



SAFE

WRIGHT BROTHERS CHAPTER
P.O. BOX 33844 WPAFB, OHIO 45433-0844



BYLAWS

of the

WRIGHT BROTHERS CHAPTER of the
SAFE ASSOCIATION

MARCH 1997 REVISION

by Valerie S. Bjorn, Past President
Annette Rizer, Secretary
Ron Julian, President

May 1994 by Valerie S. Bjorn, Vice President
June 1990 Revision by Robert Billings

Table of Contents
BYLAWS
Wright Brothers Chapter of the SAFE Association

ARTICLE I - OFFICE	1
SECTION 1. NAME	1
SECTION 2. ADDRESS	1
ARTICLE II - OBJECTIVES	1
ARTICLE III - MEMBERSHIP	2
SECTION 1. CLASSIFICATIONS AND QUALIFICATIONS	2
CHARTER MEMBER	2
CHAPTER MEMBER	2
STUDENT MEMBER	2
HONORARY LIFE MEMBER	3
CORPORATE MEMBER	3
SECTION 2. GOOD STANDING, DISCIPLINARY ACTIONS, REINSTATEMENT	3
SECTION 3. VOTING PRIVILEGES	4
SECTION 4. DUES	4
REGULAR DUES	4
DELINQUENT PAYMENT	5
ARTICLE IV - CHAPTER MEETINGS	5
ARTICLE V - FINANCES	5
SECTION 1. REVENUES, DISBURSEMENTS, AUTHORIZATION, LIMITS	5
SECTION 2. FISCAL YEAR	5
ARTICLE VI - PUBLICATIONS	6
ARTICLE VII - OFFICERS	6
SECTION 1. TITLES AND DUTIES	6
PRESIDENT	6
VICE PRESIDENT	6
SECRETARY-TREASURER	6
PAST PRESIDENT	7

SECTION 2. OFFICER NOMINATION AND ELECTION	7
SECTION 3. TERM OF OFFICE	7
SECTION 4. SUCCESSION	7
ARTICLE VIII - COMMITTEES	7
SECTION 1. PRIME COMMITTEES AND DUTIES	7
MEMBERSHIP COMMITTEE	8
PROGRAM COMMITTEE	8
AWARDS COMMITTEE	8
PUBLIC RELATIONS COMMITTEE	8
OUTREACH COMMITTEE	8
SECTION 2. OTHER COMMITTEES AND DUTIES	9
NOMINATION/ELECTION COMMITTEE	9
ARTICLE IX - CHAPTER SATELLITES	9
ARTICLE X - EXECUTIVE BOARD	9
SECTION 1. TITLES AND DUTIES	9
SECTION 2. MEETINGS	10
ARTICLE XI - AWARDS	10
ARTICLE XII - AMENDMENTS TO THE BYLAWS	11
ARTICLE XIII - ANNEXES TO THE BYLAWS	11
ANNEX I - OPERATING GUIDELINES	12

BYLAWS
of the
Wright Brothers Chapter
of the SAFE Association

ARTICLE I - OFFICE

SECTION 1. NAME

1. This organization shall be known as the "Wright Brothers Chapter" of the Safe Association. The Chapter is named for the aviation pioneers, Orville and Wilbur Wright, who did most of their preliminary aircraft designing and test flying in the local Dayton, Ohio area.

SECTION 2. ADDRESS

2. The Wright Brothers Chapter's primary office address may be changed to a different county or state by amendment of these Bylaws. Chapter officers may change the primary office address within its current county by noting the change of address below, and such a change shall not require an amendment of these Bylaws:

CHAPTER ADDRESS	DATE
Wright Brothers Chapter, P.O. Box 33844 WPAFB, OH 45433-0844	Current

ARTICLE II - OBJECTIVES

3. The SAFE Association is an international, nonprofit organization that fosters research, development and professional interchange in the technology areas of safety, survival and crew systems. Within the Wright-Patterson AFB and local Ohio region, the Wright Brothers Chapter shall uphold these objectives by facilitating professional interchange across organizational and occupational boundaries throughout industry, government and academia. The Chapter shall sponsor technical and social events to foster formal and informal information exchange. On a routine basis, engineers, scientists, aviators and other experts shall be solicited to provide the membership informative presentations on safety, survival, crew station, and life support initiatives. Specifically, objectives of the Wright Brothers Chapter shall include the following:

- a. Foster professional interchange among members,

- b. Recognize professional achievement in the areas of safety, survival and crew systems,
- c. Sponsor select educational programs, technical events, distinguished guest speakers, and social events to support the above objectives.

