

## Table of Contents

## Contents

<b>1. INTRODUCTION TO AAAR DOCUMENTS AND OPERATING PROCEDURES</b>	<b>4</b>
<b>2. MEETINGS OF OFFICERS AND BOARD MEMBERS</b>	<b>4</b>
<b>3. POSITIONS WITHIN AAAR</b>	<b>5</b>
3.1. PRESIDENT 1 YEAR (SEE BYLAWS ARTICLE VI, SECTION 2)	6
3.2. VICE PRESIDENT 1 YEAR (SEE BYLAWS ARTICLE VI, SECTION 3)	6
3.3. VICE PRESIDENT-ELECT 1 YEAR (SEE BYLAWS ARTICLE VI, SECTION 4)	6
3.4. TREASURER 2 YEARS (SEE BYLAWS ARTICLE VI, SECTION 5)	6
3.5. TREASURER-ELECT 1 YEAR (SEE BYLAWS ARTICLE VI, SECTION 6)	6
3.6. SECRETARY 2 YEARS (SEE BYLAWS ARTICLE VI, SECTION 7)	6
3.7. SECRETARY-ELECT 1 YEAR (SEE BYLAWS ARTICLE VI, SECTION 8)	7
3.8. IMMEDIATE PAST-PRESIDENT 1 YEAR (SEE BYLAWS ARTICLE IV, SECTION 4A AND ARTICLE VI, SECTION 2)	7
3.9. AT-LARGE MEMBER OF THE BOARD OF DIRECTORS 3 YEARS (SEE BYLAWS ARTICLE IV)	7
<b>4. THE COMMITTEES OF AAAR</b>	<b>7</b>
4.1. AWARDS COMMITTEE	7
4.2. BYLAWS COMMITTEE (SEE BYLAWS ARTICLE V, SECTION 3)	8
4.3. CONFERENCE COMMITTEE	9
4.4. DEVELOPMENT COMMITTEE	9
4.5. EARLY CAREER COMMITTEE	9
4.6. EDUCATION COMMITTEE	10
4.7. ENDOWMENT COMMITTEE (SEE BYLAWS ARTICLE VII)	11
4.8. FINANCE COMMITTEE	11
4.9. INTERNET COMMUNICATIONS COMMITTEE	12
4.10. LONG-RANGE PLANNING COMMITTEE	12
4.11. MEMBERSHIP COMMITTEE	12
4.12. NEWSLETTER COMMITTEE	13
4.13. NOMINATING COMMITTEE (SEE BYLAWS ARTICLE IV, SECTION 4, PARAGRAPHS A + B; ARTICLE V, SECTION 3)	13
4.14. PROGRAM COMMITTEE	13
4.15. PUBLICATIONS COMMITTEE	14
4.16. AS&T OUTSTANDING PUBLICATION AWRAD COMMITTEE	14
4.17. REPRESENTATION & EQUITY AFFAIRS COMMITTEE	15
<b>5. INTERNATIONAL COMMITTEES WITH AAAR DELEGATES</b>	<b>15</b>
5.1. FUCHS MEMORIAL AWARDS COMMITTEE	15
5.2. INTERNATIONAL AEROSOL RESEARCH ASSEMBLY (IARA)	16
5.3. FISSAN PUI/TSI AWARD	16
<b>6. POLICIES AND PROCEDURES FOR FUNDING STRATEGIC PROJECTS</b>	<b>16</b>
<b>7. POLICIES AND PROCEDURES FOR SPONSORING SPECIALTY CONFERENCES</b>	<b>17</b>
<b>8. AAAR PUBLICATIONS POLICIES</b>	<b>18</b>
8.1. POLICIES REGARDING AEROSOL SCIENCE AND TECHNOLOGY (AS&T)	18

8.1.1. <i>Editor-in-Chief of Aerosol Science and Technology</i>	19
8.1.2. <i>Selection Process for an Editor-in-Chief</i>	20
8.1.3. <i>Editorial Advisory Board of Aerosol Science and Technology</i>	21
8.1.4. <i>AS&amp;T Outstanding Publication Award</i>	21
8.2. POLICIES REGARDING THE NEWSLETTER	22
8.2.1. <i>Editor and Assistant Editor(s) of the Newsletter</i>	22
8.3. POLICIES REGARDING THE MEMBERSHIP DIRECTORY	23
<b>9. AAAR ADMINISTRATIVE POLICIES</b>	<b>23</b>
9.1. MEMBERSHIP ADMINISTRATION	23
9.2. ARCHIVING DOCUMENTS	24
<b>10. AAAR ANNUAL CONFERENCE</b>	<b>24</b>
10.1. TUTORIAL PROGRAM	24
10.1.1. <i>Guidelines for Organizing the Tutorial Program</i>	25
10.1.2. <i>Guidelines for Tutorial Speakers Regarding Use of Copyrighted Material</i>	25
10.2. TECHNICAL PROGRAM	26
10.3. SPEAKER TRAVEL REIMBURSEMENT POLICY	27
10.4. EXHIBITION	27
10.5. STUDENT ASSISTANTS PROGRAM	27
10.6. AWARDS PRESENTATION	27
10.7. ANNUAL BUSINESS MEETING	27
10.8. BOARD, WORKING GROUP, AND COMMITTEE MEETINGS	27
10.9. ORGANIZATIONAL MEMBERS	28
10.10. CONFERENCE FEES	28
10.11. CODE OF CONDUCT	28
10.12. SOCIAL MEDIA POLICY	28
<b>11. AAAR INVESTMENT POLICY</b>	<b>28</b>
11.1. INTRODUCTION	28
11.2. OPERATIONAL PROCEDURES	29
11.3. POLICY REVIEW PROCEDURES	30
11.4. OPERATING FUND	30
11.4.1. <i>Purpose and Guidelines</i>	30
11.5. LONG TERM RESERVE FUNDS	30
11.5.1. <i>Purpose</i>	30
11.5.2. <i>Investment Objectives</i>	30
11.6. INVESTMENT GUIDELINES	31
11.6.1. <i>Equities</i>	31
11.6.2. <i>Fixed Income:</i>	31
11.7. ADDENDA	31
<b>12. AAAR ENDOWMENT POLICY</b>	<b>31</b>
PREAMBLE	32
PURPOSE	32
AUTHORITY	32
12.1. DEFINITIONS	32
12.2. ENDOWMENT COMMITTEE	33
12.3. ESTABLISHING AN ENDOWMENT FUND	33
12.4. GIFTS TO THE FUND	34
12.5. INVESTMENT OF THE FUND	34

12.6. MAKING INCOME AVAILABLE FOR AAAR'S USE	35
12.7. USE OF CORPUS FROM THE FUND	35
12.8. AMENDMENTS	36
<b>13. APPENDIX</b>	<b>36</b>
13.1. ANNUAL CYCLE FOR COMMITTEES, OFFICERS AND BOARD OF DIRECTORS	36
13.2. TWO-YEAR CYCLE FOR CONFERENCE CHAIR	36
13.3. FIVE-YEAR CYCLE FOR AS&T EDITOR IN CHIEF	37
13.4. SUMMARY TABLE OF MONETARY VALUES	37

## **1. INTRODUCTION TO AAAR DOCUMENTS AND OPERATING PROCEDURES**

AAAR conducts its business on the basis of three levels of documents. First and foremost are the Bylaws, which provide a minimal set of essential rules but few specifics regarding routine operation. Changes to the Bylaws require a vote of the entire membership.

Second is this document, the Guiding Policies and Procedures of AAAR, which summarizes current practices for routine operation of the association including the responsibilities of officers, committees, and working groups; traditions that are pertinent to conferences; and sections on publications policies and other special information. The Policies and Procedures (P&P) document must be consistent with the Bylaws, and changes to it require a vote of the Board of Directors.

Third are best practice summaries and operational documents that provide helpful information on a granular level to guide Officers and Committee Chairs in their specific roles. Each Officer and Committee Chair is encouraged to maintain such a document and transmit it to their successor. All three levels of documents shall be archived by the Association and be readily accessible to the committee membership.

AAAR is committed to providing a friendly, safe and inclusive environment in all Association activities including but not limited to the Annual Conference, Specialty Conferences, Committee meetings, Board of Directors meetings, Student Chapter meetings, and electronic and in-person communications. Unacceptable behavior should be reported as soon as possible to the Executive Director and/or an Executive Committee member, who will share with the Executive committee for review. AAAR is committed to inclusivity as a core value in its membership, leadership, honors and awards.

## **2. MEETINGS OF OFFICERS AND BOARD MEMBERS**

Formal meetings are held twice each year for conducting the business of the Association. Winter Meetings consist of an Executive Committee meeting on a Friday afternoon, and a full-day meeting of the Board of Directors the next day. The Executive Committee consists of the President, Vice President, Vice President-Elect, Secretary, and Treasurer. In addition, the Secretary-Elect or a Treasurer-Elect, depending on the rotation of officers that year, is a member of the Executive Committee. The Executive Director of the Association attends both the Executive Committee meeting and the Board meeting.

In order to assist board members with the expenses incurred in attending the AAAR winter board meeting, the following travel policy is in effect:

*Lodging:* AAAR's association management company will select the hotel, negotiate the room rate and secure a hotel sleeping room block for the AAAR winter board meeting. They will also make hotel reservations for all those attending the meeting based on information provided by each board member. AAAR will reimburse a board member for the hotel room rate and tax for one (1) night before the Saturday board meeting. An executive committee member that needs a hotel room in order to attend the Friday afternoon meeting may be reimbursed for the hotel room rate and tax for Thursday night as well. AAAR will only reimburse for the hotel room rate and tax at the hotel contracted by the association management company.

*Travel:* AAAR will reimburse up to \$600 for board travel to the winter meeting, increasing to \$800 for board members residing outside of the United States. Exceptions to these levels require approval of the Board. Travel reimbursement requests will be handled by AAAR's association management company and will require submission of travel receipts to claim reimbursement. Board members are strongly encouraged to book travel well in advance, utilize low-cost fares and consider transportation alternatives, and share hotel rooms, if possible, to limit the fiscal impact on the Association.

Travel reimbursement will only occur when feasible based on the fiscal situation of AAAR. This policy will be revisited by the Board on a regular basis to ensure that the costs remain acceptable and in line with current travel expenses.

Fall meetings are held during the Association's Annual Conference. These meetings include:

- an Executive Committee meeting held on Monday afternoon, one day prior to the opening of the Conference
- a Board meeting on Tuesday at lunch attended by outgoing, continuing and new Board members
- an Annual Business meeting of the full membership on Wednesday or Thursday
- a Board meeting on Friday afternoon attended by continuing and new Board members

Although these times and days have been consistent for many years, they can be changed at the discretion of the Conference Chair in consultation with the President and the Management Staff. The Tuesday Board meeting is attended by newly elected Officers and Board members as well as outgoing Officers and Board members of the Association. The Annual Business meeting is open to all members of the Association and serves as the ceremonial rotation of Officers and Board members. The official rotation of Officers and Board members (i.e., end of service for the outgoing individuals and start of service for incoming individuals) occurs following the Friday morning plenary session. The outgoing Officers and Board members do not attend the Friday Board meeting, except for the outgoing President, who has just assumed the role of Immediate Past President as of the Friday plenary session.

### **3. POSITIONS WITHIN AAAR**

This section outlines the appointment and rotation of Officers, Board members, committee chairs and committee members. It also summarizes the responsibilities of specific Officers and Board members not set forth in the Bylaws. Officers and Board members are elected by the full membership. Committee chairs and members are appointed by specific Officers and approved by the full Board.

Officers, Board members and committee members generally serve a three-year term, with the timing of individual three-year terms staggered to maintain year-to-year continuity of the Association. The three-year period may include multiple roles, for example the Secretary-Elect / Secretary rotation and the Treasurer-Elect / Treasurer rotation. Committee members may serve as vice-chair and/or chair of the committee for a portion of their three-year term. Exceptions to the three-year term are: 1) the four-year rotation of Vice President-Elect / Vice President / President / Immediate Past President; 2) the two-year rotation of Vice Chair of the Program Committee / Conference Chair; 3) the five-year term of the AS&T Editor-in-Chief; 4) the one-year term on the Nominating Committee and 5) all Past Presidents continue to serve on the Long-Range Planning Committee.

The Vice President, President and Immediate Past President all play roles in appointing new committee members. The President appoints the Vice-Chair of the Program Committee, who later becomes the Conference Chair. The Immediate Past President appoints members of the Nominating Committee, who prepare the slate for election of Officers, Board members and Working Group chairs. The Vice President establishes chairs and new members of all other committees for the coming year, and formally appoints them to these positions on the day that the Vice President rotates into the position of President. These individuals are subject to Board approval and rotate into their positions at the end of the next annual conference, which coincides with the rotation of Officers and Board members including the rotation of Vice President to President. For simplicity of wording, these individuals are referred to in section 4 as "appointees" of the Vice President, though they are not formally appointed to their positions until the day that the Vice President rotates to President. The annual time-cycle for making these appointments is given below.

- January-February: Immediate Past President appoints members of the Nominating committee and requests approval of the Board during or prior to the Winter Board Meeting. The nominating committee submits a report to the Board no later than 6 months before the next annual conference as specified by the Bylaws.
- March-June: Vice President establishes chairs and new committee members for the coming year. Nominating Committee prepares a slate for election of new Officers, Board members and Working Group chairs. President appoints the Vice-Chair of the Program Committee, who becomes the following Conference Chair. All are approved by the Board of Directors.
- Late spring / early summer: Election of new Officers, Board members and Working Group chairs. Ballots must be distributed at least 90 days prior to the annual conference as specified by the Bylaws.
- September-October: New Officers, Board members, committee chairs, and committee members rotate into their positions at the end of the Annual Conference.

It is important to understand the relationship between the above time cycle and Article V of the Bylaws. The compositions of some committees are specified in Article V, including Nominating Committee in Section 2, Bylaws Committee in Section 3, and Finance Committee in Section 5. The Endowment Committee is specified in Article VII. These requirements are specifically referenced in the Policies and Procedures for these committees. Other committees by default fall under Article V, Section 6 of the Bylaws: “Except where otherwise set forth in these Bylaws, the Chairs and members of the Committees of the Board shall be nominated by the President and approved by the Board.” The time cycle described above allows the Vice President to establish committee chairs and members for the coming year in a timely manner so that everyone rotates into their respective positions at the same time, including the rotation of Vice President to President. This sequence maximizes the amount of time the President is able to work directly with the committee chairs and members that they appoint.

