process
- Document and Process Stages
- Process Stages & Steps matrix
- Typical Schedule for a new RP or Substantial revision
- Tailored Schedules and Project Plans
- Process Steps in detail

11.5   SNP RESOURCES (MEETINGS, FORMS, WEB, ETC)

11.5.1. OVERVIEW

The SAWE Board of Directors (BoD), President, and Executive Committee shall make the following resources available resources to assist committees to get things done consistently and efficiently. Money should be allocated in financial budgets as maybe required.

11.5.2. IN-PERSON MEETINGS

SAWE through its chapters and the international organization shall provide space at conferences for in-person meetings.

11.5.2.1   GENERAL

- The CSC and SRB do not usually have In-Person meetings.
- The ICs have one annual in-person meetings is held at the SAWE International Conference. Some of the meetings are short status meetings others are daylong discussions.
- For active ICs and CBs another in person meeting should be scheduled for the fall or winter. Ideally these meetings should be scheduled at SAWE Regional or a sister/partnering engineering society meeting, to minimize cost to the participants and to open meetings to non-SAWE participants.
- It is suggested that Roberts rule of order as defined in the SAWE Ops Manual Chapter 6 and used for SAWE BoD meetings be used if something formal is required.

11.5.2.2 CHAPTER MEETINGS

SAWE chapters may hold meetings to discuss the current RPs and proposed improvements as long as the forum complies with the principals outlined in TO-2 for openness, lack of dominance, etc.

11.5.2.3 REGIONAL CONFERENCE REQUIREMENTS

Regional Conference Chairs should plan a 1-4 hour session for Standards discussion with members. The ICs and CB chairs can host round table or panel discussions. Attendees can make presentations about proposed changes to existing or even new documents.

11.5.2.4 INTERNATIONAL CONFERENCE REQUIREMTNS

There are four sets of Industry Committee (IC) meetings and a luncheon meeting.

The minimum requirements:
    On Tuesday
        4 Big IC Session Rooms with seating for 40 each for the full day
        1 Luncheon for all the conference Attendees
    On Monday thru Wednesday (traditionally these are held on Tuesday, using two rooms)
        4 Small CB or IC Session Rooms with seating for 15 each for half a day each.

The ideal requirements for Tuesday

Type of room	Type of Meeting (duration)	No of	Seating	Resources	Examples
Opening Plenary	Welcome & Orientation (1 Hour)	(Note 1)	Conference attendance. 100-150	The 4 Big Session rooms or the Luncheon Room can used	This will be an address for a
Big IC Session Room	Presentation & Discussions (All Day)	4	40 class room	Speaker/audience setting to present a topic to a community of experts. • 2 ft wide work tables • Screen & white board	• Marine, • Mil A/C, • Airline Affairs, • Missiles & Space
Small IC Session Rooms (Note 2)	Working Committee (½ day or less)	2 (Note 3)	10-20 board room or U shape	Intimate setting for committee work • Screen & white board • Permission to connect by conference call to others not at the meeting. (Note 4)	• Offshore • Ground Vehicle • Cross Industry • Other – Text or Hand Books, & other projects
Closing	IC Chairs status mtg (1 hour)	(Note 5)	12-15	A Small Session Room can be used for this meeting.	

Notes:
1. The Opening Plenary is typically done in Luncheon Room or the 4 Big IC Session Room combined. We schedule 30 minutes for the Hotel to break it down at 9 AM into the 4 Big Session Rooms.
2. The Small IC Session meetings don't have to occur simultaneously or even Tuesday on the SnP day. In some cases they shouldn't. For example: The Cross and Offshore IC meetings should be held on Monday or Wednesday because it includes participants from al or other ICs.

3. If there is a hotel fee to connect to the Small IC Sessions by conference call, then SAWE will collect a fee from the attendees. SAWE will use it's free conference calling or Go-To-Meeting resources.
4. The Closing session can occur in one of the Small Session Rooms after a session is done. Over time we hope to eliminate the wrap up meeting, as Industry Committees use minutes of meetings more consistently. It really is not an additional room.

11.5.3. VIRTUAL MEETINGS

SAWE shall maintain the following communications systems for use by the CSC, SRB, ICs and CBs. Access shall be for unlimited participants (ie. max 20) and shall be free for anyone in from all countries with SAWE or SnP IC or SnP CB members The VP-SnP will advise the Executive Director when new countries need to be added.

- Teleconference
- File or Desktop sharing facilities – GotoMeeting, Webex etc
- Other Skype, Telepresense Meetings etc.

Committees are discouraged from using their own resources, to minimize confusion.

11.5.4. DOCUMENT MANAGEMENT SYSTEM

SAWE shall maintain a document management system that will support:
- Posting documents for public or limited distribution review
- Workflow for document review and approval.
- Capturing all comments in review processes in a database
- Shared work space for SAWE members and non-members working on document development
- Secure long term storage of historical files and documents
- A web page presence to sell documents

The purpose of the Document Management System is to main records of the development and maintenance of SAWE RPs, Standards, Handbooks, Textbooks etc, so that others can understand the development history and to comply with ANSI requirements.