ARTICLE III - MEMBERSHIP

SECTION 1. CLASSIFICATIONS AND QUALIFICATIONS

CHARTER MEMBER

- 4. Charter Members shall be those individuals who were named in the original petition for the SAFE Wright Brothers Chapter (dated January 18, 1977).

CHAPTER MEMBER

- 5. **QUALIFICATION:** Chapter Members shall have an interest in advancing safety, survival, or crew systems technologies. A Chapter Member need not be an international SAFE Association member. To be in “good standing”, the Chapter Member shall be required to pay annual membership dues in an amount set forth by the Executive Board.

- 6. **APPLICATION FOR MEMBERSHIP:** A Chapter Member shall apply for membership on a standard application form approved by the Executive Board. The application form, at minimum, shall inform the applicant that member’s name, work phone number and expertise may be published in official SAFE correspondence, e.g., Newsletters, SAFE Internet web site, SAFE Journal or a membership directory. Applicants may note or exclude data they do not want published; the Membership Chairperson shall not release data noted by members to be excluded from publication. Applications for membership shall be reviewed by at least one member of the Executive Board who shall determine whether the applicant meets the membership requirements. When the application is approved, the applicant shall be notified in person, by mail or phone call, and be required to pay membership dues in the amount designated by the Executive Board.

STUDENT MEMBER

- 7. **QUALIFICATION:** Student Members shall have an interest in advancing safety, survival, or crew systems technologies. To be eligible for a student membership, the individual must be enrolled as a full-time university student and not receiving a full-time salary. For example, a DoD employee being paid by the DoD to attend school full-time would not be eligible for a student membership. A Student Member need not be an international SAFE Association member, nor a member of a Chapter Satellite. To be in “good standing”, the Student Member shall be required to pay annual membership dues in an amount set forth by the Executive Board. Dues are generally half the Chapter Member dues rate.

- 8. **APPLICATION FOR MEMBERSHIP:** A Student Member shall apply for membership on a standard application form approved by the Executive Board. The application form, at minimum, shall

inform the applicant that member's name, school phone number and major may be published in official SAFE correspondence, e.g., Newsletters, SAFE Internet web site, SAFE Journal or a membership directory. Applicants may note or exclude data they do not want published; the Membership Chairperson shall not release data noted by members to be excluded from publication. Applications for membership shall be reviewed by at least one member of the Executive Board who shall determine whether the applicant meets the membership requirements. When the application is approved, the applicant shall be notified in person, by mail or phone call, and required to pay membership dues in the amount designated by the Executive Board.

HONORARY LIFE MEMBER

9. **QUALIFICATION:** Honorary Life Members shall be elected from those individuals who made an outstanding contribution to the advancement of safety, survival or crew systems technology. Individuals need not be international SAFE Association members or Wright Brothers Chapter members, though it shall be considered preferable.

10. **SELECTION FOR MEMBERSHIP:** An Honorary Life Member may be recommended by any party; however, a majority vote by an Executive Board quorum shall make the final determination. No more than two Honorary Life Members shall be selected annually.

CORPORATE MEMBER

11. **QUALIFICATION:** Corporate Members shall have an interest in advancing safety, survival or crew systems technologies. A Corporate Member need not be an international SAFE Association member. To be in "good standing", the Corporate Member shall be required to pay annual membership dues in an amount set forth by the Executive Board. Each Corporate Member may designate up to five individuals as Chapter Members who pay no additional membership dues outside that paid by their sponsoring corporation.

12. **APPLICATION FOR MEMBERSHIP:** A Corporate Member shall apply for membership on a standard application form approved by the Executive Board. The application form, at minimum, shall inform the applicant that member's name, work phone number and expertise may be published in official SAFE correspondence, e.g., Newsletters, SAFE Internet web site, SAFE Journal or a membership directory. New applications shall be reviewed by at least one member of the Executive Board who determines whether the corporate applicant meets the membership requirements. When the application is approved, the corporate applicant shall be notified in person, by mail or phone call, and shall be required to pay membership dues in the amount designated by the Executive Board.