The appendix contains figures that summarize the annual cycle for identifying and installing new committees, officers and board of directors, the two-year cycle for conference chair, and the five-year cycle for AS&T Editor-in-Chief.

### **3.1. President 1 year (see Bylaws ARTICLE VI, Section 2)**

The President traditionally notifies new Officers and Board members of their election, which meetings they are to attend, and when their terms expire. The President is the primary contact with the AAAR Executive Director at the AAAR Management Office and also works closely with other Management Office personnel as required. The President reviews all AAAR general mailings to the membership and represents AAAR to other aerosol societies. The President appoints the Vice-Chair of the Program Committee, who later becomes Conference Chair.

Immediately after the Annual Conference, the President should meet with the outgoing and incoming Conference Chairs and the Immediate Past President to review lessons learned from the conference and to ensure that the Conference Chair Best Practices document is updated.

### **3.2. Vice President 1 year (see Bylaws ARTICLE VI, Section 3)**

The Vice President serves as chair of the Development Committee and is responsible for appointing chairs and new members for AAAR committees. The Vice President also works with the President to assure a smooth transition at the end of their term.

### **3.3. Vice President-Elect 1 year (see Bylaws ARTICLE VI, Section 4)**

The Vice President-Elect chairs the Long-Range Planning Committee meeting, having prepared a written report for presentation at the meeting summarizing their vision and goals for the Association. This document is included in the agenda book for the second Board meeting at the Annual Conference when they assume the Vice Presidency.

The VP-Elect is responsible for conducting an annual performance review of the association’s management company immediately after the Annual Conference. Information about the process can be found in the Repository.

### **3.4. Treasurer 2 years (see Bylaws ARTICLE VI, Section 5)**

The Treasurer submits an annual Treasurer’s report for inclusion in the agenda book for the Fall Board meetings and also prepares a summary report for the Winter Board meeting. The Treasurer reviews invoices and budgets prepared by the AAAR Management Office and serves as the key contact for all financial matters. The Treasurer, in consultation with the Endowment Committee, prepares an annual report on the Endowment Fund for the AAAR membership. The Treasurer also serves as Treasurer of IARA. Additional information for the Treasurer about duties and tasks is contained in the Treasurer FAQ. Each Treasurer should update the FAQ as needed and share it with the Treasurer-Elect.

### **3.5. Treasurer-Elect 1 year (see Bylaws ARTICLE VI, Section 6)**

### **3.6. Secretary 2 years (see Bylaws ARTICLE VI, Section 7)**

The Secretary also ensures that a list of Action Items based on Board decisions is prepared and disseminated for Board

members in a timely manner. Once the Action Item List is disseminated, the Secretary reviews the status of progress on these items throughout the year. Minutes of Board Meetings are prepared under the signature of the Secretary aided by the Management Office. The Secretary is also responsible for ensuring all relevant documents are archived in the repositories and VMX, and that the list of people with access to the repositories and VMX, in coordination with Virtual, is updated and accurate.

**3.7. Secretary-Elect 1 year (see Bylaws ARTICLE VI, Section 8)**

**3.8. Immediate Past-President 1 year (see Bylaws ARTICLE IV, Section 4a and ARTICLE VI, Section 2)**

The Immediate Past President chairs and appoints members of the Nominating Committee for new Officers and Board members. The Immediate Past President (along with other Past Presidents) serves as a member of the Long-Range Planning Committee.

**3.9. At-Large Member of the Board of Directors 3 years (see Bylaws ARTICLE IV)**

At-Large Board Members serve on, or as a liaison to, at least one committee.

**4. THE COMMITTEES OF AAAR**

In most cases, the current Vice President establishes chairs and new members of committees for the coming year, and formally appoints them to these positions on the day that the Vice President rotates into the position of President. For simplicity of wording in this section, these individuals are referred to as being “appointed” by the Vice President, though they are not formally appointed until the day that the Vice President rotates to President. (There are two exceptions to this general procedure: the current President appoints the Vice-Chair of the Program Committee for the coming year, and the current Immediate Past President appoints members of the Nominating Committee for the current year. Additional information is given at the beginning of section 3.)

Continuity from one year to the next in a Committee is desirable and the Association has tried to establish practices to promote continuity. As a general rule, the Association has, when possible, had the Vice Chair of a Committee assume the Chair the following year. When there is no Vice Chair or when the Vice Chair is unable to assume the Chair, the Chair is usually selected from the committee membership of the previous year. Of course, for some Committees, a two (2)-year term for the Chair may be more appropriate and Committee Chairs and members may certainly be reappointed. Generally, Committee membership is for three (3) years with terms staggered where possible to assure continuity. Incoming committee members (those who officially rotate into the committee at the end of the Annual Meeting) are strongly encouraged to participate in committee meetings and activities during the Annual Meeting.

Committees meet in person during the week of the Annual Conference and may have additional meetings by email or telephone during the rest of the year. The Committee Chair works with the Management Office to set the date and time of the meeting (before the conference schedule is published), to set the agenda (one month before the conference), and to distribute the meeting materials at least one week in advance of the meeting. Meeting materials consist of: 1) List of committee members, 2) Agenda, 3) Structure & Function document for the committee (appropriate section excerpted from the Guiding Policies & Procedures), 4) Report from the previous year, 5) Minutes from previous year, and 6) any additional materials relevant to the committee.

Committee Chairs are responsible for submitting minutes of the in-person meeting and a report for the Board of Directors promptly, preferably during the week of the Annual Conference. Past reports and minutes can be found in the Committee Repository ([https://drive.google.com/drive/u/0/folders/1R5\\_2QYtU-D7XVftiTdvl\\_auFDM9buPQu](https://drive.google.com/drive/u/0/folders/1R5_2QYtU-D7XVftiTdvl_auFDM9buPQu)) in the appropriate folder. Minutes and reports are sent to the AAAR Management Office, the Secretary, and the President. In addition, the report and minutes should be uploaded to the committee folder in the Committee Repository. Issues that need Board consideration will be discussed at the Friday Board Meeting, if urgent, or at the Winter Board Meeting. The Committee Chairs should include suggestions for revision or addition to this Guiding Policies and Procedures document, particularly in the area dealing with their Committee.

#### **4.1. Awards Committee**

*Chair:* Appointed by the Vice President from among the members of the Committee.

*Membership:* The Awards Committee consists of nine (9) members serving staggered three (3)-year terms. Each year, the Vice President appoints three (3) new members.

*Function:* The principal function and responsibility of the Awards Committee is to solicit nominations, review the nominations submitted, and select the recipients for the AAAR awards including the Kenneth T. Whitby, David Sinclair, Sheldon K. Friedlander Dissertation Award, Susanne V. Hering, and the Benjamin Y.H. Liu Awards, as well as the Thomas T. Mercer Joint Prize (granted jointly with the International Society for Aerosols in Medicine [ISAM]). Awards Committee members may nominate one (1) candidate for an award, but in that case they must refrain from discussing or voting on any of the candidates for this award during Committee deliberations. Regarding eligibility requirements for the Whitby Award, additional time allowances due to career breaks (e.g., due to dependent care, illness, military service, etc.) are permitted.

At least six months prior to the Annual Conference, nominations are solicited for the awards by announcements in the AAAR e-Newsletter Particulars, and by e-mail. After nominations and necessary support letters have been received, the Awards Committee Chair works with the AAAR Management Office to prepare an information packet for each candidate consisting of all documents in a single PDF file. These packets are saved on a shared drive made accessible to each of the Committee members three months prior to the Annual Conference. The selections are made two months before the next Annual Conference. The votes from at least five Committee members on each nominee represents a quorum. Committee members may decline to vote based on a perceived conflict of interest (COI) with a nominee for any reason. Committee members are obligated to decline to vote if having served as the advisor of a nominee, or if having conducted research with a nominee within the past three years. If less than five Committee members vote on a nominee of an award, the Chair will request the addition of an ad-hoc member to complete the voting.

The awards committee chair will inform the winner of each award of their selection, copying the conference chair, the AAAR President, and the management company awards contact on these communications. Once award winners (and their nominators) are notified, the awards committee chair will also communicate with nominators of unsuccessful nominations. Award winners are otherwise kept in secret from the AAAR membership until they are presented at the AAAR Annual Conference. Normally, awards are presented after each plenary session. Information regarding the outcome of any nomination should only be provided by the awards committee chair and not by representatives of the AAAR management company.

Following award notification, the awards committee chair will coordinate with the conference chair and the award winner on the date for each award to be presented at the annual meeting. The awards committee chair and the management company awards liaison will work together to assemble award posters and award presentation slides to be presented at the meeting. The management company will print and display the award posters and will provide award presentation slides to the conference chair.

Presentation of the Thomas T. Mercer Joint Prize alternates between the AAAR Annual Meeting (even years in September-October) and the ISAM Annual Meeting (odd years, early June). Nomination packets for this particular award are due in March and must be sent to both the AAAR Awards Committee members and the Chair of the ISAM Awards Committee. AAAR will order the plaque and write the check every year, regardless of which meeting the award is presented at.

More details on the selection policy and the specific activities in the awards nomination process are available in the repository in the document called AAAR Awards Committee - Duties and Activities.docx.

#### **4.2. Bylaws Committee (see Bylaws ARTICLE V, Section 3)**

*Chair:* Appointed by the President, as specified in the Bylaws Article V, Section 3. The sequence of events is as follows: The Vice President appoints the chair, allowing the Vice President to rotate into President at the same time their appointee becomes Chair. This sequence maximizes the amount of time the two are able to work together in their respective positions.

*Membership:* The Bylaws Committee consists of three (3) members each serving a three (3)-year term staggered so that one (1) new member is appointed each year by the Vice President.

*Function:* The Bylaws Committee shall be responsible for amending the Bylaws of the Association as described in Article VIII of the Bylaws of the AAAR. The committee periodically reviews the Guiding Policies and Procedures document and Officer/committee chair best practice summaries for consistency with the Bylaws.

### **4.3. Conference Committee**

*Chair:* The Conference Chair is appointed by the President and approved by the Board of Directors. The sequence of events leading up to this position is as follows (a diagram of this time sequence is provided in the appendix section): Early in Year 1 – The President appoints the Vice-Chair of the Program Committee, subject to approval by the Board of Directors. End of Annual Conference in Year 1 – Appointee officially rotates into the position of Vice-Chair of the Program Committee. End of Annual Conference in Year 2 – Vice-Chair rotates into the position of Conference Chair, and then organizes the Annual Conference for Year 3. The Conference Chair also serves as Chair of the Program Committee and an ex officio member of the Membership Committee.

*Membership:* Conference Vice Chair, Conference Vice Chair Elect, Tutorial Chair and Co-Chair, Exhibits Chair, Development Committee Chair (Vice President), Abstracts Coordinator and Early Career Committee Chair

*Function:* The Conference Committee works closely with the AAAR Management Office in planning and carrying out AAAR's Annual Conference. The Conference Committee also works with the Program Committee to organize and carry out the technical sessions at the Conference. The Tutorial Chair and Co-Chair organize the Tutorial Program as described in the Education Committee section. The document AAAR\_Conference\_Chair\_Best\_Practices\_YYYY.docx (where YYYY stands for the year) contains information and tips for organizing the conference. The Conference Chair should update this document as needed and pass it on to the next Conference Chair.

The Exhibits Chair and the Development Chair have responsibility for identifying potential new exhibitors as well as retaining past exhibitors. This task includes developing a functional database, in conjunction with the AAAR Management Office, of past and potential exhibitors. Other duties include interacting with exhibitors at the Annual Conference to determine policies and procedures which are effective as well as those that need improvement.

### **4.4. Development Committee**

*Chair:* Vice President (also a member of the Conference Committee).

*Membership:* The Development Committees consists of at least six (6) members, each serving a three (3)-year term staggered so that at least two (2) new members are appointed each year by the Vice President. The Vice President-Elect shall also be an ex-officio member of the committee.

*Function:* The Development Committee shall be responsible for development of broader support for the aims and objectives of AAAR. As part of this effort, it will have the responsibility for the suggestion of policies and procedures for the solicitation of funds in support of the objectives of the Association as well as leading the effort to secure additional funds. Such funds could include endowments for the awards that are presented by the Association or other functions as designated by the Board of Directors. The Development Committee should work closely with the Conference Chair, members of the Conference Committee, and conference symposia chairs to identify and solicit participation by appropriate businesses and institutions as sponsors for the Annual Conference.

### **4.5. Early Career Committee**

*Chair:* Appointed by the Vice President from among the members of the Committee (also a member of the Conference Committee), typically the longest-serving member of the committee.

*Membership:* There are three (3) members, each serving a three (3) year term staggered so that one (1) new member is appointed by the Vice President each year.

*Function:* The primary functions of the Early Career Committee are to: 1) promote the careers of young researchers

through informal mentoring, special events at the annual conference and coordination of student chapters, 2) involve young investigators in the leadership of AAAR, and 3) align the efforts of young researchers with the long-term goals and mission of AAAR. In 2023, the Early Career Committee took on organizing the Mentoring Program. More information is available in the Mentoring Program folder in the Committee Repository.

#### **4.6. Education Committee**

*Chair:* Selected by the Education Committee from among one of the three current track chairs one year in advance of stepping into the role.

*Membership:* There are nine (9) members, each serving a three (3)-year term staggered so that three (3) new members are appointed by the Vice President each year.

*Function:* The Education Committee has four primary functions, 1) organizing and running the Tutorial Program, 2) organizing and running the Fine Particle Arts Competition, 3) organizing and running the Student Poster Competition, and 4) administering the Student Travel Grant Program. The first three functions are described as tracks below and have a chair and a vice chair. The fourth function is handled by the Education Committee Chair. Guidelines, forms and sample letters are available in the repository and should be updated as needed each year by members of the committee.