The VP-SnP shall establish and maintain such forms, folders and audit reports as necessary for organization to develop and maintain documents and to me. These are described in TO-2.

11.5.5. MEMORANDUM OF UNDERSTANDING

A MOU is developed between SAWE and another organization (SNAME, AIAA, etc) either to complete one project or for a long term collaboration. In either case the MOU outlines the agreed upon conditions of cooperation or collaboration between the organizations. The MOU is completed after a series of discussions between the officers from both organizations. No two MOUs are the same, but address similar topics. The topics to be discussed and SAWE's preferred position is presented in the table below.

MOU Topics and SAWE's Preferences		
MOU Topic of Discussion	**One Document**	**Long Term Collaboration**
Term of the MOU?	14 years (note 1)	15 years
Who signs the MOU?	Presidents	same

MOU Topics and SAWE's Preferences		
MOU Topic of Discussion	**One Document**	**Long Term Collaboration**
What is the method of sale?	SAWE's (Note 2)	same
What is the distribution method?	SAWE's	same
What will be the sale price?	$ 0 members $50 to non-members	same
Who owns the Copyright?	SAWE's	same
What are the document Liability Claims	SAWE's	same
What document format will be used?	SAWE's	same
What is the patent policy?	SAWE's	
Project Proposal form to be used?	SAWE's	same
Anti-Trust Policy to be used?	SAWE's	same
Organizational Structure to be used?	SAWE's	same
Standards & Practices Principals will be used?	SAWE's	same
Development Process to be used?	SAWE's	same
Will the document be an ANSI Std?	Preferred	same
Will the document be a non-ANSI Std?	Can be a RP, Standard, Book, Manual, etc.	same
The effective term of the document?	5 years	same
How will revisions be identified & made?	SAWE's	same
Is there a Plan of Activities or priorities?	n/a (note 3)	Yes, attach a list of projects
Will we share papers for sale?	n/a	Yes (note 4), split 50/50
How is the collaboration monitored?	n/a	Presidents review annually
Does the collaboration extend to any discounts?	n/a	None
Is SAWE membership required?	n/a	No
How will the collaboration be publicized?	On SAWE website	On both Websites.

Notes:

1- 14 years = This is the document development cycle plus 2 revision cycles
2- SAWE's indicates as described in the SAWE Inc. Operations Manual, Chapter, Chapter 11
3- n/a indicates "not applicable"
4- Ideally, the two organizations should be able sell their products (RPs, Textbooks, handbooks) on each other's websites or at least point to the point of sale of the other organization. This should increase sale volume or membership in both organizations. The revenue would be split 50/50 on all sales.

The SAWE President will ultimately sign the MOU on behalf of SAWE. The President can delegate the discussions to another officers. Typically, SnP related MOUs are negotiated by the VP-SnP, and then passed to the President for signature with a list of exceptions to SAWE's preferred position as defined in the table above.

The SAWE President will report the status of the existing MOUs to the BoD in their annual report.

SECTION 12

TRAVEL POLICY

12. TRAVEL POLICY

12.1 ADMINISTRATIVE COMMENTS

The SAWE travel policy applies to all who travel for the SAWE; elected and appointed officers as well as training instructors.

The SAWE will not reimburse any travel expenses if the traveler receives compensation from another organization, such as an employer, another professional society, or a local SAWE chapter.

For the purposes of this document, wherever reimbursement is mentioned it should be understood that the SAWE will only reimburse expense reports substantiated with receipts.

Home station is the term that will be used to describe the local area in which the traveler resides and will depart from.

Duty station is the term that will be used to describe the area where the traveler will be conducting business (i.e. conference, training class site).

Wherever this document is not entirely clear, the SAWE International President will have the final decision authority.

12.2 TRAVEL AUTHORIZATIONS

All elected officers (President, Executive Vice President, & Senior Vice President) and the Executive Director are expected to attend the conference planning meeting and the International conference annually. Therefore, their travel is automatically authorized if funding was appropriated within the current fiscal year budget.

The Vice President – Training is authorized to travel for training events provided that funding for the travel is included in the "break-even" training budget for the event.

All other appointed officers are not authorized to travel on SAWE funding unless approved by the SAWE International President or if funding was appropriated within the current fiscal year budget.

Regional conference travel for officers can be authorized at the discretion of the SAWE International President.

Training instructors are authorized to travel by the Vice President – Training provided that funding for the travel is included in the "break-even" training budget for the event.

Deputy officers may travel in lieu of an appointed officer with approval from the SAWE International President

Ad hoc travel that supports the SAWE mission may be authorized by the SAWE International President at their discretion.

12.3 MEALS AND INCIDENTALS

The SAWE will provide daily per diem based on the rates developed by the United States Government Services Administration (GSA), which can be found online at http://www.gsa.gov.