SECTION 2. GOOD STANDING, DISCIPLINARY ACTIONS, REINSTATEMENT

13. **"GOOD STANDING":** A member in "good standing" shall have paid the annual membership dues. (Charter Members and Honorary Life Members shall be considered in "good standing" unless expelled from the Wright Brothers Chapter.) Members in "good standing" shall be permitted to

participate in all Wright Brothers Chapter activities, functions, offices or committees, and shall be granted full voting rights. A member shall be deemed out of “good standing” if membership dues are delinquent by more than 3 months (after December 1). The status of “good standing” shall be reinstated upon full payment of annual membership dues. For voting purposes, the Membership Chairperson shall maintain an updated list of members who are not in “good standing”; these members may be given the opportunity to return to the status of “good standing” in order to vote.

14. **DISCIPLINARY ACTIONS:** A member of any classification shall be disciplined for conduct that the Executive Board deems contrary to the best interests of the Wright Brothers Chapter, the international SAFE Association or the objectives of these organizations. For any cause other than nonpayment of dues, disciplinary action shall occur only after the member being complained against is advised of the lodged complaint and is given reasonable opportunity to answer the charge. Such a member shall be entitled to a hearing before the Executive Board. Upon reviewing the case, the Executive Board shall declare one of the following with a majority vote by an Executive Board quorum:

- a. Clear the offender of all charges.
- b. Place the offender on probation for a period not to exceed 2 years. Under this classification, the probationary member may still participate in Chapter events, e.g., monthly luncheon meetings or community projects. The probationary member may not vote, nominate, nor be nominated for any elected office or any Chapter Award.
- c. Suspend the offender for a period not to exceed 3 years. Under this classification, the suspended member may not participate in any Chapter event nor any Chapter function.
- d. Permanently expel the offender.

15. **REINSTATEMENT:** A disciplined member shall have the option of requesting reinstatement. Requests for reinstatement shall be at least 1 year following the disciplinary action date. Reinstatement shall require a majority vote by an Executive Board quorum.

SECTION 3. VOTING PRIVILEGES

16. All members in “good standing” shall be entitled to vote during annual elections of the officers, and on proposed amendments to the Bylaws.

SECTION 4. DUES

REGULAR DUES

17. Dues for Chapter, Student, and Corporate Members shall be established by the Executive Board. (Charter Members and Honorary Life Members are not required to pay membership dues.) Members shall be considered in “good standing” and shall be granted the right to vote if their annual dues are paid in full. Membership dues shall be required on September 1. New members joining after March 1 shall be asked to pay half the current annual dues. All other dues, including those of delinquent members from previous years, shall not be prorated at any time.

DELINQUENT PAYMENT

18. Members who have not paid their dues by November 1 shall be notified of their delinquency by the Membership Chair and warned that failure to pay dues by December 1 will result in their removal from “good standing” status and suspension of corresponding rights. A delinquent member shall be reinstated during the current fiscal year (1 Sep - 31 Aug) upon payment of delinquent dues in full; delinquent dues shall not be prorated. In the event the delinquent member does not pay dues during the fiscal year, he/she shall be required to apply for new membership, also with no prorate.

ARTICLE IV - CHAPTER MEETINGS

19. Chapter meetings shall be held, at minimum, once quarterly. Ideally, Chapter meetings shall be held on a monthly basis in conjunction with a professional luncheon and distinguished guest speaker. The Program Chairperson shall be responsible for scheduling chapter meetings that are in conjunction with professional luncheons and guest speakers. The Program Chairperson shall be responsible for ensuring the meeting location is climate controlled, has proper lighting and seating, and a working public address system. At minimum, outdoor Chapter events shall have adequate seating capacity, shelter from the elements, and nearby relief.