*Tutorials track:* The chair and vice chair of this track will be responsible for conducting the tutorial sessions on Day 1 of the AAAR Annual Conference. Their responsibilities include getting the previous year's working group recommendations for tutorial topics from the Management Company, attending the Working Group Chair meeting on Thursday of the AAAR Annual Conference, compiling a balanced list of topics and tutorial speakers, inviting and confirming speakers in a timely manner, collecting talk titles, abstracts and speaker biographies, and preparing the tutorial schedule before conference registration opens (before the end of April). Additional information about the Tutorial Program is given in the "AAAR Annual Conference Traditions" section of the P&P. In addition, the Tutorials track will be responsible for soliciting interest from aerosol companies/vendors for participating in the hands-on tutorial session. Guidelines for the hands-on tutorial are given in the document Hands-On Instrumentation Tutorial Document.docx in the AAAR Committee Repository > Education Committee > Hands-On Instrumentation Tutorial. An important element is making sure that there is a cap on the number of registrants, currently 6, per hands-on tutorial. The Management Company is responsible for tracking attendance at each tutorial and collating the results of attendee evaluations and providing them to the Education Committee Chair following the Annual Conference. The Tutorials chair should provide a written report to the Board prior to the Winter Board Meeting summarizing attendance (before the end of the calendar year), any problems that developed, and recommendations for the future. More information about the Tutorial Program is available in the section on AAAR Annual Conference Traditions.

*Online Education track:* The chair and vice chair of this track will be responsible for running the Fine Particle Arts Competition during the conference. The goal of the competition is to engage the AAAR membership (especially students and postdocs) for scientific outreach. The Fine Particle Arts Competition, as of 2024, consists of 3 events: Video (<3 min education video), Microscopic photo (sub-micron art), Macroscopic photo (super-micron art). The chair and vice chair will be responsible for preparing materials (e.g., email for the distribution list) to advertise the competition and solicit entries before the deadline using the abstract website. Once entries are received, they may choose to sub-select entries based on art quality, broad public appeal, and appropriateness of subject matter. In addition, they will communicate to the art authors rules and logistics around the display of art, both physically and virtually, during the conference. Finally, they will be responsible for preparing ballots, conducting voting during the conference period, announcing the winners during the final day of the conference, and disbursement of prizes to the art winners. Communication with the AAAR member body will be done in coordination with the Management Company.

*Poster Judging track:* The chair and vice chair of this track will be responsible for running the student poster competition during the conference. Responsibilities include getting conference attendees to participate as judges, careful assignment of judges to different topics, and making sure each judge understands their responsibilities and grading criteria. The Management Company will help to send announcements for and e-mails to judges. The chair and vice chair are also responsible for reviewing the judging sheet and criteria each year and making changes if necessary. They also present the Poster Awards (usually during the Friday Plenary Session). Guidelines for the student poster competition are given in Student Poster Judging Procedures.docx.

The chair and vice-chair of each track will be selected internally by the Education Committee based on interest and if applicable, past service experience. Of the three new committee members each year, one will join each track as vice chair. During their second year, they become chair of the track. During their third year, one of the three becomes overall committee chair and the other two serve as advisors either to the committee chair or to one of the tracks.

*Committee Chair Duties:*

- Run the Education Committee Meeting at the Annual Conference.
- Communicate the decisions of the committee to the outside, including to the President and Board of Directors.
- Initiate discussions and votes of the Education Committee in collaboration with its members.
- Select Travel Awards (see below)
- Encourage Early Career scientists/engineers to participate in AAAR. This effort will be coordinated with the Early Career Committee.
- Solicit interest from tutorial and plenary speakers to publish review articles and/or letters in AS&T.
- Ensure smooth functioning of the three tracks.
- Organize Undergraduate Outreach Activity. This can be either be run by the Education Committee Chair or a local contact. Guidelines for this are given in Undergraduate Outreach Document.doc.

All types of Travel Grants are selected by the Education Committee Chair. This could include grants for Students Studying In and Outside of the U.S. and International Professionals. A guideline for the Travel Grant Procedure as well as a Selection Criteria for the Student Grants and International Professional Grants are available in the Repository. Briefly, applications are put together by the Education Committee Chair (examples are available in the Repository) and an announcement sent out by the Management Company. Once applications are received the data is compiled by the Management Company and provided to the Education Committee Chair. All applications are ranked using the Selection Criteria. The Education Committee Chair makes a list of who is to be awarded and who can serve as a back-up based on the number of grants available. The Management Company sends out letters notifying awardees and non-awardees (examples are available in the Repository).

#### **4.7. Endowment Committee (see Bylaws Article VII)**

*Chair:* Appointed by the President, see Bylaws ARTICLE VII, Section 4. The sequence of events is as follows: The Vice President appoints the chair, allowing the Vice President to rotate into President at the same time their appointee becomes Chair. This sequence maximizes the amount of time the two are able to work together in their respective positions.

*Membership:* Immediate Past President, Immediate Past Treasurer, one recent member of the Executive Committee and up to four (4) at large members. Specified in Bylaws ARTICLE VII, Section 4; new at-large member(s) are appointed by the President. The sequence of events is as follows: The Vice President appoints the new members, allowing the Vice President to rotate into President at the same time their appointees rotate into the committee. This sequence maximizes the amount of time they are able to work together in their respective positions. The Treasurer, President and Executive Director serve as ex officio members.

*Function:* See Bylaws ARTICLE VII and Endowment Policy Section of this Guiding Policies and Procedures document.

#### **4.8. Finance Committee**

*Chair:* Treasurer, see Bylaws ARTICLE V, Section 5.

*Membership:* The Finance Committee shall consist of the President, the Treasurer-Elect in the years in which the office is filled, and at least three (3) members of the Association. The three (3) members drawn from the Association shall serve staggered three (3)-year terms with the Vice President appointing one (1) Finance Committee member. The Vice President may appoint additional ad hoc members to serve for the year of their appointment. The Committee has traditionally included someone knowledgeable about the finances of the past, present, and next AAAR Conferences.

*Function:* The Finance Committee shall be responsible for the financial affairs of the Association and shall advise the Treasurer. The Finance Committee is also responsible for annual review of the AAAR Investment Policy Section of this Policies and Procedures document, and for reviewing the part of the Endowment Policy Section of this document that determines the distribution amount from Endowment Funds.

*Annual Conference:* The Finance Committee meets once during the annual conference. In advance of the meeting, the Chair distributes the committee materials listed in the introduction to Section 3 plus a current Investment Statement, a current Financial Statement, and the registration form with current fees.

At the meeting, the Finance Committee approves the minutes from the previous meeting, reviews the current investment and financial statements, makes a suggestion for conference registration/membership fees for the next year, and discusses any other financial issues that face AAAR. The Treasurer takes notes, or asks another member of the committee to do so.

*Reports:* The Treasurer prepares the Minutes of the meeting and a Finance Committee Report for the Winter Board Meeting that lists any issues that need a Board of Directors vote (e.g., increasing the fees).

#### **4.9. Internet Communications Committee**

*Chair:* Appointed by the Vice President from among the members of the Committee, typically the longest-serving member of the committee.

*Membership:* The Internet Communications Committee consists of at least three (3) members each serving a three (3)-year term staggered so that at least one (1) new member is appointed each year by the Vice President. The Internet Communications Committee Chair also serves as the AAAR representative to the IARA Internet Committee.

*Function:* The Internet Communications Committee is responsible for the oversight of, and for formulating and maintaining policy regarding AAAR-sponsored communications through the Internet. The responsibilities may include reviewing and providing feedback on the following: development and maintenance of the AAAR website, electronic mailing lists (e.g. list-serves), electronic publications, and social media. The Committee is also responsible for the AAAR Social Media Ambassadors program and the AAAR Job Board.

#### **4.10. Long-Range Planning Committee**

*Chair:* Vice President-Elect

*Membership:* All Past Presidents, the current President, Vice President, Vice-President Elect, and the incoming Vice-President Elect are members of the Long-Range Planning Committee. In addition, the Chair may invite other individuals to attend the meeting of the Long-Range Planning Committee.

*Function:* The Vice President-Elect chairs the Long-Range Planning Committee meeting at the Annual Conference at the end of their term, having prepared a written report for presentation at this meeting summarizing their vision and goals for the Association during the period they serve on the Board. The Vice-President Elect will also present to the Long-Range Planning Committee their ideas on how to use the income from the Presidents Fund to help support an activity they would like to help establish during their Presidency to further support the mission of AAAR. The goals will be submitted in writing to the Board of Directors for discussion at the Fall Board meeting when the Vice President-Elect becomes Vice President.

#### **4.11. Membership Committee**

*Chair:* Appointed by the Vice President from among the members of the Committee, typically the longest-serving member of the committee.

*Membership:* The Membership Committee consists of three (3) members, each serving a three (3)-year term staggered so that one new member is appointed each year by the Vice President. The Conference Chair and the President are ex officio members of this Committee.

*Function:* The Membership Committee shall undertake to recruit new members of the Association and encourage their involvement in Association activities. The committee is responsible for: 1) the preparation and maintenance of the membership brochure, 2) distribution of information to prospective members and 3) maintenance of the membership directory, including proposing what information to include in the membership directory. See Policies Regarding the Membership Directory below for more information. Another function of the Membership Committee is to identify and solicit participation by appropriate businesses and institutions as exhibitors and organizational members. The Committee is responsible for developing a strategy for identifying potential organizational members and a means for

maintaining a strong foundation of organizational membership.

#### **4.12. Newsletter Committee**

*Chair:* The Editor of the Newsletter is the member of the committee in their third and final year. In the situation where no member is (or multiple members are) in their third year on the committee, the Editor for the coming year is nominated by the Vice President and appointed by the Board.

*Membership:* Besides the Editor, there are two Assistant Editors, a Senior and a Junior Assistant Editor. The Senior Assistant becomes the Editor at the end of their one (1) year term. The Junior Assistant Editor then rotates into the Senior Assistant Editor position and the Vice President selects a new Junior Assistant Editor who will begin the three (3) year process.

*Function:* The responsibilities of the Editor and Assistant Editor(s) are to solicit and select material for publication in the newsletter, arrange for the publication of the newsletter by the AAAR Management Office, and work with other AAAR groups to enhance the benefits of the newsletter to the AAAR membership. More details are given in the section called Policies Regarding the Newsletter under AAAR Publication Policies.

#### **4.13. Nominating Committee (see Bylaws ARTICLE IV, Section 4, Paragraphs a and b, and ARTICLE V, Section 3)**

*Chair:* Immediate Past President, as specified in the Bylaws, ARTICLE IV, Section 4.

*Membership:* Members are selected by the Chair (Immediate Past President) in consultation with the President and are appointed by the Board of Directors. The term of appointment is one (1) year. As stipulated in the Bylaws, the Nominating Committee consists of at least three (3) members, all of whom must have been members of the Association for at least one (1) year at the time of their appointment. The policy is to select as members those who represent the breadth of the Association in their fields of discipline (e.g., aerosol fundamentals, atmospheric aerosols, health-related aerosols) and the types of their organizational affiliation (e.g., academic, national laboratory, industry). Further, it is policy to include some members with Board of Directors experience.

*Function:* The Nominating Committee prepares the slate of candidates for Officers, Board members and Working Group chairs. In doing so, it considers the written suggestions from any member of the Association in good standing. Suggestions for Working Group chairs are collected in the Working Group meetings at the Annual Conference. The Management Company should convey these to the Nominating Committee chair.

The Nominating Committee takes into account the various interests and types of organizational affiliations of Board members in order to retain, to the extent practical, a Board that is representative of the current membership. The Nominating Committee submits a report to the Board at least 6 months before the Annual Meeting (as stipulated in the Bylaws). It is responsible for preparing information for balloting, including assembling the biographies of candidates, in time for the AAAR Management Office to distribute official ballots to the membership no later than 420 90 days before the next Annual Business Meeting of the Association.

#### **4.14. Program Committee**

*Chair:* The Conference Chair serves as Chair of the Program Committee.

*Membership:* The Program Committee consists of the Conference Vice Chair, the Vice Chair-elect, the Immediate Past Chair, and the Chairs of all of the Working Groups. The Vice Chair of the Program Committee becomes the Conference Chair at the next AAAR Annual Conference. The Vice Chair is nominated by the President and approved by the Board of Directors. The Tutorial Chair and Tutorial Vice-Chair for the Annual Conference serve as ex officio members of the Program Committee. Ad hoc members of the Program Committee may be appointed by the Conference Chair to serve for the year of their appointment.

*Function:* The Program Committee is responsible for developing the technical program for the Annual Conference of the Association. This includes solicitation of papers to be presented at the Conference; selection of papers, scheduling of presentations, and notification of the authors; selection, invitation, and scheduling of the plenary speakers; and coordination of schedules and space requirements with the Exhibits Chair, the Development

Committee Chair, the Young Investigators Committee Chair and others involved with the planning of the Conference. Details of scheduling presentations requires close interaction with both the AAAR Management Office and the Working Group Chairs. It is the responsibility of the Conference Chair to manage these interactions with the help of the rest of the Program Committee. Additional information for the Program Committee is in the section on AAAR Annual Conference Traditions.

Following the Conference, the retiring Conference Chair is responsible for drafting a letter to the primary authors of manuscripts presented at the Conference encouraging submission of papers to Aerosol Science and Technology journal.

#### **4.15. Publications Committee**

*Chair:* Appointed by the Vice President from among the members of the Committee, typically the longest-serving member of the committee.

*Membership:* The Publications Committee consists of three (3) members, each serving a three (3)-year term, staggered so that one (1) new member is appointed each year by the Vice President.

*Function:* The Publications Committee shall be responsible for oversight and for formulating and maintaining AAAR policy with regard to the journal of the Association, Aerosol Science and Technology (AS&T), subject to approval by the Board of Directors. When a new Editor-in-Chief (EiC) is needed, the Board of Directors charges the Publications Committee with searching for and nominating candidates. Additional ad hoc members may be appointed to the committee by the Board during a search for a new EiC. The EiC is chosen and approved by the Board. Additional details are given in the subsection called Selection Process for an Editor-in-Chief in the section on AAAR Publication Policies. The EiC provides suggestions for new Editors and members of the Editorial Advisory Board (EAB) which are evaluated by the Publications Committee. In collaboration with the EiC, the Publications Committee nominates new Editors and members of the EAB to the Board for approval. The Publications Committee can make suggestions for updates to the copyright policy for tutorials, in consultation with the Education Committee. Any proposed changes are approved by the Publications Committee and then by the Board. The Publications Committee is also responsible for any other publications of the Association not explicitly assigned elsewhere.

The Publications Committee organizes the AS&T Lecture Series in conjunction with the AS&T Editors and the student chapters.