On travel days (first and last day of travel), meals will be provided at 75% of the GSA per diem rate.

Tips are included as incidentals in the GSA per diem rate.

12.4 TRAVEL TO/FROM AIRPORT/LODGING

When leaving a home station the SAWE will reimburse one of the following:

Public transportation or shared ride service between the traveler's place of residence and the home station airport on the first and last day of travel.

Airport parking at the home station airport for the duration of funded travel.

The SAWE will reimburse public transportation or shared ride service between the duty station airport and reserved lodging.

Tips for public transportation or a shared ride service are not to exceed 20% of the fare.

The SAWE may reimburse the cost of a rental car (and replacement fuel), if deemed more advantageous to the SAWE by the Secretary of Finance or the SAWE International President.

12.5   AIR TRAVEL

The SAWE can reimburse the traveler for purchase of an airline ticket within the Continental US (US and Canada) prior to travel with an expense report. However, the Secretary of Finance will assist the traveler in the purchase of airfare to eliminate the burden on the traveler.

For Outside of the Continental US (OCONUS) travel, the Secretary of Finance must be utilized for the purchase of airfare.

The authorized class of travel shall be as follows:

For US and Canada travel, Coach Class airfare is the only class of airfare authorized.

For OCONUS travel, Business (NOT First) Class airfare is the only class of airfare authorized for training instructors traveling for onsite training. All other OCONUS travel will be Coach Class unless approved by both the President and Executive Director.

Regardless of class of fare, it is expected that the least expensive fare (i.e. not full fare) that meets the arrival/departure requirements be utilized.

All efforts must be taken to book air travel within a reasonable time before the travel is set to begin; this can be mitigated by utilizing the Secretary of Finance.

12.6   PERSONALLY OWNED VEHICLE (POV) TRAVEL

POV travel is intended for use when the traveler is within 100 miles of the travel location and mileage is paid at the GSA mileage rate.

When advantageous to the SAWE, POV travel may be approved in lieu of air travel. This expense must be authorized by the SAWE International President; no appointed officer may authorize this expense.

For POV travel beyond 100 miles, mileage reimbursement will be limited to the cost of the airfare that the travel is replacing. The Secretary of Finance will provide a reasonable airfare value to the SAWE International President for final adjudication of the mileage limitation.

12.7   LODGING

The SAWE will reimburse hotel rooms at the SAWE rate at the conference hotel during conferences.

All other lodging arrangements (i.e. onsite training) must have the rate approved by the Secretary of Finance.

Lodging does not need to be booked through a discount travel vendor (i.e. Priceline, Travelocity)

When other arrangements are being made, it is preferred that facilities with direct external access (i.e. motels) be avoided for safety considerations.

12.8   TRAINING SPECIFIC DETAILS

Instructors are expected to arrive the day before training begins and depart the day following the completion of travel.

When instructors are attending a conference in conjunction with training, the days in which the instructor is not traveling or teaching are NOT reimbursable.

In the event that a lunch is provided to a training class, the per diem for that day will be reduced to 80% of the GSA per diem rate

The expense report should be submitted to the VP Training for review and approval prior to the expense report being furnished to the Secretary of Finance.

12.9   EXPENSE REPORTS

Expense reports are required for all travel and will be distributed by the Secretary of Finance

The SAWE will only reimburse expenses substantiated with receipts (no exceptions)

The expense report should be submitted to the Secretary of Finance to review for completeness. The SAWE International President will review & approve/disapprove the report and then authorize the Secretary of Finance to process payment.

12.10   HIRED AND NON-OWNED VEHICLES

Definitions:

• "Hired auto" means any "auto" you lease, hire, rent or borrow, but does not include:
(1) Any "auto" you lease, hire, rent or borrow from any of your "employees", "volunteer workers", partners or your "executive officers", or members of their households; or
(2) Any "auto" you lease, hire or rent under a lease or rental agreement for a period of 180 days or more.
• "Non-owned auto" means any "auto" you do not own, lease, hire, rent or borrow which is used in connection with your business. This includes "autos" owned by your "employees", your "partners" or your "executives.

SAWE carries an insurance policy which provides Hired & Non-owned auto liability coverage. This policy provides to members and passengers traveling on SAWE business bodily injury and property damage liability insurance arising out of either:

1. Maintenance or use of a "hired auto"

2. Use of a "non-owned auto"

It does not cover loss of use of a non-owned rental vehicle.

Hired autos are limited to compact/standard/intermediate vehicle classes unless there are business needs that require larger classes of vehicles. Claims for reimbursement beyond standard/intermediate vehicle classes (i.e. trucks, vans, etc.) or for reasons such as transporting extra passengers, carrying cargo or bulky equipment, etc., must be preapproved by the Executive Director and explained on the expense report. Any additional authorized driver(s) must be preapproved as well.