ARTICLE V - FINANCES

SECTION 1. REVENUES, DISBURSEMENTS, AUTHORIZATION, LIMITS

20. Wright Brothers Chapter funds shall consist of annual dues, fees, or income derived from other sources, such as sanctioned fund-raisers. All funds shall be deposited in a Chapter check/savings account in a local bank. Disbursements of funds may be made by the President, Vice President, or Secretary-Treasurer. Expenditures in excess of \$150 shall require a verbal consensus by the President, the Treasurer (or Secretary-Treasurer, if one person), and one other Executive Board member. In addition to regular recording of any transaction, the Treasurer shall note the name of the approving Executive Board member (we already know the President and Treasurer). It is recommended that each newly elected president appoint a three-person audit team to review, balance, and verify the correctness of the Chapter financial records. The Treasurer shall issue at least one budget statement annually to the membership, and to the Executive Board on a quarterly basis or at each Executive Board meeting, whichever occurs sooner. The Treasurer shall also prepare an annual budget for Executive Board approval before November 1. Members in “good standing” may request that the Treasurer provide a financial report that details all Chapter transactions.

SECTION 2. FISCAL YEAR

21. The fiscal year shall begin at 0000 hours, September 1, and conclude at 2400 hours, August 31, each calendar year.

ARTICLE VI - PUBLICATIONS

22. Wright Brothers Chapter publications may include a newsletter, postings on the Chapter web site, newspaper and SAFE Journal articles, or any other media. Information may be submitted by any interested party so long as it is approved by the Public Relations Committee Chairperson and the President. Newsletters shall be distributed to all members in “good standing”.

ARTICLE VII - OFFICERS

SECTION 1. TITLES AND DUTIES

23. Wright Brothers Chapter's elected officers shall be the President, Vice President, Secretary-Treasurer and the immediate Past President.

PRESIDENT

24. The President shall be the Executive Officer of the Chapter and preside at all Chapter and Executive Board meetings and functions. The President shall be responsible for the following: appointing committee chairpersons, coordinating Chapter activities, applying the policies of the Executive Board, reviewing Chapter publications before their release, coordinating on Chapter correspondence prior to transmittal, and establishing new committees as needed. The President shall also ensure that the Executive Board reviews and approves Bylaw Annexes within the first 60 days of the operating year.

VICE PRESIDENT

25. The Vice President shall be a member of the Executive Board. The Vice President shall be familiar with the activities and duties of the President and shall be prepared to perform the role of President should the President be unable to serve.

SECRETARY-TREASURER

26. The position of Secretary-Treasurer shall be occupied by one or two elected member(s). If two members are elected to this position, the duties shall be split under the titles of Secretary and Treasurer. The Secretary-Treasurer, or Secretary and Treasurer, shall be member(s) of the Executive Board.

a. **SECRETARY:** The Secretary shall maintain Chapter records, keep meeting minutes, and assist members of the Executive Board with distributing information to the membership and handling any other official Chapter correspondence.

b. **TREASURER:** The Treasurer shall maintain the Chapter financial records and receive and disburse Chapter funds in accordance with procedures established by these Bylaws. The Treasurer shall be responsible for issuing at least one budget statement annually to the membership. Additionally,

the Treasurer shall provide a budget statement and a detailed financial statement to the Executive Board on a quarterly basis and at each Executive Board meeting. The Treasurer shall also prepare an annual budget for Executive Board approval. Upon request from a member in “good standing”, the Treasurer shall provide a copy of the detailed financial transaction statement.

PAST PRESIDENT

27. The immediate Past President shall be a member of the Executive Board. The Past President shall perform duties that may be delegated by the President. If the immediate Past President is unable to serve, the President shall appoint another Past President or Past Vice President to the position.

SECTION 2. OFFICER NOMINATION AND ELECTION

28. The Chapter President, Vice President, and Secretary-Treasurer shall be nominated by Wright Brothers Chapter members in “good standing”. Nominees must also be Wright Brothers Chapter members in “good standing”. Nominees shall confirm their willingness to serve in the office. See Paragraph 39, “Nomination/Election Committee”.

29. A blind number-member system may be employed so members may vote anonymously by number. A member waiving secrecy may vote by phone or electronic mail so long as the member’s blind number is also provided to the Nomination/Election Committee. Ballots (with member’s blind number) shall be distributed to members in “good standing” via the Chapter Newsletter, in person, or a special mailing (whichever method provides members at least 20 days prior to the close of voting to consider the ballot). Election to office shall be determined by a majority vote of those members returning their marked ballots or vote by a specified date (no less than 20 days after ballot distribution).