*Duties of the Chair:* The chair runs the Publications Committee meeting at the Annual Conference and prepares the report to the Board. The chair initiates discussions and votes of the committee in collaboration with its members. The chair communicates decisions of the committee to the outside, including to the President, the Board and the EiC.

#### **4.16. AS&T Outstanding Publication Award Committee**

*Chair:* Appointed by the Aerosol Science & Technology (AS&T) Editor-in-Chief

*Membership:* The AS&T Outstanding Publication Award Committee consists of five (5) members (including the chair) appointed by the AS&T Editor-in-Chief. The Committee is selected from the AS&T Editors and Editorial Advisory Board.

*Function:* The AS&T Outstanding Publication Award Committee is responsible for soliciting nominations for and selecting the winner of the AS&T Outstanding Publication Award.

The AS&T Outstanding Publication Award is awarded annually to one paper published in AS&T without regard to publication date. The award recognizes papers that have had a significant impact on the field. Nominations are solicited at the same time as nominations for the other AAAR awards by the Association's Management Company. Nominations should include a short justification (less than 500 words) and a citation of approximately 100 words. The justification should indicate how the publication has played an important role in advancing aerosol science and technology. It may contain citation metrics, indicate subsequent work that depended on it, and any other impacts on the field. The citation is a succinct summary of the significance of the paper, suitable for dissemination with the award

announcement. Self-nominations are not permitted. The Committee Chair distributes the nominations to the committee members and schedules a conference call with the committee to select a winner. The Committee Chair notifies the AS&T Editor-in-Chief and the Association's Management Company of the winner of the award. The Committee Chair notifies the award winner approximately one month before the annual meeting.

AS&T's Editor-in-Chief presents the AS&T Outstanding Publication Award at the annual AAAR meeting. It consists of a certificate for each co-author, one plaque to be used at the discretion of the co-authors, and a monetary award of \$2000. In addition, it will be announced in AS&T along with the rationale for its choice.

#### **4.17. Representation & Equity Affairs Committee**

*Chair:* Appointed by the Vice President from among the members of the Committee, typically the longest-serving member of the committee.

*Membership:* There are six (6) members, each serving a three (3) year term staggered so that two (2) new members are appointed by the Vice President each year. It is recommended that among the six committee members, there are at least two (2) that have served in the Board of Directors and/or the Executive Committee and one (1) who is early career.

*Function:* The primary functions of the Representation & Equity Affairs (R&EA) Committee are to: i) promote a future Association that is balanced, inclusive, and equity-minded, addressing the needs of a diverse membership; ii) make recommendations to the Board of Directors and respond to charges from the Board of Directors regarding R&EA affairs; iii) advocate for, provide, and support programs and services that lead to professional access and success for students, faculty, and professional researchers from our most marginalized groups, and iv) along with the Board, lead the Association efforts on the inclusion and accurate representation of all matters pertaining to underrepresented populations in Aerosol Science, and v) propose one (1) member of the R&EA Committee serve in the Nominating Committee. This committee will conduct at least one event each year at the annual conference that promotes and supports representation and equity affairs. These events must specifically seek to increase understanding and action among our general membership to remove the barriers that these underrepresented groups experience (e.g., Bystander training). Similarly, these events can seek to increase recognition of the unique contributions these groups make to the field of aerosol science (e.g., Community Engaged Research performed by scholars from these communities).

### **5. INTERNATIONAL COMMITTEES WITH AAAR DELEGATES**

#### **5.1. Fuchs Memorial Awards Committee**

*Function:* The Fuchs Memorial Award is the major international prize in aerosol science and is given every four (4) years at the international meeting of the major aerosol societies. The Committee addresses the following tasks: reviewing and updating the award regulations and procedures; scheduling the events in the award cycle; preparing and issuing the call for nominations; determining if individual nominations meet the stated minimum requirements; selecting from among the nominees; and designing the award certificate and ceremony. Typically, there are four (4) meetings during each award cycle.

*Membership:* The current membership is composed of two (2) representatives each from the three (3) charter aerosol societies which provide funds for the award. These societies are the AAAR, Gesellschaft für Aerosolforschung (GAeF) and the Japan Association of Aerosol Science and Technology (JAASST).

*AAAR Representatives:* The two (2) AAAR members to the Committee are appointed by the President of AAAR, who may seek the advice and consent of the AAAR Board of Directors. The minimum term is through the end of the award cycle in progress. Members are appointed for one (1) four (4)- year term. If the member is willing to continue for a second four (4)-year term, this should be done in such a way that the terms of the two (2) AAAR members are

staggered to provide ‘institutional memory.’ Appointees should agree in advance to decline nomination for the award and not to participate in any nominating activity. Although the Fuchs Committee is an autonomous entity, the AAAR members should briefly report Committee activities to the AAAR Board of Directors. Funding for AAAR’s third of the Fuchs Award comes from the Fuchs Award investment account.

## **5.2. International Aerosol Research Assembly (IARA)**

*Function:* IARA is an association of regional and national aerosol research associations whose purpose is to promote aerosol research and science internationally. It sponsors an international aerosol conference once every four (4) years and honors individual scientists through the International Aerosol Fellow Award.

*Membership:* The member organizations of IARA are AAAR, Comité Français d’Etudes et de Recherches sur les Aérosols, Finnish Association for Aerosol Research, Gesellschaft für Aerosolforschung, Indian Aerosol Science and Technology Association, Israeli Association for Aerosol Research, Japan Association of Aerosol Science and Technology, Nordic Association for Aerosol Research, United Kingdom Aerosol Society, International Society for Aerosols in Medicine, and Chinese Association for Aerosol Research in Taiwan. Each society has representatives to IARA.

*AAAR Representatives:* The Bylaws of IARA stipulate that AAAR has two (2) delegates. Under the current policy, the delegates are selected by the incoming President of AAAR and approved by the Board of Directors during the fall BOD meeting. Generally, delegates to IARA are former (or current) Officers or Directors of AAAR. The AAAR President then informs the current IARA Secretary and the current IARA President as to who the delegates are. It is preferred that at least one of the delegates be someone with experience in organizing an international meeting. The terms of the two delegates are staggered by two years, for example 2016-2020, 2018-2022, 2020-2024, etc. Each delegate is appointed to a four (4)-year term, with one of them beginning their service at the start of the International Meeting, and the other beginning their service two years after the meeting. The AAAR delegates should report briefly to the Board on the activities of the Assembly. The Treasurer of AAAR is also the Treasurer of IARA and AAAR manages the IARA checking account. The Chair of the Internet Communications Committee also serves as AAAR representative to IARA on committees and matters involving the Internet in the years that AAAR is the host of the IAC.

## **5.3. Fissan Pui/TSI Award**

The Fissan Pui/TSI Award recognizes international collaboration in the field of aerosol science and technology between researchers/engineers residing on at least two continents. The award is given by IARA every four years at the international conference. The amount of the award is \$10,000 and is funded by a permanently endowed investment fund that was started with a donation from TSI. AAAR provides the check every four years, and the conference host organization provides the plaque.

## **6. POLICIES AND PROCEDURES FOR FUNDING STRATEGIC PROJECTS**

The AAAR Board of Directors voted in 2013 to designate 4% of the long-term reserve general investment account for strategic projects, as long as the general investment account is equal to or greater than 150% of the annual operating budget. Strategic projects are intended to enhance the Association and its mission. Strategic projects can be proposed by the Board of Directors, or proposals can arise from the Committees or Working Groups.

This support may be used to cover expenses associated with the development of special symposia, educational and outreach activities, and new member services.

A member of AAAR can submit a proposal after obtaining written approval from a Committee or Working Group, or they may submit the proposal with a request that the President designate a specific Committee or Working Group to approve it. The proposal must be submitted electronically. The proposal should outline the project and the anticipated benefits to AAAR and justify expenses.

After the President designates a Committee or Working Group, the AAAR Management Office will send the proposal to the Chair of that Committee or Working Group. The Chair will then forward the proposal to the members for their comments. The Chair should ask for a vote of approval or disapproval, along with comments. It is acceptable for the

Chair to recommend funding for a proposal subject to certain conditions, such as reduced funding, changes in scope of work, etc. The Chair is expected to submit a brief evaluation with the result of the voting (including number of votes for and against funding) along with specific comments about the strengths and weaknesses of the proposal. The evaluation must be prepared whether the proposal is recommended for funding or rejection. The proposals and evaluations will be sent to Board members with the meeting agenda.

Prior to the Board of Directors meeting, the Executive Committee will review all proposals along with the evaluations, with respect to their fiscal impacts on AAAR, and the extent to which this initiative would serve the needs and objectives of AAAR. Based on this review, the Executive Committee will recommend actions by the Board of Directors, bearing in mind the limited funds available for support of new initiatives. The following annual schedule has been adopted for these proposals, with proposal submission/approval windows occurring twice a year:

July 1	Proposals due; sent to Working Groups and Committees for review
September 1	Submittal of evaluations by Committees and Working Groups
Fall AAAR meeting	Decision by Executive Committee; formal approval at Friday Board meeting
December 31	Proposals due; sent to Committees and Working Groups for review
February 1	Submittal of evaluations by Committees and Working Groups
Winter Board meeting	Decision by Executive Committee; formal approval at Saturday Board meeting

Proposals written to invite speakers for special symposia, special sessions, plenary lectures, and other events at a AAAR Annual Conference should apply the following guidelines. Invited speakers may be reimbursed for travel expenses in compliance with the Speaker Travel Reimbursement Policy. The speakers will also receive free registration and a maximum of two nights at the conference hotel at the conference rate paid by AAAR. Exceeding these amounts requires exceptional circumstances and justification. Each invited speaker is expected to give a full-length talk (at least 30-45 minutes), and the proposed sessions and speakers must be approved by the Conference Chair. Where appropriate, the individual submitting the proposal is encouraged to consider a special issue of Aerosol Science and Technology as an outcome of the event. If a special issue of a journal is arranged, Aerosol Science and Technology must be given the right of first refusal.

The Committee or Working Group endorsing the proposal will be responsible for accounting for the use of the funds provided to the satisfaction of the Board of Directors and the Auditors and will provide reports on the progress and outcome of the initiative.

## **7. POLICIES AND PROCEDURES FOR SPONSORING SPECIALTY CONFERENCES**

In order to promote the development of the Association and to ensure that full and reasonable consideration be given to all proposals for specialty meetings, the AAAR Board of Directors has agreed to consider for possible sponsorship by AAAR proposals submitted by members of AAAR, standing committees and working groups.

The intent of such specialty meetings is to cover topics of broad interest to the aerosol science community that will attract both members and non-members of AAAR, thus outreach should be a component of the meeting. The specialty meeting should not conflict with or detract from AAAR's annual meeting in either timing or topic. As such, it is expected that the meeting structure will not be identical to that of the annual meeting (e.g., it may emphasize workshops or roundtable discussions).

Sponsorship of such meetings by AAAR may take several forms:

- (1) AAAR may publicize the meeting in its newsletter, via mailings to the membership, or at AAAR's Annual Meeting.

- (2) AAAR may agree to share meeting planning, expenses and revenue with another organization.
- (3) AAAR members and staff may be the sole organizers of the meeting.

Proposals falling into categories (2) or (3) above should be submitted a minimum of 24 months before the meeting date; other proposals may be submitted up to 12 months before the meeting date. A proposal for AAAR participation in a specialty meeting can be submitted by a member of AAAR after obtaining written approval from a member of the Board. The proposal must be submitted electronically to the AAAR office. The proposal must explain the rationale for the meeting, including potential benefits to AAAR; describe the desired level of involvement of AAAR; propose date(s) and venue(s); and outline the meeting financial plan. A budget showing the need for funds and the anticipated revenues from the initiative must be included.

In most cases, it is expected that the proposed new initiatives would be at least revenue neutral under conservative budget estimates. Support may be provided from AAAR to initiate the activity by covering additional AAAR management costs, materials preparation, etc., but should be reimbursed from revenues received. It is expected that the proposer will obtain funding outside of AAAR for the meeting, and that the budget will contain a description of fundraising plans and ideally initial commitments for such funding.

The AAAR Management Office will send the proposal to the Executive Committee for their comments. The President should ask for a vote of approval or disapproval, along with comments. It is acceptable for the President to recommend funding for a proposal subject to certain conditions, such as reduced funding, changes in scope of work, etc. The President is expected to submit a brief evaluation with the result of the voting along with specific comments about the strengths and weaknesses of the proposal. The evaluation must be prepared whether the proposal is recommended for funding or rejection. The proposals and evaluations will be sent to Board members with the meeting agenda.

The initial evaluation will be sent to the proposer at the same time that it is sent to the full Board. If the proposal has received initial approval from the Executive committee, the individual submitting the proposal will be invited to attend the Board meeting at which the proposal will be discussed, or to participate in the discussion remotely. The Editor of AS&T should also be invited to attend the discussion.

The following annual schedule has been adopted for these proposals:

- 3 months prior to a Board meeting, typically July 1 or December 1: Proposals due in AAAR office
- 6 weeks prior to a Board meeting, typically September 1 or February 1: Submittal of evaluations by Executive Committee
- Fall Friday Board Meeting or Winter Board Meeting: Presentation of proposal (if necessary) and approval/disapproval

If the Board grants approval subject to modifications, a revised proposal should be submitted in accordance with a timetable specified by the Board.

Where appropriate, the individual submitting the proposal is encouraged to consider a special issue of *Aerosol Science and Technology* as an outcome of the event. If a special issue of a journal is arranged, *Aerosol Science and Technology* must be given the right of first refusal.

If approved, the organizers will be asked to sign a letter of agreement outlining their obligations to the Association.

Specialty conferences must follow the AAAR Code of Conduct and Social Media Policy. See sections 10.11 and 10.12 for details.

## **8. AAAR PUBLICATIONS POLICIES**

### **8.1. Policies regarding *Aerosol Science and Technology* (AS&T)**

*Aerosol Science and Technology*, established in 1982 as the official journal of AAAR, publishes the results of theoretical and experimental investigations into aerosol phenomena and closely related topics. High quality reports on fundamental and applied topics are suitable. AS&T is published monthly and sent to all members of AAAR.

The name of the research journal of AAAR is *Aerosol Science and Technology*.