Hired auto reimbursement is limited to the amount directly related to SAWE business. If the traveler opts for a weekly rate because the total cost is less than if rented at the daily rate for the number of business days, the weekly rate amount will be reimbursed. If the traveler extends the rental for personal reasons, the weekly rate will be pro-rated and only the amount directly related to SAWE business will be reimbursed.

Travelers and those that arrange travel for others must review the rental vehicle contracts for rates, surcharges and included coverages prior to renting a vehicle.   Liability (LDW) and collision (CDW) insurance coverage from the rental car company plus other or extra types of insurances are not reimbursable and must be declined.

Members traveling for SAWE should contact the Executive Director if they don't understand the aforementioned polices or have any questions.

SECTION 13

TECHNICAL COMMITTEE

13.   TECHNICAL COMMITTEE

13.1   TECHNICAL COMMITTEE CHARTER

The Society of Allied Weight Engineers (SAWE) maintains a Technical Committee (TC) of qualified mass properties practitioners whose responsibility is to maintain the technical integrity of SAWE products. The TC accomplishes this responsibility by reviewing technical submissions to the SAWE and evaluating these submissions against established criteria to ensure that information is correct and true prior to publication of these submissions. The SAWE Technical Committee is established within the constraints of the SAWE By-Laws and Operations Manual as approved by the Board of Directors and, in the case of the By-Laws, approved by the SAWE membership. The Chairman of the SAWE Technical Committee is the Vice President – Technical Director, appointed yearly by the President of the SAWE and approved by the Board of Directors.

13.2   TECHNICAL COMMITTEE MEMBERSHIP

Reference Section 1.3.3.

13.3   TECHNICAL COMMITTEE RESPONSIBILITIES

The Technical Committee is responsible for discharging the charter of the committee.   The main responsibility is for the committee members to be available as needed to discharge these responsibilities. The committee performs Peer Review of member submitted technical articles, papers, handbooks, textbooks, and presentations to ensure that the technical content of the SAWE meets our standards for accuracy and applicability utilizing the criteria specified in later sections of this document. In addition, for every Annual Conference, the members of the TC are responsible for judging both professional and student papers to arrive at the awards given to each conference's Best Paper, top Student Papers, and any paper(s) deemed to elicit Special Merit. In order to facilitate judging, it is recommended that while Peer Reviewing members are reviewing conference papers for technical competency, notes should be made that will aid in speeding up the judging of papers already reviewed so that when the papers that meet the judging deadline have arrived, each reviewer will have already read and critiqued a subset of papers. This will ease the burden of the urgency of judging all the received papers. Committee members shall encourage the writing of technical papers, presentations concerning mass property engineering, technical panel participation, and any other means of promoting mass property engineering.

13.3.1.   AVAILABILITY

Technical members need to be available to discharge their duties – particularly with regards to Peer Review and Paper Judging. Peer Review duties come at irregular intervals as content is created and submitted for review, but once a submission enters the system, there is a timeline for review that should be adhered to. Ideally, every committee member will have an opportunity to participate, and each submission should have at least two reviewers. Dependent on timing of submissions and area of expertise, some committee members may have several items to review at any one time.

13.3.2.   PEER REVIEW

The SAWE is committed to excellence in its technical documentations. This includes any papers and presentations to be presented at SAWE Conferences as well as other Products such as Handbooks, Textbooks, and Standards and Practices Documents. Therefore, the SAWE has instituted a Peer Review Process to ensure that all information associated with the SAWE has undergone a peer review process for technical correctness. Vendor generated presentations and student papers are specifically excluded. Each author should plan on their submission being subject to peer review by a committee of mass properties experts within the SAWE and plan their submissions accordingly. It should be noted that authors who have their own organizations perform internal peer review should find that the SAWE process does not impede the schedule for presentations and publications. However, it is always possible that a difficulty may be found

which will delay acceptance of a paper or presentation. In cases where Peer Review responsibility is shared with another organization, such as at joint conferences, the Peer Review process described herein can be modified as required to conform with mutual Peer Review guidelines.

13.3.2.1 PEER REVIEW PROCESS

The SAWE Operations Manual Section 5.2 has a chart delineating the correspondence of the SAWE Document Development and Revision Process. The relevant sections are shown in the Operations Manual Section 5.2 figure 5.2.1, which map to the Peer Review Process via the numbers shown in the relevant boxes of the Peer Review Flow below. These numbers are defined as:

1.0	Project Proposal
1.3	Proposal Review
2.0	Project Initiation
3.0	Working Draft
4.0	Committee Draft Review
4.3	Resolve Comments
6.0	Final Draft Review
6.5	Distribution

13.3.3. PEER REVIEW FLOW

Figure 13-1 depicts the flow of a technical submission to the SAWE, complete with timelines. It shall be the policy of the SAWE to contact an author as soon as possible, but not more than 7 days after any submission with comments that need resolution or permission to proceed. Incoming submissions are received by the VP-TD and assigned to two or more Technical Committee members who shall constitute the Peer Review Committee for the specified submission. Peer review comments by the Technical Committee members will occur at the submission of an abstract and at the submission of the main technical product, and any resubmissions following comment resolution. If a resolution cannot be achieved, the SAWE will not allow a product to proceed to final distribution, although this situation is expected to be extremely rare.