SECTION 3. TERM OF OFFICE

30. All officers shall be elected annually to serve one year with the term beginning September 1. Elected officers shall serve no more than two consecutive terms in the same office to ensure the burden of office is shared across the membership and to foster new perspectives inherent with changing Board members.

SECTION 4. SUCCESSION

31. Any vacant office shall be filled for the remainder of the term through appointment by the Executive Board.

ARTICLE VIII - COMMITTEES

SECTION 1. PRIME COMMITTEES AND DUTIES

32. Committee Chairpersons for each Prime Committee shall be appointed by the newly elected President and confirmed by a majority vote of the newly elected officers and the immediate Past President. Prime Committee Chairpersons shall be voting members on the Executive Board. Each Committee Chair may select Chapter members in “good standing” to serve as committee members as necessary. Committee members may participate in Executive Board meetings, but they may not vote.

MEMBERSHIP COMMITTEE

33. Chairperson of this committee shall be responsible for all activities related to renewal of current members, acquiring new members and maintaining membership rosters. The Chairperson shall appoint committee members as required to perform the work of the committee. The Membership Committee shall collect and record all dues and deliver these dues to the Secretary-Treasurer. For voting, election and award nominations purposes, the Membership Committee shall be responsible for maintaining a current list of members in “good standing”.

PROGRAM COMMITTEE

34. The Program Chairperson shall be responsible for scheduling chapter meetings that are in conjunction with professional luncheons and guest speakers. The Program Chairperson shall be responsible for ensuring the meeting location is climate-controlled, has proper lighting and seating, and a working public address system. At minimum, outdoor Chapter events shall have adequate seating capacity, shelter from the elements, and nearby relief. Chairperson of this committee shall provide assistance to various members, agencies and the general public as a function of the Chapter's activities. The Chairperson shall appoint members as required to perform these assigned duties. The Program Chairperson shall be responsible for scheduling social functions, speakers at meetings, and other social activities as requested by the President.

AWARDS COMMITTEE

35. Chairperson of this committee shall solicit award nominations for annual awards and scholarships. The Chairperson shall review all nominations, confirm basic qualifications are met, and recommend recipients to the Executive Board for final selection. The Chairperson shall appoint members to this committee as needed to perform these assigned duties. Refer to Article XI, “Awards”.

PUBLIC RELATIONS COMMITTEE

36. Chairperson of this committee shall be responsible for the publication and dissemination of Chapter information through the Newsletter, Chapter and international SAFE Association displays and Web Sites, and other media. The President shall review all publications before distribution. The Newsletter shall be distributed to all members in “good standing”.

OUTREACH COMMITTEE

37. Chairperson of this committee shall be responsible for executing special Chapter and community outreach projects identified by the President. Duties shall include Chapter Satellite liaison and community events such as the Space Symposium, Career Exploration Days, and engineering design competitions.

SECTION 2. OTHER COMMITTEES AND DUTIES

38. The President shall establish other committees and appoint corresponding committee chairpersons as deemed necessary. The intent of these committees is to handle short term Chapter projects with no obligatory carry-over to succeeding years. Due to the non-permanent nature of these committees, the Chairperson and committee members may not vote on the Executive Board. Provided they are members in “good standing”, they may participate in Executive Board meetings.

NOMINATION/ELECTION COMMITTEE

39. Annually, the President shall form an ad hoc Nomination/Election Committee comprised of Chapter members in “good standing” and approved by the Executive Board. The Nomination/Election Committee shall compile a ballot of qualified nominees, distribute the ballot and tally election results. A ballot with the nominees' names shall be mailed to all active members in “good standing”, so they may vote for the offices of President, Vice President and Secretary-Treasurer. Members of the Nomination/Election Committee shall not be nominated for any office. See Paragraphs 28-29, “Section 2. Officer Nomination and Election”.