1. AAAR owns Aerosol Science and Technology.
2. Taylor & Francis is the current publisher of Aerosol Science and Technology.
3. The Editor-in-Chief of Aerosol Science and Technology is nominated by the Publications Committee and approved by the AAAR Board of Directors to manage the review and selection of manuscripts for publication in Aerosol Science and Technology. See below for the selection process for a new Editor-in-Chief.
4. The masthead of the journal will list the Editor-in-Chief, Editor(s), The Editorial Advisory Board, and the listing: "Founding Editors: Benjamin Y. H. Liu, David T. Shaw and David S. Ensor."
5. The journal is published twelve (12) times within each year.
6. Changes in the publication format, including cover design and page format, must be approved by the AAAR Board of Directors. Any such changes are suggested by the Editor-in-Chief, discussed and approved by the Publications Committee, and forwarded to the Board for final approval.
7. The number of pages per volume is established by contract between AAAR and the publisher.
8. The financial issues and contracts are negotiated by the President of AAAR and the publisher, in consultation with the Publications Committee, the Editor-in-Chief, and the Management Office. All matters related to financial issues and contracts are approved by the AAAR Board of Directors.
9. Revisions and additions to the AAAR Policies regarding AS&T require approval of the AAAR Board of Directors.

### **8.1.1. Editor-in-Chief of Aerosol Science and Technology**

#### *Appointment*

1. The Editor-in-Chief is appointed by the AAAR Board of Directors acting on a nomination from the AAAR Publications Committee. See below for details on the selection process.
2. The Editor in Chief of AS&T is appointed by the board of directors for a term of 5 years, commencing at the beginning of the calendar year in order to coincide with the start of a new volume. The appointment of the Editor-in-Chief may be renewed for additional term(s) of 3 years.
3. The Editor-in-Chief serves at the pleasure of the AAAR Board of Directors:
  - a. Prior to each Annual Conference, the Editor-in-Chief shall deliver an annual report to the Publications Committee and the Board of Directors, documenting the operation of the journal and its standing in the field. The Editor-in-Chief attends the meeting of the Publications Committee at the Annual Conference and participates in deliberations and is available to answer questions. The Editor-in-Chief may be excluded from parts of the meeting, especially if performance of the Editor-in-Chief is discussed.
  - b. The Publications Committee is charged with reviewing the performance of the Journal and the Editor-in-Chief and making recommendations to the Board at the Annual Conference regarding continuation or renewal of the Editor-in-Chief's term, or seeking a replacement.
  - c. The appointment of the Editor-in-Chief can be terminated within a term of service by a 2/3 vote of the AAAR Board of Directors.
  - d. Editor(s) may be appointed by the AAAR Board of Directors acting on a nomination from the AAAR Publications Committee for a term of service concurrent with that of the Editor-in-Chief.

#### *Responsibilities*

1. Formulate a vision for Aerosol Science and Technology, in conjunction with the AAAR Board of Directors, and articulate that vision.

2. Manage Aerosol Science and Technology administration of manuscripts to include: recording the receipt of manuscripts; obtaining qualified peer reviews; overseeing the quality of manuscript revisions; transmitting manuscripts to the publisher; communicating with authors; and adjudicating disputes between authors and reviewers.
3. Serve as the primary contact between AAAR and the publisher on all matters except the negotiation of contracts and financial issues.
4. Manage the budget for editorial responsibilities.
5. The Editor-in-Chief will have responsibility for the organization and management of the Editorial office, including decisions of whether or not to seek additional Editors, the structure and make-up of the Editorial Advisory Board, and division of responsibilities between the Editor-in-Chief and the Editors. The Editor-in-Chief provides suggestions for new Editors and members of the Editorial Advisory Board which are evaluated by the Publications Committee. In collaboration with the Editor-in-Chief, the Publications Committee provides nominations to the Board of Directors which will make the final decisions. The term of an Editor can be terminated by a 2/3 vote of the members of the AAAR Board of Directors.
6. Plan the editorial calendar with the publisher and Editor(s).
7. Delegate authority and responsibility to Editor(s) for manuscript administration and editorial development.
8. Work with the Publications Committee and other AAAR groups to enhance the benefits of Aerosol Science and Technology to the AAAR membership and other subscribers. This generally takes the form of informal (e.g., email) discussions during the year and participation in the Publications Committee meeting at the Annual Conference.
9. Prepare and submit a written annual report 30 days prior to the Annual Business Meeting of AAAR. This report should include (at least) a summary of the financial issues and statistics on manuscript volume, backlog, subject area, pages per issue, and interactions with the publisher; recommendations for changes or additions to AAAR policies regarding the journal may also be included. The annual report should be provided to the Publications Committee, the AS&T Editorial Advisory Board, and the AAAR President as well as the AAAR Management Office for inclusion in the agenda book for the Fall Board meeting. The Editor-in-Chief should present a brief summary of this report at the Annual Business Meeting.
10. Actively promote the solicitation of papers for publication in Aerosol Science and Technology.

### **8.1.2. Selection Process for an Editor-in-Chief**

Upon a decision by the Board to seek a new Editor-in-Chief, the Publications Committee shall be responsible for identifying and evaluating candidates and making recommendations to the Board. The timetable and procedures for making this appointment are outlined below:

- Annual Conference during calendar year three years prior to change of editorship: Publications Committee reviews the performance of the journal and the Editor-in-Chief and recommends to the Board of Directors either:
  - 1) renewal of the appointment of the Editor-in-Chief for a 3-year term or,
  - 2) appointment of a new Editor-in-Chief.
- Winter Board meeting prior to Annual Conference that occurs in the calendar year, two years prior to the year in which the new editor begins service. In the event of a decision to seek a new Editor-in-Chief, the Board of Directors charges the Publications Committee with identifying candidates and making recommendations for a new Editor-in-Chief for Aerosol Science and Technology.
- Between Annual Conferences: The Publications Committee shall announce the search for a new Editor-in-Chief and solicit applications, nominations, and suggestions. Candidates will be asked to provide a statement of their vision for the journal and proposed structure of the editorial office. The institutional support

anticipated by the applicant should also be described. A deadline for submissions will be set in advance of the Annual Conference to allow review of applications by the Publications Committee. Selected candidates will be invited by the chair of the Publications Committee to be interviewed at the next Annual Conference of the AAAR.

- Annual Conference two years prior to change of editorship: Prior to the conference, the Chair of the Publications Committee will send to the AAAR Management Office for distribution to the Board the packet (background, credentials, and their vision for Aerosol Science and Technology) for each candidate selected for an interview. During the conference, the Publications Committee conducts interviews for the position of Editor-in-Chief. The Chair of the Publications Committee, or someone designated by the Chair, attends the Friday Board Meeting and presents the short list of candidates and a recommendation for Editor-in-Chief based on the outcome of the interviews. The Board makes the final selection of Editor-in-Chief. The existing and new Editors-in-Chief are notified of the Board's decision as soon as possible after the Board Meeting.
- Between Annual Conferences: The existing Editor-in-Chief, the new Editor-in-Chief and the Publications Committee will develop an understanding on the steps required for a smooth transition. The new Editor-in-Chief shall begin developing the editorial office and make recommendations for appointments to the Editorial staff. These recommendations will be reviewed and acted upon in a timely manner by the Publications Committee and the Board of Directors to ensure a smooth and timely transition.
- Annual Conference immediately prior to change of editorship: The new Editor-in-Chief is announced and the formal transition is initiated. If time or scheduling do not allow this schedule to be followed: The Executive Committee may substitute alternative procedures for selection of the Editor-in-Chief.

### **8.1.3. Editorial Advisory Board of Aerosol Science and Technology**

#### *Appointment*

1. The members of the Editorial Advisory Board are suggested by the Editor-in-Chief and evaluated by the Publications Committee which then makes nominations to the Board for final approval.
2. Members of the Editorial Advisory Board are appointed to serve for four (4)-year renewable terms. The Editorial Advisory Board will include about 16 members. Membership whose terms are complete will be rotated off to allow new members to serve.
3. The members of the Editorial Advisory Board serve at the pleasure of the AAAR Board of Directors. The term of an Editorial Advisory Board member can be terminated by a 2/3 vote of the members of the AAAR Board of Directors.

#### *Responsibilities*

1. Review manuscripts for publication in Aerosol Science and Technology as requested by the Editor-in-Chief or Editor(s).
2. Encourage publication of research in Aerosol Science and Technology.
3. Provide the Editor-in-Chief with recommendations for reaching a wider readership and for stimulating the professional growth of the AAAR membership.
4. Represent the professional needs of the readership of Aerosol Science and Technology to the Editor-in-Chief.
5. Review editorial policies and the quality of Aerosol Science and Technology with the Editor-in-Chief, Editor(s), and Publications Committee at the Annual Conference of AAAR.
6. Provide the Editor-in-Chief with suggestions for articles, special topical issues, reviews, etc.

### **8.1.4. AS&T Outstanding Publication Award**

The AS&T Outstanding Publication Award is given annually for an outstanding paper without regard to publication date. The recipient of this award is selected by the AS&T Outstanding Publication Award Committee. The AS&T

Editor-in-Chief presents this award each year at the Annual Conference. The amount of the award is \$2,000, with \$1,000 provided by Taylor and Francis and \$1,000 provided by AAAR. AAAR's portion for this award is provided by the AS&T Outstanding Publication Award Fund.

## **8.2. Policies Regarding the Newsletter**

1. The name of the newsletter of AAAR is Particulars.
2. AAAR owns the copyright to Particulars and all of its digital archives.
3. The Editor and Assistant Editor(s) of the newsletter are members of the Newsletter Committee and are appointed by the Vice President and approved by the Board (see details in the section on the Newsletter Committee).
4. The Editor and Assistant Editor(s) arrange for the on-line publication of the newsletter in coordination with the AAAR Management Office.
5. Each issue of the newsletter is approved for on-line publication by the Editor and Executive Director of AAAR.
6. The newsletter will list the Editor and Assistant Editor of the newsletter (including address, telephone, fax, and e-mail), and the Officers and Board of Directors.
7. The newsletter is published on-line three times within each calendar year: in spring, summer, and winter.
8. Changes in publication format, including design and page format, must be approved by the Newsletter Committee.
9. The final budget for the newsletter is established by the AAAR Board of Directors.
10. Full-page "Call for Papers" or Announcements may appear in the newsletter only if AAAR is a sponsor or co-sponsor.
11. Particulars accepts advertisements from individuals and organizations. Display advertising rates are as follows:
  - Full Page- \$400; Half Page - \$200; Quarter Page - \$100; Eighth Page - \$50.
  - On-line classified advertisements are accepted for job openings and second-hand equipment. On-line classified advertising rates are as follows: <20 words - \$20; <40 words - \$40.
  - All advertisements must be relevant to some aspect of aerosol science.
12. Revisions and additions to the AAAR Policies Regarding the Newsletter require approval of the AAAR Board of Directors.

### **8.2.1. Editor and Assistant Editor(s) of the Newsletter**

#### *Appointment*

1. The Editor of the newsletter is the third year member of the Newsletter Committee. A new member of the Newsletter Committee is appointed each year by the Vice President and approved by the Board of Directors for a three year term.. The new member becomes the Junior Assistant Editor.
2. After the first year, the Junior Assistant Editor becomes the Senior Assistant Editor.
3. After the second year, the Senior Assistant Editor becomes Editor, if available to serve.
4. The Editor and Assistant Editor(s) of the newsletter serve at the pleasure of the AAAR Board of Directors. The term of Editor or Assistant Editor can be terminated by a 2/3 vote of the members of the AAAR Board of Directors.

#### *Responsibilities*

1. Identify and articulate a vision for the newsletter.

2. Solicit and select material for publication in the newsletter.
3. Obtain review and approval of the newsletter from the Editor and Executive Director prior to its publication.
4. Arrange for publication of the newsletter in coordination with the AAAR Management Office.
5. The Editor chairs the Newsletter Committee.
6. Work with the AAAR Working Groups, the Conference Chairs of upcoming AAAR Annual Conference, the AAAR Newsletter Committee, and other AAAR groups to enhance the benefits of the newsletter to the AAAR membership.

### **8.3. Policies Regarding the Membership Directory**

1. AAAR provides a password protected, searchable membership directory on-line. The searchable membership directory is updated on a regular basis as changes of address or affiliation are received. The searchable directory is to be up to date at all times. Members may search the directory in any one of the following ways: by the first letter of a member's last name and geographically by country, state/province and city.
2. AAAR owns its membership directory.
- 3.
4. Members whose membership is associated with Organizational Members will be listed in the membership directory.
5. The Secretary of AAAR and the AAAR Management Office are responsible for obtaining information for the membership directory and verifying to the best of their abilities, the accuracy and completeness of the content.
6. Financial issues associated with the on-line publication of the membership directory are negotiated by the AAAR Management Office Staff and reviewed by the Secretary and President of AAAR and are subject to approval by the AAAR Board of Directors.
7. Revisions and additions to AAAR Policies Regarding the Membership Directory require approval of the AAAR Board of Directors.

## **9. AAAR ADMINISTRATIVE POLICIES**

### **9.1. Membership Administration**

*Membership Validation Period:* Memberships are valid for a full calendar year. There are no partial -year memberships. New members joining in mid-year pay a full year membership for the calendar year in which they join and are entitled to back issues of the journal for the year. Membership renewals for the following calendar year are included in the annual conference registration fee. Following the annual conference, a renewal form is sent to every member who does not renew his or her membership by attending the annual conference. Members who do not renew their membership upon receipt of the first renewal notice following the annual conference (usually November of each year) may experience delays in the receipt of their journal subscription in the first quarter of the year for which they are renewing. Memberships are not transferable.

*Membership Cancellation Policy:* Memberships not renewed by March 1 of each year will be cancelled. Members will be notified of pending cancellation at least 30 days before cancellation is initiated. Cancellation results in the immediate discontinuation of all member benefits and services including receipt of AS&T.

*Membership Mailing List Distribution:* Mailing labels can be rented upon request for one-time use at a cost of \$300 for non-profit organizations and \$1,000 for for-profit organizations. The AAAR President must approve the appropriateness of all mailings. All requests must be in writing and accompanied by a copy of the mailing to be sent to AAAR members. Recipients are granted permission in writing with clarification the labels are for one-time use only.