The process begins with submission of an Abstract (1.0) by an author. The Technical Committee Chair will review the abstract. The chair will have seven (7) days to review the abstract (1.3) for technical excellence and either approve or issue comments back to the author. If there are comments, the author will have to submit a revised Abstract to continue, which will again start a 7-day response countdown. It is anticipated that most if not all Abstracts will pass without comments.

If no comments are generated or the subsequent submissions of an abstract has no comments, the Vice President – Technical Director (VP-TD), as Chair of the Technical Committee, will approve the projected paper, presentation, or other technical work, henceforth referred to as the Product, to go forward (2.0). The author will then submit a Working Draft of the Product (3.0). The chair will assign the review to 2 or more members of the Technical Committee who have expertise in the subject matter of the Product, who then constitute the Peer Review Committee (PRC) for that Product. Once received by the PRC, the Committee Draft Review (4.0) will commence, again with a 7-day turnaround for comments.

The Chair will log each product in a spreadsheet with the Product Title, Author, Reviewer Names, Date of Assignment, and Comment Due Date.

It is the responsibility of the PRC member who has been assigned to review a paper to either immediately accept the review or notify the Chair that the member cannot comply with the 7-day deadline. If the member cannot adhere to the 7-day timeline, another reviewer will be assigned the review. For particularly large or technically complicated Products, it is acceptable for a reviewer to request that additional reviewers be assigned, and the Product review divided between individual reviewers. The members who agree to review a Product agree to notify the Chair of any and all comments, or that there are No Comments. If 7 days have passed since assignment of a review and if there are no comments to the Working Draft, the VP-TD will issue approval for the Final Draft (6.0). If the reviewers have not contacted the Chair within the 7-day

period, the Chair will contact the reviewers to obtain status of the review. A reviewer who, at the discretion of the Chair, has not performed their review duties, may be dropped from the review team.
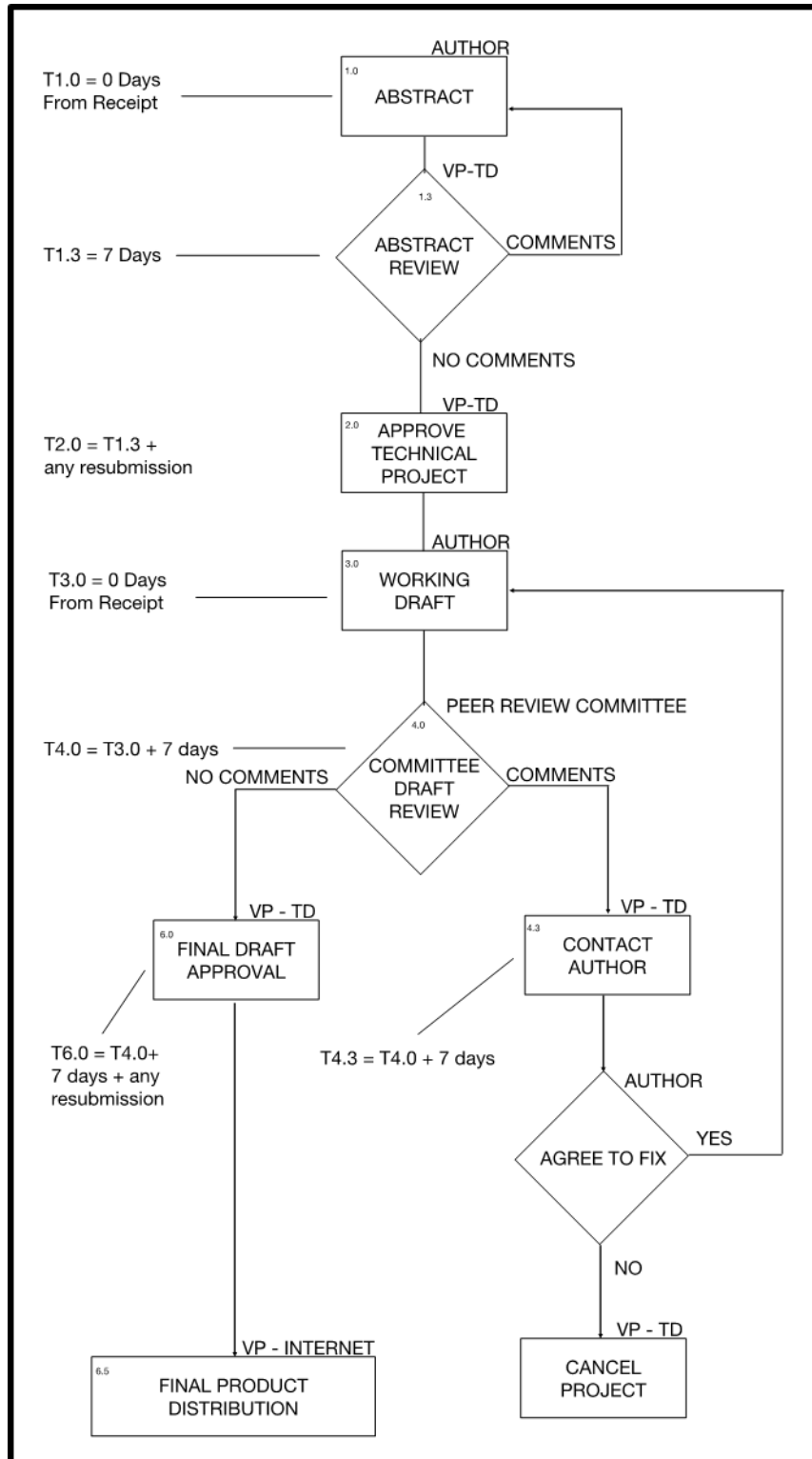