ARTICLE IX - CHAPTER SATELLITES

40. The SAFE Association and the Wright Brothers Chapter encourages participation of universities in meeting Association goals. The Wright Brothers Chapter Executive Board shall have the authority to control the establishment, guidance, and termination of its Chapter Satellites; however, the SAFE Association Governing Board shall have the ultimate authority where they deem necessary. Wright Brothers Chapter Satellites shall be formed on a consensus basis between interested universities, as represented by a Faculty Advisor, and a quorum vote by the Executive Board. The Outreach Committee chairperson shall serve as a liaison to the Chapter Satellites. Each Satellite may use the Wright Brothers Chapter Bylaws for their governing structure or they may choose to develop their own Bylaws so long as they are approved by an Executive Board quorum. Every effort shall be made to coordinate Chapter and Satellite meetings and activities, e.g., speakers, demonstrations, facilities tours, and educational videos. Each Satellite Faculty Advisor and President shall be encouraged to participate in Executive Board meetings, e.g., make motions, second motions, etc., however voting is reserved to the Executive Board. See Paragraph 7, “Student Member”.

ARTICLE X - EXECUTIVE BOARD

SECTION 1. TITLES AND DUTIES

41. The Executive Board shall consist of the elected officers and others as follows: President, Vice President, Secretary-Treasurer, the immediate Past President, and each chairperson of the following committees: Membership, Program, Awards, Public Relations, and Outreach Committees. Other committee chairpersons and all committee members are encouraged to participate in Executive Board meetings, e.g., make motions, second motions, etc., however voting is reserved to the Executive Board.

42. The Executive Board shall be the primary governing body of the Wright Brothers Chapter. All Board members shall have the right to vote on all issues affecting the Chapter including the following: finances, proposed Bylaw changes, educational programs, technical events, reprimands, and expulsions. Executive Board members may outline specific operating guidelines in Annex I of the Bylaws, "Operating Guidelines", or propose additional Annexes as they deem necessary. The President shall ensure that the Executive Board reviews and approves Bylaw Annexes within the first 60 days of the operating year, and as necessary.

SECTION 2. MEETINGS

43. The Executive Board shall meet at least quarterly and otherwise, as deemed necessary by the President. An Executive Board quorum shall consist of a minimum of four voting Executive Board members. In addition to a quorum vote, the Executive Board may agree to allow phone-in or write-in votes by Board members who cannot participate in person. A simple majority of the votes tallied (phone in, write in, and in attendance) shall be required for the passage of business unless specifically designated otherwise by these Bylaws. Executive Board meetings are open to all members in "good standing".

ARTICLE XI - AWARDS

44. The Awards Committee Chairperson shall select members in "good standing" to assist with the duties of this committee. Annually, the Awards Committee shall recommend award and scholarship selection criteria and procedures in Annex I of these Bylaws, "Operating Guidelines". Selection criteria for awards and scholarships shall include, at minimum, the period of consideration (period of performance) for the current cycle, and the parameters that the selection committee will apply during their selection process. Nominations for awards and scholarships shall be from Wright Brothers Chapter members in "good standing", i.e., nominators must be members in "good standing". Award and scholarship nominees shall have a committed interest in achieving the goals of the SAFE Association and the Wright Brothers Chapter.

45. Upon approval of Annex I by the Executive Board, the Awards Committee shall accordingly solicit award and scholarship nominations. The Awards Committee shall review all nominations, confirm basic qualifications, evaluate qualified nominations, and recommend winners to the Executive Board for final approval. A majority vote by an Executive Board quorum shall be necessary for approval of award and scholarship recipients. Awards and scholarships shall be presented at the annual Wright Brothers Chapter awards banquet generally scheduled in mid-August. The Awards Committee Chairperson shall be encouraged to publish all award and scholarship recipients' names in the

international SAFE Journal, the Chapter Newsletter, and Internet web site. Gifts, certificates, money, or any other reward may be given to award recipients, but it shall not be mandatory.