### **9.2. Archiving Documents**

The Executive Committee shall establish and maintain a repository of key Association documents including: 1) Governing Documents (current versions of Bylaws and Policies and Procedures); 2) Operational Documents

(committee operational and best practice documents, templates for committee communications, etc.), 3) Signed Documents (MOUs, conference agreements, third party service agreements such as the management company and the AS&T publication agreements, etc.), 4) Financial Documents (audit, end year statements, tax forms, donations), 5) AAAR leadership and membership rosters (current and past officers, BOD members, and working group chairs), and 6) Conference Documents (conference chair best practices, management company conference reports, exhibitor and sponsor information, etc.).

While all Executive Committee members should have full access to the archive, additions/deletions to archive documents should be made only by the Secretary upon approval by the President. The archive should be updated at the completion of each Board of Directors meeting. Governing Documents and Signed Documents should be collected by the President. Financial Documents should be collected by the Treasurer. Conference Documents and AAAR Leadership/Membership Documents should be collected by the Vice President. Operational Documents should be collected by the Secretary. The Secretary should also update the list of people that have access to these repositories.

## **10. AAAR ANNUAL CONFERENCE**

Traditionally, AAAR holds an Annual Conference during the month of October for the purpose of providing a forum for the exchange of technical information and recent advances in the field of aerosol science and technology.

The Conference has three major components: Tutorial Program, Technical Program, and Exhibition. Other activities are the Student Assistants Program, Annual Business meeting of the general membership, and meetings of the AAAR Board, the AS&T Board, Working Groups and Committees. Additional activities include social events before, during, or after the Conference.

### **10.1. Tutorial Program**

Tutorials are designed to cover a wide variety of current topics in the field of aerosol science. Some are of an introductory nature, while others provide an in-depth treatment on an advanced topic. Introductory topics include aerosol mechanics and instrumentation. Advanced topics include areas such as nucleation theory, electrosprays or pharmaceutical aerosols.

Tutorials are organized by the Education Committee and are held on Monday, one day in advance of the start of the Technical Program. Approximately 16 tutorial sessions are offered in four (4) sets of parallel sessions. Individual tutorials are 75 minutes long. There is a fee for the tutorials which is separate from the Conference registration fee. Tutorial notes prepared by the instructors are distributed to paid attendees. Instructors are offered a \$400 honorarium and are given free registration to other tutorials. The Management Company will coordinate distribution of this.

#### **10.1.1. Guidelines for Organizing the Tutorial Program**

The process begins at the preceding Annual Conference when suggestions for lecturers and tutorial topics are solicited from the Working Groups at their meetings. Each Working Group chair provides a written report to the Management Company and/or Conference Chair who will share it with the Tutorials chair and vice chair. The Tutorials chair and vice chair should also have access to a list of previous tutorials and to previous reports on the Tutorial Program. The Tutorial Chair should also stay in contact with the Conference Chair so that tutorials that overlap with planned special symposiums can also be included. Organizing the Tutorial Program takes significant lead time and should be started as soon as possible after the Annual Conference. The Tutorial schedule (names of presenters and titles of tutorials) needs to be ready before registration opens for the next conference, usually in April or May. Bios of the presenters for the conference program should also be ready at that time for posting online.

Suggested criteria for choosing tutorial speakers include the following:

1. The lecturer has presented one or more previous AAAR tutorials that were highly rated and well attended.
2. At least 2 to 3 years has elapsed between identical AAAR tutorial lectures, unless there is a very high demand and the record shows that a satisfactory turnout can be expected on a more frequent schedule.
3. The lecturer has not given a previous AAAR tutorial lecture, but is well known by the Tutorial Chair to have expertise in an appropriate topic, is reliable, and is an outstanding speaker.

4. The lecturer has not given a previous AAAR tutorial lecture, but comes highly recommended by at least two or three individuals whom the tutorial organizer knows well.
5. The tutorials should cover the range of current interests of the membership.

Traditionally, 16 tutorial sessions are scheduled, although as AAAR grows and Conference attendance increases, this number may also increase.

The Tutorial Chair must develop the schedule for the lectures as well as ensure that the Management Staff provides each speaker with copyright information (see more information below) and instructions provides each attendee with an evaluation form, and collects and tabulates the evaluations. The details of running the tutorials should be worked out with the Annual Conference Chair. The use of tickets has been effective in minimizing unregistered attendance. Usually a Student Assistant is assigned to each Tutorial by the Management Company to collect tickets and check-in each participant.

Tutorial slides are made available electronically to tutorial attendees. The Management Company will provide each speaker with the number of attendees. If they provide their slides by the due date set by the Management Company, the Management Company will provide the hand-outs. Otherwise the Speakers are responsible for doing this themselves.

### **10.1.2. Guidelines for Tutorial Speakers Regarding Use of Copyrighted Material**

Tutorial speakers must strictly adhere to the laws regarding use of copyrighted material. This includes figures, tables, and portions of published articles as well as entire reprints that are reproduced. In general, figures and tables from published material may be used in oral presentations (overhead transparencies or slides) without obtaining written permission from the publisher, providing the material is properly cited in the visual. However, material that is reproduced in the tutorial notes requires explicit written permission. Tutorial speakers are required to obtain this permission before copies of the material are made. A written statement “reprinted with permission from ...” should be included in the tutorial notes. Speakers must allow sufficient lead time so that permission in writing will have been received by the time the tutorial notes are sent to AAAR for duplication. This typically requires up to 60 days.

To enable publishers to make a decision about whether permission can be granted, and whether a fee will be assessed, the speakers must provide detailed information. This information includes the title of the publication (e.g. title of journal, book, or report), volume number, year, title of the article, names of authors, and page numbers, as well as a description of the specific material to be copied (figure numbers, etc.). Speakers must explain that the material will be used in duplicated notes for a tutorial lecture at the AAAR and must indicate the approximate number of copies that will be made. The speaker should also indicate that the tutorial will be attended mainly by individuals engaged in professional work with aerosols or by students in the aerosol field. Give the date by which the response is needed.

A sample letter follows:

*Dear (Publisher or Contract Name):*

*I would like to obtain permission to reproduce two figures that appeared in *Aerosol Science and Technology*. These are Figure 3 and 4 from the article “*Evaluation of the Effectiveness of Several Air Cleaners for Reducing the Hazard from Indoor Radon Progeny*” by P.K. Hopke, N. Montassier, and P. Wasiolek, Volume 19, Number 3, pages 268-278, 1993.*

*The figures will be used in a set of notes for a tutorial presentation the Annual Conference of the American Association for Aerosol Research. The tutorial will be attended by professionals in the aerosol field, as well as by students. A total of about 20 copies of the notes will be made. Permission is needed by early September.*

*Thank you very much for your consideration of this request.*

*Sincerely,*

*Your Name*

*Title*

*Organization/University Affiliation*

A copy of the Packet with copyright information that is given to each Speaker is provided in the Repository.

## **10.2. Technical Program**

The technical program is the heart of the Conference and covers a wide range of topics in aerosol physics and chemistry, aerosol instrumentation, and technical applications including atmospheric aerosols, climatic effects, pharmaceutical aerosols, and industrial aerosols. The program consists of plenary sessions, parallel platform sessions, and poster sessions. Many Conferences feature Special Symposia, which are comprised of a featured plenary lecture followed by organized platform or poster sessions. Additional information about organizing the technical program can be found in AAAR\_Conference\_Chair\_Best\_Practices\_YYYY.docx in the repository.

The technical program is organized by the Program Committee. Working Group Chairs serve on the Program Committee. The Working Groups play a critical role in soliciting papers and suggesting topics for symposia, plenary speakers, and tutorial lectures. They also assist in the organization of sessions.

The Conference Chair extends the invitations to plenary lecturers and makes the final decisions regarding scheduling. There are typically 4 plenary speakers at the annual conference, the Friedlander Memorial Lecture (supported by the Friedlander Memorial Fund), the AEEP Lecture (partially supported by \$500 from AEEP), and 2 additional plenaries. Travel support for plenary speakers is described below in Speaker Travel Reimbursement Policy. Often, the Conference Chair must handle special situations which arise for foreign speakers, including assistance in seeking financial support. The conference chair shall be allotted \$4,000 in discretionary funds to facilitate organization of the conference and to pay expenses related to the conference.

Papers for the Conference are solicited in a general “Call for Papers.” The Management Staff prepares the “Call for Papers” for approval by the Conference Chair. Staff then arranges for printing and distribution. One-page abstracts are submitted to an office selected by the Board (in the past this has included the management office, an outside abstract processing company, and the editorial office of AS&T). To aid in program organization, the abstract form contains a place to indicate the Working Group or special session organizer through which the paper may have been solicited. However, unsolicited papers of good quality are welcome. Abstracts are collected in a book available to attendees at the Conference.

## **10.3. Speaker Travel Reimbursement Policy**

The maximum travel reimbursement for invited plenary speakers will be \$500 for domestic travel or \$1000 for international travel. Reimbursable travel expenses include airfare, ground transportation, parking and tolls. Plenary speakers also receive free conference registration and a maximum of two nights at the conference hotel at the conference rate paid by the AAAR. Exceeding these amounts requires exceptional circumstances and justification.

The Conference Chair will receive the following travel support: \$500 for travel, free conference registration, and a maximum of five nights at the conference hotel at the conference rate paid by the AAAR.

## **10.4. Exhibition**

Companies offering aerosol instrumentation and services are invited to exhibit at the Annual Conference for a fee. Exhibits are on display Tuesday through Thursday and generally open following the plenary session. In addition, the Exhibits are open Monday evening if there is a Welcome Reception (which is traditional). The Conference also includes an “Exhibitors Reception”, which is held on Tuesday, following the Technical Sessions and the Annual Business Meeting. Exhibits are the responsibility of the Exhibits Chair of the Conference Committee working in concert with the AAAR Management Office. The AAAR Management Office, operating under the oversight of the Exhibits Chair and Conference Chair, handles solicitations, instructions, receipts, and facilities arrangements.

## **10.5. Student Assistants Program**

Students participating in the Student Assistants Program provide support to tutorial and platform sessions throughout the Conference. The Student Assistants Program is organized by the Management Staff. Student Assistants must attend the orientation meeting organized by the Management Staff. The Student Assistants are also allowed to attend two (2) tutorials of their choice without charge. While providing a valuable service to the Conference, it is hoped that this program increases student participation in the Conference.

## **10.6. Awards Presentation**

AAAR gives several annual awards, including the Whitby Award which is for excellence by a young researcher; the Sinclair Award, which honors excellence by established researchers; the Friedlander Dissertation Award which recognizes an outstanding dissertation by an individual who has earned a doctoral degree, the Mercer Joint Prize (with ISAM, presented at AAAR in even years) which recognizes excellence in the areas of pharmaceutical aerosols and inhalable materials, the Liu Award which recognizes outstanding contributions to aerosol instrumentation and experimental aerosol research that has significantly advanced the science and technology of aerosols, and the AS&T Outstanding Publication Award. Awards are presented after each plenary session during the AAAR Annual Conference. The agenda for the Awards presentation is set by the Conference Chair and the Awards Committee Chair.

## **10.7. Annual Business Meeting**

An Annual Business Meeting of the general membership of AAAR is required by the Bylaws and is held at the Annual Conference. Generally, it is scheduled for Thursday afternoon, following the last sessions. The Annual Business Meeting is used to announce election results; present reports from the officers, including a financial report; and to announce future meetings. This occasion is also used to pass the gavel from the outgoing to the incoming President of AAAR and to recognize the efforts of those who organized the Conference and who have served AAAR within the preceding year. Organizational members are also recognized at this meeting.

## **10.8. Board, Working Group, and Committee Meetings**

Traditionally, the AAAR Board meets twice during the Conference, on Tuesday and Friday. The Tuesday meeting takes place at lunch and is attended by all board members, including incoming members whose term officially starts at the end of the conference. This meeting serves to introduce new members, thank outgoing members and provide an orientation to board service. The Friday afternoon meeting (including lunch) is a working board meeting that outgoing members do not attend.

The Aerosol Science and Technology Editor-in-Chief, Associate Editors, and Editorial Advisory Board meet with representatives from the publisher on Wednesday or Thursday at noon. Time is also scheduled in the Technical Program for Working Group meetings and for planning the next year's Conference program. Other Committee meetings are scheduled throughout the week.

## **10.9. Organizational Members**

The Conference allows organizational members to exercise some of their privileges, including receiving two free Conference registrations and a 25% discount on any number of tutorials. They also receive a substantial (25%) discount on Exhibition Fees. Organizational Members are recognized for their support of AAAR in the Conference Program and at the Annual Business Meeting.

## **10.10. Conference Fees**

Regular registration covers the Conference, a one-year membership in AAAR, and a one-year subscription to Aerosol Science and Technology (AS&T), both beginning the following January. Tutorial fees are separate. Student Conference registration fees are no more than 25% of the full registration fee. Tutorial fees for students and retired members are approximately one-half that for full registrants. The Early Career conference registration fee is 75% of the regular conference fee, and the Early Career membership fee is the same as the regular membership fee. Conference fees are graduated based on specific registration deadline dates published on the registration form and in various conference-related materials. One-day registrations are available at a rate specified for each Conference.

Organizational Members receive two free registrations for their designated individual members and a 25% discount on tutorials attended by any number of their employees. A non-member conference registration rate is available to those who do not wish to join AAAR, but it is the same as Conference rate that includes membership.

### **10.11 Code of Conduct**

The American Association for Aerosol Research (AAAR) cares about both the professional development and the personal well-being of its members and affiliates. Thus, in all interactions related to AAAR (including but not limited to publication in and review for Aerosol Science and Technology, participation in AAAR governance, and attendance of the annual meeting), involved participants will be respectful of and considerate to each other and act in a professional manner, irrespective of whether the interaction is in person, electronic via e-mail or social media, over the telephone, or in writing. All members will obey rules enacted by the meeting venue, affiliated hotels, or other locations related to AAAR activities in which they are engaged.

Individuals will avoid:

- making verbal comments inappropriate in tone or content;
- including inappropriate material in plenary, platform, or poster presentations;
- physically intimidating or frightening behavior (through threatening, stalking, harassing, abusing, etc.);
- disrupting presentations or events affiliated with the conference; and
- participating in illegal activities.