Figure 13-1 Peer Review Flow Chart

At the end of the 7-day period, or before if the review takes less time, the reviewers shall contact the Chair with their status. "No Comments" is a valid status. This will then be logged into the spreadsheet with the status date and a reference to the written comments received. If there are comments, these should be written down and conveyed to the Chair (either email or a Word document is acceptable). The reviewers should strive to clarify why the comments exist and if possible, suggest remedies.

A checklist of items to aid in the technical review of a Product is shown in the Peer Review Checklist (Section 13.3.3) of this document.

If there are comments to the Working Draft, the VP-TD will contact the author (4.3) with a list of comments and suggested corrections. If the author agrees with the comments, a subsequent revised Working Draft should be submitted (4.0). The author may initiate a dialog as to why the comments are not a problem, however, the VP-TD may also appeal to the Executive Director, who will be the final arbiter in disputes. If no agreement can be reached, the VP-TD will cancel the Product, and it will not go forward.

It should be noted that comments that are not technical, i.e. **not** errors in equations, processes, or concepts are not within the scope of the Peer Review process, although mis-spellings and other grammatical problems may be brought to the author's attention. Non-technical issues will not prevent a submission from moving forward towards the end point, which is Final Product Distribution (6.5).

13.3.4.   PEER REVIEW CHECKLIST

The following guidelines should be used when reviewing submissions to the SAWE for technical accuracy, consistency, and problems. The goal of the Peer Review is to ensure that the SAWE only disseminates information that is useful, correct, and informative.

Objective: What are we looking for?

Five General Categories:

1) Equation Problems
2) Premise Problems
3) Logic Issues
4) General Typos, as a courtesy notification
5) Bad English, as a courtesy notification

Categories 1 – 3 are grounds for asking the author to fix the problems before we will allow publication. Categories 4 & 5 are information for authors. We are not grammar police nor are we writing people's Products for them, but the author may appreciate a problem being pointed out which will make their Product more readable.

Category 1 (Equation Problems)

A) Equations that don't equate. The reviewer should make sure that the equations presented result in the stated equivalences.
B) Dimensionally flawed equations. The reviewer should follow the logic of the equation to look for errors such as mixing mass and force, or inconsistent terms.
C) Incorrect derivations. Are the equations correctly derived? Do sequential equations follow from one equation to the next?
D) Typos in equations. Are there missing or incorrect symbols, signs, operators, or parameters?
E) General mathematical errors. Is the arithmetic and algebra correct?

Category 2 (Premise Problems)

A) Does the paper support the premise?
B) If the premise is a new concept, does the paper build a consensus towards the conclusion? Do the Objective and Conclusion agree?

Category 3 (Logic Issues)

Are there problems with statements – does something seem illogical?

Category 4 (General Typos)

These are not show-stoppers, but should be addressed

Category 5 (Bad English)

Due to the international nature of the SAWE and the requirement that documents be submitted in English, "Bad English" will not be considered as a restriction in technical paper acceptance or judgement. While not every author has a great command of English, and we are not grammar police, we can offer help in areas such as verb-subject agreement, run-on sentences, and use of colloquialisms. The author may choose to ignore this advice, as such problems will not prevent a Product from going forward to publication.

Guidance for Reviewers:

Reviewers should read each submitted Product and note any problems in the Product, preferably writing down and categorizing each problem. Using this checklist as a guide will aid in determining if a Product has problems that should (Categories 1 through 3) or could (Categories 4 – 5) be addressed before proceeding towards acceptance for publication. By writing down the problems discovered, it will make it easier for the reviewer to pass this information on to the Chair, who has the task of informing the author of problems that are found. *The Chair is the only person who should contact the author, to avoid conflicts with reviewers.* Also, by writing down the problems, it is easier to go back and determine appropriate possible solutions to alleviate the problem, and also will allow the Chair to quickly determine if the problems have been resolved in any subsequent submissions. Often, this can be done without having to send out another round of reading to reviewers, and the Chair can then quickly contact the author to continue towards publication.