ARTICLE XII - AMENDMENTS TO THE BYLAWS

46. Any member in “good standing” shall be allowed to propose amendments to these Bylaws. The President shall appoint a committee to administer the process of amending the Bylaws. Proposed amendments shall be presented to the Executive Board for consideration. Approval with a majority vote by an Executive Board quorum shall be required before distributing the amendments in writing to all members in “good standing” for their consideration. Amendments approved for release by the Executive Board shall be distributed to Chapter members in “good standing” for review and voting (“yes” they approve of all changes or “no” they would prefer the Bylaws to remain as they were). A three-way blind number-member system may be employed so members may vote anonymously by number. A member waiving secrecy may vote by phone or electronic mail so long as the blind member-number is also provided. Amendments and a voting card (with blind member-number) shall be distributed to members in “good standing” through the Chapter Newsletter, in person, or a special mailing (whichever method provides the member at least 20 days prior to the close of voting.. The decision to amend or not amend the Bylaws shall be determined by a majority vote of those members returning their marked ballots on a specified date (at least 20 days after the amendments are distributed to all members in “good standing”).

ARTICLE XIII - ANNEXES TO THE BYLAWS

47. The purpose of Bylaw Annexes is to provide additional guidance to officers, committees, and members on executing Chapter initiatives. Annexes shall readily permit and encourage changes from year to year. Annexes shall be added or modified with Executive Board approval. Unlike Bylaw Amendments, Annexes shall not require general membership concurrence.

ANNEX I - OPERATING GUIDELINES

Annex to the Bylaws for the
Wright Brothers Chapter of the
Safe Association

OPERATING GUIDELINES

Wright Brothers Chapter of the
Safe Association

AWARDS

1. **OUTSTANDING SENIOR ENGINEER/SCIENTIST:** Nominees for this award shall be an engineer or scientist who made an outstanding contribution to the advancement of a safety, survival or crew systems technology. The nomination package shall focus on the technical aspects of the nominee's success. To qualify as a senior engineer or scientist, the nominee shall have worked in this area of endeavor over 15 years.
2. **OUTSTANDING ENGINEER/SCIENTIST:** Nominees for this award shall be an engineer or scientist who made an outstanding contribution to the advancement of a safety, survival or crew systems technology. The nomination package shall focus on the technical aspects of the nominee's success. Nominees shall have worked in this area of endeavor 15 years or less.
3. **OUTSTANDING PROGRAM MANAGER:** Nominees for this award shall be the designated manager of a program that resulted in an advancement of a safety, survival or crew systems technology. The nomination package shall focus on the manager's successful management techniques and the outstanding results of those efforts.
4. **OUTSTANDING PROGRAM SUPPORT:** Nominees for this award shall have made an outstanding contribution to the advancement of a safety, survival or crew systems technology. The nomination package shall focus on the technical, administrative and/or programmatic aspects of the nominee's success. Nominees shall not be a program's designated manager, technical manager or lead engineer.
5. **OUTSTANDING PROGRAM TEAM:** Nominee teams shall consist of a minimum of five team members and at least one must be a Wright Brothers Chapter member in "good standing". Nominee teams for this award shall have made an outstanding contribution to the advancement of a safety, survival or crew systems technology. The nomination package shall focus on the technical aspects of the nominee team's success.

SCHOLARSHIP

1. The scholarship recipient shall be determined prior to the start of the academic year in which the scholarship is to be granted (normally by 1 August). If possible, the winner shall be presented the scholarship at the annual Wright Brothers Chapter award banquet (generally mid-August) and an announcement may be placed in the Chapter Newsletter and Internet web site. Additionally, the winner may be announced to the international SAFE Association during the annual SAFE Symposium.

2. The nominee need not be a Wright Brothers Chapter or international SAFE Association member. The nominee shall be enrolled as a junior or a senior for the next academic year at the University of Dayton, Wright State University or Ohio State University. The nominee shall be pursuing a career related to advancing safety through engineering, the life sciences, behavioral sciences, or medicine. The nominee shall have a grade point average of 3.0 or higher on the 4.0 scale (or equivalent). A current transcript shall be attached to the application.

3. Application for the scholarship should be received by 1 June of the year preceding the academic year in which it is to be used. Selection of the winning applicant shall be made by a committee consisting of representatives from Capewell Components, Ltd. and the Wright Brothers Chapter Awards Committee. At the end of the scholarship period (the end of the school year), the recipient of the award shall be asked to prepare a one- or two-page letter to the Wright Brothers Chapter describing the significant events that occurred during the year and how the scholarship benefited the student.