During the annual meeting, all participants, including registered attendees, exhibitors, service providers, and association management staff, are expected to follow the guidelines outlined in this Code of Conduct. At the annual meeting, individuals who do not meet these expectations may be removed immediately without warning or refund at the discretion of the Conference Chair, AAAR Executive Director, or the AAAR President. Such individuals may also be prohibited from attending future meetings, as determined by a vote of the AAAR Executive Committee or Board of Directors. Inappropriate behavior during activities related to AAAR at any time may result in loss of membership, as determined by a vote of the AAAR Executive Committee or Board of Directors.

If you observe unacceptable behavior during activities related to AAAR, notify a staff member of the AAAR management company or a member of the AAAR Executive Committee or Board of Directors. If you observe behavior that constitutes a threat to public safety, contact 911 immediately.

AAAR Staff: John Lessard, Executive Director, [jlessard@virtualinc.com](mailto:jlessard@virtualinc.com)

### **10.12 Social Media Policy**

Attendees may photograph and post content from others' presentations *only* when they have explicit permission by the presenter to do so. This permission will be given by an "ok to photograph/post" icon (*right*) on the presenter's slides or poster. Video/audio recording (as well as live-streaming, etc.) is expressly prohibited.

It is assumed that the primary platform for such social media posts will be Twitter; tweets related to the conference should use the conference hashtag #AAARxx where xx is the two digit year of the conference (e.g. 2019 = 19). Posters are also encouraged to @mention AAAR's official Twitter handle, @AerosolResearch. Inappropriate content – e.g., material that may be viewed as libelous, defamatory, obscene, threatening, or abusive – is prohibited.

## **11. AAAR INVESTMENT POLICY**

### **11.1. Introduction**

This Statement of Investment Policy of the American Association for Aerosol Research (AAAR) provides guidelines for the management and investment of funds held by the Association.

The organization shall maintain an Operating Fund that consists of cash and cash equivalents and is used for the day

to day financial operations of the organization.

The remainder of the funds of the organization shall constitute the Long Term Reserve Fund. This Fund shall be prudently invested in a manner that benefits and enables the long-term goals of the association. Investments shall be designed to maximize the returns without exposure to undue risk and to provide financial stability and cash flow to support the mission of AAAR.

The Operating Fund and Long Term Reserve Fund together constitute the general funds of the AAAR.

At the discretion of the Board of Directors, the services of an SEC registered investment advisor may be employed to manage the investments, and the Board shall be empowered to hire, fire, or replace the Advisor.

The several Award Funds of the AAAR are independent of the general funds of the organization and shall be held as separate and individual accounts.

## **11.2. Operational Procedures**

These procedures are to serve as operational guidance for the Board of Directors of the American Association for Aerosol Research (AAAR) with respect to Investment of Funds belonging to AAAR.

1. The Board shall determine a dollar amount to be held in the Operating Fund, once a year at the winter board meeting. The amount shall be set so that AAAR holds liquid assets equal to 1/3 of annual budgeted expenses for the current year plus the strategic projects budget. AAAR's total liquid assets are adjusted by adding to the Cash and Cash Equivalents held at the end of the prior year, an amount from other assets that will bring the total to the specified level, or by transferring a surplus of liquid assets to the Long Term Reserve fund. The Board will direct the Treasurer, or President, to transfer AAAR funds between accounts to adjust the total held in the Operating Fund.
2. Following this once a year adjustment, the amount of the Operating Fund shall be permitted to vary based on normal cash flow, except that the total dollar amount at the beginning of each month shall not fall below the sum of the projected net cash disbursements for the next two months. The Management Company shall compare the Operating Fund with the projected disbursements each month in a timely manner, and should the Operating Fund be expected to fall below the required amount the Treasurer will be notified that action is required to increase the fund.
3. The day-to-day management of the finances of the AAAR is carried out by the Management Company. The Management Company provides the Board with timely reports of the financial status of AAAR. Among these reports are monthly Statements of Financial Position of the AAAR, and Cash Flow statements that include Projected Monthly Cash Disbursements for the remainder of the calendar year. These assist the Board in the prudent oversight of the financial matters of the organization. The year-end statements shall guide the Board in setting the dollar amount of the Operating Fund.
4. Adjustment of the Long Term Reserve Fund shall be designated by the Board after the dollar amount of the Operating Fund is set. Should money be available for addition to the fund, it shall be invested in accordance with investment policy as defined below.
5. The awards funds of the AAAR are separate and independent of the AAAR general funds. These include the Sinclair, Mercer, Whitby, Friedlander Dissertation, Liu and Fuchs Award funds, which are Quasi Endowment funds as defined in the Endowment Policy, and the Fissan Pui/TSI, Friedlander Memorial, Presidents, Hering and AS&T Outstanding Publication funds, which are True Endowment funds as defined in the Endowment Policy. The cost of each award will be transferred out of the award fund after the Annual Conference and before the end of the calendar year. The awards funds shall be invested according to the policy set for the AAAR Long Term Reserve Fund. These funds must be considered separately by the Board when acting to set the Annual Budget and Operating Fund.
6. The Board of Directors shall receive a report of the Investments of the organization at its twice-yearly meeting, and the Treasurer, and Treasurer-elect shall receive monthly reports.

### **11.3. Policy Review Procedures**

The following procedures will be followed to ensure the investment policy statement is consistent with the current mission of AAAR and accurately reflects the current financial condition of the Association:

1. The Finance Committee shall review this investment policy annually for any necessary revisions
2. Recommendations for any revisions or modifications to the investment policy will be sent to the Board of Directors for their approval.

### **11.4. Operating Fund**

#### **11.4.1 Purpose and Guidelines**

The purpose of the Operating Fund is to provide sufficient cash to meet the financial obligations of the AAAR in a timely manner. This fund consists of the liquid assets of the AAAR and includes the Checking and Savings Accounts with which the Management Company executes the day-to-day financial activities of the organization.

The Checking and Savings Accounts used by the Management Company shall be Federal Deposit Insurance Corporation insured accounts. Variations in the daily balance in an FDIC insured account resulting from normal business activities that cause the total dollar amount to exceed the insured limit by no more than 25% are acceptable.

The balance of the Operating Fund, above that held in these checking and savings accounts, may be held in highly liquid financial instruments, such as high-yield savings accounts or money market accounts.

### **11.5. Long Term Reserve Funds**

#### **11.5.1 Purpose**

The purpose of the AAAR Long Term Reserve Fund is to provide financial stability and cash flow to support the mission of AAAR. This fund will reduce the volatility of the cash stream available to fund AAAR's operating budget, and provide resources that will grow over time thereby helping to offset the effects of inflation on the purchasing power of the organization.

#### **11.5.2 Investment Objectives**

The objectives of AAAR's Long Term Reserve Fund Investment Policy include maximizing interest and dividend returns on accumulated reserves while, at the same time, attaining a proper and responsible balance between safety, liquidity, and yield. The objectives of the account should be pursued as a long-term goal designed to maximize the returns without exposure to undo risk, for example by assigning approximately 50% of the Fund to fixed income instruments whose goal is preservation of capital and/or the generation of income, and the remainder to equities. Whereas it is understood that fluctuating rates of return are characteristic of the securities markets, the greatest concern should be long-term appreciation of the assets and consistency of total portfolio returns.

### **11.6 Investment Guidelines**

The Long Term Reserve Fund may be invested in U.S. Government instruments, or equities and bonds of publicly held corporations listed on USA Stock Exchanges whose capital (the product of the 'price-per-share' and 'number of shares') exceeds \$1 billion and whose liquidity is high. Equity and Bond Mutual Funds, Equity and Bond Exchange Traded Funds (ETFs), and US Bank Federally Insured Certificates of Deposit (CD) may be employed. No single mutual fund, ETF or CD should exceed 10% of total investment funds. The limitation on mutual funds specifically excludes money market funds and therefore there is no limit on the investment in money market funds.

This policy allows substantial discretion in the asset allocation and diversification of the assets for the purposes of increasing investment returns and/or reducing risk exposure. The President and the Treasurer, acting with advice from the Finance Committee and the investment advisor, if one is employed by the Board, are authorized and responsible for the commitment of assets among asset classes, industry sectors and individual securities to pursue opportunities presented by long-term secular changes within the capital markets.

### **11.6.1 Equities**

The equity portion of the portfolio should be maintained at a risk level roughly equivalent to that of the equity market as a whole, with the objective of at least matching its results as represented by the ‘S&P 500’ net of fees and commissions. Equity holdings may be selected from the New York, American or NASDAQ markets. AAAR is prohibited from investing in:

1. Private placements;
2. Letter Stock;
3. Options;
4. Securities whose issuers have filed a petition for bankruptcy;

AAAR is prohibited from engaging in:

1. Short sales;
2. Margin transactions;
3. Futures, derivatives and any similar speculative investment activities.

### **11.6.2 Fixed Income:**

Investments in fixed income securities will be managed actively to pursue opportunities presented by changes in interest rates, credit ratings, and maturity premiums.

AAAR is prohibited from investing in private placements, or from speculating in fixed income or interest rate futures.

### **11.7 Addenda**

1. The management company, with approval by the President or Treasurer of AAAR, may withdraw funds from investments to cover anticipated cash flow needs. The AAAR representative together with the Management Company, *if appropriate*, will consult with the investment advisors to determine the most cost-effective investments to draw upon.

(Approved, AAAR Board of Directors Meeting, March 2, 2002)

2. AAAR’s goal is to maintain investments valued greater than one year of operating expenses. In the event this goal is no longer realized, the management company shall immediately inform the Board so action can be taken at the next Board meeting.

(Approved, AAAR Board of Directors Meeting, March 2, 2002)

3. The AAAR board voted to annually allocate 4% of the Long Term Reserve Fund (AAAR general fund YE on Condor statement) to a strategic projects budget. The allocation will be done at the Winter Board Meeting based on the December 31 financials as long as the value of the Long Term Reserve Fund is greater than 150% of the annual operating budget. The amount should be held as cash once the spending is allocated and the funds will not accrue from year to year; instead, each year the Board will be encouraged to spend 4% and any unspent amounts are effectively returned to increase the long term reserve principal.

(Approved, AAAR Board of Directors, February 2013)

## **12 AAAR ENDOWMENT POLICY**

### ***Preamble***

The Board of Directors of American Association for Aerosol Research (hereinafter “the AAAR”) does hereby establish an Endowment Fund, which shall be named “The AAAR Endowment Fund” (hereinafter “The Fund”).

## **Purpose**

The Fund has the mission of assisting in advancing aerosol science and technology by providing financial support for AAAR's programs. The vision for The Fund is to establish and increase in net worth a set of endowment funds that will provide significant, stable, long-term financial support to aid in achieving AAAR's strategic objectives. It is intended to complement AAAR's revenue from dues and other sources. The purpose of this policy is to provide a procedure for the receipt, management and disposition of these funds or other properties received by the AAAR.

## **Authority**

The Endowment is authorized in Article VII of the Bylaws for the AAAR.

### **12.1 Definitions**

1.1 The Fund. The Fund is comprised of sub-funds that are either True Endowment Funds or Quasi Endowment Funds. The Fund created by this policy shall not be a separate legal entity, but instead shall be considered a part of the AAAR under the authority of the Board of Directors of the AAAR.

1.2 True Endowment Funds. A true endowment fund is an account established by a donor-restricted gift. The original value of all gifts contributed to the fund (i.e., "the historic dollar value" or "Principal") may not be expended from a true endowment fund. (If the donor allows the historic dollar value to be spent, it is a Quasi Endowment Fund.) The income and appreciation earned by a true endowment fund provide a permanent source of expendable revenue for the purposes specified by the donor and agreed to by AAAR.

1.2.1. The corpus of a True Endowment cannot be spent; however, it is possible that the corpus could be lost due to investment losses.

1.3 Quasi Endowment Funds. Quasi endowments ("funds functioning as endowment") are accounts that AAAR treats as endowment accounts. Examples of quasi-endowments:

1.3.1. Donors may direct that their gift be held as quasi-endowments, either because they envision the spending of the principal at some point (or under certain conditions) or because they want to give AAAR that flexibility. The corpus of donor-established quasi endowment accounts may be expended in accordance with donor terms and restrictions.

1.3.2. The AAAR Board of Directors may designate certain funds as quasi-endowments to be spent only for a certain purpose. The Board of Directors has the authority to remove these designations.

1.4 Principal. The initial amount of any gift or Board-designated contribution to The Fund.

1.5 Income. Any interest, dividends, realized and unrealized gains or other financial returns that are received from investment of the Principal.

1.6 Corpus. The principal (usually money, securities, and other assets) of an endowment fund as distinguished from income.

### **12.2 Endowment Committee**

2.1 The management of The Fund shall be overseen by the Endowment Committee. The Committee shall be responsible to AAAR's Board of Directors and shall work with the Finance Committee and other AAAR Committees to achieve the mission and vision of The Fund.

2.2 The Endowment Committee shall provide leadership for AAAR's philanthropy-based, long-term, fundraising activities. The Committee will develop, review, revise and implement policies for fundraising and recommend to the Board the use of the funds to support AAAR's programs. The Committee will develop philanthropy-based fundraising goals, spearhead fundraising activities and educate AAAR members as to the value of philanthropic giving to AAAR's Endowment Fund.

2.3 The Endowment Committee shall be appointed by the AAAR President and ratified by the AAAR Board of Directors.

2.4 The Endowment Committee shall propose how to spend the released income for all Endowments and send their recommendations to the AAAR Board for approval before each winter Board meeting. The Committee will ensure that their recommendations for expenditures of income are consistent with the terms of each Fund agreement.

### **12.3 Establishing an Endowment Fund**

3.1 The AAAR Board of Directors shall authorize the creation of True Endowment Funds and Quasi Endowment Funds consistent with the needs of AAAR, the instructions of donors, the regulations of the United States Internal Revenue Service and the regulations of the jurisdiction in which AAAR is incorporated. Prior to soliciting or accepting any gift that establishes an endowment fund, the AAAR Board of Directors must understand the proposed terms of the endowment fund, the restrictions on spending, confidentiality, and use, and have confidence that AAAR will be able to administer and spend the endowment income in accordance with those terms and restrictions. The proposed terms of the endowment fund and the restrictions on spending must be documented in a donor signed gift agreement that must be approved by the AAAR Board of Directors.

3.2 After consultation with the Endowment Committee, the AAAR Board of Directors shall periodically review and establish the minimum contributions(s) required to establish a True Endowment Fund.

3.3 After consultation with the Endowment Committee, the AAAR Board of Directors shall periodically review and establish the minimum contributions(s) required to establish a Quasi Endowment Fund.