13.3.5. PAPER JUDGING

13.3.5.1 BEST PAPER AWARD

In addition to coordinating technical content and running the technical tracks for the international conference, one of the key tasks for all Technical Committee members is voting for the L. R. "Mike" Hackney Best Paper award. The Best Paper award is given by the Society each year to the author of the best technical paper presented at the conference. This consists of reading all of the eligible papers and scoring them according to predetermined guidelines. The paper with the highest average score wins the award. Papers that do not win Best Paper but are deemed worthy of recognition by the Technical Committee as a whole may be granted a Special Merit award.

Papers are judged for utility, clarity, originality, but primarily for technical content. The following factors are used as a guide in the selection of the best technical paper: Each factor may be worth up to the indicated point value, allowing for a maximum possible score of 100 points.

a. Technical Content

1. Validity of approach and reasoning. (25 points)
2. Consideration of all major factors. (25 points)
3. Relevance and Significance
   a. Immediate usefulness to engineers in the mass properties field. (5 points)
   b. Value as a reference for future developments in MPE. (10 points)

    c.   Relative significance or degree of impact to the profession. (10 points)
    d.   Value to engineers outside the mass properties field. (5 points)

4. Clarity and Logical Development

    a.   Information presented in a logical, readily understandable manner. (5 points)
    b.   Paper meets reasonable standards of organization, grammar, and neatness. (5 points)

5. Originality
    a.   Freshness of approach to an existing concept or application. (5 points)
    b.   New concept or application. (5 points)

Note that some scoring categories may offer a choice. For instance, under Originality, the topic of the paper is judged as either being an improvement or breakthrough with an existing concept or application, or a brand-new concept or application. This is mostly an either/or choice, and no paper will be able to win all 10 points in this category.

Some other categories require a subjective judgment. In fact, scoring papers overall is a subjective process, as we all judge things according to our own personal biases. Someone who works with missiles and weapons will be likely to score a paper about a missile development much higher than a paper about ships or ground vehicles. It is not an issue of fairness, but about their personal view of how useful that paper is to the overall Society. Similarly, someone from a marine background will find more merit in papers having to do with that field. That is why it is necessary to have as large a judging group as possible, so that a broad range of technical backgrounds can help minimize skewing the scoring results toward one industry or another, and each paper gets due consideration.

13.3.5.2 SPECIAL MERIT AWARDS

Each committee member may award Special Merit points to any paper. The idea of a Special Merit award is to identify superlative papers that the overall committee really wants to recognize as significant examples of excellence in technical research and writing, whether or not they win Best Paper. So each paper may be awarded up to 100 Special Merit points.

Granting a paper Special Merit points is, in essence, nominating that paper for a Special Merit award to the rest of the committee. So it is likely that most judges will grant such points to at most 2-3 papers, certainly not every paper. If you would award a paper less than 50 Special Merit points, that's another way of saying you don't find it especially worthy, so why even bother to consider it in that category? Papers should only be granted Special Merit points if you find them worthy of a score of 65 or above.

There is no guideline of total points or average point score that a paper must achieve to receive a Special Merit award. Since receiving a Special Merit score is more of a nomination than anything else, papers so nominated will be discussed at the meeting to finalize scores and choose the Best Paper to determine which, if any, will be granted a Special Merit award.

13.3.5.3 STUDENT PAPERS

Students at colleges and universities, especially those at institutions in the vicinity of an upcoming international conference or with whom the SAWE has an ongoing relationship, are invited to submit technical papers to our conferences. These either describe student projects they are working on or involve graduate thesis work.

Student papers are judged for awards just the same as regular technical papers. But instead of being unfairly put in direct competition with the regular papers, with students being put up against working engineers in a technical competition, they are judged in a separate category and considered for separate awards. The Academic Committee may join in the judging of student papers along with the members of the Technical Committee. Note that unlike professional papers, student papers are not subject to the Peer Review process. While an unusually strong student paper could be considered for the Best Paper award should the committee deem it worthy, student papers are typically considered for three cash awards; a 1st place $1000 award, $750 2nd place award, and $500 3rd place award. Judging of student papers uses the same categories and point allowances as the Best Paper award.

In the past, some committee members did not like to judge student papers, feeling that their level of technical sophistication makes them of little use to working engineers and to the Society. In some cases this is understandable. However, the SAWE has a long history of encouraging student involvement with the Society, as a way of encouraging graduates to pursue MPE as a career and become regular members upon employment. This also helps us maintain relationships with institutions which teach engineering and are often involved in technical research as partners with industry. In just the past few years, the quality of student papers has dramatically improved. So, to get as complete an assessment of the work as possible, all technical committee members will give the student papers a fair and honest review.

13.3.6. SPECIAL RESPONSIBILITIES

13.3.6.1 RECEIVE AND DISTRIBUTE SUBMISSIONS

The VP-TD will receive submissions to the SAWE either through the established web-based submission forms, or through direct submission from members. The VP-TD will assign committee members to evaluate any received submissions. This assignment will be based on the perceived subject matter received as well as knowledge of the capabilities of the reviewers. Assignments will include deadlines for feedback in consonance with the guidelines established in the Peer Review Process outlined above.

13.3.6.2 PROVIDE COMMITTEE FEEDBACK TO SUBMITTERS

Once feedback from reviewers is received, the VP-TD will summarize that feedback and inform the submitter of the outcome. Note that feedback from the reviewers is required, even if the feedback is "no feedback" or some similar indication that no deficiency was noted,

13.3.6.3 MAINTAIN LIST OF SUBMISSIONS

The VP-TD shall keep a log of received submissions, Peer Review assignments, and feedback received and disseminated.

13.3.6.4 PARTICIPATE IN CONFERENCE PLANNING

The VP-TD has, as a main yearly task, the responsibility to solicit papers and presentations for the annual conference. The VP-TD will share that task with the Technical Committee membership. The conference planning must ensure that adequate space and time is allocated for the various sessions (including allocating time for vendors, sponsors, and breaks – whether the conference is in-person or virtual). The VP-TD is responsible for ensuring each participant understands their role, the time allocation including duration, and assist in any technical needs (computers, software, etc for in-person and viability of connections and presentation software issues for virtual conferences).

13.3.6.5 PARTICIPATE IN EXECUTIVE COMMITTEE MEETINGS INCLUDING FEEDBACK

The VP-TD will conduct periodic meetings with the Technical Committee, and convey the concerns, outcomes, and relevant information regarding the Technical Committee to the Executive Board of the SAWE in periodic Executive Board meetings.

13.3.6.6   CREATE AND MAINTAIN CONFERENCE TECHNICAL PROGRAM

The VP-TD is responsible for obtaining the papers as submitted, collating the received papers by topic into a coherent Technical Program, and assisting the VP-Publications in creating a Conference Program.

13.3.6.7   DISSEMINATE AND CONGLOMERATE REVIEWS AND JUDGING SHEETS

As outlined above, the VP-TD receives submissions from the membership and others for the SAWE to publish. The VP-TD distributes these submissions (or portions thereof) to the Technical Committee membership for the purposes of Peer Review. The feedback from this Peer Review is returned to the VP-TD, who then must gather all inputs and inform the submission author of any adjudications. This will be documented by the VP-TD.

Similarly, for judging of papers for the annual conference, the papers will be made available to all Technical Committee members, who will follow the judging guidelines and fill in the judging spreadsheet (see addendum for example). These judging spreadsheets will be returned to the VP-TD who will then conglomerate all received inputs and use the final tally to determine awards. The results of the voting will be sent to the Executive Director, President, and Vice President – Academic Affairs for use in creating and disseminating awards.

13.3.6.8   COORDINATE CONFERENCE TECHNICAL PRESENTATIONS

The VP-TD is responsible for ensuring that the annual conference Technical Program occurs. This entails ensuing that all presenters have adequately prepared for the conference, any technical issues are resolved prior to the conference, and that all presentations are available for use during the conference. For virtual conferences, the VP-TD will create practice sessions with each presenter (including Technical presenters, vendor representatives, and sponsorship presenters) to ensure that each presenter has the capability to present themselves, their presentations, and interact as required during the conference.

13.3.6.9   PARTICIPATE IN CONFERENCE INCLUDING AWARDS CEREMONY

The VP-TD shall act as coordinator for any and all conference Technical Sessions, including session Chair as appropriate. The VP-TD shall appoint Session Chairs and Co-chairs for each conference Technical Session, and shall monitor sessions in which the VP-TD is not an active participant.

The final portion of any conference is the Awards Ceremony. The VP-TD will present the Best Paper award as well as any Special Merit Awards to authors at the ceremony. In the absence of the VP-Academic Affairs, the VP-TD shall also present the Best Student Paper, 2nd Best Student Paper, and 3rd Best Student Paper Awards and any Student Presentation Awards authorized by the Board of Directors.

Post-conference, the VP-TD shall gather notes and observations from each Session Chair and Co-chair and use these to create the post-conference report for that year's Fall SAWE Journal.

13.3.6.10 DEPUTY VP – TECHNICAL DIRECTORS

The main duties of the Deputy Vice President – Technical Director(s) are to aid in soliciting and obtaining papers for the yearly conference and any regional conferences. Secondarily, the Deputy shall assume the duties of the VP-TD when the VP-TD is not available. In the case of the removal or incapacitation of the VP-TD, the Deputy shall assume the role of Acting VP-TD until such time as the President shall appoint a replacement.