3.4 The AAAR Board of Directors shall provide donors the opportunity to name sub-funds for individuals and/or intended purpose(s) of use. All funds are open either to all donors or to no additional donors.

3.5 All documents related to the solicitation of funds, the maintenance and investment of funds and the use of funds shall receive appropriate review by legal counsel.

3.6 The AAAR Board of Directors shall establish a procedure for tracking the value of each Fund by, for example, maintaining separate investment accounts for each Fund or by assigning shares to each Fund.

#### 3.7 Procedure

1. The Endowment Committee Chair discusses an Endowment with a potential Donor.
2. The Endowment Committee reviews the proposed Endowment agreement to determine if it meets AAAR's mission, Endowment Policy and needs.
3. An Endowment agreement is prepared and submitted to the AAAR Board for approval.
4. The Endowment agreement is signed by the Donor and AAAR President.
5. AAAR's association management company will handle all paperwork.

#### 3.8 Annual Reporting to Donors and AAAR Membership

3.8.1 The Endowment Committee, with the help of the Treasurer, shall prepare an Annual Report on each Donor's Endowment that shall be sent to the Donor with a letter from the AAAR President.

3.8.2 The Treasurer shall prepare an Annual Report on the Endowment Fund that shall be sent electronically to all AAAR members and posted on the members-only website. The Report shall contain a letter from the Committee Chair, the status of The Fund, recognized donations (respecting any donor requests for confidentiality), use of The Fund in the past year, a list of AAAR priorities and solicitation.

3.8.3 The Chair of the Endowment Committee or the Treasurer shall present a status report at the Annual

AAAR Business Meeting.

## **12.4 Gifts to The Fund**

4.1 Any person may contribute or donate money or other personal or real property to The Fund subject to the provisions of this policy, as amended or modified. All property contributed or bequeathed to The Fund shall become the property of the AAAR and shall be held, managed, invested and spent in strict accordance with the terms of this policy.

4.2 AAAR shall only accept contributions to The Fund for purposes consistent with AAAR's strategic objective and AAAR's status as a nonprofit entity designated as having §501(c)(3) status under the United States Internal Revenue Service Code.

4.3 Donor Contribution Threshold Levels

4.3.1 True Endowment Funds: The current threshold level for True Endowments is \$50,000.

4.3.2 Quasi Endowment Funds: The current threshold level for Quasi Endowments is \$10,000.

4.4 Donor Recognition Levels

4.4.1 Cumulative:

1. Benefactor  $\geq$  \$10,000
2. Sustaining Contributor  $\geq$  \$5,000

4.4.2 Current Year:

1. Diamond  $\geq$  \$500
2. Ruby  $\geq$  \$250- \$499
3. Emerald  $\geq$  \$100- \$249
4. Sapphire  $\geq$  \$40- \$99

4.5 The selection of Awardees funded from Endowments is decided by the appropriate AAAR Officers or Committees and not by the donor.

4.6 The Donor Contribution includes the sum of donor and matching funds, if any.

## **12.5 Investment of the Fund**

5.1 Investment and management of invested funds shall be conducted in a manner consistent with the AAAR Policy and Procedures. The Fund shall be invested following the AAAR Investment Policy for long term funds. The goal of this policy is to preserve The Corpus of The Fund while, on average, providing income to AAAR and covering inflation. Investment management fees will be deducted from The Fund. Any other operating expenses of the Endowment Fund, such as fundraising, shall be treated as an ordinary operating expense of the AAAR and not charged against the Endowment Funds.

5.2 The AAAR Investment Policy is the responsibility of the Finance Committee, which is appointed by the Board of Directors.

5.3 The Finance Committee shall review the AAAR Investment Policy annually. Recommendations for revisions or modifications to the investment policy will be sent to the Board of Directors for their approval.

5.4 At the Winter Board Meeting, the Treasurer shall present a written report to the Board of Directors on the performance and status of The Fund. The report shall state the balance of Principal, allocation of Principal among investments, the income earned on the Principal during the preceding year, any realized and unrealized gains on investments of the Principal and the amount of any income used during the

preceding fiscal year. The report shall have separate itemization of these matters for each True Endowment Fund and each Quasi Endowment Fund. Prior to the annual conference, the Treasurer shall provide updated performance and status information on the Fund to the Endowment Committee for use in their annual report to donors and in the Treasurer's report to AAAR members (Section 3.8).

5.5 In no event shall any of The Fund be loaned to, invested in or otherwise used by the AAAR or other related entities, except in accordance with the provisions of this policy and any applicable state and federal law.

5.6 Investment decisions are the responsibility of AAAR and not of the donor.

## **12.6 Making Income Available for AAAR's Use**

6.1 The Board of Directors shall annually, as part of preparation of AAAR's budget for the following year:

6.1.1 Reinvest all or any portion of the Income in The Fund.

6.1.2 Use all or any portion of the Income received from the Corpus in The Fund for any purpose consistent with the purpose of The Fund as stated in Article VII, Section 1 of the Bylaws and this Policy.

6.2 The Board of Directors, with a recommendation from the Finance Committee, is responsible for setting and reviewing the Endowment Policy for determining the amount of distributable income.

6.2.1 The Board approved the following formula for determining the amount of distributable (released) income from Endowments:

Up to 4% of the funds of a True Endowment may be spent each year in accordance with the terms and purpose of The Fund as long as the remaining balance exceeds the Corpus, The Finance Committee will include a review of this percentage as part of their regular review of the AAAR Investment Policy.

6.3 No Income or Principal from The Fund shall be used for any purpose other than educational, research or charitable purposes, or for any purpose that would be inconsistent with the AAAR's mission and standing as a charitable nonprofit institution under the laws of the State of New York and of the United States of America, and specifically under §501(c)(3) of the Internal Revenue Code. No funds shall be used directly or indirectly for the benefit of any individual person, including but not limited to any employee or Board member of the AAAR.

## **12.7 Use of Corpus from the Fund**

7.1 The Board may not use the Corpus from any True Endowment Funds within The Fund, except under the following circumstances:

7.1.1 As part of a proceeding involving the dissolution or ending of the existence of the AAAR following AAAR Bylaws Article VII, Section 12.

7.1.2 As part of a bankruptcy proceeding pertaining to the AAAR.

7.1.3 In accordance with requirements mandated by the laws of the state of New York or the United States of America.

7.1.4 With the written permission of the donor or the heirs of the donor.

7.2 The Board, in using any of the Corpus from a True Endowment Fund permitted under the above circumstances, shall, if possible, use the Corpus for a purpose consistent with the perceived intentions of the donor subject to any requirements imposed by law.

7.2.1 If such use is not possible, the Board may use the Corpus in accordance with the Articles of Incorporation of the AAAR. If neither of the foregoing purposes is possible, the Board may use the Corpus for any other charitable, research or educational purpose it determines in accordance with law and in accordance with §501(c)(3) of the Internal Revenue Code.

7.3 The Board may use the Corpus from any Quasi Endowment Fund at any time by approval of a supermajority (two-thirds) of the Board of Directors.

### 12.8 Amendments

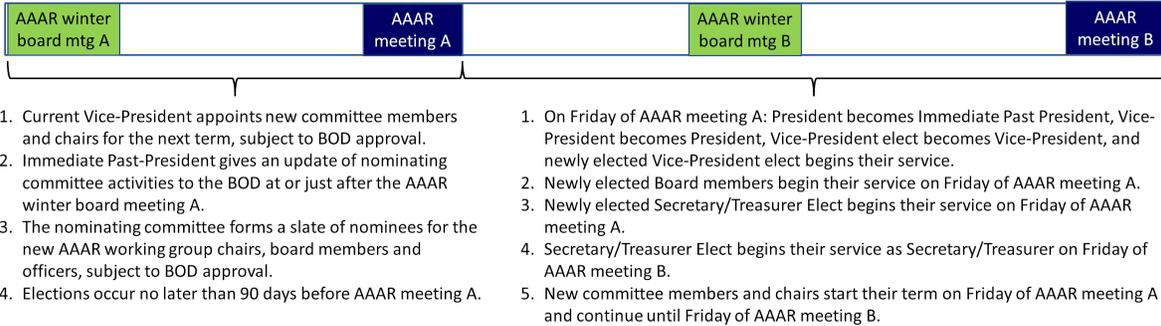
8.1 The Board may amend this endowment policy at any time by majority vote of the Directors present at a meeting at which a quorum is present, but no amendment shall be in contravention of law, and no amendment may have the effect of circumventing or abrogating a legal obligation of the Board to any donor of a gift placed within The Fund.

(Approved by the AAAR Board of Directors on March 14, 2009; updated July 2014 and March 2016).

## 13 APPENDIX

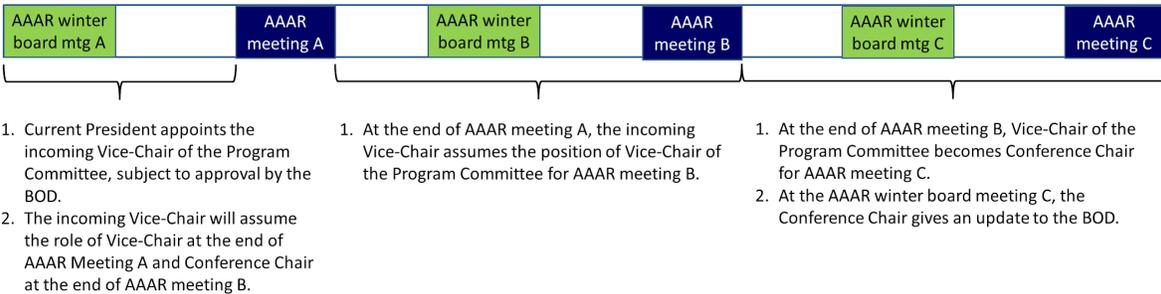
### 13.1 Annual Cycle for Committees, Officers and Board of Directors

The diagram below shows the annual cycle for identifying and installing new committee members/chairs, officers, and board of directors.



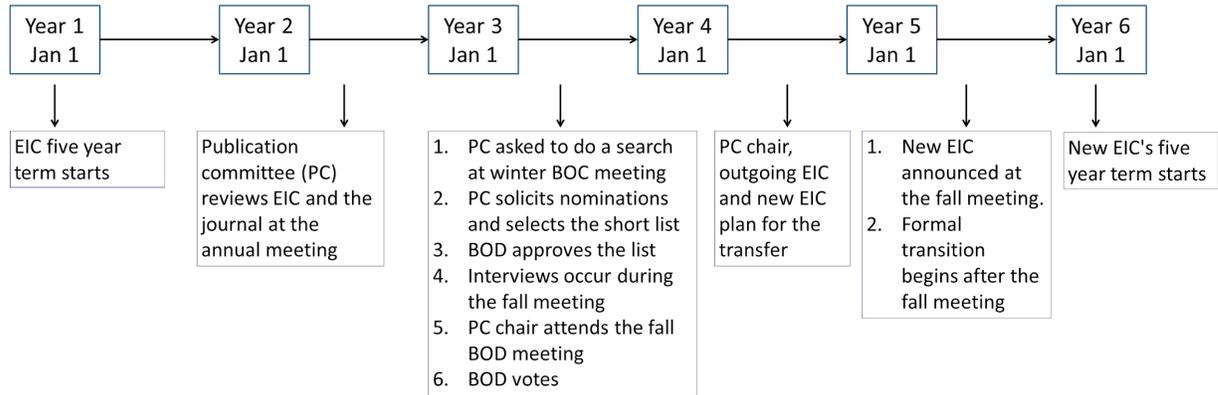
### 13.2 Two-Year Cycle for Conference Chair

The diagram below shows the two-year cycle for appointing a Vice-Chair of the Program Committee, who eventually becomes the Conference Chair.



### 13.3 Five-Year Cycle for AS&T Editor in Chief

The diagram below shows the five-year term of the AS&T Editor-In\_Chief (EIC), including time points along the way for identifying a successor.



### 13.4 Summary Table of Monetary Values

The table below provides a summary of all the monetary values mentioned throughout the Policies and Procedures document.

Item	Monetary Value	P&P Section Referenced
Reimbursement for Board Meeting Travel	\$600 Domestic \$800 International	2
Fissan Pui/TSI Award	\$10,000, funded from its Endowed Fund	5
Strategic Projects	4% of long-term reserve general investment account if it is equal to or greater than 150% of annual operating budget	6, 11
AS&T Outstanding Publication Award	\$2,000, funded from its Endowed Fund with \$1,000 provided each year from Taylor and Francis	8
Particulars Advertising Rates	Full Page - \$400 Half Page - \$200 Quarter Page - \$100 Eighth Page - \$50 On-line Classified Ads - < 20 words \$20 and <40 words \$40	8

Membership Mailing Label Rental	\$300 for non-profit organization \$1,000 for profit organization	9
Tutorial Honorarium	\$400 and free register to other tutorials	10
AEESP Lecture	\$500 from AEESP	10
Conference Chair Discretionary Fund	\$4,000	10
Reimbursement for Plenary Speaker Travel	\$500 Domestic \$1,000 International -Plus 2 nights in Conference Hotel and free Conference Registration	10
Reimbursement for Conference Chair Travel	\$500 travel -Plus 5 nights in Conference Hotel and free Conference Registration	10
Organizational Members	2 free Conference Registrations, 25% off Tutorials, and 25% off Exhibitor Fees	10
Conference Registration Fees	Covers Conference, 1 year Membership, and 1 year subscription to AS&T -Students no more than 25% of Full Registration -Early Career is 75% of Full Conference Fee and same as Full Membership Fee	10
Amount of Cash and Cash Equivalents Required	1/3 of Annual Operating Budget	11
Acceptable Daily Variation Allowed in FDIC Insured Checking and Saving Accounts	No more than 25% of the insured limit	11
Donor Contribution Threshold Levels	True Endowment - \$50,000 Quasi Endowment - \$10,00	12
Donor Recognition Levels	Cumulative: -Benefactor $\geq$ \$10,000 -Sustaining Contributor $\geq$ \$5,000 Current Year: -Diamond $\geq$ \$500 -Ruby $\geq$ \$250-\$499 -Emerald $\geq$ \$100-\$249 -Sapphire $\geq$ \$40-\$99	12
Amount of True Endowment That May Be Spent Each Year	4% of funds as long as the remaining balance exceeds the Corpus	12